April 28, 2006

National Crime Information Center (NCIC)
TECHNICAL AND OPERATIONAL UPDATE (TOU) 06-1

SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS

Section 2.1 of this TOU provides a modification of the OAN Field in the Article File to allow for all alphabetic characters.

Section 2.2 provides additional information regarding hazardous materials in the NCIC Article File.

Section 2.3 of the TOU contains information on a modification of the DOB Field for NCIC inquires that includes records with the input DOB transposed.

Section 2.4 provides information on the inclusion of the OCA Field in all NCIC entry acknowledgment messages.

Section 2.5 provides information on the NCIC Missing Person File NCMEC modify notification.

Section 2.6 contains information on the additons of the citizenship field to NCIC Person Files.

Section 2.7 indicates changes in the validation requirements for the NCIC License Plate and Securities Files.

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

Section 4 supplies validation layouts.

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Users are reminded that any questions concerning the *NCIC 2000 Operating Manual*, *NCIC 2000 Code Manual*, or the distribution of TOUs should be directed to the Communications Unit at (304) 625-4995.

TOUs are also available via the Internet on the Law Enforcement OnLine (LEO) at www.leo.gov/lesig/cjis/cjis_pub/programs/ncictous.html. Users with questions concerning access to the LEO should contact the LEO Program Office at (202) 324-8833.

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SECTION 2 -- SYSTEM CHANGES

2.1 MODIFICATION OF THE OWNER-APPLIED NUMBER (OAN) FIELD IN THE ARTICLE FILE TO ALLOW FOR ALL ALPHABETIC CHARACTERS

AFFECTED BY CHANGE: **Article File**

EFFECTIVE DATE: **April 1, 2007**

Background

The NCIC Article File contains records for any stolen item having a unique serial number (SER) and/or owner applied number (OAN). Before an agency can enter a record into the Article File, it is mandatory that either the SER or OAN Field be complete. During the June 2005 meeting, the CJIS Advisory Policy Board approved modifying the NCIC Article File to allow for a sequence of alphabetical characters to be entered into the OAN Field.

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

ARTICLE FILE

SECTION 1.6 – MESSAGE FIELD CODES AND EDITS

Code	**Field**	**Edits**
OAN	Owner-applied Number	Single zero only, run of zeros only, single alphabetic only, or a run of repeated alphabetics ~~only~~ cannot be used. Cannot be identical to SER. Cannot be used in an entry or modification of a consecutively serialized group of stolen articles records.

2.2   ADDITIONAL INFORMATION REGARDING HAZARDOUS MATERIALS IN THE NCIC ARTICLE FILE

AFFECTED BY CHANGE: **Introduction**
                                                 Article File

EFFECTIVE DATE: **April 1, 2007**

Background

The CJIS Advisory Policy Board (APB) agreed at its June 2005 meeting to approve the proposal to include additional information regarding hazardous materials in the NCIC Article File. The APB approved two proposals:

1)   Modifying the caveats to reference the Chemical Transportation Emergency Center (CHEMTREC) and the U.S. Department of Transportation (DOT) Emergency Guide (ERG).
2)   Updating the NCIC 2000 Operating Manual to include references to CHEMTREC and the DOT ERG and to reference an Nlets message if appropriate.

The following caveat will be added for all records entered with a TYP Field Category Code of T:

FOR MORE INFORMATION CONTACT NLETS HAZMAT, CHEMTREC OR THE DOT

The new caveat replaces the current United Nations Number (UNN) message in the NCIC Article File and is placed in the response where the UNN message previously existed.

In addition, this TOU documents the existing caveats for NCIC Article File records for stolen toxic and hazardous materials.

System Changes

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

INTRODUCTION

SECTION 2.5 -- INQUIRY

    6.   Positive Response to an On-line Inquiry

        27.   `WARNING – HAZARDOUS MATERIAL`

            The message above appears before each Article File record that contains a Type Field Category Code of T for stolen toxic and hazardous material.

            `DANGER – EXTREMELY HAZARDOUS IF CONTACTED, INHALED, OR INGESTED`

            `WARNING - LOT NUMBERS ARE NONUNIQUE – CARE NECESSARY TO`
            `VERIFY SUBJECT CHEMICAL IS STOLEN - IMMEDIATELY CONTACT ORI`

            The message above appears at the end of each Article File record that contains a Type Field of TBIOLOG.

            `DANGER – CORROSIVE SUBSTANCE - AVOID SKIN CONTACT – CAN BURN OR DISFIGURE`

            `WARNING - LOT NUMBERS ARE NONUNIQUE – CARE NECESSARY TO`
            `VERIFY SUBJECT CHEMICAL IS STOLEN - IMMEDIATELY CONTACT ORI`

            The message above appears at the end of each Article File record that contains a Type Field of TCORROS.

            `DANGER – EXTREMELY HAZARDOUS IF CONTACTED, INHALED, OR INGESTED`
            `POTENTIALLY EXPLOSIVE OR FLAMMABLE`

            `WARNING - LOT NUMBERS ARE NONUNIQUE – CARE NECESSARY TO`
            `VERIFY SUBJECT CHEMICAL IS STOLEN - IMMEDIATELY CONTACT ORI`

            The message above appears at the end of each Article File record that contains a Type Field of TEPAHAZ OR TTORM.

            `DANGER – POTENTIAL EXPLOSION AND/OR FIRE HAZARD`

            `WARNING - LOT NUMBERS ARE NONUNIQUE – CARE NECESSARY TO`
            `VERIFY SUBJECT CHEMICAL IS STOLEN - IMMEDIATELY CONTACT ORI`

The message above appears at the end of each Article File record that contains a Type Field of TEXPLOS.

```
DANGER - HIGHLY FLAMMABLE SUBSTANCE

WARNING - LOT NUMBERS ARE NONUNIQUE - CARE NECESSARY TO
VERIFY SUBJECT CHEMICAL IS STOLEN - IMMEDIATELY CONTACT ORI
```

The message above appears at the end of each Article File record that contains a Type Field of TFLASOL OR TFLALIQ.

```
DANGER - SUBSTANCE POTENTIALLY EXPLOSIVE OR HAZARDOUS
IF CONTACTED, INHALED, OR INGESTED

WARNING - LOT NUMBERS ARE NONUNIQUE - CARE NECESSARY TO
VERIFY SUBJECT CHEMICAL IS STOLEN - IMMEDIATELY CONTACT ORI
```

The message above appears at the end of each Article File record that contains a Type Field of TGGASES.

```
DANGER - POISONOUS SUBSTANCE - AVOID PROLONGED CONTACT OR INGESTING

WARNING - LOT NUMBERS ARE NONUNIQUE - CARE NECESSARY TO
VERIFY SUBJECT CHEMICAL IS STOLEN - IMMEDIATELY CONTACT ORI
```

The message above appears at the end of each Article File record that contains a Type Field of TPOISON.

```
FOR MORE INFORMATION CONTACT NLETS HAZMAT, CHEMTREC OR THE DOT
```

The message above appears at the end of each Article File record when the first character of the Type Field is T.

Inquiry messages and responses are further explained in the Inquiry section of each NCIC 2000 file chapter.

ARTICLE FILE

SECTION 2.6 -- NCIC 2000 MESSAGE FIELD EDITS FOR SINGLE ARTICLE ENTRY

1.   1. TYPE (TYP)

Category Code

A new category code of T is available for the entry of an NCIC 2000 transaction for stolen toxic and hazardous article records.

To obtain additional information on Toxic and Hazardous Chemicals, agencies should contact the Chemical Transportation Emergency Center (CHEMTREC) or the U.S. Department of Transportation (DOT).

CHEMTREC was established by the chemical industry as a public service hotline for firefighters, law enforcement, and other emergency responders to obtain information and assistance in emergency incidents involving chemicals and hazardous materials. The CHEMTREC Emergency Call Center (800) 262-8200 can provide information and technical assistance for emergencies involving their products. CHEMTREC maintains an extensive library of information on hazardous material, including an electronic database of Material Safety Data Sheets. The CHEMTREC Web site (www.chemtrec.com) contains links to the DOT Emergency Guide (ERG) and the CHEMTREC Guidebook for First Responders.

The DOT ERG was developed jointly by the U.S. DOT, Transport Canada, and the Secretariat of Communications and Transportation Mexico for use by firefighters, police, and other emergency services personnel who may be the first to arrive at the scene of a transportation incident involving a hazardous material. It is primarily a guide to aid first responders (1) to quickly identify the specific or generic classification of the material(s) involved in the incident and (2) to protect themselves and the general public during this initial response phase of the incident.

Nlets maintains this information in its Hazardous Material File. The Nlets Hazardous Materials File may be inquired using an Nlets (MQ) query. The Nlets Hazardous Material File provides information on potential hazards, health effects, public safety, protective clothing, evacuation procedures, emergency response procedures, spills and leak procedures, and first aid.

