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*NCIC 2000*  
*INTRODUCTION*

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

**1.1 DEFINITION**

1. The National Crime Information Center (NCIC) 2000 is the System replacing the NCIC System. NCIC 2000 has the same mission and the same basic functionality as NCIC, but also features new capabilities which are described in this operating manual. Just as NCIC, NCIC 2000 is a nationwide, computerized information system established as a service to all criminal justice agencies--local, state, and federal. The goal of NCIC 2000 is to help the criminal justice community perform its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information. For NCIC 2000 purposes, criminal justice information is defined as "information collected by criminal justice agencies that is needed for the performance of their legally authorized, required function. This includes wanted person information; missing person information; unidentified person information; stolen property information; criminal history information; information compiled in the course of investigation of crimes that are known or believed on reasonable grounds to have occurred, including information on identifiable individuals; and information on identifiable individuals compiled in an effort to anticipate, prevent, or monitor possible criminal activity." Criminal justice information can be electronic (paperless) or hard copy (paper). The NCIC 2000 data bank can best be described as a computerized index of documented criminal justice information concerning crimes and criminals of nationwide interest and a locator file for missing and unidentified persons.
2. The structure and basic procedures of the NCIC System were approved by resolution of the full membership of the International Association of Chiefs of Police in Philadelphia, Pennsylvania, in October 1966 and apply to the new NCIC 2000 System. General policy concerning the philosophy, concept, and operational principles of the System is based upon the recommendations of the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB) to the Director of the FBI. The APB is comprised of top administrators from local, state, and federal criminal justice agencies throughout the United States. Through the APB, its Subcommittee and Working Group input, changes in current applications, the addition of new files, and new procedures, e.g., edits, codes, validations, are coordinated with all NCIC and NCIC 2000 participants.
3. The NCIC 2000 System stores vast amounts of criminal justice information which can be instantly retrieved by and/or furnished to any authorized agency.
4. The NCIC 2000 System serves criminal justice agencies in the 50 states, the District of Columbia, Puerto Rico, and Canada. Through established state systems, the NCIC 2000 System has become available for use by all criminal justice agencies. Access to the NCIC 2000 Files by specific foreign nations is provided through INTERPOL, U.S. National Central Bureau, in Washington, DC.

## **1.2 DATA AND PROBABLE CAUSE**

1. An NCIC 2000 hit alone is not probable cause to arrest, but indicates that a stolen property report, missing person report, or warrant, etc. may have been filed. A hit is only one element comprising sufficient legal grounds for probable cause to arrest.
2. Correct NCIC 2000 procedure requires the agency which placed the record in file be contacted by the inquiring agency to confirm that the data are accurate and up-to-date. In some circumstances, the hit confirmed with the originating agency may be the major or only element necessary to detain or make an arrest. For instance, a confirmation of an outstanding warrant on an individual or a hit confirmed on a stolen vehicle or stolen property in a timeframe very close to the time of an actual theft would likely support an arrest decision. The confirmation of a hit on a person file record, regardless of how long it had been in the System, would be enough cause to take appropriate action. However, when attempting to recover the stolen property record that had been in the System one or two years, the officer would need not only the element of the hit but also additional facts adding up to probable cause. For instance, a hit on a record two years after a vehicle was stolen would in itself be inadequate probable cause for an arrest, since it would be possible or even probable the vehicle was then in the possession of an innocent purchaser rather than the original thief. To make an arrest under these circumstances, the officer would need not only the element of the hit but also additional facts adding up to probable cause. A hit confirmed with the originating agency can be adequate grounds to recover stolen property, return a missing person, arrest a fugitive, or charge a subject with violation of a protection order.
3. Files, such as the Gang, Known or Appropriately Suspected Terrorist, Supervised Release, National Sex Offender Registry, Protective Interest, Violent Person, and NICS Denied Transaction do not require hit confirmation and are designed to provide law enforcement officers with adequate warning regarding individuals who have had involvement in criminal activities or are known to represent potential danger to the public.

## **1.3 RESPONSIBILITY FOR RECORDS**

1. NCIC 2000 records must be kept accurate and up-to-date. Agencies that enter records in the NCIC 2000 System are responsible for their accuracy, timeliness, and completeness. To facilitate compliance with hit confirmation requirements, the originating agency must be available 24 hours a day to confirm its record entries. Nonterminal agencies must sign a "Holder of the Record" agreement with a 24-hour agency delineating the responsibility for hit confirmation. Originating agencies that are not available 24 hours must place instructions for after-hour hit confirmation, e.g. a 24-hour contact telephone number or an Originating Agency Identifier (ORI) in the Miscellaneous Field.
2. Stringent administrative procedures and controls to ensure that accurate data are entered in computerized criminal justice information systems are important. An officer's evaluation of the information contained in a hit response is just as important as keeping

the information accurate, timely, and complete. Combining stringent administrative controls with proper evaluation by the officer receiving the hit can prevent lost court cases, civil liability suits, false arrests, and criminal charges against the law enforcement officer.

3. The FBI, as manager of the NCIC 2000 System, helps maintain the integrity of the System through:
  1. Automatic computer edits which reject records with certain common types of errors in data;
  2. Automatic purging of records after they are on file for a prescribed period of time;
  3. Quality control checks by FBI personnel; and,
  4. Distribution of records to be validated. (Details concerning quality control and validation procedures appear in Section 3 of this Introduction.)
4. The NCIC 2000 System makes centralized crime data immediately available to the criminal justice community. The success of the System depends upon the extent to which patrol officers, investigators, judges, prosecutors, corrections officers, and other criminal justice agency officials intelligently use it in day-to-day operations.
5. This manual contains instructions designed to guide participants in using the NCIC 2000 System. No system can be expected to produce results unless it is properly used. The standards and procedures set forth should be strictly followed as every exception tends to degrade the System and the integrity of the data stored in the System.
6. All inquiries regarding the NCIC 2000 System should be addressed to the FBI, CJIS Division, Attention: NCIC 2000, Module E-3, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306-0153.

#### **1.4 SYSTEM DESCRIPTION**

1. System participants include local, state, and federal criminal justice agencies throughout the United States, Puerto Rico, and Canada.
2. Most records are placed directly into the NCIC System by an originating agency (agency holding warrant, missing person report, or theft report; registration information on sex offender, person on supervised release, etc.), through a control terminal tied into the network. Entries for the Originating Agency Identifier (ORI) File are made by FBI CJIS staff. Records for fugitives wanted by foreign countries are entered either by the Royal Canadian Mounted Police or the U.S. National Central Bureau, INTERPOL. Records on immigration violators are entered by the Bureau of Immigration and Customs Enforcement. NICS Denied Transaction File records are entered through an interface managed by the FBI based on a National Instant Criminal Background Check System

(NICS) denial. Interstate Identification Index (III) records are placed on file by the FBI based on fingerprint cards submitted by the states. The records entered must meet the criteria established for the particular type of record involved. Inquiries must contain prescribed identifying data.

3. NCIC 2000 provides virtually uninterrupted operation 24 hours a day, 7 days a week. Communication lines and associated costs from the NCIC 2000 computer to the control terminals are borne by the FBI.
4. The FBI NCIC 2000 computer equipment can interface with control terminal equipment manufactured by many of the major computer firms. System participants are not required to use the same make computer equipment as that used by the FBI. The only requirement is that terminal equipment be able to communicate with either 8 level ASCII Bisynchronous computer to computer (BiSync), Transmission Control Protocol/Internet Protocol (TCP/IP), or IBM System Network Architecture (SNA) protocol.

## **1.5 POLICY**

1. The CJIS APB recommends general policy to the FBI with respect to the philosophy, concept, and operational principles of the NCIC 2000 System. In its deliberations, the APB places particular emphasis on the continued compatibility of NCIC 2000 and state systems; System security; and rules, regulations, and procedures to maintain the integrity of NCIC 2000 records.
2. The CJIS Advisory Process is composed of two major components, the CJIS APB and the CJIS Working Groups. The APB is responsible for reviewing policy issues and appropriate technical and operational issues related to the programs administered by the FBI CJIS Division and, thereafter, for making appropriate recommendations to the FBI Director. The 33-member CJIS APB is composed of the following:
  1. Twenty criminal justice agency representatives who are selected by the CJIS Working Groups and appointed by the FBI Director. (Twelve are state-level agency representatives, and eight are local-level agency representatives.)
  2. Three individuals who are selected and appointed by the FBI Director and represent the judicial, the prosecutorial, and the correctional sectors of the criminal justice community, and a fourth member is selected by the FBI Director to represent the national security sector.
  3. Eight individuals who represent professional associations including the International Association of Chiefs of Police, National Sheriffs' Association, National District Attorneys' Association, American Probation and Parole Association, Major Cities Chiefs' Association, the Major County Sheriffs' Association, American Society of Crime Laboratory Directors, and one executive

level representative from a national professional association representing the courts or court administration.

4. The Chairman of the CJIS Federal Working Group.
3. A Federal Working Group and four regional Working Groups were established to recommend policy and procedures for the programs administered by the FBI CJIS Division. These Working Groups are also responsible for the review of operational and technical issues related to the operation of or policy for these programs. The Working Groups make appropriate recommendations to the CJIS APB.
4. To gain insight and direction into specific program-related issues, the APB receives input from Ad Hoc Subcommittees.

## 1.6 SYSTEM SECURITY

1. There is no federal legal or policy prohibition against dissemination of information contained in NCIC 2000 files. If no state/local law or policy prohibition exists, authorized indirect dissemination of NCIC 2000 records is discretionary with the Control Terminal Agency (CTA). Such information may be withheld because of criminal justice priorities, budgetary limitations, or other reasons determined by the CTA to be legitimate.
2. An agency participating in the NCIC 2000 System as a CTA must assume responsibility for and enforce System security with regard to all other agencies which it, in turn, services. The responsibilities of NCIC 2000 CTAs are outlined in Section 4 of this Introduction.
3. The FBI uses hardware and software controls to help ensure System security. However, final responsibility for the maintenance of the security and confidentiality of criminal justice information rests with the individual agencies participating in the NCIC 2000 System. Further information regarding System security can be obtained from the CJIS Security Policy.
4. All state and local agencies participating in the NCIC 2000 System III File are required to adhere to the security guidelines as set forth in the publication, *NCIC: Computerized Criminal History Program Background, Concept and Policy*, and in Subparts A and C of the United States Department of Justice Regulations governing the dissemination of criminal records and criminal history information (Regulations) published in the *Federal Register* on May 20, 1975, and August 7, 1976 (Title 28, Code of Federal Regulations, Part 20). Copies of these documents may be obtained from the FBI CJIS Division, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306. Additional guidelines for state III Files appear in the Regulations published in the *Federal Register* on March 19, 1976. Additional security guidelines can be found in the CJIS Security Policy.
5. The data stored in the NCIC 2000 System and the III File are documented criminal justice information and must be protected to ensure correct, legal, and efficient

dissemination and use. It is incumbent upon an agency operating an NCIC 2000 terminal to implement the necessary procedures to make that terminal secure from any unauthorized use. Any departure from this responsibility warrants the removal of the offending terminal from further NCIC 2000 participation.

6. Information can be obtained from NCIC 2000 and the III File both directly and indirectly. Direct access is terminal access and dissemination within that terminal agency. Indirect access is nonterminal access outside of an agency with direct access.
7. The individual receiving a request for criminal justice information must ensure that the person requesting the information is authorized to receive the data. Dissemination of most file data are discretionary with the CSA, whereas NCIC Supervised Release, Gang, Known or Appropriately Suspected Terrorist, Protective Interest, inactive Protection Order, NICS Denied Transactions, Violent Person, and Identity Theft Files; the National Sex Offender Registry; and III data are confidential and should be treated accordingly. Unauthorized request or receipt of NCIC material could result in criminal proceedings brought against the agencies and/or the individuals involved.

## **1.7 SYSTEM DISCIPLINE**

1. To help ensure the proper operation of the NCIC 2000 System, the standards, procedures, formats, and criteria mentioned in this manual must be strictly followed. In this respect, NCIC 2000 CTAs must not only follow the rules set forth but must also ensure that agencies they are servicing do the same.
2. Complete, accurate, and timely records are essential to ensure System integrity. Users also are encouraged to enter records in a timely manner to afford the maximum protection to the law enforcement officer by providing up-to-date information. Although the use of NCIC 2000 is voluntary, delayed entry of records in NCIC 2000 reduces or eliminates the possibility of apprehending wanted persons, locating missing persons, and recovering stolen property.
3. Promptness in modifying, locating, or clearing records in the System will help to keep the System free of outdated information.
4. NCIC 2000 provides information for decision making by investigators, patrol officers, judges, prosecutors, and corrections officials. The information furnished by NCIC 2000 must be evaluated along with other facts known to the officers, investigators, judges, prosecutors, and corrections officials.
5. When an agency receives a positive response from NCIC 2000 and an individual is being detained or a piece of property can be seized, an immediate confirmation with the agency that originated the record in the System is necessary. This confirmation ensures the validity of the hit before an arrest or seizure is made. Likewise, the originating agency has the duty to respond promptly with the necessary confirmation and other pertinent details. (Hit confirmation procedures can be found in Section 3 of this Introduction.)

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

### **2.1 TYPES OF MESSAGES**

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

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

### **2.2 ENTRY**

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

"ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW"

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

### **2.3 MODIFICATION**

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

"ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW"

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

## 2.4 CANCELLATION

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

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

## 2.5 INQUIRY

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

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

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

1. Z inquiry (ZW, ZV, ZG, etc.) -- Initially intended to be used for administrative purposes and for training, demonstrations, and display of records for validation and/or review.
2. Q inquiry (QW, QV, QG, etc.) -- Intended to be made for all other inquiry transactions.
3. Both Z and Q inquiries are now processed exactly the same way.

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

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

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

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

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

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

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

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

1. A negative response is transmitted when no record match is found in NCIC 2000. A negative response to a person file inquiry (Foreign Fugitive, Missing Person, Wanted Person, etc.) contains a header, the ORI of the inquiring agency followed by NO NCIC WANT with each searchable numeric identifier inquired upon. This is a general person inquiry and searches all person files.
2. A negative response for a specific person file, such as Protection Order, National Sex Offender Registry, Identity Theft, and NICS Denied Transaction contains a header and the ORI of the inquiring agency followed by NO NCIC RECORD; NO NCIC PROTECTION ORDER FILE RECORD; NO NCIC SEX OFFENDER FILE RECORD; NO NCIC IDENTITY THEFT FILE RECORD; or NO NCIC NICS DENIED TRANSACTION FILE RECORD followed by the searchable identifiers included in the inquiry.
3. A negative response to a Gang Reference, Gang Member, and Known or Appropriately Suspected Terrorist, or property file inquiry contains a header, the ORI of the inquiring agency followed by NO RECORD with each searchable identifier or set of searchable identifiers inquired upon. A negative response to an NCIC on-line inquiry, however, should not be relied upon as an indication that the person or property inquired upon is not wanted, missing, or stolen, or that no criminal history record exists. As with a positive response, a negative response should not be used as the sole basis for decision making by the receiving officer.

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

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

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

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

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

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

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

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

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

**CAUTION: THIS JUVENILE IS EMANCIPATED.  
PLEASE CHECK YOUR STATE LAWS REGARDING APPROPRIATE ACTION**

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

5. IMMEDIATE CONFIRM RECORD WITH ORI

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

6. WARNING - DO NOT ARREST BASED ON THIS INFORMATION

This message precedes a Canadian warrant record.

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

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

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

or

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

or

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

or

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

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

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

This message follows each Canadian Vehicle Index record response.

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

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

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

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

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

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

\*\*\*\*\* CONTACT USMS COMMUNICATIONS CENTER AT 202-307-9100 WHICH HAS BEEN NOTIFIED OF THIS TRANSACTION. THIS RECORD IS FOR CRIMINAL JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES.  
\*\*\*DO NOT DISSEMINATE OR USE FOR LICENSING AND EMPLOYMENT PURPOSES\*\*\*\*\*

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

WARNING - DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION. OBTAIN IDENTIFYING INFORMATION. IMMEDIATELY CONTACT AGENCY FOR FURTHER INFORMATION.

