



March 2, 2021

**NATIONAL CRIME INFORMATION CENTER (NCIC)  
TECHNICAL AND OPERATIONAL UPDATE (TOU) 21-1**

**SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS (CSO).....1-1**

**SECTION 2 -- SYSTEM CHANGES**

- 2.1    MODIFICATION TO THE GUN SERIAL NUMBER (SER)  
       FIELD EDITS TO ALLOW ENTRY OF GUNS WITH ONLY  
       ALPHABETIC SERIAL NUMBERS INTO THE NCIC SYSTEM .....2-1
- 2.2    MODIFICATION OF OFF-LINE SEARCH CONTACT  
       INFORMATION RELATED TO CROSS-SEARCH RESULTS  
       OF THE NCIC WANTED PERSON, MISSING PERSON,  
       AND UNIDENTIFIED PERSON FILES.....2-5
- 2.3    REMOVAL OF INACCURATE GUIDANCE FROM THE GUN  
       SERIAL NUMBER (SER) FIELD EDITS IN THE NCIC GUN FILE.....2-11

**SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS (CSO)**

Section 2.1 provides a modification to the SER Field edits in the Gun File.

Section 2.2 supplies a modification of off-line search contact information related to cross-search results of the NCIC Wanted Person, Missing Person, and Unidentified Person Files.

Section 2.3 removes inaccurate guidance from the SER Field edits in the Gun File.

\* \* \* \* \*

TOUs are also available via the Law Enforcement Enterprise Portal (LEEP). To access the TOUs on the LEEP, go to JusticeConnect, then, under Communities, join the NCIC Community. Users with questions concerning access to LEEP should contact the LEEP Help Desk at 888-334-4536.

\* \* \* \* \*

## SECTION 2 -- SYSTEM CHANGES

### 2.1 MODIFICATION TO THE GUN SERIAL NUMBER (SER) FIELD EDITS TO ALLOW ENTRY OF GUNS WITH ONLY ALPHABETIC SERIAL NUMBERS INTO THE NCIC SYSTEM

AFFECTED BY CHANGE:

**Gun File**

EFFECTIVE DATE:

**March 2, 2021**

#### **Background**

This TOU documents a modification to NCIC Gun File Gun SER Field edits.

The Montana Department of Justice requested consideration to lift Gun SER Field edits to allow entry of guns with only alphabetic serial numbers into the NCIC System. The NCIC Gun File criteria for entry is based largely on the standards of the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). The ATF was contacted to determine if guns containing only alphabetic serial numbers are recognized. The ATF was aware of these types of serial numbers and considers them valid. Because requests of this nature do not require the approval of the Advisory Policy Board, the NCIC Operations and Policy Unit is moving forward with modifying the Gun SER Field edits to conform to ATF standards.

#### **System Changes**

The NCIC System is being modified to remove Gun SER Field edit restrictions currently in place that prohibit the entry of guns with only alphabetic characters. The *NCIC Operating Manual* is also being updated to reflect this change.

#### ***NCIC Operating Manual Changes***

Additions to the *NCIC Operating Manual* are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

## GUN FILE

### 1 - INTRODUCTION

#### 1.6 MESSAGE FIELD CODES (MFCs) AND EDITS

SER	Serial Number	<p>Must not contain a single zero only, a run of zeros only, or a single alphabetic only, or a run of alphabetic only, indicating the gun serial number is not known.</p> <p>If the MAK Field is SW or GLC, the serial number may contain a string of alphabets together with a single zero or a string of zeros. GLC weapons manufactured with the sequential production number 000 will be accepted if the MAK Field contains GLC.</p> <p>All inquiries (QG and ZG) that contain a string of zeros grouped with a string of alphabets, regardless of the MAK, will be accepted. Embedded spaces are prohibited.</p>
-----	---------------	---

### 5 – INQUIRY

#### 5.4 ADDITIONAL GUIDELINES FOR INQUIRY

- It is essential that all identifying data in a positive response be compared with the weapon in question before further action is taken.
- In the event that more than one number appears on a weapon, the number on the frame should be inquired on first. If the response is negative, the agency should query the remaining numbers.
- If the serial number exceeds 20 characters, the rightmost 20 characters should be inquired upon first. If the response is negative, the leftmost characters should be queried.
- If the serial number queried contains all alphabetic characters, only exact matches will be returned.
- Alphabetic characters appearing between numeric characters (embedded alphabetic characters) in a serial number are not considered for matching purposes since some agencies formerly placed records on file after deleting the embedded alphabetic characters.

Thus, a search of serial number 369J257 would retrieve records with serial numbers 369257, 369M257, and 369J257. Letters appearing as a prefix or suffix to the numerics in a serial number are considered in the matching process and, therefore, are not affected by the rule applicable to embedded alphabetic characters.

- If the hit response contains at least one primary hit response and more than 10 secondary hit responses, the following will be included after the 10 secondary hit responses.

TO OBTAIN ADDITIONAL SECONDARY HITS, INQUIRE ON FBI, SOC,  
OR VIN FROM PRIMARY HITS. TO OBTAIN ADDITIONAL RELATED  
RECORDS, USE THE ONE CRIME INQUIRY (QI) TRANSACTION.

- An agency making an inquiry on a gun with data that matches only the data contained in a Quality Control Attention message will be the REJECT = SERIAL NUMBER NOT UNIQUE caveat and a NO RECORD response as follows. Additional information concerning the Quality Control Attention caveat message can be found in the Introduction chapter of this manual.

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

NO RECORD SER/XXXXXXXX-20-XXXXXXXX

OR

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

NO RECORD SER/XXXXXXXX-20-XXXXXXXX MAK/XXX

- If other records are found in the search of the SER, they will be furnished following the ATTENTION caveat. These records will have the same SER but may have different data in the MAK, CAL, and TYP Fields.
- If a gun SER is more than 20 characters, the NCIC gun SER search method uses the rightmost 11 characters of the gun SER. Complete gun SERs should be used for inquiry whenever available. A caveat will appear to warn agencies that receive a positive gun response that any match(s) is not exact as to all SER characters. The following will appear at the beginning of the record immediately before the message key translation:

RECORD NIC/G123456789 IS BASED ON PARTIAL SER SEARCH - VERIFY ALL DATA BEFORE  
TAKING FURTHER ACTION BASED ON THIS RESPONSE

- NCIC will search a Gun File inquiry in the following manner:
  - An inquiry that contains serial number only or serial number and caliber will retrieve any record on file with a matching serial number.
  - An inquiry that contains make, serial number, and CAL/45 will retrieve any record on file with a matching serial number regardless of the MAK Field code or CAL code.
  - An inquiry that contains serial number, a make other than CLT, REM, SW, or WIN, with a caliber other than 45 or without caliber, will retrieve any record on file with a make other than CLT, REM, SW, or WIN, and a matching serial number.
  - Any inquiry that contains serial number, with caliber other than 45 or without caliber, and MAK/CLT, REM, SW, or WIN will retrieve any record on file with a matching serial number and the same make (CLT, REM, SW, or WIN), or MAK/US or USA.

## 2.2 MODIFICATION OF OFF-LINE SEARCH CONTACT INFORMATION RELATED TO CROSS-SEARCH RESULTS OF THE NCIC WANTED PERSON, MISSING PERSON, AND UNIDENTIFIED PERSON FILES

AFFECTED BY CHANGE:

**Missing Person File**  
**Unidentified Person File**  
**Wanted Person File**

EFFECTIVE DATE:

**March 2, 2021**

### **Background**

This TOU documents the modification of FBI's CJIS Division contact information when conducting an NCIC off-line search related to results provided by a cross-search of the Wanted Person, Missing Person, and Unidentified Person Files. Currently, a \$.M administrative message advises an agency there is a possible match to their record. The message includes abbreviated records for up to 35 possible matches for the dental cross-search and up to 100 possible matches for the physical cross-search. If more records are matched, it is now being recommended to request an off-line search with more limited parameters.

### **System Changes**

The *NCIC Operating Manual* is revised to update the NCIC off-line search point of contact information. This is only an update to the *NCIC Operating Manual* and has no technical impact to NCIC System users.

### ***NCIC Operating Manual Changes***

Additions to the *NCIC Operating Manual* are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

**MISSING PERSON FILE****2 – ENTRY****2.7 AUTOMATIC CROSS-SEARCH WITH UNIDENTIFIED PERSON RECORDS**

- When a missing person record is entered or modified, NCIC automatically compares the data in that record against all unidentified person records in NCIC. These comparisons are performed daily on the records that were entered/modified on the previous day. The identifiers used in the comparisons are the following:

<b>Missing Person Record Identifiers</b>		<b>Unidentified Person Record Identifiers</b>
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

- Even though the search only compares the data as shown in the chart above, records should contain all available descriptive data to further aid in the identification process.
- Once the comparisons are made, all entering/updating agencies are notified of the results through administrative messages. The \$.M. administrative message advises an



agency that a possible match(es) has been made on its record. This message is transmitted to the ORI of the new/modified record and the ORI(s) of the matched record(s). Additional information concerning the \$.M. administrative message can be found in the Introduction chapter of this manual.

- The message includes abbreviated records for up to 100 possible matches for the physical cross-search and 35 for the dental cross-search. ~~If more than 100 records were matched using physical characteristics or if 35 were matched using dental characteristics, the remaining records can be obtained by contacting FBI CJIS staff at 304-625-3000.~~ A request for an NCIC off-line search with more limited parameters may also be requested at [IOAU@fbi.gov](mailto:IOAU@fbi.gov). If the cross-search does not produce any match, all entering/updating agencies are notified through a \$.N. administrative message. Additional information concerning the \$.N. administrative message can be found in the Introduction chapter of this manual.

## 9 – SUPPLEMENTAL DENTAL RECORD

### 9.3 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 missing/unidentified cross-search, the remaining records can be obtained by contacting FBI CJIS staff at 304-625-3000.~~ A request for an NCIC off-line search with more limited parameters may also be requested at [IOAU@fbi.gov](mailto:IOAU@fbi.gov). If the cross-search does not produce any match, all entering/updating agencies are notified through a \$.N. administrative message. Additional information concerning the \$.M. and \$.N. administrative messages can be found in the Introduction chapter of this manual.

**UNIDENTIFIED PERSON FILE****2 – ENTRY****2.7 AUTOMATIC CROSS-SEARCH WITH MISSING PERSON RECORDS**

- 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:

<b>Missing Person Record Identifiers</b>		<b>Unidentified Person Record Identifiers</b>
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

- 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.
- 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. A request for an NCIC off-line search with more limited parameters may also be requested at [IOAU@fbi.gov](mailto:IOAU@fbi.gov).

~~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.~~

- 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.

## **9 – SUPPLEMENTAL DENTAL RECORD**

### **9.3 AUTOMATIC CROSS-SEARCH WITH UNIDENTIFIED PERSON RECORDS**

Once the comparisons are made to the missing and 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 there are more than 35 matches using dental characteristics for the missing/unidentified or wanted/unidentified cross-search, the remaining records can be obtained by contacting FBI CJIS staff at 304-625-3000.~~ A request for an NCIC off-line search with more limited parameters may also be requested at [IOAU@fbi.gov](mailto:IOAU@fbi.gov). If the cross-search does not produce any match, all entering/updating agencies are notified through a \$.N. administrative message. Additional information concerning the \$.M. and \$.N. administrative messages can be found in the Introduction chapter of this manual.

## WANTED PERSON

### 11 – SUPPLEMENTAL DENTAL RECORD

#### 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.~~ A request for an NCIC off-line search with more limited parameters may also be requested at [IOAU@fbi.gov](mailto:IOAU@fbi.gov). If the cross-search does not produce any match, all entering/updating agencies are notified through a \$.N. administrative message. Additional information concerning the \$.M. and \$.N. administrative messages can be found in the Introduction chapter of this manual.

## **2.3 REMOVAL OF INACCURATE GUIDANCE FROM THE GUN SERIAL NUMBER (SER) FIELD EDITS IN THE NCIC GUN FILE**

AFFECTED BY CHANGE: **Gun File**

EFFECTIVE DATE: **Immediately**

### **Background**

This TOU documents the modification of the Gun SER Field edits within the Gun File chapter of the *NCIC Operating Manual*.

NCIC staff received a submission requesting the removal of inaccurate guidance related to a gun with the make of Smith & Wesson (SW) or Glock, Inc. (GLC) and with a serial number that may contain a string of alphabetics together with a single zero or string of zeros. The functionality was removed from the NCIC System; however, the *NCIC Operating Manual* was not modified at that time.

### **System Changes**

The *NCIC Operating Manual* is being modified to update the Gun SER Field description and reflect current functionality. This is only an update to the *NCIC Operating Manual* and has no technical impact to NCIC System users.

### ***NCIC Operating Manual Changes***

Additions to the *NCIC Operating Manual* are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

**GUN FILE****1 - INTRODUCTION****1.6 MESSAGE FIELD CODES (MFCs) AND EDITS**

SER	Serial Number	<p>Must not contain a single zero only, a run of zeros only, or a single alphabetic only.</p> <p><del>If the MAK Field is SW or GLC, the serial number may contain a string of alphabets together with a single zero or a string of zeros. GLC weapons manufactured with the sequential production number 000 will be accepted if the MAK Field contains GLC.</del></p> <p>All inquiries (QG and ZG) that contain a string of zeros grouped with a string of alphabets, regardless of the MAK, will be accepted. Embedded spaces are prohibited.</p>
-----	---------------	--



May 12, 2021

**NATIONAL CRIME INFORMATION CENTER (NCIC)  
TECHNICAL AND OPERATIONAL UPDATE (TOU) 21-2**

**SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS (CSO) ..... 1-1**

**SECTION 2 -- SYSTEM CHANGES**

2.1	CORRECTION TO TOU 20-5, SECTION 2.3, TO INCLUDE MISSING BLUE ALERT INFORMATION.....	2-1
2.2	DISCONTINUE THE TRANSMISSION OF THE \$.8. AMBER ALERT NOTIFICATION TO THE FBI AND MODIFY RECIPIENTS OF THE \$.8. CHILD ABDUCTION NOTIFICATION .....	2-14
2.3	CORRECTIONS TO THE NCIC PROTECTION ORDER FILE MESSAGE KEY (MKE) CODES TABLE .....	2-18
2.4	DISCONTINUE PRODUCING NCIC \$.9. FOREIGN FUGITIVE NOTIFICATION .....	2-20
2.5	REMOVAL OF CANADA FROM THE \$.8. OUT-OF-STATE NOTIFICATION PROGRAM FOR VEHICLES AND BOATS .....	2-22
2.6	REMOVAL OF THE PRINT (P) OPTION FROM THE USER DECISION CODE (UDC) FOR THE FILE TRANSFER DECISION (FT) MESSAGE KEY (MKE) .....	2-27
2.7	UPDATE THE ORIGINATING AGENCY IDENTIFIER (ORI) FILE BY REMOVING UNNECESSARY INFORMATION PROVIDED FOR AN ORI MODIFICATION .....	2-31
2.8	UPDATE TO THE SUPPLEMENTAL ADDRESS DATA SET EXAMPLE IN THE NCIC WANTED PERSON FILE .....	2-34
2.9	UPDATE TO THE NCIC INTERSTATE COMPACT FOR JUVENILES (ICJ) .....	2-37

**SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS (CSO)**

Section 2.1 furnishes a correction to TOU 20-5.

Section 2.2 updates the description of recipients for the \$.8. Child Abduction notifications.

Section 2.3 corrects the MKE translation for CLEAR.

Section 2.4 removes the \$.9. Foreign Fugitive notification provided to the FBI.

Section 2.5 removes the \$.8. Out-of-State notification provided to Canada.

Section 2.6 removes the Print (P) option as a file transfer decision.

Section 2.7 removes erroneously added section from the ORI File.

Section 2.8 provides an appropriate example for entering a supplemental address to the Wanted Person File.

Section 2.9 removes all information regarding the entry of juveniles from the Wanted Person File pertaining to the Rendition Amendment.

\* \* \* \* \*

TOUs are also available via the Law Enforcement Enterprise Portal (LEEP). To access the TOUs on the LEEP, go to JusticeConnect, then, under Communities, join the NCIC Community. Users with questions concerning access to LEEP should contact the LEEP Help Desk at 888-334-4536.

\* \* \* \* \*



## SECTION 2 -- SYSTEM CHANGES

### 2.1 ADDITION OF BLUE ALERT CAVEAT TO THE NCIC WANTED PERSON, MISSING PERSON, VIOLENT PERSON, AND VEHICLE FILES

AFFECTED BY CHANGE:

**Introduction**  
**Missing Person**  
**Vehicle**  
**Violent Person**  
**Wanted Person**

EFFECTIVE DATE:

**January 5, 2021**

#### **Background**

NCIC Technical and Operational Update (TOU) 20-5 published the Blue Alert capability scheduled for implementation on January 5, 2021. Some details were inadvertently excluded and this TOU corrects that oversight.

#### **System Changes**

The NCIC System is adding a Blue Alert caveat that will be returned on Wanted Person, Missing Person, Violent Person, and Vehicle file records when "BLUE ALERT" is entered as the first ten characters in the MIS Field.

#### **NCIC Operating Manual Changes**

Additions to the *NCIC Operating Manual* are indicated by highlighting, and deletions are indicated by ~~strikeout~~.

## INTRODUCTION

### 2.5 – INQUIRY

#### 2.5.6 Positive Response to an On-line Inquiry

##### 2.5.6.36 Blue Alert Message

BLUE ALERT WARNING. USE EXTREME CAUTION IN APPROACHING THIS INDIVIDUAL.

This message appears immediately below the Message Key (MKE) translation on all NCIC Wanted Person and Violent Person record responses when BLUE ALERT is entered as the first ten characters in the MIS Field.

BLUE ALERT WARNING. THE INDIVIDUAL OF RECORD IS AN OFFICER MISSING IN THE LINE OF DUTY.

This message appears immediately below the Message Key (MKE) translation on all NCIC Missing Person record responses when BLUE ALERT is entered as the first ten characters in the MIS Field.

BLUE ALERT WARNING. USE EXTREME CAUTION IN APPROACHING THIS VEHICLE.

This message appears immediately below the Message Key (MKE) translation on all NCIC Vehicle File (felony vehicle) record responses when BLUE ALERT is entered as the first ten characters in the MIS Field.

## 2.9 ADMINISTRATIVE MESSAGES

### 2.9.2 OTHER ADMINISTRATIVE MESSAGES

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

A \$.M. Nonunique Missing Person Notification is sent to the ORI initiating a missing person nonunique identifier inquiry, QM. After NCIC has processed the inquiry, negative and positive notifications will be transmitted by NCIC to the ORI. Additional information can be found in the Missing Person File chapter of ~~the~~ this manual.

This is an example of a \$.M. Nonunique Missing Person Notification negative response:

\$.M.1N01HEADER  
CA1012600

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

This is an example of a \$.M. Nonunique Missing Person Notification positive response:

\$.M.1N01HEADER  
CA1012600

BLUE ALERT WARNING. THE INDIVIDUAL OF RECORD IS AN OFFICER MISSING  
IN THE LINE OF DUTY.

NCIC HAS 36 POSSIBLE MATCHES TO YOUR INQUIRY ON:  
AGE/35 SEX/M RAC/W EYE/BRO HAI/BRO HGT/511 WGT/148  
THE TWO HIGHEST SCORING RECORDS ARE LISTED FOLLOWED BY THE NIC NUMBERS  
OF UP TO 20 OF THE HIGH SCORE RECORDS.

MKE/MISSING PERSON DISABILITY  
ORI/DCFBIWA00 NAM/JONES, JASON J SEX/M RAC/W ETN/H POB/PA  
DOB/19640101 HGT/511 WGT/145 EYE/BRO HAI/BRO  
SMT/SC UL ARM  
SOC/211440001  
MNP/MP DLC/19790718 OCA/123 SID/MD99999999  
MIS/BLUE ALERT LSW GRN SLACKS AND WHI PULLOVER  
BLT/APOS CRC/U FPA/N  
BXR/F  
ORI IS FBI HEADQUARTERS WASHINGTON DC 202 555-1234  
NIC/M107649846 DTE/19790801 0000 EDT DLU/20060328 1115 EST  
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

MKE/MISSING PERSON INVOLUNTARY  
ORI/MD1012699 NAM/THOMAS, TOM SEX/M RAC/W ETN/H POB/TX  
DOB/19640606 HGT/509 WGT/153 EYE/BRO HAI/BRO  
SKN/FAR SMT/TAT L LEG  
MNP/MP DLC/19980529 OCA/CSD567 SID/MD99999999  
MIS/LAST SEEN WEARING BLUE JEANS AND BLACK PULLOVER SHIRT  
ORI IS ANY CITY PD MD 301 555-1212  
NIC/M107650007 DTE/19980811 0000 EDT DLU/20080328 1115 EDT  
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

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

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

## MISSING PERSON

### 1 - INTRODUCTION

#### 1.9 MESSAGE FIELD CODES AND EDITS

MIS	Miscellaneous	<p>If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field. More details can be found in the "MESSAGE FIELD CODE EDITS FOR ENTRY" Section of this chapter.</p> <p>SVIN must be the first four characters in the MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN.</p>
-----	---------------	---

### 2 – ENTRY

#### 2.6 MESSAGE FIELD CODE EDITS FOR ENTRY

##### 2.6.4 MISCELLANEOUS (MIS)

- Aliases, nicknames (monikers), vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered in a supplemental record (MKE/EMN), illustrated and explained in the "SUPPLEMENTAL RECORD" of this chapter, as this procedure increases the chances of a hit on the record.
  - The types of information that should be included in the MIS Field are:
    - Clothing description (size, color, style, laundry marks)
    - Shoes (size, style, color)
    - Smoker (pipe, cigar, cigarette; brand)
    - Tobacco chewer (brand)
    - Fingernails (polish, length, biter)
    - Possible destination
    - Amount of money in possession
    - Medication in possession
    - Left handed
    - Right handed

- Explanation/description of scars, marks, tattoos, and physical characteristics
- Conditions under which a juvenile is listed as missing
- Child is missing under suspicious circumstances, and/or child is believed to be in a life-threatening situation
- Missing Body parts recovered.
- In the event of a criminal kidnapping of a juvenile by the noncustodial mother, it is recommended that the mother's maiden name be entered as a possible alias and the following information be added to the MIS Field: CHILD IS MISSING UNDER SUSPICIOUS CIRCUMSTANCES and/or CHILD IS BELIEVED TO BE IN A LIFE-THREATENING SITUATION. The mother's maiden name should also be entered if it is believed that a runaway juvenile is trying to avoid identification.
- A missing person record and any other record should be cross-referenced in the MIS Field if more than one record pertains to the same case. For example, the MIS Field of two missing persons reported missing from the same scene may include MAY BE ACCOMPANIED BY MISSING FRIEND-SEE NIC/M123456789, and the other record may contain a similar statement.
- An ORI can request notification each time its record is hit, regardless of whether the person's whereabouts is known. The entering agency should place a "Y" in the NOA Field.
- When a missing person record for an individual that was previously identified by partial recovered body parts is left active, the entering agency should list the body parts that were recovered in the MIS Field.
- If the HGT or WGT Fields contain UNK and the FBI Field is blank, the MIS Field must begin with PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS or SVIN PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS.
- If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field. The following caveat will appear immediately below the MKE translation on the record response:

BLUE ALERT WARNING. THE INDIVIDUAL OF RECORD IS AN OFFICER MISSING  
IN THE LINE OF DUTY.

## 5 – INQUIRY

### 5.1 EXAMPLE OF A NONUNIQUE IDENTIFIER INQUIRY (QM) ACKNOWLEDGEMENT

1N01HEADER.QM.CA1012600.AGE/35.SEX/M.RAC/W.EYE/BRO.HAI/BRO.HGT/511.WGT/148

#### Acknowledgment

1L01HEADER  
MD1012600  
QUERY MISSING PERSON RECEIVED

#### 5.1.1 EXAMPLE OF A NONUNIQUE IDENTIFIER INQUIRY (QM) WITH NEGATIVE AND POSITIVE RESPONSES

1N01HEADER.QM.CA1012600.AGE/35.SEX/M.RAC/W.ETN/H.EYE/BRO.HAI/BRO.  
HGT/511.WGT/148

#### Negative Response:

\$.M.1N01HEADER  
CA1012600

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

#### Positive Response:

\$.M.1N01HEADER  
CA1012600

BLUE ALERT WARNING. THE INDIVIDUAL OF RECORD IS AN OFFICER MISSING  
IN THE LINE OF DUTY.

NCIC HAS 35 POSSIBLE MATCHES FOR YOUR INQUIRY ON:  
AGE/35 SEX/M RAC/W EYE/BRO HAI/BRO HGT/511 WGT/148  
ETN/H

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

MKE/MISSING PERSON DISABILITY  
ORI/DCFBIWAOO NAM/JONES, JASON J SEX/M RAC/W ETN/H POB/PA  
DOB/19640101 HGT/511 WGT/145 EYE/BRO HAI/BRO  
SMT/SC UL ARM  
SOC/211440001  
MNP/MP DLC/19790718 OCA/123 SID/MD99999999  
MIS/BLUE ALERT LSW GRN SLACKS, WHI PULLOVER, BLK WINGTIPS SIZE 10D, SCAR IS 4  
MIS/4 INCHES, CREWCUT HAIR, RIGHT HANDED, VRX FOR LEFT EYE IS  
MIS/OS-12D00E-D25X120 D5 DEG BASE DOWN BLT/APOS CRC/U FPA/N BXR/F VRX/OD - 12D00E-  
D2XI40 D5 DEGREES BASE UP  
JWT/BELT BUCKLE IS IN THE SHAPE OF A GUN, 4 KEYS ON CHAIN ORI IS FBI HEADQUARTERS  
WASHINGTON DC 202 555-1234  
SMT/BLIND SMT/CL LIP

SMT/SC FACE SMT/SC L LEG  
SMT/SC R LEG

DENTAL CHARACTERISTICS  
DXR/Y MPA/N DRE/PERSON HAS NUMEROUS CARIES  
TOOTH

01X 32X  
02MO 31M  
03V 30V  
04O 29V  
05V 28V  
06V 27V  
07V 26X  
08F 25V  
09V 24V  
10V 23V  
11V 22V  
12V 21V  
13V 20V  
14V 19V  
15V 18V  
16X 17V

NIC/M107649846 DTE/19790801 0000 EDT DLU/20080115 1600 EST  
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

MKE/MISSING PERSON INVOLUNTARY ORI/MD10122699 NAM/THOMAS, TOM SEX/M RAC/W ETN/H  
POB/TX

SKN/  
SMT

MIS/LEFT-HANDED, SMOKES WINSTONS  
LIC/ABC123 LIS/MD LIY/ LIT/PC  
VIN/1Q87H2N100001 VYR/1972  
VMA/CHEV VMO/CAM VST/2T VCO/BLK  
ORI IS ANY CITY PD MD 301 555-1212  
NIC/M107650007 DTE/19980811 0000 EDT DLU/19990115 0000 EST  
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

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

The NICs are listed in descending order by score.

## VEHICLE

### 1 - INTRODUCTION

#### 1.7 MESSAGE FIELD CODES AND EDITS

MIS	Miscellaneous	<p>If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field for the felony vehicle record. More details can be found in the "MESSAGE FIELD CODE EDITS FOR ENTRY" Section of this chapter.</p> <p>SVIN must be the first four characters in the MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN.</p>
-----	---------------	---

### 2 – ENTRY

#### 2.5 MESSAGE FIELD CODE EDITS FOR ENTRY

##### 2.5.12 MISCELLANEOUS (MIS)

- 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:

- When a symbol is used as a separator, the number should be entered in the MIS Field with a hyphen indicating the position of the symbol, or
- When a symbol is used as a decoration, the number should be entered only in the LIC Field disregarding the symbol.
- VINs exceeding 20 characters must be shown completely in the MIS Field. The last 20 characters must be entered in the VIN Field.
- 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.

- With regard to a felony vehicle record, a brief description of the felony should appear in the MIS Field.
- 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.
- 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.
- If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field for the felony vehicle record. The following caveat will appear immediately below the MKE translation on the record response:

BLUE ALERT WARNING. USE EXTREME CAUTION IN APPROACHING THIS VEHICLE.

## **VIOLENT PERSON**

### **1 - INTRODUCTION**

#### **1.9 MESSAGE FIELD CODES AND EDITS**

MIS	Miscellaneous	<p>If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field. More details can be found in the "MESSAGE FIELD CODES FOR ENTRY" Section of this chapter.</p> <p>SVIN must be entered in MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. Free text.</p>
-----	---------------	---

### **2 – ENTRY**

#### **2.5 MESSAGE FIELD CODES **EDITS** FOR ENTRY**

##### **2.5.7 MISCELLANEOUS (MIS)**

- 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 the "SUPPLEMENTAL RECORD" Section of this chapter, as this procedure increases the chance of a hit on this record. Information in the MIS Field is not searchable.
- 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.
- If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field. The following caveat will appear immediately below the MKE translation on the record response:

BLUE ALERT WARNING. USE EXTREME CAUTION IN APPROACHING THIS INDIVIDUAL.

