NCIC 2000 Operating Manual
VEHICLE FILE

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SECTION 1--INTRODUCTION

1.1 DEFINITION

For NCIC purposes, a vehicle is any motor-driven conveyance (except a boat) designed to carry its operator. In addition to conveyances meeting this definition, aircraft and trailers are also to be entered in the Vehicle File.

A part is defined as any serially-numbered component from a vehicle or boat, and ownership documentation for a vehicle or boat. Additional information on stolen parts can be found in the Vehicle/Boat Part File chapter of this manual.

1.2 CRITERIA FOR ENTRY

1. A stolen vehicle may be entered if a theft report has been made. The entering agency must maintain the entry in an up-to-date status. The agency holding the theft report should enter the record. An agency in the state of registry may enter a record for a vehicle stolen in another state only after an inquiry, conducted after a reasonable period of time, discloses no record has been entered in NCIC 2000 by the agency holding the theft report. In this instance, the agency in the state of registry must enter the identity of the agency holding the theft report in the Miscellaneous (MIS) Field.

2. A loaned, rented, or leased vehicle that has not been returned may not be entered in the file unless an official police theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.

3. A felony vehicle may be entered on file immediately providing the whereabouts of the vehicle is unknown.

4. A vehicle subject to seizure may be entered based on a federally-issued court order.

5. A stolen Vehicle Identification Number (VIN) plate, certificate of origin/certificate of title (blank or associated with a vehicle), or a serially-numbered backhoe, hay baler, engine, transmission, battery, carburetor, door, bumper, hubcap, etc., may be entered in the Vehicle/Boat Part File (Vehicle File for NCIC) as a stolen part or as an add-on part if a theft report is on file. AM/FM/CB radios, tape players, and other entertainment devices should be entered in the Article File **not** in the Vehicle File.

6. Agencies must have documentation (electronic or hard copy) on file to support a vehicle entry. All NCIC entries should be made only by the agency holding the theft report and having primary jurisdiction over the place of actual theft. An exception to this occurs when a criminal justice agency or regional dispatch center acts as holder of a record for another agency that has no telecommunications equipment. Only when there is a written agreement between the two agencies which delineates the legal responsibility for the record can the agency holding the record place its own Originating Agency Identifier

(ORI) in the ORI Field when the entry is made. Additional information concerning these responsibilities can be found in the Introduction of this manual.

7. In addition, data of investigative interest pertaining to stolen vehicles, vehicle parts, or related vehicle titles stolen abroad and transported into the United States may be entered by an agency having sufficient documentation to be responsible for the record. Vehicle parts may include blank, stolen, or counterfeit documents relating to the registration of the vehicle abroad or subsequent to its invalid titling in the United States, as well as license plates issued on the basis of fraudulent proof of ownership.

1.3 MESSAGE KEY (MKE) CODES

Message	**MKE**	**Translation**
Entry	EV	STOLEN VEHICLE
	EF	FELONY VEHICLE
*Entry of an add-on vehicle record	EVS1 thru EVS2	
*Entry of an add-on part record	EPS1 thru EPS7	
Modify	MV	
	MF	
Cancel	XV	
	XF	
Cancel add-on vehicle record	XVS1 thru XVS2	
Cancel add-on part record	XPS1 thru XPS7	

*Add-on vehicle and add-on part records can only be appended to a base stolen vehicle record (NCIC format only).

Message	**MKE**	**Translation**
Inquiry	QV	
	ZV	
	QVB	
Locate	LV	LOCATED VEHICLE
	LF	LOCATED FELONY VEHICLE
Located add-on vehicle record	LVS1 thru LVS2	
Located add-on part record	LPS1 thru LPS7	

Clear	CV	
	CF	

1. If it is desired that a stolen or felony vehicle or stolen part be held for latent fingerprint examination, -P should be entered as part of the MKE; for example, EV-P would translate as STOLEN VEHICLE - HOLD FOR LATENTS, EF-P would translate as FELONY VEHICLE - HOLD FOR LATENTS, and EP-P would translate as STOLEN PART - HOLD FOR LATENTS.

2. If the occupant(s) of the vehicle in question is known to be armed, -A should be entered as part of the MKE; for example, EV-A would translate as STOLEN VEHICLE - OCCUPANT(S) ARMED and EF-A would translate as FELONY VEHICLE - OCCUPANT(S) ARMED.

3. If a stolen or felony vehicle is to be held for latent fingerprint examination and the occupant(s) of the vehicle is known to be armed, -F should be entered as part of the MKE; for example, EV-F would translate as STOLEN VEHICLE - OCCUPANT(S) ARMED/HOLD FOR LATENTS, or EF-F would translate as FELONY VEHICLE-OCCUPANT(S) ARMED/HOLD FOR LATENTS. Caution indicators cannot be used with add-on MKEs.

1.4 RECORD RETENTION PERIOD FOR STOLEN VEHICLE, FELONY VEHICLE, OR STOLEN PART

1. If a stolen vehicle record remains on file for 90 days and it does not contain a VIN or OAN, the record is retired. If a felony vehicle or vehicle subject to seizure record remains on file for 90 days, the record is retired.

2. Stolen vehicles which contain a VIN or OAN will remain on file for the balance of the year entered plus 4. Following this retention period, the records are retired. For example, a vehicle record entered in 1996 would be retired January 1, 2001.

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

1.5 AUTOMATIC RETIREMENT

Ten days after a Vehicle File record is located, it is retired.

1.6 VALIDATION

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

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

1.7 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
BRA	Brand Name	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes or Boat Data Brand Codes, *NCIC 2000 Code Manual*. If the BRA is PART, the CAT cannot be CF, CT, EN, OB, or TN.
CAT	Category	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*.
CDE	Canadian Date of Entry	Must be a valid Gregorian date (YYYYMMDD). Canadian Vehicle Index records only.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date. For felony vehicle records, the DOT represents the date a vehicle was used in the commission of a crime or the date a warrant of seizure was issued.
EPD	Engine Power or Displacement	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. May be one to four numerics followed by one alphabetic. The alphabetic must be C, H, I, L, or P. This field can only be used if the CAT is EN or OB.

LIC	License Plate Number	The characters UNK, UNKN, or UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds eight characters (NCIC format)or ten characters (NCIC 2000 format), only the first eight characters (NCIC) or ten characters (NCIC 2000) should be entered in the LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate State	Must be a valid NCIC 2000-assigned code as listed in State and Country Data Codes, *NCIC 2000 Code Manual*.
LIT	License Plate Type	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*.
LIY	License Plate Year Of Expiration	Must be a valid four-character year (YYYY) or the alphabetic NX to represent a nonexpiring registration.
MIS	Miscellaneous	If VMA is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK, and the message is in NCIC format, the MIS must include the name of the manufacturer. When MKE is EP or EPS, the MIS Field must contain a description of the vehicle part. If a generic VMA/BRA code is used, the MIS Field must include the manufacturer's name. SVIN must be entered in MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. If the message is in NCIC format and the ORI wants to be notified each time there is a hit on the record, the MIS Field must contain NOAH.
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (V in the Vehicle File and R in the Canadian Vehicle Index) followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction.
OAN	Owner-Applied Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetics only cannot be used. The OAN cannot be identical to the VIN or SER. If the MKE is EF, the SER is not allowed.

OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, the word NONE, or the first seven characters of the ORI Field. The only valid special character is the hyphen.
ORI	Originating Agency Identifier	Must be a valid NCIC 2000-assigned ORI. The ORI in an add-on record entry must be the same as that of the base record.
RCA	Recovering Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen.
RRI	Recovering Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
SER	Serial Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetics only cannot be used. Cannot be identical to the OAN.
VCO	Vehicle Color	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If two color codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces, cannot be used. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS Field. If the vehicle identification number exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field. Cannot be identical to OAN.
VMA	Vehicle Make	For NCIC 2000 messages the VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid NCIC 2000-assigned code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK.
		If the VMO is other than TL, the VMA code must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*.

		If the VMO is TL, the VMA code must not be the characters ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ.
	(Jeep)	If the VMA code is JEP, the VYR must be 1969 or less. If the VMA code is AMER, the VYR must be 1988 or less. If the VMA code is JEEP, the VYR must be 1989 or greater.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.
	(all-terrain vehicle, dune buggy, go-cart, golf cart)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYL, or one of the approved VMA codes for snowmobiles or motorcycles as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*.
	(snowmobile)	If VST is MV, the VMA code must be SPEC, ATV, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If VMA code is ATV or SPEC, the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the MIS Field.
VMO	Vehicle Model	Spaces cannot be skipped. Hyphens or symbols should be used. More information in Vehicular Data Codes, *NCIC 2000 Code Manual.*
		The only valid VMO codes for vehicles with VST codes EB, EN, MV or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW or WHE.
	(assembled automobile)	If the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in Vehicular Data Codes, *NCIC 2000 Code Manual*, the VMO must be SKT, SKW, TRA, TRW, or WHE.

	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL. If the MKE is EVS_, the VMO must be TL if VIN is filled.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VST	Vehicle Style	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If the VMA code is ATV or SPEC then the VST must be OP, EB, EN, or MV, and the MIS Field must contain the name of the manufacturer.
VYR	Vehicle Year	Must represent the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than 1 year beyond the current year. For entries of model year 1981 or later, when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.

