



May 30, 2014

TECHNICAL AND OPERATIONAL UPDATE (TOU) 14-4

SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS.....1-1

SECTION 2 -- SYSTEM CHANGES

CHANGE OF THE FBI NUMBER FIELD TO THE FBI NUMBER/UCN FIELD.....1-1

SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS

Section 2 contains information on the change of the FBI Number Field to the FBI Number/UCN Field.

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TOUs are also available via the Law Enforcement Online (LEO) on the Law Enforcement Enterprise Portal (LEEP). To access the TOUs on the LEEP:

- Click on the LEO logo
- Click on the SIGs link
- Click by Access Type drop down arrow and select Unrestricted
- Click on the CJIS logo
- Click on the Programs tab
- Click on the National Crime Information Center (NCIC) link
- Under Documents, click on the NCIC Technical and Operational Updates

Users with questions concerning access to the LEO and LEEP should contact the LEO Operations Unit by telephone at (304) 625-5555.

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SECTION 2 -- SYSTEM CHANGES

CHANGE OF THE FBI NUMBER FIELD TO THE FBI NUMBER/UCN FIELD

AFFECTED BY CHANGE:

- Introduction**
- Gang File**
- Identity Theft File**
- Missing Person File**
- National Sex Offender Registry**
- Other Transactions**
- Protection Order File**
- Protective Interest File**
- Supervised Release File**
- Vehicle File**
- Violent Person File**
- Wanted Person File**

EFFECTIVE DATE: **June 30, 2015**

Background

Historically, FBI numbers (FNUs) have been used to index a subject's criminal history record. Under the Next Generation Identification (NGI) system, subjects will be indexed based on fingerprint-based identities and will be referenced by an FBI Universal Control Number (UCN).

System Changes

For NCIC, the FBI Number Field name will be changed to FBI Number/UCN.

\$.K.SOR. NSOR Missing Information and \$.Q. Sex Offender Notifications will be changed to reflect the new field name.

NCIC 2000 Operating Manual Changes

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~. Updates to the Interstate Identification Index chapter will be provided in a separate Technical and Operational Update.

INTRODUCTION**SECTION 2.9 -- ADMINISTRATIVE MESSAGES****\$.K. SOR. NSOR MISSING INFORMATION NOTIFICATION**

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

\$.K.SOR. NSOR MISSING INFORMATION
 MD1230000
 NCIC INCOMPLETE NSOR NOTIFICATION AT 0515 EDT ON 05/01/2011.
 THE FOLLOWING NSOR RECORD IS MISSING THE FBI NUMBER/UCN. EVERY
 EFFORT SHOULD BE MADE TO IDENTIFY THE OFFENDER'S FBI NUMBER/UCN
 AND INCLUDE IT IN THE RECORD.
 MKE/SEXUALLY VIOLENT PREDATOR - CAUTION
 CMC/05 - VIOLENT TENDENCIES
 OFS/A2 - NON-COMPLIANT - ABSCONDED
 ORI/MD1230000 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/MD
 DOB/19620530 HGT/601 WGT/209 EYE/BLU HAI/BRO CTZ/US
 SKN/ALB SMT/SC R HND
 FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789
 OLN/98765432 OLS/MD OLY/2013
 ORD/19980923 ERD/NONEXP SXP/Y CRR/HOMICIDE - WILLFUL KILL - WEAPON
 CON/19810510 PLC/MD AOV/12 SOV/M
 OCA/92312665
 MIS/ADDITIONAL CHARGES OF KIDNAPPING AND SEX ASSAULT - MINOR
 MIS/INFO RE PREDATOR DETERMINATION AVAILABLE FROM
 MIS/MD ST BUREAU OF PRISONS 301 555-1234
 DNA/N
 SNU/112 SNA/ELM STREET
 CTY/SILVER CITY STA/MD ZIP/99999
 COU/ESSEX
 TNO/301 555-5555
 NIC/X123456789 DTE/20110401 0430 EDT DLU/20110401 0430 EDT

\$.Q. SEX OFFENDER NOTIFICATION

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

\$.Q.

MD0012600

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

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

GANG FILE**SECTION 9.7 -- GMC MESSAGE FIELD CODES AND EDITS**

Code	Field	Edits
FBI	FBI Number/UCN	May be up to seven numerics; or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabets followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C, D, or E; and the check digit will be zero to nine. The alphabetic characters I and O are always invalid.

-OR-

May be eight alphanumeric followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.

More information in *Personal Descriptors, NCIC 2000 Code Manual*.

SECTION 10.2 -- MESSAGE FIELD CODES FOR GMC ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC

SECTION 2 -- SYSTEM CHANGES

DATE OF EMANCIPATION	**	DOE	0	
HEIGHT	OPTIONAL	HGT	3-3	NUMERIC
WEIGHT	OPTIONAL	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	OPTIONAL	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER/UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
GANG NAME	MANDATORY	GNG	1-22	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SUBGROUP NAME	MANDATORY	SGP	1-35	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CRITERIA FOR ENTRY	MANDATORY	ECR	1-2	ALPHABETIC
DATE OF PURGE	OPTIONAL WITH DEFAULT	DOP	8-8 6-6	ALPHABETIC, NUMERIC ALPHABETIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-121 1-500*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA*	1-1	ALPHABETIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

SECTION 2 -- SYSTEM CHANGES

LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL (2-4)</i> ALPHABETIC, NUMERIC, SPECIAL CHARACTERS (4-24)
VEHICLE MODEL	OPTIONAL WITHIN SET	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL WITHIN SET	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC*	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DNA PROFILE INDICATOR	OPTIONAL	DNA*	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO*	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ*	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ETHNICITY	OPTIONAL	ETN*	1-1	<i>CODE AS DEFINED IN NCIC 2000 CODE MANUAL</i>
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI*	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA*	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