8.   UNITED NATIONS NUMBER (UNN)

This code is used as a reference number to request additional information on a specific chemical via ~~NLETS~~Nlets. The UNN is a unique four-digit number preceded most often by UN and sometimes by NA and ID. The purpose of the UNN is universal emergency response identification.~~If this field is entered by the user, the initial warning in a hit response on a stolen chemical would be followed by the message:~~

~~ADDITIONAL INFORMATION AVAILABLE FROM NLETS HAZMAT.~~

SECTION 5.1 --   EXAMPLE OF A SINGLE ARTICLE INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

An inquiry on an article gives access to single as well as group records in the Article File.

```
1N01HEADER.QA.WA1230000.TYP/CPROJEC.SER/123456789,MD6810122.IND/Y
```

Negative Response:

```
1L01HEADER
WA1230000

NO RECORD SER-OAN/123456789 OR MD6810122
```

Positive Response:

```
1L01HEADER WA1230000

MKE/STOLEN ARTICLE
ORI/MD1012600 TYP/CPROJEC SER/123456789 BRA/E KODA
MOD/32S OAN/MD6810122 DOT/19990422
OCA/A222
MIS/SLIDE PROJECTOR
NIC/A000039206 DTE/19990424 0000 EST
ORI IS ANY CITY PD MD 301 555-1212
IMMED CONFIRM RECORD WITH ORI
```

Example of an Inquiry on a Stolen Chemical:

```
1N01HEADER.QA.WA1230000.TYP/TCORROS.SER/123456789
```

Positive Response:

```
1L01HEADER
WA1230000

WARNING HAZARDOUS MATERIAL
MKE/STOLEN ARTICLE
ORI/MD1012600 TYP/TCORROS SER/123456789 BRA/US IM
MOD/LIQUID DOT/19990922
OCA/A2222
MIS/NAPHTHA DISTILLATE
LOT/L0P83H005001 HMC/PLASTIC DRUM
PLI/PARTIAL UNN/1268
NIC/A000039206 DTE/1999042419990924 1230 EST
ORI IS ANY CITY PD MD 301 555-1212
IMMED CONFIRM RECORD WITH ORI

DANGER CORROSIVE SUBSTANCE - AVOID SKIN CONTACT - CAN BURN OR DISFIGURE

WARNING - LOT NUMBERS ARE NONUNIQUE - CARE NECESSARY TO
VERIFY SUBJECT CHEMICAL IS STOLEN - IMMEDIATELY CONTACT ORI
ADDITIONAL INFORMATION AVAILABLE FROM NLETS HAZMAT
FOR MORE INFORMATION CONTACT NLETS HAZMAT, CHEMTREC OR THE DOT
```

SECTION 5.7 -- PROCEDURES FOR HANDLING A HIT

7. To obtain additional information on Toxic and Hazardous Chemicals, contact the
    Chemical Transportation Emergency Center (CHEMTREC) or the U.S.
    Department of Transportation (DOT). Nlets maintains this information in its
    Hazardous Material File. The Nlets Hazardous Materials File may be inquired
    using an Nlets (MQ) query.

2.3   MODIFICATION OF THE DATE OF BIRTH (DOB) FIELD FOR NCIC INQUIRIES TO INCLUDE RECORDS WITH THE INPUT DOB TRANSPOSED

AFFECTED BY CHANGE: **Introduction**
                                                 Identity Theft File
                                                 Protection Order File
                                                 Convicted Sexual Offender
                                                 Registry File
                                                 Violent Gang and Terrorist
                                                 Organization File
                                                 Wanted Person File

EFFECTIVE DATE: **April 1, 2007**

Background

At its June 2005 meeting, the CJIS Advisory Policy Board (APB) endorsed expanding the search initiated by the Expanded Birth Search (EBS) Field. Specifically, the CJIS APB endorsed a motion to "broaden the search indicated by the EBS Field. If the EBS Field indicates a 3, the search would provide the plus or minus one year and would also include transposing the month and day. A 2 would search only transposed month and day. A 1 would search only plus or minus one year."

System Changes

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

INTRODUCTION

SECTION 3.9 -- NAME MATCHING

6. **Expanded Date of Birth Search:** If the input value of the EBS Field is the numeric 1, primary hits are determined by NCIC searching the exact month and day and a range of plus or minus 1 year of the input date of birth. If the input value of the EBS Field is the numeric 2, primary hits are determined by searching the transposed month and day of the input date of birth. If the input value of the EBS Field is the numeric 3, primary hits are determined by an NCIC search of records with the exact month and day, plus or minus 1 year, and records with the month and day of the input date of birth transposed. If the EBS Field is not included or is blank, primary hits are determined by an NCIC search of records with the exact date of birth.

IDENTITY THEFT FILE

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

Code	Field	Edits
EBS	Expanded Date of Birth Search	Must be ~~either~~ 1, 2, 3, or blank. The default value is blank. If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less.

SECTION 5.4 -- ADDITIONAL GUIDELINES FOR INQUIRY

10.   EXPANDED DATE OF BIRTH SEARCH (EBS)

When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB. When an inquiry transaction includes the numeric 2 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact year of birth with the month and day transposed. When the inquiry transaction includes the numeric 3 in the EBS Field, the expanded date of birth search will return the following: records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed.

PROTECTION ORDER FILE

SECTION 1.7 -- MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
EBS	Expanded Date of Birth Search	Must be ~~either~~ 1, 2, 3, or blank. The default value is blank. If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less.

SECTION 5.5 -- ADDITIONAL GUIDELINES FOR NCIC 2000 INQUIRY

4.   EXPANDED DATE OF BIRTH SEARCH (EBS)

When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB. When an inquiry transaction includes the numeric 2 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact year of birth with the month and day transposed. When the inquiry transaction includes the numeric 3 in the EBS Field, the expanded date of birth search will return the following: records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed.

CONVICTED SEXUAL OFFENDER REGISTRY FILE

SECTION 1.6 -- MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
EBS	Expanded Date of Birth Search	Must be ~~either~~ 1, 2, 3, or blank. The default value is blank. If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less.

SECTION 5.5 -- ADDITIONAL GUIDELINES FOR INQUIRY

10.   EXPANDED DATE OF BIRTH SEARCH (EBS)

When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB. When an inquiry transaction includes the numeric 2 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact year of birth with the month and day transposed. When the inquiry transaction includes the numeric 3 in the EBS Field, the expanded date of birth search will return the following: records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed.

VIOLENT GANG AND TERRORIST ORGANIZATION FILE

SECTION 9.7 -- GMC MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
EBS	Expanded Date of Birth Search	Must be ~~either~~ 1, 2, 3, or blank. The default value is blank. If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less.

SECTION 13.5 -- ADDITIONAL GUIDELINES FOR NCIC 2000 GMC INQUIRY

4.   EXPANDED DATE OF BIRTH SEARCH (EBS)

When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB. When an inquiry transaction includes the numeric 2 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact year of birth with the month and day transposed. When the inquiry transaction includes the numeric 3 in the EBS Field, the expanded date of birth search will return the following: records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed.

WANTED PERSON FILE

SECTION 1.8 -- MESSAGE FIELD CODES AND EDITS

Code	**Field**	**Edits**
EBS	Expanded Date of Birth Search	Must be ~~either~~ 1, 2, 3, or blank. The default value is blank. If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less.

SECTION 5.5 -- ADDITIONAL GUIDELINES FOR NCIC 2000 INQUIRY

5. EXPANDED DATE OF BIRTH SEARCH (EBS)

When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB. When an inquiry transaction includes the numeric 2 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact year of birth with the month and day transposed. When the inquiry transaction includes the numeric 3 in the EBS Field, the expanded date of birth search will return the following: records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed.

2.4   INCLUSION OF THE ORIGINATING CASE NUMBER (OCA) FIELD IN ALL NCIC ENTRY ACKNOWLEDGMENT MESSAGES

AFFECTED BY CHANGE: **Article File**
                                             Boat File
                                             Gun File
                                             License Plate File
                                             Securities File
                                             Vehicle File
                                             Vehicle/Boat Part File

EFFECTIVE DATE: **April 1, 2007**

Background

At its June 2005 meeting, the CJIS Advisory Policy Board approved the inclusion of the Originating Case Number (OCA) Field in all National Crime Information Center (NCIC) property record entry acknowledgment messages to uniquely identify the response.

System Changes

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

ARTICLE FILE

SECTION 2.1 -- EXAMPLE OF A SINGLE ARTICLE ENTRY

```
1N01HEADER.EA.MD1012600.CPROJEC.123456789.B HOWE.32S.
MD6810122.19990922.OCA123456...SLIDE PROJECTOR.Y
```

Acknowledgment:

```
1L01HEADER
MD1012600
NIC/A000039206 SER/123456789
OCA/OCA123456
```

SECTION 8.1 -- EXAMPLE OF A CONSECUTIVELY SERIALIZED GROUP ENTRY

```
1N01HEADER.EAA.MD1012600.CPROJEC.B123456700-B123456710.
B HOWE.32S..19990922.12344321...SLIDE PROJECTORS.Y
```

Acknowledgment:

```
1L01HEADER
MD1012600
NIC/A000049206 SER/B123456700-B123456710
OCA/12344321
```

BOAT FILE

SECTION 2.1 -- EXAMPLE OF A STOLEN BOAT ENTRY

```
1N01HEADER.EB.MD1012600.MD1234ZZ.MD.2005.WD.LBC035380880.OB.1980.
LBC.RUN.17.RED.19990901.234443333...BOAT HAS PICTURE OF MERMAID ON BOTH
SIDES.Y.123456789...ANNAPOLIS MD.SV.CRUISER V.
LADY LUCK.B123456789.B
```

Acknowledgment:

```
1L01HEADER
MD1012600
NIC/B000032685 REG/MD1234ZZ
OCA/234443333
```

GUN FILE

SECTION 2.1 -- EXAMPLE OF A GUN RECORD ENTRY

```
1N01HEADER.EG.MD1012600.62564.REM.MOHAWK.308.RC.19990901.
12234233...HAND CARVED DEER ON STOCK.Y
```

Acknowledgment:

```
1L01HEADER
MD1012600
NIC/G000039842 SER/62564
OCA/12234233
```

LICENSE PLATE FILE

SECTION 2.1 -- EXAMPLE OF A STOLEN LICENSE PLATE ENTRY

```
1N01HEADER.EL.MD1012600.ABC123.MD.1999.PC.19991030.123ABC...PLATE STOLEN FROM
A CAR IN DRIVEWAY.Y
```

Acknowledgment:

```
1L01HEADER
MD1012600
NIC/P000002154 LIC/ABC123
OCA/123ABC
```

SECURITIES FILE

SECTION 2.1 -- EXAMPLE OF A SINGLE SECURITY RECORD ENTRY

```
1N01HEADER.ES.MD1012600.SB.D83907078E.500.USTREASURY.
MASON,JOHN HENRY.505038888.P19950601.19961205.123456789...STOLEN DURING
BURGLARY WITH OTHER ITEMS.NIC/7452123.Y
```

