

*NCIC 2000 Operating Manual*  
**ORIGINATING AGENCY IDENTIFIER (ORI) FILE**

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**SECTION 1--INTRODUCTION**

**1.1 BACKGROUND**

The ORI File gives users the capability to inquire upon any Originating Agency Identifier (ORI) to receive its translation (ZO) or to obtain additional information (QO). Users can also modify their agency address and telephone number.

## **1.2 NCIC 2000 ORI REQUEST AND ASSIGNMENT POLICY**

A Control Terminal Officer (CTO) or a Federal Service Coordinator (FSC) must make requests for assignment or modification of ORI numbers in writing. These requests should be addressed to the FBI, Criminal Justice Information Services (CJIS) Division, Investigative and Operational Assistance Unit, Module E-3, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306-0158. Upon receipt, the requests will be evaluated by FBI CJIS staff to determine if the agency meets the criteria for ORI assignment. Once a determination has been made, the CTO/FSC is notified of the decision in writing.

## **1.3 CRITERIA FOR ASSIGNMENT OF A FULL ACCESS ORI**

All NCIC 2000 files and the Interstate Identification Index (III) are available to full access ORIs. The agency must be authorized access pursuant to Title 28, United States Code (U.S.C.), Section 534, and must meet the criteria which follow:

1. The agency is a governmental agency and meets the definition of a criminal justice agency as contained in the Department of Justice Regulations on Criminal Justice Information Systems (Title 28, Code of Federal Regulations [CFR], Part 20, Subpart A). These regulations in Section 20.3 define a criminal justice agency as "(g) . . . (1) courts; (2) a governmental agency or any subunit thereof that performs the administration of criminal justice pursuant to a statute or executive order, and which allocates a substantial part of its annual budget to the administration of criminal justice ('allocates a substantial part' has been interpreted to mean more than 50 percent by the originator of the Regulations). State and Federal Inspector General offices are included. (b) The 'administration of criminal justice' means performance of any of the following activities: detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. The administration of criminal justice shall include criminal identification activities and the collection, storage, and dissemination of criminal history record information."

### **Notes:**

Any court that hears civil cases only (with the exception of domestic violence and stalking cases) does not qualify for an NCIC 2000 ORI assignment, e.g., some probate courts. Any correctional facility that houses only juveniles who are not involved in the criminal justice process but who are orphaned or declared incorrigible does not qualify for an NCIC 2000 ORI assignment.

Effective October 1999, 28 CFR, Part 20, was amended to authorize delegation by criminal justice agencies to noncriminal justice agencies of dispatching and data processing/information services pursuant to statute, regulation, executive order, or interagency agreement. The management control agreements previously required will be considered one type of interagency; hence, the mandatory and exclusive language in this publication dealing with management

control agreements is not entirely correct in light of this amendment, and a Technical Operational Update will be issued to clarify any uncertainty.

2. A governmental agency not meeting the qualifications set out in (1) must meet the definition of an agency under management control of a criminal justice agency as defined in the *Computerized Criminal History Program Background, Concept and Policy* as approved by the NCIC Advisory Policy Board, March 1, 1984, (Policy Paper). The definition contained therein is as follows: ". . . the authority to set and enforce (1) priorities; (2) standards for the selection, supervision, and termination of personnel; and (3) policy governing the operation of computers, circuits, and telecommunications terminals used to process criminal history record information insofar as the equipment is used to process, store, or transmit criminal history record information. Management control includes, but is not limited to, the supervision of equipment, system design, programming, and operating procedures necessary for the development and implementation of the computerized criminal history program. Such management control guarantees the priority service needed by the criminal justice community. A criminal justice agency must have a written agreement with the noncriminal justice agency operating the data center assuring that the criminal justice agency has management control as defined above."

