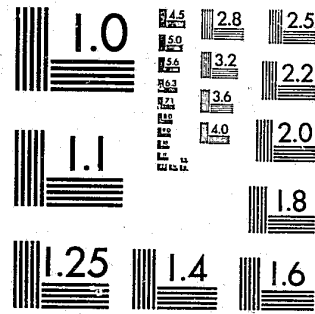


National Criminal Justice Reference Service



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National Institute of Justice
United States Department of Justice
Washington, D. C. 20531

8/17/83

NCIC OPERATING MANUAL

REVISION 48
December 5, 1982

Attached is a complete NCIC Operating Manual. Destroy the complete copy of the old Manual and replace it with this complete, revised Manual. With this revision, all codes and the complete Personal Descriptors (Part 9) are now contained in the NCIC Code Manual. The Canadian Warrant File (formerly Part 11) is now Part 9. The Personal Descriptors tab will no longer be used in the NCIC Operating Manual. This packet does not contain any GCH appendix pages.

This cover page should be inserted in front of your Manual and retained until the next consecutively numbered revision packet is received. By retaining the cover page, you can readily ascertain whether the next revision you receive is next in sequence.

Included in this packet is a revised List of Effective Pages. The List of Effective Pages should be inserted after this cover page and before the title page. It will enable you to verify that your Manual is up to date.

U.S. Department of Justice
National Institute of Justice

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NATIONAL CRIME INFORMATION CENTER
OPERATING MANUAL

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1.1 Definition of NCIC

The National Crime Information Center (NCIC) is a nationwide computerized information system established as a service to all criminal justice agencies--local, state, and Federal. The goal of NCIC is to help the criminal justice community perform its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information readily available to as many criminal justice agencies as possible.

The structure and basic procedures of the NCIC were approved by resolution of the full membership of the International Association of Chiefs of Police in Philadelphia, Pennsylvania, in October, 1966. Since the NCIC embarked on its mission in January, 1967, it has become highly successful. Some of the NCIC accomplishments are:

1. Enhancing the development of state, county and metropolitan computerized criminal justice information systems, thereby making NCIC information more readily available to the officer on the street.
2. Establishing uniformity of coding standards for the exchange of criminal justice information.
3. Increasing the probability of criminal detection by providing law enforcement with the timely and accurate information necessary to combat today's highly mobile criminal.
4. Improving the overall crime solution rate.

General policy concerning the philosophy, concept, and operational principles of the system is based upon the recommendations of the NCIC Advisory Policy Board to the Director of the FBI. The Board is composed of top administrators from local, state, and Federal criminal justice agencies throughout the United States. Through Board input, changes in current file applications, the addition of new files, and new procedures (edits, codes, validations, etc.) are coordinated with all NCIC participants.

The NCIC serves criminal justice agencies in the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands and Canada. The full development of state computerized systems is strongly urged so that NCIC, which complements these systems, can become fully effective. Through these state systems the NCIC becomes available for use by all criminal justice agencies.

Through the use of computer equipment located at FBI Headquarters in Washington, D.C., the NCIC system stores vast amounts of criminal justice information which can be instantly retrieved and furnished through an NCIC terminal to any authorized agency. The NCIC data bank can best be described as a computerized index of documented criminal justice information concerning crimes and criminals of nationwide interest and a locator-type file for missing

INTRODUCTION
SECTION 1--WHAT IS NCIC?

1.1 Definition of NCIC (Continued)

persons. The Missing Person File has no connection with the criminal data stored in NCIC and is used almost exclusively by state and local criminal justice agencies to assist in the location of missing juveniles.

With the exception of the Computerized Criminal History (CCH) File, the data stored in NCIC is index-type information. When an agency receives information from NCIC, it should be evaluated with other information available at the scene. Correct NCIC procedure demands that the agency which placed the record in file be contacted by the inquiring agency to confirm that the data is accurate and up to date.

1.2 NCIC Data and Probable Cause

An NCIC hit alone is not probable cause to arrest. An NCIC hit furnishes the inquirer the fact that a stolen report, missing person report or warrant has been filed and also provides the date of theft, date missing, or date of warrant which are matters to be considered by the receiving officer in arriving at an arrest decision. A hit is one fact which must be added to other facts by the officer in arriving at sufficient legal grounds for probable cause to arrest. In some circumstances the hit confirmed with the originating agency may be the major fact and, indeed, may be the only fact necessary; for instance, when a hit on a stolen car or other stolen property is made in a time frame very close to the time of the actual theft or when a hit indicates that a car was recently used in a bank robbery or is in the possession of fugitives. As the time period increases, the significance of the hit decreases. Thus, a hit on a record a year or two years after the car had been stolen would in itself be inadequate probable cause for an arrest since it would be possible or even probable that the vehicle was then in the possession of an innocent purchaser, rather than the thief. To make an arrest under the latter circumstances would require that the officer not only have the fact of the hit but also additional facts adding up to probable cause. A hit confirmed with the originating agency may be adequate grounds to recover stolen property, return a missing person, or arrest a fugitive.

1.3 Responsibility for Records

NCIC records must be kept accurate and up to date. Agencies that enter records in NCIC are responsible for their accuracy, timeliness, and completeness. However, the FBI, as manager of the NCIC system, helps maintain the integrity of the system through: (1) automatic computer edits which reject certain common types of errors in data; (2) automatic purging of records after they are on file for a prescribed period of time; (3) quality control checks by FBI personnel; and (4) periodically furnishing lists of all records on file for validation by the agencies that entered them. (See information concerning quality control and validation procedures in Section 4.) Stringent administrative procedures and controls to ensure that accurate data is entered in computerized criminal justice information systems are important. An officer's evaluation of the information contained in a hit response is just as important as keeping the information accurate, timely, and complete. Combining stringent administrative controls with proper evaluation by the officer receiving the hit will prevent lost court cases, civil liability suits, and criminal charges against the law enforcement officer.

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SECTION 1--WHAT IS NCIC?

1.3 Responsibility for Records (Continued)

This manual contains instructions designed to guide participants in using the NCIC. No system can be expected to produce results unless it is used properly. It is the user's responsibility to keep the files accurate and up to date. The standards and procedures set forth should be strictly adhered to as every exception tends to degrade the system.

The NCIC makes centralized crime data immediately available--the criminal justice community should take advantage of that fact. The success of the system depends upon the extent to which patrolmen, investigators, judges, prosecutors, corrections officers, and other criminal justice agency officials intelligently use it in day-to-day operations.

All inquiries regarding the NCIC should be addressed to the Director, FBI, Attention: NCIC Section, 10th and Pennsylvania Avenue, Northwest, Washington, D.C. 20535.

1.4 System Description

System participants include local, state, and Federal criminal justice agencies throughout the United States, the Commonwealth of Puerto Rico, the District of Columbia, the U.S. Virgin Islands, and Canada. Terminals used range from manually operated devices to computers which in turn service subsystems and enable subsystem participants to have immediate access to the NCIC.

All communication circuits are dedicated. The majority of the circuits are 2400 baud bisynchronous contention circuits. The long-line 2400 baud circuits are multiplexed into 9600 baud trunk lines. Tail circuits and short-line circuits are point to point. The remainder of the circuits are less than 150 baud with either single or multiple terminals on each circuit.

Missing person, wanted person, and property records are placed directly in the NCIC by an originating agency (agency holding warrant, missing person report, or theft report) through a control terminal tied into the network. This is accomplished by a manual retransmission in those agencies where terminal devices are manually operated, or by message switching in those agencies where the terminal has the required computerized equipment. Computerized Criminal History File records are placed in file by participating state control terminal agencies and the FBI. The records entered must meet the criteria established for the particular type of record involved. Inquiries must contain prescribed identifying data.

The NCIC computer responds to each transaction as it is received, i.e., the line is held open until an acknowledgment or reply is sent in response to the incoming transaction.

NCIC provides virtually uninterrupted operation 24 hours a day, 7 days a week. Participants are kept fully informed as to current operation schedules. The FBI is responsible for the complete operation of the NCIC computer located in FBI Headquarters in Washington, D.C., including all equipment, programming, and personnel costs. In addition, communication line and modem costs from the NCIC computer to the control terminals are borne by the FBI.

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SECTION 1--WHAT IS NCIC?

1.4 System Description (Continued)

The FBI NCIC computer equipment can interface with control terminal equipment manufactured by any of the major computer firms. System participants are not required to use the same make computer equipment as that used by the FBI. The only requirement is that terminal equipment be able to communicate with either 8 level ASCII (bi-synchronous computer to computer and Western Union model 35) or 7 level BCD (IBM 1050 and 2740) protocol.

1.5 NCIC Policy

The NCIC Advisory Policy Board recommends to the FBI general policy with respect to the philosophy, concept, and operational principles of the NCIC. In its deliberations the Board places particular emphasis on the continued compatibility of NCIC and state systems, system security, and rules, regulations and procedures to maintain the integrity of NCIC records.

The Board is composed of 26 representatives from criminal justice agencies throughout the United States. Twenty members are elected for two-year terms: five from each of the four NCIC regions, i.e., North Central, Northeastern, Southern, and Western Regions. The FBI does not participate in the electoral process. The six additional members are appointed by the Director of the FBI for an indefinite term. Two of the six appointees represent the judiciary; two represent prosecutory agencies; and the remaining two represent correctional agencies. The Chairman of the Board must be one of the 20 elected members and the Board must meet at least twice a year. See chart on page Intro-51.

Material for Board consideration may originate from periodic Regional Participants Meetings, NCIC Participants Meetings, Technical Meetings, the Criminalistics Laboratory Information System (CLIS) Operating Committee (COC), and the FBI NCIC Staff. Each NCIC Regional Meeting is comprised of representatives from the control terminal agencies within the particular region. The four Regional Chairmen attend each regional meeting and this ensures an interchange of information between the regions. All Regional Working Group representatives meet collectively as needed. Such meetings constitute a regional meeting to inform NCIC participants of the current status of the NCIC program and to seek users' views on various NCIC issues. The four Regional Chairmen are elected by secret ballot by July of even-numbered years.

1.6 System Security

The data stored in the NCIC is documented criminal justice information and this information must be protected to ensure correct, legal, and efficient dissemination and use. It is incumbent upon an agency operating an NCIC terminal to implement the necessary procedures to make that terminal secure from any unauthorized use. Any departure from this responsibility warrants the removal of the offending terminal from further NCIC participation.

Information can be obtained from NCIC both directly and indirectly. The NCIC Advisory Policy Board has defined direct access as terminal access and dissemination within that terminal agency. Indirect access is nonterminal access outside of an agency with direct access.

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1.6 System Security (Continued)

There is no Federal legal or policy prohibition against indirect dissemination of information contained in NCIC files, other than CCH. If no state/local law or policy prohibition exists, indirect dissemination of NCIC records, other than CCH, is discretionary with the state control terminal agency. Such information may be withheld because of criminal justice priorities, budgetary limitations, or other reasons determined to be legitimate by the state control terminal agency.

An agency participating in the NCIC as a control terminal must assume responsibility for and enforce system security with regard to all other agencies which it in turn services.

The FBI uses hardware and software controls to help ensure system security. However, final responsibility for the maintenance of the security and confidentiality of criminal justice information rests with the individual agencies participating in the NCIC system.

The NCIC Advisory Policy Board's charter states that the Board shall review and consider security, confidentiality, and privacy aspects of the NCIC system.

Security guidelines relating to the NCIC Computerized Criminal History (CCH) File are set forth in the NCIC CCH Program Background, Concept and Policy as approved by the NCIC Advisory Policy Board on June 18, 1981 (Policy Paper), and Subparts A and C of the United States Department of Justice Regulations governing the dissemination of criminal record and criminal history information (Regulations), published in the Federal Register on May 20, 1975, and August 7, 1976 (Title 28, Code of Federal Regulations, Part 20). Copies of these documents may be obtained from the FBI NCIC Section, Washington, D.C. 20535. Additional guidelines for state CCH files appear in the Regulations published in the Federal Register on March 19, 1976.

1.7 System Discipline

To help ensure the proper operation of NCIC, the standards, procedures, formats, and criteria mentioned in this manual must be strictly adhered to. In this respect NCIC control terminals must not only follow the rules set forth but must also ensure that agencies they are servicing do the same.

Complete, accurate, and timely records are essential to ensure system integrity. Users also are encouraged to enter records in a timely manner to afford the maximum protection to the law enforcement officer by providing up-to-date information. Although the use of NCIC is voluntary, delayed entry of records in NCIC reduces or eliminates the possibility of apprehending wanted persons, locating missing persons, and recovering stolen property. Promptness in modifying, locating, or clearing records in the system will help to keep the system free from stale information.

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SECTION 1--WHAT IS NCIC

1.7 System Discipline (Continued)

NCIC provides information for decision-making by investigators, patrolmen, judges, prosecutors, and corrections officials. The information furnished by NCIC must be evaluated along with other facts known to the officer, investigator, judge, prosecutor, and corrections official. NCIC is an information tool. It is no substitute for professional judgment.

When an agency receives a positive response from NCIC and an individual is being detained, or a piece of property may be seized, an immediate confirmation with the agency that originated the record in the system is necessary to ensure the validity of the hit before an arrest or seizure is made. Likewise, the originating agency has the duty to promptly respond with the necessary confirmation and other pertinent details.

The NCIC Advisory Policy Board has approved procedures whereby system discipline requirements for hit confirmation response are outlined and failure to comply can be identified. These procedures are as follows:

1. Upon receipt of a hit confirmation request, the originating agency (ORI) of the record must within ten minutes furnish a substantive response, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.
2. A requesting agency not receiving a substantive response within ten minutes should generate a second request.
3. If the agency generating the second request again fails to receive a substantive response within ten minutes, the agency will then generate a message to its own control terminal and the control terminal of the agency that originated the record with a copy to be sent to FBI NCIC, ORI/DCFBIWAOO. No action will be taken by FBI NCIC unless the two control terminal officers cannot resolve the matter.
4. The control terminal officer, or his designee, of the originating agency will institute appropriate action to ensure proper response and compliance to system standards and this may include the canceling of records. Failure on the part of any control terminal to ensure such compliance will be brought to the attention of the Advisory Policy Board by FBI NCIC.

The Sections following the Introduction to this Manual contain information concerning the NCIC Canadian Warrant, Missing Person, Wanted Person, and property files. Information concerning the Computerized Criminal History (CCH) File is provided since some CCH File administrative messages are transmitted to all users. Part 10 of this Manual contains instructions for making inquiries of the CCH File.

INTRODUCTION
SECTION 2--NCIC MESSAGES

2.1 Types of Messages

There are six types of messages that originate with a terminal and can be transmitted to the NCIC computer. These messages pertain to NCIC records and are entry, modification, cancellation, inquiry, locate, and clear. There are three types of messages that originate from NCIC: acknowledgment messages, inquiry responses, and administrative messages. A discussion of the various types of NCIC messages follows.

To ensure accuracy and conserve time, all messages (except inquiries) emanating from manually operated terminals should be prepared off-line. The most common procedure involves the preparation of punched cards or punched paper tape.

2.2 Entry

The purpose of an entry message is to place a new record in file or to enter aliases and/or other additional identifiers as a supplemental record to a Canadian warrant, missing person, or wanted person record.

Entry messages and acknowledgments, including examples, are further explained in this manual in the entry section for each NCIC file.

2.3 Modification

The purpose of a modification message is to add, delete, or change a portion of data which is part of a record. A record may be modified only by the agency that entered the record as long as the record is in active status.

Modification messages and acknowledgments, including examples, are further explained in this manual in the modification section for each NCIC file.

2.4 Cancellation

The purpose of a cancellation message is to remove an entire record from any file or to remove an alias(es) and/or an additional identifier(s) from a supplemental record of a Canadian warrant, missing person, or wanted person record. When a Canadian warrant, missing person, or wanted person record is canceled, all aliases and/or additional identifiers appended to the record by means of a supplemental record entry are automatically canceled. A record may be canceled only by the agency that entered the record. A record should be canceled when it is determined to be invalid; for example, the warrant which was the basis for the record has been dismissed, a determination that no extradition will be made has been reached, or the record is the result of a fictitious theft report.

Cancellation messages and acknowledgments, including examples, are further explained in this manual in the cancellation section for each NCIC file.

2.5.1 Inquiry

An inquiry of the NCIC can be made either off-line or on-line. An off-line search (inquiry) is a special query of the NCIC computer for information which cannot be obtained through the use of an on-line inquiry. An off-line search can be made against two sources of NCIC records: (1) the NCIC files which are maintained in an on-line mode and (2) the NCIC historical data, such as records that have been removed from NCIC and the NCIC transaction log, which is maintained off-line on magnetic tape. An off-line search can only be conducted by FBI NCIC.

The purpose of an on-line inquiry is to request a search of an NCIC file(s) for a record possibly identifiable with information available to the inquiring agency. There are two types of on-line inquiry messages: a "Z" inquiry and a "Q" inquiry. "Z" inquiries (ZW, ZV, ZG, etc.) are for administrative purposes and are to be used only for training, demonstrations, and display of records for validation and/or review. "Q" inquiries (QW, QV, QG, etc.) must be made for all other inquiry transactions.

2.5.2 Negative Response to an On-Line Inquiry

A negative response is transmitted when no record match is found in NCIC. A negative response to a Canadian warrant, missing person or wanted person inquiry contains the originating agency identifier of the inquiring agency (preceded by a header if used in the inquiry) followed by "NO NCIC WANT" with each searchable numeric identifier inquired upon. In the response on a date of birth the name follows the date of birth with sex and race included if used in the inquiry. A negative response to a property file inquiry contains the originating agency identifier of the inquiring agency (preceded by a header if used in the inquiry) followed by "NO RECORD" with each searchable identifier or set of searchable identifiers inquired upon. However, a negative response to an NCIC on-line inquiry should not be relied upon as an indication that the person or property inquired upon is not wanted, missing, stolen, or that no criminal history record exists. As with a positive response, a negative response should not be used as the sole basis for decision-making by the receiving officer.

2.5.3 Positive Response to an On-Line Inquiry

A positive response is transmitted when a record(s) is found in NCIC. A positive response addresses the inquiring agency with its identifier (preceded by a header if used in the inquiry) followed by the record(s) in file and one of the following:

1. "IMMED CONFIRM MISSING PERSON STATUS WITH ORI" after each missing person record in the response. This phrase is a reminder to the inquiring agency that it must immediately contact the agency(s) that entered the record(s) to assure that there has been no change in the missing person's status.

2.5.3 Positive Response to an On-Line Inquiry (Continued)

2. "IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI" after each wanted person record in the response. This phrase is a reminder to the inquiring agency that it must immediately check with the agency(s) that entered the wanted person record(s) to determine if there has been any change in the status of the warrant and to obtain extradition details.
3. "IMMED CONFIRM RECORD WITH ORI" following each property file record in the response. This phrase is a reminder to the inquiring agency that it must immediately contact the agency(s) that entered the record(s) to assure that no change in status has taken place.
4. " REPEAT - WANTED IN CANADA - DO NOT ARREST BASED ON THIS INFORMATION - IMMEDIATELY CONTACT RCMP, OTTAWA, CANADA TEL NO. (613)993-3800 EXT. 210. IF SUBJECT IS NOT U.S. CITIZEN, CONTACT NEAREST OFFICE OF U.S. IMMIGRATION AND NATURALIZATION SERVICE" after each Canadian warrant record in the response. This phrase is a reminder to the inquiring agency that the fugitive is wanted on a Canadian warrant and no arrest can be executed in the United States based on the Canadian warrant.

These phrases are not transmitted if the inquiring agency is the originating agency of the record.

Inquiry messages and responses, including examples, are further explained in this manual in the inquiry section for each NCIC file.

2.6 Locate

The purpose of a locate message is to indicate (until the originating agency clears the record) that the wanted person has been apprehended or the property has been located. In the Missing Person File a locate message indicates the whereabouts of the missing person has been determined and purges the record from file. A locate message must be transmitted when an agency other than the originating agency of the record finds the missing person, apprehends the wanted person, or recovers the property on file in NCIC. All records on file for the found missing person, apprehended wanted person, or recovered property must be located to ensure that they are in the correct status. A locate message cannot be used by the agency that placed the record in NCIC.

Locate messages and acknowledgments, including examples, are further explained in this manual in the locate section for each NCIC file.

2.7 Clear

The purpose of a clear message is to indicate location of a missing person, apprehension of a wanted person, or recovery of property on file in NCIC. A record may be cleared only by the agency that entered the record in file.

2.7 Clear (Continued)

Clear messages and acknowledgments, including examples, are further explained in this manual in the clear section for each NCIC file.

2.8 ZE Inquiry

The ZE inquiry is used to obtain the date of entry for an NCIC record. A ZE inquiry may be made by the agency that originated an NCIC record, the originating agency's control terminal, or FBI NCIC.

The ZE inquiry contains the message key ZE, an originating agency identifier (ORI), and the NCIC number of the record for which the date of entry is needed. For example:

ZE.MD1012600.NIC/W123456789(EOT)

Negative response:

MD1012600
NIC/W123456789 NOT ON FILE

Positive response:

MD1012600
NIC/W123456789 ENTERED 76168

The negative response is transmitted when a ZE inquiry contains an NCIC number which is no longer on file, i.e., a cleared, canceled, or purged record.

The date of entry in a positive response is the Julian date. In the example above the Julian date of entry is 76168. The first two characters (76) indicate the year of entry and the last three characters (168) indicate the day of entry i.e., the 168th day of 1976 or June 16, 1976.

The exact date of entry can be obtained for all records on file except wanted person records entered prior to March 29, 1971, and gun records entered prior to April 5, 1971. The date of entry for all wanted person and gun records entered prior to the above dates contains the actual year of entry and 001 (January 1st) as the day of entry, i.e., 71001, 70001, 69001, etc. For example, the response to a ZE inquiry for a gun record entered during 1969 will appear as follows:

MD1012600
NIC/G987654321 ENTERED 69001

2.9 ZO Inquiry

The ZO inquiry is used to obtain the name of the agency to which an originating agency identifier is assigned. The ZO inquiry contains the message key ZO, the originating agency identifier (ORI) of the agency submitting the inquiry, and the ORI for which a name is needed. For example:

2.9 ZO Inquiry (Continued)

ZO.WA1230000.ORI/MD1012600(EOT)

Positive response:

WA1230000
ORI/MD1012600 IS ANY CITY PD MD

Negative response:

WA1230000
UNABLE TO TRANSLATE ORI/MD1012600

A negative response is transmitted when a ZO inquiry contains an ORI that has not been assigned by FBI NCIC.

The ORI assigned to an agency that has become defunct or has merged with another agency must be retired. All retired ORIs are maintained in the NCIC ORI File for Computerized Criminal History (CCH) File record purposes. The response to a ZO on a retired ORI is preceded by the word RETIRED. For example:

WA1230000
RETIRED ORI/MD1012600 IS ANY CITY PD MD

This response provides immediate information to an inquiring agency that the ORI inquired upon is only valid in records stored in the CCH File.

2.10 Error Messages

An error message advises an agency of an error in an NCIC transaction. Error messages are frequently referred to as reject messages since the first three characters are always REJ (reject). Some error messages contain message field codes to identify the field containing the error. The "XXX" in the following messages will be replaced by the appropriate message field code abbreviation in an actual error message received from NCIC.

Following each error message is a brief explanation of the error(s) causing the message to be transmitted. A review of the edits, examples, and formats for the particular file involved in the transaction may aid in identifying the reason for an error message. The following list of error messages is in alphabetical order to facilitate finding a particular error message.

REJ ALL LIC DATA REQUIRED

This message is transmitted when one or more, but not all, of the license data fields (LIC, LIS, LIY, and LIT) of a record entry has been filled.

2.10 Error Messages (Continued)

REJ CCH CLOSED

This message is transmitted when the NCIC computer cannot process the inquiry due to the large volume of incoming messages. Resend message.

REJ CLIS OUT OF SERVICE

The message cannot be accepted because CLIS is out of service.

REJ CLR/CAN/LOC DATE ERR

1. Date in a locate or clear message is prior to the date in the Date Missing (DTM), Date of Theft (DOT), or Date of Warrant (DOW) Field.
2. Date in a locate or clear message is later than the current date.
3. Date in a cancel message is not the current date or current date minus one day.

REJ CLR/CAN/LOC ERR

Clear, cancel, or locate message is not properly formatted because data is missing or is not in the proper sequence.

REJ DUP FLD XXX

The inquiry contains more than one identifier of the same type.

REJ DUP SER/OAN ERR

The entry or modify message attempts to place the same number in both the SER and OAN Fields.

REJ EQUIPMENT PROBLEM - RESEND MSG

The message was not properly processed by the NCIC computer; originating agency should resend the message.

REJ EXC FLD

The entry message contains an excess field(s).

REJ EXPIRED LIY

LIY Field code is not current year, current year minus one, later than current year, or 00.

2.10 Error Messages (Continued)

REJ EXPLAIN -C

Characters "-C" are used in Message Key Field for Wanted Person entry (EW-C or ET-C) and no explanation of "-C" (caution indicator) is set forth in the Miscellaneous Field.

REJ EXPLAIN OFF

Offense code 0199, 0299, 0399, 4901, 5005, 5011, 5012, 5015, 5099, 7099, 7199, 7299, or 7399 is used without explanation of offense in Miscellaneous Field.

REJ FLD ERR XXX

The message field code does not agree with data entered in the field. Refer to the edits applicable to the appropriate file involved to help identify the reason for the error message.

REJ HEADER ERR

Transaction contains invalid header (minimum of 9 characters and maximum of 19).

REJ IDENT ERR

1. Message field code and message key in inquiry are not compatible.*
2. Inquiry contains searchable identifier(s) and a message field code(s) with data not permitted.*

*See inquiry section of appropriate file for correct inquiry message data.

REJ INVALID ORI

The transaction contains an invalid originating agency identifier (ORI).

REJ INV MFC XXX

Transaction contains invalid message field code (MFC) or the wrong message field code for the file involved.

REJ INV MOD XXX

Modification message is invalid because it attempts to delete data from a mandatory field of the NCIC record. Mandatory fields are explained in the entry section of instructions for each NCIC file.

2.10 Error Messages (Continued)

REJ INV NIC

1. The NCIC number is invalid because it does not have valid check-digits.
2. The first character of the NCIC number (an alpha character) which designates the file involved in the transaction does not correspond with the message key.

REJ INV PUR

QH (criminal history summary) dissemination is not permitted for employment or licensing checks or for review and/or challenge.

REJ LOC ERR

Locate message does not contain DETN or RELD for missing person record or EXTR or NOEX for wanted person record.

REJ LOC REC

1. The modification or locate message is for a property file record that has already been located.
2. The range of serial numbers in a locate message has been completely or partially located.

REJ MIS DATA PUR

The required purpose code (C, E or R) has not been included in the inquiry message.

REJ MIS DATA XXX

The entry does not contain a mandatory field.

REJ MIS SER

One or more serial numbers within the indicated range have been cleared or canceled from a group record.

REJ MISS IDENTIFIER

Inquiry does not contain a searchable identifier or searchable group of identifiers.

REJ MKE ERR

1. Transaction contains an invalid message key (MKE).
2. Message key does not agree with data in message.

2.10 Error Messages (Continued)

REJ MODIFY ERR

Modification message is not properly formatted.

REJ NCIC IN RESTRICTIVE SERVICE UNTIL 1200 EST.
WATCH FOR FULL SERVICE MESSAGE.

Transaction is an attempt to send one of the following messages during a restricted service period:

1. An entry, cancellation, or modification of a nongroup record. Only clear, inquiry, and locate messages are permitted for nongroup records.
2. An entry, cancellation, clear, locate, or modification of a consecutively serialized group record. Only inquiry messages are permitted on group records.

REJ NOT AUTH

1. The type of message transmitted is not authorized.
2. An agency other than the ORI of a record is attempting to cancel, clear, or modify the record in file. (Does not apply to locate messages.)
3. ORI in ZE message is not the same as ORI of record inquired upon.
4. The transmitting agency is attempting to place a locate against its own record. Clear message should be sent.
5. An Agency other than the ORI of the missing person or wanted person record is transmitting a message with MKE/EN, XN, EMN, or XMN for the record in file.
6. An agency is using an ORI with a state code other than the one assigned to the line over which the message was transmitted.

REJ NOT ON FILE

1. An identifier(s) used to identify a record in a cancellation, clear, locate, or modification message is in error; and, therefore, the record on file was not found by the computer.
2. The range of serial numbers in the cancellation, clear, locate, or modification message exceeds the range of serial numbers for the record on file.

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SECTION 2--NCIC MESSAGES

2.10 Error Messages (Continued)

3. Message with MKE/EN, XN, EMN, or XMN does not properly identify the missing person or wanted person record on file to or from which supplemental data is being appended or deleted.
4. Identifiers used in a transaction were not found by the NCIC computer because the record had previously been purged.
5. The record identified is no longer on file.

REJ ON FILE

1. The record being entered is already on file.
2. The transaction attempts to modify an identifier in one record to the same identifier already on file in another record.

When the above message is received, the record on file will also be transmitted.

REJ SER IS NOT UNIQUE, SEE FOLLOWING

The entry contains a model number in the Serial Number Field.

REJ SUPP NOT ON FILE

```
XXX/   *
XXX/   *
```

Supplemental data cancellation message (MKE/XN or XMN) contains alias(es) and/or other additional identifiers not contained in the supplemental record.

*Each alias and/or additional identifier not contained in the supplemental record will be preceded by the appropriate message field code and a slash, e.g., DOB/110353.

REJ SUPP REC FORMAT ERR

1. Supplemental record entry is improperly formatted.
2. The transaction is an attempt to enter an identifier in a supplemental record when the same field in the base Missing Person or Wanted Person record is not filled.

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SECTION 2--NCIC MESSAGES

2.10 Error Messages (Continued)

REJ USE QR

A SIR message has been transmitted from a terminal with QR capability.

REJ VIN FORMAT ERR

The VIN does not meet the manufacturer's VIN construction criteria. See VIN Field edits in Part 1, Section 9.

2.11.1 Administrative Messages

Administrative messages are transmitted by NCIC to advise users of NCIC System status.

When included in an administrative message the time and date appear in the following manner:

Time appears in four numerics according to the 24-hour time system, i.e., 0001 (one minute after midnight) to 2400 (midnight). The abbreviation EST indicates the time shown is Eastern Standard Time. The abbreviation for Eastern Daylight Time is substituted when appropriate.

The date appears in six numerics representing month, day, and year. A slash will precede and follow the two numerics representing the day.

2.11.2 \$.1. Administrative Message

A \$.1. administrative message is transmitted in the following format:

```
$.1.
ALL NCIC FILES OUT OF SERVICE 0100 EST
XXX---XXX
```

This message is transmitted when NCIC is going out of service. The third line of this message contains up to 30 characters of variable data describing the reason, e.g., TODAY FOR FILE MAINTENANCE.

2.11.3 \$.2. Administrative Message

The following is an example of a \$.2. administrative message:

```
$.2.
NCIC PROPERTY, WANTED & MISSING PERSON FILES IN FULL SERVICE
0100 EST 01/10/80.
```

2.11.3 §.2. Administrative Message (Continued)

This message is transmitted when:

1. NCIC has been out of service and is returning to full service.
2. NCIC has been in restricted service (a period during which only certain types of messages are accepted) and is returning to full service.

2.11.4 §.3. Administrative Message

A §.3. administrative message is transmitted in the following format:

§.3.
RESEND XXX---XXX

This message is transmitted when a defective transmission (caused by line noise, imperfect transmission of message by the control terminal equipment, time out, etc.) is received at the NCIC computer. After the word "RESEND" up to 16 characters of variable data indicate the reason for requesting the sending terminal to resend message, e.g., RESEND TIME OUT.

2.11.5 §.4. Administrative Message

The following is an example of a §.4. administrative message:

§.4.
NCIC PROPERTY, WANTED & MISSING PERSON FILES RESTRICTED
TO INQUIRY/CLEAR/LOCATE FROM 0100 UNTIL ABOUT 0400 EST.
NO CLEAR/LOCATE FOR CONSECUTIVE GROUP RECORDS ACCEPTED.
WATCH FOR FULL SERVICE MESSAGE.

This message is transmitted when NCIC begins restricted service for file maintenance.

2.11.6 §.5. Administrative Message

The following is an example of a §.5. administrative message:

§.5.
****NOTICE---NOTICE****
NCIC CONTINUING RESTRICTED SERVICE FOR PROPERTY, WANTED
& MISSING PERSON FILES UNTIL ABOUT 0600 EST.
WATCH FOR FULL SERVICE MESSAGE.

This message is transmitted when restricted service is extended 30 minutes or more beyond the time stated in the last §.4. or §.5. message. (Asterisks and dashes appearing in the second line of this message will be transmitted.)

2.11.7 §.6. Administrative Message

The following is an example of a §.6. administrative message:

§.6.
YOUR NCIC LINE REOPENED 0600 EST.
ALL NCIC FILES IN FULL SERVICE.

This message is transmitted to a control terminal when that control terminal's communications line is reopened after a period during which the terminal's line was down and NCIC was in service. NCIC is in full service when the line is reopened.

2.11.8 §.7. Administrative Message

The following is an example of a §.7. administrative message:

§.7.
YOUR NCIC LINE REOPENED 0600 EST.
ALL NCIC FILES IN RESTRICTED SERVICE.

This message is transmitted to a control terminal when that control terminal's communications line is reopened after a period during which the terminal's line was down and NCIC was in service. NCIC is in restricted service when the line is reopened.

2.11.9 §.8. Administrative Message

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

§.8.
OUT OF STATE AT 1325 EST 032180
EV.MD1012600.123456.VA.80.PC.3J573A7012345.80.OLDS.CUT.2D.
WHI/BLU.032180.123456789.DENT IN RIGHT FRONT FENDER
NIC/V987654321 OCA/123456789

A §.8. message is transmitted to the state of registry of a vehicle when the vehicle is stolen in a state other than the state of registry and a record concerning the vehicle is entered, modified, located, cleared, or canceled in NCIC. In the example above the state of registry is advised that an agency in another state has entered in NCIC a record on a vehicle registered in the recipient state.

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

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

§.8. OUT OF STATE PURGE AT 1325 EST 080181
FELONY VEHICLE
SEE IDENTIFIER(S) LIC/123456 VIN/3J573A7012345 NIC/V987654321
OCA/123456789

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SECTION 2--NCIC MESSAGES

2.11.9 §.8. Administrative Message (Continued)

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

1. LICENSE RETENTION--See Part 2, Section 1.3.
2. VEHICLE RETENTION--See Part 1, Section 1.4.1.
3. VEHICLE WITHOUT A VIN--See Part 1, Section 1.4.1.
4. FELONY VEHICLE--See Part 1, Section 1.4.1.
5. DATE OF EMANCIPATION--See Part 8, Section 1.4.
6. EXPIRED LIY--See Part 1, Section 1.4.2; Part 7, Section 1.4.2; Part 8, Section 1.5.2.
7. TEMPORARY WANT--See Part 7, Section 1.3.2.

§.8. modify messages are not transmitted to the state of registry when the National Automobile Theft Bureau (NATB) modifies a record to add or change the Vehicle Ownership Data (VOD) Field.

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

| | | |
|-------------|------------|-----------|
| California | Indiana | Oklahoma |
| Connecticut | Kansas | Texas |
| Illinois | New Mexico | Wisconsin |
| | Ohio | |

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

Upon request of a state to FBI NCIC, §.8. notification messages (clear, cancel, entry, locate, and modify) will not be transmitted to the state when a transaction is made by a Federal agency or military installation accessing NCIC through the same line interface as that state.

2.11.10 §.L. Administrative Message

The following is an example of a §.L. administrative message:

§.L.VA0290100
LOCATE NOTIFICATION AT 1632 EDT 071180.
LV.MD1012600.LIC/123456.OCA/99999.071180.80-2389
LOCATING ORI IS ANY CITY PD MD

§.L.VA0290100
MKE/LOCATED VEHICLE
ORI/VA0290100 LIC/ 123456 LIS/VA LIY/80 LIT/PC
VIN/ 3J573A7012345 VYR/80 VMA/OLDS VMO/SUP VST/2T
VCO/WHI/BLU DOT/010380 OCA/ 99999
071180 MD1012600 80-2389
NIC/V756196908

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SECTION 2--NCIC MESSAGES

2.11.10 §.L. Administrative Message (Continued)

A §.L. (locate notification) is transmitted to the agency that originated an NCIC record when another agency places a locate message on their record to indicate that an item(s) of stolen property was recovered or that an individual was apprehended or located. Each locate notification message will begin with §.L. followed by the ORI of the agency that originated the NCIC record. The second line will contain the words LOCATE NOTIFICATION AT followed by the time and date that the locate message was received at FBI NCIC. The actual locate message transmitted to the NCIC computer by the apprehending/locating/recovering agency will begin on the third line. The ORI used in the locate message will be translated on the line immediately following the locate message. The located record will follow the ORI translation.

To help ensure the accuracy of NCIC records, FBI NCIC permits the National Automobile Theft Bureau (NATB) to locate an NCIC Vehicle File record, i.e., place a record in inactive status (MKE/LV), when NATB receives information concerning the recovery of a stolen vehicle and an inquiry reveals that the NCIC record is in active status (MKE/EV). See Additional Guidelines for Vehicle File Locates, Section 6.6.

2.11.11 CCH File Administrative Messages

Computerized Criminal History (CCH) File administrative messages will be received by all control terminals regardless of participation in the CCH File. Following are examples of the CCH File administrative messages and an explanation of each:

§.U.
NCIC CCH FILE OUT OF SERVICE UNTIL 1200 EST

This message is transmitted when the CCH File is going out of service.

§.V.
NCIC CCH FILE IN FULL SERVICE 1500 EST 01/10/80.

This message is transmitted when:

1. The NCIC CCH File has been out of service and is returning with full service.
2. The NCIC CCH File has been in restricted service (a period during which only certain types of messages are accepted) and is now returning to full service.

§.W.
NCIC CCH FILE SERVICE RESTRICTED TO INQUIRY MESSAGES FROM 1500 UNTIL ABOUT 1700 EST. NO ENTRY, MODIFY, CANCEL, OR EXPUNGEMENT MESSAGES ACCEPTED. WATCH FOR FULL SERVICE MESSAGE.

This message is transmitted when the NCIC CCH File begins restricted service.

INTRODUCTION
SECTION 2--NCIC MESSAGES

2.11.11 CCH File Administrative Messages (Continued)

\$.X.

****NOTICE---NOTICE****

NCIC CCH FILE CONTINUING RESTRICTED SERVICE UNTIL ABOUT
1900 EST. WATCH FOR FULL SERVICE MESSAGE.

This message is transmitted when restricted service is extended 30 minutes or more beyond the time stated in the last \$.W. or \$.X. message. (Asterisks and dashes appearing in the second line of this message are transmitted.)

\$.Y.

YOUR NCIC LINE REOPENED 0900 EST.

NCIC CCH FILE IN FULL SERVICE.

NCIC PROPERTY, WANTED & MISSING PERSON FILES IN RESTRICTED
SERVICE.

This message is transmitted to a control terminal when that control terminal's communications line is reopened after a period during which the terminal's line was out of service and NCIC was in service. NCIC Missing Person, Wanted Person, and property files are in a restricted service status and the NCIC CCH File is in full service when the line is reopened.

\$.Z.

YOUR NCIC LINE REOPENED 0900 EST.

NCIC PROPERTY, WANTED & MISSING PERSON FILES IN FULL SERVICE.

NCIC CCH FILE IN RESTRICTED SERVICE.

This message is transmitted to a control terminal when that control terminal's communications line is reopened after a period during which the terminal's line was out of service and NCIC was in service. NCIC Missing Person, Wanted Person, and property files are in a full service status and the NCIC CCH File is in restricted service when the line is reopened.

INTRODUCTION
SECTION 3--QUALITY CONTROL, VALIDATION, AND OTHER PROCEDURES

3.1 Maintaining the Integrity of NCIC Records

Agencies that enter records in NCIC are responsible for their accuracy, timeliness, and completeness. The FBI, as manager of the NCIC system, helps maintain the integrity of the system through: (1) automatic computer edits which reject certain common types of errors in data (See edits in Section 1 of instructions for each file and on-line VIN edits in the preceding section.); (2) automatic purging of records after they are in file for a prescribed period of time (See retention periods in Section 1 of instructions for each file.); (3) quality control checks by FBI personnel; and (4) periodically furnishing lists of all records on file for validation by the agencies that entered them. This section explains quality control and validation procedures.

3.2.1 Quality Control

FBI NCIC personnel periodically check records entered in the system for accuracy. Errors discovered in records are classified as serious errors, form errors, or an error trend. This classification determines the type of action that is taken by FBI NCIC.

3.2.2 Serious Errors

Following is a list of errors which are considered serious.

1. Wanted Person File records which have an appended locate indicating the subject will be extradited.

These records will be automatically suppressed on the fifth day after the date of location listed in the records. All suppressed records will be purged at the time of the next file realignment.

2. Wanted Person File records which indicate that the subject is wanted for questioning only.
3. Wanted Person File records entered for missing persons.
4. Records entered for cashier's checks, bank drafts, bank officer's checks, certified checks, checks issued to cardholders by credit card companies, company checks, government checks (local, state, and Federal), personal checks, personal notes, and promissory notes.
5. Records entered for stolen credit cards.
6. A wanted person or Canadian warrant record wherein the ORI has entered in the Miscellaneous Field a statement indicating that the wanted individual will not be extradited, or will be extradited only if apprehended within the boundaries of the state in which the ORI has jurisdiction, e.g., WILL NOT EXTRADITE or EXTR THIS STATE ONLY.

INTRODUCTION

SECTION 3--QUALITY CONTROL, VALIDATION, AND OTHER PROCEDURES

3.2.2 Serious Errors (Continued)

Records which contain statements such as these in the Miscellaneous Field should not be entered in the NCIC Wanted Person File. These records serve no useful purpose, waste costly storage space, and might lead to a false arrest and subsequent lawsuits. Records concerning nonextraditable wanted persons are more appropriately maintained in a state or metropolitan computer system.

7. A wanted person or Canadian warrant record that has not been modified to include an extradition limitation in the Miscellaneous Field when the subject of the record has been found and the entering agency has declined to extradite the subject.

In most cases an ORI cannot forecast extradition limitations concerning a wanted person at the time of record entry. However, based upon unforeseen circumstances, such as, distance between the ORI and the apprehending agency, budget limitations, the degree of seriousness of the crime, etc., the ORI may be forced to impose extradition limitations on some wanted persons. For example, a Wanted Person File record entered by a New York agency is "hit" upon by a California agency, and the ORI declines extradition based upon one of the preceding reasons. When extradition is declined, a specific limitation has been determined and must be added to the Miscellaneous Field of the individual's NCIC record. FBI NCIC institutes quality control procedures for a serious error if an apprehending agency notifies FBI NCIC that an ORI has declined extradition of an individual and no limitation to this effect has been added to the Miscellaneous Field of the record.

8. A Canadian warrant, missing person, wanted person, license plate, or vehicle record containing inaccurate vehicular and/or license data, which data has been verified as inaccurate by the State Department of Motor Vehicles (DMV) where the vehicle is registered or by comparison with vehicle identification number (VIN) specifications obtained from the manufacturer.

Such inaccuracies can be uncovered when the state of registry compares license and vehicular data in the NCIC §.8. message with records contained in its DMV files. Upon discovery of inaccurate data, the state of registry should advise the ORI of the error. If the ORI fails to correct the error within a reasonable period of time, the state of registry should notify FBI NCIC. The entry of incorrect data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), or Vehicle Identification Number (VIN) Fields will be considered a serious error. Incorrect data entered in any of these fields might lead to a false arrest or possibly more serious consequences. On notification from the state of registry, FBI NCIC will cancel a Vehicle or License Plate File record which contains inaccurate information in the LIC, LIY, or VIN and only the inaccurate vehicular and/or license data from a Wanted or Missing Person File record if the ORI does not take corrective action or respond to an FBI NCIC quality control teletype message within 24 hours from 8 a.m. on the first working day after the receipt of the message.

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SECTION 3--QUALITY CONTROL, VALIDATION, AND OTHER PROCEDURES

3.2.2 Serious Errors (Continued)

9. Records entered in the wrong file.
10. Property records allowed to remain in the file in excess of ten days after transmission of a locate message.

These records will be automatically suppressed on the tenth day after the date of location listed in the records. All suppressed records are purged at the time of the next file realignment.

11. Stolen property records entered with a nonunique number such as a stock number, model number, an owner-applied number in the Serial Number (SER) Field, a nonunique boat hull number (BHN), or nonunique boat registration number (REG), etc.
12. Stolen property records entered with generic codes which do not have the manufacturer's name or other identifiable data in the Miscellaneous (MIS) Field.

Serious Error No. 12 will be utilized in the Boat File Make (BMA) Field code BOAT; Gun File Make (MAK) Field code ZZZ; Securities File Type (TYP) Field code AO; Vehicle File Make (VMA) Field codes AERO, ASVE, ATV, COEQ, CYCL, ENGN, FARM, SNOW, SPEC, TRLR, TRMN, and TRUK; and for related errors.

3.2.3 FBI NCIC Procedures for Errors

At the NCIC Advisory Policy Board Meeting held December 11 and 12, 1975, the Board approved the following procedures for FBI NCIC with regard to serious errors: "NCIC will advise the Control Terminal Agency and the Originating Agency (ORI) via teletype of an apparently erroneous record and request that it be verified, changed, or canceled within 24 hours. If neither a response is received nor corrective action is taken during that time period, NCIC will cancel the record."

Assumption of this limited responsibility for cancellation of a user's entries in connection with the foregoing quality control procedures does not make the FBI the guarantor of the accuracy of NCIC records. The ORI will still be responsible for the accuracy, completeness, and current status of its records entered in NCIC.

When a form error or an error trend is discovered, NCIC will mail a letter to the appropriate control terminal. The control terminal will forward a copy of the letter or a similar letter to the agency originating the record so corrective action can be taken. No further action will be taken by NCIC.

In connection with maintaining the integrity of NCIC records, each state and metropolitan control terminal should continue the development of stringent quality control procedures to ensure that all records in NCIC are kept accurate, complete, and up to date.

3.3.1 Validation Schedule

NCIC periodically prepares listings of records on file for validation purposes. These listings contain both active records (records beginning with the alphabetic character E) and inactive records (records beginning with the alphabetic character L). Note: All Wanted Person File records are active records. Inactive property file records and consecutively serialized group Article and Securities File records with an appended locate(s) are listed first and followed by active property file records. Wanted Person File records that have a locate appended are listed first and followed by the other Wanted Person File records. These listings are mailed to the appropriate control terminals who in turn disseminate the records to their originating agency. Validation listings are prepared as follows:

Vehicle, License Plate, and Boat Files--All records on file at 0400 EST (or EDT) on the first Friday of January and July.

Canadian Warrant, Wanted Person, and Missing Person Files--All records on file at 0400 EST (or EDT) on the first Friday of March and September.

Gun File--All records on file at 0400 EST on the first Friday of April.

Securities File--All records on file at 0400 EDT on the first Friday of October.

Article File--There is no validation for Article File records since stolen article records have a short retention period.

3.3.2 Validation Acknowledgment and Certification

Each control terminal will receive a letter explaining what records are contained on the validation, the order in which records are listed, and general procedures for validating the records. Also included with each validation are two letters which are to be executed by the NCIC Control Terminal Officer. One letter is used to acknowledge receipt of the validation material. This acknowledgment letter must be returned to FBI NCIC immediately.

The second letter is for the control terminal to certify that it has validated its records and/or has received certification from the originating agencies under its service jurisdiction that they have validated their records. Validation certification means that: (1) the records contained on the validation listing have been reviewed by the originating agencies; (2) the records which are no longer current have been removed from NCIC and all records remaining in the system are valid and active; (3) all records contain all available information; and (4) the information contained in each of the records is accurate. This certification letter must be returned to FBI NCIC within 75 days from the date that FBI NCIC mailed the validations to the control terminal. The NCIC Advisory Policy Board will be notified when any control terminal fails to return this certification letter.

3.3.2 Validation Acknowledgment and Certification (Continued)

If a control terminal agency has not received a certification response from an agency under its service jurisdiction within a specified period of time, the control terminal agency shall purge from NCIC all records which are the subject of that agency's validation listing.

If a control terminal agency fails to certify any validation listing to the NCIC within the specified time, NCIC shall purge all of that state's unvalidated records.

3.4 Headers

A header is a sequence of characters acceptable to the NCIC computer which is used to provide message information for the control terminal agency. If a control terminal elects to use a header, NCIC must be notified to effect programming changes to accept the header. After programming changes have been made, a header must be used with each message emanating from the agency and agencies who access NCIC through its control terminal. A header will not be stored as part of any NCIC record, but will be held temporarily during processing of the incoming message and returned to the originating terminal preceding the NCIC computer's response/acknowledgment.

Each header must contain a minimum of nine characters and may contain a maximum of nineteen characters. The first four characters of the header are used by the computer to route the incoming message to the appropriate NCIC File.

The following is an explanation of the different NCIC header prefixes.

- 1L01 - Directs the message to any one of the NCIC "hot files," i.e., Canadian Warrant, Missing Person, and Wanted Person Files and all property files.
- 2L01 - Directs the message to the Computerized Criminal History (CCH) File.
- BL01 - Directs the message to the Criminalistics Laboratory Information System.

Positions 5 through 14 are reserved for the user agency. If all ten of these positions are not used, the header will be adjusted accordingly.

Positions 15 through 19, or the last five characters, should be used to indicate a unique message number.

For additional information concerning headers used in CCH responses, see Part 10.

3.5 NCIC Character Set

The NCIC character set is comprised of the alpha characters A through Z, numeric characters 0 through 9, the period (.), the comma (,), the dollar sign (\$), the ampersand (&), the dash (-), the blank or space (), and the slash (/).

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SECTION 3--QUALITY CONTROL, VALIDATION, AND OTHER PROCEDURES

3.5 NCIC Character Set (Continued)

Additional characters acceptable for transactions directed to the CCH File are left parenthesis ((), right parenthesis ()), plus sign (+), asterisk (*), semicolon (;), and percent sign (%).

Note that the NCIC computer automatically changes the alpha "0" used in NCIC transactions to the numeric (0). The alpha "0" will only appear in Originating Agency Identifiers, Message Field Codes, and informational/instructional phrases transmitted by the NCIC computer. For example, COFBIDNOO, DOB, NO NCIC RECORD, and IMMED CONFIRM RECORD WITH ORI.

3.6 Retention of Terminal-Produced Printout

When an operational inquiry ("Q") on an individual or property yields a valid positive response (hit), the terminal-produced printout showing the inquiry message transmitted and the record (s) on file in NCIC should be retained for use in documenting probable cause for the detention of the missing person, arrest of the wanted person, or seizure of the property. The printout may also prove valuable in a civil suit alleging a false arrest, a false imprisonment, a civil rights violation, or an illegal seizure of property. If two-part paper is used, either the original or the legible copy is admissible in Federal court. Whether a state court will accept the legible copy or whether only the original will suffice depends on the state's rules of evidence.

When an NCIC inquiry yields a hit, the terminal employee making the inquiry should note on the terminal-produced printout precisely how, when, and to whom the information was given; initial and date this notation; and forward the printout to the inquiring officer or agency for retention in the case file. This procedure establishes the chain of evidence for the communication should the arresting officer need to substantiate his actions in a judicial proceeding.

The printout should be retained for as long as there remains any possibility that the defendant will challenge the arrest, search, or other law enforcement action taken because of the information contained on the printout. Retain the printout until all possible levels of appeal are exhausted or the possibility of a civil suit is no longer anticipated.

3.7.1 Soundexing in NCIC Files Except CCH File

The technique used to search the surname in an inquiry with the surname in a record on file in NCIC is called Soundex. Soundex coding is used in the Name (NAM) and Alias (AKA) Fields of the Missing Person and Wanted Person Files and the Owner (OWN) Field of the Securities File. Because the high volume of surnames on file in NCIC makes it impossible to search each surname separately, the Soundex system is used to file surnames phonetically in order to obtain a partial grouping of similar-sounding names.

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SECTION 3--QUALITY CONTROL, VALIDATION, AND OTHER PROCEDURES

3.7.1 Soundexing in NCIC Files Except CCH File (Continued)

Each surname in the Name, Alias, and Owner Fields is Soundex coded by the NCIC computer. A surname is Soundex coded by (1) always retaining the first letter of the surname; (2) never assigning a numeric value to certain letters; (3) grouping similar sounding consonants together by assigning the same numeric value to each of them; (4) assigning only one value to double consonants; and (5) requiring that each Soundex code consist of 5 characters. The method used to Soundex code a surname is as follows:

1. The first letter of the surname is retained and is never converted to a numeric value. Therefore, all Soundex codes begin with an alpha.
2. The letters A, E, H, I, O, U, W, and Y are never given a numeric value. Each of these letters is ignored in the Soundex coding process unless it is the first letter of a surname (#1 above) or separates the same consonant in a surname; e.g., the surname YARARET would be coded Y6630 since "Y" is retained as the first letter in the surname and both letters "R" receive a numeric value because they are separated by an intervening letter ("A").
3. Up to four consonants following the initial letter of the surname are assigned numeric values for coding purposes. A chart depicting the assigned values follows:

| Consonants | Value |
|----------------------------|-------|
| B, F, P, and V | 1 |
| C, G, J, K, Q, S, X, and Z | 2 |
| D and T | 3 |
| L | 4 |
| M and N | 5 |
| R | 6 |

4. Double consonants are coded as one letter. The surname MARRET would be Soundex coded M6300 by the NCIC computer since the two letters "R" are treated as one and given a single numeric value.
5. The Soundex code for all surnames is comprised of the initial letter of the surname and four numeric values for the first four consonants following the initial letter. When a surname does not have enough consonants to develop a five-character Soundex code, zeros are added after the numeric value for the last consonant of the surname. Following is a list of surnames and their NCIC Soundex code:

| Surname | Soundex code |
|---------|--------------|
| Baird | B6300 |
| Bird | B6300 |
| Byrd | B6300 |

3.7.1 Soundexing in NCIC Files Except CCH File (Continued)

| | |
|-----------|-------|
| Johnston | J5235 |
| Johnstone | J5235 |
| Johnstown | J5235 |
| Jonston | J5235 |
| Ames | A5200 |
| Aims | A5200 |
| Aimes | A5200 |

3.7.2 Soundexing in the CCH File

The Soundex code for the CCH File is comprised of 6 characters. The Name (NAM) and Alias (AKA) Fields of the CCH File are Soundex coded in the same manner as the Name and Alias Fields of the Missing Person and Wanted Person File. However, in the CCH File, the first letter of the first name is appended as a suffix, regardless of its numeric value. For example:

| <u>Name</u> | <u>Soundex code</u> |
|-------------------|---------------------|
| Biard, Richard | B6300R |
| Johnstown, Thomas | J5235T |

3.8 Terminal and/or Line Failure

Operational failure of a user's terminal may result from one of four conditions: (1) the NCIC computer is out of service; (2) control terminal fails or is out of service; (3) circuit problem, or (4) malfunction of user's terminal. Every effort will be made to notify users on-line when the NCIC computer is going out of service. However, when NCIC goes out of service unexpectedly, an out-of-service message cannot be sent.

A control terminal should make every effort to verify that the difficulty does not lie within its terminal equipment. If the difficulty is a terminal malfunction, the control terminal should notify the local terminal maintenance office for repair.

System activity and line traffic are monitored at the NCIC computer center. When there is line difficulty or malfunctioning of a data set, the Washington, D.C., area office of the vendor providing communication service is immediately notified by FBI Headquarters. It is not always possible to make a specific diagnosis of the trouble at NCIC Headquarters. In some cases it is only known that a terminal is not responding or is not responding properly to the NCIC computer. The trouble could be the user's terminal is out of service or malfunctioning, a data set problem, or circuit trouble. If after a reasonable time the user's problem has not been rectified, NCIC Headquarters will notify the appropriate vendor.

3.8 Terminal and/or Line Failure (Continued)

An NCIC Control Terminal should take the following action when in an out-of-service status and an analysis indicates the problem is not terminal equipment difficulty such as power supply, paper supply, switches improperly set, or terminal malfunction: immediately notify the local vendor providing communication service, log the time of notification, and note the circumstances relating to the problem. If after a reasonable period of time the vendor's efforts have not resolved the problem, notify NCIC Headquarters (telephone 202-324-5933) and furnish the time the vendor was notified and a brief description of the problem.

3.9 NCIC File Reorganization and Purge Schedule

FBI NCIC performs a biweekly file reorganization and purge of the NCIC Hot Files on every other Sunday between the hours of 2 a.m. and 7 a.m. plus a weekly file reorganization and purge of the CCH File between the hours of 8 a.m. and 2 p.m. on those Sundays when there is no NCIC Hot Files reorganization, and between the hours of 10 a.m. and 4 p.m. on those Sundays when there is an NCIC Hot Files reorganization. It is during these file reorganizations that NCIC implements new programming changes. There are no other times NCIC can predict restricted service. Users are advised of restricted service periods through on-line transmissions of NCIC administrative messages. When the NCIC System goes out of service for more than 15 minutes without having previously sent an out-of-service message, an NLETS APB message is sent advising users.

INTRODUCTION
SECTION 4--NCIC ORIGINATING AGENCY IDENTIFIER (ORI)
ASSIGNMENT POLICY

4.1 NCIC ORI Assignment Policy Approval

The NCIC ORI Policy was approved by the NCIC Advisory Policy Board on June 17, 1981.

4.2 Criteria for ORI Assignment

A. The criteria FBI NCIC uses for determining that an agency qualifies for an ORI assignment related to all NCIC files (Wanted Person, Missing Person, Stolen Property Files, Canadian Warrant, Criminalistics Laboratory Information System, and Computerized Criminal History) are:

1. That the agency must be a governmental agency as required by Title 28, U.S. Code, Section 534.
2. That the agency must meet the definition of a criminal justice agency as contained in the Department of Justice Regulations on Criminal Justice Information Systems (Title 28, Code of Federal Regulations, Part 20, Subpart A). These regulations in Section 20.3 define a criminal justice agency as "(c)... (1) courts; (2) a governmental agency or any subunit thereof which performs the administration of criminal justice pursuant to a statute or executive order, and which allocates a substantial part of its annual budget to the administration of criminal justice ('allocates a substantial part' has been interpreted to mean more than 50% by the originator of the Regulations). State and Federal Inspector General offices are included. (d) The 'administration of criminal justice' means 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. The administration of criminal justice shall include criminal identification activities and the collection, storage, and dissemination of criminal history record information."
3. That the agency not meeting the qualifications set out in #2 above must meet the definition of an agency under management control of a criminal justice agency as defined in the Computerized Criminal History Program Background, Concept and Policy as approved by the NCIC Advisory Policy Board December 13, 1979, (Policy Paper). The definition contained therein is as follows: "...the authority to set and enforce (1) priorities; (2) standards for the selection, supervision, and termination of personnel; and (3) policy governing the operation of computers, circuits, and telecommunications terminals used to process criminal history record information insofar as the equipment is used to process, store, or transmit criminal history record information. Management control includes, but is not limited to, the supervision of equipment, systems design, programming, and operating procedures necessary for the development and implementation of the Computerized Criminal History program. Such management control guarantees the priority service needed by the criminal justice

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ASSIGNMENT POLICY

4.2 Criteria for ORI Assignment (Continued)

3. (Continued)

community. A criminal justice agency must have a written agreement with the non-criminal justice agency operating the data center assuring that the criminal justice agency has management control as defined above."

4. A regional dispatch center may qualify for ORI assignment related to the NCIC files. A center is a cooperative effort entered into by political subdivisions in a particular area for the purpose of providing consolidated and computer-assisted dispatch for public safety purposes, that is, police, fire, and rescue services. Many of these systems are being established throughout the country under the "Dial 911" Program for centralized dispatch of police, fire, and rescue units. In many cases the law enforcement departments involved are abolishing their communications sections and turning the communications functions over to a consolidated regional system. In these situations, the state control terminal agency must submit a copy of the management control agreement to FBI NCIC.

Any court that hears civil cases only, e.g., some probate courts, does not qualify for NCIC access. Any correctional facility that houses only juveniles who are not involved in the criminal justice process but who are orphaned or declared incorrigible does not qualify for NCIC access. Any agency that supervises only juveniles who are not involved in the criminal justice process does not qualify for NCIC access. (NOTE: See following page for previous location of this section.)

B. The criteria FBI NCIC uses for determining that an agency qualifies for an ORI assignment related to NCIC files other than Computerized Criminal History (Wanted Person, Missing Person, Stolen Property, Canadian Warrants, and Criminalistics Laboratory Information System Files) are:

1. A nongovernmental agency or subunit thereof which allocates a substantial part of its annual budget to the administration of criminal justice, whose regularly employed peace officers have full police powers pursuant to state law and have complied with the minimum employment standards of governmentally employed police officers as specified by state statute, may have direct terminal access to NCIC files, except criminal history record information, provided such access is approved by the state control terminal agency. Such agency shall execute an agreement with the state control terminal agency assuring compliance with established NCIC Policy and procedure.
2. A noncriminal justice governmental department of motor vehicle or driver license registry, established by a state statute, which

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ASSIGNMENT POLICY

4.2 Criteria for ORI Assignment (Continued)

2. (Continued)
provides vehicle registration and driver record information to criminal justice agencies may be authorized direct access to the NCIC files, excepting criminal history record information, provided such access is approved by the state control terminal agency. Such registry shall be required to execute an agreement with the state control terminal agency assuring compliance with all established NCIC policies and procedures.
3. A governmental regional dispatch center, established by a state statute, resolution, ordinance or executive order, which provides communication services to criminal justice agencies may be authorized direct access to the NCIC files, excepting Criminal History Files, provided such access is approved by the state control terminal agency. Such centers shall be required to execute an agreement with each criminal justice agency it serves and with the state control terminal agency assuring compliance with all established NCIC policies and procedures.
4. The National Automobile Theft Bureau (NATB), a nongovernmental, nonprofit agency, which acts as a national clearing house for information on stolen vehicles and offers free assistance to law enforcement agencies concerning automobile thefts, identification and recovery of stolen vehicles is provided limited access to the Vehicle, License Plate, and Boat Files.

4.3 ORI Structure and Use of NCIC ORIs

An NCIC ORI is a nine character identifier assigned by FBI NCIC to an agency which has met the established qualifying criteria for ORI assignment to identify the agency in transactions on the NCIC system. The following explains the structure of law enforcement, criminal justice ORIs, and NCIC ORIs ending in the alphabetic character N or P.

A. Law Enforcement

The criterion FBI NCIC uses for assigning a law enforcement ORI (one ending in a numeric) is that the agency is a governmental agency or subunit thereof having statutory power of arrest and whose primary function is that of apprehension and detection. The nine character ORI is assigned as follows:

Example: PA0040100

Positions 1 and 2 are the alphabetic characters representing the state or country in which the agency is located.

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4.3 ORI Structure and use of NCIC ORIs (Continued)A. Law Enforcement (continued)

Example: PA0040100

Positions 3, 4, and 5 are three numeric characters indicating the county in which the agency is located. Exceptions to this are Federal agencies, which have in positions 3, 4, and 5, the "acronym" for that agency or alphabetic variations thereof, i.e., DCATF0000 and DCCG00000 for the Alcohol, Tobacco and Firearms agency and the U.S. Coast Guard respectively and some state agencies.

Example: PA0040100

Positions 6 and 7 in a law enforcement ORI are used to distinguish one agency from another within the same county and/or to indicate the number of agencies assigned within a particular county.

Example: PA0040100

Positions 8 and 9 of a law enforcement ORI are always double zero. NCIC users, particularly large city/urban police departments, may vary the characters in the last two positions (8 and 9) to identify internal divisions, units, substations, or multiple terminals for the same agency within the same city. Any variation of the last two positions is acceptable with the exception that an alphabetic character cannot be used in position 9. NCIC does not assign these variations. The variations will not translate when a ZO inquiry is made.

B. Criminal Justice

The criterion FBI NCIC uses for assigning a criminal justice ORI (one ending in an alphabetic A, B, C, G, J, M, Y, or N) is that the agency is a governmental agency or subunit thereof performing a criminal justice function other than apprehension. The nine character ORI is assigned as follows:

Example: PA004023C

Positions 1 and 2 are the alphabetic characters representing the state or country in which the agency is located.

Example: PA004023C

Positions 3, 4, and 5 are three numeric characters indicating the county in which the agency is located.

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SECTION 4--NCIC ORIGINATING AGENCY IDENTIFIER (ORI)
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4.3 ORI Structure and use of NCIC ORIs (Continued)B. Criminal Justice (Continued)

Example: PA004023C

Positions 6 and 7 are two numeric characters uniquely distinguishing one agency from other agencies of the same type and level within the same county. This does not indicate location (e.g., city) of the agency.

Example: PA004023C

Position 8 is a unique numeric character indicating the government level of the agency:

- 1 - Local, Municipal, City
- 3 - County
- 5 - State
- 7 - Federal
- 9 - Nongovernmental

Example: PA004023C

Position 9 is an alphabetic character representing the type of agency:

- A - Prosecuting Attorney's Office (includes District Attorney's Office, Attorney's General Office, etc.).
- B - Pretrial service agencies (indicating background investigating).
- C - Correctional Institutions, including jails, prisons, detention center, etc.
- G - Probation and Parole Offices.
- J - Courts, Magistrates Offices.
- M - Custodial Facilities in a medical or psychiatric institution and some medical examiners' offices which are criminal justice in function.
- N - Regional dispatch center which is a criminal justice agency or under the management control of a criminal justice agency.
- Y - Local, County, State or Federal Agency which is classified as a criminal justice agency by statute but does not fall into one of the aforementioned categories. Example: Arkansas Crime Information Center.

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4.3 ORI Structure and use of NCIC ORIs (Continued)C. Noncriminal Justice

The FBI NCIC assigns ORIs ending in the alphabetic character "P" to non-criminal justice agencies meeting criteria set forth in 4.2. Agencies assigned "P" number ORIs will be prohibited from accessing the CCH file, but will be permitted access to all other NCIC files if authorized by the state control terminal agency. The structure of a "P" number ORI is the same as criminal justice ORIs.

4.4 Use of NCIC ORIs in NCIC Transactions

The ORI Field of an NCIC record on a wanted person must contain the valid NCIC ORI of the agency to which the warrant for the arrest of the person has been issued, or the valid NCIC ORI of an agency authorized to act as holder of the record for such agency. The ORI Field of an NCIC Missing Person File record must contain the valid NCIC ORI of the agency to which the person has been reported missing and to which documentation confirming the person's missing status has been furnished, or the valid NCIC ORI of an agency authorized to act as holder of the record for such agency. The ORI Field of an NCIC stolen property record must contain the valid NCIC ORI of the agency to which a theft of property identifiable by a unique number has been reported and which agency has jurisdiction over the actual place of theft, or the valid NCIC ORI of an agency authorized to act as holder of the record for such agency.

Any criminal justice agency or regional dispatch center may act as holder of the record for a criminal justice agency and such criminal justice agency or regional dispatch center may place its own ORI in the ORI Field of an NCIC Wanted Person, Missing Person, or stolen property record only when there is a written agreement between the two agencies delineating the legal responsibilities for the record. Responsibilities for the record include entering and updating the record, confirming a hit on the record, and removing the record from file. Any agency that does not have a written agreement and transmits an NCIC record entry for an agency not having its own telecommunications equipment must store in the ORI Field of the record the valid NCIC ORI of the agency requesting transmission of the entry.

An inquiry of the NCIC Canadian Warrant, Wanted Person, Missing Person, or stolen property Files must contain a valid NCIC ORI in the ORI Field. Agencies making inquiries for another agency must use the ORI of the other agency. Confirming a hit on an NCIC Wanted Person File record means the agency that can arrest the wanted person must check with the ORI of the record to verify that the warrant is still outstanding and the person inquired upon is identical with the subject of the warrant, and to obtain extradition information. Hit confirmation on an NCIC Missing Person File record means the agency inquiring on a missing person must check with the ORI of the record to determine that the report is still active and the person inquired upon is identical with the person described in the record, and to obtain information concerning the safe return of the person to appropriate authorities. To confirm a hit on an NCIC

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SECTION 4--NCIC ORIGINATING AGENCY IDENTIFIER (ORI)
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4.4 Use of NCIC ORIs in NCIC Transactions (Continued)

stolen property record means the agency that can seize the stolen item must check with the ORI of the record to verify that the theft report is still outstanding and the property inquired upon is identical with the property described in the record, and to obtain information concerning return of the stolen item to its rightful owner. To confirm a hit on a Canadian Warrant File record means that the agency inquiring on the wanted person must verify with the ORI that the warrant is still outstanding, the person inquired upon is identical with the subject of the record, and to obtain extradition information. No arrest can be made in the United States based on a Canadian Warrant.

4.5 Validation Schedule

At the December, 1980, Advisory Policy Board Meeting, the Board approved the establishment of a biennial ORI validation. The first biennial validation was effected in January, 1981. As part of the validation, each Control Terminal Officer is responsible for verifying the accuracy of each ORI assigned for his or her state or Federal agency.