**WANTED PERSON****1 - INTRODUCTION****1.8 MESSAGE FIELD CODES AND EDITS**

MIS	Miscellaneous	<p>If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field. More details can be found in the "MESSAGE FIELD CODE EDITS FOR ENTRY" Section of this chapter.</p> <p>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.</p>
-----	---------------	--

**2 - ENTRY****2.7 MESSAGE FIELD CODE EDITS FOR ENTRY****2.7.4 MISCELLANEOUS**

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 "SUPPLEMENTAL RECORD" Section of this chapter, to increase the chances of a hit on the record.

For NCIC records with a code of 2 (felony warrants) or B (misdemeanor warrants) LIMITED EXTRADITION SEE MIS FIELD in the EXL Field, the MIS Field must contain details regarding the extradition authorized.

For NCIC records with the code of 5 (felony warrants) or E (misdemeanor warrants) EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD in the EXL Field, the MIS Field must contain the location from where the extradition is pending.

If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field. The following caveat will appear immediately below the MKE translation on the record response:

BLUE ALERT WARNING. USE EXTREME CAUTION IN APPROACHING THIS INDIVIDUAL.

## 5 – INQUIRIES

### 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 Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, NICS Denied Transaction, License Plate, Vehicle, Boat, Vehicle/Boat Part, and Article Files.

If Blue Alert is entered in the MIS Field, the following caveat will be displayed immediately below the MKE translation on the record response:

BLUE ALERT WARNING. USE EXTREME CAUTION IN APPROACHING THIS INDIVIDUAL.

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, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest File, and NICS Denied Transaction Files. 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.

**2.2 DISCONTINUE THE TRANSMISSION OF THE \$.8. AMBER ALERT NOTIFICATION TO THE FEDERAL BUREAU OF INVESTIGATION (FBI) AND MODIFY RECIPIENTS OF THE \$.8. CHILD ABDUCTION NOTIFICATION**

AFFECTED BY CHANGE:

**Introduction  
Missing Person**

EFFECTIVE DATE:

**May 4, 2021**

**Background**

Based upon an NCIC Operations and Policy Unit (NOPU) review and collective decision, the FBI will no longer receive \$.8. Amber Alert notifications. In addition, this Technical and Operational Update serves to correct the operating manual description of recipients for the \$.8. Child Abduction notifications.

**System Changes**

\$.8. Amber Alert notifications will be modified to discontinue transmission to the FBI. Only operating manual changes will be made for the \$.8. Child Abduction notification.

**NCIC Operating Manual Changes**

Additions to the *NCIC Operating Manual* are indicated by **highlighting** and deletions are indicated by ~~strikeout~~.

## INTRODUCTION

### 2 – NCIC MESSAGES

#### 2.9 ADMINISTRATIVE MESSAGES

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

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

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

```
$.8.DCFBIWA07 VA007019W
CHILD-ABDUCTION NOTIFICATION AT 1325 EST 19991001
1N01HEADER.MM.MD102600.NAM/DOE, JOHN J.NIC/M000069216.EYE/BRO
UPDATING ORI IS ANY CITY PD MD

MKE/MISSING PERSON ENDANGERED
ORI/MD1012600 NAM/DOE, JOHN J SEX/M RAC/W ETN/H POB/MD
DOB/19891012 DOE/20071012 HGT/310 WGT/065 EYE/BRO HAI/BRO
SKN/FAR SMT/SC R HND
SOC/123456789
MNP/CA DLC/19921201 OCA/SAMPLE SID/MD99999999
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
BLT/OPOS CRC/C FPA/N BXR/P
JWT/PK RI
JWL/GOLD RINGSMT/SC R ARM

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

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

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

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

```
$.8.DCFBIWA07 VA007019W
AMBER-ALERT-NOTIFICATION AT 1325 EST 20051001
1N01HEADER.MM.MD1012600.NAM/DOE, JOHN J.NIC/M000069216.EYE/BRO
UPDATING ORI IS ANY CITY PD MD

MKE/MISSING PERSON ENDANGERED
ORI/MD1012600 NAM/DOE, JOHN J SEX/M RAC/W ETN/H POB/MD
DOB/19891012 DOE/20071012 HGT/505 WGT/105 EYE/BRO HAI/BRO
SKN/FAR SMT/SC R HND
```

SOC/123456789  
MNP/AA DLC/19921201 OCA/SAMPLE SID/MD99999999  
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT  
BLT/OPOS CRC/C FPA/N BXR/P  
JWT/PK RI  
JWL/GOLD RING

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



## MISSING PERSON

### 2 – ENTRY

#### 2.6 MESSAGE FIELD CODE EDITS FOR ENTRY

##### 2.6.8 Missing Person (MNP)

The MNP Field is mandatory for all entries. If the MKE is EMD, EMJ, or EMO, the MNP Field must be MP (Missing Person). If the MKE is EMV, the MNP must be DV (Disaster Victim). If the MKE is EME or EMI, the MNP must be either MP, CA (Child Abduction), or AA (Amber Alert).

If MNP is CA, the missing person's age must be less than 21 years of age. The CA is to be used in the MNP Field when there is reasonable indication or suspicion that a child has been abducted and/or is missing under circumstances suggesting foul play or a threat to life. While the CA code is discretionary, every effort should be made to use the code when the criteria are met. The use of this code will give ~~the FBI and~~ the National Center for Missing and Exploited Children (NCMEC) notification of urgent cases and enable them to provide assistance if needed.

The MNP Field of an NCIC missing person record is entered or modified to the AA code when an AMBER Alert has been activated. Use of the AA code in NCIC does not change the procedures or protocols for activating an AMBER Alert. The AA code provides a method of alerting law enforcement to the status of the missing child and generates immediate notifications to ~~the FBI and~~ the NCMEC, enabling them to deploy resources, when needed, in the most serious child abduction cases.

### 2.3 CORRECTIONS TO THE NATIONAL CRIME INFORMATION CENTER (NCIC) PROTECTION ORDER FILE MESSAGE KEY (MKE) CODES TABLE

AFFECTED BY CHANGE: **Protection Order**

EFFECTIVE DATE: **Immediate**

#### **Background**

The NCIC Protection Order File is being updated in Section 1.3 MESSAGE KEY (MKE) CODES. The table erroneously states the MKE translation for Clear.

#### **System Changes**

This is only an update to the *NCIC Operating Manual* and has no technical impact to the NCIC System.

#### **NCIC Operating Manual Changes**

Additions to the *NCIC Operating Manual* are indicated by highlighting and deletions are indicated by ~~strikeout~~.

**PROTECTION ORDER**

**1 – INTRODUCTION**

**1.3 MESSAGE KEY (MKE) CODES**

Clear	CPO	<del>CANCELED</del> CLEARED PROTECTION ORDER
	CTO	<del>CANCELED</del> CLEARED TEMPORARY PROTECTION ORDER

**2.4 DISCONTINUE PRODUCING NCIC \$.9. FOREIGN FUGITIVE NOTIFICATION**

AFFECTED BY CHANGE:

**Introduction**

EFFECTIVE DATE:

**June 8, 2021****Background**

The \$.9. message was designed to provide a notification to Federal Bureau of Investigation (FBI) Headquarters when a Foreign-Fugitive-Interpol record had been entered. The FBI International Operations Division advised that the \$.9. notification is no longer needed.

**System Changes**

The NCIC System is being modified to stop producing the \$.9. Foreign Fugitive File notifications. The *NCIC Operating Manual* is also being updated to reflect this change.

***NCIC Operating Manual Changes***

Additions to the *NCIC Operating Manual* are indicated by highlighting, and deletions are indicated by ~~strikeout~~.

## INTRODUCTION

## 2 – NCIC MESSAGES

### 2.9 ADMINISTRATIVE MESSAGES

#### 2.9.2 OTHER ADMINISTRATIVE MESSAGES

##### ~~2.9.2.14 \$9. Foreign-Fugitive Notification~~

~~A \$9. administrative message is sent to an FBI Headquarters control terminal upon entry of a Foreign-Fugitive Interpol record.~~

## 2.5 REMOVAL OF CANADA FROM THE \$.8. OUT-OF-STATE NOTIFICATION PROGRAM FOR VEHICLES AND BOATS

AFFECTED BY CHANGE: **Introduction**

EFFECTIVE DATE: **Immediate**

### Background

A \$.8. Out-of-State Notification administrative message is transmitted to the state of registry of a vehicle, license plate, boat, or person with vehicle data when:

- The vehicle, license plate, or boat is stolen or a vehicle is used in a felony in a state other than the state of registry and a record concerning the vehicle or boat is entered, modified, located, cleared, or canceled in National Crime Information Center (NCIC).
- A record is entered, modified, located, cleared, canceled, or cancel supplemental with vehicle data showing registration is in a state other than the entering agency.
- The vehicle or boat is a Canadian Police Information Centre record and the state of registry is a U.S. state.

The Royal Canadian Mounted Police has elected to no longer receive the \$.8. Out-of-State Notification administrative messages.

### System Changes

The NCIC System is being modified to remove Canada as a \$.8. Out-of-State Notification participant. The *NCIC Operating Manual* is also being updated to reflect this change.

### *NCIC Operating Manual Changes*

Additions to the *NCIC Operating Manual* are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

## INTRODUCTION

## 2 - NCIC MESSAGES

### 2.9 ADMINISTRATIVE MESSAGES

#### 2.9.2 OTHER ADMINISTRATIVE MESSAGES

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

The following states do not participate in the \$.8. program for vehicles: Georgia, Maine, Massachusetts, Missouri, Nevada, New Hampshire, South Dakota, Washington, Wisconsin, Wyoming, and the territories of Guam, Puerto Rico, and the Virgin Islands, and the country of Canada.

The following states do not participate in the \$.8. program for boats: Arizona, Georgia, Hawaii, Illinois, Indiana, Maine, Maryland, Massachusetts, Mississippi, Missouri, Nevada, New Hampshire, New Mexico, North Carolina, Ohio, Rhode Island, South Dakota, Washington, West Virginia, Wyoming, and the territories of Guam, Puerto Rico, and the Virgin Islands, and the country of Canada.

A \$.8. Out-of-State Notification administrative message is transmitted to the state of registry of a vehicle, license plate, boat, or person with vehicle data when:

- The vehicle, license plate, or boat is stolen or a vehicle is used in a felony in a state other than the state of registry and a record concerning the vehicle or boat is entered, modified, located, cleared, or canceled in NCIC.
- A record is entered, modified, located, cleared, canceled, or cancel supplemental with vehicle data showing registration is in a state other than the entering agency.
- The vehicle or boat is a Canadian Police Information Centre (CPIC) record and the state of registry is a U.S. state.

The CPIC records differ from other NCIC records as follows:

- The Date of Entry (CDE) will replace the DOT Field.
- The following fields do not contain the NCIC-assigned codes, but contain the following: the Vehicle Make (VMA) will contain the first four letters of the vehicle make; the Boat Make (BMA) will contain the first eight characters of the boat make; the Brand (BRA) will contain the first four characters of the brand.
- The Boat Length (BLE) will be in meters.

- The Vehicle Style (VST), Vehicle Model (VMO), Vehicle Color (VCO), and Boat Color (BCO) Fields will not be included in a CVI record.
- The NCIC codes for Boat Type (BTY) and Propulsion (PRO) will not be used; instead, the Canadian BTY and PRO codes may be found in the NCIC Code Manual.
- This Field lengths differ as follows:

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

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

- The NCIC (NIC) Numbers for Canadian records will begin with the letter "R."
- For Vehicle and Person records with vehicle data, the entering agency is federal or military and uses the same line as the state of registry unless the state is: (for vehicles) Alabama, Connecticut, Delaware, Florida, Montana, New Jersey, New York, Oregon, Pennsylvania, Virginia, or Washington.
- For Boat records, the entering agency is federal military and uses the same line as the state of registry unless the state is: Alabama, Arkansas, Connecticut, Florida, New York, South Carolina, and Tennessee.

This is an example of a \$.8. Out-of-State Notification for Vehicle:

\$.8.

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

In the \$.8. Out-of-State for Vehicle, the state of registry (VA) is advised that an agency in another state (MD) has entered a record into NCIC on a vehicle registered in the recipient state.

\$.8.

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



In the \$.8. Out-of-State for Boat, the state of registry (VA) is advised that an agency in another state (MD) has entered a record into NCIC on a boat registered in the recipient state.

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

Connecticut	New Mexico	Washington
Illinois	Ohio	Wisconsin
Kansas	Oklahoma	

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

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

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

This is an example of a \$.8. Out-of-State Notification purge message for Vehicle record:

\$.8.

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

Line two of the \$.8. Out-of-State Notification purge message identifies the type of purge as one of the following:

1.	LICENSE RETENTION	<u>License Plate File</u> chapter
2.	VEHICLE RETENTION	<u>Vehicle File</u> chapter
3.	VEHICLE WITHOUT A VIN	<u>Vehicle File</u> chapter
4.	FELONY VEHICLE	<u>Vehicle File</u> chapter
5.	TEMPORARY WARRANT	<u>Wanted Person File</u> chapter
6.	BOAT RETENTION	<u>Boat File</u> Chapter

This is a list of ~~states~~ **CSAs** that have elected to not receive \$.8. Out-of-State Notification purge messages on stolen vehicle, license plate, or person records following the first purge of the year:

Alabama	Indiana	Nebraska	South Dakota
Arizona	Kansas	Nevada	Washington
Arkansas	Kentucky	New Hampshire	Wisconsin
Canada	Maine	New Jersey	Wyoming
Georgia	Massachusetts	New York	
Guam	Minnesota	North Dakota	
Hawaii	Mississippi	Oklahoma	
Illinois	Missouri	Pennsylvania	

This is a list of ~~states~~ CSAs that have elected to not receive \$.8. Out-of-State Notification purge messages on stolen boat records following the first purge of the year:

Alabama	Indiana	Nebraska	South Dakota
Arizona	Kansas	Nevada	Washington
Arkansas	Kentucky	New Hampshire	Wisconsin
Canada	Maine	New Jersey	Wyoming
Georgia	Massachusetts	New York	
Guam	Minnesota	North Dakota	
Hawaii	Mississippi	Oklahoma	
Illinois	Missouri	Pennsylvania	

**2.6 REMOVAL OF THE PRINT (P) OPTION FROM THE USER DECISION CODE (UDC) FOR THE FILE TRANSFER DECISION (FT) MESSAGE KEY (MKE)**

AFFECTED BY CHANGE:

**Introduction  
Other Transactions File**

EFFECTIVE DATE:

**August 3, 2021****Background**

The FT MKE is used when a \$.B. File-Transfer-Ready Notification has been sent by the NCIC System to notify the user that a file is available and the user is ready to initiate the file transfer. The UDC is one of the mandatory fields for the FT MKE and must contain a valid NCIC-assigned code as listed in the Other Transactions Codes. Valid codes are defined as D – Delete, P – Print and Mail, and S – Send Electronically.

If the UDC is S and the file size exceeds 32,000 bytes, the FT transaction will be rejected with the message REJECT - FILE GREATER THAN 32,000 BYTES. With this reject message, the user is urged to resubmit the transaction requesting retrieval of the file as a printout, and the user must designate the number of copies to be printed using the CPY Message Field Code (MFC). It was determined UDC/P is not beneficial to the user given the file is printed at the FBI's CJIS Division facility and not at the user's agency. Files exceeding the FT size limit can be retrieved via File Transfer Protocol or the NCIC Electronic File Transfer Service available via the Law Enforcement Enterprise Portal.

**System Changes**

The NCIC System is being modified to remove the UDC of P and ignore the CPY MFC for the FT MKE. The *NCIC Operating Manual* is also being updated to reflect this change.

***NCIC Operating Manual Changes***

Additions to the *NCIC Operating Manual* are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

## INTRODUCTION

### 2 – NCIC MESSAGES

#### 2.8 ERROR MESSAGES

##### 2.8.23 REJECT - FILE GREATER THAN 32,000 BYTES RESUBMIT WITH UDC/P

File requested is too large to be electronically transmitted.

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

#### 2.9 ADMINISTRATIVE MESSAGES

##### 2.9.2 OTHER ADMINISTRATIVE MESSAGES

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

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

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

This is an example of a \$.B. File-Transfer-Ready Notification based on a SPRQ inquiry:

```
$.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 WITHOUT THE BINARY OPTION.
```

~~If the file does not exceed 32,000 bytes, the user is able to retrieve the file electronically. Otherwise, a file transfer session may be initiated (FTP) or the user may request the file to be printed and mailed, put on tape, or deleted. A special transaction, for File Transfer (FT), is used to indicate the user's preferred approach to receiving the file. Information concerning the FT transaction can be found in the Other Transactions File chapter of this manual.~~

If the file does not exceed 32,000 bytes, the user is able to retrieve the file electronically via a File Transfer Decision (FT) transaction. Information concerning the FT transaction can be found in the Other Transactions File chapter of this manual. Otherwise, a file transfer session may be initiated (FTP) or the user may retrieve the file via the NCIC Electronic File Transfer Service (EFTS).

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

\$.B.  
FILE CONTAINS \$.C. REQUEST FOR VALIDATION NOTIFICATIONS.  
14000 BYTES, READY FOR DOWNLOAD.  
PLEASE REQUEST FILE NAME MD190901.  
USE THE FT MKE TO RETRIEVE THE FILE OR FTP WITHOUT THE BINARY OPTION.

## OTHER TRANSACTIONS FILE

### 1 – FILE TRANSFER DECISION (FT)

#### 1.2 EXAMPLES OF FILE TRANSFER DECISIONS

##### 1.2.2 File Transfer Decision (FT) Message:

In the File Transfer Decision transaction, the user is requesting ~~two copies of the~~ File Number (F243534) ~~to be printed and mailed (P)~~ be sent electronically (S).

1N01000005.FT.MD1012600.UDC/~~PS~~.FLN/F243534.~~CPY/2~~.ATN/SMITH, JOHN

#### 1.5 ADDITIONAL GUIDELINES FOR FILE TRANSFER DECISION

##### 1.5.1 ~~NUMBER OF COPIES (CPY)~~

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

##### 1.5.21 FILE NUMBER (FLN)

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

##### 1.5.32 USER DECISION CODE (UDC)

The UDC must contain a valid NCIC-assigned code as listed in Other Transactions Codes.

Code	Translation
D	Delete
P	<del>Print and Mail</del>
S	Send electronically

If the UDC is S and the file size exceeds 32,000 bytes, the File Transfer Decision transaction will be rejected with the message REJECT - FILE GREATER THAN 32,000 BYTES as found in the Introduction chapter of this manual.

1L01000005  
MD1012600  
REJECT - FILE GREATER THAN 32,000 BYTES  
~~RESUBMIT WITH UDC/P RETRIEVE VIA FTP OR NCIC EFTS~~  
1N01000005.FT.MD1012600.UDC/S.FLN/F243534.ATN/JONES, PAUL

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

##### 1.5.43 ATTENTION (ATN)

The ATN Field should be used to identify the recipient of the file.

## **2.7 UPDATE THE ORIGINATING AGENCY IDENTIFIER (ORI) FILE BY REMOVING UNNECESSARY INFORMATION PROVIDED FOR AN ORI MODIFICATION**

AFFECTED BY CHANGE:

**ORI**

EFFECTIVE DATE:

**Immediate**

### **Background**

The ORI File is being updated to remove Section 3.4 “IDENTIFICATION OF A RECORD TO BE MODIFIED” as it was added in error and is unnecessary for an ORI modification.

### **System Changes**

This is only an update to the *NCIC Operating Manual* and has no technical impact to NCIC System

### **NCIC Operating Manual Changes**

Additions to the *NCIC Operating Manual* are indicated by highlighting and deletions are indicated by ~~strikeout~~.

## ORI FILE

### 3 – MODIFICATION

#### ~~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, followed by the fields to be modified. All fields, other than the HDR, MKE, and ORI, must be preceded by the proper 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~~ 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.

#### ~~3.6~~ 3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

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.

##### ~~3.6.1~~ 3.5.1 CONFIRMATION TELEPHONE NUMBER (PRIMARY) (CT1)

Note: 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.

##### ~~3.6.2~~ 3.5.2 CONFIRMATION TELEPHONE NUMBER (SECONDARY) (CT2) AND CONFIRMATION TELEPHONE NUMBER (TERTIARY) (CT3)

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.



### ~~3.6.3~~ 3.5.3 NAME OF VALIDATOR (VLN)

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:

The modification example to validate a record contains: header (1N01HEADER), message key (MO), Originating Agency Identifier (MD1012600), one record identifier (ORI/MD1012600), and name of validator (VLN/JONES, DAVID E).

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

**Acknowledgment:**

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

### ~~3.6.4~~ 3.5.4 E-MAIL ADDRESS

The E-mail Address (EML) Field should contain the primary e-mail address of the agency.

"(DOT)" represents a period "." in the EML Field (e.g., EML/MNMHP@MN(DOT)STATE(DOT)US).

## 2.8 UPDATE TO THE SUPPLEMENTAL ADDRESS DATA SET EXAMPLE IN THE NCIC WANTED PERSON FILE

AFFECTED BY CHANGE:

**Wanted Person**

EFFECTIVE DATE:

**Immediate**

### **Background**

The Wanted Person File of the *National Crime Information Center (NCIC) Operating Manual* will be modified to appropriately demonstrate the entry of supplemental address data. The supplemental address is a string of text following the single message field code of SNU/. All subsequent data elements must be separated with a period.

### **System Changes**

The *NCIC Operating Manual* is being updated to provide the appropriate example for entering a supplemental address to the Wanted Person File. This is only an update to the *NCIC Operating Manual* and has no technical impact to NCIC System.

### **NCIC Operating Manual Changes**

Additions to the *NCIC Operating Manual* are indicated by highlighting and deletions are indicated by ~~strikeout~~.

**WANTED PERSON****9 - SUPPLEMENTAL RECORD****9.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD  
ENTRY/CANCELLATION**

<b>FIELD NAME</b>	<b>REQUIREMENTS</b>	<b>MESSAGE FIELD CODE</b>	<b>FIELD LENGTH</b>	<b>DATA TYPE</b>
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	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 <sup>1</sup>		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC <sup>2</sup>		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN <sup>3</sup>		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN <sup>4</sup>		
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
ADDRESS SET	OPTIONAL SET	SNU <sup>5</sup>	1-7	
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

<sup>1</sup>OLN/<OLN>.<OLS>.<OLY><sup>2</sup>LIC/<LIC>.<LIS>.<LIY>.<LIT><sup>3</sup>VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO><sup>4</sup>IMN/<IMN>.<IMT><sup>5</sup>SNU/<SNU>.<SNA>.<CTY>.<COU>.<STA>.<ZIP>.<ADD>.<DDA>

\*\*Base record identifier

## 2.9 UPDATE TO THE NATIONAL CRIME INFORMATION CENTER (NCIC) INTERSTATE COMPACT FOR JUVENILES (ICJ)

AFFECTED BY CHANGE: **Wanted Person**

EFFECTIVE DATE: **Immediate**

### Background

This is an update to Technical and Operational Update 2020-5, which documented that all 50 states, Washington D.C., and the U.S. Virgin Islands are ICJ participants and permitted to enter Category 2 Juvenile records into the NCIC Wanted Person File.

### System Changes

The *NCIC Operating Manual* is being updated to remove all information regarding the entry of juveniles from the Wanted Person File pertaining to the Rendition Amendment. This is only an update to the *NCIC Operating Manual* and has no technical impact to NCIC System users.

### NCIC Operating Manual Changes

Additions to the *NCIC Operating Manual* are indicated by **highlighting** and deletions are indicated by ~~strikeout~~.

## WANTED PERSON

### 2 - ENTRY

#### 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 CSA in the state of registry about such an entry if the state of registry is not a \$.8. Program participant. Additional information concerning the \$.8. administrative message can be found in the Introduction chapter of this manual.

~~Only those states listed as Rendition States ("JUVENILE" Section of this chapter) will receive notification if license data from their state are included in a Juvenile Offender (Category 2) record transaction.~~

### 5 – INQUIRY

#### 5.3 REQUIREMENTS FOR INQUIRY

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 and a slash (/). 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 and a slash (/).

Note: Exact spelling of the name as contained in the record is required when inquiring with only NAM and OCA.

~~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.~~



June 11, 2021

**NATIONAL CRIME INFORMATION CENTER (NCIC)  
TECHNICAL AND OPERATIONAL UPDATE (TOU) 21-3**

**SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS (CSO) ..... 1-1**

**SECTION 2 -- SYSTEM CHANGES**

2.1    UPDATES TO THE KNOWN OR SUSPECTED TERRORIST FILE, TO  
       INCLUDE THE TERRORIST SCREENING CENTERS NAME CHANGE TO  
       THE THREAT SCREENING CENTER AND THE RENAMING OF THE  
       KNOWN OR SUSPECTED TERRORIST FILE TO THE THREAT SCREENING  
       CENTER FILE..... 2-1

**SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS (CSO)**

Section 2.1 modifies the names of the Known or Suspected Terrorist File and the Terrorist Screening Center.

\* \* \* \* \*

TOUs are also available via the Law Enforcement Enterprise Portal (LEEP). To access the TOUs on the LEEP, go to JusticeConnect, then, under Communities, join the NCIC Community. Users with questions concerning access to LEEP should contact the LEEP Help Desk at 888-334-4536.

\* \* \* \* \*



**SECTION 2 -- SYSTEM CHANGES****2.1 UPDATES TO THE KNOWN OR SUSPECTED TERRORIST FILE, TO INCLUDE THE TERRORIST SCREENING CENTERS NAME CHANGE TO THE THREAT SCREENING CENTER AND THE RENAMING OF THE KNOWN OR SUSPECTED TERRORIST FILE TO THE THREAT SCREENING CENTER FILE****AFFECTED BY CHANGE:**

**Foreign Fugitive  
Gang  
Image  
Immigration Violator  
Introduction  
Known or Suspected Terrorist  
Missing Person  
NICS Denied Transactions  
Other Transactions  
Protective Interest  
Supervised Release  
Violent Person  
Wanted Person**

**EFFECTIVE DATE:****July 13, 2021****Background**

Effective January 4, 2021, the Terrorist Screening Center was renamed the Threat Screening Center (TSC). In conjunction with their name change, the TSC also requested to rename the Known or Suspected Terrorist (KST) File to the Threat Screening Center File. Additional language changes were also made throughout the file at the direction of the TSC to ensure all information was accurate and up to date.

**System Changes**

The National Crime Information Center (NCIC) system is being updated to outline the modifications made by the TSC. This change has no technical impact to NCIC users.

***NCIC Operating Manual Changes***

Additions to the *NCIC Operating Manual* are indicated by highlighting and deletions are indicated by strikeout.

## FOREIGN FUGITIVE

### 5 - INQUIRY

#### 5.4 REQUIREMENTS FOR INQUIRY

- The capability to query only the Foreign Fugitive File does not exist; however, the same procedures used to search the Wanted Person File will also search the Foreign Fugitive File. Complete details can be found in the Wanted Person File chapter.
- In a positive response, Wanted Person and Foreign Fugitive File records will appear first, followed by records from the Missing Person, Gang, ~~Known or Suspected Terrorist~~ Threat Screening Center, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, License Plate, Vehicle, Boat, Vehicle/Boat Part and Article Files. Complete details can be found in the Wanted Person File chapter.
- As a part of a positive Foreign Fugitive File response, the receiving agency is advised that the fugitive cannot be arrested solely upon the basis of the information provided. If the response is a Canadian fugitive record, the agency is instructed to contact RCMP to confirm the hit and initiate the process of obtaining a U.S. extradition warrant. If the fugitive record is for a fugitive from a country other than Canada, a caveat instructs the agency to contact INTERPOL (USNCB).

**GANG****14 – INQUIRY FOR GMC RECORDS****14.1 EXAMPLE OF INQUIRIES WITH NEGATIVE AND POSITIVE RESPONSES FOR GMC RECORDS**

The message key QGM searches the Gang File and ~~Known or Suspected Terrorist~~ Threat Screening Center File records. If the QGM includes MNU, OLN, or SOC, the NCIC System will search against the Article File personal identifiers records.

1N01HEADER.QGM.MD2610000.NAM/SMITH, STEVE.DOB/19530531.  
SEX/M.RAC/W.VIN/2ADF36BLIG162312

**Negative Response:**

NO NCIC RECORD NAM/SMITH, STEVE DOB/19530531 RAC/W SEX/M  
NO NCIC RECORD VIN/2ADF36BLIG162312

**Positive Response:**

1L01HEADER  
MD2610000

WARNING - STANDING ALONE, NCIC GANG GROUP AND MEMBER  
FILE INFORMATION DOES NOT FURNISH GROUNDS FOR THE  
SEARCH OR SEIZURE OF ANY INDIVIDUAL, VEHICLE, OR DWELLING

MKE/CRIMINAL GANG MEMBER - CAUTION  
CMC/05 - VIOLENT TENDENCIES  
ORI/MD1230000 NAM/SMITH, STEVE SEX/M RAC/W ETN/H POB/MD  
DOB/19530531 HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/1234567 CTZ/US  
SKN/ALB SMT/SC R HND  
FPC/121011C01159TTCI13TT MNU/MD-32614 SOC/123456789  
OLN/98765432 OLS/MD OLY/1995  
GNG/CRIPS\*WADC SGP/ROARING 50S\*WADC  
ECR/BD DOP/20100115 OCA/92312663 SID/MD99999999  
LKI/MD1240000 LKA/MD-2255  
MIS/KNOWN TO CARRY TEC 9, TTO IS TEARDROP  
LIC/ABC123 LIS/MD LIY/1993 LIT/PC  
VIN/2627HL525210 VYR/1988  
VMA/CHEV VMO/CEL VST/4D VCO/BLU  
ORI IS HARPERS FERRY PD MD 301 555-1212  
DOB/19550515  
AKA/BEBETO, X  
AKA/JONES, JOHN  
AKA/LEON, JOSE  
NIC/T123698222 DTE/20070914 1400 EST DLU/20080110 0100 EST  
NO NCIC RECORD VIN/2ADF36BLIG162312

## IMAGE

### 1 - INTRODUCTION

#### 1.4 GUIDELINES FOR ENTRY

- An image should be entered for a person or property when it will assist in identification of either. When an image of a Person with Information (PWI) is appended to a missing person record, a notation must be included in the Image Record's Miscellaneous (MIS) Field indicating that the image is that of the PWI.
- The header 1B01 or TB01 (test) must be used with image transactions EIM and MII.
- A mugshot and a signature can be entered for Supervised Release, Protection Order, Missing Person, Immigration Violator, Gang, ~~Known or Suspected Terrorist~~ Threat Screening Center, Unidentified Person, Wanted Person, Protective Interest, Violent Person, Foreign Fugitive, Identity Theft Files, and the National Sex Offender Registry.
- An identifying image can be entered for Supervised Release, Protective Interest, Violent Person, Missing Person, Immigration Violator, Gang, ~~Known or Suspected Terrorist~~ Threat Screening Center, Unidentified Person, Wanted Person, Identity Theft, Article, Gun, Vehicle, Boat or Vehicle/Boat Part Files, and the National Sex Offender Registry.

A generic image can be entered by FBI CJIS staff for any particular make of vehicle or boat.

- The NCMEC has been authorized to enter an identifying image, mugshot, and signature only for an agency that does not have the ability to enter images into the NCIC. The NCMEC will use a CJIS-assigned ORI that ends in "W" to append images for requesting law enforcement agencies. The NCMEC may append an image to a Missing, Unidentified, or Wanted Person File record as long as the record is related to the NCIC record of a missing child. The ORI of the Missing, Unidentified, or Wanted Person File record is responsible for approving and validating the images appended to their record by NCMEC. This service may be requested by contacting the NCMEC at 1-800-THE-LOST.

A \$.N.MEC.NCMEC MODIFY NOTIFICATION is sent to the ORI of a Missing Person File record, an Unidentified Person File record, or a Wanted Person File record when NCMEC enters, modifies, or cancels an image linked to the ORI's record. The NCMEC will provide written notification, associated images, and any other documentation to the ORI of the record supporting the maintenance action performed by the NCMEC.

- The following rules apply to the number of images that can be associated with one record:

- Only one of each of the following types of image can be associated with an NCIC person record:
  - Mugshot
  - Signature
- Not more than ten identifying images (other than mugshot and signature) can be associated with a person record.
- Not more than ten identifying images (such as tattoos, dress, or graffiti) can be associated with a gang/terrorist group reference record.
- Only one identifying image can be associated with vehicle/boat part, article, or gun.
- Only one identifying or generic image can be associated with a vehicle or boat.
- Generic images are the only images which can be linked to multiple base records.

## IMMIGRATION VIOLATOR

### 5 - INQUIRY

#### 5.3 REQUIREMENTS FOR INQUIRY

- The capability to query only the Immigration Violator File does not exist; however, the same procedures used to search the Wanted Person File will also search the Immigration Violator File. Complete details can be found in the Wanted Person File chapter.
- In a positive response, Wanted Person and Foreign Fugitive File records appear first, followed by records from the Missing Person, Gang, ~~Known or Suspected Terrorist~~ Threat Screening Center, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, NICS Denied Transaction File, License Plate, Vehicle, Boat, Vehicle/Boat Part, and Article Files. Complete details can be found in the Wanted Person File chapter.
- As a part of a positive Immigration Violator File response, the receiving agency is warned against action based on the positive response alone.
- The Immigration Violator File is based on criminal history information and is subject to dissemination restrictions. A caveat at the end of each record response emphasizes to record recipients that the record may be disseminated only to criminal justice agencies for criminal justice purposes.

## INTRODUCTION

### 1 WHAT IS NCIC?

#### 1.2 DATA AND PROBABLE CAUSE

- An NCIC hit alone is not probable cause to arrest, but indicates that a stolen property report, missing person report, or warrant, etc. may have been filed. A hit is only one element comprising sufficient legal grounds for probable cause to arrest.
- Correct NCIC procedure requires the agency which placed the record in file be contacted by the inquiring agency to confirm that the data are accurate and up-to-date. In some circumstances, the hit confirmed with the originating agency may be the major or only element necessary to detain or make an arrest. For instance, a confirmation of an outstanding warrant on an individual or a hit confirmed on a stolen vehicle or stolen property in a timeframe very close to the time of an actual theft would likely support an arrest decision. The confirmation of a hit on a person file record, regardless of how long it had been in the System, would be enough cause to take appropriate action. However, when attempting to recover the stolen property record that had been in the System one or two years, the officer would need not only the element of the hit but also additional facts adding up to probable cause. For instance, a hit on a record two years after a vehicle was stolen would in itself be inadequate probable cause for an arrest, since it would be possible or even probable the vehicle was then in the possession of an innocent purchaser rather than the original thief. To make an arrest under these circumstances, the officer would need not only the element of the hit but also additional facts adding up to probable cause. A hit confirmed with the originating agency can be adequate grounds to recover stolen property, return a missing person, arrest a fugitive, or charge a subject with violation of a protection order.
- Files, such as the Gang, ~~Known or Suspected Terrorist~~ Threat Screening Center, Supervised Release, National Sex Offender Registry, Protective Interest, Violent Person, and NICS Denied Transaction do not require hit confirmation and are designed to provide law enforcement officers with adequate warning regarding individuals who have had involvement in criminal activities or are known to represent potential danger to the public.

#### 1.6 SYSTEM SECURITY

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

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



## 2 NCIC MESSAGES

### 2.5 INQUIRY

#### 2.5.5 Negative Response to an On-line Inquiry

- A negative response is transmitted when no record match is found in NCIC. A negative response to a person file inquiry (Foreign Fugitive, Missing Person, Wanted Person, etc.) contains a header, the ORI of the inquiring agency followed by NO NCIC WANT with each searchable numeric identifier inquired upon. This is a general person inquiry and searches all person files.
- A negative response to a Gang Reference, Gang Member, and ~~Known or Suspected Terrorist~~ Threat Screening Center inquiry contains a header, the ORI of the inquiring agency followed by NO NCIC RECORD with each searchable identifier or set of searchable identifiers inquired upon. A negative response to a property file inquiry contains a header, the ORI of the inquiring agency followed by NO RECORD with each searchable identifier or set of searchable identifiers inquired upon.
- A negative response to an NCIC on-line inquiry, however, should not be relied upon as an indication that the person or property inquired upon is not wanted, missing, or stolen, or that no criminal history record exists. As with a positive response, a negative response should not be used as the sole basis for decision making by the receiving officer.

#### 2.5.6 Positive Response to an On-line Inquiry

##### 2.5.6.28 ~~Known or Suspected Terrorist~~ Threat Screening Center File Message

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

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

\*\*\*WARNING - APPROACH WITH CAUTION\*\*\*

\*\*\*DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE\*\*\*

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

IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC AT XXX-XXX-XXXX.

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

IF AN ARREST WARRANT FOR THE INDIVIDUAL IS NOT RETURNED, USE CAUTION AND IMMEDIATELY CONTACT THE TSC AT XXX-XXX-XXXX FOR ADDITIONAL DIRECTION WITHOUT OTHERWISE EXTENDING THE SCOPE OR DURATION OF THE ENCOUNTER.

\*\*\*LEGAL NOTICE: UNAUTHORIZED DISCLOSURE IS PROHIBITED. THE INFORMATION IN THIS NOTICE BELONGS TO THE TSC AND IS PROVIDED TO YOUR AGENCY FOR OFFICER SAFETY, INTELLIGENCE, AND LEAD PURPOSES ONLY. USG ATTORNEY GENERAL AUTHORIZATION MUST BE OBTAINED PRIOR TO USING THIS INFORMATION, OR INFORMATION DERIVED THEREFROM, IN ANY LEGAL OR ADMINISTRATIVE PROCEEDING OR PROCESS. CONTACT THE TSC TO OBTAIN SUCH AUTHORIZATION.\*\*\*

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

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

\*\*\*WARNING - APPROACH WITH CAUTION\*\*\*

\*\*\*DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE\*\*\*

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

IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC AT XXX-XXX-XXXX.

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

CONTACT THE FBI'S TSC AT XXX-XXX-XXXX DURING THIS ENCOUNTER TO ASSIST IN DETERMINING IF THIS INDIVIDUAL IS ON THE TERRORIST WATCHLIST AND WITH GATHERING INTELLIGENCE WITHIN YOUR LEGAL AUTHORITY. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE TSC IMMEDIATELY THEREAFTER.

\*\*\*LEGAL NOTICE: UNAUTHORIZED DISCLOSURE IS PROHIBITED. THE INFORMATION IN THIS NOTICE BELONGS TO THE TSC AND IS PROVIDED TO YOUR AGENCY FOR OFFICER SAFETY, INTELLIGENCE, AND LEAD PURPOSES ONLY. USG ATTORNEY GENERAL AUTHORIZATION MUST BE OBTAINED PRIOR TO USING THIS INFORMATION, OR INFORMATION DERIVED THEREFROM, IN ANY LEGAL OR ADMINISTRATIVE PROCEEDING OR PROCESS. CONTACT THE TSC TO OBTAIN SUCH AUTHORIZATION.\*\*\*

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

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

\*\*\*WARNING - APPROACH WITH CAUTION\*\*\*

\*\*\*DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE\*\*\*

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

IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC AT XXX-XXX-XXXX.

CONTACT THE FBI'S TSC AT XXX-XXX-XXXX DURING THIS ENCOUNTER TO ASSIST IN

DETERMINING IF THIS INDIVIDUAL IS ON THE TERRORIST WATCHLIST AND WITH GATHERING INTELLIGENCE WITHIN YOUR LEGAL AUTHORITY. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE TSC IMMEDIATELY THEREAFTER.

\*\*\*LEGAL NOTICE: UNAUTHORIZED DISCLOSURE IS PROHIBITED. THE INFORMATION IN THIS NOTICE BELONGS TO THE TSC AND IS PROVIDED TO YOUR AGENCY FOR OFFICER SAFETY, INTELLIGENCE, AND LEAD PURPOSES ONLY. USG ATTORNEY GENERAL AUTHORIZATION ~~MYST~~ MUST BE OBTAINED PRIOR TO USING THIS INFORMATION, OR INFORMATION DERIVED THEREFROM, IN ANY LEGAL OR ADMINISTRATIVE PROCEEDING OR PROCESS. CONTACT THE TSC TO OBTAIN SUCH AUTHORIZATION.\*\*\*

The message below appears in ~~Known or Suspected Terrorist~~ Threat Screening Center File records with a SGP (Subgroup) Field of Handling Code 4. The telephone number for the ~~Terrorist~~ Threat Screening Center will be provided in the actual hit response.

## NATIONAL SECURITY

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

\*\*\*DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE\*\*\*

\*\*\*DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE A PERSON OF INTEREST.\*\*\*

IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC AT XXX-XXX-XXXX.

CONTACT THE FBI'S TSC AT XXX-XXX-XXXX DURING THIS ENCOUNTER TO ASSIST IN DETERMINING IF THIS INDIVIDUAL IS OF NATIONAL SECURITY INTEREST AND WITH GATHERING INTELLIGENCE WITHIN YOUR LEGAL AUTHORITY. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE FBI IMMEDIATELY THEREAFTER.

\*\*\*LEGAL NOTICE: UNAUTHORIZED DISCLOSURE IS PROHIBITED. THE INFORMATION IN THIS NOTICE BELONGS TO THE FBI AND IS PROVIDED TO YOUR AGENCY FOR OFFICER SAFETY, INTELLIGENCE, AND LEAD PURPOSES ONLY. USG ATTORNEY GENERAL AUTHORIZATION MUST BE OBTAINED PRIOR TO USING THIS INFORMATION, OR INFORMATION DERIVED THEREFROM, IN ANY LEGAL OR ADMINISTRATIVE PROCEEDING OR PROCESS. CONTACT THE FBI TO OBTAIN SUCH AUTHORIZATION.\*\*\*

The message below appears in ~~Known or Suspected Terrorist~~ Threat Screening Center File records with a SGP (Subgroup) Field of Handling Code 5. The telephone number for the ~~Terrorist~~ Threat Screening Center will be provided in the actual hit response.

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

\*\*\*WARNING - APPROACH WITH CAUTION\*\*\*

\*\*\*DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE\*\*\*

\*\*\*DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE OF INTEREST FOR TIES TO TRANSNATIONAL ORGANIZED CRIME (TOC)\*\*\*

IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC AT XXX-XXX-XXXX.

CONTACT THE FBI'S TSC AT XXX-XXX-XXXX DURING THIS ENCOUNTER TO ASSIST IN DETERMINING IF THIS INDIVIDUAL HAS TIES TO TRANSNATIONAL ORGANIZED CRIME AND WITH GATHERING INTELLIGENCE WITHIN YOUR LEGAL AUTHORITY. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE TSC IMMEDIATELY THEREAFTER.

\*\*\*LEGAL NOTICE: UNAUTHORIZED DISCLOSURE IS PROHIBITED. THE INFORMATION IN THIS NOTICE BELONGS TO THE FBI AND IS PROVIDED TO YOUR AGENCY FOR OFFICER SAFETY, INTELLIGENCE, AND LEAD PURPOSES ONLY. USG ATTORNEY GENERAL AUTHORIZATION MUST BE OBTAINED PRIOR TO USING THIS INFORMATION, OR INFORMATION DERIVED THEREFROM, IN ANY LEGAL OR ADMINISTRATIVE PROCEEDING OR PROCESSING. CONTACT THE FBI TO OBTAIN SUCH AUTHORIZATION.\*\*\*

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

#### **2.5.6.34 Partial Vehicle Identification Number Message**

RECORD NIC/N307770847 IS BASED ON PARTIAL VIN SEARCH - VERIFY ALL DATA BEFORE TAKING FURTHER ACTION BASED ON THIS RESPONSE.

This message appears before a Wanted Person File, Immigration Violator File, Vehicle/Boat Part File, Foreign Fugitive File, Supervised Release File, Missing Person File, Protection Order File, Gang File, ~~Known and Suspected Terrorist~~ Threat Screening Center File, and the National Sex Offender Registry record response when the input vehicle identification number was not an exact match to the person record vehicle identification number.

#### **2.5.6.35 Partial License Plate Number Message**

RECORD NIC/N307770847 IS BASED ON PARTIAL LIC SEARCH - VERIFY ALL DATA BEFORE TAKING FURTHER ACTION BASED ON THIS RESPONSE.

This message appears before a Wanted Person File, Immigration Violator File, Vehicle/Boat Part File, Foreign Fugitive File, Supervised Release File, Missing Person File, Protection Order File, Gang File, ~~Known and Suspected Terrorist~~ Threat Screening Center File, and the National Sex Offender Registry record response when the input license plate number was not an exact match to the person record license plate number.

### **2.9 ADMINISTRATIVE MESSAGES**

#### **2.9.2 OTHER ADMINISTRATIVE MESSAGES**

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

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

This is an example of a \$.H. Delayed Inquiry Hit Notification:

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

### **2.9.2.23 Delayed Inquiry Hit Response Notification**

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

This is an example of a \$.H. Delayed Inquiry Hit Notification:

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

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

A \$.P. Purge Notification will be sent to the ORI of record when a record has been retired as a result of one of the following conditions:

- A felony vehicle record on file for 90 days.
- A vehicle record on file for 90 days that does not contain either a VIN or OAN.
- A boat record on file for 90 days that does not contain a BHN, CGD, or OAN.

- A person record that contains only one numeric identifier and the numeric identifier expires.
- A temporary felon record on file for 48 hours.
- A wanted person or wanted juvenile record in a locate status for five days from the date of the locate transaction.
- An article, boat, gun, securities, and vehicle record that has been in a locate status for 10 days later than the date in the DOR Field.
- A gang or ~~terrorist~~ TSC record has reached the date in the DOP Field.
- A detained wanted person record has reached the date in the DSE Field.
- An article record has passed its retention period and TYP is equal to IBADGE or ICREDEN.
- An identity theft record has reached the date in the DOP Field.

(Each chapter contains a section on automatic retirement.)

This is an example of a \$.P. Purge Notification:

\$.P.  
MD1012600

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

MKE/STOLEN BOAT  
ORI/MD1012600 REG/DC1234ZZ RES/DC REY/1996 HUL/WD  
BYR/1995 PRO/OB BMA/LBC BTY/RUN BLE/17  
BCO/RED DOT/19970820  
OCA/3245353  
NOA/Y  
NIC/B528475481 DTE/19970822 0000 EDT DLU/19970822 0000 EDT

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

This is an example of a \$.P. Purge Notification for Protection Order File records:

\$.P.  
MD1012600

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

MKE/PROTECTION ORDER  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX

DOB/19491012 HGT/510 WGT/175 EYE/BRO HAI/BRO  
SKN/DRK SMT/SC R HND  
FPC/121011C0141159TTCI13 MNU/AS-123456789 SOC/123456789  
PNO/3425163553 BRD/Y ISD/19960112 EXP/19990112 CTI/VA124567  
PPN/SMITH, JULIA PSX/F PPR/W PPB/19500910  
PCO/01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING,  
PCO/HARASSING, FOLLOWING, INTERFERING, OR STALKING THE PROTECTED PERSON AND/OR  
PCO/THE CHILD OF THE PROTECTED PERSON  
OCA/611112131 SID/MD99999999  
NOA/Y  
NIC/H146203706 DTE/19960120 0100 EST DLU/20070328 1115 EDT

If no action is taken by the entering agency to modify the EXP, the record will expire after the 5th day. Inactive records (expired and cleared) will be maintained online for the remainder of the year plus 5 years. At the end of that time, NCIC will not notify the ORI of record. Records that are in an expired or cleared status cannot be modified. For National Sex Offender Registry records, the ORI of record will receive a \$.P. Purge Notification administrative message when the current date is the same as the date in the ERD Field.

This is an example of a \$.P. Purge Notification for expired National Sex Offender Registry File records:

\$.P.  
MD1012600

THE FOLLOWING RECORD HAS BEEN PLACED IN EXPIRED STATUS BY THE FBI  
NCIC BASED ON THE RETENTION PERIOD OF THE SEX OFFENDER RECORD.

MKE/SEXUAL OFFENDER  
ORI/MD1012600 NAM/DOE, JOHN SEX/M RAC/W ETN/H POB/MD  
DOB/19530531 HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/1234567  
SKN/ALB SMT/SC R HND  
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/1234556789  
ORD/19960923 ERD/19990101 SXP/N CRR/RAPE - GUN  
CON/19960510 PLC/MD  
AOV/12 SOV/F  
OCA/923112665 SID/MD99999999  
DNA/Y DLO/STATE LAB 555-555-1212  
NIC/X146203706 DTE/19990930 1030 EDT DLU/20050101 0405 EST

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

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

This is an example of a \$.P. Purge Notification for Gang File Group Member records:

\$.P.  
MD1230000

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

MKE/CRIMINAL GANG MEMBER - CAUTION  
ORI/MD1230000 NAM/DOE, SAM SEX/M RAC/W ETN/H POB/MD  
DOB/19730531 HGT/601 WGT/209 EYE/BLU HAI/BR FBI/1234567  
SKN/DRK SMT/SC R HND  
FPC/121011C01159TTCI13TT MNU/MD-123456789 SOC/123456789  
GNG/CRIPS\*BTMD SGP/ROARING50S\*BTMD  
ECR/A DOP/20010115 OCA/3245323 SID/MD99999999  
NIC/T146203706 DTE/19980116 1245 EST DLU/20000328 0000 EST

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

This is an example of a \$.P. Purge Notification sent to NICB:

\$.P.

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

For a Supervised Release File record, the ORI of record will receive a \$.P. Purge Notification administrative message 30 days prior to the date in the Date of Probation/Parole Expiration (DPE) Field.

This is an example of a \$.P. Purge Notification for Supervised Release records:

\$.P.  
VA013123G

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

MKE/PROBATION OR SUPERVISED RELEASE STATUS  
ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19520521 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A  
SKN/DRK SMT/SC R HD  
FPC/121011C0141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/98765432 OLS/MD OLY/2000  
OCA/611112131 SID/VA99999999



OOC/ROBBERY  
VLD/20000521 VLN/COBERLY, ROBERT  
MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO  
MIS/FREQUENT BARS  
LIC/ABC123 LIS/VA LIY/1999 LIT/PC  
VIN/2F37Z7P051519 VYR/1977  
VMA/PONT VMO/LEM VST/2D VCO/WHI  
DPE/20101009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE  
DSS/20050509 SON/FITZPATRICK, JOHN SOT/703 555-3013  
ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615  
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234  
IMN/I435461801 IMT/M  
NIC/C146203706 DTE/19991020 0001 EST

### 3 QUALITY CONTROL, VALIDATION, AND OTHER PROCEDURES

#### 3.4 VALIDATION

##### 3.4.1 Validation Schedule

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

**Validation: Entries Made on:**

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

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

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

must request to participate in the one-time only validation by contacting the FBI CJIS Division at (304) 625-3000.

For all other person files, the first 60-90 day validation should be performed according to the validation rules set forth in the Validation section of this chapter. Subsequent validation cycles require contact with the court or other appropriate source to verify the validity of the record.

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

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

- Wanted
- Gang/~~Terrorist Member~~ TSC
- Missing
- Protection Order
- Supervised Release
- Sex Offender
- Immigration Violator
- Identity Theft
- Protective Interest
- Violent Person
- Unidentified
- Boat
- License Plate
- Vehicle/Boat Part
- Vehicle
- Gun
- Securities
- Article

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

was validated electronically within the last 11 months, then the record is not included in the file of records to be validated.

- Article File records containing a TYP Field codes beginning with "Q" and "T", or "Z" will be validated as described in the Validation schedule above. Other Article File records are not included in the validation process since they have a short retention period. The NICS Denied Transaction File records are also not subject to validation, since these records are a subset of data maintained by the NICS. All other files are subject to validation.
- Each agency must keep in mind the synchronization of records. The records being validated will be chosen by date of entry, Eastern Standard Time (EST) into NCIC. Agencies located in a different time zone must realize that the validation will include records entered after midnight EST on the first of the month through midnight on the last day of the month. The \$.C. demonstrates the validation format.

### **3.14 NCIC NUMBERS (NIC NUMBERS)**

#### **3.14.1 NIC Check Digit Algorithm**

When an NIC is used as an identifier in a cancel, clear, inquiry, locate, or modify message, the NCIC verifies the validity of the number using the two check digits, i.e., the last two characters of the number. The following algorithms are used for the process:

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

	<b>Multiplication Factor</b>
Position 2	8
Position 3	7
Position 4	6
Position 5	5
Position 6	4
Position 7	3
Position 8	2

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

	<b>Multiplication Factor</b>
Position 3	8
Position 4	7
Position 5	6
Position 6	5
Position 7	4
Position 8	3

The products of these are totaled and a value, as indicated below, is added for the alphabetic file indicator. This total comprises the check digits. If the total is greater than 99, the high order digit is dropped.

<b>File Indicator</b>	<b>File Indicator Value</b>	<b>Data Type</b>
A	5	Article records entered on/between 1/27/67 and 5/5/86
	9	Article records entered on/between 5/5/86 and 4/21/98
	10	Article records entered on/between 4/21/98 and 7/11/1999
	11	Article records entered on/between 7/11/1999 and 2/12/2012
	12	Article records entered on/after 2/12/2012
B	4	Boat records entered on/between 1/27/67 and 8/6/79
	8	Boat records entered on/between 8/6/79 and 8/8/88
	12	Boat records entered on/between 8/8/88 and 4/20/95

	13	Boat records entered on/between 4/20/95 and 7/11/1999
	14	Boat records entered on/after 7/11/1999
C	1	Supervised Release records
E	1	NICS Denied Transaction records
G	2	Gun records entered on/prior to 7/11/1999
	3	Gun records entered on/after 7/11/1999
H	1	Protection Order records entered on/prior to 7/11/1999
	2	Protection Order records entered on/between 7/11/1999 and 6/3/2007
	3	Protection Order records entered on/between 6/3/2007 and 8/19/2012
	4	Protection Order records entered on/between 8/19/2012 and 1/10/2017
	5	Protection Order records entered on/between 1/10/2017 and 1/7/2020
	6	Protection Order records entered on/after 1/7/2020
I	1	Image records entered on/prior to 4/7/2013
	2	Image records entered on/after 4/7/2013
J	1	Identity Theft Records
K	1	Protective Interest records
L	1	Violent Person records
M	7	Missing Person records entered on/prior to 2/13/97
	8	Missing Person records entered on/between 2/13/97 and 7/11/1999
	9	Missing Person records entered on/between 7/11/1999 and 5/1/2011

	10	Missing Person records entered on/after 5/1/2011
N	1	Immigration Violator records entered on/prior to 5/8/97
	2	Immigration Violator records entered on/between 5/8/97 and 7/11/1999
	3	Immigration Violator records entered on/after 7/11/1999
P	3	License Plate records entered on/before 2/23/96
	4	License Plate records entered on/between 2/23/1996 and 7/11/1999
