October 2, 2006

National Crime Information Center (NCIC)
TECHNICAL AND OPERATIONAL UPDATE (TOU) 06-2

SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS

Section 2.1 of this TOU provides clarification on the uses of purpose codes in the Interstate Identification Index.

Section 2.2 contains edits to the LIC Field.

Section 2.3 of the TOU provides information on the retention of unidentified person records when an identification has been made but only part of the body or skeleton has been recovered.

Section 2.4 contains modification of the Missing Person File to include the AMBER Alert capability.

Section 2.5 provides information on the AMBER Alert follow-up notifications in the NCIC Missing Person File.

Section 2.6 contains a correction to the Confirmation Telephone Number Fields.

Section 2.7 includes information about the expansion of the $.U Interstate Identification Index out-of-service message.

Section 2.8 provides information on the addition of literal translations for cross-search match and no match notifications.

Section 2.9 contains information regarding NCIC entry criteria changes to allow non-serious and misdemeanor offenses.

Section 2.10 provides a change to the edits for the OOC Field.

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

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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 CLARIFICATION ON THE USES OF PURPOSE CODES FOR THE INTERSTATE IDENTIFICATION INDEX

AFFECTED BY CHANGE: **Interstate Identification Index (III)**

EFFECTIVE DATE: **Immediately**

Background

Section 2.8 of Technical and Operational Update (TOU) 00-4, November 8, 2000, provided clarification on the uses of purpose codes for the III. The top of page 2-16 of that TOU provided clarification of authorized uses of purpose code C. Concern has risen regarding "Inmates' mailing lists" and the need to clarify this as an authorized use of III in the appropriate context. Specifically, running a III inquiry on inmate mail may be too overbroad in that the prisoner might be writing a political official (e.g., a governor, parole board member, or the President), his attorney, or anyone else who may or may not have a connection with the inmate. Therefore, this TOU will serve to clarify this use as authorized in the appropriate context as well as to define the category of inmate mail.

Additions to the information provided in TOU 00-4 are indicated by highlighting, and deletions are indicated by ~~strikeout~~.

INTERSTATE IDENTIFICATION INDEX (III) FILE

SECTION 2.1 -- SYSTEM OVERVIEW

Code	Agency	Purpose
C	Criminal Justice	Used for official duties in connection with the administration of criminal justice.
J	Criminal Justice Employment	Used when the III transaction involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency maintains management control. Criminal justice employment has been separated from other criminal justice purposes due to the requirement of some state agencies participating in III. For those states that are unable

Code	Agency	Purpose
		to provide a record for a purpose code J inquiry (i.e., state statute), the FBI will provide the record on-line.
D	Domestic Violence and Stalking	Used by civil or criminal courts in domestic violence or stalking cases. ORIs ending in D (those issued to civil courts) are not allowed access to III for any other purpose.

Clarification

The term "administration of criminal justice" is defined as the performance of any of the following activities: detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. Questions have arisen concerning the use of purpose code C in situations that are not part of a criminal justice investigation but are duties of the agency where a criminal record check is necessary to accomplish the agency's mission. These examples are not all encompassing but will provide clarification of authorized uses of purpose code C.

    1.   The security of the criminal justice facility:

        1.   Vendors or contractors at the criminal justice agency who are **NOT** involved with the actual administration of criminal justice at the criminal justice agency, e.g., carpet cleaner, individuals responsible for maintaining vending machines, janitors, cooks, etc.

        2.   Volunteers at the criminal justice agency who are **NOT** involved with the actual administration of criminal justice at the criminal justice agency, e.g., participants in community ride along programs, volunteers at a confinement facility who are providing social or community services rather than rehabilitative services, etc.

        3.   Confinement facility visitors.

        4.   Inmates of a confinement facility.

5.   Inmates' mailing lists.—a prisoner's list of names and addresses of those wishing to correspond with the prisoner. (III may be used when there is reason to believe that criminal activity is occurring or has occurred.)

2.   A domestic violence investigation conducted by a law enforcement agency. (This III inquiry is in reference to agency use only. Purpose code D below provides information on court-related inquiries.)

Purpose code J is to be used for criminal justice employment. This code is used to initiate background checks of agency personnel as well as the following:

1.   Vendors or contractors at the criminal justice agency who **ARE** involved with the actual administration of criminal justice at the criminal justice agency, e.g., personnel involved with maintenance of computer systems, upgrading records system, data entry clerk, etc.

2.   Volunteers at the criminal justice agency who **ARE** involved with the actual administration of criminal justice at the criminal justice agency, e.g., volunteer dispatcher, volunteer data entry clerk, volunteers at a confinement facility who are providing inmate rehabilitation, etc.

Purpose code D is used by:

1.   Civil or criminal courts involved in domestic violence or stalking cases (civil courts are issued D ORIs).

2.   Law enforcement agencies providing a III record to a criminal or civil court for a domestic violence hearing. (This III inquiry is in reference to court use only. Purpose code C above provides information on inquiries by law enforcement agencies.)

It is imperative that the correct purpose code be used. The Privacy Act of 1974 requires the FBI to maintain an audit trail of the purpose of each disclosure of a criminal history record and the recipient of that record. Therefore, inquiries and record requests transmitted to III must include the purpose for which the information is to be used.

2.2   EDITS TO THE LICENSE PLATE NUMBER (LIC) FIELD

AFFECTED BY CHANGE: **License Plate File**
                                                       Convicted Sexual Offender
                                                         Registry File
                                                       Missing Person File
                                                       Protection Order File
                                                       Supervised Release File
                                                       Vehicle File
                                                       Violent Gang and Terrorist
                                                         Organization File
                                                       Wanted Person File

EFFECTIVE DATE: **Immediately**

Background

The CJIS Division was advised that departments of motor vehicles have issued license plate numbers UNK, UNKN, and UNKNOWN. Previously, the NCIC system edits prevented these values from being entered in the LIC Field. The edits have been modified, and to maintain data integrity, the CJIS Division is the only entity authorized to enter these values in the LIC Field of an agency's record. To get these values into the system, agencies should contact CJIS Division staff. Agencies may use UNK, UNKN, and UNKNOWN in inquiry transactions.

System Change

The LIC Field values of UNK, UNKN, and UNKNOWN will be accepted for inquiry transactions. The CJIS Division is the only agency authorized to enter these values in an NCIC record.

NCIC 2000 Operating Manual Changes

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

LICENSE PLATE FILE

SECTION 1.7 -- MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
LIC	License Plate Number	Must not contain hyphens, spaces, or symbols. UNK, UNKN, or UNKNOWN ~~cannot be used~~may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI CJIS Division staff. If the license plate number exceeds eight characters (NCIC format) or ten characters (NCIC 2000 format), only the first eight characters (NCIC format) or ten characters (NCIC 2000 format) should be entered in the LIC Field. The full plate number must be shown in the MIS Field.

Convicted Sexual Offender Registry File, SECTION 1.6
Missing Person File, SECTION 1.9
Protection Order File, SECTION 1.7
Vehicle File, SECTION 1.7
Violent Gang and Terrorist Organization File, SECTION 9.7
Wanted Person File, SECTION 1.8

MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
LIC	License Plate Number	~~Must not be t~~The characters UNK, UNKN, or UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds eight characters (NCIC format) or ten characters (NCIC 2000 format), only the first eight characters (NCIC) or ten characters (NCIC 2000) should be entered in the LIC Field. The full plate number must be shown in the MIS Field.

Supervised Release File, SECTION 1.6

MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
LIC	License Plate Number	~~Must not be the c~~Characters UNK, UNKN, or UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact FBI CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds ten characters, only the first ten characters should be entered in the LIC Field. The full plate number must be shown in the MIS Field.

2.3   RETENTION OF UNIDENTIFIED PERSON RECORDS IN THE NCIC WHEN AN IDENTIFICATION IS MADE AND ONLY PART OF THE BODY OR SKELETON WAS RECOVERED

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

EFFECTIVE DATE: **Immediately**

Background

In November 2004, NCIC users were notified via the NCIC Technical and Operational Update (TOU) 04-3, that when recovered unidentified partial remains entered into the NCIC Unidentified Person File are found to be those of an individual entered into the Missing Person File, the Missing Person File record may remain in the NCIC System if additional body parts, that could facilitate a match, are still missing. This allows the record to remain in the NCIC System for future identification in the event additional body parts are recovered. The entering agency was further instructed to list, in the Miscellaneous (MIS) Field, which body parts were recovered and used to positively identify the missing person.

This TOU serves to extend the same retention policy to records entered into the Unidentified Person File. Specifically, when unidentified remains associated with an NCIC Unidentified Person record are identified but the entire body is not recovered, the Originating Agency Identifier (ORI) may leave the record in NCIC for possible matching against a subsequent Unidentified Person File record in the event that additional body parts are found. In the MIS Field, the entering ORI should indicate that the individual has been identified. The Unidentified Person File record should be linked to all associated NCIC records using the Linkage Data (LKA and LKI) Fields.

NCIC 2000 Operating Manual **Changes**

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

MISSING PERSON FILE

SECTION 2.7 -- NCIC 2000 MESSAGE FIELD CODE EDITS FOR ENTRY

2.   LINKAGE DATA (LKA AND LKI)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments and to link missing and/or unidentified person records when an identification is made but only part of the body has been recovered. An ORI entering a record which shares the same incident of a record entered for a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields.

In the entry message, the LKI and LKA Fields immediately follow the OCA Field. The message will be rejected if the LKI/LKA Fields are the same as the ORI/OCA Fields or if the first seven characters of the LKA are the same as the first seven characters of the LKI.