*NCIC 2000 format only

**Field must not contain data but must be included in record formats.

SECTION 10.5 -- MESSAGE FIELD CODE EDITS FOR GMC ENTRY

1. DESCRIPTORS IN THE GMC RECORD ENTRY

Entry instructions for name; sex; race; ethnicity; date of birth; height; weight; eye color; hair color; ~~FBI number~~; skin tone; scars, marks, and tattoos; fingerprint classification; miscellaneous number; Social Security number; operator's license number; caution and medical conditions; and citizenship can be found in Personal Descriptors, *NCIC 2000 Code Manual*. Codes for entering the place of birth and citizenship can be found in State and Country Codes, *NCIC 2000 Code Manual*. Codes for entering license and Vehicle data can be found in the Vehicle Data Codes, *NCIC 2000 Code Manual*.

4. MISCELLANEOUS (MIS) DATA

2. If the entry contains an FBI Number/**UCN**, the entering agency may obtain a copy of the subject's manual identification record by entering the alphabetic code Send Identification Record (SIR) as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field.

SECTION 13.2 -- MESSAGE FIELD CODES FOR GMC INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER/ UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1 -20	ALPHABETIC, NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR*	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT*	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH*	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH*	OPTIONAL	EBS	1-1	NUMERIC

*NCIC 2000 format only

SECTION 13.3 -- REQUIREMENTS FOR GMC INQUIRY

On-line queries to the GMC are possible through automatic cross-search as part of the QW, QWA, QWE, QWF, QWS, QV, ZW, and ZV transaction or use of QGM transaction. In either case, the query must include NAM and one of the following numeric identifiers:

1. DOB (date of birth)
2. SOC (Social Security number)
3. MNU (miscellaneous identifying number)
4. OLN (operator's license number)
5. VIN (vehicle identification number)
6. LIC (license plate number)
7. OCA (originating agency case number)
8. FBI (FBI Number/UCN)

In addition, an inquiry without NAM using LIC, VIN, and/or NIC is permitted.

IDENTITY THEFT FILE**SECTION 1.6 -- MESSAGE FIELD CODES AND EDITS**

Code	Field	Edits
FBI	FBI Number/UCN	May be up to seven numerics or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetic characters followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C, D, or E; and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid.

-OR-

May be eight alphanumeric followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.

More information in Personal Descriptors, *NCIC 2000 Code Manual*.

SECTION 2.2 -- MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PLACE OF BIRTH	MANDATORY	POB	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF BIRTH	MANDATORY	DOB	8-8	NUMERIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC

SECTION 2 -- SYSTEM CHANGES

WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER/UCN	OPTIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF PURGE	OPTIONAL WITH DEFAULT	DOP	8-8	NUMERIC
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PASSWORD	MANDATORY	PWD	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ID THEFT TYPE	MANDATORY	IDT	4-4	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF THEFT	OPTIONAL	DOT	8-8	NUMERIC
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	2-2	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	ALPHABETIC
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	4-4	ALPHABETIC, NUMERIC
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

SECTION 2.5 -- MESSAGE FIELD CODE EDITS FOR ENTRY**1. PERSONAL DESCRIPTORS**

Entry instructions for name; sex; race; ethnicity; date of birth; height; weight; eye color; hair color; ~~FBI number~~; skin tone; scars, marks, and tattoos; fingerprint classification; miscellaneous number; and Social Security number can be found in Personal Descriptors, *NCIC 2000 Code Manual*. Codes for entering the place of birth and citizenship can be found in State and Country Codes, *NCIC 2000 Code Manual*. It is recommended that the victim's photographs be included in the identity theft record to serve as an additional form of identification.

4. MISCELLANEOUS (MIS) DATA

2. If the entry contains an FBI Number/**UCN**, the entering agency may obtain a copy of the subject's manual identification record by entering the alphabetic code Send Identification Record (SIR) as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field.

SECTION 3.5 -- ADDITIONAL GUIDELINES FOR MODIFICATION

2. An agency modifying an identity theft record to insert the FBI Number/**UCN** may also request a copy of the subject's identification record by modifying the MIS Field to place SIR as the last item in the field. If any other information is already entered in the MIS Field, it must all be reentered in the modify transaction, and a blank character must precede SIR. Only the agency that entered the record may request a copy of the identification record through this means.

SECTION 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	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER/ UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

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SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH	OPTIONAL	EBS	1-1	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC

MISSING PERSON FILE**SECTION 1.9 -- MESSAGE FIELD CODES AND EDITS**

Code	Field	Edits
FBI	FBI Number/UCN	May be up to seven numerics or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetic characters followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z. The second must be A, B, C, D, or E; and the check digit will be zero to nine. The alphabetic characters I and O are always invalid.

-OR-

May be eight alphanumeric characters followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z. More information in Personal Descriptors, *NCIC 2000 Code Manual*.