NCIC 2000-formatted Messages May Also Contain the Following Fields:

Code	Field	Edits
IMN	Image NCIC Number	A self-checking number consisting of an alphabetic character (I in the Image File) followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted record. Must have valid check digits when used to identify a record in a subsequent message.
IMT	Image Type	Must be a V representing a generic vehicle when associating a vehicle record to an image. May be V or I when deleting an association to an image.
IND	Image Indicator	Must be Y or N.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System).
LKI	Linkage Agency Identifier	Must be a valid NCIC-assigned ORI.
NOA	Notify Originating Agency	Must be Y or N. NCIC 2000 will default to N if field is left blank.

NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating stolen vehicle. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three characters must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC 2000. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
OPT	Opt Type	Must be either IN, OUT, or a valid Gregorian date (YYYYMMDD) greater than current date.
RPP	Reason for Property Record Removal	Must be a valid NCIC 2000-assigned code as listed in the Introduction chapter of this manual.
RSH	Related Search Hit	Must be Y or N.
VLN	Name of Validator	Any valid characters representing validator.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the recovered stolen vehicle identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating the stolen vehicle identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating stolen vehicle which is identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the complete VIN, VMA, and ORI Fields; the LIC, LIS, LIY, LIT, and ORI Fields; or the complete OAN, VMA, OCA, and ORI Fields of a stolen vehicle message or add-on vehicle message are the same as those field codes of a vehicle record (or add-on vehicle/boat trailer) already on file in NCIC 2000, the second entry will be rejected with the message REJECT ON FILE.

2. If the complete VIN, VMA, and ORI Fields or the LIC, LIS, LIY, LIT, and ORI Fields of a felony vehicle message are the same as those field codes of a vehicle record (or add-on vehicle/boat trailer) already on file in NCIC 2000, the second entry will be rejected with the message REJECT ON FILE.

3. If the complete SER, BRA, CAT, and ORI Fields or the complete OAN, BRA, CAT, OCA, and ORI Fields of a stolen part message or add-on part message are the same as those field codes of a part record (or add-on part) already on file, the second record entry will be rejected. Additional information regarding NCIC 2000-formatted messages can be found in the Vehicle/Boat Part File chapter of this manual.

4. Whenever the message REJECT ON FILE is sent, the record on file will also be transmitted.

5. A duplicate record will be accepted if the ORI in the second message is different or if it matches vehicle data in a person file record. A duplicate record will also be accepted if the vehicle record matches a located add-on vehicle/boat trailer record. In those cases, the duplicate record(s) will be furnished with the acknowledgment.

1.9 AUTOMATIC NOTIFICATION OF ENTRY

When an agency enters, clears, cancels, modifies, or locates, or the System purges a stolen/felony vehicle record (except VMA = AERO), NCIC 2000 will automatically notify the National Insurance Crime Bureau (NICB) through a $.8. administrative message. If the VMA is AERO, NCIC 2000 will automatically notify the Department of Justice through a $.8. JUST/EPIC Aircraft administrative message. If a vehicle record has license data, a $.8. Out-of-State Notification will be sent automatically as necessary. Additional information on $.8. administrative messages can be found in the Introduction chapter of this manual.

1.10 IMAGE CAPABILITY

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC 2000.

SECTION 1.11 -- INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC 2000.

SECTION 2--ENTRY

2.1 EXAMPLES OF STOLEN VEHICLE RECORD ENTRIES

1. **Example of a Stolen Vehicle Entry with a License (LIC)**

   1N01HEADER.EV.MD1012600.ABC123.MD.2000.PC..1986.PONT.FIE.2T.RED.
   19990922.CSE123...STOLEN AS OWNER WAS GETTING IN CAR AT SHOPPING
   CENTER (FAIR CITY) PARKING LOT.Y

   Acknowledgment:

   1L01HEADER
   MD1012600
   NIC/V761416156 LIC/ABC123
   OCA/CSE123

2. **Example of a Stolen Vehicle Entry with an Owner-Applied Number (OAN)**

   1N01HEADER.EV.MD1012600.....1957.ASVE.REP.CV.GRN.19990922.
   CSC123...1957 FORD THUNDERBIRD REPLICA.Y.MD1234PGC567

   Acknowledgment:

   1L01HEADER
   MD1012600
   NIC/V761423763 OAN/MD1234PGC567
   OCA/CSC123

3. **Example of a Stolen Vehicle Entry with a Vehicle Identification Number (VIN) and OAN**

   1N01HEADER.EV.MD1012600.....JD123456789T.1985.DEER.FE.TF.GRN.
   19990922.CSC123...AIR CON CAB-OFFSET WHLS.Y.MD026SMC452016

   Acknowledgment:

   1L01HEADER
   MD1012600
   NIC/V761476792 VIN/JD123456789T
   OCA/CSC123

4. **Example of a Felony Vehicle Entry**

   1N01HEADER.EF-F.MD1012600.ABC123.MD.2000.PC..1975.CHEV..2T..
   19990922.CSC567... DBL-BANK ROB 2 WHITE MALES.Y

Acknowledgment:

1L01HEADER
MD1012600
NIC/V761478288 LIC/ABC123
OCA/CSC567

2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9- 9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL[1] SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1- 20	ALPHABETIC, NUMERIC
VEHICLE YEAR	MANDATORY	VYR	4-4	NUMERIC
VEHICLE MAKE	MANDATORY	VMA	2-4 2-24*	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE STYLE	MANDATORY[1]	VST	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI*	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA*	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTER
MISCELLANEOUS	OPTIONAL	MIS	1-42 1-200*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY FLAG	OPTIONAL	NOA*	1-1	ALPHABETIC
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
IMAGE NCIC NUMBER	OPTIONAL SET	IMN*	10-10	ALPHABETIC, NUMERIC
IMAGE TYPE	SET	IMT*	1-1	ALPHABETIC
OPT TYPE	MANDATORY	OPT*	2-3 8-8	ALPHABETIC NUMERIC (DEFAULT=OUT)

*NCIC 2000 format only
** Field must not contain data but must be included in record formats.
[1]Optional for felony vehicles

2.3 MANDATORY FIELDS FOR ENTRY

1. MANDATORY FIELDS FOR STOLEN VEHICLE ENTRY

   The following fields are mandatory for a stolen vehicle record to be accepted in NCIC 2000: HDR, MKE, ORI, VYR, VMA, VST, DOT, OCA, OPT, and at least one of the following numeric identifiers: LIC (in which case all license data fields must be used, i.e., LIC, LIS, LIY, LIT); VIN; or OAN.

2. MANDATORY FIELDS FOR FELONY VEHICLE ENTRY

   Felony vehicle record entries require the following fields: HDR, MKE, ORI, VMA, DOT, OCA, OPT, and at least one of the following numeric identifiers: VIN or LIC. Additional license data, i.e., LIS, LIY, and LIT, are not required in a felony vehicle entry but should be included if available.

2.4 ADDITIONAL GUIDELINES FOR ENTRY

1. The agency entering the record must account for all fields in the Vehicle File record format. All available data should be entered when the original entry is made. If there are data known that do not fit into a specific data field, then the MIS Field should be used; however, the MIS Field should only be used for information that cannot be placed in another data field. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MV for a stolen vehicle or MKE/MF for a felony vehicle).

2. Information on a felony vehicle (a vehicle used in the commission of a crime) or a vehicle subject to seizure based on a federally-issued court order may be entered in file using MKE/EF.

   1. Partial license plate numbers must not be entered in the LIC. This information and the fact that the number is a partial license plate number should be entered in the MIS Field.

   2. The DOT Field should contain either the date of the felony when the vehicle was used in the commission of a crime or the date a federal warrant of seizure was issued for a vehicle subject to seizure.

   3. When the information being entered in the felony vehicle record is for a vehicle subject to seizure, the fact that the vehicle is subject to federal seizure and the date the court order expires must be stated in the MIS Field. The expiration date should be shown as year, month, and day (YYYYMMDD). The MIS Field should read as follows:

      MIS/SUBJ TO SEIZURE-COURT ORDER EXPIRES YYYYMMDD

3. For NCIC 2000 purposes, an assembled vehicle is one which is homemade or is rebuilt using components from different vehicles or is made from kits provided by a manufacturer for specialty cars and replicas. There are four ways to enter these vehicles in NCIC 2000 depending on how the vehicle was assembled.

    1. When a vehicle is homemade and does not have a manufacturer-assigned VIN, the VMA Field code ASVE is used. When the code ASVE is used, the VMO Field must contain the code AV or REP. If a state issues or assigns a unique VIN to this type of vehicle, the state-assigned VIN should be entered in the OAN Field. If the car is a replica, then the words REPLICA OF (year, make, and model replicated) should appear in the MIS Field. Those states that do not have an OAN Field should put the state-assigned VIN in the VIN Field and place SVIN as the first item in the MIS Field followed by REPLICA OF (year, make, and model replicated).

    2. When a manufacturer-assigned VIN is present but no longer conforms with the rebuilt vehicle, the vehicle should be entered under its major make code, e.g., AMER, CHEV, FORD, etc., with the code AV in the VMO Field. For example, a salvaged Pontiac Bonneville rebuilt using as the VIN of a Pontiac Catalina would be entered as PONT.

    3. A rebuilt vehicle bearing its original VIN plate should be entered using the appropriate VMA and VMO codes. For example, a rebuilt Chevrolet Impala would be entered with VMA/CHEV and VMO/IMP.