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5.1 NCIC State Control Terminals

| <u>State</u> | <u>Agency and Telephone</u> | <u>Address</u> | <u>ORI</u> |
|----------------------|---|----------------|------------|
| Alabama | Alabama Criminal Justice Information Center (205/832-4930) | Montgomery | AL003015Y |
| Alaska | Alaska State Troopers Department of Public Safety (907/269-5743) | Anchorage | AKAST0100 |
| Arizona | Arizona Criminal Justice Information System Division Arizona Department of Public Safety (602/262-8386) | Phoenix | AZCISPX00 |
| Arkansas | Arkansas Crime Information Center Department of Public Safety (501/371-2221) | Little Rock | AR060015Y |
| California | Division of Law Enforcement California Department of Justice (916/445-9830) | Sacramento | CA0349400 |
| Colorado | Colorado Bureau of Investigation (303/759-1100) | Denver | COCBI0000 |
| Connecticut | Connecticut Department of State Police (203/238-6656) | Meriden | CTCSP0000 |
| Delaware | State Police Delaware Department of Public Safety (302/736-5851) | Dover | DEDSP0000 |
| District of Columbia | Metropolitan Police Department (202/727-4301) | Washington | DCMPD0000 |
| Florida | Division of Criminal Justice Information Systems Florida Department of Law Enforcement (904/488-8852) | Tallahassee | FL0370100 |

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SECTION 5--NCIC CONTROL AGENCIES

5.1 NCIC State Control Terminals (Continued)

| <u>State</u> | <u>Agency and Telephone</u> | <u>Address</u> | <u>ORI</u> |
|--------------|--|----------------|------------|
| Georgia | Georgia Crime Information Center Georgia Bureau of Investigation (404/656-6110) | Atlanta | GAGBI0000 |
| Hawaii | Honolulu Police Department Research and Development Division (808/955-8121) | Honolulu | HI0020000 |
| Idaho | Bureau of Criminal Identification Idaho Department of Law Enforcement (208/334-2537) | Boise | ID001015Y |
| Illinois | Illinois Department of Law Enforcement (217/782-7676) | Springfield | IL0849600 |
| Indiana | Indiana State Police (317/232-8260) | Indianapolis | INISP0000 |
| Iowa | Data Services Bureau Iowa Department of Public Safety (515/281-8420) | Des Moines | IADPS0000 |
| Kansas | Kansas Highway Patrol (913/296-3801) | Topeka | KSKHPQ000 |
| Kentucky | Bureau of Kentucky State Police (502/564-6864) | Frankfort | KYKSP0000 |
| Louisiana | Division of State Police Louisiana Department of Public Safety (504/925-6324) | Baton Rouge | LALSP0000 |
| Maine | State Police Maine Department of Public Safety (207/289-2155) | Augusta | MEMSP0000 |
| Maryland | Telecommunications Division Maryland State Police (301/486-3101) | Pikesville | MDMSP0000 |

INTRODUCTION
SECTION 5--NCIC CONTROL AGENCIES

5.1 NCIC State Control Terminals (Continued)

| <u>State</u> | <u>Agency and Telephone</u> | <u>Address</u> | <u>ORI</u> |
|---------------|--|----------------|------------|
| Massachusetts | Executive Office of Public Safety Criminal History Systems Board (617/727-0090) | Boston | MAMSP0000 |
| Michigan | LEIN Policy Council Michigan State Police (517/337-6166) | East Lansing | MI3300200 |
| Minnesota | Criminal Justice Information Systems Section Bureau of Criminal Apprehension Minnesota Department of Public Safety (612/296-6416) | St. Paul | MNBCA0000 |
| Mississippi | Criminal Justice Information Center Mississippi Department of Public Safety (601/982-1212, Ext. 270) | Jackson | MSMHP0000 |
| Missouri | Missouri State Highway Patrol (314/751-3313) | Jefferson City | MOMHP0000 |
| Montana | LENS Bureau Montana Department of Justice (406/449-2800) | Helena | MTMAG0000 |
| Nebraska | Communications Division Nebraska State Patrol (402/477-3951) | Lincoln | NBNSP0000 |
| Nevada | Highway Patrol Division Nevada Department of Motor Vehicles (702/885-3319) | Carson City | NV0139900 |
| New Hampshire | Division of State Police New Hampshire Department of Safety (603/271-3794) | Concord | NHNSP0000 |

INTRODUCTION
SECTION 5--NCIC CONTROL AGENCIES

5.1 NCIC State Control Terminals (Continued)

| <u>State</u> | <u>Agency and Telephone</u> | <u>Address</u> | <u>ORI</u> |
|----------------|---|-------------------|------------|
| New Jersey | Division of State Police New Jersey Department of Law and Public Safety (609/882-2000) | Trenton | NJNSP0000 |
| New Mexico | New Mexico State Police (505/827-5122) | Santa Fe | NMNSP0000 |
| New York | New York State Police (518/457-2393) | Albany | NY1010000 |
| North Carolina | Police Information Network North Carolina Department of Justice (919/733-3171) | Raleigh | NCPIN0000 |
| North Dakota | North Dakota Radio Communications Department (701/224-2121) | Bismarck | NDRCD0000 |
| Ohio | Ohio State Highway Patrol (614/466-3554 or 5933) | Columbus | OHOHP0000 |
| Oklahoma | Oklahoma Law Enforcement Telecommunications Systems Department of Public Safety (405/424-4011, Ext. 2224) | Oklahoma City | OKOHP0000 |
| Oregon | Law Enforcement Data System Data Systems Division Oregon Executive Department (503/378-3054) | Salem | ORO24015Y |
| Pennsylvania | Bureau of Technical Services Pennsylvania State Police (717/783-5575) | Harrisburg | PAPSP0000 |
| Rhode Island | Rhode Island State Police (401/647-3311) | North Scituate | RIRSP0000 |
| South Carolina | South Carolina Law Enforcement Division (803/758-6504) | Columbia | SCLED0000 |
| South Dakota | Attorney General's Office Criminal Justice Training Center (605/773-4635) | Pierre | SDDCI0000 |

INTRODUCTION
SECTION 5--NCIC CONTROL AGENCIES

5.1 NCIC State Control Terminals (Continued)

| <u>State</u> | <u>Agency and Telephone</u> | <u>Address</u> | <u>ORI</u> |
|---------------|---|---------------------|------------|
| Tennessee | Tennessee Bureau of Investigation (615/333-2333) | Nashville | TNTBI0000 |
| Texas | Crime Records Division Texas Department of Public Safety (512/465-2088) | Austin | TX0000000 |
| Utah | State Bureau of Criminal Identification Utah Department of Public Safety (801/965-4445) | Salt Lake City | UTBCI0000 |
| Vermont | Vermont Criminal Information Center Department of Public Safety (802/828-2155) | Waterbury | VTVSP0000 |
| Virginia | Records and Statistics Division Virginia Department of State Police (804/323-2021) | Richmond | VAVSP0000 |
| Washington | Criminal Justice Services Washington State Patrol (206/753-6858) | Tumwater | WAWSP0000 |
| West Virginia | Communications Division West Virginia State Police Department of Public Safety (304/348-2361) | South Charleston | WWSP0000 |
| Wisconsin | Crime Information Bureau Division of Law Enforcement Services Wisconsin Department of Justice (608/266-7399) | Madison | WI013015Y |
| Wyoming | Criminal Identification Division Office of the Attorney General (307/777-7523) | Cheyenne | WY011015Y |

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5.2 Federal Criminal Justice Agency Headquarters

| <u>Agency Abbreviation</u> | <u>Agency, Address, and Telephone</u> | <u>ORI</u> |
|----------------------------|---|------------|
| ATF | Bureau of Alcohol, Tobacco and Firearms Room 3235 1200 Pennsylvania Avenue, Northwest Washington, D.C. 20226 (202/566-7886) | DCATF0000 |
| BOM | Security Staff Bureau of the Mint Department of the Treasury 501 13th Street, Northwest Washington, D.C. 20220 (202/376-0592) | DCBOM0000 |
| BOP | NCIC Interface System U.S. Bureau of Prisons Room 240 320 First Street, Northwest Washington, D.C. 20534 (202/724-3065) | DC0010170 |
| DC | Enforcement Division National Marine Fisheries Service National Oceanic and Atmospheric Administration U.S. Department of Commerce Washington, D.C. 20235 (202/634-7265) | DCDC00000 |
| DEA | Drug Enforcement Administration 1405 Eye Street, Northwest Washington, D.C. 20537 (202/633-1401) | DCDEA0000 |
| DI | Branch of Law Enforcement Office of the Secretary U.S. Department of Interior Room 5424 Washington, D.C. 20240 (202/343-6319) | |
| DIS | Defense Criminal Investigative Service Room 8D490 Cameron Station Alexandria, VA 22314 (703/274-5380) | VADIS0000 |

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5.2 Federal Criminal Justice Agency Headquarters (Continued)

| <u>Agency Abbreviation</u> | <u>Agency, Address, and Telephone</u> | <u>ORI</u> |
|----------------------------|--|------------|
| DOA | Marketing and Consumer Programs Division Office of Investigation U.S. Department of Agriculture Washington, D.C. 20250 (202/447-5100) | DC001027Y |
| DOJ | Telecommunications Services Center U.S. Department of Justice Room 6230 Washington, D.C. 20530 (202/633-4367) | |
| DOL | Office of Special Investigations U.S. Department of Labor Washington, D.C. 20210 (202/523-8760) | DCDOL0000 |
| DOS | Office of Security - A/SY/CC Room 2435 Department of State Washington, D.C. 20520 (202/632-2412) | DCDOS0000 |
| DOT | U.S. Department of Transportation Office of Inspector General 400 7th Street, Southwest Washington, D.C. 20590 (202/426-4091) | DC001047Y |
| FAA | ACS-1 Federal Aviation Administration Department of Transportation 800 Independence Avenue, Southwest Washington, D.C. 20591 (202/426-3520) | DCFAA0000 |
| FBI | NCIC Section 10th and Pennsylvania Avenue, Northwest Washington, D.C. 20535 (202/324-2606) | DCFBIWA00 |
| FDA | Food and Drug Administration Parklawn Building, Room 1090 5600 Fishers Lane Rockville, MD 20852 (301/443-1811) | MDFDA0100 |

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5.2 Federal Criminal Justice Agency Headquarters (Continued)

| <u>Agency Abbreviation</u> | <u>Agency, Address, and Telephone</u> | <u>ORI</u> |
|----------------------------|--|------------|
| FPS | General Services Administration Public Buildings Service Federal Protective Service Management Washington, D.C. 20405 (202/566-0887) | DCFPS0000 |
| GSA | General Services Administration Room 5042 18th and F Streets, Northwest Washington, D.C. 20405 (202/566-0434) | DCGSA0000 |
| HHS | Department of Health and Human Services Room 5258, North Building 330 Independence Avenue, Southwest Washington, D.C. 20201 (202/472-3208) | DC001057Y |
| HUD | Department of Housing and Urban Development Room 8274 451 7th Street, Southwest Washington, D.C. 20410 (202/755-6390) | DC001067Y |
| ICC | Investigations Branch Interstate Commerce Commission 12th Street and Constitution Avenue, Northwest Washington, D.C. 20423 (202/275-7587) | DCICC0100 |
| INS | U.S. Immigration and Naturalization Service Room 6217 425 I Street, Northwest Washington, D.C. 20536 (202/633-4110) | USINS0000 |
| IRS | Criminal Investigation Division CP:CI:0 Internal Revenue Service Room 2535 1111 Constitution Avenue, Northwest Washington, D.C. 20224 (202/566-6114) | DCIRS9600 |

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SECTION 5--NCIC CONTROL AGENCIES

5.2 Federal Criminal Justice Agency Headquarters (Continued)

| <u>Agency Abbreviation</u> | <u>Agency, Address, and Telephone</u> | <u>ORI</u> |
|----------------------------|---|------------|
| NIS and USN | Naval Investigative Service Headquarters Post Office Box 16230 Suitland, MD 20023 (301/763-3780) | USNIS0000 |
| OSI and USAF | Directorate of Management Information Services Headquarters Office of Special Investigations Bolling Air Force Base Washington, D.C. 20332 (202/767-5719) | DCOSI0000 |
| PO | Office of Criminal Investigations U.S. Postal Inspection Service Room 3837 475 L'Enfant Plaza West, Southwest Washington, D.C. 20260 (202/245-5335) | DCPO00000 |
| SI | Security Services Division Office of Protection Services Smithsonian Institution 955 L'Enfant Plaza Suite 2700 Washington, D.C. 20024 (202/287-3447) | DCSI00000 |
| USA | Law Enforcement Division Human Resources Development Directorate Office of the Deputy Chief of Staff for Personnel Room 2C716, Pentagon U.S. Army Washington, D.C. 20310 (202/756-1880) | USA000000 |
| USC | Law Enforcement Systems Division U.S. Customs Service Room 5117 1301 Constitution Avenue, Northwest Washington, D.C. 20229 (202/566-8717) | DCUSC0000 |
| USCG | U.S. Coast Guard (G-OIS/TP-32) W.F.O. 2100 2nd Street, Southwest Washington, D.C. 20593 (202/426-1969) | DCCG00000 |

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5.2 Federal Criminal Justice Agency Headquarters (Continued)

| <u>Agency Abbreviation</u> | <u>Agency, Address, and Telephone</u> | <u>ORI</u> |
|-----------------------------------|--|------------|
| U.S. Courts, Pretrial Services | Administrative Office of the United States Courts Supreme Court Building Washington, D.C. 20544 (202/633-6208) | |
| U.S. District Courts, Magistrates | Administrative Office of the United States Courts Supreme Court Building Washington, D.C. 20544 (202/633-6097) | |
| U.S. Probation Offices | Administrative Office of the United States Courts Division of Probation Supreme Court Building Washington, D.C. 20544 (202/633-6226) | |
| USM | U.S. Marshals Service Communications Room 271 1 Tysons Corner Center McLean, Virginia 22102 (703/285-1104) | VAUSM0000 |
| USMC | Absentee/Deserter Section Code MPH-57 Headquarters Marine Corps Washington, D.C. 20380 (202/694-2927) | USMC00000 |
| USSS | U.S. Secret Service Room 931 1800 G Street, Northwest Washington, D.C. 20223 (202/535-5744) | DCSS15800 |
| VA | Security Staff Department of Medicine and Surgery Veterans Administration 810 Vermont Avenue, Northwest Washington, D.C. 20420 (202/235-3045) | DCVA00000 |

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SECTION 5--NCIC CONTROL AGENCIES

5.3 Other NCIC Control Terminals

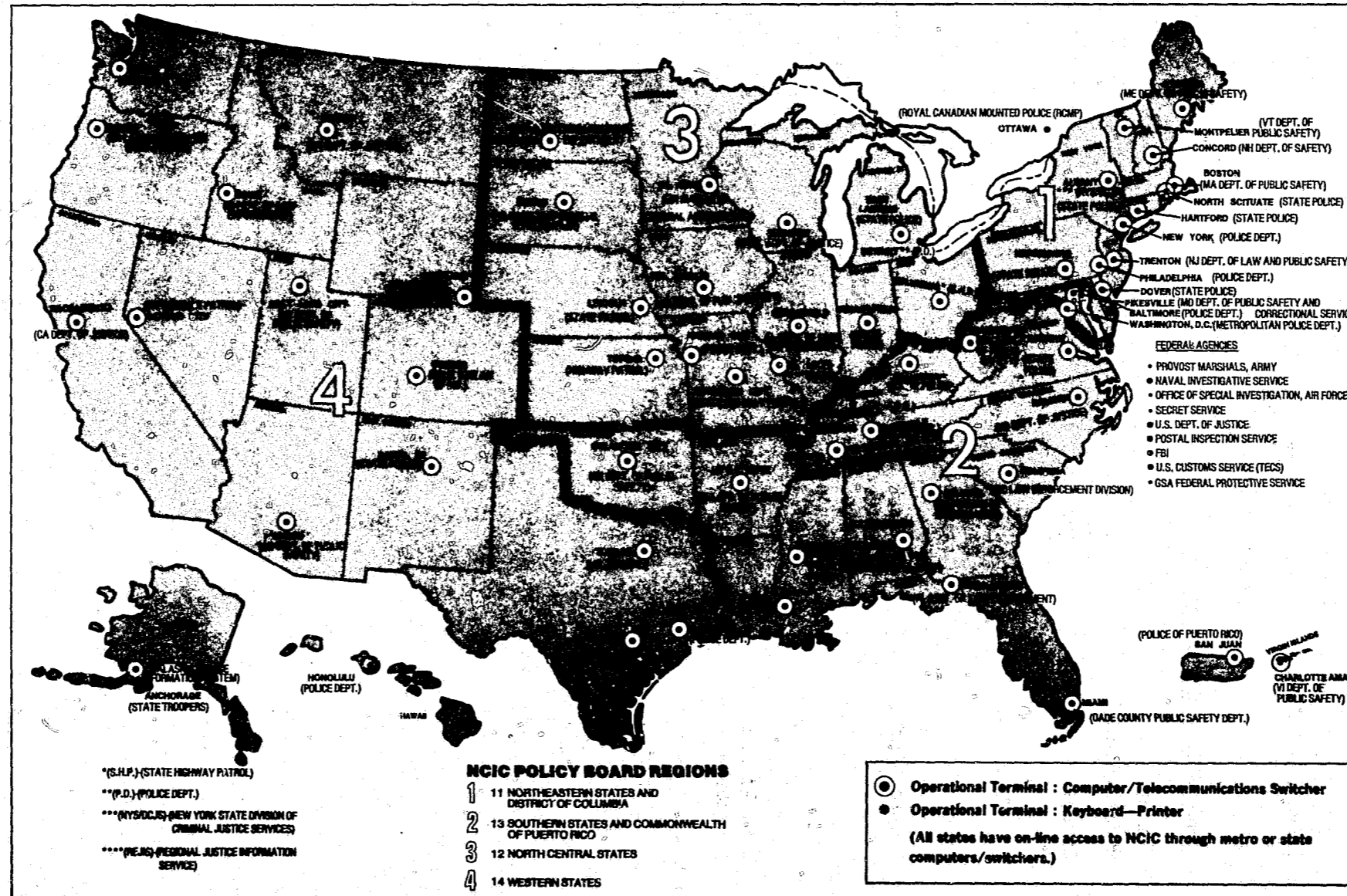
| <u>Agency Abbreviation</u> | <u>Agency, Address, and Telephone</u> | <u>ORI</u> |
|----------------------------|--|------------|
| Canada | Canadian Police Information Centre Royal Canadian Mounted Police 1200 Alta Vista Drive Ottawa, Ontario, Canada K1A 0R2 (613/993-9740) | ONRCMP000 |
| Puerto Rico | Bureau of Technical Services Police of Puerto Rico G.P.O. Box 70166 San Juan, Puerto Rico 00936 (809/781-1234, Ext. 2310) | PRPPRO000 |
| U.S. Virgin Islands | Department of Public Safety Post Office Box 3807 Charlotte Amalie, St. Thomas U.S. Virgin Islands 00801 (809/774-6400) | VI0010000 |

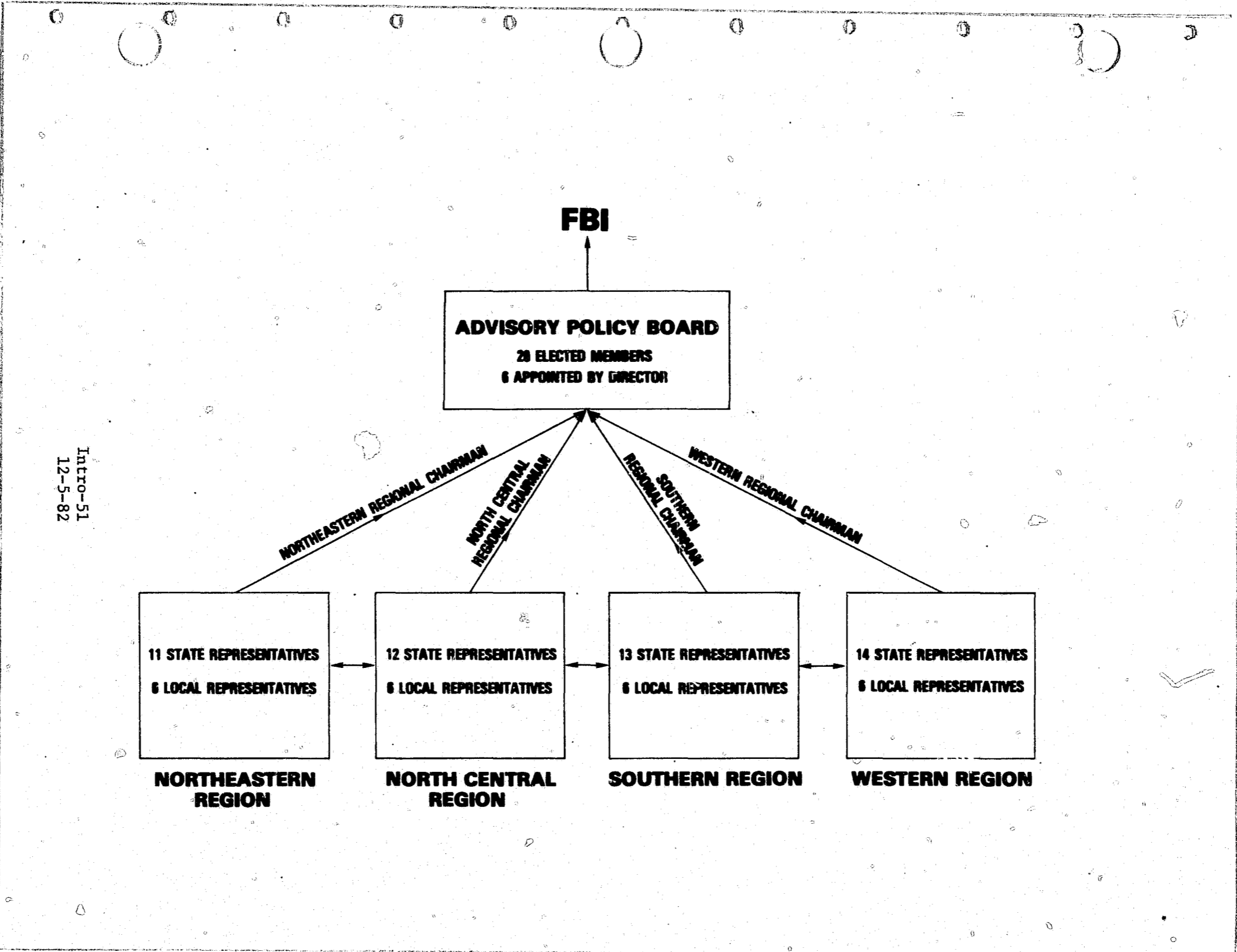


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VEHICLE FILE
SECTION 1--INTRODUCTION

1.1 Definition of a Vehicle for NCIC Purposes

For NCIC purposes, a vehicle is any motor-driven conveyance designed to carry its operator except a boat. In addition to conveyances meeting this definition, aircraft and trailers also are to be entered in the Vehicle File.

1.2 Criteria for Entry in Vehicle File

1. The purpose of the Vehicle File is to provide assistance in the recovery of a stolen vehicle or a vehicle involved in the commission of a crime (felony vehicle) and in the recovery of a stolen vehicle part. Do not enter a vehicle which has already been located.
2. An unrecovered stolen vehicle may be entered in file if a theft report has been made. The entering agency must maintain the entry in an up-to-date status.
3. The state of registry may enter a record for a vehicle stolen in another state when a test inquiry after a reasonable period of time discloses no record in NCIC. In this instance, the identity of the agency holding the theft report must be shown in the Miscellaneous Field. CAUTION--Multiple entries may occur when this procedure is followed; therefore, it is imperative that each agency immediately clear its record upon recovery of the vehicle.
4. A loaned, rented, or leased vehicle that has not been returned may not be entered in file unless an official police theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.
5. A felony vehicle may be entered in file immediately providing the whereabouts of the vehicle is unknown.
6. An unrecovered vehicle identification number (VIN) plate, certificate of origin (CTO) or certificate of title (CTT) (includes stolen blank CTOs and CTTs that have a preassigned serial number, and CTOs and CTTs that are associated with a vehicle), a serially numbered stolen vehicle engine or transmission, as well as a backhoe, a hay baler, etc., may be entered in file as a stolen vehicle part if a theft report has been made. Automotive accessories, such as tape decks, AM-FM radios, batteries, carburetors, etc., are to be entered in the Article File. These items are not to be entered as stolen vehicle parts in the Vehicle File.

1.3 Message Key (MKE) Codes

| <u>Message</u> | <u>Stolen Vehicle MKE</u> | <u>Translation</u> |
|----------------|---------------------------|--------------------|
| Entry | EV | STOLEN VEHICLE |
| Modify | MV | |
| Cancel | XV | |

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SECTION 1--INTRODUCTION

1.3 Message Key (MKE) Codes (Continued)

| <u>Message</u> | <u>Stolen Vehicle MKE</u> | <u>Translation</u> |
|---|--------------------------------|------------------------|
| Inquiry | QV | |
| Test Inquiry | ZV | |
| Locate | LV | LOCATED VEHICLE |
| Clear | CV | |
| **Entry of an Add-On Vehicle | | |
| Record | EVS* | |
| Cancel Add-On Vehicle Record | XVS* | |
| Located Add-On Vehicle Record | LVS* | |
| <u>Message</u> | <u>Felony Vehicle MKE</u> | <u>Translation</u> |
| Entry | EF | FELONY VEHICLE |
| Modify | MF | |
| Cancel | XF | |
| Inquiry | QV | |
| Test Inquiry | ZV | |
| Locate | LF | LOCATED FELONY VEHICLE |
| Clear | CF | |
| <u>Message</u> | <u>Stolen Vehicle Part MKE</u> | <u>Translation</u> |
| Entry | EP | STOLEN VEHICLE PART |
| Modify | MP | |
| Cancel | XP | |
| Inquiry | QV | |
| Test Inquiry | ZV | |
| Locate | LP | LOCATED VEHICLE PART |
| Clear | CP | |
| **Entry of an Add-On Part Record | | |
| Cancel Add-On Part Record | XPS* | |
| Located Add-On Part Record | LPS* | |

If it is desired that a stolen or felony vehicle or stolen vehicle part be held for latent fingerprint examination, "-p" should be entered as part of the message key code, for example, "EV-P" which translates as "STOLEN VEHICLE - HOLD FOR LATENTS", "EF-P" which translates as "FELONY VEHICLE - HOLD FOR LATENTS", and EP-P" which translates as "STOLEN VEHICLE PART - HOLD FOR LATENTS". If the occupant(s) of the vehicle in question is known to be armed, "-A" should be entered as part of message key code, for example, "EV-A" which translates as "STOLEN VEHICLE - OCCUPANT(S) ARMED", or "EF-A"

*These MKEs will be followed by a fourth character which must be a numeric identifying the add-on vehicle record or add-on part record, i.e., EVS1 or EPS3.

**Add-on vehicle and add-on part records can only be appended to a base stolen vehicle record.

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SECTION 1--INTRODUCTION

1.3 Message Key (MKE) Codes (Continued)

which translates as "FELONY VEHICLE - OCCUPANT(S) ARMED". If a stolen or felony vehicle is to be held for latent fingerprint examination and the occupant(s) of the vehicle is known to be armed, "-F" should be entered as part of the message key code, for example, "EV-F" which translates as "STOLEN VEHICLE - OCCUPANT(S) ARMED/HOLD FOR LATENTS" or "EF-F" which translates as "FELONY VEHICLE -OCCUPANT(S) ARMED/HOLD FOR LATENTS". Caution indicators cannot be used with add-on MKEs.

1.4.1 Retention Period for Stolen Vehicle, Felony Vehicle, or Stolen Vehicle Part

Unrecovered stolen vehicle records without a vehicle identification number (VIN) or owner-applied number (OAN) therein will remain in file for 90 days after entry. They will be automatically removed from file at the next Vehicle File purge following the minimum 90-day retention period.

Unrecovered felony vehicle records will remain in file for a minimum period of 90 days after entry and will be automatically removed from file at the next Vehicle File purge following the minimum 90-day retention period.

Unrecovered stolen vehicle records which contain a VIN or OAN and stolen vehicle part records which contain an OAN or serial number (SER) will remain in file for the remainder of the year of entry plus four. These records will be automatically removed from file at the first Vehicle File purge following this retention period. For example, 1980 stolen vehicle entries which contain a VIN and 1980 stolen vehicle engine entries would be purged at the first Vehicle File purge in 1985.

An exception to record retention periods will occur in the event a serious error is detected in the record on file. See Introduction, Section 4.2.2, for complete procedural information concerning serious errors.

See Introduction, Section 4.9, for complete information concerning NCIC File reorganization and purge schedule.

Agencies are not furnished a listing of their purged vehicle records.

1.4.2 Automatic Purge

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields of a stolen vehicle record containing a VIN or OAN will be purged one year after the license plate expires as indicated in the LIY Field.

A nonexpiring license plate (LIY/00) in a stolen vehicle record will be retained until the entire record is purged.

Users will not be furnished a listing of records from which expired license data is purged.

A record which has been located will be automatically suppressed ten days after the date of location stored in the record. Those records that have been suppressed will be purged at the time of the next file realignment. Users will not be notified when located records have been purged.

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1.5 Validations

Validation listings are prepared as of 0400 EST (or EDT) on the first Friday in January and July. Validation printouts or tapes will first list all located vehicle records (MKE/LV, MKE/LF, and MKE/LP) followed by all other active vehicle records (MKE/EV, MKE/EF, and MKE/EP). Add-on vehicles and add-on parts will be listed following the base record. Therefore, the location of an add-on record in the validation listing depends on the status of the base record. All \$.8. Program records that are listed on validation tapes and printouts will be flagged. The heading "\$.8. Program Records" will appear at the beginning of all out-of-state records prepared on printouts. Those validations prepared on magnetic tape will have an additional byte containing the dollar sign (\$) character added to the end of all records meeting the \$.8. Program criteria.

1.6 Vehicle Message Field Codes and Edits

| Field | Code | Edits |
|----------------------------------|------|---|
| Message Key | MKE | Must be valid message key. |
| Originating Agency Identifier | ORI | Must be a valid NCIC-assigned ORI. The first two characters must be alphabetic and must check with the line number for the state as assigned by the NCIC computer. |
| License Plate Number | LIC | Maximum of eight alphanumeric characters. Must not be characters UNK, UNKN, UNKNOWN. 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". |
| License Plate State | LIS | Must be two alphabetic characters. See the Code Manual for listing of valid codes. |
| License Plate Year of Expiration | LIY | Must be current year, current year minus one, later than current year, or 00. |
| License Plate Type | LIT | Must be valid NCIC-assigned LIT code. See the Code Manual for valid codes. |
| Vehicle Identification Number | VIN | Single zero only, run of zeros only, single alphabetic only, or all alphabetic only, indicating vehicle identification number is not known, cannot be used. For additional edits on VIN Field, see Part 1, Section 9. |
| Serial Number | SER | Maximum of 20 alphanumeric characters. Single zero only, run of zeros only, single alphabetic only, or run of alphabetic only cannot be used. |

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SECTION 1--INTRODUCTION

1.6 Vehicle Message Field Codes and Edits (Continued)

| Field | Code | Edits |
|---------------|------|---|
| Vehicle Year | VYR | Must be two numeric characters, no more than one year beyond the current model year. Must <u>not</u> be 00. |
| Vehicle Make | VMA | Minimum of two and maximum of four alphabetic characters. If the VMO is other than TL, the VMA must be a valid code listed in the Code Manual. If the VMO is TL, the VMA must not be characters ASM, ASMB, ASSE, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ. If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA must be AERO. If VST is EB, EN, or OP, the VMA must be ATV, SPEC, or SNOW. |
| | | (aircraft) |
| | | (all-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile) |
| Brand Name | BRA | Minimum of two and maximum of four alphabetic characters. Must be a valid code listed in the Code Manual. |
| Vehicle Model | VMO | Must be alphabetic or numeric characters. Do not skip space(s), use hyphen(s), or symbol(s). The only valid two-character VMO codes for vehicles with VMA/AMER are AV, CE, FE, RA, RC, RR, and TK. The only valid two-character VMO codes for vehicles with VMA/CADI are AV, 60, 61, 62, and 75. The only valid two-character VMO codes for vehicles with VMA/CHRY are AV and NY. The only valid two-character VMO codes for vehicles with VMA/FORD are AV, CE, FE, TK, and XL. The only valid two-character VMO codes for vehicles with VMA/OLDS are AV, 88, and 98. The only valid two-character VMO codes for vehicles with VMA/BUIC are AV and GS. The only valid two-character VMO codes for vehicles with the VMA CHEV, DODG, PLYM, or PONT are AV, CE, FE, and TK. The only valid two-character VMO code for vehicles with the VMA/IMPE, LINC, MERC, or RAMB is AV. If the VMA is ASVE, the VMO must be AV or REP. |
| | | (automobile) |
| | | (assembled automobile) |

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1.6 Vehicle Message Field Codes and Edits (Continued)

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|---|-------------|--|
| Vehicle Model (cont'd) (construction equipment) (farm and garden equipment) (motorcycle) (snowmobile) (trailer) (truck) | VMO | If the VMA is COEQ, the VMO must be CE. If the VMA is FARM, the VMO must be FE. If the MKE is EV, and the VST is MB, MC, MD, MK, MS, or MY, the VMO must be CYL. If the VMA is SNOW, the VMO must be SKT, SKW, TRA, TRW, or WHE. If the VMA is TRLR or HMDE, the VMO must be TL. If MKE is EVS_, VMO must be TL if VIN is filled. If the VMA is TRUK, the VMO must be TK. |
| Category | CAT | Must be two characters and a valid NCIC-assigned code. See the NCIC Code Manual, Part 8. |
| Vehicle Style (automobile) | VST | Must be a valid NCIC-assigned VST code. If the VMA is BUIC, CADI, CHRY, IMPE, MERC, OLDS, or RAMB, only those automobile VST codes listed in the Code Manual are acceptable. If the VMA is AMER, CHEV, DODG, FORD, PLYM, or PONT, and the VMO is not TK, only those automobile VST codes listed in the Code Manual are acceptable. |
| Vehicle Color | VCO | Must be a valid NCIC-assigned color code. If seven characters, the fourth must be a slash (/). |
| Date of Theft | DOT | Must be six numeric characters representing month/day/year in that order. The numbers in the month positions cannot exceed 12. The numbers in the day positions cannot exceed the number of days in the month indicated. Cannot exceed date entered. |
| Originating Agency Case Number | OCA | Must not contain a single zero only, a run of zeros only, the word NONE, or the first seven characters of the ORI Field. |
| Miscellaneous | MIS | If VMA is AERO, ATV, COEQ, CYCL, FARM, SNOW, SPEC, TRLR, or TRUK, the MIS must include the name of the manufacturer. When MKE is EP or EPS, the MIS must contain a description of the vehicle part. If a generic VMA/BRA code is used, the MIS must include the manufacturer's name. |

VEHICLE FILE
SECTION 1--INTRODUCTION

1.6 Vehicle Message Field Codes and Edits (Continued)

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|---------------------------------|-------------|---|
| Owner-Applied Number | OAN | Maximum of 20 alphanumeric characters. Single zero only, run of zeros only, single alphabetic only, or run of alphabets only cannot be used. The OAN cannot be identical to the VIN or SER. If the MKE is EF, the OAN must be blank. |
| Engine Power or Displacement | EPD | May be one to four numerics followed by one alphabetic. The alphabetic must be C, H, I, or L. This field can only be filled if the CAT is EN or OB. |
| Vehicle Ownership Data | VOD | One alphabetic character (A, C, D, N, or S) may be placed in a stolen vehicle record at time of entry only. Cannot be included in felony vehicle or stolen vehicle part entry. |
| NCIC Number | NIC | A self-checking number consisting of an alphabetic character ("V" in the Vehicle File) followed by nine numeric characters which is automatically assigned by the NCIC computer to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction. |

1.7 Criteria for Rejecting Duplicate Record Entries

If the VIN, VMA, and ORI Fields; the LIC, LIS, LIY, LIT, and ORI Fields; or the OAN, VMA, OCA, and ORI Fields of a stolen vehicle entry message or add-on vehicle message are the same as those field codes of an EV or EVS record already on file in NCIC, the second entry will be rejected with the message "REJ ON FILE."

If the VIN, VMA and ORI Fields or the LIC, LIS, LIY, LIT, and ORI Fields of a felony vehicle entry message are the same as those field codes of a record already on file in NCIC, the second entry will be rejected with the message "REJ ON FILE".

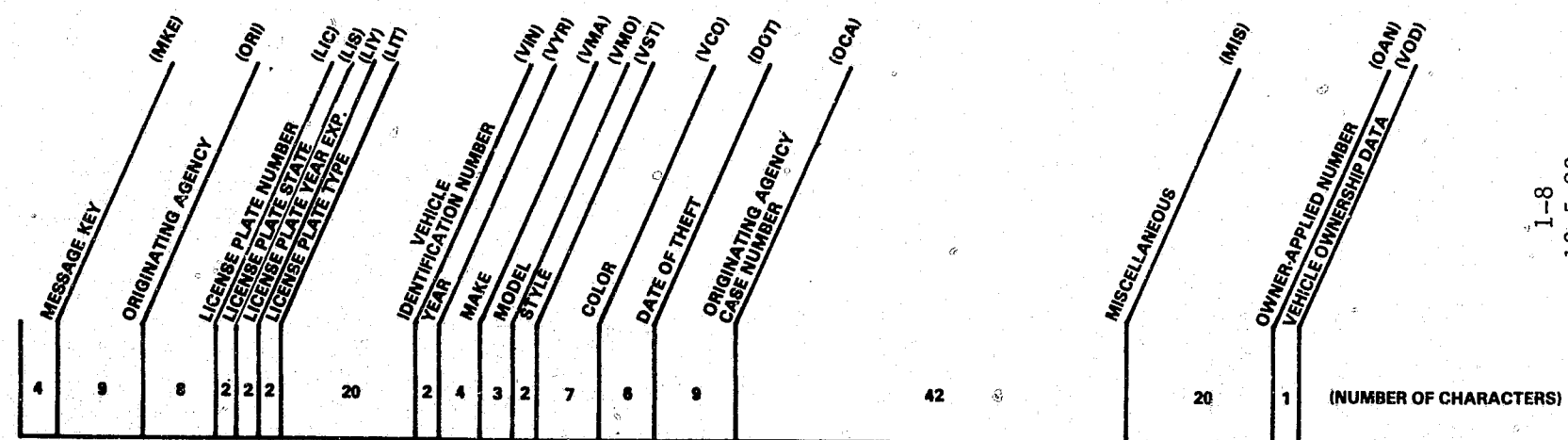
If the SER, BRA, CAT, and ORI Fields or the OAN, BRA, CAT, OCA, and ORI Fields of a vehicle part entry message or add-on part entry message are the same as those field codes of an EP or EPS record already on file, the second record entry will be rejected.

Whenever the message "REJ ON FILE" is received, the record on file will also be transmitted.

A duplicate record will be accepted if the ORI in the second entry is different. In this case, the first entry will be furnished as a response to the second entry.

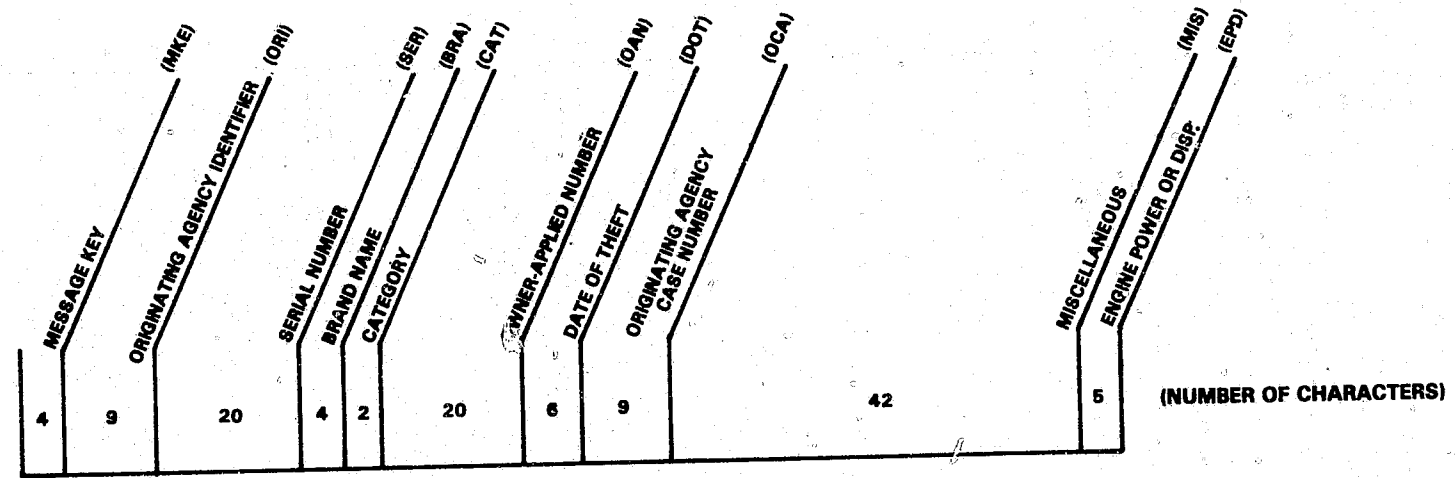
VEHICLE FILE

STOLEN VEHICLE -- RECORD FORMAT



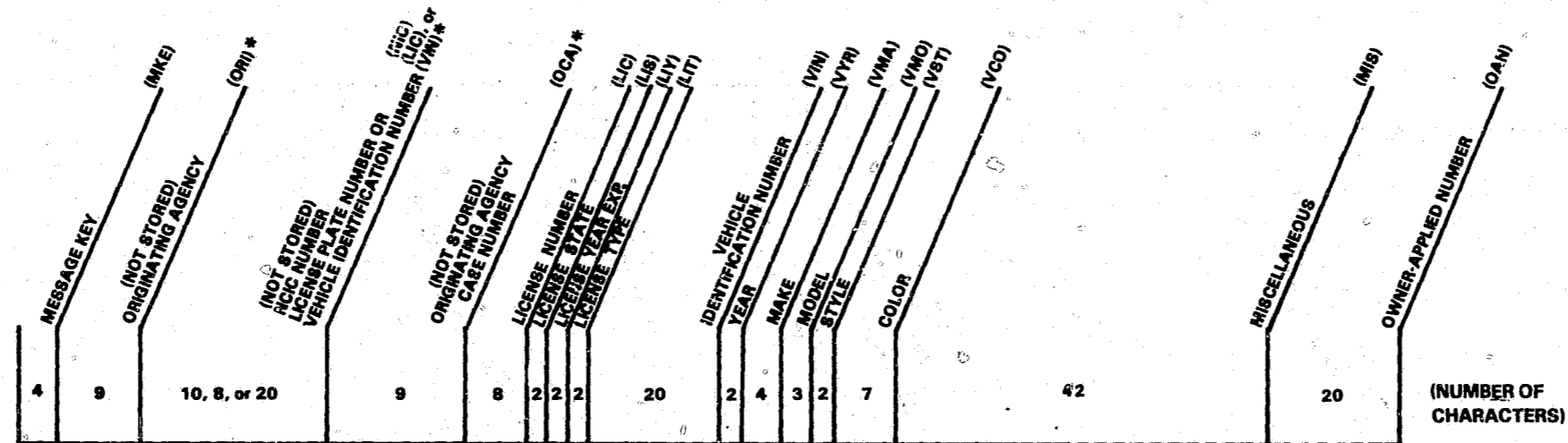
1-8
12-5-82

VEHICLE FILE STOLEN PART - RECORD FORMAT



1-9
12-5-82

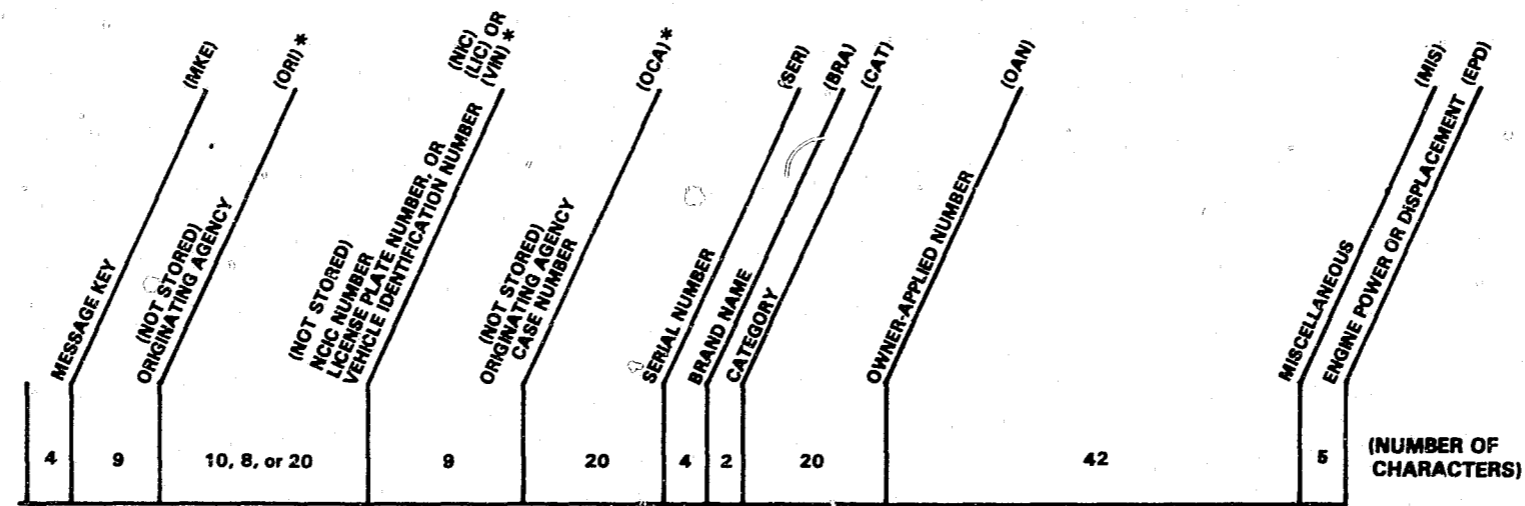
VEHICLE FILE ADD-ON VEHICLE - RECORD FORMAT



* IDENTIFIERS FROM BASE STOLEN VEHICLE RECORD TO WHICH ADD-ON VEHICLE RECORD IS BEING APPENDED.

1-10
12-5-82

VEHICLE FILE ADD-ON PART -- RECORD FORMAT



* IDENTIFIERS FROM BASE STOLEN VEHICLE RECORD TO WHICH ADD-ON PART RECORD IS BEING APPENDED.

1-11
12-5-82

VEHICLE FILE
SECTION 2--ENTRY

2.1.1 Example of a Stolen Vehicle Entry

EV.MD1012600.ABC123.MD.83.PC.2P4555P026483.75.PONT.CAT.SW.GRN.120182.2325.
CAMPER ATTACHED(EOT)

Acknowledgment:

MD1012600
NIC/V000032699 LIC/ABC123

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

EV.MD1012600.CBA321.MD.83.PC..81.ASVE.REP.CV.GRN.120182.2425.REPLICA OF 1957
FORD THUNDERBIRD.MD1234PGC567(EOT)

Acknowledgment:

MD1012600
NIC/V000032543 OAN/MD1234PGC567

2.1.3 Example of a Stolen Vehicle Entry with a VIN and an OAN

EV.MD1012600.....JD123456789T.75.DEER.FE.TF.GRN.120182.4456.AIR CON CAB-OFFSET
WHL.S.MD026SMC452016(EOT)

Acknowledgment:

NIC/V000032687 VIN/JD123456789T

2.1.4 Example of a Felony Vehicle Entry

EF-F.MD1012600.ABC238.MD.82.PC..75.CHEV....120182.2489.MAYBE BLK/DBL-BANK ROB
2 WHITE MALES(EOT)

Acknowledgment:

MD1012600
NIC/V000031115 LIC/ABC238

2.1.5 Example of a Stolen Vehicle Part Entry with a Serial Number (SER)

EP.MD1012600.1563229C.FORD.CT..120182.5445.TITLE FOR MUSTANG WITH VIN/
7F02Y009997(EOT)

Acknowledgment:

MD1012600
NIC/V366992767 SER/1563229C

2.1.6 Example of a Stolen Vehicle Part Entry with an Owner-Applied Number (OAN)

EP.MD1012600.MASS.HY.EF026452016.120182.1579.MASSEY-FERGUESON HAY BALER(EOT)

Acknowledgment:

MD1012600
NIC/V000033678 OAN/EF026452016

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SECTION 2--ENTRY

2.1.7 Example of a Stolen Vehicle Part Entry with a SER and an OAN

EP.MD1012600.1J6543H81.DEER.BH.SM2468387.120182.2345.JOHN DEERE HAY BALER(EOT)

Acknowledgment:

MD1012600
NIC/V102030405 SER/1J6543H81

2.2 Mandatory Fields for a Stolen Vehicle Entry

In order to cause acceptance of a stolen vehicle entry in NCIC storage, the following fields are mandatory: message key (MKE); originating agency identifier (ORI); vehicle year (VYR); vehicle make (VMA); vehicle style (VST); date of theft (DOT); originating agency case number (OCA); and at least one of the following numeric identifiers: license plate number (in which case all license data fields must be filled, i.e., LIC, LIS, LIY, LIT); vehicle identification number (VIN); or owner-applied number (OAN). The NCIC computer will reject any entry that is missing a mandatory field or that has not been ended with the end of transmission character (EOT). See Section 2.1 for entry examples.

2.3 Mandatory Fields for a Felony Vehicle Entry

In order to cause acceptance of a felony vehicle entry in NCIC storage, the following fields are mandatory: message key (MKE); originating agency identifier (ORI); vehicle make (VMA); date of theft (DOT); originating agency case number (OCA); and at least one of the following numeric identifiers: license plate number (LIC) [additional license data, i.e., LIS, LIY, and LIT are not required in a felony vehicle entry but should be included if available] or vehicle identification number (VIN). The NCIC computer will reject any entry that is missing a mandatory field or that has not been ended with the end of transmission character (EOT). See Section 2.1.4 for a felony vehicle entry example.

2.4 Mandatory Fields for a Stolen Part Entry

In order to cause acceptance of a felony vehicle entry in NCIC storage, the following fields are mandatory: message key (MKE); originating agency identifier (ORI); brand (BRA); category (CAT); date of theft (DOT); originating agency case number (OCA); a brief description of the stolen part in the Miscellaneous (MIS) Field; and at least one of the following numeric identifiers: serial number (SER) or owner-applied number (OAN). The NCIC computer will reject any entry that is missing a mandatory field or that has not been ended with the end of transmission character (EOT). See Section 2.1 for entry examples.

2.5 Additional Guidelines for Stolen Vehicle File Entries

1. The agency entering the record must account for all fields in the Vehicle File--Record Format. If the data pertaining to a nonmandatory field is not known, place a period to indicate that the information is unknown and

VEHICLE FILE
SECTION 2--ENTRY

2.5 Additional Guidelines for Stolen Vehicle File Entries (Continued)

1. (Continued)
proceed to the next field. Ensure that all available data called for by the record format is entered when the original entry is made. Missing data obtained at a later time should be promptly added through the use of a "modify" message (MKE/MV for a stolen vehicle, MKE/MF for a felony vehicle, or MKE/MP for a stolen vehicle part).
2. A felony vehicle (a vehicle used in the commission of a crime) may be entered in file using MKE/EF and only the license number or vehicle identification number and the other mandatory fields listed in Section 2.3. Although license plate state, license plate year of expiration, and license plate type are not required for entry, they should be included if available since the license plate number may be valid in several states. Partial license plate numbers must not be entered. The Date of Theft Field should contain the date of the felony.
3. For NCIC purposes, an assembled vehicle is one which is homemade or is rebuilt using components from different vehicles, or is made from kits provided by a manufacturer for specialty cars and replicas. There are four ways to enter these vehicles in NCIC, depending on how the vehicle was assembled.
 - (a) When a vehicle is homemade and does not have a manufacturer's assigned vehicle identification number (VIN), the Vehicle Make (VMA) Field code ASVE is used. When the code ASVE is used, the Vehicle Model (VMO) Field must contain the code AV or REP. If a state issues or assigns a unique VIN to this type of vehicle, enter the state-assigned VIN in the Owner-Applied Number (OAN) Field. If the car is a replica, then the words "REPLICA OF (year, make and model replicated)" should appear in the Miscellaneous (MIS) Field. Those states that do not have an OAN Field should put the state-assigned VIN in the VIN Field and place "SVIN" as the first item in the MIS Field followed by "REPLICA OF (year, make and model replicated)".
 - (b) When a manufacturer's VIN is present but no longer conforms with the rebuilt vehicle, the vehicle should be entered under its major make code, e.g., AMER, CHEV, FORD, etc., with the code AV in the VMO Field. An example would be a salvaged Pontiac Bonneville rebuilt using the VIN of a Pontiac Catalina.
 - (c) A rebuilt vehicle bearing its original VIN plate should be entered using the appropriate VMA and VMO codes. For example, a rebuilt Chevrolet Impala would be entered with VMA/CHEV and VMO/IMP.
 - (d) If the vehicle is assembled using a manufacturer's kit and the manufacturer's name is not displayed on the kit or assembled vehicle no VMA code will be assigned by NCIC and entry should be as follows: VYR/year assembled, VMA/ASVE, VMO/AV or REP, OAN/number under which titled. If the car is a replica, then the words "REPLICA OF (year, make, and model replicated)" should appear in the MIS Field. Those states that do not have an OAN Field should enter the number under

VEHICLE FILE
SECTION 2--ENTRY

2.5 Additional Guidelines for Stolen Vehicle File Entries (Continued)

3. (Continued)
 - (d) (Continued)
which the vehicle is titled in the VIN Field and "SVIN" as the first item in the MIS Field. If the manufacturer's name is displayed on the kit, upon request a VMA will be assigned and entry should be as follows: VYR/year assembled, VMA/NCIC-assigned VMA code, VMO/AV or REP, OAN/number which titled. If the car is a replica, then the words "REPLICA OF (year, make, and model replicated)" should appear in the MIS Field. Those states that do not have an OAN Field should enter the number under which the vehicle is titled in the VIN Field and "SVIN" as the first item in the MIS Field.
4. For training and administrative purposes, agencies may enter test records into NCIC. The test record must contain 1) the letters "TEST" as the first four characters of the OCA Field; 2) the words "TEST RECORD" in the MIS Field; 3) only fictitious numbers; and 4) the LIS Field code must reflect only that of the entering agency as using the LIS Code for another state will generate an unnecessary \$.8. message.

2.6 Stolen Vehicle Entries and the \$.8. Program

An agency entering a vehicle registered in another state must advise the NCIC control terminal in the state of registry about such an entry if the state of registry is not a \$.8. Program participant. Participants in the \$.8. Program are all Canadian agencies and all states except the following:

| | |
|--------|--------------|
| Hawaii | South Dakota |
| Idaho | Wyoming |

2.7 License Plate Number (LIC) in the Stolen Vehicle Entry

1. The LIC Field may have a maximum of eight characters entered without hyphens, spaces, and symbols. Partial license plate numbers must not be entered.

Only license plate numbers that are all alphabetic, all numeric, or a combination thereof, may be entered. The only exception is license plate numbers that contain a symbol, including the hyphen, which may be entered only when the symbol is used to separate two elements of the number or when the symbol is used as a decoration.

For example, some states issue license plates that consist of a county designator (first element), a symbol used as a separator, and a sequential number (second element). Symbols that are used to separate two elements of a license plate number should be considered as a hyphen, and the complete license plate number, properly hyphenated, must be shown in the Miscellaneous Field.

Entry is prohibited if a state issues one type of plate (bus, passenger car, or truck, etc.) with duplicate alphabetic and/or numeric characters and different symbols as separators to cause the license plate numbers to be unique; for example, truck license plate numbers 45-1234 and 45*1234. These license plates are not acceptable since all symbols must be shown as hyphens in the MIS Field.

2.7 License Plate Number (LIC) in the Stolen Vehicle Entry (Continued)

1. (Continued)

Entry is prohibited for any license plate number that contains a symbol used as a substantive part of the plate number but not used as a separator between two elements (county designator and sequential number) of the plate number. For example, the license plate number *123 cannot be entered since the asterisk is not used as a separator.

Users should be aware that some states issue license plates that contain a symbol between characters of the number that is merely a decoration; for example, Pennsylvania automobile license plates have a keystone in the middle of the number and Utah automobile license plates have a beehive in the middle of the number. License plates with symbols used as decorations may be entered disregarding the symbol.

When entering a record for a vehicle registered in another state and it is not known whether a symbol on the license plate is part of the plate number, a decoration, or a separator, contact the control terminal in the state that issued the license plate.

Where one character appears over another, enter the top character first, immediately followed by the bottom character, that is, $\frac{A}{B}$ enter as AB.

2. If the license plate number exceeds eight characters, enter only the last eight characters in the LIC Field. The full plate number must then be shown in the MIS Field.
3. U. S. Military Vehicles - These vehicles are externally identifiable by an alphabetic/numeric registration number displayed on the vehicle. This number is to be used as the license plate number when no license plate is displayed.
4. Civilian Aircraft - Enter the aircraft's registration number including all alphabetic and numeric characters. The registration number usually appears on each side of the rear section of the fuselage or on the vertical fin (vertical part of tail assembly) of civilian aircraft. The registration number of aircraft registered in the United States is commonly referred to as the "N" number since the alphabetic "N" must be the first character in all U.S. issued registration numbers. Registration numbers of foreign civilian aircraft may consist of all alphabets. For example, CF-TVU denotes civil aircraft of Canadian registry.
5. Military Aircraft - U.S. Military aircraft registration numbers usually appear on the vertical fin of the tail assembly. Verify with the military representative reporting the theft the correct number to be used as the registration number of any military aircraft being entered. (Squadron, group or military type designators such as VF-142, F-111A, etc., should be entered in the MIS Field.)
6. All-Terrain Vehicles and Snowmobiles - Enter the license plate or registration number. A registration number should be entered only in instances where the required place of display provides identification of the snowmobile or all-terrain vehicle when viewed from the outside.

2.8 License Plate State (LIS) in the Stolen Vehicle Entry

The appropriate code for the state, territorial possession, province, or country that issued the license plate must be used in the License Plate State (LIS) Field of the Stolen Vehicle entry. The codes listed in the NCIC Code Manual are the only codes approved for use in the LIS Field.

Military Vehicles and Other U. S. Government Vehicles - Enter the code US for the license state of U. S. Military vehicles and vehicles with plates displaying the inscription "U. S. Government."

Aircraft - For United States aircraft enter the code US in the LIS Field. For foreign aircraft enter the appropriate code from the country code listing in the NCIC Code Manual.

2.9 License Plate Year of Expiration (LIY) in the Stolen Vehicle Entry

In the LIY Field enter the last two digits of the highest year in which the license plate is valid as indicated on the license plate via sticker or embossed numbers or as indicated on a windshield sticker. Grace periods or extensions are not to be considered when determining the LIY. Therefore, the LIY may be the current year, current year minus one, or later than the current year. Nonexpiring license plates are entered by using LIY/00. License plates that are expired beyond one year should not be entered in a vehicle record.

In the absence of a license plate sticker, windshield sticker, or embossed numbers on the plate, enter the last two digits of the highest year in which the license plate is valid as indicated on the registration document.

Indicate a nonexpiring license plate by entering two zeros (00) when all of the following conditions exist:

1. No year sticker is on the plate or windshield.
2. No year is embossed on the plate.
3. The plate number is never reissued.
4. The registration supporting the plate indicates no expiration.

For example, U.S. Government, U.S. Military, and some state, county and municipal vehicle plates are nonexpiring.

In those instances where there is no license plate and the registration number is permanently affixed to the vehicle and does not indicate a year of expiration (e.g., registration number painted on an airplane or affixed by a decal), enter the last two digits of the highest year that the registration number is valid as indicated on the registration document for that vehicle. Note: Civilian aircraft registered in the United States by the Federal Aviation Administration are issued registration certificates that are permanent and must be entered in NCIC with the LIY/00.

VEHICLE FILE
SECTION 2--ENTRY2.10 License Plate Type (LIT) in the Stolen Vehicle Entry

For NCIC purposes motor vehicle license plate types are classified as (1) regular passenger car plates and (2) special plates. Only codes as set out in the NCIC Code Manual are acceptable for entry in the LIT Field.

2.11.1 Vehicle Identification Number (VIN) in the Stolen Vehicle Entry

Place the complete serial number of the vehicle in the VIN Field. Those users unable to enter 17-character VINs should enter the rightmost 15 or 16 characters in the VIN Field and include the full 17-character VIN in the Miscellaneous Field. The NCIC VIN search program will continue to search the 15 characters. If the VIN entry or modification for a 1981 or later model vehicle listed is composed of 15 or 16 characters, the edits for positions two or three (whichever is appropriate) through seventeen will apply. Refer to Part 1, Section 9, for further instructions concerning VINs.

If the VIN contains more than the maximum 20 characters, the last 20 must be entered in the VIN Field. The complete VIN must be listed in the MIS Field.

Stolen automobiles that have been assigned a unique serial number by a state agency should enter the state-assigned VIN in the Owner-Applied Number (OAN) Field. Those states that do not have an OAN Field should enter the state-assigned VIN in the VIN Field and place "SVIN" as the first item in the Miscellaneous Field.

2.11.2 1970 through 1980 Ford, Lincoln, and Mercury VINs

As illustrated in the 1970 through 1980 National Automobile Theft Bureau's Vehicle Identification Manuals, the VIN plate which is affixed to Ford, Lincoln, and Mercury automobiles has one script letter "F" preceding and following the 11-character alphabetic and numeric VIN. The VIN number of some 1977 Ford Mustang, Ford Pinto, and Mercury Bobcat models is preceded and followed by two script letters "f". These script letters "f" are not part of the VIN and should not be used in any NCIC transaction.

2.11.3 Motorcycle VINs

Except for pre-1970 Harley-Davidson motorcycles (for which the engine number is used) the complete frame serial number of a motorcycle should be entered as the motorcycle's VIN. The majority of motorcycle manufacturers include in the frame number the model designator followed by a sequential production number. Manufacturers have a specific number of digits in their production numbers and use the same group of sequential production numbers for each model. Therefore, the only way a motorcycle in an NCIC record can be positively identified is to include the model designator, which is an integral part of the VIN, along with the sequential production number.

VEHICLE FILE
SECTION 2--ENTRY2.11.3 Motorcycle VINs (Continued)

In the past NCIC participants have used patent numbers for motorcycle VINs. Patent numbers are not unique and do not produce valid "HITS."

To aid in valid identification, both the frame serial number and the engine serial number must appear in the stolen motorcycle record. Therefore, the frame serial number must be entered in the VIN Field and the engine serial number must be entered in the MIS Field. On some makes the frame and engine serial numbers will be the same. In these instances enter the same number in both the VIN and MIS Fields.

Other available descriptive data, such as the manufacturer's model number and/or name, cubic centimeters, accessories, etc., should be entered in the MIS Field since this additional information assists in making a positive identification. This data should be entered in ordinary and easily readable abbreviated language.

2.12 Serial Numbers (SER) in Stolen Vehicle Part Entries

When entering a stolen vehicle part, the serial number of the part must be entered in the SER Field. For example, if an entry is for a stolen certificate of title, the title number should be entered in the SER Field. If the part is a nonmotorized forklift, the serial number should be entered in the SER Field. The vehicle identification number of a vehicle may be entered in the SER Field only when the stolen part is a VIN plate.

2.13 Vehicle Year (VYR) in the Stolen Vehicle Entry

The VYR must be two numeric characters, representing the production (model) year during which the vehicle was manufactured, for example, 75 for 1975, 70 for 1970. If the year of manufacture is unknown, the entering agency may get this information through a motor vehicle registry check. In instances where a vehicle is not registered and the year of manufacture is unknown, such as for a minibike, snowmobile or assembled or homemade vehicle, the vehicle year should be estimated and the wording "VYR/ESTIMATED" should be placed in the Miscellaneous Field.

2.14 Vehicle Make (VMA) in the Stolen Vehicle Entry

The vehicle make code is composed of a minimum of two and a maximum of four alphabetic characters.

Automobile VMA codes are listed in Part 8 of the NCIC Code Manual. If an automobile make is not listed on these pages, the automobile should not be entered in NCIC until the FBI NCIC staff has been contacted for assignment of a valid code.

Every assembled automobile that does not have a manufacturer's assigned VIN must be coded ASVE. An assembled automobile is one which is homemade or is rebuilt using components from different vehicles or from kits provided by a manufacturer for specialty cars and replicas. See Part 1, Section 2.5, for further information.

VEHICLE FILE
SECTION 2--ENTRY2.14 Vehicle Make (VMA) in the Stolen Vehicle Entry (Continued)

Manufacturer-assembled replica cars and kits will be assigned a unique VMA code, providing the name of the manufacturer is displayed on the vehicle or kit. Users should enter these vehicles as follows: VYR/year assembled, VMA/NCIC assigned VMA code, VMO/REP, MIS/"REPLICA OF (year, make, and model replicated)", OAN/number under which titled. If an entry must be made prior to NCIC assigning a VMA code, the code ASVE must be entered in the VMA Field and the complete manufacturer's name must be included in the MIS Field. If the manufacturer's name is not displayed on the vehicle or kit, no VMA will be assigned and entry must be as follows: VYR/year assembled, VMA/ASVE, VMO/REP, MIS/"REPLICA OF (year, make, and model replicated)", OAN/number under which titled. In either of the examples set out above, those states which do not have an OAN Field should enter the number under which the vehicle is titled in the VIN Field and place "SVIN" as the first item in the MIS Field.

Every aircraft make must be coded AERO.

Every all-terrain vehicle make must be coded ATV. An ATV is a vehicle that does not fit in any other NCIC category and is designed to be driven over rough, difficult terrain including snow, sand, mud, rocks, etc. Although an ATV may be used for both recreational and work-related purposes, items such as bulldozers are considered construction equipment and should be coded as such. Users must include the manufacturer's name and a brief description of the vehicle as the first items in the MIS Field, e.g., CUSHMAN-TRACKSTER, ARGO 8 WHEELS, and SPERRY RAND - TRICART/6 WHEELS. Three-wheel motorcycles that are not street legal should be entered as ATVs, and those three-wheel motorcycles that are street legal should be entered as motorcycles with the notation "3W-MOTORCYCLE" in the MIS Field. A homemade ATV must be entered with the word "HOMEMADE" as the first item in the MIS Field followed by a brief description of the vehicle.

Construction equipment VMA codes are listed in Part 8 of the NCIC Code Manual. If a construction equipment make is not listed on these pages, the code COEQ must be entered in the VMA Field. Enter the make of the construction equipment as the first item in the MIS Field.

Every dune buggy make must be coded SPEC.

Farm and garden equipment VMA codes are listed in Part 8 of the NCIC Code Manual. If a farm or garden equipment make is not listed, the code FARM must be entered in the VMA Field. Enter the make of the farm or garden equipment as the first item in the MIS Field.

Every go-cart make must be coded SPEC.

Every golf cart make must be coded SPEC.

Motorcycle VMA codes are listed in Part 8 of the NCIC Code Manual. If a motorcycle make is not listed, the code CYCL must be entered in the VMA Field.

VEHICLE FILE
SECTION 2--ENTRY2.14 Vehicle Make (VMA) in the Stolen Vehicle Entry (Continued)

Enter the make of the motorcycle as the first item in the MIS Field. If a motorcycle is homemade, the code HOMD must be entered in the VMA Field. A homemade motorcycle is a motorcycle built from commercial, homemade, or altered parts that are personalized or customized. If a motorcycle is reconstructed, the code RECO must be entered in the VMA Field. A reconstructed motorcycle is a motorcycle that is assembled from parts of various similar vehicles and the parts are not altered or customized. Those three-wheel motorcycles that are street legal should be entered as motorcycles with the notation "3W-MOTOR-CYCLE" in the MIS Field. Three-wheel motorcycles that are not street legal are considered ATVs and should be entered as such.

Every snowmobile make must be coded SNOW.

Trailer VMA codes are listed in Part 8 of the NCIC Code Manual. If a trailer make is not listed, the code TRLR must be entered in the VMA Field. Enter the make of the trailer as the first item in the MIS Field. If a trailer is homemade, the code HMDE must be entered in the VMA Field. A homemade trailer is a trailer built from commercial, homemade, or altered parts that are personalized or customized. If a trailer is reconstructed, the code RCON must be entered in the VMA Field. A reconstructed trailer is one that is assembled from parts of various similar vehicles and the parts are not altered or customized.

Truck VMA codes are listed in Part 8 of the NCIC Code Manual. If a truck (including bus, motorized home, etc.) make is not listed, the code TRUK must be entered in the VMA Field. Enter the make of the truck as the first item in the MIS Field. A reconstructed motor home must be entered with the code REMH in the VMA Field. A reconstructed motor home is one that is assembled from parts of various similar vehicles and the parts are not altered or customized.

2.15 Brand (BRA) Field in the Stolen Vehicle Part Entry

The brand code is composed of a minimum of two and a maximum of four alphabetic characters.

All valid brand codes are listed in Part 8 of the NCIC Code Manual with the VMA codes. If the brand name for a vehicle part is not listed, the part should not be entered in NCIC until the FBI NCIC Staff has been contacted for assignment of a valid code.

For entry of a vehicle part record for a stolen certificate of origin (CTO) or certificate of title (CTT), use the BRA code for the manufacturer of the vehicle which is identified on the certificate. For entry of a stolen blank CTO or CTT with a preassigned serial number, use the BRA code CERF. For entry of a stolen VIN plate, engine, or transmission, use the BRA code for the make of the vehicle from which the part was stolen, e.g., FORD, CHEV PLYM, etc. The same is true for any part entry for construction and/or farm and garden equipment such as a bucket/scoop or harrow. These would be entered using the BRA code for manufacturer of the equipment from which the part was stolen, e.g., DEER or MASS.

CONTINUED

1 OF 5

2.15 Brand (BRA) Field in the Stolen Vehicle Part Entry (Continued)

The BRA codes ENGN (engine) and TRMN (transmission) should be used for entry of stolen engines and transmissions manufactured by companies other than vehicle manufacturers. When the codes ENGN and TRMN are used in vehicle part records, the complete brand name must be entered in the MIS Field.

2.16 Vehicle Model (VMO) in the Stolen Vehicle Entry

The appropriate code for the automobile, assembled automobile, aircraft, all-terrain vehicle, construction equipment, farm and garden equipment, dune buggy, go-cart, golf cart, motorcycle, snowmobile, trailer, or truck must be used in the VMO Field of a stolen vehicle entry. The codes listed in Part 8 of the NCIC Code Manual are the only codes approved for use in the VMO Field.

2.17 Category (CAT) in the Stolen Vehicle Part Entry

A valid two-character category code must be entered in the CAT Field of a stolen vehicle part entry. Valid codes are listed in Part 8 of the NCIC Code Manual.

2.18 Vehicle Style (VST) in the Stolen Vehicle Entry

The appropriate code for the automobile, aircraft, all-terrain vehicle, construction equipment, dune buggy, farm and garden equipment, go-cart, golf cart, motorcycle, snowmobile, trailer, or truck must be used in the VST Field of the stolen vehicle entry. The codes listed in Part 8 of the NCIC Code Manual are the only codes approved for use in the VST Field.

2.19 Vehicle Color (VCO) in the Stolen Vehicle Entry

The vehicle color code entered in the VCO Field of a stolen vehicle entry must be a valid code from those listed in Part 8 of the NCIC Code Manual.

When describing a vehicle of two colors, the order of the listing should be from top to bottom or front to rear, for example, VCO/RED/WHI.

When describing a vehicle of more than two colors, enter the code for multi-colored in the VCO Field and list the actual colors in the MIS Field, for example, VCO/MUL/COL and MIS/VCO/RED/WHI/BLU, MIS/VCO/RAINBOW COLORS, or MIS/VCO/SEASHORE SCENE.

2.20 Miscellaneous (MIS) Field

1. License plate numbers exceeding 8 characters must be shown completely in the MIS Field. The last 8 characters of the plate number must be entered in the LIC Field.

In those states where the deletion of a hyphen or symbol in a license plate number may cause an invalid match of license plate numbers, the plate number, properly hyphenated, must be shown in the MIS Field. An example

2.20 Miscellaneous (MIS) Field (Continued)

1. (Continued)
is plate number 1-1568 which would be matched with plate number 11-568, if it is in the computer. License plate numbers containing a symbol may be entered only if the symbol is used to separate two elements of the plate number or if the symbol is used as a decoration. When a symbol is used as a separator, the number should be entered in the MIS Field with a hyphen indicating the position of the symbol. When a symbol is used as a decoration, the number should be entered only in the LIC Field disregarding the symbol.
2. Vehicle identification numbers (VINs) exceeding 20 characters must be shown completely in the MIS Field. The last 20 characters must be entered in the VIN Field.
3. For an aircraft, all-terrain vehicle, dune buggy, go-cart, golf cart, or snowmobile entry, the manufacturer's complete name must be entered in the MIS Field. Also, include the model number and/or model name* when available. If the vehicle is homemade, include "VMA/HOMEMADE" in MIS Field.
4. If a construction equipment entry contains the code COEQ in the VMA Field, the manufacturer's complete name must be entered in the MIS Field. Additional descriptive information which might aid in identifying the particular stolen construction equipment should be entered in easily readable abbreviated language.
5. If a farm or garden equipment entry contains the code FARM in the VMA Field, the manufacturer's complete name must be entered in the MIS Field.
6. If a motorcycle entry contains the code CYCL in the VMA Field, the manufacturer's complete name must be entered in the MIS Field. Three-wheel motorcycles that are street legal should be entered as motorcycles with the notation "3W-MOTORCYCLE" in the MIS Field. Three-wheel motorcycles that are not street legal are considered ATVs and should be entered as such. The engine serial number is also entered in the MIS Field. Additional descriptive information which might aid in identifying the particular stolen motorcycle should be entered in easily readable abbreviated language.
7. If a trailer entry contains the code TRLR in the VMA Field, the manufacturer's complete name must be entered in the MIS Field. Also include any unique marking(s) or point(s) of identification in the MIS Field.
8. If a stolen truck (including bus, motorized home, etc.) entry contains the code TRUK in the VMA Field, the manufacturer's complete name must be entered in the MIS Field.

*Usually the Bill of Sale will have this information.

VEHICLE FILE
SECTION 2--ENTRY2.20 Miscellaneous (MIS) Field (Continued)

9. With regard to a felony vehicle entry, a brief description of the felony should appear in the MIS Field.
10. If a stolen vehicle part entry contains either the code ENGN or TRMN in the BRA Field, the manufacturer's complete name must be entered in the MIS Field. A brief description of the part must also appear in the MIS Field as shown in the examples below:
- CAR RECOVERED VIN PLATE MISSING
ONLY VIN PLATE STOLEN
POWERGLIDE AUTOMATIC TRANSMISSION
6 CYL TRUCK ENGINE MISSING
CERTIFICATE OF TITLE STOLEN
11. In instances where a vehicle is not registered and the vehicle year (VYR) is unknown, such as for a minibike, snowmobile, or assembled or homemade vehicle, the VYR should be estimated and the wording "VYR/ESTIMATED" should be placed in the Miscellaneous Field.
12. In a case in which the ORI believes that notification each time its record is "hit" will provide investigative leads, regardless of whether the location of the property is known, the entering agency should place the code NOAH (Notify ORI of All Hits) in the MIS Field.
13. When a locate message is transmitted for a Vehicle File record, the date of recovery, recovering agency's ORI, and recovering agency's case number replace the Miscellaneous Field data in the record.

2.21 Owner-Applied Number (OAN) in a Stolen Vehicle Part or Stolen Vehicle Entry

The OAN Field is a 20 character searchable field. If the record entry also contains an SER or VIN, the SER or VIN cannot be the same as the OAN.

In a stolen vehicle record, the OAN Field should be used to enter a state-assigned VIN, leaving the VIN Field blank.

Another use of the OAN Field is when the stolen vehicle or stolen part has a unique identification number which has been assigned in connection with a theft prevention program. In such a case, the OAN may be entered as the only numeric identifier or in addition to an SER or VIN. An owner-applied number is not permitted in a felony vehicle (EF) entry.

2.22 Engine Power or Displacement (EPD) in a Stolen Vehicle Part Entry

The EPD Field may only be used for vehicle part entries when the Category (CAT) Field code is EN (engine) or OB (outboard motor). The EPD Field is used to describe the size of the engine or motor, e.g., 750C for 750 cubic centimeters. Other units of measure are cubic inches-I, liters-L, and horsepower-H.

VEHICLE FILE
SECTION 2--ENTRY2.23 Vehicle Ownership Data (VOD) in the Stolen Vehicle Entry

The VOD Field is a one-character field reserved to show National Automobile Theft Bureau (NATB) interest in a stolen vehicle entry. A law enforcement agency may upon receiving authorization from the National Automobile Theft Bureau fill the VOD Field with the appropriate one-character alphabetic code (A, C, D, N, or S) when making an EV. If a law enforcement agency does not receive authorization to fill this field at the time of entry, only the National Automobile Theft Bureau (NATB) may later fill this field by using a modify message. The alphabetic characters A, C, D, N, and S, which represent NATB Division locations in the United States, will be translated in stolen vehicle positive responses as follows:

| | |
|-------------------------|-----------------------------|
| A - GANATBAOO INTEREST | (Atlanta, Georgia) |
| C - IILNATBCOO INTEREST | (Chicago, Illinois) |
| D - TXNATBDOO INTEREST | (Dallas, Texas) |
| N - NYNATBNOO INTEREST | (New York, New York) |
| S - CANATBSOO INTEREST | (San Francisco, California) |

A felony vehicle record entry (EF) or a stolen vehicle part record entry (EP) must not include vehicle ownership data as this will cause the entry to be rejected.