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

\*\*\*\*\* CONTACT LAW ENFORCEMENT AGENCY THAT ENTERED RECORD WHICH HAS BEEN NOTIFIED OF THIS TRANSACTION. THIS RECORD IS FOR CRIMINAL JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES.  
\*\*\*DO NOT DISSEMINATE OR USE FOR LICENSING AND EMPLOYMENT PURPOSES\*\*\*\*\*

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

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

This message precedes a Foreign Fugitive record response.

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

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

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

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

**RECORD NIC/F123456789 FOLLOWS. DO NOT SEARCH, DETAIN OR ARREST BASED SOLELY ON THIS RECORD. RECORD SUBJECT HAS MULTIPLE CONVICTIONS FOR VIOLENT FELONIES AND/OR SERIOUS DRUG OFFENSES. RECORD SUBJECT MAY BE ARRESTED ON FEDERAL FELONY CHARGES IF IN POSSESSION OF A FIREARM. CHECK YOUR SUBJECT'S IDENTITY USING PERSONAL DESCRIPTORS. IF YOUR SUBJECT IS THE RECORD SUBJECT AND IF YOUR SUBJECT IS IN POSSESSION OF A FIREARM, IMMEDIATELY CONTACT BUREAU OF ALCOHOL, TOBACCO AND FIREARMS AT 1-800-659-6242.**

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

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

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

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

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

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

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

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

This message appears after each Deported Felon File record response.

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

This message appears before each Protection Order File record response.

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

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

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

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

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

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

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

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

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

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

CONTACT AGENCIES LISTED FOR FURTHER INFORMATION ON THIS TERRORIST ORGANIZATION

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

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

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

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

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

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

This message precedes foreign abducted children/missing person responses.

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

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

20. WARNING-A DETAINER HAS BEEN FILED FOR THE SUBJECT OF THIS RECORD. PLEASE CONTACT ORI TO OBTAIN ADDITIONAL INFORMATION.
21. WARNING - THE FOLLOWING VEHICLE RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

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

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

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

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

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

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

This message precedes an identity theft record response.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

\*\*\*MESSAGE KEY QWS SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION, ALL MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION, AND ALL INTRASTATE MISDEMEANOR RECORDS.

ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

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

29. WARNING - HAZARDOUS MATERIAL

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

DANGER - EXTREMELY HAZARDOUS IF CONTACTED,  
INHALED, OR INGESTED

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

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

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

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

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

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

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

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

DANGER - POTENTIAL EXPLOSION AND/OR FIRE HAZARD

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

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

DANGER - HIGHLY FLAMMABLE SUBSTANCE

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

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

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

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

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

DANGER - POISONOUS SUBSTANCE - AVOID PROLONGED CONTACT OR INGESTING

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

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

FOR MORE INFORMATION CONTACT NLETS HAZMAT, CHEMTREC OR THE DOT

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

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

WARNING – APPROACH WITH CAUTION

THIS INDIVIDUAL IS ASSOCIATED WITH TERRORISM AND IS THE SUBJECT OF AN ARREST WARRANT, ALTHOUGH THE WARRANT MAY NOT BE RETRIEVABLE VIA THE SEARCHED

IDENTIFIERS. IF AN ARREST WARRANT FOR THE INDIVIDUAL IS RETURNED IN YOUR SEARCH OF NCIC, DETAIN THE INDIVIDUAL PURSUANT TO YOUR DEPARTMENT'S PROCEDURES FOR HANDLING AN OUTSTANDING WARRANT, AND IMMEDIATELY CONTACT THE TERRORIST SCREENING CENTER (TSC) AT (866) XXX-XXXX FOR ADDITIONAL DIRECTION.

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

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

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

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

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

WARNING - APPROACH WITH CAUTION

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

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

UNAUTHORIZED DISCLOSURE OF TERRORIST WATCHLIST INFORMATION IS PROHIBITED. DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE ON

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

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

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

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

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

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

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

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

UNAUTHORIZED DISCLOSURE IS PROHIBITED.

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

WARNING - APPROACH WITH CAUTION

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

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

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

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

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

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

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

UNAUTHORIZED DISCLOSURE IS PROHIBITED.

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

WARNING - APPROACH WITH CAUTION

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

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

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

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

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

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

32. \*\*\*\*\* NOTICE: DO NOT DETAIN OR ARREST BASED ON THIS HIT. THE DATE OF NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS) DENIAL (DND) PROVIDED IN THIS RECORD

IS THE DATE THE SUBJECT WAS DENIED BY THE NICS FROM THE PURCHASE/POSSESSION OF A FIREARM PURSUANT TO STATE AND/OR FEDERAL LAW. HOWEVER, IT IS POSSIBLE THIS SUBJECT MAY NO LONGER BE PROHIBITED FROM PURCHASING/POSSESSING FIREARMS.

This message precedes a NICS Denied Transaction File record.

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

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

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

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

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

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

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

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

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

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

## **2.6 LOCATE**

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

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

## **2.7 CLEAR**

1. The purpose of a clear message is to indicate location of a missing person, apprehension of a wanted person, if not detained, or recovery of property on file in NCIC 2000.
2. A clear transaction causes a protection order record to be placed in an inactive status for the remainder of the year plus 5 years, and causes a sex offender record to be placed in an inactive status until the record is canceled. During that time, these records are still accessible via QPO and QXS transactions respectively. For all other files, a clear removes the record from the active files and places it in retired file status where it can be retrieved only by use of a Global Inquiry (SPRQ).
3. A record may be cleared only by the agency that entered the record in file.

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

## 2.8 ERROR MESSAGES

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

### REJECT - ALL LICENSE DATA REQUIRED

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

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

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

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

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

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

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

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

#### REJECT - CLRD REC

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

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

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

#### REJECT - DETAINER NOT ON FILE

The detainer information being canceled does not exist.

#### REJECT - DUPLICATE BHN/OAN ERROR

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

#### REJECT - DUPLICATE FIELD XXX

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

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

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

#### REJECT - DUPLICATE REG/CGD ERROR

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

#### REJECT - DUPLICATE SER/OAN ERROR

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

#### REJECT - DUPLICATE VIN/OAN ERROR

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

#### REJECT - EITHER FPP OR ZIP REQUIRED

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

#### REJECT - EQUIPMENT PROBLEM

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

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

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

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

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

#### REJECT - EXCEEDED MAXIMUM POC INTERESTS

Replaced in NCIC 2000 with: REJECT -NOT AUTHORIZED.

#### REJECT - EXCESSIVE FIELDS

SPRQ transaction contains more than the allowed fields.

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

1. Entry transaction contains more than the allowed fields.
2. Supplemental enter transaction attempts to enter more fields than are allowed.

#### REJECT - EXPLAIN CAUTION INDICATOR

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

#### REJECT - EXPLAIN OFFENSE CODE

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

#### REJECT - EXPLAIN PCO

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

#### REJECT - FIELD ERROR XXX

1. The MFC does not agree with data entered in the field.
2. Image record on database is not the same type as defined by IMT in message. IMN and IMT are provided as the fields in error.
3. Transaction attempts to delete Name of Validator (VLN) Field.
4. Transaction attempts to enter data in a mandatory blank field.
5. LKA Field is not associated with LKI Field (i.e., the pair does not match the OCA and ORI Fields of another record).
6. LKI Field is not a valid ORI.
7. An image transaction attempts to enter an image for a record with an image type that is not compatible with the record type (NIC prefix). NCIC Number (NIC) and IMT provided back as fields in error.
8. A File Transaction (FT) attempts to request a file that does not exist.
9. An agency is attempting to enter an investigative interest supplemental transaction for a Gang record, USSS Protective record, or CVI record.
10. Transaction attempts to enter a lost article record with a TYP Field that does not contain a category Q code.

11. An authorized ORI attempts to use invalid data in the NDIR Data Available (NDI) Field, an authorized ORI attempts to enter data in the NDI Field when the DCH Field contains UNK, or an unauthorized ORI attempts to modify the DCH Field to UNK after the NDI Field is set to Y.
12. An agency attempts to modify the OPT Field to blanks or spaces in the NCIC Article or Vehicle Files.
13. Protection Order enter or modify transaction does not contain Service Information (SVC) value 1 when Service Date (SVD) is populated with a valid date.

#### REJECT - FIELD ERROR DCH XXX

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

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

File requested is too large to be electronically transmitted.

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

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

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

#### REJECT - HEADER ERROR

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

#### REJECT - IDENTIFIER ERROR

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

#### REJECT - IIA IN USE

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

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

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

#### REJECT - INQUIRY FORMAT ERROR

This message does not exist in NCIC 2000.

#### REJECT - INVALID IMAGE PLACEMENT IN MESSAGE

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

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

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

#### REJECT - INVALID MESSAGE FIELD CODE XXX

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

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

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

#### REJECT - INVALID MODIFY XXX

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

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

#### REJECT - INVALID NCIC NUMBER

The NIC contains invalid check-digits.

#### REJECT - INVALID ORI FIELD SPECIFICATIONS

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

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

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

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

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

#### REJECT - INVALID ORIGINATING AGENCY IDENTIFIER

Transaction contains an invalid ORI.

#### REJECT - INVALID SEQUENCE OF SEPARATORS

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

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

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

#### REJECT - INVALID SERIAL NUMBER RANGE

1. Modify transaction contains a range of consecutively serialized numbers that does not exactly match the range in the record.
2. Serial numbers within the indicated range have been cleared or canceled from a group record.

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

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

1. The TYPE of SPRQ request is LOG; or

2. The sort MFC criteria specified is invalid for the FILE type; or
3. The sort length is greater than the specified MFC allowable length; or
4. The sort length is missing; or
5. More than 3 MFCs have been specified as the sort criteria.

#### REJECT - INVALID STATUS FOR OPERATION

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

#### REJECT - INVALID TYPE XXXX

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

#### REJECT - INVESTIGATIVE INTEREST ON FILE

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

#### REJECT - INVESTIGATIVE INTEREST NOT ON FILE

No corresponding investigative interest on file.

#### REJECT - LENGTH ERROR - XXX

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

#### REJECT - LOCATE ERROR

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

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

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

#### REJECT - MESSAGE KEY ERROR

1. Transaction is missing or contains an invalid MKE.
2. MKE does not agree with data in the transaction or in the record.

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

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

#### REJECT - MISSING DATA XXX

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

#### REJECT - MISSING IDENTIFIER

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

#### REJECT - MODIFY ERROR

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

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

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

#### REJECT - NCIC IN RESTRICTED SERVICE

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

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

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

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

#### REJECT - NO DENTAL INFORMATION ON FILE FOR NIC/XXXXXXXXXXXX

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

#### REJECT - NOT AUTHORIZED

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

11. Transaction attempts to modify an inactive Protection Order File or National Sex Offender Registry record.
12. An agency is attempting an SPRQ transaction and does not have authorization.
13. An agency authorized to perform SPRQ transactions has requested a SPRQ type restricted to FBI staff only.
14. An agency is attempting to enter a generic image and is not FBI staff.
15. An agency is attempting to enter or cancel an investigative interest supplemental record having the same ORI as the ORI of the base record.
16. An agency is attempting to enter an investigative interest supplemental record and the base record is inactive.
17. An agency is attempting to enter an investigative interest supplemental record and there are already ten investigative interest supplemental records appended to the base record.
18. An agency is attempting to modify data into the NDI Field and is not FBI staff.
19. An agency is attempting to append PWI data to a record other than a Missing Person File record with MKE/EME or EMI.
20. An agency is attempting to enter PWI data and there are already two PWI records appended to the base Missing Person File record.
21. Person with Information Name (PIN) or Person with Information Alias (PAK) and Person with Information Date of Birth (PIB) or PIN or PAK and Person with Information Social Security Number (PSS) are equal to the base record Name (NAM) or Alias (AKA) and Date of Birth (DOB) or NAM or AKA and Social Security Number (SOC). PIN/PAK and PIB or PIN/PAK and PSS Fields are provided back in error.
22. PIN or PAK Fields for second Person with Information record enter or enter supplemental transaction are equal to the PIN or PAK Fields in the first PWI record.

#### REJECT - NOT ON FILE

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

3. Record identified is retired.

#### REJECT - ON FILE

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

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

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

The RSCH contains more than one SRT/MFC.

#### REJECT - ORI IN USE

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

#### REJECT - ORI NOT ON FILE

Transaction specifies an ORI that is not on file.

#### REJECT - ORI ON FILE

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

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

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

#### REJECT - RECORD LOCATED PREVIOUSLY

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

REJECT - SERIAL NUMBER IS NOT UNIQUE, SEE FOLLOWING:

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

or

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

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

REJECT - SGP/NONE KNOWN - TOO GENERIC FOR SEARCH

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

REJECT - SUPP MFC ERROR

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

REJECT - SUPP NOT ON FILE XXX/XXXX

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

REJECT - SUPPLEMENTAL RECORD FORMAT ERROR - XXX

1. Supplemental record entry is improperly formatted.

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

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

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

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

Transaction has been submitted for III while III is down.

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

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

REJECT - VEHICLE YEAR DOES NOT AGREE WITH VIN

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

REJECT - VIN FORMAT ERROR

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

REJECT - WILDCARD CHARACTERS INVALID FOR XXX

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

## **2.9 ADMINISTRATIVE MESSAGES**

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

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

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

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

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

\$.1.  
ALL NCIC FILES OUT OF SERVICE 0100 EST  
XXX-80-XXX

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

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

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

\$.2.  
NCIC VEHICLE, PROPERTY & PERSON FILES IN FULL SERVICE  
0100 EST 19991001.

This message is transmitted when:

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

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

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

\$.3.

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

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

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

REJECT: FRAMING ERROR - INVALID START FLAG

or

REJECT: FRAMING ERROR - INVALID SIZE FIELD

or

REJECT: FRAMING ERROR - INVALID END FLAG

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

REJECT: RESYNC NOT ACHIEVABLE - CONNECTION CLOSED

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

RESEND NCIC 2000 ERROR

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

REJECT INVALID LINE

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

REJECT: PROTOCOL VIOLATION

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

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

REJECT: ATTEMPTED TO EXCEED PERMITTED TCP CONNECTION LIMIT FOR LINE

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

REJECT: LINE COMMANDED DOWN AT NCIC 2000

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

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

\$.4.  
NCIC VEHICLE, PROPERTY, & PERSON FILES RESTRICTED TO  
INQUIRY/CLEAR/LOCATE FROM 0100 UNTIL ABOUT 0400 EST.  
NO CLEAR/LOCATE FOR CONSECUTIVE GROUP RECORDS ACCEPTED.  
WATCH FOR FULL SERVICE MESSAGE.

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

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

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

\$.5.  
\*\*\*\*NOTICE---NOTICE\*\*\*\*  
NCIC CONTINUING RESTRICTED SERVICE FOR VEHICLE, PROPERTY  
& PERSON FILES UNTIL ABOUT 0600 EST.  
WATCH FOR FULL SERVICE MESSAGE.