SECTION 2.2 -- MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

SECTION 2 -- SYSTEM CHANGES

DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
DATE OF EMANCIPATION	MANDATORY ¹	DOE	8-8	NUMERIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER/UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2	ALPHABETIC (2)
			4-4	NUMERIC (4)
MISSING PERSON	MANDATORY	MNP	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF LAST CONTACT	MANDATORY	DLC	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
			1-20*	
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI*	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA*	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
			1-500*	
NOTIFY ORIGINATING AGENCY FLAG	OPTIONAL	NOA*	1-1	ALPHABETIC
MISSING PERSON CIRCUMSTANCES	OPTIONAL	MPC*	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

SECTION 2 -- SYSTEM CHANGES

LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC*	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
BLOOD TYPE	OPTIONAL	BLT	4-5	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CIRCUMCISION	OPTIONAL	CRC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FOOTPRINT AVAILABLE	OPTIONAL	FPA	1-1	ALPHABETIC
BODY X-RAYS	OPTIONAL	BXR	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CORRECTIVE VISION PRESCRIPTION	OPTIONAL	VRX	1-40	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
JEWELRY TYPE	OPTIONAL	JWT	1-50	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
JEWELRY DESCRIPTION	OPTIONAL	JWL	1-100	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC

DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ*	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ETHNICITY	OPTIONAL	ETN*	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

*NCIC 2000 format only

¹Mandatory blank for EMD/EMDC/EME/EMEC/EMI/EMIC/EMO/EMOC/EMV/EMVC

SECTION 2.5 -- ADDITIONAL GUIDELINES FOR ENTRY

8. An initial missing person record may be entered when the HGT, WGT, HAI, and EYE values are unknown if the FBI Field contains data or the MIS Field contains PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS. When HGT or WGT contain UNK and the FBI NumberField or the MIS Field text is not present, the transaction will be rejected.

SECTION 2.6 -- MESSAGE FIELD CODE EDITS FOR ENTRY

1. PERSONAL DESCRIPTORS

Entry instructions for NAM, SEX, RAC, ETN, DOB, HGT, WGT, EYE, HAI, FBI, SKN, SMT, FPC, MNU, SOC, OLN, BLT, CRC, FPA, BXR, and JWT can be found in Personal Descriptors, *NCIC 2000 Code Manual*. Codes for entering the POB and CTZ can be found in State and Country Codes, *NCIC 2000 Code Manual*. Codes for entering license and vehicle data can be found in Vehicular Data Codes, *NCIC 2000 Code Manual*.

SECTION 3.5 -- ADDITIONAL GUIDELINES FOR MODIFICATION

4. When a missing person record is modified to contain HGT, WGT, HAI, and EYE values of unknown, the FBI Field must contain data or the MIS Field must contain PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS. When HGT or WGT contain UNK and the FBI NumberField or the MIS Field text is not present, the transaction will be rejected.

NATIONAL SEX OFFENDER REGISTRY**SECTION 1.6 -- SCOPE OF THE NATIONAL SEX OFFENDER REGISTRY AUDIT**

1. **Record Maintenance** - NCIC records must be kept accurate and up-to-date. Agencies that enter records in the NCIC System are responsible for their accuracy, timeliness, and completeness.
 - c) **Completeness** - Complete records include all critical information that was available on the person or property at the time of entry. Validation should include a review of whether additional information, which is missing from the original entry that could be added, has become available for inclusion to the record.

For NSOR records, the following fields must be included for completeness, if available* and if the state has programmed for the listed fields: Name (NAM); Alias (AKA); Sex (SEX); Race (RAC); Place of Birth (POB); Citizenship (CTZ); Date of Birth (DOB); Height (HGT); Weight (WGT); Eye Color (EYE); Hair Color (HAI); Scars, Marks, Tattoos, and Other Characteristics (SMT); Caution and Medical Conditions (CMC); FBI Number/UCN (FBI); Miscellaneous Number (MNU) - to include Passport, Personal Identification, and Alien Registration Numbers only; Social Security Number (SOC); Operator's License Number (OLN), Operator's License State (OLS), and Operator's License Year of Expiration (OLY); License Plate Number (LIC), License Plate State (LIS), License Plate Year of Expiration (LIY), and License Plate Type (LIT); Vehicle Identification Number (VIN), Vehicle Year (VYR), Vehicle Make (VMA), Vehicle Model (VMO), and Vehicle Style (VST); Conviction Resulting in Registration (CRR); Date of Conviction (CON); Sexual Predator Indicator (SXP); Offender Registration Date (ORD); Ending Registration Date (ERD); Originating Agency Case Number (OCA); Street Number (SNU); Street Name (SNA); City Name (CTY); County (COU); State Name (STA); ZIP Code (ZIP); Telephone Number (TNO); Address Type (ADD); State Identification Number (SID); Offender Status (OFS); Email Address (EML); Internet Identifiers (IID); Tier Level (TIR); Juvenile Offender Indicator (JUV); and Boat Color (BCO), Hull Serial Number (BHN), Overall Length (BLE), Boat Make (BMA), Model Name (BMO), Boat Name (BNM), Boat Type (BTY), Boat Model Year (BYR), Coast Guard Document Number (CGD), Home Port (HPT), Hull Shape (HSP), Outer Hull (HUL), Propulsion (PRO), Registration Number (REG), Registration State (RES), and Registration Year (REY).

** If a jurisdiction does not capture these data elements as part of the registration program, it is not required to do so for a NSOR entry.*

SECTION 1.7 -- MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
FBI	FBI Number/UCN	May be up to seven numerics; or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabets followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C, D, or E; and the check digit must be 0 to 9. The alphabetic characters I and O are always invalid.

-OR-

May be eight alphanumeric followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.

~~More information in Personal Descriptors, NCIC 2000 Code Manual.~~

SECTION 1.9 -- UNSOLICITED NOTIFICATIONS

1. \$.Q. SEX OFFENDER NOTIFICATION

A \$.Q. Sex Offender Notification notifies the ORI of the NSOR record that another sex offender record has been entered or modified to include matching identifiers. A match is determined by: 1) FBI, 2) SOC, or 3) NAM [or AKA] and DOB. Upon receipt of the notification, the first ORI should ensure their NSOR record is still valid and update as appropriate.

