



May 26, 2015

**TECHNICAL AND OPERATIONAL UPDATE (TOU) 15-1**

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

Section 2.1 contains information on the addition of the capability to include images in the NCIC Gun File.

Section 2.2 provides an update to the §.8. Out-Of-State Notification.

Section 2.3 includes information on the authorization of CSOs to modify transactions for Public Housing Authority ORIs.

Section 2.4 supplies an update of agency contact information.

Section 2.5 provides a modification of record entry criteria for the Missing Person File.

Section 2.6 furnishes a revision to the Ethnicity (ETN) Field.

Section 2.7 includes a modification to allow Social Security numbers to begin with the number 8.

Section 3 provides updates to the *NCIC 2000 Code Manual*.

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



- Click on the SIG logo
- Click the “Browse SIGs” link
- Click by Access Type drop down arrow and select Unrestricted
- Click the CJIS logo
- Click on the Programs tab
- Click on the National Crime Information Center (NCIC) link
- Under Documents, click on the NCIC SIG
- Under Manuals and Enhancements, click on the NCIC Technical and Operational updates Folder.

Users with questions concerning access to the SIG service and LEEP should contact the Online Services and Operations Unit at (304) 625-5555.

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**SECTION 2 -- SYSTEM CHANGES**

**2.1 ADDITION OF THE CAPABILITY TO INCLUDE IMAGES IN THE NATIONAL CRIME INFORMATION CENTER (NCIC) GUN FILE**

AFFECTED BY CHANGE:           **Gun File  
Image File**

EFFECTIVE DATE:               **August 2, 2015**

**Background**

The NCIC Image File became operational in July 1999 as part of the NCIC 2000 upgrade. Agencies' ability to add images is currently allowed for all NCIC files except the Gun, License Plate, and Securities Files.

At the December 2009 meeting, the CJIS Advisory Policy Board approved the proposal to add the image capability to the NCIC Gun File.

**System Changes**

The NCIC Gun File will be modified to allow the entry of identifying images. The Image Type (IMT) and Image NCIC Number (IMN) fields will be created in the NCIC Gun File as an optional set. The IMT must be I.

Additionally, the Image Indicator (IND) will be made available in the gun inquiry transactions (QG, ZG, and QGB). The IND must be Y or N. When the inquiring agency enters an IND/Y, the following fields, including the Image Fields, will be pulled from the base record as part of the positive Image Inquiry (QII) response: Serial Number (SER), Make (MAK), Model (MOD), Caliber (CAL), and Type (TYP).

***NCIC 2000 Operating Manual Changes***

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

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

<b>Code</b>	<b>Field</b>	<b>Edits</b>
CAL	Caliber	First character must be numeric (greater than zero). If only one character is used, then the value must be greater than 2. Codes can be found in Gun Data Codes, <i>NCIC 2000 Code Manual</i> .
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date, and equal to or greater than DOT or DOL.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one, and equal to or greater than DOT or DOL.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date, and equal to or greater than DOT or DOL.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
MAK	Make	Must be a valid NCIC 2000-assigned code as listed in Gun Data Codes, <i>NCIC 2000 Code Manual</i> . For NCIC 2000, positions 4 through 23 should be used to expand on the make. When ZZZ is followed by no information, the MAK Field will be translated in a response as MAK/UNKNOWN. Any other information provided in positions 4 through 23 is translated literally.
MIS	Miscellaneous	Must contain the manufacturers name or identifying characteristic(s) if the MAK is ZZZ (NCIC format).
MKE	Message Key	Must be a valid message key.
MOD	Model	Must be alphabetic or numeric characters with intervening blanks.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (G in the Gun File) followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.

OCA	Originating 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 OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
ORI	Originating Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
RCA	Recovering Agency	Must not contain a single zero only, a run of zeros only, Case Number 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	<p>Must not contain a single zero only, a run of zeros only, single alphabetic only, or run of alphabets only, indicating the gun serial number is not known.</p> <p>If the MAK Field is SW or GLC, the serial number may contain a string of alphabets together with a single zero or a string of zeros. GLC weapons manufactured with the sequential production number 000 will be accepted if the MAK Field contains GLC.</p> <p>All inquiries (QG and ZG) that contain a string of zeros grouped with a string of alphabets, regardless of the MAK, will be accepted.</p>
TYP	Type	Must be a valid NCIC 2000-assigned code as listed in Gun Data Codes, <i>NCIC 2000 Code Manual</i> .

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

DOL	Date of Loss	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
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LKA	Linkage 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 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.
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 an I when deleting an association to an image.
IND	Image Indicator	Must be Y or N.
NOA	Notify Originating Agency	Must be Y or N. If left blank, the field will default to N.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating stolen gun. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
NPF	Number of Missing	First three characters must be numeric. Fourth Persons Found 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 PREVIOUS RECOVERY.
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 gun identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.

VOR	Value of Other Property	Fair market value (in whole dollars) of property Recovered recovered as a result of locating the stolen gun identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating the stolen gun identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.

### SECTION -- 1.8 IMAGE CAPABILITY

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

### SECTION -- 1.89 INVESTIGATIVE INTEREST

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

### SECTION -- 3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

1. If modifying the date of recovery for a recovered gun record, the agency must use the MFC DOT. For lost gun records, the MFC DOL should be used to modify date of loss. If modifying the date of felony for a felony gun record, the agency must use the MFC DOT.
2. When a recovered gun record is modified, the acknowledgment message will contain the following caveat reminding the entering agency to perform a trace request through the ATF's ETRACE:

\*\*\*\*\*YOU MAY SUBMIT A TRACE REQUEST FOR THIS WEAPON THROUGH THE ATF'S ETRACE APPLICATION AT WWW.ATFONLINE.GOV/ETRACE OR BY CALLING 1-800-788-7133 OR BY FAX TO 1-800-578-7223. AN AGENCY MUST HAVE AN ETRACE MOU/ACCOUNT IN ORDER TO SUBMIT A TRACE VIA ETRACE.PLEASE CONTACT THE ETRACE CUSTOMER SERVICE GROUP VIA EMAIL AT ETRACEADMIN@ATF.GOV FOR ADDITIONAL INFORMATION.\*\*\*\*\*

### 3. IMAGE DATA (IMN/IMT)

The Image NCIC Number (IMN) and Image Type (IMT) Fields may be deleted as a pair only. The IMN/IMT may not be modified to another set of values. The only way to link a gun to a new image is to delete the existing linkage through the modify transaction and

then enter a new image, including the NIC of the gun record to which the image is associated. Additional information can be found in the Image File chapter of this manual.

#### **SECTION -- 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 agency determines that the record is invalid; for example, a record resulted from a fictitious or false theft report. A cancellation message is also used when the entering agency loses custody of the recovered gun. If the record contains an image, cancellation of the record also results in the cancellation of the image associated with the gun.

## 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	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-11 1-20*	ALPHABETIC, NUMERIC
CALIBER	OPTIONAL	CAL	1-4	NUMERIC
MAKE	OPTIONAL	MAK	2-3 2-23*	ALPHABETIC
MODEL	OPTIONAL	MOD	1-11 1-20*	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR	OPTIONAL	IMN	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH*	1-1	ALPHABETIC

\*NCIC 2000 format only

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**SECTION -- 5.5 ADDITIONAL GUIDELINES FOR NCIC 2000 INQUIRY****1. IMAGE INDICATOR (IND)**

Inquiries may also contain an Image Indicator (IND). If the image indicator is Y, image data related to each primary hit response will be returned. The following would be returned after the immediate confirm caveat:

```
IMR/ISER:B512673 MAK:REM
MOD:870 CAL:12 TYP:SP
NIC:G000039206 IMN:I123456789
MIS: PHOTO SHOWING BARREL MARKINGS
```

```
00256
<image>.
```

The Image Response (IMR) is composed of the following data: the Image Type (I for identifying image) and standard article MFCs (SER, MAK, MOD, CAL, and TYP). The NIC of the base record is next, followed by the Image NCIC Number (IMN). Following the IMN is the IMAGE MIS Field, then image size in bytes (00256), and, last, <image> would be replaced with the actual image.

**2. RELATED SEARCH HIT (RSH)**

Inquiries may contain a Related Search Hit (RSH) Field. If 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 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.

## IMAGE FILE

### SECTION -- 1.1 DEFINITION OF AN IMAGE FOR NCIC 2000 PURPOSES

1. Images are associated with NCIC 2000 records to assist in identifying a person or property. Several types of images can be stored in NCIC 2000. Images can be stored for a person, property, or as a reference.

The types of images that can be stored for a person are mugshot, signature, and identifying images.

Identifying images can also be stored to help identify property. Articles, guns, parts, boats, and vehicles can be associated with an identifying image.

Images stored as references are referred to as generic images. At this time, the Gun and Securities Files do not have image capability.

2. Nongeneric image records include binary image data, the Date of Image (DOI), the Image Type (IMT), the Image NCIC Number (IMN), and the owning Originating Agency Identifier (ORI).

When the image is entered, the NCIC Number (NIC) of a person or property record must be entered with the image transaction. The NIC is the link between the image record and the person or property record.

When an inquiry for a nongeneric image is received, information from the linked person or property record is returned as is the image record.

3. When the generic image is entered, descriptive information is entered about the vehicle or boat it represents. When an inquiry for a generic image (QII) is received, the vehicle or boat reference information is returned with the image record. Information from boat or vehicle records linked to the generic image is not returned.

Generic images are entered and maintained by the FBI CJIS staff.

### SECTION -- 1.4 GUIDELINES FOR ENTRY

1. An image should be entered for a person or property when it will assist in identification of either. When an image of a PWI is appended to a missing person record, a notation must be included in the Image Record's Miscellaneous (MIS) Field indicating that the image is that of the PWI.
2. The header 1B01 or TB01 (test) must be used with image transactions EIM and MII.

3. Image transactions EIM and MII cannot be submitted using bisynchronous (bisync) communications.
4. A mugshot and a signature can be entered for Supervised Release, Protection Order, Missing Person, Immigration Violator, Gang, Known or Appropriately Suspect Terrorist, Unidentified Person, Wanted Person, Protective Interest, Violent Person, Foreign Fugitive, and Identity Theft Files; and the National Sex Offender Registry.
5. An identifying image can be entered for Supervised Release, Protective Interest, Violent Person, Missing Person, Immigration Violator, Gang, Known or Appropriately Suspected Terrorist, Unidentified Person, Wanted Person, Identity Theft, Article, Gun, Vehicle, Boat, or Vehicle/Boat Part Files and the National Sex Offender Registry.