VEHICLE FILE
SECTION 3--MODIFICATION

3.1 What Agency May Use a Modification Message

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active vehicle record. A vehicle record cannot be modified if the record is in a located status (MKE/LOCATED VEHICLE).

3.2 Examples of a Stolen Vehicle Record Modification

MV.MD1012600.NIC/V000032699.OCA/2325.VMO/BON.VCO/BRO(EOT)

Acknowledgment:

MD1012600
MODIFY NIC/V000032699

The above modification example contains: message key (MV), originating agency identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/2325), the fields being modified and the modifications (VMO/BON, VCO/BRO), and end of transmission character (EOT).

MV.MD1012600.NIC/V126431001.OCA/2501.LIC/.LIS/.LIY/.LIT/.(EOT)

Acknowledgment:

MD1012600
MODIFY NIC/V126431001

The above example shows how to modify a vehicle record to delete only license plate information.

3.3 Modification Message Key Codes

The appropriate message key code must be used to modify a stolen vehicle record. Use the message key code "MV" to modify a stolen vehicle record, use the message key code "MF" to modify a felony vehicle record, and use the message key code "MP" to modify a stolen vehicle part record.

3.4 Identification of the Record to Be Modified

Record to be modified must be identified by two numbers. The first identifier must be one of the following: NCIC number, license plate number, serial number, or vehicle identification number. The second identifier must always be the originating agency case number. Each identifier must be preceded by its message field code. In the above examples, the two identifiers are the NCIC number and originating agency case number.

VEHICLE FILE
SECTION 4--CANCELLATION

4.1 When to Use a Cancellation Message

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid, for example, a record that resulted from a fictitious or false theft report. Any add-on vehicle or add-on part appended to a base vehicle record will be canceled when the base record is canceled. If the add-on vehicle or part has not been recovered, a record(s) must be reentered for the unrecovered vehicle or part.

4.2 Example of a Stolen Vehicle Record Cancellation

XV.MD1012600.NIC/V000032699.OCA/2325.120582(EOT)

Acknowledgment:

MD1012600
CANCEL NIC/V000032699

The above cancellation example contains: message key (XV), originating agency identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/2325), date of cancellation (120582), and end of transmission character (EOT).

4.3 Cancellation Message Key Codes

The appropriate message key code must be used to cancel a stolen vehicle record. Use the message key "XV" to cancel a stolen vehicle record, use the message key "XF" to cancel a felony vehicle record, and use the message key code "XP" to cancel a stolen vehicle part record.

4.4 Identification of Record to Be Canceled

Record to be canceled must be identified by two numbers. The first identifier must be one of the following: NCIC number, license plate number, serial number, or vehicle identification number. The second identifier must always be the originating agency case number. Each identifier must be preceded by its message field code. The cancellation date (which must be the current date) must follow the two record identifiers.

VEHICLE FILE
SECTION 5--INQUIRY5.1 Example of an Inquiry with Negative and Positive Stolen Vehicle Record Responses

An inquiry using the message key code "QV" will automatically search the Vehicle, License Plate, Wanted Person, Missing Person and Canadian Warrant Files.

QV.WA1230000.LIC/ABC123.LIS/MD.VIN/2P4555P026483.VMA/PONT(EOT)

Negative response:

WA1230000
NO RECORD LIC/ ABC123 LIS/MD
NO RECORD VIN-SER-OAN/ 2P4555P026483

The above inquiry example contains: message key (QV), originating agency identifier (WA1230000), license plate number (LIC/ABC123), license plate state (LIS/MD), vehicle identification number (VIN/2P4555P026483), vehicle make (VMA/PONT), and end of transmission character (EOT).

Positive response:

WA1230000
MKE/STOLEN VEHICLE
ORI/MD1012600 LIC/ ABC123 LIS/MD LIY/82 LIT/PC VIN/ 2P4555P026483
VYR/75 VMA/PONT VMO/BON VST/SW VCO/BRO OAN/ 1234567891234 DOT/120182
OCA/ 2325
MIS/LEFT REAR FENDER DENTED
GANATBAOO INTEREST
NIC/V000032699
ORI IS ANY CITY PD MD
IMMED CONFIRM RECORD WITH ORI

It is essential that all identifying data in positive responses be compared with the suspect vehicle before further action is taken.

5.2 Requirements for Inquiry of the Vehicle File

Inquiries can be made using the following: LIC; VIN; OAN; LIC and VIN; LIC and OAN; OAN and VIN; LIC, OAN, and VIN; and NIC only, if available. Each identifier must be preceded by its message field code. However, when making an inquiry using the OAN (or SER for a stolen part inquiry) the message field code VIN must be used. Three numbers may be included after VIN/, i.e., VIN, OAN, and SER. Each number must be separated by a comma. An inquiry of this type will search the VIN, SER, and OAN Fields of all Vehicle File records, including vehicle parts, as well as the VIN Field of all missing person and wanted person records. The LIS and VMA is not required for a vehicle inquiry but should be included. Using the LIS will limit the search.

5.3 Requirements for Inquiry of Stolen Parts in the Vehicle File

In a stolen vehicle part inquiry, the complete stolen part serial number must be entered in the Vehicle Identification Number (VIN) Field. For example:

QV.WA1230000.VMA/FORD.VIN/1563229C(EOT)

This inquiry would retrieve the sample stolen vehicle part entry shown in Section 2.1.5.

VEHICLE FILE
SECTION 5--INQUIRY5.4 Additional Guidelines for Inquiries of the Vehicle File

Since most stolen vehicles entered in NCIC contain complete VINs, an inquiry using a partial VIN will probably result in a "NO RECORD" response. Therefore, when only a partial VIN is available, NCIC inquiries should be made not only on the partial VIN, but also, on all possibilities of a complete VIN. A complete VIN can be reconstructed by using the partial VIN and the information found in the National Automobile Theft Bureau Vehicle Identification Manuals. This method has been used successfully in identifying stolen vehicle records in NCIC. The license plate state (LIS) should be included in an inquiry when the LIC Field is used. License plate inquiries without the LIS will automatically produce a hit on any record with the same license plate number. To prevent multiple hits and limit the scope of the computer search, the inquiry should include the LIS Field.

5.5 Procedures for Handling a Hit

An NCIC hit may not be probable cause to arrest. A hit confirmed with the originating agency (ORI) may be adequate grounds to recover a vehicle.

When an agency receives a record(s) in response to an NCIC inquiry, and (1) the whereabouts of the stolen vehicle or vehicle part inquired upon is known and (2) the vehicle or vehicle part inquired upon appears to be identical with one or more of the records, the agency that can seize the stolen vehicle or vehicle part must contact the ORI of each record(s) possibly identical with the vehicle in question to confirm the hit(s) prior to seizing the vehicle or vehicle part.

When an agency receives a record(s) in response to an NCIC inquiry and the whereabouts of the stolen vehicle or vehicle part inquired upon is not known, the hit(s) should not be confirmed. However, if the code NOAH (Notify ORI of All Hits) is in the Miscellaneous Field of a record, contact the ORI of the record and furnish details concerning the inquiry.

"To confirm the hit" means to verify that the theft report is still outstanding and the vehicle or vehicle part inquired upon is identical to the vehicle or vehicle part described in the record and to obtain information concerning return of the vehicle or vehicle part to the rightful owner.

The NCIC Advisory Policy Board has approved procedures whereby system discipline requirements for hit confirmation response are outlined and failure to comply can be identified. These procedures are as follows:

1. Upon receipt of a hit confirmation request, the originating agency (ORI) of the record must within ten minutes furnish a substantive response, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.
2. A requesting agency not receiving a substantive response within ten minutes should generate a second request.

5.5 Procedures for Handling a Hit (Continued)

3. If the agency generating the second request again fails to receive a substantive response within ten minutes, the agency will then generate a message to its own control terminal and the control terminal of the agency that originated the record with a copy to be sent to FBI NCIC, ORI/DCFBIWAOO. No action will be taken by FBI NCIC unless the two control terminal officers cannot resolve the matter.
4. The control terminal officer, or his designee, of the originating agency will institute appropriate action to ensure proper response and compliance to system standards and this may include the canceling of records. Failure on the part of any control terminal to ensure such compliance will be brought to the attention of the Advisory Policy Board by FBI NCIC.

Any agency that, following confirmation of a hit(s) recovers a stolen vehicle or vehicle part that is indexed in NCIC, except the agency whose ORI is stored in the record, must transmit a locate message for each record that was hit and confirmed with the ORI of the record. (See Section 6 for details on locate messages.)

6.1 What Agency Must Use a Locate Message

Any agency that recovers a vehicle or vehicle part which is indexed in NCIC except the agency that entered the record must place a locate message on the active vehicle or vehicle part record(s). When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen vehicle or vehicle part must contact the ORI of each record possibly identical with the vehicle or vehicle part in question to confirm the hit(s). Following confirmation with the originating agency(s), a locate message must be transmitted for each record on file for the vehicle or vehicle part. Once a Vehicle File record has had a locate placed on it, it cannot be modified.

6.2 Example of a Locate Message for a Stolen Vehicle Record

LV.WA1230000.NIC/V000032699.OCA/2325.120582.5865(EOT)

Acknowledgment:

WA1230000
LOCATE NIC/V000032699

The above locate example contains: message key (LV), recovering agency identifier (WA1230000), two record identifiers (NIC/V000032699 and OCA/2325), date of recovery (120582), recovering agency case number (5865), and end of transmission character (EOT).

When a locate message is transmitted for a Vehicle File record, the message key translation changes from "STOLEN VEHICLE" to "LOCATED VEHICLE" and the date of recovery, recovering agency ORI, and recovering agency case number replace the Miscellaneous Field data in the record.

6.3 Locate Message Key Codes

The appropriate message key code must be used for the locate message of a stolen vehicle record. Use the message key "LV" for locating a vehicle record, use the message key code "LF" for locating a felony vehicle record, and use the message key code "LP" for locating a stolen vehicle part record.

6.4 Identification of Record to Receive Locate

Record to receive locate must be identified by two numbers. The first identifier must be one of the following: NCIC number, license plate number, serial number, or vehicle identification number. The second identifier must always be the originating agency case number. Each identifier must be preceded by its message field code. Note that the originating agency case number (OCA) used to identify the record is the OCA of the agency that entered the record. This OCA is contained in the NCIC response to the recovering agency inquiry.

6.5 Locate Procedure

Following the two record identifiers, date of recovery and recovering agency case number are next entered in that order without message field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected. The recovering agency case number should be entered as this will ensure that complete recovery information is in the record.

6.6 Additional Guidelines for Vehicle File Locates

To help ensure the accuracy of NCIC records, FBI NCIC permits the National Automobile Theft Bureau (NATB) to locate an NCIC Vehicle File record, i.e., place a record in inactive status (MKE/LOCATED VEHICLE), when NATB receives information concerning the recovery of a stolen vehicle and an inquiry reveals that the NCIC record is in active status (MKE/STOLEN VEHICLE). For example:

LV.NYNATBNOO.NIC/V123456789.OCA/80-1234.120582.NY0290000

The locating agency identifier (NYNATBNOO) will be that of the NATB Regional Office which maintains the case file. NATB regional offices are located in: San Francisco, California; Atlanta, Georgia; Chicago, Illinois; New York, New York; and Dallas, Texas. All locate messages will be transmitted to NCIC by the NATB National Systems Division located in Chicago, Illinois.

The date of location used in the locate message (120582) will be the date that the vehicle was recovered. The originating agency identifier (ORI) of the agency involved in the recovery (NY0290000) will follow the date of location.

Any agency that receives a notification message based upon an NATB locate should contact the recovering agency to obtain details concerning the recovery. The recovering agency ORI will follow the ORI of the NATB office that located the record. The NATB office should be considered a secondary contact.

A base vehicle record which has been located will be automatically suppressed ten days after the date of location stored in the record. Any add-on vehicle record or add-on part record appended to the base vehicle record will also be suppressed ten days after the date of location stored in the record. These suppressed records will be purged at the time of the next file realignment.

7.1 When to Use a Clear Message

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency recovering the vehicle is the agency that entered the record.
2. When the agency that entered the record is officially advised that the vehicle has been recovered by another agency.

Any add-on vehicle or add-on part appended to a base vehicle record will be cleared when the base record is cleared. If the add-on vehicle or part has not been recovered, a record(s) must be reentered for the unrecovered vehicle or part.

7.2 Example of a Clear Message for a Stolen Vehicle Record

CV.MD1012600.NIC/V000032699.OCA/2325.120582.WA1230000.5865(EOT)

Acknowledgment:

MD1012600
CLEAR NIC/V000032699

The above clear example contains: message key (CV), originating agency identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/2325), date of recovery (120582), the recovering agency identifier (WA1230000), the recovering agency case number (5865), and end of transmission character (EOT).

7.3 Clear Message Key Codes

The appropriate message key code must be used to clear a stolen vehicle record. Use the message key "CV" to clear a vehicle record, use the message key code "CF" to clear a felony vehicle record, and use the message key code "CP" to clear a stolen vehicle part record.

7.4 Identification of Record to be Cleared

Record to be cleared must be identified by two numbers. The first identifier must be one of the following: NCIC number, license plate number, serial number, or vehicle identification number. The second identifier must always be the originating agency case number. Each identifier must be preceded by its message field code.

7.5 Clear Procedures if Vehicle Recovered by Agency That Entered Record

If the agency that entered the record recovers the vehicle, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Thus, the message in Section 7.2 would end after 120582.

VEHICLE FILE
SECTION 7--CLEAR

7.6 Clear Procedures if Vehicle Recovered by Agency Other Than ORI

If an agency other than the ORI of the record recovers the vehicle, using the following procedures will ensure that the cleared record contains complete recovery data (date of recovery, recovering agency's identifier, and recovering agency's case number).

1. If the record being cleared is in a located status (MKE/LOCATED VEHICLE, MKE/LOCATED FELONY VEHICLE, or MKE/LOCATED VEHICLE PART), only the date of recovery must be entered following the two record identifiers. Thus, the message in Section 7.2 on the preceding page would end after 120582.
2. If the record being cleared is in an active status (MKE/STOLEN VEHICLE, MKE/FELONY VEHICLE, or MKE/STOLEN VEHICLE PART), the date of recovery followed by the recovering agency's identifier and the recovering agency's case number in this order without field codes must be entered after the two record identifiers. See example in Section 7.2 on the preceding page.

VEHICLE FILE
SECTION 8--ADD-ON FEATURE

8.1.1 Description of the Add-On Feature

An add-on vehicle record and add-on part record may be appended to a stolen vehicle record (message key EV) only. Add-on records cannot be appended to felony vehicle records (message key EF) or stolen part (message key EP) records.

The add-on feature has been implemented to allow users to link together a stolen vehicle and its component parts (previously entered in the Article File) in a series-type record within the same file. For example, a farm tractor is stolen and at the time of the theft it was on a trailer and a harrow was attached to the tractor. The tractor would be entered as a "base" record, the trailer would be an add-on vehicle and the harrow an add-on part. An inquiry on any one of the pieces of property will pull the entire record, i.e., base, add-on vehicle, and add-on part.

Additionally, the add-on feature allows users to establish one base vehicle record with "add-on" records for a multiple theft. For example, an automobile is stolen and at the time of theft a trailer was attached which was carrying an engine and transmission. The automobile would be entered as the "base" record, the trailer would be an add-on vehicle record, and the engine and transmission would be add-on part records.

8.1.2 Definition of an Add-On Vehicle

An add-on vehicle is any trailer stolen in conjunction with an automobile, tractor, truck, etc., or any additional license data for a base vehicle which was registered in more than one state at the time of theft.

8.1.3 Definition of an Add-On Part

An add-on part is any integral or component vehicle part, e.g., engine, transmission, harrow, backhoe, etc., which has been stolen in conjunction with a vehicle for which a base vehicle record has already been established.

8.2.1 Entry of an Add-On Record to a Base Record

Only the agency that entered the base vehicle record can enter add-on records to the established base record.

A maximum of two stolen vehicles and seven stolen parts may be added to a base vehicle record.

Each add-on vehicle or add-on part is identified by a message key. The message keys for entry are EVS1, EVS2, and EPS1 thru EPS7. The entire four characters must be used to identify the add-on record for entry and updates. Use of the proper number in the message key is the responsibility of the terminal operator. As a group, the LIC, LIS, LIT, LIY, VIN, VMA, and OAN cannot be identical to those corresponding fields in the base vehicle record or any previously entered add-on vehicle.

VEHICLE FILE
SECTION 8--ADD-ON FEATURE

8.2.2 Identification of the Stolen Vehicle Record for Entry of an Add-On Record

The base stolen vehicle record to which the add-on record is to be appended must be identified by the NCIC number and originating agency case number, license plate number and originating agency case number, or vehicle identification number and originating agency case number.

8.2.3 Example of an Add-On Vehicle Record Entry

EVSI.MD1012600.NIC/V000032699.OCA/2325.CBA321.MD.83.TL.1J2345K6789L87654.81.FISC.TL.CT.WHI.16FT CAMPER(EOT)

Acknowledgment:

MD1012600
ENTER EVSI NIC/V000032699

The above is an example of a stolen camper trailer that has been added to the base vehicle record example in Section 2.1.1. The above record entry example contains: message key (EVSI), originating agency identifier (MD1012600), identification of the base record (NIC/V000032699 and OCA/2325), license data (LIC/CBA321, LIS/MD, LIY/83, LIT/TL), vehicle data (VIN/1J2345K6789L87654, VYR/81, VMA/FISC, VMO/TL, VST/CT, and VCO/WHI), and miscellaneous information. If an OAN is included in the entry it would be entered immediately following the MIS Field.

The identifier in the entry acknowledgment will always be the first identifier used to identify the base vehicle record.

8.2.4 Example of an Add-On Part Entry

EPSI.MD1012600.NIC/V000032687.OCA/4456.500786.DEER.HA.026452106.HARROW ATTACHED TO JOHN DEERE TRACTOR(EOT)

Acknowledgment:

MD1012600
ENTER EPSI NIC/V000032687

The above is an example of a stolen harrow that has been added to the base vehicle record entered for a stolen farm tractor. The above entry example contains: message key (EPSI), originating agency identifier (MD1012600), identification of the base record (NIC/V000032687 and OCA/4456), serial number (500786), brand (DEER), category (HA), owner-applied number (026452106), and miscellaneous information.

The identifier in the entry acknowledgment will always be the first identifier used to identify the base vehicle record.

8.2.5 Additional Guidelines for an Add-On Record Entry

At least one numeric identifier must be present in an add-on vehicle record entry. Searchable numeric identifiers are LIC, VIN, and OAN. If LIC is

VEHICLE FILE
SECTION 8--ADD-ON FEATURE

8.2.5 Additional Guidelines for an Add-On Record Entry (Continued)

present, all other license data, i.e., LIS, LIY, LIT, must be included. If VIN or OAN is present, VMA must be included. In an add-on part record entry, at least one numeric identifier must be present, i.e., SER or OAN. In an add-on part record, BRA, CAT, and MIS are mandatory.

The edits listed in Section 1.6 for base records also apply to add-on records. Note, for an add-on vehicle entry if the VMO is TL the VYR is mandatory.

Those fields which are not mandatory and are not filled must be accounted for by a period. If an add-on vehicle record does not have an OAN, the user may end the entry after the MIS Field. If an add-on part record does not have an EPD, the user may end the entry after the MIS Field.

If the MKE is EVSI or EVS2 and the entry includes vehicle data (VIN and VMA or OAN and VMA), the VMO must be TL.

8.2.6 Criteria for Rejecting Duplicate Record Entries

The three identifiers in an add-on vehicle entry will be searched to determine if a duplicate EV or EVS entry exists. The fields used to determine the reject-on-file status are:

LIC, LIS, LIY, LIT, and ORI
VIN, VMA, and ORI
OAN, VMA, OCA, and ORI

The serial number and owner-applied number in an add-on part record will be searched to determine if a duplicate EP or EPS entry exists. The fields used to determine the reject-on-file status are:

SER, BRA, CAT, and ORI
OAN, BRA, CAT, OCA, and ORI

8.3 Modification of an Add-On Vehicle or Add-On Part Record

To modify an add-on vehicle or add-on part record requires canceling (XVS* or XPS*) and reentering (EVS* or EPS*) the record to reflect the new or changed data.

8.4 Cancellation of an Add-On Vehicle or Add-On Part Record

A cancellation message (XVS* or XPS*) is used to cancel an add-on record that needs to be updated and reentered, to cancel a record that has been entered invalidly, or to clear a vehicle or part that has been recovered.

If a base vehicle record is cleared or canceled, all add-on vehicle and part data will be cleared or canceled as well.

*Position four of the message key indicates the specific add-on record which is to be updated.

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SECTION 8--ADD-ON FEATURE

8.4 Cancellation of an Add-On Vehicle or Add-On Part Record (Continued)

A specific add-on vehicle or add-on part record may be canceled by using the proper message key (XVS1, XVS2, XPS1, etc.); identifying the base record by NCIC number, license plate number, or vehicle identification number; including the originating agency case number and date of cancellation.

Examples:

XVS1.MD1012600.NIC/VG00032699.OCA/2325.120582(EOT)

XPS1.MD1012600.NIC/V000032687.OCA/4456.120582(EOT)

The number used in position four of the cancellation message key is the responsibility of the terminal operator.

8.5.1 Guidelines for Inquiries on Add-On Vehicle and Add-On Part Records

An inquiry may be made on an add-on record by using the same message keys that retrieve base vehicle records. Those message keys are QV, QW, ZV, or ZW. There are several identifying numbers affixed to a vehicle and/or vehicle part which may be used for inquiry purposes. They are license plate number, vehicle identification number, serial number, and owner-applied number. The inquiry format does not allow for message field codes SER and OAN, therefore, when making an inquiry on an SER or an OAN the MFC/VIN must be used.

Up to three numbers (VIN, SER, and/or OAN) may be included after the message field code VIN. When making an inquiry using more than one number after VIN/, each number, except the last number, must be followed by a comma. For example, VIN/123456789,234567,12345. The last number following VIN/ should be followed by an end of transmission (EOT) character or by a period if additional identifiers are being included in the inquiry.

Examples:

QW.DCFBIWA00.NAM/DOE, JOHN.DOB/020334.LIC/CBA123.LIS/MD.VIN/1287564,8324597,7843912(EOT)

QV.DCFBIWA00.LIC/ABC123.LIS/VA.VIN/123A456B789C321JK,500J678,9321AB78(EOT)

A positive response to a QV, QW, ZV, or ZW message that includes license or vehicle data will retrieve the base record as well as any appended add-on vehicles or parts regardless of which record entry matches the identifiers included in the inquiry.

8.5.2 Inquiry Search Procedure

When an inquiry is made using the message field code/VIN, all the numbers contained therein will be searched against every VIN, OAN, and SER in each Vehicle File record as well as every VIN in each Canadian Warrant, Missing Person, and Wanted Person File record.

VEHICLE FILE
SECTION 8--ADD-ON FEATURE

8.6 Add-On Records and the \$.8. Program

Since an add-on vehicle may contain license data, it qualifies for \$.8. notification. The \$.8. message for an add-on vehicle is formatted the same as a base vehicle.

A state participating in the \$.8. Program will receive out-of-state notification pertaining to add-on records even though their state system may not have add-on capability.

8.7 Locate Message for an Add-On Record

A locate message with message key LV will locate a base vehicle record and all add-on vehicle(s) and part(s). The LV message should be used only when the base and its associated add-on record(s) have been recovered or when only the base vehicle has been recovered. Any unrecovered add-on record(s) associated with a recovered base record should be reentered as a separate vehicle and/or part record.

A vehicle add-on (EVS_) may be located with the message key LVS_. The fourth position of the MKE identifies the specific vehicle add-on to be located. The add-on vehicle to be located must be identified by the NCIC number and OCA, LIC and OCA, or VIN and OCA, in that order.

A part add-on may be located by the message key LPS_. The fourth position of the MKE identifies the specific part add-on to be located. The add-on part to be located must be identified by the NCIC number and OCA, LIC and OCA, or VIN and OCA, in that order.

8.8 Clear Message for an Add-On Record

Add-on records will be cleared when the base vehicle record is cleared. Individual add-on vehicle or part records may be cleared by using the cancel message (XVS_ or XPS_). See Section 8.4.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS

9.1.1 1972-1980 Vehicle Identification Number (VIN) Field Edits

Section 9 contains VIN Field edits which are in addition to those listed in Part 1, Section 1.6, of this manual. The VIN Field edits apply to all Canadian Warrant, Missing Person, Wanted Person, and Vehicle File entry and modification messages containing VINs. Edits for vehicle years 1972 through 1980 apply to the following automobile makes:

| | | |
|-----------------|----------|------------|
| American Motors | Dodge | Oldsmobile |
| Buick | Ford | Plymouth |
| Cadillac | Imperial | Pontiac |
| Chevrolet | Lincoln | Volkswagen |
| Chrysler | Mercury | |

The edits do not apply to stolen vehicle part entries (MKE/EP) and modifications (MKE/MP). These edits (1) apply to model years 1972 through 1980; (2) check the total number of characters in the VIN; (3) compare the model year character in the VIN with the vehicle year indicated in the Vehicle Year (VYR) Field; and (4) check the position and coding of the assembly plant and engine type symbols.

Users should be aware that any records entered for the above-listed 1972-1980 makes are considered automobiles unless the Vehicle Model (VMO) Field contains the code CE (construction equipment), FE (farm equipment), TK (truck), or TL (trailer).

These edits do not apply to foreign production makes, such as Opel which should be entered in NCIC using the make code OPEL, and the Capri made prior to 1979 which should be entered in NCIC using the make code CAP. Any Capri made in 1979 or later should be entered using make code MERC and VMO/CAP.

The National Automobile Theft Bureau (NATB) Passenger Vehicle Identification Manual contains VIN construction information for the edited vehicles which may be of assistance to users in checking VINs. It is further suggested that NCIC users check automated state vehicle registration files and/or automobile dealers' records to determine correct VIN data if entries are rejected by NCIC.

9.1.2 1981 through Current Year Vehicle Identification Number (VIN) Field Edits

Beginning with the 1981 model year the Federal Motor Vehicle Safety Standards of the National Highway Traffic Safety Administration (NHTSA) have required manufacturers to place 17-character VINs on all on-the-road vehicles. On-the-road vehicles are those vehicles which are licensed and registered for highway use and include passenger vehicles, trucks, buses, trailers, motorcycles and incomplete vehicles. An incomplete vehicle means a minimum assemblage of frame and chassis structure, power train, steering system, suspension system, and braking system which requires further manufacturing and is intended to be part of a complete licensed and registered vehicle.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS

9.1.2 1981 through Current Year Vehicle Identification Number (VIN) Field Edits (Continued)

There are some instances when certain motorcycle, trailer, and truck-mounted camper manufacturers have not complied with the NHTSA standards for the 17-character VIN structure. In these cases, NCIC has relaxed the edits to facilitate entry of these vehicles.

The edits do not apply to stolen vehicle part entries (MKE/EP) and modifications (MKE/MP). Truck-mounted and shell-type campers are also excluded from the edits, as they are not covered by the 17-character VIN requirement since they do not have wheels and do not roll "on-the-road." The edits are applied in a two-part sequence consisting of:

- (1) An automatic calculation of the check digit in accordance with the formula set forth below for 1981 through current year VIN entries and modifications consisting of 17 characters, excluding those with Vehicle Make (VMA) Field codes AERO, ATV, COEQ, FARM, SNOW, and SPEC, and those with VMO Field codes CE and FE regardless of VMA. Also excluded is VMO/TL with VST/TM. The check digit for motorcycles is edited only if the VMO Field code is CYL and the Vehicle Style (VST) Field code is MC and 17-characters of the VIN are entered. The following VST codes are excluded from the check digit edit: MB, MD, MK, MS, MY.

Check Digit Formula

- a. The check digit will always be the ninth character in the VIN. Assign to each numeric in the VIN its actual mathematical value and assign to each alphabetic the value specified for it in Table 1.

TABLE 1

| | | |
|-----|-----|-----|
| A=1 | J=1 | T=3 |
| B=2 | K=2 | U=4 |
| C=3 | L=3 | V=5 |
| D=4 | M=4 | W=6 |
| E=5 | N=5 | X=7 |
| F=6 | P=7 | Y=8 |
| G=7 | R=9 | Z=9 |
| H=8 | S=2 | |

- b. Multiply the assigned value for each character in the VIN by the weight factor specified for it in Table 2.

TABLE 2

| | | |
|-------|---------------------|--------|
| 1st=8 | 7th=2 | 13th=6 |
| 2nd=7 | 8th=10 | 14th=5 |
| 3rd=6 | 9th=0 (check digit) | 15th=4 |
| 4th=5 | 10th=9 | 16th=3 |
| 5th=4 | 11th=8 | 17th=2 |
| 6th=3 | 12th=7 | |

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS

9.1.2 1981 Through Current Year Vehicle Identification Number (VIN) Field Edits
(Continued)

- c. Add the resulting products and divide the total by 11.
- d. The remainder is the check digit. If the remainder is 10, the check digit is X.

Example:

| | | | | | | | | | | | | | | | | | |
|----------------|---|---|---|---|---|---|---|----|---|---|---|---|---|---|---|---|---|
| VIN characters | 1 | G | 4 | A | H | 5 | 9 | H | 4 | 5 | G | 1 | 1 | 8 | 3 | 4 | 1 |
| Assigned value | 1 | 7 | 4 | 1 | 8 | 5 | 9 | 8 | 4 | 5 | 7 | 1 | 1 | 8 | 3 | 4 | 1 |
| Multiply by | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 10 | 0 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 |

Add products $8+49+24+5+32+15+18+80+0+45+56+7+6+40+12+12+2=411$

Divide by 11 $411/11 = 37 \text{ R } 4/11$

Check digit 4 (compare to character in 9th position)

(2) The specific edits listed for each of the following 1981 thru current year models of the following makes:

| | | |
|-----------------|------------|------------|
| American Motors | Dodge | Plymouth |
| Audi | Ford | Pontiac |
| Buick | Imperial | Porsche |
| Cadillac | Jaguar | Rover |
| Chevrolet | Lincoln | Triumph |
| Chrysler | Mercury | Volkswagen |
| | Oldsmobile | Volvo |

Those users unable to enter 17-character VINs should enter the right-most 15 or 16 characters in the VIN Field and include the full 17-character VIN in the Miscellaneous Field. The NCIC VIN search program will continue to search the rightmost 15 characters of a VIN consisting of more than 15 characters. If the VIN entry or modification for a 1981 thru current year listed make is composed of 15 or 16 characters, the edits for positions two or three (whichever is appropriate) through seventeen will apply.

VIN characters that are omitted from the 1981 thru current year on-line VIN edits are characters that are not edited.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS

9.2.1 VIN Field Edits for 1972-1980 American Motors

The VIN is checked to ensure that it contains 13 characters.

Sample VIN: A7A167H100917

Corresponding edit code: 123456788888

1. The first character (Manufacturer's Symbol) must be the alphabetic A.
2. The second character (Model Year Symbol) must be numeric and must agree with the second character in the VYR Field; e.g., if the VYR Field code is 77, the second character of the VIN must be 7.
3. The third character (Transmission Symbol) must be one of the following alphabetic: A, C, D, E, F, M, O, or S.
4. The fourth character (Series Symbol) must be one of the following numerics: 0, 1, 3, 4, 6, 7, or 8.
5. The fifth character (Body Style Symbol) must be one of the following numerics: 3, 5, 6, 8, or 9.
6. The sixth character (Class of Body Symbol) must be one of the following alphabetic or numerics: P, T, 0, 2, 3, 4, 5, 7, 8, or 9.
7. The seventh character (Engine Symbol) must be an alphabetic.
8. The eighth through the thirteenth characters (Sequential Production Number) must be numerics greater than 000000.

See the following page for 1981 and later American Motors on-line VIN edits.

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SECTION 9--ON-LINE VIN EDITS9:2.2 VIN Field Edits for 1981 and 1982 American Motors

1. The first character (Country Symbol) must be the numeric 1 or 2.
2. The second character (Make Symbol) must be the alphabetic A or C for passenger cars or B or J for trucks.
3. The third character (Type Symbol) must be an alphabetic.
4. The fourth character (Engine Symbol) must be an alphabetic.
5. The fifth character (Transmission Symbol) must be an alphabetic.
6. The sixth and seventh characters (Line, Series and Body Type Symbols for Jeeps/Line, Series, Body Type and Gross Vehicle Weight Rating Symbols for American Motors automobiles) must be numerics.
7. The eighth character (Gross Vehicle Weight Rating Symbol for Jeeps/Restraint System Symbol for American Motors automobiles) may be either an alphabetic or numeric. If the sixth character is 0, 3, 4, or 5, the eighth character must be 0, 5, or 7. If the sixth character is 1, 2, or 8, the eighth character must be an alphabetic.
8. The ninth character (Check Digit Symbol) must be a numeric or the alphabetic X.
9. The tenth character (Model Year Symbol) must be the alphabetic B for 1981 models or the alphabetic C for 1982 models.
10. The eleventh character (Assembly Plant Symbol) must be one of the following alphabetic: B, K, or T. If the sixth character is 0, 3, 4, or 5, the eleventh character must be the alphabetic B or K. If the sixth character is 1, 2, or 8, the eleventh character must be the alphabetic T and the VMO must be TK.
11. The twelfth through seventeenth characters (Sequential Production Number) must be numerics.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS9.3 VIN Field Edits for 1981 and 1982 Audis

1. The first character (Country Symbol) must be the alphabetic W.
2. The second character (Make Symbol) must be the alphabetic A.
3. The third character (Make Symbol) must be the alphabetic U.
4. The fourth character (Series Symbol) must be the alphabetic B, D, F, G, or H.
5. The fifth character (Engine Type Symbol) must be the alphabetic A, B, C, G, or H.
6. The sixth character (Restraint System Symbol) must be the numeric 0.
7. The seventh character (Model Symbol) must be the numeric 4 or 8.
8. The eighth character (Model Symbol) must be the numeric 1, 3, or 5.
9. The ninth character (Check Digit Symbol) must be a numeric or the alphabetic X.
10. The tenth character (Model Year Symbol) must be the alphabetic B for 1981 models or the alphabetic C for 1982 models.
11. The eleventh character (Assembly Plant Symbol) must be the alphabetic A, E, or N for 1981 models. For 1982 models, the eleventh character must be the alphabetic A or N.
12. The twelfth through seventeenth characters (Sequential Production Number) must be numerics.

9.4.1 VIN Field Edits for 1972-1980 Buicks

The VIN is checked to ensure that it contains 13 characters.

Sample VIN: 4B27H5L100228

Corresponding edit code: 123345677777

1. The first character (Manufacturer's Symbol) must be the numeric 4.
2. The second character (Car Line/Series Symbol) must be an alphabetic.
3. The third and fourth characters (Body Type Symbol) must be numerics.
4. The fifth character (Engine Symbol) must be an alphabetic or the numeric 0, 1, 2, 3, 4, 5, or 7. The numeric 1, 2, or 3 will only be permitted when the VYR Field code is 78, 79, or 80. The numeric 4, 5, or 7 will only be permitted when the VYR Field code is 80.
5. The sixth character (Model Year Symbol) must be numeric and must agree with the second character in the VYR Field if the VYR Field code is 79 or earlier; e.g., if the VYR Field code is 75, the sixth character of the VIN must be 5. If the VYR Field code is 80, the sixth character of the VIN must be the alphabetic A.
6. The seventh character (Assembly Plant Symbol) must be an alphabetic or the numeric 2 or 7. The numeric 7 will only be permitted when the VYR Field code is 79 or 80.
7. The eighth through thirteenth characters (Sequential Production Number) must be numerics greater than 100000.

See the following page for 1981 and later Buick on-line VIN edits.

9.4.2 VIN Field Edits for 1981 and 1982 Buicks

1. The first character (Country Symbol) must be the numeric 1 or 2.
2. The second character (Make Symbol) must be the alphabetic G.
3. The third character (Type Symbol) must be the numeric 4.
4. The fourth character (Restraint System Symbol) must be the alphabetic A, B, or C.
5. The fifth character (Car Line and Series Symbol) must be an alphabetic.
6. The sixth and seventh characters (Body Type Symbol) must be numerics.
7. The ninth character (Check Digit Symbol) must be a numeric or the alphabetic X.
8. The tenth character (Model Year Symbol) must be the alphabetic B for 1981 models or the alphabetic C for 1982 models.
9. The eleventh character (Assembly Plant Symbol) must be the numeric 7 or an alphabetic for 1981 models. The eleventh character is not edited on 1982 models.
10. The twelfth through seventeenth characters (Sequential Production Number) must be numerics.

Any VIN character omitted in the edit list is not edited.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS

9.5.1 VIN Field Edits for 1972-1980 Cadillacs

The VIN is checked to ensure that it contains 13 characters.

Sample VIN: 6S69R4Q481222

Corresponding edit code: 123345677777

1. The first character (Manufacturer's Symbol) must be the numeric 6.
2. The second character (Car Line/Series Symbol) must be one of the following alphabets: B, C, D, F, L, S, or Z.
3. The third and fourth characters (Body Type Symbol) must be one of the following numeric codes: 23, 33, 47, 49, 57, 67, 69, or 90.
4. The fifth character (Engine Symbol) must be one of the following: B, N, R, S, T, 4, 6, 8, or 9. The alphabetic T will only be permitted when the VYR Field code is 77, 78, 79, or 80. The alphabetic N will only be permitted when the VYR Field code is 78, 79, or 80. The numeric 4, 6, 8, or 9 will only be permitted when the VYR Field code is 80.
5. The sixth character (Model Year Symbol) must be numeric and must agree with the second character in the VYR Field if the VYR Field code is 79 or earlier; e.g., if the VYR Field code is 74, the sixth character of the VIN must be 4. If the VYR Field code is 80, the sixth character of the VIN must be the alphabetic A.
6. The seventh character (Assembly Plant Symbol) must be the alphabetic C, E, or Q, or the numeric 9. The alphabetic C or numeric 9 will only be permitted when the VYR Field code is 79 or 80.
7. The eighth through thirteenth characters (Sequential Production Number) must be numerics greater than 100000. However, if the second character of the VIN is S (for Seville), the eighth through thirteenth characters must be greater than 450000.

See the following page for 1981 and later Cadillac on-line VIN edits.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS

9.5.2 VIN Field Edits for 1981 and 1982 Cadillacs

1. The first character (Country Symbol) must be the numeric 1.
2. The second character (Make Symbol) must be the alphabetic G.
3. The third character (Type Symbol) must be the numeric 6.
4. The fourth character (Restraint System Symbol) must be the alphabetic A, B, or C.
5. The fifth character (Car Line and Series Symbol) must be the alphabetic B, D, F, L, or S for 1981 models or the alphabetic B, D, F, G, L, or S for 1982 models.
6. The sixth and seventh characters (Body Type Symbol) must be numerics.
7. The ninth character (Check Digit Symbol) must be a numeric or the alphabetic X.
8. The tenth character (Model Year Symbol) must be the alphabetic B for 1981 models or the alphabetic C for 1982 models.
9. The eleventh character (Assembly Plant Symbol) must be the numeric 9 or the alphabetic C or E for 1981 models. The eleventh character is not edited on 1982 models.
10. The twelfth through seventeenth characters (Sequential Production Number) must be numerics.

Any VIN character omitted in the edit list is not edited.

9.6.1 VIN Field Edits for 1972-1980 Chevrolets

The VIN is checked to ensure that it contains 13 characters.

Sample VIN: 1D35H3K401527

Corresponding edit code: 123345677777

1. The first character (Manufacturer's Symbol) must be the numeric 1.
2. The second character (Car Line/Series Symbol) must be an alphabetic.
3. The third and fourth characters (Body Type Symbol) must be numerics.
4. The fifth character (Engine Symbol) must be an alphabetic or the numeric 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9. The numeric 1 or 4 will only be permitted when the VYR Field code is 78, 79, or 80. The numeric 2, 8, or 9 will only be permitted when the VYR Field code is 79 or 80. The numeric 3, 5, 6, or 7 will only be permitted when the VYR Field code is 80.
5. The sixth character (Model Year Symbol) must be numeric and must agree with the second character in the VYR Field if the VYR Field code is 79 or earlier; e.g., if the VYR Field code is 73, the sixth character of the VIN must be 3. If the VYR Field code is 80, the sixth character of the VIN must be the alphabetic A.
6. The seventh character (Assembly Plant Symbol) must be an alphabetic or the numeric 1, 2, 6, or 7. The numeric 7 will only be permitted when the VYR Field code is 79 or 80. The numeric 6 will only be permitted when the VYR Field code is 80.
7. The eighth through thirteenth characters (Sequential Production Number) must be numerics greater than 100000.

See the following page for 1981 and later Chevrolet on-line VIN edits.

9.6.2 VIN Field Edits for 1981 and 1982 Chevrolets

1. The first character (Country Symbol) must be the numeric 1 or 2 or the alphabetic J.
2. The second character (Make Symbol) must be the numeric 8 or the alphabetic G.
3. The third character (Type Symbol) must be a numeric or the alphabetic A, B, C, Y, or Z. If the third character is an alphabetic or the numeric 0, 5, or 8, the VMO must be TK.
4. The fourth character (Restraint System Symbol for automobiles/Gross Vehicle Weight Rating Symbol and Brake System Symbol for trucks) must be an alphabetic.
5. The fifth character (Car Line and Series Symbol for automobiles/Line and Chassis Type Symbol for multipurpose vehicles (MPVs), incomplete vehicles and 1982 light duty trucks/Series Symbol for 1982 medium and heavy trucks and incomplete vehicles) must be an alphabetic. If the VMO is TK, the fifth character may be either an alphabetic or numeric. For 1981 models, if the third character is 7, the fifth character must be the alphabetic D.
6. The sixth character (Body Type Symbol for automobiles/Series Symbol for MPVs, light duty trucks, and incomplete vehicles/Truck Line and Cab Type Symbol for medium and heavy duty trucks and incomplete vehicles) may be either an alphabetic or a numeric. If the VMO is not TK, the sixth character must be a numeric.
7. The seventh character (Body Type Symbol for automobiles, MPVs, light duty trucks, and incomplete vehicles/Chassis Type Symbol for medium and heavy duty trucks and incomplete vehicles) must be a numeric.
8. The eighth character must be an alphabetic if the VMO is TK.
9. The ninth character (Check Digit Symbol) must be a numeric or the alphabetic X.
10. The tenth character (Model Year Symbol) must be the alphabetic B for 1981 models or the alphabetic C for 1982 models.
11. The twelfth through seventeenth characters (Sequential Production Number) must be numerics.

Any VIN character omitted in the edit list is not edited.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS9.7.1 VIN Field Edits for 1972-1980 Chryslers

The VIN is checked to ensure that it contains 13 characters.

Sample VIN: CL41M2C100243

Corresponding edit code: 123345677777

1. The first character (Car Make Symbol) must be one of the following alphabets: C, F, S, T, or Y. The alphabetic T will only be permitted when the VYR Field code is 79 or 80.
2. The second character (Decor Symbol/Series Symbol) must be one of the following alphabets: G, H, K, L, M, P, S, or T.
3. The third and fourth characters (Body Style Symbols) must be numerics.
4. The fifth character (Engine Symbol) must be one of the following alphabets: C, D, G, H, J, K, L, M, N, P, R, T, or U.
5. The sixth character (Model Year Symbol) must be numeric and must agree with the second character in the VYR Field if the VYR Field code is 79 or earlier; e.g., if the VYR Field code is 72, the sixth character of the VIN must be 2. If the VYR Field code is 80, the sixth character of the VIN must be the alphabetic A.
6. The seventh character (Assembly Plant Symbol) must be an alphabetic.
7. The eighth through thirteenth characters (Sequential Production Number) must be numerics greater than 100000.

See the following page for 1981 and later Chrysler on-line VIN edits.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS9.7.2 VIN Field Edits for 1981 and 1982 Chryslers

1. The first character (Country Symbol) must be the numeric 1, 2, or the alphabetic J.
2. The second character (Make Symbol) must be the alphabetic C.
3. The third character (Type Symbol) must be a numeric.
4. The fourth character (Restraint System Symbol) must be an alphabetic.
5. The fifth character (Line Symbol) must be the alphabetic J, M, or R for 1981 models or C, F, or S, for 1982 models.
6. The sixth character (Series Symbol) must be a numeric.
7. The seventh character (Body Symbol) must be a numeric.
8. The eighth character (Engine Symbol) must be an alphabetic.
9. The ninth character (Check Digit Symbol) must be a numeric or the alphabetic X.
10. The tenth character (Model Year Symbol) must be the alphabetic B for 1981 models or the alphabetic C for 1982 models.
11. The eleventh character (Assembly Plant Symbol) must be an alphabetic.
12. The twelfth through seventeenth characters (Sequential Production Number) must be numerics.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS9.8.1 VIN Field Edits for 1972-1980 Dodges

The VIN is checked to ensure that it contains 13 characters.

Sample VIN: XS22K6R118455

Corresponding edit code: 123345677777

1. The first character (Car Make Symbol) must be one of the following: D, E, G, J, L, N, W, X, Z, 2, 4, 6, or 8. The alphabetic character E will only be permitted when the VYR Field code is 79 or 80.
2. The second character (Decor Symbol/Series Symbol) must be one of the following: E, G, H, K, L, M, P, S, or T.
3. The third and fourth characters (Body Style Symbol) must be numerics.
4. The fifth character (Engine Symbol) must be alphabetic.
5. The sixth character (Model Year Symbol) must be numeric and must agree with the second character in the VYR Field if the VYR Field code is 79 or earlier; e.g., if the VYR Field code is 76, the sixth character of the VIN must be 6. If the VYR Field Code is 80, the sixth character of the VIN must be either the numeric 0 or the alphabetic A.
6. The seventh character (Assembly Plant Symbol) must be one of the numerics 1 through 9 or one of the following: A, B, C, D, E, F, G, H, or R.
7. The eight through thirteenth characters (Sequential Production Number) must be numeric.

See the following page for 1981 and later Dodge on-line VIN edits.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS9.8.2 VIN Field Edits for 1981 and 1982 Dodges

1. The first character (Country Symbol) must be the alphabetic J or the numeric 1 or 2.
2. The second character (Make Symbol) must be the alphabetic B.
3. The third character (Type Symbol) must be a numeric. If the VMO is not TK, must be the numeric 3.
4. The fourth character (Restraint System Symbol for automobiles/Gross Vehicle Weight Rating Symbol for trucks) must be an alphabetic. If the third character is 3, the fourth character must be the alphabetic B and the VMO cannot be TK.
5. The fifth character (Line Symbol) must be an alphabetic.
6. The sixth character (Series Symbol) must be a numeric.
7. The seventh character (Body Symbol) must be a numeric.
8. The ninth character (Check Digit Symbol) must be a numeric or the alphabetic X.
9. The tenth character (Model Year Symbol) must be the alphabetic B for 1981 models or the alphabetic C for 1982 models.
10. The eleventh character (Assembly Plant Symbol) must be an alphabetic.
11. The twelfth through seventeenth characters (Sequential Production Number) must be numerics.

Any VIN character omitted in the edit list is not edited.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS

9.9.1 VIN Field Edits for 1972-1980 Fords

The VIN is checked to ensure that it contains 11 characters.

Sample VIN: 5J83F105300

Corresponding edit code: 12334555555

1. The first character (Model Year Symbol) must be numeric and must agree with the second character in the VYR Field; e.g., if the VYR Field code is 75, the first character of the VIN must be 5. The first character may be the numeric 8 when the second character of the VYR Field is the numeric 7 if the third and fourth characters of the VIN are the numerics: 02, 03, 04, 05, 10, 11, or 12.
2. The second character (Assembly Plant Symbol) must be an alphabetic.
3. The third and fourth characters (Series & Body Style Symbols) must be numerics.
4. The fifth character (Engine Type Symbol) must be an alphabetic or the numeric 2, 3, or 6.
5. The sixth through eleventh characters (Sequential Production Number) must be numerics greater than 100000 and less than 500000. The sixth through eleventh characters must be numerics greater than 400000 and less than 500000 when the first character of the VIN is the numeric 8, the second character of the VYR Field is the numeric 7, and the third and fourth characters of the VIN are the numerics: 02, 03, 04, 05, 10, 11, or 12.

See the following page for 1981 and later Ford on-line VIN edits.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS

9.9.2 VIN Field Edits for 1981 and 1982 Fords

The following edits will apply when the VMO is other than CE or FE:

1. The first character (Country Symbol) must be the numeric 1, 2, or the alphabetic J.
2. The second character (Make Symbol) must be an alphabetic.
3. The third character (Type Symbol) must be an alphabetic or the numeric 0, 1, 2, or 4. If the VMO is TK, must be an alphabetic or numeric 2 or 4.
4. The fourth character (Restraint System Symbol for automobiles/Gross Vehicle Weight Rating Symbol for trucks) must be the alphabetic B, C, or P if the VMO is other than TK. If the VMO is TK, the fourth character must be an alphabetic.
5. The fifth character (Line Symbol) must be an alphabetic. If the fifth character is the alphabetic P, the VMO cannot be TK.
6. The sixth character (Series Symbol) must be a numeric.
7. The seventh character (Chassis, Cab, or Body Type Symbol) must be a numeric.
8. The ninth character (Check Digit Symbol) must be a numeric or the alphabetic X.
9. The tenth character (Model Year Symbol) must be the alphabetic B for 1981 models or the alphabetic C for 1982 models.
10. The eleventh character (Assembly Plant Symbol) must be the numeric 0 if the third character is the numeric 1, 2, or 4. If the third character is not the numeric 1, 2, or 4, the eleventh character must be an alphabetic.
11. The twelfth through the seventeenth characters (Sequential Production Number) must be numerics if the eleventh character is an alphabetic and the VMO not TK. If the eleventh character is an alphabetic and the VMO is TK, the twelfth character must be an alphabetic and the thirteenth through the seventeenth characters must be numerics. If the eleventh character is the numeric 0, the twelfth through the seventeenth characters must be numerics.

Any VIN character omitted in the edit list is not edited.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS9.10.1 VIN Field Edits for 1972-1975 Imperials

The VIN is checked to ensure that it contains 13 characters.

Sample VIN: YM23T4C123456

Corresponding edit code: 123345677777

1. The first character (Car Make Symbol) must be the alphabetic Y for 1972 through 1975. (Imperials were not manufactured from 1976 through 1980.)
2. The second character (Decor Symbol/Series Symbol) must be one of the following alphabets: G, H, K, L, M, P, S, or T.
3. The third and fourth characters (Body Style Symbols) must be numerics.
4. The fifth character (Engine Symbol) must be one of the following alphabets: G, J, K, M, N, T, or U.
5. The sixth character (Model Year Symbol) must be numeric and must agree with the second character in the VYR Field; e.g., if the VYR Field code is 74, the sixth character of the VIN must be 4.
6. The seventh character (Assembly Plant Symbol) must be an alphabetic.
7. The eighth through thirteenth characters (Sequential Production Number) must be numerics greater than 100000.

See the following page for 1981 and later Imperial on-line VIN edits.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS9.10.2 VIN Field Edits for 1981 and 1982 Imperials

1. The first character (Country Symbol) must be the numeric 1 or 2.
2. The second character (Make Symbol) must be the alphabetic A.
3. The third character (Type Symbol) must be a numeric.
4. The fourth character (Restraint System Symbol) must be an alphabetic.
5. The fifth character (Line Symbol) must be the alphabetic Y.
6. The sixth character (Series Symbol) must be a numeric.
7. The seventh character (Body Symbol) must be a numeric.
8. The eighth character (Engine Symbol) must be an alphabetic.
9. The ninth character (Check Digit Symbol) must be a numeric or the alphabetic X.
10. The tenth character (Model Year Symbol) must be the alphabetic B for 1981 models or the alphabetic C for 1982 models.
11. The eleventh character (Assembly Plant Symbol) must be an alphabetic.
12. The twelfth through seventeenth characters (Sequential Production Number) must be numerics.

9.11 VIN Field Edits for 1981 and 1982 Jaguars

1. The first character (Continent Symbol) must be the alphabetic S.
2. The second character (Country Symbol) must be the alphabetic A.
3. The third character (Make Symbol) must be the alphabetic J.
4. The fourth character (Model Symbol) must be the alphabetic A or N.
5. The fifth character (Class Symbol) must be the alphabetic V or Z for 1981 models or the alphabetic L, V, or Y for 1982 models.
6. The sixth character (Body Type Symbol) must be the numeric 1, 4, 5, or 6 for 1981 models or the numeric 1 or 5 for 1982 models.
7. The seventh character (Engine Type Symbol) must be the numeric 1, 3, 5, or 8 for 1981 models or the numeric 2, 3, or 8 for 1982 models.
8. The eighth character (Transmission and Steering Symbol) must be the numeric 4 or 8 for 1981 models or the numeric 4 for 1982 models.
9. The ninth character (Check Digit Symbol) must be a numeric or the alphabetic X.
10. The tenth character (Model Year Symbol) must be the alphabetic B for 1981 models or the alphabetic C for 1982 models.
11. The eleventh character (Assembly Plant Symbol) must be the alphabetic A, C, or T for 1981 models or the alphabetic C for 1982 models.
12. The twelfth through seventeenth characters (Sequential Production Number) must be numerics.

9.12.1 VIN Field Edits for 1972-1980 Lincolns

The VIN is checked to ensure that it contains 11 characters.

Sample VIN: 3Y82A804491

Corresponding edit code: 12334555555

1. The first character (Model Year Symbol) must be numeric and must agree with the second character in the VYR Field; e.g., if the VYR Field code is 73, the first character of the VIN must be 3.
2. The second character (Assembly Plant Symbol) must be the alphabetic S, W, or Y. The alphabetic W will only be permitted when the VYR Field code is 77, 78, 79, or 80.
3. The third and fourth characters (Series & Body Style Symbols) must be numeric codes: 81, 82, 84, 89, or 90. The code 84 will only be permitted when the VYR Field code is 77, 78, 79, or 80. The code 90 will only be permitted when the VYR Field code is 80.
4. The fifth character (Engine Symbol) must be one of the following: A, B, C, D, F, G, H, L, O, S, T, W, Y, or Z. The alphabetic A will only be permitted when the VYR Field code is 72 through 80. The alphabetic F, H, or S will only be permitted when the VYR Field code is 77, 78, 79, or 80. The alphabetic L, T, W, Y, or Z will only be permitted when the VYR Field code is 79 or 80. The alphabetic B, C, D, or O will only be permitted when the VYR Field code is 80.
5. The sixth through eleventh characters (Sequential Production Number) must be numerics greater than 800000 and less than 1000000. The sixth through eleventh characters must be numerics greater than 600000 when the VYR Field code is 79 or 80.

See the following page for 1981 and later Lincoln on-line VIN edits.

9.12.2 VIN Field Edits for 1981 and 1982 Lincolns

1. The first character (Country Symbol) must be the numeric 1.
2. The second character (Make Symbol) must be the alphabetic L or M.
3. The third character (Type Symbol) must be the alphabetic N or R.
4. The fourth character (Restraint System Type Symbol) must be the alphabetic B, C, or P.
5. The fifth character (Line Symbol) must be the alphabetic P.
6. The sixth character (Series Symbol) must be the numeric 9.
7. The seventh character (Body Type Symbol) must be a numeric. For 1981 models, if the third character is the alphabetic N, the seventh character must be the numeric 3 or 4. If the third character is the alphabetic R, the seventh character must be the numeric 5 or 6. For 1982 models, if the third character is the alphabetic N, the seventh character must be the numeric 4. If the third character is the alphabetic R, the seventh character must be the numeric 5, 6, or 8.
8. The ninth character (Check Digit Symbol) must be a numeric or the alphabetic X.
9. The tenth character (Model Year Symbol) must be the alphabetic B for 1981 models or alphabetic C for 1982 models.
10. The eleventh character (Assembly Plant Symbol) must be an alphabetic.
11. The twelfth through seventeenth characters (Sequential Production Number) must be numerics.

Any VIN character omitted in the edit list is not edited.

9.13.1 VIN Field Edits for 1972-1980 Mercurys

The VIN is checked to ensure that it contains 11 characters.

Sample VIN: 2H16H505793

Corresponding edit code: 1233455555

1. The first character (Model Year Symbol) must be numeric and must agree with the second character in the VYR Field; e.g., if the VYR Field code is 72, the first character of the VIN must be 2. The first character may be the numeric 8 when the second character of the VYR Field is the numeric 7 if the third and fourth characters of the VIN are the numerics 20 or 22.
2. The second character (Assembly Plant Symbol) must be an alphabetic.
3. The third and fourth characters (Series & Body Style Symbols) must be numerics.
4. The fifth character (Engine Type Symbol) must be an alphabetic or the numeric 3 or 6.
5. The sixth through eleventh characters (Sequential Production Number) must be numerics greater than 500000 and less than 800000. The sixth through eleventh characters must be numerics greater than 750000 and less than 800000 when the first character of the VIN Field is the numeric 8, the second character of the VYR Field is the numeric 7, and the third and fourth characters of the VIN are the numerics 20 or 22.

See the following page for 1981 and later Mercury on-line VIN edits.

9.13.2 VIN Field Edits for 1981 and 1982 Mercurys

1. The first character (Country Symbol) must be the numeric 1 or 2.
2. The second character (Make Symbol) must be the alphabetic M.
3. The third character (Type Symbol) must be the alphabetic E or H.
4. The fourth character (Restraint System Symbol) must be the alphabetic B, C, or P.
5. The fifth character (Line Symbol) must be the alphabetic P.
6. The sixth character (Series Symbol) must be a numeric.
7. The seventh character (Body Type Symbol) must be a numeric.
8. The ninth character (Check Digit Symbol) must be a numeric or the alphabetic X.
9. The tenth character (Model Year Symbol) must be the alphabetic B for 1981 models or the alphabetic C for 1982 models.
10. The eleventh character (Assembly Plant Symbol) must be an alphabetic.
11. The twelfth through seventeenth characters (Sequential Production Number) must be numerics.

Any VIN character omitted in the edit list is not edited.

9.14.1 VIN Field Edits for 1972-1980 Oldsmobiles

The VIN is checked to ensure that it contains 13 characters.

Sample VIN: 3K57R6R109954

Corresponding edit code: 1233456777777

1. The first character (Manufacturer's Symbol) must be the numeric 3.
2. The second character (Car Line/Series Symbol) must be an alphabetic.
3. The third and fourth characters (Body Type Symbol) must be numerics.
4. The fifth character (Engine Symbol) must be an alphabetic or the numeric 0, 1, 2, 3, 5, or 7. The numeric 1 will only be permitted when the VYR Field code is 78, 79, or 80. The numeric 2 will only be permitted when the VYR Field code is 79 or 80. The numeric 3, 5, or 7 will only be permitted when the VYR Field code is 80.
5. The sixth character (Model Year Symbol) must be numeric and must agree with the second character in the VYR Field if the VYR Field code is 79 or earlier; e.g., if the VYR Field code is 76, the sixth character of the VIN must be 6. If the VYR Field code is 80, the sixth character of the VIN must be the alphabetic A.
6. The seventh character (Assembly Plant Symbol) must be an alphabetic or the numeric 2 or 7. The numeric 7 will only be permitted when the VYR Field code is 79 or 80.
7. The eighth through thirteenth character (Sequential Production Number) must be numerics greater than 100000.

See the following page for 1981 and later Oldsmobile on-line VIN edits.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS9.14.2 VIN Field Edits for 1981 and 1982 Oldsmobiles

1. The first character (Country Symbol) must be the numeric 1 or 2.
2. The second character (Make Symbol) must be the alphabetic G.
3. The third character (Type Symbol) must be the numeric 3.
4. The fourth character (Restraint System Symbol) must be the alphabetic A, B, or C.
5. The fifth character (Car Line and Series Symbol) must be alphabetic.
6. The sixth and seventh characters (Body Type Symbol) must be numerics.
7. The ninth character (Check Digit Symbol) must be a numeric or the alphabetic X.
8. The tenth character (Model Year Symbol) must be the alphabetic B for 1981 models or the alphabetic C for 1982 models.
9. The twelfth through seventeenth characters (Sequential Production Number) must be numerics.

Any VIN character omitted in the edit list is not edited.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS9.15.1 VIN Field Edits for 1972-1980 Plymouths

The VIN is checked to ensure that it contains 13 characters.

Sample VIN: VH41G5R114688

Corresponding edit code: 123345677777

1. The first character (Car Make Symbol) must be one of the following: B, H, J, M, N, P, R, V, 1, 3, 4, 5, or 7.
2. The second character (Decor Symbol/Series Symbol) must be alphabetic.
3. The third and fourth characters (Body Style Symbols) must be numerics.
4. The fifth character (Engine Symbol) must be alphabetic.
5. The sixth character (Model Year Symbol) must be numeric and must agree with the second character in the VYR Field if the VYR Field code is 79 or earlier; e.g., if the VYR Field code is 75, the sixth character of the VIN must be 5. If the VYR Field code is 80, the sixth character of the VIN must be either the numeric 0 or the alphabetic A.
6. The seventh character (Assembly Plant Symbol) must be one of the numerics 1 through 9 or one of the following: A, B, C, D, F, G, or R.
7. The eighth through thirteenth characters (Sequential Production Number) must be numeric.

See the following page for 1981 and later Plymouth on-line VIN edits.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS

9.15.2 VIN Field Edits for 1981 and 1982 Plymouths

1. The first character (Country Symbol) must be the alphabetic J or the numeric 1 or 2.
2. The second character (Make Symbol) must be the alphabetic P.
3. The third character (Type Symbol) must be a numeric. If the VMO is other than TK, the third character must be the numeric 3.
4. The fourth character (Restraint System Symbol for automobiles/Gross Vehicle Weight Rating System for trucks) must be an alphabetic. If the third character is 3, the fourth character must be the alphabetic B and the VMO cannot be TK.
5. The fifth character (Line Symbol) must be an alphabetic.
6. The sixth character (Series Symbol) must be a numeric.
7. The seventh character (Body Symbol) must be a numeric.
8. The ninth character (Check Digit Symbol) must be a numeric or the alphabetic X.
9. The tenth character (Model Year Symbol) must be the alphabetic B for 1981 models or the alphabetic C for 1982 models.
10. The eleventh character (Assembly Plant Symbol) must be an alphabetic.
11. The twelfth through seventeenth characters (Sequential Production Number) must be numerics.

Any VIN character omitted in the edit list is not edited.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS

9.16.1 VIN Field Edits for 1972-1980 Pontiacs

The VIN is checked to ensure that it contains 13 characters.

Sample VIN: 2Z27M4L101873

Corresponding edit code: 123345677777

1. The first character (Manufacturer's Symbol) must be the numeric 2.
2. The second character (Car Line/Series Symbol) must be an alphabetic.
3. The third and fourth characters (Body Type Symbols) must be numerics.
4. The fifth character (Engine Symbol) must be an alphabetic or the numeric 0, 1, 5, 7, or 9. The numeric 1 will only be permitted when the VYR Field code is 78, 79, or 80. The numeric 9 will only be permitted when the VYR Field code is 79 or 80. The numeric 5 or 7 will only be permitted when the VYR Field code is 80.
5. The sixth character (Model Year Symbol) must be numeric and must agree with the second character in the VYR Field if the VYR Field code is 79 or earlier; e.g., if the VYR Field code is 74, the sixth character of the VIN must be 4. If the VYR Field code is 80, the sixth character of the VIN must be the alphabetic A.
6. The seventh character (Assembly Plant Symbol) must be alphabetic or the numeric 1, 2, 6, or 7. The numeric 7 will only be permitted when the VYR Field code is 79 or 80. The numeric 6 will only be permitted when the VYR Field code is 80.
7. The eighth through thirteenth characters (Sequential Production Number) must be numerics greater than 100000.

See the following page for 1981 and later Pontiac on-line VIN edits.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS9.16.2 VIN Field Edits for 1981 and 1982 Pontiacs

The following edits will apply when the VMA is either PONT or PONI:

1. The first character (Country Symbol) must be the numeric 1 or 2.
2. The second character (Make Symbol) must be the alphabetic G.
3. The third character (Type Symbol) must be the numeric 2 or 7.
4. The fourth character (Restraint System Symbol) must be the alphabetic A, B, or C.
5. The fifth character (Car Line and Series Symbol) must be an alphabetic for 1981 models. If the third character is 7, the fifth character must be the alphabetic B, F, J, or N for 1981 models. For 1982 models, the fifth character must be an alphabetic.
6. The sixth and seventh characters (Body Type Symbol) must be numerics.
7. The ninth character (Check Digit Symbol) must be a numeric or the alphabetic X.
8. The tenth character (Model Year Symbol) must be the alphabetic B for 1981 models or the alphabetic C for 1982 models.
9. The twelfth through seventeenth characters (Sequential Production Number) must be numerics.

Any VIN character omitted in the edit list is not edited.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS9.17 VIN Field Edits for 1981 and 1982 Porsches

1. The first character must be the alphabetic W.
2. The second character must be the alphabetic P.
3. The third character must be the numeric 0.
4. The fourth character must be the alphabetic A, E, or J.
5. The fifth character must be the alphabetic A or B for 1981 models or the alphabetic A for 1982 models.
6. The sixth character must be the numeric 0.
7. The seventh character must be the numeric 4 or 9 for 1981 models or the numeric 9 for 1982 models.
8. The eighth character must be the numeric 1, 2, 3, or 7 for 1981 models or the numeric 1, 2, or 3 for 1982 models.
9. The ninth character must be a numeric or the alphabetic X.
10. The tenth character must be the alphabetic B for 1981 models or the alphabetic C for 1982 models.
11. The eleventh character must be the alphabetic N or S.
12. The twelfth through seventeenth characters must be numerics.

9.18 VIN Field Edits for 1981 Rovers

1. The first character (Continent Symbol) must be the alphabetic S.
2. The second character (Country Symbol) must be the alphabetic A.
3. The third character (Make Symbol) must be the alphabetic R.
4. The fourth character (Model Symbol) must be the alphabetic R.
5. The fifth character (Class Symbol) must be the alphabetic V or Z.
6. The sixth character (Body Type Symbol) must be the numeric 1, 4, 5, or 6.
7. The seventh character (Engine Type Symbol) must be the numeric 1, 3, 5, or 8.
8. The eighth character (Transmission and Steering Symbol) must be the numeric 4 or 8.
9. The ninth character (Check Digit Symbol) must be a numeric or the alphabetic X.
10. The tenth character (Model Year Symbol) must be the alphabetic B.
11. The eleventh character (Assembly Plant Symbol) must be the alphabetic A, C, or T.
12. The twelfth through seventeenth characters (Sequential Production Number) must be numerics.

9.19 VIN Field Edits for 1981 Triumphs

The following edits will apply when the VMO is other than CYL:

1. The first character (Continent Symbol) must be the alphabetic S.
2. The second character (Country Symbol) must be the alphabetic A.
3. The third character (Make Symbol) must be the alphabetic T.
4. The fourth character (Model Symbol) must be the alphabetic P.
5. The fifth character (Class Symbol) must be the alphabetic L, V, or Z.
6. The sixth character (Body Type Symbol) must be the numeric 1, 4, 5, or 6.
7. The seventh character (Engine Type Symbol) must be the numeric 1, 3, 5, or 8.
8. The eighth character (Transmission and Steering Symbol) must be the numeric 4 or 8.
9. The ninth character (Check Digit Symbol) must be a numeric or the alphabetic X.
10. The tenth character (Model Year Symbol) must be the alphabetic B.
11. The eleventh character (Assembly Plant Symbol) must be the alphabetic A, C, or T.
12. The twelfth through seventeenth characters (Sequential Production Number) must be numerics.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS9.20.1 VIN Field Edits for 1972-1980 Volkswagens

The VIN is checked to ensure that it contains 10 numerics.

Sample VIN: 1753390809

Corresponding edit code: 1123

1. The first and second characters (Model) must contain one of the following codes: 11, 13, 14, 15, 16, 17, 18, 21, 22, 23, 25, 26, 27, 28, 31, 32, 33, 34, 36, 41, 42, 46, or 53.
2. The third character (Year) must agree with the second character in the VYR Field if the VYR Field code is 79 or earlier; e.g., if the VYR Field code is 75, the third character of the VIN must be 5. If the VYR Field code is 80, the third character of the VIN must be the alphabetic A.
3. The fourth character in 1972 through 1979 model Volkswagens must be a 2 or greater number. The fourth through tenth characters in 1980 and later Volkswagens must be numeric and greater than 0000000. The sample VIN 1753390809 describes a Volkswagen Rabbit (17), manufactured in 1975 (5) with the Sequential Production Number 3390809.

See the following page for 1981 and later Volkswagen on-line VIN edits.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS9.20.2 VIN Field Edits for 1981 and 1982 Volkswagens

1. The first character (Country Symbol) must be the numeric 1 or the alphabetic W.
2. The second character (Make Symbol) must be the alphabetic V.
3. The third character (Make Symbol) must be the numeric 1 or 2 or the alphabetic W. If the third character is the numeric 1 or 2, the VMO must be TK.
4. The fourth character (Series Symbol) must be an alphabetic.
5. The fifth character (Engine Type Symbol) must be the alphabetic A, B, or G for 1981 models or the alphabetic A, B, G, or H for 1982 models.
6. The sixth character (Restraint System Symbol) must be the numeric 0 or 9.
7. The seventh character (Model Symbol) must be the numeric 1, 2, 3, or 5.
8. The eighth character (Model Symbol) must be a numeric.
9. The ninth character (Check Digit Symbol) must be a numeric or the alphabetic X.
10. The tenth character (Model Year Symbol) must be the alphabetic B for 1981 models or the alphabetic C for 1982 models.
11. The eleventh character (Assembly Plant Symbol) must be the alphabetic E, H, K, V, or W. If the VMO is TK, the eleventh character must be H or V.
12. The twelfth through seventeenth characters (Sequential Production Number) must be numerics.

VEHICLE FILE
SECTION 9--ON-LINE VIN EDITS

9.21 VIN Field Edits for 1981 and 1982 Volvos

1. The first character (Country Symbol) must be the alphabetic Y.
2. The second character (Manufacturer's Symbol) must be the alphabetic V.
3. The third character (Vehicle Type Symbol) must be the numeric 1.
4. The fourth character (Restraint System Symbol) must be the alphabetic A or B.
5. The fifth character must be the alphabetic X.
6. The sixth and seventh characters (Engine Description Symbol) must be numerics.
7. The eighth character (Body Type Symbol) must be numeric.
8. The ninth character (Check Digit Symbol) must be numeric or the alphabetic X.
9. The tenth character (Model Year Symbol) must be the alphabetic B for 1981 models or the alphabetic C for 1982 models.
10. The eleventh character (Assembly Plant Symbol) must be numeric or the alphabetic D.
11. The twelfth through seventeenth characters (Sequential Chassis Number) must be numerics.

LICENSE PLATE FILE
SECTION 1--INTRODUCTION

1.1 Criteria for Entry in License Plate File

1. Unrecovered stolen plate(s) may be entered into file if a theft report has been made.
2. Entries are usually limited to instances where all plates issued are reported stolen. In a two-plate state where only one plate is reported stolen, an entry is permitted provided the entering agency is assured the remaining plate will not be on a vehicle.

1.2 Message Key (MKE) Codes

| <u>Message</u> | <u>Stolen License Plate MKE</u> | <u>Translation</u> |
|----------------|---------------------------------|-----------------------|
| Entry | EL | STOLEN LICENSE PLATE |
| Modify | ML | |
| Cancel | XL | |
| Inquiry | QV | |
| Test Inquiry | ZV | |
| Locate | LL | LOCATED LICENSE PLATE |
| Clear | CL | |

If the license plate should be held for latent fingerprint examination, "-P" should be entered as part of the message key code, for example, "EL-P" which translates as "STOLEN LICENSE PLATE - HOLD FOR LATENTS"; if occupants of the vehicle on which the license plate is believed to be displayed are known to be armed, "-A" should be entered, for example, "EL-A" which translates as "STOLEN LICENSE PLATE - OCCUPANT(S) ARMED"; if a combination of the above two conditions exists, "-F" should be entered, for example, "EL-F" which translates as "STOLEN LICENSE PLATE - OCCUPANT(S) ARMED/HOLD PLATE FOR LATENTS."

1.3.1 Retention Period for Stolen License Plate

A record of an unrecovered stolen license plate will remain in the NCIC Stolen License Plate File for one year after the end of the plate's expiration year as shown in the record. The exception is a plate entered with LIY/00 (nonexpiring); this plate will remain in file for the year of entry plus four. Following the specified retention period, License Plate File records will be automatically removed at the next License Plate File purge. Agencies are not furnished a listing of their purged license plate records.

An exception to record retention periods will occur in the event a serious error is detected in the record on file. See Introduction, Section 3, for complete procedural information concerning serious errors. See Introduction, Section 4, for complete information concerning NCIC File reorganization and purge schedule.