\$.Q.

MD1012600

INDIVIDUAL OF YOUR RECORD WITH NIC/X000034560 HAS BEEN MATCHED BY FBI NUMBER FIELD TO THE FOLLOWING NEWLY ENTERED/MODIFIED SEX OFFENDER RECORD WITH NIC/X123400563 IN NCIC. PLEASE REVIEW YOUR RECORD AND UPDATE RECORD AS APPROPRIATE.

1N01HEADER.MXS.MI0090000.NIC/X123400563.OCA/1998-12345A.FBI/99999AB9

In the above message, FBI NUMBER FIELD will be replaced by SOC FIELD or NAM/DOB FIELDS as required.

2. \$.K.SOR. NSOR MISSING INFORMATION NOTIFICATION

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

```
$.K.SOR. NSOR MISSING INFORMATION
MD1230000
NCIC INCOMPLETE NSOR NOTIFICATION AT 0515 EDT ON 05/01/2011.
THE FOLLOWING NSOR RECORD IS MISSING THE FBI NUMBER/UCN. EVERY
EFFORT SHOULD BE MADE TO IDENTIFY THE OFFENDER'S FBI NUMBER/UCN
AND INCLUDE IT IN THE RECORD.
MKE/SEXUALLY VIOLENT PREDATOR - CAUTION
CMC/05 - VIOLENT TENDENCIES
OFS/A2 - NON-COMPLIANT - ABSCONDED
ORI/MD1230000 NAM/SMITH, JOHN SEX/M RAC/W POB/MD DOB/19620530
HGT/601 WGT/209 EYE/BLU HAI/BRO CTZ/US SKN/ALB
SMT/SC R HND
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/MD OLY/2013
ORD/19980923 ERD/NONEXP SXP/Y CRR/HOMICIDE - WILLFUL KILL - WEAPON
CON/19810510 PLC/MD AOV/12 SOV/M
OCA/92312665
MIS/ADDITIONAL CHARGES OF KIDNAPPING AND SEX ASSAULT - MINOR
MIS/INFO RE PREDATOR DETERMINATION AVAILABLE FROM
MIS/MD ST BUREAU OF PRISONS 301 555-1234
SNU/112 SNA/ELM STREET
CTY/SILVER CITY STA/MD ZIP/99999
COU/ESSEX
TNO/301 555-5555
NIC/X123456789 DTE/20110401 0430 EDT DLU/20110401 0430 EDT
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SECTION 2.2 -- MESSAGE FIELD CODES FOR ENTRY

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

SECTION 2 -- SYSTEM CHANGES

SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF BIRTH	MANDATORY	DOB	8-8	NUMERIC
OFFENDER REGISTRATION DATE	MANDATORY	ORD	8-8	NUMERIC
ENDING REGISTRATION DATE	MANDATORY	ERD	6-6 8-8	ALPHABETIC NUMERIC
SEXUAL PREDATOR INDICATOR	OPTIONAL	SXP	1-1	ALPHABETIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER/UCN	OPTIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	OPTIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) OR NUMERIC (4)
CONVICTION RESULTING IN REGISTRATION	MANDATORY	CRR	4-4	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF CONVICTION	MANDATORY	CON	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	CONDITIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

SECTION 2 -- SYSTEM CHANGES

LICENSE PLATE NUMBER	OPTIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>INNCIC 2000 CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2) OR NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	OPTIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE MODEL	SET	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PLACE OF CRIME	OPTIONAL	PLC	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
AGE OF VICTIM	OPTIONAL	AOV	1-2	NUMERIC
SEX OF VICTIM	OPTIONAL	SOV	1-1	ALPHABETIC
STREET NUMBER	OPTIONAL	SNU	1-7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STREET NAME	OPTIONAL	SNA	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITY NAME	OPTIONAL	CTY	1-20	ALPHABETIC
COUNTY	OPTIONAL	COU	1-20	ALPHABETIC
STATE	MANDATORY	STA	2- 2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ZIP CODE	OPTIONAL	ZIP	5-5 10-10	NUMERIC NUMERIC, SPECIAL CHARACTERS
TELEPHONE NUMBER	OPTIONAL	TNO	12-12	NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATOR	OPTIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

SECTION 2 -- SYSTEM CHANGES

CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OFFENDER STATUS	OPTIONAL	OFS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
JUVENILE OFFENDER INDICATOR	OPTIONAL	JUV	1-1	ALPHABETIC
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
TIER LEVEL	OPTIONAL	TIR	1-1	NUMERIC
LINKAGE AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
RELATIONSHIP OF VICTIM	OPTIONAL	ROV	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE OWNERSHIP	OPTIONAL	VOW	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ADDRESS TYPE	OPTIONAL	ADD	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
BEGINNING DATE AT ADDRESS	CONDITIONAL	BDA	8-8	NUMERIC
ENDING DATE AT ADDRESS	CONDITIONAL	EDA	8-8	NUMERIC
TELEPHONE TYPE	CONDITIONAL	TNT	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
EMAIL ADDRESS	OPTIONAL	EML	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
INTERNET IDENTIFIER	OPTIONAL	IID	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
EMPLOYER NAME	OPTIONAL	EMP	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OCCUPATION	OPTIONAL	OCF	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROFESSIONAL LICENSE NUMBER	OPTIONAL	PLN	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROFESSIONAL LICENSE TYPE	OPTIONAL	PLT	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SCHOOL NAME	OPTIONAL	SHN	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
BOAT REGISTRATION NUMBER	OPTIONAL	REG	1-8	ALPHABETIC, NUMERIC
BOAT REGISTRATION STATE	OPTIONAL	RES	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
BOAT REGISTRATION YEAR OF EXPIRATION	OPTIONAL	REY	2-2 4-4	ALPHABETIC NUMERIC

BOAT HULL SERIAL NUMBER	OPTIONAL	BHN	1-20	ALPHABETIC, NUMERIC
BOAT MODEL YEAR	OPTIONAL	BYR	4-4	NUMERIC
BOAT MAKE	OPTIONAL	BMA	3-24	ALPHABETIC, NUMERIC
BOAT TYPE	OPTIONAL	BTY	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
BOAT COLOR	OPTIONAL	BCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
BOAT MODEL NAME	OPTIONAL	BMO	1-20	ALPHABETIC, NUMERIC
OUTER HULL MATERIAL	OPTIONAL	HUL	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HULL SHAPE	OPTIONAL	HSP	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PROPULSION	OPTIONAL	PRO	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OVERALL BOAT LENGTH	OPTIONAL	BLE	2-2	NUMERIC
HOME PORT	OPTIONAL	HPT	1-20	ALPHABETIC, NUMERIC
BOAT NAME	OPTIONAL	BNM	1-20	ALPHABETIC, NUMERIC
COAST GUARD DOCUMENT NUMBER	OPTIONAL	CGD	1-8	ALPHABETIC, NUMERIC