UNIDENTIFIED PERSON FILE

SECTION 1.3 -- RECORD RETENTION PERIOD

Unidentified Person File records will remain on file indefinitely or until action is taken by the originating agency to clear or cancel the record.

When an unidentified person has been positively identified by partial body parts, the entering agency may maintain the NCIC record for future identification in the event additional body parts are recovered.

SECTION 2.7 -- NCIC 2000 MESSAGE FIELD CODE EDITS FOR ENTRY

2.   LINKAGE DATA (LKA AND LKI)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments and to link missing and/or unidentified person records when an identification is made but only part of the body has been recovered. An agency entering a record which does not share the ORI and OCA of records associated with the same incident can enter the ORI and OCA of the associated records by including their values in the LKI and LKA Fields.

In the entry message, the LKI and LKA Fields immediately follow the OCA Field entry. The message will be rejected if the LKI/LKA Fields are the same as the ORI/OCA Fields or if the first seven characters of the LKA are the same as the LKI.

2.4   MODIFICATION OF THE NCIC MISSING PERSON FILE TO INCLUDE THE AMBER ALERT CAPABILITY

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

EFFECTIVE DATE: **August 31, 2004**

Background

The AMBER Alert System began in 1996 as an early warning system to help find abducted children. It was created as a tribute to 9-year-old Amber Hagerman who was abducted and brutally murdered in Arlington, Texas. The early AMBER Alert System has evolved into a nationwide network of AMBER Alert Plans coordinated by the U.S. Department of Justice (DOJ).

The NCIC AMBER Alert capability was created in response to a DOJ request for a means of flagging NCIC missing person records and providing notification to the National Center for Missing and Exploited Children (NCMEC) so they may work with the respective AMBER Alert coordinator to immediately deploy resources in the most serious child abduction cases. The NCIC AMBER Alert capability consists of a Missing Person (MNP) Field code, caveat, and $.8. notification.

System Changes

Creation of the AMBER Alert (AA) code for the MNP Field.

NCIC 2000 Operating Manual **Changes**

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

INTRODUCTION

SECTION 2.5 -- INQUIRY

> 28.   ***AMBER ALERT***ISSUED FOR NIC/MXXXXXXXXX***AMBER ALERT***
>
> This message appears before a Missing Person File record response containing AA in the Missing Person (MNP) Field.

SECTION 2.9 -- ADMINISTRATIVE MESSAGES

OTHER ADMINISTRATIVE MESSAGES

$.8. Child Abduction Notification

A $.8. administrative message is sent to NCMEC and the FBI~~both the FBI's National Center for the Analysis of Violent Crime (NCAVC) and the Strategic Information Operations Center (SIOC) when the missing person record is a~~ for all missing person entry, modify, cancel, locate, and clear transactions when the Missing Person (MNP) Field contains a value of CA.

The following is an example of a $.8.Child Abduction Notification:

```
$.8.CASKU1000
CASKU1000
CHILD-ABDUCTION N0TIFICATION AT 1325 EST 19991001
1L01HEADER.MM.MD102600.NAM/D0E, JOHN J.NIC/M000069216.EYE/BR0
UPDATING 0RI IS ANY CITY PD MD

MKE/MISSING PERSON JUVENILEENDANGERED
ORI/MD1012600 NAM/D0E, JOHN J SEX/M RAC/W POB/MD D0B/19891012
DOE/20071012 HGT/310 WGT/065 EYE/BR0 HAI/BRO SKN/FAR SMT/SC R HND
SOC/123456789
MNP/CA DLC/19921201 OCA/SAMPLE
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
BLT/OPOS CRC/C FPA/N BXR/P
JWT/PK RI
JWL/GOLD RING
ORI IS ANY CITY PD MD
SMT/SC R ARM

DENTAL CHARACTERISTICS
DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE
NIC/M000069216 DTE/19981215 1245 EST
```

$.8. AMBER Alert Notification

A $.8. administrative message is sent to NCMEC and the FBI for all missing person entry, modify, cancel, locate, and clear transactions when the Missing Person (MNP) Field contains a value of AA.

The following is an example of a $.8. AMBER Alert Notification:

```
$.8.CASKU1000
AMBER-ALERT-NOTIFICATION AT 1325 EST 20051001
1L01HEADER.MM.MD1012600.NAM/D0E, JOHN J.NIC/M000069216.EYE/BRO
UPDATING 0RI IS ANY CITY PD MD

MKE/MISSING PERSON ENDANGERED
ORI/MD1012600 NAM/DOE, JOHN J SEX/M RAC/W POB/MD DOB/19891012 DOE/20071012
HGT/505 WGT/105 EYE/BRO HAI/BRO SKN/FAR SMT/SC R HND
SOC/123456789
MNP/AA DLC/19921201 OCA/SAMPLE
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
BLT/OPOS CRC/C FPA/N BXR/P
JWT/PK RI
JWL/GOLD RING
SMT/SC R ARM

DENTAL CHARACTERISTICS
DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE
NIC/M000069216 DTE/20041215 1245 EST
```

MISSING PERSON FILE

SECTION 1.9 -- MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
MNP	Missing Person	If the MKE is EMD, EMJ, or EMO, the MNP Field must be MP. If MKE is EMV, the MNP Field must be DV. If the MKE is EME or EMI, the MNP must be either MP, or CA, or AA. In an entry transaction, if MNP is CA, victim's age must be under 21 years of age - current year minus year of birth. In all subsequent updates, if MNP is CA, victim's age must be under 21 years of age - record date of entry minus year of birth. If MNP is CA or AA, then DOB must be filled with a valid Gregorian date.

SECTION 2.6 -- MESSAGE FIELD CODE EDITS FOR ENTRY

8.   MISSING PERSON (MNP)

The MNP Field is mandatory for all entries. If the MKE is EMD, EMJ, or EMO, the MNP Field must be MP (Missing Person). If the MKE is EMV, the MNP must be DV (Disaster Victim). If the MKE is EME or EMI, the MNP must be either MP, or CA (Child Abduction), or AA (Amber Alert).

If MNP is CA, the missing person's age must be less than 21 years of age. The CA is to be used in the MNP Field when there is reasonable indication or suspicion that a child has been abducted and/or is missing under circumstances suggesting foul play or a threat to life. While the CA code is discretionary, every effort should be made to use the code when the criteria are met. The use of this code will give the FBI's National Center for the Analysis of Violent Crime (NCAVC) and Strategic Information Center (SIOC), and the National Center for Missing and Exploited Children (NCMEC) notification of urgent cases and enable them to provide assistance if needed.

The MNP Field of an NCIC missing person record is entered or modified to the AA code when an AMBER Alert has been activated. Use of the AA code in NCIC does not change the procedures or protocols for activating an AMBER Alert. The AA code provides a method of alerting law enforcement to the status of the missing child and generates immediate notifications to the FBI and the NCMEC, enabling them to deploy resources, when needed, in the most serious child abduction cases.

2.5 ADDITION OF THE NCIC MISSING PERSON FILE AMBER ALERT FOLLOW-UP NOTIFICATIONS

AFFECTED BY CHANGE:
Introduction
Missing Person File

EFFECTIVE DATE:
October 20, 2005

Background

The December 2004 CJIS Advisory Policy Board approved a recommendation to generate a follow-up AMBER Alert notification as a reminder for agencies to verify the status of the AMBER Alert after a prescribed period of time. This enhancement was implemented on October 20, 2005. The NCIC System generates two separate $.K. follow-up notifications to the National Center for Missing and Exploited Children (NCMEC) for each AMBER Alert record. The first $.K. is produced 72 hours after the AMBER Alert (AA) code is entered into the Missing Person (MNP) Field of the NCIC missing person record. The second $.K. is produced 30 days after the AA code is entered into the MNP Field. The NCMEC will coordinate with the NCIC record holder and the respective AMBER coordinator to verify the status of the AMBER Alert and ensure that the NCIC record is accurate and valid.

NCIC 2000 Operating Manual **Changes**

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

INTRODUCTION

SECTION 2.9 -- ADMINISTRATIVE MESSAGES

OTHER ADMINISTRATIVE MESSAGES

$.K. Missing Information Notification

A $.K. ~~administrative message~~Missing Information Notification is sent to the ORI of record as a result of a quality control periodic automated review of the Missing and Unidentified Person Files. The review determines if information is present in the Blood Type (BLT); Dental Characteristics (DCH); Fingerprint Classifications (FPC); Jewelry Type (JWT); and Scars, Marks, Tattoos, and Other Characteristics (SMT) Fields. If an entry date of a missing person record is over 30 days old and any of the above fields are missing, an on-line $.K. message, listing the missing fields, will be sent to the originating agency via the C~~T~~SA.

The following is an example of a $.K. ~~administrative message~~Missing Information Notification:

```
$.K.
MD1012600
NCIC INCOMPLETE MISSING/UNIDENTIFIED PERSON NOTIFICATION AT 1600
EST 19990830. YOUR ENTRY NIC/M000069216, OCA/56789 HAS
INFORMATION MISSING FROM THE FOLLOWING KEY DATA
FIELDS: BLT, DCH, FPC, JWT, SMT.

IF ANY SUPPLEMENTAL INFORMATION IS AVAILABLE, THAT DATA SHOULD BE
ENTERED IMMEDIATELY. THIS WILL BE YOUR ONLY NCIC NOTIFICATION.

MKE/MISSING PERSON OTHER
ORI/MD1012600 NAM/THOMAS, TOM SEX/M RAC/W POB/TX DOB/19750606
HGT/509 WGT/153 EYE/BRO HAI/BRO SKN/FAR
SOC/123456789
DLC/19991201 OCA/56789
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
NIC/M000069216 DTE/19990101 0100 EST
```

The $.K. administrative message is also provided to NCMEC if the MIF Field contains a Y.