Noncriminal justice governmental agencies are sometimes tasked to perform dispatching functions or data processing/information services for criminal justice agencies. The performance of such tasks does not convert an otherwise noncriminal justice agency into a criminal justice agency as described in (1) above. Title 28 CFR, Part 20, authorizes the delegation of such tasks to noncriminal justice agencies if done pursuant to executive order, statute, regulations, or interagency agreement. Criminal history record information contained in the III System and FIRS (Fingerprint Identification Records System) may be made available to noncriminal justice governmental agencies performing criminal justice dispatching functions or data processing/information services for criminal justice agencies; and to private contractors pursuant to a specific agreement with a criminal justice agency or noncriminal justice governmental agency, as previously described, for the administration of criminal justice pursuant to that agreement. Additionally, the agreement must incorporate a security addendum that specifically authorizes access to criminal history record information, limits the use of the information to the purposes for which it is provided, ensures the security and confidentiality of the information consistent with 28 CFR, Part 20, provides for sanctions, and contains other provisions as the Attorney General may require. Agencies meeting the above criteria are assigned an ORI number with the numeric character 9 in position eight of the ORI. The ninth position is an alphabetic character representing the type of agency.

3. A governmental regional dispatch center may qualify for an ORI assignment related to the NCIC 2000 files and III. A center is a cooperative effort entered into by political subdivisions in a particular area for the purpose of providing consolidated and computer-assisted dispatch for public safety, that is, police, fire, and rescue services. In many cases, the law enforcement departments involved are abolishing their communications sections and turning the communications functions over to a consolidated regional system. In management control situations, the state Control Terminal Agency (CTA) must submit a copy of the management control agreement to FBI CJIS. Agencies meeting the above criteria are assigned an ORI number ending with the alphabetic character N.

4. A nongovernmental railroad or campus police department is one which performs the administration of criminal justice and has arrest powers pursuant to a state statute which allocates a substantial part of its annual budget to the administration of justice as defined by the Department of Justice Regulations on Criminal Justice Information Systems (28 CFR, Part 20, Subpart A) and which meets training requirements established by law or ordinance for law enforcement officers. These agencies are assigned an ORI ending with the alphabetic character **E**.

5. Public Law 99-169 (as amended) the Security Clearance Information Act (SCIA) authorizes the Department of Defense (DOD), the Office of Personnel Management (OPM), the Central Intelligence Agency (CIA), the Department of State (DOS), the Department of Transportation, and the FBI to receive criminal history record information on individuals investigated by them for access to classified information or assignment to or retention in sensitive national security duties. For national security purposes, these agencies have access to all files; however, any inquiry resulting in a positive response must be immediately turned over to a proper law enforcement agency(s) before proceeding with the SCIA investigation. Other NCIC 2000 access, e.g., record entry/cancellation, is prohibited. These agencies are assigned a special ORI ending with the alphabetic character **R** to clearly identify the SCIA agencies.

6. The Adam Walsh Child Protection and Safety Act of 2006 (the Act), Public Law 109-248, was enacted into law on July 27, 2006. Section 151 of the Act requires the Attorney General to ensure access to FBI criminal history record information by Governmental Social Services (GSS) agencies with child protection responsibilities and the National Center for Missing and Exploited Children (NCMEC). States are therefore authorized under Section 151 of the Act to provide GSS and NCMEC agencies with access to the NCIC and III. Section 151 provides that access by GSS agencies with child protection responsibilities is to be used only in investigating or responding to reports of child abuse, neglect, or exploitation. Section 151 access by NCMEC agencies is to be used only within the scope of the Center's duties and responsibilities under federal law to assist or support law enforcement agencies in administration of criminal justice functions. Section 151 requires the establishment of conditions of access and associated rules of dissemination to ensure all personnel having such access meet training, certification, and background screening requirements. GSS and NCMEC agencies are assigned an ORI ending with the alphabetic character **F**.