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

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

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

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

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

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

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

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

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

## **OTHER ADMINISTRATIVE MESSAGES**

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

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

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

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

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

The CPIC records differ from other NCIC records as follows:

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

4. The Vehicle Style (VST), Vehicle Model (VMO), Vehicle Color (VCO), and Boat Color (BCO) Fields will not be included in a CVI record.
5. The NCIC codes for Boat Type (BTY) and Propulsion (PRO) will not be used; instead, the Canadian BTY and PRO codes may be found in the *NCIC 2000 Code Manual* (December 2000).
6. The Field lengths differ as follows:

| <b>Type</b>           | <b>Number of Characters</b> |
|-----------------------|-----------------------------|
| Miscellaneous (MIS) * | 48                          |
| Propulsion (PRO)      | 8                           |
| Boat Make (BMA)       | 8                           |
| Boat Type (BTY)       | 5                           |
| Boat Length (BLE)     | 3                           |

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

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

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

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

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

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

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

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

|             |          |            |           |
|-------------|----------|------------|-----------|
| California  | Illinois | New Mexico | Oklahoma  |
| Connecticut | Kansas   | Ohio       | Wisconsin |

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

```
$.8.  
OUT OF STATE AT 1325 EST 19991105  
1L01HEADER.EV.MD1012600..3456666.VA.1999.PP.123457012345.1980.  
AEROBOEING.727.MJ.SIL.19990110.123456789.....Y  
SEE IDENTIFIER(S) LIC/3456666 VIN/123457012345  
NIC/V912354451 OCA/123456789
```

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

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

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

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

SEE IDENTIFIER(S) LIC/123456 VIN/3J573A7012345  
NIC/V987654321 OCA/123456789

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

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

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

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

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

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

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

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

```
$.8.DCFBIWA07  
CHILD-ABDUCTION NOTIFICATION AT 1325 EST 19991001  
1L01HEADER.MM.MD102600.NAM/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  
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT  
BLT/OPOS CRC/C FPA/N BXR/P  
JWT/PK RI  
JWL/GOLD RING  
SMT/SC R ARM

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

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

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

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

\$.8.DCFBIWA07  
AMBER-ALERT-NOTIFICATION AT 1325 EST 20051001  
1L01HEADER.MM.MD1012600.NAM/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  
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT  
BLT/OPOS CRC/C FPA/N BXR/P  
JWT/PK RI  
JWL/GOLD RING

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

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

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

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

\$.8.  
COAST GUARD NOTIFICATION AT 1325 EST 19991001  
1L01HEADER.MB.MD1012600.NIC/B0000032685

SEE IDENTIFIER(S)REG/MD1234ZZ BHN/LBC035380880  
NIC/B0000032685.OCA/123456.RES/MD

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

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

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

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

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

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

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

```
$.B.  
FILE CONTAINS $.C. REQUEST FOR VALIDATION NOTIFICATIONS.  
14000 BYTES, READY FOR DOWNLOAD.  
PLEASE REQUEST FILE NAME MD190901.
```

USE THE FT MKE TO RETRIEVE THE FILE OR FTP WITH THE BINARY OPTION.

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

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

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

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

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

```
$.C.  
MD1012600  
NCIC VALIDATION REQUEST (20131103). YOU MUST VERIFY THE  
COMPLETENESS, ACCURACY, VALIDITY, AND WILLINGNESS TO  
EXTRADITE IF APPLICABLE, AND REAUTHORIZE RETENTION OF THE  
BELOW RECORD WITHIN 30 DAYS.  
  
MKE/STOLEN VEHICLE  
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC  
VIN/9876543217860 VYR/1971  
VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803  
OCA/56789  
OAN/12345678  
VLD/20070121 VLN/JONES T NOA/Y  
OPT/IN AS OF 20120806  
NIC/V123456789 DTE/20090805 2000 EDT DLU/20120806 1115 EDT
```

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

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

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

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

\$.C.  
ZZZZZZZZZ  
END OF VALIDATION FILE.

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

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

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

\$.D.  
MD1012600  
LOCATED POSSIBLE DUPLICATE RECORD AT 1130 EST 19990825

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

YOUR RECORD IS:  
MKE/STOLEN VEHICLE  
ORI/AK1012700 LIC/ABC123 LIS/MD LIY/2011 LIT/PC  
VIN/9876543217860 VYR/1971  
VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803

OCA/12345  
VLD/20071121 VLN/JAMES R NOA/Y  
NIC/VI23456789 DTE/19990805 2100 EDT DLU/20090927 1115 EST

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

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

\$.E.  
MD1012600  
NCIC SERIOUS ERROR CANCELLATION NOTIFICATION AT 1600 EST  
19990830.  
YOUR ENTRY NIC/VI23456789, OCA/56789 WAS CANCELED BY NCIC  
QUALITY CONTROL.  
NCIC ERROR 01001.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

```
$.H.  
MD0012600  
ORIGINATING AGENCY NOTIFICATION AT 1600 EST 19990830  
FL0130000 ANY CITY PD FL  
113 FRONT STREET  
MIAMI DADE FL  
407 555-1313  
QV.FL0130000.LIC/ABC123.LIS/MD.LIY/1999  
  
MKE/STOLEN VEHICLE  
ORI/FL0130000 LIC/ABC123 LIS/MD LIY/1999 LIT/PC  
VIN/9876543345210 VYR/1972 VMA/PONT VMO/BON VST/SW VCO/RED  
DOT/199990803  
OCA/56789  
NOA/Y  
OAN/12345678  
NIC/V123456789 DTE/19990904 1200 EDT DLU/19991010 1115 EDT
```

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

```
$.H.  
MD0012600  
ORIGINATING AGENCY NOTIFICATION AT 1600 EST 20001215  
VAUSC6050 US CUST SERV ENFORCEMENT SYSTEMS NEWINGTON  
7681 BOSTON BLVD  
SPRINGFIELD VA  
703 921-6000  
QW.VAUSC6050.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19511012  
*****THIS NOTIFICATION IS BASED ON A PASSENGER MANIFEST  
INQUIRY*****  
MKE/WANTED PERSON  
EXL/2 - LIMITED EXTRADITION SEE MIS FIELD  
ORI/MD0012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19521012  
HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US  
SKN/DRK SMT/SC R HND
```

MNU/AS-123456789 SOC/123456789  
OFF/RAPE - GUN  
DOW/19981218 OCA/465978124  
MIS/EXTR EAST OF MISSISSIPPI ONLY  
ORI IS ANY CITY PD MD 301 555-1212  
NIC/W146203714 DTE/20000114 1400 EST DLU/20080517 1600 EST  
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

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

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

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

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

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

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

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

\$.H.1L01HEADER  
MD1012600  
DELAYED INQUIRY HIT NOTIFICATION AT 1600 EST 19990830  
PLEASE ASSURE YOUR INQUIRY IS A REASONABLE MATCH  
PRIOR TO CONTACTING ENTERING AGENCY

YOUR INQUIRY ON 19990906 2200 EDT CONTAINING:  
VIN/9876543345210  
HIT ON THE FOLLOWING RECORD  
MKE/STOLEN VEHICLE  
ORI/FL0130000 LIC/ABC123 LIS/MD LIY/1999 LIT/PC  
VIN/9876543345210 VYR/1972  
VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803  
OCA/56789  
OAN/12345678  
NIC/V123456789 DTE/19990904 1200 EDT DLU/19990908 1115 EDT

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

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

\$.H.TTP. THREAT TO PROTECTEE NOTIFICATION  
MDUSM0123  
HIT NOTIFICATION ON NCIC PROTECTIVE INTEREST FILE RECORD AT  
1600 EST 20001215  
QW.VAUSC6050.NAM/SMITH. JOHN J.SEX/M.RAC/W.DOB/19511012  
RESULTED IN HIT ON THE FOLLOWING RECORD:  
MKE/POTENTIALLY DANGEROUS TO USMS PROTECTEE  
ORI/MDUSM0123 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX  
DOB/19511012  
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456789 CTZ/US SKN/DRK  
SMT/SC R HND  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/111111111 OLS/MD OLY/1999  
DTT/20100103 OCA/123456273  
MIS/KNOWN TO THREATEN FEDERAL JUDGE IN 1ST DISTRICT,  
WASHINGTON, DC  
LIC/ABC123 LIS/MD LIY/2000 LIT/PC  
VIN/2Y27H5LI00009 VYR/1975  
VMA/PONT VMO/VEN VST/2D VCO/BLU  
NIC/K146203706 DTE/20101201 DLU/20101203 1815 EST

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

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

\$.I.

WA1230000

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

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

\$.I.

WA1230000

INVESTIGATIVE INTEREST NOTIFICATION AT 1151 EST 20020108  
THE FOLLOWING RECORD HAS BEEN PURGED BY THE FBI COMPUTER

MKE/WANTED PERSON  
EXL/2 - LIMITED EXTRADITION SEE MIS FIELD  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19511012 FPC/121011CO141159TTCI13  
MNU/AS-123456789 SOC/123456789  
OLN/11111111 OLS/MD OLY/2000  
OFF/HOMICIDE - WILLFUL KILL-POL OFF-GUN  
DOW/19981201 OCA/9231244  
WNO/635F1129 CTI/MD101261J  
MIS/EXTR EAST OF MISSISSPPI ONLY KNOWN TO COLLECT, DRIVE AND  
STEAL  
MIS/CLASSIC CARS  
LIC/ABC123 LIC/MD LIY/2000 LIT/PC  
VIN/2Y27H5LI00009 VYR/1975  
VMA/PONT VMO/VEN VST/2D VCO/BLU  
DOB/19501012  
NIC/W146203706 DTE/19991205 1400 EST DLU/20010328 1115 EDT  
INVESTIGATIVE INTEREST AGENCIES:  
IIA/WA1230000 ANY CITY PD WA  
CTI/555 555-4321 ICA/123456789 DII/20010108  
MIS/WANTED FOR QUESTIONING IN CONNECTION WITH MURDER  
INVESTIGATION

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

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

\$.I.

MD1012600

ENTERING AGENCY INVESTIGATIVE INTEREST NOTIFICATION AT 1302 EST  
20011008

WA1230000 ANY CITY PD WA 555 555-4321  
NIC/W146203706.OCA/92341244  
1N01HEADER.XII.WA1230000.NAM/SMITH, JOHN J.NIC/W146203706

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

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

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

\$.J.  
MDOO12600  
THE INDIVIDUAL OF YOUR RECORD NIC/W000000000  
OCA/324-123 HAS BECOME EMANCIPATED.  
PLEASE CHECK YOUR STATE LAWS REGARDING APPROPRIATE ACTION.

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

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

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

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

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

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

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

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

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

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

\$.K.SOR. NSOR MISSING INFORMATION  
MD1230000  
NCIC INCOMPLETE NSOR NOTIFICATION AT 0515 EDT ON 05012011. THE  
FOLLOWING NSOR RECORD IS MISSING THE FBI NUMBER. EVERY EFFORT  
SHOULD BE MADE TO IDENTIFY THE OFFENDER'S FBI NUMBER AND  
INCLUDE IT IN THE RECORD.  
MKE/SEXUALLY VIOLENT PREDATOR - CAUTION  
CMC/05 - VIOLENT TENDENCIES  
OFS/A2 - NON-COMPLIANT - ABSCONDED  
ORI/MD1230000 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/MD  
DOB/19620530 HGT/601 WGT/209 EYE/BLU HAI/BRO CTZ/US  
SKN/ALB SMT/SC R HND  
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789  
OLN/98765432 OLS/MD OLY/2013  
ORD/19980923 ERD/NONEXP SXP/Y CRR/HOMICIDE - WILLFUL KILL -

WEAPON  
CON/19810510 PLC/MD AOV/12 SOV/M  
OCA/92312665  
MIS/ADDITIONAL CHARGES OF KIDNAPPING AND SEX ASSAULT - MINOR  
MIS/INFO RE PREDATOR DETERMINATION AVAILABLE FROM  
MIS/MD ST BUREAU OF PRISONS 301 555-1234  
DNA/N  
SNU/112 SNA/ELM STREET  
CTY/SILVER CITY STA/MD ZIP/99999  
COU/ESSEX  
TNO/301 555-5555  
NIC/X123456789 DTE/20110401 0430 EDT DLU/20110401 0430 EDT

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

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

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

\$.K. 72 HOUR AMBER ALERT FOLLOW-UP

VA007019W

NOTIFICATION AT 1600 EST 20051121

MNP/AA HAS BEEN IN THE FOLLOWING RECORD FOR 72 HOURS

VERIFY STATUS OF AMBER ALERT WITH ORI

MKE/MISSING PERSON ENDANGERED

ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W ETN/H POB/MD

DOB/20001012 DOE/20181012 HGT/402 WGT/065 EYE/BRO HAI/BRO

SKN/FAR SMT/SC R HND

SOC/123456789

MNP/AA DLC/20051117 OCA/EXAMPLE1

MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT

MPC/ABDUCTED BY A STRANGER

LIC/555W555 LIS/VA LIY/2006 LIT/PC

VIN/1Q87H2N100001 VYR/2001

VMA/FORD VMO/TAU VST/4D VCO/BLK

BLT/OPOS FPA/N

BXR/P

DNA/N

NIC/M000069216 DTE/20051118 1600 EST DLU/20051118 1815 EST

\$.K. 30 DAY AMBER ALERT FOLLOW-UP

VA007019W

NOTIFICATION AT 1600 EST 20051218

MNP/AA HAS BEEN IN THE FOLLOWING RECORD FOR 30 DAYS  
VERIFY STATUS OF AMBER ALERT WITH ORI

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

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

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

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

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

BXR/P  
DNA/N

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

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

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

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

MKE/MISSING PERSON ENDANGERED  
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W ETN/H POB/MD  
DOB/20081012 DOE/20261012 HGT/402 WGT/065 EYE/BRO HAI/BRO  
SKN/FAR SMT/SC R HND  
SOC/123456789

MNP/CA DLC/20110810 OCA/EXAMPLE1  
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT  
MPC/ABDUCTED BY A NON-CUSTODIAL PARENT  
LIC/555W555 LIS/VA LIY/2012 LIT/PC  
VIN/1Q87H2N100001 VYR/2001  
VMA/FORD VMO/TAU VST/4D VCO/BLK  
BLT/OPOS FPA/N  
BXR/P  
DNA/N

PIN/ADAMS, RANDY PIX/M PIR/W PIE/H PIB/19440630 PGH/511  
PWG/195 PEY/BRO PHA/BRO PSK/LGT PSM/SLVR TOOTH PSS/123456789  
PMI/PERSON OF INTEREST IS NON-CUSTODIAL PARENT OF MISSING  
CHILD, CHILD MAY  
PMI/CO PD 555-555-5555 WHEN PERSON OF INTEREST IS ENCOUNTERED  
PMI/BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY  
AT THE ORANGE  
PIB/19450630  
PIB/19450531  
PAK/MARKS, RANDY  
PSM/SC L ANKL  
PSM/TAT L WRS  
PSS/3333333333  
PSS/2222222222

PIN/HARDY, MARY PIX/F PIR/W PIE/H PIB/19700410 PGH/502  
PWG/115 PEY/BRO PHA/BRO PSK/LGT PSM/MOLE FHD PSS/987654321  
PMI/PERSON OF INTEREST IS GIRLFRIEND OF NON-CUSTODIAL PARENT  
OF MISSING PMI/CHILD, CHILD MAY BE USING A TAN GRACO CAR SEAT,  
PLEASE CONTACT DET FRIDAY PMI/AT THE ORANGE CO PD 555-555-5555  
WHEN PERSON OF INTEREST IS ENCOUNTERED  
PIB/19710503  
PAK/ADAMS, MARY  
PSM/TAT LW LIP  
PSM/TAT L ANKL  
PSS/8888888888

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

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

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

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

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

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

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

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

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

LOCATED/19990710 MD1012600 97-2389  
NIC/V756196908 DTE/19970125 1230 EST DLU/20070512 1115 EDT

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

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

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

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

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

\$.M. L01  
WV1012600

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

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

| NIC        | ST | SEX/<br>RAC | EYB/YOB | HGT | WGT | EYE | HAI | DBF/DLC  | MATCH DATA  |
|------------|----|-------------|---------|-----|-----|-----|-----|----------|-------------|
| M111444777 | MD | M/W         | 1943    | 510 | 150 | HAZ | BRO | 19790101 | FPC/EYE/SMT |
| M827362564 | VA | M/B         | 1942    | 508 | 138 | HAZ | BRO | 19770526 | EYE         |
| M987654321 | CA | M/A         | 1944    | 509 | 160 | BRO | GRY | 19791010 | HAI         |
| M182736473 | PA | M/I         | 1943    | 508 | 145 | BRO | BRO | 19780928 | ALL FIELDS  |
| M437682147 | AZ | M/I         | 1943    | 508 | 145 | BRO | BLN | 19780928 | ALL FIELDS  |
| M827364536 | NV | M/W         | 1940    | 505 | 130 | BRO | BRO | 19770207 | ALL FIELDS  |

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

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

ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.

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

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

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

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

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

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

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

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

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

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

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