LICENSE PLATE FILE
SECTION 1--INTRODUCTION

1.3.2 Automatic Purge

A record which has been located will be automatically suppressed ten days after the date of location stored in the record. These records that have been suppressed will be purged at the time of the next file realignment. Users will not be notified which located records have been purged.

1.4 Validations

Validation listings are prepared as of 0400 EST (or EDT) the first Friday in January and July. Validation printouts or tapes will first list all located license plate records (MKE/LL) followed by all other active license plate records (MKE/EL). All \$.8. Program records that are listed on validation tapes and printouts will be flagged. The heading "\$.8. Program Records" will appear at the beginning of all out-of-state records prepared on printouts. Those validations prepared on magnetic tape will have an additional byte containing the dollar sign (\$) character added to the end of all records meeting the \$.8. Program criteria.

1.5 License Plate Message Field Codes and Edits

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|----------------------------------|-------------|--|
| Message Key | MKE | Must be valid message key. |
| Originating Agency Identifier | ORI | Must be a valid NCIC-assigned ORI. The first two characters must be alphabetic and must check with the line number for the state as assigned by the NCIC computer. |
| License Plate Number | LIC | Must not be characters UNK, UNKN, UNKNOWN. |
| License Plate State | LIS | Must be two-character alphabetic code as listed in Code Manual, Part 6. |
| License Plate Year of Expiration | LIY | Plates must be current year, current year minus one, later than current year, or 00. |
| License Plate Type | LIT | Must be valid type code as listed in Code Manual, Part 8. |
| Date of Theft | DOT | Must be six numeric characters representing month/day/year in that order. Cannot exceed date entered. |
| Originating Agency Case Number | OCA | Maximum of nine alphabetic and/or numeric characters. Must not contain a single zero only, a run of zeros only, the word NONE, or the first seven characters of the ORI Field. |
| Miscellaneous | MIS | Maximum of 13 characters. |

LICENSE PLATE FILE
SECTION 1--INTRODUCTION

1.5 License Plate Message Field Codes and Edits (Continued)

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|--------------|-------------|---|
| NCIC Number | NIC | A self-checking number consisting of an alphabetic character ("P" in the License Plate File) followed by nine numeric characters which is automatically assigned by the NCIC computer to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction. |

1.6 Criteria For Rejecting Duplicate Records

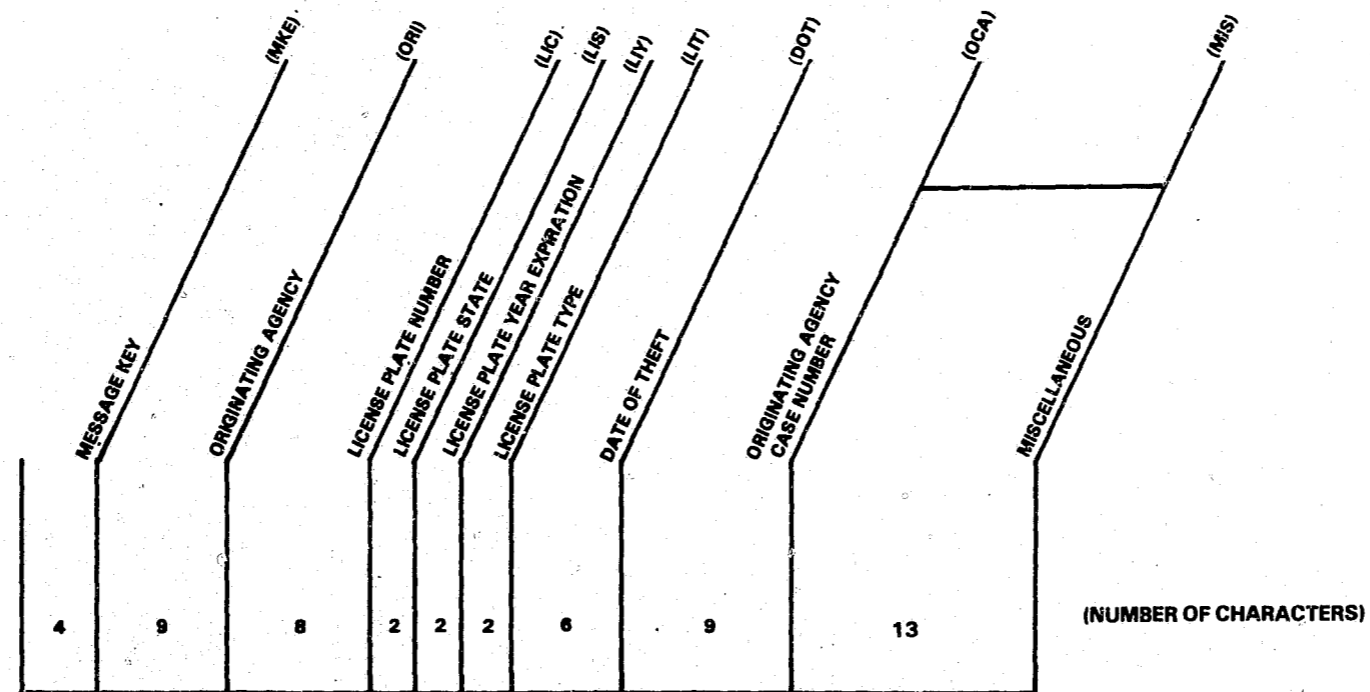
If the LIC, LIS, LIY, LIT, and ORI Fields of a stolen license plate entry message are the same as those field codes of a record already on file in NCIC, the second entry will be rejected with the message "REJ ON FILE."

Whenever the message "REJ ON FILE" is received, the record on file will also be transmitted.

A duplicate record will be accepted if the ORI in the second entry is different. In this case, the first entry will be furnished as a response to the second entry.

LICENSE PLATE FILE

STOLEN LICENSE PLATE -- RECORD FORMAT



2-4
12-5-82

LICENSE PLATE FILE
SECTION 2--ENTRY2.1 Example of a Stolen License Plate File Entry

EL.MD1012600.ABC123.MD.82.PC.120582.1658(EOT)

Acknowledgment:

MD1012600
NIC/P000002154 LIC/ ABC1232.2 Mandatory Fields of Stolen License Plate Entry

Information in parentheses is from the above example. The following fields are mandatory to cause acceptance of a stolen license plate entry into NCIC storage: message key (EL), originating agency identifier (MD1012600), license plate number (ABC123), license plate state (MD), license plate year of expiration (82), license plate type (PC), date of theft (120582), and originating agency case number (1658). The entry will be rejected if one of the mandatory fields is left unfilled or the transaction is not ended with the end of transmission character (EOT).

2.3 Additional Guidelines for Stolen License Plate Entries

All fields, except the Miscellaneous Field, must be filled to effect an entry in the License Plate File.

In those states where the deletion of a hyphen in a license plate number may cause an invalid match of license plate numbers, the plate number, properly hyphenated, must be shown in the MIS Field. An example is plate number 1-1568 which would be matched with plate number 11-568 if it is in the computer.

For training and administrative purposes, agencies may enter test records into NCIC. The test record must contain 1) the letters "TEST" as the first four characters of the OCA Field; 2) the words "TEST RECORD" in the MIS Field; 3) only fictitious numbers; and 4) the LIS Field code must reflect only that of the entering agency as using the LIS code for another state will generate unnecessary \$.8. messages.

2.4 Stolen License Plate Entries and the \$.8. Program

An agency entering a license plate registered in another state must advise the NCIC control terminal in the state of registry about such an entry if the state of registry is not a \$.8. Program participant. The following states are not participating in the \$.8. Program:

Hawaii
IdahoSouth Dakota
Wyoming2.5 License Plate Number (LIC) in the Stolen License Plate Entry

The LIC Field may have a maximum of eight characters entered without hyphens, spaces, and symbols. Partial license plate numbers must not be entered.

LICENSE PLATE FILE
SECTION 2--ENTRY2.5 License Plate Number (LIC) in the Stolen License Plate Entry (Continued)

Only license plate numbers that are all alphabetic, all numeric, or a combination thereof, may be entered. The only exception is license plate numbers that contain a symbol, including the hyphen, which may be entered only when the symbol is used to separate two elements of the number or when the symbol is used as a decoration. For example, some states issue license plates that consist of a county designator (first element), a symbol used as a separator, and a sequential number (second element). Symbols that are used to separate two elements of a license plate number should be considered as a hyphen, and the complete license plate number, properly hyphenated, must be shown in the Miscellaneous Field.

Entry is prohibited if a state issues one type of plate (bus, passenger car, or truck, etc.) with duplicate alphabetic and/or numeric characters and different symbols as separators to cause the license plate numbers to be unique, for example, truck license plate numbers 45-1234 and 45*1234. These license plates are not acceptable since all symbols must be shown as hyphens in the MIS Field.

Entry is prohibited for any license plate number that contains a symbol used as a substantive part of the plate number but not used as a separator between two elements (county designator and sequential number) of the plate number. For example, the license plate number *123 cannot be entered since the asterisk is not used as a separator.

Users should be aware that some states issue license plates that contain a symbol between characters of the number that is merely a decoration; for example, Pennsylvania automobile license plates have a keystone in the middle of the number and Utah automobile license plates have a beehive in the middle of the number. License plates with symbols used as decorations may be entered disregarding the symbol.

When entering a record for a license plate issued by another state and it is not known whether a symbol on the license plate is part of the plate number, a decoration, or a separator, contact the control terminal in the state that issued the license plate.

Where one character appears over another, enter the top character first immediately followed by the bottom, that is, A enter as AB.

B

If the license plate number exceeds eight characters, enter only the last eight digits in the LIC Field. The full plate number must then be shown in the Miscellaneous Field.

2.6 License Plate State (LIS) in the Stolen License Plate Entry

The appropriate code for the state, territorial possession, province, or country that issued the stolen plate must be used in the License Plate State (LIS) Field of the license plate entry. Only codes approved for use in the LIS Field may be used. See Code Manual, Part 6.

LICENSE PLATE FILE
SECTION 2--ENTRY2.7 License Plate Year of Expiration (LIY) in the Stolen License Plate Entry

In the LIY Field enter the last two digits of the highest year in which the license plate is valid as indicated on the license plate via sticker or embossed numbers or as indicated on a windshield sticker. Grace periods or extensions are not to be considered when determining the LIY. Therefore, the LIY may be the current year, current year minus one, or later than the current year. Nonexpiring license plates are entered by using LIY/00. License plates that are expired beyond one year should not be entered in the License Plate File.

In the absence of a license plate sticker, windshield sticker, or embossed numbers on the plate, enter the last two digits of the highest year in which the license plate is valid as indicated on the registration document.

Indicate a nonexpiring license plate by entering two zeros (00) when all of the following conditions exist:

1. No year sticker is on the plate or windshield.
2. No year is embossed on the plate.
3. The plate number is never reissued.
4. The registration supporting the plate indicates no expiration.

For example, U.S. Government, U.S. Military, and some state, county and municipal vehicle plates are nonexpiring.

2.8 License Plate Type (LIT) in the Stolen License Plate Entry

For NCIC purposes motor vehicle license plate types are classified as (1) regular/ordinary passenger car plates and (2) special plates. Only codes as set out in the Code Manual, Part 8, are acceptable for entry in the LIT Field.

2.9 Miscellaneous Field (MIS) in the Stolen License Plate Entry

Data entered in the Miscellaneous Field of a license plate record cannot exceed 13 characters.

When only one plate of a set is stolen or missing, a notation of this fact must be placed in the Miscellaneous (MIS) Field of the entry. For example: 1 PLATE STOLN.

License plate numbers exceeding eight characters must be shown in full in the Miscellaneous Field, for example: LIC/43AB12345.

2.9 Miscellaneous Field (MIS) in the Stolen License Plate Entry (Continued)

In those states where the deletion of a hyphen or symbol in a license plate number may cause an invalid match of license plate numbers, the plate number, properly hyphenated, must be shown in the MIS Field. An example is plate number 1-1568 which would be matched with plate number 11-568 if it is in the computer. License plate numbers containing a symbol may be entered only if the symbol is used to separate two elements of the plate number or if the symbol is used as a decoration. When a symbol is used as a separator, the number should be entered in the MIS Field with a hyphen indicating the position of the symbol. When a symbol is used as a decoration, the number should be entered only in the LIC Field disregarding the symbol.

In a case in which the ORI believes that notification each time its record is "hit" will provide investigative leads, regardless of whether the location of the property is known, the entering agency should place the code NOAH (Notify ORI of All Hits) in the MIS Field.

3.1 When to Use a Modification Message

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active license plate record. A license plate record cannot be modified if the record is in a located status (MKE/LOCATED LICENSE PLATE).

3.2 Example of a Stolen License Plate Record Modification

ML.MD1012600.NIC/P000002154.OCA/1658.LIC/ABC132(EOT)

Acknowledgment:

MD1012600
MODIFY NIC/P000002154

The above modification example contains: message key (ML), originating agency identifier (MD1012600), two record identifiers (NIC/P000002154 and OCA/1658), the field being modified and the modification (LIC/ABC132), and end of transmission character (EOT).

3.3 Identification of a Record to be Modified

Record to be modified must be identified by NCIC number and originating agency case number in that order, or license plate number and originating agency case number in that order, with each data element preceded by the proper message field code. In the above example, the identifiers are NCIC number and originating agency case number.

LICENSE PLATE FILE
SECTION 4--CANCELLATION

4.1 When to Use a Cancellation Message

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is utilized when it is determined that the record is invalid, for example, a record that is the result of a fictitious or false theft report.

4.2 Example of a Stolen License Plate Record Cancellation

XL.MD1012600.NIC/P000002154.OCA/1658.120582(EOT)

Acknowledgment:

MD1012600
CANCEL NIC/P000002154

The above cancellation example contains: message key (XL), originating agency identifier (MD1012600), two record identifiers (NIC/P000002154 and OCA/1658), date of cancellation (120582), and end of transmission character (EOT).

4.3 Identification of Record to be Canceled

Record to be canceled must be identified by NCIC number and originating agency case number in that order, or the license plate number and originating agency case number in that order, with each data element preceded by the proper message field code. Cancellation date (which must be current date) must follow the two record identifiers.

LICENSE PLATE FILE
SECTION 5--INQUIRY

5.1 Example of an Inquiry with Negative and Positive Stolen License Plate Record Responses

This type of inquiry will automatically search the License Plate, Vehicle, Wanted Person, Missing Person, and Canadian Warrant Files.

QV.WA1230000.LIC/ABC132.LIS/MD(EOT)

Negative response:

WA1230000
NO RECORD LIC/ ABC132 LIS/MD

The above inquiry example contains: message key (QV), originating agency identifier (WA1230000), license plate number (LIC/ABC132), license plate state (LIS/MD), and end of transmission character (EOT).

Positive response:

WA1230000
MKE/STOLEN LICENSE PLATE
ORI/MD1012600 LIC/ ABC132 LIS/MD LIY/82 LIT/PC DOT/120582
OCA/ 1658
NIC/P000002154
ORI IS ANY CITY PD MD
IMMED CONFIRM RECORD WITH ORI

5.2 Requirements for Inquiry

Inquiries can be made by using the license plate number and the license plate state. The complete license plate number should be used although it may exceed eight characters. The NCIC computer will search the last eight characters. Inquiries may also be made using the NCIC number only, if available.

5.3 Additional Guidelines for Inquiries

It is essential that identifying information, particularly the year of expiration, in positive responses to License Plate File inquiries be compared with the license plate in question before further action is taken.

License plate inquiries without the license plate state (LIS) will automatically produce a hit on any record with the same license plate number. To avoid multiple hits and limit the scope of search, the inquiry should include the LIS Field.

5.4 Procedures for Handling a Hit

An NCIC hit may not be probable cause to arrest. A hit confirmed with the originating agency (ORI) may be adequate grounds to recover a license plate.

When an agency receives a record(s) in response to an NCIC inquiry and (1) the whereabouts of the stolen plate inquired upon is known and (2) the license

LICENSE PLATE FILE
SECTION 5--INQUIRY5.4 Procedures for Handling a Hit (Continued)

plate inquired upon appears to be identical with one or more of the records, the agency that can seize the stolen license plate must contact the originating agency of each record(s) possibly identical with the license plate in question to confirm the hit(s) prior to seizing the license plate.

When an agency receives a record(s) in response to an NCIC inquiry and the whereabouts of the stolen plate inquired upon is not known, the hit(s) should not be confirmed. However, if the code NOAH (Notify ORI of All Hits) is in the Miscellaneous Field of a record, contact the ORI of the record and furnish details concerning the inquiry.

"To confirm the hit" means to verify that the theft report is still outstanding and the license plate inquired upon is identical to the license plate described in the record and to obtain information concerning return of the license plate to the rightful owner.

The NCIC Advisory Policy Board has approved procedures whereby system discipline requirements for hit confirmation response are outlined and failure to comply can be identified. These procedures are as follows:

1. Upon receipt of a hit confirmation request, the originating agency (ORI) of the record must within ten minutes furnish a substantive response, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.
2. A requesting agency not receiving a substantive response within ten minutes should generate a second request.
3. If the agency generating the second request again fails to receive a substantive response within ten minutes, the agency will then generate a message to its own control terminal and the control terminal of the agency that originated the record with a copy to be sent to FBI NCIC, ORI/DCFBIWAOO. No action will be taken by FBI NCIC unless the two control terminal officers cannot resolve the matter.
4. The control terminal officer, or his designee, of the originating agency will institute appropriate action to ensure proper response and compliance to system standards and this may include the canceling of records. Failure on the part of any control terminal to ensure such compliance will be brought to the attention of the Advisory Policy Board by FBI NCIC.

Any agency that, following confirmation of a hit(s), recovers a stolen license plate that is indexed in NCIC, except the agency whose ORI is stored in the record, must transmit a locate message for each record that was hit and confirmed with the ORI of the record. (See Section 6 for details on locate messages.)

LICENSE PLATE FILE
SECTION 6--LOCATE6.1 What Agency Must Use a Locate Message

Any agency that recovers a license plate which is indexed in NCIC except the agency that entered the record must place a locate message on the active license plate record(s). When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen plate(s) must contact the ORI of each record possibly identical with the license plate in question to confirm the hit(s). Following confirmation with the originating agency(s), a locate message must be transmitted for each record on file for the license plate. Once a license plate record has had a locate placed on it, it cannot be modified.

6.2 Example of a Locate Message for a Stolen License Plate Record

LL.WA1230000.NIC/P000002154.OCA/1658.120582.35102(EOT)

Acknowledgment:

WA1230000
LOCATE NIC/P000002154

The above locate example contains: message key (LL), recovering agency's identifier (WA1230000), two record identifiers (NIC/P000002154 and OCA/1658), date of recovery (120582), recovering agency's case number (35102), and end of transmission character (EOT).

When a locate is transmitted for a license plate record, the message key translation changes from "STOLEN LICENSE PLATE" to "LOCATED LICENSE PLATE" and the date of recovery, recovering agency's ORI, and recovering agency's case number replace the Miscellaneous Field data in the record.

6.3 Identification of Record to Receive Locate

Record to receive locate must be identified by either NCIC number and originating agency case number in that order, or license plate number and originating agency case number in that order, with each data element preceded by the proper message field code. Note that the originating agency case number (OCA) used as an identifier is the OCA of the agency that entered the record. This OCA is contained in the NCIC response to the recovering agency's inquiry.

6.4 Locate Procedure

Following the two record identifiers, date of recovery and recovering agency's case number are next entered in that order and without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected. The recovering agency's case number should be entered as this will ensure that complete recovery information is in the record.

LICENSE PLATE FILE
SECTION 7--CLEAR7.1 When to Use a Clear Message

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency recovering the license plate is the agency that entered the record.
2. When the agency that entered the record is officially advised that the license plate has been recovered by another agency.

7.2 Example of a Clear Message for a Stolen License Plate Record

CL.MD1012600.NIC/P000002154.OCA/1658.120582.WA1230000.35102(EOT)

Acknowledgment:

MD1012600
CLEAR NIC/P000002154

The above clear example contains: message key (CL), originating agency identifier (MD1012600), two record identifiers (NIC/P000002154 and OCA/1658), date of location (120582), the recovering agency's identifier (WA1230000), the recovering agency's case number (35102), and end of transmission character (EOT).

7.3 Identification of Record to be Cleared

Record to be cleared must be identified by NCIC number and originating agency case number in that order, or license plate number and originating agency case number in that order, with each data element preceded by the proper message field code.

7.4 Clear Procedures if License Plate Recovered by Agency That Entered Record

If the agency that entered the record recovers the license plate, then only the date of recovery (which cannot be less than the date of theft) must be entered following the two record identifiers. Thus, the message in the above example would end after (120582).

7.5 Clear Procedures if License Plate Recovered by Agency Other Than ORI

If an agency other than the ORI of the record recovers the license plate, utilization of the following procedures will ensure that the cleared record contains complete recovery data (date of recovery, recovering agency's identifier, and recovering agency's case number).

1. If the record being cleared is in a located status (MKE/LOCATED LICENSE PLATE) only the date of recovery must be entered following the two record identifiers. Thus, the message in Section 7.2 would end after 120582.

LICENSE PLATE FILE
SECTION 7--CLEAR7.5 Clear Procedures if License Plate Recovered by Agency Other Than ORI (Continued)

2. If the record being cleared is in an active status (MKE/STOLEN LICENSE PLATE), the date of recovery followed by the recovering agency's identifier and the recovering agency's case number in this order without field codes must be entered after the two record identifiers. See example in Section 7.2.

BOAT FILE
SECTION 1--INTRODUCTION

1.1 Definition of a Boat for NCIC Purposes

For NCIC purposes, a boat is defined as a vessel for transport by water, constructed to provide buoyancy by excluding water and shaped to give stability and permit propulsion.

1.2 Criteria for Entry in Boat File

1. Any unrecovered stolen boat which has a registration number, document number, or a permanently attached hull serial number may be entered in file if a theft report has been made.
2. Loaned, rented, or leased boats not returned may be entered by an authorized agency if an official police theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.

1.3 Message Key (MKE) Codes

| <u>Message</u> | <u>Stolen Boat MKE</u> | <u>Translation</u> |
|--|------------------------|--------------------|
| Entry | EB | STOLEN BOAT |
| Modify | MB | |
| Cancel | XB | LOCATED BOAT |
| Inquiry | QB | |
| Test Inquiry | ZB | |
| Locate | LB | |
| Clear | CB | |
| Entry of supplemental data record | EBS | |
| Entry of supplemental trailer record | EBT | |
| Entry of add-on parts to a base stolen boat record | EBP1 thru EBP7 | |
| Locate supplemental trailer record | LBT | |
| Locate boat part add-on record | LBP1 thru LBP7 | |
| Cancel/Clear supplemental trailer record | XBT | |
| Cancel/Clear boat part add-on record | XBP1 thru XBP7 | |

If the boat should be held for latent fingerprint examination, "-P" should be entered as part of the EB message key code, for example, "EB-P" which translates as "STOLEN BOAT - HOLD FOR LATENTS"; if occupants are known to be armed, "-A" should be entered, for example, "EB-A" which translates as "STOLEN BOAT - OCCUPANT(S) ARMED"; if a combination of the above two conditions exists, "-F" should be entered, for example, "EB-F" which translates as "STOLEN BOAT - OCCUPANTS(S) ARMED/HOLD FOR LATENTS".

BOAT FILE
SECTION 1--INTRODUCTION

1.4.1 Retention Period for an Unrecovered Stolen Boat

Unrecovered stolen boat records without a Boat Hull Number (BHN) or Owner-Applied Number (OAN) therein will remain in file for 90 days after entry. They will be automatically removed from file at the first Boat File purge following the minimum 90-day retention period.

Unrecovered stolen boat records which contain a BHN or an OAN are retained in file for the balance of the year entered plus four. Following this retention period, the records in the Boat File will be automatically removed at the next Boat File purge. For example, a boat entered in 1982 would be purged at the first Boat File purge in calendar year 1987. Agencies are not furnished a listing of their purged boat records.

Supplemental data and add-on boat part records appended to a base boat record will remain in file until the end of the retention period for the base boat record.

Supplemental trailer (EBT) records without a VIN or OAN will remain in file for 90 days. They will be automatically removed from file at the next scheduled purge following the 90-day retention period.

Supplemental trailer records which contain a VIN or OAN will remain in file for the remainder of the year entered plus four years. These records will be automatically removed from file at the first purge following this retention period. If the base boat record is purged, the supplemental trailer record will also be purged.

See Section 4 of the Introduction for complete information concerning NCIC File reorganization and purge schedule.

1.4.2 Automatic Purge

Data in the Registration Number (REG) Field and Registration Year of Expiration (REY) Field of a record containing a BHN will be purged one year after the registration expires as indicated in the REY Field.

A nonexpiring registration or document number (REY/00) in a Boat File record will be retained until the entire record is purged.

Data in the LIC, LIY, and LIT Fields of a supplemental trailer (EBT) record containing a VIN or OAN will be purged one year after the license plate expires as indicated in the LIY Field.

Users will not be furnished a listing of records from which expired data is purged.

A record which has been located will be automatically suppressed ten days after the date of location stored in the record. Those records that have been suppressed will be purged at the time of the next file realignment. Users will not be notified when located records have been purged.

BOAT FILE
SECTION 1--INTRODUCTION

1.5 Validations

Validation listings are prepared as of 0400 EST (or EDT) the first Friday in January and July. Validation printouts or tapes will first list all located boat records (MKEs LB, LBT, and LBP_) followed by all other active boat records (MKEs EB, EBS, EBT, and EBP_).

The Boat Model Year (BYR) Field will be included in the supplemental boat data validation record. Therefore, all boat validations will consist of a minimum of two physical records: the base boat and the supplemental data record.

All \$.8. Program supplemental trailer records that are listed on validation tapes and printouts will be flagged. The heading "\$.8. Program Records" will appear at the beginning of all out-of-state records prepared on printouts. Those validations prepared on magnetic tape will have an additional byte containing the dollar sign (\$) character added to the end of all records meeting the \$.8. Program criteria.

1.6.1 Boat Message Field Codes and Edits

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|---------------------------------|-------------|---|
| Message Key | MKE | Must be valid message key. |
| Originating Agency Identifier | ORI | Must be a valid NCIC-assigned ORI. The first two characters must be alphabetic and must check with the line number for the state as assigned by the NCIC computer. In a supplemental or boat add-on record entry, must be same as the ORI in the base record. |
| Registration Number | REG | Maximum of eight characters. Single zero only, run of zeros only, single alphabetic only, or run of alphabetic only, indicating that the registration number is not known, cannot be used. |
| Registration State | RES | If filled, must be two-character alphabetic code as listed in Code Manual, Part 6. |
| Registration Year of Expiration | REY | If filled, must be current year, current year minus one, greater than current year, or 00. |
| Outer Hull Material | HUL | If filled, must be one of the following two-character alphabetic codes: ML, PL, WD, or OT. |

BOAT FILE
SECTION 1--INTRODUCTION

1.6.1 Boat Message Field Codes and Edits (Continued)

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|--------------------------------|-------------|---|
| Hull Serial Number | BHN | Maximum of 20 characters. Single zero only, run of zeros only, single alphabetic only, or run of alphabets only, indicating that the hull serial number is not known, cannot be used. |
| Propulsion | PRO | If filled, must be one of the following two-character alphabetic codes: IN, OB, SA, SI, SO, or MP. |
| Boat Model Year | BYR | Must be two numeric characters. |
| Make | BMA | Must be a valid NCIC-assigned BMA code listed in the Code Manual, Part 2, or the generic code MISC. If the generic code is used, the MIS Field must include the full manufacturer's name. |
| Type | BTY | If filled, must be three-character alphabetic code as listed in Part 2 of the Code Manual. |
| Overall Length | BLE | If filled, must be two numeric characters representing feet, not inches. |
| Color | BCO | If filled, must be valid color code as listed in Part 2 of the Code Manual. If seven characters, the fourth must be a slash (/). |
| Date of Theft | DOT | Must be six numeric characters representing month/day/year in that order. Cannot exceed date entered. |
| Originating Agency Case Number | OCA | Maximum of nine alphabetic and/or numeric characters. Must not contain a single zero only, a run of zeros only, the word NONE, or the first seven characters of the ORI Field. |
| Miscellaneous | MIS | Maximum of 42 characters. If the BMA is MISC, the MIS Field must be filled. |
| Owner-Applied Number | OAN | If filled, must be a maximum of 20 alphanumeric characters. Single zero only, run of zeros only, single alphabetic only, or run of alphabets only cannot be used. Cannot be identical to the BHN. |

BOAT FILE
SECTION 1--INTRODUCTION

1.6.1 Boat Message Field Codes and Edits (Continued)

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|------------------------|-------------|--|
| Vehicle Ownership Data | VOD | One alphabetic character (A, C, D, N, or S) may be placed in a boat record at time of entry only. |
| NCIC Number | NIC | A self-checking number consisting of an alphabetic character ("B" in the Boat File) followed by nine numeric characters which is automatically assigned by the NCIC computer to each accepted record. Must have valid check-digits when used to identify record in a subsequent transaction. |

1.6.2 Boat Message Field Codes and Edits for Supplemental Data Entries

| | | |
|-----------------------------|-----|--|
| Coast Guard Document Number | CGD | Maximum of six numeric characters. |
| Home Port | HPT | Maximum of 20 alphabetic and numeric characters. |
| Hull Shape | HSP | Must be two-character alphabetic code listed in Part 2 of the Code Manual. |
| Model Name | BMO | Maximum of 20 alphabetic and numeric characters. |
| Boat Name | BNM | Maximum of 20 alphabetic and numeric characters. |

1.6.3 Boat Message Field Codes and Edits for Supplemental Trailer Entries

| | | |
|----------------------------------|-----|--|
| License Plate Number | LIC | Maximum of eight characters. Cannot be the characters UNK, UNKN, or UNKNOWN. |
| License Plate State | LIS | Must be two alphabetic characters. |
| License Plate Year of Expiration | LIY | Must be current year, current year minus one, later than current year, or 00. |
| License Plate Type | LIT | Must be "TL". |
| Vehicle Identification Number | VIN | Maximum of 20 characters. Single zero only, run of zeros only, single alphabetic only, or all alphabets only cannot be used. |
| Vehicle Year | VYR | Must be two numerics. |

BOAT FILE
SECTION 1--INTRODUCTION

1.6.3 Boat Message Field Codes and Edits for Supplemental Trailer Entries (Continued)

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|----------------------|-------------|--|
| Vehicle Make | VMA | Minimum of two and maximum of four alphabetic characters. Must not be characters ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ. |
| Vehicle Model | VMO | Must be characters "TL". |
| Vehicle Style | VST | Must be characters "BT". |
| Vehicle Color | VCO | Must be a valid NCIC-assigned code listed in Part 8 of the Code Manual. |
| Miscellaneous | MIS | Maximum of 42 characters. |
| Owner-Applied Number | OAN | Maximum of 20 alphanumeric characters. Single zero only, run of zeros only, single alphabetic only, or run of alphabets only cannot be used. The OAN cannot be identical to the VIN. |

1.6.4 Boat Message Field Codes and Edits for Add-On Boat Part Entries

| | | |
|------------------------------|-----|---|
| Serial Number | SER | Maximum of 20 alphanumeric characters. Single zero only, run of zeros only, single alphabetic only, or run of alphabets only cannot be used. |
| Brand | BRA | Must be valid code listed in Part 2 of the Code Manual. |
| Category | CAT | Must be two-character alphabetic code listed in Part 2 of the Code Manual. |
| Owner-Applied Number | OAN | Maximum of 20 alphanumeric characters. Single zero only, run of zeros only, single alphabetic only, or run of alphabets only cannot be used. Cannot be the same as the SER. |
| Miscellaneous | MIS | Maximum of 42 characters. |
| Engine Power or Displacement | EPD | Must be one to four numerics followed by one alphabetic character (I, C, L, or H). Can only be filled if CAT code is EN or OB. |

BOAT FILE
SECTION 1--INTRODUCTION

1.7 Criteria for Rejecting Duplicate Records

If the BHN, BMA, and ORI Fields, the REG, RES, REY, and ORI Fields, or the OAN, BMA, OCA, and ORI Fields of a stolen boat entry message are the same as those field codes of a record already on file in NCIC, the second entry will be rejected with the message "REJ ON FILE".

If the CGD and ORI Fields of a boat supplemental data record entry message are identical to the REG and ORI Fields of a base boat record already on file in NCIC, the second entry will be rejected with the message "REJ ON FILE".

If the LIC, LIS, LIY, LIT, and ORI Fields, the VIN, VMA, and ORI Fields, or the OAN, VMA, OCA, and ORI Fields of a supplemental boat trailer record entry message are the same as those field codes of an EBT or EVS record already on file in NCIC, the second entry will be rejected with the message "REJ ON FILE".

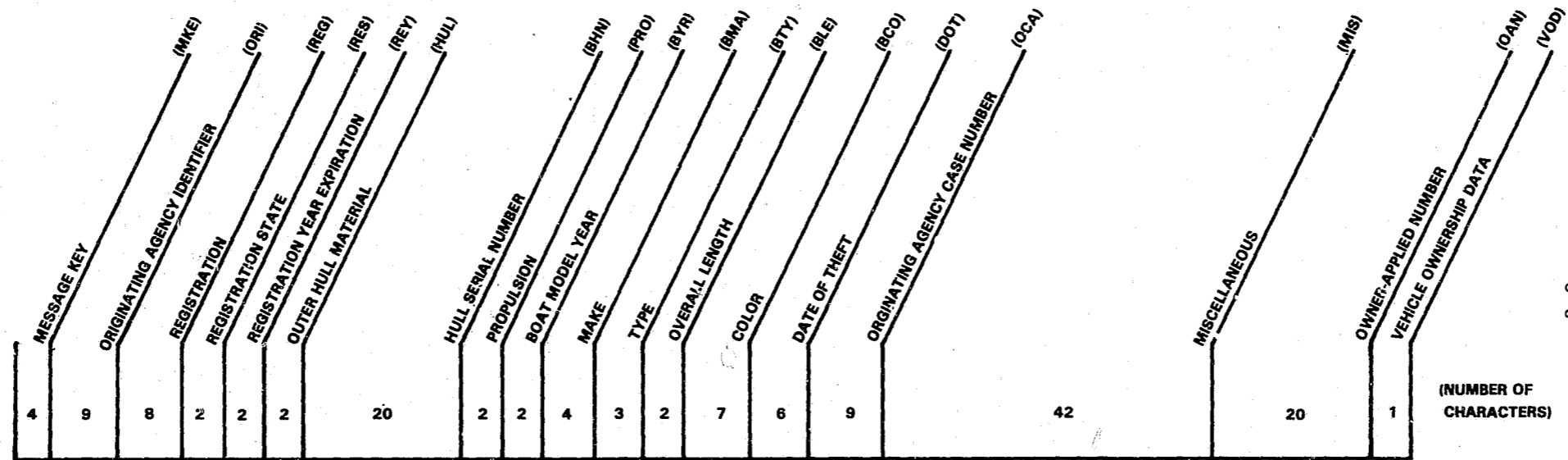
If the SER, BRA, CAT, and ORI Fields or OAN, BRA, CAT, OCA, and ORI Fields of a boat part add-on record entry message are the same as those field codes of an EBP or EP record already on file in NCIC, the second entry will be rejected with the message "REJ ON FILE".

Whenever the message "REJ ON FILE" is received, the record on file will also be transmitted.

A duplicate record will be accepted if the ORI in the second entry is different. In this case, the first entry will be furnished as a response to the second entry.

BOAT FILE

STOLEN BOAT -- RECORD FORMAT

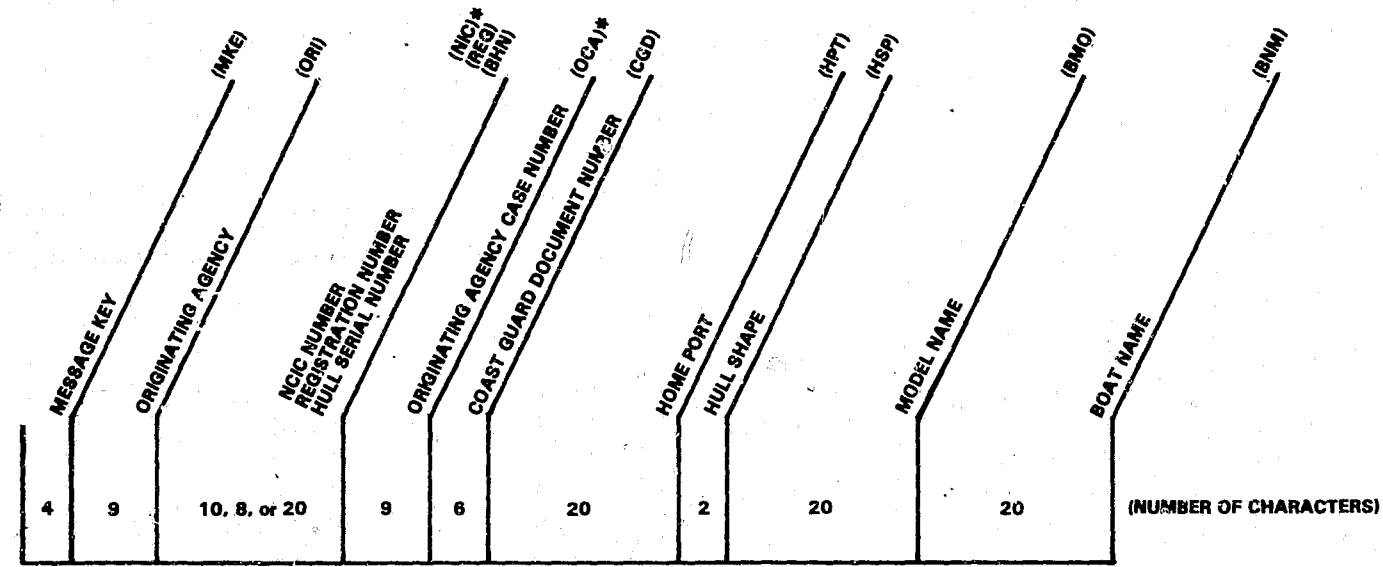


(NUMBER OF CHARACTERS)

3-8
12-5-82

BOAT FILE

BOAT SUPPLEMENTAL DATA - ENTRY FORMAT

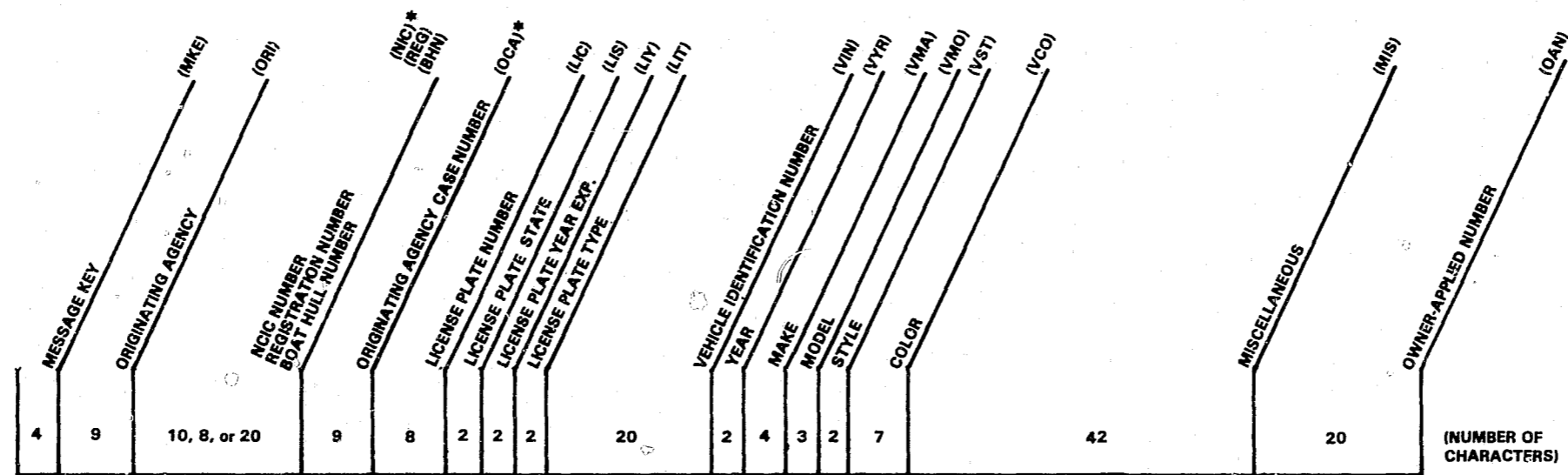


* IDENTIFIERS FROM THE BASE BOAT RECORD TO WHICH THE SUPPLEMENTAL DATA IS TO BE APPENDED. THESE FIELDS ARE PRECEDED BY THE APPROPRIATE MFC.

3-9
12-5-82

BOAT FILE

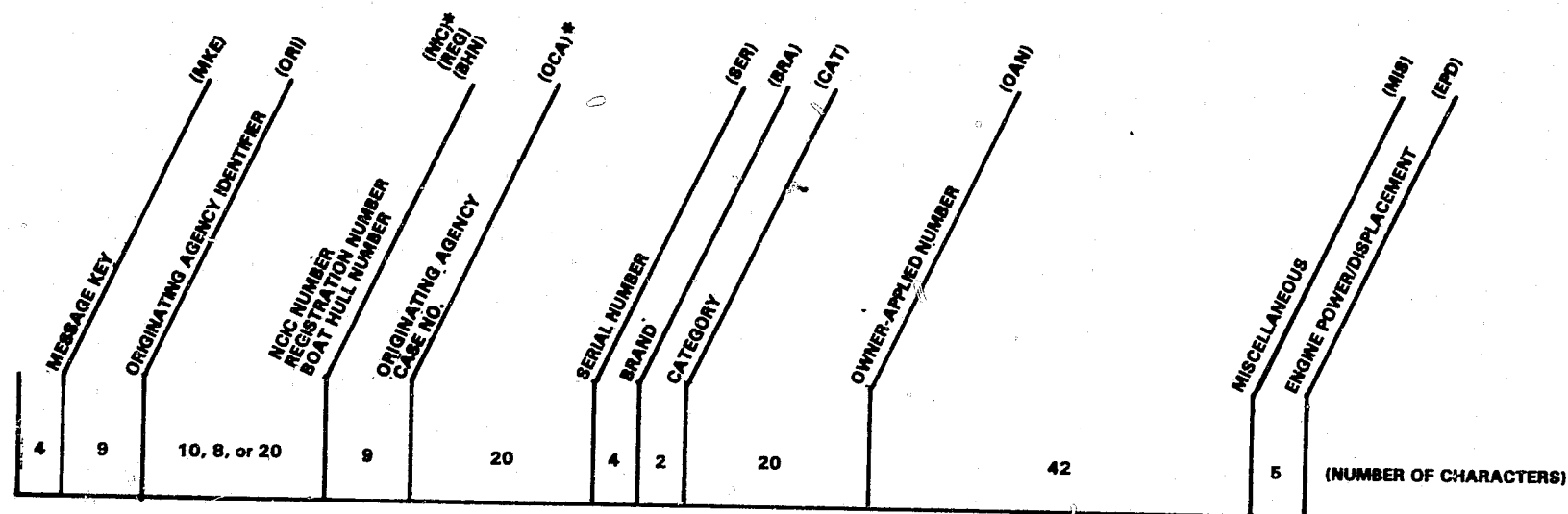
SUPPLEMENTAL BOAT TRAILER -- RECORD FORMAT



*IDENTIFIERS FROM THE BASE BOAT RECORD TO WHICH THE TRAILER DATA IS TO BE APPENDED. THESE FIELDS ARE PRECEDED BY THE APPROPRIATE MFC.

3-10
12-5-82

BOAT FILE ADD-ON BOAT PART - RECORD FORMAT



*IDENTIFIERS FROM THE BASE BOAT RECORD TO WHICH THE ADD-ON PART IS TO BE APPENDED. THESE FIELDS ARE PRECEDED BY THE APPROPRIATE MFC.

3-11
12-5-82

2.1 Example of a Stolen Boat Entry

EB.MD1012600.MD1234ZZ.MD.82.WD.LBC035380874.OB.80.WEL.RUN.17.RED.100582.A222(EOT)

Acknowledgment:

MD1012600
NIC/B000032685 REG/MD1234ZZ

2.2 Mandatory Fields of Stolen Boat Entry

Information in parentheses is from the above example. The following fields are mandatory to cause acceptance of a stolen boat entry into NCIC storage: message key (EB); originating agency identifier (MD1012600); registration number (MD1234ZZ) or document number with registration/document state (MD), and registration/document year of expiration (82), or hull serial number (LBC035380874); boat model year (80); make (WEL); date of theft (100582); and originating agency case number (A222). The entry will be rejected if one of the mandatory fields is left unfilled or the transaction is not ended with the end of transmission character (EOT).

For training and administrative purposes, agencies may enter test records into NCIC. The test record must contain 1) the letters "TEST" as the first four characters of the OCA Field; 2) the words "TEST RECORD" in the MIS Field; and 3) only fictitious numbers.

2.3 Additional Guidelines for Stolen Boat Entries

The agency entering the record must account for all fields in the "Boat File--Record Format." If the data pertaining to a nonmandatory field is not known, place a period to indicate that the information is unknown and proceed to the next field. Ensure that all available data called for by the record format is entered when the original entry is made. Of particular importance is the registration number (REG) which will be available for all boats except some new boats stolen from a dealer's/manufacture's lot. Missing data obtained at a later time should be promptly added through the use of a "modify" message (MKE/MB). See Section 3.

An agency entering a boat registered in another state must advise the NCIC control terminal in the state of registry about such an entry by separate communication.

In instances where a boat, trailer, and any accessories have been stolen, a record(s) should be entered by one of the following methods:

1. For those states that have the capability to enter supplemental trailer and add-on records, follow the instructions set forth in Sections 9 and 10.
2. For those states that do not have add-on capability, separate entries in the appropriate files must be made for the stolen boat and any accessories

2.3 Additional Guidelines for Stolen Boat Entries (Continued)

2. (continued)

taken with it; that is, the boat must be entered in the Boat File, its outboard motor must be entered in the Article File, and the boat trailer must be entered in the Vehicle File.

If an item(s) associated with the stolen boat is entered in another NCIC file(s), each separate entry should be cross-referenced to the other(s) by entering the NCIC number(s) of the other related record(s) in the Miscellaneous Field of each entry.

2.4.1 Registration Number Data in the Stolen Boat Entry

A registration number should be available for all boats except those stolen prior to their registration. The registration number is to be entered omitting spaces, hyphens, and symbols. Ensure that all letters and numerals which are part of the registration number are included. Partial numbers are not to be entered. If registration number (REG) is entered, the Registration State Field (RES) and the Registration Year of Expiration Field (REY) must be filled.

2.4.2 Registration Number for Domestic Boats

After an application for registration of a boat with a state or the United States Coast Guard has been approved, the applicant is issued a "Certificate of Number" (a Registration Certificate authorizing the boat's use primarily for pleasure) setting forth the identification number assigned to the boat. The applicant is required to display this number (commonly called the "boat registration number") on each side of the bow of the vessel. A registration number will be no more than eight characters; however, it may be less.

The Code of Federal Regulations, Title 33, Section 174.23 sets out the requirements for boat registration numbers. Each registration number must consist of two capital letters denoting the state of the issuing authority. These two alphabetic characters are followed by not more than four numerics and two alphabetic characters or not more than three numerics and three alphabetic characters.

Sample REG: NH 1234 BD or NH 356 EFG

The two-character alphabetic code denoting the issuing state must conform to those alphabetic characters set out in the aforementioned regulations. Eleven of these codes are different from those state codes assigned by NCIC for the RES Field. The codes that differ from the NCIC-assigned RES codes are:

| | | | |
|------------|----|----------------|----|
| California | CF | Massachusetts | MS |
| Colorado | CL | Michigan | MC |
| Delaware | DL | Mississippi | MI |
| Hawaii | HA | Washington | WN |
| Kansas | KA | Wisconsin | WS |
| | | American Samoa | AS |

2.4.3 Document Number for Commercial Vessels

Commercial vessels and certain motor yachts over five tons are "documented" as vessels of U.S. registration under navigation laws administered by the U.S. Coast Guard. An official identifying number is assigned to the vessel, and a valid marine document reflecting the assigned number is issued. This unique number (commonly referred to as a "document number") is permanently marked on the main beam of the "documented" vessel in addition to appearing on the official marine document issued to the owner of the vessel. A document number should be entered in the REG Field and will be no more than six characters; however, it may be less. All characters of a document number will be numeric.

2.5 Registration State (RES) Data in the Stolen Boat Entry

Enter the appropriate code for the State, Province, etc., which issued the registration/documentation certificate. See Code Manual, Part 6.

2.6 Registration Year of Expiration (REY) Data in the Stolen Boat Entry

The last two digits of the highest year in which the boat's registration or documentation certificate is valid must be entered in the REY Field.

2.7 Outer Hull Material (HUL) Data in the Stolen Boat Entry

Place in the HUL Field the code best describing the material of which the boat's outer hull is made. See the Code Manual, Part 2, for the valid codes.

2.8 Hull Number (BHN) Data in the Stolen Boat Entry

The Code of Federal Regulations, Title 33, Section 181, requires that hull identification numbers affixed to boats manufactured as of August, 1973, must consist of 12 characters. A manufacturer may display additional characters after the required 12; however, they must be separated by a hyphen.

Enter the complete hull number, including any alphabetic character(s), in the BHN Field. Omit from the BHN Field any spaces, hyphens, or special characters which may appear as part of the hull number. If the hull number exceeds 20 characters, the last 20 characters must be entered in the BHN Field. The complete BHN must then be entered in the MIS Field.

Sample BHN: STM8528EM79B-34576YF2

1. The first three characters must be the identification assigned to the manufacturer--positions one and two must be alphabetic, position three must be alphabetic or the numerics 1 or 2.
2. The fourth through eighth characters are assigned by the manufacturer and may be either alphabetic or numeric except the alphabetic characters I, O, and Q.

2.8 Hull Number (BHN) Data in the Stolen Boat Entry (Continued)

3. The ninth through the twelfth characters indicate the date of certification--the characters must be either:

- a. All numerics with positions nine and ten indicating the month and positions eleven and twelve indicating the year; or
- b. The ninth character must be the alphabetic M, the tenth and eleventh characters must be numerics indicating the model year, and the twelfth character must be an alphabetic indicating the month of the model year. August is designated by the alphabetic A. September by B, October by C, etc.

4. Any characters appearing after the twelfth character can be either alphabetic or numeric.

2.9 Propulsion (PRO) Data in the Stolen Boat Entry

Enter the appropriate code from the Code Manual, Part 2.

2.10 Boat Model Year (BYR) Data in the Stolen Boat Entry

The BYR must be two numeric characters representing the model year during which the boat was manufactured, e.g., 80 for 1980. The BYR may be obtained from the BHN (see Section 2.8).

2.11 Make (BMA) Data in the Stolen Boat Entry

Boat make codes are listed in the Code Manual, Part 2. If a code is not listed in the Code Manual, the alphabetic characters "MISC" should be entered in the BMA and the actual manufacturer's name must appear in the MIS Field.

2.12 Type (BTY) Data in the Stolen Boat Entry

Enter the appropriate code from the Code Manual, Part 2.

2.13 Overall Length (BLE) Data in the Stolen Boat Entry

Generally, overall length is measured in a straight line from the foremost part of the bow (front) to the aftermost part of the stern (back). Express and enter the overall length in feet. (Round off fractions of a foot to the nearest foot.) For example:

12 for 144 inches
19 for 18 ft. 9 in.
16 for 16 ft. 3 in.
08 for 8 ft.

2.14 Color (BCO) Data in the Stolen Boat Entry

Where a boat is one color, enter the appropriate three-character alphabetic code listed in the Code Manual, Part 2. For example: BCO/BRO.

BOAT FILE
SECTION 2--ENTRY2.14 Color (BCO) Data in the Stolen Boat Entry (Continued)

When describing a boat of two colors, first list the dominant color of the boat's hull above the waterline followed by the next most prevalent color. The full seven characters in the field must be filled and the fourth character must be a slash (/). For example: BCO/WHI/BLK.

When describing a boat of more than two colors, enter the multicolored code and the actual colors in the Miscellaneous Field, for example, BCO/MUL/COL and MIS/VCO/RED/WHI/BLU or MIS/VCO/RAINBOW COLORS.

2.15 Miscellaneous (MIS) Data in the Stolen Boat Entry

If the BMA is "MISC", the MIS Field must contain the complete identity of the boat manufacturer.

Identify serialized home-built boats (except those built from boat kits) by entering the words "HOME BUILT". Enter the words "KIT BUILT" to identify boats constructed from a kit where the manufacturer's identity is not displayed on the boat. For example:

HOME BUILT-NAME VALERIE ON TRANSOM
KIT BUILT-NAME BLACK RAT ON STERN

Additional descriptive information may be entered in the MIS Field. This data should be entered in easily readable abbreviated language as this field cannot exceed 42 characters. For example:

1. Number of hulls.

SINGLE HULL
CATAMARAN
TRIMARAN

2. Boat's name (assigned by the owner) and its hailing (home) port as it appears on the boat's hull.

CHINOOK-PORT/NEWPORT, RI

For those states that have the capability to enter boat supplemental data, this information should be entered in the appropriate field. See Section 8.

3. Number of persons boat sleeps.

SLEEPS 3; 4 BERTHS, etc.

4. Color of trim, cabin deck, interior, cockpit cover, etc.

BRO DECK
RED CANVAS COCKPIT COVER

BOAT FILE
SECTION 2--ENTRY2.15 Miscellaneous (MIS) Data in the Stolen Boat Entry (Continued)

5. Number of sails, color of mainsail with lettering or design appearing thereon.

2/SAILS, MAINSAIL YEL
CRAB AND US 491 ON MAINSAIL

In a case in which the ORI believes that notification each time its record is "hit" will provide investigative leads, regardless of whether the location of the boat is known, the entering agency should place the code NOAH (Notify ORI of All Hits) in the MIS Field.

2.16 Owner-Applied Number (OAN) Data in the Stolen Boat Entry

The OAN Field should contain: 1. an identification number assigned by the owner of the property in connection with a theft prevention program, or 2. a state-assigned hull serial number.

The OAN cannot be the same as the BHN.

2.17 Vehicle Ownership Data (VOD) in the Stolen Boat Entry

The VOD Field is a one-character field reserved to show National Automobile Theft Bureau (NATB) interest in a stolen boat entry. A law enforcement agency may upon receiving authorization from the National Automobile Theft Bureau fill the VOD Field with the appropriate one-character alphabetic code (A, C, D, N, or S) when making an EB. If a law enforcement agency does not receive authorization to fill this field at the time of entry, only the National Automobile Theft Bureau (NATB) may later fill this field by using a modify message. The alphabetic characters A, C, D, N, and S, which represent NATB Division locations in the United States, will be translated in stolen boat positive responses as follows:

A - GANATBAOO INTEREST (Atlanta, Georgia)
C - ILNATBCOO INTEREST (Chicago, Illinois)
D - TXNATBDOO INTEREST (Dallas, Texas)
N - NYNATBNOO INTEREST (New York, New York)
S - CANATBSOO INTEREST (San Francisco, California)

BOAT FILE
SECTION 3--MODIFICATION

3.1 When to Use a Modification Message

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active boat record. A Boat File record cannot be modified if the record is in a located status (MKE/LOCATED BOAT).

A modification message may also be used to enter or delete data in the supplemental data record. See Section 8 for the fields and message field codes.

3.2 Example of a Stolen Boat Record Modification

MB.MD1012600.NIC/B000032685.OCA/A222.REG/MD1235ZZ(EOT)

Acknowledgment:

MD1012600
MODIFY NIC/B000032685

The above modification example contains: message key (MB), originating agency identifier (MD1012600), two record identifiers (NIC/B000032685 and OCA/A222), the field being modified and the modification (REG/MD1235ZZ), and end of transmission character (EOT).

3.3 Identification of a Record to be Modified

Record to be modified must be identified by NCIC number and originating agency case number in that order, or hull serial number and originating agency case number in that order, or registration number and originating agency case number in that order, preceded by the proper message field codes. In the above example, the identifiers are NCIC number and originating agency case number preceded by the proper message field codes.

BOAT FILE
SECTION 4--CANCELLATION

4.1 When to Use a Cancellation Message

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid, for example, a record that is the result of a fictitious or false theft report.

A cancellation message for a base Boat File record will also remove any supplemental data record, supplemental trailer record, and/or add-on boat part record(s). Any unrecovered trailer or boat part(s) must be entered into the Vehicle File as an EV or EP, respectively.

4.2 Example of a Stolen Boat Record Cancellation

XB.MD1012600.NIC/B000032685.OCA/A222.120582(EOT)

Acknowledgment:

MD1012600
CANCEL NIC/B000032685

The above cancellation example contains: message key (XB), originating agency identifier (MD1012600), two record identifiers (NIC/B000032685 and OCA/A222), date of cancellation (120582), and end of transmission character (EOT).

4.3 Identification of Record to be Canceled

Record to be canceled must be identified by NCIC number and originating agency case number in that order, hull serial number and originating agency case number in that order, or registration number and originating agency case number in that order, preceded by the proper message field codes. Cancellation date (which must be the current date) must follow the two record identifiers.

CONTINUED

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5.1 Example of an Inquiry with Negative and Positive Stolen Boat File Record Responses

QB.WA1230000.REG/MD1235ZZ.BHN/LBC035380874(EOT)

Negative response:

WA1230000
NO RECORD REG/MD1235ZZ BHN-SER-OAN/
LBC035380874

The above inquiry example contains: message key (QB), inquiring agency identifier (WA1230000), registration number (REG/MD1235ZZ), hull serial number (BHN/LBC035380874), and end of transmission character (EOT).

Positive response:

WA1230000
MKE/STOLEN BOAT
ORI/MD1012600 REG/MD1235ZZ RES/MD REY/82 HUL/WD
BHN/ LBC035380874 PRO/OB BYR/80 BMA/WEL BTY/RUN BLE/17 BCO/RED
DOT/100582 OCA/ A222 MIS/BLUE STRIPING
NIC/B000032685
ORI IS ANY CITY PD MD
IMMED CONFIRM RECORD WITH ORI

5.2 Requirements for Inquiry

Inquiries can be made by using the registration number (REG) and/or hull serial number (BHN). Complete registration number should be used although it may exceed 8 characters. The NCIC computer will search the last 8 characters. The complete hull serial number should be used; however, it cannot exceed 20 characters. If the hull serial number exceeds 20, the last 20 should be used. The NCIC computer will search the last 15 characters. Registration state cannot be used in an inquiry.

Inquiries of the Boat File and any add-on records may also be made using the owner-applied number, license plate number, vehicle identification number, Coast Guard Document Number, and/or serial number. An inquiry containing a registration number, license plate number, and/or Coast Guard Document Number should be identified by the message field code (MFC) REG. An inquiry containing a hull identification number, owner-applied number, vehicle identification number, and/or serial number should be identified by the MFC/BHN.

Up to three numbers may be included in an inquiry after the MFC/BHN; however, the numbers must be separated by a comma. For example:

QB.MD1012600.REG/MD1234ZZ.BHN/LBC035380874,MD9347625,8967341(EOT)

Inquiries may be made using the NIC number only, if available.

5.3 Additional Guidelines for Inquiries

When a record(s) is received in response to an inquiry, it is essential to match all identifying data in the NCIC record(s) with the boat in question before taking further action.

A QB or ZB inquiry using REG as an identifier will search the following: REG of base Boat File (EB) records, LIC of boat supplemental trailer (EBT) records, CGD of Boat File (EB) records, LIC of base Vehicle File (EV) records with VMO/TL and VST/BT, and LIC of add-on vehicle (EVS) records with VMO/TL and VST/BT.

A QB or ZB inquiry using BHN as an identifier will search the following: BHN and OAN of base Boat File (EB) records, SER and OAN of add-on boat part (EBP) records and base part (EP) records, VIN and OAN of boat supplemental trailer (EBT) records, VIN and OAN of base Vehicle File (EV) records with VMO/TL and VST/BT, and VIN and OAN of add-on Vehicle File (EVS) records with VMO/TL and VST/BT.

A QW, ZW, QV, or ZV inquiry containing an LIC will retrieve a Boat File record with a matching LIC in the boat supplemental trailer records. Additionally, a VIN contained in one of these inquiries will retrieve a matching VIN or OAN in the boat supplemental trailer records. Inquiries with a VIN will also retrieve any part (EP, EBP, EPS) record, regardless of category, with a matching SER or OAN.

If the positive response (hit) includes information in the Miscellaneous Field indicating boat trailer and/or boat motor was stolen along with the boat, the Vehicle File and/or the Stolen Article File should be queried using the identifiers cross-referenced in the stolen boat record to ascertain if the trailer and/or motor in question is still in an active stolen status.

5.4 Procedures for Handling a Hit

An NCIC hit may not be probable cause to arrest. A hit confirmed with the originating agency may be adequate grounds to recover a boat.

When an agency receives a record(s) in response to an NCIC inquiry and the whereabouts of the boat inquired upon is known and the boat inquired upon appears to be identical with one or more of the records, the agency that can seize the boat must contact the ORI of each record possibly identical with the boat in question to confirm the hit(s) prior to seizing the boat.

When an agency receives a record(s) in response to an NCIC inquiry and the whereabouts of the boat inquired upon is not known, the hit(s) should not be confirmed. However, if the code NOAH (Notify ORI of All Hits) is in the Miscellaneous Field of a record, contact the ORI of the record and furnish details concerning the inquiry.

"To confirm the hit" means to verify that the theft report is still outstanding and the boat inquired upon is identical with the boat described in the record, and to obtain information concerning return of the stolen boat to its rightful owner.

BOAT FILE
SECTION 5--INQUIRY

5.4 Procedures for Handling a Hit (Continued)

The NCIC Advisory Policy Board has approved procedures whereby system discipline requirements for hit confirmation response are outlined and failure to comply can be identified. These procedures are as follows:

1. Upon receipt of a hit confirmation request, the originating agency (ORI) of the record must within ten minutes furnish a substantive response, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.
2. A requesting agency not receiving a substantive response within ten minutes should generate a second request.
3. If the agency generating the second request again fails to receive a substantive response within ten minutes, the agency will then generate a message to its own control terminal and the control terminal of the agency that originated the record with a copy to be sent to FBI NCIC, ORI/DCFBIWA00. No action will be taken by FBI NCIC unless the two control terminal officers cannot resolve the matter.
4. The control terminal officer, or his designee, of the originating agency will institute appropriate action to ensure proper response and compliance to system standards and this may include the canceling of records. Failure on the part of any control terminal to ensure such compliance will be brought to the attention of the Advisory Policy Board by FBI NCIC.

An agency that, following confirmation of a hit(s), recovers a boat that is indexed in NCIC, except the agency whose ORI is stored in the record, must transmit a locate message for each record that was hit and confirmed with the ORI of the record. See Part 3, Section 6, for locate procedures.

BOAT FILE
SECTION 6--LOCATE

6.1 What Agency Must Use a Locate Message

Any agency that recovers a boat which is indexed in NCIC except the agency that entered the record must place a locate message on the active boat record(s). When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen boat must contact the ORI of each record possibly identical with the boat in question to confirm the hit(s). Following confirmation with the originating agency(s), a locate message must be transmitted for each record on file for the boat. Once a Boat File record has had a locate placed on it, it cannot be modified.

A locate appended to a base Boat File record will also place a locate on any supplemental trailer and/or add-on boat part record(s). Any unrecovered trailer or boat part(s) must be reentered into file (EV or EP, respectively).

6.2 Example of a Locate Message for a Stolen Boat Record

LB.WA1230000.NIC/B000032685.OCA/A222.120582.1426(EOT)

Acknowledgment:

WA1230000
LOCATE NIC/B000032685

The above locate example contains: message key (LB), recovering agency identifier (WA1230000), two record identifiers (NIC/B000032685 and OCA/A222), date of recovery (120582), recovering agency case number (1426), and end of transmission character (EOT).

When a locate is transmitted for a Boat File record, the message key translation changes from "STOLEN BOAT" to "LOCATED BOAT" and the date of recovery, recovering agency ORI, and recovering agency case number replace the Miscellaneous Field data in the record.

6.3 Identification of Record to Receive Locate

Record to receive locate must be identified by either NCIC number and originating agency case number in that order, hull serial number and originating agency case number in that order, or registration or document number and originating agency case number in that order, with each data element preceded by the proper message field code. Note that the originating agency case number (OCA) used as an identifier is the OCA of the agency that entered the record. This OCA is contained in the NCIC response to the recovering agency inquiry.

6.4 Locate Procedure

Following the two record identifiers, date of recovery and recovering agency case number are next entered in that order and without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected. The recovering agency case number should be entered as this will ensure that complete recovery information is in the record.

BOAT FILE
SECTION 7--CLEAR7.1 When to Use a Clear Message

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency recovering the boat is the agency that entered the record.
2. When the agency that entered the record is officially advised that the boat has been recovered by another agency.

A clear message for a base Boat File record will also remove any supplemental data record, supplemental trailer record, and/or add-on boat part record(s). Any unrecovered trailer or boat part(s) must be entered into the Vehicle File as an EV or EP, respectively.

7.2 Example of a Clear Message for a Stolen Boat Record

CB,MD1012600.NIC/B000032685.OCA/A222.120582.WA1230000.1426(EOT)

Acknowledgment:

MD1012600
CLEAR NIC/B000032685

The above clear example contains: message key (CB), originating agency identifier (MD1012600), two record identifiers (NIC/B000032685 and OCA/A222), date of recovery (120582), the recovering agency identifier (WA1230000), the recovering agency case number (1426), and end of transmission character (EOT).

7.3 Identification of Record to Be Cleared

Record to be cleared must be identified by NCIC number and originating agency case number in that order, hull serial number and originating agency case number in that order, or registration or document number and originating agency case number in that order, with each data element preceded by the proper message field code. Note that the originating agency case number (OCA) used as an identifier is the OCA of the agency which originally entered the record.

7.4 Clear Procedures If Boat Recovered by Agency That Entered Record

If the agency that entered the record recovers the boat, then only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Thus, the message in the above example would end after 120582.

If an agency other than the ORI of the record recovers the boat, using the following procedures will ensure that the cleared record contains complete recovering data (date of recovery, recovering agency identifier, and recovering agency case number).

BOAT FILE
SECTION 7--CLEAR7.5 Clear Procedures if Boat Recovered by Agency Other Than ORI (Continued)

1. If the record being cleared is in a located status (MKE/LOCATED BOAT), only the date of recovery must be entered following the two record identifiers. Thus, the message in Section 7.2 would end after 120582.
2. If the record being cleared is in an active status (MKE/STOLEN BOAT), the date of recovery followed by the recovering agency identifier and the recovering agency case number in that order without field codes must be entered after the two record identifiers. See message in Section 7.2.

BOAT FILE
SECTION 8--SUPPLEMENTAL DATA

8.1.1 Entry of Supplemental Record to a Boat Record

The entry of additional boat identifiers, i.e., Coast Guard Document Number, home port, hull shape, model name, and boat name, as a supplemental record to a base Boat File record may be made only by the agency that entered the base Boat File record. The supplemental data is entered using message key (MKE) EBS and is done as a separate entry from the Boat File entry.

Since the boat supplemental record is essentially an extension of the base boat record, the supplemental record may also be entered by use of the modify boat (MB) message key. Follow the instructions set forth in Section 3.

8.1.2 Example of Supplemental Record Entry

EBS.MD1012600.NIC/B000032685.OCA/A222..CAMBRIDGE MD.SV.FISHERMAN.MARCY(EOT)

Acknowledgment:

MD1012600
ENTER EBS NIC/B000032685

The NIC will be furnished if it is used to identify the base boat record. If the REG or BHN is used, the REG or BHN will be furnished in place of the NIC.

The above supplemental record entry example contains: message key, originating agency identifier, two record identifiers (NIC and OCA), and the supplemental data added to the record (HPT, HSP, BMO, and BNM), and end of transmission character (EOT).

8.1.3 Identification of Boat Record for Entry of Supplemental Record

The base Boat File record to which a supplemental record of additional identifiers is to be added must be identified by either NIC and OCA, REG and OCA, or BHN and OCA, with each data element preceded by the proper message field code.

8.1.4 Fields in a Supplemental Record

The five additional identifying data fields which may be included in a supplemental record are listed below.

| <u>FIELD</u> | <u>CODE</u> |
|-----------------------------|-------------|
| Coast Guard Document Number | CGD |
| Home Port | HPT |
| Hull Shape | HSP |
| Model Name | BMO |
| Boat Name | BNM |

BOAT FILE
SECTION 8--SUPPLEMENTAL DATA

8.1.5 Additional Guidelines for Entering a Supplemental Record

The entering agency must account for all fields in the "Boat Supplemental Data--Record Format." If any field is not to be filled, place a period in the field to indicate that the information is unknown and proceed to the next field.

The CGD Field will be indexed with the REG numbers and will be verified for duplicates accordingly. When a supplemental record entry contains a CGD that matches an REG or CGD already on file, the agency making the supplemental record entry is furnished the record already on file.

8.1.6 Coast Guard Document Number (CGD) in a Supplemental Record

Commercial vessels and certain motor yachts over five tons are "documented" as vessels of U.S. registration under navigation laws administered by the U.S. Coast Guard. An official identifying number is assigned to the vessel, and a valid marine document reflecting the assigned number is issued. This unique number (commonly referred to as a "document number") is permanently marked on the main beam of the "documented" vessel in addition to appearing on the official marine document issued to the owner of the vessel. A document number will be no more than six characters; however, it may be less. All characters of a document number will be numeric.

8.1.7 Home Port (HPT) Data in a Supplemental Record

Enter in free text form the home port of the boat. The name of the home port will be located at the back end of the boat.

8.1.8 Hull Shape (HSP) Data in the Supplemental Record

Enter the appropriate two-character code listed in the Code Manual, Part 2.

8.1.9 Model Name (BMO) in the Supplemental Record

The boat model may appear anywhere on the boat but generally appears on either of the sides. Enter the model name including any numeric characters.

8.1.10 Boat Name (BNM) in the Supplemental Record

Enter the complete boat name, if available, in the BNM Field including any numeric characters.

8.2 Modification of Additional Identifiers in a Supplemental Record

A boat supplemental record is essentially an extension of the base boat record; therefore, the fields of a supplemental record can be modified individually by use of the modify boat (MB) message key. Follow the instructions set forth in Section 3, substituting the appropriate message field codes to be modified.

BOAT FILE
SECTION 8--SUPPLEMENTAL DATA

8.2 Modification of Additional Identifiers in a Supplemental Record (Continued)

The modify message may also be used to add a supplemental data field to a base boat record, regardless of whether a supplemental record entry (EBS) has been previously entered. Follow the instructions set forth in Section 3.

8.3 Cancellation of a Supplemental Record

A supplemental record is removed from file upon receipt of a cancellation message (XB) or clear message (CB) for removal of the base boat record. Individual data fields in a supplemental record may be canceled by using a modify message. See Section 3.

8.4 Inquiry of a Supplemental Record

The CGD Field is the only searchable field of a supplemental record. The inquiry message keys are QB and ZB. See Section 5 for complete details on inquiry messages and searching procedure.

BOAT FILE
SECTION 9--SUPPLEMENTAL TRAILER RECORD

9.1.1 The Supplemental Trailer Record

There are three ways to enter a stolen boat trailer record into NCIC depending upon the circumstances surrounding the theft:

1. In a case where an automobile with an empty boat trailer attached is stolen, both vehicles should be entered in the Vehicle File: the automobile as a base vehicle record (EV) and the trailer as an add-on vehicle (EVS). See Part 1 for instructions.
2. If only the boat trailer is stolen, enter the record as a base vehicle (EV). See Part 1 for instructions.
3. If an automobile, trailer, and a boat are stolen, enter the automobile record as a base vehicle (EV). See Part 1 for instructions. The boat should be entered as a base boat record (EB) following the instructions set forth in Section 2 and the trailer should be entered as a supplemental trailer (EBT) record following the instructions below.

A record entry, locate, or cancellation for an out-of-state trailer will generate a \$.8. Administrative Message as is currently done for trailer record entries in the Vehicle File. See Section 2 of the Introduction.

9.1.2 Example of a Supplemental Trailer Record Entry

EBT.MD1012600.NIC/B000032685.OCA/A222.CBA321.MD.83.TL.1J2345K6789L87654.81.
FISC.TL.BT.WHI(EOT)

Acknowledgment:

MD1012600
ENTER EBT NIC/B000032685

The NIC will be furnished if it is used to identify the base boat record. If the REG or BHN is used, the REG or BHN will be furnished in place of the NIC.

9.1.3 Mandatory Fields of a Supplemental Trailer Record Entry

The following fields are mandatory to cause acceptance of a supplemental trailer record entry into NCIC storage. The information in parentheses is from the example in Section 9.1.2: message key (EBT); originating agency identifier (MD1012600); two record identifiers: NIC (B000032685) and OCA (A222), REG and OCA, or BHN and OCA; VYR (81); VMA (FISC); VST (BT); and at least one searchable identifier: VIN (1J2345K6789L87654), OAN, or LIC (CBA321) with LIS (MD), LIY (83), and LIT (TL).