	5	License Plate records entered on/after 7/11/1999
R	11	CPIC Data records entered on/prior to 7/11/1999
	12	CPIC Data records entered on/after 7/11/1999
S	6	Securities records entered on/prior to 7/11/1999
	7	Securities records entered on/after 7/11/1999
T	1	Gang/ <del>Known or Suspected Terrorist Member</del> TSC records entered on/prior to 5/8/97
	2	Gang/ <del>Known or Suspected Terrorist Member</del> TSC records entered on/between 5/8/97 and 7/11/1999
	3	Gang/ <del>Known or Suspected Terrorist Member</del> TSC records entered on/after 7/11/1999
U	7	Unidentified Person records entered on/prior to 2/13/97
	8	Unidentified Person records entered on/between 2/13/97 and 7/11/1999
	9	Unidentified Person records entered on/after 7/11/1999
V	4	Vehicle and Vehicle/Boat Part records entered on/between 1/27/67 and 8/6/79
	8	Vehicle and Vehicle/Boat Part records entered on/between 8/6/79 and 8/8/88

	12	Vehicle and Vehicle/Boat Part records entered on/between 8/8/88 and 4/20/95
	13	Vehicle and Vehicle/Boat Part records entered on/between 4/20/95 and 7/11/1999
	14	Vehicle and Vehicle/Boat Part records entered on/between 7/11/1999 and 11/5/2006
	15	Vehicle and Vehicle/Boat Part records entered on/between 11/5/2006 and 8/6/2017
	16	Vehicle and Vehicle/Boat Part records entered after 8/6/2017
W	1	Wanted Person records entered on/prior to 5/8/97
	2	Wanted Person records entered on/between 5/8/97 and 7/11/1999
	3	Wanted Person records entered on/between 7/11/1999 and 2/5/2006
	4	Wanted Person records entered on/between 2/5/2006 and 3/7/2010
	5	Wanted Person records entered on/between 3/7/2010 and 1/5/2014
	6	Wanted Person records entered on/between 1/5/2014 and 1/10/2017
	7	Wanted Person records entered on/between 1/10/2017 and 1/7/2020
	8	Wanted Person records entered on/after 1/7/2020
X	1	National Sex Offender Registry records
Z	10	Reference Gang records entered on/prior to 7/11/1999
	11	Reference Gang Records entered on/after 7/11/1999

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

Sequential Number	Multiplication Factor	Product	
1	x 8	=	8

2	x 7	=	14
4	x 6	=	24
8	x 5	=	40
6	x 4	=	24
2	x 3	=	6
9	x 2	=	18
		<b>Total 134</b>	
		<b>File Indicator Value of V = 13</b>	
		<b>Total 147</b>	

The high order digit (1) is dropped, and the remainder (47) is the check digit's value.

### 3.15 FEATURES

#### 3.15.3 Delayed Inquiry

User inquiries are stored in NCIC for 5 days. Entry or modification transactions received by NCIC are checked against the log of inquiries. If any match occurs, both the user entering or modifying a record and the user who made the initial inquiry are respectively advised by way of a delayed inquiry notification and a delayed inquiry hit response (both \$.H. messages). The following inquiries are not subject to delayed query processing:

- SPRQ (Global Inquiry)
- Batch Inquiry
- Request for Benefits and Effectiveness
- Request for Error Profile
- Request for Usage Analysis



The Custom and Border Protection's ORI VAUSC6099 is exempt from a hit response on all NCIC files except the Gang File and ~~Known and Suspected Terrorist~~ Threat Screening Center File or the Immigration Violator File.

For Protection Order File records, the \$.H. message will be returned only to the entering/modifying agency. The \$.H. message will be returned only if the entering/modifying and inquiring agencies are different.

For NICS Denied Transaction File records, the delayed inquiry notification and the delayed inquiry hit response will not be generated.

## KNOWN OR SUSPECTED TERRORIST

### 1 – INTRODUCTION

#### 1.1 BACKGROUND

Based upon Homeland Security Presidential Directive-6 signed in September 2003, the ~~Terrorist Threat~~ Screening Center (TSC) was established to consolidate the Federal Government's approach to terrorism screening and to provide for the appropriate and lawful use of terrorist information in the overall screening process. The TSC has since received additional authorization from the Attorney General to receive, store, maintain, and disseminate identification records concerning other national security threat actors.

#### 1.2 CRITERIA FOR ENTRY

~~The TSC alone has the authority to enter and update a record for an individual who has been nominated as a known or suspected terrorist subject to the TSC in the TSC File. Documentation (electronic or hard copy) must be on file to support an entry in the TSC File~~

The TSC alone has the authority to enter and update a record for an individual in the TSC File. Documentation (electronic or hard copy) must be on file to support an entry in the TSC File.

#### 1.4 RECORD RETENTION PERIOD

~~KST TSC~~ File records have an unlimited retention period. A ~~KST TSC~~ File record will remain on file indefinitely or until action is taken by the TSC to modify or cancel the record.

Other exceptions to the record retention periods will occur in the event a serious error is detected in the record on file. Additional information on serious error detection can be found in the Introduction chapter of this manual.

#### 1.5 VALIDATION

~~KST TSC~~ File records will be validated monthly using a file generated ~~from~~ by the TSC's ~~Terrorist Screening Database~~. The TSC will modify each record to include the name of validator in the VLN Field within 90 days from the date the validation file was created by the TSC. The FBI's Criminal Justice Information Services Division will provide the TSC with a yearly report of active NCIC ~~KST TSC~~ File records that were not validated during the previous validation cycle. The TSC must validate these records within 90 days of receiving the report. Records that are not validated will be removed from NCIC.

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 CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the following fields of a **KST TSC File** record are the same as those field codes of a **KST TSC File** record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; or DOB, NAM, and ORI.
2. Whenever the message RECORD ON FILE is sent by NCIC, the record on file will also be transmitted.

## 2 – ENTRY

The TSC is the only agency authorized to enter and maintain records for an individual ~~who is a known or suspected terrorist subject~~ in the TSC File.

## 3 – MODIFICATION

The TSC is the only agency authorized to modify a record for an individual ~~who is a known or suspected terrorist subject~~ in the TSC File.

## 4 - CANCELLATION

The TSC is the only agency authorized to cancel a record for an individual ~~who is or was a known or suspected terrorist subject~~ in the TSC File.

## 5 – INQUIRY

### 5.1 **KST TSC** FILE INQUIRY

When an agency transmits an NCIC wanted person inquiry, the data in the **KST TSC** File will be searched in addition to all other NCIC person files (except the Unidentified Person File). **KST TSC** File records are also returned in response to a QGM transaction. As a part of a positive **KST TSC** File response, the receiving agency is advised that the subject cannot be arrested or detained solely upon the basis of the information provided. The receiving agency is also advised to contact the TSC using the toll-free telephone number located in both the response and the caveat. As a result of an inquiry, a hit may be generated on a **Known or Suspected Terrorist Threat Screening Center** File record. Additional details can be found in the Gang File chapter.

When a positive **KST TSC** File response is received, the inquiring agency must not advise the individual that they may be on a ~~terrorist~~ **United States Government (USG)** watchlist. The

unauthorized disclosure of ~~terrorist~~ **USG** watchlist information is prohibited. Information that an individual may be on a ~~terrorist~~ **USG** watchlist is the property of the TSC and is a federal record provided to the inquiring agency that may not be disclosed, disseminated, or used in any proceeding without the advance authorization of the TSC.

## 5.2 EXAMPLE OF AN INQUIRY

1N01HEADER.QW.MD1012400.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19960213

### Negative Response:

1L01HEADER MD1012400  
NO NCIC WANT DOB/19960213 NAM/SMITH, JOHN SEX/M RAC/W

### Positive Response:

Note: There are five different Handling Codes utilized by the TSC for ~~KST~~ **TSC** File records. Based upon the Handling Code in the hit response, the receiving agency should adhere to the information and direction within the caveat. The following caveat examples do not include the correct telephone number for the TSC. The correct telephone number will be in the caveat and the hit response.

### Handling Code 1 Records

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

\*\*\*WARNING -APPROACH WITH CAUTION\*\*\*

\*\*\*DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE\*\*\*

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

MKE/POSSIBLE TERRORIST ORGANIZATION MEMBER - CAUTION  
CONTACT THE ~~TERRORIST-THREAT~~ SCREENING CENTER XXX-XXX-XXXX  
ORI/DCTSC0800 NAM/SMITH, JOHN SEX/M RAC/W  
DOB/19960213  
GNG/DMST XTMST\*DFBI SGP/HANDLING CODE 1\*DFBI  
ECR/A DOP/20240725 OCA/17US001  
NOA/N  
DNA/N  
ORI IS FBI ~~TERRORIST-THREAT~~ SCREENING CENTER - TSC XXX-XXX-XXXX  
NIC/T000000104 DTE/20190725 1244 EDT DLU/20190725 1244 EDT

IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC AT XXX-XXX-XXXX.

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

IF AN ARREST WARRANT FOR THE INDIVIDUAL IS NOT RETURNED, USE CAUTION AND

IMMEDIATELY CONTACT THE TSC AT XXX-XXX-XXXX FOR ADDITIONAL DIRECTION WITHOUT OTHERWISE EXTENDING THE SCOPE OR DURATION OF THE ENCOUNTER.

\*\*\*LEGAL NOTICE: UNAUTHORIZED DISCLOSURE IS PROHIBITED. THE INFORMATION IN THIS NOTICE BELONGS TO THE TSC AND IS PROVIDED TO YOUR AGENCY FOR OFFICER SAFETY, INTELLIGENCE, AND LEAD PURPOSES ONLY. USG ATTORNEY GENERAL AUTHORIZATION MUST BE OBTAINED PRIOR TO USING THIS INFORMATION, OR INFORMATION DERIVED THEREFROM, IN ANY LEGAL OR ADMINISTRATIVE PROCEEDING OR PROCESS. CONTACT THE TSC TO OBTAIN SUCH AUTHORIZATION.\*\*\*

## Handling Code 2 Records

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

\*\*\*WARNING -APPROACH WITH CAUTION\*\*\*

\*\*\*DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE\*\*\*

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

MKE/POSSIBLE TERRORIST ORGANIZATION MEMBER - CAUTION  
CONTACT THE ~~TERRORIST-THREAT~~ SCREENING CENTER XXX-XXX-XXXX  
ORI/DCTSC0300 NAM/SMITH, JOHN SEX/M RAC/W  
DOB/19960213  
GNG/DMST XTMST\*DFBI SGP/HANDLING CODE 2\*DFBI  
ECR/A DOP/20240725 OCA/17US002  
DNA/N  
ORI IS FBI ~~TERRORIST-THREAT~~ SCREENING CENTER - TSC XXX-XXX-XXXX  
NIC/T000000308 DTE/20190725 1244 EDT DLU/20190725 1244 EDT

IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC AT XXX-XXX-XXXX.

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

CONTACT THE FBI'S TSC AT XXX-XXX-XXXX DURING THIS ENCOUNTER TO ASSIST IN DETERMINING IF THIS INDIVIDUAL IS ON THE TERRORIST WATCHLIST AND WITH GATHERING INTELLIGENCE WITHIN YOUR LEGAL AUTHORITY. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE TSC IMMEDIATELY THEREAFTER.

\*\*\*LEGAL NOTICE: UNAUTHORIZED DISCLOSURE IS PROHIBITED. THE INFORMATION IN THIS NOTICE BELONGS TO THE TSC AND IS PROVIDED TO YOUR AGENCY FOR OFFICER SAFETY, INTELLIGENCE, AND LEAD PURPOSES ONLY. USG ATTORNEY GENERAL AUTHORIZATION MUST BE OBTAINED PRIOR TO USING THIS INFORMATION, OR INFORMATION DERIVED THEREFROM, IN ANY LEGAL OR ADMINISTRATIVE PROCEEDING OR PROCESS. CONTACT THE TSC TO OBTAIN SUCH AUTHORIZATION.\*\*\*

## Handling Code 3 Records

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

\*\*\*WARNING -APPROACH WITH CAUTION\*\*\*

\*\*\*DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE\*\*\*

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

MKE/POSSIBLE TERRORIST ORGANIZATION MEMBER - CAUTION  
CONTACT THE ~~TERRORIST-THREAT~~ SCREENING CENTER XXX-XXX-XXXX  
ORI/DCTSC1000 NAM/SMITH, JOHN SEX/M RAC/W  
DOB/19960213  
GNG/DMST XTMST\*DFBI SGP/HANDLING CODE 3\*DFBI  
ECR/A DOP/20240725 OCA/17US003  
NOA/N  
DNA/N  
ORI IS FBI ~~TERRORIST-THREAT~~ SCREENING CENTER - TSC XXX-XXX-XXXX  
NIC/T000000512 DTE/20190725 1244 EDT DLU/20190725 1244 EDT

IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC AT XXX-XXX-XXXX.

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

CONTACT THE FBI'S TSC AT XXX-XXX-XXXX DURING THIS ENCOUNTER TO ASSIST IN DETERMINING IF THIS INDIVIDUAL IS ON THE TERRORIST WATCHLIST AND WITH GATHERING INTELLIGENCE WITHIN YOUR LEGAL AUTHORITY. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE TSC IMMEDIATELY THEREAFTER.

\*\*\*LEGAL NOTICE: UNAUTHORIZED DISCLOSURE IS PROHIBITED. THE INFORMATION IN THIS NOTICE BELONGS TO THE TSC AND IS PROVIDED TO YOUR AGENCY FOR OFFICER SAFETY, INTELLIGENCE, AND LEAD PURPOSES ONLY. USG ATTORNEY GENERAL AUTHORIZATION MUST BE OBTAINED PRIOR TO USING THIS INFORMATION, OR INFORMATION DERIVED THEREFROM, IN ANY LEGAL OR ADMINISTRATIVE PROCEEDING OR PROCESS. CONTACT THE TSC TO OBTAIN SUCH AUTHORIZATION.\*\*\*

## Handling Code 4 Records

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

\*\*\*DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE\*\*\*

\*\*\*DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE A PERSON OF NATIONAL SECURITY INTEREST\*\*\*

MKE/POSSIBLE NATIONAL SECURITY INTEREST - CAUTION  
CONTACT THE FBI XXX-XXX-XXXX  
ORI/DCTSC0300 NAM/SMITH, JOHN SEX/M RAC/W  
DOB/19960213  
GNG/NAT SEC INT\*DFBI SGP/HANDLING CODE 4\*DFBI  
ECR/A DOP/20240725 OCA/17US004  
DNA/N  
ORI IS FBI ~~TERRORIST-THREAT~~ SCREENING CENTER -TSC XXX-XXX-XXXX  
NIC/T000000920 DTE/20190725 1244 EDT DLU/20190725 1244 EDT

IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC AT XXX-XXX-XXXX.

CONTACT THE FBI'S TSC AT XXX-XXX-XXXX DURING THIS ENCOUNTER TO ASSIST IN DETERMINING IF THIS INDIVIDUAL IS OF NATIONAL SECURITY INTEREST AND WITH GATHERING INTELLIGENCE WITHIN YOUR LEGAL AUTHORITY. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE FBI IMMEDIATELY THEREAFTER.

\*\*\*LEGAL NOTICE: UNAUTHORIZED DISCLOSURE IS PROHIBITED. THE INFORMATION IN THIS NOTICE BELONGS TO THE FBI AND IS PROVIDED TO YOUR AGENCY FOR OFFICER SAFETY, INTELLIGENCE, AND LEAD PURPOSES ONLY. USG ATTORNEY GENERAL AUTHORIZATION MUST BE OBTAINED PRIOR TO USING THIS INFORMATION, OR

INFORMATION DERIVED THEREFROM, IN ANY LEGAL OR ADMINISTRATIVE PROCEEDING OR PROCESS. CONTACT THE FBI TO OBTAIN SUCH AUTHORIZATION.\*\*\*

## Handling Code 5 Records

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

\*\*\*WARNING -APPROACH WITH CAUTION\*\*\*

\*\*\*DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE\*\*\*

\*\*\*DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE OF INTEREST FOR TIES TO TRANSNATIONAL ORGANIZED CRIME (TOC)\*\*\*

MKE/POSSIBLE NATIONAL SECURITY THREAT - CAUTION

ORI/DCTSC5000 NAM/SMITH, JOHN SEX/M RAC/W

DOB/19960213

GNG/NAT SEC THREAT\*TOC SGP/HANDLING CODE 5\*FBI

ECR/A DOP/20240725 OCA/17US005

NOA/N

DNA/N

ORI IS FBI ~~TERRORIST-THREAT~~ SCREENING CENTER -TSC XXX-XXX-XXXX

NIC/T000001107 DTE/20190725 1244 EDT DLU/20190725 1244 EDT

IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC AT XXX-XXX-XXXX.

CONTACT THE FBI'S TSC AT XXX-XXX-XXXX DURING THIS ENCOUNTER TO ASSIST IN DETERMINING IF THIS INDIVIDUAL HAS TIES TO TRANSNATIONAL ORGANIZED CRIME AND WITH GATHERING INTELLIGENCE WITHIN YOUR LEGAL AUTHORITY. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE TSC IMMEDIATELY THEREAFTER.

\*\*\*LEGAL NOTICE: UNAUTHORIZED DISCLOSURE IS PROHIBITED. THE INFORMATION IN THIS NOTICE BELONGS TO THE FBI AND IS PROVIDED TO YOUR AGENCY FOR OFFICER SAFETY, INTELLIGENCE, AND LEAD PURPOSES ONLY. USG ATTORNEY GENERAL AUTHORIZATION MUST BE OBTAINED PRIOR TO USING THIS INFORMATION, OR INFORMATION DERIVED THEREFROM, IN ANY LEGAL OR ADMINISTRATIVE PROCEEDING OR PROCESSING. CONTACT THE FBI TO OBTAIN SUCH AUTHORIZATION.\*\*\*

## 5.3 REQUIREMENTS FOR INQUIRY

- Inquiries of ~~KST~~ **TSC** File records may be made through the QGM message key, as well as the procedures used to search the Wanted Person File. Complete details can be found in the Gang File and Wanted Person File chapters.
- In a positive wanted person inquiry response, Wanted Person and Foreign Fugitive File records will appear first, followed by Missing Person, Gang, ~~KST~~ **TSC**, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, License Plate, Vehicle, Boat, Vehicle/Boat Part, and Article Files.
- As part of a positive ~~KST~~ **TSC** File record, the receiving agency is advised that the person in question cannot be arrested or detained solely upon the basis of the information

provided. A caveat at the beginning of the record response emphasizes to record recipients that they should contact the TSC.

When a positive ~~KST~~ TSC File response is received, the inquiring agency must not advise the individual that they may be on a ~~terrorist~~ ~~USG~~ watchlist. The unauthorized disclosure of ~~terrorist~~ ~~USG~~ watchlist information is prohibited. Information that an individual may be on a ~~terrorist~~ ~~USG~~ watchlist is the property of the TSC and is a federal record provided to the inquiring agency that may not be disclosed, disseminated, or used in any proceeding without the advance authorization of the TSC.

#### 5.4 ADDITIONAL GUIDELINES FOR INQUIRY

- When only one numeric identifier is used in an inquiry, the response(s) will include the record(s) on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response will include the record(s) on file with that Social Security number, even though there may be other records on file for the same individual that do not contain that particular number.
- Following a positive response to an inquiry with limited personal descriptors, an agency should make a second inquiry using all identifiers contained in the response record(s). The second inquiry should ensure the receipt of all records that could possibly pertain to the person in question.
- 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.

- A ~~KST~~ TSC 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. Complete details can be found in the Gang File chapter of this manual.

#### 5.5 INQUIRY USING VEHICULAR DATA

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



## **5.6 PROCEDURES FOR HANDLING A HIT**

No arrest or detention should be made based solely on a ~~KST~~ TSC File record.

As part of a positive response from the ~~KST~~ TSC File, the receiving agency is advised that the person in question cannot be arrested or detained solely upon the basis of the information provided. A caveat at the beginning of the record response emphasizes to record recipients that they should contact the TSC.

## **6 – LOCATE**

There are no locate procedures for the ~~KST~~ TSC File.

## **7 – CLEAR**

There are no clear procedures for the ~~KST~~ TSC File.

## **8 – SUPPLEMENTAL RECORDS**

The TSC is the only agency authorized to enter or cancel a supplemental record for an individual ~~who has been nominated as a known or suspected terrorist subject~~ in the TSC File.

## MISSING PERSON

### 5 – INQUIRY

#### 5.5 EXAMPLES

- The message keys QW, QWA, QWE, QWF, QWS, ZW, QWB, and QWI are used for Missing Person File inquiries in addition to Foreign Fugitive, Wanted Person, Gang, ~~Known or Suspected Terrorist~~ Threat Screening Center, Protection Order, Immigration Violator, Identity Theft, Supervised Release, Violent Person, and Protective Interest Files and the National Sex Offender Registry will cause these files to be searched automatically. If vehicle identifiers (LIC, LIS, and/or VIN and VMA) are included in the inquiry, the Vehicle, Boat, Vehicle/Boat Part, and License Plate Files will also be searched. If MNU, SOC, or OLN is included in the inquiry, the Article File personal identifier records will also be searched.

1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19891012.RSH/Y

#### Negative Response:

1L01HEADER  
WA1230000

NO NCIC WANT DOB/19891012 NAM/SMITH, JOHN J SEX/M RAC/W  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE  
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS  
FILES ARE SEARCHED WITHOUT LIMITATIONS.

#### Positive Response:

1L01HEADER  
WA1230000

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

MKE/MISSING PERSON JUVENILE  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/MD  
DOB/19891012 DOE/20051012 HGT/410 WGT/105 EYE/GRN HAI/BRO CTZ/US  
SKN/FAR SMT/SC R HND  
SOC/123456789 MNP/MP DLC/19991201 OCA/99-1234 SID/MD99999999  
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT  
BLT/OPOS CRC/C FPA/N BXR/P  
JWT/PK NE  
JWL/GOLD CROSS ON CHAIN  
ORI IS ANY CITY PD MD 301 555-1212  
DOB/19881012  
DOB/19891210  
AKA/JONES, EDWARD

AKA/ROE, EDWARD  
SMT/CAUL L EAR  
SMT/TAT R ARM

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

- **EXAMPLE OF A UNIQUE IDENTIFIER INQUIRY FOR FOREIGN ABDUCTED CHILDREN AND MISSING PERSON RECORDS WITH NEGATIVE AND POSITIVE RESPONSES**

1N01HEADER.QW.WA123000.NAM/DOE, JOHN.SEX/M.RAC/W.DOB/19770123

**Negative Response:**

1L01HEADER  
WA123000

NO NCIC WANT NAM/DOE, JOHN DOB/19770123 RAC/W SEX/M  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE  
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS  
FILES ARE SEARCHED WITHOUT LIMITATIONS.

**Positive Response:**

1L01HEADER  
WA123000

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

WARNING: DO NOT DETAIN BASED UPON THIS MISSING PERSON RECORD  
MKE/FOREIGN MISSING PERSON - JUVENILE  
ORI/DCINTER00 NAM/DOE, JOHN SEX/M RAC/W ETN/ POB/BD  
DOB/19770123 DOE/19950123 HGT/410 WGT/105 EYE/GRN HAI/BRO CTZ/BD  
SOC/777777777  
MNP/MP DLC/19821201 SID/DC99999999  
MIS/CHILD ABDUCTED IN FRANCE BY NON-CUSTODIAL PARENT  
ORI IS INTERPOL US DOJ WASHINGTON (202) 616-9000  
NIC/M000069216 DTE/19830104 0000 EST DLU/20080201 0930 EST  
REPEAT - DO NOT DETAIN BASED UPON NCIC RECORD WITH NIC/M000069216  
FOREIGN MISSING OR ABDUCTED PERSON - IMMEDIATELY CONTACT INTERPOL,  
US DOJ, NLETS ORI/DCINTER00, OR TEL. NO. (202) 616-9000.  
IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES  
IN INTERSTATE COMPACT ON JUVENILES

- **EXAMPLE OF A UNIQUE IDENTIFIER INQUIRY POSITIVE RESPONSE FOR A MISSING PERSON RECORD WITH PWI DATA**

1N01HEADER.QW.WA1230000.NAM/ADAMS, RANDY.SEX/M.RAC/W.DOB/19440630.RSH/Y

**Positive Response (with supplemental PWI records):**

1L01HEADER  
WA1230000

\*\*\*\*\*PERSON WITH INFORMATION ASSOCIATED WITH NIC/M000069216\*\*\*\*\*  
\*\*\*\*\*DO NOT ARREST OR DETAIN BASED ON PERSON WITH INFORMATION HIT\*\*\*\*\*  
MKE/MISSING PERSON ENDANGERED  
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W ETN/H POB/MD  
DOB/20081012 DOE/20261012 HGT/402 WGT/065 EYE/BRO HAI/BRO  
SKN/FAR SMT/SC R HND  
SOC/123456789  
MNP/CA DLC/20110810 OCA/EXAMPLE1 SID/MD999999999  
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT  
MPC/ABDUCTED BY A NON-CUSTODIAL PARENT  
LIC/555W555 LIS/VA LIY/2012 LIT/PC  
VIN/1Q87H2N100001 VYR/2001  
VMA/FORD VMO/TAU VST/4D VCO/BLK  
BLT/OPOS FPA/N  
BXR/P  
DNA/N  
ORI IS ANY CITY PD MD 301 555-1212  
PIN/ADAMS, RANDY PIX/M PIR/W PIE/H PIB/19440630 PHG/511  
PWG/195 PEY/BRO PHA/BRO PSK/LGT PSM/SLVR TOOTH PSS/123456789  
PMI/PERSON WITH INFORMATION IS NON-CUSTODIAL PARENT OF MISSING CHILD, CHILD  
PMI/MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY AT THE ORANGE  
PMI/CO PD 555-555-5555 WHEN PERSON WITH INFORMATION IS ENCOUNTERED  
PIB/19450630  
PIB/19450531  
PAK/MARKS, RANDY  
PSM/SC L ANKL  
PSM/TAT L WRS  
PSS/333333333  
PSS/222222222  
PIN/HARDY, MARY PIX/F PIR/W PIE/H PIB/19700410 PHG/502  
PWG/115 PEY/BRO PHA/BRO PSK/LGT PSM/MOLE FHD PSS/777777777  
PMI/PERSON WITH INFORMATION IS GIRLFRIEND OF NON-CUSTODIAL PARENT OF MISSING  
PMI/CHILD, CHILD MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY  
AT  
PMI/THE ORANGE CO PD 555-555-5555 WHEN PERSON WITH INFORMATION IS ENCOUNTERED  
PIB/19710503  
PAK/ADAMS, MARY  
PSM/TAT LW LIP  
PSM/TAT L ANKL  
PSS/888888888  
NIC/M000069216 DTE/20110810 1600 EDT DLU/20110811 0425 EDT  
  
\*\*\*REPEAT - DO NOT ARREST OR DETAIN BASED ON PERSON WITH INFORMATION HIT\*\*\*

## NICS DENIED TRANSACTIONS

### 5 – INQUIRY

#### 5.2 EXAMPLE OF INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

1N01HEADER.QND.WA1230000.NAM/SMITH, JOHN J.SEX/M.DOB/19511012.SOC/123456789

##### Negative QND Response

1L01HEADER  
WA1230000

NO NCIC NICS DENIED TRANSACTION FILE RECORD NAM/SMITH, JOHN J DOB/19511012 SEX/M  
NO NCIC NICS DENIED TRANSACTION FILE RECORD SOC/123456789

##### Positive QND Response

1L01HEADER  
WA1230000

\*\*\*\*\* NOTICE: DO NOT DETAIN OR ARREST BASED ON THIS HIT. THE DATE OF NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS) DENIAL (DND) PROVIDED IN THIS RECORD IS THE DATE THE SUBJECT WAS DENIED BY THE NICS FROM THE RECEIPT AND/OR THE POSSESSION OF A FIREARM OR THE ISSUANCE OF A FIREARM OR EXPLOSIVES PERMIT PURSUANT TO STATE AND/OR FEDERAL LAW. HOWEVER, IT IS POSSIBLE THIS SUBJECT MAY NO LONGER BE A PROHIBITED PERSON. DISSEMINATION OF SUPPLEMENTARY INFORMATION BY THE DENYING AGENCY MAY BE LIMITED UNDER STATE OR FEDERAL LAW.

MKE/NICS DENIED TRANSACTION FILE  
ORI/WVNICS000 NAM/SMITH, JOHN J SEX/M RAC/W POB/RI  
DOB/19511012 HGT/511 WGT/230 CTZ/US  
SOC/123456789  
SOP/NV SOR/NV DND/20120909  
NTN/ABC1234567 STN/123ABC4567  
NIC/E123456789 DTE/20120909 23150401 EDT DLU/20120909 23150404 EDT  
\*\*\* THE INFORMATION DISPLAYED IN THIS RECORD IS A POSSIBLE MATCH TO THE INDIVIDUAL QUERIED. THIS MATCH IS BASED ON NAME AND DESCRIPTIVE DATA ONLY. NO LAW ENFORCEMENT ACTION SHOULD BE INITIATED BASED SOLELY ON THIS INFORMATION.  
NO NCIC NICS DENIED TRANSACTION FILE RECORD SOC/123456789

The message keys QW, QWA, QWE, QWF, QWS, ZW, QWB, and QWI are used for NICS Denied Person File inquiries in addition to Foreign Fugitive, Wanted Person, Gang, ~~Known or Suspected Terrorist~~ Threat Screening Center, Protection Order, Immigration Violator, Missing Person, Identity Theft, Supervised Release, Violent Person, and Protective Interest Files and the National Sex Offender Registry will cause these files to be searched automatically. If vehicle identifiers (LIC, LIS, and/or VIN and VMA) are included in the inquiry, the Vehicle, Boat, Vehicle/Boat Part, and License Plate Files will also be searched. If MNU, SOC, or OLN is included in the inquiry, the Article File personal identifier records will also be searched.

1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19511012.RSH/Y

**Negative Response:**

1L01HEADER  
WA1230000

NO NCIC WANT DOB/19511012 NAM/SMITH, JOHN J SEX/M RAC/W  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE  
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS  
FILES ARE SEARCHED WITHOUT LIMITATIONS.

**Positive Response:**

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.

\*\*\*\*\* NOTICE: DO NOT DETAIN OR ARREST BASED ON THIS HIT. THE DATE OF  
NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS) DENIAL (DND)  
PROVIDED IN THIS RECORD IS THE DATE THE SUBJECT WAS DENIED BY THE NICS FROM  
THE RECEIPT AND/OR THE POSSESSION OF A FIREARM OR THE ISSUANCE OF A FIREARM  
OR EXPLOSIVES PERMIT PURSUANT TO STATE AND/OR FEDERAL LAW. HOWEVER, IT IS  
POSSIBLE THIS SUBJECT MAY NO LONGER BE A PROHIBITED PERSON. DISSEMINATION OF  
SUPPLEMENTARY INFORMATION BY THE DENYING AGENCY MAY BE LIMITED UNDER STATE  
OR FEDERAL LAW.

MKE/NICS DENIED TRANSACTION FILE  
ORI/WVNIC000 NAM/SMITH, JOHN J SEX/M RAC/W POB/RI  
DOB/19511012 HGT/511 WGT/230 CTZ/US  
SOC/123456789  
SOP/NV SOR/NV DND/20120909  
NTN/ABC1234567 STN/123ABC4567  
NIC/E123456789 DTE/20120909 23150401 EDT DLU/20120909 23150404 EDT  
\*\*\* THE INFORMATION DISPLAYED IN THIS RECORD IS A POSSIBLE MATCH TO THE  
INDIVIDUAL QUERIED. THIS MATCH IS BASED ON NAME AND DESCRIPTIVE DATA ONLY.  
NO LAW ENFORCEMENT ACTION SHOULD BE INITIATED BASED SOLELY ON THIS  
INFORMATION.

## OTHER TRANSACTIONS

### 6 – USAGE STATISTICS REQUEST (RSDU)

#### 6.6 ADDITIONAL GUIDELINES

##### 6.6.1 Message Type (MTY)

- 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.
- 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.
- 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 Threat Screening Center~~, Canadian Vehicle Index, Protection Order, National Sex Offender Registry, other person, QI, image, SPRQ, deferred request, miscellaneous, rejects, and NLETS.

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

### 8 – GLOBAL INQUIRY (SPRQ)

#### 8.2 MESSAGE FIELD CODES AND EDITS

The message field codes are listed in the order they are included in an SPRQ transaction. Each field is separated by a period in the SPRQ transaction. All fields must be accounted for.

Code	Field	Edits and Descriptions
HDR	Header	Must begin with 1N01 and be at least 9 characters but not more than 19 characters.
MKE	Message Key	Must be SPRQ.
ORI	Originating Agency Identifier	Must be a valid and authorized NCIC-assigned ORI as defined in the ORI chapter of this manual.

TYPE	Type of Request	The type of request must be ACT (active) or PRG (retired) or RDM (random).
NEED	Urgency of Request	Must be blank. The search will be discontinued at a record limit of 2,000.
RQST	Name of Requester	May contain a hyphen or comma as allowable special characters. The contact person requesting the SPRQ.
RADR	Requester's Address	Free Text. The address of the contact person.
RTNO	Requester's Telephone Number	Must be three numerics, a space, three numerics, a hyphen, and four numerics. The contact person's telephone number.
TITL	Report Title	Free text. The title as requested for the SPRQ output report.
UINF	User Information	Free text. Used to indicate any special instruction or user comments about the request.
FILE	NCIC File	<p>Must contain one of the following codes:</p> <ul style="list-style-type: none"> <li>A Stolen Articles</li> <li>B Stolen Boats</li> <li>C Supervised Release</li> <li>G Felony, Lost, Stolen, and Recovered Guns</li> <li>H Protection Orders</li> <li>J Identity Theft</li> <li>K Protective Interest</li> <li>L Violent Person</li> <li>M Missing Persons</li> <li>N Immigration Violator</li> <li>P Stolen License Plates</li> <li>R Canadian Vehicle Index Records</li> <li>S Stolen Securities</li> <li>T Gang Members and Terrorists</li> <li>U Unidentified Persons</li> <li>V Stolen Vehicles, Vehicle/Boat Parts</li> <li>W Wanted Persons</li> <li>X Sexual Offenders</li> <li>Z Gang Groups</li> <li>+ All of the above (ACT only)</li> <li>0 Originating Agencies (ACT only)</li> </ul>



TYPO	Type of Output	This field must be one of the following codes: CNT: A record count is desired in the output DLT: Records are delimited by MFCs listed in the OUTP field of the RSCH. LST: A physical list of records is desired. ONE: Records are listed one per page.
BDAT	Beginning Date	Mandatory blank.
EDAT	Ending Date	Mandatory blank.
FSIZ	File Size	Mandatory blank.
RCNT	Random Count	Mandatory blank.
RLST	List of Random Numbers	Mandatory blank.
IND	Image Indicator	Mandatory blank.
RSCH	Request Search	Valid searchable fields.

## 8.11 GENERAL GUIDELINES FOR A PERSON FILE SPRQ REQUEST

### 8.11.1 VALID FILE TYPES:

C	Supervised Release
H	Protection Order
J	Identity Theft
K	Protective Interest
L	Violent Person
M	Missing Person
N	Immigration Violator
T	Gang Member <del>and Terrorist</del>
U	Unidentified Person
W	Wanted Person
X	National Sex Offender Registry
Z	Gang Group

## PROTECTIVE INTEREST

### 5 - INQUIRY

#### 5.3 REQUIREMENTS FOR INQUIRY

- 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.
- In a positive response, Wanted Person and Foreign Fugitive File records will appear first, followed by Missing Person, Gang, ~~Known or Suspected Terrorist~~ Threat Screening Center, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, NICS Denied Transaction File, License Plate, Vehicle, Vehicle/Boat Part, and Article File records.
- 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.
- A Protective Interest File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, SID, operator's license number set, license plate number set, vehicle identification number set, and image NCIC number set. 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 number set by OLS, license plate number set by LIS, vehicle identification number set by VIN, and image NCIC number set by IMN.

**SUPERVISED RELEASE****5 - INQUIRY****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~~ Threat Screening Center, 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 NAM/SMITH, JOHN J DOB/19511012 RAC/W SEX/M  
NO NCIC WANT VIN/ABC123DEF45678901  
\*\*\*VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO  
VIN STANDARDS FOR 1981 AND LATER VEHICLES.  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE  
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS  
FILES ARE SEARCHED WITHOUT LIMITATIONS.

**Positive Response:**

1L01000005  
WA1230000

\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE  
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS  
FILES ARE SEARCHED WITHOUT LIMITATIONS.  
WARNING - DO NOT ARREST BASED ON THIS INFORMATION  
MKE/PROBATION OR SUPERVISED RELEASE STATUS  
ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A CTZ/US  
SKN/DRK SMT/SC R HD  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/98765432 OLS/MD OLY/2000  
OCA/611112131 SID/VA999999999  
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/2F37Z7P051519 VYR/1977  
VMA/PONT VMO/LEM VST/2D VCO/WHI  
DPE/20101009 SCI/VA123456J LOC/ANY COUNTY VA PAROLE OFFICE  
DSS/20050509 SON/FITZPATRICK, JOHN SOT/703 555-3013  
ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615  
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234  
IMN/I435461801 IMT/M  
NIC/C146203706 DTE/19991020 0001 EDT DLU/19991215 0001 EST  
REPEAT - PROBATION OR SUPERVISED RELEASE STATUS RECORD - DO NOT ARREST  
BASED ON THIS INFORMATION - PLEASE CONTACT SUPERVISING AGENCY VIA NLETS,  
TELEPHONE OR EMAIL TO ADVISE OF CONTACT WITH SUPERVISED INDIVIDUAL.  
PLEASE BE ADVISED THAT SUPERVISING AGENCY MAY NOT BE  
OPERATIONAL 24/7.  
NO NCIC WANT VIN/ABC123DEF45678901  
\*\*\*VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO  
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

**Example of Notification Sent to Parole or Probation Officer:**

\$.O.  
VA013123G  
ORI/WA1230000 IS ANY CITY PD WA 555-555-1234

AS A RESPONSE TO THE FOLLOWING TRANSACTION:  
1N01HEADER.QW.WA1230000.NAM/SMITH,  
JOHN.DOB/19650220.SEX/M.RAC/W  
A HIT OCCURRED ON A PROBATION OR SUPERVISED RELEASE  
STATUS RECORD. PLEASE CONTACT REQUESTING ORI FOR DETAILS.

ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19650220 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A  
SKN/DRK SMT/SC R HD  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/98765432 OLS/MD OLY/2000  
OOC/ROBBERY OCA/611112131 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/2F37Z7P051519 VYR/1977  
VMA/PONT VMO/LEM VST/2D VCO/WHI  
DPE/20031009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE  
DSS/19930509 SON/FITZPATRICK, JOHN SOT/703 555-3013  
ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615  
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234  
IMN/I435461801 IMT/M  
NIC/C146203706 DTE/19991020 0001 EDT DLU/20000215 1600 EST

This notification is used to inform the parole or probation officer that an inquiry has been made on a subject this officer supervises. The first ORI in the notification is the ORI of the supervising agency. The second ORI is the ORI of the agency initiating the transaction which resulted in the hit response (enter, modify, inquiry). Following this is the transaction which resulted in the hit response and the record for the supervised subject.

## VIOLENT PERSON

### 5 - INQUIRY

#### 5.3 REQUIREMENTS FOR INQUIRY

- 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.
- In a positive response, Wanted Person and Foreign Fugitive File records will appear first, followed by Missing Person, Gang, ~~Known or Suspected Terrorist~~ Threat Screening Center, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, NICS Denied Transaction File, License Plate, Vehicle, Vehicle/Boat Part, Boat, Guns, Article and Securities File records.
- 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 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, 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.

## WANTED PERSON

### 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~~ Threat Screening Center, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, NICS Denied Transaction, License Plate, Vehicle, Boat, Vehicle/Boat Part, and Article Files.

If Blue Alert is entered in the MIS Field, the following caveat will be displayed immediately below the MKE translation on the record response:

BLUE ALERT WARNING. USE EXTREME CAUTION IN APPROACHING THIS INDIVIDUAL.

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~~ Threat Screening Center, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest File, and NICS Denied Transaction Files. 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.



July 30, 2021

**NATIONAL CRIME INFORMATION CENTER (NCIC)  
TECHNICAL AND OPERATIONAL UPDATE (TOU) 21-4**

**SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS (CSO) .....1-1**

**SECTION 2 -- SYSTEM CHANGES**

- 2.1    UPDATE TO THE \$.M. NONUNIQUE MISSING PERSON NOTIFICATION  
RELATING TO THE NONUNIQUE INQUIRY OF THE NCIC MISSING  
PERSON FILE .....2-1
  
- 2.2    CREATION OF THE EXTREME RISK PROTECTION ORDER (ERPO) FILE IN  
THE NCIC SYSTEM .....2-7



**SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS (CSO)**

Section 2.1 modifies the NCIC \$.M. Nonunique Missing Person Notification provided in response to a potential match to a Nonunique Missing Person Inquiry (QM).

Section 2.2 contains information on the creation of the Extreme Risk Protection Order (ERPO) File in the NCIC System and the addition of the ERPO File to the *NCIC Operating Manual*.

\* \* \* \* \*

TOUs are also available via the Law Enforcement Enterprise Portal (LEEP). To access the TOUs on the LEEP, go to JusticeConnect, then, under Communities, join the NCIC Community. Users with questions concerning access to LEEP should contact the LEEP Help Desk at 888-334-4536.

\* \* \* \* \*

**SECTION 2 -- SYSTEM CHANGES****2.1 UPDATE TO THE \$.M. NONUNIQUE MISSING PERSON NOTIFICATION  
RELATING TO THE NONUNIQUE INQUIRY OF THE NATIONAL CRIME  
INFORMATION CENTER (NCIC) MISSING PERSON FILE**

AFFECTED BY CHANGE:

**Introduction  
Missing Person**

EFFECTIVE DATE:

**August 3, 2021****Background**

This Technical and Operational Update documents the modification of the NCIC \$.M. Nonunique Missing Person Notification provided in response to a potential match to a Nonunique Missing Person Inquiry (QM). Currently, a \$.M. administrative message related to the above files advises an agency that a possible match has been made on their record. The message includes up to 20 of the most likely potential candidate records in descending order for a QM.

If there are more than 20 potential matches, the following will be appended to the \$.M. message: **ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.**

**System Changes**

The NCIC Operations and Policy Unit is modifying the *NCIC Operating Manual* to incorporate information relating to the \$.M. message in relation to a QM hit response providing more than 20 potential matches. The NCIC System will append the following message if more than 20 potential matches are identified: **ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.**

**NCIC Operating Manual Changes**

Additions to the *NCIC Operating Manual* are indicated by **highlighting** and deletions are indicated by ~~strikeout~~.

## INTRODUCTION

## 2 NCIC MESSAGES

### 2.9 ADMINISTRATIVE MESSAGES

#### 2.9.2 OTHER ADMINISTRATIVE MESSAGES

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

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

This is an example of a \$.M. Nonunique Missing Person Notification negative response:

```
$.M.1N01HEADER  
CA1012600
```

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

This is an example of a \$.M. Nonunique Missing Person Notification positive response:

```
$.M.1N01HEADER  
CA1012600
```

```
BLUE ALERT WARNING. THE INDIVIDUAL OF RECORD IS AN OFFICER MISSING  
IN THE LINE OF DUTY.
```

```
NCIC HAS 36 POSSIBLE MATCHES TO YOUR INQUIRY ON:  
AGE/35 SEX/M RAC/W EYE/BRO HAI/BRO HGT/511 WGT/148  
THE TWO HIGHEST SCORING RECORDS ARE LISTED FOLLOWED BY THE NIC NUMBERS  
OF UP TO 20 OF THE HIGH SCORE RECORDS.
```

```
MKE/MISSING PERSON DISABILITY  
ORI/DCFBIWA00 NAM/JONES, JASON J SEX/M RAC/W ETN/H POB/PA  
DOB/19640101 HGT/511 WGT/145 EYE/BRO HAI/BRO  
SMT/SC UL ARM  
SOC/211440001  
MNP/MP DLC/19790718 OCA/123 SID/MD99999999  
MIS/BLUE ALERT LSW GRN SLACKS AND WHI PULLOVER  
BLT/APOS CRC/U FPA/N  
BXR/F  
ORI IS FBI HEADQUARTERS WASHINGTON DC 202 555-1234  
NIC/M107649846 DTE/19790801 0000 EDT DLU/20060328 1115 EST  
IMMED CONFIRM MISSING PERSON STATUS WITH ORI
```

```
MKE/MISSING PERSON INVOLUNTARY  
ORI/MD1012699 NAM/THOMAS, TOM SEX/M RAC/W ETN/H POB/TX  
DOB/19640606 HGT/509 WGT/153 EYE/BRO HAI/BRO  
SKN/FAR SMT/TAT L LEG
```

MNP/MP DLC/19980529 OCA/CSD567 SID/MD99999999  
MIS/LAST SEEN WEARING BLUE JEANS AND BLACK PULLOVER SHIRT  
ORI IS ANY CITY PD MD 301 555-1212  
NIC/M107650007 DTE/19980811 0000 EDT DLU/20080328 1115 EDT  
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

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

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

In situations when more than 20 records match as part of the nonunique identifier inquiry (QM), the following will be appended to the \$.M. message:

ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.

## MISSING PERSON

### 5 INQUIRY

#### 5.4 ADDITIONAL GUIDELINES FOR NONUNIQUE IDENTIFIER INQUIRY

- When a nonunique identifier inquiry is received, NCIC searches the Missing Person File for possible matches, i.e., candidate records. The sex, race, eye, and hair color codes in the candidate records must be identical to the sex, race, eye, and hair color codes in the inquiry. However, age, height, and weight in the candidate records may vary from the age, height, and weight in the inquiry as indicated above.
- A score is assigned to each candidate record. The score is computed based upon the variance between the inquiry age, height, and weight, and the corresponding data in the candidate records. The score is an abstract numerical representation of the relative similarity between the inquiry data and the data in the candidate records. The score is used by NCIC to select up to 20 most likely candidate records for the response to the inquiring agency. If more than 20 records are identified, the remaining records can be obtained by contacting FBI CJIS staff at 304-625-3000.
- To determine if a hit (identification) has been made, the inquiring agency must review all of the identification data in the candidate records and contact the agency that entered the record(s) to confirm a match. A
- The ARE Field must be a valid state, territory, or province code as listed in the *NCIC Code Manual*. NCIC will search all records for a particular state, territory, province, or region. When an inquiry contains ARE/ followed by a valid code and an asterisk, the response to the inquiry will be limited to records containing the same code and/or US in the first two positions of the ORI Field. Any code may be followed by an asterisk.

If the asterisk is not used, the search will be conducted on a specific region associated with the state, territory, or province code as detailed in the following list.

Area (ARE) Field Inquiry Code	ORI of Records Returned in Response
AL	AL, FL, GA, LA, MS, NC, TN, & US
AK	AK, BC, YT, & US
AZ	AZ, CA, CO, NV, NM, UT, & US
AR	AR, IL, KS, KY, LA, MS, MO, OK, TN, TX, & US
CA	AZ, CA, NV, OR, & US
CO	AZ, CO, KS, NB, NM, OK, TX, UT, WY, & US
CT	CT, ME, MA, NH, NJ, NY, PA, RI, VT, & US
DE	DE, DC, MD, NY, PA, VA, & US
DC	DE, DC, MD, NY, PA, VA, WV, & US

FL	AL, FL, GA, MS, & US
GA	AL, FL, GA, NC, SC, TN, & US
HI	HI & US
ID	ID, MT, NV, OR, UT, WA, WY, AB, BC, & US
IL	AR, IL, IN, IA, KY, MI, MN, MO, TN, WI, & US
IN	IL, IN, KY, MI, OH, WI, ON, & US
IA	IL, IA, KS, MN, MO, NB, SD, WI, & US
KS	AR, CO, IA, KS, MO, NB, NM, OK, TN, & US
KY	AR, IL, IN, KY, MO, NC, OH, TN, VA, WV, & US
LA	AL, AR, LA, MS, OK, TX, & US
MA	CT, MA, ME, NH, NJ, NY, PA, RI, VT, & US
ME	CT, MA, ME, NH, RI, VT, NK, NS, PQ, & US
MD	DE, DC, MD, NJ, OH, PA, VA, WV, & US
MI	IL, IN, MI, MN, OH, WI, ON, & US
MN	IL, IA, MI, MN, NB, ND, SD, WI, MB, ON, & US
MS	AL, AR, FL, LA, MS, MO, TN, & US
MO	AR, IL, IA, KS, KY, MS, MO, NB, OK, TN, & US
MT	ID, MT, ND, SD, WA, WY, AB, BC, MB, SN, & US
NB	CO, IA, KS, MN, MO, NB, SD, WY, & US
NV	AZ, CA, ID, NV, OR, UT, & US
NH	CT, ME, MA, NH, NY, RI, VT, ON, PQ, & US
NJ	CT, DE, DC, MD, MA, NJ, NY, PA, RI, VA, & US
NM	AZ, CO, KS, NM, OK, TX, UT, & US
NY	CT, MA, NH, NJ, NY, OH, PA, RI, VT, ON, PQ, & US
NC	AL, GA, KY, NC, SC, TN, VA, WV, & US
ND	MN, MT, ND, SD, WY, MB, SN, & US
OH	IN, KY, MD, MI, NY, OH, PA, WV, ON, & US
OK	AR, CO, KS, LA, MO, NM, OK, TX, & US
OR	CA, ID, NV, OR, WA, & US
PA	CT, DE, DC, MD, MA, NJ, NY, OH, PA, RI, VA, WV, ON, & US
RI	CT, ME, MA, NH, NJ, NY, PA, RI, VT, & US
SC	GA, NC, SC, TN, & US
SD	IA, MN, MT, NB, ND, SD, WY, & US
TN	AL, AR, GA, IL, KY, MS, MO, NC, SC, TN, VA, WV, & US
TX	AR, CO, KS, LA, NM, OK, TX, & US
UT	AZ, CO, ID, NV, NM, UT, WY, & US
VT	CT, ME, MA, NH, NY, RI, VT, ON, PQ, & US
VA	DE, DC, KY, MD, NJ, NC, PA, TN, VA, WV, & US
WA	ID, MT, OR, WA, BC, & US
WV	DC, KY, MD, NC, OH, PA, TN, VA, WV, & US

WI	IL, IN, IA, MI, MN, WI, & US
WY	CO, ID, MT, NB, ND, SD, UT, WY, & US
AB	CD, ID, MT, AB, BC, NT, SN, & US
BC	CD, AK, ID, MT, WA, AB, BC, NT, YT, & US
CD	CD, AB, BC, CD, IC, MB, NF, NK, NS, NT, ON, PE, PQ, SN, YT, & US
MB	CD, MN, MT, ND, MB, NT, ON, SN, & US
NF	CD, NF, PQ, & US
NK	CD, ME, NK, NS, PE, PQ, & US
NS	CD, ME, NK, NS, PE, & US
NT	CD, AB, BC, MB, NT, PQ, SN, YT, & US
ON	CD, IN, MI, MN, NH, NY, OH, PA, VT, MB, ON, PQ, & US
PE	CD, NK, NS, PE, & US
PQ	CD, ME, NH, NY, VT, NF, NK, NT, ON, PQ, & US
SN	CD, MT, ND, AB, MB, NT, SN, & US
XN	CD, AB, BC, MB, NT, PQ, SN, XN, YT, & US
YT	CD, AK, BC, NT, YT, & US
PR	PR, VI, & US
VI	PR, VI, & US

- 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.

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

**SECTION 2 – SYSTEM CHANGES****2.2 CREATION OF THE EXTREME RISK PROTECTION ORDER (ERPO) FILE IN THE NATIONAL CRIME INFORMATION CENTER (NCIC) SYSTEM**

AFFECTED BY CHANGE:

**Extreme Risk Protection Order File  
Foreign Fugitive File  
Image File  
Immigration Violator File  
Introduction  
Missing Person File  
Originating Agency Identifier (ORI) File  
Protective Interest File  
Supervised Release File  
Threat Screening Center File  
Violent Person File  
Wanted Person File**

EFFECTIVE DATE:

**August 2, 2022****Background**

The December 2019 Advisory Policy Board endorsed a recommendation to create an ERPO File in the NCIC System. The ERPO File was created for the purpose of enhancing officer and public safety by providing a warning to law enforcement of individuals who are restricted from purchasing or possessing a firearm since, by court order, they have been deemed a threat to themselves or others.

**System Changes**

New message keys and fields are created to support the entry and maintenance of ERPO File records. ERPO File records will be provided in response to wanted person and vehicle inquiries. An ERPO File response will be sent to the Originating Agency Identifier (ORI) of the ERPO File record when there is a hit on the record.

**NCIC Operating Manual Changes**

Additions to the *NCIC Operating Manual* are indicated by **highlighting** and deletions are indicated by ~~strikeout~~. The new ERPO File chapter is attached.



## EXTREME RISK PROTECTION ORDER FILE

### 1 INTRODUCTION

#### 1.1 BACKGROUND

The Extreme Risk Protection Order (ERPO) File contains orders issued by a criminal or civil court for temporarily restricting an individual from purchasing or possessing a firearm, ammunition, or other related items, based on a finding that they may pose a significant danger of personal injury to themselves or others. The types of ERPOs and the information contained in them vary from state to state.

#### 1.2 CRITERIA FOR ENTRY

Each record in the ERPO File must be supported by a court order (electronic or hard copy). ERPOs must meet the following criteria before an entry can be made into the file:

- The ERPO includes a court finding that the named respondent of the order poses a significant danger of causing personal injury to themselves or others by having a firearm, ammunition, or other related items as set forth in state law, in their custody or control.
- 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 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* - without notice to the respondent or the opportunity of the respondent to be heard.

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

- The named petitioner in the ERPO is a criminal justice agency or an employee of a criminal justice agency who is statutorily authorized to serve in such capacity and must be doing so within the scope of his or her official duties (e.g., Law Enforcement Officer, States Attorney).

If the named petitioner is not a criminal justice agency or a statutorily authorized employee of a criminal justice agency (e.g., family member), the order must be issued by a court that is acting pursuant to its lawful authority to adjudicate criminal matters.

**1.3 MESSAGE KEY (MKE) CODES**

Message	MKE	Translation
Entry	ERO	EXTREME RISK PROTECTION ORDER
	EROC	EXTREME RISK PROTECTION ORDER - CAUTION
	ETRO	TEMPORARY EXTREME RISK PROTECTION ORDER
	ETRC	TEMPORARY EXTREME RISK PROTECTION ORDER - CAUTION
Modify	MRO	
	MTRO	
Cancel	XRO	
	XTRO	
Inquiry	QW	
	QWA	
	QWE	
	QWF	
	QWS	
	ZW	
	QWB	
	QWI	
	QV	
	ZV	
Clear	CRO	
	CTRO	
Entry of supplemental record	ENRO	
Cancellation of supplemental record	XNRO	

There is no specific MKE to query the ERPO 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 ERO when it is known that an ERPO File subject is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances. A caution indicator for temporary ERPOs should be entered with MKE ETRC. The reason for the caution must be entered in the Caution and Medical Conditions (CMC) Field.

## 1.4 RECORD RETENTION

- An ERPO File record (ERO, ETRO) will remain active until it is cancelled 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.
- If no action is taken by the entering agency to modify the EXP, the record will expire after the fifth day.
- Nonexpiring records: Records for ERPOs that have no expiration are referred to as nonexpiring records (NONEXP). These records will remain active until cleared or canceled by the entering agency.

### Example of a \$.P. Purge Notification:

\$.P.  
CO10000000

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

MKE/EXTREME RISK PROTECTION ORDER  
ORI/CO1000000 NAM/MORRIS, MARK M SEX/M RAC/W ETN/H POB/CO  
DOB/19800808 HGT/511 WGT/185 EYE/BRO HAI/BRO FBI/411449J4 CTZ/US  
SKN/FAR SMT/SC L ARM  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/N222333444 OLS/CO OLY/2005  
SVC/1 - SERVED SVD/20200110  
ORN/EO12345 ISD/201901218 EXP/20221218 CTI/CO043043J  
PET/COLORADO BUREAU OF INVESTIGATION  
OCA/15-124365 SID/CO999999999  
LKI/CO1240000 LKA/CO-3366  
MIS/RESTRICTED FROM POSSESSING FIREARMS AND ANY OTHER DEADLY  
MIS/WEAPON  
LIC/ABC123 LIS/CO LIY/2022 LIT/PC  
VIN/ABC123DEF45678901 VYR/2018  
VMA/FORD VMO/EXPL VST/4D VCO/WHI  
ORI IS COLORADO BUREAU OF INVESTIGATION CO 303 555-5555  
NIC/Q123456780 DTE/20210101 0000 EDT DLU/20210126 1600 EDT

## 1.5 AUTOMATIC RETIREMENT

Data in the License Plate (LIC) License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in an ERPO File base record or supplemental record for the year of entry plus 4 years 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 ERPO File record, then the entire record will be removed.

A nonexpiring license plate (LIY/NX) contained in the ERPO 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, or when the record expires.

## 1.6 VALIDATION

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

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

## 1.7 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. Coding instructions can be found in the Personal Descriptors Codes, <i>NCIC Code Manual</i> .
CMC	Caution and Medical Conditions	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
CTI	Court ORI	Must be a valid NCIC-assigned ORI.
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country 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.
DLO	DNA Location	Free text. If the DNA field is N or defaulted to N, then DLO must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO Field must contain data.

DOB	Date of Birth	Must be a valid Gregorian date, (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 may be entered for the month and/or day when the actual date is unknown. More information in Personal Descriptors Codes, <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.
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
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 Codes, <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 cannot be O; and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid. Entry of one zero only, or a run of zeros only is prohibited. Embedded blanks are not permitted. -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 Codes, <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 Codes, <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 Codes, <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.
ISD	Date of Issue	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
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 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 Vehicle 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	SVIN must be entered in MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. Should contain data of issuing court if not in CTI field. Should contain details regarding service of the order. Free text.
MKE	Message Key	Must be a valid message key.

MNU	Miscellaneous Number	<p>The first two characters must be a valid code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i>. The third character must be a hyphen.</p> <p>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. An air force serial number (prefix code AF) must contain numerics only in positions 4 thru 15. 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.</p>
NAM	Name	<p>The name may include alphabetic, 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 Personal Descriptors Codes, <i>NCIC Code Manual</i>, provides coding instructions.</p>
NIC	NCIC Number	<p>A self-checking number consisting of an alphabetic character (Q in the Extreme Risk 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.</p>
NOA	Notify Originating Agency	<p>May contain a Y or an N. System will default to N if left blank.</p>
OCA	Originating Agency Case Number	<p>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 OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.</p>
OLN	Operator's License Number	<p>One zero only or a run of zeros only indicating a license is unknown may not be used. More information available in Personal Descriptors Codes, <i>NCIC Code Manual</i>.</p>
OLS	Operator's License State	<p>Must be a valid code as listed in State and Country Data Codes, <i>NCIC Code Manual</i>.</p>
OLY	Operator's License Year of Expiration	<p>Must represent the year the license expires (XXXX), the alphabetic NX to represent nonexpiring, or the code UNKN for unknown. More information in Personal Descriptors Codes, <i>NCIC Code Manual</i>.</p>
ORI	Originating Agency Identifier	<p>Must be a valid NCIC-assigned ORI.</p>

ORN	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.
PET	Petitioner	Free text.
POB	Place of Birth	Must be a valid code as listed in State and Country Data Codes, <i>NCIC Code Manual</i> . More information also available in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
RAC	Race	Must be a valid code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
SEX	Sex	Must be a valid code as listed in Personal Descriptors Codes, <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 Codes, <i>NCIC Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
SOC	Social Security Number	Must not be less than 001010001. A run of zeros only is prohibited. The SOC cannot have a value of 9 in the first position or have a value of 00 in the fourth and fifth positions. The SOC cannot have a value of 666 in the first, second, and third positions or have a value of 0000 in the sixth, seventh, eighth, and ninth positions. In valid and/or unissued numbers are accepted but cause a SOC attention message. More information in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
SVC	Service Information	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> . If the SVC is 1, the SVD must be a valid Gregorian date.
SVD	Service Date	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date. The SVD must be equal to or greater than the date of issue (ISD). The SVD must be equal to or less than the expiration date (EXP).
VCO	Vehicle Color	Must be a valid code as listed in Vehicle Data Codes, <i>NCIC Code Manual</i> . If two color codes are used, they must be separated by a slash (/).



VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetic only, or spaces cannot be used. The Vehicle File Chapter 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 NCIC-assigned code as listed in Vehicle Data Codes, <i>NCIC Code Manual</i> . 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 Vehicle Data Codes, <i>NCIC Code Manual</i> .
		If the VMO is TL, the VMA code must be a valid code as listed in Vehicle Data Codes, <i>NCIC Code Manual</i> .
		If the VMO is TL, the VMA code must not be the characters ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ.
		For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE
	(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 Vehicle 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 Vehicle 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 cannot be used. More information available in the Vehicle Data Codes, <i>NCIC Code Manual</i> .
		The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.
	(assembled automobile)	If the VYR 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 snowmobile manufacturer's codes listed in the Vehicle 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 Vehicle 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). VYR value must be less than or equal to the current year plus two and greater than 0001. 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 Codes, <i>NCIC Code Manual</i> .

### 1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS

- If the following fields of an NCIC ERPO File or temporary ERPO File entry message are the same as those field codes of an active ERPO File record already on file, the second entry will be rejected with the message REJECT - ON FILE: NAM, ORN, and ORI; or NAM, OCA, and ORI. (The ORN and OCA are only part of the criteria if the fields

contain a value other than spaces). Essentially, NCIC will accept records for multiple ERPOs on one subject or one ERPO with multiple subjects.

- Whenever the message REJECT ON FILE is sent by NCIC, the record on file will also be transmitted.
- A duplicate record will be accepted unless the NAM, ORI, and OCA in the second entry are the same or the NAM, ORI, and ORN in the second entry are the same. A duplicate record will also be accepted if there are vehicle data in the ERPO File message that match data in the Vehicle File. In those cases, the duplicate record(s) will be furnished with the entry/modify acknowledgement.

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

NCIC will **not** transmit a \$.8. message when there is an entry, modification, clearance, or cancellation of an ERPO File 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.

# **2 ENTRY**

## **2.1 EXAMPLE OF AN ENTRY**