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

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

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

7. The following rules apply to the number of images that can be associated with one record:
  1. Only one of each of the following types of image can be associated with an NCIC 2000 person record:
    1. Mugshot
    2. Signature
  2. Not more than ten identifying images (other than mugshot and signature) can be associated with a person record.
  3. Not more than ten identifying images (such as tattoos, dress, or graffiti) can be associated with a gang/terrorist group reference record.

4. Only one identifying image can be associated with vehicle/boat part, article, or gun.
5. Only one identifying or generic image can be associated with a vehicle or boat.
6. Generic images are the only images which can be linked to multiple base records.

#### **SECTION -- 2.4 ADDITIONAL GUIDELINES FOR ENTRY**

1. The NIC in the image entry transaction is the NIC of the record the image is to be associated with. When entering a mugshot or a signature, the NIC must refer to a person record. When entering an identifying image, the NIC must refer to either a person record, an article, a gun, a vehicle, a boat, or a vehicle/boat part record.
2. Reject responses will be issued if the entered image type is invalid for the referenced record or if the maximum number of images of this type have already been linked to the base record.
3. Image entry transactions are message field code (MFC)-dependent, not period-dependent; all fields, except HDR, MKE, and ORI, are required to have MFC/ followed by the data.

#### **SECTION -- 2.8 IMAGE TYPE (IMT)**

##### **1. MUGSHOT IMAGE (IMT M)**

A frontal face view from the shoulders to the top of the head is entered and maintained by an ORI and associated to a person.

##### **2. SIGNATURE IMAGE (IMT S)**

An image of a signature is entered and maintained by an ORI and associated to a person.

##### **3. IDENTIFYING IMAGE (IMT I)**

An image which may help identify a person or property (e.g., scars, marks, and tattoos; photograph of a person; "aged" photograph of a missing juvenile; photograph of a vehicle or an article; etc.) is entered and maintained by an ORI and associated to a person, article, gun, part, vehicle, or boat.

##### **4. GENERIC IMAGE (IMT B OR V)**

An image stored as a general reference for a vehicle or boat entered and maintained by the FBI. Generic vehicle images are cataloged by the vehicle make, model, style, and year. Generic boat images are cataloged by the boat make, type, length, and/or model year. Multiple vehicle or boat records can be associated to a generic image.

**SECTION -- 5.2 EXAMPLES OF QII INQUIRIES WITH NEGATIVE AND POSITIVE RESPONSES**

1. THE IMAGE INQUIRY (QII)

**Examples of Image (QII) Inquiries with Negative and Positive Responses:**

**1. QII Inquiries:**

QII transaction requesting all images associated with a record:

```
1N01HEADER.QII.MD1012600.  
NIC/W123456789.IND/Y
```

QII transaction requesting a specific image:

```
1N01000005.QII.MD1012600.  
IMN/I287654123.IND/Y
```

QII transaction requesting a generic boat image:

```
1N01HEADER.QII.MD1012600.  
BMA/BCF.BTY/CRU.BLE/09.BYR/1989.IND/Y
```

or

```
1N01HEADER.QII.MD1012600.  
IMN/I987654321.IND/Y
```

QII transaction requesting a generic vehicle image:

```
1N01HEADER.QII.MD1012600.  
VMA/FERR.VMO/QUA.VST/CV.VYR/1990.IND/Y
```

or

```
1N01HEADER.QII.MD1012600.  
IMN/I987654533.IND/Y
```

**2. Negative Response to a QII Inquiry:**

```
1L01HEADER  
MD1012600  
NO RECORD IMN/I287654123
```

**3. Positive Response to a QII Inquiry:**

In the case of the inquiry specifying the NIC of a base record, all images associated with the base record would be returned in the same hit response.

```
1L01000005
MD1012600
MKE/IMAGE
IMR/MNAM:BROWN, ROBERT DOB:19451012
RAC:W HGT:511 WGT:160 DOI:19950521
NIC:W146203706 IMN:I645413893
MIS:OLD MUGSHOT
```

```
02876
<image>.
```

The Image Response (IMR) is composed of the following data: the IMT (M for mugshot) and standard person MFCs (NAM, DOB, RAC, HGT, and WGT). The DOI is next, followed by the NIC of the base record and the IMN. Following the IMN is the Image MIS Field, then the image size in bytes (02876), and, last, <image> would be replaced with the actual image.

The IMR Field would not be included if no image was transmitted with the response or if the IND was set to N and only the textual part of the image was returned in the response. In the example, M represents the IMT Type.

**4. Same Response With the IND Set to N:**

```
1L01000005
MD1012600

MKE/IMAGE
ORI/DCFBIWA00 IMN/I645413893 IMT/M DOI/19950521
NAM/BROWN,ROBERT
RAC/W DOB/19451012 HGT/511 WGT/160
MIS/OLD MUGSHOT
NIC/W146203706
DTE/20001028 1400 EDT DLU/20001105 1500 EST
```

**5. Response to a QII Inquiry Resulting in an Article Image:**

```
1L01000005
MD1012600

MKE/IMAGE
IMR/ISER:V245363 TYP:RVIDEOC OAN:3436546657657
NIC:A146203706 IMN:I645413893
MIS: LEFT SIDE PHOTO
```

02876  
<image>.

The IMR is composed of the following data: the IMT (I for identifying image) and standard article MFCs (SER, TYP, and OAN). 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 (02876), and, last, < image> would be replaced with the actual image.

#### **6. Response to a QII Inquiry Resulting in a Gun Image:**

1L01000005  
MD1012600

MKE/IMAGE  
IMR/ISER:B512673 MAK:REM  
MOD:870 CAL:12 TYP:SP  
NIC:G000039206 IMN:I123456789  
MIS: PHOTO SHOWING BARREL MARKINGS

02876  
<image>.

The IMR is composed of the following data: the IMT (I for identifying image) and standard gun MFCs (SER, MAK, MOD, CAL, and TYP). 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 (02876), and, last, < image> would be replaced with the actual image.

#### **6.7. Response to a QII Inquiry Resulting in a Vehicle Image:**

1L01000005  
MD1012600

MKE/IMAGE  
IMR/IVIN:251345331373173 LIC:VOL1234 LIS:NJ  
VYR:1994 VMA FERR  
NIC:V146203706 IMN:I645413893  
MIS: PHOTO SHOWING UNIQUE PAINT SCHEME

02876  
<image>.

The IMR is composed of the following data: the IMT (I for identifying image) and standard vehicle MFCs (VIN, 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 (02876), and, last, < image> would be replaced with the actual image.

**7.8. Response to a QII Inquiry Resulting in a Generic Vehicle Image:**

1L01000005  
MD1012600

MKE/IMAGE  
IMT/V VMO:AV VST:4H VYR:1994 VMA:CHEV  
IMN:I12324244 GENERIC VEHICLE  
MIS: PHOTOT PROVIDED BY MANUFACTURER

02876  
<image>.

The IMR is composed of the following data: the IMT (V for generic vehicle image) and standard vehicle MFCs (VMO, VST, VYR, and VMA). The IMN is next, followed by the Image MIS Field, then image size in bytes (02876). Last, <image> would be replaced with the actual image.

**8.9. Response to a QII Inquiry Resulting in a Boat Image:**

1L01000005  
MD1012600

MKE/IMAGE  
IMR/IBHN:34634755467664 REG:M243553  
BYR:1992 BMA:AFF  
NIC:B146203706 IMN:I645413893  
MIS: PHOTO OF STERN SHOWING NAME

02876  
<image>.

The IMR is composed of the following data: the IMT (I for identifying image) and standard boat MFCs (BHN, REG, BYR, and BMA). 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 (02876), and, last, <image> would be replaced with the actual image.

**9.10. Response to a QII Inquiry Resulting in a Generic Boat Image:**

1L01000005  
MD1012600

MKE/IMAGE  
IMR/BBTY:CRU BLE:45  
BYR:1991 BMA:VBC  
IMN:I645413893 GENERIC BOAT  
MIS: PICTURE PROVIDED BY MANUFACTURER

02876  
<image>.

The IMR is composed of the following data: the IMT (B for generic boat image) and standard boat MFCs (BTY, BLE, BYR, and BMA). The IMN is next. Following the IMN is the title (generic boat) and the Image MIS Field, then image size in bytes (02876). Last ,<image> would be replaced with the actual image.

#### **10.11. Response to a QII Inquiry Resulting in a Vehicle/Boat Part Image:**

1L01000005  
HD1012600

MKE/IMAGE  
IMR/ISER:M1028824364646 CAT:EN  
NIC:V146203706 IMN:I645413893  
MIS:

02876  
<image>.

The IMR is composed of the following data: the IMT (I for identifying image) and standard vehicle/boat part MFCs (SER and CAT). 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 (02876), and, last, < image> would be replaced with the actual image.

#### **Requirements for QII Inquiry**

The QII inquiry is made by:

1. Using the NIC of the base record, in which case all images associated with that record are returned at once. ~~Or;~~
2. Inquiring on a specific IMN, in which case only the requested image is returned. ~~Or;~~
3. Including fields pertinent to a generic boat or vehicle image. These fields are VMA, VMO, VST, VYR, BMA, BTY, BLE, and BYR (BYR is optional).

In all cases, the IND Field may be included. If the IND Field contains N, the hit response will be limited to the textual part of the image record. If the IND Field contains Y, the image will be included in the response. IND is optional; when it is not included, the default is N.

## 2.2 UPDATE TO THE \$.8. OUT-OF-STATE NOTIFICATION

AFFECTED BY CHANGE:

**Introduction  
Wanted Person**

EFFECTIVE DATE:

**August 9, 2015**

### **Background**

This TOU serves to document the changes to participation in the \$.8. Out-of-State notification program for vehicles and boats.

### ***NCIC 2000 Operating Manual Changes***

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by highlighting, and deletions are indicated by ~~strikeout~~.

## INTRODUCTION

### SECTION 2.9 -- ADMINISTRATIVE MESSAGES

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

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

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

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

The CPIC records differ from other NCIC records as follows:

1. The Canadian Date of Entry (CDE) will replace the DOT Field.
2. The following fields do not contain the NCIC assigned codes, but contain the following: the Vehicle Make (VMA) will contain the first four letters of the vehicle make; the Boat Make (BMA) will contain the first eight characters of the boat make; the Brand (BRA) will contain the first four characters of the brand.
3. The Boat Length (BLE) will be in meters.
4. The Vehicle Style (VST), Vehicle Model (VMO), Vehicle Color (VCO), and Boat Color (BCO) Fields will not be included in a CVI record.