    4. If the vehicle is assembled using a manufacturer's kit and the manufacturer's name is not displayed on the kit or assembled vehicle, no VMA code will be assigned by NCIC 2000 and entry should be as follows: VYR/year assembled, VMA/ASVE, VMO/AV or REP, and OAN/number under which titled. If the car is a replica, then the words REPLICA OF (year, make, and model replicated) should appear in the MIS Field. States that do not allow an OAN Field should enter the number under which the vehicle is titled in the VIN Field and SVIN as the first item in the MIS Field. If the manufacturer's name is displayed on the kit, upon request to FBI CJIS staff, a VMA code will be assigned and entry should be as follows: VYR/(year assembled), VMA/(NCIC 2000-assigned VMA code), VMO/AV or REP, and OAN/ (number under which vehicle is titled). If the car is a replica, then the words REPLICA OF (year, make, and model replicated) should appear in the MIS Field. States that do not allow an OAN Field should enter the number under which the vehicle is titled in the VIN Field and SVIN as the first item in the MIS Field.

4. Vehicles that have two identifying numbers, e.g., motorcycles which have a VIN and an engine number, should be entered by placing the VIN in the VIN Field and the additional identifying number in the OAN Field. Except for the states that do not have an OAN Field, the additional identifier should not be placed in the MIS Field. If the additional

identifier is placed in the OAN Field and is not an OAN, the number should be described in the MIS Field, e.g., OAN IS ENGN NO.

5. Serialized truck-mounted campers (including shell type) should be entered in the Vehicle/Boat Part File. If the serialized camper was mounted on the truck at the time of theft, the camper should be added to the base vehicle (EV) record with an add-on part (EPS_) entry for NCIC-formatted transactions only. An unmounted serialized camper should be entered as a base part (EP) record. When a truck-mounted camper is not serialized, only the truck should be entered with data in the MIS Field describing the camper and indicating that it was mounted on the truck at the time of theft. A camping trailer should be entered in the Vehicle File as a base trailer (EV) record.

6. For training and administrative purposes, agencies may enter test records into NCIC 2000 using the header TL01 (NCIC) or TN01 (NCIC 2000). The test records will not generate any notifications nor will batch processing be performed in the test system.
7. In instances where a vehicle part is stolen along with the vehicle, agencies in states which use NCIC-formatted transactions and have the capability to enter supplemental and add-on records should enter the record according to the instructions set forth in Section 8 of this chapter.

2.5 MESSAGE FIELD EDITS FOR ENTRY

1. LICENSE PLATE NUMBER (LIC)

    1. Only alphabetic and/or numeric characters may be entered in the LIC Field; therefore, the information must be entered omitting any hyphens, spaces, or symbols. For instance, when a hyphen or symbol is a substantive part of the license number, information concerning the location and design of each should be included in the MIS Field. Further information relevant to the construction of the number can be obtained by contacting the CTA in the state of registry.

    2. If the license plate number exceeds eight characters (NCIC format) or ten characters (NCIC 2000), only the first eight characters (NCIC) or ten characters (NCIC 2000) should be entered. The entire number must be shown in the MIS Field. Partial license plate numbers must not be entered.

    3. Where one character appears over another, the top character should be entered first, immediately followed by the bottom character, that is, A as AB.
       B

    4. License Plate Number Data for Vehicles Other Than Automobiles:

        1. U.S. Military Vehicles: These vehicles are externally identifiable by an alphanumeric registration number displayed on the vehicle. This number should be used as the license plate number when no license plate is displayed.

2. Civilian Aircraft: The aircraft registration number including all alpha-numeric characters should be entered. The registration number usually appears on each side of the rear section of the fuselage or on the vertical fin (vertical part of the tail assembly) of civilian aircraft. The registration number of aircraft registered in the United States is commonly referred to as the N number since the alphabetic N must be the first character in all U.S.-issued registration numbers. Registration numbers of foreign civilian aircraft may consist of all alphabetics. For example, CF-TVU denotes civil aircraft of Canadian registry.

3. Military Aircraft: U.S. Military aircraft registration numbers usually appear on the vertical fin of the tail assembly. Verification of the correct number to be used as the registration number of any military aircraft being entered should be made with the military representative reporting the theft. (Squadron, group, or military type designators such as VF-142, F-111A, etc., should be entered in the MIS Field.)

4. All-Terrain Vehicles and Snowmobiles: The license plate or registration number should be entered. A registration number should be entered only in instances where the required place of display provides identification of the snowmobile or all-terrain vehicle when viewed from the outside.

2. LICENSE PLATE STATE (LIS)

1. The appropriate code for the state, territorial possession, province, or country that issued the license plate must be used in the LIS Field. The codes listed in State and Country Codes, *NCIC 2000 Code Manual*, are the only codes approved for use in the LIS Field.

2. Military Vehicles and Other U.S. Government Vehicles: The code US for the license plate of U.S. Military vehicles and vehicles with plates displaying the inscription "U.S. Government" should be entered.

3. Aircraft: For United States aircraft, the code US should be entered in the LIS Field. For foreign aircraft, the appropriate code from the country code listing in State and Country Codes, *NCIC 2000 Code Manual*, should be entered.

3. LICENSE PLATE YEAR OF EXPIRATION (LIY)

1. The highest year in which the license plate is valid as indicated on the license plate via sticker or embossed numbers or as indicated on a windshield sticker should be entered in the LIY Field. Grace periods or extensions are not to be considered when determining the LIY. Nonexpiring license plates should be entered for stolen and felony vehicles by using LIY/NX. License plates that are expired may be entered in stolen vehicle and felony vehicle records.

2. In the absence of a license plate sticker, windshield sticker, or embossed numbers on the plate, the highest year in which the license plate is valid as indicated on the

registration document should be entered for stolen and felony vehicles. NX should be entered to indicate a nonexpiring license plate when all of the following conditions exist:

1. No year sticker is attached to the plate or windshield.

2. No year is embossed on the plate.

3. The plate number is never reissued.

4. The registration supporting the plate indicates no expiration; for example, U.S. Government, U.S. Military, and some state, county, and municipal vehicle plates are nonexpiring.

3. In those instances where there is no license plate and the registration number is permanently affixed to the vehicle and does not indicate a year of expiration (e.g., registration number painted on an airplane or affixed by a decal), the highest year for which the registration number is valid as indicated on the registration document for that stolen vehicle or felony vehicle should be entered.

   Civilian aircraft registered in the United States by the Federal Aviation Administration are issued registration certificates that are permanent and must be entered in NCIC 2000 with LIY/NX.

4. LICENSE PLATE TYPE (LIT)

   For NCIC 2000 purposes, motor vehicle license plate types are coded as 1) regular passenger car plates or 2) special plates. Only codes as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*, are acceptable for entry in the LIT Field.

5. VEHICLE IDENTIFICATION NUMBER (VIN)

   1. The complete identification number of the vehicle should be placed in the VIN Field.

      1. The NCIC 2000 VIN search method uses the rightmost eight characters of the VIN. Thereby, records that are entered with eight or more characters will be included in the response to an inquiry. This search method may return a record response even if the first characters of that record response do not match the first characters in the inquiry. In this instance, users should compare all available information and determine if a mistake may have been made in either the entry or inquiry. When VINs have less than eight characters, the System will search only those characters.

2. Entries of model year 1981 or later vehicle records with 17-character VINs will be edited by NCIC 2000 as follows: the ninth position (check digit) must conform to the check-digit formula and the tenth position (vehicle year) must represent the Vehicle Year Field of the record.

3. Records for 1981 or later vehicles manufactured with nonconforming 17-character VINs (as supported by the manufacturers' certificates of origin), may be entered using the OAN Field for the nonconforming VINs. Agencies in those states that do not have an OAN Field should enter the nonconforming VIN in the VIN Field and place the word SVIN as the first item in the MIS Field.

4. For stolen automobiles that have been assigned a unique serial number by a state agency, the state-assigned VIN should be entered in the OAN Field. Agencies in those states that do not have an OAN Field should enter the state-assigned VIN in the VIN Field and place the word SVIN as the first item in the MIS Field.

2. 1970 through 1980 Ford, Lincoln, and Mercury VINs

   As illustrated in the *National Automobile Theft Bureau* (NATB) *Manual*, 1970 through 1980, the VIN plate which is affixed to Ford, Lincoln, and Mercury automobiles has one script letter F preceding and following the 11-character alphanumeric VIN. The VIN of some 1977 Ford Mustang, Ford Pinto, and Mercury Bobcat models is preceded and followed by two script letter Fs. These script letter Fs are not part of the VIN and should not be used in any transaction.

3. Motorcycle VINs

   1. With few exceptions, motorcycles diplay a frame VIN on the head- stock. Prior to 1981, most manufacturers configured this number to include a model designator followed by a sequential production number. Records should be entered into NCIC 2000 using the **complete** frame number as the VIN.

   2. Additionally, most manufacturers place a serial number on the engine case. If this engine serial number is not the same as the frame VIN, the information should be entered in the OAN Field.

   3. Other available descriptive data, such as the manufacturer's model number and/or name, cubic centimeters, accessories, etc., should be entered in the MIS Field since this additional information assists in making a positive identification. These data should be entered in ordinary and easily readable, abbreviated language.

4. 1972-1980 VIN Field Edits

1. VIN edits for vehicle years 1972 through 1980 apply to the following makes:

American Motors	Dodge	Oldsmobile
Buick	Ford	Plymouth
Cadillac	Imperial	Pontiac
Chevrolet	Lincoln	Volkswagen
Chrysler	Mercury	

2. Users should be aware that any records entered for the above-listed 1972-1980 makes are considered automobiles unless the VMO Field contains the code CE (construction equipment), FE (farm equipment), TK (truck), or TL (trailer). For this reason, users should enter MVO/TK into records for 1972-1980 light-duty trucks containing the VMA code for any of the manufacturers listed on the preceding page. Entering other NCIC 2000 VMO Codes assigned for trucks will subject those records to automobile edits.

3. The *National Insurance Crime Bureau Passenger Vehicle Identification Manual* contains VIN construction information which may be of assistance to users.