```
MKE/MISSING PERSON DISABILITY  
ORI/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  
MIS/LSW GRN SLACKS AND WHI PULLOVER  
BLT/APOS CRC/U FPA/N  
BXR/F  
ORI IS FBI HEADQUARTERS WASHINGTON DC 202 555-1234  
NIC/M107649846 DTE/19790801 0000 EDT DLU/20060328 1115 EST  
IMMED CONFIRM MISSING PERSON STATUS WITH ORI
```

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

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

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

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

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

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

\$.M.UNIDENTIFIED/WANTED COMPARE RESULTS

WV1012600

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

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

| NIC        | ST | RAC | YOB  | DBF/DOW  | HGT | WGT | EYE | HAI | MATCH | DATA | M  | P  | N  |
|------------|----|-----|------|----------|-----|-----|-----|-----|-------|------|----|----|----|
| W111111111 | MD | M/B | 1948 | 19900107 | 600 | 190 | BRO | BLK |       |      | 30 | 02 | 00 |
| W222222222 | VA | M/B | 1950 | 20000430 | 601 | 200 | BRO | BLK |       |      | 29 | 00 | 03 |
| W333333333 | IL | M/B | 1946 | 20010214 | 509 | 205 | BRO | BLK |       |      | 29 | 00 | 03 |

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

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

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

ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.

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

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

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

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

\$.M.UNIDENTIFIED/MISSING COMPARE RESULTS  
WV1012600

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

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

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

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

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

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

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

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

ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.

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

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

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

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

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

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

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

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

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

\$.N. UNIDENTIFIED/WANTED COMPARE RESULTS  
MD1012600  
YOUR RECORD WITH NIC/M987654321 OCA/123456789 HAS BEEN SEARCHED.  
THE SEARCH DID NOT PRODUCE ANY POSSIBLE MATCHES.

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

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

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

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

```
YOUR RECORD NIC/M123456789 WAS UPDATED BY NCMEC. EITHER THE
MNP FIELD WAS
MODIFIED OR IMAGE DATA WAS ENTERED, MODIFIED, OR CANCELED.
MKE/MISSING PERSON ENDANGERED
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W ETN/H POB/MD
DOB/20001012 DOE/20181012 HGT/402 WGT/065 EYE/BRO HAI/BRO
SKN/FAR SMT/SC R HND
SOC/123456789
MNP/AA DLC/20051117 OCA/DDD111
NOA/Y
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT
MPC/ABDUCTED BY A STRANGER
LIC/555W555 LIS/VA LIY/2006 LIT/PC
VIN/1Q87H2N100001 VYR/2001
VMA/FORD VMO/TAU VST/4D VCO/BLK
BLT/OPOS FPA/N
BXR/P
DNA/N
NIC/M000069216 DTE/20051118 1600 EST DLU/20051220 1400 EST
```

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

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

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

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

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

ORI/KS1010000 LIC/ABC123 LIS/KS LIY/2009 LIT/PC  
VIN/2P4555P026483 VYR/1995  
VMA/PONT VMO/BON VST/SW VCO/BRO DOT/20070321  
OCA/2325  
NOA/Y  
MIS/DARK TINTED WINDOWS  
OAN/2007-00000123  
NIC/V000032699 DTE/20070321 1432 EDT DLU/20070411 1600 EDT

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

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

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

\$.O.  
VA013123G  
ORI/DC1234567 IS DC POLICE STATION 555-555-4321

AS A RESPONSE TO THE FOLLOWING TRANSACTION:  
1N01HEADER.QW.DC1234567.NAM/SMITH,  
JOHN.DOB/19520521.SEX/M.RAC/W  
A HIT OCCURRED ON A PROBATION OR SUPERVISED RELEASE  
STATUS RECORD. PLEASE CONTACT REQUESTING ORI FOR DETAILS.

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

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

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

```
$.O.  
PA202230C  
INCARCERATING AGENCY NOTIFICATION  
ORI/MD1012600 HAS REPORTED THE FILING OF A DETAINER ON  
NAM/SMITH, JOHN J NIC/W123456789  
PLEASE CONTACT ORI/MD1012600 BEFORE SUSPECT IS RELEASED.  
  
MKE/DETAINED WANTED PERSON-CAUTION  
CMC/70 - SUICIDAL  
EXL/1 - FULL EXTRADITION  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/OH  
DOB/19701010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4  
SKN/FAR SMT/SC L EAR  
FPC/121011CO141159TTC113 MNU/AS-375145249 SOC/375145249  
OLN/N222333444 OLS/MD OLY/2002  
OFF/HOMICIDE - WILLFUL KILL - FAMILY - GUN  
DOW/19991227 OCA/99-4889  
LOCATED/20011024 PA20202300 A345234 DETN  
DOD/20010315 DNO/01-1234567890 IRI/PA202230C DIS/20011115  
DSE/20020415  
INC/PENNSYLVANIA STATE PEN  
NIC/W123456789 DTE 1999 1228 0830 EST DLU/20000128 1115 EST
```

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

```
$.O.MDW. MODIFY DETAINER NOTIFICATION  
PA202230C  
NOTIFICATION AT 1201 EDT 20081001  
ORI/MD1012600 HAS MODIFIED DETAINER INFORMATION ON  
NAM/SMITH, JOHN J NIC/W123456789  
PLEASE CONTACT ORI/MD1012600 BEFORE SUSPECT IS RELEASED.  
  
MKE/DETAINED WANTED PERSON - CAUTION  
CMC/70 - SUICIDAL  
EXL/1 - FULL EXTRADITION  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/OH  
DOB/19701010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4  
SKN/FAR SMT/SC L EAR  
FPC/121011CO141159TTCI13 MNU/AS-375145249 SOC/375145249  
OLN/N222333444 OLS/MD OLY/2002  
OFF/HOMICIDE - WILLFUL KILL - FAMILY - GUN
```

DOW/19991227 OCA/99-4889  
LOCATED/20011024 PA20202300 A345234 DETN  
DOD/20010315 DNO/01-1234567890 IRI/PA202230C DIS/20011115  
DSE/20020415  
INC/PENNSYLVANIA STATE PEN  
NIC/W123456789 DTE/19991228 0830 EST DLU/20000128 1115 EST

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

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

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

\$.P. PURGE FOR FAILURE TO VALIDATE  
MD1012600  
NCIC VALIDATION PURGE 20060206. THE FOLLOWING RECORD HAS BEEN  
PURGED  
BY THE FBI DUE TO YOUR FAILURE TO VALIDATE. YOU MAY REENTER IF  
YOU DETERMINE  
THE INFORMATION IS VALID, ACCURATE AND COMPLETE.  
MKE/STOLEN VEHICLE  
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/2007 LIT/PC  
VIN/9876543345210 VYR/1972 VMA/PONT VMO/BON VST/SW VCO/RED  
DOT/20050909  
NOA/Y  
OCA/56789  
OAN/12345678  
NIC/V123456789 DTE/20050908 0938 EDT DLU/20051228 1115 EST

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

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

1. A felony vehicle record on file for 90 days.
2. A vehicle record on file for 90 days that does not contain either a VIN or OAN.
3. A boat record on file for 90 days that does not contain a BHN, CGD, or OAN.
4. A person record that contains only one numeric identifier and the numeric identifier expires.
5. A temporary felon record on file for 48 hours.
6. A wanted person or wanted juvenile record in a locate status for five days from the date of the locate transaction.
7. An article, boat, gun, securities, and vehicle record that has been in a locate status for 10 days later than the date in the DOR Field.

8. A gang or terrorist record has reached the date in the DOP Field.
9. A detained wanted person record has reached the date in the DSE Field.
10. An article record has passed its retention period and TYP is equal to IBADGE or ICREDEN and was entered prior to 8/2/2009.
11. An identity theft record has reached the date in the DOP Field.

(Each chapter contains a section on automatic retirement.)

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

\$.P.  
MD1012600

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

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

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

The following is an example of the message:

\$.P.  
MD1012600

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

MKE/PROTECTION ORDER  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19491012 HGT/510 WGT/175 EYE/BRO HAI/BRO  
SKN/DRK SMT/SC R HND  
FPC/121011C0141159TTCI13 MNU/AS-123456789 SOC/123456789

PNO/3425163553 BRD/Y ISD/19960112 EXP/19990112 CTI/VA124567  
PPN/SMITH, JULIA PSX/F PPR/W PPB/19500910  
PCO/01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING,  
THREATENING, ABUSING,  
PCO/HARASSING, FOLLOWING, INTERFERING, OR STALKING THE  
PROTECTED PERSON AND/OR  
PCO/THE CHILD OF THE PROTECTED PERSON  
OCA/611112131  
NOA/Y  
NIC/H146203706 DTE/19960120 0100 EST DLU/20070328 1115 EDT

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

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

An example of the message follows:

\$.P.  
MD1012600

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

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

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

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

The following is an example of the message:

\$.P.  
MD1230000

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

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

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

The following is an example of the message:

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

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

An example of the message follows:

\$.P.  
VA013123G

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

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

#### **\$.P. SENTENCE EXPIRATION NOTIFICATION**

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

\$.P.  
MD1012600

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

MKE/DETAINED WANTED PERSON-CAUTION  
CMC/70 - SUICIDAL  
EXL/1 - FULL EXTRADITION  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/OH  
DOB/19701010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4  
SKN/FAR SMT/SC L EAR  
FPC/121011CO141159TTC113 MNU/AS-375145249 SOC/375145249  
OLN/N222333444 OLS/MD OLY/2002  
OFF/HOMICIDE - WILLFUL KILL - FAMILY - GUN  
DOW/19991227 OCA/99-4889

NOA/Y  
LOCATED/20011024 PA2022300 A345234 DETN  
DOD/20010315 DNO/01-1234567890 IRI/PA202230C DIS/20011115  
DSE/20020415  
INC/PENNSYLVANIA STATE PEN  
NIC/W123456789 DTE 1999 1228 0830 EST DLU/20080328 1115 EDT

### **\$.Q. Sex Offender Notification**

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

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

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

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

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

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

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

\$.Q.OUT. OUT OF STATE REGISTRATION  
FL0370100  
NCIC OUT OF STATE REGISTRATION NOTIFICATION AT 0545 EST 20101214.  
YOUR RECORD NIC/X123456789 CONTAINS AN ADDRESS FOR THE SEX OFFENDER  
IN ANOTHER JURISDICTION.  
MKE/SEXUAL OFFENDER  
OFS/23 - COMPLIANT  
ORI/FL1230000 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/MD  
DOB/19620530 HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/123456A CTZ/US  
SKN/ALB SMT/SC R HND  
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789  
OLN/98765432 OLS/FL OLY/2014  
ORD/19980923 ERD/NONEXP SXP/N CRR/SEX OFFENSE

CON/19810510 PLC/MD AOV/12 SOV/M DNA/N  
OCA/92312665  
MIS/CONVICTED OF INDECENT LIBERTIES WITH A MINOR  
ADD/01 - RESIDENCE (LAST KNOWN)  
SNU/112 SNA/ELM STREET  
CTY/ANY CITY STA/FL ZIP/99999  
COU/WASHINGTON  
TNO/555 555-5555  
ADD/09 - TEMPORARY LODGING BDA/20101221 EDA/20110103  
SNU/987 SNA/MAIN STREET  
CTY/ANOTHER TOWN STA/NC ZIP/99999  
COU/JEFFERSON  
NIC/X123456789 DTE/19990930 0430 EDT DLU/20101214 EST

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

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

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

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

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

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

```
$.R.  
VA0290100  
THE CLEARED TRANSACTION WITH HEADER  
1N01HEADER FOR THE FOLLOWING  
RECORD DID NOT CONTAIN BENEFITS DATA:  
MKE/CANCELED STOLEN VEHICLE  
ORI/VA0290100 LIC/1234567 LIS/VA LIY/2004 LIT/PC  
  
VIN/3J573A7012345 VYR/1971 VMA/OLDS VMO/SUP VST/2T  
VCO/WHI/BLU DOT/20040729 OCA/99999  
NIC/V756196908 DTE/20040801 1130 EDT DLU/20060328 1115 EST  
TRANSMIT BENEFITS DATA AS SOON AS POSSIBLE
```

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

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

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

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

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

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

```
$.N. NCMEC MODIFY NOTIFICATION  
MD1012600  
NOTIFICATION AT 1600 EST 20051121  
  
YOUR RECORD NIC/M123456789 WAS UPDATED BY NCMEC. EITHER THE  
MNP FIELD WAS MODIFIED OR IMAGE DATA WAS ENTERED, MODIFIED, OR  
CANCELED.  
MKE/MISSING PERSON ENDANGERED
```

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

### **III ADMINISTRATIVE MESSAGES**

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

### **NICS ADMINISTRATIVE MESSAGES**

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