5. The NCIC codes for Boat Type (BTY) and Propulsion (PRO) will not be used; instead, the Canadian BTY and PRO codes may be found in the *NCIC 2000 Code Manual* (December 2000).
6. The Field lengths differ as follows:

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

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

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

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

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

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

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

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

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

California	Kansas	Ohio	Washington
Connecticut	New Mexico	Oklahoma	Wisconsin
Illinois			

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

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

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

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

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

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

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

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

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

Alabama	Hawaii	Mississippi	Oklahoma
Arizona	Illinois	Missouri	Oregon
Arkansas	Indiana	Nebraska	Pennsylvania
California	Kansas	Nevada	South Dakota
Canada	Kentucky	New Hampshire	Tennessee
District of Columbia	Maine	New Jersey	Washington
Florida	Massachusetts	New York	Wisconsin
Georgia	Michigan	North Dakota	Wyoming
Guam	Minnesota	Ohio	

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

Alabama	Indiana	Missouri	Pennsylvania
Arizona	Kansas	Nebraska	South Carolina
Arkansas	Kentucky	Nevada	South Dakota
California	Maine	New Hampshire	Tennessee
Colorado	Maryland	New York	Utah
Georgia	Massachusetts	North Carolina	Washington
Guam	Minnesota	North Dakota	West Virginia
Illinois	Mississippi	Ohio	Wyoming

**WANTED PERSON****SECTION 10 -- INTERSTATE COMPACT ON JUVENILES****Member States and Statutory Citations**

Alabama:	Ala. Code, Title 49, Sec. 10291 (1965)
Alaska:	Al. Stat. 47.15.010 to 80 (1960)
Arizona:	Ariz. Rev. Stat. 8-361 to 67 (1961)
Arkansas:	Act No. 155 of 1961 (1961)
California:	Welf. Code, Ch. 1363, Sec. 1300-1308 (1955)
Colorado:	Colo. Rev. Stat. 24-60-701 to 8 (1957)
Connecticut:	Conn. Gen. Stat., Sec. 17-75 to 81 (1957)
Delaware:	Del. Laws, Ch. 64, Vol. 54 (1963)
Florida:	Fla. Stat., Ch. 39.25 to 31 (1957)
Georgia:	Act No. 1259 of 1972 (1972)
Hawaii:	H.R.S., Sec. 582-1 (1955)
Idaho:	Idaho Code, 16-1901-10, Ch. 194 (1961)
Illinois:	I.R.S., Ch. 23, Sec. 2591 et seq.
Indiana:	Acts of 1957, Ch. 98 (1957)
Iowa:	Iowa Code, Ch. 231.14 (1961)
Kansas:	Kan. Stat. 38-1001 to 7 (1965)
Kentucky:	K.R.S. 208.600-990 (1960)
Louisiana:	La. Rev. Stat. 46:1451 (1958)
Maine:	Me. Rev. Stat., Title 34, Ch. 9, Sec. 181 (1955)
Maryland:	Md. Ann. Code, Art. 41, Sec. 387 (1966)
Massachusetts:	Ch. 687, Laws of 1955 (1955)
Michigan:	Public Act 203, as amended (1958)
Minnesota:	Minn. Stat. 260.51; Laws 1957, Ch. 892 (1957)
Mississippi:	Miss. Code. Ann., Sec. 43-25 (1958)
Missouri:	Mo. Rev. Stat., Sec. 210.570 (1955)
Montana:	Mont. Rev. Codes, Sec. 10-1001 (1967)
Nebraska:	Laws of 1963, Ch. 248, Sec. 43-1001 (1963)
Nevada:	Nev. Rev. Stat. 214.010, Art. 4 (1957)

New Hampshire:	N.H. Rev. Stat. Ann., 169-A-1 (1957)
New Jersey:	N.J. Stat. Ann., 9:23-1 (1955)
New Mexico:	N.M. Stat. Ann., 13-16-1 (1973)
New York:	Unconsol. Laws, Sec. 1801, Title 5 (1955)
North Carolina:	N.C. Gen. Stat. 110-64.1 (1965)
North Dakota:	N.D. Cent. Code, 27-22-01 (1969)
Ohio:	Ohio Rev. Code Ann., 2151.56 (1957)
Oklahoma:	10 Okla. Stat. 532 (1967)
Oregon:	Oreg. Rev. Stat. 417 (1959)
Pennsylvania:	62 P.S. 731-35
Rhode Island:	R.I. Gen. Laws, Title 14, Ch. 6 (1957)
South Carolina:	S.C. Code, Sec. 55-65 (1970)
<del>South Dakota:</del>	<del>S.D. Comp. Laws, Ch. 26-12 (1961)</del>
Tennessee:	Tenn. Code Ann., 37-801 (1955)
Texas:	Vern. Civil Stat., Art. 514e (1965)
<del>Utah:</del>	<del>Utah Code Ann., 55-12-1 (1955)</del>
Vermont:	Vt. Stat. Ann., Title 33, Sec. 551 (1968)
Virginia:	Ch. 452, Acts of 1956 (1956)
Washington:	Wash. Rev. Code, 13.24 (1955)
West Virginia:	W. Va. Code, Art. 8, Chap. 49 (1963)
Wisconsin:	Wisc. Stat., Sec. 48.991 (1957)
Wyoming:	Wyo. Stat., 14-52.10 (1957)
Dist. of Col.:	P.L. 91-358 of 1970 (1970)
Guam:	P.L. 12-50 of 1973 (1973)
Congress:	48 Stat. 909 (1934)

**2.3 AUTHORIZATION OF CSOs TO MODIFY TRANSACTIONS FOR PUBLIC HOUSING AUTHORITY ORIs**

AFFECTED BY CHANGE:                      **NCIC**

EFFECTIVE DATE:                              **Immediate**

**Background**

Public Law 104-120, enacted in March 1996, permits approved Public Housing Authorities (PHAs) with access to the Index Record Existence (QH) on the Interstate Identification Index (III). These agencies are not permitted direct access to National Crime Information Center (NCIC). Rather, law enforcement agencies conduct the III name search and will inform the PHA if the name check reveals that an applicant may have a criminal history indexed in III.

Currently, the CJIS Systems Officers (CSOs) are unable to conduct a modify transaction (MO) for PHA Originating Agency Identifiers (ORIs). The FBI's CJIS Division has extended the CSOs' ability to perform an MO for all NCIC ORIs assigned to PHAs. To enable this access, authorized PHAs are assigned ORIs and are identified with a "9" in the 8<sup>th</sup> position of the ORI and a "Q" in the 9<sup>th</sup> position of the ORI.

CSOs may now use the MO transaction to modify the following fields for PHA ORIs: SNU, SNA, CTY, COU, ZIP, CT1, CT2, CT3, EML, FPP, CRY, and VLN.

***NCIC 2000 Operating Manual Changes***

This change does not require updates to the *NCIC 2000 Operating Manual* (December 1999).

**2.4 UPDATE OF AGENCY CONTACT INFORMATION**

AFFECTED BY CHANGE: **Introduction**

EFFECTIVE DATE: **Immediate**

**Background**

The Maryland State Police requested that its National Sex Offender Registry Originating Agency Identifier (ORI) MD003105Y be replaced with ORI MD003775Y.

*NCIC 2000 Operating Manual Changes*

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by highlighting, and deletions are indicated by ~~strikeout~~.

**INTRODUCTION****SECTION 6 -- CONTACT INFORMATION**

The FBI CJIS Division sends International Justice and Public Safety Network (NLETS) Administrative Messages to notify states of the NCIC System issues and activity on criminal history records linked to NCIC records.

**Section 6.3 -- STATE/TERRITORY SEX OFFENDER REGISTRIES (SORs)**

State/Territory	ORI	State/Territory	ORI
Alabama	ALAST0047	Montana	MT025035Y
Alaska	AKAST1500	Nebraska	NBNSP0003
Arizona	AZDPS1900	Nevada	NV0131700
Arkansas	AR060015Y	New Hampshire	NHNSP1400
California	CA0349428	New Jersey	NJNSP0230
Colorado	COCBI0000	New Mexico	NMNSP0000
Connecticut	CTCSP3900	New York	NY001015Y
Delaware	DEDSP0000	North Carolina	NCDCI0000
District of Columbia	DCMPD0000	North Dakota	NDBCA0000
Florida	FL0370100	Ohio	OHBCI0000
Georgia	GAGBI0027	Oklahoma	OK055075C
Guam	GM001085J	Oregon	OROSP5900
Hawaii	HI002015Y	Pennsylvania	PAPSPBC00
Idaho	ID001105Y	Puerto Rico	PRPPR0000
Illinois	IL0842503	Rhode Island	RIRSP0000
Indiana	IN049065C	South Carolina	SCLED0000
Iowa	IADCI0006	South Dakota	SDDCI0062
Kansas	KSKBI0000	Tennessee	TNTBI0000
Kentucky	KYKSP3600	Texas	TX0000000
Louisiana	LALSP0001	U.S. Virgin Islands	VI001057A
Maine	MESPSBI00	Utah	UT018215C
Maryland	<del>MD003105Y</del>	Vermont	VTVSP0000
	<u>MD003775Y</u>	Virginia	VAVSP0000
Massachusetts	MACJIS100	Washington	WAWSP0000
Michigan	MI3300636	West Virginia	WVWSP0089
Minnesota	MNBCA0000	Wisconsin	WI013135C
Mississippi	MSMHP0000	Wyoming	WY0110411
Missouri	MOMHP0003		

**2.5 MODIFICATION OF RECORD ENTRY CRITERIA FOR THE MISSING PERSON FILE**

AFFECTED BY CHANGE: **Missing Person File**

EFFECTIVE DATE: **Immediate**

**Background**

Technical and Operational Update (TOU) 11-4, dated August 5, 2012, provided information on the modification of Missing Person File record entry criteria to permit an initial record entry when hair and eye color and/or height and weight are not available, provided the entering agency has a photograph and/or fingerprints of the missing person. Specifically, the TOU explained agencies will be permitted to enter records using the existing unknown hair and eye color values (XXX) and the newly created unknown (UNK) value in the Height (HGT) and Weight (WGT) Fields. Additionally, when a record is entered or modified to contain UNK in the HGT or WGT Fields, it is mandatory that the FBI Field is populated or PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS must be entered in the Miscellaneous (MIS) Field.