$.K. AMBER Alert Follow-up Notifications

The NCIC System sends a $.K. AMBER Alert Follow-up Notification to the

NCMEC 72 hours after the Missing Person (MNP) Field of an NCIC missing person record is entered or modified to the AMBER Alert (AA) code. The NCIC System sends another $.K. notification 30 days after the MNP Field of an NCIC missing person record is entered or modified to the AA code. Upon receipt of the $.K. notifications, the NCMEC will coordinate with the respective NCIC record holder and the AMBER coordinator to verify the status of the AMBER Alert and ensure that the NCIC record is accurate and valid.

The following are examples of the $.K. AMBER Alert Follow-up Notifications:

```
$.K. 72 HOUR AMBER ALERT FOLLOW-UP
VA007019W
NOTIFICATION AT 1600 EST 20051121
MNP/AA HAS BEEN IN THE FOLLOWING RECORD FOR 72 HOURS
VERIFY STATUS OF AMBER ALERT WITH ORI

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/EXAMPLE1
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

$.K. 30 DAY AMBER ALERT FOLLOW-UP
VA007019W
NOTIFICATION AT 1600 EST 20051218
MNP/AA HAS BEEN IN THE FOLLOWING RECORD FOR 30 DAYS
VERIFY STATUS OF AMBER ALERT WITH ORI

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/EXAMPLE2
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
```

MISSING PERSON FILE

SECTION 2.4 -- $.K. ADMINISTRATIVE MESSAGES

1. $.K. Missing Information Notification

An agency is required to verify and update NCIC 2000 missing person record entries with any additional information, including: Blood Type (BLT); Dental Characteristics (DCH); Fingerprint Classification (FPC); Jewelry Type (JWT); and Scars, Marks, Tattoos, and Other Characteristics (SMT) within 60 days of entry. If a record has a date of entry older than 30 days and any of the above fields are blank, a $.K. ~~administrative message~~Missing Information Notification identifying the blank fields will be transmitted. The $.K. Missing Information Notification will also include the record. An example of the $.K. Missing Information Notification ~~message~~ follows:

```
1L01HEADER
$.K.
MD1012600
NCIC INCOMPLETE MISSING/UNIDENTIFIED PERSON NOTIFICATION AT 1600
EST 19991030. YOUR ENTRY NIC/M000069216, OCA/56789 HAS
INFORMATION MISSING FROM THE FOLLOWING KEY DATA
FIELDS: DCH, FPC, SMT.

IF ANY SUPPLEMENTAL INFORMATION IS AVAILABLE, THAT DATA SHOULD BE
ENTERED IMMEDIATELY. THIS WILL BE YOUR ONLY NCIC NOTIFICATION.

MKE/MISSING PERSON JUVENILE
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19801012
DOE/20001012 HGT/510 WGT/165 EYE/GRN HAI/BRO SKN/FAR
SOC/216343737
MNP/MP DLC/19980830 OCA/56789
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
MPC/RUNAWAY
BLT/OPOS CRC/C FPA/N
BXR/PJWT/PK,RI
JWL/GOLD CROSS ON CHAIN
NIC/M000069216 DTE/19980930 1425 EDT
```

2. $.K. AMBER Alert Follow-Up Notifications

A $.K. administrative message is sent to the NCMEC 72 hours after the AMBER Alert (AA) code is entered into the Missing Person (MNP) Field of the NCIC missing person record and a second $.K. is produced 30 days after the AA code is entered into the MNP Field. Upon receipt of the $.K. notifications, the NCMEC

will coordinate with the respective NCIC record holder and the AMBER coordinator to verify the status of the AMBER Alert and ensure that the NCIC record is accurate and valid.

The following are examples of the $.K. administrative messages:

```
$.K. 72 HOUR AMBER ALERT FOLLOW-UP
VA007019W
NOTIFICATION AT 1600 EST 20051121
MNP/AA HAS BEEN IN THE FOLLOWING RECORD FOR 72 HOURS
VERIFY STATUS OF AMBER ALERT WITH ORI

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/EXAMPLE1
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


$.K. 30 DAY AMBER ALERT FOLLOW-UP
VA007019W
NOTIFICATION AT 1600 EST 20051218
MNP/AA HAS BEEN IN THE FOLLOWING RECORD FOR 30 DAYS
VERIFY STATUS OF AMBER ALERT WITH ORI

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/EXAMPLE2
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   CORRECTIONS TO THE CONFIRMATION TELEPHONE NUMBER
          FIELDS FROM TOU 05-4**

AFFECTED BY CHANGE: **Originating Agency Identifier
                                                          File**

EFFECTIVE DATE: **January 2006**

Background

In December 2004, the CJIS Advisory Policy Board approved a change to increase the
Confirmation Telephone Number (CT1, CT2, and CT3) Fields to accommodate the entry
of international telephone numbers. The CT1, CT2, and CT3 Fields increased from 12 to
21 characters in length. This NCIC System enhancement was outlined in Technical and
Operational Update (TOU) 05-4, November 21, 2005, and changes were effective in
January 2006.

The purpose of this TOU is to document corrections to TOU 05-4. The Originating
Agency Identifier (ORI) File provides users with the capability to inquire upon any ORI
to receive its translation or to obtain additional information. The NCIC System also
provides users with the capability to modify their agency's address and telephone
number. TOU 05-4 advised users that the CT1 Field was mandatory when modifying
their ORI record; however, the CT1 Field is optional in modify transactions.

NCIC 2000 Operating Manual **Changes**

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

ORIGINATING AGENCY IDENTIFIER (ORI) FILE

SECTION 3.3 -- MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
COUNTRY	OPTIONAL	CRY	1-30	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
ZIP CODE	OPTIONAL	ZIP	5-5 10-10	NUMERIC NUMERIC, SPECIAL CHARACTERS
FOREIGN POSTAL CODE	OPTIONAL	FPP	6-6	ALPHABETIC, NUMERIC
CONFIRMATION TELEPHONE NUMBER (PRIMARY)	~~MANDATORY~~ OPTIONAL	CT1	12-21	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CONFIRMATION TELEPHONE NUMBER (SECONDARY)	OPTIONAL	CT2	12-21	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CONFIRMATION TELEPHONE NUMBER (TERTIARY)	OPTIONAL	CT3	12-21	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
E-MAIL ADDRESS	OPTIONAL	EML	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS [EXCEPT PERIOD (.)]

SECTION 3.5 -- ADDITIONAL GUIDELINES FOR NCIC 2000 MODIFICATION

1.   NEW MFCS

NCIC 2000 Code Manual Count (CDC) has replaced CMC as the MFC for the Code Manual Update Field in NCIC 2000-formatted messages. CDC, rather than CMC, will be returned on all ORI responses regardless of the format used for inquiry.

The MFCs CT1, CT2, and CT3 have replaced TNO as the Telephone Number Field in NCIC 2000-formatted messages. They are the MFCs for the primary, secondary, and tertiary confirmation telephone numbers. The CT1 Field ~~is mandatory and~~ represents the main telephone number of the ORI. The CT2 and CT3 Fields ~~are optional and~~ signify alternate or facsimile telephone numbers for the ORI. To indicate a telephone extension, the complete telephone number should be used, followed by a space, the alphabetic X, and extension number. To indicate a facsimile number, the complete telephone number should be used, followed by a space and the alphabetic string FAX. International telephone numbers can be included using any combination of numerics, spaces, and hyphens. Unless blank, these MFCs, rather than TNO, will be returned on all responses regardless of the format used for inquiry.

2.7   EXPANSION OF THE $.U. INTERSTATE IDENTIFICATION INDEX OUT-OF-SERVICE MESSAGE

AFFECTED BY CHANGE: **Interstate Identification Index**

EFFECTIVE DATE: **September 3, 2006**

Background

The FBI CJIS Division's staff has determined the necessity to expand the $.U. Interstate Identification Index (III) Out-of-Service notification to include an additional line containing up to 80 free-text characters. The enhancement is needed to make the $.U. notification consistent with the other CJIS systems out-of-service notifications and to provide the users with additional information regarding the III outage. In addition, this TOU reflects changes to the *Interstate Identification Index/National Fingerprint File Operational and Technical Manual* (December 2005) and the *NCIC 2000 Operating Manual* (December 1999).

System Change

This change expands the $.U. III Out-of-Service notification to include an additional line containing up to 80 free-text characters.

Manual Changes

Additions to the CJIS systems' manuals are indicated by highlighting, and deletions are indicated by ~~strikeout~~.

III/NFF Manual

APPENDIX I

III ADMINISTRATIVE MESSAGES

III ADMINISTRATIVE MESSAGES ($.U, $.V, $.W, $.X, $.Y, $.Z)

Example of a $.U. message:

```
$.U.
NCIC III FILE OUT OF SERVICE UNTIL 1200 EST.
```

```
$.U.
```

```
****NOTICE---NOTICE****
NCIC III OUT OF SERVICE UNTIL 1200 EST.
WATCH FOR FULL SERVICE MESSAGE.
XXX-80-XXX
```

The NCIC transmits this message when the III is out of service. The sixth line of this message may contain up to 80 characters of variable data describing the reason, e.g., TODAY FOR FILE MAINTENANCE.

NCIC 2000 Operating Manual

INTERSTATE IDENTIFICATION INDEX (III)

2.7   ADMINISTRATIVE MESSAGES

1. $.U. Administrative Message

~~$.U.~~
~~NCIC III FILE OUT OF SERVICE UNTIL 1200 EDT~~.

$.U.

****NOTICE---NOTICE****
NCIC III OUT OF SERVICE UNTIL 1200 EST.
WATCH FOR FULL SERVICE MESSAGE.
XXX-80-XXX

This message is transmitted when the III is going out of service. The sixth line of this message may contain up to 80 characters of variable data describing the reason, e.g., TODAY FOR FILE MAINTENANCE.

2.8   ADDITION OF LITERAL TRANSLATIONS FOR CROSS-SEARCH MATCH ($.M.) AND CROSS-SEARCH NO MATCH ($.N.) NOTIFICATIONS

AFFECTED BY CHANGE: **Introduction**

EFFECTIVE DATE: **April 1, 2007**

Background

In December 2002, the CJIS Advisory Policy Board approved a motion to expand the administrative message format to use any special character and include a literal translation for new administrative messages. In an effort to make the existing Unidentified/Missing Person and Wanted/Unidentified Person Match and No Match Notifications ($.M. and $.N.) more readily discernable for NCIC users, CJIS Division staff are adding a literal translation to the message format.

In addition, this TOU corrects inaccuracies in the *NCIC 2000 Operating Manual* (December 1999) for the $.M. Cross-Search Match and $.N. Cross-Search No Match Messages.

SYSTEM CHANGES

A literal translation is being added to the $.M. Cross-Search Match and $.N. Cross-Search No Match Messages.

NCIC 2000 Operating Manual Changes

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

INTRODUCTION

SECTION 2.9 -- ADMINISTRATIVE MESSAGES

OTHER ADMINISTRATIVE MESSAGES

$.M. Wanted/Unidentified Person Dental Match Notification

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

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

$.M.L01HEADER
WV1012600

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

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

MKE/WANTED PERSON
ORI/WV0000002 NAM/SMITH, JOHN P SEX/M RAC/B POB/NY DOB/19501224 HGT/600
WGT/200 EYE/BRO HAI/BLK
OFF/EXTORT - THREAT INJURE PERSON
DOW/20001210 OCA/987654321
ORI IS ANY CITY PD WV 304 555 5555

DENTAL CHARACTERISTICS
DXR/Y MPA/N DRE/VICTIM HAS NUMEROUS CARIES

01X   32X
02V   31V
03V   30V
04V   29V
05V   28V
06V   27V
07V   26V
08V   25MODFL
09V   24V
10V   23V
11V   22V
12V   21V
13V   20V

~~14V   19V~~
~~15V   18MO~~
~~16X   17X~~

~~NIC/W654987321 DTE/20001212 1400 EST~~
~~IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI~~

~~MKE/WANTED PERSON~~
~~ORI/OH9999992 NAM/SMITH, JACK S SEX/M RAC/B DOB/19450102 HGT/509~~
~~WGT/190 EYE/BRO HAI/BLK~~
~~OFF/ARSON - BUSINESS - ENDANGERED LIFE~~
~~DOW/20010412 OCA/123456789~~
~~ORI IS ANY CITY PD OH 614 111-1111~~

~~DENTAL CHARACTERISTICS~~
~~DXR/Y MPA/N DRE/VICTIM HAS NUMEROUS CARIES~~

~~01X   32X~~
~~02V   31V~~
~~03V   30V~~
~~04V   29V~~
~~05V   28V~~
~~06V   27V~~
~~07V   26V~~
~~08V   25MODFL~~
~~09V   24V~~
~~10V   23V~~
~~11V   22V~~
~~12V   21V~~
~~13V   20V~~
~~14V   19V~~
~~15V   18MO~~
~~16X   17X~~

~~NIC/W147258369 DTE/20010413 1300 EST~~
~~IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI~~

~~   SEX/ EYB/~~
~~NIC   ST RAC YOB DBF/DOW HGT WGT EYE HAI MATCH DATA M P N~~

~~W111111111 MD M/B 1948 19900107 600 190 BRO BLK   30 2 0~~
~~W222222222 VA M/B 1950 20000430 601 200 BRO BLK   29 0 3~~
~~W333333333 IL M/B 1946 20010214 509 205 BRO BLK   29 0 3~~

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

```
$.M.UNIDENTIFIED/WANTED COMPARE RESULTS
WV1012600

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

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

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

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

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

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

```
ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.
```

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

$.M. Unidentified/Missing Person ~~Dental~~ Match Notification

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

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

```
$.M.L01
WV1012600
```

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

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

MKE/MISSING PERSON DISABILITY
ORI/DCFBIWA00 NAM/ROBERTS, RUPERT P SEX/M RAC/W DOB/19400101
HGT/511 WGT/145 EYE/BRO HAI/BRO
MNP/MP DLC/19800105 OCA/123
MIS/LSW GRN SLACKS, WHI PULLOVER, BLK WINGTIPS SIZE 10D,
MIS/CORNROWS, RIGHT HANDED
BLT/APOS CRC/U FPA/N BXR/F
ORI IS FBI HEADQUARTERS WASHINGTON DC 202 555 1234

DENTAL CHARACTERISTICS
DXR/Y MPA/N DRE/PERSON HAS NUMEROUS CARIES

01X	32X
02MO	31M
03V	30V
04O	29V
05V	28V
06V	27V
07V	26X
08F	25V
09V	24V
10V	23V
11V	22V
12V	21V
13V	20V
14V	19V
15V	18V
16X	17V

NIC/M107649846 DTE/19800111 1300 EDT
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

MKE/MISSING PERSON INVOLUNTARY
ORI/MD1012699 NAM/JONES, THOMAS T SEX/M RAC/W DOB/19400606
HGT/509 WGT/153 EYE/BRO HAI/BRO
MNP/MP DLC/19800529 OCA/CSD567
MIS/LAST SEEN WEARING BLUE JEANS AND WHITE PULLOVER SHIRT
ORI IS ANY CITY PD MD 301 555-1212

DENTAL CHARACTERISTICS
DXR/Y MPA/N DRE/PERSON HAS NUMEROUS CARIES

```
01X                32X
02MO               31M
03V                30V
04O                29V
05V                28V
06V                27V
07V                26X
08DF               25V
09V                24V
10V                23V
11V                22V
12V                21V
13V                20V
14V                19V
15V                18V
16X                17V


NIC/M107650007 DTE/19800605 1200 EDT
IMMED CONFIRM MISSING PERSON STATUS WITH ORI


             SEX/ EYB/
NIC          ST RAC  YOB   DBF/DLC   HGT WGT EYE HAI MATCH DATA    M  P  N

M555555555  WV M/W  1940 19790102  600 190 BRO BRO              30  1  1
M666666666  OH M/B  1942 19800214  601 200 BRO BLK              30  2  0
M777777777  PA M/W  1941 19780304  509 205 BLU BRO              30  2  0


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

$.M.UNIDENTIFIED/MISSING COMPARE RESULTS
WV1012600

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

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

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

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

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

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

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

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

```
ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.
```

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

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

~~$.M. Unidentified/Missing Person Physical Characteristics Match Notification~~

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

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