```
$.NICS.DOWN.  
NICS GOING DOWN
```

```
NICS OUT OF SERVICE UNTIL <hhmm> EST
```

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

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

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

### **3.1 MAINTAINING SYSTEM INTEGRITY**

The primary responsibility for the entry and maintenance of accurate, timely, and complete records lies with the entering agency. However, the Control Terminal Agency (CTA) assumes a large degree of administrative responsibility, and possible legal liability, for the maintenance of a criminal justice information system. This responsibility is being further defined by the courts. Accordingly, the CTA should institute appropriate and reasonable quality assurance procedures for all federal and state System users. It appears from the cases reviewed that the courts have specifically addressed the issue as to whether criminal justice information system administrators (i.e., Control Terminal Officer [CTO], Federal Service Coordinator [FSC], or agency head) can be held liable for the negligent mishandling of a

criminal justice record. In relation to Title 42, United States Code 3771, there is a standard which is prescribed for record management and, perhaps, the establishment of maintenance standards for these records. Criminal justice agencies specifically have a duty to maintain records that are accurate, complete, and up-to-date. To ensure reasonably sufficient record management, for electronic and/or hardcopy case management systems, each CTA should ensure that there are security standards, audit standards, and personnel training standards which allow accurate and up-to-date records and proper/secure dissemination of the same. The following standards have been established and approved by the CJIS APB with regard to security, audit, and training:

## **1. Security**

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

## **2. Audit**

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

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

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

### **1. Accuracy**

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

### **2. Completeness**

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

### **3. Timeliness**

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

### **4. Security**

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

### **5. Dissemination**

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

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

### **3. Training**

CTAs must :

1. Within 6 months of employment or assignment train, functionally test, and affirm the proficiency of terminal (equipment) operators in order to assure compliance with FBI CJIS policy and regulations;
2. Biennially, provide functional retesting and reaffirm the proficiency of terminal (equipment) operators in order to assure compliance with FBI CJIS policy;
3. Maintain records of all training, testing, and proficiency affirmation;
4. Initially (within 12 months of employment or assignment) provide all sworn law enforcement personnel with basic training in NCIC 2000 matters to ensure effective use of the System and compliance with FBI CJIS policy regulation;
5. Make available appropriate training on NCIC 2000 System use for criminal justice practitioners other than sworn personnel;
6. Provide all sworn law enforcement personnel and other practitioners with continuing access to information concerning NCIC 2000/state Systems using methods such as roll call and in-service training;

7. Provide peer-level training on NCIC 2000 System use, regulations, policy, audits, sanctions, and related civil liability for criminal justice administrators and upper-level managers; and
8. Annually review all curricula for relevancy and effectiveness.

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

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

Electronic Records Management System (ERMS) Note:

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

Examples of ERMS processes include:

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

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

#### **1. Accuracy**

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

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

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

## 2. Timeliness

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

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

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

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

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

3. **Missing Person File** -- Entry is made as soon as possible once the minimum data required for entry (i.e., all mandatory fields) and the appropriate record documentation are available. For missing persons under age 21, an NCIC Missing Person File record should be entered within 2 hours of receiving the minimum data required for entry.
4. **Article, Boat, Gun, License Plate, Securities, Vehicle/Boat Part, and Vehicle Files** -- Entry is made as soon as possible once the minimum data required for entry (i.e., all mandatory fields) and the record documentation are available. Information about stolen license plates and vehicles should be verified through the appropriate motor vehicle registration files prior to record entry if possible. However, if motor vehicle registration files are not accessible, the record should be entered into NCIC 2000 and verification should be completed when the registration files become available.
5. **All other files** -- Entry is made as soon as possible once the minimum data required for entry (i.e., all mandatory fields) and the appropriate record documentation are available.

Additional explanations of "timely":

1. Modifying, clearing, locating, or canceling a federal fugitive's NCIC 2000 record should occur immediately (i.e., within 24 hours) upon receipt by the inputting agency/office of the information prompting the change.
2. **Timely modification** of a record is that which occurs as soon as possible following the detection of erroneous data in an Existing record and as soon as possible following the receipt of data not already stored in the record.
3. **Timely inquiry** requires that the transaction is initiated before an officer begins writing an arrest or citation document of any kind; inquiries are stored when NCIC 2000 is not available and submitted at once when the System returns, regardless of whether the subject is still in custody; inquiry is made prior to release of a person who has been incarcerated; and inquiry is made upon those who appear at a custodial facility to visit inmates.

4. **Timely entry** of a locate is that which occurs as soon as reasonably possible once the record in question has been confirmed with the originating agency.
5. **Timely removal** from the file requires immediate removal of the record once the originating agency has documentation that the fugitive has been arrested or is no longer wanted unless being detained.

### **3. Completeness**

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

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

## **3.3 QUALITY CONTROL**

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

### **1. Serious Errors**

1. Wanted Person File records which indicate that the subject is wanted for questioning only.
2. Records entered for cashier's checks, bank drafts, bank officer's checks, certified checks, checks issued to card holders by credit card companies, company checks, government checks (local, state, and federal), personal checks, personal notes, and promissory notes.
3. Records entered for stolen credit cards.
4. A missing person, wanted person, license plate, or vehicle record containing inaccurate vehicular and/or license data that has been verified as inaccurate by the State Department of Motor Vehicles (DMV) where the vehicle is registered or by comparison with VIN specifications obtained from the manufacturer.

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

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

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

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

### **1. Serious Errors**

1. In cases of serious errors, FBI CJIS will cancel the record and transmit a \$.E. administrative message to the entering agency. The \$.E. message provides the entire canceled record and a detailed explanation of the reason for cancellation.
2. Assumption of this limited responsibility for cancellation of a user's entries in connection with the foregoing quality control procedures does not make the FBI the guarantor of the accuracy of NCIC 2000 records. The ORI is responsible for the accuracy, completeness, and current status of its records entered in NCIC 2000.

## 2. Nonserious Errors

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

### 3.4 VALIDATION

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

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

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

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

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

### 3. Validation Schedule

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

**Validation: Entries Made on:**

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

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

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

For all other person files, the first 60-90 day validation should be performed according to the validation rules set forth in Section 3.4, paragraph 1. Subsequent

validation cycles require contact with the court or other appropriate source to verify the validity of the record.

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

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

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

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

3. Article File records containing a TYP Field codes beginning with "Q" and "T" will be validated as described in the Validation schedule above. Other Article File records are not included in the validation process since they have a short retention period. The NICS Denied Transaction File records are also not subject to validation, since these records are a subset of data maintained by the NICS. All other files are subject to validation.
4. Each agency must keep in mind the synchronization of records. The records being validated will be chosen by date of entry, Eastern Standard Time (EST) into NCIC 2000. Agencies located in a different time zone must realize that the validation will include records entered

after midnight EST on the first of the month through midnight on the last day of the month. The \$.C. demonstrates the validation format.

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

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

#### 5. **Validation Acknowledgment, Certification, and Response**

1. CSAs are responsible for verifying the receipt of the monthly validation material. If a CSA does not receive the validation material, the CJIS Systems Officer (CSO) or his/her designee must advise the FBI's Data Integrity staff at (304) 625-3020.
2. It is the CSA's discretion as to the method for completing validation. Validation certification means that:
  1. The records contained on the validation listing have been reviewed by the originating agencies;
  2. The records which are no longer current have been removed from NCIC active database and all records remaining in the System are valid and active;
  3. Records contain all available information; and
  4. The information contained in each of the records is accurate.
3. Certification response conditions:
  1. The certification response, whether via the Name of Validator (VLN) Field, paper certification, or The International Justice and Public Safety Network (NLETS) message must be returned to FBI CJIS prior to the first Sunday of the second month following the date the validation file was made available by the FBI.

CSAs that choose to certify completed validation via an NLETS message must contact the FBI's Data Integrity staff at (304) 625-3020 prior to implementation. The NLETS message must be transmitted to the FBI at ORI DCFBIWA03 within the designated time frame.

2. If a CSA has not received a certification response from an agency under its service jurisdiction in time to certify to FBI CJIS that all records have been validated, the CSA shall remove from NCIC all records, **except** Unidentified Person Records, which are the subject of that agency's validation listing.

3. If a CSA fails to certify any validation listing to the FBI CJIS within the specified time, FBI CJIS shall remove all of that state's/federal agency's invalidated records, **except** for Unidentified Person File records.

### **3.5 HIT CONFIRMATION PROCEDURES**

1. Any agency which receives a record(s) in response to an NCIC inquiry must confirm the hit on any record(s) which appears to have been entered for the person or property inquired upon prior to taking any official actions based upon the hit NCIC record: 1) arresting the wanted person, 2) detaining the missing person, 3) seizing the stolen property, 4) charging the subject with violating a protection order, 5) denying the subject the purchase of a firearm, or 6) denying the subject access to explosives as regulated under the Safe Explosives Act. Additionally, an agency detaining an individual on local charges where the individual appears identical to the subject of the wanted person record *and is within the geographical area of extradition* must confirm the hit.

Confirming a hit means to contact the agency that entered the record to:

1. Ensure that the person or property inquired upon is identical to the person or property identified in the record;
2. Ensure that the warrant, missing person report, protection order, or theft report is still outstanding; and
3. Obtain a decision regarding: 1) the extradition of a wanted person when applicable, 2) information regarding the return of the missing person to the appropriate authorities, 3) information regarding the return of stolen property to its rightful owner, or 4) information regarding the terms, conditions, and service of a protection order.

Note: The source documents used for hit confirmation may be electronic if the local agency has implemented the controls required by the CTA for electronic documents supporting NCIC records.

4. Determine if the entering agency wants the record to be located when the missing person was identified by partial body parts.
2. Hit confirmation procedure is based on two levels of priority: Urgent and Routine.

#### **Priority 1: Urgent**

The hit must be confirmed within 10 minutes. In those instances where the hit is the only basis for detaining a suspect or the nature of a case requires urgent confirmation of a hit, priority 1 should be specified.

## **Priority 2: Routine**

The hit must be confirmed within 1 hour. Generally, this priority will be used when the person is being held on local charges, property has been located under circumstances where immediate action is not necessary, or an urgent confirmation is not required.

3. After establishing the priority level, the agency should then follow these procedures:
  1. Upon receipt of a hit confirmation request, the ORI of the record must furnish a substantive response within the designated timeframe, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.
  2. If the agency requesting confirmation does not receive a substantive response within the designated timeframe, the agency should generate a second request with a copy to its CSO and to the CSO of the agency that originated the record. The CSO (or his/her designee) of the originating agency will initiate appropriate action to ensure proper response to a hit confirmation request and to comply to System standards. The CSO action must include canceling the record.
  3. If the agency still fails to receive a response, the agency should then notify the NCIC Quality Control staff by a third message with a copy to the CSAs involved. Failure on the part of any CSA to ensure such compliance will be brought to the attention of the APB.
  4. The National Law Enforcement Telecommunications System, Inc. (NLETS) is the recommended network for hit confirmation. Even if the initial confirmation is handled via telephone, NLETS should be used for documentation. NLETS has created an inquiry (YQ) and a response (YR) format for hit confirmation.

Responsibilities for the hit confirmation process are shared between the agency that received the hit and the agency that enters the record.

5. Every agency upon taking a person into custody identifying a missing person, or acquiring property, after confirming the hit, must place a locate on the corresponding NCIC record(s).

Exception: If the missing person has been positively identified by partial body parts, the locating agency should determine if the entering agency wants the record to be located. The record may remain in NCIC for future positive identification in the event additional body parts are subsequently recovered.

6. Agencies using ERMS are encouraged to maintain copies (electronic or hard copy) of hit confirmation information, to include YQ and YR messages, to assist in the event that the agency needs to substantiate the actions(s) it has taken pertaining to a hit confirmation.

## 3.6 HEADERS

1. A header is a sequence of characters acceptable to the NCIC 2000 computer which is used to provide message information for the CTA. A header will not be stored as part of any NCIC 2000 record (other than the transaction log), but will be held temporarily during processing of the incoming message and returned to the originating terminal as the first item in the NCIC 2000 System's response and/or acknowledgment.

### 2. Header Requirements:

1. Each header must contain a minimum of 9 characters and may contain a maximum of 19 characters.
2. All characters must be from the NCIC 2000 Character Set defined in 3.7 of this section.
3. The first 4 characters of the header are used by the NCIC 2000 System for appropriate routing.
4. The first 4 characters dictate which edits are enforced and what fields are allowed based on whether it is an NCIC or NCIC 2000 format.

### 3. Header Prefixes:

1. 1L01 -- Directs the message to any one of the NCIC files, i.e., all person and property files. The 1L01 header on an incoming transaction indicates the user is performing a transaction using the NCIC format.
2. 1N01 -- Directs the message to any one of the NCIC files, i.e., all person and property files. The 1N01 header on an incoming transaction indicates the user is performing a transaction using the NCIC format.
3. TL01 -- Directs the message to any one of the test NCIC files, i.e., all person and property files. The TL01 header on an incoming transaction indicates the user is performing a test transaction using the NCIC format.
4. TN01 -- Directs the message to any one of the test NCIC files, i.e., all person and property files. The TN01 header on an incoming transaction indicates the user is performing a test transaction using the NCIC 2000 format (except image transactions).
5. 1B01 -- Is used when NCIC 2000 image transactions are performed, i.e., the following MKEs: Enter Image (EIM) or Modify Image (MII).

6. TB01 -- Directs the message to the test NCIC 2000 hot files when NCIC 2000 test image transactions are performed, i.e., the following MKEs: EIM, MII, QIC, and QIS.
  7. 2L01 -- Directs the message to the III File.
  8. 6L01 -- Directs the message to NICS.
  9. ML01 -- Directs the message to NLETS.
  10. Positions 5 through 17 are reserved for the user agency. Characters 18 and 19 are reserved for use by the NCIC 2000 workstation in addressing Mobile Imaging Units (MIUs). This is applicable only when the transaction was originated by a MIU developed by the NCIC 2000 program or one using the software developed by NCIC 2000.
4. The NCIC 2000 response to any transaction begins with a header in which the first 4 characters identify the type of response that follows, i.e., the last transmittable unit of a response contains L in the second position (1L01); each transmittable unit belonging to the same response contains a unique sequence number in position 2 through 4 of the header (e.g., 1011); the second digit of the response header is either L (last transmittable unit) or O; and the next two digits may be anything from 01 to 99.

