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LICENSE PLATE FILE

The purpose of the LEADS/NCIC License Plate File is to provide assistance in the recovery of stolen/missing license plates. Once the information about the plate has been entered into the system, it can then be modified, cancelled, located, cleared or retrieved for inquiry purposes.

Regular plates are defined as a standard 6" x 12" plate issued for use on a passenger automobile and contains no embossed wording, abbreviations and/or symbols.

All other plates are classified as special plates, for example: aircraft, antique, bus, commercial, dune buggy, farm vehicle, motorcycle, trailer, truck and US Government vehicles.

A complete list of both regular and special plates can be found in the NCIC Code Manual under the Vehicle Data Codes.

The criteria required to enter a stolen/missing license plate into LEADS/NCIC are:

- A theft report has been made on an unrecovered license plate(s). In a two-plate state where only one plate is reported stolen, an entry is permitted provided the entering agency is assured the remaining plate will not be used on a vehicle.
- Only the agency holding the theft report and having primary jurisdiction over the place of the actual theft should make the entry. The only allowable exception is when a non-terminal agency has a written agreement (Holder of the Record) with a terminal agency to enter their records.

A stolen/missing license plate record will remain on file for the balance of the year entered plus 4 years. For example, a record entered in 2004 will be retired on 01/01/2009.

License plate records are required to be validated when they are between 60 and 90 days old and yearly thereafter.

INQUIRY OF STOLEN/MISSING LICENSE PLATE RECORDS

The LEADS/NCIC License Plate Files contain data entered by law enforcement agencies. Responses received are based on information entered. Officers contemplating an arrest or recovery of the license plate based on this information must confirm the hit first.

The following message keys are used to search the License Plate File:

- **QV** Allows the user to search by NIC, LIC and LIS
- **QW** Allows the user to search by LIC

Note: Using the IDX field will only search the LEADS License Plate File.

To use the Related Search Hit (RSH) option:

- N = (default)

- Y = The system will return additional records which have the same ORI/OCA as the primary hit response and all records linked by the LKI/LKA data in the primary hit response. Please see the NCIC Operating Manual for more details.

The **VEH** message key allows users to query the LEADS License Plate File. It will produce a listing of license plate records entered by the specified ORI for a particular month. The month should be represented by its two digit identifier and COD should be EL for vehicles.

Note: When the owner of the license plate applies for a replacement tag at the BMV, the BMV will update the information on file to show the replacement information, i.e., the user will receive a message similar to: "Replaced by (replacement license number)" when making inquiries into the Vehicle Registration (RP) File. A QV inquiry will not show the replacement tag information. The user must initiate a RP file inquiry when there is any doubt on the validity of the stolen tag.

ENTER A STOLEN/MISSING LICENSE PLATE RECORD

Whenever an entry is made for a non-terminal or non-entering agency, the ORI of the non-terminal or non-entering agency is to be placed in the MIS field of the record. Do not enter a non-terminal or a non-entering agency ORI in the ORI field.

The following message keys (MKE) are used for entering a stolen/missing license plate:

- **EL** enter plate
- **EL-A** enter plate, occupant(s) armed
- **EL-F** enter plate, occupant armed and hold for prints
- **EL-P** enter plate, hold for latent prints

Stolen license plate records require the following fields:

ORI	MKE	OCA	DOT
LIC	LIS	LIY	LIT

- License Plate Number (LIC)
 - If the license plate number exceeds 10 characters, enter only the first 10 characters in the LIC field and the full plate number in the MIS field.
 - The LIC will not accept any special characters, this includes hyphens. Enter the plate number with the hyphen in the MIS field.
 - Dealer plate numbers should be entered top to bottom, left to right.
- State of Issue (LIS)
 - If the plate has the inscription 'US GOVERNMENT', the LIS code should be US.
- Expiration Year (LIY)

- Expired plates are acceptable as of 08/01/2010.
- Miscellaneous (MIS)
 - When only one plate is stolen, there should be a notation to that fact in the MIS field.

If the record is transmitted and the LIC, LIS, LIY, LIT and ORI match a license plate record or vehicle record already on file, it will be rejected as a duplicate. The user will receive the message 'REJECT ON FILE' and the IDX number of the existing record.