9.1.4 Additional Guidelines for Supplemental Trailer Record Entries

The originating agency identifier (ORI) contained in the EBT must be identical to the ORI in the base boat record that the EBT is being added to.

BOAT FILE
SECTION 9--SUPPLEMENTAL TRAILER RECORD

9.1.4 Additional Guidelines for Supplemental Trailer Record Entries (Continued)

The agency entering the record must account for all fields in the "Supplemental Trailer Entry--Record Format." If the data pertaining to a nonmandatory field is not known, place a period in the field to indicate that the information is unknown and proceed to the next field. Ensure that all available data called for by the record format is entered when the original entry is made. The supplemental trailer record cannot be modified; it must be canceled and re-entered.

9.1.5 License Plate Number (LIC) in the Supplemental Trailer Record

The LIC Field may have a maximum of eight characters entered without hyphens, spaces, and symbols. Partial license plate numbers must not be entered.

Only license plate numbers that are all alphabetic, all numeric, or a combination thereof, may be entered. The only exception is license plate numbers that contain a symbol, including the hyphen, which may be entered only when the symbol is used to separate two elements of the number or when the symbol is used as a decoration.

For example, some states issue license plates that consist of a county designator (first element), a symbol used as a separator, and a sequential number (second element). Symbols that are used to separate two elements of a license plate number should be considered as a hyphen, and the complete license plate number, properly hyphenated, must be shown in the Miscellaneous Field.

Entry is prohibited if a state issues one type of plate (bus, passenger car, or truck, etc.) with duplicate alphabetic and/or numeric characters and different symbols as separators to cause the license plate numbers to be unique, for example, truck license plate numbers 45-1234 and 45*1234. These license plates are not acceptable since all symbols must be shown as hyphens in the MIS Field.

Entry is prohibited for any license plate number that contains a symbol used as a substantive part of the plate number but not used as a separator between two elements (county designator and sequential number) of the plate number. For example, the license plate number *123 cannot be entered since the asterisk is not used as a separator.

Users should be aware that some states issue license plates that contain a symbol between characters of the number that is merely a decoration; for example, Pennsylvania automobile license plates have a keystone in the middle of the number and Utah automobile license plates have a beehive in the middle of the number. License plates with symbols used as decorations may be entered disregarding the symbol.

When entering a record for a vehicle registered in another state and it is not known whether a symbol on the license plate is part of the plate number, a decoration, or a separator, contact the control terminal in the state that issued the license plate.

BOAT FILE
SECTION 9--SUPPLEMENTAL TRAILER RECORD

9.1.5 License Plate Number (LIC) in the Supplemental Trailer Record (Continued)

Where one character appears over another, enter the top character first, immediately followed by the bottom character, that is, A enter as AB.

If the license plate number exceeds eight characters, enter only the last eight characters in the LIC Field. The full plate number must then be shown in the MIS Field.

9.1.6 License Plate State (LIS) in the Supplemental Trailer Record

Enter the appropriate code listed in the Code Manual, Part 2.

9.1.7 License Plate Year of Expiration (LIY) in the Supplemental Trailer Record

In the LIY Field enter the last two digits of the highest year in which the license plate is valid as indicated on the license plate via sticker or embossed numbers or as indicated on a windshield sticker. Grace periods or extensions are not to be considered when determining the LIY. Therefore, the LIY may be the current year, current year minus one, or later than the current year. Nonexpiring license plates are entered by using LIY/00. License plates that are expired beyond one year should not be entered in a vehicle record.

In the absence of a license plate sticker, windshield sticker, or embossed numbers on the plate, enter the last two digits of the highest year in which the license plate is valid as indicated on the registration document.

Indicate a nonexpiring license plate by entering two zeros (00) when all of the following conditions exist:

1. No year sticker is on the plate or windshield.
2. No year is embossed on the plate.
3. The plate number is never reissued.
4. The registration supporting the plate indicates no expiration.

9.1.8 License Plate Type (LIT) in the Supplemental Trailer Record

The two-character code "TL" must be entered in the LIT Field of a supplemental trailer record entry.

9.1.9 Vehicle Identification Number (VIN) in the Supplemental Trailer Record

Place the complete serial number of the trailer in the VIN Field. Those users unable to enter 17-character VINs should enter the rightmost 15 or 16 characters in the VIN Field and include the full 17-character VIN in the Miscellaneous Field. The NCIC VIN search program will continue to search the rightmost 15 characters. If the VIN entry or modification for a 1981 listed make is composed of 15 or 16 characters, the edits for positions two or three (whichever is appropriate) through seventeen will apply. Refer to Part 1, Section 9, for further instructions concerning VINs.

If the VIN contains more than the maximum 20 characters, the last 20 must be entered in the VIN Field. The complete VIN must be listed in the MIS Field.

BOAT FILE
SECTION 9--SUPPLEMENTAL TRAILER RECORD

9.1.10 Vehicle Year (VYR) in the Supplemental Trailer Record

The VYR must be two numeric characters, representing the production (model) year during which the trailer was manufactured, for example, 79 for 1979, 82 for 1982. If the year of manufacture is unknown, the entering agency may get this information through a motor vehicle registry check.

9.1.11 Vehicle Make (VMA) in the Supplemental Trailer Record

The vehicle make code is composed of a minimum of two and a maximum of four alphabetic characters.

Trailer VMA codes are listed in the Code Manual, Part 8. If a trailer make is not listed on these pages, the Code TRLR must be entered in the VMA Field. Enter the make of the trailer as the first item in the MIS Field. If a trailer is homemade, the code HMDE must be entered in the VMA Field. A homemade trailer is a trailer built from commercial, homemade, or altered parts that are personalized or customized. If a trailer is reconstructed, the code RCON must be entered in the VMA Field. A reconstructed trailer is one that is assembled from parts of various similar vehicles and the parts are not altered or customized.

9.1.12 Vehicle Model (VMO) in the Supplemental Trailer Record

The two-character code "TL" must be entered in the VMO Field of a supplemental trailer record entry.

9.1.13 Vehicle Style (VST) in the Supplemental Trailer Record

The two-character code "BT" must be entered in the VST Field of a supplemental boat trailer record entry.

9.1.14 Vehicle Color (VCO) in the Supplemental Trailer Record

Enter the appropriate code listed in the Code Manual, Part 8.

9.1.15 Miscellaneous (MIS) Data in the Supplemental Trailer Record

License plate numbers exceeding eight characters must be shown completely in the MIS Field. The last eight characters of the plate number must be entered in the LIC Field.

In those states where the deletion of a hyphen or symbol in a license plate number may cause an invalid match of license plate numbers, the plate number, properly hyphenated, must be shown in the MIS Field. An example is plate number 1-1568 which would be matched with plate number 11-568 if it is in the computer. License plate numbers containing a symbol may be entered only if the symbol is used to separate two elements of the plate number or if the symbol is used as a decoration. When a symbol is used as a separator, the number should be entered in the MIS Field with a hyphen indicating the position of the symbol. When a symbol is used as a decoration, the number should be entered only in the LIC Field disregarding the symbol.

BOAT FILE
SECTION 9--SUPPLEMENTAL TRAILER RECORD

9.1.15 Miscellaneous (MIS) Data in the Supplemental Trailer Record (Continued)

Vehicle identification numbers (VINs) exceeding 20 characters must be shown completely in the MIS Field. The last 20 characters must be entered in the VIN Field.

If a supplemental trailer record entry contains the code TRLR in the VMA Field, the manufacturer's complete name must be entered in the MIS Field. Also include any unique marking(s) or point(s) of identification in the MIS Field.

9.1.16 Owner-Applied Number (OAN) in the Supplemental Trailer Record

The owner-applied number may be entered in the OAN Field. All characters (alphabetic as well as numeric), to a maximum of 20, should be entered.

The OAN Field is for 1) an identification number assigned by the owner of the property in connection with a theft prevention program, and 2) a state-assigned vehicle identification number.

The OAN cannot be the same as the VIN.

9.2 Modification of the Supplemental Trailer Record

The supplemental trailer record cannot be modified; therefore, the supplemental trailer record must be canceled and reentered.

9.3.1 Cancellation of the Supplemental Trailer Record

Cancellation of the record is restricted to the agency that entered the record. A cancellation message is used when:

1. the record should be removed due to invalid information contained in the record, or
2. the stolen trailer has been recovered.

A cancellation message (XBT) will only remove the supplemental trailer record.

It should be noted that the supplemental trailer record will be removed from file if the base Boat File record has been removed by use of message keys CB or XB. If only the boat has been recovered and not the trailer, a record for the trailer must be entered as a base Vehicle File record (EV).

9.3.2 Example of a Cancellation Message for a Supplemental Trailer Record

XBT.MD1012600.NIC/B000032685.OCA/A222.120582(EOT)

The above cancellation example contains: message key (XBT), originating agency identifier (MD1012600), two record identifiers (NIC/B000032685 and OCA/A222), date of cancellation (120582), and end of transmission character (EOT).

BOAT FILE
SECTION 9--SUPPLEMENTAL TRAILER RECORD

9.3.3 Identification of Record to be Canceled

The supplemental trailer record to be canceled must be identified by NCIC number and originating agency case number (OCA), REG and OCA, or BHN and OCA. Cancellation date must be the current date and follow the two record identifiers.

9.4.1 Locating the Supplemental Trailer Record

Following confirmation of the hit, the agency that recovers the trailer (except the agency that entered the record) must put a locate message on the active supplemental trailer record.

A locate message (LBT) will place a locate on the supplemental trailer record only. If an LB (locate boat) message is placed on the base Boat File record, the entire record (including the supplemental trailer record) will also be located. If the trailer has not been recovered, a record must then be entered for the trailer as a base Vehicle File record (EV).

9.4.2 Example of a Locate Message for a Supplemental Trailer Record

LBT.WA1230000.NIC/B000032685.OCA/A222.120182.1426(EOT)

The above locate example contains: message key (LBT), originating agency identifier (WA1230000), two record identifiers (NIC/B000032685 and OCA/A222), date of recovery (120182), recovering agency case number (1426), and end of transmission character (EOT).

When a locate is transmitted for a supplemental trailer record, the message key changes from EBT to LBT and the date of recovery, recovering agency ORI, and recovering agency case number replace any MIS Field data in the record.

9.4.3 Identification of Record to Receive Locate

The supplemental trailer record to be located must be identified by NCIC number and OCA, REG and OCA, or BHN and OCA. Note that the OCA used as a record identifier is the OCA of the agency that entered the record.

9.5 Inquiry of a Supplemental Trailer Record

Inquiries of supplemental trailer records are made by use of the QB and ZB message keys. See Section 5 for complete details on inquiry messages and searching procedure.

BOAT FILE
SECTION 10--ADD-ON BOAT PART

10.1.1 Entry of an Add-On Boat Part Record

A maximum of seven part records may be appended to a base Boat File record. These parts include inboard engines, outdrives, air propellers, outboard motors, certificates of origin, and certificates of title.

A maximum of seven add-on boat part records may be added to a base Boat File record. Each add-on boat part entry has a message key EBP1 thru EBP7. The fourth character is a sequential number to identify each part record entered. The full message key must be used when entering an add-on boat part record. The use of the proper message key in locating or canceling the record is the responsibility of the entering agency.

If a boat part only has been stolen (no boat involved), the boat part must be entered as a base part record in the Vehicle File. See Part 1 for instructions on entering base part records.

10.1.2 Example of an Add-On Boat Part Record Entry

EBP1.MD1012600.NIC/B000032685.OCA/A222.1125433.OMCJ.OB...20H(EOT)

Acknowledgment:

MD1012600
ENTER EBP1 NIC/B000032685

The NIC will be furnished if it is used to identify the base boat record. If the REG or BHN is used, the REG or BHN will be furnished in place of the NIC.

10.1.3 Mandatory Fields of an Add-On Boat Part Record

The following fields are mandatory to cause acceptance of an add-on boat part record entry into NCIC storage: message key (EBP1); originating agency identifier (MD1012600); two record identifiers (NIC/B000032685 and OCA/A222), REG and OCA, or BHN and OCA; SER (1125433) or OAN; BRA (OMCJ); and CAT(OB).

10.1.4 Additional Guidelines for Add-On Boat Part Record Entries

The ORI contained in the EBP message must be the same as the ORI in the base boat record (EB).

The agency entering the record must account for all fields in the "Add-On Part--Record Format." If the data pertaining to a nonmandatory field is not known, place a period in the field to indicate that the information is unknown and proceed to the next field. Ensure that all available data called for by the record format is entered when the original entry is made. The add-on boat part record cannot be modified; it must be canceled and reentered.

10.1.5 Serial Number (SER) in the Add-On Boat Part Record

Place the complete serial number of the stolen part in the SER Field.

10.1.6 Brand (BRA) in the Add-On Boat Part Record

Enter the appropriate code listed in the Code Manual, Part 2.

BOAT FILE
SECTION 10--ADD-ON BOAT PART

10.1.7 Category (CAT) in the Add-On Boat Part Record

Enter the appropriate two-character code listed in the Code Manual, Part 2.

10.1.8 Owner-Applied Number (OAN) in the Add-On Boat Part Record

Enter in the OAN Field any identification number assigned by the owner in connection with a theft prevention program.

The OAN cannot be the same as the SER.

10.1.9 Miscellaneous (MIS) Data in the Add-On Boat Part Record

Enter any additional identifying boat part data in the MIS Field (maximum of 42 characters).

10.1.10 Engine Power or Displacement (EPD) in the Add-On Boat Part Record

Enter one to four numerics followed by one alphabetic indicating the unit of measure: "I" for cubic inches, "C" for cubic centimeters, "L" for liter, and "H" for horsepower.

The EPD Field can only be filled if the CAT Field code is "EN" or "OB."

10.2 Modification of the Add-On Boat Part Record

The add-on boat part record cannot be modified; therefore, the add-on boat part must be canceled and reentered.

10.3.1 Cancellation of the Add-On Boat Part Record

Cancellation of the add-on boat part record is restricted to the agency that entered the record. A cancellation message is used when:

1. The record should be removed due to invalid information contained in the record, or
2. The stolen boat part has been recovered.

The message key XBP_ is used to cancel an add-on boat part record. The fourth position of the message key must contain the proper numeric character corresponding to the record that is to be canceled. The cancellation message will only remove that one particular add-on boat part record.

It should be noted that the add-on boat part record(s) will also be removed from file if the base Boat File record has been removed by use of message keys CB or XB. If the boat part(s) has not been recovered, the record(s) must then be entered as a base part record (MKE/EP). See Part 1 for instructions on entering base part records.

BOAT FILE
SECTION 10--ADD-ON BOAT PART

10.3.2 Example of a Cancellation Message for an Add-On Boat Part Record

XBP1.MD1012600.NIC/B000032685.OCA/A222.120582(EOT)

The above cancellation example contains: message key (XBP1), originating agency identifier (MD1012600), two record identifiers (NIC/B000032685 and OCA/A222), date of cancellation (120582), and end of transmission character (EOT).

10.3.3 Identification of Record to be Canceled

The add-on boat part record to be canceled must be identified by NCIC number and originating agency case number (OCA), REG and OCA, or BHN and OCA. Cancellation date must be the current date and follow the two record identifiers.

10.4.1 Locating the Add-On Boat Part Record

Following confirmation of the hit, the agency that recovers (except the agency that entered the record) the boat part(s) must put a locate message on each active add-on boat part record(s).

The message key LBP_ is used to locate an add-on boat part record. The fourth position of the message key must contain the proper numeric character corresponding to the record that is to be located. The locate message will only remove that one particular add-on boat part record.

It should be noted that the add-on boat part record(s) will also be located if the base Boat File record has been located (MKE/LB). If the boat part(s) has not been recovered, the boat part record(s) must be entered as a base part record (MKE/EP). See Part 1 for instructions on entering base part records.

10.4.2 Example of a Locate Message for an Add-On Boat Part Record

LBP1.WA1230000.NIC/B000032685.OCA/A222.120182.1426(EOT)

The above locate example contains: message key (LBP1), originating agency identifier (WA1230000), two record identifiers (NIC/B000032685 and OCA/A222), date of recovery (120182), recovering agency case number (1426), and end of transmission character (EOT).

When a locate is transmitted for an add-on boat part record, the message key changes from EBP_ to LBP_ and the date of recovery, recovering agency ORI, and recovering agency case number replace any MIS Field data in the record.

10.4.3 Identification of Record to Receive Locate

The add-on boat part record(s) to be located must be identified by NCIC number and OCA, REG and OCA, or BHN and OCA. Note that the OCA used as a record identifier is the OCA of the agency that entered the record.

10.5 Inquiry of an Add-On Boat Part Record

Inquiries of add-on boat part records are made by use of the QB and ZB message keys. See Section 5 for complete details on inquiry messages and searching procedure.

GUN FILE
SECTION 1--INTRODUCTION

1.1 Definition of a Gun for NCIC Purposes

Any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by air, carbon dioxide, or the action of an explosive. Included are antique guns; cannons; machine guns; pistols; rifles; shotguns; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; destructive devices such as grenades, mines, missiles, and rockets; and disguised guns such as knife guns, pen guns, belt buckles, and cane guns. BB guns are excluded and should be entered in the Article File.

1.2 Criteria for Entry

1. Serially numbered weapons which are stolen may be entered into file if a theft report has been made.
2. A recovered (abandoned, seized, or found) weapon for which no stolen report is on file may be entered in NCIC as a "recovered" weapon. The weapon must remain in the possession of the entering agency or be readily available for examination while the record is in NCIC. If the entering agency loses custody of the recovered gun in any manner, the recovered gun entry must be canceled.

1.3 Message Key (MKE) Codes

| <u>Message</u> | <u>Stolen Gun MKE</u> | <u>Translation</u> | <u>Recovered Gun MKE</u> | <u>Translation</u> |
|----------------|-----------------------|--------------------|--------------------------|--------------------|
| Entry | EG | STOLEN GUN | ERG | RECOVERED GUN |
| Modify | MG | | MRG | |
| Cancel | XG | | XRG | |
| Inquiry | QG | | QGR | |
| Test Inquiry | ZG | | ZGR | |
| Locate | LG | LOCATE GUN | --- | |
| Clear | CG | | CRG | |

If the gun entered in a stolen gun record should be held for latent fingerprint examination, "-P" should be entered as part of the message key code, for example, EG-P which translates "STOLEN GUN - HOLD FOR LATENTS".

1.4.1 Retention Period for Stolen Gun and Recovered Gun Records

Stolen gun records will remain in file until action is taken by the originating agency to clear or cancel the record.

Recovered gun records will remain in file for the remainder of the year entered plus two. These records will be automatically removed from file at the first Gun File purge following this retention period. Agencies are not furnished a listing of their purged recovered gun records.

GUN FILE
SECTION 1--INTRODUCTION

1.4.1 Retention Period for Stolen Gun and Recovered Gun Records (Continued)

An exception to record retention periods will occur in the event a serious error is detected in the record on file. See Introduction, Section 3, for complete procedural information concerning serious errors.

See Introduction, Section 3, for complete information concerning NCIC File reorganization and purge schedule.

1.4.2 Automatic Purge

A record which has been located will be automatically suppressed ten days after the date of location stored in the record. Those records that have been suppressed will be purged at the time of the next file realignment. Users will not be notified when located records have been purged.

1.5 Validations

Validation listings are prepared as of 0400 EST on the first Friday in April. Validation printouts or tapes will first list all located gun records (MKE/LG) followed by all other gun records (MKE/EG or ERG).

1.6 Gun Record Message Field Codes and Edits

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|-------------------------------|-------------|---|
| Message Key | MKE | Must be valid message key. |
| Originating Agency Identifier | ORI | Must be a valid NCIC-assigned ORI. The first two characters must be alphabetic and must check with the line number for the state as assigned by the NCIC computer. |
| Serial Number | SER | Single zero only, run of zeros only, single alphabetic only, or run of alphabetic only, indicating the gun serial number is not known, cannot be used. |
| Make | MAK | Must be two or three alphabetic characters. Use valid codes listed in the NCIC Code Manual, Part 3, Section 2. If message key is ERG, make cannot be ZZZ. |
| Model | MOD | Optional eleven character field. Must be only alphabetic or numeric characters with intervening blanks. |
| Caliber | CAL | Must be one to four numeric characters. Code must be greater than 2 and cannot be greater than 1211, except for code 9999. First character must be one of the numerics 1 thru 9. Use valid codes listed in NCIC Code Manual, Part 3, Section 1. |

GUN FILE
SECTION 1--INTRODUCTION

1.6 Gun Record Message Field Codes and Edits (Continued)

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|--------------------------------|-------------|--|
| Type | TYP | Must be one or two alphabetic characters. Must use valid codes listed in the NCIC Code Manual, Part 3, Section 3. First alphabetic character (which is required) cannot be L, N, T, U, W, X, or Y and second alphabetic character cannot be M, Q, Y, or Z. If the first position contains the code S or R, the second position cannot be blank. If the first position contains the code P, the second position cannot be A or blank. |
| Date of Theft | DOT | Must be six numeric characters representing month/day/year in that order. Cannot exceed date entered. |
| Originating Agency Case Number | OCA | Must be one to nine alphanumeric characters. Must not contain a single zero only, a run of zeros only, the word NONE, or the first seven characters of the ORI Field. |
| Miscellaneous | MIS | Maximum of 22 characters. Must contain the manufacturer's name or identifying characteristic(s) if the make is ZZZ. Field cannot be used if message key is ERG or MRG. |
| NCIC Number | NIC | A self-checking number consisting of an alphabetic character ("G" in the Gun File) followed by nine numeric characters which is automatically assigned by the NCIC computer to each accepted record. Must have valid check-digits when used to identify record in a subsequent transaction. |

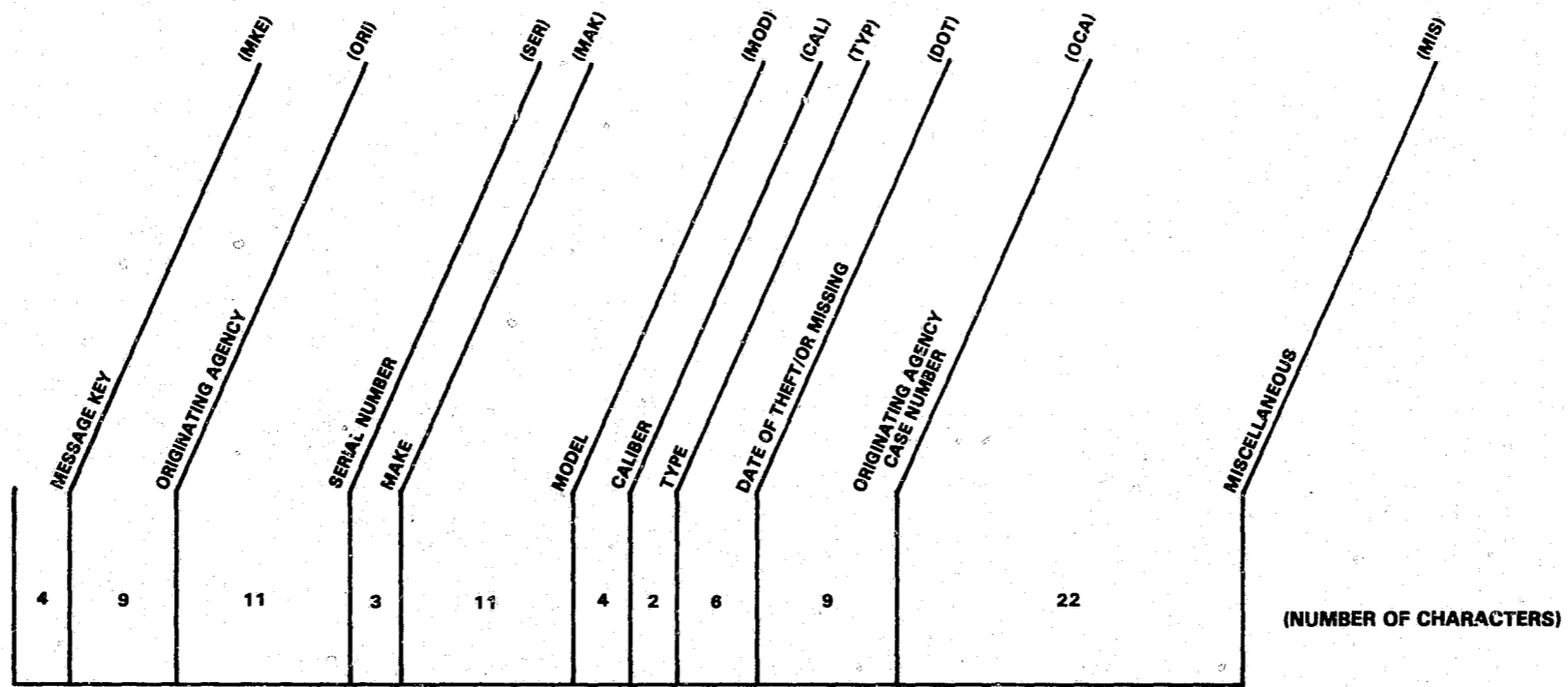
1.7 Criteria for Rejecting Duplicate Records

If the ORI, SER, MAK, CAL, and TYP Fields of a stolen gun entry message or the ORI, SER, MAK, CAL, and TYP Fields of a recovered gun entry message are the same as those field codes of an EG or ERG record already on file in NCIC, the second entry will be rejected with the message "REJ ON FILE". Whenever the message "REJ ON FILE" is received, the record on file will also be transmitted.

A duplicate stolen gun or recovered gun record will be accepted if the ORI in the second entry is different. In this case, the first entry will be furnished as a response to the second entry.

GUN FILE

STOLEN/RECOVERED GUN -- RECORD FORMAT



4-4
12-5-82

GUN FILE
SECTION 2--ENTRY2.1 Example of a Stolen Gun File Entry

EG.MD1012600.4512673.REM.MOHAWK.308.RC.120182.2896.INSC-TDH ON STK(EOT)

Acknowledgment:

MD1012600
NIC/G000039842 SER/ 4512673

2.2 Mandatory Fields of a Stolen Gun Entry

Information in parentheses is from the above example. The following fields are mandatory to cause acceptance of a stolen gun entry into NCIC storage: message key (EG), originating agency identifier (MD1012600), serial number (4512673), make (REM), caliber (308), type (RC), date of theft (120182), and originating agency case number (2896). The MIS Field is mandatory when the make is ZZZ. The entry will be rejected if one of the mandatory fields is left unfilled or the transaction is not ended with the end of transmission character (EOT).

For training and administrative purposes, agencies may enter test records into NCIC. The test record must contain 1) the letters "TEST" as the first four characters of the OCA Field; 2) the words "TEST RECORD" in the MIS Field; and 3) only fictitious numbers.

2.3 Additional Guidelines for Gun Entries

The agency entering the record must account for all fields in the Gun File-Record Format. If the data pertaining to a nonmandatory field is not known, place a period to indicate that the information is unknown and proceed to the next field. Ensure that all available data called for by the record format is entered when the original entry is made. Missing data obtained at a later time should be promptly added through the use of a modification message (MKE/MG).

2.4 Serial Number (SER) Field

Serial numbers should be entered omitting spaces, hyphens, and symbols.

Alphabetic characters which are part of the serial number must be included in the entry. Alphabetic characters appearing between numeric characters (embedded alphabetic characters) in a serial number are not considered for matching purposes since some agencies formerly placed records in file after deleting the embedded alphabetic characters. Thus, an entry of a record with the serial number 369J257 may receive a response of records already on file with serial numbers 369257, 369M257, 36925K7, and 369J257. Letters appearing as a prefix or suffix to the numerics in a serial number are considered in the matching process and, therefore, are not affected by the rule applicable to embedded alphabetic characters.

GUN FILE
SECTION 2--ENTRY

2.4 Serial Number (SER) Field (Continued)

Each separate wartime manufacturer of Luger pistols used his own system of serializing the weapons, thus generating duplication of numbers. Therefore, the make, serial number, type, and caliber do not sufficiently describe a Luger for entry in NCIC. Accordingly, it is essential to include (1) any letter prefix or suffix which appears with the serial number, (without the letter, if present, the serial number is incomplete), (2) the year of manufacture engraved over the chamber, and (3) identifying trademark of the manufacturer. With reference to the trademark, you should place in the MIS Field the manufacturer's initials or name found on the center toggle link on top of the gun. For example, byf appears on Lugers manufactured by Master (see BYF in MAK codes in Part 3 of the Code Manual). Shown below is a chart of script letters which may appear prefixed or suffixed to Luger serial numbers:

| | | | | | | | |
|-----|-------|-----|-------|-------|---|-------|-------|
| a a | b b b | c c | d | e e e | f | g g g | h h h |
| A | B | C | D | E | F | G | H |
| i j | k k k | l | m n | o o | p | q q | r |
| I | J | K | L | M | N | O | P |
| s s | t t | u | v o o | w w | x | y | z z |
| S | T | U | V | W | X | Y | Z |

In the event more than one number appears on the firearm, the frame or receiver number should be entered in the SER Field and the other number(s) should be entered in the MIS Field of the EG record.

The true (manufacturer's) serial number of the gun, not a national match number, model number, stock control number or owner-applied number assigned in connection with a theft prevention program, should be entered. If the number on the gun is determined not to be a unique serial number--but rather a model, owner-applied, or stock control number, etc.--the gun should not be entered. If already in file, the record should be canceled or modified to a true manufacturer's serial number. The exceptions to the above would be where a stolen gun has a distinct point(s) of identification or is connected with a major criminal investigation in which instance the point(s) of identification or the connection to the major criminal investigation must be fully described in the MIS Field. A recovered gun that has a nonunique serial number cannot be entered since use of the MIS Field in an ERG record is prohibited and therefore, a description of the weapon cannot be included.

GUN FILE
SECTION 2--ENTRY

2.5.1 Make (MAK) Field

The Gun Make (MAK) Field must be filled with a minimum of two and a maximum of three alphabetic characters. Valid gun MAK Field codes are listed in the NCIC Code Manual, Part 3. For NCIC coding purposes the make of the firearm should be taken from the frame or receiver only, except for U.S. military-issue weapons (see instructions in Sections 2.5.3 to 2.5.8).

2.5.2 MAK Code When Gun Make Not Listed

Except for U.S. Military-issue weapons, when the make of a serialized firearm is not listed in the NCIC Code Manual, place the code ZZZ in the MAK Field and enter the make of the firearm as the first item in the MIS Field of an EG record. Advise FBI NCIC Editorial Unit of the unlisted make so it can be included in a revision of the Code Manual. Recovered gun entries (ERGs) or modifications (MRGs) containing MAK/ZZZ will be rejected because data cannot be entered in the MIS Field of ERG records.

2.5.3 MAK Code When Gun Make Unknown But Country Where Manufactured Is Known

Except for U.S. Military-issue weapons, if the make of a firearm is unknown but the country where manufactured is known, enter the appropriate code for that country in the MAK Field and "MAK UNKN" should be placed as the first item in the MIS Field. Country codes are listed in Part 6 of the NCIC Code Manual. If neither the make nor the country where manufactured is known, follow the instructions set forth in Section 2.5.4.

The code US should be entered in the MAK Field when all of the following conditions exist: the make of the firearm is not known, the country where manufactured is the United States, and the firearm is not a U.S. Military-issue weapon as described in 2.5.5.

2.5.4 MAK Code If Neither Make Nor Country Where Manufactured Is Known

If a firearm has a distinct point(s) of identification or is connected with a major criminal investigation, and neither the make of the gun nor the country where it was manufactured is known, a stolen gun record (EG) can be entered in NCIC provided the gun has a serial number. Place the code ZZZ in the MAK Field and "MAK UNKN" as the first item in the MIS Field and note the distinct point(s) of identification or connection to major criminal investigation. If neither of the two types of supportive information is available, the firearm should not be entered into NCIC even though it has a serial number. Recovered gun entries (ERGs) or modifications (MRGs) containing MAK/ZZZ will be rejected because data cannot be entered in the MIS Field of ERG records.

GUN FILE
SECTION 2--ENTRY2.5.5 MAK Codes for U.S. Military-Issue Weapons

For a firearm (including surplus weapons) that is a U.S. Military-issue weapon, use the MAK Field code USA. Common U.S. Military-issue weapons are:

.45 caliber and/or 9 mm U.S. Submachine Guns:
M1, M1A1, M1928, M1928A1 (Thompson),
M50, M55 (Reising), M42 (United Defense),
M3, M3A1 ("Grease Gun")

.45 caliber U.S. (Colt) Pistols, M1911 and 1911A1

.45 caliber U.S. Revolvers, M1917

.30 caliber U.S. Carbines, M1, M2, M3

.30 caliber U.S. Rifles
Models 1892, 94, 96, 98 (Krag)
Models 1903 and 1903A3, etc. (Springfield)
M1 (Garand)
M1917 (Enfield)

7.62 mm U.S. Rifle, M14

5.56 mm U.S. Rifle, M16 and M16A1, etc.

.30 caliber U.S. Machine Guns (including the BAR, etc.)

.410 gauge and/or .22 caliber U.S. Survival guns, M4 and M6

2.5.6 MAK Codes for Non-Military U.S. Government Weapons

For a nonmilitary weapon bearing a U.S. Government property inscription and the manufacturer's name on the frame or receiver, use the manufacturer's MAK Field code. For example:

Smith and Wesson or Colt revolvers bearing
the inscription U.S. Border Patrol, Naval
Investigative Service, U.S. Air Force,
Treasury Department, etc.

2.5.7 MAK Codes for Foreign Military Weapons

Foreign military firearms should be coded according to the make on the firearm. If the make is undeterminable, code according to country where manufactured. If neither the make nor the country where manufactured is known, follow the instructions set forth in 2.5.4.

2.6 Model (MOD) Field

Gun File record entries may contain a Model (MOD) Field. The MOD Field is an optional 11-character right justified field which allows only alphabetic or

GUN FILE
SECTION 2--ENTRY2.6 Model (MOD) Field (Continued)

numeric characters with intervening blanks. The reject message "REJ FLD ERR MOD" is transmitted in response to any entry or modification message in violation of this edit.

Enter the model number or a recognizable abbreviation of the model name, for example, Smith & Wesson Chiefs Special Model revolver should be entered in the model field as CHIEF SPEC. Remington Model 870 pump action shotgun should be entered as 870.

2.7.1 Caliber (CAL) Field

American and British calibers are expressed in decimals of an inch. Metric calibers are expressed in millimeters (mm.). Frequently, the caliber description for a specific firearm contains not only the caliber, but also a partial or complete description of the appropriate cartridge for its chamber. Caliber descriptions are commonly compounded to show:

Standard weights of smokeless powder first used in loading the cartridge, for example, .30-30 (.30 is the caliber and 30 is the weight of the powder).

Year of adoption, for example, .30-06 (.30 is the caliber and 06 is the year of adoption).

Relative case length where more than one case length exists in a specific caliber, for example, 8x57mm (8 mm. is the caliber and 57 mm. is the case length).

Originating firm, country of issue, designer, etc., for example, .375 Holland and Holland Magnum (.375 is the caliber and Holland is the originating firm), .41 Swiss (.41 is the caliber and Swiss indicates the country of issue), .257 Roberts (.257 is the caliber and Roberts is the designer).

CAL Field codes for American, British, and Metric calibers, listed in the Code Manual, Part 3, have been stripped of suffix descriptors and decimal points and should be entered as shown. For example:

Caliber .30-30 is listed under American calibers as 30 and should be entered as 30. Caliber 8x57mm is listed under Metric calibers as 8 and should be entered as 8.

Since periods are not permitted in any message text, do not use decimal points when entering the appropriate caliber. Do not convert American to British, American to Metric, British to American, etc.

The gun's actual caliber should be entered even though it is not included in the Code Manual. It should be noted, however, that the maximum number of numerals cannot exceed four.

GUN FILE
SECTION 2--ENTRY

2.7.2 Caliber for Rifle-Shotgun Combination

When entering the caliber for a combination rifle-shotgun, the rifle caliber should be entered in the CAL Field. The shotgun gauge should be entered in the MIS Field. For example, a Savage 222 cal. rifle-20 gauge shotgun combination should be entered as follows:

EG.MD1012600.5432651.SAV.FOX.222.C.120582.2895.20 GAUGE(EOT)

Acknowledgment:

MD1012600
NIC/G000001245 SER/ 5432651

2.8.1 Type (TYP) Field

The type of firearm must be expressed with at least one but not more than two alphabetic characters from the list in Part 3 of the NCIC Code Manual. An alphabetic character is required from the Weapon Type column (Column #1). The second alphabetic character from the Weapon Description column (Column #2) is optional, unless the first position contains the code S, R, or P (see edits for the TYP Field).

2.8.2 TYP Field Codes

See Part 3 of the NCIC Code Manual for listing of most common gun TYP Field codes.

2.9.1 Miscellaneous (MIS) Field

The following guidelines are intended to standardize and facilitate entry of additional descriptive data in the MIS Field. This field is limited to 22 characters and cannot be used when making a recovered gun entry. Use a space to separate descriptors. Do not use periods between descriptors. For example, an EG on a Smith and Wesson snub-nose revolver, two-inch barrel, blue finish, and cartridge capacity of six shots, would contain the following information in the MIS Field:

BBL2 BLU 6SHOT

2.9.2 Manufacturer's Name

When the gun make is not listed in the Code Manual, Part 3, and code ZZZ is entered in the MAK Field, the manufacturer's name must be placed in the MIS Field.

2.9.3 Barrel Length (BBL)

If available, barrel length should be entered and expressed in inches and/or fractions of an inch. Barrel length may be in exact or closely approximated dimensions, depending on available data. Use a slash (/) to separate numerator and denominator of fractions of an inch, for example, 2½-inch barrel would be entered as BBL21/2 and a 4-inch barrel as BBL4.

GUN FILE
SECTION 2--ENTRY

2.9.3 Barrel Length (BBL) (Continued)

The chamber (that part of the inside of the barrel of a gun, at the breech, formed to accept the cartridge) is included when measuring the length of pistol (nonrevolver), rifle, and shotgun barrels since the barrel and chamber are usually one piece. The chamber is not included when measuring the barrel length of a revolver since the chamber is part of the cylinder.

2.9.4 Color and Finish Data

See Part 3 of the NCIC Code Manual for listing of codes for color and finish data.

2.9.5 Cartridge Capacity

Cartridge capacity should be expressed as maximum capacity. Those firearms fed from a clip magazine or a tubular magazine should be indicated as CLIP or TUBL rather than by cartridge capacity, for example 6SHOT, 5SHOT, CLIP, or TUBL MAG.

2.9.6 Inscription (INSC) Data

When describing a gun with an inscription, name, monogram, date, etc., first list the code INSC followed by a dash and the exact or abbreviated inscription as shown in the examples below:

INSC-MDM (MDM represents a person's initials)
INSC-US PROP
INSC-TOM 120582 (Name and date represented)

2.9.7 Silencer Length (SSL)

If available, silencer length should be entered and expressed in inches and/or fractions of an inch. Silencer length may be in exact or closely approximated dimensions, depending on available data. Use a slash (/) to separate numerator and denominator of fractions of an inch, for example, 2¼-inch silencer would be entered as SSL21/4 and a 2-inch silencer as SSL2.

2.9.8 NOAH in the MIS Field

In a case in which the ORI believes that notification each time its record is "hit" will provide investigative leads, regardless of whether the location of the gun is known, the entering agency should place the code NOAH (Notify ORI of All Hits) in the MIS Field.

2.9.9 Owner-Applied Engraved Identification Number

If no other data is being placed in the MIS Field, it can also be used to show alphanumeric characters which have been engraved on the gun as the result of a theft prevention program (such as Operation Identification or Stop Thief), for example, Social Security number, driver's license number, etc.

GUN FILE
SECTION 3--MODIFICATION

3.1 When to Use a Modification Message

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active gun record. A gun record cannot be modified if it is in a located status (MKE/LOCATED GUN).

3.2 Example of a Stolen Gun Record Modification

MG.MD1012600.NIC/G000039842.OCA/2896.SER/B512673(EOT)

Acknowledgment:

MD1012600
MODIFY NIC/G000039842

The above modification example contains: message key (MG), originating agency identifier (MD1012600), two record identifiers (NIC/G000039842 and OCA/2896), the field being modified and the modification (SER/B512673), and end of transmission character (EOT).

3.3 Identification of the Record to Be Modified

Record to be modified must be identified by NCIC number and originating agency case number in that order, or serial number and originating agency case number in that order, preceded by the proper message field codes. In the above example, the identifiers are NCIC number and originating agency case number.

GUN FILE
SECTION 4--CANCELLATION

4.1 When to Use a Cancellation Message

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is utilized when the agency determines that the record is invalid, for example, a record that resulted from a fictitious or false theft report.

4.2 Example of a Stolen Gun Record Cancellation

XG.MD1012600.NIC/G000039842.OCA/2896.120582(EOT)

Acknowledgment:

MD1012600
CANCEL NIC/G000039842

The above cancellation example contains; message key (XG), originating agency identifier (MD1012600), two record identifiers (NIC/G000039842 and OCA/2896), date of cancellation (120582), and end of transmission character (EOT).

4.3 Identification of Record to Be Canceled

Record to be canceled must be identified by NCIC number and originating agency case number in that order, or serial number and originating agency case number in that order, preceded by the proper message field codes. Cancellation date (which must be current date) must follow the two record identifiers.

5.1 Example of a Gun File Inquiry with Negative and Positive Stolen Gun Record Responses

An inquiry on a gun gives access to recovered as well as stolen gun records in the Gun File.

QG.WA1230000.SER/B512673.MAK/REM.MOD/MOHAWK.CAL/308(EOT)

Negative response:

WA1230000
NO RECORD SER/ B512673 MAK/REM

The above inquiry example contains: message key (QG), originating agency identifier (WA1230000), serial number (SER/B512673), make (MAK/REM), model (MOD/MOHAWK), caliber (CAL/308), and end of transmission character (EOT).

Positive response:

WA1230000
MKE/STOLEN GUN
ORI/MD1012600 SER/ B512673 MAK/REM MOD/MOHAWK CAL/308 TYP/RC DOT/120582
OCA/ 2896 MIS/INSC-TDH ON STK
NIC/G000039842
ORI IS ANY CITY PD MD
IMMED CONFIRM RECORD WITH ORI

5.2 Requirements for Inquiry

Inquiries can be made by using the serial number, make, and caliber; serial number and make; serial number and caliber; or serial number only. Inquiry by serial number, make, and caliber is preferred as this type of inquiry may limit the search and minimize the number of positive responses (see Section 5.5, Confined Search of Gun File Inquiries). Inquiries may be made using the NIC number only, if available.

5.3 Additional Guidelines for Inquiries

It is essential that all identifying data in a positive response be compared with the weapon in question before further action is taken.

In the event more than one number appears on a weapon, the number on the frame should be inquired on first. If the response is negative, the remaining numbers should be checked.

Alphabetic characters appearing between numeric characters (embedded alphabetic characters) in a serial number are not considered for matching purposes since some agencies formerly placed records in file after deleting the embedded alphabetic characters. Thus, a search of serial number 369J257 would retrieve records with serial numbers 369257, 369M257, and 369J257. Letters appearing as a prefix or suffix to the numerics in a serial number are considered in the matching process and, therefore, are not affected by the rule applicable to embedded alphabetic characters.

5.3 Additional Guidelines for Inquiries (Continued)

Thus, a search of serial number 369J257 would retrieve records with serial numbers 369257, 369M257, and 369J257. Letters appearing as a prefix or suffix to the numerics in a serial number are considered in the matching process and, therefore, are not affected by the rule applicable to embedded alphabetic characters.

When a positive response to an inquiry results in multiple hits with the caveat "ADDITIONAL HITS AVAILABLE, CONTACT NCIC CONTROL IF NEEDED," the information NCIC Control needs to retrieve these additional hits from the Gun File is the serial number only. NCIC Control may be contacted through NLETS addressed to ORI/DCFBIWAOO or telephone number 202-324-2619.

5.4 Procedures for Handling a Hit

An NCIC hit may not be probable cause to arrest. A hit confirmed with the originating agency may be adequate grounds to recover a gun.

When an agency receives a record(s) in response to an NCIC inquiry and the whereabouts of the gun inquired upon is known and the gun inquired upon appears to be identical with one or more of the records, the agency that can seize the gun must contact the ORI of each record possibly identical with the gun in question to confirm the hit(s) prior to seizing the gun.

When an agency receives a record(s) in response to an NCIC inquiry and the whereabouts of the gun inquired upon is not known, the hit(s) should not be confirmed. However, if the code NOAH (Notify ORI of All Hits) is in the Miscellaneous Field of a record, contact the ORI of the record and furnish details concerning the inquiry.

"To confirm the hit" means to verify that the theft report is still outstanding and the gun inquired upon is identical to the gun described in the record and to obtain information concerning return of the gun to the rightful owner.

The NCIC Advisory Policy Board has approved procedures whereby system discipline requirements for hit confirmation response are outlined and failure to comply can be identified. These procedures are as follows:

1. Upon receipt of a hit confirmation request, the originating agency (ORI) of the record must within ten minutes furnish a substantive response, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.
2. A requesting agency not receiving a substantive response within ten minutes should generate a second request.
3. If the agency generating the second request again fails to receive a substantive response within ten minutes, the agency will then generate a message to its own control terminal and the control terminal of the agency that originated the record with a copy to be sent to FBI NCIC, ORI/DCFBIWAOO. No action will be taken by FBI NCIC unless the two control terminal officers cannot resolve the matter.

GUN FILE
SECTION 5--INQUIRY5.4 Procedures for Handling a Hit (Continued)

4. The control terminal officer, or his designee, of the originating agency will institute appropriate action to ensure proper response and compliance to system standards and this may include the canceling of records. Failure on the part of any control terminal to ensure such compliance will be brought to the attention of the Advisory Policy Board by FBI NCIC.

An agency that, following confirmation of a hit(s), recovers a gun that is indexed in NCIC, except the agency whose ORI is stored in the record, must transmit a locate message for each record that was hit and confirmed with the ORI of the record. See Part 4, Section 6, for locate procedures.

5.5 Confined Search of Gun File Inquiries

The NCIC computer is programmed to search a Gun File inquiry in the following manner:

1. An inquiry which contains serial number only or serial number and caliber will retrieve any record in file with a matching serial number*, regardless of the MAK Field code.
2. An inquiry which contains make, serial number, and CAL/45 will retrieve any record in file with a matching serial number*, regardless of the MAK Field code.
3. An inquiry which contains serial number, MAK/US, USA, or ZZZ, with or without caliber, will retrieve any record in file with a matching serial number*, regardless of the MAK Field code.
4. An inquiry which contains serial number, a make other than CLT, REM, SW, or WIN, with or without caliber, will retrieve any record in file with a make other than CLT, REM, SW, or WIN, and a matching serial number*.
5. An inquiry which contains serial number, with caliber other than 45 or without caliber, and MAK/CLT, REM, SW, or WIN will retrieve any record in file with a matching serial number* and the same make (CLT, REM, SW, or WIN), or MAK/US or USA.
6. An inquiry which contains the NIC number only will retrieve only that record on file with that particular NIC number even though there may be other records on file for a gun(s) with the same make, caliber, and/or serial number.

*Alphabetic characters appearing between numeric characters (embedded alphabetic characters) in a serial number are not considered for matching purposes since some agencies formerly placed records in file after deleting the embedded alphabetic characters. Thus, a search of serial number 369J257 would retrieve records with serial numbers 369257, 369M257, and 369J257. Letters appearing as a prefix or suffix to the numerics in a serial number are considered in the matching process and, therefore, are not affected by the rule applicable to embedded alphabetic characters.

GUN FILE
SECTION 6--LOCATE6.1 What Agency Must Use a Locate Message

Any agency that recovers a gun which is indexed in NCIC except the agency that entered the record must place a locate message on the active gun record(s). When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen gun must contact the ORI of each record possibly identical with the gun in question to confirm the hit(s). Following confirmation with the originating agency(s) locate message must be transmitted for each record on file for the gun.

6.2 Example of a Locate Message for a Stolen Gun Record

LG.WA1230000.NIC/G000039842.OCA/2896.120582.1069(EOT)

Acknowledgment:

WA1230000
LOCATE NIC/G000039842

The above locate example contains: message key (LG), recovering agency's identifier (WA1230000), two record identifiers (NIC/G000039842 and OCA/2896), date of recovery (120582), recovering agency's case number (1069), and end of transmission character (EOT).

6.3 Identification of Record to Receive Locate

Record to be located must be identified by either NCIC number and originating agency case number in that order, or serial number and originating agency case number in that order, with each data element preceded by the proper message field code. Note that the originating agency case number (OCA) used as an identifier is the OCA of the agency that entered the record. This OCA is contained in the NCIC response to the recovering agency's inquiry.

6.4 Locate Procedure

Following the two record identifiers, date of recovery and recovering agency's case number are next entered in that order without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected. The recovering agency's case number should be entered as this will ensure that complete recovery information is in the record.

7.1 When to Use a Clear Message

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency recovering the weapon is the agency that entered the record.
2. When the agency that entered the record is officially advised that another agency has recovered the weapon and placed a locate message on the record.

7.2 Example of a Clear Message for a Stolen Gun Record

CG.MD1012600.NIC/G000039842.OCA/2896.120582.WA1230000.1069(EOT)

Acknowledgment:

MD1012600
CLEAR NIC/G000039842

The above clear example contains: message key (CG), originating agency identifier (MD1012600), two record identifiers (NIC/G000039842 and OCA/2896), date of recovery (120582), the recovering agency's identifier (WA1230000), the recovering agency's case number (1069), and end of transmission character (EOT).

7.3 Identification of Record to Be Cleared

Record to be cleared must be identified by NCIC number and originating agency case number in that order, or serial number and originating agency case number in that order, preceded by the proper message field codes. Note that the originating agency case number (OCA) used as an identifier is the OCA of the agency that originally entered the record.

7.4 Clear Procedures if Gun Recovered by Agency that Entered Record

If the agency that entered the record recovers the gun, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Thus, the message in Section 7.2 above would end after 120582.

7.5 Clear Procedures if Gun Recovered by Agency Other Than ORI

If an agency other than the ORI of the record recovers the gun, utilization of the following procedures will ensure that the cleared record contains complete recovery data (date of recovery, locating agency's identifier, and locating agency's case number).

1. If the record being cleared is in a located status (MKE/LOCATED GUN), only the date of recovery must be entered following the two record identifiers. Thus, the message in Section 7.2 would end after 120582.

7.5 Clear Procedures if Gun Recovered by Agency Other Than ORI (Continued)

2. If the record being cleared is in an active status (MKE/STOLEN GUN), the date of recovery followed by the recovering agency's identifier and the recovering agency's case number in that order without field codes must be entered after the two record identifiers. See example in Section 7.2 on the preceding page.

GUN FILE
SECTION 8--ENTRY OF RECOVERED GUN RECORD

8.1 Criteria for Entry of Recovered Guns

A recovered gun is defined as an abandoned, seized, or found weapon for which no stolen report is on file. Recovered guns should be entered (ERG) only after an inquiry reveals there is no stolen/missing record (EG) on file. The weapon must remain in the possession of the entering agency or be readily available for examination while the ERG is in NCIC. If the entering agency loses custody of the recovered gun in any manner, the ERG record must be canceled.

A recovered gun should be inquired upon in NCIC prior to entry of an ERG record. If a gun is already entered in NCIC as stolen (EG), an attempt to enter that same gun (i.e., same ORI, SER, MAK, CAL, and TYP) as a recovered gun (ERG) will be rejected and the agency attempting the entry will be furnished the stolen gun record already on file. If a record is on file for a different ORI, the agency attempting the second entry should contact the agency with the EG record already on file for possible investigative leads.

8.2 Example of a Recovered Gun Entry

ERG.NY5011700.21486713.SW.MASTERPIECE.38.PR.120582.2794 (EOT)

Acknowledgment:

NY5011700
NIC/G000039721 SER/ 21486713

8.3 Mandatory Fields for a Recovered Gun Entry

Information in parentheses is from the above example. The following fields are mandatory to cause acceptance of a recovered gun entry in NCIC storage: message key (ERG), recovering agency's identifier (NY5011700), serial number (21486713), make (SW), caliber (38), type (PR), date of recovery (120582) and recovering agency's case number (2794). The entry will be rejected if one of the mandatory fields is left unfilled or the transaction is not ended with the end of transmission character (EOT).

8.4 Additional Guidelines for Recovered Gun Entries

A recovered gun entry follows the same format as a stolen gun entry, except the MIS Field cannot be used. Information entered in the ORI, DOT, and OCA Fields is stored in the MIS Field of the record leaving the ORI, DOT, and OCA Fields blank. Thus, a recovered gun record stored in NCIC will appear as follows:

MKE/RECOVERED GUN
ORI/ SER/ 21486713 MAK/SW MOD/MASTERPIECE CAL/38 TYP/PR DOI/
OCA/ 120582 NY5011700 2794
NIC/G000039721
ORI IS ANY CITY PD NY
IMMED CONFIRM RECORD WITH ORI

GUN FILE
SECTION 8--ENTRY OF RECOVERED GUN RECORD

8.4 Additional Guidelines for Recovered Gun Entries (Continued)

An ERG cannot contain the MAK Field code ZZZ since the MIS Field is used to store the ORI, DOT, and OCA data included in the entry. Therefore, the manufacturer's true name could not be entered in the MIS Field of the ERG record.

GUN FILE

SECTION 9--MODIFICATION OF RECOVERED GUN RECORD

9.1 When to Use a Modification Message

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active recovered gun record.

9.2 Example of a Recovered Gun Record Modification

MRG.NY5011700.SER/21486713.OCA/2794.CAL/32(EOT)

Acknowledgment:

NY5011700
MODIFY SER/ 21486713

The above modification example contains: message key (MRG), originating agency identifier (NY5011700), two record identifiers (SER/21486713 and OCA/2794), the field being modified and the modification (CAL/32), and end of transmission character (EOT).

9.3 Identification of a Record to Be Modified

Record to be modified must be identified by NCIC number and originating agency case number in that order, NCIC number and serial number in that order, or serial number and originating agency case number in that order, preceded by the proper message field codes. In the above example, the identifiers are serial number and originating agency case number.

GUN FILE

SECTION 10--CANCELLATION OF RECOVERED GUN RECORD

10.1 When to Use a Cancellation Message

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency loses custody of the recovered gun.

10.2 Example of a Recovered Gun Record Cancellation

XRG.NY5011700.SER/21486713.OCA/2794.120582(EOT)

Acknowledgment:

NY5011700
CANCEL SER/ 21486713

The above cancellation example contains: message key (XRG), originating agency identifier (NY5011700), two record identifiers (SER/21486713 and OCA/2794), date of cancellation (120582), and end of transmission character (EOT).

10.3 Identification of Record to be Canceled

Record to be canceled must be identified by NCIC number and originating agency case number in that order, NCIC number and serial number in that order, or serial number and originating agency case number in that order, with each data element preceded by the proper message field code. Cancellation date (which must be current date) must follow the two record identifiers.

SECTION 11--INQUIRY OF RECOVERED GUN RECORD

11.1 Example of an Inquiry with Negative and Positive Recovered Gun Record Response

An inquiry on a gun gives access to recovered as well as stolen gun records in the Gun File.

QG.MD1012600.SER/21486713.MAK/SW MOD/MASTERPIECE.CAL/32(EOT)

Negative response:

MD1012600
NO RECORD SER/ 21486713 MAK/SW

The above inquiry example contains: message key (QG), originating agency identifier (MD1012600), serial number (SER/21486713), make (MAK/SW), model (MOD/MASTERPIECE), caliber (CAL/32), and end of transmission character (EOT).

Positive response:

MD1012600
MKE/RECOVERED GUN
ORI/ SER/ 21486713 MAK/SW MOD/MASTERPIECE CAL/32 TYP/PR DOT/
OCA/ 120582 NY5011700 2794
NIC/G000039721
ORI IS ANY CITY PD NY
IMMED CONFIRM RECORD WITH ORI

11.2 Requirements for Recovered Gun Inquiry

Inquiries can be made by using the serial number, make, and caliber; serial number and make; serial number and caliber; or serial number only. Inquiry by serial number, make, and caliber is preferred as this type of inquiry limits the search and cuts down on the number of positive responses. Inquiries can be made using the NIC number only, if available.

SECTION 12--LOCATE OF RECOVERED GUN RECORD

12. Locate of Recovered Gun Record

A recovered gun record cannot be located since the weapon is already in the possession of the agency that made the ERG.

GUN FILE
SECTION 13--CLEARING OF RECOVERED GUN RECORD

13.1 When to Use a Clear Message

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted when the agency which entered the recovered gun record is furnished information concerning the theft or the loss of the gun.

13.2 Example of a Clear Message for a Recovered Gun Record

CRG.NY5011700.SER/21486713.OCA/2794.ORI/MD1012600.DOT/082882.OCA/1234 (EOT)

Acknowledgment:

NY5011700
CLEAR SER/ 21486713

The above clear example contains: message key (CRG), originating agency identifier (NY5011700), two record identifiers (SER/21486713 and OCA/2794), the identifier of the agency that received the theft report (MD1012600), the date the theft occurred or was reported (082882), the case number of the agency that received the theft report (1234), and end of transmission character (EOT).

13.3 Identification of Record to be Cleared

Record to be cleared must be identified by NCIC number and originating agency case number in that order, NCIC number and serial number in that order, or serial number and originating agency case number in that order, with each data element preceded by the proper message field code.

13.4 Clear Procedure if Theft Report is Received by Recovering Agency

If the agency that entered the recovered gun record also receives a theft report at a later time, only two record identifiers are required in the clear message. Thus, the message in Section 13.2 above would end after OCA/2794.

13.5 Clear Procedure if Theft Report is Received by Agency Other Than Recovering Agency

The identifier of the agency that received the theft report preceded by ORI/, the date the theft occurred or was reported preceded by DOT/, and the case number of the agency that received the theft report preceded by OCA/ must be entered following the two record identifiers.

A CRG message inserts the identifier of the agency that received the theft report, the date of the theft occurred or was reported, and the case number of the agency that received the theft report into the ORI, DOT, and OCA Fields respectively.

ARTICLE FILE
SECTION 1--INTRODUCTION

1.1 Criteria for Entry

Unrecovered stolen articles may be entered into file if a theft report has been made and the following circumstances are met:

1. Any item in the theft report valued at \$500 or more and having a unique manufacturer-assigned serial number and/or an owner-applied number, except for an item to be entered in the Boat, Gun, License Plate, Securities, or Vehicle File. Office equipment (adding machine, typewriter, dictating machine, etc.), a color television set, and a bicycle may be entered regardless of value.
2. If the aggregate value of the property in one theft exceeds \$5,000, any item in the theft report, regardless of value, having a unique manufacturer-assigned serial number and/or an owner-applied number.
3. Any item in the theft report, regardless of value, having a unique manufacturer-assigned serial number and/or an owner-applied number if:
 1. The circumstances of the theft indicate that there is a probability of interstate movement, or
 2. The seriousness of the crime dictates that an entry should be made for investigative purposes.

1.2 Message Key (MKE) Codes

| Message | Single Article MKE | Translation | Consecutively Serialized Group MKE | Translation |
|---------|--------------------|-----------------|------------------------------------|------------------|
| Entry | EA | STOLEN ARTICLE | EAA | STOLEN ARTICLES |
| Modify | MA | | MAA | |
| Cancel | XA | | XAA | |
| Inquiry | QA | | QA | |
| Test | | | | |
| Inquiry | ZA | | ZA | |
| Locate | LA | LOCATED ARTICLE | LAA | LOCATED ARTICLES |
| Clear | CA | | CAA | |

If the article entered in a single stolen article record should be held for latent fingerprint examination, "-P" should be entered as part of the message key code, for example, EA-P, which translates "STOLEN ARTICLE - HOLD FOR LATENTS".

1.3.1 Retention Period for an Unrecovered Stolen Article Record

An unrecovered stolen article record is retained in the NCIC Article File for the balance of the year entered plus an additional year. Following this retention period, an Article File record is automatically removed at the next

ARTICLE FILE
SECTION 1--INTRODUCTION

1.3.1 Retention Period for an Unrecovered Stolen Article Record (Continued)

Article File purge. For example, an article entered in 1982 would be purged at the first Article File purge in the calendar year 1984. Agencies are not furnished a listing of their purged article records.

An exception to record retention periods will occur in the event a serious error is detected in the record on file. See the Introduction for complete procedural information concerning serious errors and NCIC File reorganization and purge schedule.

1.3.2 Automatic Purge

A record which has been located will be automatically suppressed ten days after the date of location stored in the record. Those records that have been suppressed will be purged at the time of the next file realignment. Users will not be notified when located records have been purged.

1.4 Validations

Since stolen article records have such a short retention period (year of entry plus one year), there are no validation checks.

1.5 Article Record Message Field Codes and Edits

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|-------------------------------|-------------|--|
| Message Key | MKE | Must be valid message key. |
| Originating Agency Identifier | ORI | Must be a valid NCIC-assigned ORI. The first two characters must be alphabetic and must check with the line number for the state as assigned by the NCIC computer. |
| Type | TYP | Minimum of four and maximum of seven alphabetic characters. If the first character is other than Y, then the code used must be one listed in the Article Name Dictionary, Code Manual, Part 1. |
| Serial Number | SER | Maximum of 20 alphanumeric characters. Single zero only, run of zeros only, single alphabetic only, or run of alphabetic only, indicating the article serial number is not known, cannot be used. Serial number and owner-applied number cannot be identical. Sequential entries must have a single hyphen separating the serial numbers. If the TYP is OTYPEWR and the BRA is IBM, the SER must contain a minimum of seven characters and the MOD Field must be filled. |

ARTICLE FILE
SECTION 1--INTRODUCTION

1.5 Article Record Message Field Codes and Edits (Continued)

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|--------------------------------|-------------|--|
| Brand Name | BRA | At least two but not more than six alphabetic or numeric characters. Hyphens are permitted. Cannot be all X's, Y's, Z's, L's, UNK, UNKN, UNKNOW, or NONE. |
| Model | MOD | Maximum of nine alphabetic and/or numeric characters. Must be filled if TYP is OTYPEWR, and BRA is IBM. |
| Owner-Applied Number | OAN | Maximum of 20 numeric or alphabetic and numeric characters. Single zero only, run of zeros only, single alpha only, or run of alphas only cannot be used. Serial number and owner-applied number cannot be identical. Cannot be used in entry or modification of consecutively serialized group of stolen articles record. |
| Date of Theft | DOT | Must be six numeric characters representing month/day/year in that order. Cannot exceed date entered. |
| Originating Agency Case Number | OCA | Maximum of nine alphabetic and/or numeric characters. Must not contain a single zero only, a run of zeros only, the first seven characters of the ORI Field, or the word NONE. |
| Miscellaneous | MIS | Maximum of 50 characters. |
| NCIC Number | NIC | A self-checking number consisting of an alphabetic character ("A" in the Article File) followed by nine numeric characters which is automatically assigned by the NCIC computer to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction. |

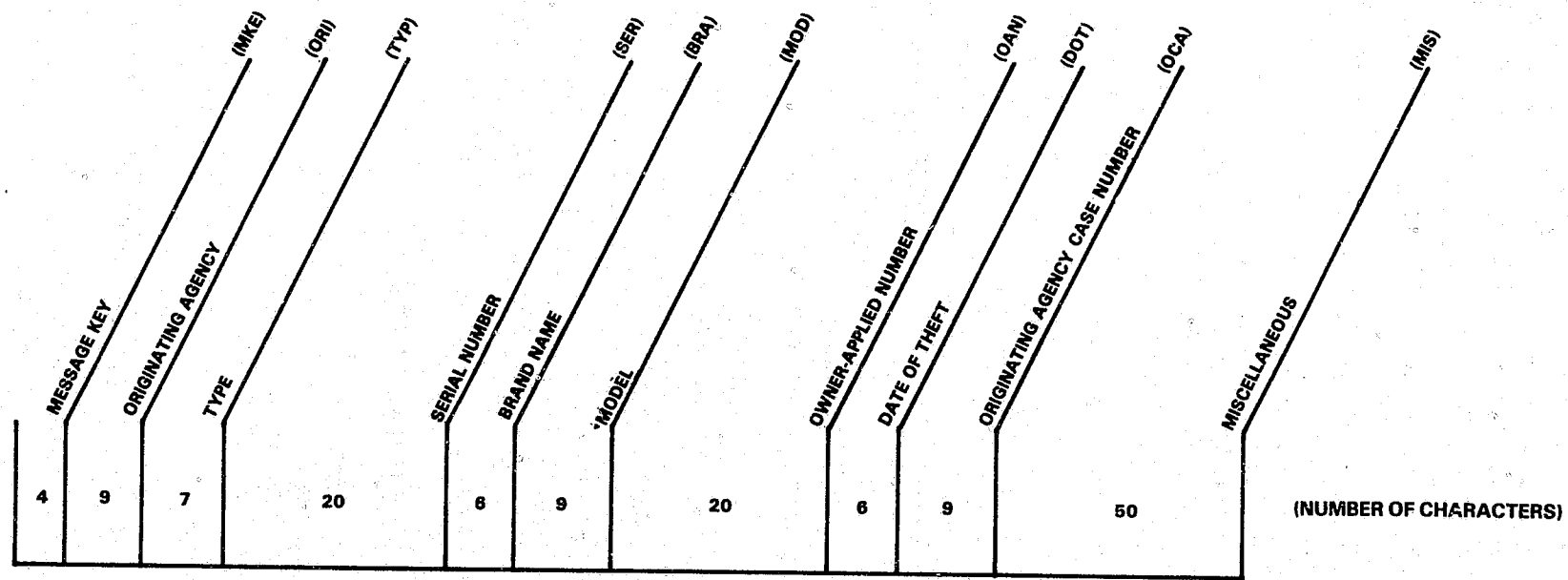
1.6 Criteria for Rejecting Duplicate Records

If the SER and/or OAN and the Category Code of the TYP Field, BRA, ORI, and OCA Fields of a stolen article entry message are the same as those field codes of a record already on file in NCIC, the second entry will be rejected with message "REJ ON FILE". Whenever the message "REJ ON FILE" is received, the record on file will also be transmitted.

A duplicate record will be accepted if the ORI or the OCA in the second entry is different. In this case, the first entry will be furnished as a response to the second entry.

ARTICLE FILE

STOLEN ARTICLE -- RECORD FORMAT



5-4
12-5-82

ARTICLE FILE
SECTION 2--ENTRY2.1 Example of a Single Article Record Entry

EA.MD1012600.CPROJEC.286921503.B HOWE.32S.MD4443210.120182.2895.BLK CARRYING
CASE(EOT)

Acknowledgment:

MD1012600
NIC/A000039206 SER/286921503

2.2 Mandatory Fields of a Single Article Entry

Information in parentheses is from the above example. The following fields are mandatory to cause acceptance of a single stolen article entry in NCIC storage: message key (EA), originating agency's identifier (MD1012600), type (CPROJEC), brand name (B HOWE), date of theft (120182), originating agency's case number (2895), and either a unique manufacturer-assigned serial number (286921503) or an owner-applied number (MD4443210). An entry may be made with both the serial number and the owner-applied number fields filled; however, these two numbers cannot be the same. The entry will be rejected if the Type Field code begins with an alphabetic character other than Y and is not a code assigned by FBI NCIC and listed in the Article Name Dictionary. The entry will be rejected if one of the mandatory fields is left unfilled or the transaction is not ended with the end of transmission character (EOT).

For training and administrative purposes, agencies may enter test records into NCIC. The test record must contain 1) the letters "TEST" as the first four characters of the OCA Field; 2) the words "TEST RECORD" in the MIS Field; and 3) only fictitious numbers.

2.3 Additional Guidelines for Single Article Entries

The originating agency (ORI) must account for all fields in the "Stolen Article File--Record Format." If data pertaining to a nonmandatory field is not known, place a period in the field to indicate that the information is unknown and proceed to the next field. Ensure that all available data called for by the record format is entered when the original entry is made. Missing data obtained at a later time should be promptly added through the use of a "modify" message (MKE/MA).

Food stamp coupon books, individual serially numbered food stamp coupons, and livestock may be entered in the Article File with the Type Category Code Y.

Stolen or lost credit cards, bank drafts, and checks, including cashier's, certified, company, government (Federal, state, and local), bank officer's, personal, and U.S. Treasury, are not to be entered in the NCIC Article File or any other NCIC file.

A separate entry is to be made for each item taken in a multiple theft, such as a television and a stereo stolen from an apartment. The Miscellaneous Field should be used to cross-reference the related entries; for example, the Miscellaneous Field of the television entry might read "SEE NIC/A000012696", and the Miscellaneous Field of the stereo entry might read "SEE NIC/A000012698".

ARTICLE FILE
SECTION 2--ENTRY2.4.1 Coding the Type (TYP) Field

Type coding is necessary to classify items into categories. Such classification allows for more restrictive search parameters, facilitates computer responses, and eliminates voluminous message replies. (Users are required to include the Type Field in all inquiries as hits will then be limited to those records that match the serial number and/or the owner-applied number and the type category.) Type coding will work if standard category codes are used. To achieve uniformity in type coding, the Type Field is divided into two parts:

1. Category Code - A unique alphabetic character assigned to each of the twelve major classifications of articles. (See listing in Code Manual, Part 1).
2. Article Name Code - The first six letters of the stolen article to be entered. The Article Name Code follows immediately after the Category Code best classifying the article; no space is to be left between the Category Code and the Article Name Code.

The code used in the Type Field must be a code listed in the Article Name Dictionary (Code Manual, Part 1) or must begin with the alphabetic Y. The code used in the Type Field must be at least four characters in length and no punctuation is to be used between characters.

To ensure uniformity and eliminate confusion in the coding of items, an Article Name Dictionary is included in the NCIC Code Manual, Part 1. This dictionary should be used for Article File entries and inquiries.

2.4.2 Article Name

If an item is not published in the Article Name Dictionary, the article must be entered with Category Code Y and the following procedures must be applied:

1. Use the complete name of the article if possible. If the article name is one word of more than six letters, use the first six letters in the article name.
2. An article name which is two words must be treated as one word.
3. If an article name is three words, use the initials of the first two words and the first four letters of the last word.

2.5 Serial Number (SER) Field

A serial number must be entered omitting spaces, hyphens, and symbols.

Alphabetic characters which are part of the serial number should be included in the number.

The true (manufacturer's) serial number of the article, not a component or part number, must be entered. If the number applied by the manufacturer of an article is determined not to be a unique serial number--but rather a

ARTICLE FILE
SECTION 2--ENTRY2.5 Serial Number (SER) Field (Continued)

model number, stock control number, etc.--the article should not be entered. If already in file, the record should be canceled or modified to the true manufacturer's serial number.

An owner-applied identification number which has been assigned in connection with a theft prevention program, such as Operation Identification or Stop Thief, must not be entered as a serial number but should be entered in the OAN Field.

2.6.1 Brand Name (BRA) Field Codes

See Part 1 of the NCIC Code Manual for a listing of brand name codes.

2.6.2 Coding the Brand Name (BRA) Field

The Brand Name Field must be filled with a minimum of two alphanumeric characters and cannot contain more than six alphanumeric characters. Do not use periods between characters. The words and, Company, Corporation, Incorporated, Limited, and the ampersand are not considered part of the actual Brand Name.

The following instructions should be used to code the Brand Name Field if the brand name is not listed in the Code Manual.

1. If the brand name is a single word, use the first six letters of the name; for example, the brand name Wurlitzer must be coded WURLIT.
2. If the brand name is two words, use the first letter of the first word, space, and the first four letters of the second word; for example, the brand name Harmon Kardon must be coded H KARD.
3. If the brand name is three words, use the first letter of the first word, space, first letter of the second word, space, and the first two letters of the last word; for example, the brand National Cash Register must be coded N C RE.
4. If the brand name is an initial and one word, use the initial, space, and the first four letters of the word; for example, the brand name A. Johnson must be coded A JOHN.
5. If the brand name has two initials and one word, use the first initial, space, second initial, space, and brand name A. B. Dick must be coded A B DI.
6. Brand names consisting of initials are to be entered omitting spaces and periods; for example, the brand name C.E.I. must be coded CEI.

ARTICLE FILE
SECTION 2--ENTRY2.6.2 Coding the Brand Name (BRA) Field (Continued)

The Brand Name Field in an entry for stolen livestock must contain the breed of the animal. Use the instructions above for coding. For example, Hereford must be coded HEREF0 and Tennessee Walker must be coded T WALK.

The Brand Name Field in an entry for a state auto inspection sticker or a license plate renewal tab should contain the appropriate two-character code for the state issuing the sticker or tab.

When stolen property does not have a brand name, or if the brand name is unknown, the code NO BRA must be entered in the BRA Field. A complete description of the stolen article should be placed in the MIS Field when this code is used.

2.7 Coding the Model (MOD) Field

The model number or model name should be entered in the Model Field which has a maximum of nine characters. No periods are to be used between characters.