### 3.7 CHARACTER SET

1. The NCIC character set is comprised of the alpha characters A through Z, the numeric characters 0 through 9, the comma (,), the dollar sign (\$), the ampersand (&), the hyphen (-), the blank or space, the slash (/), the asterisk (\*), the pound sign (#), the left parenthesis (( ), the right parenthesis ( )), the plus sign (+), the semicolon (;), the percent sign (%), the apostrophe ('), the at sign (@), the tilde (~), the exclamation point (!), the quotation mark ("), the caret (^), the underscore (\_), the grave accent (`), the equal sign (=), the opening brace ( { ), the closing brace ( } ), the less than sign (<), the greater than sign (>), the question mark (?), the colon (:), the opening bracket ( [ ), the closing bracket ( ] ), the reverse slant (\), and the vertical bar ( | ).

For III inquiries, the allowable character set is comprised of the alpha characters A through Z, the numeric characters 0 through 9, the comma (,), the dollar sign (\$), the ampersand (&), the hyphen (-), the blank or space, the slash (/), the asterisk (\*), the pound sign (#), the left parenthesis (( ), the right parenthesis ( )), the plus sign (+), the semicolon (;), the percent sign (%), and the apostrophe (').

2. A period (.) is used as a delimiter only. It must be used to end each field of data in the message except the last field prior to the end of transmission (EOT) in which case the period is optional.
3. The NCIC System automatically changes the alphabetic "O" used in NCIC 2000 transactions to the numeric (0). The alphabetic "O" will only appear in the message field

codes, ORI records in response to an inquiry, and informational and/or instructional phrases transmitted by the NCIC 2000 System. For example: DOB, DCOSI0000, NO NCIC RECORD, and IMMEDIATE CONFIRM RECORD WITH ORI. Headers are not converted, even though an O in any of the first 4 positions would be rejected.

### **3.8 RETENTION OF TERMINAL-PRODUCED PRINTOUT**

1. When an operational inquiry on an individual or property yields a valid positive response (hit), the terminal-produced printout showing the inquiry message transmitted and the record(s) on file in NCIC 2000 should be retained for use in documenting probable cause for the detention of the missing person, arrest of the wanted person, or seizure of the property. The printout may also prove valuable in a civil suit alleging a false arrest, a false imprisonment, a civil rights violation, or an illegal seizure of property. If two-part paper is used, either the original or the legible copy is admissible in federal court. Whether a state court will accept the legible copy or whether only the original will suffice depends on the state's rules of evidence.
2. When an NCIC 2000 inquiry yields a hit, the terminal employee making the inquiry should note on the terminal-produced printout precisely how, when, and to whom the information was given, initial and date this notation, and forward the printout to the inquiring officer or agency for retention in the case file. This procedure establishes the chain of evidence for the communication should the arresting officer need to substantiate actions in a judicial proceeding.
3. The printout should be retained for as long as there remains any possibility that the defendant will challenge the arrest, search, or other law enforcement action taken because of the information contained on the printout. The printout should be retained until all possible levels of appeal are exhausted or the possibility of a civil suit is no longer anticipated.

### **3.9 NAME MATCHING**

1. The technique used to match the name in an inquiry with the name in a record on file in NCIC 2000 is called the New York State Identification and Intelligence System (NYSIIS). NYSIIS coding is used in the Name (NAM), Alias (AKA) and Protected Person Name (PPN) Fields of the person files and the Owner (OWN) Field of the Securities File where the owner is an individual. When the inquiry includes both NAM and DOB, primary hits are determined by using a phonetic encoding of the last name and an exact match on the input month, day, and year of birth. An extended NYSIIS algorithm is used.
2. If the input last name corresponds to a name within a list of common surnames, the primary hit is further qualified by comparing the first character of the input given name to the first character of a given name on a person's record.

3. If the input given name corresponds to a list of NCIC 2000 nicknames, it is replaced by a corresponding proper name specified in the nickname for search purposes. For example, Bill is replaced with William and Betty is replaced with Elizabeth.
4. If the input last name contains a hyphen (-), primary hits are determined by using each hyphenated name part as a last name as well as all combinations of the hyphenated name parts. For example, a surname of Saenz-Parada-Lopez will be searched as Saenz-Parada-Lopez, Saenz-Lopez-Parada, Lopez-Parada-Saenz, Lopez- Saenz-Parada, Parada-Lopez-Saenz, Parada-Saenz-Lopez, Saenz, Parada, and Lopez.
5. **Expanded Name Search:** If the input value of ENS is the character "Y" and NAM and DOB are specified, primary hits are determined using each input name part as a last name, interchanging the remaining name parts as given names. For example, Bryan, Morgan Lee; Bryan, Lee Morgan; Morgan, Lee Bryan; Morgan, Bryan Lee; Lee, Morgan Bryan; and Lee, Bryan Morgan.
6. **Expanded Date of Birth Search:** If the input value of the EBS Field is the numeric 1, primary hits are determined by NCIC searching the exact month and day and a range of plus or minus 1 year of the input date of birth. If the input value of the EBS Field is the numeric 3, primary hits are determined by an NCIC search of records with the exact month and day, plus or minus 1 year, and records with the month and day of the input date of birth transposed. If the EBS Field is not included or is blank, primary hits are determined by an NCIC search of records with the exact date of birth.

### 3.10 NAME SEARCH IN III

The III name search technique is explained in detail in the III chapter.

### 3.11 TERMINAL AND/OR LINE FAILURE

1. Every effort will be made to notify users on-line when the NCIC 2000 computer is going out of service. However, when NCIC 2000 goes out of service unexpectedly, an out-of-service message cannot be sent. Operational failure of a user's terminal may result from one of four conditions:
  1. The NCIC 2000 computer is out of service;
  2. The control terminal fails or is out of service;
  3. A circuit problem; or
  4. The user's terminal malfunctions.

A CTA should make every effort to verify that the difficulty does not lie within its terminal equipment. If the difficulty is a terminal malfunction, the CTA should notify the local terminal maintenance office for repair.

2. System activity and line traffic are monitored at the NCIC 2000 computer center. When there is line difficulty or malfunctioning of a data set, the area office of the vendor providing communication service is immediately notified by FBI CJIS. It is not always possible to make a specific diagnosis of the trouble at the FBI CJIS. In some cases, it is only known that an agency is not responding or is not responding properly to the NCIC 2000 computer. If, after a reasonable amount of time, the user's problem has not been rectified, FBI CJIS will notify the appropriate vendor.
3. When an out-of-service status and an analysis indicate that the problem is not terminal equipment difficulty such as power supply, paper supply, switches improperly set, or terminal malfunction, a CTA should:
  1. Immediately notify the local vendor providing communication service;
  2. Log the time of notification;
  3. Note the circumstances relating to the problem; and
  4. If after a reasonable period of time the vendor's efforts have not resolved the problem, notify the FBI CJIS (telephone 304-625-HELP [4357]) of the time the vendor was notified and a brief description of the problem.

### **3.12 FILE REORGANIZATION AND PURGE SCHEDULE**

NCIC 2000 no longer physically purges records during the monthly purge cycle as was the practice of NCIC. During the monthly purge cycle, NCIC 2000 sends the \$.P. notifications to the ORIs informing them their record has been retired. The System will no longer require restricted service during the monthly purge process. Additionally, there is no longer a suppression period prior to purge where records were still available by an inquiry on NIC. This is no longer available because NCIC 2000 retires records immediately at the end of their retention period, making them accessible only through an SPRQ search.

### **3.13 III FILE RESTRICTED SERVICE**

Users are advised of restricted service periods through on-line transmissions of NCIC 2000 administrative messages. When the NCIC 2000 System goes out of service for more than 15 minutes without NCIC 2000 having previously sent an out-of-service message, a National Law Enforcement Telecommunications System (NLETS) All Points Broadcast is sent to advise users of the outage.

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

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

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

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

3. The 2 check digits are used to validate NICs when they are used in inquiry messages and when they are used to identify records in modify, locate, cancel, and clear transactions.
4. **NIC Check Digit Algorithm**

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

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

|            | <b>Multiplication<br/>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<br/>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.

| 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/after 8/19/2012                |
| I              | 1                    | Image records entered on/prior to 4/7/2013                         |
|                | 2                    | Image records entered on/after                                     |
| J              | 1                    | Identity Theft Records   |
| K              | 1                    | Protective Interest records  |
| L              | 1                    | Violent Person records   |
| M              | 7                    | Missing Person records entered on/prior to 2/13/97                 |
|                | 8                    | Missing Person records entered on/between 2/13/97 and 7/11/1999    |
|                | 9                    | Missing Person records entered on/between 7/11/1999 and 5/1/2011   |
|                | 10                   | Missing Person records entered on/after 5/1/2011                   |

|   |    |  |
|---|----|--|
| N | 1  | Immigration Violator records entered on/prior to 5/8/97  |
|   | 2  | Immigration Violator records entered on/between 5/8/97 and 7/11/1999                                   |
|   | 3  | Immigration Violator records entered on/after 7/11/1999  |
| P | 3  | License Plate records entered on/before 2/23/96  |
|   | 4  | License Plate records entered on/between 2/23/1996 and 7/11/1999                                       |
|   | 5  | License Plate records entered on/after 7/11/1999   |
| R | 11 | CPIC Data records entered on/prior to 7/11/1999  |
|   | 12 | CPIC Data records entered on/after 7/11/1999   |
| S | 6  | Securities records entered on/prior to 7/11/1999   |
|   | 7  | Securities records entered on/after 7/11/1999  |
| T | 1  | Gang/Known or Appropriately Suspected Terrorist Member records entered on/prior to 5/8/97              |
|   | 2  | Gang/Known or Appropriately Suspected Terrorist Member records entered on/between 5/8/97 and 7/11/1999 |
|   | 3  | Gang/Known or Appropriately Suspected Terrorist Member records entered on/after 7/11/1999              |
| U | 7  | Unidentified Person records entered on/prior to 2/13/97  |
|   | 8  | Unidentified Person records entered on/between 2/13/97 and 7/11/1999                                   |
|   | 9  | Unidentified Person records entered on/after 7/11/1999   |
| V | 4  | Vehicle and Vehicle/Boat Part records entered on/between 1/27/67 and 8/6/79                            |
|   | 8  | Vehicle and Vehicle/Boat Part records entered on/between 8/6/79 and 8/8/88                             |
|   | 12 | Vehicle and Vehicle/Boat Part records entered on/between 8/8/88 and 4/20/95                            |
|   | 13 | Vehicle and Vehicle/Boat Part records entered on/between 4/20/95 and 7/11/1999                         |
|   | 14 | Vehicle and Vehicle/Boat Part records entered on/between 7/11/1999 and 11/5/2006                       |
|   | 15 | Vehicle and Vehicle/Boat Part records entered after 11/5/2006  |
| W | 1  | Wanted Person records entered on/prior to 5/8/97   |
|   | 2  | Wanted Person records entered on/between 5/8/97 and 7/11/1999  |
|   | 3  | Wanted Person records entered on/between 7/11/1999 and 2/5/2006  |
|   | 4  | Wanted Person records entered on/between 2/5/2006 and 3/7/2010   |
|   | 5  | Wanted Person records entered on/between 3/7/2010 and 1/5/2014   |
|   | 6  | Wanted Person records entered on/after 1/5/2014  |
| 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:

| <b>Sequential Number</b> | <b>Multiplication Factor</b> | <b>Product</b>         |
|--------------------------|------------------------------|------------------------|
| 1                        | x 8                          | = 8                    |
| 2                        | x 7                          | = 14                   |
| 4                        | x 6                          | = 24                   |
| 8                        | x 5                          | = 40                   |
| 6                        | x 4                          | = 24                   |
| 2                        | x 3                          | = 6                    |
| 9                        | x 2                          | = 18                   |
|                          |                              | <b>Total 134</b>       |
|                          |                              | <b>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 NEW FEATURES**

In addition to the differences between NCIC and NCIC 2000 that have been mentioned throughout this Introduction, the following capabilities are unique to the NCIC 2000 System.

#### **1. File Transfer**

1. The file transfer capability provides a mechanism to:
  1. Retrieve off-line transaction responses (e.g., SPRQ, batch inquiry responses, excessive hits);
  2. Retrieve files of records to be validated;
  3. Retrieve general data such as manuals (e.g., code and operating) and technical updates;
  4. Retrieve code tables for use by workstation and Mobile Imaging Unit (MIU);
  5. Retrieve application software updates for workstation and MIU;
  6. Transfer Uniform Crime Reporting (UCR) data to NCIC 2000; and
  7. Provide file formats:

Files are either text or binary based on the file transfer mechanism required. The \$.B. File Transfer Ready Notification provides the file format option that should be used in the file transfer.

Text files are transferred as ASCII files. Examples of text files include: *NCIC 2000 Operating Manual*, Technical and Operational Updates, Code Tables, UCR data, etc.

Binary files are transferred as binary images and stored as ASCII files with embedded binary data by each processor participating in the transfer. An example of a binary file would be SPRQ results with both text and image data.

## 2. Authorization/Limitation:

Only direct-connect computers may establish file transfer sessions with the NCIC 2000 System. These include FBI work-stations internal to the FBI and CTOs/FSCs computer systems. Only systems using the TCP/IP or SNA protocols can establish file transfer sessions. Each direct-connect computer will have an account with NCIC 2000 that will include a user name and password.

## 3. File Retention Time:

After a file transfer ready notification has been issued, files will be kept by NCIC 2000 for 72 hours. After this period of time, the NCIC 2000 computer will automatically delete the file including the validation files if the user has not retrieved it.

## 2. Testing

NCIC 2000 has a test database which is maintained independently of the active NCIC 2000 data files. The user is required to indicate the transaction is a test transaction, by using the proper header which starts with a T. NCIC 2000 directs such transactions to the test database. During transition (3 years from NCIC 2000 implementation) NCIC 2000 will accept transactions in both NCIC and NCIC 2000 formats. For testing purposes, therefore, the transactions can come in either format, as long as a header starts with a T (TL01 for NCIC transactions, TN01 for NCIC 2000 transactions). The following transactions will not be available for testing:

1. File Transfer
2. Request for Benefits and Effectiveness
3. Request for Error Profile
4. Request for Usage Analysis
5. Batch Inquiry
6. SPRQ (Global Inquiry)
7. III transactions

## 8. NICS transactions

Test transactions will not trigger any notifications nor will any delayed query processing occur following a test transaction. The test header which directs the transaction to the test database should be used; the operational database should not.

## 3. **Delayed Inquiry**

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

1. SPRQ (Global Inquiry)
2. Batch Inquiry
3. Request for Benefits and Effectiveness
4. Request for Error Profile
5. Request for Usage Analysis

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

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

## 4. **Benefits and Effectiveness Data (NCIC 2000 Format Only)**

1. Benefits and effectiveness data are collected by the NCIC 2000 System to provide users with a means of collecting data associated with solving cases. Monthly summaries of benefits and effectiveness data may be obtained by performing an RBED transaction. Additional information can be found in the Other Transactions chapter.
2. Entry of benefits and effectiveness data is not mandatory. However, users are encouraged to include it in locate, clear, and cancel transactions as it provides valuable information.
3. When the NCIC 2000 System goes into statistics mode, the user will receive a \$.S. STATISTICS MODE NOTIFICATION. While NCIC 2000 is in statistics mode, the user will be reminded to enter benefits data by receiving a \$.R., TRANSMIT BENEFITS DATA NOTIFICATION, if benefits data were not included in the locate or clear transaction.

4. If a user obtains benefits data after a record has been cleared or located, there are two transactions available to add the benefits data to the previously cleared or located records. Those are respectively an Enter Benefits Data after a Clear transaction (CRBD) and an Enter Benefits Data after a Locate transaction (LRBD). Additional details can be found in the Other Transactions chapter of this manual.
5. Entry instructions and valid codes for the benefits and effectiveness data fields can be found in Other Transactions, *NCIC 2000 Code Manual*.

## **5. Related Search (RSH)**

1. The Related Search (RSH) Field has a default value of N (No). When the field contains Y (Yes), NCIC 2000 conducts a secondary search for hits based on the ORI and OCA of the hit response obtained through a primary search. Because of this feature, it is recommended that agencies use caution in the assignment of the OCA to any record entered in the NCIC 2000 System. Unique OCA Numbers should be assigned to records associated with one ORI. This would prevent an agency from receiving a meaningless number of hit responses on any inquiry.
2. Agencies which have in the past reused the same OCA on multiple records may elect NOT to set the RSH Y in an inquiry. The NCIC 2000 System assigns a default value of N to this field. This will prevent a secondary search based on the ORI and OCA of the primary hit response and the retrieval of related cases based on the LKI and LKA Fields. This does not prevent other agencies, perhaps out of state, from inquiring using RSH value of Y and consequently retrieving inappropriately linked records.