After transmitting the entry and no errors are found, the user will receive a message advising the record is pending and has been forwarded to NCIC.

If NCIC accepts the entry, the user will receive a message indicating the NIC and the record will be entered into the LEADS License Plate File.

If NCIC does not accept the entry, the record is *not* stored in the LEADS License Plate File. Make the required correction and transmit the entry again.

It is required the record be queried to ensure the entry was applied to both LEADS and/or NCIC. A second party check must be documented and the most current printout retained with the agency records.

MODIFY A STOLEN/MISSING LICENSE PLATE RECORD

A modification transaction is used to add or change information on a stolen license plate record. Only the entering agency may modify a license plate record.

Note: License Plate records in located status cannot be modified.

The message key used to modify a license plate record is **ML**.

Identify the record to be modified by:

- NIC and OCA
- LIC and OCA.

Complete the field(s) to be modified and transmit the data.

Once the transaction passes LEADS, the user will receive a message advising the LEADS record has been modified.

The modification is not complete until the user receives a modify accepted response from NCIC. If NCIC rejects the modification, the LEADS record does **not** retain the updates.

It is required the record be queried to ensure the modifications were applied to both LEADS and/or NCIC. A second party check must be documented and the most current printout retained with the agency records.

CANCEL A STOLEN/MISSING LICENSE PLATE RECORD

Only the entering agency may cancel a license plate record. This transaction is used when the entering agency determines the record is invalid.

The message key used to cancel a license plate record is **XL**.

Identify the desired record by:

- NIC and OCA
- LIC and OCA

Complete the Date of Cancellation (DOC) which is required and its value must be either today's date or yesterday's date.

The Reason for Property Record Removal (RPP) should be either 'CASE DROPPED' or 'NOT STOLEN'.

It is required the record be queried to ensure it was removed from both LEADS and NCIC.

CLEAR A STOLEN/MISSING LICENSE PLATE RECORD

Only the entering agency may clear a license plate record. This transaction is used when the entering agency recovers the plate or when they are officially advised the plate has been recovered by another agency.

The message key used to clear a license plate record is **CL**.

Identify the desired record by:

- NIC and OCA
- LIC and OCA

The Date of Clear (DCL) is required.

Additional data fields that may be included in the transaction are:

- RRI, RCA, RPP, NPA, NPF, VNP, VOR, and VRC

If the record is in active status, the recovering agency ORI (RRI) and their case number (RCA) should be included.

It is required the record be queried to ensure it was removed from both LEADS and NCIC.

PLACE A LOCATE ON A STOLEN/MISSING LICENSE PLATE RECORD

A locate transaction should be entered when an agency, other than the entering agency, recovers a stolen plate and has followed the hit confirmation process.

The message key used to locate a license plate record is **LL**.

Identify the desired record by:

- NIC and OCA
- LIC and OCA

The Date of Recovery (DOR) is required.

Additional data fields that may be included with the transaction are:

- RCA, RPP, NPA, NPF, VNP, VOR, and VRC

The entering agency will receive an administrative message stating the plate has been located.

A located license plate record is removed from the files 10 days after the locate is placed.

If a second locate is placed within the 10 days, the record is immediately removed from the files.

FIELDS ASSOCIATED WITH A STOLEN/MISSING LICENSE PLATE RECORD

<u>Field Tag</u>	<u>Description</u>
DCL	date of clear
DOC	date of cancel
DOT	date of theft
IDX	LEADS file identification number (assigned by system)
LIC	license plate number
LIS	license plate state of issue
LIT	license plate type
LIY	license plate expiration year
LKA	linkage case number
LKI	linkage agency identifier
MIS	miscellaneous
MKE	message key
NIC	NCIC identification number (assigned by the system)
NPA	number persons apprehended
NPF	number missing persons found
NOA	notify originating agency
OCA	originating agency case number
ORI	originating agency identifier
RCA	recovering agency case number
RPP	reason for record removal
RRI	recovering agency identifier
VNP	value of recovered plate
VOR	value of other recovered property
VRC	value of recovered contraband