Acknowledgment:

```
1L01HEADER
MD1012600
NIC/S178628481 SER/D83907078E
OCA/123456789
```

**SECTION 8.1 -- EXAMPLE OF A CONSECUTIVELY SERIALIZED GROUP OF
                 SECURITIES ENTRY**

```
1N01HEADER.ESS.MD1012600.TC.DD99888970-DD99888985.20.
AMERICAN EXPRESS.SMITHSON,JEROME HENRY.525027777.P19960930.
19991205.123456789.DC1014300.1243125152.STOLEN WITH VEHICLE.Y
```

Acknowledgment:

```
1L01HEADER
MD1012600
NIC/S179633578 SER/DD99888970-DD99888985
OCA/123456789
```

VEHICLE FILE

SECTION 2.1 -- EXAMPLES OF STOLEN VEHICLE RECORD ENTRIES

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

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

Acknowledgment:

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

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

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

Acknowledgment:

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

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

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

Acknowledgment:

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

4. Example of a Felony Vehicle Entry

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

Acknowledgment:

```
1L01HEADER
MD1012600
NIC/V761476828 LIC/ABC123
OCA/CSC567
```

VEHICLE/BOAT PART FILE

SECTION 2.1 -- EXAMPLES OF VEHICLE/BOAT PART ENTRIES

1. Example of a Stolen Vehicle/Boat Part Entry With Serial Number (SER)

```
1N01HEADER.EP.MD1012600.1563229C.FORD.CT..19990922.1999-1234...
REC/MUSTANG TITLE/VIN-7F02Y00997.N
```

Acknowledgment:

```
1L01HEADER
MD1012600
NIC/V761479101 SER/1563229C
OCA/1999-1234
```

2. Example of a Stolen Vehicle/Boat Part Entry with Owner-applied Number (OAN)

```
1N01HEADER.EP.MD1012600..MASS.HY.EF026452016.19990922.
1999-2345...MASSEY-FERGUSON HAY BALER.
```

Acknowledgment:

```
1L01HEADER
MD1012600
NIC/V761480064 OAN/EF026452016
OCA/1999-2345
```

3. Example of a Stolen Vehicle/Boat Part Entry with SER and OAN

```
1N01HEADER.EP.MD1012600.1J6543H81.EVIN.OB.SM2468387.19990922.
1999-3456...EVINRUDE BOAT MOTOR.Y.15P.1974
```

Acknowledgment:

```
1L01HEADER
MD1012600
NIC/V761480370 SER/1J6543H81
OCA/1999-3456
```

2.5   ADDITION OF THE NCIC MISSING PERSON FILE NATIONAL CENTER FOR MISSING AND EXPLOITED CHILDREN (NCMEC) MODIFY NOTIFICATION

AFFECTED BY CHANGE: **Introduction**

EFFECTIVE DATE: **April 1, 2007**

Background

In December 2002, the CJIS Advisory Policy Board (APB) approved a motion to permit the NCMEC to enter, modify, cancel, and inquire on images. Also, in August 2004, the APB approved a motion to grant NCMEC the capability to modify the Missing Person (MNP) Field in the Missing Person File in order to place and/or remove the AMBER Alert (AA) flag. In June 2005, the CJIS APB approved a proposal to generate a notification to advise the NCIC record holder when NCMEC modifies the MNP Field or enters, modifies, or cancels an image record linked to the ORI's NCIC record.

This enhancement will be implemented using a new message format approved by the December 2002 APB.

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

OTHER ADMINISTRATIVE MESSAGES

$.*. NCMEC MODIFY NOTIFICATION

A $.*. NCMEC Modify Notification is sent to the ORI of the record when NCMEC modifies the MNP Field or enters, modifies, or cancels an image record linked to the ORI's NCIC record

The following is an example of the $.*. NCMEC Modify Notification:

```
$.*. NCMEC MODIFY NOTIFICATION
MD1012600
NOTIFICATION AT 1600 EST 20051121

YOUR RECORD NIC/M123456789 WAS UPDATED BY NCMEC. EITHER THE MNP FIELD
WAS
MODIFIED OR IMAGE DATA WAS ENTERED, MODIFIED, OR CANCELED.
MKE/MISSING PERSON ENDANGERED
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W POB/MD DOB/20001012
DOE/20181012 HGT/402 WGT/065 EYE/BRO HAI/BRO SKN/FAR SMT/SC R HND
SOC/123456789
MNP/AA DLC/20051117 OCA/DDD111
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT
MPC/ABDUCTED BY A STRANGER
LIC/555W555 LIS/VA LIY/2006 LIT/PC
VIN/1Q87H2N100001 VYR/2001
VMA/FORD VMO/TAU VST/4D VCO/BLK
BLT/OPOS FPA/N
BXR/P
DNA/N
NIC/M000069216 DTE/20051118 1600 EST
```

2.6   ADDITION OF A CITIZENSHIP FIELD TO NCIC PERSON FILES

AFFECTED BY CHANGE: **Convicted Sexual Offender**
                                        Registry File
                                       Foreign Fugitive File
                                       Identity Theft File
                                       Immigration Violator File
                                       Missing Person File
                                       Protection Order File
                                       Supervised Release File
                                       US Secret Service Protective File
                                       Violent Gang And Terrorist
                                        Organization File
                                       Wanted Person File

EFFECTIVE DATE: **April 1, 2007**

Background

At its June 2005 meeting, the CJIS Advisory Policy Board (APB) endorsed adding a Citizenship
(CTZ) Field in the National Crime Information Center (NCIC) Person Files. Specifically, the
APB moved to "add a CTZ Field in the NCIC Person Files and to allow the entry of multiple
CTZ Fields, additional CTZ Fields to be added as supplemental records."

System Changes

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

CONVICTED SEXUAL OFFENDER REGISTRY FILE

SECTION 1.6 -- MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Codes, *NCIC 2000 Code Manual*.

SECTION 2.1 -- EXAMPLE OF A SEXUAL OFFENDER RECORD ENTRY

```
1N01HEADER.EXSC.MD1012600.SMITH, JOHN J.M.W.TX.19521012.19980521.
NONEXP.Y.510.175.BRO.BRO.123456A.DRK.SC R HND.121011CO141159TTCI13.
AS-123456789.123456789.98765432.MD.1999.1101.19910120.12345789.
DNA INFORMATION AVAILABLE BY CONTACTING SILVER CITY PD, OFFICER JOHNSON.
ABC1234.MD.1998.PC.3J57K5D012345.1975.OLDS.CUT.2T.BLU.30.DC.42.F.1234.
ELM STREET.SILVER TOWN.ESSEX.MD.99999.301 555-1212.Y.FBI LAB, QUANTICO,
VA 703-632-4000, VA1234567, MTDNA, CODIS NUMBER - ABC-UHR-123456789.US
```

Acknowledgment:

```
1L01HEADER
MD1012600
NAM/SMITH, JOHN J NIC/X000039206
OCA/12345789
```

SECTION 2.2 -- MESSAGE FIELD CODES FOR ENTRY

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

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

CONVICTION RESULTING IN REGISTRATION	MANDATORY	CRR	4-4	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
DATE OF CONVICTION	MANDATORY	CON	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	CONDITIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LICENSE PLATE NUMBER	OPTIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2) OR NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE IDENTIFICATION NUMBER	OPTIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE MODEL	SET	VMO	2-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
PLACE OF CRIME	OPTIONAL	PLC	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
AGE OF VICTIM	OPTIONAL	AOV	1-2	NUMERIC
SEX OF VICTIM	OPTIONAL	SOV	1-1	ALPHABETIC
STREET NUMBER	OPTIONAL	SNU	1-7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

STREET NAME	OPTIONAL	SNA	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITY NAME	OPTIONAL	CTY	1-20	ALPHABETIC
COUNTY	OPTIONAL	COU	1-20	ALPHABETIC
STATE	MANDATORY	STA	2- 2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
ZIP CODE	OPTIONAL	ZIP	5-5 10-10	NUMERIC, SPECIAL CHARACTERS
TELEPHONE NUMBER	OPTIONAL	TNO	12-12	NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

SECTION 2.5 -- MESSAGE FIELD CODE EDITS FOR ENTRY

1.   DESCRIPTORS

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

SECTION 5.2 -- EXAMPLES OF QXS FOR INQUIRY

1. Personal Identifiers

```
1N01HEADER.QXS.MD0100010.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19620530
```

2. Zip Code

```
1N01HEADER.QXS.MD010010.ZIP/99999.SOS/N
```

Negative Response:

```
1L01HEADER
MD0100010

NO NCIC SEXUAL OFFENDER FILE NAM/SMITH, JOHN DOB/19620530 RAC/W SEX/M
```

Positive Response:

```
1L01HEADER
MD0100010

*** SEXUAL OFFENDER REGISTRY INFORMATION ***
THE SUBJECT IDENTIFIED IN THE FOLLOWING RECORD WITH NIC/X123456789
IS REGISTERED AS A CONVICTED SEXUAL OFFENDER. DO NOT SEARCH, DETAIN, OR
ARREST BASED SOLELY ON THIS RECORD. ADDITIONAL INFORMATION REGARDING
SUBJECT MAY BE AVAILABLE FROM THE INTERSTATE IDENTIFICATION INDEX.

MKE/SEXUALLY VIOLENT PREDATOR - CAUTION
VIOLENT TENDENCIES
ORI/MD1230000 NAM/SMITH, JOHN SEX/M RAC/W POB/MD DOB/19620530
HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/123456A CTZ/US SKN/ALB
SMT/SC R HND
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/MD OLY/1999
ORD/19980923 ERD/NONEXP SXP/Y CRR/HOMICIDE - WILLFUL KILL - WEAPON
CON/19810510 PLC/MD AOV/12 SOV/M DNA/N
OCA/92312665
MIS/SUBJECT COULD BE A THREAT TO YOUNG CHILDREN
MIS/WEAPON USED WAS STRAIGHT RAZOR
MIS/ADDITIONAL CHARGES OF KIDNAPING AND SEX ASSAULT - MINOR
MIS/INFO RE PREDATOR DETERMINATION AVAILABLE FROM
MIS/MD ST BUREAU OF PRISONS 301 555-1234


DNA/N
ORI IS RIVERBEND FERRY MD
ADDRESS - 112 ELM STREET
          SILVER CITY, MD 99999 301 555-1234
COUNTY - ESSEX
PHONE - 301 555-5555
NIC/X123456789 DTE/19990930 0430 EDT
***** END OF SEXUAL OFFENDER REGISTRY INFORMATION *****
```

SECTION 8.1 -- MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC

ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN[1]		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC[2]		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN[3]		
IMAGE NCIC NUMBER	OPTIONAL SET	IMN[4]	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

[1] OLN/<OLN>.<OLS>.<OLY>   [3] VIN/<VIN>.<VYR>.<VMA.<VMO>.<VST>.<VCO>

[2] LIC/<LIC>.<LIS>.<LIY>.<LIT>   [4] IMN/<IMN>.<IMT>

SECTION 8.5 -- FIELDS IN A SUPPLEMENTAL RECORD

1. The AKA Field and all other additional identifying data fields which may be
    included in a supplemental record are listed below with their field codes and the
    maximum number of aliases and/or additional identifiers that may be added to a
    Convicted Sexual Offender Registry File record.