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

SECTION 2.5 -- MESSAGE FIELD CODE EDITS FOR ENTRY

2. DESCRIPTORS

Entry instructions for NAM, SEX, RAC, ETN, DOB, HGT, WGT, EYE, HAI, ~~FBI~~, SKN, SMT, FPC, MNU, SOC, and OLN can be found in Personal Descriptors, *NCIC 2000 Code Manual*. Entry instructions for POB, PLC, CTZ, and STA can be found in State and Country Codes, *NCIC 2000 Code Manual*.

6. FBI NUMBER/UCN (FBI)

If the FBI has established a criminal history record for the offender, the FBI Number/UCN must be included in the NSOR record unless sharing the sex offender registration information for noncriminal justice background checks violates a jurisdiction's laws or policies. If the offender's FBI Number/UCN is unknown, the entering agency should follow recognized procedures to determine, verify, or establish the FBI Number/UCN. Inclusion of the FBI-Number/UCN ensures that sex offender registry information is available through criminal and civil fingerprint submissions. Therefore, it is imperative

that every effort is made to determine if the offender has an FBI Number/UCN and to include it in the NSOR record.

SECTION 5.3 -- MESSAGE FIELD CODES FOR AN INQUIRY

1. Personal Identifiers

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER/UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	OPTIONAL WITHIN SET	LIS	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1 -20	ALPHABETIC, NUMERIC
VEHICLE MAKE	OPTIONAL WITHIN SET	VMA	2-24	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
BOAT REGISTRATION NUMBER	CONDITIONAL	REG	1-8	ALPHABETIC, NUMERIC
BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC

EXPANDED DATE OF BIRTH SEARCH	OPTIONAL	EBS	1-1	NUMERIC
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SECTION 7.1 -- WHEN TO USE A CLEAR MESSAGE

A NSOR record should be cleared when an offender has relocated and another jurisdiction has registered the offender; when a previously valid record is removed from the jurisdiction's registry; or as otherwise defined by the jurisdiction's policy/procedures. When offenders are relocating, jurisdictions are encouraged to keep their record active in NCIC until the new jurisdiction has entered a new record for the offender in the NSOR. The clear transaction will change the status of the NSOR record from active to inactive. Only the ORI that entered the record can clear the record.

Expired records cannot be cleared.

If the record being cleared contains an FBI Number/UCN, the NCIC System will notify the IAFIS of the clearance, and the IAFIS will remove the sex offender flag from the criminal history record.

SECTION 9.1 -- SEX OFFENDER REGISTRY (SOR) NOTICE

1. When a NSOR record is entered with, or modified to include, an FBI Number/UCN, the NCIC System generates an inter-system message (\$.A.WPT) to the IAFIS. IAFIS places a SOR Notice on the offender's criminal history record, therefore, ensuring that the subject's status as a sex offender is discovered during a fingerprint check (criminal and civil).
2. Prior to posting a SOR Notice, IAFIS performs additional edits in an attempt to ensure the subject of the NSOR record is the same as the subject of the criminal history record identified by the FBI NumberField.

OTHER TRANSACTIONS

SECTION 8.8 -- SEARCH CRITERIA (RSCH) MESSAGE FIELD CODE EDITS

Code	Field	Field Length	Format A=Alphabetic N=Numeric S=Special Character	Valid File Code	Edits
FBI	FBI Number/UCN	1 - 9	AN	C, H, M, N, T, W, X, 9	

PROTECTION ORDER FILE**SECTION 1.7 -- MESSAGE FIELD CODES AND EDITS**

Code	Field	Edits
FBI	FBI Number/UCN	May be up to seven numerics or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetic characters followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C, D, or E; and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid.

-OR-

May be eight alphanumeric characters followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.

More information available in Personal Descriptors, *NCIC 2000 Code Manual*.

SECTION 2.2 -- MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC

SECTION 2 -- SYSTEM CHANGES

DATE OF EXPIRATION	MANDATORY	EXP	6-6 8-8	ALPHABETIC, NUMERIC
HEIGHT	OPTIONAL	HGT	3-3	NUMERIC
WEIGHT	OPTIONAL	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	OPTIONAL	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER/UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
PROTECTION ORDER CONDITIONS	MANDATORY	PCO	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
BRADY INDICATOR	OPTIONAL	BRD	1-1	ALPHABETIC
DATE OF ISSUE	MANDATORY	ISD	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-250 1-500*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL (MUST BE ACCOUNTED FOR IN NCIC FORMAT)	NOA*	1-1	ALPHABETIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC

SECTION 2 -- SYSTEM CHANGES

LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
COURT IDENTIFIER	OPTIONAL	CTI	9-9	ALPHABETIC, NUMERIC
PROTECTED PERSON'S NAME	CONDITIONAL SET	PPN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTED PERSON'S SEX	OPTIONAL WITHIN SET	PSX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PROTECTED PERSON'S RACE	OPTIONAL WITHIN SET	PPR	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PROTECTED PERSON'S DATE OF BIRTH	CONDITIONAL WITHIN SET	PPB	8-8	NUMERIC
CAUTION AND MEDICAL CONDITION	OPTIONAL	CMC*	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PROTECTED PERSON'S SOCIAL SECURITY NUMBER	CONDITIONAL WITHIN SET	PSN*	9-9	<i>NUMERIC</i>
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ*	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

ETHNICITY	OPTIONAL	ETN*	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SERVICE INFORMATION	OPTIONAL	SVC*	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SERVICE DATE	OPTIONAL	SVD*	8-8	NUMERIC
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI*	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA*	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