5. 1981 Through Current Year VIN Field Edits

1. Beginning with the 1981 model year, the Federal Motor Vehicle Safety Standards of the National Highway Traffic Safety Administration (NHTSA) has required manufacturers to place 17-character VINs on all on-the-road vehicles. On-the-road vehicles are those vehicles which are licensed and registered for highway use and include passenger vehicles, trucks, buses, trailers, motorcycles, and incomplete vehicles. An incomplete vehicle means a minimum assemblage of frame and chassis structure, power train, steering system, suspension system, and braking system which requires further manufacturing and is intended to be part of a complete licensed and registered vehicle.

2. There are some instances when certain motorcycles and trailer manufacturers have not complied with the NHTSA standards for the 17-character VIN requirement. NCIC 2000 does not edit VINs for vehicles manufactured after 1981 with less than 17 characters.

3. An automatic calculation of the check digit is performed in accordance with the formula set forth below for 1981 through current year VIN entries and modifications consisting of 17 characters, excluding those with VMA Field codes AERO, ATV, COEQ, FARM, SNOW, and SPECK, and those with VMO Field codes CE and FE regardless of VMA. The check digit for

motorcycles is edited only if the VMO Field code is CYL and the VST Field code is MC and 17 characters of the VIN are entered. The following VST codes are excluded from the check-digit edit: MB, MD, MK, MS, and MY.

Check Digit Formula

The check digit will always be the ninth character in the VIN. Each numeric in the VIN is assigned its actual mathematical value and each alphabetic is assigned the value specified for it in Table 1 which appears on the following page:

Table 1

A = 1	J = 1	T = 3
B = 2	K= 2	U = 4
C = 3	L = 3	V = 5
D = 4	M= 4	W= 6
E = 5	N = 5	X = 7
F = 6	P = 7	Y = 8
G = 7	R = 9	Z = 9
H = 8	S = 2	

The assigned value for each character in the VIN should be multiplied by the weight factor specified for it in Table 2.

Table 2

1st = 8	7th = 2	13th = 6
2nd = 7	8th = 10	14th = 5
3rd = 6	9th = 0 (check digit)	15th = 4
4th = 5	10th = 9	16th = 3
5th = 4	11th = 8	17th = 2
6th = 3	12th = 7	

The resulting products should then be added and the total divided by 11.

The remainder is the check digit. If the remainder is 10, the check digit is X.

Example:

VIN characters:	1 G 4 A H 5 9 H 9 H G 1 1 8 3 4 1
Assigned values:	1 7 4 1 8 5 9 8 9 8 7 1 1 8 3 4 1
Multipled by:	8 7 6 5 4 3 2 10 0 9 8 7 6 5 4 3 2

Added:	8+49+24+5+32+15+18+80+0+72+56+7+6+40+12+12+2 = 438
Divided:	438/11 = 39 9/11
Check digit:	9 (compare to character in 9th position)

6. VIN Field Edits for 1981 and Later Automobiles

    1. The NCIC 2000 search method uses the rightmost eight characters of VINs that exceed eight characters in length. These characters include the assembly plant code, the model year code, and the six-character sequential product number. Thereby, records that are entered with eight or more characters will be included in the response to an inquiry. This search method may return a record response even if the first characters of that record response do not match the first characters in the inquiry. In this instance, users should compare all available information and determine if a mistake has been made in either the entry or inquiry. VINs of less than eight characters will be searched only by those characters.

    2. NCIC 2000 edits the VIN of vehicles beginning with the model year 1981 in all entry and modification transactions. This is done by examination of the VIN's ninth (check digit) and tenth (vehicle year) positions. The check digit must conform to the formula found in this chapter. The tenth position designates the vehicle year and is represented by either a letter or a number. Vehicle years and their corresponding letter or number are shown in the table below. It should be noted that the letters I, O, Q, U, and Z are not used.

Position	**Symbol**	**Year**	**Edit Requires**	**Position**	**Symbol**	**Year**	**Edit Requires**
Ninth	Check Digit	81-00	Use either numeric or the letter X.	Tenth	Model Year	95	The letter S.
						96	The letter T.
						97	The letter V.
Tenth	Model Year	81*	The letter B.			98	The letter W.
		82	The letter C.			99	The letter X.
		83	The letter D.			2000	The letter Y.
		84	The letter E.			2001	The numeric 1.
		85	The letter F.			2002	The numeric 2
		86	The letter G.			2003	The numeric 3.
		87	The letter H.			2004	The numeric 4.
		88	The letter J.			2005	The numeric 5.

89	The letter K.	2006	The numeric 6.
90	The letter L.	2007	The numeric 7.
91	The letter M.	2008	The numeric 8.
92	The letter N.	2009	The numeric 9.
93	The letter P	2010	The letter A.
94	The letter R.	2011	The letter B.
		2012	The letter C.

*Position 10 denotes the model year. Each year is represented by a character as shown in the edit column.

3. For inquiry transactions that contain a 17-character VIN, the check- digit edit will be performed. Matching record(s) are provided. However, if the VIN does not conform with the edit, a caveat is also returned advising that the VIN may contain erroneous data. For example, an inquiry on VIN/12345678901234567 may return a positive or negative response as well as the following:

   ***VERIFY VIN/12345678901234567; IT DOES NOT CONFORM TO VIN STANDARDS FOR 1981 AND LATER VEHICLES.

4. Some 1980 model year VINs will also be included in this edit procedure as the vehicle year is not included in the inquiry and some manufacturers produced vehicles with 17-character VINs prior to the 1981 standards.

6. VEHICLE YEAR (VYR)

The VYR must represent the production (model) year during which the vehicle was manufactured. If the year of manufacture is unknown, the entering agency may get this information through a motor vehicle registry check. In instances where a vehicle is not registered and the year of manufacture is unknown, e.g., for a minibike, snowmobile, or assembled or homemade vehicle, the vehicle year should be estimated and the wording VYR/ESTIMATED should be placed in the MIS Field.

7. VEHICLE MAKE (VMA)

1. Automobile VMA codes are listed in Vehicular Data Codes, NCIC 2000 Code Manual. If an automobile make is not listed, the FBI CJIS staff can be contacted at 304-625-3000 for valid code assignment.

2. Every assembled automobile that does not have a manufacturer-assigned VIN must be coded VMA/ASVE. An assembled automobile is one which is homemade or is rebuilt using components from different vehicles or from kits provided by a manufacturer for specialty cars and replicas.

3. Manufacturer-assembled replica cars and kits having a manufacturer- assigned VIN must be assigned a unique VMA code, providing the name of the manufacturer is displayed on the assembled vehicle or kit. Users should enter these vehicles as follows: VYR/(year assembled), VMA/ (NCIC 2000-assigned VMA code), VMO/REP, MIS/REPLICA OF (year, make, and model replicated), and OAN/(number under which titled). If an entry must be made prior to NCIC 2000 assigning a VMA code, the code ASVE must be entered in the VMA Field, and the complete manufacturer's name must be included in the MIS Field. If the manufacturer's name is not displayed on the vehicle or kit, no VMA will be assigned and entry must be as follows: VYR/(year assembled), VMA/ASVE, VMO/REP, MIS/REPLICA OF (year, make, and model replicated), and OAN/(number under which titled). Those state systems which do not allow for an OAN Field should enter the number under which the vehicle is titled in the VIN Field and place SVIN as the first item in the MIS Field.

4. Every aircraft make must be coded AERO, and the known manufacturer's name should be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).

5. An all-terrain vehicle (ATV) is a vehicle that is designed to be driven over rough, difficult terrain including mud, sand, snow, rocks, etc., and does not fit into any other NCIC 2000 vehicle category. An ATV may be used for both recreational and work-related purposes; however, items such as bull-dozers which are clearly construction equipment should be coded as such. ATVs should be entered with the motorcycle VMA code listed in the *NCIC 2000 Code Manual*, the VMO code CYL, and VST code MV. If a motorcycle make is not listed for the ATV manufacturer, the VMA code ATV must be entered in the VMA Field, and the manufacturer's name must be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).

6. Construction equipment VMA codes are listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If a construction equipment make is not listed, the code COEQ must be entered in the VMA Field. The make of the construction equipment should be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).

7. The make code for every dune buggy, go-cart, golf cart, motorized wheelchair, and motorized ride-on toy must be SPEC. The make of the dune buggy, go-cart, golf cart, motorized wheelchair, or motorized ride-on toy must be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).

8. Farm and garden equipment VMA codes are listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If a farm or garden equipment make is not listed, the code FARM must be entered in the VMA Field. The make of the farm or garden equipment should be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).

9. Motorcycle VMA codes are listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If a motorcycle make is not listed, the code CYL must be entered in the VMA Field, and the manufacturer's name must be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).

10. If a motorcycle is homemade, (built from commercial, homemade, or altered parts that are personalized or customized), the code HOMD must be entered in the VMA Field.

11. If a motorcycle is reconstructed, (assembled from parts or various similar vehicles and the parts are not altered or customized), the code RECO must be entered in the VMA Field.

12. Snowmobile VMA codes are listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If a snowmobile make is not listed, the code SNOW must be entered in the VMA Field. The make of the snowmobile must be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).

13. Trailer VMA codes are listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If a trailer make is not listed, the code TRLR must be entered in the VMA Field. The make of the trailer must be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC). If a trailer is homemade, the code HMDE must be entered in the VMA Field. A homemade trailer is a trailer built from commercial, homemade, or altered parts that are personalized or customized. If a trailer is reconstructed, the code RCON must be entered in the VMA Field. A reconstructed trailer is one that is assembled from parts of various similar vehicles and the parts are not altered or customized.