The following order or priority should govern filling this field:

1. If the model number, possibly alphanumeric characters, exceeds nine characters, use only the last nine characters with the complete model number shown in the Miscellaneous Field. For example, model number 12345678987 would be entered in the Model Field as 345678987. The complete model number (12345678987) must be entered in the Miscellaneous Field.
2. If the model name is a single word, use only the first nine letters; for example, Imperialistic dishwasher manufactured by Frigidaire, code as IMPERIALI.
3. If the model name is two words, use the first letter of the first word, space, and first seven letters of the second word; for example, Custom Imperial dishwasher by Frigidaire, code as C IMPERIA.
4. If the model name is three words, use the first letter of the first word, space, the first letter of the second word, space, and first five letters of the third word, for example, Ultra Custom Imperial dishwasher by Frigidaire, code as U C IMPER.
5. If the model name is an initial and one word, use the first initial, space, and the first seven letters of the word; for example, X. Supremacy dishwasher by Frigidaire, code as X SUPREMA.
6. If the model name has two initials and one word, use the first initial, space, second initial, space, and the first five letters of the word; for example, X. S. Custom dishwasher by Frigidaire, code as X S CUSTO.

ARTICLE FILE
SECTION 2--ENTRY2.7 Coding the Model (MOD) Field (Continued)

7. Model names consisting of alphabetic characters only, should be entered omitting spaces and periods; for example, Friden calculator model SBT, code as SBT.
8. If none of the preceding instructions apply (because there is no model name or number), the composition, design, size, or style should be entered. For example:

| | | |
|--------------------|-----------------|-----------|
| color TV | should be coded | COLOR |
| lady's wrist watch | should be coded | L WRIST |
| magnesium wheels | should be coded | MAGNESIUM |
| portable TV | should be coded | PORTABLE |
| 19-inch TV | should be coded | 19 INCH |

The Model Field in an entry for stolen livestock should contain the animal's sex and age indicated by words such as bull, calf, or steer; boar, sow, or hog; and mare, gelding, or stallion.

The Model Field in an entry for stolen state auto inspection sticker or a license plate renewal tab should contain the month and last two digits of the year of expiration, for example, SEPT 82.

2.8 Owner-Applied Number (OAN) Field

An owner-applied identification number which has been assigned in connection with a theft prevention program, such as Operation Identification or Stop Thief, may be entered in the OAN Field.

An owner-applied number must be entered omitting spaces, hyphens, and symbols.

Alphabetic characters which are part of the owner-applied number should be included in the number.

2.9 Coding the Miscellaneous (MIS) Field

The Miscellaneous Field consists of 50 characters which should be used to further describe the stolen article.

The Miscellaneous Field should be used to describe the location of the serial number and/or owner-applied number on an item of property.

A complete description of the stolen article should be placed in the MIS Field when the code NO BRA is used in the Brand Name (BRA) Field.

This field should contain the complete model number if it contains more than nine characters and the last nine have been entered in the Model Field.

ARTICLE FILE
SECTION 2--ENTRY2.9 Coding the Miscellaneous (MIS) Field (Continued)

This information should be entered in easily readable abbreviated language as this field cannot exceed 50 characters. For example:

OAN ENGRAVED ON BACK RADIO

OAN IS OP ID NO

SER TAG ON LEFT EAR

In a case in which the ORI believes that notification each time its record is "hit" will provide investigative leads, regardless of whether the location of the article is known, the entering agency should place the code NOAH (Notify ORI of All Hits) in the MIS Field.

ARTICLE FILE
SECTION 3--MODIFICATION3.1 When to Use a Modification Message

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active article record. An Article File record cannot be modified if the record is in a located status (MRE/LOCATED ARTICLE).

3.2 Example of a Single Article Record Modification

MA.MD1012600.NIC/A000039206.OCA/2895.BRA/E KODA(EOT)

Acknowledgment:

MD1012600
MODIFY NIC/A000039206

The above modification example contains: message key (MA), originating agency's identifier (MD1012600), two record identifiers (NIC/A000039206 and OCA/2895), the field being modified and the modification (BRA/E KODA), and end of transmission character (EOT).

3.3 Identification of Single Article Record to Be Modified

Record to be modified must be identified by either NCIC number and originating agency's case number in that order, NCIC number and serial number in that order, or NCIC number and owner-applied number in that order, with each data element preceded by the proper message field code. In the above example, the identifiers are NCIC number and originating agency's case number.

ARTICLE FILE
SECTION 4--CANCELLATION

4.1 When to Use a Cancellation Message

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is utilized when it is determined that the record is invalid, for example, a record that is the result of a theft report which subsequently proves to be fictitious or false.

4.2 Example of a Single Article Record Cancellation

XA.MD1012600.NIC/A000039206.OCA/2895.120582(EOT)

Acknowledgment:

MD1012600
CANCEL NIC/A000039206

The above cancellation example contains: message key (XA), originating agency's identifier (MD1012600) two record identifiers (NIC/A000039206 and OCA/2895), date of cancellation (120582), and end of transmission character (EOT).

4.3 Identification of Single Article to Be Canceled

Record to be canceled must be identified by either NCIC number and originating agency's case number in that order, NCIC number and serial number in that order, or NCIC number and owner-applied number in that order, with each data element preceded by the proper message field code. Cancellation date (which must be current date) must follow the two record identifiers.

ARTICLE FILE
SECTION 5--INQUIRY

5.1 Example of an Inquiry with Negative and Positive Single Article Record Responses

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

QA.WA1230000.TYP/CPROJEC.SER/286921503,MD4443210(EOT)

The above inquiry example contains: message key (QA), originating agency's identifier (WA1230000), type (TYP/CPROJEC), serial number and owner-applied number (SER/286921503,MD4443210), and end of transmission character (EOT).

Negative Response:

WA1230000
NO RECORD SER-OAN/286921503 OR MD4443210

Positive response:

WA1230000
MKE/STOLEN ARTICLE
ORI/MD1012600 TYP/CPROJEC SER/ 286921503 BRA/E KODA
MOD/32S OAN/ MD4443210 DOT/120582 OCA/ 2895
MIS/BLK CARRYING CASE
NIC/A000039206
ORI IS ANY CITY PD MD
IMMED CONFIRM RECORD WITH ORI

5.2 Requirements for Inquiry

An inquiry of the Article File must include type of article (selected from the Article Name Dictionary) following the message field code TYP and serial number and/or owner-applied number following the message field code SER. When making an inquiry using one number, the number must be preceded by the message field code SER even if the inquiry is based upon an owner-applied number. When making an inquiry using two numbers (serial number and owner-applied number), the numbers must be separated by a comma. The number(s) inquired upon will be searched as both a serial number and an owner-applied number. An inquiry may be made using the NIC number only, if available.

5.3 Additional Guidelines for Inquiries

An inquiry cannot contain a brand name.

It is essential that identifying information in a positive response to an Article File inquiry be compared with the article in question before further action is taken. This is necessary since the search on Article File records focuses on the category code and serial number and/or owner-applied number.

5.3 Additional Guidelines for Inquiries (Continued)

Therefore, an inquiry containing TYP/RTELEVI and SER/1234 could retrieve a record which contains TYP/RRADIO and OAN/1234, TYP/RRADIO and SER/1234, or TYP/YLOTTER and SER/1234. When an inquiry is made with Type Field Category Code Y, any record on file with an identical serial number or owner-applied number will be returned regardless of the Type Field Category Code in the record.

The response to an inquiry on two numbers may contain a record identifiable with one of the numbers and NO RECORD identifiable with the other number, for example:

QA.MD1012600.TYP/RRADIO.SER/21344,VA7779238(EOT)

MD1012600

MKE/STOLEN ARTICLE

ORI/WV0012300 TYP/RRECEIV SER/ 21344 BRA/PANASO
MOD/27TRC OAN/ VA9347625 DOT/120582 OCA/ 77-3427

MIS/PANASONIC RECEIVER, BLK COVER WITH CHROME FRONT
NIC/A287654123

ORI IS ANY CITY PD WV

IMMED CONFIRM RECORD WITH ORI

NO RECORD SER-OAN/VA7779238 TYP/RRADIO

If the positive response includes information in the Miscellaneous Field indicating another item(s) was stolen along with the article inquired upon, the file containing the item(s) should be queried using the identifier(s) cross-referenced in the Article File record to ascertain if the associated item(s) is still unrecovered. Thereafter, appropriate investigation can be conducted.

When a positive response to an inquiry results in multiple hits with the caveat "ADDITIONAL HITS AVAILABLE, CONTACT NCIC CONTROL IF NEEDED", the information NCIC Control needs to retrieve these additional hits from the Article File is serial number only. NCIC Control may be contacted through NLETS addressed to ORI/DCFBIWA00 or telephone number 202-324-2619.

5.4 Procedures for Handling a Hit

An NCIC hit may not be probable cause to arrest. A hit confirmed with the originating agency, may be adequate grounds to recover an article.

When an agency receives a record(s) in response to an NCIC inquiry and the whereabouts of the article inquired upon is known and the article inquired upon appears to be identical with one or more of the records, the agency that can seize the article must contact the ORI of each record possibly identical with the article in question to confirm the hit(s) prior to seizing the article.

When an agency receives a record(s) in response to an NCIC inquiry and the whereabouts of the article inquired upon is not known, the hit(s) should not

5.4 Procedures for Handling a Hit (Continued)

be confirmed. However, if the code NOAH (Notify ORI of all hits) is in the Miscellaneous Field of a record, contact the ORI of the record and furnish details concerning the inquiry.

"To confirm the hit" means to verify that the theft report is still outstanding and the article inquired upon is identical to the article described in the record and to obtain information concerning return of the article to the rightful owner.

The NCIC Advisory Policy Board has approved procedures whereby system discipline requirements for hit confirmation response are outlined and failure to comply can be identified. These procedures are as follows:

1. Upon receipt of a hit confirmation request, the originating agency (ORI) of the record must within ten minutes furnish a substantive response, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.
2. A requesting agency not receiving a substantive response within ten minutes should generate a second request.
3. If the agency generating the second request again fails to receive a substantive response within ten minutes, the agency will then generate a message to its own control terminal and the control terminal of the agency that originated the record with a copy to be sent to FBI NCIC, ORI/DCFBIWA00. No action will be taken by FBI NCIC unless the two control terminal officers cannot resolve the matter.
4. The control terminal officer, or his designee, of the originating agency will institute appropriate action to ensure proper response and compliance to system standards and this may include the canceling of records. Failure on the part of any control terminal to ensure such compliance will be brought to the attention of the Advisory Policy Board by FBI NCIC.

An agency that, following confirmation of a hit(s), recovers an article that is indexed in NCIC, except the agency whose ORI is stored in the record, must transmit a locate message for each record that was hit and confirmed with the ORI of the record. See Part 5, Section 6, for locate procedures.

6.1 What Agency Must Use a Locate Message

Any agency that recovers an article which is indexed in NCIC except the agency that entered the record must place a locate message on the active article record(s). When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen article must contact the ORI of each record possibly identical with the article in question to confirm the hit(s). Following confirmation with the originating agency(s), a locate message must be transmitted for each record on file for the article.

6.2 Example of a Locate Message for a Single Article Record

LA.WA1230000.NIC/A000039206.OCA/2895.120582.9999(EOT)

Acknowledgment:

WA1230000
LOCATE NIC/A000039206

The above locate example contains: message key (LA), recovering agency's identifier (WA1230000), two record identifiers (NIC/A000039206 and OCA/2895), date of recovery (120582), recovering agency's case number (9999), and end of transmission character (EOT).

When a locate is transmitted for an Article File record, the message key translation changes from "STOLEN ARTICLE" to "LOCATED ARTICLE" and the date of recovery, recovering agency's ORI, and recovering agency's case number replace the Miscellaneous Field data in the record.

6.3 Identification of Single Article Record to Receive Locate

Record to be located must be identified by either NCIC number and originating agency's case number in that order, NCIC number and serial number in that order, or NCIC number and owner-applied number in that order, with each data element preceded by the proper message field code. Note that the originating agency's case number (OCA) used as an identifier is the OCA of the agency that entered the record. This OCA is contained in the NCIC response to the recovering agency's inquiry.

6.4 Locate Procedure for a Single Article Record

Following the two record identifiers, date of recovery and recovering agency's case number are next entered in that order and without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected. The recovering agency's case number should be entered as this will ensure that complete recovery information is in the record.

7.1 When to Use a Clear Message

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency recovering the article is the agency that entered the record.
2. When the agency that entered the record is officially advised that the article has been recovered by another agency.

7.2 Example of a Clear Message for a Single Article Record

CA.MD1012600.NIC/A000039206.OCA/2895.120582.WA1230000.9999(EOT)

Acknowledgment:

MD1012600
CLEAR NIC/A000039206

The above clear example contains: message key (CA), originating agency's identifier (MD1012600), two record identifiers (NIC/A000039206 and OCA/2895), date of recovery (120582), the recovering agency's identifier (WA1230000), recovering agency's case number (9999), and end of transmission character (EOT).

7.3 Identification of Record to Be Cleared

Record to be cleared must be identified by either NCIC number and originating agency's case number in that order, NCIC number and serial number in that order, or NCIC number and owner-applied number in that order, with each data element preceded by the proper message field code. Note that the originating agency's case number (OCA) used as an identifier is the OCA of the agency which originally entered the record.

7.4 Clear Procedure if Article Recovered by Agency That Entered Record

If the agency that entered the record recovers the article, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Thus, in the above example, the message would end after 120582.

7.5 Clear Procedures if Article Recovered by Agency Other Than ORI

If an agency other than the ORI of the record recovers the article, utilization of the following procedures will ensure that the cleared record contains complete recovery data (date of recovery, recovering agency's identifier, and recovering agency's case number).

1. If the record being cleared is in a located status (MKE/LOCATED ARTICLE), only the date of recovery must be entered following the two record identifiers. Thus, the message in Section 7.2 would end after 120582.

7.5 Clear Procedures if Article Recovered by Agency Other Than ORI (Continued)

2. If the record being cleared is in an active status (MKE/STOLEN ARTICLE), the date of recovery followed by the recovering agency's identifier and the recovering agency's case number, in that order without field codes, must be entered after the two record identifiers. See message in Section 7.2 on the preceding page.

8.1 Example of a Consecutively Serialized Group of Articles Entry

EAA.MD1012600.CPROJEC.B286921403-B286921421.B HOWE.32S..120582.2895.BLK CARRYING CASES(EOT)

Acknowledgment:

MD1012600
NIC/A000049206 SER/B286921403-B286921421

8.2 Mandatory Fields of a Consecutively Serialized Group of Articles Entry

Information in parentheses is from the above example. The following fields are mandatory to cause acceptance of a consecutively serialized group of stolen articles entry into NCIC storage: message key (EAA), originating agency's identifier (MD1012600), type (CPROJEC), serial numbers (B286921403-B286921421), brand name (B HOWE), date of theft (120582), and originating agency's case number (2895). The entry will be rejected if the Type Field code begins with an alphabetic character other than Y and is not a code assigned by FBI NCIC and listed in the Article Name Dictionary. The entry will be rejected if one of the mandatory fields is left unfilled or the transaction is not completed with the end of transmission character (EOT).

8.3 Additional Guidelines For Entering a Consecutively Serialized Group of Articles Record

The only differences between a consecutively serialized group of stolen articles entry and a single stolen article entry are in the message key (EAA), the insertion of the consecutive serial numbers in the Serial Number Field, and the mandatory blank Owner-Applied Number Field. The beginning and ending serial numbers of the sequence are entered with a hyphen separating the two numbers. The NCIC computer will accept two serial numbers containing an equal number of characters, not exceeding 20 characters in each number, when the numbers are separated by a hyphen and message key code EAA is used.

Serial numbers used in a group entry must be consecutive. Alphabetic characters may be present as a prefix, suffix, or intermixed with the numeric characters, however, they must remain constant throughout the sequence. The NCIC computer will accept group entries only when the rightmost numeric characters establish the consecutive sequence. This is illustrated in the following examples:

| | |
|-----------------|-----------------|
| 5387621-5387692 | ABC6782-ABC6808 |
| 5382961-5382968 | AB67C53-AB67C68 |
| 1235BD-1274BD | AB6782C-AB6808C |

A consecutively serialized group of stolen articles which have serial numbers with a common suffix containing the letter "0" cannot be entered as a group entry because the NCIC computer automatically changes the letter "0" to a numeric zero causing the letter "0" suffix to be treated as the rightmost numeric character. Therefore, separate entries (MKE/EA) must be made for each number contained in such a serialized group.

ARTICLE FILE
SECTION 8--ENTRY OF CONSECUTIVELY SERIALIZED
GROUP OF ARTICLES RECORD

8.3 Additional Guidelines for Entering a Consecutively Serialized Group of Articles Record (Continued)

When a group of consecutively serialized stolen articles is correctly entered, the NCIC computer automatically generates one NCIC number for the group record.

No more than 100 consecutively serialized stolen articles can be entered as one group. If more than 100 articles are to be entered, additional group entries must be made or the entry will be rejected. Thus, to enter a group of stolen articles bearing serial numbers A526800-A526952, two separate entries would have to be made. See examples below:

EAA.MD1012600.CLENS.A526800-A526899.BUSHNE.187A..120582.28951.SEE SER/A526900(EOT)

EAA.MD1012600.CLENS.A526900-A526952.BUSHNE.187A..120582.28951.SEE SER/A526800(EOT)

ARTICLE FILE
SECTION 9--MODIFICATION OF CONSECUTIVELY SERIALIZED
GROUP OF ARTICLES RECORD

9.1 Example of a Consecutively Serialized Group of Articles Record Modification

MAA.MD1012600.NIC/A000049206.OCA/2895.BRA/E KODA(EOT)

Acknowledgment:

MD1012600
MODIFY NIC/A000049206

The above group record modification example contains: message key (MAA), originating agency's identifier (MD1012600), two record identifiers (NIC/A000049206 and OCA/2895), the field being modified and the modification (BRA/E KODA), and end of transmission character (EOT).

9.2 Identification of Group Record to Be Modified

Record to be modified must be identified by either NCIC number and originating agency's case number in that order, or NCIC number and serial numbers in that order, with each data element preceded by the proper message field code. In the above example, the identifiers are the NCIC number and originating agency's case number.

9.3 Additional Guidelines for a Group Record Modification

When serial numbers are used as an identifier for a consecutively serialized group record, the lowest and highest of all serial numbers appearing in the existing group record including any numbers shown in a located status must be used. For example, if a record in file was entered with the serial numbers 82310-82330, and serial numbers 82319-82323 are in a located status, the serial numbers used to identify the record would be 82310-82330.

The modification message for a consecutively serialized group of articles is constructed the same way as a single article modification; that is, the field(s) being modified follows the two record identifiers.

All fields in a group article record other than the Serial Number Field and the blank Owner-Applied Number Field may be changed by a modification message (MKE/MAA).

Serial numbers in a consecutively serialized group record cannot be changed with a modification message. Any error which relates to the serial numbers in the record must be corrected by canceling the existing group record and making a new entry.

Errors discovered subsequent to a group record entry which concern one or more, but not all, of the articles in a group record, e.g., one half of a group of cameras having a different model number than the other half, cannot be corrected by using a modification message. In such a case it is necessary to cancel the original group entry and make correct entries, singular or group, depending on the situation.

A group record cannot be modified if all of the articles in the group record have been located (MKE/LOCATED ARTICLES).

ARTICLE FILE
SECTION 10--CANCELLATION OF CONSECUTIVELY SERIALIZED
GROUP OF ARTICLES RECORD

10.1 When to Use a Cancellation Message

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is utilized when it is determined that the record is invalid, for example, a record that is the result of a theft report which subsequently proves to be fictitious or false. Also, as explained in Section 9.3, a cancellation message must be used in place of a modification message when making certain types of corrections to a group record.

10.2 Canceling Consecutively Serialized Group Records

Three different methods for canceling consecutively serialized group records are employed. The three methods cover the following situations:

1. Canceling all articles in a group record.
2. Canceling more than one, but not all articles, in a group record.
3. Canceling a single article in a group record.

10.3.1 Example of Canceling all Articles in a Group Record

XAA.MD1012600.NIC/A000049206.OCA/2895.120582(EOT)

Acknowledgment:

MD1012600
CANCEL NIC/A000049206

The above cancellation example contains: message key (XAA), originating agency's identifier (MD1012600), two record identifiers (NIC/A000049206 and OCA/2895), date of cancellation (120582), and end of transmission character (EOT).

10.3.2 Identification of Group Record When Canceling all Articles

Group record to be canceled must be identified by two identifiers, with each preceded by the proper message field code. The NCIC number and serial numbers in that order may be used. The lowest and highest serial numbers of the consecutively numbered group of items being canceled must be used. Where there are any breaks in the consecutive order of the serial numbers, separate cancel messages must be sent. However, it is recommended that the NCIC number and originating agency's case number be used when the entire group record is to be canceled (see example in Section 10.3.1). This procedure can be used even if there are any breaks in the consecutive order of the serial numbers. Cancellation date (which must be current date or current date minus one) must follow the two record identifiers.

ARTICLE FILE
SECTION 10--CANCELLATION OF CONSECUTIVELY SERIALIZED
GROUP OF ARTICLES RECORD

10.4.1 Example of Canceling More Than One, But Not All Articles, in a Group Record

XAA.MD1012600.NIC/A000049206.SER/B286921403-B286921409.120582(EOT)

Acknowledgment:

MD1012600
CANCEL NIC/A000049206 SER/B286921403-B286921409

The above cancellation example contains: message key (XAA) originating agency's identifier (MD1012600), two record identifiers (NIC/A000049206 and SER/B286921403-B286921409), date of cancellation (120582), and end of transmission character (EOT). Note that both serial numbers are considered as one identifier.

10.4.2 Identification of Group Record When Canceling More Than One, But Not All Articles

Group record containing articles to be canceled must be identified by the NCIC number and the serial numbers of the items being canceled in that order, with each data element preceded by the proper message field code (see example above). Lowest and highest serial numbers of the consecutively numbered items being canceled must be used. Where there are any breaks in the consecutive order of the serial numbers, separate cancel messages must be sent. Cancellation date (which must be current date) must follow the two record identifiers.

Do not use the NCIC number and originating agency's case number to identify the record as this will result in cancellation of the entire group record.

10.5.1 Example of Canceling a Single Article in a Group Record

XAA.MD1012600.NIC/A000049206.SER/B286921403-B286921403.120582(EOT)

Acknowledgment:

MD1012600
CANCEL NIC/A000049206 SER/B286921403-B286921403

The above cancellation example contains: message key (XAA), originating agency's identifier (MD1012600), two record identifiers (NIC/A000049206 and SER/B286921403-B286921403), date of cancellation (120582), and end of transmission character (EOT). Note that the repeated serial number is considered as one identifier.

10.5.2 Identification of Group Record When Canceling a Single Article

Group record containing a single article to be canceled must be identified by the NCIC number and the serial number of the item being canceled (serial

ARTICLE FILE
SECTION 10--CANCELLATION OF CONSECUTIVELY SERIALIZED
GROUP OF ARTICLES RECORD

10.5.2 Identification of Group Record When Canceling a Single Article
(Continued)

number repeated as if it represented a range of numbers) in that order, with each data element preceded by the proper message field code (see example on preceding page). Cancellation date (which must be current date) must follow the two record identifiers.

Do not use the NCIC number and originating agency's case number to identify the record as this will result in cancellation of the entire group record.

ARTICLE FILE
SECTION 11--INQUIRY OF CONSECUTIVELY SERIALIZED
GROUP OF ARTICLES RECORD

11.1 Example of an Inquiry with Group Record Response

An inquiry on an article may result in a single record positive response or a group record positive response, depending on the manner in which the entry was made.

The requirements for all inquiries in the Article File are the same. See Section 5.2.

QA.WA1230000.TYP/CPROJEC.SER/B286921404 (EOT)

The following is a typical response which illustrates the format of an active group record in which some of the articles in the group entered have been located, cleared, or canceled prior to the inquiry.

```

WA1230000
MKE/STOLEN ARTICLES
ORI/MD1012600 TYP/CPROJEC BRA/E KODA MOD/32S      DOT/110582
OCA/      2895 MIS/BLK CARRYING CASES
NIC/A000049206
ORI IS ANY CITY PD MD
SER/B286921404-B286921407
      B286921409-B286921416
MKE/LOCATED ARTICLES 120582 NB1977700      8462
SER/B286921408
MKE/LOCATED ARTICLES 120582 MI0999900      4232
SER/B286921417-B286921418
  
```

WA1230000
IMMED CONFIRM RECORD WITH ORI

An inquiry on a serial number contained in a group record (whether it is the first, last, or a number in between) will reveal the complete group record on file.

The serial numbers do not follow the TYP Field as in a single article entry.

The NCIC number is printed after the main body of the record just above the ORI translation line.

Unrecovered stolen articles of the original group record entry are identified by serial numbers on the line(s) which immediately follows the ORI translation line. They are preceded by the Serial Number Field code and a slash (SER/).

Located (that is, recovered, but not cleared) articles of the group originally entered are identified by message key translation LOCATED ARTICLES, date of location, locating agency's identifier, locating agency's case number, and serial number(s).

ARTICLE FILE
SECTION 11--INQUIRY OF CONSECUTIVELY SERIALIZED
GROUP OF ARTICLES RECORD

11.1 Example of an Inquiry With Group Record Response (Continued)

Cleared and canceled articles are not listed. The record on the preceding page was entered with serial numbers B286921403-B286921421. Serial numbers B286921403 and B286921419 through B286921421 are not shown since they have been cleared or canceled.

Upon receipt of a locate message which indicates all or the remaining unrecovered item(s) in the active group record has been located, the message key translation STOLEN ARTICLES will be changed automatically to LOCATED ARTICLES.

Upon receipt of a clear or cancel message which indicates all or the remaining unrecovered item(s) in the active group record has been accounted for, the group record will be purged from NCIC.

ARTICLE FILE
SECTION 12--LOCATE MESSAGE FOR CONSECUTIVELY SERIALIZED
GROUP OF ARTICLE RECORD

12.1 What Agency Must Use a Locate Message

Any agency that recovers an article(s) which is indexed in NCIC except the agency that entered the record must place a locate message on the active article record(s). When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen article must contact the ORI of each record possibly identical with the article in question to confirm the hit(s). Following confirmation with the originating agency(s), a locate message must be transmitted for each record on file for the article(s). Once the entire group record has been located, it cannot be modified.

12.2 Locating Consecutively Serialized Group Records

Three different methods of locating consecutively serialized group records are employed. The three methods cover the following situations:

1. Recovery of all articles in a group record.
2. Recovery of more than one, but not all articles, in a group record.
3. Recovery of a single article in a group record.

12.3.1 Example of Locate Message for All Articles in Group Record

LAA.WA1230000.NIC/A00049206.OCA/2895.120582.4346(EOT)

Acknowledgment:

WA1230000
LOCATE NIC/A000049206

The above example contains: message key (LAA), recovering agency's identifier (WA1230000), two record identifiers (NIC/A000049206 and OCA/2895), date of recovery (120582), recovering agency's case number (4346), and end of transmission character (EOT).

12.3.2 Identification of a Group Record When All Articles Recovered

Group record to be located must be identified by two identifiers, with each preceded by the proper message field code. The NCIC number and serial numbers in that order may be used. The lowest and highest serial numbers of the consecutively numbered group of recovered items must be used. Where there are any breaks in the consecutive order of the serial numbers, separate locate messages must be sent. However, it is recommended that the NCIC number and originating agency's case number be used when the entire group record is to be located. This procedure can be used even if there are any breaks in the consecutive order of the serial numbers. Note that the originating agency's case number used as an identifier is the OCA of the agency that entered the record. This OCA is contained in the NCIC response to the recovering agency's inquiry.

ARTICLE FILE
SECTION 12--LOCATE MESSAGE FOR CONSECUTIVELY SERIALIZED
GROUP OF ARTICLES RECORD

12.3.3 Locate Procedure When All Articles in Group Record Recovered

Following the two record identifiers, date of recovery and recovering agency's case number are next entered in that order and without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected. The recovering agency's case number should be entered as this will ensure that complete recovery information is in the record.

12.4.1 Example of Locate Message for More Than One, But Not All Articles, in Group Record

LAA.WA1230000.NIC/A000049206.SER/B286921403-B286921406.120582.4346(EOT)

Acknowledgment:

WA1230000
LOCATED NIC/A000049206 SER/B286921403-B286921406

The above example contains: message key (LAA), recovering agency's identifier (WA1230000), two record identifiers (NIC/A000049206 and SER/B286921403-B286921406), date of recovery (120582), recovering agency's case number (4346), and end of transmission character (EOT). Note that both serial numbers are considered as one identifier.

12.4.2 Identification of Group Record When More Than One, But Not All Articles, Recovered

Group record containing articles to be located must be identified by the NCIC number and the serial numbers of the items being located in that order, with each data element preceded by the proper message field code (see example in Section 12.4.1). Lowest and highest serial numbers of the recovered consecutively numbered items must be used. Where there are any breaks in the consecutive order of the serial numbers, separate locate messages must be sent.

Do not use the NCIC number and originating agency's case number to identify the record as this will result in the locate message applying to the entire group of articles.

12.4.3 Locate Procedure When More Than One, But Not All Articles, in Group Record Recovered

Following the two record identifiers, date of recovery and recovering agency's case number are next entered in that order and without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected. The recovering agency's case number should be entered as this will ensure that complete recovery information is in the record.

ARTICLE FILE
SECTION 12--LOCATE MESSAGE FOR CONSECUTIVELY SERIALIZED
GROUP OF ARTICLES RECORD

12.5.1 Example of Locate Message for a Single Article in Group Record

LAA.WA1230000.NIC/A000049206.SER/B286921420-B286921420.120582(EOT)

Acknowledgment:

WA1230000
LOCATED NIC/A000049206 SER/B286921420-B286921420

The above example contains: message key (LAA), recovering agency's identifier (WA1230000), two record identifiers (NIC/A000049206 and SER/B286921420-B286921420), date of recovery (120582), recovering agency's case number (4346), and end of transmission character (EOT). Note that the repeated serial number is considered as one identifier.

12.5.2 Identification of Group Record When a Single Article Recovered

Group record containing article to be located must be identified by the NCIC number and the serial number of the article being located (serial number repeated as if it represented a range of numbers) in that order, with each data element preceded by the proper message field code.

Do not use the NCIC number and originating agency's case number to identify the record as this will result in the locate message applying to the entire group of articles.

12.5.3 Locate Procedure When a Single Article in Group Record Recovered

Following the two record identifiers, date of recovery and recovering agency's case number are next entered in that order and without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected. The recovering agency's case number should be entered as this will ensure that complete recovery information is in the record.

ARTICLE FILE
SECTION 13--CLEAR MESSAGE FOR CONSECUTIVELY SERIALIZED
GROUP OF ARTICLES RECORD

13.1 When to Use a Clear Message

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency recovering the article(s) is the agency that entered the record.
2. When the agency that entered the record is officially advised that the article(s) has been recovered by another agency.

More than one clear message must be sent if the same recovery information is not applicable to all articles being cleared in a group record. This ensures that recovery information for each article will be accurate. For example, if one of three stolen articles was recovered by an agency other than the originating agency on December 4, 1982, and the other two articles were recovered by the originating agency on December 5, 1982, two clear messages must be sent.

13.2 Clearing Consecutively Serialized Group Records

Three different methods of clearing consecutively serialized group records are employed. The three methods cover the following:

1. Clearing all articles in a group record.
2. Clearing more than one, but not all articles, in a group record.
3. Clearing a single article in a group record.

13.3.1 Example of Clearing All Articles in Group Record

CAA.MD1012600.NIC/A000049206.OCA/2895.120582.WA1230000.4346(EOT)

Acknowledgment:

MD1012600
CLEAR NIC/A000049206

The above example contains: message key (CAA), originating agency's identifier (MD1012600), two record identifiers (NIC/A000049206 and OCA/2895), date of recovery (120582), recovering agency's identifier (WA1230000), recovering agency's case number (4346), and end of transmission character (EOT).

13.3.2 Identification of Group Record When Clearing All Articles

Group record to be cleared must be identified by two identifiers, with each preceded by the proper message field code. The NCIC number and serial numbers in that order may be used. The lowest and highest serial

ARTICLE FILE
SECTION 13--CLEAR MESSAGE FOR CONSECUTIVELY SERIALIZED
GROUP OF ARTICLES RECORD

13.3.2 Identification of Group Record When Clearing All Articles (Continued)

numbers of the consecutively numbered group of items being cleared must be used. Where there are any breaks in the consecutive order of the serial numbers, separate clear messages must be sent. However, it is recommended that the NCIC number and the originating agency's case number be used when the entire group record is to be cleared. This procedure can be used even if there are any breaks in the consecutive order of the serial numbers.

13.3.3 Clear Procedures if All Articles Recovered by Agency That Entered Record

If the agency that entered the record recovers the articles, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Thus, the message in Section 13.3.1 would end after 120582.

13.3.4 Clear Procedures if All Articles Recovered by an Agency Other Than ORI

If an agency other than the ORI of the record recovers the articles, utilization of the following procedures will ensure that the cleared record contains complete recovery data (date of recovery, recovering agency's identifier, and recovering agency's case number).

1. If the record being cleared is in a located status (MKE/LOCATED ARTICLES), only the date of recovery must be entered following the two record identifiers. Thus, the message in Section 13.3.1 would end after 120582.
2. If the record being cleared is in an active status (MKE/STOLEN ARTICLES), the date of recovery followed by the locating agency's identifier and the locating agency's case number in that order without field codes must be entered after the two record identifiers. See message in Section 13.3.1.

13.4.1 Example of Clearing More Than One, But Not All Articles, in Group Record

CAA.MD1012600.NIC/A000049206.SER/B286921403-B286921406.120582.WA1230000.4346(EOT)

Acknowledgment:

MD1012600
CLEAR NIC/A000049206 SER/B286921403-B286921406

The above example contains: message key (CAA), originating agency's identifier (MD1012600), two record identifiers (NIC/A000049206 and SER/B286921403-B286921406), date of recovery (120582), recovering agency's identifier (WA1230000), recovering agency's case number (4346), and end of transmission character (EOT). Note that both serial numbers are considered as one identifier.

ARTICLE FILE
SECTION 13--CLEAR MESSAGE FOR CONSECUTIVELY SERIALIZED
GROUP OF ARTICLES RECORD

13.4.2 Identification of Group Record When Clearing More Than One, But Not All, Articles

Group record containing articles to be cleared must be identified by the NCIC number and the serial numbers of the items being cleared in that order, with each data element preceded by the proper message field code (see example in Section 13.4.1). Lowest and highest serial numbers of the consecutively numbered items being cleared must be used. Where there are any breaks in the consecutive order of the serial numbers, separate clear messages must be sent.

Do not use the NCIC number and originating agency's case number to identify the record as this will result in the entire group record being cleared.

13.4.3 Clear Procedures if Articles Recovered by Agency That Entered Record

If the agency that entered the record recovers the articles, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Thus, the message in Section 13.4.1 would end after 120582.

13.4.4 Clear Procedures if Articles Recovered by an Agency Other Than ORI

If an agency other than the ORI of the record recovers the articles, utilization of the following procedures will ensure that the record contains complete recovery data (date of recovery, recovering agency's identifier, and recovering agency's case number) for the cleared articles.

1. If the articles being cleared have a locate message appended, only the date of recovery must be entered following the two record identifiers. Thus, the message in Section 13.4.1 would end after 120582.
2. If the articles being cleared do not have a locate message appended, the date of recovery followed by the recovering agency's identifier and the recovering agency's case number in that order without field codes must be entered after the two record identifiers. See message in Section 13.4.1.

13.5.1 Example of Clearing a Single Article in Group Record

CAA.MD1012600.NIC/A000049206.SER/B286921420-B286921420.120582.WA1230000.4346.
(EOT)

Acknowledgment:

MD1012600
CLEAR NIC/A000049206 SER/B286921420-B286921420

The above example contains: message key (CAA), originating agency's identifier (MD1012600), two record identifiers (NIC/A000049206 and SER/B286921420-

ARTICLE FILE
SECTION 13--CLEAR MESSAGE FOR CONSECUTIVELY SERIALIZED
GROUP OF ARTICLES RECORD

13.5.1 Example of Clearing a Single Article in Group Record (Continued)

B286921420), date of recovery (120582), recovering agency's identifier (WA1230000), recovering agency's case number (4346), and end of transmission character (EOT). Note that the repeated serial number is considered as one identifier.

13.5.2 Identification of Group Record When Clearing a Single Article

Group record containing article to be cleared must be identified by the NCIC number and the serial number of the article being cleared (serial number repeated as if it represented a range of numbers) in that order, with each data element preceded by the proper message field code (see example in 13.5.1).

Do not use the NCIC number and originating agency's case number to identify the record as this will result in the entire group record being cleared.

13.5.3 Clear Procedures if Article Recovered by Agency That Entered Record

If the agency that entered the record recovers the article, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Thus, the message in Section 13.5.1 would end after 120582.

13.5.4 Clear Procedures if Article Recovered by an Agency Other Than ORI

If an agency other than the ORI of the record recovers the article, utilization of the following procedures will ensure that the record contains complete recovery data (date of recovery, recovering agency's identifier, and recovering agency's case number) for the cleared article.

1. If the article being cleared has a locate message appended, only the date of recovery must be entered following the two record identifiers. Thus, the message in Section 13.5.1 would end after 120582.
2. If the article being cleared does not have a locate message appended, the date of recovery followed by the recovering agency's identifier and the recovering agency's case number in that order without field codes must be entered after the two record identifiers. See message in Section 13.5.1.

SECURITIES FILE
SECTION 1--INTRODUCTION

1.1 Definition of Securities for NCIC Purposes

"Securities" for purposes of this file are currency (Federal Reserve Note, Silver Certificate, U. S. Note, Canadian Notes, etc.); those documents or certificates which are generally considered to be evidence of debt (Treasury-issued bills, bonds, and notes; municipal and corporate bonds; debentures; other nonpersonal notes; etc.) or ownership of property (common or preferred stock); documents which represent subscription rights (stock warrants, stock rights); and other types traded in securities exchanges in the United States, except for commodities futures.

In addition, the following items may also be entered in the Securities File: Postal and other types of money orders, traveler's checks, warehouse receipts, savings certificates, and interest coupons on stocks and bonds.

Items which do not meet criteria for entry in the Securities File are as follows: Personal notes; bank drafts; cashier's checks; bank officer's checks; certified checks; personal checks; company checks; U. S. Treasury checks and other types of government checks (state and local); lost or stolen credit cards; gold or silver coins, ingots, and medals; gift certificates; and savings and checking account passbooks. Serialized food coupons (stamps and books), ingots, lottery tickets, and medals do not meet criteria for entry in the NCIC Securities File, but may be entered in the NCIC Article File.

1.2 Criteria for Entry in Securities File

Serially numbered identifiable securities which have been stolen, embezzled, or counterfeited may be entered into file if a theft report has been made.

1.3 Message Key (MKE) Codes

| <u>Message</u> | <u>Single Security MKE</u> | <u>Translation</u> |
|----------------|----------------------------|--------------------|
| Entry | ES | STOLEN SECURITY |
| Modify | MS | |
| Cancel | XS | |
| Inquiry | QS | |
| Test Inquiry | ZS | |
| Locate | LS | LOCATED SECURITY |
| Clear | CS | |

| <u>Message</u> | <u>Consecutively Serialized Group of Securities MKE</u> | <u>Translation</u> |
|----------------|---|--------------------|
| Entry | ESS | STOLEN SECURITIES |
| Modify | MSS | |
| Cancel | XSS | |
| Inquiry | QS | |
| Test Inquiry | ZS | |
| Locate | LSS | LOCATED SECURITIES |
| Clear | CSS | |

SECURITIES FILE
SECTION 1--INTRODUCTION

1.4.1 Retention Period for a Stolen Security Record

Unrecovered, stolen, embezzled, or counterfeited securities records except traveler's checks and money orders are retained in the NCIC Securities File for the balance of the year entered plus an additional four. Traveler's checks and money orders (type code: TC, PM and MO), are retained in file for the balance of the year entered plus two. Following these retention periods, Securities File records will be automatically removed at the next Securities File purge. For example, a securities record entered in 1980 other than a traveler's check or a money order record would be purged at the first Securities File purge in calendar year 1985. Agencies are not furnished a listing of their purged securities records.

An exception to record retention periods will occur in the event a serious error is detected in the record on file. See Introduction, Section 4.2.2, for complete procedural information concerning serious errors.

See Introduction, Section 4.9, for complete information concerning NCIC File reorganization and purge schedule.

1.4.2 Automatic Purge

A record which has been located will be automatically suppressed ten days after the date of location stored in the record. Those records that have been suppressed will be purged at the time of the next file realignment. Users will not be notified when located records have been purged.

1.5 Validations

Validation listings are prepared as of 0400 EDT on the first Friday in October. Validation printouts or tapes will first list all located securities records (MKE/LS, LSS, and ESS in which one or more than one but not all serial numbers have been located) followed by all other securities records (MKE/ES and ESS in which none of the serial numbers have been located).

1.6 Securities Record Message Field Codes and Edits

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|-------------------------------|-------------|--|
| Message Key | MKE | Must be valid message key as listed in Section 1.3. |
| Originating Agency Identifier | ORI | Must be a valid NCIC-assigned ORI. The first two characters must be alphabetic and must check with the line number for the state as assigned by the NCIC computer. |
| Type | TYP | Must be valid two-character alphabetic code as listed in the Code Manual, Part 5. |

SECURITIES FILE
SECTION 1--INTRODUCTION

1.6 Securities Record Message Field Codes and Edits (Continued)

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|---------------|-------------|--|
| Serial Number | SER | When message key is ES, must be one to 18 alphabetic and/or numeric characters; single zero only, run of zeros only, single alphabetic only, or run of alphabetic only, indicating that the security serial number is not known, cannot be used. When message key is ESS, single hyphen must separate the two numbers designating the lowest and highest serial numbers of the sequence; the two numbers must contain an equal number of characters not exceeding 18 in each number. Group record cannot include more than 100 consecutive serial numbers. Alphabetic characters only cannot be used. Any alphabetic(s) and its position must be constant in any two numbers used to denote a sequence. Rightmost numerics in the two numbers must establish consecutive sequence. Cannot enter as group record when serial numbers end in alpha "0". If TYP is FR, SER must be a minimum of nine or a maximum of ten characters. The first character must be an alphabetic A thru L. Positions two thru nine must be numeric. If the SER is ten characters, the tenth position must be an alphabetic A thru L. If TYP is FR and SER is nine characters, the MIS Field cannot be blank. If TYP is SB and DEN is: 10, first character of SER must be X; 25, first character of SER must be Q; 50, first character of SER must be L; 75, first character of SER must be K; 100, first character of SER must be C; 200, first character of SER must be R; 500, first character of SER must be D; 1000, first character of SER must be M; 5000, first character of SER must be V; 10000, first character of SER must be X; 100000, first character of SER must be W. In each case the last character of the SER must be A, B, C, D, E, F, G, H, J, or K. If TYP is SN and DEN is: 25, first character of SER must be Q; 50, first character of SER must be L; 75, first character of SER must be K; 100, first character of SER must be C. When "COUNTERFEIT" is first item in MIS Field, edits on SER do not apply. |

SECURITIES FILE
SECTION 1--INTRODUCTION

1.6 Securities Record Message Field Codes and Edits (Continued)

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|--------------|-------------|--|
| Denomination | DEN | <p>Must be one to nine numeric characters, "WR", or "Blank". If numerics are used, may include a hyphen. The first character may not be zero. If TYP is BC, DEN must be 1, 2, 5, 10, 20, 50, 100, 500, or 1000.</p> <p>If TYP is BL, DEN must be 1000, 5000, 10000, 15000, 50000, 100000, 500000, or 1000000.</p> <p>If TYP is FB, DEN must be 1, 2, 5, 10, 20, 50, or 100.</p> <p>If TYP is FR, DEN must be 1, 2, 5, 10, 20, 50, 100, 500, 1000, 5000, or 10000.</p> <p>If TYP is FR and the SDT is 1976, DEN must be 2.</p> <p>If TYP is GC, DEN must be 10, 20, 50, 100, 500, 1000, 5000, 10000, or 100000.</p> <p>If TYP is NB, DEN must be 5, 10, 20, 50, or 100.</p> <p>If TYP is RB, DEN must be 50, 100, 500, or 1000.</p> <p>If TYP is SB, DEN must be 10, 25, 50, 75, 100, 200, 500, 1000, 5000, 10000, or 100000.</p> <p>If TYP is SC, DEN must be 1, 2, 5, 10, 20, 50, 100, 500, or 1000.</p> <p>If TYP is SN, DEN must be 25, 50, 75, or 100.</p> <p>If TYP is TB, DEN must be 50, 100, 500, 1000, 5000, 10000, 100000, or 1000000.</p> <p>If TYP is TD or TN, DEN must be 1000, 5000, 10000, 100000, 1000000, or 500000000.</p> <p>If TYP is UN, DEN must be 1, 2, 5, 10, 20, 50, 100, 500, 1000, 5000, or 10000.</p> <p>When "COUNTERFEIT" is first item in MIS Field, edits on DEN Field do not apply.</p> |
| Issuer | ISS | <p>Must be one to 15 alphabetic and/or numeric characters. May include hyphen and no more than one intervening space between combinations of alphabetic and/or numeric characters. If TYP is BL, FB, FR, GC, NB, RB, SB, SC, SN, TB, TD, TN, UN, ISS must be "USTREASURY". If TYP is BC, ISS must be "CANADA". When "COUNTERFEIT" is first item in MIS Field, edits, on ISS Field do not apply.</p> |

SECURITIES FILE
SECTION 1--INTRODUCTION

1.6 Securities Record Message Field Codes and Edits (Continued)

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|------------------------|-------------|--|
| Owner | OWN | <p>Maximum of 40 characters, consisting of alphabets, one comma, hyphen(s), and space. If type is BC, FB, FR, GC, NB, SC, or UN, OWN must be "BEARER". When "COUNTERFEIT" is first item in MIS Field, edits on OWN Field do not apply.</p> |
| Social Security Number | SOC | <p>If filled, must be nine numeric characters not less than 001010001; first character cannot be 8 or 9; fourth and fifth characters cannot be 00. If TYP is BC, FB, FR, GC, NB, SC, or UN, SOC must be blank.</p> |
| Security Date | SDT | <p>If the SDT is filled, the first character can only be B, M, P, or 1. If the first character is B, the remainder of the field must be "LANK".</p> <p>If the first character is M or P, the second through seventh characters must be numeric and cannot be all zeros. If the TYP is BC, FB, FR, or NB, the first character must be 1, the second character must be 9 followed by two numerics or two numerics and one alphabetic.</p> <p>If TYP is FR, the third and fourth characters may only be 28, 34, 50, 63, 69, 74, 76, 77, or 81. If the third and fourth characters are 74 or 76, the SDT Field must end with the fourth character.</p> <p>If the third and fourth characters are 28 and the fifth character is used, it must be A, B, or C; if 34 and the fifth character is used, it must be A, B, C, or D; if 50 and the fifth character is used, it must be A, B, C, D, or E; if 63 and the fifth character is used, it must be A or B; if 69 and the fifth character is used, it must be A, B, C, or D; if 77 and the fifth character is used, it must be A.</p> <p>If the TYP is FR and the DEN is 2, the SDT can only contain the numerics 1976.</p> <p>If TYP is GC, SC, or UN, the SDT must be 4 numerics or 4 numerics and one alphabetic. For all other types, SDT if filled, must be six numerics representing month/day/year in that order; days cannot be greater than maximum for the month. When "COUNTERFEIT" is first item in MIS Field, edits on SDT Field do not apply.</p> |

SECURITIES FILE
SECTION 1--INTRODUCTION1.6 Securities Record Message Field Codes and Edits (Continued)

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|--------------------------------|-------------|---|
| Date of Theft | DOT | Must be six numeric characters representing month/day/year in that order. Cannot exceed date entered. |
| Originating Agency Case Number | OCA | Must be one to nine alphabetic and/or numeric characters. Must not contain a single zero only, a run of zeros only, the first seven characters of the ORI Field, or the word "NONE". |
| Miscellaneous | MIS | Maximum of 30 characters. The word "COUNTERFEIT" should be entered as the first item in the MIS Field of a counterfeit security entry. This causes an override of edits on the SER, DEN, ISS, OWN, and SDT Fields. |
| NCIC Number | NIC | A self-checking number consisting of an alphabetic character ("S" in the Securities File) followed by nine numeric characters which is automatically assigned by the NCIC computer to each accepted record. Must have valid check-digit when used to identify record in a subsequent transaction. |

1.7 Criteria For Rejecting Duplicate Records

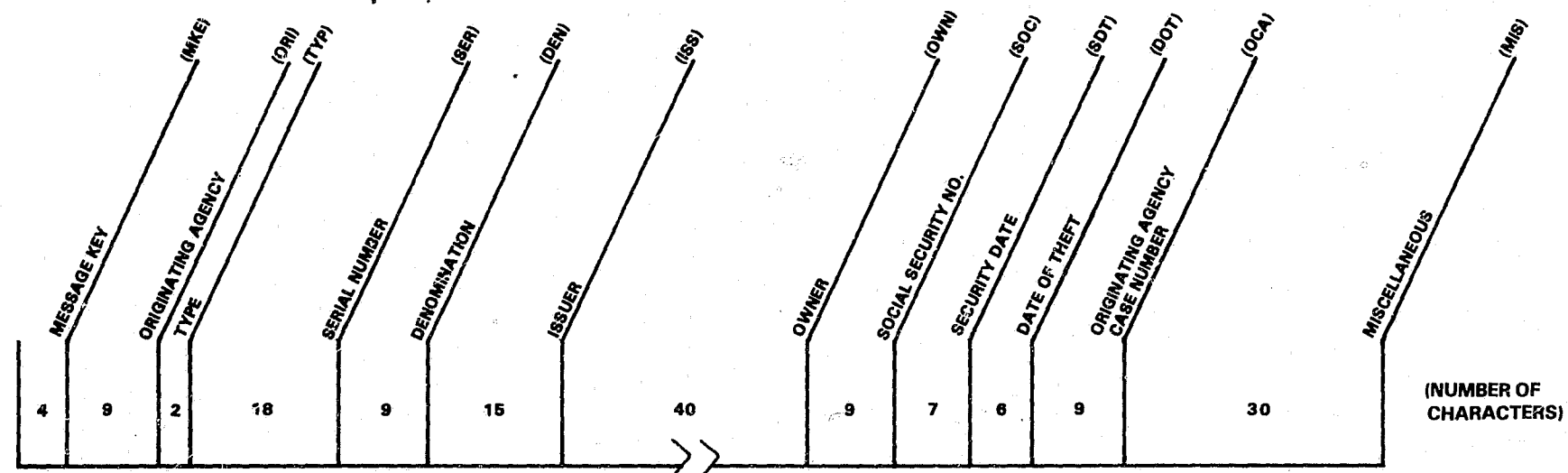
If the TYP, SER, DEN, OCA, and ORI Fields of a stolen securities entry message are the same as those field codes of a record already on file in NCIC, the second entry will be rejected with the message "REJ ON FILE".

Whenever the message "REJ ON FILE" is received, the record on file will also be transmitted.

A duplicate record will be accepted if the ORI in the second entry is different. In this case, the first entry will be furnished as a response to the second entry.

SECURITIES FILE

STOLEN/EMBEZZLED/COUNTERFEITED SECURITIES -- RECORD FORMAT



(NOT SHOWN IN TRUE SCALE TO CO(ISERVE SPACE)

(NUMBER OF CHARACTERS)

6-7
12-5-82

SECURITIES FILE
SECTION 2--ENTRY2.1.1 Example of a Currency Entry

ES.MD1012600.FR.D73610971C.10.USTREASURY.BEARER..1950D.120582222.ROBBERY-1971
FORD USED GETAWAY(EOT)

Acknowledgment:

MD1012600
NIC/S178628379 SER/D73610971C

2.1.2 Example of a Bond Entry

ES.MD1012600.BD.D30232.1000.CON EDISON.POWELL, JOSEPH..M100482.120582.2460.4-75
INT-LARCENY E W STONE(EOT)

Acknowledgment:

MD1012600
NIC/S178628175 SER/D30232

2.1.3 Example of a Treasury Bill Entry

ES.MD1012600.BL.115744A.10000.USTREASURY.MASON, JOHN HENRY..M031082.120582.
445761(EOT)

Acknowledgment:

MD1012600
NIC/S178628277 SER/115744A

2.1.4 Example of a U.S. Savings Bond Entry

ES.MD1012600.SB.D83907078E.500.USTREASURY.MASON, JOHN HENRY.505038888.P060180.
120582.3201.HOUSE BURG--OTHER BONDS TAKEN(EOT)

Acknowledgment:

MD1012600
NIC/S178628481 SER/D83907078E

2.2.1 Mandatory Fields of a Currency Entry

Information in parentheses is from the Federal Reserve Note example in Section 2.1.1 above. The following fields are mandatory to cause acceptance of a Federal Reserve Note entry in NCIC storage: message key (ES), originating agency identifier (MD1012600), type (FR), serial number (D73610971C), denomination (10), issuer (USTREASURY), owner (BEARER), security date (1950D), date of theft (120582), originating agency case number (222), and end of transmission character (EOT).

SECURITIES FILE
SECTION 2--ENTRY2.2.1 Mandatory Fields of a Currency Entry (Continued)

The mandatory fields for entry of all types of U.S. currency--Federal Reserve Bank Note, Federal Reserve Note, Gold Certificate, National Bank Note, Silver Certificate, and U.S. Note--as well as Bank of Canada (Canadian Notes) are the same as set forth in the preceding paragraph.

2.2.2 Mandatory Fields of a Security Entry Other Than Currency

Information in parentheses is from the U.S. Savings Bond entry example in Section 2.1.4. The following fields are mandatory to cause acceptance of a U.S. Savings Bond entry in NCIC storage: message key (ES), originating agency identifier (MD1012600), type (SB), serial number (D83907078E), denomination (500), issuer (USTREASURY), owner (MASON, JOHN HENRY), date of theft (120582), originating agency case number (3201), and end of transmission character (EOT).

The mandatory fields for entry of all types of securities other than U.S. and Canadian currency are the same as set forth in the preceding paragraph.

2.3 Additional Guidelines for Securities File Entries

The agency entering the record must account for all fields in the "Securities File--Record Format." Ensure that all available data called for by the record format are entered when the original entry is made. If information pertaining to a nonmandatory field is not known, place a period in the field to indicate that the information is unknown and proceed to the next field. Missing data obtained at a later time should be promptly added through the use of a "modify" message (MKE/MS).

For training and administrative purposes, agencies may enter test records into NCIC. The test record must contain 1) the letters "TEST" as the first four characters of the OCA Field; 2) the words "TEST RECORD" in the MIS Field; and 3) only fictitious names and numbers.

2.4 Type (TYP) Field

The code for each type of security is composed of two alpha characters as listed in the NCIC Code Manual.

To ensure accurate retrieval of information entered in the Securities File, use the TYP code which most precisely describes the item being entered. Use the general codes, such as BD (bond), MO (money order), and NT (note), for those securities which cannot be described more specifically.

2.5 Serial Number (SER) Field

The serial number must be a unique number identifying the stolen, embezzled, or counterfeited security.

If a serial number is represented by one character(s) over another character(s) (A/B), enter the numerator first immediately followed by the denominator without underscore or diagonal (slash) symbol (i.e., AB/BD would be entered as ABBD).

2.5 Serial Number (SER) Field (Continued)

Serial numbers composed of alphabetic, numerics, or a combination thereof, must be entered omitting spaces, hyphens, commas, and symbols. U.S. Savings Bond serial numbers begin with an alphabetic character and end with either one or two alphabetic characters. All of the alphabetic characters should be included in the Serial Number Field.

When an asterisk (*) symbol is an integral part of a serial number, as evident in some U.S. currency, it is not included in the Serial Number Field, rather an appropriate comment must be made in the Miscellaneous Field explaining the asterisk as part of the SER, e.g., ASTERISK SER.

Do not enter as a serial number any number typed on the certificate following the name of the owner. If the number typed after the name of the owner is the owner's Social Security number, include it in the SOC Field.

2.6 Denomination (DEN) Field

Place in the Denomination Field the amount of money represented by a security as indicated thereon. An amount which does not include a fraction of a dollar should be entered omitting the cents position; e.g., a money order for \$37.00 would be entered as 37. When the amount includes a fraction of a dollar, a hyphen should be used in place of a period (decimal); e.g., a money order for \$35.75 would be entered as 35-75.

The denomination of money orders stolen, or embezzled before they were issued by an appropriate authority and before amounts were indicated thereon should be entered as "BLANK" to indicate that the amount to be paid was not stated on the money order.

For the denomination of a stock certificate, enter the number of shares represented by the certificate, as these securities do not state an amount which can be used to denote denomination. Do not enter the par value (face value at the time the stock was issued) in the Denomination Field. If a stock certificate was stolen before it was properly executed, the word "BLANK" should be entered in the Denomination Field as the number of shares represented by the certificate would not be included thereon.

For rights and warrants enter in the Denomination Field the number of new securities which the document entitles the owner to purchase as stated in the document. When the number includes a fraction represented with a numerator and a denominator, a hyphen should be used to represent the slash(/); e.g., 4 3/8 would be shown as 4 3-8. When the number includes a fraction represented as a decimal, a hyphen should be used in place of the decimal point; e.g., 4.75 would be entered as 4-75.

Since warehouse receipts do not represent a value and may be issued for numerous types of warehouse items, in each instance include in the Denomination Field only the alpha characters "WR".

2.6 Denomination (DEN) Field (Continued)

Do not use commas, periods, decimal points, or dollar signs in the Denomination Field. Denomination should always be entered in numerical form except where entry of the word "BLANK" or alpha characters "WR" is appropriate.

The following are examples of entries in the Denomination Field:

| | |
|---|-------|
| \$5 Federal Reserve Note | 5 |
| \$37.50 money order | 37-50 |
| 100 shares stock certificate | 100 |
| \$1,000 Bond | 1000 |
| Money order stolen prior to issue | BLANK |
| Warehouse receipt | WR |
| Warrant representing right to purchase four shares of stock | 4 |

2.7.1 Issuer (ISS) Field

Enter in the Issuer Field the name of the company, agency, or organization printed on the security even if the security was stolen or embezzled before it was appropriately prepared or issued by an authorized person.

The issuer of U.S. currency and U.S. Treasury obligations (Treasury Bills, Bonds, and Notes; Treasury Certificates of Indebtedness; U.S. Individual Retirement Bonds; U.S. Retirement Plan Bonds; U.S. Savings Bonds; and U.S. Savings Notes) must be shown as USTREASURY (disregard the name of the bank or corporation which may have issued the document as an agent of the U.S. Government). The issuer of securities issued by other agencies of the U.S. Government should show the full name or a generally accepted abbreviation for that agency. Issuer of Bank of Canada Notes (Canadian currency) must be shown as CANADA.

When the issuer's name contains more than fifteen characters, the name should be abbreviated to fifteen characters. Abbreviations used in the financial pages of newspapers are acceptable and will serve as useful guidelines. In abbreviating words, use generally accepted abbreviations or contractions when feasible. In circumstances which involve names consisting of a large number of separate words, it may be desirable for purpose of recognition to utilize several letters of key words. To conserve space, words such as And, Assoc., Association, at, Co., Company, Corp., Corporation, Inc., Incorporated, Limited, of, or, The, etc., should not be included.

CONTINUED

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2.7.1 Issuer (ISS) Field (Continued)

The name of the state or a province in a corporate name which sets the name of the corporation apart from other corporations having similar names should be included where feasible; for example, Standard Oil Company (New Jersey), Standard Oil Company (Ohio), Standard Oil Company of California. See state and province abbreviations in Part 6 of the Code Manual. Commas and periods should not be used. Parentheses should be replaced with hyphens if punctuation is necessary. Initials may be included but with periods omitted. If initials constitute the full name, the name should be written without intervening spaces or periods.

2.7.2 Examples of Acceptable Abbreviations for Issuer Field

| <u>Full Name</u> | <u>Abbreviation</u> |
|--|---------------------|
| Allied Chemical Corp. | ALLIED CHEMICAL |
| American Express Company | AMERICAN EXPRES |
| Bank of America National Trust and Savings Association | BANK AMER NTS |
| Bank of New York | BK OF NEW YORK |
| Canadian Pacific Express Company | CANAD PACIF EXP |
| C. E. I. | CEI |
| Central National Bank of Cleveland | CNT NAT BK CLEV |
| Chicago, Illinois, Transit Authority | CG IL TRNS AUTH |
| The Deltona Corporation | DELTONA |
| Dominion Bankshares Corporation | DOMINION BKSHRS |
| Eastern Air Lines, Inc. | EASTERN AIR L |
| Equitable Savings & Loan Association | EQUITABLE S-L |
| Federal Home Loan Bank of New York | FHLB NY |
| First Union, Inc. | FIRST UNION |
| The First National City Bank of New York | 1ST NAT C BK NY |

2.7.2 Examples of Acceptable Abbreviations for Issuer Field (Continued)

| <u>Full Name</u> | <u>Abbreviation</u> |
|---|---------------------|
| General Electric Credit Corporation | GE CREDIT CORP |
| Honeywell, Inc. | HONEYWELL |
| Household Finance Corporation | HFC |
| International Business Machines Corporation | IBM |
| Investors Diversified Services, Inc. | IDS |
| Japan Air Lines | JAPAN AIR LINES |
| Johnson & Johnson | JOHNSON-JOHNSON |
| Kaiser Resources, Ltd. | KAISER RESOURCE |
| King County, Washington, Kent School District No. 415 | KING C KENT 415 |
| Louisiana-Pacific Corporation | LA-PACIFIC |
| Maryland National Bank | MD NAT BK |
| Northwestern Financial Corporation | NW FINANCIAL |
| OCE-Industries Inc. | OCE-INDUSTRIES |
| Pay Less Drug Stores Northwest, Inc. | PAY LS DRG S NW |
| Pyramid Derrick & Equipment Corp. | PYRMD DRK-EQUIP |
| Quaker Oats Co. | QUAKER OATS |
| Realty Income Trust | REALT INC TRUST |
| Republic National Bank of Dallas | REP N BK DALLAS |
| Rheem Manufacturing Company | RHEEM MFG |
| Standard Oil Company (New Jersey) | STANDARD OIL-NJ |

2.7.2 Examples of Acceptable Abbreviations for Issuer Field (Continued)

| <u>Full Name</u> | <u>Abbreviation</u> |
|-----------------------------------|---------------------|
| Suburban Propane Gas Corp. | SUBRBN PROP GAS |
| Thos. Cook and Son (Bankers) Ltd. | THOS COOK-BNKRS |
| Transcanada Pipelines | TRNSCANADA PIPE |
| U.S. Fidelity & Guaranty Co. | US FIDEL-GURNTY |
| Virginia National Bank | VA NAT BK |
| Western Union Corp. | WESTERN UNION |
| Youngstown Sheet & Tube Co. | YNGSTWN S-TUBE |
| Zenith Radio Corp. | ZENITH RADIO |

2.8 Owner (OWN) Field

The full name of the owner appearing on the face of the security is to be included if space in this field permits. Names of persons should be listed in the manner prescribed in Personal Descriptors, Part 4 of the NCIC Code Manual.

Most names can be listed in their entirety because 40 characters are allowed in this field. Names must be entered in this order: mandatory surname; mandatory comma; space (optional); mandatory first name or initial; space (include only if middle name or initial will follow); middle name(s) or initial(s) if any; mandatory space after each middle name or initial except last one; and suffix denoting seniority (Jr., II, etc.) if any. Incorrect placement or omission of the comma will result in a negative response to inquiries on the name. If more than one comma is used when entering the name, the message will be rejected.

If the owner is not a person but a company, bank, brokerage house, etc., list the full name in the same order as it appears on the documents; however, the following words and symbols should not be included:

| | | | | |
|---------|--------------|---------|---|----------|
| and | Corporation | Limited | & | () |
| Co. | Inc. | of | ' | / |
| Company | Incorporated | S.A. | . | (other |
| Corp. | Ltd. | the | - | symbols) |

If the owner's name exceeds the allotted 40 characters, write the name out to the maximum extent possible. This may result in eliminating a part of a word or several words. For example, First National Bank of San Gregorio, California, would be entered as FIRST NATIONAL BANK SAN GREGORIO CALIFOR; Bank of America National Trust and Savings Association would be entered as BANK AMERICA NATIONAL TRUST SAVINGS ASSO.

2.8 Owner (OWN) Field (Continued)

The word "BEARER" must be entered for all types of currency--Bank of Canada (Canadian Note), Federal Reserve Bank Note, Federal Reserve Note, Gold Certificate, National Bank Note, Silver Certificate, and U.S. Note. "BEARER" must also be entered in the Owner Field when the name of owner is not set out on the face of the security because the security was not designed to include a specific owner's name or when the security contains the words "Payable to Bearer." The word "BLANK" should be entered when the security was stolen or embezzled before the appropriate space provided for name of owner was filled.

When co-owners (two owners) are listed on the security, use only the name of the first person listed even if deceased. A title(s) such as "Mr.", "Mr. or Mrs.", "Mr. and Mrs.", "Dr.", "Dr. or Mrs.", "Dr. and Mrs.", etc., is not to be included except when it is necessary to differentiate a wife's identity from that of her husband in which case the title Mrs. would be included, e.g., SWANSON, ROBERT D MRS. Disregard the name of a person (or organization) identified as beneficiary or to whom security is payable on death (P.O.D.).

The name of the person or company holding a traveler's check at the time of theft or embezzlement should be entered in the Owner Field even though this information is not indicated on the face of the document. This situation would occur when the purchaser of the traveler's check had cashed it or used it to make a purchase. In this event the name appearing on the traveler's check should be included in the Miscellaneous Field to assist in its identification.

Similarly, the person in possession of a money order at the time of theft or embezzlement should be identified as the owner even though his name does not appear on the document. This situation would occur when the purchaser of a money order had filled in the payee line thereon but had not turned the money order over to the person or company to whom payment is to be made. In this instance the name of the payee should be placed in the Miscellaneous Field to further identify the money order.

2.9 Social Security Number (SOC) Field

If the name of the owner appears on the security, the Social Security number of the owner should be entered at the earliest opportunity in the SOC Field (a searchable field) for positive identification. If the Social Security number does not appear on the security, the SOC should be readily obtainable from the owner, the issuer, the transfer agent, or the owner's broker or investment company.

When co-owners are listed on the security, use only the SOC of the first person if available.

When the owner of the security is not a person but is a corporation, foundation, etc., the owner will have no Social Security number, and no entry should be made in the SOC Field.

SECURITIES FILE
SECTION 2--ENTRY2.9 Social Security Number (SOC) Field (Continued)

Entries of U.S. Savings Bonds and U.S. Savings Notes should include the Social Security number if this data is available. Each U.S. Savings Bond issued after December 1973 is required by law to have the Social Security number of the first-named owner printed on the face of the bond.

If the security does not list the name of the owner (e.g., a "bearer" bond or currency) or the security was stolen before it had been executed by an appropriate authority, place a period in the SOC Field.

2.10.1 Security Date (SDT) Field for Currency

In entering currency, the series year (four numeric characters and any alphabetic character suffix) must be included in the SDT Field. (See SDT edits Section 1.6). The series year is found on the face of U.S. currency following the word "SERIES" for example, "SERIES 1963A" would be entered as "1963A".

For Bank of Canada Notes (currency) enter the year which follows the word "OTTAWA" on the face centered immediately under the black bar on which is written "BANK OF CANADA-BANQUE DU CANADA," e.g., "1954." For NCIC purposes this date will be referred to as the "series year."

The alphabetic character M or P is not to be prefixed to the series year of U.S. currency or Canadian notes, as is done when entering the maturity or issue date of other securities.

2.10.2 Security Date (SDT) Field for Securities Other Than Currency

Several dates may appear on a security. For NCIC purposes, however, maturity date (due date) or issue date should be placed in the SDT Field.

When maturity date appears, the date entered in the SDT Field should be preceded by the alphabetic character M, e.g., M011283 for the maturity date January 12, 1983. When issue date appears, the date entered should be preceded by the alphabetic character P, e.g., P051380 for the issue date May 13, 1980.

Securities such as bonds, debentures, notes, and other certificates acknowledging debt usually set out a specific date when they become payable to the owner (maturity date). Maturity date is to be entered in the SDT Field when it appears on the security.

Certain securities such as stock certificates represent shares of ownership in a corporation and as such have no maturity date. Others, such as traveler's checks, are documents that can be cashed if appropriately signed or endorsed. For such securities, the date prepared or issued should be entered as issue date.

SECURITIES FILE
SECTION 2--ENTRY2.10.2 Security Date (SDT) Field for Securities Other Than Currency (Continued)

If a money order was stolen before it was issued and no issue date appears thereon, the word "BLANK" is to be entered in the SDT Field. An agency inquiring upon a recovered money order of the same serial number, that has a date of issue, will retrieve a record that contains the word "BLANK" in the SDT Field. In this case, the inquiring agency can assume that the date of issue was added by an unauthorized individual.

2.11.1 Interest Rate in the Miscellaneous (MIS) Field

Whenever an interest rate is shown on a security, it should be included as the first item in the Miscellaneous Field followed by the alphabetic characters INT or INTEREST unless the security is counterfeit in which case the word "COUNTERFEIT" should be entered first (see 2.11.2 below).

If two interest rates are set out, with one relating to one period (such as quarterly or annually) and a second relating to a second period, use the first figure only.

Enter an interest rate which is a mixed fractional figure omitting a percent sign, underscore, or diagonal (slash) symbol; for example, 4 1/8% would be entered 4 1-8 INT; 4 1/2%, would be entered 4 1-2 INT. If interest is a whole number, enter only the whole number, omitting the percent sign, decimal point, and zeros (if omission of zeros does not change the value of the figure); for example 4% would be entered 4 INT.

Enter interest which is written as dollar amount or as decimal rate by substituting a hyphen for the decimal point and omitting the percent sign; for example, 4.75% would be entered 4-75 INT; \$4.25 would be entered 4-25 INT; and \$4.00 would be entered 4 INT.

2.11.2 COUNTERFEIT in the Miscellaneous (MIS) Field

When a counterfeit security is entered in file, the word "COUNTERFEIT" should be entered as the first item in the MIS Field which will release the edits on the Serial Number, Denomination, Issuer, Owner, and Security Date Fields.

In entering counterfeit U.S. currency, include in the MIS Field the face plate number and the back plate number of each bill if they appear on the currency. The face plate number will be found on the right side of the face of the bill (the side with the portrait and printed in black ink) above and slightly to the left of the lower right-hand denomination numeral on the white background inside and close to the lacy border ornamentation. It will consist of a prefix alphabetic character and one or more numeric characters. The back plate number consists of one or more numeric characters which will be found on the right side of the back of the bill (the side printed in green ink) on the white background inside and close to the lacy border ornamentation to the right and in some instances below the center of the bill.

SECURITIES FILE
SECTION 2--ENTRY

2.11.2 COUNTERFEIT in the Miscellaneous (MIS) Field (Continued)

When entering counterfeit Bank of Canada notes, include in the MIS Field the face plate number and back plate number of each note if they appear. These numbers are extremely small. Close inspection of the note with a magnifying glass may be required to identify them. The face plate number is located inside the lacy border ornamentation and immediately above and to the far left of the engraved black bar which extends the full width of the face (portrait side) of the note between the borders and on which is inscribed "BANK OF CANADA-BANQUE DU CANADA." It will consist of one or more numeric characters which will be found in one of a variety of locations in the light area immediately adjoining the lacy border ornamentation in the lower half of the note. The Canadian \$1 note back plate number is located approximately 5/8 inch to the right of the inside edge of the left border and immediately above the bottom border. The Canadian \$5 note back plate number is located approximately 1/8 inch to the left of the inside edge of the right border at its juncture with the diagonal line made by the border in the lower right-hand corner.

To conserve space, the following abbreviations may be used to indicate that the plate number is a face plate or back plate number.

face plate number FP
back plate number BP

A Miscellaneous Field entry for a counterfeit bill (note) might read:

COUNTERFEIT FP A123 BP 345(EOT)

2.11.3 Additional Descriptors in the Miscellaneous (MIS) Field

Significant information not called for by specific fields in the Securities File format may be entered in the MIS Field. Additional information should be entered in the MIS Field when it would be helpful to an inquiring agency for positive identification (e.g., other securities taken during same robbery not recovered) or would more fully describe the securities being entered. For example, a large corporation may issue many kinds of securities which are not identical but are similar in many respects. In such instances descriptive terms such as "convertible," "cumulative," "series A," "sinking fund," "senior," or "collateral trust" would be of assistance to the inquiring agency in assuring positive identification. Necessary descriptive terms ordinarily appear prominently on securities.

The originating agency may wish to enter the city or location of theft, the identity of the agency or branch office from which the security was taken, or nature of the offense.

Bait money (prerecorded currency) is Federal Reserve Notes that have been marked to identify stolen money as evidence against a robber. "BAIT MONEY" should be entered as the first item in the MIS Field when used.

In a case in which the ORI believes that notification each time its record is "hit" will provide investigative leads, regardless of whether the location of the security is known, the entering agency should place the code NOAH (Notify ORI of All Hits) in the MIS Field.