When TOU 11-4 was disseminated to all CJIS Systems Officers, it contained a grammatical error in the mandatory text required in the MIS Field when a record is entered or modified to contain UNK in the HGT or WGT Fields. The word “Photos” should be “Photo.” Therefore, if the HGT or WGT Fields contain UNK and the FBI Field is blank, the MIS Field must begin with the language PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS. This TOU formally documents that change.

**NCIC 2000 Operating Manual Changes**

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

**MISSING PERSON FILE**

**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 PHOTOS AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS. When HGT or WGT contain UNK and the FBI Number or the MIS Field text is not present, the transaction will be rejected.

**SECTION 2.6 -- MESSAGE FIELD CODE EDITS FOR ENTRY**

4. MISCELLANEOUS (MIS) DATA
  8. If the HGT or WGT Fields contain UNK and the FBI Field is blank, the MIS Field must begin with PHOTOS AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS.

**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 PHOTOS AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS. When HGT or WGT contain UNK and the FBI Number or the MIS Field text is not present, the transaction will be rejected.

## 2.6 REVISION TO THE ETHNICITY (ETN) FIELD

AFFECTED BY CHANGE:           **Introduction**  
  **Missing Person**  
  **Unidentified Person**

EFFECTIVE DATE:               **Immediate**

**\*\*\*THIS TOU IS AN ADDITION AND MODIFICATION TO TOU 11-2,  
SECTION 2.7\*\*\***

### **Background**

During the December 2006 meeting, the CJIS Advisory Policy Board (APB) endorsed the ability to add an Ethnicity Field to the NCIC Person Files. Specifically, the APB moved “to create an optional Ethnicity Field in CJIS Systems.”

An ETN Field was created as an optional field available in all NCIC Person Files. In addition, a Person with Information (PWI) Ethnicity Field (PIE) was created as part of the PWI data in the Missing Person File. The two codes that were created for the ETN and PIE Fields are: Hispanic or Latino (H) and Not Hispanic or Not Latino (N).

### ***NCIC 2000 Operating Manual Changes***

In TOU 11-2, Section 2.7, the ETN Field was mandatory for nonunique identifier inquiry (QM) transactions. Based on APB approval, the ETN Field should be optional in all NCIC Person Files. Current functionality has the ETN Field as Optional. This TOU will modify the language in the *NCIC 2000 Operating Manual* to display the ETN Field as optional during a QM transaction.

Additionally, this TOU provides supplementary policies that were previously omitted from TOU 11-2, Section 2.7. The previous omissions were adding the ETN Field to the following:

- Example of a Missing and Unidentified Person entry
- Unidentified Person Message Field Codes for Entry
- Unidentified Person cross-search table with Missing Person records
- Unidentified Nonunique Identifier Inquiry
- Cross-match notifications

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

**INTRODUCTION****SECTION 2.9 -- ADMINISTRATIVE MESSAGES****\$.M. Unidentified/Missing Person Match Notification**

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

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

\$.M. L01  
WV1012600

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

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

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

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

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

ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.

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

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

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

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

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

\$.M.1NO1HEADER  
CA1012600

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

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

\$.M.1NO1HEADER  
CA1012600

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

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

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

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

M107649846 090 M107650007 090 M123456301 090 M123456401 090  
M104545687 090 M123456202 090 M123456302 090 M123456402 090

M987654321 085 M123456203 085 M123456303 083 M123456403 080  
M987654323 075 M123456204 075 M123456304 075 M123456404 075  
M987654343 060 M123456205 057 M123456305 057 M123456405 057

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

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

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

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

\$.M.UNIDENTIFIED/WANTED COMPARE RESULTS

WV1012600

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

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

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

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

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

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

ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.

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

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

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

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

\$.M.UNIDENTIFIED/MISSING COMPARE RESULTS  
WV1012600

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

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

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

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

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

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

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

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

ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.

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

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

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

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

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

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

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

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

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

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

**MISSING PERSON FILE****SECTION 2.1 -- EXAMPLE OF AN UNEMANCIPATED MISSING PERSON ENTRY**

1N01HEADER.EMJ.MD1012600.SMITH, JOHN J.M.W.MD.19851012.20000312.  
 510.165.GRN.BRO..FAR.SC R LEG...216343737....MP.19991201.56789...  
 LAST SEEN WEARING BLUE AND RED SHIRT.Y.R.....OPOS.C.N.P..  
 PK,NE.GOLD CROSS ON CHAIN.Y.FBI LAB, QUANTICO, VA 703-632-4000,  
 VA1234567, MTDNA, CODIS NUMBER - ABC-RMP-123456789.US.H

**SECTION 5.2 -- MESSAGE FIELD CODES FOR NONUNIQUE IDENTIFIER 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
AGE	MANDATORY	AGE	2-2	NUMERIC
SEX	MANDATORY	SEX	1-1	ALPHABETIC
RACE	MANDATORY	RAC	1-1	ALPHABETIC
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>
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
NAME	OPTIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
EXPANDED NAME SEARCH*	OPTIONAL	ENS	1-1	ALPHABETIC
AREA	OPTIONAL	ARE	2-3	ALPHABETIC, SPECIAL CHARACTERS

ETHNICITY*	<del>MANDATORY</del> OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
------------	----------------------------------	-----	-----	--

\*NCIC 2000 format only

Please note: The IND Field is no longer valid for nonunique inquiries.

### SECTION 5.3 -- REQUIREMENTS FOR NONUNIQUE IDENTIFIER INQUIRY (QM)

1. The following fields are mandatory for a nonunique identifier inquiry: HDR, MKE, ORI, AGE, SEX, RAC, ~~ETN~~, EYE, HAI, HGT, and WGT.
2. The NAM Field is optional.
3. The approximate age of the individual may be one or two numeric characters representing the age in years. The age must fall within a range of 0 to 99. The age in the inquiry plus or minus 1 year will be searched. If the person inquired upon is 100 years old or older, the first character (1) should be dropped.
4. Sex, race, ~~ethnicity~~, eye color, and hair color should be coded following the instructions set forth in Personal Descriptors, *NCIC 2000 Code Manual*. A search on each of these fields will retrieve any record with a corresponding code.
5. Approximate height in the inquiry plus or minus 3 inches will be searched.
6. Approximate weight in the inquiry plus or minus 10 pounds will be searched. Inclusion of a name in the inquiry will limit the response.
7. After the search is conducted on AGE, SEX, RAC, ~~ETN~~, EYE, HAI, HGT, and WGT, the New York State Identification and Intelligence System (NYSIIS) code in the records found will be compared with the NYSIIS code of the name in the inquiry. Only those records and additional NICs with matching NYSIIS codes will be returned to the inquiring agency.

### SECTION 5.4 -- ADDITIONAL GUIDELINES FOR NONUNIQUE IDENTIFIER INQUIRY

1. When a nonunique identifier inquiry is received, NCIC searches the Missing Person File for possible matches, i.e., candidate records. The sex, race, ~~ethnicity~~, eye, and hair color codes in the candidate records must be identical to the sex, race, eye, and hair color codes in the inquiry. However, age, height, and weight in the candidate records may vary from the age, height, and weight in the inquiry as indicated above.

2. A score is assigned to each candidate record. The score is computed based upon the variance between the inquiry age, height, and weight, and the corresponding data in the candidate records. The score is an abstract numerical representation of the relative similarity between the inquiry data and the data in the candidate records. The score is used by NCIC 2000 to select up to 20 most likely candidate records for the response to the inquiring agency.
3. To determine if a hit (identification) has been made, the inquiring agency must review all of the identification data in the candidate records and contact the agency that entered the record(s) to confirm a match.
4. The ARE Field must be a valid state, territory, or province code as listed in the *NCIC 2000 Code Manual*. NCIC 2000 will search all records for a particular state, territory, province, or region. When an inquiry contains ARE/ followed by a valid code and an asterisk, the response to the inquiry will be limited to records containing the same code and/or US in the first two positions of the ORI Field. Any code may be followed by an asterisk.

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

<b>Area (ARE) Field Inquiry Code</b>	<b>ORI of Records Returned in Response</b>
AL	AL, FL, GA, LA, MS, NC, TN, & US
AK	AK, BE, YT, & US
AZ	AZ, CA, CO, NV, NM, UT, & US
AR	AR, IL, KS, KY, LA, MS, MO, OK, TN, TX, & US
CA	AZ, CA, NV, OR, & US
CO	AZ, CO, KS, NB, NM, OK, TX, UT, WY, & US
CT	CT, ME, MA, NH, NJ, NY, PA, RI, VT, & US
DE	DE, DC, MD, NY, PA, VA, & US
DC	DE, DC, MD, NY, PA, VA, WV, & US
FL	AL, FL, GA, MS, & US
GA	AL, FL, GA, NC, SC, TN, & US
HI	HI & US
ID	ID, MT, NV, OR, UT, WA, WY, AB, BC, & US
IL	AR, IL, IN, IA, KY, MI, MN, MO, TN, WI, & US
IN	IL, IN, KY, MI, OH, WI, ON, & US
IA	IL, IA, KS, MN, MO, NB, SD, WI, & US

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

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

5. 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.