```
$.M.L01
WV1012600
```

YOUR RECORD WITH NIC/U191156321 OCA/543AB1 IS A POSSIBLE MATCH
WITH THE FOLLOWING RECORD(S).

THIS SEARCH WAS INITIATED BY THE ENTRY/UPDATE OF DENTAL DATA FOR
NIC/U191156321.

MKE/MISSING PERSON DISABILITY
ORI/DCFBIWA00 NAM/HANES, STEVEN R SEX/M RAC/W DOB/19400101
HGT/511 WGT/145 EYE/BRO HAI/BRO
MNP/MP DLC/19800105 OCA/453321
MIS/LSW BLK COAT, WHI PANTS, BLK WINGTIPS SIZE 10D,
MIS/MUSTACHE, RIGHT HANDED
BLT/APOS CRC/U FPA/N BXR/F
ORI IS FBI HEADQUARTERS WASHINGTON DC 202 555 1234

DENTAL CHARACTERISTICS
DXR/Y MPA/N DRE/PERSON HAS NUMEROUS CARIES

01X	32X
02MO	31M
03V	30V
04O	29V
05V	28V
06V	27V
07V	26X
08F	25V
09V	24V
10V	23V
11V	22V
12V	21V
13V	20V
14V	19V
15V	18V
16X	17V

NIC/M235271236 DTE/19800111 1300 EDT
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

MKE/MISSING PERSON INVOLUNTARY
ORI/MD1012699 NAM/JAMES, TONY W SEX/M RAC/W DOB/19400610
HGT/510 WGT/157 EYE/BRO HAI/BRO
MNP/MP DLC/19800529 OCA/CSD567
MIS/LAST SEEN WEARING NAVY SLACKS AND WHITE SHIRT
ORI IS ANY CITY PD MD 301 555-1212

DENTAL CHARACTERISTICS
DXR/Y MPA/N DRE/PERSON HAS NUMEROUS CARIES

01X	32X
02MO	31M

~~03V~~   ~~30V~~
~~04O~~   ~~29V~~
~~05V~~   ~~28V~~
~~06V~~   ~~27V~~
~~07V~~   ~~26X~~
~~08DF~~   ~~25V~~
~~09V~~   ~~24V~~
~~10V~~   ~~23V~~
~~11V~~   ~~22V~~
~~12V~~   ~~21V~~
~~13V~~   ~~20V~~
~~14V~~   ~~19V~~
~~15V~~   ~~18V~~
~~16X~~   ~~17V~~

~~NIC/M234981255 DTE/19800605 1200 EDT~~
~~IMMED CONFIRM MISSING PERSON STATUS WITH ORI~~

~~   SEX/ EYB/~~
~~NIC   ST RAC YOB DBF/DLC   HGT WGT EYE HAI MATCH DATA   M P N~~

~~M410410410 WV M/W 1940 19790102 600 190 BRO BRO FPC/EYE/SMT~~
~~M510510510 OH M/B 1942 19800214 601 200 BRO BLK EYE~~
~~M912912912 PA M/W 1941 19780304 509 205 BLU BRO WGT~~

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

~~Note:~~ ~~The above example depicts only five possible matches; however, there may be in excess of 100 possible matches. In situations when more than 100 possible matches are found, the following will be appended to the $.M. message:~~

~~ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.~~

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

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

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

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

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

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

$.N. Unidentified/Missing Person No Match Notification

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

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

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

2.9   ADDITIONAL INFORMATION REGARDING NCIC ENTRY CRITERIA CHANGES TO ALLOW NONSERIOUS AND MISDEMEANOR OFFENSES

AFFECTED BY CHANGE: **Introduction**
                                                Wanted Person

EFFECTIVE DATE: **September 3, 2006**

Background

In December 2003, the CJIS Advisory Policy Board (APB) approved expanding the entry criteria for the NCIC Wanted Person File to allow for nonserious misdemeanor offenses, regardless of the extradition and the seriousness of the offense. This NCIC System enhancement was outlined in Technical and Operational Update (TOU) 05-3, October 17, 2005.

During spring 2006, the NCIC Subcommittee recommended that "felony" be eliminated from the EXL Field translation for codes 1 through 5. As data remediation will not be conducted for existing **serious** misdemeanors, these records will continue to exist in NCIC with EXL Field codes 1 through 5. In addition, it was suggested that "misdemeanor" be eliminated from the EXL Field translation for codes A through E. It was determined that delineating between "felony" and "misdemeanor" is inappropriate in the translation until all users have programmed for the EXL Field and all available codes. During a teleconference on May 10, 2006, the APB Executive Committee concurred with this recommendation.

This TOU documents these adjustments and additional manual changes. However, the CJIS Security Agencies (CSAs) may opt out of receiving Wanted Person File inquiry caveats in positive and negative responses. Once programming is complete and users become familiar with the search capabilities and limitations of each inquiry Message Key (i.e., QW, QWA, QWE, QWF, QWS), CSAs may determine that the caveats are no longer necessary. CSAs electing to opt out of receiving such caveats may forward a request via e-mail to citupds@leo.gov.

As a reminder, CSAs must coordinate with their respective CJIS Division Criminal Information and Transition Unit Regional Representative prior to submitting large data loads of Wanted Person File records into NCIC. This coordination will prevent system capacity issues and ensure that system stability is maintained. The submission of bulk Wanted Person File entries will create large validation loads as these records are due for validation on the anniversary of their entry.

NCIC 2000 Operating Manual **Changes**

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

INTRODUCTION

SECTION 2.5   INQUIRY

6.   Positive Response to an On-line Inquiry

29.

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

This message appears in response to a Wanted Person File Inquiry (QW) transaction.

```
***MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.
```

This message appears in response to a Wanted Person File Inquiry - All (QWA) transaction.

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

This message appears in response to a Wanted Person File Inquiry - Extraditable (QWE) transaction.

```
***MESSAGE KEY QWF SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.
```

This message appears in response to a Wanted Person File Inquiry - Felony (QWF) transaction.

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

This message appears in response to a Wanted Person File Inquiry - State (QWS) transaction.

2.9 ADMINISTRATIVE MESSAGES

OTHER ADMINISTRATIVE MESSAGES

$.C. Request for Validation Notification

The request for Validation Notification, $.C. administrative message, is generated for each record to be validated. The $.C. messages are sent to the CSAs to be distributed to the individual ORIs. The $.C. notification varies from a positive response in the following manner:

1. All caveats and the ORI translation are excluded.
2. The Notify Originating Agency (NOA) Field is included.
3. For Wanted Person File records, the Extradition Limitation (EXL) Field translation is followed by a space, the Message Field Code, a slash (/), and the code value.

Note: CSAs can choose to receive the records to be validated in a fixed format instead of the $.C. notification format.

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

```
$.C.
MD1012600
NCIC VALIDATION REQUEST (19990125). YOU MUST VERIFY THE
COMPLETENESS, ACCURACY, VALIDITY, AND WILLINGNESS TO
EXTRADITE IF APPLICABLE, AND REAUTHORIZE RETENTION OF THE
BELOW RECORD WITHIN 30 DAYS.

MKE/STOLEN VEHICLE
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC
VIN/9876543217860 VYR/1971 VMA/PONT VMO/BON VST/SW VCO/RED
OAN/12345678 DOT/19990803 OCA/56789
NIC/V123456789 DTE/19990805 2000 EDT
```

ORI record validation: The following format is used when the user is requested to validate an ORI record:

```
$.C.

NCIC VALIDATION REQUEST (19990125). YOU MUST VERIFY THE
COMPLETENESS, ACCURACY, VALIDITY OF YOUR ORI RECORD.

ORI/FL0130000 ATR/ORI IS ANY CITY PD FL
COU/DADE TYP/1 CT1/407 555-1212
CT2/407 555-1313 CT3/407 555-1414
AN1/METRO-DADE PD AN2/SECOND ADDRESS
SNU/1320
SNA/N W 14TH STREET CTY/MIAMI ST/FL
ZIP/99999
NLC/0001 TUC/0001 OMC/0085 CDC/0085 DTE/19990510 1200 EDT
DLU/19980510
```

WANTED PERSON FILE

SECTION 1.1 -- CRITERIA FOR ENTRY

    5.   EXTRADITION

          1.   Before entering a record of a wanted person in NCIC, the entering agency must attempt to determine, to the maximum extent possible, if extradition will be authorized when the individual is located in another state. For NCIC purposes, extradition is the surrender **by one state to another** of an individual charged with or convicted of an offense outside its own territory and within the territorial jurisdiction of the other. Agencies entering warrants that do not meet the NCIC definition of extradition (e.g., intrastate only) must code the EXL Field as 4 (~~FELONY~~ NO EXTRADITION) for felony warrants or D (~~MISDEMEANOR~~ NO EXTRADITION) for misdemeanor warrants. Additional details regarding intrastate limitations may be placed in the MIS Field.

SECTION 1.8 -- MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
EXL	Extradition Limitation	Must be a valid NCIC-assigned code as listed in the Personal Descriptors Chapter of the *NCIC 2000 Code Manual* (December 2000). If this field is left blank, it will default to l (~~FELONY~~ FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD).

SECTION 2.5 -- ADDITIONAL GUIDELINES FOR ENTRY

    10.   If the NCIC 2000-formatted entry does not contain data in the EXL Field, the field will default to code 1 (~~FELONY~~ FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD).

SECTION 2.7 -- MESSAGE FIELD CODE EDITS FOR ENTRY

4.   MISCELLANEOUS (MIS) DATA

6.   For NCIC 2000-formatted records with a code of 2 (FELONY - LIMITED EXTRADITION) or B (MISDEMEANOR - LIMITED EXTRADITION) in the EXL Field, the MIS Field must contain details regarding the extradition authorized; with the code of 5 (FELONY - PENDING EXTRADITION) or E (MISDEMEANOR - PENDING EXTRADITION) in the EXL Field, the MIS Field must contain the location from where the extradition is pending.

SECTION 3.5 -- ADDITIONAL GUIDELINES FOR MODIFICATION

4. For NCIC 2000-formatted records, in instances where an ORI will not honor the extradition of an individual, the ORI must initiate a modify message to include the extradition limitations by using the appropriate code 2 (FELONY - LIMITED EXTRADITION) or B (MISDEMEANOR - LIMITED EXTRADITION) in the EXL Field and any additional information in the MIS Field of the record, such as, WILL NOT EXTR FROM OHIO.

5. If an entering agency subsequently learns that the person is using one of the S/F identifiers with one of his "true" identifiers, the record must be modified to add the S/F identifier to the appropriate "true" identifier field.

6. For NCIC 2000-formatted records, when the subject of the record has been located and extradition is pending, the entering agency may modify the record to include code 5 (FELONY - PENDING EXTRADITION) or E (MISDEMEANOR PENDING EXTRADITION) in the EXL Field and indicate the location from which extradition is pending in the MIS Field.

SECTION 5.1 -- EXAMPLES OF INQUIRIES WITH NEGATIVE AND POSITIVE RESPONSES

Examples:

1. Wanted Person File Inquiry (QW/ZW)

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

Negative QW/ZW Response:

```
1L01HEADER
WA1230000
NO NCIC WANT DOB/19511012 NAM/SMITH, JOHN J SEX/M RAC/W
NO RECORD VIN/ABC123DEF45678901
***VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM THE
INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED
WITHOUT LIMITATIONS.
```

Positive QW Response (with supplemental record):

```
1L01HEADER
WA1230000

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

2. Wanted Person File Inquiry - All (QWA)

```
1N01HEADER.QWA.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19521012.
```

Negative QWA Response:

```
1L01HEADER
WA1230000

NO NCIC WANT DOB/19521012 NAM/SMITH, JOHN J SEX/M RAC/W
***MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.
```

Positive QWA Response:

```
1L01HEADER
WA1230000

***MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.
MKE/WANTED PERSON
FELONY - LIMITED EXTRADITION SEE MIS FIELD
ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W POB/TX DOB/19521012
HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK SMT/SC R HND
MNU/AS-123456789 SOC/123456789
OFF/RAPE - GUN
DOW/19981218 OCA/465978124
MIS/EXTR EAST OF MISSISSIPPI ONLY
ORI IS ANY CITY PD MD 301 555-1212
NIC/W146203714 DTE/19990114 1400 EST
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
```