3. Typical methods of generating a unique number include appending the date, or a portion thereof, onto the case number which is expanded to 20 characters in NCIC 2000.

## **SECTION 4--USER AGREEMENT**

### **SYSTEM RESPONSIBILITIES OF CONTROL TERMINAL AGENCY**

#### **4.1 INTRODUCTION**

The NCIC 2000 operates under a shared management concept between the FBI and state and federal users. The CJIS Advisory Policy Board established a goal of having a single state agency in each state assume responsibility as the Control Terminal Agency (CTA) for the state, through and by which NCIC 2000 System users in that state would access the various systems managed by the FBI CJIS Division. The CTA is responsible for planning necessary hardware, software, funding, and training for complete access to all FBI CJIS Division data services by all authorized agencies within the state.

## 4.2 CRIMINAL JUSTICE INFORMATION SERVICES (CJIS) USER AGREEMENT

The responsibility of the FBI CJIS Division is to provide state-of-the-art identification and information services to the local, state, federal, and international criminal justice community. The data provided by the information services administered and maintained by the FBI CJIS Division are routed to and managed in cooperation with the state Control Terminal Agency (CTA)/Control Terminal Officer (CTO) and Federal Service Coordinator (FSC) management structure. This information includes, but is not limited to, the Interstate Identification Index (III), National Crime Information Center (NCIC), Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS), and the Integrated Automated Fingerprint Identification System (IAFIS) programs.

In order to fulfill this responsibility, the FBI CJIS Division provides the following services to its users:

- operational, technical, and investigative assistance;
- telecommunications lines to state and federal interfaces;
- legal and legislative review of matters pertaining to III, NCIC, UCR/NIBRS, IAFIS, and other related services;
- timely information on all aspects of III, NCIC, UCR/NIBRS, IAFIS, and other related programs by means of operating manuals, code manuals, technical and operational updates, various newsletters, and other relative documents;
- training assistance and up-to-date materials provided to each designated CTO/FSC;
- ongoing assistance to System users through meetings and briefings with CTOs and FSCs to discuss operational and policy issues that affect the System;
- an advisory process through which users have input as to the policy and procedures governing the operation of CJIS programs;
- audit; and,
- staff research assistance.

The responsibilities of each designated CTO/FSC are detailed in the *Bylaws for the CJIS Advisory Policy Board and CJIS Working Groups* and several NCIC-related documents. This agreement outlines the responsibilities of each CTO/FSC as they relate to III, NCIC, UCR/NIBRS, IAFIS, and other related programs.

The concept behind a designated CTO/FSC is to unify responsibility for System user discipline and ensure adherence to System procedures and policies within each state or by each federal user. These individuals are ultimately responsible for planning necessary

hardware, software, funding, and training for complete access to III, NCIC, UCR/NIBRS, IAFIS, and other related data services by authorized agencies.

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

- *Interstate Identification Index Operational and Technical Manual, NCIC 2000 Operating Manual, UCR Handbook, and National Incident-Based Reporting System Volumes 1-4;*
- Minutes of the CJIS Advisory Policy Board meetings;
- *Bylaws for the CJIS Advisory Policy Board and Working Groups;*
- *Title 28, Code of Federal Regulations, Part 20;*
- *CJIS Security Policy to include all elements of the NCIC Computerized Criminal History Program Background, Concept and Policy;*
- *A Policy and Reference Manual;*
- Recommended Voluntary Standards for Improving the Quality of Criminal History Record Information, NCIC Standards, and UCR Standards, as recommended by the CJIS Advisory Policy Board;
- Other relevant documents to include *NCIC Technical and Operational Update, CJIS Information Letter, etc.*; and,
- Applicable federal and state laws and regulations.

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

1. The signatory state will provide fingerprints for all qualifying arrests either via electronic submission or fingerprint card that meet submission criteria. In addition, states will make their records available for interstate exchange for criminal justice and other authorized purposes and, when applicable, continue to move towards participation in III and the National Fingerprint File.
2. Appropriate and reasonable quality assurance procedures, e.g., hit confirmation, record timeliness, validation, etc., must be in place to ensure that only complete, accurate, and valid information is maintained in the System.
3. Biannual file synchronization of all information entered into the III by participating states.
4. Security - Each agency is responsible for appropriate security measures as applicable to physical security of terminals and telecommunications lines;

personnel security to include background screening requirements; technical security to protect against unauthorized use; data security to include III use, dissemination, and logging; and actual security of criminal history records. Additionally, each CTO/FSC must ensure that all agencies establish an information security structure that provides for an Information Security Officer (ISO).

5. Audit - Each agency shall be responsible for complying with all audit requirements. Each CTO/FSC is responsible for completing a triennial audit of all terminal agencies that access the System through the CTO's/FSC's lines.
6. Training - Each agency shall be responsible for training requirements including compliance with terminal operator training mandates.
7. Integrity of the System - In accordance with FBI CJIS Division/state policies.

### **ACKNOWLEDGMENT AND CERTIFICATION**

As a CTO/FSC serving in the CJIS System, I hereby acknowledge the duties and responsibilities as set out in this agreement. I acknowledge that these duties and responsibilities have been developed and approved by CJIS System users in order to ensure the reliability, confidentiality, completeness, and accuracy of all information contained in or obtained by means of the CJIS System. I further acknowledge that a failure to comply with these duties and responsibilities may subject our state/agency and those other state and local criminal justice users with System access to various sanctions as adopted by the CJIS Advisory Policy Board and approved by the Director of the FBI. These sanctions may include the termination of CJIS service.

As CTO/FSC serving in the CJIS System, I hereby certify that I am familiar with the contents of *Interstate Identification Index Operational and Technical Manual*; *NCIC 2000 Operating Manual*; *UCR Handbook*; *National Incident-Based Reporting System Volumes 1-4*; relevant Minutes of the CJIS Advisory Policy Board; *Bylaws for the CJIS Advisory Board and CJIS Working Groups*; *Title 28, Code of Federal Regulations, Part 20*; *CJIS Security Policy*; *Recommended Voluntary Standards For Improving the Quality of Criminal History Record Information*; *NCIC Standards*; *UCR Standards*; as well as applicable federal or state laws and regulations applied to III, NCIC, UCR/NIBRS, and IAFIS Programs for the dissemination of criminal history records for criminal and noncriminal justice purposes.

\* \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CONCURRENCE OF AGENCY HEAD:**

\* \_\_\_\_\_  
Signature

\* \_\_\_\_\_  
Title Date

**FBI CJIS DIVISION:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title Date

\* If there is a change in CTO/FSC and/or agency head, the FBI Designated Federal Employee must be notified in writing 30 days prior to the change.

**SECTION 5--NCIC 2000 STANDARDS AND SANCTIONS**

**5.1 STANDARDS**

The use of "effective communications" to help the criminal justice community perform its duties not only means providing access to and obtaining detailed information from pertinent computerized databases, but also includes the amount of time required to access the databases. While an entry, inquiry, or update message may contain specific and detailed information, the message (communication) could be very ineffective if it cannot be transmitted to the data center and a response cannot be received from the data center within a reasonable amount of time. It is not uncommon to hear of a hit occurring minutes after the record was entered. Restrictions have also been placed on the amount of time that a person may be detained while an inquiry is being made to determine whether a record is on file in a database. The rapid transmission of messages is extremely important, and standards were prepared to ensure that messages are transmitted and processed within a reasonable amount of time.

To ensure the integrity of the System, certain policies and standards must be completed, adopted, and followed. Through these policies and standards, a tool of measurement is provided against which the CJIS APB can measure the performance of the component parts of the System as a whole. These policies and standards also must address the specific areas of complaint of the "special" case situations.

## **5.2 STANDARDS FOR INQUIRY RESPONSE TIME - HOT FILES (NON-III) FOR SINGLE HIT/NO IMAGE RESPONSES**

### **High-Speed Line - Computer Interface**

1. Average message response time for an inquiry from the CTA to NCIC 2000 and back to the CTA should not exceed 2 seconds.
2. Average message response time from a CTA to an agency interfaced with the CTA should not exceed 12 seconds after transmission of the inquiry, with 2 of the 12 seconds allocated to the transmission to, processing by, and return of the response from NCIC 2000 as described in standard 1 above.
3. Average message response time for an end-user terminal interfaced with a local/regional system which is interfaced with a CTA should not exceed 22 seconds after the transmission of the inquiry, with 12 of the 22 seconds allocated to the transmission to, processing by, and return of the response from the CTA and NCIC 2000 as described in standards 1 and 2 above.
4. Average response time from any local/regional system or terminal interfaced directly with the NCIC 2000 computer (i.e., NCIC 2000 lines which terminate at an agency that is not a CTA) to an end-user terminal interfaced with the local/regional system shall not exceed 12 seconds, with 2 of the 12 seconds allocated to the transmission to, processing by, and return of the response from NCIC 2000 as described in standard 1.
5. An additional 10-second allowance can be made for additional network interfaces. These interfaces will include servers to local area or wide area networks, intranets, and wireless communication systems (commercial and private). For example, mobile units connected to a wireless communications system and then connected to a metropolitan server which is interfaced with the CTA and then connected to NCIC will be allowed a 32-second total response time from the initial inquiry.

**Note:** Average time should be based upon a compilation over a 28-day period. Abnormal operating times, such as during the installation of a new computer, should be excluded from the 1-month compilation.

## **5.3 STANDARDS FOR RESPONSE TIME - III**

1. Average message response time for an inquiry from the CTA to NCIC 2000 and back to the CTA should not exceed 5 seconds.
2. Average message response time from a CTA to an agency interfaced with the CTA should not exceed 15 seconds after transmission of the inquiry, with 5 of the 15 seconds allocated to the transmission to, processing by, and return of the response from NCIC 2000 as described in standard 1 above.

3. Average message response time for an end-user terminal interfaced with a local/regional system which is interfaced with a CTA should not exceed 25 seconds after the transmission of the inquiry, with 15 of the 25 seconds allocated to the transmission to, processing by, and return of the response from the CTA and NCIC 2000 as described in standards 1 and 2 above.
4. Average response time from any local regional system or terminal interfaced directly with the NCIC 2000 computer (i.e., NCIC 2000 lines which terminate at an agency that is not a CTA) to an end-user terminal interfaced with the local/regional system shall not exceed 15 seconds, with 5 of the 15 seconds allocated to the transmission to, processing by, and return of the response from NCIC 2000 as described in standard 1 above.
5. An additional 10 second allowance can be made for additional network interfaces. These interfaces will include servers to local area or wide area networks, intranets, and wireless communication systems (commercial and private). For example, mobile units connected to a wireless communications system and then connected to a metropolitan server which is interfaced with the CTA and then connected to NCIC will be allowed a 32 second total response time from the initial inquiry.

**Note:** Average time should be based upon a compilation over a 28-day period. Abnormal operating times, such as during the installation of a new computer, should be excluded from the one-month compilation.

#### **5.4 STANDARDS FOR RECORD ENTRY BY USER AGENCY**

1. Any agency having investigative authority and jurisdiction and having an FBI CJIS-assigned ORI must enter records into NCIC 2000 which meet NCIC 2000 criteria as soon as reasonably possible after the minimum data for entry is available.
2. The CTA shall be responsible for assuring that every agency which has a terminal or access to a terminal by some interagency agreement and has an FBI CJIS-assigned ORI and investigative authority and jurisdiction may enter records into NCIC 2000.
3. Every agency that enters records destined for NCIC 2000 must assure that hit confirmation is available for all records, except III records, 24 hours a day either at that agency or through a written agreement with another agency at its location.
4. Every agency is responsible for the removal of an NCIC 2000 record as soon as it is aware that the record is no longer valid.
5. Average message response time for an entry from the CTA to NCIC 2000 and back to the CTA should not exceed 5 seconds.
6. Average message response time from a CTA to an agency interfaced with the CTA should not exceed 20 seconds after transmission of the entry, with 5 of the 20 seconds

allocated to the transmission to, processing by, and return of the response from NCIC 2000 as described in standard 5 above.

7. Average message response time for an end-user terminal interfaced with a local/regional system which is interfaced with a CTA should not exceed 35 seconds after the transmission of the entry, with 20 of the 35 seconds allocated to the transmission to, processing by, and return of the response from the CTA and NCIC 2000 as described in standards 5 and 6 above.
8. Average response time from any local/regional system or terminal interfaced directly with the NCIC 2000 computer (i.e., NCIC 2000 lines which terminate at an agency that is not a CTA) to an end-user terminal interfaced with the local/regional system shall not exceed 20 seconds, with 5 of the 20 seconds allocated to the transmission to, processing by, and return of the response from NCIC 2000 as described in standard 5 above.

### **5.5 STANDARDS FOR SYSTEM AVAILABILITY**

1. The NCIC 2000 System availability goals shall be 100 percent with 99 percent as minimum acceptable performance.
2. The CTA computer availability goals shall be 100 percent with 98 percent, as minimum availability time.
3. The local/regional computer availability goals shall be 100 percent with 96 percent as minimum.

### **5.6 STANDARD REGARDING EQUIPMENT AND TECHNOLOGY COMPATIBILITY**

Equipment and/or technological incompatibility shall not be sufficient justification for any agency to operate outside of the normal CTA configuration.

### **5.7 STANDARDS FOR SERVICES AVAILABILITY**

Those services provided by NCIC 2000 to the CTAs shall be provided by the CTAs to their users with the exception of:

1. Services specifically limited to CTAs by FBI CJIS policy.
2. Services which are restricted to certain users by nature of their governmental and/or criminal justice status, federal laws, and regulations governing access to certain types of NCIC 2000 services.
3. Services which may be contrary to a state law or executive order.

"Users" include those agencies having a direct telecommunications link with a CTA and any regional dispatch center, electronic switcher, satellite computer, or other computer

interface, providing a telecommunications link to user agencies, as well as those agencies who have no telecommunications link but access a CTA via another user which has a tele-communications link. Any regional dispatch/communication center shall be required by the CTA to provide the same services to their users as those provided to them by the CTA.

Services include providing users with:

1. The capability of communicating with and receiving responses from all current and future NCIC 2000 files.
2. The capability to enter an NCIC 2000 record into all current and future NCIC 2000 files which:
  1. Meet the NCIC 2000 entry criteria for the file involved;
  2. Contain at least the minimum data required by NCIC 2000 for entry and up to the maximum number of identifiers permitted in the record by NCIC 2000; and
  3. Contain any of the codes or data permitted by NCIC 2000 in each of the fields
  3. Permission to enter a valid record regardless of the existence of any other record(s) already entered in NCIC 2000 by any other agency(s) for the person or property in question.
  4. The capability to add information to, delete information from, and/or change information in a field(s) of an existing NCIC 2000 record.
  5. The capability to remove a record from file when a record is determined to be invalid, e.g., the warrant which was the basis for an entry is dismissed or when the missing person or property which is the subject of the record is found.
  6. The capability to place a locate against another agency's NCIC 2000 record, including records entered by agencies serviced by the same CTA as well as records entered by agencies serviced by another CTA.

The use of the above services by any user agency shall be in accordance with the instructions and procedures contained in the *NCIC 2000 Operating Manual*, the codes contained in the *NCIC 2000 Code Manual*, and new enhancements contained in NCIC 2000 Technical and Operational Updates, *CJIS Information Letter*, or any other official notification from the FBI CJIS Division.

## 5.8 INTRODUCTION TO NCIC 2000 SANCTIONS

1. The sanctions process is an incremental procedure that progressively increases the repercussions for noncompliance with NCIC 2000 policy. A methodology has been established as outlined in Section 5.9 to address the NCIC 2000 sanctions process. Ultimately, purging of an agency's NCIC 2000 records and discontinuance of System access for an agency are the two ultimate sanctions available to FBI Criminal Justice Information Services (CJIS) Division management for enforcement of System policy and procedure.
2. The sanctions process will under normal circumstances begin after sanctionable findings are identified during the FBI CJIS Division's NCIC audit. Additionally, to ensure continued access to the NCIC, the Control Terminal Agency (CTA) agrees to adhere to all CJIS policies outlined in the CJIS User Agreement. By signing said agreement, the Control Terminal Officer (CTO)/Federal Service Coordinator (FSC) acknowledges responsibility for establishing procedures related to NCIC data quality, security, audit, training, and system integrity. Furthermore, by signing the CJIS User Agreement, the CTO/FSC acknowledges that failure to comply with the CJIS User Agreement subjects the agency to sanctions by the CJIS Advisory Policy Board (APB) which may include the termination of CJIS services.