```
1N01HEADER.ERO.CO1000000.MORRIS, MARK M.M.W.CO.19800808.511.185.BRO.BRO.FAR.  
SC L ARM.121011CO141159TTCT13.AS-123456789.123456789.N222333444.CO.2015.08.  
Y.20180728.15-124265.SUBJECT MAY NOT POSSESS WEAPONS OF ANY KIND.Y.ABC123.CO  
2010.2G2PM37A2G2208042.2018.FORD.EXP.4T.WHT.P012345.CO056013J.COLORADO  
BUREAU OF INVESTIGATION.Y.FBI LAB, QUANTICO, VA 703-632-4000, VA1234567,  
MTDNA, CODIS NUMBER - ABC-UHR-123456789...20160403.20190903...CO99999999
```

## **Acknowledgement**

```
IL01HEADER  
CO1000000  
NAM/MORRIS, MARK M NIC/Q123456780  
OCA/15-124365
```

**Note:** For records that do not include OCA data, ORN 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	MANDATORY	DOB	8-8	NUMERIC
EXPIRATION DATE	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	OPTIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC

MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	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), ALPHABETIC (4)
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	2-24	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>
ORDER NUMBER	CONDITIONAL	ORN	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
COURT ORI	OPTIONAL	CTI	9-9	ALPHABETIC, NUMERIC
PETITIONER	OPTIONAL	PET	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CAUTION AND MEDICAL CONDITION	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
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 an ERPO File record: MKE, ORI, NAM, SEX, RAC, DOB, EXP, and ISD. In addition, records must have either OCA or ORN for entry.

## 2.4 ADDITIONAL GUIDELINES

- The entering agency (ORI) must account for all fields in the ERPO 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/MRO or MKE/MTRO). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to an ERPO File record are located in the “SUPPLEMENTAL DATA” section of this chapter.
- 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.
- All numerical identifiers except the OCA, ORN, and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA and ORN, 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.
- When additional numeric identifiers and personal descriptors regarding the subject of 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

### 2.5.1 EXPIRATION DATE (EXP)

The EXP is the date the extreme risk protection order (final, temporary, or ex parte) expires. If the extreme risk protection order does not have an expiration date, NONEXP should be entered. Agencies should ensure the accurate expiration date, as established by the issuing court, is

entered into the EXP Field.

### **2.5.2 PETITIONER (PET)**

The PET contains the name of the agency or individual that petitioned the court to issue the ERPO.

### **2.5.3 MISCELLANEOUS (MIS)**

- 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 (ENRO) illustrated and explained in the "SUPPLEMENTAL DATA" section of this chapter, as this procedure increases the chances of a hit on the record.
- When an agency enters an ERPO File record, any terms and conditions identified by the issuing court, other than firearm restriction, should be entered in the MIS Field.
- This field should be used to explain conditions of an order other than firearm restriction. For example, if the terms and conditions of the ERPO state that the subject is restrained from possessing a knife, then such information is shown in the MIS Field.  
For example:

MIS/SUBJECT IS RESTRICTED FROM PURCHASING OR POSSESSING WEAPONS OF  
MIS/ANY KIND

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

- If the issuing court does not have an ORI, and therefore the CTI field cannot be populated, the entering agency should enter court information into the MIS Field.

### **2.5.4 ORIGINATING AGENCY CASE NUMBER (OCA)**

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

### **2.5.5 SERVICE INFORMATION DATA (SVC and SVD)**

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



### **2.5.6 STATE IDENTIFICATION NUMBER (SID)**

Guidelines for the entry of supplemental SIDs as a supplemental record to an ERPO File record are located in the "SUPPLEMENTAL DATA" section of this chapter.

### **2.5.7 CAUTION AND MEDICAL CONDITIONS (CMC)**

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

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

### **2.5.8 NOTIFY ORIGINATING AGENCY (NOA)**

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the subject of the ERPO File 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.

### **2.5.9 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.

### **2.5.10 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 entered more than 30 days after the original record entry. The message will be rejected if the seven characters of the LKA are the same as the first seven characters of the LKI.

## **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 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, AKA, and image data.

### **3.2 EXAMPLE OF A MODIFICATION MESSAGE**

The modification example contains: header (IN01HEADER), message key (MRO), Originating Agency Identifier (CO1000000), two record identifiers (NAM/MORRIS, MARK M and NIC/Q123456780), the fields being modified, and the data being changed (SOC/123456789 and ORN/R012354).

```
1N01HEADER.MRO.CO1000000.NAM/MORRIS, MARK M.NIC/Q123456780.  
SOC/123456798.ORN/E012345
```

### **Acknowledgement**

```
1N01HEADER  
CO1000000  
MODIFY NAM/MORRIS, MARK M NIC/Q123456780
```

**3.3 MESSAGE FIELD CODES FOR MODIFICATION**

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

- Further instructions to modify an alias and/or an additional identifier previously appended to an ERPO record by means of a supplemental record are provided in the “SUPPLEMENTAL DATA” Section of this chapter.
- If an agency has entered a temporary ERPO record, it can be modified (MKE/MTRO) to a regular ERPO record by modifying the MKE to ERO.
- If a court should make a change to an ERPO that is the basis for an ERPO record and is not the entering agency, that court must notify the agency that entered the record of the change.
- 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.
- Five days prior to the expiration of an extreme risk protection order (date shown in the EXP), the ORI of record will receive a \$.P. message. Additional information concerning the \$.P. administrative message can be found in the Introduction chapter of this manual. 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 the court.

#### **3.5.1 LINKAGE DATA (LKI and LKA)**

- The Linkage ORI and OCA Field 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.
- LKI and LKA Fields already existing in the ERPO record can be modified individually.
- 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**

#### **3.6.1 TO REMOVE ALL VEHICULAR DATA**

When vehicular data are included in an ERPO 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.

The modification example to remove all vehicular data contains header (1N01HEADER), message key (MRO), Originating Agency Identifier (CO1000000), two record identifiers (NAM/MORRIS, MARK M and NIC/Q123456780), and the fields being removed (LIC-VCO) immediately followed by slash period (/.).

```
1N01HEADER.MRO.CO1000000.NAM/MORRIS, MARK M.NIC/Q123456780.LIC-VCO/.
```

### **Acknowledgement**

```
1L01HEADER  
CO1000000  
MODIFY NAM/MORRIS, MARK M NIC/Q123456780
```

### **3.6.2 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 an ERPO File 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.MRO.CO1000000.NAM/MORRIS, MARK M.NIC/Q123456780.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 an ERPO File record to indicate that the record has been validated. When data is 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 acknowledgement 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.MRO.CO1000000.NAM/MORRIS, MARK M.NIC/Q123456780.VLN/JONES, DAVID E
```

### **Acknowledgement**

```
1L01HEADER  
CO1000000  
VALIDATE NAM/MORRIS, MARK M NIC/Q123456780
```

## 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 ERPO File record. ERPO File records that have been expunged or are determined to be inaccurate should be canceled.

### 4.2 EXAMPLE OF A CANCELLATION MESSAGE

The cancellation example contains: header (1N01HEADER), message key (XRO), Originating Agency Identifier (CO1000000), two record identifiers (NAM/MORRIS, MARK M and NIC/Q123456780), and date of cancellation (20201205).

```
1N01HEADER.XRO.CO1000000.NAM/MORRIS, MARK M.NIC/Q123456780.20201205
```

#### Acknowledgement:

```
1L01HEADER  
CO1000000  
CANCEL NAM/MORRIS, MARK M NIC/Q123456780
```

### 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
ORDER NUMBER	CONDITIONAL	ORN	3-15	ALPHABETIC, NUMBER, 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; NIC and ORN, in that order; NAM and ORN, in that order, preceded by the proper MFCs and a slash (/). 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 FOR CANCELLATION

When an ERPO File record is canceled, any supplemental information or images appended to that record will be canceled automatically.

Benefits and effectiveness data are not applicable to the ERPO File record.

### 5 INQUIRY

#### 5.1 NCIC INQUIRY PROCESSING

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

#### 5.2 EXAMPLE OF AN INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

##### 5.2.1 Wanted Person File Inquiry (QW/ZW)

```
1N01HEADER.QW.WV1230000.NAM/MORRIS, MARK
M.SEX/M.RAC/W.DOB/19800808.VIN/ABC123DEF45678901
```

##### Negative QW/ZW Response:

```
1L01HEADER
WA1230000
```

```
NO NCIC WANT NAM/MORRIS, MARK DOB/19800808 RAC/W SEX/M
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 QW Response:

1L01HEADER  
WV1230000

\*\*\*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 EXTREME RISK PROTECTION ORDER RECORD. APPROACH WITH CAUTION. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING AGENCY TO CONFIRM STATUS AND TERMS OF ORDER\*\*\*  
\*\*\*THE SUBJECT OF THIS RECORD IS PROHIBITED FROM RECEIVING OR POSSESSING A FIREARM. REFER TO THE MIS FIELD FOR ANY OTHER ADDITIONAL COURT ORDERED PROHIBITIONS\*\*\*

MKE/EXTREME RISK PROTECTION ORDER  
ORI/CO1000000 NAM/MORRIS, MARK M SEX/M RAC/W ETN/H POB/CO  
DOB/19800808 HGT/511 WGT/185 EYE/BRO HAI/BRO FBI/411449J4 CTZ/US  
SKN/FAR SMT/SC L ARM  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/N222333444 OLS/CO OLY/2005  
SVC/1 - SERVED SVD/20200110  
ORN/EO12345 ISD/201901218 EXP/20221218 CTI/CO043043J  
PET/COLORADO BUREAU OF INVESTIGATION  
OCA/15-124365 SID/CO999999999  
LKI/CO1240000 LKA/CO-3366  
MIS/RESTRICTED FROM POSSESSING FIREARMS AND ANY OTHER DEADLY MIS/WEAPONS  
LIC/ABC123 LIS/CO LIY/2022 LIT/PC  
VIN/ABC123DEF45678901 VYR/2018  
VMA/FORD VMO/EXPL VST/4D VCO/WHI  
ORI IS COLORADO BUREAU OF INVESTIGATION CO 303 555-5555  
NIC/Q123456780 DTE/20210101 0000 EDT DLU/20210126 1600 EDT

### 5.3 REQUIREMENTS FOR AN INQUIRY

- The capability to query only the ERPO File does not exist; however, procedures used to search the Wanted Person File will also search the ERPO File. Complete details can be found in the Wanted Person File chapter.
- In a positive response, Wanted Person and Foreign Fugitive records will appear first, followed by Extreme Risk Protection Order, Missing Person, Gang, Threat Screening Center, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, NICS Denied Transaction File, License Plate, Vehicle, Vehicle/Boat Part, Boat, Guns, Article and Securities File records.
- As part of a positive ERPO File response, the receiving agency is advised that the person in question cannot be arrested solely upon the basis of the information provided.



- As part of a positive ERPO response, the receiving agency is advised that the person in question is prohibited from purchasing or possessing firearms.
- An ERPO 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 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 the Social Security number, the response will include the record(s) on file with that Social Security number, even though there may be other records on file for the same individual which do not contain that particular number.

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

This message appears when a hit response contains expired license plate data:

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

##### **5.4.1 MISCELLANEOUS NUMBER (MNU)**

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

##### **5.4.2 VEHICLE IDENTIFICATION NUMBER (VIN)**

An inquiry can contain up to a maximum of three 20-character VINs, and a comma must separate each VIN. The System will compute the check digit for each 17-character VIN.

#### **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 ERPO 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.

## **PROCEDURES FOR HANDLING A HIT**

No arrest or detention should be made based solely on an ERPO File record response.

The entering agency must be able to confirm the status and terms of an ERPO 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 arrangement 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.

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.

If a positive response (hit) includes license plate data in the ERPO File record, the Vehicle File should be queried to ascertain if the vehicle and/or license plate is stolen.

## **6 LOCATE**

There are no locate procedures for the Extreme Risk Protection Order File.

## **7 CLEAR**

### **7.1 WHEN TO USE A CLEAR MESSAGE**

When a court notifies the owner of the record that the extreme risk protection order has been canceled, the entire corresponding ERPO File record must be cleared. Clearance of an ERPO File record is restricted to the agency that entered the record.

### **7.2 EXAMPLE OF A CLEAR MESSAGE**

The clear example contains: header (1N01HEADER), message key (CRO), Originating Agency Identifier (CO1000000), two record identifiers (NAM/MORRIS, MARK M. and NIC/Q123456780), and date of clear (20200531).

```
1N01HEADER.CRO.CO1000000.NAM/MORRIS, MARK M.NIC/Q123456780.20200531
```

**Acknowledgement:**

1L01HEADER  
 CO1000000  
 CLEAR NAM/MORRIS, MARK M NIC/Q123456780

**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
ORDER NUMBER	CONDITIONAL	ORN	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; NAM and ORN, in that order, preceded by the proper MFC and a slash (/). 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 FOR CLEAR

When an ERPO File record is cleared, any supplemental information appended to that record will be cleared automatically.

Benefits and effectiveness data are not applicable to the ERPO File record.

## 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, 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
ORDER NUMBER	CONDITIONAL	ORN	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARK, 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	OLN1		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC2		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN3		
IMAGE NCIC NUMBER	OPTIONAL SET	IMN4		
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

## 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 ERPO File records.

---

1 OLN/<OLN>.<OLS>.<OLY>

2 LIC/<LIC>.<LIS>.<LIY>.<LIT>

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

4 IMN/<IMN>.<IMT>

### 8.3 EXAMPLE OF A SUPPLEMENTAL ENTRY

The entry contains: header (1N01HEADER), message key (ENRO), Originating Agency Identifier (CO1000000), two record identifiers (NAM/MORRIS, MARK M and OCA/14-017289), two additional dates of birth (19800809.19711109), vehicle identification number (2G2PM39B2J2208195), vehicle year (2006), vehicle make (PONT), vehicle style (4T)

```
1N01HEADER.ENRO.CO1000000.NAM/MORRIS, MARK M.OCA/14-017289.DOB/19800809.
19711109.VIN/2G2PM39B2J2208195.2006.PONT..4T..
```

### Acknowledgement

```
1L01HEADER
CO1000000
SUPP NAM/MORRIS, MARK M OCA/14-017289
```

### 8.4 IDENTIFICATION OF A RECORD FOR ENTRY OF A SUPPLEMENTAL RECORD

The ERPO File 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 ORN, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC and a slash (/). 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. The entry of supplemental data will only be accepted on active records.

### 8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

- The data fields which may be included in a supplemental record with their field codes and the maximum number allowable for an ERPO 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 Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9

License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, Color (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

- Supplemental entry of an IMN/IMT set is used to link the base ERPO record with an existing image record in the NCIC database. The subject of an ERPO may be associated with a maximum of one each of the following image types: mugshot and signature.

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 Image File chapter of this manual.

- 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, and two caution and medical conditions.
- 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; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, a license plate, vehicle, or image is likewise counted as one identifier.

## 8.7 ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL RECORD ENTRY

- After the ERPO 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 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.
- 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>.
- 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.
- The field in the main record must contain information before any supplemental entry for that same field will be accepted, excluding alias, license plate data, vehicle data, and image data. 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. Additional information concerning the REJECT – BASE DATA DOES NOT EXIST FOR SUPPLEMENTAL FIELD – XXX format error message can be found in the Introduction chapter of this manual.
- All numeric identifiers excluding originating agency case number, order number, and miscellaneous number are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA and ORN Fields, and a hyphen must be used to separate the two alphabets from the number itself in the MNU Field.
- The criteria for rejecting duplicate records, as defined in the Introduction section of this chapter, apply to the entry of supplemental information.
- Personal Descriptors Codes, State and Country Data Codes, and Vehicle 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

### 8.8.1 ALIAS FIELD (AKA)

- 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.



- 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.
- Nicknames (monikers) are to be entered in the AKA Field of the extreme risk 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).

### **8.8.2 OPERATOR'S LICENSE NUMBER SET**

OLN followed by a slash is used to identify additional operator's license number set data in an entry. The three MFCs making up this set are OLN, OLS, and OLY. All three MFCs 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 number set is to be entered at the same time, each set of operator's license number set data must be preceded by MFC OLN/.

### **8.8.3 LICENSE PLATE NUMBER SET**

LIC followed by a slash is used to identify additional license plate number set data in an entry. This set contains four MFCs: LIC, LIS, LIY, and LIT. MFCs 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/.

### **8.8.4 VEHICLE IDENTIFICATION NUMBER SET**

- 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.

- The VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods and each data element must be accounted for.

For example:

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

Or

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

- 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/.

### **8.8.5 ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY**

Additional dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; citizenships; cautions and medical conditions; and state identification numbers follow the field codes DOB/, SMT/, MNU/, SOC/, CTZ/, CMC/, and SID/ 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.

### **8.8.6 IMAGE NCIC NUMBER SET**

Up to nine images can be entered 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 INFORMATION IN A SUPPLEMENTAL RECORD**

No one-step procedure is available to modify fields in an ERPO File 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**

The example of a cancellation of information in a supplemental record to an ERPO File record contains: header (1N01HEADER), message key (XNRO), Originating Agency Identifier (CO1000000), two record identifiers (NAM/MORRIS, MARK M and NIC/Q123456780), and data to be canceled (AKA/ROE, EDWARD.JONES, EDWARD and DOB/19651012.19630912).

1N01HEADER.XNRO.CO1000000.NAM/MORRIS, MIKE M.NIC/Q123456780.AKA/ROE, EDWARD.  
JONES, EDWARD.DOB/19651012.19630912

**Acknowledgement:**

```
1L01HEADER  
CO1000000  
CANCEL SUPP NAM/MORRIS, MARK M NIC/Q123456780  
AKA/ROE, EDWARD  
AKA/JONES, EDWARD  
DOB/19651012  
DOB/19630912
```

**8.11 IDENTIFICATION OF RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS**

When canceling information contained in a supplemental record, the ERPO File 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 ORN, in that order, with each data element preceded by the proper MFC and a slash (/). The example shown uses NAM and NIC and supplemental data to be canceled, with each field preceded by the proper MFC and a slash (/).

**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, CTZ, SID, or SOC is counted as one identifier. Each set of OLN, LIC, VIN, or IMN is counted as one identifier.

**8.13 ADDITIONAL GUIDELINES FOR CANCELLATION OF SUPPLEMENTAL DATA**

- Aliases; dates of birth; scars, marks, tattoos, and other characteristics' miscellaneous numbers; 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.
- Each set of operator's license, license plate data, or image data (multiple data element fields) must be preceded by OLN/, LIC/, or IMN/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicle data, only the vehicle identification number and make are required following VIN/, with a period to account for the intervening VYR Field. For example:

VIN/1L69X6JO23456..CHEV

- When an ERPO File record is canceled, its entire supplemental record is automatically canceled.

## **FOREIGN FUGITIVE FILE**

### **5 INQUIRY**

#### **5.4 REQUIREMENTS FOR INQUIRY**

- The capability to query only the Foreign Fugitive File does not exist; however, the same procedures used to search the Wanted Person File will also search the Foreign Fugitive File. Complete details can be found in the Wanted Person File chapter.
- In a positive response, Wanted Person and Foreign Fugitive File records will appear first, followed by records from the **Extreme Risk Protection Order**, Missing Person, Gang, Threat Screening Center, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, License Plate, Vehicle, Boat, Vehicle/Boat Part, and Article Files. Complete details can be found in the Wanted Person File chapter.
- As part of a Foreign Fugitive File response, the receiving agency is advised that the fugitive cannot be arrested solely upon the basis of the information provided. If the response is a Canadian fugitive record, the agency is instructed to contact RCMP to confirm the hit and initiate the process of obtaining a U.S. extradition warrant. If the fugitive record is for a fugitive from a country other than Canada, a caveat instructs the agency to contact INTERPOL (USNCB).

## IMAGE FILE

### 1 INTRODUCTION

#### 1.4 GUIDELINES FOR ENTRY

- An image should be entered for a person or property when it will assist in identification of either. When an image of a Person With Information (PWI) is appended to a missing person record, a notation must be included in the Image Record's Miscellaneous (MIS) Field indicating that the image is that of the PWI.
- The header 1B01 or TB01 (test) must be used with image transactions EIM and MII.
- A mugshot and a signature can be entered for Supervised Release, Protection Order, Missing Person, Immigration Violator, Gang, Threat Screening Center, Unidentified Person, Wanted Person, Protective Interest, Violent Person, Foreign Fugitive, Identity Theft, **Extreme Risk Protection Order** Files, and the National Sex Offender Registry.
- An identifying image can be entered for Supervised Release, Protective Interest, Violent Person, Missing Person, Immigration Violator, Gang, Threat Screening Center, Unidentified Person, Wanted Person, Identity Theft, Protection Order, **Protection Order**, **Extreme Risk Protection Order**, Article, Gun, Vehicle, Boat or Vehicle/Boat Part Files, and the National Sex Offender Registry.

A generic image can be entered by FBI CJIS staff for any particular make of vehicle or boat.

- The NCMEC has been authorized to enter an identifying image, mugshot, and signature only for an agency that does not have the ability to enter images into the NCIC. The NCMEC will use a CJIS-assigned ORI that ends in "W" to append images for requesting law enforcement agencies. The NCMEC may append an image to a Missing, Unidentified, or Wanted Person File record as long as the record is related to the NCIC record of a missing child. The ORI of the Missing, Unidentified, or Wanted Person File record is responsible for approving and validating the images appended to their record by NCMEC. This service may be requested by contacting the NCMEC at 1-800-THE-LOST.

A \$.N.MEC.NCMEC MODIFY NOTIFICATION is sent to the ORI of a Missing Person File record, an Unidentified Person File record, or a Wanted Person File record when NCMEC enters, modifies, or cancels an image linked to the ORI's record. The NCMEC will provide written notification, associated images, and any other documentation to the ORI of the record supporting the maintenance action performed by the NCMEC.

- The following rules apply to the number of images that can be associated with one record:
  - Only one of each of the following types of image can be associated with an NCIC person record:
    - Mugshot
    - Signature
  - Not more than ten identifying images (other than mugshot and signature) can be associated with a person record.
  - Not more than ten identifying images (such as tattoos, dress, or graffiti) can be associated with a gang/terrorist group reference record.
  - Only one identifying image can be associated with vehicle/boat part, article, or gun.
  - Only one identifying or generic image can be associated with a vehicle or boat.
  - Generic images are the only images which can be linked to multiple base records.

## IMMIGRATION VIOLATOR FILE

### 5 INQUIRY

#### 5.3 REQUIREMENTS FOR INQUIRY

- The capability to query only the Immigration Violator File does not exist; however, the same procedures used to search the Wanted Person File will also search the Immigration Violator File. Complete details can be found in the Wanted Person File chapter.
- In a positive response, Wanted Person and Foreign Fugitive File records will appear first, followed by records from the Extreme Risk Protection Order, Missing Person, Gang, Threat Screening Center, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, NICS Denied Transaction, License Plate, Vehicle, Boat, Vehicle/Boat Part, and Article Files. Complete details can be found in the Wanted Person File chapter.
- As a part of a positive Immigration Violator File response, the receiving agency is warned against action based on the positive response alone.
- The Immigration Violator File is based on criminal history information and is subject to dissemination restrictions. A caveat at the end of each record response emphasizes to record recipients that the record may be disseminated only to criminal justice agencies for criminal justice purposes.



## INTRODUCTION

## 2 NCIC MESSAGES

### 2.5 INQUIRY

#### 2.5.6 Positive Response to an On-line Inquiry

##### 2.5.6.34 Partial Vehicle Identification Number Message

RECORD NIC/N307770847 IS BASED ON PARTIAL VIN SEARCH - VERIFY ALL DATA BEFORE TAKING FURTHER ACTION BASED ON THIS RESPONSE.

This message appears before a Wanted Person File, Immigration Violator File, Vehicle/Boat Part File, Foreign Fugitive File, Supervised Release File, Missing Person File, Protection Order File, Gang File, Threat Screening Center File, **Extreme Risk Protection Order File**, and the National Sex Offender Registry record response when the input vehicle identification number was not an exact match to the person record vehicle identification number.

##### 2.5.6.35 Partial License Plate Number Message

RECORD NIC/N307770847 IS BASED ON PARTIAL LIC SEARCH - VERIFY ALL DATA BEFORE TAKING FURTHER ACTION BASED ON THIS RESPONSE.

This message appears before a Wanted Person File, Immigration Violator File, Vehicle/Boat Part File, Foreign Fugitive File, Supervised Release File, Missing Person File, Protection Order File, Gang File, Threat Screening Center File, **Extreme Risk Protection Order File**, and the National Sex Offender Registry record response when the input license plate number was not an exact match to the person record license plate number.

##### 2.5.6.37 Extreme Risk Protection Order File Message

\*\*\*\*WARNING - THE FOLLOWING IS AN EXTREME RISK PROTECTION ORDER RECORD. APPROACH WITH CAUTION. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING AGENCY TO CONFIRM STATUS AND TERMS OF ORDER\*\*\*\*  
\*\*\*\*THE SUBJECT OF THIS RECORD IS PROHIBITED FROM RECEIVING OR POSSESSING A FIREARM. REFER TO THE MIS FIELD FOR ANY OTHER ADDITIONAL COURT ORDER PROHIBITIONS\*\*\*\*

This message precedes each Extreme Risk Protection Order File record response.

## 3 QUALITY CONTROL, VALIDATION, AND OTHER PROCEDURES

### 3.4 VALIDATION

#### 3.4.1 Validation Schedule

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

<b>Validation:</b>	<b>Entries Made on:</b>
January .....	October
February .....	November
March .....	December
April .....	January
May .....	February
June .....	March
July .....	April
August .....	May
September .....	June
October.....	July
November .....	August
December.....	September

National Sex Offender Registry and Threat Screening Center File records are selected for validation under an alternative procedure. See National Sex Offender Registry File and Threat Screening Center File chapters for details.

The FBI's CJIS Division policy states that records in the Vehicle, Boat, Gun, Vehicle/Boat Part, License Plate, and Securities Files and qualifying records in the Article File must be validated only once when they are 60-90 days old. However, CSAs must request to participate in the one-time only validation by contacting the FBI CJIS Division at (304) 625-3000.

For all other person files, the first 60-90 day validation should be performed according to the validation rules set forth in the Validation section of this chapter. Subsequent validation cycles require contact with the court or other appropriate source to verify the validity of the record.

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

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

- Wanted
- Gang/TSC
- Missing
- Protection Order
- Supervised Release
- Sex Offender
- Immigration Violator
- Identity Theft
- Protective Interest
- Violent Person
- Extreme Risk Protection Order File
- Unidentified
- Boat
- License Plate
- Vehicle/Boat Part
- Vehicle
- Gun
- Securities
- Article

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

- Article File records containing a TYP Field codes beginning with "Q" and "T", or "Z" will be validated as described in the Validation schedule above. Other Article File records are not included in the validation process since they have a short retention period. The NICS Denied Transaction File records are also not subject to validation, since these records are a subset of data maintained by the NICS. All other files are subject to validation.
- Each agency must keep in mind the synchronization of records. The records being validated will be chosen by date of entry, Eastern Standard Time (EST) into NCIC. Agencies located in a different time zone must realize that the validation will include records entered after midnight EST on the first of the month through midnight on the last day of the month. The \$.C. demonstrates the validation format.

### 3.14 NCIC NUMBERS (NIC NUMBERS)

#### 3.14.1 NIC Check Digit Algorithm

When a NIC is used as an identifier in a cancel, clear, inquiry, locate, or modify message, the NCIC verifies the validity of the number using the two check digits, i.e., the last two characters of the number. The following algorithms are used for the process:

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

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

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

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

The products of these are totaled and a value, as indicated below, is added for the alphabetic file indicator. This total comprises the check digits. If the total is greater than 99, the high order digit is dropped.

File Indicator	File Indicator Value	Data Type
A	5	Article records entered on/between 1/27/67 and 5/5/86
	9	Article records entered on/between 5/5/86 and 4/21/98

	10	Article records entered on/between 4/21/98 and 7/11/1999
	11	Article records entered on/between 7/11/1999 and 2/12/2012
	12	Article records entered on/after 2/12/2012
B	4	Boat records entered on/between 1/27/67 and 8/6/79
	8	Boat records entered on/between 8/6/79 and 8/8/88
	12	Boat records entered on/between 8/8/88 and 4/20/95
	13	Boat records entered on/between 4/20/95 and 7/11/1999
	14	Boat records entered on/after 7/11/1999
C	1	Supervised Release records
E	1	NICS Denied Transaction records
G	2	Gun records entered on/prior to 7/11/1999
	3	Gun records entered on/after 7/11/1999
H	1	Protection Order records entered on/prior to 7/11/1999
	2	Protection Order records entered on/between 7/11/1999 and 6/3/2007
	3	Protection Order records entered on/between 6/3/2007 and 8/19/2012
	4	Protection Order records entered on/between 8/19/2012 and 1/10/2017
	5	Protection Order records entered on/between 1/10/2017 and 1/7/2020
	6	Protection Order records entered on/after 1/7/2020
I	1	Image records entered on/prior to 4/7/2013
	2	Image records entered on/after 4/7/2013
J	1	Identity Theft records
K	1	Protective Interest records
L	1	Violent Person records
M	7	Missing Person records entered on/prior to 2/13/97
	8	Missing Person records entered on/between 2/13/97 and 7/11/1999
	9	Missing Person records entered on/between 7/11/1999 and 5/1/2011
	10	Missing Person records entered on/after 5/1/2011
N	1	Immigration Violator records entered on/prior to 5/8/97
	2	Immigration Violator records entered on/between 5/8/97 and 7/11/1999
	3	Immigration Violator records entered on/after 7/11/1999
P	3	License Plate records entered on/before 2/23/96
	4	License Plate records entered on/before 2/23/96
	5	License Plate records entered on/after 7/11/1999
Q	1	Extreme Risk Protection Order records
R	11	CPIC Data records entered on/prior to 7/11/1999
	12	CPIC Data records entered on/after 7/11/1999
S	6	Securities records entered on/prior to 7/11/1999

	7	Securities records entered on/after 7/11/1999
T	1	Gang/TSC records entered on/prior to 5/8/97
	2	Gang/TSC records entered on/between 5/8/97 and 7/11/1999
	3	Gang/TSC records entered on/after 7/11/1999
U	7	Unidentified Person records entered on/prior to 2/13/97
	8	Unidentified Person records entered on/between 2/13/97 and 7/11/1999
	9	Unidentified Person records entered on/after 7/11/1999
V	4	Vehicle and Vehicle/Boat Part records entered on/between 1/27/67 and 8/6/79
	8	Vehicle and Vehicle/Boat Part records entered on/between 8/6/79 and 8/8/88
	12	Vehicle and Vehicle/Boat Part records entered on/between 8/8/88 and 4/20/95
	13	Vehicle and Vehicle/Boat Part records entered on/between 4/20/95 and 7/11/1999
	14	Vehicle and Vehicle/Boat Part records entered on/between 7/11/1999 and 11/5/2006
	15	Vehicle and Vehicle/Boat Part records entered on/between 11/5/2006 and 8/6/2017
	16	Vehicle and Vehicle/Boat Part records entered after 8/6/2017
W	1	Wanted Person records entered on/prior to 5/8/97
	2	Wanted Person records entered on/between 5/8/97 and 7/11/1999
	3	Wanted Person records entered on/between 7/11/1999 and 2/5/2006
	4	Wanted Person records entered on/between 2/5/2006 and 3/7/2010
	5	Wanted Person records entered on/between 3/7/2010 and 1/5/2014
	6	Wanted Person records entered on/between 1/5/2014 and 1/10/2017
	7	Wanted Person records entered on/between 1/10/2017 and 1/7/2020
	8	Wanted Person records entered on/after 1/7/2020
X	1	National Sex Offender Registry records
Z	10	Reference Gang records entered on/prior to 7/11/1999
	11	Reference Gang records entered on/after 7/11/1999

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

Sequential Number	Multiplication Factor	Product	
1	x 8	=	8
2	x 7	=	14
4	x 6	=	24
8	x 5	=	40
6	x 4	=	24
2	x 3	=	6
9	x 2	=	18
		Total 134	
		File Indicator Value of V = 13	
		Total 147	

The high order digit (1) is dropped, and the remainder (47) is the check digit's value.

## MISSING PERSON FILE

### 5 INQUIRY

#### 5.5 EXAMPLES

- The message keys QW, QWA, QWE, QWF, QWS, ZW, QWB, and QWI are used for Missing Person File inquiries in addition to Foreign Fugitive, Wanted Person, Gang, Threat Screening Center, Protection Order, Immigration Violator, Identity Theft, Supervised Release, Violent Person, ~~and~~ Protective Interest, and Extreme Risk Protection Order Files and the National Sex Offender Registry will cause these files to be searched automatically. If vehicle identifiers (LIC, LIS, and/or VIN and VMA) are included in the inquiry, the Vehicle, Boat, Vehicle/Boat Part, and License Plate Files will also be searched. If MNU, SOC, or OLN is included in the inquiry, the Article File personal identifier records will also be searched.