3.   Wanted Person File Inquiry - Extraditable (QWE)

```
1N01HEADER.QWE.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19531012.
```

Negative QWE Response:

```
1L01HEADER
WA1230000

NO NCIC WANT DOB/19531012 NAM/SMITH, JOHN J SEX/M RAC/W
***MESSAGE KEY QWE SEARCHES WANTED PERSON FILE FELONY AND MISDEMEANOR
RECORDS INDICATING POSSIBLE EXTRADITION FROM THE INQUIRING AGENCY'S
LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.
```

Positive QWE Response:

```
1L01HEADER
WA1230000

***MESSAGE KEY QWE SEARCHES WANTED PERSON FILE FELONY AND MISDEMEANOR
RECORDS INDICATING POSSIBLE EXTRADITION FROM THE INQUIRING AGENCY'S
LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.
MKE/WANTED PERSON
FELONY -- LIMITED EXTRADITION SEE MIS FIELD
ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W POB/TX DOB/19531012
HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK SMT/SC R HND
MNU/AS-123456789 SOC/123456789
OFF/MARIJUANA - SELL
DOW/19981201 OCA/123987654
MIS/EXTR EAST OF MISSISSIPPI ONLY
NIC/W146482134 DTE/19990617
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
```

4.   Wanted Person File Inquiry - Felony (QWF)

```
1N01HEADER.QWF.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19501012.
```

Negative QWF Response:

```
1L01HEADER
WA1230000

NO NCIC WANT DOB/19501012 NAM/SMITH, JOHN J SEX/M RAC/W
***MESSAGE KEY QWF SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.
```

Positive QWF Response:

```
1L01HEADER
WA1230000

***MESSAGE KEY QWF SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.
MKE/WANTED PERSON
FELONY - LIMITED EXTRADITION SEE MIS FIELD
ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W POB/TX DOB/19501012
HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK SMT/SC R HND
MNU/AS-123456789 SOC/123456789
OFF/HIT AND RUN
DOW/19981201 OCA/127658132
MIS/EXTR EAST OF MISSISSIPPI ONLY
ORI IS ANY CITY PD MD 301 555-1212
NIC/W148761321 DTE/19990705 1400 EST
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
```

5.   Wanted Person File Inquiry - State (QWS)

```
1N01HEADER.QWS.MD1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19511210.
```

Negative QWS Response:

```
1L01HEADER
MD1230000

NO NCIC WANT DOB/19511210 NAM/SMITH, JOHN J SEX/M RAC/W
***MESSAGE KEY QWS SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION, ALL MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM
THE INQUIRING AGENCY'S LOCATION, AND ALL INTRASTATE MISDEMEANOR RECORDS.
ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.
```

Positive QWS Response:

```
1L01HEADER
MD1230000


***MESSAGE KEY QWS SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION, ALL MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM
THE INQUIRING AGENCY'S LOCATION, AND ALL INTRASTATE MISDEMEANOR RECORDS.
ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.
MKE/WANTED PERSON
MISDEMEANOR - NO EXTRADITION
ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W POB/TX DOB/19511210
HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK SMT/SC R HND
MNU/AS-123456789 SOC/123456789
OFF/SIMPLE ASSLT
DOW/19981201 OCA/234291315
MIS/INTRASTATE EXTRADITION ONLY
ORI IS ANY CITY PD MD 301 555-1212
NIC/W194657812 DTE/19990917 1400 EST
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
```

SECTION 6.1 -- WHEN TO USE A LOCATE MESSAGE

6.   When extradition is pending, the entering agency may request that the
       locating agency not place a locate message when the entering agency
       intends to modify the Wanted Person record to indicate Pending
       Extradition. An NCIC 2000-formatted Wanted Person record containing a
       code of 5 (~~FELONY - PENDING EXTRADITION~~) or E
       (~~MISDEMEANOR -~~ PENDING EXTRADITION) in the EXL Field
       should not have a locate placed against it.

SECTION 7.6 -- CLEAR PROCEDURES IF WANTED PERSON
APPREHENDED BY AN AGENCY OTHER THAN ORI

4.   When the NCIC 2000-formatted Wanted Person record contains code 5
       (~~FELONY - PENDING EXTRADITION~~) or E (~~MISDEMEANOR -~~
       PENDING EXTRADITION) in the EXL Field, the Wanted Person record
       should be cleared by the entering agency once the subject has been
       extradited.

2.10 CHANGE TO EDITS FOR THE ORIGINAL OFFENSE CODE (OOC) FIELD

AFFECTED BY CHANGE: **Wanted Person File**

EFFECTIVE DATE: **April 1, 2007**

Background

The Original Offense Code (OOC) Field was implemented as part of NCIC 2000. As documented in endnote c on page 8 of the Uniform Offense Codes of the *NCIC 2000 Code Manual* (December 2000), "Information regarding the original offense MUST be entered in the OOC Field." For example, when agencies enter an ancillary code (i.e., 5015–Failure To Appear) in the Offense (OFF) Field, they **must** also enter into the OOC Field the original offense. However, system edits did not exist to enforce this requirement. The system edits are being modified to ensure that the OOC Field is used in accordance with its intended purpose.

System Changes

The NCIC System change will provide edits to enforce requirements that the OOC Field contain an appropriate code when using the OFF codes listed below.

NCIC 2000 Operating Manual **Changes**

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

WANTED PERSON FILE

INTRODUCTION

SECTION 1.8 -- MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
OOC	Original Offense Code	Must be a valid code from Uniform Offense Codes, *NCIC 2000 Code Manual*. Entry of OOC is required (and permitted only) when OFF is 4901, 4999, 5001, 5002, 5011, 5012, 5013, 5014, 5015, 8100, 8101, or 8102. The OOC Field cannot equal 4901, 4999, 5001, 5002, 5011, 5012, 5013, 5014, 5015, 8100, 8101, or 8102. If OOC is 8100, 8101, or 8102, MKE should be EWJ or EWJC. If OOC is 8002, then the FBI Field should contain data.

SECTION 3 -- *NCIC 2000 CODE MANUAL* UPDATES

PERSONAL DESCRIPTORS

Section 32 -- EXTRADITION LIMITATION (EXL) FIELD CODES
          Effective Date: September 3, 2006

~~Modification:~~
[Section 32.1 Felony Warrants]

Code   Description

1   ~~FELONY~~—FULL EXTRADITION UNLESS OTHERWISE
                                NOTED IN THE MIS FIELD (default value)
2   ~~FELONY~~—LIMITED EXTRADITION SEE MIS FIELD
                                (requires data in the MIS Field)
3   ~~FELONY~~—EXTRADITION - SURROUNDING STATES
                                ONLY
4   ~~FELONY~~—NO EXTRADITION
5   ~~FELONY~~—PENDING EXTRADITION SEE MIS FIELD
                                (requires data in the MIS Field)

~~Addition:~~
[Section 32.2 Misdemeanor Warrants]

Code   Description

A   ~~MISDEMEANOR~~—FULL EXTRADITION
B   ~~MISDEMEANOR~~—LIMITED EXTRADITION SEE MIS
                                FIELD (requires data in the MIS Field)
C   ~~MISDEMEANOR~~—EXTRADITION - SURROUNDING
                                STATES ONLY
D   ~~MISDEMEANOR~~—NO EXTRADITION
E   ~~MISDEMEANOR~~—PENDING EXTRADITION SEE MIS
                                FIELD (requires data in the MIS Field)

ARTICLE DATA CODES

The following should be added to:

Section 1.2   TYP FIELD CODES ALPHABETICALLY BY ARTICLE NAME
         Effective Date: Immediately

Article Name	Code
Router (wireless/computer)	DROUTER

Section 1.3   TYP FIELD CODES ALPHABETICALLY BY CATEGORY THEN
         SORTED BY ARTICLE NAME
         Effective Date: Immediately

Article Name	Code

-DATA PROCESSING EQUIPMENT-

Router (wireless/computer)	DROUTER

Section 1.4   TYP FIELD CODES ALPHABETICALLY BY CODE
         Effective Date: Immediately

Code	Article Name
DROUTER	Router (wireless/computer)

BOAT DATA CODES

Section 4.2   BMA AND BRA FIELD CODES
         Effective Date: Immediately

Make	Code
Legend Craft, Inc.	LGK

Section 4.3   BMA AND BRA FIELD CODES ALPHABETICALLY BY CODE
                 Effective Date: Immediately

Code   **Manufacturer**

LGK   Legend Craft, Inc.

GUN DATA CODES

The following should be added to:

Section 1.5   MAK FIELD CODES ALPHABETICALLY BY MANUFACTURER
                 Effective Date: Immediately

Make, Brand, Model, or Trademark	Country	Code	Reference
Brown Precision, Inc.	US	BNP	Los Molinos, CA
Coastal Gun	US	CSG	Kingsland, CA
Coharie Arms	US	CEM	Mesa, AZ
Cylinder & Slide, Inc.	US	CYS	Freemont, NB
FNH USA, LLC	US	FNH	Fredericksburg, VA
Jeff's Shooters Supply	US	JSS	Birmingham, AL
Krebs Custom, Inc.	US	KRB	Wauconda, IL
Lewis Machine & Tool Co.	US	LWT	Milan, IL
Montana Rifle Co.	US	MTR	Kalispell, MT
Pedro Arrizabalago	SP	PAZ	Spain
Ramshorn Gun Manufactury, Inc.	US	RMH	Burghill, OH
San Juan Enterprises	US	SJE	Wheatridge, CO

Make, Brand, Model, or Trademark	Country	Code	Reference
Silver Seitz	US	SVS	Parkton, MD
Skyy Ind., LLC	US	SKY	South Daytona, FL
Small Arms Limited, Long Branch	CD	SLB	Long Branch, Canada
Superior Arms, Inc.	US	SUR	Wapello, IA
ZVI (Zbrojovka Vsetin-Indet)	CK	ZVI	Czechoslovakia

**Section 1.6   MAK FIELD CODES ALPHABETICALLY BY CODE
                 Effective Date: Immediately**

Code	Make, Brand, Model, or Trademark
BNP	Brown Precision, Inc.
CEM	Coharie Arms
CSG	Coastal Gun
CYS	Cylinder & Slide, Inc.
FNH	FNH USA, LLC
JSS	Jeff's Shooters Supply
KRB	Krebs Custom, Inc.
LWT	Lewis Machine & Tool Co.
MTR	Montana Rifle Co.
PAZ	Pedro Arrizabalago
RMH	Ramshorn Gun Manufactury, Inc.