#### **1.4 CRITERIA FOR ASSIGNMENT OF A LIMITED ACCESS ORI**

The criteria FBI CJIS staff uses for determining that an agency qualifies for an ORI assignment related to a limited set of NCIC files are the following:

1. A nongovernmental agency or subunit thereof which allocates a substantial part of its annual budget to the administration of criminal justice, and whose regularly employed peace officers have full police powers pursuant to state law and have complied with the minimum employment standards of governmentally employed police officers as specified by state statute, may have direct terminal access to NCIC Protective Interest, Violent Person, Wanted Person, Missing Person, stolen property files, and active Protection Order File records, provided such access is approved by the state CSA. Such agency shall execute an agreement with the state CSA assuring

compliance with established NCIC policies and procedures. These agencies are assigned an ORI ending with the alphabetic character **P**.

2. A governmental regional dispatch center, established by a state statute, resolution, ordinance, or executive order, which provides communication services to criminal justice agencies may be authorized direct access to NCIC Protective Interest, Violent Person, Wanted Person, Missing Person, stolen property files, and active Protection Order File records, provided such access is approved by the state CSA. Such centers shall be required to execute an agreement with each criminal justice agency they serve and with the state CSA assuring compliance with all established NCIC policies and procedures. These agencies are assigned an ORI number ending with the alphabetic character **P**.

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

4. A noncriminal justice governmental department of motor vehicles (DMV) or driver license registry, established by a state statute, which provides vehicle registration and driver record information to criminal justice agencies and has an essential need to access the License Plate, Vehicle, and Vehicle/Boat Part Files, may be authorized direct access to NCIC 2000 Wanted Person, Missing Person, Unidentified Person, License Plate, Vehicle, and Vehicle/Boat Part Files. The CTA must approve access to these agencies. These governmental agencies perform civil functions and are required to execute an agreement with the state CTA ensuring compliance with all established NCIC 2000 policies and procedures. These agencies are assigned an ORI ending with the alphabetic character **V**.

As required by the REAL ID Act of 2005 and in accordance with Title 6, Code of Federal Regulations, Section 37.45 (b) (1), state DMVs may be authorized direct access to conduct NCIC Wanted Person File inquiries of DMV employees and contractors involved in the manufacture or production of REAL ID driver's licenses and identification cards or who have the ability to affect the identity information that appears on the license or identification card. These agencies are assigned an ORI ending with the alphabetic character **V**.

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

6. The National Law Enforcement Telecommunications System, Inc. (NLETS), a nongovernmental, nonprofit agency which provides computer-controlled message switching to local, state, and federal agencies, is provided inquiry access to the ORI File.

7. The Violent Crime Control and Law Enforcement Act of 1994 amended 28 U.S.C. § 534 to authorize the United States Attorney General to disseminate information from national crime information databases consisting of identification records, criminal history records, wanted person records, and protection orders for use in domestic violence and stalking cases. Therefore, civil courts may qualify for an ORI assignment related to the NCIC 2000 Wanted Person and Protection Order Files and III for use in domestic violence and stalking cases. These agencies are assigned an ORI number ending with the alphabetic character **D**.

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

9. The Compact Council (Council), established pursuant to the National Crime Prevention and Privacy Compact Act of 1998, sets forth rules and procedures necessary to regulate the use of the III system for noncriminal justice purposes. In October 2000, the Council established a rule to allow direct access to the III for a preliminary name check pending positive fingerprint identification. This access is authorized in limited situations when exigent circumstances exist that do not reasonably lend themselves to immediate fingerprinting. Authorized governmental agencies, e.g., agencies affiliated with the Department of Children and Family Services, may conduct name inquiries for the emergency placement of children in those limited instances when the primary caretaker (parent or custodian) is unavailable. As a prerequisite, the state must have a statute that has been approved by the FBI under the provisions of Public Law 92-544. Once the FBI on behalf of the Compact Council authorizes access, the ORI staff assigns an ORI ending in the alpha character "T" to the noncriminal justice governmental agency conducting the emergency child placement checks.