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

**UNIDENTIFIED PERSON FILE****SECTION 2.1 -- EXAMPLE OF AN ENTRY**

Following is an example of a base record entry in the Unidentified Person File for a deceased person:

```
1N01HEADER.EUD.DCFBIWA00.FFFFFFFFFDDDDFFF.M.W.1953-1958.
19990201.19990210.508-511.175-190.BRO.BRO.SC UL ARM.
1210AADINATT6613SRPM.ABC32456...BODY FOUND WITH BLUE
SHIRT,BLK SLACKS,BLK SOCKS AND SHOES,GRN ARMY JACKET,
FOOT SIZE 10D,PERSON WAS LEFT HANDED.Y.BPOS.C.Y.F..H STABBED IN CHEST.
BB,CL,CO,ER,WA.BB HAS NAME BUDDY, CL IS YEL BIC,CO IS BLK PLASTIC,ER GOLD,WA
IS 17 JEWEL TIMEX.DC MEDICAL EXAMINER OCA/83-12345. WASHINGTON, DC.202 555-
5555.Y.FBI LAB, QUANTICO, VA 703-632-4000,
VA1234567, MTDNA, CODIS NUMBER - ABC-RMP-123456789.H
```

**Acknowledgment:**

```
1L01HEADER
DCFBIWA00
OCA/ABC32456 NIC/U123456789
```

**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	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9- 9	ALPHABETIC, NUMERIC
BODY PARTS STATUS	MANDATORY	BPS	3-3 15-15	ALPHABETIC
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

## SECTION 2 -- SYSTEM CHANGES

ESTIMATED YEAR OF BIRTH	OPTIONAL	EYB	9-9	NUMERIC, SPECIAL CHARACTERS
ESTIMATED DATE OF DEATH	CONDITIONAL	EDD	8-8	NUMERIC
DATE BODY FOUND	MANDATORY	DBF	8-8	NUMERIC
APPROXIMATE HEIGHT	MANDATORY	HGT	3 -3 7- 7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
APPROXIMATE WEIGHT	MANDATORY	WGT	3 -3 7- 7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
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>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	3-3 20-20	ALPHABETIC, ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING CASE NUMBER	OPTIONAL SET	LKA*	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	SET	LKI*	9-9	ALPHABETIC, NUMERIC

MISCELLANEOUS	OPTIONAL	MIS	1-250 1-500*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY FLAG	OPTIONAL	NOA*	1-1	ALPHABETIC
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	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
BODY X-RAYS	MANDATORY	BXR	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CORRECTIVE VISION PRESCRIPTION	OPTIONAL	VRX	1-40	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MANNER AND CAUSE OF DEATH	OPTIONAL	CDA	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
JEWELRY TYPE	OPTIONAL	JWT	2-50	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
JEWELRY DESCRIPTION	OPTIONAL	JWL	1-100	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

MED EXAMINER/ CORONER AGENCY NAME AND CASE NUMBER	OPTIONAL	MAN	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MED EXAMINER/ CORONER LOCALITY	OPTIONAL	MAL	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MED EXAMINER/ CORONER TELEPHONE NUMBER	OPTIONAL	MAT	12-12	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	OPTIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
<b>ETHNICITY</b>	<b>OPTIONAL</b>	<b>ETN*</b>	<b>1-1</b>	<b>CODE AS DEFINED IN NCIC 2000 CODE MANUAL</b>

\*NCIC 2000 format only

**SECTION 2.8 -- AUTOMATIC CROSS-SEARCH WITH MISSING PERSON RECORDS**

1. When an unidentified person record is entered or modified, NCIC 2000 automatically compares the data in that record against all missing person records in NCIC 2000. These comparisons are performed daily on the records that were entered/modified on the previous day. The identifiers used in the comparisons are as follows:

Missing Person Record Identifiers	Unidentified Person Record Identifiers
Date of Birth	- Estimated Year of Birth
Sex	- Sex
Race	- Race
<b>Ethnicity</b>	- <b>Ethnicity</b>

Height	-	Estimated Height
Weight	-	Estimated Weight
Eye Color	-	Eye Color
Hair Color	-	Hair Color
Date of Last Contact	-	Estimated Date of Death
Date of Last Contact	-	Date Body Found
Scars, Marks, Tattoos, etc.	-	Scars, Marks, Tattoos, etc.
Fingerprint Classification	-	Fingerprint Classification
Jewelry Type	-	Jewelry Type
Originating Agency State Code	-	Originating Agency State Code
Blood Type	-	Blood Type
Dental Characteristics	-	Dental Characteristics

2. Even though the search only compares the data as shown in the chart above, records should contain all available descriptive data to further aid in identification.
3. Once the comparisons are made to the missing person records, the system sends \$.M. administrative messages to all entering agencies. The \$.M. administrative message advises an agency that a possible match has been made on its record. This message is transmitted to the ORIs of the matched records. The message includes abbreviated records for up to 100 possible matches for the physical cross-search and 35 for the dental cross-search.

Once the comparisons are made to the wanted person records, the system sends \$.M. administrative messages to all entering agencies. The \$.M. administrative message advises an agency that a possible match has been made on its record. This message is transmitted to the ORIs of the matched records. The message includes abbreviated records for up to 35 possible matches for the dental cross-search.

If more than 100 records are matched using physical characteristics or 35 using dental characteristics for the missing/unidentified cross-search or more than 35 using dental characteristics for the wanted/unidentified cross-search, the remaining records can be obtained by contacting FBI CJIS staff at (304) 625-3000.

4. If the cross-search does not produce any match, all entering/updating agencies are notified through a \$.N. administrative message. Additional information on administrative messages can be found in the Introduction chapter of this manual.

## SECTION 5.5 -- MESSAGE FIELD CODES FOR NONUNIQUE IDENTIFIER 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
AGE	MANDATORY	AGE	2-2	NUMERIC
SEX	MANDATORY	SEX	1-1	ALPHABETIC
RACE	MANDATORY	RAC	1-1	ALPHABETIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN THE <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN THE <i>NCIC 2000 CODE MANUAL</i>
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
IMAGE INDICATOR	OPTIONAL	IND*	1-1	ALPHABETIC
AREA	OPTIONAL	ARE	2-3	ALPHABETIC, SPECIAL CHARACTERS
ETHNICITY	OPTIONAL	ETN*	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

\*NCIC 2000 format only

**2.7 MODIFICATION TO ALLOW SOCIAL SECURITY NUMBERS TO BEGIN WITH THE NUMBER 8**

AFFECTED BY CHANGE:

**Gang File  
Identity Theft File  
Missing Person File  
National Sex Offender Registry  
NICS Denied Transaction File  
Other Transactions File  
Protection Order File  
Protective Interest File  
Securities File  
Supervised Release File  
Wanted Person File**

EFFECTIVE DATE:

**Immediate**

**Background**

In June 2011, the Social Security Administration (SSA) changed the way a Social Security number (SOC) is issued. The SSA developed this new method to help protect the integrity of the Social Security number. This was called the Social Security Administration Randomization. This allows the SOC to begin with the numeric character 8. The functionality exists in the NCIC system; however, the *NCIC 2000 Operating Manual* needs to be modified to reflect the change.

**System Changes**

Allow for the SOC to begin with the numeric character 8.

***NCIC 2000 Operating Manual Changes***

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

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

<b>Code</b>	<b>Field</b>	<b>Edits</b>
SOC	Social Security Number	Should not be less than 001010001 or have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth position. Invalid and/or nonissue numbers are accepted but cause an SOC attention message. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

**SECTION 10.3 -- MANDATORY FIELDS OF GMC ENTRY**

The following fields are mandatory for acceptance of a GMC entry into NCIC: HDR, MKE, ORI, NAM, SEX, RAC, DOE (mandatory blank), GNG, SGP, ECR, OCA, and at least one for the following numeric identifiers: DOB (including year, month, and day); FBI; MNU (other than originating agency police or identification number); SOC; OLN with OLS and OLY; LIC with LIS, LIY, and LIT; or VIN with VYR, VMA, and VST.

~~The entry of invalid and/or nonissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error:~~

~~ATTENTION -- THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR IN YOUR QUERY AND RESUBMIT IF NECESSARY.~~

**SECTION 10.4 -- ADDITIONAL GUIDELINES FOR GMC ENTRY**

1. The entering agency (ORI) must account for all fields in the GMC record format. In the original entry, all available data called for in the record must be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MGM). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a GMC record are located in Section 8 of this chapter.
2. For training and administrative purposes, agencies may enter test records into NCIC by using the header TL01 or TN01. The test records will not generate any notifications, nor will batch processing be performed in the test system.
3. If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.
4. All numerical identifiers except the ORI and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA, and a hyphen is used to separate the first two alphabets from the number itself in the MNU Field. If the MNU

exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.

5. A GMC record entered with GNG/UNLISTED GROUP\* will only be retained for 96 hours regardless of what the DOP is set to.

\*This code is to be used for emergency entries until such time as a code can be assigned by the NCIC staff. For SGP code, UNLISTED SUBGROUP should be used.

6. Information may be entered in a Group Member record about vehicles subject to the following criteria: the vehicle must have been observed to be in the possession of or driven by a specific record subject or by some group member who would separately meet the criteria for entry in the GMC.
7. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operator's license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.
8. The entry of invalid and/or unissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error:

ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

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

(Please note: These identifiers describe the **victim** of the Identity Theft.)

<b>Code</b>	<b>Field</b>	<b>Edits</b>
SOC	Social Security Number	Must not be less than 001010001. The SOC cannot have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth positions. Invalid and/or unissued numbers are accepted but cause a SOC attention message. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

**SECTION 2.4 -- ADDITIONAL GUIDELINES FOR ENTRY**

1. The entering agency (ORI) must account for all fields in the Identity Theft File record format. In the original entry, all available data must be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MID). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to an identity theft record are located in Section 8 of this chapter.
2. For training and administrative purposes, agencies may enter test records into NCIC by using the header TN01. The test records will not generate any notifications, nor will batch processing be performed in the test system.
3. If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.
4. All numerical identifiers except the ORI and the MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen is used to separate the first two alphabets from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU field. The full MNU should be entered in the MIS Field.
5. An ORI attempting to enter a record on a person it already has entered will receive a reject message. An entry on the same individual will be accepted providing the originating agencies are different. The agency making the second entry will receive the record already on file at the time the second entry is acknowledged. This notification should lead to some form of communication between the two agencies because valuable lead information might be available.
6. If the person is deceased, agencies must enter the characters DECEASED in the PWD Field. The password DECEASED must never be used for a live victim.

7. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operator's license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.
8. The entry of invalid and/or unissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error:

ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

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

<b>Code</b>	<b>Field</b>	<b>Edits</b>
SOC	Social Security Number	Must not be less than 001010001. The SOC cannot have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth position. Invalid and/or nonissue numbers are accepted but result in a SOC attention message. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

**SECTION 2.5 -- ADDITIONAL GUIDELINES FOR ENTRY**

1. The ORI must account for all fields in the missing person record. Agencies should ensure that all available data called for in the record format are entered when the entry is made. In addition, all available critical data should be entered. Missing data obtained at a later time should be promptly added through the use of a modification message (MKE/MM). Guidelines for the entry of aliases and/or other identifiers as a supplemental record to a missing person record are located in Section 8 of this chapter.
2. For training and administrative purposes, agencies may enter test records into NCIC 2000 by 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.
3. If a DOB is the only numerical identifier, it must be a valid Gregorian date or the entry will be rejected. A valid Gregorian date of birth is mandatory when the message key is EMJ or when the MNP is CA.
4. The entry of invalid and/or unissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error:

ATTENTION: — THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

5. All numerical identifiers except the OCA and the MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the first two alphabetic characters from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.