*NCIC 2000 format only

SECTION 2.5 -- MESSAGE FIELD CODES FOR ENTRY

6. MISCELLANEOUS (MIS) FIELD

2. If the entry contains an FBI Number/UCN, the entering agency may obtain a copy of the subject's manual identification record by entering the alphabetic code Send Identification Record (SIR) as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field.

SECTION 3.5 -- ADDITIONAL GUIDELINES FOR MODIFICATION

3. An agency modifying a POF record to insert the FBI Number/UCN may also request a copy of the subject's identification record by adding SIR as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field. Only the agency that entered the record may request a copy of the identification record through this means.

SECTION 5.2 -- MESSAGE FIELD CODES FOR AN INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER/UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

SECTION 2 -- SYSTEM CHANGES

SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1 -20	ALPHABETIC, NUMERIC
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC SPECIAL CHARACTER
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR*	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT*	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH*	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH*	OPTIONAL	EBS	1-1	NUMERIC

*NCIC 2000 format only

PROTECTIVE INTEREST FILE**SECTION 1.7 -- MESSAGE FIELD CODES AND EDITS**

Code	Field	Edits
FBI	FBI Number/UCN	May be up to seven numerics; or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabets followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C, D, or E; and the check digit must be 0 to 9. The alphabetic characters I and O are always invalid.

-OR-

May be eight alphanumeric followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.

More information in Personal Descriptors, *NCIC 2000 Code Manual*.

SECTION 2.2 -- MESSAGE FIELD CODES FOR ENTRY

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

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

SECTION 2 -- SYSTEM CHANGES

CITIZENSHIP	OPTIONAL	CTZ	2-2	MUST BE VALID NCIC ASSIGNED COUNTRY CODE AS LISTED IN STATE AND COUNTRY CODES, <i>NCIC 2000 CODE MANUAL</i>
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER/UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2	ALPHABETIC (2) OR NUMERIC (4)
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF THREAT	MANDATORY	DTT	8-8	NUMERIC
LINKAGE AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	OPTIONAL	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-4	ALPHABETIC (2), NUMERIC (4)

LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME	OPTIONAL	NAM*	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB*	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC*	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU*	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN*	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS*	2-2	ALPHABETIC
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY*	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

*Fraudulent data

SECTION 2.5 -- MESSAGE FIELD CODE EDITS FOR ENTRY

2. PERSONAL DESCRIPTORS

Entry instructions and valid codes for name; sex; race; ethnicity; date of birth; height; weight; eye color; hair color; ~~FBI number~~; skin tone; scars, marks, and tattoos; fingerprint classification; miscellaneous number; Social Security number; operator's license number; and caution and medical conditions can be found in the Personal Descriptors, *NCIC 2000 Code Manual*. Codes for entering the place of birth and citizenship can be found in State and Country Codes, *NCIC 2000 Code Manual*.

SUPERVISED RELEASE FILE**SECTION 1.6 -- MESSAGE FIELD CODES AND EDITS**

Code	Field	Edits
FBI	FBI Number/UCN	May be up to seven numerics or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetic characters followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C, D, or E; and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid.

-OR-

May be eight alphanumeric characters followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.

More information available in *Personal Descriptors, NCIC 2000 Code Manual*.

SECTION 2.2 -- MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC

SECTION 2 -- SYSTEM CHANGES

HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER/UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
ORIGINAL OFFENSE CODE	OPTIONAL	OOO	4-4	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

SECTION 2 -- SYSTEM CHANGES

VEHICLE MODEL	SET	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	SET	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CAUTION AND MEDICAL CONDITIONS	CONDITIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SENTENCING COURT IDENTIFIER	OPTIONAL	SCI	9-9	ALPHABETIC, NUMERIC
PLACE OF INCARCERATION	OPTIONAL	INC	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF ARREST	OPTIONAL	DOA	8-8	NUMERIC
DATE OF PROBATION/PAROLE EXPIRATION	MANDATORY	DPE	6-6 8-8	ALPHABETIC NUMERIC
DATE OF START OF SUPERVISION	MANDATORY	DSS	8-8	NUMERIC
NAME OF SUPERVISING OFFICER	MANDATORY	SON	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
BUSINESS TELEPHONE NUMBER OF SUPERVISING OFFICER	MANDATORY	SOT	12-12	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RELEASE FROM SUPERVISION	OPTIONAL	EDS	8-8	NUMERIC
ARRESTING AGENCY IDENTIFIER	OPTIONAL	ARI	9-9	ALPHABETIC, NUMERIC
DATE PROBATION OR RELEASE REVOKED		DPR	0	BLANK
REASON PROBATION OR RELEASE REVOKED		RPR	0	BLANK
RELEASE LOCATION	OPTIONAL	LOC	1-50	ALPHABETIC, NUMERIC
WARRANT NUMBER	OPTIONAL	WNO	1-15	ALPHABETIC, NUMERIC
ORI OF COURT ISSUING WARRANT	OPTIONAL	CRI	9-9	ALPHABETIC, NUMERIC
NAME	OPTIONAL	NAM*	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB*	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC*	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU*	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN*	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS*	2-2	ALPHABETIC