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	19
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Operator's License Number State and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model, and color not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC	10

Field	Field Code	Maximum Number Permitted
Image NCIC Number and Image Type (entered as a set)	IMN	12
Citizenship	CTZ	9

2.   IMN and IMT Fields (up to 12: 1 mugshot, 1 signature, 10 identifying images) are added to the supplemental record when an image is entered and the NIC of the base record is included in the entry transaction. Additional details can be found in the Image File chapter.

3.   A maximum of 99 AKAs, 19 SMTs, 10 CMCs, and 9 of each of the following: DOBs, MNUs, SOCs, CTZs, OLNs, LICs, and VINs may be added to a Convicted Sexual Offender Registry File record.

For example, a record relating to JOHN HARRY SMITH might have an appended supplemental record of aliases and other additional identifiers consisting of three other names (AKAs), nine DOBs, five SMTs, two MNUs (an army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession.

Entry of these additional data would require several supplemental record entry messages, as all of these additional identifiers could not be included in one supplemental record entry message.

SECTION 8.6 -- MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias (or variation of name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; citizenship; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, a license plate, or vehicle is likewise counted as one identifier.

SECTION 8.8 -- MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY

5.   ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

Additional dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; citizenships; and caution and medical conditions follow the field codes DOB, SMT, MNU, SOC, CTZ, and CMC, respectively, without repeating the MFC and separated only by periods. For example:

```
DOB/19370102.19350823.SMT/SC L CHK.POCKMARKS.
MNU/AF-2252333.SOC/123456789.CTZ/CD.MJ.CMC/30
```

SECTION 8.12 -- MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

A maximum of nine identifiers of various kinds may be canceled in one cancel message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA (or name spelling variation), DOB, SMT, MNU, SOC, CTZ, or CMC is counted as one identifier. Each set of OLN, LIC, or VIN is counted as one identifier.

SECTION 8.13 -- ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION

1.   Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; citizenships; and/or caution and medical conditions to be canceled are to be set out in the cancel message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

FOREIGN FUGITIVE FILE

SECTION 5.2 -- EXAMPLE OF A CANADIAN RECORD INQUIRY

```
1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19440410
```

Negative response:

```
1L01HEADER
WA1230000

NO NCIC WANT DOB/19440410 NAM/SMITH, JOHN SEX/M RAC/W
```

Positive response:

```
1L01HEADER WA1230000

WARNING - DO NOT ARREST BASED ON THIS INFORMATION
MKE/WANTED IN CANADA
ORI/BC0000000 NAM/SMITH, JOHN SEX/M RAC/W POB/TX DOB/19440410
HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US
OFF/FRAUD - ILLEG USE CREDIT CARDS DOW/19981201 OCA/22789
ORI IS RCMP ANY PLACE BC 555 555-5555
NIC/W000022525 DTE 19990102 0000 EST
REPEAT - WANTED IN CANADA - DO NOT ARREST BASED ON
THIS INFORMATION - IMMEDIATELY CONTACT RCMP, OTTAWA,
CANADA TEL NO. (555) 555-5555. IF SUBJECT IS
NOT U.S. CITIZEN, CONTACT NEAREST OFFICE OF U.S.
IMMIGRATION AND NATURALIZATION SERVICE
```

IDENTITY THEFT FILE

SECTION 1.6 -- MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Codes, *NCIC 2000 Code Manual*.

SECTION 2.2 -- MESSAGE FIELD CODES FOR ENTRY

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

WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
FBI NUMBER	OPTIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
DATE OF PURGE	OPTIONAL WITH DEFAULT	DOP	8-8	NUMERIC
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
PASSWORD	MANDATORY	PWD	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ID THEFT TYPE	MANDATORY	IDT	4-4	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
DATE OF THEFT	OPTIONAL	DOT	8-8	NUMERIC
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED *NCIC 2000 CODE MANUAL*

SECTION 2.5 -- MESSAGE FIELD CODE EDITS FOR ENTRY

1.   PERSONAL DESCRIPTORS

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

SECTION 5.1 -- EXAMPLE OF AN IDENTITY THEFT INQUIRY

The message key QID is used for Identity Theft File inquiries. It will restrict the search to only the identity theft records. A standard QW inquiry also searches the Identity Theft File in addition to other identifiable persons files.

```
1N01HEADER.QID.WA1230000.NAM/SMITH, JOHN J.DOB/19511012
```

Negative Response:

```
1L01HEADER
WA1230000

NO NCIC IDENTITY THEFT RECORD DOB/19511012 NAM/SMITH, JOHN J
```

Positive Response:

```
1L01HEADER
WA1230000

WARNING - THE IDENTITY OF THE SUBJECT IDENTIFIED IN THIS RECORD
HAS BEEN REPORTED STOLEN. REVIEW THE VICTIM PROFILE AND USE CAUTION IN
VERIFYING THE IDENTITY OF THIS PERSON. THE PASSWORD INCLUDED IN THIS
RESPONSE HAS BEEN ASSIGNED TO THE IDENTITY THEFT VICTIM. VERIFY THAT THE
SUBJECT OF INQUIRY CAN CONFIRM THE PASSWORD.

MKE/IDENTITY THEFT PERSON
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19511012
HGT/601 WGT/202 EYE/BRO HAI/BRO CTZ/US SKN/ALB
SMT/SC R HND
DOP/20100505DOE/20040519FPC/121011CO141159TTCI13 MNU/AS-326141811
SOC/212665660
OCA/123456
MIS/IDENTITY HAS BEEN USED IN CREDIT CARD FRAUD
PWD/TOPGUN  IDT/CFRD  DOT/20041015
ORI IS ANY CITY PD 410 555-5555
NIC/J123456789 DTE/20050505 1400 EST
*****WARNING - STANDING ALONE, NCIC IDENTITY THEFT FILE INFORMATION
DOES NOT FURNISH GROUNDS FOR THE SEARCH AND SEIZURE OF ANY
INDIVIDUAL, VEHICLE, OR DWELLING.*****
IMMED CONFIRM IF THIS PERSON IS THE VICTIM OR PERPETRATOR
```

SECTION 8.1 -- MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL**	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL**	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL**	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC

CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN*		
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

*IMN/<IMN>.<IMT>
** Base record identifier

SECTION 8.5 -- NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

The AKA Field and all other identifying data fields that may be included in a supplemental record with their field codes and the maximum number of aliases and/or other identifiers that may be added to an identity theft record are the following:

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Identifying Number	MNU	9
Social Security Number	SOC	9
Caution and Medical Conditions	CMC	10

Field	Field Code	Maximum Number Permitted
Image NCIC Number and Image Type (entered as a set)	IMN	13
Citizenship	CTZ	9

SECTION 8.6 -- MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

1.   A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias (or variation of name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; citizenship; or caution and medical condition is counted as one identifier.

SECTION 8.13 -- ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION

1.   Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; citizenships, and caution and medical conditions to be canceled should be set out in the cancellation message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

 IMMIGRATION VIOLATOR FILE

SECTION 5.2 -- EXAMPLE OF AN INQUIRY

```
1N01HEADER.QW.MD1012400.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19510101
```

Negative Response:

```
IL01HEADER
MD1012400

NO NCIC WANT DOB/19510101 NAM/SMITH, JOHN SEX/M RAC/W
```

Positive Response Deported Felon Category:

```
1L01HEADER
MD1012400

WARNING REGARDING FOLLOWING RECORD - SUBJECT OF NIC/N307770847 IS A
PREVIOUSLY DEPORTED FELON. CONTACT LESC AT (877) 999-5372 FOR IMMEDIATE
HIT CONFIRMATION AND AVAILABILITY OF BUREAU OF IMMIGRATION AND
CUSTOMS ENFORCEMENT DETAINER.

MKE/IMMIGRATION VIOLATION - DEPORTED FELON
ORI/VTINS1000 NAM/SMITH, JOHN SEX/M RAC/W POB/FN DOB/19510101
HGT/510 WGT/180 EYE/BRO HAI/BRO CTZ/FN SKN/DRK
SMT/SC LF ARM
SOC/777010000
OFF/SUBJECT IS A DEPORTED CRIMINAL/AGGRAVATED FELON
OCA/ASD1234-T
MIS/KNOWN AS JOHNNY BOY
ORI IS BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT, LAW ENFORCEMENT
SUPPORT CENTER (877) 999-5372
NIC/N307770847 DTE/19980605 0000 EDT
*****THIS RECORD MAY BE USED ONLY BY CRIMINAL JUSTICE AGENCIES FOR
CRIMINAL JUSTICE PURPOSES.
*****END OF IMMIGRATION VIOLATOR FILE RESPONSE*****
```