14. Truck VMA codes are listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If a truck (including bus, motorized home, etc.) make is not listed, the code TRUK must be entered in the VMA Field. The make of the truck must be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC). A reconstructed motor home must be entered with the code REMH in the VMA Field. A reconstructed motor home is one that is assembled from parts of various similar vehicles and the parts are not altered or customized.

8. VEHICLE MODEL (VMO)

The appropriate code for automobile, assembled automobile, aircraft, all-terrain vehicle, construction equipment, farm and garden equipment, dune buggy, go-cart, golf cart, motorcycle, snowmobile, trailer, or truck must be used in the VMO Field of a stolen vehicle entry. The codes listed in Vehicular Data Codes, *NCIC 2000 Code Manual*, are the only codes approved for use in the VMO Field.

9. VEHICLE STYLE (VST)

The appropriate code for the automobile, aircraft, all-terrain vehicle, construction equipment, dune buggy, farm and garden equipment, go-cart, golf cart, motorcycle, snowmobile, trailer, or truck must be used in the VST Field of the stolen vehicle entry. The codes listed in Vehicular Data Codes, *NCIC 2000 Code Manual*, are the only codes approved for use in the VST Field.

10. VEHICLE COLOR (VCO)

    1. The vehicle color code entered in the VCO Field of a stolen vehicle entry must be a valid code as listed in Vehicular Data Codes, *NCIC 2000 Code Manual.*

    2. When a vehicle of two colors is described, the colors should be coded in the order of top to bottom or front to rear; for example, VCO/RED/WHI.

    3. When a vehicle of more than two colors is described, the code for multi-colored should be entered in the VCO Field and the actual colors listed in the MIS Field; for example, VCO/MUL/COL and MIS/VCO/RED/WHI/BLU, MIS/VCO/RAINBOW COLORS, or MIS/VCO/SEASHORE SCENE.

11. MISCELLANEOUS (MIS) DATA

    1. License plate numbers exceeding eight characters (NCIC) or ten characters (NCIC 2000) must be shown completely in the MIS Field. The first eight characters (NCIC) or ten characters (NCIC 2000) of the plate number must be entered in the LIC Field.

       In those states where the deletion of a hyphen or symbol in a license plate number may cause an invalid match, the hyphenated plate number must be shown in the MIS Field; for example, plate number 1-1568 would be matched with plate number 11-568. License plate numbers containing a symbol may be entered according to the following guidelines:

       1. When a symbol is used as a separator, the number should be entered in the MIS Field with a hyphen indicating the position of the symbol. Or

       2. When a symbol is used as a decoration, the number should be entered only in the LIC Field disregarding the symbol.

    2. VINs exceeding 20 characters must be shown completely in the MIS Field. The last 20 characters must be entered in the VIN Field.

    3. For records containing the generic VMA codes AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, and TRUCK, the manufacturer's complete name must be entered into the MIS Field. Also, the model number and/or model name (usually contained on the bill of sale) should be entered when available. If the vehicle is homemade, VMA/HOMEMADE should be included in the MIS Field,

and any additional descriptive information which might aid in identification should be entered in easily readable, abbreviated language.

4. With regard to a felony vehicle record, a brief description of the felony should appear in the MIS Field.

5. In instances where a vehicle is not registered and the VYR is unknown, such as for a minibike, snowmobile, or assembled or homemade vehicle, the VYR should be estimated and VYR-ESTIMATED should be placed in the MIS Field.

6. For NCIC-formatted transactions, when the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the property is known, the entering agency should include NOAH in the MIS Field.

7. States that do not have an OAN Field and have entered a nonconforming 17-character VIN or state-assigned serial number in the VIN Field must place the word SVIN as the first item in the MIS Field.

12. OWNER-APPLIED NUMBER (OAN)

1. The OAN Field is a 20-character searchable field. If the record entry also contains a VIN, it cannot be the same as the OAN.

2. In a stolen vehicle record, the OAN Field should be used to enter a state- assigned or nonconforming 17-character VIN leaving the VIN Field blank.

3. The OAN Field can also be used when the stolen vehicle has a unique identification number which has been assigned in connection with a theft prevention program. In such a case, the OAN may be entered as the only numeric identifier or in addition to a VIN. An OAN is not permitted in a felony vehicle entry.

13. ORIGINATING AGENCY CASE NUMBER (OCA)

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

2.6 VEHICLE ENTRY AND THE $.8. PROGRAM

An agency entering a vehicle registered in another state must advise the NCIC 2000 control terminal in the state of registry about such an entry if the state of registry is not a $.8. Program participant. Additional information concerning the $.8. Program can be found in the Introduction chapter of this manual.

2.7 NCIC 2000 MESSAGE FIELD EDITS FOR ENTRY

1. IMAGE DATA (IMN AND IMT)

   A Vehicle File record can be entered with an IMN and IMT corresponding to a generic image on file. The user can query the Image File to determine if a generic image with the same VMA, VMO, VST, and VYR is stored in the system. The IMN and IMT returned in the response can be included in the entry transaction.

   The IMN must begin with an I and the IMT must be V. If the Image Type is not V, the message will be rejected as a field error. NCIC 2000 will verify that the generic image is an active record in the System.

2. LINKAGE DATA (LKA AND LKI)

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

3. NOTIFY ORIGINATING AGENCY (NOA)

   When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the vehicle is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. Currently, if the NOA is blank, the field will default to N.

   The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications ($. messages) to the ORI of record.

4. OPT TYPE (OPT)

   The OPT Field is used to indicate whether a record should be made available for public dissemination. Entering an IN will indicate that the record should be made available for public dissemination. Entering an OUT will indicate that the record should not be made available for public dissemination. If an agency enters a date in the OPT Field, the record

will not be made available for public dissemination until that date. All vehicle record entries that do not contain an OPT value will automatically be defaulted to OUT.

SECTION 3--MODIFICATION

3.1 WHEN TO USE A MODIFICATION MESSAGE

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

2. The MKE MV should be used to modify a stolen vehicle record and the MKE MF should be used to modify a felony vehicle record.

3. Add-on vehicle and add-on part records cannot be modified; therefore, they must be canceled and reentered.

3.2 EXAMPLES OF MODIFICATION MESSAGES

1N01HEADER.MV.MD1012600.NIC/V000032699.OCA/A222.VMO/BON.VCO/BRO

Acknowledgment:

1L01HEADER
MD1012600
MODIFY NIC/V000032699

The above modification example contains: header (1N01HEADER), message key (MV), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/A222), the fields being modified, and the data being changed (VMO/BON, VCO/BRO).

1N01HEADER.MV.MD1012600.NIC/V126431001.OCA/2501.LIC/.LIS/.LIY/.LIT/.

Acknowledgment:

1L01HEADER
MD1012600
MODIFY NIC/V126431001

The above modification example contains: header (1N01HEADER), message key (MV), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V126431001 and OCA/2501), and indicates data (only license plate information) to delete.

3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN*	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

*NCIC 2000 format only

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The modify transaction must contain two record identifiers. For a stolen vehicle or felony vehicle record, the first identifier must be one of the following: NIC, LIC, or VIN. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

3.5 VALIDATION GUIDELINES FOR NCIC MODIFICATION

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

```
1N01HEADER.MV.MD1012600.NIC/V126431001.OCA/2501.MIS/CAR WAS
BUILT AS A KIT.VLN/JONES, DAVID E
```

Acknowledgment:

```
1L01HEADER
MD1012600
VALIDATE NIC/V126431001
```

SECTION 4--CANCELLATION

4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid, for example, a record that resulted from a fictitious or false theft report. Any add-on vehicle or add-on part appended to a base vehicle record will be canceled when the base record is canceled. If the add-on vehicle or part has not been recovered with the vehicle, the stolen vehicle or part should be reentered as a base record.

The MKE XV must be used to cancel a stolen vehicle record; the MKE XF must be used to cancel a felony vehicle record.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

1N01HEADER.XV.MD1012600.NIC/V000032699.OCA/A222.19991205.NOT STOLEN

Acknowledgment:

1L01HEADER
MD1012600
CANCEL NIC/V000032699

The above cancellation example contains: header (1N01HEADER), message key (XV), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/A222), date of cancellation (19991205), and reason for property record removal (NOT STOLEN).

When a vehicle record is canceled, the entire record including all data appended to the record by means of an add-on record entry is automatically canceled.

4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC

*NCIC 2000 format only

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

The cancel transaction must contain two record identifiers. For a stolen vehicle or felony vehicle record, the first identifier must be one of the following: NIC, LIC, or VIN. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. The Date of Cancellation (DOC) must follow the two record identifiers. DOC must be the current date or the current date minus one.

4.5 ADDITIONAL GUIDELINE FOR NCIC 2000 CANCELLATION

When canceling a record in an NCIC 2000 format, the user is expected to enter the Reason for Property Record Removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancel transaction, the RPP value will be either CASE DROPPED or NOT STOLEN.

4.6 AUTOMATIC NOTIFICATION OF RECORD CANCELLATION

NCIC 2000 will automatically search the appropriate NCIC 2000 databases for duplicate vehicle records. If the VIN and VMA Fields of the record being canceled match another record or the LIC and either LIS, LIY, or LIT Fields match another record, a $.D. administrative message will be sent to the ORI of the duplicate record. Additional information on administrative messages can be found in the Introduction chapter of this manual.

SECTION 5--INQUIRY

5.1 EXAMPLES OF INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

Vehicle data contained in QV, ZV, QW, QWA, QWE, QWF, QWS, QWI, or ZW inquiries will automatically search all NCIC files that may include LIC and VIN data.