SECURITIES FILE
SECTION 2--ENTRY

2.11.4 Suggested Abbreviations for Use in the Miscellaneous (MIS) Field

| <u>Term</u> | <u>Abbreviation</u> |
|------------------|---------------------|
| Adjustment | ADJ |
| Assumed | ASD |
| Bearer | BRR |
| Bond | BD |
| Callable | CALL |
| Capital | CAP |
| Certificate | CTF |
| Collateral Trust | CT |
| Common | COM |
| Consolidated | CONSOL |
| Contingent | CONTGT |
| Convertible | CV |
| Coupon | CPN |
| Cumulative | CUM |
| Debenture | DB |
| Debenture Bond | DBB |
| Dividend | DIV |
| Equipment | EQ |
| Equipment Trust | ET |
| First | 1ST |
| General | GEN |
| Guaranteed | GTD |
| Improvement | IMP |
| Income | INC |
| Indebtedness | IND |

SECURITIES FILE
SECTION 2--ENTRY2.11.4 Suggested Abbreviations for Use in the Miscellaneous (MIS) Field (Continued)

| <u>Term</u> | <u>Abbreviation</u> |
|---------------------------|---------------------|
| Interest | INT |
| Issue | ISS |
| Joint | JT |
| Junior | JR |
| Maturity | MAT |
| Mortgage | MTG |
| Municipal | MUN |
| Noncumulative | NONCUM |
| Nonvoting | NV |
| Ordinary | ORD |
| Par Value | PV |
| Participating | PART |
| Participating Certificate | PARTCTF |
| Percent | PCT |
| Preference | PREF |
| Preferred | PFD |
| Principal | PRIN |
| Redeemable | RDBLE |
| Refunding | REF |
| Registered | REG |
| Revenue | REV |
| Right | RT |
| Second | 2ND |
| Secured | SECD |
| Senior | SR |

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SECTION 2--ENTRY2.11.4 Suggested Abbreviations for Use in the Miscellaneous (MIS) Field (Continued)

| <u>Term</u> | <u>Abbreviation</u> |
|--------------|---------------------|
| Serial | SRL |
| Series | SER |
| Sinking Fund | SF |
| Subordinated | SUB |
| Unsecured | UNSECD |
| Voting | VTG |
| Warrant | WAR |

2.12 Additional Guidelines for Entry in Securities File

The issue date of each U.S. Savings Bond appears in the upper right-hand corner on the face side. The issue day is always the first day of the month in which the bond was issued. The month and year of issue follow the wording, "Issue Date Which is the first day of." When the issue date is entered in the Security Date (SDT) Field, it must be preceded by the alphabetic P, e.g., P120582.

A person whose U.S. Savings Bond(s) has been stolen should file a claim with the Bureau of Public Debt. The claim may be made by informal letter and should include the following data if available: (1) the name that appears as the first owner; (2) The Social Security number of the first owner; (3) the address of the first owner; (4) the denomination; and (5) the serial number. Information concerning a stolen bond which is needed for entry in NCIC may also be obtained from the Bureau of Public Debt. Letters should be addressed to: Bureau of Public Debt, 200 3rd Street, Parkersburg, West Virginia 26101.

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SECURITIES FILE
SECTION 3--MODIFICATION3.1 When to Use a Modification Message

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active Securities File record. A Securities File record cannot be modified if the record is in a located status (MKE/LOCATED SECURITY).

3.2 Example of a Single Security Record Modification

MS.MD1012600.NIC/S178628481.OCA/3201.SER/D83907068E(EOT)

Acknowledgment:

MD1012600
MODIFY NIC/S178628481

The above modification example contains: message key (MS), originating agency identifier (MD1012600), two record identifiers (NIC/S178628481 and OCA/3201), the field being modified and the modification (SER/D83907068E), and end of transmission character (EOT).

3.3 Identification of a Record to Be Modified

Record to be modified must be identified by NCIC number and originating agency case number in that order, or serial number and originating agency case number in that order, preceded by the proper message field codes. In the above example, the identifiers are NCIC number and originating agency case number.

SECURITIES FILE
SECTION 4--CANCELLATION4.1 When to Use a Cancellation Message

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is utilized when it is determined that the record is invalid, for example, a record that is the result of a theft report which subsequently proves to be fictitious or false.

4.2 Example of a Single Security Record Cancellation

XS.MD1012600.NIC/S178628379.OCA/2222.120582(EOT)

Acknowledgment:

MD1012600
CANCEL NIC/S178628379

The above cancellation example contains: message key (XS), originating agency identifier (MD1012600), two record identifiers (NIC/S178628379 and OCA/2222), date of cancellation (120582), and end of transmission character (EOT).

4.3 Identification of Record to Be Canceled

Record to be canceled must be identified by NCIC number and originating agency case number in that order, or serial number and originating agency case number in that order, preceded by the proper message field codes. Cancellation date (which must be current date) must follow the two record identifiers.

SECURITIES FILE
SECTION 5--INQUIRY5.1 Example of an Inquiry with Negative and Positive Single Security Record Responses

An inquiry on a security gives access to single as well as group records in the Securities File.

QS.WA1230000.TYP/BD.SER/D30232.DEN/1000.ISS/CON EDISON(EOT)

Negative response:

WA1230000
NO RECORD SER/D30232 TYP/BD DEN/1000

The above inquiry example contains: message key (QS), originating agency identifier (WA1230000), type (TYP/BD), serial number (SER/D30232), denomination (DEN/1000), issuer (ISS/CON EDISON), and end of transmission character (EOT).

Positive response:

WA1230000
MKE/STOLEN SECURITY
ORI/MD1012600 TYP/BD SER/ D30232 DEN/ 1000
ISS/CON EDISON OWN/POWELL, JOSEPH SDT/M100480 DOT/120582
OCA/ 2460
MIS/4-75 INT-LARCENY E W STONE
NIC/S178628175
ORI IS ANY CITY PD MD
IMMED CONFIRM RECORD WITH ORI

5.2 Requirements for Inquiry

An inquiry of the Securities File should include type, serial number, and denomination. Issuer should be included for securities other than U.S. Treasury issues and currency. When all of this information is not available, an inquiry may be made by owner, by owner and type, by owner and originating agency case number, or by Social Security number only. Inquiries may be made using the NIC number only, if available.

"Bearer", "blank", "unknown", "unk", and "unkn" are not to be used as names of owners for purposes of inquiry. Such inquiries will be rejected.

5.3 Additional Guidelines for Inquiries

An inquiry containing BLANK in the DEN Field will pull only records that are entered with the word BLANK in the DEN. However, if an inquiry on a security includes a DEN having a face value (e.g., 50 or 28-75), the records pulled could have a matching DEN or DEN/BLANK.

SECURITIES FILE
SECTION 5--INQUIRY5.4 Additional Guidelines for Inquiries (Continued)

An inquiry containing type (TYP) data will limit the search to those security entries having the same type code or type code "AO". Use of "AO" pulls any record having a matching SER and DEN, regardless of the type code in the record.

An inquiry containing only Social Security number (SOC), or owner (OWN) and type (TYP), may result in multiple responses if the victim's loss involved numerous securities. It is also important to remember that the search of the Owner Field involves the Soundex process used in the Missing Person and Wanted Person Files Name Field and therefore multiple responses may result (see Introduction Section 4.7.1).

An asterisk must not be used in the Serial Number (SER) Field in an inquiry.

When a positive response to an inquiry results in multiple hits with the caveat "ADDITIONAL HITS AVAILABLE, CONTACT NCIC CONTROL IF NEEDED", the information NCIC Control needs to retrieve these additional hits from the Securities File is serial number, type, and denomination; owner and type; or Social Security number only. NCIC Control may be contacted through NLETS addressed to ORI/DCFBWA00 or telephone number 202-324-2619.

5.5 Procedures for Handling a Hit

An NCIC hit may not be probable cause to arrest. A hit confirmed with the originating agency may be adequate grounds to recover a security(s).

When an agency receives a record(s) in response to an NCIC inquiry and the whereabouts of the security inquired upon is known and the security inquired upon appears to be identical with one or more of the records, the agency that can seize the security must contact the ORI of each record possibly identical with the security in question to confirm the hit(s) prior to seizing the security.

When an agency receives a record(s) in response to an NCIC inquiry and the whereabouts of the security inquired upon is not known, the hit(s) should not be confirmed. However, if the code NOAH (Notify ORI of all hits) is in the Miscellaneous Field of a record, contact the ORI of the record and furnish details concerning the inquiry.

The NCIC Advisory Policy Board has approved procedures whereby system discipline requirements for hit confirmation response are outlined and failure to comply can be identified. These procedures are as follows:

1. Upon receipt of a hit confirmation request, the originating agency (ORI) of the record must within ten minutes furnish a substantive response, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.
2. A requesting agency not receiving a substantive response within ten minutes should generate a second request.

5.5 Procedures for Handling a Hit (Continued)

3. If the agency generating the second request again fails to receive a substantive response within ten minutes, the agency will then generate a message to its own control terminal and the control terminal of the agency that originated the record with a copy to be sent to FBI NCIC, ORI/DCFBIWAOO. No action will be taken by FBI NCIC unless the two control terminal officers cannot resolve the matter.
4. The control terminal officer, or his designee, of the originating agency will institute appropriate action to ensure proper response and compliance to system standards and this may include the canceling of records. Failure on the part of any control terminal to ensure such compliance will be brought to the attention of the Advisory Policy Board by FBI NCIC.

"To confirm the hit" means to verify that the theft report is still outstanding and the security inquired upon is identical to the security described in the record and to obtain information concerning return of the security to the rightful owner.

An agency that, following confirmation of a hit(s), recovers a security that is indexed in NCIC, except the agency whose ORI is stored in the record, must transmit a locate message for each record that was hit and confirmed with the ORI of the record. See Part 6, Section 6, for locate procedures.

6.1 What Agency Must Use a Locate Message

Any agency that recovers a security which is indexed in NCIC except the agency that entered the record must place a locate message on the active security record(s). When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen security(s) must contact the ORI of each record possibly identical with the security in question to confirm the hit(s). Following confirmation with the originating agency(s), a locate message must be transmitted for each record on file for the security.

6.2 Example of a Locate Message for a Single Security Record

LS.WA1230000.NIC/S178628481.OCA/3201.120582.48703(EOT)

Acknowledgment:

WA1230000
LOCATE NIC/S178628481

The above locate example contains: message key (LS), recovering agency's identifier (WA1230000), two record identifiers (NIC/S178628481 and OCA/3201), date of recovery (120582) recovering agency's case number (48703), and end of transmission character (EOT).

When a locate is transmitted for a Securities File record, the message key translation changes from "STOLEN SECURITY" to "LOCATED SECURITY" and the date of recovery, recovering agency's ORI, and recovering agency's case number replace the Miscellaneous Field data in the record.

6.3 Identification of Single Security Record to Receive Locate

Record to be located must be identified by NCIC number and originating agency case number in that order, or serial number and originating agency case number in that order, with each data element preceded by the proper message field code. Note that the originating agency case number (OCA) used as an identifier is the OCA of the agency that entered the record. This OCA is contained in the NCIC response to the recovering agency's inquiry.

6.4 Locate Procedure for a Single Security Record

Following the two record identifiers, date of recovery and recovering agency's case number are next entered in that order and without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected. The recovering agency's case number should be entered as this will ensure that complete recovery information is in the record.

7.1 When to Use a Clear Message

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency recovering the security is the agency that entered the record.
2. When the agency that entered the record is officially advised that the security has been recovered by another agency.

7.2 Example of a Clear Message for a Single Security Record

CS.MD1012600.NIC/S178628481.OCA/3201.120582.WA1230000.48703(EOT).

Acknowledgment:

MD1012600
CLEAR NIC/S178628481

The above clear example contains: message key (CS), originating agency identifier (MD1012600), two record identifiers (NIC/S178628481 and OCA/3201), date of recovery (120582), the recovering agency's identifier (WA1230000), the recovering agency's case number (48703), and end of transmission character (EOT).

7.3 Identification of Record to Be Cleared

Record to be cleared must be identified by NCIC number and originating agency case number in that order, or serial number and originating agency case number in that order, with each data element preceded by the proper message field code. Note that the originating agency case number (OCA) used as an identifier is the OCA of the agency that entered the record.

7.4 Clear Procedure if Security Recovered by Agency That Entered Record

If the agency that entered the record recovers the security, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Thus, the message in the above example would end after 120582.

7.5 Clear Procedures if Security Recovered by Agency Other Than ORI

If an agency other than the ORI of the record recovers the security, using the following procedures will ensure that the cleared record contains complete recovery data (date of recovery, recovering agency's identifier, and recovering agency's case number).

1. If the record being cleared is in a located status (MKE/LOCATED SECURITY) only the date of recovery must be entered following the two record identifiers. Thus, the message in Section 7.2 would end after 120582.
2. If the record being cleared is in an active status (MKE/STOLEN SECURITY), the date of recovery followed by the locating agency's identifier and the locating agency's case number in that order without field codes must be entered after the two record identifiers. See message in Section 7.2.

8.1 Example of a Consecutively Serialized Group of Securities Entry

ESS.MD1012600.TC.DD99888970-DD99888985.20.AMERICAN EXPRES.SMITHSON, JEROME HENRY.
525027777.P093080.120582.3199.OWNERS POCKET PICKED WHEATON(EOT)

Acknowledgment:

MD1012600
NIC/S179633573 SER/DD99888970-DD99888985

8.2 Mandatory Fields of a Consecutively Serialized Group of Securities Entry

Information in parentheses is from the above example. The following fields are mandatory to cause acceptance of a consecutively serialized group of securities entry into NCIC storage: message key (ESS), originating agency identifier (MD1012600), type (TC), serial numbers (DD99888970-DD99888985), denomination (20), issuer (AMERICAN EXPRES), owner (SMITHSON, JEROME HENRY), date of theft (120582), originating agency case number (3199), and end of transmission character (EOT). The Security Date Field is also mandatory if the consecutively serialized group entry is for currency.

8.3 Additional Guidelines for Entering a Consecutively Serialized Group of Securities Record

The only differences between a consecutively serialized group of securities entry and a single security entry are the message key (ESS) and the insertion of the consecutive serial numbers in the Serial Number Field. The beginning and ending serial numbers of the sequence must have a hyphen separating the two numbers. The NCIC computer will accept two serial numbers containing an equal number of characters, not exceeding 18 characters in each number, when the numbers are separated by a hyphen, message key code ESS is used, and the consecutive sequence does not exceed a total of 100 serial numbers.

Serial numbers in a group entry must be numerically consecutive, and the right-most numerics in the two numbers must establish the consecutive sequence. This is illustrated in the following examples:

| | |
|-----------------|-------------------|
| 5387621-5387692 | ABC6782-ABC6808 |
| 5382961-5382968 | ABC67C53-ABC67C68 |
| 1235BD-1274BD | AB6782C-AB6808C |

Numbers composed of alphabetic characters only cannot be used. Alphabetic characters may be present as a prefix, suffix, or intermixed with numeric characters; however, any alphabetic(s) and its position must be constant in any two numbers used to denote a sequence.

Do not enter a consecutively serialized group of stolen securities with serial numbers having a common suffix containing the alphabetic "0". The NCIC computer automatically changes the alphabetic "0" to the numeric zero ("0") which will result in an alphabetic "0" in the suffix being incorrectly treated as the rightmost numeric character.

SECURITIES FILE
SECTION 8--ENTRY OF CONSECUTIVELY SERIALIZED
GROUP OF SECURITIES RECORD

8.3 Additional Guidelines for Entering a Consecutively Serialized Group of Securities Record (Continued)

When a group of consecutively serialized securities are correctly entered, the NCIC computer automatically generates one NCIC number for the group record.

If more than 100 securities are to be entered, additional group entries must be made. Inclusion of more than 100 securities in one group entry will result in the entry being rejected. Thus, a group of stolen securities bearing serial numbers A526800-A526952 would have to be entered in two separate entries. See examples below:

ESS,MD1012600,TC,A526800-A526899,20.AMERICAN EXPRES.MARYLAND NATIONAL BANK..
BLANK,120582,3140,SEE SER/A526900(EOT)

ESS,MD1012600,TC,A526900-A526952,20.AMERICAN EXPRES.MARYLAND NATIONAL BANK..
BLANK,120582,3140,SEE SER/A526800(EOT)

SECURITIES FILE
SECTION 9--MODIFICATION OF CONSECUTIVELY SERIALIZED
GROUP OF SECURITIES RECORD

9.1 Example of a Consecutively Serialized Group of Securities Record Modification

MSS,MD1012600,NIC/S180195026,OCA/3199,ISS/1ST NAT C BK NY(EOT)

Acknowledgment:

MD1012600
MODIFY NIC/S180195026

The above group record modification example contains: message key (MSS), originating agency identifier (MD1012600), two record identifiers (NIC/S180195026 and OCA/3199), the field being modified and the modification (ISS/1ST NAT C BK NY), and end of transmission character (EOT).

9.2 Identification of Group Record to Be Modified

Group record to be modified must be identified by NCIC number and originating agency case number in that order, or serial numbers and originating agency case number in that order, preceded by the proper message field codes. In the example above, the identifiers are the NCIC number and originating agency case number.

9.3 Additional Guidelines for a Group Record Modification

When serial numbers are used as an identifier for a consecutively serialized group record, the lowest and highest of all serial numbers appearing in the existing group record, including any numbers shown in a located status, must be used. For example, if a record in file was entered with the serial numbers DD99888977-DD99888985, serial numbers DD99888979-DD99888982 are in a located status, and serial numbers DD99888977 and DD99888978 have been cleared or canceled, the serial numbers used to identify the record would be DD99888979-DD99888985.

The modification message for a consecutively serialized group of securities is formatted the same way as a single security modification; that is, the field(s) being modified follows the two record identifiers.

Except for the Serial Number Field, all fields in a group securities record may be changed by a modification message (MKE/MSS). However, a group securities record that is in a located status (MKE/LOCATED SECURITIES) cannot be modified.

Serial numbers of a consecutively serialized group record cannot be changed through use of a modification message. Any error which relates to the serial numbers in the record must be corrected by canceling the existing group record and making a new entry.

Errors discovered subsequent to a group record entry which concern one or more, but not all, of the securities in a group record, for example, one half of a group of traveler's checks having a different issue date than the other half, cannot be corrected with a modification message. In such a case it is necessary to cancel the original group entry and make correct entries, single or group, depending on the situation.

SECURITIES FILE
SECTION 10--CANCELLATION OF CONSECUTIVELY SERIALIZED
GROUP OF SECURITIES RECORD

10.1 When to Use a Cancellation Message

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid, for example, a record that is the result of a theft report which subsequently proves to be fictitious or false. Also, as explained in Section 9.3, a cancellation message must be used in place of a modification message when making certain types of corrections to a group record.

10.2 Canceling Consecutively Serialized Group Records

Three different methods of canceling consecutively serialized group records are employed. The three methods cover the following situations:

1. Canceling all securities in a group record.
2. Canceling more than one, but not all securities, in a group record.
3. Canceling a single security in a group record.

10.3.1 Example of Canceling All Securities in a Group Record

XSS.MD1012600.NIC/S180195026.OCA/3199.120582(EOT)

Acknowledgment:

MD1012600
CANCEL NIC/S180195026

The above cancellation example contains: message key (XSS), originating agency identifier (MD1012600), two record identifiers (NIC/S180195026 and OCA/3199), date of cancellation (120582), and end of transmission character (EOT).

10.3.2 Identification of Group Record When Canceling All Securities

Group record to be canceled must be identified by two identifiers preceded by the proper message field codes. The serial numbers and originating agency case number may be used. The lowest and highest serial numbers of the consecutively numbered group of items being canceled must be used. Where there are any breaks in the consecutive order of the serial numbers, separate cancel messages must be sent. However, it is recommended that the NCIC number and originating agency case number be used when the entire group record is to be canceled (see example above). This procedure can be used even if there are any breaks in the consecutive order of the serial numbers. Cancellation date (which must be current date) must follow the two record identifiers.

SECURITIES FILE
SECTION 10--CANCELLATION OF CONSECUTIVELY SERIALIZED
GROUP OF SECURITIES RECORD

10.4.1 Example of Canceling More Than One, But Not All Securities, in a Group Record

XSS.MD1012600.SER/DD99888970-DD99888976.OCA/3199.120582(EOT)

Acknowledgment:

MD1012600
CANCEL SER/DD99888970-DD99888976

The above cancellation message contains: message key (XSS), originating agency identifier (MD1012600), two record identifiers (SER/DD99888970-DD99888976 and OCA/3199), date of cancellation (120582), and end of transmission character (EOT).

10.4.2 Identification of Group Record When Canceling More Than One, But Not All Securities

Group record containing securities to be canceled must be identified by the serial numbers of the items being canceled and originating agency case number in that order, preceded by the proper message field codes (see example above). The lowest and highest serial numbers of the consecutively numbered items being canceled must be used. Where there are any breaks in the consecutive order of the serial numbers, separate cancel messages must be sent. Cancellation date (which must be current date) must follow the two record identifiers.

Do not use the NCIC number and originating agency case number to identify the record as this will result in cancellation of the entire group record.

10.5.1 Example of Canceling a Single Security in a Group Record

XSS.MD1012600.SER/DD99888979-DD99888979.OCA/3199.120582(EOT)

Acknowledgment:

MD1012600
CANCEL SER/DD99888979-DD99888979

The preceding cancellation example contains: message key (XSS), originating agency identifier (MD1012600), two record identifiers (SER/DD99888979-DD99888979 and OCA/3199), date of cancellation (120582), and end of transmission character (EOT).

10.5.2 Identification of Group Record When Canceling a Single Security

Group record containing a single security to be canceled must be identified by the serial number of the item being canceled (serial number repeated as if it represented a range of numbers) and the originating agency case number in that order, preceded by the proper message field codes (see example). Cancellation date (which must be current date) must follow the two record identifiers.

Do not use the NCIC number and originating agency case number to identify the record as this will result in cancellation of the entire group record.

SECURITIES FILE
SECTION 11--INQUIRY OF CONSECUTIVELY SERIALIZED
GROUP OF SECURITIES RECORD

11.1 Example of an Inquiry with Group Record Response

An inquiry on a security may result in a single record positive response or a group record positive response, depending on the manner in which the entry was made.

Only one serial number may be included in the Serial Number Field of any inquiry of the Securities File, for example:

QS.WA1230000.TYP/TC.SER/DD99888977.DEN/20.ISS/AMERICAN EXPRES(EOT)

The following is a typical response which illustrates the format of an active group record in which some of the securities have been located, cleared, or canceled prior to the inquiry.

WA1230000
MKE/STOLEN SECURITIES
ORI/MD1012600 TYP/TC DEN/ 20 ISS/AMERICAN EXPRES
OWN/SMITHSON, JEROME HENRY SOC/525027777 SDT/P093080 DOT/120582
OCA/ 3199 MIS/OWNERS POCKET PICKED WHEATON
NIC/S179633578
ORI IS ANY CITY PD MD
SER/DD99888977-DD99888978
DD99888982-DD99888983

WA1230000
MKE/LOCATED SECURITIES 120582 NB1977700 9462
SER/DD99888980
MKE/LOCATED SECURITIES 120582 NB1977700 9462
SER/DD99888984-DD99888985
IMMED CONFIRM RECORD WITH ORI

The lowest and highest serial numbers of the securities originally entered in the example record above were SER/DD99888970-DD99888985. Since the entry of this record, some of the securities of the group originally entered have been located (SER/DD99888980 and SER/DD99888984-DD99888985) and cleared or canceled (DD99888970-DD99888976, DD99888979, and DD99888981) prior to the time of the inquiry.

11.2 Additional Guidelines for Interpreting a Group Record Response

An inquiry on a serial number contained in a group record (whether it is the first, last, or a number in between) will reveal the complete group record on file.

The serial numbers do not follow the TYP Field as in a single security record but follow the ORI translation line.

SECURITIES FILE
SECTION 11--INQUIRY OF CONSECUTIVELY SERIALIZED
GROUP OF SECURITIES RECORD

11.2 Additional Guidelines for Interpreting a Group Record Response (Continued)

The NCIC number is printed after the main body of the record just above the ORI translation line.

Unrecovered securities of the group originally entered are identified by serial numbers on the lines which immediately follow the ORI translation line. They are preceded by the Serial Number Field code (SER/).

Located (that is, recovered, but not cleared) securities of the group originally entered are identified by MKE/LOCATED SECURITIES, date of location, locating agency's identifier, locating agency's case number, and serial number(s).

Canceled and cleared securities are not listed.

Upon receipt of a locate message indicating all or the remaining unrecovered item(s) in the active group record have been located, the message key code STOLEN SECURITIES will be changed automatically to LOCATED SECURITIES.

Upon receipt of a cancel or clear message indicating all or the remaining unrecovered item(s) in the active group record have been accounted for, the group record will be purged from NCIC. See Section 5.5, Procedures for Handling a Hit, for additional information.

SECURITIES FILE
SECTION 12--LOCATE MESSAGE FOR CONSECUTIVELY SERIALIZED
GROUP OF SECURITIES RECORD

12.1 What Agency Must Use a Locate Message

Any agency that recovers a security(s) which is indexed in NCIC except the agency that entered the record must place a locate message on the active security record(s). When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen security(s) must contact the ORI of each record possibly identical with the security in question to confirm the hit(s). Following confirmation with the originating agency(s), a locate message must be transmitted for each record on file for the security(s). Once a consecutively serialized group record has had a locate placed on it, it cannot be modified.

12.2 Locating Consecutively Serialized Group Records

Three different methods of locating consecutively serialized group records are employed. The three methods cover the following situations:

1. Recovery of all securities in a group record.
2. Recovery of more than one, but not all securities, in a group record.
3. Recovery of a single security in a group record.

12.3.1 Example of Locate Message for All Securities in Group Record

LSS.WA1230000.NIC/S179633578.OCA/3199.120582.9462(EOT)

Acknowledgment:

WA1230000
LOCATE NIC/S179633578

The above locate message example contains: message key (LSS), recovering agency's identifier (WA123000), two record identifiers (NIC/S179633578 and OCA/3199), date of recovery (120582), the recovering agency's case number (9462), and end of transmission character (EOT).

When a locate is transmitted for a group record, the message key translation changes from "STOLEN SECURITIES" to "LOCATED SECURITIES" and the date of recovery, recovering agency's ORI, and recovering agency's case number replace the Miscellaneous Field data.

12.3.2 Identification of Group Record When All Securities Recovered

Group record to be located must be identified by two identifiers, with each preceded by the proper message field code. The serial numbers and originating agency case number may be used. The lowest and highest serial numbers of the consecutively numbered group of recovered items must be used. Where there are any breaks in the consecutive order of the serial numbers, separate locate messages must be sent. However, it is recommended

SECURITIES FILE
SECTION 12--LOCATE MESSAGE FOR CONSECUTIVELY SERIALIZED
GROUP OF SECURITIES RECORD

12.3.2 Identification of Group Record When All Securities Recovered (Continued)

that the NCIC number and originating agency case number be used as identifiers when all securities in group record have been recovered (see example in Section 12.3.1). This procedure can be used even if there are any breaks in the consecutive order of the serial numbers. Note that the originating agency case number (OCA) used as an identifier is the OCA of the agency that entered the record. This OCA is contained in the NCIC response to the recovering agency's inquiry.

12.3.3 Locate Procedure When All Securities in Group Record Recovered

Following the two record identifiers, date of recovery and recovering agency's case number are next entered in that order and without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected. The recovering agency's case number should be entered as this will ensure that complete recovery information is in the record.

12.4.1 Example of Locate Message for More Than One, But Not All Securities, in Group Record

LSS.NB1977700.SER/DD99888984-DD99888985.OCA/3199.120582.9462(EOT)

Acknowledgment:

NB1977700
LOCATE SER/DD99888984-DD99888985

The above locate message example contains: message key (LSS) recovering agency's identifier (NB1977700), two record identifiers (SER/DD99888984-DD99888985 and OCA/3199), date of recovery (120582), the recovering agency's case number (9462), and end of transmission character (EOT).

12.4.2 Identification of Group Record When More Than One, But Not All Securities, Recovered

Group record containing securities to be located must be identified by the serial numbers of the recovered items and originating agency case number in that order, with each data element preceded by the proper message field code (see example in Section 12.4.1). The lowest and highest serial numbers of the recovered consecutively numbered items must be used. Where there are any breaks in the consecutive order of the serial numbers, separate locate messages must be sent. Note that the originating agency case number (OCA) used as an identifier is the OCA of the agency that entered the record.

Do not use the NCIC number and originating agency case number to identify the record as this will result in the locate message applying to all securities in the group record.

SECURITIES FILE
SECTION 12--LOCATE MESSAGE FOR CONSECUTIVELY SERIALIZED
GROUP OF SECURITIES RECORD

12.4.3 Locate Procedure When More Than One, But Not All Securities, in Group Record Recovered

Following the two record identifiers, date of recovery and recovering agency's case number are next entered in that order and without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected. The recovering agency's case number should be entered as this will ensure that complete recovery information is in the record.

12.5.1 Example of Locate Message for Single Security in Group Record

LSS.NB1977700.SER/DD99888980-DD99888980.OCA/3199.120582.9462(EOT)

Acknowledgment:

NB1977700
LOCATE SER/DD99888980-DD99888980

The above locate message example contains: message key (LSS), recovering agency's identifier (NB1977700), two record identifiers (SER/DD99888980-DD99888980 and OCA/3199), date of recovery (120582), the recovering agency's case number (9462), and end of transmission character (EOT).

12.5.2 Identification of Group Record When Single Security Recovered

Group record containing security to be located must be identified by the serial number of the recovered security (serial number repeated as if it represented a range of numbers) and the originating agency case number in that order, with each preceded by the proper message field code (see example above). Note that the originating agency case number (OCA) used as an identifier is the OCA of the agency that entered the record.

Do not use the NCIC number and originating agency case number to identify the record as this will result in the locate message applying to all securities in the group record.

12.5.3 Locate Procedure When a Single Security in Group Record Recovered

Following the two record identifiers, date of recovery and recovering agency's case number are next entered in that order and without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected. The recovering agency's case number should be entered as this will ensure that complete recovery information is in the record.

SECURITIES FILE
SECTION 13--CLEAR MESSAGE FOR CONSECUTIVELY
SERIALIZED GROUP OF SECURITIES RECORD

13.1 When to Use a Clear Message

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency recovering the security(s) is the agency that entered the record.
2. When the agency that entered the record is officially advised that the security(s) has been recovered by another agency.

More than one clear message must be sent if the same recovery information is not applicable to all securities being cleared in a group record. This ensures that recovery information for each security will be accurate. For example, if one of three stolen securities was recovered by an agency other than the originating agency on December 2, 1982, and the other two securities were recovered by the originating agency on December 3, 1982, two clear messages must be sent.

13.2 Clearing Consecutively Serialized Group Records

Three different methods of clearing consecutively serialized group records are employed. The three methods cover the following:

1. Clearing all securities in a group record.
2. Clearing more than one, but not all securities in a group record.
3. Clearing a single security in a group record.

13.3.1 Example of Clearing All Securities in a Group Record

CSS.MD1012600.NIC/S179633578.OCA/3199.120282.NB1977700.9462(EOT)

Acknowledgment:

MD1012600
CLEAR NIC/S179633578

The above clear message example contains: message key (CSS), originating agency identifier (MD1012600), two record identifiers (NIC/S179633578 and OCA/3199), date of recovery (120282), recovering agency's identifier (NB1977700), recovering agency's case number (9462), and end of transmission character (EOT).

13.3.2 Identification of Group Record When Clearing All Securities

Group record to be cleared must be identified by two identifiers preceded by the proper message field codes. The serial numbers and originating agency case number may be used. The lowest and highest serial numbers of the consecutively numbered group of items being cleared must be used. Where there

SECURITIES FILE
SECTION 13--CLEAR MESSAGE FOR CONSECUTIVELY
SERIALIZED GROUP OF SECURITIES RECORD

13.3.2 Identification of Group Record When Clearing All Securities (Continued)

are any breaks in the consecutive order of the serial numbers, separate clear messages must be sent. However, it is recommended that the NCIC number and originating agency case number be used when the entire group of securities is to be cleared (see example in 13.3.1 on preceding page). This procedure can be used even if there are any breaks in the consecutive order of the serial numbers. Note that the originating agency case number (OCA) used as an identifier is the OCA of the agency that entered the record.

13.3.3 Clear Procedures if All Securities Recovered by Agency That Entered Record

If the agency that entered the record recovers the securities, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Thus, the message in Section 13.3.1 would end after 120282.

13.3.4 Clear Procedures if All Securities Recovered by an Agency Other Than ORI

If an agency other than the ORI of the record recovers the securities, utilization of the following procedures will ensure that the cleared record contains complete recovery data (date of recovery, recovering agency's identifier, and recovering agency's case number).

1. If the record being cleared is in a located status (MKE/LOCATED SECURITIES) only the date of recovery must be entered following the two record identifiers. Thus, the message in Section 13.3.1 would end after 120282.
2. If the record being cleared is in an active status (MKE/STOLEN SECURITIES), the date of recovery followed by the locating agency's identifier and the locating agency's case number in that order without field codes must be entered after the two record identifiers. See message in Section 13.3.1.

13.4.1 Example of Clearing More Than One, But Not All Securities, in Group Record

CSS.MD1012600.SER/DD99888984-DD99888985.OCA/3199.120282.NB1977700.9462(EOT)

Acknowledgment:

MD1012600
CLEAR SER/DD99888984-DD99888985

The above example of clearing more than one, but not all securities, in a group record contains: message key (CSS), originating agency identifier (MD1012600), two record identifiers SER/DD99888984-DD99888985 and OCA/3199), date of recovery (120282), recovering agency's identifier (NB1977700), recovering agency's case number (9462), and end of transmission character (EOT).

SECURITIES FILE
SECTION 13--CLEAR MESSAGE FOR CONSECUTIVELY
SERIALIZED GROUP OF SECURITIES RECORD

13.4.2 Identification of Group Record When Clearing More Than One, But Not All Securities

Group record containing securities to be cleared must be identified by the serial numbers of the items being cleared and originating agency case number in that order preceded by the proper message field codes (see example in 13.4.1). The lowest and highest serial numbers of the consecutively numbered items being cleared must be used. Where there are any breaks in the consecutive order of the serial numbers, separate clear messages must be sent. Note that the originating agency case number (OCA) used as an identifier is the OCA of the agency that entered the record.

Do not use the NCIC number and originating agency case number to identify the record as this will result in the entire group record being cleared.

13.4.3 Clear Procedures if Securities Recovered by Agency That Entered Record

If the agency that entered the record recovers the securities, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Thus, the message in Section 13.4.1 would end after 120282.

13.4.4 Clear Procedures if Securities Recovered by an Agency Other Than ORI

If an agency other than the ORI of the record recovers the securities, using the following procedures will ensure that the record contains complete recovery data (date of recovery, recovering agency's identifier, and recovering agency's case number).

1. If the record being cleared is in a located status (MKE/LOCATED SECURITIES), only the date of recovery must be entered following the two record identifiers. Thus, the example in Section 13.4.1 would end after 120282.
2. If the record being cleared is in an active status (MKE/STOLEN SECURITIES), the date of recovery followed by the locating agency's identifier and the locating agency's case number in that order without field codes must be entered after the two record identifiers. See message in Section 13.4.1.

13.5.1 Example of Clearing a Single Security in Group Record

CSS.MD1012600.SER/DD99888980-DD99888980.OCA/3199.120282.NB1977700.9462(EOT)

Acknowledgment:

MD1012600
CLEAR SER/DD99888980-DD99888980

SECURITIES FILE
SECTION 13--CLEAR MESSAGE FOR CONSECUTIVELY
SERIALIZED GROUP OF SECURITIES RECORD

13.5.1 Example of Clearing a Single Security in Group Record (Continued)

The example on preceding page of clearing a single security in a group record contains: message key (CSS), originating agency identifier (MD1012600), two record identifiers (SER/DD99888980-DD99888980 and OCA/3199), date of recovery (120282), recovering agency's identifier (NB1977700), recovering agency's case number (9462), and end of transmission character (EOT).

13.5.2 Identification of Group Record When Clearing a Single Security

Group record containing security to be cleared must be identified by serial number of the security being cleared (serial number repeated as if it represented a range of numbers) and the originating agency case number in that order preceded by the proper message field codes (see example in section 13.5.1). Note that the originating agency case number (OCA) used as an identifier is the OCA of the agency that entered the record.

Do not use the NCIC number and originating agency case number to identify the record as this will result in the entire group record being cleared.

13.5.3 Clear Procedures if Security Recovered by Agency That Entered Record

If the agency that entered the record recovers the security, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Thus, the message in Section 13.5.1 would end after 120282.

13.5.4 Clear Procedures if Security Recovered by an Agency Other Than ORI

If an agency other than the ORI of the record recovers the security, using the following procedures will ensure that the record contains complete recovery data (date of recovery, recovering agency's identifier, and recovering agency's case number).

1. If the security being cleared has been located only, the date of recovery must be entered following the two record identifiers. Thus, the message in Section 13.5.1 would end after 120282.
2. If the security being cleared has not been located, the date of recovery followed by the recovering agency's identifier and the recovering agency's case number in that order without field codes must be entered after the two record identifiers. See message in Section 13.5.1.

WANTED PERSON FILE
SECTION 1--INTRODUCTION

1.1 Criteria for Entry in Wanted Person File

1. An individual for whom a Federal warrant is outstanding may be entered in the Wanted Person File.
2. An individual for whom a felony or serious misdemeanor warrant is outstanding may also be entered in file.
3. Probation and parole violators meeting the criteria in number 1 or 2 above may be entered.
4. Any juvenile meeting the criteria in number 1 or 2 above may be entered provided he/she will be tried as an adult for the charges against him/her.

Before entering a record of a wanted person in NCIC, the entering agency must attempt to determine, to the maximum extent possible, that extradition will be authorized if the individual is located in another state. For NCIC purposes, extradition is the surrender by one state to another of an individual charged or convicted of an offense outside its own territory and within the territorial jurisdiction of the other.

In instances where an agency is absolutely certain that the wanted person will not be extradited, the individual's record must not be entered in NCIC. Such records are more appropriately maintained in a state or metropolitan system.

If at the time of entry there is a limitation concerning extradition of the wanted person, such information should be placed in the Miscellaneous Field of the record. For example:

EXTR ADJACENT STATES ONLY
EXTR WEST OF MISS ONLY
EXTR WITHIN 1000 MILES ONLY

In many instances, however, no forecast of extradition can be made at the time the wanted person is entered in file because extradition is not a law enforcement decision. If at some future time the entering agency (ORI) learns that the individual definitely will not be extradited, the NCIC record must be canceled.

5. A temporary felony want record, message key (MKE) code ET, may be entered to establish a "want" entry when a law enforcement agency needs to take prompt action to apprehend a person who has committed, or the officer has reasonable ground to believe has committed, a felony. This individual may seek refuge by fleeing across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant.

A temporary felony want record must be specifically identified as such. A warrant for the arrest of the individual must be obtained as soon as possible and thereafter, the temporary felony want record must be either canceled and a permanent wanted person record (message key EW) must be entered or the MKE must be modified to the permanent wanted person record MKE/EW. A temporary felony want record will be automatically removed from file after 48 hours.

WANTED PERSON FILE
SECTION 1--INTRODUCTION

1.2 Message Key (MKE) Codes

| Message | Wanted Person MKE | Translation | Temporary Felony Want MKE | Translation |
|---|-------------------|-----------------------|---------------------------|--|
| Entry | EW | WANTED PERSON | ET | WANTED PERSON - TEMPORARY FELONY |
| Modify | MW | | MT | |
| Cancel | XW | | XT | |
| Inquiry | QW | | QW | |
| Test Inquiry | ZW | | ZW | |
| *Locate | LW | LOCATED WANTED PERSON | LT | LOCATED WANTED PERSON - TEMPORARY FELONY |
| Clear | CW | | CT | |
| Entry of supplemental record of aliases and/or additional identifiers | EN | | EN | |
| Cancellation of supplemental record | XN | | XN | |

*These MKEs will only translate as indicated when the locate appended to the record shows that the subject will be extradited (EXTR).

A caution indicator "-C" should be added to the message key EW or ET when it is known that an individual is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances of the individual. The reason for the caution must be entered in the Miscellaneous (MIS) Field. For example, a record with MKE/EW-C might have one of the following data entered in the Miscellaneous Field:

- ARMED AND DANGEROUS
- SUICIDAL TENDENCIES
- HEMOPHILIAC
- PREVIOUSLY ESCAPED CUSTODY
- HEROIN ADDICT

The Message Key EW-C translates "WANTED PERSON - CAUTION". The Message Key ET-C translates "WANTED PERSON - TEMPORARY FELONY/CAUTION".

1.3.1 Retention Period for Wanted Person Record

A wanted person (EW) record which has not been located or has one locate message appended will remain in file indefinitely or until action is taken by the originating agency to clear the record.

An exception to the record retention periods will occur in the event a serious error is detected in the record on file. See Introduction, Section 4, for complete procedural information concerning serious errors.

See Introduction, Section 4, for complete information concerning NCIC File reorganization and purge schedule.

WANTED PERSON FILE
SECTION 1--INTRODUCTION

1.3.2 Retention Period for Temporary Felony Want Record

A temporary felony want record will be automatically removed from file 48 hours after entry.

1.4 Automatic Purge

A record with MKE/EW to which one locate message has been appended indicating that the subject will not be extradited (NOEX) will be removed from file immediately upon receipt of a second locate message. The ORI of the record and the control terminal servicing the ORI will be notified that the record has been purged.

A record with the MKE/EW to which one locate is appended indicating that the subject will be extradited (EXTR) will be suppressed five days after the date of location. If a second locate is received within those five days, the record will be removed from file immediately. Otherwise, those records that have been suppressed will be purged at the time of the next file realignment.

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields in a wanted person base record or supplemental record will be purged one year after the license plate expires as indicated in the LIY Field.

When the only searchable identifier in a Wanted Person File record is an expired license plate, the entire record will be purged. A listing of purged Wanted Person File records will be forwarded to the appropriate control terminal agencies for dissemination to the originating agencies.

A nonexpiring license plate (LIY/00) contained in a Wanted Person File record will remain in file until action is taken by the originating agency to remove the license data or clear or cancel the entire record.

Users will not be furnished a listing of records from which expired license data is purged.

1.5 Validations

Validation listings are prepared two times a year as of 0400 EST (or EDT) on the first Friday in March and September. Validation printouts or tapes will first list all wanted person and temporary felony want records with a locate message appended followed by all other wanted person (MKE/EW) and temporary felony want (MKE/ET) records, as well as wanted person records generated by the state's participation in the \$.8. Program.

1.6 Posting of Wanted Person Notices

Users are reminded that when possible the FBI Number should be included in a wanted person entry. When a Wanted Person File entry contains an FBI Number, the same wanted information is posted in the subject's arrest fingerprint record in the FBI Identification Division. This procedure eliminates the need for the wanting agency to submit a Form I-12 (Wanted-Flash-Cancellation Notice)

WANTED PERSON FILE
SECTION 1--INTRODUCTION

1.6 Posting of Wanted Person Notices (Continued)

to the FBI Identification Division. The FBI Identification Division will then notify a wanting agency of subsequent fingerprints received which are identified with the wanted person. After receiving this notification, the wanting agency may file a detainer with the arresting agency and must clear its NCIC wanted person record. The Identification Division is advised of the subsequent clearance or cancellation of the NCIC record and thereafter cancels the wanted notice posted in the subject's fingerprint record. It is unnecessary for the wanting agency to notify the FBI that it has filed a detainer with the arresting agency.

A user may request a copy of a subject's FBI Identification Division record by placing the acronym SIR (Send Identification Record) as the last item of the Miscellaneous (MIS) Field of a Wanted Person File entry that contains an FBI Number. A wanted notice will not be posted in the Identification Division nor will an Identification Division record be forwarded when the NCIC entry contains an incorrect FBI Number. When an entry contains an incorrect FBI Number, the ORI will be notified and requested to correct the NCIC record using a modification message.

If a subject's FBI Number is not known when an entry is made, the Form I-12 should be executed and forwarded to the FBI Identification Division to have a wanted notice placed in the subject's fingerprint record. If no record for the subject is found in the Identification Division, the Form I-12 will be returned with additional instructions for the contributor. Also, an FBI Identification Division record may be requested on the Form I-12 submitted when the subject's FBI Number is unknown.

The modification of an NCIC Wanted Person File record to add or correct an FBI Number will cause a wanted notice to be posted in the subject's Identification Division record. If a Form I-12 is submitted when an NCIC entry is made without an FBI Number and the record is modified at a later date to include the FBI Number, submission of the Form I-12 to remove the wanted notice is not necessary since it will be removed when the NCIC record is canceled or cleared.

1.7 Wanted Person Message Field Codes and Edits

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|-------------------------------|-------------|---|
| Message Key | MKE | Must be valid message key. |
| Originating Agency Identifier | ORI | Must be a valid NCIC-assigned ORI. The first two characters must be alphabetic and must check with the line number for the state as assigned by the NCIC computer. |
| Name | NAM | Minimum of five and maximum of thirty characters including alphabetic, one comma, hyphen(s), and spaces; comma must follow last name; no more than one space after comma. |

WANTED PERSON FILE
SECTION 1--INTRODUCTION

1.7 Wanted Person Message Field Codes and Edits (Continued)

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|----------------|-------------|--|
| Sex | SEX | Must be one character, F or M. |
| Race | RAC | Must be one character, A, B, I, U, or W. |
| Place of Birth | POB | Must be a two-character alphabetic code as listed in Part 6 of the Code Manual. |
| Date of Birth | DOB | Must be six numeric characters representing month, day, and year in that order. Days cannot be more than maximum for the month. The DOB cannot be current date or any date one day thru nine years 364 days prior to current date. This allows for entry of age 10 years thru 99 years 364 days. |
| Height | HGT | Must be three numeric characters. The first character must be 4, 5, 6, or 7. The second character must be zero or one. When the second character is one, the third character must be zero or one. |
| Weight | WGT | Must be three numeric characters. Minimum of 50 (050) pounds and maximum of 499 pounds. |
| Eye Color | EYE | Must be a three-character alphabetic code as listed in Part 4 of the Code Manual. |
| Hair Color | HAI | Must be a three-character alphabetic code as listed in Part 4 of the Code Manual. |
| FBI Number | FBI | May be one to nine characters. May be up to seven numerics, or one to six numerics followed by an alphabetic character A thru H; or one to six numerics followed by an alphabetic character J thru Z followed by one or two check digits; or one to six numerics followed by two alphabetic characters followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit will be 1 to 11. If the number contains two alphabetic characters, the first alphabetic cannot be B, G, I, O, Q, S, U, Y, or Z, the second alphabetic must be A, B, or C, and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid. |
| Skin Tone | SKN | Must be three-character alphabetic code as listed in Part 4 of the Code Manual. |

WANTED PERSON FILE
SECTION 1--INTRODUCTION

1.7 Wanted Person Message Field Codes and Edits (Continued)

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|---------------------------------------|-------------|---|
| Scars, Marks, and Tattoos | SMT | Must be valid code as listed in Part 4 of the Code Manual. |
| Fingerprint Classification | FPC | Must be 20 alphabetic and/or numeric characters which must be valid codes from Part 4 of the Code Manual. If first character of any finger is numeric, second character must also be numeric. Codes 00 and 50 may not be used. |
| Miscellaneous Number | MNU | Minimum of four and maximum of 15 characters. The first two characters must be a valid two-character alphabetic code as listed in Part 4 of the Code Manual. The third character must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in position 4 thru 15. Cannot make entry with Originating Agency Policy or Identification Number (prefix code OA) in MNU as only numeric identifier in the record. |
| Social Security Number | SOC | Must be nine numeric characters not less than 001010001. The use of an 8 or a 9 as the first character or 00 in the fourth and fifth positions is prohibited. |
| Operator's License Number | OLN | Must not be more than 20 alphabetic and/or numeric characters. One zero only or run of zeros only may not be used. |
| Operator's License State | OLS | Must be two-character alphabetic code. See Part 6 of the Code Manual. |
| Operator's License year of Expiration | OLY | Must be two numeric characters. |
| Offense | OFF | Must be a four-character numeric code. (See Uniform Offense Classifications in Part 7 of the Code Manual.) If code 0201 or 0299 is used, ORI must be military or FBI. |
| Date of Warrant | DOW | Must be six numeric characters representing month, day, and year in that order. Cannot exceed date entered. |
| Originating Agency Case Number | OCA | Maximum of nine alphabetic and/or numeric characters. Must not contain a single zero only, a run of zeros only, the word NONE, or the first seven characters of the ORI Field. |

WANTED PERSON FILE
SECTION 1--INTRODUCTION

1.7 Wanted Person Message Field Codes and Edits (Continued)

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|----------------------------------|-------------|---|
| Miscellaneous | MIS | Maximum of 121 characters. MIS Field cannot be blank if VMA is AERO, ATV, CYCL, SPEC, TRLR, or TRUK. Must contain explanation for OFF/0199, 0299, 0399, 4901, 5005, 5011, 5012, 5015, 5099, 7099, 7199, 7299, or 7399. Must contain explanation of caution when -C is used in message key. |
| License Plate Number | LIC | UNK, UNKN, or UNKNOWN is invalid. |
| License Plate State | LIS | Must be a two-character alphabetic code as listed in Part 6 of the Code Manual. |
| License Plate Year of Expiration | LIY | Must be current year, current year minus one, greater than current year, or 00. |
| License Plate Type | LIT | Must be valid code as listed in Part 8 of the Code Manual. |
| Vehicle Identification Number | VIN | Single zero only, run of zeros only, single alphabetic character only, or all alphabetic characters only, indicating vehicle identification number is not known, cannot be used. For additional edits on VIN Field, see Part 1, Section 8 of this manual. |
| Vehicle Year | VYR | Must be two numeric characters, no more than one year beyond the current model year. Must <u>not</u> be 00. |
| Vehicle Make | VMA | <u>Minimum of two and maximum of four alphabetic characters.</u> If the VMO is other than TL, the VMA must be a valid code as listed in the Code Manual, Part 8. If the VMO is TL, the VMA must not be the characters ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ. For additional edits on VMA Field, see Part 1 of this manual. |
| Vehicle Model | VMO | For edits on VMO Field, see Part 1 of this manual. |
| Vehicle Style | VST | If filled, must be valid two-character code. Additional VST Field edits can be found in Part 1 of this manual. |

WANTED PERSON FILE
SECTION 1--INTRODUCTION1.7 Wanted Person Message Field Codes and Edits (Continued)

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|---------------|-------------|---|
| Vehicle Color | VCO | Must be valid color code as listed in Part 8 of the Code Manual. If seven characters, fourth must be a slash (/). |
| NCIC Number | NIC | A self-checking number consisting of an alphabetic character ("W" in the Wanted Person File) followed by nine numeric characters which is automatically assigned by the NCIC computer to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction. |

1.8 Criteria for Rejecting Duplicate Records

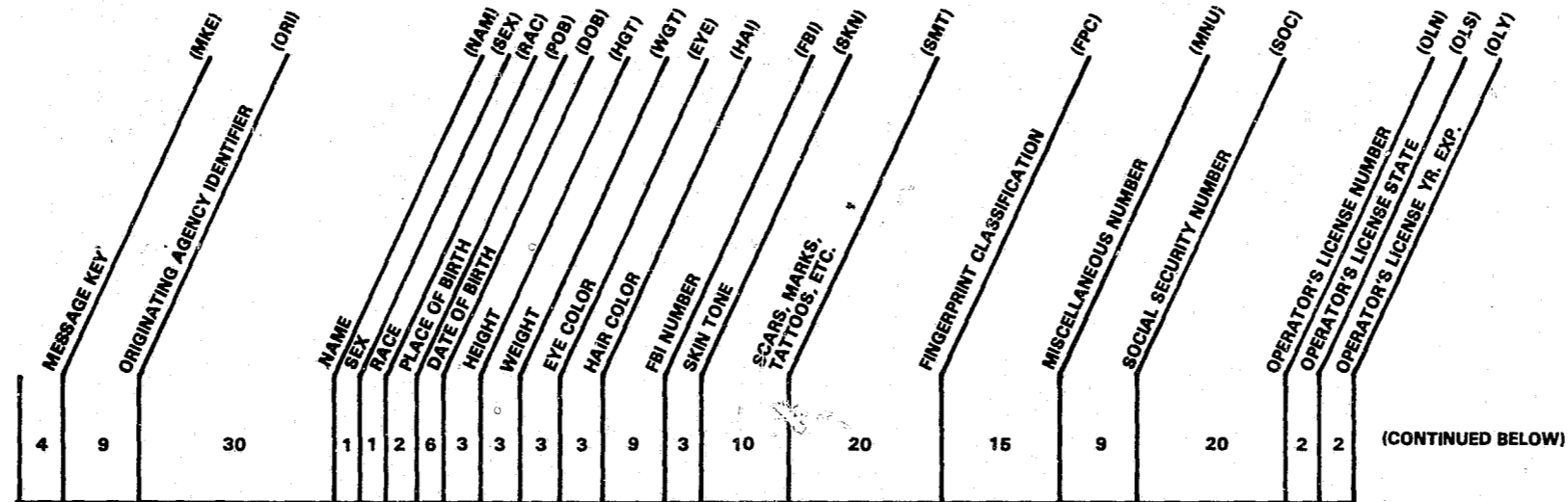
If the following fields of an NCIC wanted person or temporary felony want entry message are the same as those field codes of a record on file, the second entry will be rejected with the message "REJ ON FILE": FBI and ORI; MNU and ORI; SOC and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI (if the LIT Field in an existing record is blank, or in the case of modifications, if the wanted person record being modified has a blank LIT Field, then the LIT Field is not used in the duplicate record check); OCA, NAM, and ORI; DOB, NAM, and ORI.

Whenever the message "REJ ON FILE" is received, the record on file will also be transmitted.

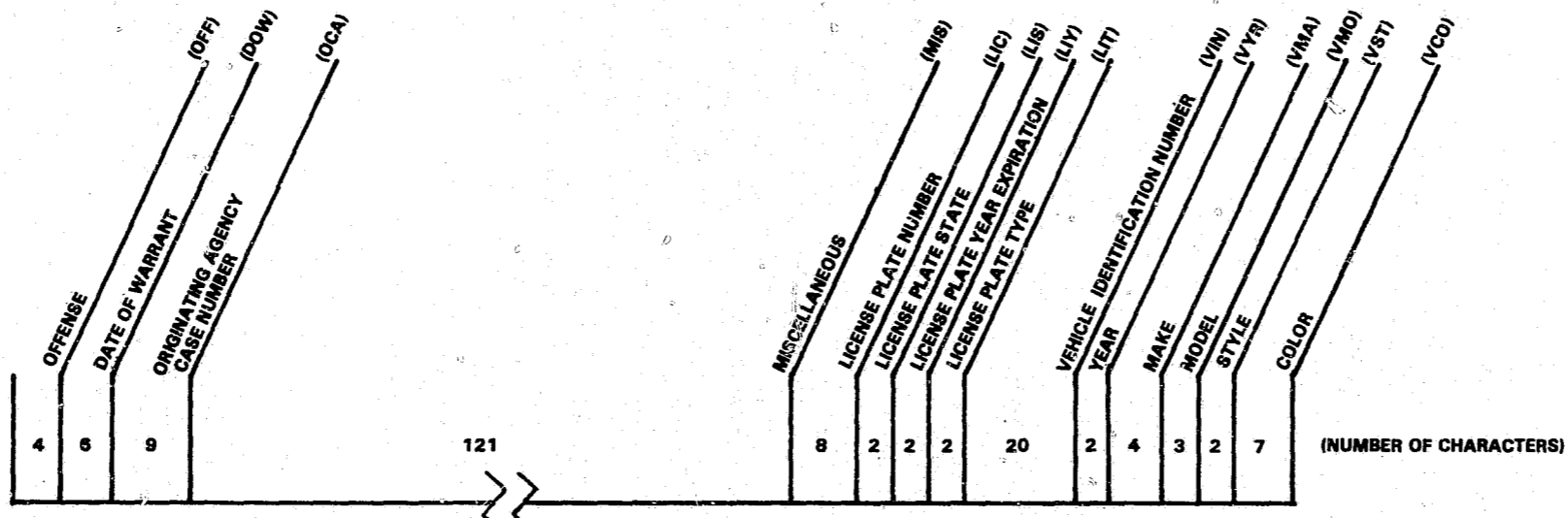
A duplicate record will be accepted if the ORI in the second entry is different. In this case, the first entry will be furnished as a response to the second entry.

WANTED PERSON FILE

WANTED PERSON - RECORD FORMAT



(CONTINUED BELOW)



(NUMBER OF CHARACTERS)

(NOT SHOWN IN TRUE SCALE TO CONSERVE SPACE)

7-9
12-5-82

WANTED PERSON FILE
SECTION 2--ENTRY2.1 Example of a Wanted Person File Entry

EW-C.MD1012600.DOE, JOHN J.M.W.TX.101231.510.175.BRO.BRO.835172K11.DRK.SC R HND.
121011C0141159TTCI13.AS-375145249.375145248.34862561.MD.84.0907.120182.23875.
ARMED AND DANGEROUS.ABC123.MD.83.PC.2Y27H5L100000.75.PONT.VEN.2D.BLU(EOT)

Acknowledgment:

MD1012600
NAM/DOE, JOHN J NIC/W146203706

2.2 Mandatory Fields of Wanted Person Entry

Information in parentheses is from the above entry example. The following fields are mandatory to cause acceptance of a wanted person entry into NCIC storage: message key (EW-C), originating agency identifier (MD1012600), name (DOE, JOHN J), sex (M), race (W), height (510), weight (175), hair color (BRO), offense (0907), date of warrant (120182), originating agency case number (23875), and at least one of the following numeric identifiers: complete date of birth including month, day, and year (101231); FBI Identification Number (835172K11); miscellaneous identifying number other than originating agency police or identification number (AS-375145249); Social Security number (375145248); operator's license number (34862561) with operator's license state (MD) and operator's license year of expiration (84); license plate number (ABC123) with license plate state (MD), license plate year (83), and license plate type (PC); or vehicle identification number (2Y27H5L100000) with vehicle year (75), vehicle make (PONT), and vehicle style (2D). The entry will be rejected if one of the mandatory fields is left unfilled or the transaction is not completed with the end of transmission character (EOT).

For training and administrative purposes, agencies may enter test records into NCIC. The test record must contain 1) the letters "TEST" as the first four characters of the OCA Field; 2) the words "TEST RECORD" in the MIS FIELD; 3) only fictitious names and numbers; 4) a blank FBI Number Field; and 5) the LIS Field code must reflect only that of the entering agency as using the LIS code for another state will generate unnecessary \$.8. messages.

2.3 Additional Guidelines for Wanted Person Entries

1. The entering agency (ORI) must account for all fields in the Wanted Person File--Record Format. If data pertaining to a nonmandatory field is not known, place a period in the field to indicate that the information is unknown and proceed to the next field. Ensure that all available data called for in the record format is entered when the original entry is made. Missing data obtained at a later time should be promptly added through the use of a "modify" message (MKE/MW or MKE/MT). For entry of aliases and/or other additional identifiers as a supplemental record to a wanted person record, see Supplemental Record, Section 8.

WANTED PERSON FILE
SECTION 2--ENTRY2.3 Additional Guidelines for Wanted Person Entries (Continued)

2. Entry instructions for name; sex; race; place of birth; 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, Part 4 of the Code Manual.
3. If a date of birth is the only numerical identifier, it must be complete, including month, day, and year, or the entry will be rejected.
4. All numerical identifiers except the originating agency case number and the miscellaneous number are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the Originating Agency Case Number (OCA) Field, and a hyphen is used to separate the first two alphas from the number itself in the Miscellaneous Number (MNU) Field.
5. When a warrant issued for a subject contains multiple charges, the more serious charge should be entered in the Offense Field with the additional charge(s) shown in the Miscellaneous (MIS) Field. Two separate entries by an ORI on the same person should not be made. It is only necessary for an ORI to enter one record on a person no matter how many separate charges he has lodged against him.
6. If an ORI has entered a subject and the same ORI obtains a warrant for that subject on another charge at a later date, the second charge and date of warrant should be entered in the Miscellaneous (MIS) Field of the original entry. For example:

MIS/ALSO OFF/2404, DOW/120182.
7. An ORI attempting to enter a record on a person it already has entered will receive a reject. An entry on the same individual will be accepted providing the originating agencies are different. The agency making the second entry will receive the record already in file at the time the second entry is acknowledged. This should lead to some kind of communication between the two agencies as valuable lead-type information might be available.
8. A record in the Wanted Person File may contain a minimum number of personal descriptors, license, and vehicle data because little was known of the individual at the time of entry. This limits the chance of a hit on the record. One possible source of additional identification data may be the Computerized Criminal History (CCH) File. Thus, an inquiry (using MKE/QH) should be made prior to or soon after making the wanted person entry to determine if the criminal history record of the subject is in the CCH File. A positive response to this inquiry may reveal not only physical descriptors, identifying numbers, and aliases not known to the inquirer but also arrest, court, and/or custody-supervision data which might provide investigative leads.

WANTED PERSON FILE
SECTION 2--ENTRY2.3 Additional Guidelines for Wanted Person Entries (Continued)

9. An agency may enter a record for an unknown murderer in the name of "John" or "Jane Doe" using the homicide victim's descriptive data provided this type of warrant has been obtained. In such entries the victim's name should be listed as an alias, and his description and personal identifiers, including date of birth, Social Security number, and driver's license number, should also be placed in the record as well as a statement in the Miscellaneous Field that the victim's personal identification may be in the possession of "John" or "Jane Doe" for whom the warrant has been obtained.
10. Inclusion of the FBI number in an NCIC Wanted Person File record entry will cause the same wanted information to be posted in the subject's arrest fingerprint record in the FBI Identification Division.

2.4 Uniform Offense Classifications in Offense (OFF) Field

The appropriate code for the particular offense should be entered in the OFF Field. The codes listed in Part 7 of the Code Manual are the only codes approved for use in the OFF Field.

2.5 Miscellaneous (MIS) Field

If a caution indicator is used in the message key, the reason for the caution must be entered as the first item in the MIS Field.

Aliases, vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered as a supplemental record (MKE/EN) illustrated and explained in Section 8, as this procedure increases the chances of a hit on the record. Nicknames (monikers) are to be entered in the MIS Field, not in the Alias Field of the wanted person record. Information in the MIS Field is not searchable.

If the entry contains an FBI number, the entering agency may obtain a copy of the subject's manual identification record by entering the alpha code SIR as the last item in the MIS Field. A blank character must precede the SIR if other information is included in the MIS Field.

When an agency makes wanted person entries on two or more fugitives who are known to be associating with each other, the agency should cross-reference each fugitive record entry to the other. This can be done by placing the name and NCIC Number (NIC) of each fugitive's record in the MIS Field of the other fugitive's record with appropriate explanatory notation. An agency receiving the record of one of the fugitives then will have the information needed to obtain other records.

In a case in which the ORI believes that notification each time its record is "hit" will provide investigative leads, regardless of whether the person is being detained, the entering agency should place the code NOAH (Notify ORI of All Hits) in the MIS Field.

WANTED PERSON FILE
SECTION 2--ENTRY2.6 Vehicle or License Plate Data

A vehicle and/or license plate may be entered as part of a wanted person record (EW or ET) provided the location of the vehicle and/or license plate is unknown and the entering agency has reasonable grounds to believe that the wanted person may be operating the vehicle or a vehicle bearing the license plate.

Mere knowledge or verification with the appropriate department of motor vehicles that a vehicle and/or license plate is registered to the wanted person does not meet the criteria for entry of either or both as part of his/her wanted record.

In instances where the vehicle or license plate in a wanted person entry has been stolen, a notation that the vehicle or license plate is stolen should be placed in the MIS Field. Also, a separate entry of the stolen vehicle, felony vehicle, or license plate should be made in the Vehicle or License Plate File by the agency possessing the theft report or handling the felony investigation.

The wanted person and vehicle or license plate records should be cross-referenced in the MIS Fields. For example, the MIS Field of the wanted person record might read "SUBJ STOLE VEH BELOW-SEE NIC/V123456789," and the MIS Field of the vehicle record might contain "SEE NIC/W000069216."

Should the wanted person entry contain data about a vehicle or license plate which has already been entered in the Vehicle or License Plate File, the agency making the entry will be furnished the vehicle or license plate record already on file at the time the wanted person entry is acknowledged. Receipt of this record should result in some type of communication between the two agencies as valuable lead-type information may be available.

2.7 Vehicle or License Plate Data in the Wanted Person Entry and the \$.8. Program

An agency making a wanted person entry containing data on a vehicle or license plate registered in another state must advise the NCIC control terminal in the state of registry about such an entry if the state of registry is not a \$.8. Program participant. Participants in the \$.8. Program are all Canadian agencies and all states except the following:

Hawaii
IdahoSouth Dakota
Wyoming

WANTED PERSON FILE
SECTION 3--MODIFICATION

3.1 When to Use a Modification Message

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a wanted person base record.

3.2 Example of a Wanted Person Record Modification

MW.MD1012600.NAM/DOE, JOHN J.NIC/W146203706.SOC/375145249.OLY/81.(EOT)

Acknowledgment:

MD1012600
MODIFY NAM/DOE, JOHN J NIC/W146203706

The above modification example contains: message key (MW), originating agency identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and NIC/W146203706), the fields being modified and the data being changed (SOC/375145249 and OLY/81) and end of transmission character (EOT).

3.3 Identification of Record to Be Modified

Record to be modified must be identified by either name and NCIC number in that order or name and originating agency case number in that order preceded by the proper message field codes. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

3.4 Additional Guidelines for Wanted Person Record Modifications

To modify alias(es) and/or additional identifiers previously appended to a wanted person record by means of a supplemental record, see Section 8.2.

An agency modifying a wanted person record to insert the FBI Identification Number may also request the subject's manual identification record by adding SIR as the last item in the Miscellaneous (MIS) Field. A blank character must precede SIR if other information is included in the MIS Field. Only the agency that entered the record may request a copy of the identification record.

In instances where an originating agency (ORI) receives information that a state will not honor the extradition of an individual, the ORI must initiate a modify message to include in the MIS Field of the record information concerning extradition limitations, for example, "WILL NOT EXTR WEST OF MISS."

WANTED PERSON FILE
SECTION 3--MODIFICATION

3.5 Example of a Modification to Remove All Vehicular Data

MW.MD1012600.NAM/DOE, JOHN J.NIC/W146203706.LIC-VCO/.(EOT)

Acknowledgment:

MD1012600
MODIFY NAM/DOE, JOHN J NIC/W146203706

The above modification example to remove all vehicular data contains: message key (MW), originating agency identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and NIC/W146203706), the fields being removed (LIC-VCO) immediately followed by slash period (/.), and the end of transmission character (EOT).

3.6 Explanation of Modification to Remove All Vehicular Data

When a vehicle which was included in a wanted person record is recovered prior to apprehension/location of the wanted person; a special modification message may be used to remove all vehicular data without identifying each individual field (see example above). The record to be modified must be identified by either name and NCIC number in that order or name and originating agency case number in that order preceded by the proper message field codes. The characters "LIC-VCO/." follow the two record identifiers. "LIC-VCO/." instructs the NCIC computer to delete the fields LIC through VCO inclusive, that is, LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO.

3.7 Modification to Remove Part of Vehicular Data

The special modification message explained in Section 3.5 above cannot be used to remove less than all of the vehicular data from a wanted person record. If only the four fields of license plate data (LIC, LIS, LIY, LIT) are to be deleted from the record, the usual modifying procedure must be followed, with each field to be deleted explicitly set forth in the modify message. For example:

MW.MD1012600.NAM/DOE, JOHN J.NIC/W146203706.LIC/.LIS/.LIY/.LIT/.(EOT)

WANTED PERSON FILE
SECTION 4--CANCELLATION

4.1 When to Use a Cancellation Message

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is utilized when the entering agency determines that the record is invalid; for example, the warrant which was the basis for the record has been dismissed or a determination that no extradition will be made has been reached.

4.2 Example of a Wanted Person Record Cancellation

KW.MD1012600.NAM/DOE, JOHN J.NIC/W146203706.120582(EOT)

Acknowledgment:

MD1012600
CANCEL NAM/DOE, JOHN J NIC/W146203706

The above cancellation example contains: message key (XW), originating agency identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and NIC/W146203706), date of cancellation (120582), and end of transmission character (EOT).

When a wanted person record is canceled, the entire record including all data appended to the record by means of a supplemental record entry is automatically canceled.

4.3 Identification of Record to Be Canceled

Record to be canceled must be identified by either name and NCIC number in that order or name and originating agency case number in that order preceded by the proper message field codes. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. Cancellation date (which must be current date) must follow the two record identifiers.

WANTED PERSON FILE
SECTION 5--INQUIRY

5.1 Example of a Wanted Person File Inquiry

Message key QW is used for the Wanted Person File in addition to its use in the Canadian Warrant and Missing Person Files and will cause all three files to be searched automatically.

QW.WA1230000.NAM/DOE, JOHN J.SEX/M.RAC/W.DOB/101251(EOT)

Negative response:

WA1230000
NO NCIC WANT DOB/101251 NAM/DOE, JOHN J SEX/M RAC/W

Positive response (with supplemental record):

WA1230000
MKE/WANTED PERSON - CAUTION
ORI/MD1012600 NAM/DOE, JOHN J SEX/M RAC/W POB/TX DOB/101251
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/835172K11 SKN/DRK
SMT/SC R HND FPC/121011C0141159TTCI13 MNU/AS-375145249
SOC/375145249
NIC/W146203706

WA1230000
OLN/34862561 OLS/MD OLY/80
OFF/HOMICIDE-WILLFUL KILL-POL OFF-GUN DOW/120182 OCA/23875
MIS/ARMED AND DANGEROUS NOEX WEST OF MS
NIC/W146203706

WA1230000
ORI IS ANY CITY PD MD
LIC/ ABC123 LIS/MD LIY/80 LIT/PC
VIN/ 2Y27H5L100000 VYR/75 VMA/PONT VMO/VEN VST/2D VCO/BLU
DOB/101250
SMT/CAUL L EAR TAT R ARM
OLN/ CAL2345678 CA 80
LIC/ DFE987 MD 80 PC
NIC/W146203706

WA1230000
VIN/ 3J57K5D012345 75 OLDS CUT 2T BLU
LOCATED/120582 AK0099900 46892 NOEX
AKA/DEER, JIM
NIC/W146203706
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

WANTED PERSON FILE
SECTION 5--INQUIRY

5.2 Requirements for Inquiry

An inquiry of the Wanted Person File may be made by name and one, more than one, or all of the following numeric identifiers: complete date of birth, including month, day, and year; FBI number; miscellaneous number; Social Security number, and operator's license number, with each data element preceded by the proper message field code. Also, an inquiry may be made by name and originating agency case number only or NCIC number only, with each data element preceded by the proper message field code.

When the inquiry contains a name and complete DOB as the only numeric identifier, a name search is generated. Sex and race should be included to minimize multiple hits by limiting the scope of the name search. Including sex will cause the NCIC computer to search only those records containing the same sex code as the sex code in the inquiry. Also, the inclusion of race in an inquiry will limit the search made by the NCIC computer. Following is a list of the Race Field codes and the race codes that will be searched when each is included in an inquiry.

| <u>RACE IN INQUIRY</u> | <u>RACE CODES SEARCHED</u> |
|---------------------------------------|----------------------------|
| A (Asian or Pacific Islander) | A, B, I, U, and W |
| I (American Indian or Alaskan Native) | A, B, I, U, and W |
| B (Black) | A, B, I, and U |
| W (White) | A, I, U, and W |
| U (Unknown) | A, B, I, U, and W |

When the inquiry contains a name and a numeric identifier other than DOB, i.e., the Social Security number, FBI number, etc., a name search is not generated. In this situation, only the numeric identifier is searched, not the name. Including sex and race in this inquiry will not confine the search.

When the inquiry contains a name, DOB, and another numeric identifier(s), the computer searches the other numeric identifier(s) first. The DOB with the name is searched last.

5.3 Additional Guidelines for Inquiries

When only one numeric identifier is used in a Wanted Person File inquiry, the response(s) will include only the record(s) on file containing that specific numeric identifier. For example, if an inquiry contains only the FBI number, the response(s) will include the record(s) on file with that FBI number even though there may be other records on file for the same individual which do not contain that particular FBI number.

An agency making an inquiry with limited personal descriptors should make a second inquiry using all available identifiers contained in the response record(s) to ensure the receipt of all records on file which could possibly pertain to the person in question.

WANTED PERSON FILE
SECTION 5--INQUIRY

5.4 Inquiry of Wanted Person File Using Vehicular Data

A QV inquiry by license plate number, license plate state, and/or vehicle identification number, and, when available, vehicle make will also identify a wanted person or missing person record into which the vehicular and/or license plate data has been entered. It is also possible to make an inquiry of the Wanted Person File using message key code QW with license plate number, license plate state, and/or vehicle identification number and, when available, vehicle make. An inquiry of this type will also check the Missing Person, Vehicle, and License Plate Files. It is not necessary to include name in this type of inquiry.

5.5 Located Data in Positive Response

If the subject of a wanted person record has been apprehended/located and a locate message has been transmitted, apprehension/locate information will appear near the end of the record printout following the word "LOCATED". This information will contain the date of apprehension/location, apprehending/locating agency's identifier, apprehending/locating agency's case number, and extradition data, that is, EXTR or NOEX. Entry of a locate message in the Wanted Person File record does not change the message key (MKE) code translation for EW or ET when the subject will not be extradited (NOEX). However, when the subject will be extradited (EXTR) the MKE will translate indicating the located status (Apprehension/locate information appears in the example in Section 5.1).