10. The USCIS has been authorized full access to all NCIC files, but not III, in order to fulfill their mission regarding the adjudication of petitions and applications for immigration benefits. The USCIS is assigned ORIs with the characters ACS in positions 3, 4, and 5.

## **1.5 ORI STRUCTURE AND USE**

The ORI is a nine-character identifier assigned by FBI CJIS Division staff to an agency which has met the established qualifying criteria for ORI assignment to identify the agency in transactions on the NCIC 2000 System. The structure of law enforcement ORIs (those ORIs ending with a zero) and other criminal justice ORIs (those ORIs ending with an alphabetic character) are as follows:

### **1. POSITIONS 1 THROUGH 5**

Positions 1 and 2 are the alphabetic characters representing the state or country in which the agency is located.

For example: **PA0040100**

Positions 3, 4, and 5 are numeric characters indicating the county in which the agency is located.

For example: **PA0040100**

Exceptions to this are some state-level and federal agencies, which have the acronym for that agency, or alphabetic variations thereof, in positions 3, 4, and 5, i.e., DCATF0000 and TXDPD0000 for the Bureau of Alcohol, Tobacco and Firearms and the Dallas, Texas, Police Department, respectively.

## 2. POSITIONS 6 THROUGH 9 OF LAW ENFORCEMENT ORIs

The criterion FBI CJIS staff uses for assigning a law enforcement ORI (one ending with a zero) is that the agency is a governmental agency or subunit thereof having statutory power of arrest and whose primary function is that of apprehension and detection.

Positions 6 and 7 in a law enforcement ORI are used to distinguish one agency from another within the same county.

For example: **PA0040100**

Positions 8 and 9 of a law enforcement ORI are always double zero. NCIC 2000 users, particularly large city/urban police departments, may vary the last two positions (8 and 9) to identify internal divisions, units, substations, or multiple terminals for the same agency within the same city. Any variation of the last two positions is acceptable with the exception that an alphabetic character cannot be used in position 9. NCIC 2000 does not assign these variations. The variations will not translate when a ZO inquiry is made.

Example: **PA0040100**

## 3. POSITIONS 6 THROUGH 9 OF CRIMINAL JUSTICE ORIs

FBI CJIS Division staff determines the numeric and alphabetic characters assigned to positions 6 through 9 for criminal justice ORIs as follows:

Positions 6 and 7 are numeric or alphabetic characters uniquely distinguishing one agency from other agencies of the same type and level within the same county. They do not indicate location (e.g., city) of the agency.

For example: **PA004023C** or **PA0041A3C** or **PA004A13C**

Position 8 is a unique numeric character indicating the government level of the agency:

- 1 - Local, Municipal, City
- 3 - County
- 5 - State
- 7 - Federal
- 9 - Nongovernmental/Noncriminal justice

For example: PA004023C

Position 9 is an alphabetic character representing the type of agency:

A - Prosecuting Attorney's Offices (includes District Attorney's Offices, Attorney General's Offices, etc.).

B - Pretrial service agencies and pretrial release agencies.

C - Correctional Institutions (includes jails, prisons, detention centers, etc.).

D - Civil Courts for use in domestic violence and stalking cases.

E - Nongovernmental railroad or campus police departments qualifying for access to III. (This section provides criteria for assignment of a limited access ORI.)

F - Governmental social service agencies with child protection responsibilities and the National Center for Missing and Exploited Children, as authorized under Section 151 of the Adam Walsh Child Protection and Safety Act of 2006.

G - Probation and Parole Offices.

I - INTERPOL.

J - Courts and Magistrates Offices.

K - Medical examiners and coroners offices, and state noncriminal justice missing person clearinghouses, for access to Missing Person and Unidentified Person Files.

M - Custodial facilities in medical or psychiatric institutions and some medical examiners' offices which are criminal justice in function.

N - Regional dispatch centers that are criminal justice agencies or noncriminal justice governmental agencies performing criminal justice dispatching functions for criminal justice agencies.