1N01HEADER.QV.WA1230000.LIC/ABC123.LIS/MD.VIN/2P4555P026483.VMA/PONT

Negative Response:

1L01HEADER
WA1230000

NO RECORD LIC/ABC123 LIS/MD
NO RECORD VIN/2P4555P026483

Positive Response:

1L01HEADER
WA1230000

MKE/STOLEN VEHICLE
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC
VIN/2P4555P026483 VYR/1995

VMA/PONT VMO/BON VST/SW VCO/BRO DOT/19990921
OCA/2325
MIS/DENT IN REAR LEFT FENDER
OAN/1234567891234
OPT/IN AS OF 20120806
NIC/V000032699 DTE/19990930 1432 EDT DLU/20120806 1600 EST
ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI

It is essential that all identifying data in positive responses be compared with the suspect vehicle before further action is taken.

For any inquiry transaction containing a 17-character VIN, the check-digit edit will be performed and matching record(s) will be provided. However, if the VIN does not conform with the edit, a caveat will be returned advising that the VIN may contain erroneous data. For example, in addition to a positive or negative response, the following caveat may also be received:

***VERIFY VIN/1K742GOD5432123; IT DOES NOT CONFORM TO VIN STANDARDS FOR 1981 AND LATER VEHICLES.

An inquiry can contain up to a maximum of three VINs separated by commas with no spaces. When an inquiry contains multiple VINs, the System will compute the check digit in each VIN.

Example:

1N01HEADER.QV.WA1230000.VIN/WG723KlK6E7654321,1K742B2GOD5432123, 1GB8272KOF1234567

Negative Response:

1L01HEADER
WA1230000

NO RECORD VIN-SER-OAN/WG723KlK6E7654321 OR 1K742B2GOD5432123 OR 1GB8272KOFL234567
***VERIFY VIN/1K742B2GOD5432123; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
***VERIFY VIN/1GB8272KOF1234567; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

Positive Response:

L01HEADER
WA1230000

MKE/STOLEN VEHICLE
ORI/MD1012600 LIC/ABC123 LIS/WY LIY/1997 LIT/PC
VIN/WG723KlK6E7654321 VYR/1996
VMA/FORD VMO/MUS VST/2D VCO/BLU DOT/19991010
OCA/18273645
MIS/DENT IN REAR LEFT FENDER
OAN/0192837465VA
OPT/IN AS OF 20120806
NIC/V723005317 DTE/19991012 EST DLU/20120806 1400 EST
ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI

NO RECORD VIN-SER-OAN/1K742B2GOD5432123 OR 1GB8272KOF1234567
***VERIFY VIN/1K742B2GOD5432123; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
***VERIFY VIN/1GB8272KOF1234567; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

5.2 MESSAGE FIELD CODES FOR INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1 -20	ALPHABETIC, NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR	OPTIONAL	IND*	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH*	1-1	ALPHABETIC

*NCIC 2000 format only

5.3 REQUIREMENTS FOR INQUIRY

Inquiries can be made using the NIC only, or LIC, VIN, and OAN either separately or in combinations, such as VIN and OAN or LIC and VIN, etc. Each identifier must be preceded by its MFC. However, when making an inquiry using the OAN, the VIN must be used. Up to three numbers may be included after VIN/ (e.g., VIN, OAN, and SER). Each number must be separated by a comma with no space. An inquiry of this type will search the VIN, SER, and OAN Fields of all Vehicle, Boat, and Vehicle/Boat Part File records, as well as the VIN Field of all person records. The LIS and VMA are not required for a vehicle inquiry but **should** be included. Using the LIS will limit the search to records on file containing matching LIS information and prevent unnecessary $.H. administrative messages from being generated. NCIC searches felony vehicle records using LIC only.

5.4 ADDITIONAL GUIDELINES FOR INQUIRY

1. If a VIN is more than eight characters, the NCIC 2000 VIN search method uses the rightmost eight characters of the VIN. Complete VINs should be used for inquiry whenever available. A caveat will appear to warn agencies which receive a positive vehicle response that any match(s) is not exact as to all VIN characters. The following will appear at the beginning of the record immediately before the message key translation:

   RECORD NIC/V123456789 IS BASED ON PARTIAL VIN SEARCH - VERIFY ALL DATA BEFORE TAKING FURTHER ACTION BASED ON THIS RECORD

2. If a LIC is more than eight characters, the NCIC 2000 LIC search method uses the leftmost eight characters of the LIC. Complete LICs should be used for inquiry whenever available. A caveat will appear to warn agencies which receive a positive vehicle response that any match(s) is not exact as to all LIC characters. The following will appear at the beginning of the message immediately before the message key translation:

   RECORD NIC/-V123456789 IS BASED ON A PARTIAL LIC SEARCH - VERIFY ALL DATA BEFORE TAKING ACTION BASED ON THIS RESPONSE

3. A QV, QVB, ZV, QW, QWA, QWE, QWF, QWS, QWB, or ZW inquiry that contains LIC or VIN will retrieve a Boat File record with a matching LIC or VIN in the boat

supplemental trailer record. Inquiries with VIN will also retrieve any part (EP, EBP, EPS) record regardless of category, with a matching SER or OAN.

4. An inquiry containing only license plate data can provide a secondary hit response from other NCIC 2000 files when the primary hit contains VIN. When this happens, another computer search is automatically generated on the VIN contained in the record response. The automatic second search may retrieve up to 15 records from the Vehicle, Boat, Vehicle/Boat Part Files and/or person files if they contain a matching VIN, SER, or OAN, regardless of the LIC data used in the original inquiry.

5. If the initial inquiry on license plate data retrieves 1) a person record with identical license data, a second search will be performed on the base VIN (or the oldest supplemental VIN if there is no base VIN), the base SOC, or the FBI number; 2) a Vehicle or Boat File record with add-on entries, a second search will be performed on a VIN contained in the add-on entry that has matching license data.

6. An inquiry containing VIN or LIC can provide a secondary hit response from the NCIC 2000 person files when the primary hit contains a SOC or FBI number. When this happens, another search is automatically generated on the SOC and/or FBI number contained in the record response. The automatic second search may retrieve up to 15 matches of each from the person files for SOC or FBI number regardless of the VIN or LIC data used in the original inquiry.

7. An inquiry that results in a positive hit response on a vehicle record with expired license plate data will generate a warning caveat as part of the response to agencies. The following will appear at the beginning of the record before the message key translation:

   WARNING - THE FOLLOWING STOLEN VEHICLE RECORD CONTAINSEXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

8. If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included after the first 20 hit responses to indicate a file is being created with up to an additional 100 hit responses.

   ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

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

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

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

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

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

5.5 ADDITIONAL GUIDELINES FOR NCIC 2000 INQUIRY

1. IMAGE INDICATOR (IND)

   Inquiries submitted in an NCIC 2000 format may contain an Image Indicator (IND) to specify whether an image should be returned if available. If the IND is Y, an image related to each primary hit response, if available, will be returned (i.e., one identifying image for a vehicle record, one mugshot for a person record). If IND is not entered, the field will default to an N.

   1N01HEADER.QV.WA1230000.LIC/ABC123.LIS/MD.VIN/2P4555P026483.
   VMA/PONT.IND/Y.

   The following would be returned after the immediate confirm caveat for a generic vehicle image:

   IMR/VVMO:BON VST:SW
   VYR:1995 VMA:PONT
   IMN:I000001222 GENERIC VEHICLE
   MIS: PHOTO PROVIDED BY MANUFACTURER

   00256
   <image>.

   The Image Response (IMR) is composed of the following data: IMT (V for generic image) and standard vehicle MFCs (VST , VYR , and VMA). The IMN is next, followed by the image description (GENERIC VEHICLE). Following is the Image MIS Field, then image size in bytes (00256), and, last, the <image> would be replaced with the actual image.

   The following would be returned after the immediate confirm caveat for an identifying vehicle image:

   IMR/IVIN:2P4555P026483 LIC:ABC123 LIS:MD
   VYR:1995 VMA:PONT
   NIC:V000032699 IMN:I000031222
   MIS: PHOTO SHOWING UNIQUE PAINT SCHEME

00512
<image>.

The Image Response (IMR) is composed of the following data: IMT (I for identifying image) and standard vehicle MFCs (LIC, LIS, VYR, and VMA). The NIC of the base record is next, followed by the IMN. Following the IMN is the Image, MIS Field, then image size in bytes (00512), and, last, the <image> would be replaced with the actual image.

2. RELATED SEARCH HIT (RSH)

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

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

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

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

5.6 BATCH INQUIRY (QVB)

1. The NCIC 2000 batch inquiry allows users to create a file of individual QV/ZV inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiry from which they were generated. Prior to each response SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number. For example:

1N01HEADER.QVB.DC1014300.001.VIN/WG723K1K6E7654321&002.LIC/ABC123.
LIS/MD.VIN/2P4555PO2683&005.VIN/1K742B2GOD5432123&010.NIC/V123456789

Acknowledgment:

1L01HEADER
DC1014300
BATCH INQUIRY RECEIVED

2. The sequence numbers, as shown in the example, do not have to be sequential (001, 002, 005, 010), but they have to be unique. The HDR, ORI, MKE, and sequence number are entered without the MFC. The identifiers available in the QV/ZV inquiry are available for use in the QVB message, including the IND and the RSH indicators, and are preceded by the proper MFC.