Positive Response Absconder Category:

```
1L01HEADER
MD1012400

WARNING REGARDING FOLLOWING RECORD - SUBJECT OF NIC/N307770847 HAS AN
OUTSTANDING ADMINISTRATIVE WARRANT OF REMOVAL FROM THE UNITED STATES.
CONTACT LESC AT (877) 999-5372 FOR IMMEDIATE HIT CONFIRMATION AND
AVAILABILITY OF BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT DETAINER.

MKE/IMMIGRATION VIOLATION - FAILURE TO APPEAR FOR REMOVAL
ORI/VTINS1000 NAM/SMITH, JOHN SEX/M RAC/W POB/FN DOB/19510101
HGT/510 WGT/180 EYE/BRO HAI/BRO CTZ/FN SKN/DRK
SMT/SC LF ARM
SOC/777010000
```

```
OFF/ALIEN UNLAWFULLY PRESENT DUE TO ORDER OF REMOVAL OR EXCLUSION FROM
THE USA
OCA/ASD1234-T
MIS/KNOWN AS JOHNNY BOY
ORI IS BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT, LAW ENFORCEMENT
SUPPORT CENTER (877) 999-5372
NIC/N307770847 DTE/19980605 0000 EDT
*****THIS RECORD MAY BE USED ONLY BY CRIMINAL JUSTICE AGENCIES FOR
CRIMINAL JUSTICE PURPOSES.
*****END OF IMMIGRATION VIOLATOR FILE RESPONSE*****
```

Positive Response NSEERS Category:

```
1L01HEADER
MD1012400

WARNING REGARDING FOLLOWING RECORD - SUBJECT OF NIC/N307770847 HAS AN
OUTSTANDING ADMINISTRATIVE WARRANT OF ARREST FOR IMMIGRATION VIOLATIONS
FOR FAILURE TO COMPLY WITH NATIONAL SECURITY REGISTRATION. CONTACT LESC
  AT (877) 999-5372 FOR IMMEDIATE HIT CONFIRMATION AND AVAILABILITY OF
BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT DETAINER.

MKE/IMMIGRATION VIOLATION - NATIONAL SECURITY REGISTRATION
ORI/VTINS1000 NAM/SMITH, JOHN SEX/M RAC/W POB/FN DOB/19510101
HGT/510 WGT/180 EYE/BRO HAI/BRO CTZ/FN SKN/DRK
SMT/SC LF ARM
SOC/777010000
OFF/SOUGHT FOR VIOLATION OF NATIONAL SECURITY REGISTRATION
OCA/ASD1234-T
MIS/KNOWN AS JOHNNY BOY
ORI IS BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT, LAW ENFORCEMENT
SUPPORT CENTER (877) 999-5372
NIC/N307770847 DTE/19980605 0000 EDT
*****THIS RECORD MAY BE USED ONLY BY CRIMINAL JUSTICE AGENCIES FOR
CRIMINAL JUSTICE PURPOSES.
*****END OF IMMIGRATION VIOLATOR FILE RESPONSE*****
```

MISSING PERSON FILE

SECTION 1.9 -- MESSAGE FIELD CODES AND EDITS

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

Code	Field	Edits
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Codes, *NCIC 2000 Code Manual*.

SECTION 2.2 -- MESSAGE FIELD CODES FOR ENTRY

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

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

STATE				*NCIC 2000 CODE MANUAL*
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC*	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
BLOOD TYPE	OPTIONAL	BLT	4-5	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
CIRCUMCISION	OPTIONAL	CRC	1-1	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
FOOTPRINT AVAILABLE	OPTIONAL	FPA	1-1	ALPHABETIC
BODY X-RAYS	OPTIONAL	BXR	1-1	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
CORRECTIVE VISION PRESCRIPTION	OPTIONAL	VRX	1-40	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
JEWELRY TYPE	OPTIONAL	JWT	1-50	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
JEWELRY DESCRIPTION	OPTIONAL	JWL	1-100	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA*	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO*	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

CITIZENSHIP	OPTIONAL	CTZ*	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

*NCIC 2000 format only
[1]Mandatory blank for adult

SECTION 2.6 -- MESSAGE FIELD CODE EDITS FOR ENTRY

1.   PERSONAL DESCRIPTORS

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

SECTION 5.6 -- EXAMPLES

1.   The message keys QW/ZW are used for Missing Person File inquiries in addition to Foreign Fugitive, Wanted Person, Violent Gang and Terrorist Organization, Protection Order, Convicted Sexual Offender Registry, Deported Felon, Convicted Person on Supervised Release, and U.S. Secret Service Protective Files and 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 and License Plate Files 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
```

Positive Response (with supplemental records):

```
1L01HEADER
WA1230000

MKE/MISSING PERSON JUVENILE
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W 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/ROE, EDWARD
AKA/JONES, 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; NO TEETH ARE DECAYED;
NO TEETH HAVE BEEN RESTORED; AND THERE ARE NO UNUSUAL CHARACTERISTICS.
NIC/M000069216 DTE/19991201 1245 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.WA1230000.NAM/DOE,JOHN.SEX/M.RAC/W.DOB/19770123
```

Negative Response:

```
1L01HEADER
WA1230000

NO NCIC WANT DOB/19770123 NAM/DOE,JOHN SEX/M RAC/W
```

Positive Response:

```
1L01HEADER
WA1230000

WARNING:  DO NOT DETAIN BASED UPON THIS MISSING PERSON RECORD
MKE/FOREIGN MISSING PERSON - JUVENILE
ORI/DCINTER++00 NAM/DOE,JOHN SEX/M RAC/W POB/BD DOB/19770123
DOE/19950123 HGT/410 WGT/105 EYE/GRN HAI/BRO CTZ/BD
SOC/211004444 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
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.
```

SECTION 8.1 -- MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN[1]		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC[2]		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN[3]		

CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC*	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN [4]		
CITIZENSHIP	OPTIONAL	CTZ*	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

*NCIC 2000 format only
[1] OLN/<OLN>.<OLS>.<OLY>
[2] LIC/<LIC>.<LIS>.<LIY>.<LIT>
[3] VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>
[4] IMN/<IMN>.<IMT>

SECTION 8.5 -- NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

The AKA Field and all other identifying data fields which may be included in a supplemental record with their field codes and the maximum number of aliases and/or other identifiers that may be added to a missing person record are the following:

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	19
Miscellaneous Number	MNU	9
Social Security Number	SOC	9

Field	Field Code	Maximum Number Permitted
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC*	10
Image NCIC Number and Image Type (entered as a set)	IMN*	13
Citizenship	CTZ*	9

*NCIC 2000 format only

SECTION 8.6 -- MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

1. A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias; date of birth; scar, mark, tattoo; miscellaneous number; Social Security number; citizenship; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, a license plate, vehicle, or image is likewise counted as one identifier.

SECTION 8.7 -- ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY

3.   Personal Descriptors, State and Country Codes, and Vehicular Data Codes, *NCIC 2000 Code Manual*, contain appropriate coding of personal identifiers, and license and vehicle data.

SECTION 8.12 -- MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

A maximum of nine identifiers of various kinds may be canceled in one cancellation message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA, DOB, SMT, MNU, CTZ, or SOC is counted as one identifier. Each set of OLN, LIC, VIN, or IMN (multiple data element fields) is counted as one identifier.

SECTION 8.13 -- ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION

1.   Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; citizenships; and caution and medical conditions to be canceled should be set out in the cancellation message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

PROTECTION ORDER FILE

SECTION 1.7 -- MESSAGE FIELD CODES AND EDITS

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

Code	**Field**	**Edits**
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Codes, *NCIC 2000 Code Manual*.

SECTION 2.2 -- MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
DATE OF EXPIRATION	MANDATORY	EXP	6-6 8-8	ALPHABETIC, NUMERIC
HEIGHT	OPTIONAL	HGT	3-3	NUMERIC
WEIGHT	OPTIONAL	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

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

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

*NCIC 2000 format only

SECTION 5.1 -- EXAMPLE OF AN INQUIRY FOR RECORD SUBJECT

The message key QPO is used for Protection Order File inquiries. It will restrict the search to the Protection Order File and will retrieve POF records which are active, expired, or cleared.

```
1N01HEADER.QPO.MD0100010.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19701010
```

Negative Response:

```
1L01HEADER
MD0100010

NO NCIC PROTECTION ORDER DOB/19701010 NAM/SMITH, JOHN J SEX/M RAC/W
```

Positive Response: (Response will contain any active, cleared, or expired records that may be identical with the subject of the query.)