6. If a missing person record is for a child who is removed from the United States, known to be in another country, and the issue of return has not been resolved, place the following caveat in the Miscellaneous (MIS) Field:

RECORD IS FOR A MISSING CHILD BELIEVED TO BE IN (name of country) REFER TO NCIC MANUAL MISSING PERSON FILE CHAPTER FOR FURTHER INFORMATION BEFORE PLACING A LOCATE

7. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operator's license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.
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 Number or the MIS Field text is not present, the transaction will be rejected.

## SECTION 5.6 -- EXAMPLES

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

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

### Negative Response:

1L01HEADER  
WA1230000

NO NCIC WANT DOB/19891012 NAM/SMITH, JOHN J SEX/M RAC/W  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE

EXTRADITION FROM THE  
INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED  
WITHOUT LIMITATIONS.

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

1L01HEADER  
WA1230000  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE  
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS  
FILES ARE SEARCHED WITHOUT LIMITATIONS.

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

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

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

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

**Negative Response:**

1L01HEADER  
WA123000  
NO NCIC WANT DOB/19770123 NAM/DOE, JOHN SEX/M RAC/W  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF

EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

**Positive Response:**

1L01HEADER  
WA123000

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

WARNING: DO NOT DETAIN BASED UPON THIS MISSING PERSON RECORD  
MKE/FOREIGN MISSING PERSON - JUVENILE  
ORI/DCINTER00 NAM/DOE, JOHN SEX/M RAC/W ETN/ POB/BD

DOB/19770123 DOE/19950123 HGT/410 WGT/105 EYE/GRN HAI/BRO CTZ/BD  
SOC/2110044447777777777 MNP/MP DLC/19821201  
MIS/CHILD ABDUCTED IN FRANCE BY NON-CUSTODIAL PARENT  
ORI IS INTERPOL US DOJ WASHINGTON (202) 616-9000  
NIC/M000069216 DTE/19830104 0000 EST DLU/20080201 0930 EST  
IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES  
IN INTERSTATE COMPACT ON JUVENILES  
REPEAT - DO NOT DETAIN BASED UPON NCIC RECORD WITH NIC/M000069216  
FOREIGN MISSING OR ABDUCTED PERSON - IMMEDIATELY CONTACT INTERPOL,  
US DOJ, NLETS ORI/DCINTER00, OR TEL. NO. (202) 616-9000.  
IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES  
IN INTERSTATE COMPACT ON JUVENILES

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

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

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

1L01HEADER  
WA1230000

\*\*\*\*\*PERSON WITH INFORMATION ASSOCIATED WITH NIC/M000069216\*\*\*\*\*  
\*\*\*\*\*DO NOT ARREST OR DETAIN BASED ON PERSON WITH INFORMATION HIT\*\*\*\*\*  
MKE/MISSING PERSON ENDANGERED  
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W ETN/H POB/MD  
DOB/20081012 DOE/20261012 HGT/402 WGT/065 EYE/BRO HAI/BRO  
SKN/FAR SMT/SC R HND  
SOC/123456789  
MNP/CA DLC/20110810 OCA/EXAMPLE1  
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT  
MPC/ABDUCTED BY A NON-CUSTODIAL PARENT  
LIC/555W555 LIS/VA LIY/2012 LIT/PC

VIN/1Q87H2N100001 VYR/2001  
VMA/FORD VMO/TAU VST/4D VCO/BLK  
BLT/OPOS FPA/N  
BXR/P  
DNA/N  
ORI IS ANY CITY PD MD 301 555-1212  
PIN/ADAMS, RANDY PIX/M PIR/W PIE/H PIB/19440630 PGH/511  
PWG/195 PEY/BRO PHA/BRO PSK/LGT PSM/SLVR TOOTH PSS/123456789  
PMI/PERSON WITH INFORMATION IS NON-CUSTODIAL PARENT OF MISSING CHILD, CHILD  
PMI/MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY AT THE  
ORANGE  
PMI/CO PD 555-555-5555 WHEN PERSON WITH INFORMATION IS ENCOUNTERED  
PIB/19450630  
PIB/19450531  
PAK/MARKS, RANDY  
PSM/SC L ANKL  
PSM/TAT L WRS  
PSS/333333333  
PSS/222222222

PIN/HARDY, MARY PIX/F PIR/W PIE/H PIB/19700410 PGH/502  
PWG/115 PEY/BRO PHA/BRO PSK/LGT PSM/MOLE FHD PSS/9876543217777777777  
PMI/PERSON WITH INFORMATION IS GIRLFRIEND OF NON-CUSTODIAL PARENT OF MISSING  
PMI/CHILD, CHILD MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY  
AT  
PMI/THE ORANGE CO PD 555-555-5555 WHEN PERSON WITH INFORMATION IS ENCOUNTERED  
PIB/19710503  
PAK/ADAMS, MARY  
PSM/TAT LW LIP  
PSM/TAT L ANKL  
PSS/888888888

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

\*\*\*REPEAT - DO NOT ARREST OR DETAIN BASED ON PERSON WITH INFORMATION HIT\*\*\*

**SECTION 10.5 -- ADDITIONAL GUIDELINES FOR PWI RECORD ENTRY**

The ORI must account for all fields in the PWI record format. If optional fields are included, a period must be included for the field place holder. Entry of the PWI dataset is optional; however, if the PIN is entered, a numeric identifier (PIB or PSS) and PMI will be required. The PMI Field must contain contact information and guidance for the law enforcement officer who encounters the PWI. The Missing/Unidentified Person Files personal descriptor cross-match will not run based on PWI data.

The entry of invalid and/or unissued numbers in the PSS Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error:

ATTENTION: THE PSS USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

**SECTION 10.18 -- EXAMPLE OF SUPPLEMENTAL PWI RECORD ENTRY**

1N01HEADER.EMP.N.MD1012600.NIC/M000069216.OCA/12345.PIN/JONES, RANDY.PSM/TAT NECK.TAT CHIN.PSS/999999999-888888888.777777777.555555555

**Acknowledgment:**

1N01HEADER  
MD1012600  
PWI SUPP NIC/M000069216 OCA/12345 PIN/JONES, RANDY

The above supplemental record entry example contains: header (1N01HEADER), message key (EMP.N), Originating Agency Identifier (MD1012600), three record identifiers (NIC/M000069216), (OCA/12345), and (PIN/ JONES, RANDY), and the supplemental data added to the record: two scars, marks, tattoos, and other characteristics (PSM/TAT NECK.TAT CHIN), three Social Security Numbers (PSS/999999999-888888888.777777777.555555555).

**NATIONAL SEX OFFENDER REGISTRY****SECTION 1-- INTRODUCTION****1.7 MESSAGE FIELD CODES AND EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
SOC	Social Security Number	Should not be less than 001010001 or have a value of <del>8-9</del> 9 in the first position or have a value of 0 in the fourth and fifth positions. Invalid and/or nonissue numbers are accepted but cause an SOC attention message. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

**SECTION 2.4 -- ADDITIONAL GUIDELINES FOR ENTRY**

1. The entering agency must account for all fields in the NSOR record format. All available data called for in the record format must be entered. In addition, all available critical data should be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MXS). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a NSOR record are located in Section 8 of this chapter.
2. For training and administrative purposes, agencies may enter test records into NCIC by using the header TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.
3. If the MKE used in the NSOR data entry is EXSC (Enter Sexual Offender - Caution), then the CMC Field must contain a valid code.
4. When a NSOR record includes information in the FBI Field, the NCIC will transmit information to the Integrated Automated Fingerprint Identification System (IAFIS) for flagging of the criminal history record. The IAFIS will notify the registering agency and the state/territory registry of activity on the criminal history record (examples of these notifications are in Section 9 of this chapter).
5. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
6. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operator's license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc.

When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

7. The entry of invalid and/or unissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error:

ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

**NICS DENIED TRANSACTION FILE**

**SECTION 5.2 -- EXAMPLE OF INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES**

1N01HEADER.QND.WA1230000.NAM/SMITH, JOHN J.SEX/M.DOB/19511012. SOC/~~987654321~~ 123456789

**Negative QND Response**

1L01HEADER  
WA1230000

NO NCIC NICS DENIED TRANSACTION FILE RECORD NAM/SMITH, JOHN J DOB/19511012 SEX/M  
NO NCIC NICS DENIED TRANSACTION FILE RECORD SOC/~~987654321~~ 123456789  
~~ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE  
SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.~~

**Positive QND Response**

1L01HEADER  
WA1230000

\*\*\*\*\* NOTICE: DO NOT DETAIN OR ARREST BASED ON THIS HIT. THE DATE OF  
NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS) DENIAL (DND)  
PROVIDED IN THIS RECORD IS THE DATE THE SUBJECT WAS DENIED BY THE  
NICS FROM THE PURCHASE/POSSESSION OF A FIREARM PURSUANT TO STATE  
AND/OR FEDERAL LAW. HOWEVER, IT IS POSSIBLE THIS SUBJECT MAY NO  
LONGER BE PROHIBITED FROM PURCHASING/POSSESSING FIREARMS.

MKE/NICS DENIED TRANSACTION FILE  
ORI/WVNIC000 NAM/SMITH, JOHN J SEX/M RAC/W POB/RI  
DOB/19511012 HGT/511 WGT/230 CTZ/US  
SOC/123456789  
SOP/NV SOR/NV DND/20120909  
NTN/ABC1234567  
NIC/E123456789 DTE/20120909 23150401 EDT DLU/20120909 23150404 EDT

\*\*\* THE INFORMATION DISPLAYED IN THIS RECORD IS A POSSIBLE MATCH TO  
THE INDIVIDUAL QUERIED. THIS MATCH IS BASED ON NAME AND DESCRIPTIVE  
DATA ONLY. NO LAW ENFORCEMENT ACTION SHOULD BE INITIATED BASED SOLELY  
ON THIS INFORMATION.  
NO NCIC NICS DENIED TRANSACTION FILE RECORD SOC/~~987654321~~ 123456789  
~~ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE  
SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.~~

**OTHER TRANSACTIONS**

**SECTION 2.2 -- EXAMPLE OF A ONE CRIME INQUIRY TRANSACTION**

1N01HEADER.QI.TN0470010.ORI/VA1230022.DTE/19991225

**Negative Response:**

1L01HEADER  
TN0470010  
NO RECORD ORI/VA1230022 DTE/19991225

**Positive Response:**

1L01HEADER  
TN0470010

\* \* \* \* \*

WARNING - THE SUBJECT IDENTIFIED IN THIS RECORD NIC/W000039244 IS KNOWN TO USE THE FOLLOWING STOLEN OR FALSE (S/F) IDENTIFICATION DOCUMENTS. USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON.