```
1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19891012.RSH/Y
```

#### Negative Response:

```
1L01HEADER  
WA1230000
```

```
NO NCIC WANT DOB/19891012 NAM/SMITH, JOHN J SEX/M RAC/W  
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE  
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS  
FILES ARE SEARCHED WITHOUT LIMITATIONS.
```

#### Positive Response (with supplemental records):

```
1L01HEADER  
WA1230000
```

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

```
MKE/MISSING PERSON JUVENILE  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/MD  
DOB/19891012 DOE/20051012 HGT/410 WGT/105 EYE/GRN HAI/BRO CTZ/US  
SKN/FAR SMT/SC R HND  
SOC/123456789 MNP/MP DLC/19991201 OCA/99-1234 SID/MD99999999  
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT  
BLT/OPOS CRC/C FPA/N BXR/P  
JWT/PK NE  
JWL/GOLD CROSS ON CHAIN  
ORI IS ANY CITY PD MD 301 555-1212  
DOB/19881012  
DOB/19891210  
AKA/JONES, EDWARD  
AKA/ROE, EDWARD
```



SMT/CAUL L EAR  
SMT/TAT R ARM

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

- **EXAMPLE OF A UNIQUE IDENTIFIER INQUIRY FOR FOREIGN ABDUCTED CHILDREN AND MISSING PERSON RECORDS WITH NEGATIVE AND POSITIVE RESPONSES**

1N01HEADER.QW.WA123000.NAM/DOE, JOHN.SEX/M.RAC/W.DOB/19770123

**Negative Response:**

1L01HEADER  
WA123000

NO NCIC WANT NAM/DOE, JOHN DOB/19770123 RAC/W SEX/M  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE  
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS  
FILES ARE SEARCHED WITHOUT LIMITATIONS.

**Positive Response:**

1L01HEADER  
WA123000

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

WARNING: DO NOT DETAIN BASED UPON THIS MISSING PERSON RECORD  
MKE/FOREIGN MISSING PERSON - JUVENILE  
ORI/DCINTER00 NAM/DOE, JOHN SEX/M RAC/W ETN/ POB/BD  
DOB/19770123 DOE/19950123 HGT/410 WGT/105 EYE/GRN HAI/BRO CTZ/BD  
SOC/777777777  
MNP/MP DLC/19821201 SID/DC99999999  
MIS/CHILD ABDUCTED IN FRANCE BY NON-CUSTODIAL PARENT  
ORI IS INTERPOL US DOJ WASHINGTON (202) 616-9000  
NIC/M000069216 DTE/19830104 0000 EST DLU/20080201 0930 EST  
REPEAT - DO NOT DETAIN BASED UPON NCIC RECORD WITH NIC/M000069216  
FOREIGN MISSING OR ABDUCTED PERSON - IMMEDIATELY CONTACT INTERPOL,  
US DOJ, NLETS ORI/DCINTER00, OR TEL. NO. (202) 616-9000.  
IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES  
IN INTERSTATE COMPACT ON JUVENILES

- **EXAMPLE OF A UNIQUE IDENTIFIER INQUIRY POSITIVE RESPONSE FOR A MISSING PERSON RECORD WITH PWI DATA**

1N01HEADER.QW.WA1230000.NAM/ADAMS, RANDY.SEX/M.RAC/W.DOB/19440630.RSH/Y

**Positive Response (with supplemental PWI records):**

1L01HEADER  
WA1230000

\*\*\*\*\*PERSON WITH INFORMATION ASSOCIATED WITH NIC/M000069216\*\*\*\*\*  
\*\*\*\*\*DO NOT ARREST OR DETAIN BASED ON PERSON WITH INFORMATION HIT\*\*\*\*\*  
MKE/MISSING PERSON ENDANGERED  
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W ETN/H POB/MD  
DOB/20081012 DOE/20261012 HGT/402 WGT/065 EYE/BRO HAI/BRO  
SKN/FAR SMT/SC R HND  
SOC/123456789  
MNP/CA DLC/20110810 OCA/EXAMPLE1 SID/MD999999999  
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT  
MPC/ABDUCTED BY A NON-CUSTODIAL PARENT  
LIC/555W555 LIS/VA LIY/2012 LIT/PC  
VIN/1Q87H2N100001 VYR/2001  
VMA/FORD VMO/TAU VST/4D VCO/BLK  
BLT/OPOS FPA/N  
BXR/P  
DNA/N  
ORI IS ANY CITY PD MD 301 555-1212  
  
PIN/ADAMS, RANDY PIX/M PIR/W PIE/H PIB/19440630 PHG/511  
PWG/195 PEY/BRO PHA/BRO PSK/LGT PSM/SLVR TOOTH PSS/123456789  
PMI/PERSON WITH INFORMATION IS NON-CUSTODIAL PARENT OF MISSING CHILD, CHILD  
PMI/MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY AT THE ORANGE  
PMI/CO PD 555-555-5555 WHEN PERSON WITH INFORMATION IS ENCOUNTERED  
PIB/19450630  
PIB/19450531  
PAK/MARKS, RANDY  
PSM/SC L ANKL  
PSM/TAT L WRS  
PSS/333333333  
PSS/222222222  
PIN/HARDY, MARY PIX/F PIR/W PIE/H PIB/19700410 PHG/502  
PWG/115 PEY/BRO PHA/BRO PSK/LGT PSM/MOLE FHD PSS/777777777  
PMI/PERSON WITH INFORMATION IS GIRLFRIEND OF NON-CUSTODIAL PARENT OF MISSING  
PMI/CHILD, CHILD MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY  
AT  
PMI/THE ORANGE CO PD 555-555-5555 WHEN PERSON WITH INFORMATION IS ENCOUNTERED  
PIB/19710503  
PAK/ADAMS, MARY  
PSM/TAT LW LIP  
PSM/TAT L ANKL  
PSS/888888888  
NIC/M000069216 DTE/20110810 1600 EDT DLU/20110811 0425 EDT  
  
\*\*\*REPEAT - DO NOT ARREST OR DETAIN BASED ON PERSON WITH INFORMATION HIT\*\*\*

## NICS DENIED TRANSACTION FILE

### 5 INQUIRY

#### 5.2 EXAMPLE OF INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

1N01HEADER.QND.WA1230000.NAM/SMITH, JOHN J.SEX/M.DOB/19511012.SOC/123456789

##### Negative QND Response

1L01HEADER  
WA1230000

NO NCIC NICS DENIED TRANSACTION FILE RECORD NAM/SMITH, JOHN J DOB/19511012 SEX/M  
NO NCIC NICS DENIED TRANSACTION FILE RECORD SOC/123456789

##### Positive QND Response

1L01HEADER  
WA1230000

\*\*\*\*\* NOTICE: DO NOT DETAIN OR ARREST BASED ON THIS HIT. THE DATE OF NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS) DENIAL (DND) PROVIDED IN THIS RECORD IS THE DATE THE SUBJECT WAS DENIED BY THE NICS FROM THE RECEIPT AND/OR THE POSSESSION OF A FIREARM OR THE ISSUANCE OF A FIREARM OR EXPLOSIVES PERMIT PURSUANT TO STATE AND/OR FEDERAL LAW. HOWEVER, IT IS POSSIBLE THIS SUBJECT MAY NO LONGER BE A PROHIBITED PERSON. DISSEMINATION OF SUPPLEMENTARY INFORMATION BY THE DENYING AGENCY MAY BE LIMITED UNDER STATE OR FEDERAL LAW.

MKE/NICS DENIED TRANSACTION FILE  
ORI/WVNICS000 NAM/SMITH, JOHN J SEX/M RAC/W POB/RI  
DOB/19511012 HGT/511 WGT/230 CTZ/US  
SOC/123456789  
SOP/NV SOR/NV DND/20120909  
NTN/ABC1234567 STN/123ABC4567  
NIC/E123456789 DTE/20120909 23150401 EDT DLU/20120909 23150404 EDT  
\*\*\* THE INFORMATION DISPLAYED IN THIS RECORD IS A POSSIBLE MATCH TO THE INDIVIDUAL QUERIED. THIS MATCH IS BASED ON NAME AND DESCRIPTIVE DATA ONLY.  
NO LAW ENFORCEMENT ACTION SHOULD BE INITIATED BASED SOLELY ON THIS INFORMATION.  
NO NCIC NICS DENIED TRANSACTION FILE RECORD SOC/123456789

The message keys QW, QWA, QWE, QWF, QWS, ZW, QWB, and QWI are used for NICS Denied Transaction File inquiries in addition to Foreign Fugitive, Wanted Person, Gang, Threat Screening Center, Protection Order, Immigration Violator, Identity Theft, Supervised Release, Violent Person, ~~and~~ Protective Interest, and Extreme Risk Protection Order Files and the National Sex Offender Registry will cause these files to be searched automatically. If vehicle identifiers (LIC, LIS, and/or VIN and VMA) are included in the inquiry, the Vehicle, Boat, Vehicle/Boat Part, and License Plate Files will also be searched. If MNU, SOC, or OLN is included in the inquiry, the Article File personal identifier records will also be searched.

1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19511012.RSH/Y

**Negative Response:**

1L01HEADER  
WA1230000

NO NCIC WANT DOB/19511012 NAM/SMITH, JOHN J SEX/M RAC/W  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE  
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS  
FILES ARE SEARCHED WITHOUT LIMITATIONS.

**Positive Response:**

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.

\*\*\*\*\* NOTICE: DO NOT DETAIN OR ARREST BASED ON THIS HIT. THE DATE OF  
NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS) DENIAL (DND)  
PROVIDED IN THIS RECORD IS THE DATE THE SUBJECT WAS DENIED BY THE NICS FROM  
THE RECEIPT AND/OR THE POSSESSION OF A FIREARM OR THE ISSUANCE OF A FIREARM  
OR EXPLOSIVES PERMIT PURSUANT TO STATE AND/OR FEDERAL LAW. HOWEVER, IT IS  
POSSIBLE THIS SUBJECT MAY NO LONGER BE A PROHIBITED PERSON. DISSEMINATION OF  
SUPPLEMENTARY INFORMATION BY THE DENYING AGENCY MAY BE LIMITED UNDER STATE  
OR FEDERAL LAW.

MKE/NICS DENIED TRANSACTION FILE  
ORI/WVNICS000 NAM/SMITH, JOHN J SEX/M RAC/W POB/RI  
DOB/19511012 HGT/511 WGT/230 CTZ/US  
SOC/123456789  
SOP/NV SOR/NV DND/20120909  
NTN/ABC1234567 STN/123ABC4567  
NIC/E123456789 DTE/20120909 23150401 EDT DLU/20120909 23150404 EDT

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

## ORIGINATING AGENCY IDENTIFIER

### 1 INTRODUCTION

#### 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 NGI/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, ~~and~~ Extreme Risk 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, ~~and~~ Extreme Risk 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 1.5.4.).

- Railroad and campus police departments may be authorized a full access ORI ending in the alphabetic character "E" (see section 1.5.4.).
- 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 NGI/III system for noncriminal justice purposes. On October 10, 2000, the Council established a

rule to allow direct access to the NGI/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 NGI/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.

## PROTECTIVE INTEREST FILE

### 5 INQUIRY

#### 5.5 REQUIREMENTS FOR INQUIRY

- 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.
- In a positive response, Wanted Person and Foreign Fugitive File records will appear first, followed by **Extreme Risk Protection Order**, Missing Person, Gang, Threat Screening Center, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, NICS Denied Transaction File, License Plate, Vehicle, Vehicle/Boat Part, and Article File records.
- 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.
- A Protective Interest File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, SID, operator's license number set, license plate number set, vehicle identification number set, and image NCIC number set. 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 number set by OLS, license plate number set by LIS, vehicle identification number set by VIN, and image NCIC number set by IMN.



**SUPERVISED RELEASE FILE****5 INQUIRY****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, Threat Screening Center, Protection Order, Immigration Violator, Identity Theft, Supervised Release, Violent Person, ~~and~~ Protective Interest, and Extreme Risk Protection Order 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 NAM/SMITH, JOHN J DOB/19511012 RAC/W SEX/M
NO NCIC WANT VIN/ABC123DEF45678901
***VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.
```