Code	Make, Brand, Model, or Trademark
SJE	San Juan Enterprises
SKY	Skyy Ind., LLC
SLB	Small Arms Limited, Long Branch
SUR	Superior Arms, Inc.
SVS	Silver Seitz
ZVI	ZVI (Zbrojovka Vsetin-Indet)

VEHICLE DATA CODES

Correction(s) to TOU 05-2

The following is a correction to TOU 05-2, page 3-10, Section 2.2 VMA, BRA, VMO, AND VST FIELD CODES FOR AUTOMOBILES, LIGHT-DUTY VANS, LIGHT-DUTY TRUCKS, AND PARTS. The correction is to the **VMA only**; there are no changes to the remaining fields. The correction should read as follows:

MAKE	VMA	VMO	VST
Saab	SAA		

Correction(s) to TOU 05-4

The following is a correction to TOU 05-4, page 3-4, Section 2.2 VMA, BRA, VMO, AND VST FIELD CODES FOR AUTOMOBILES, LIGHT-DUTY VANS, LIGHT-DUTY TRUCKS, AND PARTS. The correction is to the **VMA only**; there are no changes to the remaining fields, the correction should read as follows:

MAKE	VMA	VMO	VST
Electric Vehicles Northwest, Inc.	EVNI		

The following should be added to:

Section 2.2   VMA, BRA, VMO, AND VST FIELD CODES FOR AUTOMOBILES, LIGHT-DUTY VANS, LIGHT-DUTY TRUCKS, AND PARTS
Effective Date: Immediately

MAKE	VMA	VMO	VST
Acura	ACUR		
CSX		CSX	4D

Make	VMA	VMO	VST
American Custom Electric Cars and Golf Carts (NEV) Neighborhood Electric Vehicles	ACGC		
Armet Armored Vehicles	AAVH		
BMW	BMW		
325Xi		325	SD/SW
330Xi		330	SD
525i		525	SD
550i		550	4D
650Ci		650	2D
650i		650	2D
750i		750	4D
750L		750	4D
760i		760	4D
Buick	BUIC		
Enclave		ENC	LL
Chrysler	CHRY		
Aspen		ASP	LL
PT Cabrio		CBO	LL
Cross Lander	CLND		
244X		244	LL
Dodge	DODG		
Caliber		CAL	SD
Nitro		NIT	LL
Dynasty Electric Car Corp.	DYEC		
Hyundai	HYUN		
Entourage		ENT	VN

Make	VMO	VMA	VST
International Harvester	INTL		
Scout		SCT	LL
Travelall		TVL	LL
Jeep	JEEP		
Compass		CMP	LL
Patriot		PAT	LL
Lexus	LEXS		
GS450h		G45	4D
IS250		250	4D
IS350		350	4D
RX350		R35	SD
Mazda	MAZD		
CX7		CX7	SW
Mercedes Benz	MERZ		
C350		C35	SD
CLK350		CL3	SD
R350 (Sport Wagon)		R35	SW
Nissan	NISS		
Versa		VRS	4D
Pontiac	PONT		
G4		G4	2D
G5		G5	2D
Renaissance Motors	RNMT		2D
Saturn	STRN		
Aura, XE, XR		AUR	4D
Outlook		OUT	LL
SMART	SMRT		

Make	VMO	VMA	VST
Speedster Motorcars	SPMC		
Spyker Motorcars	SPYK		
C8 Laviolette		C8	2D
C8 Spyder		C8	2D
Star Electric Cars	SECI		
Subaru	SUBA		
Outback		OUT	SD/SW
Suzuki	SUZI		
SX4		SX4	LL
TLC Carrossiers	TLCC		
Talbo		TAL	2D
Talbo Lago		TAL	2D
Total Performance, Inc.	TOTL		
Toyota	TOYT		
Yaris		YAR	2D
Volkswagon	VOLK		
Pointer		PNT	4D
Western (NEV) Neighborhood Electric Vehicles	WSTN		

Section 2.3   **VMA AND BRA FIELD CODES FOR CONSTRUCTION EQUIPMENT AND CONSTRUCTION EQUIPMENT PARTS**
Effective Date: Immediately

Make	Code	References
Hairgrove Construction Equipment	HGRV	
HRI (Heartland Rig)	HRIG	
Stewart & Stevenson	STST	

Section 2.4   **VMA AND BRA FIELD CODES FOR FARM AND GARDEN EQUIPMENT AND FARM EQUIPMENT PARTS**
Effective Date: Immediately

Make	Code	References
Zetor/Zetor North America	ZETR	Farm Machinery and Parts

Section 2.5   **VMA AND BRA FIELD CODES FOR MOTORCYCLES AND MOTORCYCLE PARTS**
Effective Date: Immediately

Make	VMA
Baron Motorcycle Co.	BAMC
Big Inch Bikes	BIBK
Bimota Motorcycles	BIMT
Chunfeng Holding Group Co., Ltd.	CFHG
DNEPR (AKA - Kiev Motorzykly Zavod)	DNPR
Echelon Motorcycles	ECHE

Make	VMA
E-Max/GGC-Global Generation Cult GMBH	EMAX
EPI Erwin Precision Inc. & EPI Custom Cycles	EPCC
Genuine Scooter Co.	GENU
Jialing Ind., Co., Ltd. Group	JIAL
JI-EE Ind., Co., Ltd.	JIEE
JZ Riders Custom Motorcycles	JZRC
Kiev Motorzykly Zavod (DNEPR)	DNPR
Kinroad Xintian Motorcycle Mfg. Co., Ltd.	KNXM
KTMMEX Motorcycle Mfg.	KTMX
Laconia Custom Cycles	LACC
Loncin Group Import & Export Co., Ltd.	LCIN
New Era Trans Co.	NERA
Omni Motorsports, Inc.	OMNI
Popcycle Motors, LLC	POPC
Proper Chopper Motorcycles	PROP
Roketa Powersports	RKTA
Rucker Performance Motorcycle Co.	RUCK
Schwinn Motor Scooters	SHWI

Make	VMA
Shanghai Jialing Vehicle Business Co., Ltd.	SHAN
S M Moon	SMMO
Sun L Group, Inc.	SNLG
Taylor Made Choppers	TYLM
Thunderbikes, Inc.	THND
Xkeleton Motorcycles, LLC	XKEL
Zhejiang Leike Machinery Co., Ltd.	ZLMI
Zhejiang Lingyun Motorcycle Co., Ltd.	ZLMC
Zhejiang Xingfu Motorcycle Machine Co., Ltd.	ZHEJ

Section 2.7   **VMA AND BRA FIELD CODES FOR TRAILERS AND TRAILER PARTS**
Effective Date: Immediately

Make	Code	References
All A Cart Mfg., Inc.	ALAC	Columbus, OH
Allied Tank	ALTK	Vacuum & Petroleum Delivery Tank Trucks & Parts
All South Equipment Corp.	ASEC	Bluffton, SC
B & W Custom Trailers, Inc.	BWCT	Fort Worth, TX
Bee Trailers, Inc.	BEEI	Climax, GA

Make	Code	References
Bigfoot Ind., Inc.	BIGF	British Columbia, Canada
Bilt-Rite Trailers, Inc.	BLRT	Sikeston, MO
Bod-Eze	BODZ	Merced, CA
C & W Truck & Equip. Co., Inc.	CWTE	Paramount, CA
Carsons Mfg., Inc.	CRSN	Supply, NC
Champion Trailers	CHMT	
Chubbs, Inc.	CHUB	Elkhart, IN
Classic Aluminum Trailer Corp.	CATC	Littlestown, PA
Continental Cargo	CNCG	Waco, TX
Cruiser RV, LLC	CRRV	Howe, IN
Cub Camper Trailers	CUBT	Tent Trailers
Danco Trailers, Inc.	DANC	Turlock, CA
D.M.F. Trailer Mfg., Inc.	DMFT	Alda, NB
Dupont Service Center, Inc.	DUPN	Quebec, Canada
Dynastar/Dynastar Motorsports, Inc.	DYST	Colorado
Eaglerock Trailers, Inc.	EGLR	Houston, TX
Easy Lawn, Inc.	ELWN	Bridgeville, DE
Ecohl Trailers	ECOH	