S/F NAM/BLAKE, FRANK  
S/F NAM/JENSEN, MARK  
S/F NAM/TOMPSON, JERRY  
S/F DOB/19340911  
S/F DOB/19320821  
S/F DOB/19310719  
S/F SOC/555334444  
S/F SOC/111556666  
S/F SOC/333228888  
S/F MNU/AS-555667777  
S/F MNU/AS-333222444  
S/F MNU/AS-444112222  
S/F OLN/ID555667777 DC 1993  
S/F OLN/ID333661111 MD 1992  
S/F OLN/ID532865555 DC 1993  
MKE/WANTED PERSON - CAUTION  
CMC/00 - ARMED AND DANGEROUS

EXL/1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD  
ORI/VA1230022 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19311012  
HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK  
SMT/SC R HD  
FPC/121011C0141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/34862561 OLS/MD OLY/1984  
OFF/HOMICIDE-WILLFUL KILL-POL OFF-GUN  
DOW/19991223 OCA/611112131  
MIS/ALSO KNOWN TO BE INVOLVED IN DRUG TRAFFIC  
LIC/ABC123 LIS/WI LIY/1999 LIT/PC  
VIN/2F37Z7P351519 VYR/1977 VMA/PONT VMO/LEM VST/2D VCO/WHI

ORI IS US MARSHALS SERVICE HEADQUARTERS MCLEAN VA 703 555-8147  
DOB/19541111  
AKA/SMITH, WILLIAM  
AKA/THOMPSON, ROBERT  
SMT/TAT R ARM  
MNU/AS-987654321  
SOC/~~987654321~~ 123456789  
LIC/ABC654 MD 1999 PC  
LIC/345678 MD 1999 PC  
VIN/3J57K5D112345 1975 OLDS CUT 2T BLU  
VIN/A9C437C103980 1979 AMER GRE 2D TRQ  
IMT/M IMN/I435461801  
NIC/W000039244 DTE/19991225 0001 EST DLU/20010202 0845 EST  
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI  
MKE/STOLEN VEHICLE - OCCUPANT(S) ARMED/HOLD FOR LATENTS  
ORI/VA1230022 LIC/ABC123 LIS/AZ LIY/1999 LIT/PC  
VIN/1FTDF15Y7FPA36160 VYR/1982 VMA/PORS VMO/356 VST/CV VCO/GRN DOT/19991223  
OCA/112233445566  
MIS/CAR CUSTOM PAINTED WITH YELLOW FLAMES AROUND THE SIDES  
IMT/I IMN/I005234987  
NIC/V000100823 DTE/19991225 0031 EST DLU/20010205 0846 EST  
ORI IS US MARSHALS SERVICE HEADQUARTERS MCLEAN VA 703 555-8147  
IMMED CONFIRM RECORD WITH ORI

MKE/STOLEN GUN  
ORI/VA1230022 SER/1289341 MAK/REM CAL/308 MOD/1234  
TYP/RC DOT/19991223 OCA/3018006750  
MIS/GUN WAS IN STOLEN CAR  
NIC/G000101214 DTE/19991225 0100 EST DLU/20010205 0847 EST  
ORI IS US MARSHALS SERVICE HEADQUARTERS MCLEAN VA 703 555-8147  
IMMED CONFIRM RECORD WITH ORI

In the above example, three records were returned each with the same owning ORI (VA1230022) and DTE (19991225) from three separate file types: person, vehicle, and gun.

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

<b>Code</b>	<b>Field</b>	<b>Edits</b>
SOC	Social Security Number	Must not be less than 001010001 or have a value of <del>8</del> or 9 in the first position or have a value of 00 in the fourth and fifth position. Invalid and/or nonissue numbers are accepted but cause a SOC attention message. More information available in Personal Descriptors, NCIC 2000 Code Manual.

**SECTION 2.4 -- ADDITIONAL GUIDELINES**

1. The entering agency (ORI) must account for all fields in the POF record format. In the original entry, all available data called for in the record must be entered. In addition, all available critical data should be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MPO or MKE/MTO). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a POF record are located in Section 8 of this chapter.
2. For training and administrative purposes, agencies may enter test records into NCIC 2000 by using the header TL01 or TN01. The test records will not generate any notifications, nor will batch processing be performed in the test system.
3. All numerical identifiers except the OCA, PNO, and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA and PNO, and a hyphen is used to separate the first two alphabetic characters from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
4. The NOA Field is not operational for NCIC-formatted messages. If the entering agency wants to be notified of all hits, NOAH must be placed in the MIS Field. Additional details on the NOA Field in NCIC 2000-formatted messages can be found in this section.
5. Records containing only the protected person's information as the numeric identifier will not be hit upon when the inquiry is on the subject of the record. Many protection orders disqualify the subject from possessing, purchasing, or receiving a firearm. To ensure that these individuals are prevented from purchasing a firearm, every effort should be made to obtain the numeric identifiers (specifically the date of birth) for the subject of the record.
6. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on

multiple factors such as no criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operator's license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

7. The entry of invalid and/or unissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error:

ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

### SECTION 5.5 -- ADDITIONAL GUIDELINES FOR NCIC 2000 INQUIRY

#### 3. EXPANDED NAME SEARCH (ENS)

A QPO inquiry may also contain an Enhanced Name Search indicator (ENS) to specify that when the NAM and DOB identifiers are used, the enhanced name search function should be performed. If the ENS is Y, primary hits will be determined using each entered name part as a last name, interchanging the remaining name parts as given names.

```
1N01HEADER.QPO.WA1230000.NAM/FRANK,MILES.SEX/M.RAC/W.DOB/19691012.
ENS/Y
```

The following hit response based on ENS would be returned:

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

```
MKE/PROTECTION ORDER
ORI/MD1012600 NAM/MILES, FRANK L SEX/M RAC/W ETN/H POB/MD
DOB/19691012 HGT/550 WGT/155 EYE/BRO HAI/BRO
SKN/FAR SOC/987654321 123456789
SVC/1 - SERVED SVD/20120903
PNO/PO34512345 BRD/N ISD/19980728 EXP/19990728 CTI/MD056013J
PPN/SMITH, JANE L PSX/F PPR/W PPB/19710101
PCO/04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE,
PCO/PROPERTY, SCHOOL, OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON
PCO/OR OTHER FAMILY OR HOUSEHOLD MEMBER
OCA/14-017289
MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR
MIS/VISITATION
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555
NIC/H134566706 DTE 19980728 0000 EDT DLU/20120728 1600 EST
```

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

<b>Code</b>	<b>Field</b>	<b>Edits</b>
SOC	Social Security Number	Must not be less than 001010001. The SOC cannot have a value of <del>8</del> or 9 in the first position or have a value of 00 in the fourth and fifth positions. Invalid and/or unissued numbers are accepted but cause a SOC attention message. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

**SECTION 9.3 -- EXAMPLE OF A SUPPLEMENTAL S/F RECORD ENTRY/CANCELLATION**

Following is an example of a supplemental S/F identifier record entry message. This example is appending two S/F names, three dates of birth, and two Social Security numbers:

```
1N01HEADER.ENPS.MDUSM0123.NAM/JONES, RANDY.NIC/K146203706.
NAM/BROOKS, PETER.SMITH, THOMAS.DOB/19711203.19730123.19751002.
SOC/123456789.987654321.777777777.
```

**SECURITIES****SECTION 1.6 -- MESSAGE FIELD CODES AND EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
SOC	Social Security Number	If TYP is BC, FB, FR, GC, NB, SC, or UN, then SOC must be blank. Must not be less than 001010001 or have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth position. Invalid and/or nonissue numbers are accepted but cause a SOC attention message. More information available in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

**SECTION 2.4 -- ADDITIONAL GUIDELINES FOR ENTRY**

1. The agency entering the record must account for all fields in the Securities File record. All available data called for by the record format must be entered when the original entry is made. Missing data obtained at a later time should be promptly added through the use of a modification message (MKE/MS).
2. For training and administrative purposes, agencies may enter test records into NCIC 2000 by 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.
3. A person whose U.S. Savings Bond(s) has been stolen should file a claim with the Bureau of Public Debt. The claim may be made by informal letter and should include the following data if available: 1) the name that appears as the first owner, 2) the Social Security number of the first owner, 3) the address of the first owner, 4) the denomination, and 5) the serial number. Information concerning a stolen bond which is needed for entry into NCIC 2000 may also be obtained from the Bureau of Public Debt. Letters should be addressed to: Bureau of Public Debt, 200 3rd Street, Parkersburg, West Virginia 26101.
4. The entry of invalid and/or unissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error:

ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

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

<b>Code</b>	<b>Field</b>	<b>Edits</b>
SOC	Social Security Number	Must not be less than 001010001 or have a value of 8-9 in the first position or have a value of 00 in the fourth and fifth position. Invalid and/or nonissue numbers are accepted but cause a SOC attention message. More information in Personal Descriptors, NCIC 2000 Code Manual.