```
1L01HEADER
MD0100010

****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/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19701010
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 CTZ/US SKN/FAR
SMT/SC L EAR
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/N222333444 OLS/MD OLY/1995
PNO/PO12345 BRD/N ISD/19980728 EXP/20000728 CTI/MD056013J
PPN/SMITH, JANE L PSX/F PPR/W PPB/19710101 PSN/777665555
PCO/THE SUBJECT IS RESTRAINED FROM ABUSING, HARASSING, ASSAULTING,
PCO/THREATENING, FOLLOWING, INTERFERING, OR STALKING THE PROTECTED
PCO/PERSON AND/OR THE CHILD OF THE PROTECTED PERSON
OCA/14-017289
MIS/100 FEET FROM RESIDENCE EXCEPT WHEN PICKING UP CHILDREN FOR
MIS/VISITATION
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2G2PM37A2G2208042 VYR/1992
VMA/DODG VMO/INT VST/4T VCO/BLK
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555
NIC/H146203706 DTE 19980801 0000 EDT

****WARNING - THE FOLLOWING IS AN EXPIRED 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/EXPIRED PROTECTION ORDER
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19701010
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A SKN/FAR SMT/SC L EAR
```

```
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
PNO/PO33333 BRD/N ISD/19980517 EXP/19990517 CTI/MD010023D
PPN/SMITH, RITA R PSX/F PPR/W PPB/19730319 PSN/111223333
PCO/THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING,
PCO/HARASSING, FOLLOWING, INTERFERING, OR STALKING THE PROTECTED PERSON
PCO/AND/OR THE CHILD OF THE PROTECTED PERSON
OCA/14-556678
MIS/SUBJECT IS PROHIBITED FROM CONTACTING PROTECTED PERSON AND MUST
MIS/VACATE RESIDENCE
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555
NIC/H147359010 DTE 19980521 0000 EDT
```

SECTION 8.1 -- MESSAGE FIELD CODES FOR A SUPPLEMENTAL RECORD

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN[1]		

LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC[2]		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN[3]		
PROTECTED PERSON SET	OPTIONAL SET	PPN[4]		
PROTECTION ORDER CONDITIONS	OPTIONAL	PCO	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
IMAGE NCIC NUMBER	OPTIONAL SET	IMN[5]		
CAUTION AND MEDICAL CONDITION	OPTIONAL	CMC	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
CITIZENSHIP	OPTIONAL	CTZ*	9-9	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

*NCIC 2000 format only [3]VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>
[1]OLN/<OLN>.<OLS>.<OLY> [4]PPN/<PPN>.<PSX>.<PPR>.<PPB><PSN*>
[2]LIC/<LIC>.<LIS>.<LIY>.<LIT> [5]IMN/<IMN>.<IMT>

SECTION 8.5 -- **NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD**

1. The data fields which may be included in a supplemental record with their field codes and the maximum number allowable for a POF record are the following:

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9

Field	Field Code	Maximum Number Permitted
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Protected Person Name, Sex, Race, Date of Birth, and Social Security Number * (entered as a set; either date of birth or social security number are required; sex and race are not required but should be entered if known)	PPN	9
Protection Order Condition	PCO	7
Caution and Medical Conditions	CMC*	10
Image NCIC Number and Image Type (entered as a set)	IMN*	12
Citizenship	CTZ*	9

*NCIC 2000 format only

SECTION 8.6 --   MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias (or variation of name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; citizenship; protection order condition; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, a license plate, vehicle, protected person or image is likewise counted as one identifier.

SECTION 8.7 --   ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL RECORD ENTRY

4.   Personal Descriptors, State and Country Codes, and Vehicular Data Codes, *NCIC 2000 Code Manual*, contain appropriate coding of personal identifiers, and license and vehicle data.

SECTION 8.8 --   MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY

7.   ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

Additional dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; protection order conditions; citizenships; and caution and medical conditions follow the field codes DOB/, SMT/, MNU/, SOC/, PCO/, CTZ/, and CMC/, respectively, without repeating the MFC and separated only by periods. For example:

```
DOB/19370102.19350823.SMT/SC L CHK.POCKMARKS.
MNU/AF-2252333.SOC/303055378.
```

SECTION 8.12 --   MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

A maximum of nine identifiers of various kinds may be canceled in one cancellation message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA (or name spelling variation), DOB, SMT, MNU, CMC, PCO, CTZ, or SOC is counted as one identifier. Each set of OLN, OLS, VIN, IMN, or PPN is counted as one identifier.

SECTION 8.13 --   ADDITIONAL GUIDELINES FOR CANCELLATION OF SUPPLEMENTAL DATA

1.   Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; protection order conditions; caution and medical conditions; citizenships, and/or Social Security numbers to be canceled are to be set out in the cancel message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

SUPERVISED RELEASE FILE

SECTION 1.6 -- MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Codes, *NCIC 2000 Code Manual*.

SECTION 2.2 -- MESSAGE FIELD CODES FOR ENTRY

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

SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
ORIGINAL OFFENSE CODE	OPTIONAL	OOC	4-4	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE MODEL	SET	VMO	2-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

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

MISCELLANEOUS NUMBER	OPTIONAL	MNU*	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN*	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS*	2-2	ALPHABETIC
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY*	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
DNA PROFILE INDICATOR	OPTIONAL SET	DNA	1-1	ALPHABETIC
DNA LOCATION	SET	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
E-MAIL ADDRESS	OPTIONAL	EML	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS [EXCEPT PERIOD (.)]
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

*Fraudulent data

SECTION 2.5 -- MESSAGE FIELD CODE EDITS FOR ENTRY

1.   PERSONAL DESCRIPTORS

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

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

The message keys QW, ZW, QWB, and QWI are used for Wanted Person File inquiries. A Wanted Person File inquiry will also cause an automatic cross-search of the Foreign Fugitive, Missing Person, Violent Gang and Terrorist Organization, Protection Order, Immigration Violator, Convicted Sexual Offender Registry, and U.S. Secret Service Protective Files. If vehicle identifiers are included in the inquiry, the Vehicle, Boat, Vehicle/Boat Part, and License Plate Files will also be searched.

```
1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19511012.
VIN/ABC123DEF45678901
```

Negative Response:

```
1L01HEADER
WA1230000

NO NCIC WANT DOB/19511012 NAM/SMITH, JOHN J SEX/M RAC/W
NO NCIC WANT VIN/ABC123DEF45678901
***VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
```

Positive Response:

```
1L01000005
WA1230000

WARNING - DO NOT ARREST BASED ON THIS INFORMATION
MKE/PROBATION OR SUPERVISED RELEASE STATUS
ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19511012
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A CTZ/US SKN/DRK
SMT/SC R HD
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/MD OLY/2000
OCA/611112131
OOC/ROBBERY
VLD/20000521
MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO
MIS/FREQUENT BARS
LIC/ABC123 LIS/VA LIY/1999 LIT/PC
VIN/2F37Z7P051519 VYR/1977
VMA/PONT VMO/LEM VST/2D VCO/WHI
DPE/20101009 SCI/VA123456J LOC/ANY COUNTY VA PAROLE OFFICE
DSS/20050509 SON/FITZPATRICK, JOHN SOT/703 555-3013
ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234
IMN/I435461801 IMT/M
NIC/C146203706 DTE/19991020 0001 EST
REPEAT - PROBATION OR SUPERVISED RELEASE STATUS RECORD - DO NOT ARREST
BASED ON THIS INFORMATION - PLEASE CONTACT SUPERVISING AGENCY VIA NLETS,
TELEPHONE OR EMAIL TO ADVISE OF CONTACT WITH SUPERVISED INDIVIDUAL.
PLEASE BE ADVISED THAT SUPERVISING AGENCY MAY NOT BE
OPERATIONAL 24/7.
```

SECTION 8.1 -- MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD TRANSACTION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODES	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	OPTIONAL SET	OLN [1]		
LICENSE PLATE NUMBER	OPTIONAL SET	LIC [2]		
VEHICLE IDENTIFICATION NUMBER	OPTIONAL SET	VIN [3]		
IMAGE NCIC NUMBER	OPTIONAL SET	IMN [4]		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

[1]OLN/<OLN>.<OLS>.<OLY>
[2]LIC/<LIC>.<LIS>.<LIY>.<LIT>
[3]VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>
[4]IMN/<IMN>.<IMT>

SECTION 8.5 -- NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

1. The AKA Field and all other additional identifying data fields which may be included in a supplemental record with their field codes and the maximum number of aliases and/or additional identifiers that may be added to a Supervised Release File record are the following:

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Identifying Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9

Field	Field Code	Maximum Number Permitted
Caution and Medical Conditions	CMC	10
Image NCIC Number and Image Type (entered as a set)	IMN	12
Citizenship	CTZ	9

2. IMN and IMT Fields (up to 12: 1 mugshot, 1 signature, 10 identifying images) are added to the supplemental record when an image is entered, and the NIC of the base record is included in the entry transaction. Additional details can be found in the Image File chapter of this manual.

3. A maximum of 99 AKAs,10 CMCs, 9 DOBs, SMTs, MNUs, SOCs, OLNs, LICs, CTZs, and VINs may be added to a Supervised Release File record.
For example, a record relating to JOHN HARRY DOE might have an appended supplemental record of aliases and other additional identifiers consisting of three other names (AKAs), nine DOBs, five SMTs, two MNUs (an Army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession.

SECTION 8.6 -- MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each AKA (or variation of name spelling), DOB, SMT, MNU, SOC, CTZ, or CMC Field is counted as one identifier. Each set of data relating to an operator's license, a license plate, or a vehicle is likewise counted as one identifier.

SECTION 8.8 --   MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY

 5. ADDITIONAL IDENTIFYING DATA

   Additional dates of birth; scars, marks, and tattoos, etc.; miscellaneous numbers; Social Security numbers; and caution and medical conditions follow the field codes DOB/, SMT/, MNU/, and SOC/, CTZ/, and CMC/, respectively, without repeating the MFC and separated only by periods. For example:

```
DOB/19570102.19550823.SMT/SC L CHK.POCKMARKS.
MNU/AF-123456789.SOC/123456789
```

SECTION 8.12 --   MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

A maximum of nine identifiers of various kinds may be canceled in one cancel message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA (or name spelling variation), DOB, SMT, MNU, SOC, CTZ, or CMC is counted as one identifier. Each set of operator's license, license plate, or vehicle data is counted as one identifier.

SECTION 8.13 --   ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION

 1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers, citizenships, and/or caution and medical conditions to be canceled are to be set out in the cancel message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

USSS PROTECTIVE FILE

SECTION 5.2 -- EXAMPLE OF AN INQUIRY

```
1N01HEADER.QW.MD1012400.NAM/SMITH, J0HN.SEX/M.RAC/W.DOB/19510101
```

Negative Response:

```
1L01HEADER
MD1012400

NO NCIC WANT DOB/19510101 NAM/SMITH, JOHN SEX/M RAC/W
```

Positive Response:

```
1L01HEADER
MD1012400

WARNING - DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION
MKE/POTENTIALLY DANGEROUS TO U.S. SECRET SERVICE PROTECTEE
ORI/DCSS802Q1 NAM/SMITH, TEST SEX/M RAC/W POB/US DOB/19510101
HGT/510 WGT/180 EYE/BRO HAI/BRO CTZ/US SKN/FAR
SMT/SC LF ARM
SOC/777010000
OFF/SUBJECT IS A THREAT TO A U.S. SECRET SERVICE PROTECTEE
OCA/1234EWX
ORI IS U.S. SECRET SERVICE INTELLIGENCE DIV WASHINGTON DC 202 435-5000
NIC/W307770846 DTE/19980930 0000 EDT
/REPEAT - DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION/
CALL COLLECT U.S. SECRET SERVICE HEADQUARTERS, TEL NO. (202) 435-5000
WHICH HAS BEEN NOTIFIED OF THIS TRANSACTION. THIS RECORD IS FOR
CRIMINAL JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES.
/DO NOT DISSEMINATE OR USE FOR LICENSING AND EMPLOYMENT PURPOSES/
```

VIOLENT GANG AND TERRORIST ORGANIZATION FILE

SECTION 9.7 -- GMC MESSAGE FIELD CODES AND EDITS

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

Code	**Field**	**Edits**
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Codes, *NCIC 2000 Code Manual*.

SECTION 10.2 -- MESSAGE FIELD CODES FOR GMC ENTRY

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

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

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

*NCIC 2000 format only

**Mandatory blank

SECTION 10.5 -- MESSAGE FIELD CODE EDITS FOR GMC ENTRY

1. DESCRIPTORS IN THE GMC RECORD ENTRY

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

the place of birth and citizenship can be found in State and Country Codes, *NCIC 2000 Code Manual*. Codes for entering license and vehicular data can be found in the Vehicular Data Codes, *NCIC 2000 Code Manual*.

SECTION 13.1 -- EXAMPLE A OF GMC INQUIRY

The message key QGM is used for VGTOF GMC File inquiries. It will restrict the search to only the GMC records.

```
1N01HEADER.QGM.MD2610000.NAM/SMITH, STEVE.DOB/19530531.
SEX/M.VIN/2ADF36BLIG162312
```

Negative Response:

```
NO NCIC VGTOF RECORD DOB/19530531 NAM/SMITH, STEVE SEX/M
 NO NCIC VGTOF RECORD VIN/2ADF36BLIG162312
```

Positive Response:

```
1L01HEADER
MD2610000

WARNING - STANDING ALONE, NCIC VIOLENT GANG AND TERRORIST
ORGANIZATION FILE INFORMATION DOES NOT FURNISH GROUNDS FOR THE
SEARCH AND SEIZURE OF ANY INDIVIDUAL, VEHICLE, OR DWELLING

MKE/CRIMINAL GANG MEMBER - CAUTION
VIOLENT TENDENCIES
ORI/MD1230000 NAM/SMITH, STEVE SEX/M RAC/W POB/MD DOB/19530531
HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/1234567 CTZ/US SKN/ALB
SMT/SC R HND
FPC/121011C01159TTCI13TT MNU/MD-32614 SOC/123456789
OLN/98765432 OLS/MD OLY/1995
GNG/CRIPS*WADC SGP/ROARING 50S*WADC
ECR/BD DOP/20000115 OCA/92312663
MIS/KNOWN TO CARRY TEC 9, TTO IS TEARDROP
LIC/ABC123 LIS/MD LIY/1993 LIT/PC
VIN/2627HL525210 VYR/1988
VMA/CHEV VMO/CEL VST/4D VCO/BLU
ORI IS HARPERS FERRY PD MD 301 555-1212
DOB/19550515
AKA/BEBETO
AKA/LEON, JOSE
AKA/JONES, JOHN
NIC/T123698222 DTE/19990914 1400 EST
NO NCIC VGTOF RECORD VIN/2ADF36BLIG162312
```

SECTION 16.1 -- MESSAGE FIELD CODES FOR GMC SUPPLEMENTAL ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN[1]		
LICENCE PLATE NUMBER SET	OPTIONAL SET	LIC[2]		
VEHICLE DATA SET	OPTIONAL SET	VIN[3]		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC*	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*,
IMAGE NCIC NUMBER SET	OPTIONAL	IMN[4]*		ALPHABETIC, NUMERIC

CITIZENSHIP	OPTIONAL	CTZ*	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

*NCIC 2000 format only
[1] OLN/<OLN>.<OLS>.<OLY>
[2] LIC/<LIC>.<LIS>.<LIY>.<LIT>
[3] VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>
[4] IMN/<IMN>.<IMT>

SECTION 16.5 -- NUMBER OF ADDITIONAL IDENTIFIERS IN GMC SUPPLEMENTAL ENTRY

The Alias (AKA) Field and all other identifying data fields which may be included in a supplemental record are listed with their field codes and the maximum number of aliases and/or identifiers allowable for a GMC record.

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9

Field	Field Code	Maximum Number Permitted
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC*	10
Image NCIC Number and Image Type (entered as a set)**	IMN*	12
Citizenship	CTZ*	9

*NCIC 2000 format only
**IMN and IMT Fields (up to 12: 1 mugshot, 1 signature,10 identifying images) are added to the supplemental record when an image is entered and the NIC of the base record is included in the entry transaction. The Image File Chapter contains additional details.

SECTION 16.6 -- MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN GMC SUPPLEMENTAL ENTRY

1.   A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias (or variation of name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; citizenship; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, a license plate, vehicle, or image is likewise counted as one identifier.

SECTION 16.7 -- ADDITIONAL GUIDELINES FOR GMC SUPPLEMENTAL ENTRY

6.   Personal Descriptors, State and Country Codes, and Vehicular Data Codes in the *NCIC 2000 Code Manual* contain appropriate coding of personal identifiers, and license and vehicular data.

SECTION 16.9 -- ADDITIONAL IDENTIFYING DATA IN GMC SUPPLEMENTAL ENTRY

Additional dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; citizenships; and Social Security numbers follow the field codes DOB/, SMT/, MNU/, CTZ/, and SOC/, respectively, without repeating the MFC and separated only by periods. For example:

```
DOB/19370102.19350823.SMT/SC L CHK.POCKMARKS.
MNU/AF-123456789.SOC/123456789.
```

SECTION 16.13 -- MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN GMC SUPPLEMENTAL DATA CANCELLATION

A maximum of nine identifiers of various kinds may be canceled in one cancel message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA (or name spelling variation), DOB, SMT, MNU, CTZ, or SOC is counted as **one** identifier. Each set of OLN, LIC, or vehicle data (multiple data element fields) is counted as **one** identifier.

SECTION 16.14 -- ADDITIONAL GUIDELINES FOR GMC SUPPLEMENTAL DATA CANCELLATION

1.   Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; citizenships; and/or Social Security numbers to be canceled are to be set out in the cancellation message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

WANTED PERSON FILE

SECTION 1.8 -- MESSAGE FIELD CODES AND EDITS

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

Code	Field	Edits
CTZ	Citizenship	Must be a valid NCIC assigned country code as listed in State and Country Codes, *NCIC 2000 Code Manual*.

SECTION 2.1 -- EXAMPLE OF AN ENTRY

```
1N01HEADER.EW-C.MD101783J.SMITH, JOHN J.M.W.TX.19311012..510.175.BRO.
BRO..DRK.SC R HND.121011CO141159TTCI13.AS-123456789.123456789.98765432.
MD.2002.0907..19981201.123456789...98-0003457.MD101783J.KNOWN TO BE
VERY AGGRESSIVE WITH LAW ENFORCEMENT OFFICERS.Y.ABC123.MD.2000.PC.
2Y27H5L000009.1975.PONT.SUN.2D.BLU.00........1.Y.FBI LAB, QUANTICO, VA
703-632-4000, VA1234567, MTDNA, CODIS NUMBER - ABC-UHR-123456789.US
```

Acknowledgment:

```
1L01HEADER
MD101783J
NAM/SMITH, JOHN J NIC/W146203706
OCA/123456789
```

> Note: When vehicular data have been entered, all entries and modifications will cross-search all person files (except the Unidentified Person File), and Vehicle, Boat, Vehicle/Boat Part, and License Plate Files.

SECTION 2.2 -- MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
DATE OF EMANCIPATION	MANDATORY**	DOE	8-8	NUMERIC
HEIGHT	MANDATORY[1]	HGT	3-3	NUMERIC
WEIGHT	MANDATORY[1]	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
HAIR COLOR	MANDATORY[1]	HAI	3-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) OR NUMERIC (4)
OFFENSE CODE	MANDATORY	OFF	4-4 4-24*	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

ORIGINAL OFFENSE CODE	CONDITIONAL	OOC*	4-4	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
DATE OF WARRANT OR DATE OF VIOLATION[2]	MANDATORY	DOW DOV	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI*	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA*	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
WARRANT NUMBER	OPTIONAL	WNO*	1-15	ALPHABETIC, NUMERIC
COURT IDENTIFIER	OPTIONAL	CTI*	9-9	ALPHABETIC, NUMERIC
MISCELLANEOUS	OPTIONAL	MIS	1-121 1-500*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA*	1-1	ALPHABETIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC*	2-2*	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

NAME	OPTIONAL	NAM***	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB***	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC***	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU***	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN***	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS***	2-2	ALPHABETIC
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY***	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
EXTRADITION LIMITATION	OPTIONAL	EXL*	1-2	NUMERIC (DEFAULT =1)
DNA PROFILE INDICATOR	OPTIONAL	DNA*	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO*	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ*	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

[1]Optional for foreign fugitive

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

*NCIC 2000 format only

**Mandatory blank for adult

***Fraudulent data

SECTION 2.7 -- MESSAGE FIELD CODE EDITS FOR ENTRY

1. PERSONAL DESCRIPTORS

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

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

SECTION 5.1 --   EXAMPLE OF INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

The MKEs QW/ZW are used for Wanted Person File inquiries. A Wanted Person File inquiry will also cause an automatic cross-search of the Foreign Fugitive, Missing Person, Violent Gang and Terrorist Organization, Protection Order, Deported Felon, Convicted Sexual Offender Registry, Supervised Release, Identity Theft, and U.S. Secret Service Protective Files. If vehicle identifiers are included in the inquiry, the Vehicle, Boat, Vehicle/Boat Part, and License Plate Files will also be searched.