3. There is a limit of 1800 characters for a batch inquiry, including the header and all control characters.

4. The results of the batch inquiry are transmitted via a file to be retrieved by the user. The maximum number of inquiry batched records is 2,000. If the maximum number is exceeded, the Introduction chapter of this manual provides the necessary message translation. The user is notified of the file by the $.B. administrative message. The following is an example of the contents of a file:

```
1L01HEADER
DC1014300

SEQUENCE NUMBER: 001
NO RECORD VIN/WG723K1K6E7654321

SEQUENCE NUMBER: 002

MKE/STOLEN VEHICLE
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC
VIN/2P4555PO2683 VYR/1996
VMA/FORD VMO/MUS VST/2D VCO/BLU DOT/20000110
OCA/ABC123
MIS/DENT IN LEFT REAR FENDER
OAN/0192837465VA
NIC/V723005317 DTE/20000112 1400 EST DLU/20000115 1400 EST
ORI IS ANY CITY PD MD 301 555-1212
IMMED CONFIRM RECORD WITH ORI

SEQUENCE NUMBER: 005

NO RECORD VIN/1K742B2GOD5432123

***VERIFY VIN/1K742B2GOD5432123; IT DOES NOT CONFORM TO
   VIN STANDARDS FOR 1981 AND LATER VEHICLES.

SEQUENCE NUMBER: 010

NO RECORD NIC/V123456789
```

5.7 PROCEDURES FOR HANDLING A HIT

1. An NCIC 2000 hit may not be probable cause to arrest. However, a hit confirmed with the ORI may be adequate grounds to take possession of a vehicle.

2. When an agency receives a record(s) in response to an NCIC 2000 inquiry, and the whereabouts of the stolen vehicle inquired upon is known, and the vehicle inquired upon appears to be identical with one or more of the records, the agency that can seize the stolen vehicle must contact the ORI of each record(s) to confirm the hit(s) prior to seizing the vehicle.

3. "To confirm the hit" means to verify that the theft report is still outstanding, to verify that the vehicle inquired upon is identical to the vehicle in the record, and to obtain information concerning the return of the vehicle to the rightful owner.

4. Standard hit confirmation procedures should be followed when a hit is received on a record for a vehicle subject to seizure. When the vehicle is located within the United States, the law enforcement officer should take possession of the vehicle. The officer must also contact either the entering agency or the office of the United States Marshals Service to execute the seizure order. When the vehicle is located outside of the United States, the law enforcement officer should contact the entering agency to determine if that agency will retrieve the vehicle.

5. This system is based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.

6. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

5.8 CANADIAN VEHICLE INDEX INFORMATION

1. NCIC 2000 maintains an interface with the Canadian Police Information Centre (CPIC) that allows searchable identifiers in CPIC records to be transmitted to NCIC 2000 for storage and access, creating the Canadian Vehicle Index (CVI). The CVI contains stolen boat, part, vehicle, and license plate records, including U.S. registered vehicles and boats stolen in Canada. Based on the CVI response, the inquiring agency should perform an NLETS transaction to obtain current record information in CPIC, then perform any required hit confirmation. Canadian agency names, addresses, and telephone numbers may be obtained through a QO inquiry.
2. When a U.S. user queries NCIC and the query hits on a CPIC record, the user will receive the following message as a hit response:

Positive Response:

YOUR TRANSACTION IS A POSSIBLE MATCH WITH AN INDEX RECORD FOR A FELONY VEHICLE IN CANADA WITH THE FOLLOWING IDENTIFIERS: ORI/BC1234567 VIN/CAN1234567890 LIC/ABC123 LIS/AB.
ADDITIONAL INFORMATION MAY BE OBTAINED VIA NLETS USING A VQ OR XQ TRANSACTION.
INTERNATIONAL USERS CONTACT INTERPOL OTTAWA.

SECTION 6--LOCATE

6.1 WHEN TO USE A LOCATE MESSAGE

1. Any agency, except the agency that entered the record, that recovers a vehicle which is indexed in NCIC 2000 must place a locate message on the active vehicle record(s). When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen vehicle must contact the ORI of each record possibly identical with the vehicle in question to confirm the hit. Following confirmation with the originating agency, a locate message must be transmitted for each record on file for the vehicle.

2. The MKE LV should be used for locating a stolen vehicle record; the MKE LF for locating a felony vehicle record.

3. Once a Vehicle File record has had a locate placed on it, it cannot be modified.

6.2 EXAMPLE OF A LOCATE MESSAGE

1N01HEADER.LV.WA1230000.NIC/V000032699.OCA/2325.19991205.5865.
HIT NCIC 19991204...10000.4000.9000

Acknowledgment:

1L01HEADER
WA1230000
LOCATE NIC/V000032699

The above locate example contains: header (1N01HEADER), message key (LV), recovering agency identifier (WA1230000), two record identifiers (NIC/V000032699 and OCA/2325), date of recovery (19991205), recovering agency case number (5865), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991204), value of property recovered (10000), value of other recovered property (4000), and value of recovered contraband (9000).

When a locate message is transmitted for a Vehicle File record, the message key translation changes from STOLEN VEHICLE to LOCATED STOLEN VEHICLE, or from FELONY

VEHICLE to LOCATED FELONY VEHICLE, and the date of recovery, recovering agency ORI, and recovering agency OCA are added to the record.

6.3 MESSAGE FIELD CODES FOR LOCATE

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF*	1-20	ALPHABETIC, NUMERIC

VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP*	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR*	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC*	1-8	NUMERIC

*NCIC 2000 format only

6.4 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE

The locate transaction must contain two record identifiers. For a stolen vehicle or felony vehicle record, the first identifier must be one of the following: NIC, LIC, or VIN. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. The OCA used to identify the record must be the OCA of the agency that entered the record. This OCA is contained in the NCIC 2000 response to the apprehending/locating agency inquiry. The date of recovery and recovering agency case number must be entered, in that order, and are not preceded by the MFC.

6.5 ADDITIONAL GUIDELINES FOR LOCATE

1. Ten days after a record is located, it is retired.

2. The FBI CJIS staff permits the NICB to locate an NCIC 2000 Vehicle File record (MKE/LOCATED VEHICLE) when NICB receives information concerning the recovery of a stolen vehicle and an inquiry reveals that the NCIC 2000 record is in active status (MKE/STOLEN VEHICLE).

3. Any agency that receives a notification message based upon an NICB locate should contact the recovering agency to obtain details concerning the recovery. The NICB should be considered a secondary contact.

4. There are no locate procedures for CVI records.

6.6 ADDITIONAL GUIDELINE FOR NCIC 2000 LOCATE

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

6.7 AUTOMATIC NOTIFICATION OF LOCATE

1. When an agency places a locate against another agency's record, NCIC 2000 will automatically notify the entering agency through a $.L. administrative message. The $.L. will include any associated add-on vehicle and/or add-on parts.

2. NCIC 2000 will automatically search the appropriate NCIC 2000 databases for duplicate vehicle records. If the VIN and VMA Fields of the record being located match another record or the LIC and either LIS, LIY, or LIT Fields match another record, a $.D. administrative message will be sent to the ORI of the duplicate record.

SECTION 7--CLEAR

7.1 WHEN TO USE A CLEAR MESSAGE

1. Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

    1. When the agency recovering the vehicle is the agency that entered the record.

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

2. Any add-on vehicle or add-on part appended to a base vehicle record will be cleared when the base record is cleared. If the add-on vehicle or part has not been recovered, a record must be reentered for the unrecovered vehicle or part.

3. The appropriate MKE must be used to clear a vehicle record. MKE CV must be used to clear a stolen vehicle record; MKE CF must be used to clear a felony vehicle record.

7.2 EXAMPLE OF A CLEAR MESSAGE

1N01HEADER.CV.MD1012600.NIC/V000032699.OCA/A222.19991005.WA1230000.
5865.HIT NCIC 19991003.4..1500..1000

Acknowledgment:

1L01HEADER
MD1012600
CLEAR NIC/V000032699

The above clear example contains: header (1N01HEADER), message key (CV) Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/ A222), date of recovery (19991005), the recovering agency identifier (WA1230000), the recovering agency case number (5865), and benefits and effectiveness data: reason for property record

removal (HIT NCIC 19991003), number of persons apprehended (4), value of recovered property (1500), and value of recovered contraband (1000).

7.3 MESSAGE FIELD CODES FOR CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 1-20*	ALPHABETIC, NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC

NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF*	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP*	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR*	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC*	1-8	NUMERIC

*NCIC 2000 format only

7.4 IDENTIFICATION OF A RECORD TO BE CLEARED

The clear transaction must contain two record identifiers. For a stolen vehicle or felony vehicle record, the first identifier must be one of the following: NIC, LIC, or VIN. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

7.5 ADDITIONAL GUIDELINES FOR CLEAR

There are two circumstances that require unique record formats to clear a vehicle file record.

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

2. If the vehicle file record is located by an agency other than the entering agency and:

    1. The record being cleared is in a located status (MKE/LOCATED VEHICLE or MKE/LOCATED FELONY VEHICLE), only the date of clear would be entered following the two record identifiers.

    2. The record being cleared is in an active status (MKE/STOLEN VEHICLE or MKE/FELONY VEHICLE), the date of clear followed by the recovering agency's identifier and the recovering agency's case number, in that order, without field codes would be entered after the two record identifiers. Additionally, benefits and effectiveness data should be included.

7.6 ADDITIONAL GUIDELINE FOR NCIC 2000 CLEAR

Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period.

7.7 AUTOMATIC NOTIFICATION OF CLEAR

NCIC 2000 will automatically search the appropriate NCIC 2000 databases for duplicate vehicle records. If the VIN and VMA Fields of the record being cleared match another record or the LIC and either the LIS, LIY, or LIT match another record, a $.D. administrative message will be sent to the ORI of the duplicate record.