**SECTION 2.3 -- MANDATORY FIELDS FOR ENTRY**

- The following fields are mandatory for the acceptance of a supervised release entry into NCIC: HDR, MKE, ORI, NAM (base record NAM must be included in all entry messages and must be the individual's true name), SEX, RAC, HGT, WGT, HAI, OCA, DPE, DSS, SON, SOT, and at least one of the following numeric identifiers: DOB (including year, month, and day); FBI; MNU (other than originating agency police or identification number); SOC; OLN with OLS and OLY; LIC with LIS, LIY, and LIT; or VIN with VYR, VMA, and VST.
- The base record entry format includes one of each of the stolen/fraudulent (S/F) identifier fields. These fields immediately follow the CRI Field and are entered in the following order: S/F name; S/F date of birth; S/F Social Security number; S/F miscellaneous identifying number; and S/F operator's license number, state, and year of expiration. Any agency transmitting a base record entry message may optionally include one of each type of the S/F identifiers if at least one of the individual's real identifiers are included in the base record.
- Although the S/F fields are appended to the base record entry message, NCIC will process the data therein as a supplemental S/F identifier record entry message. Thus, S/F identifiers included in a base record entry message cannot be changed or deleted with a modify message. Stolen/fraudulent identifiers can be changed or deleted only by using the supplemental S/F identifier record entry and cancel transactions.
- ~~The entry of invalid and/or nonissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error. For example:~~

~~ATTENTION -- THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR IN YOUR QUERY AND RESUBMIT IF NECESSARY.~~

**SECTION 2.4 -- ADDITIONAL GUIDELINES FOR ENTRY**

1. The entering agency (ORI) must account for all fields in the Supervised Release File record entry format. In the original entry, all available data called for in the record must be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MC). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a Supervised Release File record are located in Section 8 of this chapter.
2. For training and administrative purposes, agencies may enter test records in NCIC 2000 format by using the header TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.
3. If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.
4. All numerical identifiers except OCA and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the first two alphabets from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU field. The full MNU should be entered in the MIS Field.
5. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as know criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operators license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.
6. The entry of invalid and/or unissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error:

ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

**SECTION 8.15 -- ENTRY OR CANCELLATION OF SUPPLEMENTAL STOLEN/FRAUDULENT IDENTIFIER RECORDS**

1. A supplemental stolen/fraudulent (S/F) identifier record may be appended to or removed from a base record only by the agency that entered the base record. The base record to

which a supplemental S/F identifier record is being added or canceled must be identified by either the base record NAM and NIC, in that order; the base record NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used to identify the base record must be typed with the exact spelling and spacing as shown in the base record on file.

- The identifiers which may be included in a supplemental S/F identifier record entry or cancel message are listed below with their MFCs and the maximum number that may be appended to a base record:

Field	Field Code	Maximum Number Permitted
Stolen/Fraudulent Name	NAM	99
Stolen/Fraudulent Date of Birth	DOB	9
Stolen/Fraudulent Miscellaneous Identifying Number	MNU	9
Stolen/Fraudulent Social Security Number	SOC	9
Stolen/Fraudulent Operator's License Number, Operator's License State, and Operator's License Year of Expiration	OLN	9

- The S/F identifiers being entered or canceled follow the two base record identifiers. Each type of identifier included in a supplemental S/F record entry or cancel, except OLS and OLY, must be identified by the proper MFC followed by a slash and the identifier(s).
- Multiple identifiers may be entered following the MFC. The identifiers must be separated by a period and each field must end with a period. All fields except the operator's license fields may be entered in any order in a supplemental record entry. For example, two SOC's and two DOBs contained in an entry or cancel message might appear as the following:

SOC/123456789.987654321.7777777777.DOB/19710101.19711231

- The OLN in the supplemental S/F record format is a multiple element data field; there is more than one data element following the field code and slash. Each OLN must be preceded by the MFC OLN and a slash (/). The OLS and OLY must immediately follow the OLN and are entered without a MFC. For example, the entry or cancellation of two OLN's might include the following:

OLN/98765432.MD.1993.OLN/VA111111111.VA.1992



**WANTED PERSON****SECTION 1.8 -- MESSAGE FIELD CODES AND EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
SOC	Social Security Number	Must not be less than 001010001. The SOC cannot have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth positions. Invalid and/or unissued numbers are accepted but cause a SOC attention message. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

**SECTION 2.5 -- ADDITIONAL GUIDELINES FOR ENTRY**

1. The entering agency (ORI) must account for all fields in the Wanted Person File record format. In the original entry, all available data called for in the record must be entered. In addition, all available critical data should be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MW or MKE/MT). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a wanted person record are located in Section 8 of this chapter.
2. For training and administrative purposes, agencies may enter test records into NCIC 2000 by 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.
3. If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.
4. All numerical identifiers except the OCA and the MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen is used to separate the first two alphabetic characters from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
5. When a warrant issued for a subject contains multiple charges, the entering agency should enter the code for the more serious charge in the Offense Code (OFF) Field with the additional charge(s) shown in the MIS Field. Two separate entries by an ORI for the same person should not be made. It is only necessary for an ORI to enter one record on a person, no matter how many separate charges are lodged against him/her.

6. The ADO Field should be used to indicate that multiple warrants exist for the same individual by the same ORI. Additional offenses should be listed in the MIS Field.

7. A record in the Wanted Person File may contain a minimum number of personal descriptors, license, and vehicle data because little was known of the individual at the time of entry. This lack of information limits the chance of a hit on the record.

One possible source of additional identification data may be the Interstate Identification Index (III). Thus, an inquiry (MKE/QH) should be made prior to or soon after making the wanted person entry to determine if the criminal history record of the subject is in III. A positive response to this inquiry may reveal not only physical descriptors, identifying numbers, and aliases not known to the inquirer, but also arrest, court, and/or custody-supervision data which might provide investigative leads.

8. An ORI attempting to enter a record on a person it already has entered will receive a reject message. An entry on the same individual will be accepted providing the originating agencies are different. The agency making the second entry will receive the record already on file at the time the second entry is acknowledged. This notification should lead to some form of communication between the two agencies, as valuable lead information might be available.

9. The entry of invalid and/or unissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error. For example:

ATTENTION: -- THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

10. If the NCIC 2000-formatted entry does not contain data in the EXL Field, the entry will be rejected.

11. The following caveat will be generated with the entry acknowledgment when a Wanted Person File record entry contains EXL 5, 6, E, or F.

RECORD INCLUDES EXTRADITION ARRANGEMENTS PENDING OR PENDING EXTRADITION DETERMINATION. WHEN EXTRADITION HAS BEEN DETERMINED, THE EXTRADITION LIMITATION FIELD SHOULD BE MODIFIED IMMEDIATELY. YOU WILL RECEIVE A REMINDER NOTIFICATION EVERY 15 DAYS UNTIL THE EXTRADITION LIMITATION FIELD HAS BEEN MODIFIED TO INCLUDE SPECIFIC EXTRADITION INFORMATION OR THE RECORD IS CLEARED.

12. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on

multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operators license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

### SECTION 9.3 -- EXAMPLE OF A SUPPLEMENTAL S/F RECORD ENTRY/CANCELLATION

Following is an example of a supplemental S/F identifier record entry message. This example is appending two S/F names, three dates of birth, two Social Security numbers, and two operator's license numbers:

```
1N01HEADER.ENS.MD1012600.NAM/JONES, RANDY.OCA/9015243.DOB/19451231.
19460101.19440630.NAM/BROOKS, PETER.SMITH, THOMAS.SOC/123456789.
98765432177777777777.OLN/11111111.DC.1993.OLN/VA22222222.VA.1992
```

#### Acknowledgment:

```
1L01HEADER
MD1012600
S/F SUPP NAM/JONES, RANDY OCA/9015243
```

Following is an example of a supplemental S/F identifier record cancellation message. This example is removing two S/F dates of birth, one Social Security number, and one operator's license number:

```
1N01HEADER.XNS.MD1012600.JONES, RANDY.OCA/9015243.DOB/19451231.
19460101.SOC/123456789.OLN/98765432.DC.2003
```

#### Acknowledgment:

```
1L01 HEADER
MD1012600
CANCEL S/F SUPP NAM/JONES, RANDY OCA/9015243
S/F DOB/19451231
S/F DOB/19460101
S/F SOC/123456789
S/F OLN/98765432.DC.2003
```

### SECTION 9.6 -- ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL S/F RECORD

1. A maximum of nine additional identifiers of various kinds may be entered or canceled in one supplemental record message. Additional messages are required if more identifiers are to be entered. Each S/F NAM, DOB, SOC, and MNU is counted as one identifier. Each set of data relating to an OLN (i.e., OLN, OLS, and OLY) is counted as one identifier.

2. The S/F identifiers being entered or canceled follow the two base record identifiers. Each type of identifier included in a supplemental S/F record entry or cancellation, except the operator's license field, must be identified by the proper MFC followed by a slash and the identifier(s).

Multiple identifiers may be entered following the MFC. The identifiers must be separated by a period, and each field must end with a period. All fields except the operator's license field may be entered in any order in a supplemental record entry. For example, two SOCs and two DOBs contained in an entry or cancel transaction might appear as follows:

SOC/123456789.9876543217777777777.DOB/19710101.19711231

3. The OLN is a set (multiple data element fields). Each OLN must be preceded by the MFC OLN and a slash (/). The OLS and OLY must immediately follow the OLN and are entered without a MFC. For example, two OLN's might appear as follows in an entry or cancellation transaction:

OLN/18273645.DC.1993.OLN/VA192837465.VA.1992

**PERSONAL DESCRIPTOR CODES**

The following additions (highlighted) and deletions (strikeouts) should be made to:

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**Effective Date: Immediate**

*PERSONAL DESCRIPTORS*

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**Effective Date: Immediate**

**SECTION 6--DATE OF BIRTH (DOB) FIELD, PROTECTED PERSON DATE OF BIRTH (PPB), AND PERSON WITH INFORMATION DATE OF BIRTH (PIB) FIELDS**

The DOB is expressed as a Gregorian date (YYYYMMDD): year (YYYY), month (MM), and day (DD). All records should be entered with a complete DOB, if available. When the complete date is not available, zeros can be used for an unknown month or day. If a DOB is the only searchable numeric identifier, it must be complete, including year, month, and day. ~~PPN information must be entered as a complete, valid Gregorian date.~~ Records entered into the Sexual Offender Registry File, records for Wanted and Missing Person File juveniles, and Missing Person File records containing MNP/CA must contain complete, valid Gregorian DOB information. In inquiries of the person files, if DOB is used, it must be a complete, valid Gregorian date. For example:

<b>Date of Birth</b>	<b>Code</b>
June 12, 1935	19350612
April 21, 1900	19000421

**Section 6.1    PROTECTED PERSON DATE OF BIRTH AND PERSON WITH INFORMATION DATE OF BIRTH FIELDS**  
**Effective Date: Immediate**

**SECTION 6.1--PROTECTED PERSON DATE OF BIRTH (PPB) AND PERSON WITH INFORMATION DATE OF BIRTH (PIB) FIELDS**

The PPB and PIB is expressed as a Gregorian data (YYYYMMDD): year (YYYY), month (MM), and day (DD). All PPB and PIB records must be entered as a complete, valid Gregorian data. For example:

<b>Date of Birth</b>	<b>Code</b>
June 12, 1935	19350612