**Positive Response:**

```
1L01000005
WA1230000
```

```
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.
WARNING - DO NOT ARREST BASED ON THIS INFORMATION
MKE/PROBATION OR SUPERVISED RELEASE STATUS
ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A CTZ/US
SKN/DRK SMT/SC R HD
FPC/121011CO141159TTTCI13 MNU/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/2F37Z7P051519 VYR/1977  
VMA/PONT VMO/LEM VST/2D VCO/WHI  
DPE/20101009 SCI/VA123456J LOC/ANY COUNTY VA PAROLE OFFICE  
DSS/20050509 SON/FITZPATRICK, JOHN SOT/703 555-3013  
ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615  
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234  
IMN/I435461801 IMT/M  
NIC/C146203706 DTE/19991020 0001 EDT DLU/19991215 0001 EST  
REPEAT - PROBATION OR SUPERVISED RELEASE STATUS RECORD - DO NOT ARREST  
BASED ON THIS INFORMATION - PLEASE CONTACT SUPERVISING AGENCY VIA NLETS,  
TELEPHONE OR EMAIL TO ADVISE OF CONTACT WITH SUPERVISED INDIVIDUAL.  
PLEASE BE ADVISED THAT SUPERVISING AGENCY MAY NOT BE  
OPERATIONAL 24/7.  
NO NCIC WANT VIN/ABC123DEF45678901  
\*\*\*VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO  
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

**Example of Notification Sent to Parole or Probation Officer:**

\$.O.  
VA013123G  
ORI/WA1230000 IS ANY CITY PD WA 555-555-1234  
  
AS A RESPONSE TO THE FOLLOWING TRANSACTION:  
IN01HEADER.QW.WA1230000.NAM/SMITH,  
JOHN.DOB/19650220.SEX/M.RAC/W  
A HIT OCCURRED ON A PROBATION OR SUPERVISED RELEASE  
STATUS RECORD. PLEASE CONTACT REQUESTING ORI FOR DETAILS.  
  
ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19650220 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A  
SKN/DRK SMT/SC R HD  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/98765432 OLS/MD OLY/2000  
OOC/ROBBERY OCA/611112131 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/2F37Z7P051519 VYR/1977  
VMA/PONT VMO/LEM VST/2D VCO/WHI  
DPE/20031009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE  
DSS/19930509 SON/FITZPATRICK, JOHN SOT/703 555-3013  
ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615  
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234  
IMN/I435461801 IMT/M  
NIC/C146203706 DTE/19991020 0001 EDT DLU/20000215 1600 EST

This notification is used to inform the parole or probation officer that an inquiry has been made on a subject this officer supervises. The first ORI in the notification is the ORI of the supervising agency. The second ORI is the ORI of the agency initiating the transaction which resulted in the hit response (enter, modify, inquiry). Following this is the transaction which resulted in the hit response and the record for the supervised subject.

## THREAT SCREENING CENTER FILE

### 5 INQUIRY

#### 5.3 REQUIREMENTS FOR INQUIRY

- Inquiries of TSC File records may be made through the QGM message key, as well as the procedures used to search the Wanted Person File. Complete details can be found in the Gang File and Wanted Person File chapters.
- In a positive wanted person inquiry response, Wanted Person and Foreign Fugitive File records will appear first, followed by Extreme Risk Protection Order, Missing Person, Gang, TSC, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, License Plate, Vehicle, Boat, Vehicle/Boat Part, and Article Files.
- As part of a positive TSC File record, the receiving agency is advised that the person in question cannot be arrested or detained solely upon the basis of the information provided. A caveat at the beginning of the record response emphasizes to record recipients that they should contact the TSC.

When a positive TSC File response is received, the inquiring agency must not advise the individual that they may be on a USG watchlist. The unauthorized disclosure of USG watchlist information is prohibited. Information that an individual may be on a USG watchlist is the property of the TSC and is a federal record provided to the inquiring agency that may not be disclosed, disseminated, or used in any proceeding without the advance authorization of the TSC.

## **VIOLENT PERSON FILE**

### **5 INQUIRY**

#### **5.3 REQUIREMENTS FOR INQUIRY**

- 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.
- In a positive response, Wanted Person and Foreign Fugitive File records will appear first, followed by Extreme Risk Protection Order, Missing Person, Gang, Threat Screening Center, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, NICS Denied Transaction File, License Plate, Vehicle, Vehicle/Boat Part, Boat, Guns, Article and Securities File records.
- 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 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, 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.

## WANTED PERSON FILE

### 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, Extreme Risk Protection Order, Missing Person, Gang, Threat Screening Center, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, NICS Denied Transaction, License Plate, Vehicle, Boat, Vehicle/Boat Part, and Article Files.

If Blue Alert is entered in the MIS Field, the following caveat will be displayed immediately below the MKE translation on the record response:

BLUE ALERT WARNING. USE EXTREME CAUTION IN APPROACHING THIS INDIVIDUAL.

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, **Extreme Risk Protection Order**, Missing Person, Gang, Threat Screening Center, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest File, and NICS Denied Transaction Files. 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.

**Tape Format 161. Extreme Risk Protection Order Persons Validation**

Group or Usage	Start Column	End Column	MFC Code	Field Description	Cobol Dataname	Length	Format	Comments
Common Data								
	1	2	RTYP	Record Type	FMT-ERPO-RTYP	2	AN	Record Type "67"
	3	6	RCNT	Record Type Count	FMT-ERPO-RCNT	4	N	
	7	7	STAT	Status	FMT-ERPO-STAT	1	AN	
	8	8	HTY	HDB Type	FMT-ERPO-HTY	1	AN	
	9	9	HSB	HDB Subtype	FMT-ERPO-HSB	1	AN	
	10	18	TORI	Terminal ORI	FMT-ERPO-TORI	9	AN	
	19	38	OCA	Originating Agency Case Number	FMT-ERPO-OCA	20	AN	Right Justified
	39	48	NIC	NCIC Number	FMT-ERPO-NIC	10	AN	
	49	58	BNIC	Base NCIC Number	FMT-ERPO-BNIC	10	AN	
	59	61	TMZ	Time Zone (Date and Time of Entry)	FMT-ERPO-TMZ	3	AN	
	62	81	DTE	Date and Time of Entry	FMT-ERPO-DTE	20	AN	
	82	101	DTI	Date and Time of Retirement	FMT-ERPO-DTI	20	AN	
	102	121	DLU	Date and Time Last Modified	FMT-ERPO-DLU	20	AN	
	122	141	DTS	Date and Time of Suppression	FMT-ERPO-DTS	20	AN	
	142	149	DOI	Date of Incident (Date of Theft)	FMT-ERPO-DOI	8	AN	
	150	157	DTV	Date of Last Validation	FMT-ERPO-DTV	8	AN	
	158	165		Filler (for future use)		8	AN	
	166	173	DCL	Date of Clear	FMT-ERPO-DCL	8	AN	
	174	181	DOC	Date of Cancel	FMT-ERPO-DOC	8	AN	
	182	189	DOR	Date of Recovery	FMT-ERPO-DOR	8	AN	
	190	191	USR	User Code	FMT-ERPO-USR	2	AN	
	192	195	MKE	Message Key	FMT-ERPO-MKE	4	AN	
	196	196	NOA	Notify Originating Agency	FMT-ERPO-NOA	1	AN	
	197	197	CAI	Caution Indicator	FMT-ERPO-CAI	1	AN	
	198	198	BAI	Base Indicator	FMT-ERPO-BAI	1	AN	
	199	199	IND	Image Indicator	FMT-ERPO-IND	1	AN	
	200	200	RETR	Retirement Reason	FMT-ERPO-RETR	1	AN	
	201	221	RFR	Reason for Removal	FMT-ERPO-RFR	21	AN	

SECTION 2 -- SYSTEM CHANGES

	222	251	VLN	Name of Validator	FMT-ERPO-VLN	30	AN	
	252	260	ORI	Owning Agency Identifier	FMT-ERPO-ORI	9	AN	
	261	269	LKI	Linking Agency Identifier	FMT-ERPO-LKI	9	AN	
	270	289	LKA	Linking Agency Case Number	FMT-ERPO-LKA	20	AN	Right Justified
	290	298	RRI	Recovering Agency Identifier	FMT-ERPO-RRI	9	AN	
	299	318	RCA	Recovering Agency Case Number	FMT-ERPO-RCA	20	AN	Right Justified
Person Data								
	319	319	CAT	Category – Person	FMT-ERPO-CAT	1	AN	
	320	339	FPC	Fingerprint Classification Code	FMT-ERPO-FPC	20	AN	
	340	340	SEX	Sex	FMT-ERPO-SEX	1	AN	
	341	341	RAC	Race	FMT-ERPO-RAC	1	AN	
	342	343	POB	Place of Birth	FMT-ERPO-POB	2	AN	
	344	346	HGT	Height	FMT-ERPO-HGT	3	AN	
	347	349		Height Quantity	FMT-ERPO-HGT-QTY	3	N	
	350	352	WGT	Weight	FMT-ERPO-WGT	3	AN	
	353	355		Weight Quantity	FMT-ERPO-WGT-QTY	3	N	
	356	358	EYE	Eye Color	FMT-ERPO-EYE	3	AN	
	359	361	HAI	Hair Color	FMT-ERPO-HAI	3	AN	
	362	364	SKN	Skin Tone	FMT-ERPO-SKN	3	AN	
	365	373	FBI	FBI Number	FMT-ERPO-FBI	9	AN	Right Justified
	374	374	ETN	Ethnicity	FMT-ERPO-ETN	1	A	
Extreme Risk Protection Order Data								
	375	382		Date of Expiration	FMT-ERPO-DOE	8	AN	
	383	391		Court ORI	FMT-ERPO-CTI	9	AN	
	392	406		Order Number	FMT-ERPO-ORN	15	AN	
	407	436		Petitioner	FMT-ERPO-PET	30	AN	
	437	437		Service Information	FMT-ERPO-SVC	1	A	
	438	445		Service Date	FMT-ERPO-SVD	8	AN	
	446	800		Filler		355	AN	





October 22, 2021

**NATIONAL CRIME INFORMATION CENTER (NCIC)  
TECHNICAL AND OPERATIONAL UPDATE (TOU) 21-4**

**SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS (CSO) .....[1-1](#)**

**SECTION 2 -- SYSTEM CHANGES**

2.1    MODIFICATION TO THE ORIGINATING AGENCY IDENTIFIER (ORI) FILE  
      BY REMOVING UNNECESSARY INFORMATION PROVIDED FOR AN ORI  
      ENDING IN ‘P’ .....[2-1](#)

2.2    EXPANDING COAST GUARD DOCUMENT NUMBER (CGD) AND  
      REGISTRATION NUMBER (REG) FIELD LENGTHS .....[2-7](#)

## **SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS (CSOs)**

Section 2.1 corrects the record entry capabilities for ORIs ending with the alpha character "P".

Section 2.2 increases the CGD and REG field lengths to provide for expanded field length requirements.

\* \* \* \* \*

TOUs are also available via the Law Enforcement Enterprise Portal (LEEP). To access the TOUs on the LEEP, go to JusticeConnect, then, under Communities, join the NCIC Community. Users with questions concerning access to LEEP should contact the LEEP Help Desk at 888-334-4536.

\* \* \* \* \*

## SECTION 2 -- SYSTEM CHANGES

### 2.1 MODIFICATION TO THE ORIGINATING AGENCY IDENTIFIER (ORI) FILE BY REMOVING UNNECESSARY INFORMATION PROVIDED FOR AN ORI ENDING IN 'P'

AFFECTED BY CHANGE: **ORI**

EFFECTIVE DATE: **Immediate**

#### Background

This Technical and Operational Update (TOU) serves to correct Section 1.5 “ORI STRUCTURE AND USE” for ORIs ending with the alpha character “P” assigned to nongovernmental law enforcement or dispatch/911 communications centers. This change is made to accurately reflect record entry capabilities.

In addition, grammatical errors were identified in Section 1.5 and corrected within this TOU.

#### System Changes

This is only an update to the *NCIC Operating Manual* and has no technical impact to the NCIC System.

#### NCIC Operating Manual Changes

Additions to the *NCIC Operating Manual* are indicated by **highlighting** and deletions are indicated by ~~strikeout~~.

## **ORI FILE**

### **1 INTRODUCTION**

#### **1.5 ORI STRUCTURE AND USE**

##### **1.5.4 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 NGI/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 NGI/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 NGI/III was granted in 1994 and is restricted to the purpose code V for visa checks. Access is restricted to NGI/III, Criminal History ("QH") inquiries only. All other inquiries will be rejected.
- **I** - Interpol.
  - The ORI allows for query access to all files. The ORI will always have a numeric character "9" in the 8<sup>th</sup> 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 employs 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 NGI/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 "P" 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 NGI/III. These agencies are not ~~be~~ permitted direct access to NCIC terminals; law enforcement agencies will conduct the NGI/III name search and will inform the PHA whether the name check reveals that an applicant may have a criminal history indexed in NGI/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, the U.S. Office of Personnel Management, the Department of Homeland Security, and the Office of the Director of National Intelligence.
  - 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 S must be used when conducting these transactions.
- Other NCIC access, e.g., record entry/modification/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 NGI/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 X is to be used in conducting NGI/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 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.

- 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



## SECTION 2 -- SYSTEM CHANGES

### 2.2 EXPANDING COAST GUARD DOCUMENT NUMBER (CGD) AND REGISTRATION NUMBER (REG) FIELD LENGTHS

AFFECTED BY CHANGE:

**Boat  
National Sex Offender Registry**

EFFECTIVE DATE:

**February 1, 2022**

#### **Background**

The United States Coast Guard has advised the CGD and REG field lengths will be increased from eight alphabetic/numeric characters to ten alphabetic/numeric characters to provide for expanded field length requirements.

#### **System Changes**

The NCIC System is being modified to increase NCIC Field Lengths for CGD and REG from eight to ten alphabetic/numeric characters. The *NCIC Operating Manual* is also being updated to reflect this change.

#### ***NCIC Operating Manual Changes***

Additions to the *NCIC Operating Manual* are indicated by highlighting, and deletions are indicated by ~~strikeout~~.

## BOAT

### 1 INTRODUCTION

#### 1.7 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
BCO	Color	Must be a valid color code as listed in Boat Data Codes, <i>NCIC Code Manual</i> . If two color codes are used, they must be separated with a slash (/).
BHN	Hull Serial Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabets indicating that the hull serial is not known cannot be used. Cannot be identical to the OAN. If the BYR is 1985 or later and MISC is not entered in the BMA, the BHN must be at least 12 characters. The BMA should be MISC if the code is not listed in the Boat Data Codes, <i>NCIC Code Manual</i> .
BLE	Overall Length	Must be two numerics characters representing feet, not inches.
BMA	Make	Positions 1-4 must be a valid NCIC-assigned code as listed in the Boat Data Codes, <i>NCIC Code Manual</i> . If a code is not listed, the code MISC should be entered as characters 1 through 4 of the BMA Field with the actual manufacturer's name appearing in positions 5 through 24. If the manufacturer's name is not known, positions 5 through 24 of the BMA should be used to describe the boat including any information which can lead to the determination of the manufacturer's name.
BMO	Model Name	Free text.
BNM	Boat Name	Free text.
BTY	Boat Type	Must be a valid NCIC-assigned code as listed in the Boat Data Codes, <i>NCIC Code Manual</i> .

BYR	Boat Model Year	Represents the production (model) year during which the boat was manufactured. Year cannot be more than 1 year beyond the current model year. When the entry has a model year between 1972 and 1984 and positions 9-12 of the BHN contain numeric characters, the last two characters of the BYR field will match the characters in positions 11-12 of the BHN; or if the BHN has the alphabetic character "M" in position 9, the last two characters of the BYR must match the same characters in positions 10-11 of the BHN. For entries of model year 1985 or later and the BHN entry of 12 or more characters, the last two characters of the BYR must be the same as positions 11-12 of the BHN.
CDE	Canadian Date of Entry	Must be valid Gregorian date (YYYYMMDD) Canadian Vehicle Index records only.
CGD	Coast Guard Document Number	Single zero only or run of zeros only indicating that the document number is not known, cannot be used. Single alphabetic only or run of alphabetic only are prohibited. Embedded spaces are prohibited. Cannot be identical to REG.
DCL	Date of Clear	Must be valid Gregorian date (YYYYMMDD). Must be equal to or less than current date.
DOC	Date of Cancellation	Must be valid Gregorian date (YYYYMMDD). Must be equal to current date or current date minus one.
DOR	Date of Recovery	Must be valid Gregorian date (YYYYMMDD). Must be equal to or less than current date.
DOT	Date of Theft	Must be valid Gregorian date (YYYYMMDD). The date of theft cannot be greater than the current date.
HPT	Home Port	Free text.
HSP	Hull Shape	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC Code Manual</i> .
HUL	Outer Hull Material	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC Code Manual</i> .
IMN	Image NCIC Number	A self-checking number consisting of an alphabetic character (I in the Image file) followed by nine numeric characters automatically assigned by NCIC to each accepted record. Must have valid check-digits when used to identify a record in a subsequent message.
IMT	Image Type	Must be a B representing a generic boat when associating a boat record to an image. May be B or I when deleting an association to an image.
IND	Image Indicator	Must be Y or N.

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 as defined in the ORI chapter of this manual.
MIS	Miscellaneous	If the generic BMA code MISC is used, the MIS must be used for entering the full manufacturer's name.
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (B in the Boat File) followed by nine numeric characters automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
NOA	Notify Originating Agency	Must be Y or N. NCIC will default to N if field is left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating stolen boat. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
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 PREVIOUS RECOVERY.
OAN	Owner-Applied Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetics only cannot be used. Cannot be identical to the BHN. Embedded spaces are prohibited.
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 as defined in the ORI chapter of this manual.
PRO	Propulsion	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC Code Manual</i> .

RCA	Recovering Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen.
REG	Registration Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabets only, indicating that the registration number is not known, cannot be used. Cannot be identical to CGD. For entries coded with "US" in RES Field, REG must be "DO" with <del>six</del> a maximum of eight numeric characters or "D" with <del>seven</del> a maximum of nine numeric characters.
RES	Registration State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, <i>NCIC Code Manual</i> .
REY	Registration Year	Must be a valid four-character year (YYYY) or the alphabets NX to represent a nonexpiring registration.
RPP	Reason for Property Record Removal	Must be a valid NCIC-assigned code as listed in the Other Transactions Codes, <i>NCIC Code Manual</i> .
RRI	Recovering Agency Identifier	Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual.
RSH	Related Search	Hit Must be Y or N.
VLN	Name of Validator	Any valid characters representing validator.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the recovered stolen boat identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
VOD	Vehicle Ownership Data	Must be a mandatory blank field.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating the stolen boat identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating stolen boat which is identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.

## 2 ENTRY

### 2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL SET	REG	1-810	ALPHABETIC, NUMERIC
REGISTRATION STATE	SET	RES	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
REGISTRATION YEAR OF EXPIRATION	SET	REY	2-2 4-4	ALPHABETIC, NUMERIC
OUTER HULL MATERIAL	OPTIONAL	HUL	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
PROPULSION	OPTIONAL	PRO	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
BOAT MODEL YEAR	MANDATORY	BYR	4-4	NUMERIC
BOAT MAKE	MANDATORY	BMA	3-24	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
BOAT TYPE	OPTIONAL	BTY	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
OVERALL BOAT LENGTH	OPTIONAL	BLE	2-2	NUMERIC
BOAT COLOR	OPTIONAL	BCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC

ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKAGE AGENCY IDENTIFIER	OPTIONAL	LKI	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	OPTIONAL	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
VEHICLE OWNERSHIP DATA**	CONDITIONAL	VOD	1-1	ALPHABETIC
COAST GUARD DOCUMENT NUMBER	CONDITIONAL	CGD	1-810	ALPHABETIC, NUMERIC
HOME PORT	OPTIONAL	HPT	1-20	ALPHABETIC, NUMERIC
HULL SHAPE	OPTIONAL	HSP	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
MODEL NAME	OPTIONAL	BMO	1-20	ALPHABETIC, NUMERIC
BOAT NAME	OPTIONAL	BNM	1-20	ALPHABETIC, NUMERIC
IMAGE NCIC NUMBER	OPTIONAL SET	IMN	10-10	ALPHABETIC, NUMERIC
IMAGE TYPE	SET	IMT	1-1	ALPHABETIC

## 2.5 MESSAGE FIELD CODE EDITS FOR ENTRY

### 2.5.8 COAST GUARD DOCUMENT NUMBER (CGD)

- Commercial vessels and certain motor yachts over five tons are documented as vessels of U.S. registration under navigation laws administered by the U.S. Coast Guard. An official identifying number is assigned to the vessel, and a valid marine document reflecting the assigned number is issued. This unique number (commonly referred to as a document

number) is permanently marked on the main beam of the documented vessel in addition to appearing on the official marine document issued to the owner of the vessel.

- If the document number is the only numeric identifier, it must be entered in the REG Field of the base boat record.
- The CGD Field has been expanded to ~~eight~~ **ten** characters to provide extended capability to provide for future Coast Guard needs. A document number can be ~~eight~~ **ten** numbers or less; however, all characters of a document number will be numeric.

## **2.5.16 REGISTRATION NUMBER (REG)**

A REG should be available for all boats except those stolen prior to their registration. The REG is to be entered omitting spaces, hyphens, and symbols. All letters and numerals which are part of the REG must be included. Partial numbers are not to be entered. If the REG is entered, the RES and the REY must be filled. The message will be rejected if the REG field and CGD field are the same.

### **Registration Number for Domestic Boats**

- After an application for registration of a boat with a state or the United States Coast Guard has been approved, the applicant is issued a Certificate of Number (a registration certificate authorizing the boat's use primarily for pleasure) setting forth the identification number assigned to the boat. The applicant is required to display this number (commonly called the boat registration number) on each side of the bow of the vessel. REG will be no more than ~~eight~~ **ten** characters; however, it may be less.
- The Code of Federal Regulations, Title 33, Section 174.23 sets out the requirements for boat registration numbers. Each REG must consist of two capital letters denoting the state of the issuing authority. These two alphabetic characters should be followed by not more than four numerics and two alphabetic characters or not more than three numerics and three alphabetic characters.

For example:

REG: NH 1234 BD or NH 356 EFG

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



### 3 MODIFICATION

#### 3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
BOAT HULL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL	REG	1-810	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				

### 4 CANCELLATION

#### 4.3 MESSAGE FIELD CODES FOR CANCELLATION

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

BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL	REG	1-2010	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

## 5 INQUIRY

### 5.2 MESSAGE FIELD CODES FOR INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL	REG	1-810	ALPHABETIC, NUMERIC
BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1-62	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC

## 5.3 REQUIREMENTS FOR INQUIRY

- Inquiries can be made by using the REG and/or BHN. ~~Complete registration number should be used although it may exceed eight characters. NCIC will search the first eight characters.~~ The complete hull serial number should be used if it does not exceed 20 characters. If the hull serial number exceeds 20 characters, the first 20 should be used. NCIC will search the first eight characters of the BHN. The state of registration cannot be used in an inquiry.
- Inquiries of the Boat File may also be made using the OAN, CGD, and/or SER. An inquiry containing a REG or CGD should be identified by the MFC/REG. An inquiry containing a BHN, OAN, and/or SER should be identified by the MFC/BHN.
- Up to three numbers may be included in an inquiry after the MFC/BHN; however, the numbers must be separated by a comma and may not contain any spaces.

For example:

1N01HEADER.QB.MD1012600.REG/MD1234ZZ.BHN/LBC035380874,MD9347625,8967341

- Inquiries may be made using the NIC only, if available.

## 6 LOCATE

### 6.3 MESSAGE FIELD CODES FOR LOCATE

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL	REG	1-810	ALPHABETIC, NUMERIC
BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC

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

### 7.3 MESSAGE FIELD CODES FOR CLEAR

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

NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL	REG	1-810	ALPHABETIC, NUMERIC
BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY 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

## NATIONAL SEX OFFENDER REGISTRY

### 1 INTRODUCTION

#### 1.7 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
ADD	Address Type	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Personal Descriptors Codes, <i>NCIC Code Manual</i> , provides coding instructions.
AOV	Age of Victim	May be up to 99 years of age.
BCO	Boat Color	Must be a valid color code as listed in Boat Data Codes, <i>NCIC Code Manual</i> . If two color codes are used, they must be separated with a slash (/).
BDA	Beginning Date at Address	Must be a valid Gregorian date (YYYYMMDD). Must be prior to EDA and is mandatory if ADD contains 09.
BHN	Boat Hull Serial Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetics indicating that the hull serial is not known cannot be used. If the BYR is 1985 or later and MISC is not entered in the BMA, the BHN must be at least 12 characters. If it is a nonconforming BHN, the BMA should be MISC.
BLE	Overall Boat Length	Must be two numeric characters representing feet, not inches.
BMA	Boat Make	The first four characters must be a valid NCIC-assigned BMA code as listed in Boat Data Codes, <i>NCIC Code Manual</i> , or the generic code MISC. If the generic code is used, positions 5 through 24 must include the manufacturer's full name. The generic code MISC should be used if the BHN is nonconforming.
BMO	Boat Model Name	Free text.
BNM	Boat Name	Free text.
BTY	Boat Type	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC Code Manual</i> .

BYR	Boat Model Year	Represents the production (model) year during which the boat was manufactured. Year cannot be more than 1 year beyond the current model year. When the entry has a model year between 1972 and 1984 and positions 9-12 of the BHN contain numeric characters, the last two characters of the BYR field will match the characters in positions 11-12 of the BHN; or if the BHN has the alphabetic character "M" in position 9, the last two characters of the BYR must match the same characters in positions 10-11 of the BHN. For entries of model year 1985 or later and the BHN entry of 12 or more characters, the last two characters of the BYR must be the same as positions 11-12 of the BHN.
CGD	Coast Guard Document Number	Single zero only or run of zeros only indicating that the document number is not known, cannot be used. Cannot be identical to REG.
CMC	Caution and Medical Conditions	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
CON	Date of Conviction	Must be a valid Gregorian date (YYYYMMDD).
COU	County	Free text (alphabetic).
CRR	Conviction Resulting in Registration	Must be listed in Uniform Offense Data Codes, <i>NCIC Code Manual</i> .
CTY	City Name	Free text (alphabetic).
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country 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.
DLO	DNA Location	Free text. If the DNA Field is N or defaulted to N, then the DLO must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO Field must contain data.
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) and cannot be later than the current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
EBS	Expanded Date of Birth Search	Must be either 1, 2, 3, or blank. The default value is blank. If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less.
EDA	Ending Date at Address	Must be a valid Gregorian date (YYYYMMDD). Must be after the BDA and is mandatory if ADD contains 09.
ENS	Expanded Name Search	Must be Y or N.
EML	E-mail Address	Free text. Must not contain a period (.).
EMP	Employer Name	Free text.

ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
ERD	Ending Registration Date	Must be either NONEXP or a valid Gregorian date (YYYYMMDD) greater than current date.
EYE	Eye Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
FBI	FBI Number/UCN	<p>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 cannot be O; and the check digit must be 0 to 9. The alphabetic characters I and O are always invalid. Entry of one zero only, or a run of zeros only is prohibited. Embedded blanks are not permitted.</p> <p>-OR-</p> <p>May be eight alphanumerics followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.</p>
FPC	Fingerprint Classification	Must be listed in Personal Descriptors Codes, <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 Codes, <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 Codes, <i>NCIC Code Manual</i> .
HPT	Boat Home Port	Free text
HSP	Boat Hull Shape	Must be a valid NCIC-assigned code as listed in Boat Data Code, <i>NCIC Code Manual</i> .
HUL	Boat Outer Hull Material	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC Code Manual</i> .
IID	Internet Identifier	Free text. Must not contain a period (.).



IMN	Image NCIC Number	A self-checking number automatically assigned by the NCIC to each accepted image record and consists of the alphabetic character I followed by nine numeric characters. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC-assigned code as listed in the Image File chapter of this manual.
IND	Image Indicator	Must be Y or N.
JUV	Juvenile Offender Indicator	Must be Y or N.
LIC	License Plate Number	<p>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.</p> <p>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.</p>
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 Vehicle Data Codes, <i>NCIC Code Manual</i>
LIY	License Plate Year of Expiration	Must be a valid four-character year (YYYY) or the alphabetic NX to represent a nonexpiring registration.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System.)
LKI	Linkage Agency Identifier	Must be a valid ORI.
MIS	Miscellaneous	May include alphabets, numerics, and special characters. The letters SVIN must be entered in the first four characters in the MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. Free text.
MKE	Message Key	Must be a valid message key.

MNU	Miscellaneous Number	The first two characters must be listed in Personal Descriptors Codes, <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 (prefix code OA) in MNU Field cannot be the only numeric identifier in the record. An air force serial number (prefix code AF) or a national guard serial number (prefix code AS) must contain numerics only in positions 4 thru 15. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
NAM	Name	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Personal Descriptors Codes, <i>NCIC Code Manual</i> , provides coding instructions.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (X in this file) followed by nine numeric characters assigned automatically by NCIC to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
OCA	Originating Agency Case	Must not contain a single zero only, run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OCP	Occupation	Free text.
OFS	Offender Status	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
OLN	Operator's License Number	One zero only or run of zeros only indicating that a license is unknown may not be used. More information in Personal Descriptors Codes, <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), the alphabetics NX to represent nonexpiring, or the code UNKN for unknown. More information in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
ORD	Offender Registration Date	Must be a valid Gregorian date (YYYYMMDD) less than or equal to the current date.

ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.
PLC	Place of Crime	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, <i>NCIC Code Manual</i> .
PLN	Professional License Number	Free text.
PLT	Professional License Type	Free text.
POB	Place of Birth	Must be a valid NCIC-assigned code as listed in the State and Country Data Codes, <i>NCIC Code Manual</i> . Also more information in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
PRO	Boat Propulsion	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC Code Manual</i> .
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
REG	Boat Registration Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabets only, indicating that the registration number is not known, cannot be used. Cannot be identical to CGD. For entries coded with "US" in RES Field, REG must be "DO" with <del>six</del> a maximum of eight numeric characters or "D" with <del>seven</del> a maximum of nine numeric characters.
RES	Boat Registration State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, <i>NCIC Code Manual</i> .
REY	Boat Registration Year Expiration	Must be a valid four-character year (YYYY) or the alphabets NX to represent a non-expiring registration.
RSH	Related Search Hit	Must be Y or N.
ROV	Relationship to Victim	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
SHN	School Name	Free text.
SID	State Identification Number	First two characters must be a valid state code, territory code, or the code US. Embedded spaces are prohibited. The third and fourth characters may contain an asterisk. The tenth character may contain a hyphen.
SKN	Skin Tone	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <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. A run of zeros only is prohibited. The SOC cannot have a value of 9 in the first position or have a value of 00 in the fourth and fifth positions. The SOC cannot have a value of 666 in the first, second, and third positions or have a value of 0000 in the sixth, seventh, eighth, and ninth positions. Invalid and/or unissued numbers are accepted but cause a SOC attention message. More information in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
SOS	Sex Offender Status	Must be Y or N.
SOV	Sex of Victim	Must be M or F.
STA	State Name	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, <i>NCIC Code Manual</i> .
SXP	Sexual Predator Indicator	Must be either Y or N. Defaults to N. If SXP is Y, then ERD must be NONEXP, and the CMC Field must contain a valid code.
TIR	Tier Level	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
TNO	Telephone Number	Must be three numerics, a space, followed by three numerics, followed by a hyphen, followed by four numeric characters.
TNT	Telephone Type	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
VCO	Vehicle Color	Must be listed in Vehicle Data Codes, <i>NCIC Code Manual</i> . If two color codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetic only, or spaces cannot be used. The Vehicle File chapter has additional edits on the VIN Field. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.
VLN	Name of Validator	Any valid characters representing validator.

VMA	Vehicle Make	<p>The VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid NCIC-assigned code as listed in Vehicle Data Codes, <i>NCIC Code Manual</i>. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blank. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYCL, FARM, SNOW, SPEC, TRLR, or TRUK.</p> <p>If the VMO is other than TL, the VMA code must be a valid NCIC-assigned code as listed in Vehicle Data Codes, <i>NCIC Code Manual</i>.</p> <p>If the VMO is TL, the VMA code must not be the characters: ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ.</p> <p>For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE.</p>
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.
	(all-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobiles)	If VST is EB, EN, or OP, the VMA code must be SPEC ATV, SNOW, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles as listed in the Vehicle 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 Vehicle 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	<p>Must be alphanumeric characters. Spaces cannot be skipped. Hyphens or symbols should not be used. More information in Vehicle Data Codes, <i>NCIC Code Manual</i>.</p> <p>The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.</p>

	(assembled automobile)	If the VYR 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 Vehicle Data Codes, <i>NCIC Code Manual</i> , the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VOW	Vehicle Ownership	Must be a valid NCIC-assigned code as listed in Vehicle Data Codes, <i>NCIC Code Manual</i> .
VST	Vehicle Style	Must be a valid NCIC-assigned code as listed in Vehicle Data Codes, <i>NCIC Code Manual</i> .
VYR	Vehicle Year	Must represent the product (model) year during which the vehicle was manufactured (YYYY). Year value must be less or equal to the current year plus two and greater than 0001. 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 Codes, <i>NCIC Code Manual</i> .
ZIP	ZIP Code	Must be either five numerics or ten characters with five numerics followed by a hyphen and another four numerics.

## 2 ENTRY

### 2.2 MESSAGE FIELD CODES FOR ENTRY

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

MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
DATE OF BIRTH	MANDATORY	DOB	8-8	NUMERIC
OFFENDER REGISTRATION DATE	MANDATORY	ORD	8-8	NUMERIC
ENDING REGISTRATION DATE	MANDATORY	ERD	6-6 8-8	ALPHABETIC (6), NUMERIC (8)
SEXUAL PREDATO R INDICATOR	OPTIONAL	SXP	1-1	ALPHABETIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
FBI NUMBER/UCN	OPTIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC

OPERATOR'S LICENSE NUMBER	OPTIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2), NUMERIC (4), OR ALPHABETIC (4)
CONVICTION RESULTING IN REGISTRATION	MANDATORY	CRR	4-4	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
DATE OF CONVICTION	MANDATORY	CON	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	CONDITIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LICENSE PLATE NUMBER	OPTIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2) OR NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	OPTIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE MODEL	SET	VMO	2-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>



PLACE OF CRIME	OPTIONAL	PLC	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
AGE OF VICTIM	OPTIONAL	AOV	1-2	NUMERIC
SEX OF VICTIM	OPTIONAL	SOV	1-1	ALPHABETIC
STREET NUMBER	OPTIONAL	SNU	1-7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STREET NAME	OPTIONAL	SNA	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITY NAME	OPTIONAL	CTY	1-20	ALPHABETIC
COUNTY	OPTIONAL	COU	1-20	ALPHABETIC
STATE	MANDATORY	STA	2- 2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
ZIP CODE	OPTIONAL	ZIP	5-5 10-10	NUMERIC, SPECIAL CHARACTERS
TELEPHONE NUMBER	OPTIONAL	TNO	12-12	NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATOR	OPTIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
OFFENDER STATUS	OPTIONAL	OFS	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
JUVENILE OFFENDER INDICATOR	OPTIONAL	JUV	1-1	ALPHABETIC
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
TIER LEVEL	OPTIONAL	TIR	1-1	NUMERIC
LINKAGE AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
RELATIONSHIP OF VICTIM	OPTIONAL	ROV	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE OWNERSHIP	OPTIONAL	VOW	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>

ADDRESS TYPE	OPTIONAL	ADD	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
BEGINNING DATE AT ADDRESS	CONDITIONAL	BDA	8-8	NUMERIC
ENDING DATE AT ADDRESS	CONDITIONAL	EDA	8-8	NUMERIC
TELEPHONE TYPE	CONDITIONAL	TNT	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
EMAIL ADDRESS	OPTIONAL	EML	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
INTERNET IDENTIFIER	OPTIONAL	IID	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
EMPLOYER NAME	OPTIONAL	EMP	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OCCUPATION	OPTIONAL	OCP	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROFESSIONAL LICENSE NUMBER	OPTIONAL	PLN	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROFESSIONAL LICENSE TYPE	OPTIONAL	PLT	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SCHOOL NAME	OPTIONAL	SHN	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
BOAT REGISTRATION NUMBER	OPTIONAL	REG	1-810	ALPHABETIC, NUMERIC
BOAT REGISTRATION STATE	OPTIONAL	RES	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
BOAT REGISTRATION YEAR OF EXPIRATION	OPTIONAL	REY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
BOAT HULL SERIAL NUMBER	OPTIONAL	BHN	1-20	ALPHABETIC, NUMERIC
BOAT MODEL YEAR	OPTIONAL	BYR	4-4	NUMERIC

BOAT MAKE	OPTIONAL	BMA	3-24	ALPHABETIC, NUMERIC
BOAT TYPE	OPTIONAL	BTY	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
BOAT COLOR	OPTIONAL	BCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
BOAT MODEL NAME	OPTIONAL	BMO	1-20	ALPHABETIC, NUMERIC
OUTER HULL MATERIAL	OPTIONAL	HUL	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
HULL SHAPE	OPTIONAL	HSP	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
PROPULSION	OPTIONAL	PRO	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
OVERALL BOAT LENGTH	OPTIONAL	BLE	2-2	NUMERIC
HOME PORT	OPTIONAL	HPT	1-20	ALPHABETIC, NUMERIC
BOAT NAME	OPTIONAL	BNM	1-20	ALPHABETIC, NUMERIC
COAST GUARD DOCUMENT NUMBER	OPTIONAL	CGD	1-810	ALPHABETIC, NUMERIC
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>

## 5 INQUIRY

### 5.3 MESSAGE FIELD CODES FOR AN INQUIRY

#### 5.3.1 Personal Identifiers

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

NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER/UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	OPTIONAL WITHIN SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1 -62	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VEHICLE MAKE	OPTIONAL WITHIN SET	VMA	2-24	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
BOAT REGISTRATION NUMBER	CONDITIONAL	REG	1-810	ALPHABETIC, NUMERIC
BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH	OPTIONAL	EBS	1-1	NUMERIC
SEX OFFENDER STATUS	OPTIONAL	SOS	1-1	ALPHABETIC