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY*	2-2 4-4	ALPHABETIC (2), NUMERIC (4)

SECTION 2 -- SYSTEM CHANGES

DNA PROFILE INDICATOR	OPTIONAL SET	DNA	1-1	ALPHABETIC
DNA LOCATION	SET	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
E-MAIL ADDRESS	OPTIONAL	EML	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS [EXCEPT PERIOD (.)]
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN THE <i>NCIC 2000 CODE MANUAL</i>
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN THE <i>NCIC 2000 CODE MANUAL</i>
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE IDENTIFIER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

*Fraudulent data

VEHICLE FILE

SECTION 5.4 -- ADDITIONAL GUIDELINES FOR 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/UCN; 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/UCN. When this happens, another search is automatically generated on the SOC and/or FBI Number/UCN contained in the record response. The automatic second search may retrieve up to 15 matches of each from the person files for SOC or FBI Number/UCN regardless of the VIN or LIC data used in the original inquiry.

VIOLENT PERSON FILE**SECTION 1.7 -- MESSAGE FIELD CODES AND EDITS**

Code	Field	Edits
FBI	FBI Number/UCN	May be up to seven numerics or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetic characters followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C, D, or E; and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid.

-OR-

May be eight alphanumeric characters followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.
 More information available in Personal Descriptors, *NCIC 2000 Code Manual*.

SECTION 2.2 -- MESSAGE FIELD CODES FOR ENTRY

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

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

SECTION 2 -- SYSTEM CHANGES

PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CITIZENSHIP	OPTIONAL	CTZ	2-2	MUST BE VALID NCIC ASSIGNED COUNTRY CODE AS LISTED IN STATE AND COUNTRY CODES, <i>NCIC 2000 CODE MANUAL</i>
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER/UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2	ALPHABETIC (2) OR NUMERIC (4)
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKAGE AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	OPTIONAL	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ETHNICITY	OPTIONAL	ETN	1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VIOLENT PERSON CODE	MANDATORY	VPC	1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

SECTION 2.5 -- MESSAGE FIELD CODES FOR ENTRY

2. PERSONAL DESCRIPTORS

Entry instructions and valid codes for name; sex; race; date of birth; height; weight; eye color; hair color; ~~FBI number~~; skin tone; scars, marks, and tattoos; fingerprint classification; miscellaneous number; Social Security number; and operator's license number; and caution and medical conditions can be found in the Personal Descriptors, *NCIC 2000 Code Manual*. Codes for entering the place of birth and citizenship can be found in State and Country Codes, *NCIC 2000 Code Manual*.

WANTED PERSON FILE**SECTION 1.7 -- POSTING OF WANTED PERSON NOTICES**

1. Users are reminded that when possible the FBI Number/UCN (FBI) Field should be included in a wanted person entry. When a Wanted Person File entry contains an the FBI number Field, the same wanted information is posted in the subject's criminal history record maintained by the FBI Criminal Justice Information Services (CJIS) Division. The FBI CJIS staff will then notify a wanting agency of subsequent fingerprints received that are identified with the wanted person.
2. A user may request a copy of a subject's criminal history record by placing the acronym SIR (Send Identification Record) as the last item of the MIS Field of a Wanted Person File entry that contains an FBI Number/UCN. A wanted notice will not be posted in the CJIS Division nor will an identification record be forwarded when the NCIC 2000 entry contains an incorrect FBI Number/UCN. When an entry contains an incorrect FBI Number/UCN, the ORI will be notified and requested to correct the NCIC 2000-record using a modification message.
3. The modification of an NCIC-2000 Wanted Person File record to add or correct an FBI Number/UCN will cause a wanted notice to be posted in the subject's criminal history record. When a clear, cancel, or locate transaction is processed, a notification will be transmitted to remove the wanted notice from the criminal history record.
4. **When a located NCIC 2000 Wanted Person File record containing an FBI Number/UCN has detainer information appended, a Wanted Person Notice will be posted in the subject's criminal history record.**

SECTION 1.8 -- MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
FBI	FBI Number/UCN	May be up to seven numerics or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetic characters followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C, D, or E; and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid.

-OR-

May be eight alphanumeric followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.

More information available in *Personal Descriptors, NCIC 2000 Code Manual*.

SECTION 1.9 -- CRITERIA FOR ENTERING NAMES AND DATES OF BIRTH FOR STOLEN/ FRAUDULENT IDENTIFIERS

3. If an arrest warrant is issued in the name of "John Doe" or "Jane Doe" because the wanted person's true identity is unknown and the wanted person is known to be using stolen or fraudulent identification documents, entry of a Wanted Person File record is permitted provided the identifiers from the stolen or fraudulent documents are included in the wanted person record and identified as such. The FBI numbers Field should not be entered in these types of records.