O - National Insurance Crime Bureau.

P - Nongovernmental agencies that qualify for access to some NCIC 2000 files other than III. Also, 911 centers that do not have a management control agreement.

Q - Department of Housing and Urban Development approved Public Housing Agencies.

R - Agencies authorized by Public Law 99-169 for national security purposes.

T- Social service agencies seeking emergency placement of children in exigent circumstances.

U - Federal and state governmental child support enforcement agencies.

V - Department of Motor Vehicles.

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

Y - Local, county, state, or federal agencies that are classified as criminal justice agencies by statute but do not fall into one of the aforementioned categories, e.g., Arkansas Crime Information Center.

For example: PA004023C

## **1.6 Z ORIs**

The "Z" agency identifier numbers are assigned to agencies that do not meet the criteria for an NCIC 2000 ORI assignment but are authorized by statute to submit fingerprints and to receive criminal history record information from the CJIS Division. The Z numbers are identified by the alphabetic character Z in the ninth position. Agencies with these ORIs are restricted from accessing NCIC 2000 files or III.

## **1.7 VALIDATION**

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

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

\$.C.

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

ORI/FL0130000 ATR/ANYCITY PD  
COU/DADE TYP/1 CT1/407 555-1212  
CT2/407 555-1313 CT3/407 555-1414

AN1/METRO-DADE AN2/POLICE DEPARTMENT  
 SNU/1320  
 SNA/N W 14TH STREET CTY/MIAMI ST/FL  
 ZIP/99999-1234  
 NLC/0001 TUC/0001 OMC/0085 CDC/0085 DTE/19790510 1200 EDT DLU/20080510 1600  
 EDT  
 VLD/20061210 VLN/TOOLMAN, TIM

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

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

### 1.8 MESSAGE FIELD CODES, EDITS, AND DEFINITIONS

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

Message Field Code	Field	Field Size	Edits and Definitions
AN1 AN2 AN3	Agency Name (line 1) Agency Name (line 2) Agency Name (line 3)	1-30	Must be alphabetic and/or numeric. Special characters allowed. May be one to three lines of up to 30 characters each. Appropriate MFC should precede each line.
ATR	Agency Translation	1-47	Must be alphabetic and/or numeric. Represents the agency name and city or an abbreviation thereof.
CDC	<i>NCIC 2000 Code Manual Count</i>	1-4	Must be numeric field. Number of code manuals needed.
COU	County	1-20	Must be alphabetic. Name of county in which the ORI is physically located.
CRY	Country	1-30	Must be alphabetic. Must be included if FPP is used. Designates ORI location when it is other than the U.S.
CTY	City Name	1-20	Must be alphabetic. The city in which the ORI is physically located and receives mail.
CT1	Confirmation Telephone Numbers* (Primary)	12-21	U.S. (including Territories) and Canada (including Provinces) ORI telephone numbers must be three

CT2 CT3	(Secondary) (Tertiary)		numerics, one space, three numerics, one hyphen, four numerics and if applicable, one space, and an alphabetic character "X" followed by the numeric extension; or one space, followed by the alphabetic characters "FAX". International ORI telephone numbers may be any combination of numerics, spaces, and hyphens to accommodate the telephone number and possible extension. Represents up to three telephone or facsimile numbers for the agency.
DLU	Date of Last Update	8-8	System generated. Represents date of last update (YYYYMMDD).
EML	E-mail Address	3-80	May be alphabetic, numeric, and special characters except period (.). Represents E-mail address of agency.
FOC	FBI Field Office Code	4-4	Must be alphabetic. Represents the FBI Field Office that has jurisdiction over the area in which the agency is located.
FPP	Foreign Postal Code	6-6	Must be alphabetic and/or numeric. Should be entered without hyphens or spaces. Must not include FPP if ZIP is included.
NLC	Newsletter Count	1-4	Must be numeric. Number of CJIS newsletters needed.
OMC	NCIC 2000 Operating Manual Count	1-4	Must be numeric. Number of operating manuals needed when a revision is printed.
ORI	Originating Agency Identifier	9-9	Must be a valid NCIC-2000 assigned ORI.
SNA	Street Name or Post Office Box	1-25	Must be alphabetic, numeric, and/or the special characters of space, hyphen, and/or ampersand. A hyphen entered in this field indicates that the agency has a valid two-line address which consists of name, city, state, and ZIP.
SNU	Street Number	1-7	Must be alphabetic, numeric, and/or the special characters of hyphen and/or slash. If post office box number is entered in the SNA, the