## 5.9 SANCTIONS

The FBI CJIS Division's staff performs quality control checks of NCIC 2000 data. CTAs with serious errors as outlined in the *NCIC 2000 Operating Manual* (December 1999), Section 3.3, Introduction will receive an NCIC-generated message (\$E.--cancel record) via the National Law Enforcement Telecommunication System, Inc., which may require subsequent redirection to the offending agency. The CTA is required to maintain a copy of these messages for follow-up for a minimum of three years. Failure by the CTA to follow up with the offending agency may be addressed during the CTA's next triennial FBI CJIS audit.

FBI CJIS Division staff will send correspondence to CTAs outlining nonserious errors (e.g., improperly placed locates) with a request for the CTA to address the problems noted. The CJIS Audit Unit (CAU) will follow up on the correspondence during triennial audits.

Subsequent to each triennial CTA audit conducted by the CAU, a report of identifiable deficiencies shall be presented to the APB's Ad Hoc Sanctions Subcommittee. If the Subcommittee deems that the deficiencies are severe enough to merit redress, a sanction letter shall be sent to that CTA. The criteria used by the Subcommittee to determine whether or not to implement the sanction process is as follows:

1. Deficiencies that shall be referred to the Sanctions Subcommittee for consideration of implementing the sanction process are as follows:
  - a. Extremely high Wanted Person/Vehicle File composite error rate.  
Extremely high will be measured against the national composite error

- rate to determine how many standard deviations the CTA is from the mean national composite error rate. (Refer to Section 5.9a for an explanation on computing the mean error rate and standard deviations.)
- b. Extremely high Missing Person File or Protection Order File error rate. Extremely high will be measured against the national error rate for the particular File determining how many standard deviations the CTA is from the mean for the national error rate for the particular File.
  - c. Interstate Identification Index (III) misuse.
2. Additional deficiencies, while not as severe as those mentioned above, that shall also be referred to the Sanctions Subcommittee for consideration of implementing the sanction process are as follows:
- a. Marginally high Wanted Person/Vehicle File composite error rate. Marginally high will be measured against the national composite error rate to determine how many standard deviations the CTA is from the mean national composite error rate.
  - b. Marginally high Missing Person File or Protection Order File error rate. Marginally high will be measured against the national error rate for the particular File determining how many standard deviations the CTA is from the mean for the national error rate for the particular File.
  - c. Lack of compliance with training requirements.
  - d. Lack of compliance with CTA audit requirements.
  - e. Lack of compliance with validation requirements.
  - f. III mandatory Attention Field misuse.
  - g. Failure to submit fingerprint cards to FBI for system operators.
  - h. Improper disposal of III data.
  - i. Lack of compliance with dial-up access requirements.
  - j. Lack of compliance with Internet access requirements.
  - k. Lack of compliance with security requirements as outlines in the *CJIS Security Policy*.

1. Other aggravating circumstances affecting proper use of FBI CJIS Division policy not specifically delineated here.

Should the Subcommittee decide that audit deficiencies fall into criteria 1 and/or 2 and require a sanction, the Subcommittee shall recommend to the APB that a progressive series of steps be invoked against the CTA, including the termination of CJIS System access. Under these circumstances, the following progressive actions shall be initiated by the Subcommittee with the concurrence of the APB, or at a minimum, the APB Chair and the FBI Director:

1. An initial sanction letter shall be sent from the Subcommittee to the CTA identifying deficiencies found during the audit process. The letter shall direct the CTA to submit a response in writing to the Subcommittee outlining a course of action to correct the deficiencies. The CTA will be provided 30 days from the date of the letter to respond to all sanction items unless the Subcommittee and/or FBI CJIS Division management require a more expeditious response.
2. If the initial response to the sanction letter is deemed insufficient or no response is received within the allotted time, a letter shall be sent to the agency head of the CTA, with a copy to the CTO/FSC, requesting the agency head's assistance in correcting the deficiencies with no threat to terminate service but placing the agency on probationary status. A response to the Subcommittee letter is required from the agency head within 10 days from the date of the letter unless the Subcommittee and/or FBI CJIS Division management require a more expeditious response.
3. If the response to the letter to the agency head is deemed insufficient or no response is received within the allotted time, a letter shall be sent to the governor or federal agency department head overseeing the CTA, requiring a response to stated deficiencies within 20 days of the date of the letter, and stating that if the response is insufficient, service will be terminated. If the response to the letter to the governor or federal agency department head is deemed insufficient or no response is received within the allotted time, service to NCIC will be terminated, and all of the CTA's records will be purged from NCIC.
4. Reinstatement of NCIC service will occur after the CTA provides satisfactory documentation that its deficiencies have been corrected. Upon satisfactory proof that the offending CTA has corrected its deficiencies, the APB in concurrence with FBI CJIS Division management or the FBI independently may reinstate the CTA.

It should also be noted that dependent upon the severity of identifiable deficiencies, the Sanctions Subcommittee, with concurrence of the APB Chair, may recommend that the FBI take action against a CTA and/or an individual agency to immediately discontinue NCIC service. This could include eliminating any of the above-listed steps to expedite a resolution of the deficiency. FBI CJIS Division executive-level management could also

take such action in concert with the Subcommittee and the APB Chair or, if needed, the FBI could independently take appropriate action to ensure System integrity.

### 5.9a COMPUTATION OF A MEAN ERROR RATE AND STANDARD DEVIATION

Prior to reaching a decision to recommend sanctions, the CAU considers many factors that affect the quality of data received by the FBI. The auditors make every effort to evaluate the data based on objective criteria. For example, one procedure is to compare a CTA's error rate with the national average error rate. This analytical comparison creates a measure of reasonable limits for error rates based on the combined rates for all of the Nation's agencies.

The first step in the analysis is to compute the national mean error rate, or average, which is the sum of all CTA's error rates divided by the number of CTAs in the audit cycle. This is a one-number summary of the Nation's error rates. For example, three CTAs have error rates of 2.0, 4.0, and 6.0, or a mean discrepancy rate of 4.0:

$$2.0 + 4.0 + 6.0 = 12.0;$$

$$12.0 / 3 \text{ (the number of CTAs)} = 4.0$$

Once the national mean error rate is computed, the CAU computes the national standard deviation. This number represents the average diversion of CTA error rates from the national mean. It is derived by subtracting the mean from each CTA's rate, squaring the results, and summing the results of all CTAs. The result is called the sum of squares. The sum of squares is then divided by the number of CTAs in the cycle minus one, which creates the variance. The standard deviation is finally computed by taking the square root of the variance. For example, the following computation yields a standard deviation of 2.0 for the numbers 2.0, 4.0, and 6.0.

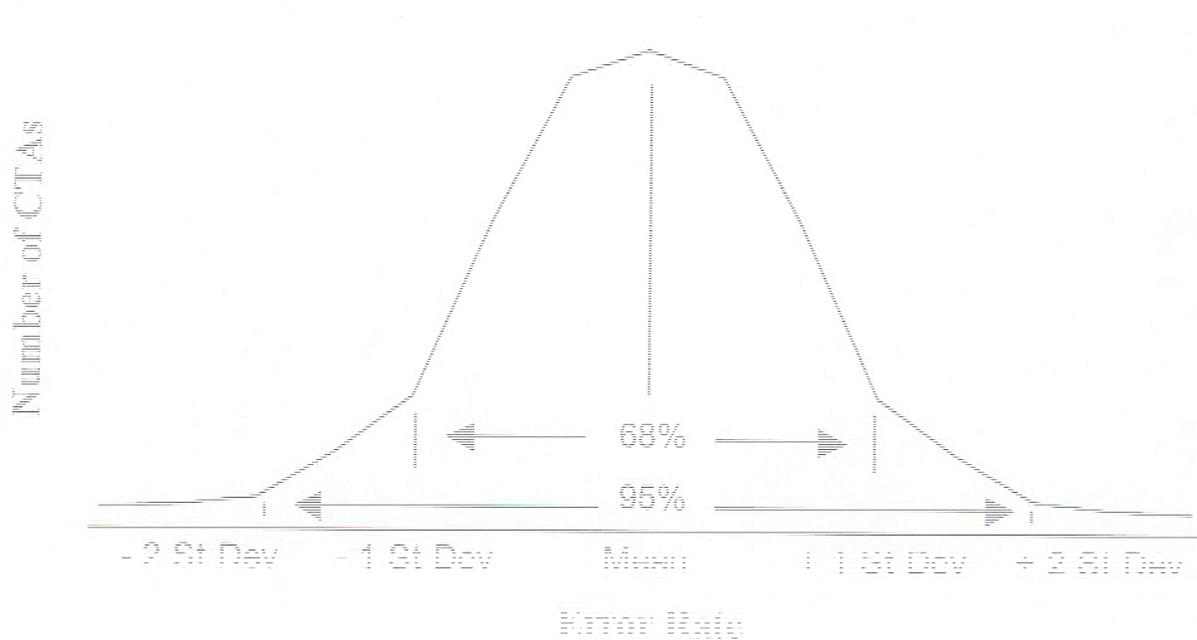
| CTA                    | Error Rate | Error Rate - National Average | The Difference Squared |
|------------------------|------------|-------------------------------|------------------------|
| 1                      | 2.0        | 2.0 - 4.0 = -2.0              | $(-2.0)^2 = 4.0$       |
| 2                      | 4.0        | 4.0 - 4.0 = 0.0               | $(0.0)^2 = 0.0$        |
| 3                      | 6.0        | 6.0 - 4.0 = 2.0               | $(2.0)^2 = 4.0$        |
| National Average = 4.0 |            |                               | Sum of Squares = 8.0   |

$$8 / 2 \text{ (number of CTAs - 1)} = 4$$

$$\sqrt{4} = 2.0$$

After the audit process, CTA error rates can be compared to the national mean error rate by applying the Central Limit Theorem to the audit results. The Central Limit Theorem assumes that the distribution of the CTA and agency error rates fall under a bell-shaped curve and that the majority of rates will be close to the national mean error rate. The theory predicts 68 percent of the CTA's error rates will fall within one standard deviation of the mean. This theory also estimates that 95 percent of the agencies fall between two standard deviations of the mean.

### Distribution of CTA Error Rates



For example, if the mean error rate is 5.0 percent and the standard deviation is 1.5, then it is expected that 68 percent of the CTAs would have error rates between 3.5 and 6.5 percent. Likewise, the CAU would expect that 95 percent of agencies will have discrepancy rates between 2.0 and 8.0 percent. Numbers that are greater than or less than two standard deviations from the mean are typically referred to as statistical "outliers" or anomalies as they do not represent the typical occurrence in the sample or population.

When comparing CTAs' error rates to the national average, those whose error rates are greater than one standard deviation from the national error rate are rated as marginally high. Those whose error rates are greater than two standard deviations from the national error rate are judged to be extremely high.

## SECTION 6--CONTACT INFORMATION

The FBI CJIS Division sends International Justice and Public Safety Network (NLETS) Administrative Messages to notify states of the NCIC System issues and activity on criminal history records linked to NCIC records.

### 6.1 CJIS SYSTEMS AGENCIES (CSAs)

| <b>State/Territory</b> | <b>ORI</b> | <b>State/Territory</b>        | <b>ORI</b> |
|------------------------|------------|-------------------------------|------------|
| Alabama                | AL003065Y  | Nevada                        | NV0189900  |
| Alaska                 | AKAST0102  | New Hampshire                 | NHNSP0010  |
| Arizona                | AZACSPX00  | New Jersey                    | NJNSP01T6  |
| Arkansas               | AR060015Y  | New Mexico                    | NMNSP0000  |
| California             | CA0349400  | New York                      | NY1010000  |
| Colorado               | COCBI0000  | North Carolina                | NCDCI0000  |
| Connecticut            | CTCSP0000  | North Dakota                  | NDRCD0000  |
| Delaware               | DEDSP0000  | Ohio                          | OHOHP0030  |
| District of Columbia   | DCMPD0000  | Oklahoma                      | OKOLETS00  |
| Florida                | FL03701F3  | Oregon                        | OR024015Y  |
| Georgia                | GAGBI0051  | Pennsylvania                  | PAPSP0000  |
| Guam                   | GM001055J  | Puerto Rico                   | PRPPR0000  |
| Hawaii                 | HI002015Y  | Rhode Island                  | RIRSP0052  |
| Idaho                  | ID001015Y  | South Carolina                | SCLED00A2  |
| Illinois               | IL0849600  | South Dakota                  | SD032105Y  |
| Indiana                | INISP0007  | Tennessee                     | TNTBI0000  |
| Iowa                   | IADPS0000  | Texas                         | TX0000000  |
| Kansas                 | KSKHPQ000  | U.S. Virgin Islands           | VI0010000  |
| Kentucky               | KYKSP0000  | Utah                          | UTBCI0000  |
| Louisiana              | LALSP0000  | Vermont                       | VTVSP0000  |
| Maine                  | MEMSP0000  | Virginia                      | VAVSP0000  |
| Maryland               | MDMSP0006  | Washington                    | WAWSP0000  |
| Massachusetts          | MAMSP0030  | West Virginia                 | WVWSP0000  |
| Michigan               | MI3300203  | Wisconsin                     | WI013245Y  |
| Minnesota              | MNBCA0000  | Wyoming                       | WY0110400  |
| Mississippi            | MSMHP0000  | Royal Canadian Mounted Police | ON1000000  |
| Missouri               | MOMHP0040  |                               |            |
| Montana                | MT025015Y  |                               |            |
| Nebraska               | NBNSP0D00  |                               |            |

| <b>Federal Agency</b>                  | <b>ORI</b> |
|--|------------|
| Administrative Office of the US Courts | DC001057J  |
| Custom and Border Protection           | VAUSC6000  |
| El Paso Intelligence Center            | TXEPI0000  |
| Immigration and Customs Enforcement    | VTICE0900  |
| Naval Criminal Investigative Service   | DCNIS1000  |
| Transportation Security Administration | DCTSA0000  |
| U.S. Air Force                         | MDOSI0100  |
| U.S. Department of the Interior        | DCDI01200  |
| U.S. Army                              | VAUSA1800  |
| U.S. Capitol Police                    | DCCAP0000  |
| U.S. Coast Guard                       | DCCG001J0  |
| U.S. Department of Justice             | DCDOJ0000  |
| U.S. Department of State               | DCDOS0000  |
| U. S. Postal Inspection Service        | DCPO00020  |
| U.S. Secret Service                    | DCSS17700  |

## 6.2 STATE IDENTIFICATION BUREAUS (SIBs)

| State/Territory      | ORI       | State/Territory     | ORI       |
|----------------------|-----------|---------------------|-----------|
| Alabama              | ALAST0000 | Montana             | MT025025Y |
| Alaska               | AK020055Y | Nebraska            | NBNSP0000 |
| Arizona              | AZCCHPX00 | Nevada              | NV0131700 |
| Arkansas             | ARASP1300 | New Hampshire       | NHNSP0000 |
| California           | CA0349400 | New Jersey          | NJNSP0200 |
| Colorado             | COCBI0000 | New Mexico          | NMNSP0000 |
| Connecticut          | CTCSP0100 | New York            | NY001015Y |
| Delaware             | DEDSP0000 | North Carolina      | NCBCI0000 |
| District of Columbia | DCMPD0000 | North Dakota        | NDBCA0000 |
| Florida              | FL0370100 | Ohio                | OHBCI0000 |
| Georgia              | GAGBI0000 | Oklahoma            | OKOBI0000 |
| Guam                 | GM001055J | Oregon              | OROSBI000 |
| Hawaii               | HI002015Y | Pennsylvania        | PAPSP0000 |
| Idaho                | ID001015Y | Puerto Rico         | PRPPR0000 |
| Illinois             | IL0998900 | Rhode Island        | RI004015Y |
| Indiana              | INISP0000 | South Carolina      | SCLED0000 |
| Iowa                 | IADCI0000 | South Dakota        | SDDCI0000 |
| Kansas               | KSKBI0000 | Tennessee           | TNTBI0000 |
| Kentucky             | KYKSP0000 | Texas               | TX0000000 |
| Louisiana            | LALSP0000 | U.S. Virgin Islands | VI0010000 |
| Maine                | MESPSBI00 | Utah                | UTBCI0000 |
| Maryland             | MD004445Y | Vermont             | VTVSP0000 |
| Massachusetts        | MA0131100 | Virginia            | VAVSP0000 |

|             |           |               |           |
|-------------|-----------|---------------|-----------|
| Michigan    | MI3300600 | Washington    | WAWSP0000 |
| Minnesota   | MNBCA0000 | West Virginia | WWSP0000  |
| Mississippi | MSMHP0000 | Wisconsin     | WI013015Y |
| Missouri    | MOMHP0000 | Wyoming       | WY0110400 |

### 6.3 STATE/TERRITORY SEX OFFENDER REGISTRIES (SORs)

| State/Territory      | ORI       | State/Territory     | ORI       |
|----------------------|-----------|---------------------|-----------|
| Alabama              | ALAST0047 | Montana             | MT025035Y |
| Alaska               | AKAST1500 | Nebraska            | NBNSP0003 |
| Arizona              | AZDPS1900 | Nevada              | NV0131700 |
| Arkansas             | AR060015Y | New Hampshire       | NHNSP1400 |
| California           | CA0349428 | New Jersey          | NJNSP0230 |
| Colorado             | COCBI0000 | New Mexico          | NMNSP0000 |
| Connecticut          | CTCSP3900 | New York            | NY001015Y |
| Delaware             | DEDSP0000 | North Carolina      | NCDCI0000 |
| District of Columbia | DCMPD0000 | North Dakota        | NDBCA0000 |
| Florida              | FL0370100 | Ohio                | OHBCI0000 |
| Georgia              | GAGBI0027 | Oklahoma            | OK055075C |
| Guam                 | GM001085J | Oregon              | OROSP5900 |
| Hawaii               | HI002015Y | Pennsylvania        | PAPSPBC00 |
| Idaho                | ID001105Y | Puerto Rico         | PRPPR0000 |
| Illinois             | IL0842503 | Rhode Island        | RIRSP0000 |
| Indiana              | IN049065C | South Carolina      | SCLED0000 |
| Iowa                 | IADCI0006 | South Dakota        | SDDCI0062 |
| Kansas               | KSKBI0000 | Tennessee           | TNTBI0000 |
| Kentucky             | KYKSP3600 | Texas               | TX0000000 |
| Louisiana            | LALSP0001 | U.S. Virgin Islands | VI001057A |
| Maine                | MESPSBI00 | Utah                | UT018215C |
| Maryland             | MD003105Y | Vermont             | VTVSP0000 |
| Massachusetts        | MACJIS100 | Virginia            | VAVSP0000 |
| Michigan             | MI3300636 | Washington          | WAWSP0000 |
| Minnesota            | MNBCA0000 | West Virginia       | WWSP0089  |
| Mississippi          | MSMHP0000 | Wisconsin           | WI013135C |
| Missouri             | MOMHP0001 | Wyoming             | WY0110411 |

Listings of the CJIS Systems Officers, SIB Chiefs, and SOR points of contacts, their addresses, telephone and facsimile numbers, and e-mail addresses are available on the CJIS home page via Law Enforcement Online (LEO). The CJIS home page is accessible as a Public Special Interest Group. LEO provides secure communications for the law enforcement, criminal justice, and public safety communities. To request an application for LEO membership, contact the FBI by telephone at (304) 625-5555 or by e-mail at [leoprogramoffice@leo.gov](mailto:leoprogramoffice@leo.gov).

## 6.4 FBI TELEPHONE AND ORI LIST

| Office                                     | Telephone   | ORI       | E-mail Address    |
|--|---|-----------|-------------------|
| CJIS Division Main Switchboard             | 304-625-2000  |           |                   |
| CJIS Audit                                 | 304-625-3020  | DCFBIWA03 | acjis@leo.gov     |
|  |   |           |                   |
| Interstate Identification Index            | 304-625-3652  | DCFBIWA10 |                   |
|  |   |           |                   |
| NCIC Administrative Offices                | 304-625-2753  | DCFBIWAV3 | citupds@leo.gov   |
| NCIC OPERATIONS                            |   |           |                   |
| Code Assignments                           | 304-625-3000  | DCFBIWAQ9 | ioau@leo.gov      |
| Network Operations Center                  | 304-625-3030  |           |                   |
| Off-line Search                            | 304-625-3000  | DCFBIWAQ9 | ioau@leo.gov      |
| ORI Assignments/<br>Modifications          | 304-625-3598/4543   | DCFBIWA37 | ori@leo.gov       |
| Quality Control/Data Integrity             | 304-625-3020  | DCFBIWA03 | acjis@leo.gov     |
| Publications                               | 304-625-4995  |           | cjis_comm@leo.gov |
| Research and Development                   | 304-625-2753  | DCFBIWAV3 | citupds@leo.gov   |
| Systems Security                           | 304-625-2000  |           |                   |
| Telecommunications and<br>Network Planning | 304-625-2753  | DCFBIWAV3 | citupds@leo.gov   |
| Training                                   | 304-625-4801<br>877-FBI-NCIC (toll<br>free)<br>(324-6242) | DCFBIWAN1 | tseu@leo.gov      |