Refer to SECTION 2.6 CRITERIA FOR ENTRY OF "JOHN DOE" OR "JANE DOE" WARRANTS for further information.

SECTION 2.2 -- MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
DATE OF EMANCIPATION	MANDATORY**	DOE	8-8	NUMERIC
HEIGHT	MANDATORY ¹	HGT	3-3	NUMERIC
WEIGHT	MANDATORY ¹	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

SECTION 2 -- SYSTEM CHANGES

HAIR COLOR	MANDATORY ¹	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER/UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) OR NUMERIC (4)
OFFENSE CODE	MANDATORY	OFF	4-4 4-24*	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ORIGINAL OFFENSE CODE	CONDITIONAL	OOC*	4-4	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF WARRANT OR DATE OF VIOLATION ²	MANDATORY	DOW DOV	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 CHARACTERS
WARRANT NUMBER	OPTIONAL	WNO*	1-15	ALPHABETIC, NUMERIC
COURT IDENTIFIER	OPTIONAL	CTI*	9-9	ALPHABETIC, NUMERIC
MISCELLANEOUS	OPTIONAL	MIS	1-121 1-500*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA*	1-1	ALPHABETIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC

SECTION 2 -- SYSTEM CHANGES

LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC*	2-2*	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
NAME	OPTIONAL	NAM***	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB***	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC***	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU***	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN***	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS***	2-2	ALPHABETIC
OPERATOR'S LICENSE OF YEAR EXPIRATION	SET	OLY***	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
EXTRADITION LIMITATION	MANDATORY	EXL*	1-2	ALPHABETIC, NUMERIC
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ*	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

STREET NUMBER	OPTIONAL WITHIN SET	SNU*	1-7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STREET NAME	OPTIONAL WITHIN SET	SNA*	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITY NAME	OPTIONAL WITHIN SET	CTY*	1-20	ALPHABETIC
COUNTY	OPTIONAL WITHIN SET	COU*	1-20	ALPHABETIC
STATE	OPTIONAL WITHIN SET	STA*	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
ZIP CODE	OPTIONAL WITHIN SET	ZIP*	5-5 10-10	NUMERIC, SPECIAL CHARACTERS
ADDRESS TYPE	OPTIONAL WITHIN SET	ADD*	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
DATE OF DOCUMENTED ADDRESS	OPTIONAL WITHIN SET	DDA*	8-8	NUMERIC
ETHNICITY	OPTIONAL	ETN*	1-1	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
ADDITIONAL OFFENSE	OPTIONAL WITH DEFAULT	ADO*	1-1	ALPHABETIC

¹Optional for foreign fugitive

² Date of Violation (DOV) Field is used when the MKE is EWJ.

*NCIC 2000 format only

**Mandatory blank for MKE EW/EW-C/ET/ET-C

***Fraudulent data

SECTION 2.6 -- CRITERIA FOR ENTRY OF “JOHN DOE” OR “JANE DOE” WARRANTS

2. If an arrest warrant is issued in the name of “John Doe” or “Jane Doe,” the name from the S/F documents should be listed as S/F. Any identifiers should be placed in the appropriate S/F identifier field(s), and a statement should be placed in the MIS Field indicating that the documents may be in the possession of “John Doe” or “Jane Doe.” The FBI numbers Field should not be included in these types of entries.

SECTION 2.7 -- MESSAGE FIELD CODE EDITS FOR ENTRY

1. PERSONAL DESCRIPTORS

Entry instructions and valid codes for name; sex; race; ethnicity; date of birth; height; weight; eye color; hair color; FBI number; skin tone; scars, marks, and tattoos; fingerprint classification; miscellaneous number; Social Security number; operator’s license number; and extradition limitation can be found in Personal Descriptors, *NCIC 2000 Code Manual*. Codes for entering the place of birth and citizenship can be found in State and Country

Codes, *NCIC 2000 Code Manual*. Codes for entering license and vehicle data can be found in the Vehicular Data Codes, *NCIC 2000 Code Manual*.

4. MISCELLANEOUS (MIS) DATA

3. If the entry contains an FBI Number/UCN, the entering agency may obtain a copy of the subject's manual identification record by entering the alphabetic code for Send Identification Record (SIR) as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field.

SECTION 3.5 -- ADDITIONAL GUIDELINES FOR MODIFICATION

3. An agency modifying a wanted person record to insert the FBI Number/UCN may also request a copy of the subject's identification record by modifying the MIS Field to place SIR as the last item in the field. If any other information is already entered in the MIS Field, it must all be reentered in the modify transaction and a blank character must precede SIR. Only the agency that entered the record may request a copy of the identification record through this means.

SECTION 5.2 -- MESSAGE FIELD CODES FOR INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER/UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 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
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR*	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT*	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH*	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH*	OPTIONAL	EBS	1-1	NUMERIC

*NCIC 2000 format only

SECTION 5.7 -- QWI INQUIRY - COMBINED III AND QWI TRANSACTIONS

QWI Transaction Example

```
1N01HEADER.QWI.NY510300
NAM/GREEN, BENJAMIN C.PUR/C.FBI/9015174.
MNU/AF-123456789.SOC/123456789.SEX/M.RAC/W.
DOB/19620621.IND/N.RSH/N.ENS/N.ATN/DET JONES
```

NCIC Response:

```
1L01000072
NY1510300
```

```
NO NCIC WANT DOB/19620621 NAM/GREEN, BENJAMIN C SEX/M RAC/W
NO NCIC WANT SOC/123456789
NO NCIC WANT MNU/AF-123456789
```

***MESSAGE KEY QWI SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS

III Response:

```
2L01HEADER
NY1510300
THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR
INQUIRY ON NAM/GREEN, BENJAMIN C SEX/M RAC/W DOB/19620621 PUR/C
```