SECTION 8--ADD-ON FEATURE (NCIC FORMAT ONLY)

8.1 MESSAGE FIELD CODES FOR ADD-ON VEHICLE RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC, NUMERIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER (BASE RECORD)	CONDITIONAL	LIC	1-8	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER (BASE RECORD)	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8	ALPHABETIC, NUMERIC

LICENSE STATE	SET	LIS	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
LICENSE YEAR	SET	LIY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
LICENSE TYPE	SET	LIT	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	OPTIONAL SET	VYR	4-4	NUMERIC
VEHICLE MAKE	OPTIONAL SET	VMA	2-4	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE MODEL	OPTIONAL SET	VMO	2-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE STYLE	OPTIONAL SET	VST	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE COLOR	OPTIONAL SET	VCO	3-3 7-7	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
MISCELLANEOUS	OPTIONAL	MIS	1-42	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC

8.2 MESSAGE FIELD CODES FOR ADD-ON PART RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC, NUMERIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER (BASE RECORD)	CONDITIONAL	LIC	1-8	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER (BASE RECORD)	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
BRAND NAME	MANDATORY	BRA	2-4	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
CATEGORY	MANDATORY	CAT	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
OWNER- APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
MISCELLANEOUS	MANDATORY	MIS	1-42	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

ENGINE POWER OR DISPLACEMENT	OPTIONAL	EPD	2-5	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

8.3 DEFINITION OF AN ADD-ON

1. An add-on vehicle is any trailer stolen in conjunction with an automobile, tractor, truck, etc., or any additional license data for a base vehicle which was registered in more than one state at the time of theft.

2. An add-on part is any integral or component vehicle part, e.g., engine, transmission, harrow, backhoe, etc., which was stolen in conjunction with a vehicle for which a base vehicle record has already been established.

3. An add-on vehicle record and add-on part record may be appended to a stolen vehicle record (MKE EV) only. Add-on records cannot be appended to felony vehicle records (MKE EF). Add-on records cannot be appended using NCIC 2000-formatted messages.

8.4 ADD-ON MESSAGES

1. The add-on feature was implemented to allow users to link together a stolen vehicle and its component parts in a series-type record within the same file.

   For example, if a farm tractor was stolen and at the time of theft it was on a trailer and a harrow was attached to the tractor, the tractor would be entered as the base record. The trailer would be an add-on vehicle and the harrow an add-on part. An inquiry on any one of the pieces of property would pull the entire record, i.e., base, add-on vehicle, and add-on part.

2. Additionally, the add-on feature allows users to establish one base vehicle record with add-on records for a multiple theft.

   For example, if an automobile was stolen and at the time of theft a trailer was attached which was carrying an engine and transmission, the automobile would be entered as the base record. The trailer would be an add-on vehicle record, and the engine and transmission would be add-on part records.

3. Only the agency that entered the base vehicle record can enter add-on records to the established base record.

4. A maximum of two stolen vehicle (trailers) and seven stolen parts may be added to a base vehicle record.

5. Each add-on vehicle or add-on part is identified by a message key. The message keys for entry are EVS1, EVS2, and EPS1 thru EPS7. All four characters must be used to identify the add-on record for entry and updates.

6. The acknowledgment returns the NIC assigned to the add-on vehicle or part record followed by the NIC which identifies the base vehicle record. Although a NIC is assigned to the add-on vehicle or part record, the add-on record cannot be retrieved independently of the base record.

8.5 EXAMPLE OF AN ADD-ON VEHICLE RECORD ENTRY

1L01HEADER.EVS1.MD1012600.NIC/V000032699.OCA/2325.CBA321.MD.1997.
TL.1J2345K6789L87654.1991.FISC.TL.CT.WHI.16FT CAMPER

Acknowledgment:

1L01HEADER
MD1012600
EVS1 NIC/V004331236
LINKED TO NIC/V000032699

The preceding is an example of a stolen camper trailer that has been added to the base vehicle record. The example contains: header (1L01HEADER), message key (EVS1), Originating Agency Identifier (MD1012600), identifiers of the base record (NIC/V000032699 and OCA/2325), license data (LIC/CBA321, LIS/MD, LIY/1997, LIT/TL), vehicle data (VIN/1J2345K6789L87654, VYR/1991, VMA/FISC, VMO/TL, VST/CT, and VCO/WHI), and miscellaneous information. If the OAN Field was included in the entry, it would be entered immediately following the MIS Field.

8.6 EXAMPLE OF AN ADD-ON PART RECORD ENTRY

1L01HEADER.EPS1.MD1012600.NIC/V000032687.OCA/4456.500786.DEER.HA.026452.
HARROW ATTACHED TO JOHN DEERE TRACTOR

Acknowledgment:

1L01HEADER
MD1012600
EPS1 NIC/V045635647
LINKED TO NIC/V000032687

The above is an example of a stolen harrow that has been added to the base vehicle record entered for a stolen farm tractor. The above entry example contains: header (1L01HEADER), message key (EPS1), Originating Agency Identifier (MD1012600), identifiers of the base record (NIC/V000032687 and OCA/4456), serial number (500786), brand (DEER), category (HA), owner-applied number (026452), and miscellaneous information.

8.7 IDENTIFICATION OF THE STOLEN VEHICLE RECORD FOR ENTRY OF AN ADD-ON RECORD

The base stolen vehicle record to which the add-on record is to be appended must be identified by the NIC and OCA, in that order; LIC and OCA, in that order; or VIN and OCA, in that order, preceded by the proper MFC.

8.8 ADDITIONAL GUIDELINES FOR AN ADD-ON RECORD ENTRY

1. At least one numeric identifier must be present in an add-on vehicle record entry. Searchable numeric identifiers are LIC, VIN, and OAN. If LIC is present, all other license data, i.e., LIS, LIY, LIT, must be included. If VIN or OAN is present, VMA, VST, and VYR must be included. In an add-on part record entry at least one numeric identifier, SER or OAN, must be present. In an add-on part record, BRA, CAT, and MIS are mandatory.

2. The edits for base records listed in this chapter also apply to add-on records. The VYR is mandatory for an add-on vehicle entry if the VMO is TL.

3. If the MKE is EVS1 or EVS2 and the entry includes vehicle data VIN or OAN, the VMO must be TL.

8.9 CRITERIA FOR REJECTING DUPLICATE ADD-ON RECORD ENTRY

The three identifiers in an add-on vehicle entry will be searched to determine if a duplicate record exists. The fields used to determine the reject-on-file status are the following:

1. LIC, LIS, LIY, LIT, and ORI
2. VIN, VMA, and ORI
3. OAN, VMA, OCA, and ORI

The SER and OAN in an add-on part record will be searched to determine if a record exists. The fields used to determine the reject-on-file status are the following:

1. SER, BRA, CAT, and ORI
2. OAN, BRA, CAT, OCA, and ORI

8.10 MODIFICATION OF AN ADD-ON RECORD

An add-on vehicle or add-on part record cannot be modified. These records must be canceled and reentered to reflect the new or changed data.

8.11 CANCELLATION OF AN ADD-ON RECORD

1. Cancellation of the add-on vehicle record is restricted to the agency that entered the record. A cancellation message is used when:

1. The record should be removed due to invalid information contained in the record. Or

2. The add-on stolen vehicle has been recovered.

2. The MKE/XVS_ or XPS_ is used to cancel an add-on record (vehicle or part). The fourth position of the MKE must contain the proper numeric character corresponding to the record that is to be canceled. The cancellation message will only remove that specific add-on record.

3. Add-on record(s) will also be removed from file if the base vehicle record has been removed by use of message keys CV or XV or is retired. If the add-on record has not been recovered, the record(s) must then be entered as a base vehicle record (MKE/EV). For example:

1L01HEADER.XVS1.MD1012600.NIC/V000032699.OCA/2325.19961205
1L01HEADER.XPS1.MD1012600.NIC/V000032687.OCA/4456.19961205

8.12 GUIDELINE FOR ADD-ON RECORD INQUIRY

The capability to inquire only add-on records does not exist. Additional information concerning vehicle inquiry can be found in Section 5 of this chapter.

8.13 LOCATE OF AN ADD-ON RECORD

1. A locate message with MKE LV will locate a base vehicle record and any associated add-on vehicle and/or part record(s). The LV message must be used when the base vehicle and its associated add-on record(s) have been recovered or when the base vehicle has been recovered.

2. Any add-on stolen vehicle and/or part record(s) associated with the located base vehicle may be reentered by the originating agency as follows:

    1. An add-on stolen vehicle record may be reentered: 1) as a base vehicle (EV) record for a stolen trailer or 2) as a License Plate File record for a stolen license plate.

    2. Any stolen add-on part records should be reentered as a base part (EP) record(s) unless the part record can be appended to an associated base vehicle (EV) record.

3. A vehicle add-on record (EVS_) may be located with the MKE LVS_. The fourth position of the MKE identifies the specific add-on vehicle record to be located. The add-on vehicle record to be located must be identified by NIC and OCA, in that order; LIC and OCA, in that order; or VIN and OCA of the base record, in that order, preceded by the appropriate MFC.

4. A part add-on record (EPS_) may be located by the MKE LPS_. The fourth position of the MKE identifies the specific add-on part record to be located. The add-on part record to be located must be identified by the NIC and OCA, in that order; LIC and OCA, in that order; or VIN and OCA of the base record, in that order.

8.14 CLEAR OF AN ADD-ON RECORD

Add-on records will be cleared when the base vehicle record is cleared. Individual add-on vehicle or part records may be cleared by using the cancel message (XVS_ or XPS_).