			SNU should be blank. Indicates the location of the ORI on a particular street.
STA	State Name	2-2	Must be alphabetic. Must match the two characters of the ORI unless the first two characters are NB or US, the TYP is 7, or the first seven characters are DCFBIWA. If NB, NE is allowed in the STA Field. If US, DC, IL or MD are allowed. If DCFBIWA, DC or WV is allowed. Represents postal abbreviation for state.
TNO	Telephone Number	12-12	Must be three numerics, one space, three numerics, one hyphen, and four numerics. Represents telephone number of agency.
TUC	Technical and Operational Update (TOU) Count	1-4	Must be numeric. Number of TOUs needed.
TYP	Type	1-1	Must be alphabetic and/or numeric. Valid values are 1-8, A, B, C, E, F, R, S, Y, and Z. 1 - state agency; 2- county agency; 3 - local or city; 4 - federal; 5 - ORIs ending in D, H, I, K, N, O, P, Q, R, U, V, or W; 6 - criminal justice; 7 - foreign/local; 8 - federal, noncriminal justice agency (SCIA) A, B, C are Canadian; E - editorial; F - FSC; R - retired; S - State CTA; Y- CR; and Z - Identification Division. Indicates kind of agency to which the ORI is assigned.
VLN	Name of Validator	3-30	Free text. Unique identifier of the person responsible for validating a record.

ZIP	ZIP Code	5-5	Must be five numerics or five numerics, a hyphen, and four numerics. Must not include ZIP if FPP included. Represents ZIP code of agency.
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\*NCIC 2000 format only

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## SECTION 2--ENTRY

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

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## SECTION 3--MODIFICATION

### 3.1 WHEN TO USE AN ORI MODIFICATION MESSAGE

A modification message is used to add, delete, or change data in an ORI record. A modification message can be made by the FBI CJIS Division staff, the ORI of the record, or the state CTA/FSC. The state CTA/FSC must use the nine-character ORI of the record being modified in the ORI Field.

ORIs and/or CTAs/FSCs may modify only the following fields of an ORI record: CTY; CT1, CT2, CT3 (NCIC 2000 format); EML; FPP; SNA; SNU; TNO (NCIC format); ZIP; and VLN. If the first two characters of the ORI are IC and the modification is for a Canadian ORI, in addition to the above, the following fields may be modified: ATR, AN1, AN2, AN3, and TYP. TYP can only be modified to R. FBI CJIS Division staff can modify all fields in the ORI record except the identifier or state code.