```
1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19511012.
VIN/ABC123DEF45678901
```

Negative Response:

```
1L01HEADER
WA1230000

NO NCIC WANT DOB/19511012 NAM/SMITH, JOHN J SEX/M RAC/W
NO NCIC WANT VIN/ABC123DEF45678901
***VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
```

Positive Response (with supplemental record):

```
1N01HEADER
WA1230000

MKE/WANTED PERSON - CAUTION
ARMED AND DANGEROUS
LIMITED EXTRADITION SEE MIS FIELD
ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W POB/TX DOB/19511012
HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US SKN/DRK
SMT/SC R HND
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/11111111 OLS/MD OLY/1999
OFF/HOMICIDE - WILLFUL KILL-POL OFF-GUN
DOW/19981201 OCA/123456273
WNO/635F1129 CTI/MD101261J
MIS/EXTR EAST OF MISSISSIPPI ONLY KNOWN TO COLLECT, DRIVE AND STEAL
MIS/CLASSIC CARS
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2Y27H5LI00009 VYR/1975
VMA/PONT VMO/VEN VST/2D VCO/BLU
ORI IS ANY CITY PD MD 301 555-1212
DOB/19501012
DOB/19520912
AKA/DEER,JIM
AKA/BUCK,ROBERT J
SMT/CAUL L EAR
SMT/TAT R ARM
LIC/ABC654 MD 2003 PC
LIC/DFE987 MD 2003 PC
VIN/3J57K5D012345 1975 OLDS CUT 2T BLU
NIC/W146203706 DTE/19991205 1400 EST
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
NO RECORD VIN/ABC123DEF45678901
***VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO
        VIN STANDARDS FOR 1981 AND LATER VEHICLES.
```

In these examples, the check-digit edit was applied to the 17-character VIN in the inquiry message and resulted in the Verify VIN caveat.

When an inquiry contains one or more VINs, the System will compute the check digit for each 17-character VIN. Each VIN, up to a maximum of three in any inquiry, must be separated by a comma.

SECTION 8.1 -- MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL**	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL**	NAM	3-30	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL**	OCA	1-9 1-20*	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN[1]		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC[2]		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN[3]		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC*	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN*[4]		
CITIZENSHIP	OPTIONAL	CTZ*	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL

[1]OLN/<OLN>.<OLS>.<OLY>   [4]IMN/<IMN>.<IMT>

[2]LIC/<LIC>.<LIS>.<LIY>.<LIT>   *NCIC 2000 format only

[3]VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>   **Base record identifier

SECTION 8.5 -- NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

The AKA Field and all other identifying data fields which may be included in a supplemental record with their field codes and the maximum number of aliases and/or other identifiers that may be added to a wanted person record are the following:

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Identifying Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9

Field	Field Code	Maximum Number Permitted
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC*	10
Image NCIC Number and Image Type (entered as a set)	IMN*	13
Citizenship	CTZ*	9

*NCIC 2000 format only

SECTION 8.6 -- MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

1. A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias (or variation of name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; citizenship; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, license plate, vehicle, or image is likewise counted as one identifier.

SECTION 8.7 -- ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY

7. Personal Descriptors, State and Country Codes, and Vehicular Data Codes, *NCIC 2000 Code Manual*, contain appropriate coding of personal identifiers, and vehicular data.

SECTION 8.12 -- MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

A maximum of nine identifiers of various kinds may be canceled in one message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA, DOB, SMT, MNU, CTZ, or SOC is counted as one identifier. Each set of OLN, LIC, VIN, or IMN (multiple data element fields) is counted as one identifier.

SECTION 8.13 -- ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; citizenships; and caution and medical conditions to be canceled should be set out in the cancellation message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

2.7   CHANGE IN THE VALIDATION REQUIREMENTS FOR THE NCIC LICENSE PLATE AND SECURITIES FILES

AFFECTED BY CHANGE: **Introduction**

EFFECTIVE DATE: **April 1, 2007**

Background

At its December 2005 meeting, the CJIS Advisory Policy Board approved changing the validation requirements for the NCIC License Plate and Securities Files.

The current policy requires that License Plate File and Securities File records be validated once 60-90 days after entry and every year thereafter for the life of the record. The policy change is to require only the initial validation (60-90 days after entry) and allow CSAs to continue annual validation as an option. Initially, all CSAs will be designated to continue annual validation. The CSAs must notify the CJIS Audit Unit's Data Integrity Staff (acjis@leo.gov) to select the onetime-only validation option.

System Changes

The NCIC System will offer two timeframes for validation of License Plate File and Securities File records: 1) 60-90 days after entry and every year thereafter (Annual Option), or 2) one time 60-90 days after entry (Onetime Only Option). To select the Onetime-Only Option, the CSA must notify the CJIS Audit Unit's Data Integrity Staff at the e-mail address listed above. Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by highlighting, and deletions are indicated by ~~strikeout~~.

INTRODUCTION

SECTION 3.4 -- VALIDATION

3. Validation Schedule

1. On a monthly basis, the NCIC ~~2000~~ System extracts active records on file for validation purposes. The validation includes a portion of each file and includes those records 60-90 days old. In addition, it includes any records 14-15 months old, 26-27 months old, 38-39 months old, etc. The validation schedule is as follows:

Validation:	Entries Made on:
January	October
February	November
March	December
April	January
May	February
June	March
July	April
August	May
September	June
October	July
November	August
December	September

    Convicted Sexual Offender Registry File records are selected for validation under an alternative procedure. See Convicted Sexual Offender Registry File chapter for details.

    The FBI's CJIS Division policy states that records in the Vehicle ~~(including parts)~~, Boat, ~~and~~ Gun, Vehicle/Boat Part, License Plate, and Securities Files must be validated only once when they are 60-90 days old. However, CSAs can request to validate these records on the schedule listed above.

SECTION 3 -- *NCIC 2000 CODE MANUAL* **UPDATES**

STATE AND COUNTRY CODES

SECTION 1--INTRODUCTION

The appropriate code for the state, territorial possession, Indian nation, province, or country must be used in the Citizenship (CTZ), License State (LIS), Make (MAK), Operator's License State (OLS), Place of Birth (POB), Place of Crime (PLC), and Registration State (RES) Fields.

SECTION 7 – COUNTRIES/DEPENDENCIES/TERRITORIES

7.1   CTZ, LIS, MAK, OLS, POB, PLC, AND RES FIELD CODES FOR COUNTRIES/DEPENDENCIES/TERRITORIES

7.2   CTZ, LIS, MAK, OLS, POB, PLC, AND RES FIELD CODES FOR COUNTRIES/DEPENDENCIES/ TERRITORIES, INDIAN NATIONS, MEXICAN STATES, PROVINCES, STATES, AND U.S. TERRITORIAL POSSESSIONS IN ALPHABETICAL ORDER BY CODE

This listing assists users in defining CTZ, LIS, MAK, OLS, POB, PLC, and RES codes that may be part of an NCIC record. Codes may pertain to more than one entity, and entries do not necessarily reflect all available information. Additional information can be found in individual sections. Please note that C/D/T indicates that the location is a country/dependency/territory.

SECTION 4 -- VALIDATION LAYOUTS
VALIDATION FIXED FORMATS

AFFECTED BY CHANGE: **Persons Supplemental Validation Format**

EFFECTIVE DATE: **April 1, 2007**

Background

The following contains changes to the validation formats for Persons (Supplemental) Validation Formats. Additions to the validation fixed formats are indicated by highlighting, and deletions are indicated by ~~strikeout~~.

Tape Format 113. Persons (Supplemental) Validation Format

Group or Usage	Start Column	End Column	MFC Code	Field Description	Cobol Dataname	Length	Format	Comments
Common Data								
	1	2	RTYP	Record Type	FMT-PESU-RTYP	2	AN	Record Types: "42" - Person MNU "43" - Person S0C "44" - Person SMT "45" - Person CTZ "46" - Person PC0 "49" - Person CMC
	3	6	RCNT	Record Type Count	FMT-PESU-RCNT	4	N	
	7	7	STAT	Status	FMT-PESU-STAT	1	AN	
	8	8	HTY	HDB Type	FMT-PESU-HTY	1	AN	
	9	9	HSB	HDB Subtype	FMT-PESU-HSB	1	AN	
	10	18	TORI	Terminal ORI	FMT-PESU-TORI	9	AN	
	19	38	OCA	Originating Agency Case Number	FMT-PESU-OCA	20	AN	Right Justified
	39	48	NIC	NCIC Number	FMT-PESU-NIC	10	AN	
	49	58	BNIC	Base NCIC Number	FMT-PESU-BNIC	10	AN	
	59	60		Last Group Entry	FMT-PESU-LGE	2	N	
Person Supplemental Data					FMT-PESU-DATA			
	61	782		Supplemental Array (Occurs 38)	FMT-PESU-ARRAY	722	AN	
	61	61		Type	FMT-PESU-TYP	1	AN	Valid type values are 'B' - Base 'F' - Fraudulent 'S'- Supplemental
	62	64	MFC	Message Field Code	FMT-PESU-MFC	3	AN	Determines the type of supplemental data. Valid values are 'MNU' 'S0C' 'SMT' 'PC0' 'CMC' 'CTZ'.
	65	79		Value	FMT-PESU-VAL	15	AN	Values based on MFC code: MNU -Misc. Number (15) S0C -Social Security (9) SMT -Scars/Marks/ Tattoos(10) PC0 - Protection Order Condition (2) CMC -Caution Medical (10) CTZ - Citizenship (2) MNU is Right Justified
	783	800		Filler		18	AN	