Make	Code	References
Extreme Custom Trailers	EXTR	Riverside, CA
Fox Better Built Trailers	FXBB	Washburn, TN
FWT, Inc.	FWTI	Fort Worth, TX
Heafty Trailer Mfg. & Sales	HFTY	Petty, TX
Heartland Rig (HRI)	HRIG	
Holmes Trailers	HLME	Utility & Light Construction
Hostar Marine Transport Systems, Inc.	HSTR	Norwell, MA
International Truck & Engine Corp.	ITNL	Knoxville, TN
Jacobsen Trailers, Inc.	JACB	
Kevco, Ind.	KEVC	Alabama
Lippert Components Mfg., Inc.	LIPP	Milford, IN
Loudo Enterprises, LLC	LOUD	
Maxi Products Co., Inc.	MAXP	Janesville, WI
MQ Power	MQPW	Rancho Dominguez, CA
New Heights, LLC	NHGT	Paradise, PA
O'Dell Mfg. Co.	ODEL	Largo, FL
Prairie Trailer Sales & Service	PRAE	Minnesota

Make	Code	References
Ranger Boats & Trailers	RANG	
Remolques Tanques Y Equipos S.A. DE C.V.	REMO	Mexico
Scott Equipment Co.	SCOE	Merrimac, MA
Short Go, Inc.	SHGO	Fort Scott, KS
Snake River Trailers	SNAK	
Sun Valley Car Carriers	SVCC	Phoenix, AZ
Tex Mex Trailers	TXMX	
Vac-Tec	VTEC	Illinois
Whiteman Ind.	WHTN	Carson, CA
White's/Keene Mfg.	WHKE	

Section 2.8   **VMA AND BRA FIELD CODES FOR TRUCKS AND TRUCK PARTS**
Effective Date: Immediately

Make	Code	References
Allied Tank	ALTK	Vacuum & Petroleum Delivery Tank Trucks & Parts
Braun Ind., Inc.	BRRN	Ambulances & Rescue Vehicles
Boise Mobile Equipment	BMEQ	Fire Apparatus
Crown Coach or Crown Cargo Coach	CRWN	Buses & Trucks

Make	Code	References
Dupont Service Center, Inc.	DUPN	Quebec, Canada
E-One	EONE	New York
Excellance, Inc.	EXCN	Ambulances & Emergency Rescue Vehicles
Ferrara Fire Apparatus	FRRA	
Ikarus Buses and Coaches	IKAR	
Indiana Phoenix	INPX	Redi-Mix & Concrete Trucks, etc.
International Truck & Engine Corp.	ITNL	
Kovatch	KVCH	
Les Autobus M.C.I.	LESA	Buses
McCoy Miller	MCYM	Elkhart, IN; Ambulances & Light Rescue Vehicles
North American Bus Ind.	NABI	
Nova Bus	NOVB	Quebec, Canada
Precision Fire Apparatus	PFAP	Missouri
Pride Heavy Vehicle Ind. & Pride Enterprises	PRDE	
Roadmaster Rail, Inc.	ROAR	Not same as Roadmaster (VMA/ROAF)
Road Rescue	RRSC	South Carolina

Make	Code	References
Semo Tank/Baker Equip. Co.	SEMO	Florida & Missouri
Star Trans	STTR	Division of Supreme Corp., Buses; Goshen, IN
Stewart & Stevenson	STST	
Super Vacuuming Mfg. Co., Inc.	SVAC	
TET	TETT	Cement Trucks
U.S. Bus Corp.	UBUS	Built on Chevy, Ford & GM Chassis
UNIMOG	UMOG	Multipurpose Vehicles, Fire, Utility & Construction
Vac-Con	VACN	Industrial Vacuuming, Sewer Cleaning/Flushing, Hydro Excavation Vehicles
Zeligson	ZELI	Trucks & Equipment

**Section 2.9   VMA AND BRA FIELD CODES ALPHABETICALLY BY CODE
Effective Date: Immediately**

Code	Manufacturer
AAVH	Armet Armored Vehicles
ACGC	American Custom Electric Cars and Golf Carts
ALAC	All A Cart Mfg., Inc.

Code	Manufacturer
ALTK	Allied Tank
ASEC	All South Equipment Corp.
BAMC	Baron Motorcycle Co.
BEEI	Bee Trailers, Inc.
BIBK	Big Inch Bikes
BIGF	Bigfoot Ind., Inc.
BIMT	Bimota Motorcycles
BLRT	Bilt-Rite Trailers, Inc.
BMEQ	Boise Mobile Equipment
BODZ	Bod-Eze
BRRN	Braun Ind., Inc.
BWCT	B & W Custom Trailers, Inc.
CATC	Classic Aluminum Trailer Corp.
CFHG	Chunfeng Holding Group Co., Ltd.
CHMT	Champion Trailers
CHUB	Chubbs, Inc.
CLND	Cross Lander
CNCG	Continental Cargo
CRRV	Cruiser RV, LLC

Code	Manufacturer
CRSN	Carsons Mfg., Inc.
CRWN	Crown Coach or Crown Cargo Coach
CUBT	Cub Camper Trailers
CWTE	C & W Truck & Equip. Co., Inc.
DANC	Danco Trailers, Inc.
DMFT	D.M.F. Trailer Mfg., Inc.
DNPR	DNEPR/Kiev Motorzykly Zavod
DUPN	Dupont Service Center, Inc.
DYEC	Dynasty Electric Car Corp.
DYST	Dynastar/Dynastar Motorsports, Inc.
ECHE	Echelon Motorcycles
ECOH	Ecohl Trailers
EGLR	Eaglerock Trailers, Inc.
ELWN	Easy Lawn, Inc.
EMAX	E-Max Motorcycles/GGC-Global Generation Cult GMBH
EONE	E-One
EPCC	EPI Erwin Precision Inc. & EPI Custom Cycles
EXCN	Excellance, Inc.

Code	Manufacturer
EXTR	Extreme Custom Trailers
FRRA	Ferrara Fire Apparatus
FWTI	FWT, Inc.
FXBB	Fox Better Built Trailers
GENU	Genuine Scooter Co.
HFTY	Heafty Trailer Mfg. & Sales
HGRV	Hairgrove Construction Equipment
HLME	Holmes Trailers
HRIG	HRI (Heartland Rig)
HSTR	Hostar Marine Transport Systems, Inc.
IKAR	Ikarus Buses and Coaches
INPX	Indiana Phoenix
ITNL	International Truck & Engine Corp.
JACB	Jacobsen Trailers, Inc.
JIAL	Jialing Ind., Co., Ltd. Group
JIEE	JI-EE Ind., Co., Ltd.
JZRC	JZ Riders Custom Motorcycles
KEVC	Kevco Ind.
KNXM	Kinroad Xintian Motorcycle Mfg. Co., Ltd.

Code	Manufacturer
KTMX	KTMMEX Motorcycle Mfg.
KVCH	Kovatch
LACC	Laconia Custom Cycles
LCIN	Loncin Group Import & Export Co., Ltd.
LESA	Les Autobus M.C.I.
LIPP	Lippert Components Mfg., Inc.
LOUD	Loudo Enterprises, LLC
MAXP	Maxi Products Co., Inc.
MCYM	McCoy Miller
MQPW	MQ Power
NABI	North American Bus Ind.
NERA	New Era Trans Co.
NHGT	New Heights, LLC
NOVB	Nova Bus
ODEL	O'Dell Mfg. Co.
OMNI	Omni Motorsports, Inc.
PFAP	Precision Fire Apparatus
POPC	Popcycle Motors, LLC
PRAE	Prairie Trailer Sales & Service

Code	Manufacturer
PRDE	Pride Heavy Vehicle Ind. & Pride Enterprises
PROP	Proper Chopper Motorcycles
RANG	Ranger Boats & Trailers
REMO	Remolques Tanques Y Equipos S.A. DE C.V.
RKTA	Roketa Powersports
RNMT	Renaissance Motors
ROAR	Roadmaster Rail, Inc.
RRSC	Road Rescue
RUCK	Rucker Performance Motorcycle Co.
SCOE	Scott Equipment Co.
SECI	Star Electric Cars
SEMO	Semo Tank/Baker Equip. Co.
SHAN	Shanghai Jialing Vehicle Business Co., Ltd.
SHGO	Short Go, Inc.
SHWI	Schwinn Motor Scooters
SMMO	S M Moon
SMRT	SMART
SNAK	Snake River Trailers
SNLG	Sun L Group, Inc.

Code	Manufacturer
SPMC	Speedster Motorcars
SPYK	Spyker Motorcars
STST	Stewart & Stevenson
STTR	Star Trans
SVAC	Super Vacuuming Mfg. Co., Inc.
SVCC	Sun Valley Car Carriers
TETT	TET
THND	Thunderbikes, Inc.
TLCC	TLC Carrossiers
TOTL	Total Performance, Inc.
TXMX	Tex Mex Trailers
TYLM	Taylor Made Choppers
UBUS	U.S. Bus Corp.
UMOG	UNIMOG
VACN	Vac-Con
VTEC	Vac-Tec
WHKE	White's/Keene Mfg.
WHTN	Whiteman Ind.
WSTN	Western (NEV) Neighborhood Electric Vehicles

Code	Manufacturer
XKEL	Xkeleton Motorcycles, LLC
ZELI	Zeligson
ZETR	Zetor/Zetor North America
ZHEJ	Zhejiang Xingfu Motorcycle Machine Co., Ltd.
ZLMC	Zhejiang Lingyun Motorcycle Co., Ltd.
ZLMI	Zhejiang Leike Machinery Co., Ltd.

Section 6.1   CAT FIELD CODES ALPHABETICALLY BY NAME
Effective Date: Immediately

Category Name	Code
- T -	
Turbocharger/Supercharger	TU

Section 6.2   CAT FIELD CODES ALPHABETICALLY BY CODE
Effective Date: Immediately

Code	Category Name
- T -	
TU	Turbocharger/Supercharger

Category Name Field has been modified to add: Supercharger