### 3.2 EXAMPLE OF AN ORI RECORD MODIFICATION MESSAGE

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

#### **Acknowledgment:**

```
1L01HEADER MD1012600 ORI/MD1012600 HAS BEEN SUCCESSFULLY UPDATED
```

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

### 3.3 MESSAGE FIELD CODES FOR MODIFICATION

<b>FIELD NAME</b>	<b>REQUIREMENTS</b>	<b>MESSAGE FIELD CODE</b>	<b>FIELD LENGTH</b>	<b>DATA TYPE</b>
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
COUNTRY	OPTIONAL	CRY	1-30	ALPHABETIC
STREET NUMBER	OPTIONAL	SNU	1-7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STREET NAME	OPTIONAL	SNA	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITY NAME	OPTIONAL	CTY	1-20	ALPHABETIC
ZIP CODE	OPTIONAL	ZIP	5-5 10-10	NUMERIC NUMERIC, SPECIAL CHARACTERS
FOREIGN POSTAL CODE	OPTIONAL	FPP	6-6	ALPHABETIC, NUMERIC
CONFIRMATION TELEPHONE NUMBER (PRIMARY)	OPTIONAL	CT1	12-21	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CONFIRMATION TELEPHONE NUMBER (SECONDARY)	OPTIONAL	CT2	12-21	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CONFIRMATION TELEPHONE NUMBER (TERTIARY)	OPTIONAL	CT3	12-21	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
E-MAIL ADDRESS	OPTIONAL	EML	3-80	ALPHABETIC, NUMERIC, SPECIAL

				CHARACTERS [EXCEPT PERIOD (.)]
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### 3.4 MANDATORY FIELDS FOR MODIFICATION

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

### 3.5 ADDITIONAL GUIDELINES FOR NCIC MODIFICATION

#### 1. NEW MFCS

*NCIC 2000 Code Manual* Count (CDC) has replaced CMC as the MFC for the Code Manual Update Field in NCIC 2000-formatted messages. CDC, rather than CMC, will be returned on all ORI responses regardless of the format used for inquiry.

The MFCs CT1, CT2, and CT3 have replaced TNO as the Telephone Number Field in NCIC 2000-formatted messages. They are the MFCs for the primary, secondary, and tertiary confirmation telephone numbers. The CT1 Field represents the main telephone number of the ORI. The CT2 and CT3 Fields signify alternate or facsimile telephone numbers for the ORI. To indicate a telephone extension, the complete telephone number should be used, followed by a space, the alphabetic X, and extension number. To indicate a facsimile number, the complete telephone number should be used, followed by a space and the alphabetic string FAX. International telephone numbers can be included using any combination of numerics, spaces, and hyphens. Unless blank, these MFCs, rather than TNO, will be returned on all responses regardless of the format used for inquiry.

#### 2. NAME OF VALIDATOR (VLN) FIELD

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

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

#### Acknowledgment:

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

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

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

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## **SECTION 4--CANCELLATION**

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

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## **SECTION 5--INQUIRY**

### **5.1 WHEN TO USE AN INQUIRY**

Inquiries into the ORI File are used to display the translation of a nine-character ORI or to determine an agency's address and/or telephone number. A ZO inquiry displays the ORI translation, whereas a QO inquiry displays the entire ORI record.

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

```
1N01HEADER.ZO.DCFBIWA00.ORI/MNMHP0000
```

#### **Negative Response:**

```
1L01HEADER  
DCFBIWA00  
NO RECORD ORI/MNMHP0000
```

#### **Positive Response:**

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

### **5.3 EXAMPLE OF QO INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES**

```
1N01HEADER.QO.DCDOJWA00.ORI/MNMHP0000
```

#### **Negative Response**

```
1L01HEADER  
DCDOJWA00  
  
NO RECORD ORI/MNMHP0000
```

#### **Positive Response**

1L01HEADER  
DCDOJWA00

ORI/MNMHP0000 ATR/DPS-SP CENTRAL OFF ST PAUL  
TYP/1 CT1/612 582-1516  
AN1/DEPARTMENT OF PUBLIC AN2/SAFETY STATE PATROL  
AN3/CENTRAL OFFICE SNU/1500  
SNA/W COUNTY RD B-2 RM 181 CTY/ROSEVILLE STA/MN  
ZIP/55113  
FOC/MNMP  
EML/MNMHP@MN (DOT) US  
NLC/0001 TUC/1 OMC/10 CDC/10 DTE/19790510 0000 EDT DLU/20080510 1600 EDT

#### 5.4 MESSAGE FIELD CODES FOR INQUIRY

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

#### 5.5 REQUIREMENTS FOR QO/ZO INQUIRY

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