5.6 Procedures for Handling a Hit

When an agency receives a record(s) in response to an inquiry and the whereabouts of the person inquired upon is known and the person inquired upon appears to be identical with the subject of one or more of the records, the agency that can arrest the wanted person must contact the originating agency of each record possibly identical with the person in question to confirm the hit(s) prior to taking the person into custody. An exception to this is if a hit record contains an extradition limitation in the Miscellaneous (MIS) Field and the agency finding the wanted person is outside the geographic area of extradition indicated in the record, the hit on that record should not be confirmed. However, if the code NOAH (Notify ORI of all Hits) is in the MIS Field of the record, contact the ORI of the record and furnish details concerning the inquiry.

When an agency receives a record(s) in response to an inquiry and the whereabouts of the person inquired upon is not known, the hit(s) should not be confirmed. However, if the code NOAH (Notify ORI of All Hits) is in the MIS Field of the record, contact the ORI of the record and furnish details concerning the inquiry.

"To confirm the hit" means to verify with the ORI of the record that the warrant is still outstanding, the person inquired upon is identical with the subject of the record and to obtain extradition information.

The NCIC Advisory Policy Board has approved procedures whereby system discipline requirements for hit confirmation response are outlined and failure to comply can be identified. These procedures are as follows:

5.6 Procedures for Handling a Hit (Continued)

1. Upon receipt of a hit confirmation request, the originating agency (ORI) of the record must within ten minutes furnish a substantive response, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.
2. A requesting agency not receiving a substantive response within ten minutes should generate a second request.
3. If the agency generating the second request again fails to receive a substantive response within ten minutes, the agency will then generate a message to its own control terminal and the control terminal of the agency that originated the record with a copy to be sent to FBI NCIC, ORI/DCFBIWA00. No action will be taken by FBI NCIC unless the two control terminal officers cannot resolve the matter.
4. The control terminal officer, or his designee, of the originating agency will institute appropriate action to ensure proper response and compliance to system standards and this may include the canceling of records. Failure on the part of any control terminal to ensure such compliance will be brought to the attention of the Advisory Policy Board by FBI NCIC.

If a positive response (hit) includes vehicle or license plate data in the wanted person record, the Vehicle File should be queried to ascertain if the vehicle and/or license plate is stolen.

Any agency that, following confirmation of a hit(s) apprehends a person based on a record indexed in NCIC, except the agency whose ORI is stored in the record, must transmit a locate message for each record that was hit and confirmed with the ORI of the record. A locate message should not be transmitted for a record if the record contains an extradition limitation and the agency that finds the wanted person is not physically located within the geographic area of extradition indicated in the record. See Part 7, Section 6.1, for locate procedures.

6.1 What Agency Must Use a Locate Message

Any agency that apprehends or locates a person who is indexed in the NCIC Wanted Person File, except the agency that entered the record, must place a locate message on the wanted person record(s). When an agency receives a record or multiple records in response to an inquiry, the inquiring agency must contact the ORI of each record possibly identical with the person in question to confirm the hit(s). Following confirmation with the originating agency(s), a locate message must be transmitted for each record on file for the subject.

6.2 Example of a Locate Message for a Wanted Person Record

LW.WA1230000.NAM/DOE, JOHN J.NIC/W146203706.120582.8592.EXTR(EOT)

Acknowledgment:

WA1230000
LOCATED NAM/DOE, JOHN J NIC/W146203706

The above locate example contains: message key (LW), apprehending/locating agency's identifier (WA1230000), two record identifiers (NAM/DOE, JOHN J and NIC/W146203706), date of apprehension/location (120582), apprehending/locating agency's case number (8592), extradition information (EXTR), and the end of transmission character (EOT).

6.3 Identification of Record to Receive Locate

The record to receive a locate must be identified by either name and NCIC number in that order or name and originating agency case number in that order, with each data element preceded by the proper message field code. The name used in identifying the record to receive the locate must be set forth with the exact spelling and spacing as shown in the record on file. Note that the case number (OCA) used as an identifier will be that of the agency that entered the record, as shown in the record received from NCIC in reply to the apprehending/locating agency's inquiry.

6.4.1 Locate Procedure

Following the two record identifiers, date of apprehension/location, apprehending/locating agency's case number, and the appropriate abbreviation EXTR or NOEX are next entered in that order without field codes. The date of apprehension/location must be entered or the locate message will be rejected. The apprehending/locating agency's case number should be entered as this will ensure that complete apprehension/locate information is in the record. When contacting the originating agency to confirm the warrant, extradition information must be obtained to include in the locate message. In the response to any subsequent inquiry on the located record, the date of location, locating agency's ORI, locating agency's case number, and extradition information will be appended to the wanted person record following the word "LOCATED/".

WANTED PERSON FILE
SECTION 6--LOCATE6.4.1 Locate Procedure (Continued)

The originating agency has the responsibility of immediately advising an apprehending/locating agency concerning extradition of the individual when contacted about the apprehension/location.

In instances where an originating agency (ORI) receives information that an apprehending/locating agency(s) will not honor the extradition of an individual, the ORI must initiate a modify message to include in the Miscellaneous (MIS) field of the record the words "WILL NOT EXTR FROM (indicate limitations)."

6.4.2 Use of EXTR in Locate Message

EXTR, an abbreviation for extradition, must be included in the locate message when:

1. The agency that entered the record advises that the apprehended/located person will be extradited.
2. The person is wanted by a Federal agency and has been apprehended/located by Federal or local authorities.

6.4.3 Use of NOEX in Locate Message

NOEX, an abbreviation for no extradition, must be included in the locate message when:

1. The agency that entered the record advises that the apprehended/located person will not be extradited based on circumstances at the time of apprehension/location.
2. The apprehending/locating agency has received no information concerning an extradition decision after making a concerted effort to obtain such information.

In a few instances a wanted person may be apprehended/located more than once without extradition taking place because of the expense, the distance involved, or other reasons. One locate message can be made a permanent part of an NCIC wanted person record.

Located, as used in items 1 and 2 of the paragraphs concerning the use of EXTR and NOEX, includes situations when the wanted person has been found, such as in prison, a mental institution, deceased, and the agency finding the person contacts the ORI and the ORI advises that the person will or will not be extradited.

6.5 Second Locate Automatically Purges Wanted Person Record

The complete wanted person record, including all supplemental data, is automatically removed from file at the time the second locate message is placed on the record. The ORI of the record and the control terminal servicing the ORI are advised when this occurs.

7.1 When to Use a Clear Message

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency apprehending the wanted person is the agency that entered the record.
2. When the agency that entered the record is officially advised that the wanted person is in custody of another agency.

7.2 Example of a Clear Message for a Wanted Person Record

CW.MD1012600.NAM/DOE, JOHN J.NIC/W146203706.120582.WA1230000.8592(EOT)

Acknowledgment:

MD1012600
CLEAR NAM/DOE, JOHN J NIC/W146203706

The above clear example contains: message key (CW), originating agency's identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and NIC/W146203706), date of apprehension (120582), the apprehending agency's identifier (WA1230000), apprehending agency's case number (8592), and end of transmission character (EOT).

7.3 Identification of Record to Be Cleared

The record to be cleared must be identified by either name and NCIC number in that order or name and originating agency case number in that order, with each data element preceded by the proper message field code. The name used in identifying the record to be cleared must be set forth with the exact spelling and spacing as shown in the record on file.

7.4.1 Clear Procedures if Wanted Person Apprehended by Agency That Entered Record

If the agency that entered the record apprehends the wanted person, only the date of apprehension must be entered following the two record identifiers. Thus, in the above example, the message would end after 120582.

7.4.2 Clear Procedures if Wanted Person Apprehended by an Agency Other Than ORI

If an agency other than the ORI of the record apprehends the wanted person, utilization of the following procedures will ensure that the cleared record contains complete apprehension data (date of apprehension, apprehending agency's identifier, and apprehending agency's case number).

1. If the record being cleared is in a located status only the date of apprehension must be entered following the two record identifiers. Thus, the message in Section 7.2 would end after 120582.
2. If the record being cleared is in an active status, the date of apprehension followed by the apprehending agency's identifier and the apprehending agency's case number in that order without field codes must be entered after the two record identifiers. See message in Section 7.2.

WANTED PERSON FILE
SECTION 8--SUPPLEMENTAL RECORD

8.1.1 Entry of Supplemental Record to Wanted Person Record

Entry of alias(es) and/or other additional identifiers as a supplemental record to a wanted person record (to be placed in NCIC by an entry separate from the wanted person entry) may be made only by the agency that entered the wanted person record.

8.1.2 Example of a Supplemental Record Entry

EN.MD1012600.NAM/DOE, JOHN J.OCA/23875.AKA/DEER, JIM.BUCK, ROBERT J.DOB/101250.091252.LIC/ABC654.MD.83.PC.LIC/DFE987.MD.83.PC.VIN/3J57K5D012345.75.OLDS.CUT.2T.BLU.SMT/CAUL L EAR.TAT R ARM(EOT)

Acknowledgment:

MD1012600
SUPP NAM/DOE, JOHN J OCA/ 23875

The above supplemental record entry example contains: message key (EN), originating agency's identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and OCA/23875), and the supplemental data added to the record: two aliases (AKA/DEER, JIM and BUCK, ROBERT J), two dates of birth (DOB/101250 and 091252), two sets of license plate data (LIC/ABC654.MD.83.PC and LIC/DFE987.MD.83.PC), vehicle information (VIN/3J57K5D012345.75.OLDS.CUT.2T.BLU), two sets of scars, marks, and tattoos data (SMT/CAUL L EAR and TAT R ARM), and end of transmission character (EOT).

8.1.3 Identification of Wanted Person Record for Entry of Supplemental Record

The wanted person record to which a supplemental record of alias(es) and/or other additional identifiers is to be added must be identified by either name and NCIC number in that order, or name and originating agency case number in that order, with each data element preceded by the proper message field code. Identifiers used in above example are name and originating agency case number. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

8.1.4 Fields in a Supplemental Record

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

WANTED PERSON FILE
SECTION 8--SUPPLEMENTAL RECORD

8.1.4 Fields in a Supplemental Record (Continued)

| <u>FIELD</u> | <u>FIELD CODE</u> | <u>MAXIMUM NUMBER PERMITTED</u> |
|---|-------------------|---------------------------------|
| Alias | AKA | 99 |
| Date of Birth | DOB | 9 |
| Scars, Marks, Tattoos, etc. | 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 |
| 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 |

8.1.5 Additional Guidelines for a Supplemental Record Entry

After the wanted person record has been identified, each field included in a supplemental record entry, except those entered in sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period and each field must be ended with a period. Fields that are not a part of sets of data may be entered in any order in a supplemental record entry.

The Operator's License Number, License Plate Number, and Vehicle Identification Number Fields in the supplemental record format are multiple element data fields; that is, these fields have more than one data element following the field code and slash and are entered in sets. Each set of data must be preceded by the appropriate field code followed by a slash. The data elements within a set of data must be entered in sequence after the slash, and each data element must be accounted for.

The field in the main record must be filled before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the main record does not contain a Social Security number in the Social Security Number (SOC) Field.

WANTED PERSON FILE
SECTION 8--SUPPLEMENTAL RECORD

8.1.5 Additional Guidelines for a Supplemental Record Entry (Continued)

All numeric identifiers excluding originating agency case number and miscellaneous number(s) are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the Originating Agency Case Number (OCA) Field and a hyphen must be used to separate the two alphas from the number itself in the Miscellaneous Number (MNU) Field.

When a supplemental record entry contains data concerning a person, a vehicle, or a license plate already on file in a Missing Person, Wanted Person, Vehicle, or License Plate File record, the agency making the supplemental record entry will be furnished the record in file at the time the supplemental record entry message is acknowledged.

See Code Manual, Part 4--Personal Descriptors for appropriate coding of personal identifiers.

8.1.6 Alias (AKA) Field in a Supplemental Record Entry

Field code AKA followed by a slash is used to identify an alias(es). An alias includes any names in which the surname is different from the surname in the NAM Field and any surname spelling variations. Name spelling variations of the first or middle names can only be shown as an alias if the surname changes, i.e., NAM/Thompson, Robert and AKA/Thomson, Bob. Aliases are to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial, if any, space, and suffix meaning seniority, if any. Aliases and/or variations in name spelling must be separated by a period without repeating the message field code AKA. Nicknames (monikers) are to be entered in the Miscellaneous Field, not in the Alias Field of the wanted person record. See Code Manual, Part 4, for further guidelines for coding of aliases.

8.1.7 Operator's License (OLN) Field in the Supplemental Record Entry

Field code OLN followed by a slash is used to identify additional operator's license data in an entry. The three data elements making up this field are: operator's license number, state of issue, and year of expiration. All three elements must be included in the order listed in the format and must be separated by a period, for example, OLN/L234526677238.VA.80. In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by message field code "OLN/".

8.1.8 License Plate Field in a Supplemental Record Entry

Field code LIC followed by a slash is used to identify additional license plate data in an entry. This field contains four data elements: license plate number, state of issue, year of expiration, and type. Elements must be entered in the order listed in the format and must be separated by a period; for example, LIC/CBA321.MD.80.TK. In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by message field code "LIC/".

WANTED PERSON FILE
SECTION 8--SUPPLEMENTAL RECORD

8.1.9 Vehicular Data in a Supplemental Record Entry

Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This field contains six data elements: vehicle identification number, year, make, model, style, and color. The vehicle identification number, year, make, and style are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods and each element must be accounted for. For example, an entry might appear as follows: VIN/1L69X6J023456.76.CHEV.IMP.4D.BLK. or VIN/1D37Q6R001225.76.CHEV..2D.. In the event data related to other vehicles is entered at the same time, each set of vehicular data must be preceded by message field code "VIN/".

8.1.10 Additional Identifying Data in a Supplemental Record Entry

Additional dates of birth; scars, marks, and tattoos, etc.; miscellaneous numbers; and Social Security numbers follow the field codes DOB/, SMT/, MNU/, and SOC/, respectively, without repeating the message field code and separated only by periods. For example, an entry might include: DOB/010257.082355.SMT/SC L CHK.POCKMARKS.MNU/AF-2252333.SOC/303055378.

8.1.11 Number of Additional Identifiers in a Supplemental Record

A maximum of 99 AKAs and nine DOBs, SMTs, MNUs, SOCs, OLNs, LICs, and VINs may be added to a wanted person 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 dates of birth, five scars, two miscellaneous numbers (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 this 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 as indicated in 8.1.12.

8.1.12 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; or Social Security number 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.

WANTED PERSON FILE
SECTION 8--SUPPLEMENTAL RECORD

8.2 Modification of Alias(es) and/or Other Identifiers in a Supplemental Record

No one-step procedure is available to modify an alias or other identifier in a supplemental record to a wanted person record.

To modify (change) an alias or other identifier in a supplemental record to a wanted person record, cancel the incorrect alias or other identifier and reenter correctly. Follow the cancellation procedure set forth in Sections 8.3.1 thru 8.3.4, and then follow the procedures set forth in Sections 8.1.1 thru 8.1.12 to enter the correct alias or other identifier.

8.3.1 Example of Supplemental Record Alias and Other Identifiers Cancellation

XN.MD1012600.NAM/DOE, JOHN J.NIC/W146203706.AKA/BUCK, ROBERT J.DOB/091252.
LIC/ABC654.MD.83.PC(EOT)

Acknowledgment:

MD1012600
CANCEL SUPP NAM/DOE, JOHN J NIC/W146203706
AKA/BUCK, ROBERT J
DOB/091252
LIC/ ABC654.MD.83.PC

The above example of a cancellation of an alias and other additional identifiers in a supplemental record to a wanted person record contains: message key (XN), originating agency's identifier (MD1012600), two record identifiers (NAM/DOE, John J and NIC/W146203706), data to be canceled (alias--AKA/BUCK, ROBERT J, date of birth--DOB/091252, four fields of license plate data--LIC/ABC654.MD.83.PC), and end of transmission character (EOT).

8.3.2 Identification of Record for Cancellation of Additional Identifiers

When canceling an alias(es) and/or other additional identifiers contained in a supplemental record, the wanted person record to which the supplemental record is appended must be identified by either name and NCIC number in that order or name and originating agency case number in that order, with each data element preceded by the proper message field code. Example shown uses name and NCIC number. Next comes the supplemental data to be canceled, with each field preceded by the proper message field code.

8.3.3 Maximum Number of Additional Identifiers in a Cancel 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 alias (or name spelling variation); date of birth; scar, mark, tattoo, etc.; miscellaneous number; or Social Security number is counted as one identifier. Each set of operator's license, license plate, or vehicle data (multiple data element fields) is counted as one identifier.

WANTED PERSON FILE
SECTION 8--SUPPLEMENTAL RECORD

8.3.4 Additional Guidelines for Cancellation of Supplemental Data

Aliases; dates of birth; scars, marks, tattoos, etc.; miscellaneous numbers; 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 message field code (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.

Each set of operator's license or license plate data (multiple data element fields) must be preceded by OLN/or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicle data, only the vehicle identification number and make are required following "VIN/", with a period to account for the intervening VYR Field. For example, a cancellation of the first vehicle entry example shown in Section 8.1.9 would appear as follows: VIN/1L69X6J023456..CHEV.

When a Wanted Person File record is canceled, its entire supplemental record is automatically canceled.

MISSING PERSON FILE
SECTION 1--INTRODUCTION

1.1 Criteria for Entry in File

1. A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger (Message key EM-D--"D" represents Disability).
2. A person of any age who is missing and in the company of another person under circumstances indicating that his/her physical safety is in danger (Message key EM-E--"E" represents Endangered).
3. A person of any age who is missing under circumstances indicating that the disappearance was not voluntary, i.e., abduction or kidnapping, (Message key EM-I--"I" represents Involuntary).
4. A person who is missing and declared unemancipated as defined by the laws of his/her state of residence and does not meet any of the entry criteria set forth in 1, 2, or 3 above (Message key EM-J--"J" represents Juvenile).

1.2 Missing Person Entry Categories

A hyphen and one character must be added to the message key (MKE) of an entry message to indicate which of the four categories in 1.1 above applies to the missing person being indexed in file. The characters will be D, E, I, or J corresponding to the definitions set forth in 1.1 above, respectively, and will serve as a positive statement that the entering agency has documentation (see examples in following paragraph) in its possession (from a source other than the investigating police agency) at the time of entry supporting the stated conditions under which the person is declared missing for NCIC purposes. This documentation in the record will be reassurance that the rights to privacy of the individual will not be violated.

Examples of acceptable documentation are: a written statement from parent* or legal guardian* confirming that the person is missing and verifying his/her date of birth; a written statement from a physician* or other authoritative source corroborating the missing person's physical/mental disability; or a written statement from parent*, legal guardian*, family member* or other authoritative source advising that he/she is in the company of another person under circumstances indicating that his/her physical safety is in danger or that the missing person's disappearance was not voluntary.

1.3 Message Key (MKE) Codes

| <u>Message</u> | <u>Missing</u> | <u>Translation</u> |
|----------------|----------------|------------------------------|
| Entry | EM-D | MISSING PERSON - DISABILITY |
| | EM-E | MISSING PERSON - ENDANGERED |
| | EM-I | MISSING PERSON - INVOLUNTARY |
| | EM-J | MISSING PERSON - JUVENILE |

*Examples of "source other than the investigating police agency."

MISSING PERSON FILE
SECTION 1--INTRODUCTION

1.3 Message Key (MKE) Codes (Continued)

| <u>Message</u> | <u>Missing Person MKE</u> | <u>Translation</u> |
|---|---------------------------|--------------------|
| Modify | MM | |
| Locate | LM | |
| Cancel | XM | |
| Clear | CM | |
| Inquiry | QW | |
| Test Inquiry | ZW | |
| Entry of supplemental record of aliases and/or additional identifiers | EMN | |
| Cancellation of supplemental record | XMN | |

1.4 Retention Period for Missing Person Records

A missing person record entered with message key EM-D, EM-E, or EM-I is retained indefinitely until action is taken by the originating agency to cancel or clear the record.

A record entered with message key EM-J for an unemancipated juvenile will be retained until the missing person reaches the age of emancipation as defined by the statutes of his/her state of residence. When the missing person reaches the age of emancipation, his/her record will be suppressed and then purged from NCIC during the next file purge and reorganization. A suppressed record is accessible to any agency inquiring by NIC number.

An exception to record retention periods will occur in the event a serious error is detected in the record on file. See Introduction, Section 4.2.2, for complete procedural information concerning serious errors.

See Introduction, Section 4.9, for complete information concerning NCIC File reorganization and purge schedule.

1.5 Automatic Purge

A missing person record will be purged from file immediately upon receipt of a locate message. The ORI of the record and the control terminal servicing the ORI will be notified that the record has been purged.

The other automatic purges of missing person records is of those concerning juveniles who reach the age of emancipation as explained in 1.4 above, and those records in which the only searchable identifier is an expired license plate as explained below.

MISSING PERSON FILE
SECTION 1--INTRODUCTION

1.5 Automatic Purge (Continued)

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields in a missing person base record or supplemental record will be purged one year after the license plate expires as indicated in the LIY Field.

When the only searchable identifier in a Missing Person File record is an expired license plate, the entire record will be purged. A listing of purged Missing Person File records will be forwarded to the appropriate control terminal agencies for dissemination to the originating agencies.

A nonexpiring license plate (LIY/00) contained in a Missing Person File record will remain in file until action is taken by the originating agency to remove the license data or clear or cancel the entire record.

Users will not be furnished a listing of records from which expired license data is purged.

1.6 Validations

Validation printouts and magnetic tapes are prepared as of 0400 EST (or EDT) on the first Friday in March and September.

Validation printouts or tapes will list all active Missing Person File records as well as missing person records generated by the state's participation in the §.8. Program.

1.7 Missing Person Message Field Codes and Edits

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|-------------------------------|-------------|---|
| Message Key | MKE | Must be valid message key. |
| Originating Agency Identifier | ORI | Must be a valid NCIC-assigned ORI. The first two characters must be alphabetic and must check with the line number for the state as assigned by the NCIC computer. |
| Name | NAM | Minimum of five and maximum of thirty characters including alphabetic, one comma, hyphen(s), and spaces; comma must follow last no more than one space after comma. |
| Sex | SEX | Must be one character, F or M. |
| Race | RAC | Must be one character, A, B, I, U, or W. |
| Place of Birth | POB | Must be two-character alphabetic code as listed in Part 4 if the Code Manual. |

1.7 Missing Person Message Field Codes and Edits (Continued)

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|---------------------------|-------------|--|
| Date of Birth | DOB | Must be six numeric characters representing month, day, and year in that order. Days cannot be more than maximum for the month. |
| Date of Emancipation | DOE | Must be six numeric characters representing month, day, and year in that order. Days cannot be more than maximum for the month. Must be later than the current date but not more than 21 years later than the date of birth. This is a mandatory field when the message key code EM-J is used. Must be left blank for other MKEs. |
| Height | HGT | Must be three numeric characters. |
| Weight | WGT | Must be three numeric characters. |
| Eye Color | EYE | Must be a three-character alphabetic code as listed in Part 4 of the Code Manual. |
| Hair Color | HAI | Must be a three-character alphabetic code as listed in Part 4 of the Code Manual. |
| FBI Number | FBI | May be one to nine characters. May be up to seven numerics; or one to six numerics followed by an alphabetic character A thru H; or one to six numerics followed by an alphabetic character J thru Z, followed by one or two check digits; or one to six numerics followed by two alphabets followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first alphabetic cannot be B, G, I, O, Q, S, U, Y, or Z, the second alphabetic must be A, B, or C, and the check digit will be 0 to 9. The alphabetic characters I and 0 are always invalid. |
| Skin Tone | SKN | Must be a three-character alphabetic code as listed in Part 4 of the Code Manual. |
| Scars, Marks, and Tattoos | SMT | Must be a valid code as listed in Part 4 of the Code Manual. |

1.7 Missing Person Message Field Codes and Edits (Continued)

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|---------------------------------------|-------------|--|
| Fingerprint Classification | FPC | Must be 20 alphabetic and/or numeric characters which must be valid codes from Part 4 of the Code Manual. If first character of any finger is numeric, second character must also be numeric. Codes 00 and 50 may not be used. |
| Miscellaneous Number | MNU | Minimum of four and maximum of 15 characters. The first two characters must be a valid two-character alphabetic code as listed in Part 4 of the Code Manual. The third character must be a hyphen. Entry of one zero only or a run of zeros is prohibited in positions 4 through 15. Cannot make entry with Originating Agency Police or Identification Number (prefix code OA) in MNU as only numeric identifier in the record. |
| Social Security Number | SOC | Must be nine numeric characters not less than 001010001. The use of an 8 or 9 as the first character or 00 in the fourth and fifth positions is prohibited. |
| Operator's License Number | OLN | Must not be more than 20 alphanumeric characters. One zero only or a run of zeros only may not be used. |
| Operator's License State | OLS | Must be a two-character alphabetic code. See Part 6 of the Code Manual. |
| Operator's License Year of Expiration | OLY | Must be two numeric characters. |
| Missing Person Field | MNP | Must be the two alphabetic characters "MP". |
| Date Missing | DTM | Must be six numeric characters representing month, day, and year in that order. Cannot exceed date entered. |

1.7 Missing Person Message Field Codes and Edits (Continued)

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|----------------------------------|-------------|---|
| Originating Agency Case Number | OCA | Maximum of nine alphabetic and/or numeric characters. Must not contain a single zero only, a run of zeros only, the word NONE, or the first seven characters of the ORI Field. |
| Miscellaneous | MIS | Maximum of 117 characters. MIS Field cannot be blank if VMA is AERO, ATV, CYCL, SPEC, TRLR or TRUK. |
| License Plate Number | LIC | UNK, UNKN, or UNKNOWN is invalid. |
| License Plate State | LIS | Must be two-character alphabetic code as listed in Part 6 of the Code Manual. |
| License Plate Year of Expiration | LIY | Must be current year, current year minus one, later than current year, or 00. |
| License Plate Type | LIT | Must be valid code as listed in Part 8 of the Code Manual. |
| Vehicle Identification Number | VIN | Single zero only, run of zeros only, single alphabetic only, or all alphabetic only, indicating vehicle identification number is not known, cannot be used. For additional edits on VIN Field, see Part 1, Section 9, of this manual. |
| Vehicle Year | VYR | Must be two numeric characters, no more than one year beyond the current model year. Must <u>not</u> be 00. |
| Vehicle Make | VMA | <u>Minimum of two and maximum of four alphabetic characters.</u> If the VMO is other than TL, the VMA must be a valid code listed in the Code Manual, Part 8. If the VMO is TL the VMA must not be the characters ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ. For additional edits on VMA Field, see Part 1, Section 1. |

1.7 Missing Person Message Field Codes and Edits (Continued)

| <u>Field</u> | <u>Code</u> | <u>Edits</u> |
|---------------|-------------|--|
| Vehicle Model | VMO | For edits on VMO Field, see Part 1, Section 1. |
| Vehicle Style | VST | If filled, must be a valid two-character code. Additional VST Field edits can be found in Part 1, Section 1. |
| Vehicle Color | VCO | Must be valid color code as listed in Part 8 of the Code Manual. If seven characters, fourth must be a slash (/). |
| NCIC Number | NIC | A self-checking number consisting of an alphabetic character ("M" in the Missing Person File) followed by nine numeric characters which is automatically assigned by the NCIC computer to each accepted record. Must have valid check-digits when used to identify record in a subsequent transaction. |

1.8 Criteria for Rejecting Duplicate Records

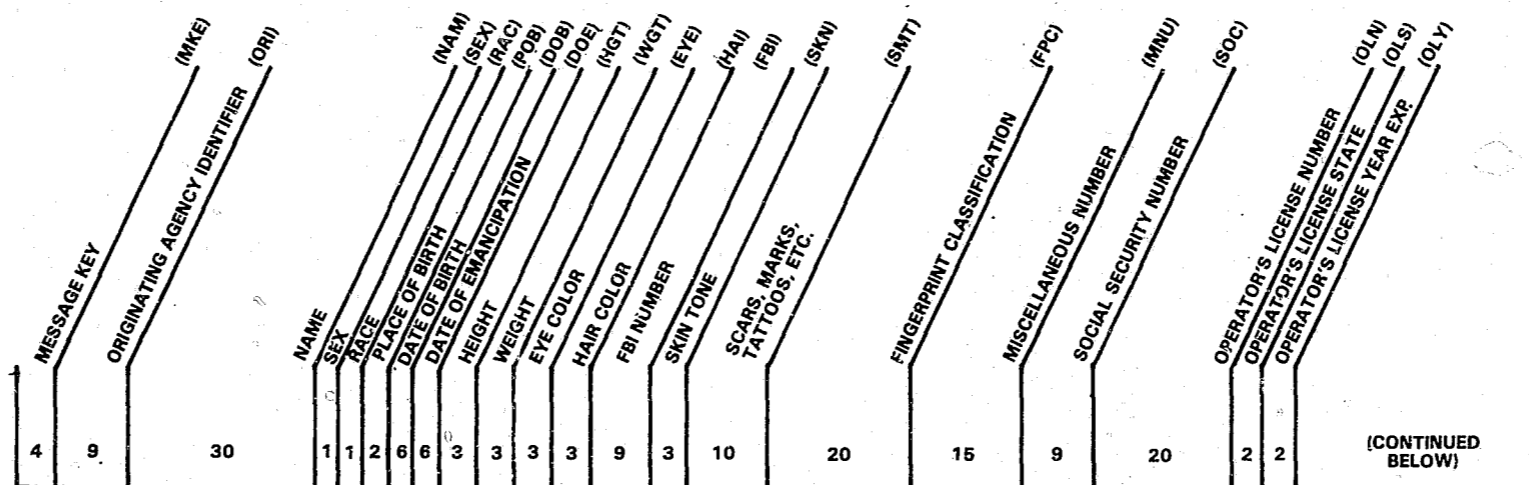
If the following fields of a missing person entry message are the same as those field codes of a record on file, the second entry will be rejected with the message "REJ ON FILE": FBI and ORI; MNU and ORI; SOC and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI (if the LIT field in an existing record is blank, or in the case of modifications, if the missing person record being modified has a blank LIT field, then the LIT field is not used in the duplicate record check); OCA, NAM, and ORI; DOB, NAM, and ORI.

Whenever the message "REJ ON FILE" is received, the record on file will also be transmitted.

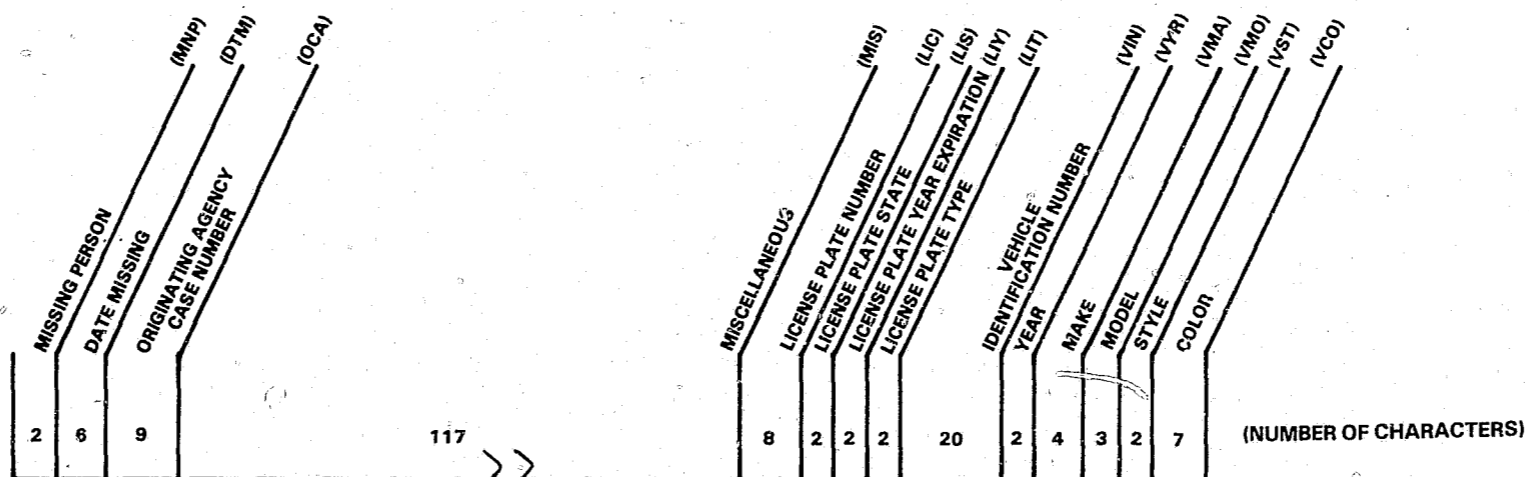
A duplicate record will be accepted if the ORI in the second entry is different. In this case, the first entry will be furnished as a response to the second entry.

MISSING PERSON FILE

MISSING PERSON -- RECORD FORMAT



(CONTINUED BELOW)



(NUMBER OF CHARACTERS)

(NOT SHOWN IN TRUE SCALE TO CONSERVE SPACE)

8-8
12-5-82

MISSING PERSON FILE
SECTION 2--ENTRY2.1 Example of a Missing Person File Entry of an Unemancipated Person

EM-J.MD1012600.DOE, JOHN J.M.W.MD.101265.101283.510.165.GRN.BRO..FAR.SC R
HND...216343737....MP.120182.5439.LAST SEEN WEARING BLUE PANTS AND RED SHIRT(EOT)

Acknowledgment:

MD1012600
NAM/DOE, JOHN J NIC/M000069216

2.2 Mandatory Fields of Missing Person Entry

Information in parentheses is from the above entry example. The following fields are mandatory to cause acceptance of a missing person entry into NCIC storage: message key (EM-J), originating agency identifier (MD1012600), name (DOE, JOHN J), sex (M), race (W), date of birth (101265) and date of emancipation (101283) when the message key is EM-J, height (510), weight (165), hair color (BRN), the characters "MP" in the Missing Person Field, date missing (120182), originating agency call number (5439), and at least one of the following numerical identifiers when the message key is other than EM-J: complete date of birth including month, day, and year; FBI Identification Number; miscellaneous identifying number other than originating agency police or identification (OA) number; Social Security number; operator's license number with operator's license state and operator's license year of expiration; license plate number with license plate state, license plate year of expiration, and license plate type; or vehicle identification number with vehicle year, vehicle make, and vehicle style. The entry will be rejected if one of the mandatory fields is left unfilled or the transaction is not completed with the end of transmission character (EOT).

For training and administrative purposes, agencies may enter test records into NCIC. The test record must contain 1) the letters "TEST" as the first four characters of the OCA Field; 2) the words "TEST RECORD" in the MIS Field; 3) only fictitious names and numbers; 4) a blank FBI Number Field; and 5) the LIS Field code must reflect only that of the entering agency as using the LIS code for another state will generate unnecessary \$.8. messages.

2.3 Additional Guidelines for Missing Person Entries

1. The entering agency (ORI) must account for all fields in the Missing Person File--Record Format. If data pertaining to a nonmandatory field is not known, place a period in the field to indicate that the information is unknown and proceed to the next field. Ensure that all available data called for in the record format is entered when the entry is made. Missing data obtained at a later time should be promptly added through the use of a "modify" message (MKE/MM). For entry of aliases and/or other additional identifiers as a supplemental record to a missing person record, see Section 8.
2. Entry instructions for name; sex; race; date of birth; height; weight; eye color; hair color; FBI number; skin tone; scars, marks, and tattoos;

2.3 Additional Guidelines for Missing Person Entries (Continued)

2. (Continued)
fingerprint classification; miscellaneous number; Social Security number; and operator's license number can be found in Personal Descriptors, Part 4 of the Code Manual. Codes for entering the place of birth are in Part 6 of the Code Manual.
3. To highlight that Race (RAC) Field code C means Chinese, the NCIC computer will translate RAC/C in the acceptance acknowledgment when it is used in an entry. For example:

MD1012600
NAM/DOE, JOHN NIC/M123456789 RAC/CHINESE
4. If a date of birth is the only numerical identifier, it must be complete, including month, day, and year, or the entry will be rejected. Date of birth is mandatory when the message key is EM-J.
5. All numerical identifiers except the originating agency case number and the miscellaneous number are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the Originating Agency Case Number (OCA) Field, and a hyphen is used to separate the first two alphabets from the number itself in the Miscellaneous Number (MNU) Field.
6. An ORI attempting to enter a record on a person it already has entered will receive a reject. An entry on the same individual will be accepted provided the originating agencies are different. The agency making the second entry will receive the record already in file at the time the second entry is acknowledged. This should lead to some kind of communication between the two agencies as valuable lead type information might be available.

2.4 Date of Emancipation (DOE) Field

The Date of Emancipation (DOE) Field is mandatory when the message key is EM-J. The DOE indicates the exact day that an unemancipated juvenile will reach the age of emancipation (majority) as defined by the statutes of his/her state of residence. The DOE cannot be more than 21 years later than the date of birth.

A date of emancipation is entered in the same manner as a date of birth, i.e., month, day, and year. For example, a missing person who was born on July 5, 1965, and is emancipated at the age of 18 years would be entered in file with DOB/070565 and DOE/070583. The DOE must be complete (include month, day, and year) or the entry will be rejected.

Most states have a fixed age of emancipation which is commonly referred to as the age of majority. However, many states have exceptions which cause a person to become emancipated at an earlier age. For example, a person who is not married and is unemancipated until he/she reaches the age of 18, may be emancipated at an earlier age if his/her marital status changes or if he/she enters the military.

2.4 Date of Emancipation (DOE) Field (Continued)

The exceptions concerning age of emancipation may be changed at any time by passage of state law(s). Before entering a record for a missing person who is a resident of another state, contact the NCIC Control Terminal Officer of that state to obtain information concerning the age of emancipation.

2.5 Miscellaneous (MIS) Field

Aliases, vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the Miscellaneous Field. All additional searchable data should be entered in a supplemental record (MKE/EMN) as illustrated and explained in Section 8, as this procedure increases the chances of a hit on the record. Nicknames (monikers) are to be entered in the Miscellaneous Field, not in the Alias Field of the missing person record. Information in the Miscellaneous Field is not searchable.

When an agency makes missing person entries on two or more missing persons who are known to be associating with each other, the agency should cross-reference each missing person record entry to the other. This can be done by placing the name and NCIC number (NIC) of each person's record in the Miscellaneous (MIS) Field of the other person's record with an appropriate explanatory note. An agency receiving the record on one of the missing persons will have the necessary information to obtain any other pertinent record(s).

In a case in which the ORI believes that notification each time its record is "hit" will provide investigative leads, regardless of whether the person's whereabouts is known, the entering agency should place the code NOAH (Notify ORI of All Hits) in the Miscellaneous (MIS) Field.

2.6 Vehicle or License Plate Data

A vehicle and/or license plate may be entered as part of a missing person record provided the location of the vehicle and/or license plate is unknown and the entering agency has reasonable grounds to believe that the missing person may be operating the vehicle or a vehicle bearing the license plate.

Mere knowledge or verification with the appropriate department of motor vehicles that a vehicle and/or license plate is registered to the missing person does not meet the criteria for entry of either or both as part of his/her record.

In instances where the vehicle or license plate in a missing person entry has been stolen, a notation that the vehicle or license plate is stolen should be placed in the Miscellaneous Field. Also, a separate entry of the stolen vehicle, felony vehicle, or license plate should be made in the Vehicle or License Plate Files by the agency possessing the theft report or handling the felony investigation.

The missing person and stolen vehicle or license plate records should be cross-referenced in the Miscellaneous Fields. For example, the Miscellaneous Field of the missing person record might read "MAY BE A PASSENGER IN STOLEN VEH BELOW-SEE NIC/V123456789," and the Miscellaneous Field of the stolen vehicle record might contain "SEE NIC/M000069216".

2.6 Vehicle or License Plate Data (Continued)

Should the missing person entry contain data about a vehicle or license plate which has already been entered in the Vehicle or License Plate Files, the agency making the entry will be furnished the vehicle or license plate record already in file at the time the missing person entry is acknowledged. Receipt of this record should result in some type of communication between the two agencies as valuable lead-type information may be available.

2.7 Vehicle or License Plate Data in the Missing Person Entry and the §.8. Program

An agency making a missing person entry containing data on a vehicle or license plate registered in another state must advise the NCIC control terminal in the state of registry about such an entry if the state of registry is not a §.8. Program participant. Participants in the §.8. Program are all Canadian agencies and all states except the following:

| | |
|--------|--------------|
| Hawaii | South Dakota |
| Idaho | Wyoming |

3.1 What Agency May Use a Modification Message

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a missing person base record.

3.2 Example of a Missing Person Record Modification

MM.MD1012600.NAM/DOE, JOHN J.NIC/M000069216.EYE/BRO(EOT)

Acknowledgment:

MD1012600
MODIFY NAM/DOE, JOHN J NIC/M000069216

The above modification example contains: message key (MM), originating agency's identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and NIC/M000069216), the field being modified and the data being changed (EYE/BRO), and end of transmission character (EOT).

3.3 Identification of Record to Be Modified

Record to be modified must be identified by either name and NCIC number in that order or name and originating agency case number in that order, with each data element preceded by the proper message field code. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

3.4 Additional Guidelines for Missing Person Record Modifications

To modify an alias(es) and/or additional identifiers previously appended to a missing person record by means of a supplemental record, see Section 8.2.

3.5 Example of a Modification to Remove All Vehicular Data

MM.MD1012600.NAM/DOE, JOHN J.NIC/M000069216.LIC-VCO/.(EOT)

Acknowledgment:

MD1012600
MODIFY NAM/DOE, JOHN J NIC/M000069216

The above modification example which removes all vehicular data from the record contains: message key (MM), originating agency's identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and NIC/M000069216), the fields being removed (LIC-VCO) immediately followed by slash period (/.), and the end of transmission character (EOT).

MISSING PERSON FILE
SECTION 3--MODIFICATION

3.6 Explanation of Modification to Remove All Vehicular Data

When a vehicle which was included in a missing person base record (see Record Format) is recovered prior to location of the missing person, a special modification message may be used to remove all vehicular data without identifying each individual field (see example on preceding page). The record to be modified must be identified by either name and NCIC number in that order or name and originating agency case number in that order, with each data element preceded by the proper message field code. The characters "LIC-VCO/" follow the two record identifiers. "LIC-VCO/" instructs the NCIC computer to delete the fields LIC through VCO inclusive, that is, LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO.

3.7 Modification to Remove Part of Vehicular Data

The special modification message explained in Section 3.6 above cannot be used to remove less than all of the vehicular data from a missing person base record. If only the four fields of license plate data (LIC, LIS, LIY, LIT) are to be deleted from the record, the usual modification procedure must be followed, with each field to be deleted explicitly set forth in the modify message. For example:

MM.MD1012600.NAM/DOE, JOHN J.NIC/M000069216.LIC/.LIS/.LIY/.LIT/.(EOT)

MISSING PERSON FILE
SECTION 4--CANCELLATION

4.1 When to Use a Cancellation Message

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is utilized when the entering agency determines that the record is invalid; for example, the parent or legal guardian of the missing juvenile withdraws the missing person report.

4.2 Example of a Missing Person Record Cancellation

XM.MD1012600.NAM/DOE, JOHN J.NIC/M000069216.120582(EOT)

Acknowledgment:

MD1012600
CANCEL NAM/DOE, JOHN J NIC/M000069216

The above cancellation example contains: message key (XM), originating agency's identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and NIC/M000069216), date of cancellation (120582), and end of transmission character (EOT).

When a missing person record is canceled, the entire record including all data appended to the record by means of a supplemental record entry is automatically canceled.

4.3 Identification of Record to Be Canceled

Record to be canceled must be identified by either name and NCIC number in that order or name and originating agency case number in that order, with each data element preceded by the proper message field code. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. Cancellation date (which must be current date) must follow the two record identifiers.

5.1 Example of a Missing Person File Inquiry with Negative and Positive Responses

Message key QW is used in an inquiry of the Missing Person File as well as in an inquiry of the Wanted Person File. An inquiry containing message key QW generates a search of both files and retrieves a record entered in either file.

QW.WA1230000.NAM/DOE, JOHN J.SEX/M.RAC/W.DOB/101265(EOT)

Negative response:

WA1230000
NO NCIC WANT DOB/101265 NAM/DOE, JOHN J SEX/M RAC/W

Positive response (with supplemental record):

WA1230000
MKE/MISSING PERSON - JUVENILE
ORI/MD1012600 NAM/DOE, JOHN J SEX/M RAC/W POB/MD
DOB/101265 DOE/101283 HGT/510 WGT/165 EYE/BRO HAI/BRO SKN/FAR
SMT/SC R HND SOC/216343737
MNP/MP DTM/120182 OCA/5439
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
NIC/M000069216

WA1230000
ORI IS ANY CITY PD MD
SMT/CAUL L EAR TAT R ARM
NIC/M000069216
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

5.2 Requirements for Inquiry

An inquiry of the Missing Person File may be made by name and one, more than one, or all of the following numeric identifiers: complete date of birth, including month, day, and year; FBI number; miscellaneous number; Social Security number; and operator's license number, with each data element preceded by the proper message field code. Also, an inquiry may be made by name and originating agency case number only or by NCIC number only, with each data element preceded by the proper message field code.

When the only numeric identifier in an inquiry is the DOB, sex and race should be included to minimize multiple hits by limiting the scope of the search. Including sex will cause the NCIC computer to search only those records containing the same sex code as the sex code in the inquiry. Also, the inclusion of race in an inquiry will limit the search made by the NCIC computer. Following is a list of the Race Field codes and the race codes that will be searched when each is included in an inquiry.

5.2 Requirements for Inquiry (Continued)RACE IN INQUIRYRACE CODES SEARCHED

| | |
|---------------------------------------|---------------|
| A (Asian or Pacific Islander) | A,B,I,U and W |
| I (American Indian or Alaskan Native) | A,B,I,U and W |
| B (Black) | A,B,I and U |
| W (White) | A,I,U and W |
| U (Unknown) | A,B,I,U and W |

5.3 Inquiry of Missing Person File Using Vehicular Data

A QV inquiry by license plate number, license plate state, and/or vehicle identification number, and, when available, vehicle make will also identify a wanted person or missing person record into which the vehicular and/or license plate data has been entered. It is also possible to make an inquiry of the Missing Person File using message key code QW with license plate number, license plate state, and/or vehicle identification number and, when available, vehicle make. An inquiry of this type will also check the Wanted Person, Vehicle, and License Plate Files. It is not necessary to include name in this type of inquiry.

5.4 Additional Guidelines for Inquiries

When only one numeric identifier is used in a Missing Person File inquiry, the response(s) will include only the record(s) on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security (SOC) number, the response(s) will include the record(s) on file with that SOC number even though there may be other records on file for the same individual which do not contain that particular SOC number.

An agency making an inquiry with limited personal descriptors should make a second inquiry using all available identifiers contained in the response record(s) to ensure the receipt of all records on file which could possibly pertain to the person in question.

An EM-J record that has been suppressed due to the end of retention period is accessible to any agency inquiring by NIC number.

5.5 Procedures for Handling a Hit

When an agency receives a record(s) in response to an inquiry and (1) the whereabouts of the person inquired upon is known and (2) the person inquired upon appears to be identical with the subject of one or more of the records, the agency that can detain the person must contact the originating agency of each record possibly identical with the person inquired upon to confirm the hit(s) prior to detaining the person.

When an agency receives a record(s) in response to an inquiry and the whereabouts of the person inquired upon is not known, the hit(s) should not be confirmed. However, if the code NOAH (Notify ORI of All Hits) is in the Miscellaneous Field of a record, contact the ORI of the record and furnish details concerning the inquiry.

MISSING PERSON FILE
SECTION 5--INQUIRY

5.5 Procedures for Handling a Hit (Continued)

"To confirm the hit" means to verify that the missing person report is still outstanding, the person inquired upon is identical with the subject of the record, and the missing person should be detained inasmuch as he or she will be returned to the proper authorities.

The NCIC Advisory Policy Board has approved procedures whereby system discipline requirements for hit confirmation response are outlined and failure to comply can be identified. These procedures are as follows:

1. Upon receipt of a hit confirmation request, the originating agency (ORI) of the record must within ten minutes furnish a substantive response, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.
2. A requesting agency not receiving a substantive response within ten minutes should generate a second request.
3. If the agency generating the second request again fails to receive a substantive response within ten minutes, the agency will then generate a message to its own control terminal and the control terminal of the agency that originated the record with a copy to be sent to FBI NCIC, ORI/DCFBIWA00. No action will be taken by FBI NCIC unless the two control terminal officers cannot resolve the matter.
4. The control terminal officer, or his designee, of the originating agency will institute appropriate action to ensure proper response and compliance to system standards and this may include the canceling of records. Failure on the part of any control terminal to ensure such compliance will be brought to the attention of the Advisory Policy Board by FBI NCIC.

If a positive response (hit) includes vehicle or license plate data in the missing person record, the Vehicle File should be queried to ascertain if the vehicle and/or license plate is stolen.

Any agency that, following confirmation of a hit(s), detains a missing person for whom a record is indexed in NCIC, except the agency whose ORI is stored in the record, must transmit a locate message for each record that was hit and confirmed with the ORI of the record. See Part 8, Section 6.1, for locate procedures.

MISSING PERSON FILE
SECTION 6--LOCATE

6.1 What Agency Must Use a Locate Message

Any agency that finds a person who is indexed in the NCIC Missing Person File, except the agency that entered the record, must place a locate message on the missing person record(s). When an agency receives a record or multiple records in response to an inquiry, the inquiring agency must contact the ORI of each record possibly identical with the person in question to confirm the hit(s). Following confirmation with the originating agency(s), a locate message must be transmitted for each record on file for the individual.

6.2 Example of a Locate Message for a Missing Person Record

LM.WA1230000.NAM/DOE, JOHN J.NIC/M000069216.120582.8592.DETN(EOT)

Acknowledgment:

WA1230000
LOCATED NAM/DOE, JOHN J NIC/M000069216

The above example contains: message key (LM), originating agency's identifier (WA1230000), two record identifiers (NAM/DOE, JOHN J and NIC/M000069216), date of location (120582), locating agency's case number (8592), disposition information (DETN), and the end of transmission character (EOT).

6.3 Identification of Record to Receive Locate

Record to receive locate must be identified by either name and NCIC number in that order or name and originating agency case number in that order, with each data element preceded by the proper message field code. The name used in identifying the record to be located must be set forth with the exact spelling and spacing as shown in the record on file. Note that the case number (OCA) used as an identifier will be that of the agency that entered the record, as shown in the record received from NCIC in reply to the locating agency's inquiry.

6.4.1 Locate Procedure

Following the two record identifiers, date of location, locating agency's case number, and the appropriate abbreviation DETN or RELD are next entered in that order without field codes. The date of location must be entered or the locate message will be rejected. The locating agency's case number should be entered as this will ensure that complete locate information is in the record. Disposition information (what is to be done with the missing person) must be obtained from the originating agency (ORI) when it is contacted to confirm the missing person's status and included in the locate message.

The originating agency has the responsibility of immediately advising the locating agency concerning disposition of the individual when contacted about the location of the missing person.

MISSING PERSON FILE

SECTION 6--LOCATE

6.4.2 Use of DETN in Locate Message

DETN, an abbreviation for detained, must be included in the locate message when the agency that entered the record advises the locating agency that arrangements are being made to return the missing person to the proper authorities.

6.4.3 Use of RELD in Locate Message

RELD, an abbreviation for released, must be included in the locate message when:

1. The agency that entered the record advises the locating agency that the missing person should not be detained since that person will not be returned to the proper authorities.
2. The locating agency has received no information concerning what action should be taken with regard to the missing person after making a concerted effort to obtain such information.

6.5 First Locate Automatically Purges Missing Person Record

The complete missing person record, including all supplemental data, is automatically removed from file when a locate message is placed on the record. The ORI of the record and the control terminal servicing the ORI are advised when this occurs.

MISSING PERSON FILE
SECTION 7--CLEAR7.1 When to Use a Clear Message

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency finding the missing person is the agency that entered the record.
2. When the agency that entered the record is officially advised that the missing person has been located and the record has not already been purged by a locate message placed by the locating agency.

7.2 Example of a Clear Message for a Missing Person Record

CM.MD1012600.NAM/DOE, JOHN J.NIC/M000069216.120582.WA1230000.8592(EOT)

Acknowledgment:

MD1012600
CLEAR NAM/DOE, JOHN J NIC/M000069216

The above clear example contains: message key (CM), originating agency's identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and NIC/M000069216), date of location (120582), the locating agency's identifier (WA1230000), locating agency's case number (8592), and end of transmission character (EOT).

7.3 Identification of Record to Be Cleared

Record to be cleared must be identified by either name and NCIC number in that order or name and originating agency case number in that order, with each data element preceded by the proper message field code. The name used in identifying the record to be cleared must be set forth with the exact spelling and spacing as shown in the record on file.

7.4.1 Clear Procedures if Missing Person Found By Agency That Entered Record

If the agency that entered the record finds the missing person, only the date of location must be entered following the two record identifiers. Thus, in the above example, the message would end after 120582.

7.4.2 Clear Procedures if Missing Person Found By an Agency Other Than ORI

If the missing person is found by an agency other than the ORI of the record and the locating agency has not placed a locate message on the missing person record, the date of location must be entered following the two record identifiers. This date should be followed by the locating agency's identifier and the locating agency's case number in this order without field codes. This ensures that the cleared record contains complete locate data (date of location, locating agency's identifier, and locating agency's case number). Since one locate message purges the record from file, the ORI and the control terminal servicing that ORI are notified by NCIC that such a transaction has occurred. It will not be necessary under these circumstances for the ORI to clear the record from NCIC.

MISSING PERSON FILE
SECTION 8--SUPPLEMENTAL RECORD

8.1.1 Entry of Supplemental Record to Missing Person Record

Entry of alias(es) and/or other additional identifiers as a supplemental record to a missing person record (to be placed in NCIC by an entry separate from the missing person entry) may be made only by the agency that entered the missing person record.

8.1.2 Example of a Supplemental Record Entry

EMN.MD1012600.NAM/DOE, JOHN J.OCA/5439.AKA/ROE, EDWARD.DOE, EDWARD.DOB/101265.091263.SMT/CAUL L EAR.TAT R ARM(EOT)

Acknowledgment:

MD1012600
SUPP NAM/DOE, JOHN J OCA/ 5439

The above supplemental record entry example contains: message key (EMN); originating agency's identifier (MD1012600); two record identifiers (NAM/DOE, JOHN J and OCA/5439); and the supplemental data added to the record: two aliases (AKA/ROE, EDWARD and DOE, EDWARD); two dates of birth (DOB/101265 and 091263); and two scars, marks, and tattoos (SMT/CAUL L EAR and TAT R ARM); and the end of transmission character (EOT).

8.1.3 Identification of Missing Person Record for Entry of Supplemental Record

The missing person record to which a supplemental record of alias(es) and/or other additional identifiers is to be added must be identified by either name and NCIC number in that order or name and originating agency case number in that order, with each data element preceded by the proper message field code. Identifiers used in above example are name and originating agency case number. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

8.1.4 Fields in a Supplemental Record

The Alias Field and all other additional 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 additional identifiers that may be added to a missing person record.

| <u>FIELD</u> | <u>FIELD CODE</u> | <u>MAXIMUM NUMBER PERMITTED</u> |
|-----------------------------|-------------------|---------------------------------|
| Alias | AKA | 99 |
| Date of Birth | DOB | 9 |
| Scars, Marks, Tattoos, etc. | SMT | 9 |
| Miscellaneous Number | MNU | 9 |

MISSING PERSON FILE
SECTION 8--SUPPLEMENTAL RECORD

8.1.4 Fields in a Supplemental Record (Continued)

| <u>FIELD</u> | <u>FIELD CODE</u> | <u>MAXIMUM NUMBER PERMITTED</u> |
|---|-------------------|---------------------------------|
| 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 |

8.1.5 Additional Guidelines for a Supplemental Record Entry

After the missing person record has been identified, each field included in a supplemental record entry, except those entered in sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period and each field must be ended with a period. Fields that are not a part of sets of data may be entered in any order in a supplemental record entry.

The Operator's License Number, License Plate Number, and Vehicle Identification Number Fields in the supplemental record format are multiple data element fields; i.e., these fields have more than one data element following the field code and slash and are entered in sets. Each set of data must be preceded by the appropriate field code followed by a slash. The data elements within a set of data must be entered in sequence after the slash, and each data element must be accounted for.

The field in the main record must be filled before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the main record does not contain a Social Security number in the Social Security Number (SOC) Field.

All numeric identifiers excluding originating agency case number and miscellaneous number are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the Originating Agency Case Number (OCA) Field and a hyphen must be used to separate the two alphabetic characters from the number itself in the Miscellaneous Number (MNU) Field.

MISSING PERSON FILE
SECTION 8--SUPPLEMENTAL RECORD

8.1.5 Additional Guidelines for a Supplemental Record Entry (Continued)

When a supplemental record entry contains data concerning a person, a vehicle, or a license plate already on file in a Missing Person, Wanted Person, Vehicle, or License Plate File record, the agency making the supplemental record entry will be furnished the record in file at the time the supplemental record entry message is acknowledged.

See Code Manual, Part 4, for appropriate coding of personal identifiers.

8.1.6 Alias (AKA) Field in a Supplemental Record Entry

Field code AKA followed by a slash is used to identify an alias(es). An alias includes any names in which the surname is different from the surname in the NAM Field and any surname spelling variations. Name spelling variations of the first or middle names can only be shown as an alias if the surname changes, i.e., NAM/Thompson, Robert and AKA/Thomson, Bob. An alias is to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial, if any, space, and suffix meaning seniority, if any, e.g. SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the message field code AKA. Nicknames are to be entered in the Miscellaneous Field, not in the Alias Field of the missing person record.

8.1.7 Operator's License (OLN) Field in the Supplemental Record Entry

Field code OLN followed by a slash is used to identify additional operator's license data in an entry. The three data elements making up this field are: operator's license number, state of issue, and year of expiration. All three elements must be included in the order listed in the format and must be separated by a period, for example, OLN/L234526677238.VA.76. In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by message field code "OLN/".

8.1.8 License Plate Field in Supplemental Record Entry

Field code LIC followed by a slash is used to identify additional license plate data in an entry. This field contains four data elements: license plate number, state of issue, year of expiration, and type. Elements must be entered in the order listed in the format and must be separated by a period; for example, LIC/CBA321.MD.77.TK. In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by message field code "LIC/".

8.1.9 Vehicular Data in a Supplemental Record Entry

Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This field contains six data elements: vehicle identification number, year, make, model, style, and color. The vehicle

MISSING PERSON FILE
SECTION 8--SUPPLEMENTAL RECORD

8.1.9 Vehicular Data in a Supplemental Record Entry (Continued)

identification number, year, make, and style are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods and each data element must be accounted for. For example, an entry might appear as follows: VIN/1L69X6J023456.76.CHEV.IMP.4D.BLK. or VIN/1D37Q6R001225.76.CHEV..2D.. In the event data related to other vehicles is entered at the same time, each set of vehicular data must be preceded by message field code "VIN/".

8.1.10 Additional Identifying Data in a Supplemental Record Entry

Additional dates of birth; scars, marks, and tattoos, etc; miscellaneous numbers; and Social Security numbers follow the field codes DOB/, SMT/, MNU/, and SOC/, respectively, without repeating the message field code and separated only by periods. For example, an entry might include: DOB/010237.082335. SMT/SC L CHK.POCKMARKS.MNU/AF-2252333.SOC/303055378.

8.1.11 Number of Additional Identifiers in a Supplemental Record

A maximum of 99 AKAs and 9 DOBs, SMTs, MNUs, SOCs, OLNs, LICs, and VINs may be added to a missing person 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 dates of birth, five scars, two miscellaneous numbers (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 this 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 as indicated in 8.1.12.

8.1.12 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; or Social Security number 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.

8.2 Modification of Alias(es) and/or Other Identifiers in a Supplemental Record

No one-step procedure is available to modify an alias or other identifier in a supplemental record to a missing person record.

To modify (change) an alias or other identifier in a supplemental record to a missing person record, cancel the incorrect alias or other identifier and reenter correctly. Follow the cancellation procedure set forth in Sections 8.3.1 thru 8.3.4 and then follow the procedures set forth in Sections 8.1.1 thru 8.1.12 to enter the correct alias or other identifier.

MISSING PERSON FILE
SECTION 8--SUPPLEMENTAL RECORD

8.3.1 Example of Supplemental Record Aliases and Other Identifiers Cancellation

XMN.MD1012600.NAM/DOE, JOHN J.NIC/M000069216.AKA/ROE, EDWARD.DOE, EDWARD.
DOB/101265.091263(EOT)

Acknowledgment:

MD1012600
CANCEL SUPP NAM/DOE, JOHN NIC/M000069216
AKA/ROE, EDWARD
AKA/DOE, EDWARD
DOB/101265
DOB/091263

The above example of a cancellation of aliases and other additional identifiers in a supplemental record to a missing person record contains: message key (XMN), originating agency's identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and NIC/M000069216), data to be canceled (aliases--AKA/ROE, EDWARD.DOE, EDWARD, dates of birth--DOB/101265.091263), and end of transmission character (EOT).

8.3.2 Identification of Record for Cancellation of Additional Identifiers

When canceling an alias(es) and/or other additional identifiers contained in a supplemental record, the missing person record to which the supplemental record is appended must be identified by either name and NCIC number in that order or name and originating agency case number in that order, with each data element preceded by the proper message field code. Example shown uses name and NCIC number. Next comes the supplemental data to be canceled, with each field preceded by the proper message field code.

8.3.3 Maximum Number of Additional Identifiers in a Cancel 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 alias (or name spelling variation); date of birth; scar, mark, tattoo, etc.; miscellaneous number; or Social Security number is counted as one identifier. Each set of operator's license, license plate, or vehicle data (multiple data element fields) is counted as one identifier.

8.3.4 Additional Guidelines for Cancellation of Supplemental Data

Aliases; dates of birth; scars, marks, tattoos, etc.; miscellaneous numbers; 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 message field code (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.

MISSING PERSON FILE
SECTION 8--SUPPLEMENTAL RECORD

8.3.4 Additional Guidelines for Cancellation of Supplemental Data (Continued)

Each set of operator's license or license plate data (multiple data element fields) must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicle data, only the vehicle identification number and make are required following "VIN/", with a period to account for the intervening VYR Field. For example, a cancellation of the first vehicle entry example shown in Section 8.1.9 would appear as follows: VIN/1L69X6J023456..
CHEV

When a missing person record is canceled, its entire supplemental record is automatically canceled.

CANADIAN WARRANT FILE
SECTION 1--INTRODUCTION1.1 Background

Information concerning an outstanding Canadian-issued warrant is documented police information that needs to be available to U.S. law enforcement personnel. Therefore, on June 15, 1980, NCIC established criteria to allow entries on persons wanted for violations of the Criminal Code of Canada based upon Canada-wide warrants. The data base for the Canadian Warrant File stored in the NCIC computer is maintained by Canada.

A user making an NCIC inquiry and receiving a hit on a Canadian entry is advised in a caveat that the fugitive is wanted on a Canadian warrant and no arrest can be executed in the United States based on the Canadian warrant. In addition, the caveat directs the inquiring agency to contact the Royal Canadian Mounted Police (RCMP) to initiate the process of obtaining a U.S. extradition warrant (3184 Warrant), which is authorized by the provisions of Title 18, U.S. Code, Section 3184.

1.2 Criteria for Entry in Canadian Warrant File

Records may be entered for individuals who are wanted for violations of the Criminal Code of Canada for whom there is an outstanding Canada-wide warrant which meets the requirements of the Extradition Treaty, Title 18, U.S. Code, Section 3184. These entries can only be made by authorized Canadian agencies.

1.3 Message Key (MKE) Codes

| <u>Message</u> | <u>MKE</u> | <u>Translation</u> |
|----------------|------------|---|
| Entry | EW | WANTED IN CANADA |
| | EW-C | WANTED IN CANADA-CAUTION |
| *Locate | LW | LOCATED WANTED IN CANADA or LOCATED WANTED IN CANADA-CAUTION |
| Inquiry | QW | |
| Test Inquiry | ZW | |

*This MKE will only translate as indicated when the locate appended to the record shows that the subject will be extradited (EXTR).

1.4 Retention Period for Canadian Warrant File Record

The retention period for a Canadian Warrant File record is the same as that of a Wanted Person File record. For detailed information, refer to Part 7, Section 1.3.

CANADIAN WARRANT FILE
SECTION 2--INQUIRY2.1 Example of a Canadian Warrant File Inquiry

The Message Key (MKE) Field code QW is used for a Canadian Warrant File inquiry. An inquiry of the Canadian Warrant File will also search the Missing and Wanted Person Files.

QW.WA1230000.NAM/DOE, JOHN.SEX/M.RAC/W.DOB/041044(EOT)

Negative response:

WA1230000
NO NCIC WANT DOB/041044 NAM/DOE, JOHN SEX/M RAC/W

Positive response:

WA1230000
WARNING - DO NOT ARREST BASED ON THIS INFORMATION
MKE/WANTED IN CANADA
ORI/BC0000000 NAM/DOE, JOHN SEX/M RAC/I POB/TX DOB/041044
HGT/510 WGT/175 EYE/BRO HAI/BRO
NIC/W000022525

WA1230000
OFF/FRAUD - ILLEG USE CREDIT CARDS DOW/120182 OCA/ 22789
MIS/TEST RECORD
NIC/W000022525
ORI IS RCMP ANY PLACE BC
NIC/W000022525

WA1230000
REPEAT - WANTED IN CANADA - DO NOT ARREST BASED ON THIS
INFORMATION - IMMEDIATELY CONTACT RCMP, OTTAWA, CANADA
TEL NO. (613) 993-3800 EXT. 210. IF SUBJECT IS NOT U.S.
CITIZEN, CONTACT NEAREST OFFICE OF U.S. IMMIGRATION AND
NATURALIZATION SERVICE.

All codes used in the Canadian Warrant File are the same as those used in the Missing and Wanted Person Files.

2.2 Requirements for Inquiry

An inquiry of the Canadian Warrant File may be made by name and one, more than one, or all of the following numeric identifiers: complete date of birth, including month, day, and year; FBI number; miscellaneous number; Social Security number, and operator's licence number, with each data element preceded by the proper message field code. Also, an inquiry may be made by name and originating agency case number only or NCIC number only, with each data element preceded by the proper message field code.

When the inquiry contains a name and complete DOB as the only numeric identifier, a name search is generated. Sex and race should be included to minimize multiple hits by limiting the scope of the name search. Including sex will

CANADIAN WARRANT FILE
SECTION 2--INQUIRY2.2 Requirements for Inquiry (Continued)

cause the NCIC computer to search only those records containing the same sex code as the sex code in the inquiry. Also, the inclusion of race in an inquiry will limit the search made by the NCIC computer. Following is a list of the Race Field codes and the race codes that will be searched when each is included in an inquiry.

| <u>RACE IN INQUIRY</u> | <u>RACE CODES SEARCHED</u> |
|---------------------------------------|----------------------------|
| A (Asian or Pacific Islander) | A, B, I, U, and W |
| I (American Indian or Alaskan Native) | A, B, I, U, and W |
| B (Black) | A, B, I, and U |
| W (White) | A, I, U, and W |
| U (Unknown) | A, B, I, U, and W |

When the inquiry contains a name and a numeric identifier other than DOB, i.e., the Social Security Number (SOC), FBI Number, etc., a name search is not generated. In this situation, only the numeric identifier is searched, not the name. Including sex and race in this inquiry will not confine the search.

When the inquiry contains a name, DOB, and another numeric identifier, the computer searches the other numeric identifier first, the DOB second, and the name last.

2.3 Additional Guidelines for Inquiries

When only one numeric identifier is used in a Canadian Warrant File inquiry, the response(s) will include only the record(s) on file containing that specific numeric identifier. For example, if an inquiry contains only the FBI number, the response(s) will include the record(s) on file with that FBI number even though there may be other records on file for the same individual which do not contain that particular FBI number.

An agency making an inquiry with limited personal descriptors should make a second inquiry using all available identifiers contained in the response record(s) to ensure the receipt of all records on file which could possibly pertain to the person in question.

2.4 Inquiry of Canadian Warrant File Using Vehicular Data

A QV inquiry by license plate number, license plate state, and/or vehicle identification number, and, when available, vehicle make will also identify a Canadian Warrant, Wanted Person or Missing Person File record into which the vehicular and/or license plate data has been entered. It is also possible to make an inquiry of the Canadian Warrant File using message key code QW with license plate number, license plate state, and/or vehicle identification number and, when available, vehicle make. An inquiry of this type will also check the Wanted Person, Missing Person, Vehicle, and License Plate Files. It is not necessary to include name in this type of inquiry.

CONTINUED

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CANADIAN WARRANT FILE
SECTION 2--INQUIRY2.5 Located Data in Positive Response

If the subject of a Canadian Warrant record has been apprehended/located and a locate message has been transmitted, apprehension/locate information will appear near the end of the record printout following the word "LOCATED". This information will contain the date of apprehension/location, apprehending/locating agency's identifier, apprehending/locating agency's case number, and extradition data, that is, EXTR or NOEX. Entry of a locate message in the Canadian Warrant record does not change the message key (MKE) code translation for EW when the subject will not be extradited (NOEX). However, when the subject will be extradited (EXTR) the MKE will translate indicating the located status.

2.6 Procedures for Handling a Hit

No arrest can be made in the United States based on a Canadian Warrant. The user receiving a positive response should first contact RCMP to confirm the hit.

"To confirm the hit" means to verify with the ORI of the record that the warrant is still outstanding, the person inquired upon is identical with the subject of the record and to obtain extradition information.

Once the hit has been confirmed, RCMP will initiate the process of obtaining a U.S. extradition warrant which is authorized by the provisions of Title 18, U.S. Code, Section 3184.

If subject is not a U.S. citizen, contact the nearest office of the U.S. Immigration and Naturalization Service.

If a positive response (hit) includes vehicle or license plate data in the Canadian Warrant record, the Vehicle File should be queried to ascertain if the vehicle and/or license plate is stolen.

Any agency that, following confirmation of a hit(s) apprehends a person based on a record indexed in NCIC, except the agency whose ORI is stored in the record, must transmit a locate message for each record that was hit and confirmed with the ORI of the record. A locate message should not be transmitted for a record if the record contains an extradition limitation and the agency that finds the wanted person is not physically located within the geographic area of extradition indicated in the record.

CANADIAN WARRANT FILE
SECTION 3--LOCATE3.1 What Agency Must Use a Locate Message

Any agency that apprehends or locates a person who is indexed in the NCIC Canadian Warrant File, except the agency that entered the record, must place a locate message on the Canadian Warrant record(s). When an agency receives a record or multiple records in response to an inquiry, the inquiring agency must contact RCMP to confirm the hit(s). Following confirmation with the originating agency(s), a locate message must be transmitted for each record on file for the subject.

3.2 Example of a Locate Message for a Canadian Warrant Record

LW.WA1230000.NAM/DOE, JOHN.NIC/W000022525.120582.8592.EXTR(EOT)

Acknowledgment:

WA1230000
LOCATED NAM/DOE, JOHN NIC/W000022525

The above locate example contains: message key (LW), apprehending/locating agency's identifier (WA1230000), two record identifiers (NAM/DOE, JOHN J and NIC/W000022525), date of apprehension/location (120582), apprehending/locating agency's case number (8592), extradition information (EXTR), and the end of transmission character (EOT).

3.3 Identification of Record to Receive Locate

The record to receive a locate must be identified by either name and NCIC number in that order or name and originating agency case number in that order, with each data element preceded by the proper message field code. The name used in identifying the record to receive the locate must be set forth with the exact spelling and spacing as shown in the record on file. Note that the case number (OCA) used as an identifier will be that of the agency that entered the record, as shown in the record received from NCIC in reply to the apprehending/locating agency's inquiry.

3.4.1 Locate Procedure

Following the two record identifiers, date of apprehension/location, apprehending/locating agency's case number, and the appropriate abbreviation EXTR or NOEX are next entered in that order without field codes. The date of apprehension/location must be entered or the locate message will be rejected. The apprehending/locating agency's case number should be entered as this will ensure that complete apprehension/locate information is in the record. When contacting the originating agency to confirm the warrant, extradition information must be obtained to include in the locate message. In the response to any subsequent inquiry on the located record, the date of location, locating agency's ORI, locating agency's case number, and extradition information will be appended to the wanted person record following the word "LOCATED/". The originating agency has the responsibility of immediately advising an apprehending/locating agency concerning extradition of the individual when contacted about the apprehension/location.

CANADIAN WARRANT FILE
SECTION 3--LOCATE3.4.1 Locate Procedure (Continued)

In instances where an originating agency (ORI) receives information that an apprehending/locating agency(s) will not honor the extradition of an individual, the ORI must initiate a modify message to include in the Miscellaneous (MIS) Field of the record the words "WILL NOT EXTR FROM (name of state)."

3.4.2 Use of EXTR in Locate Message

EXTR, an abbreviation for extradition, must be included in the locate message when the agency that entered the record advises that the apprehended/located person will be extradited.

3.4.3 Use of NOEX in Locate Message

NOEX, an abbreviation for no extradition, must be included in the locate message when:

1. The agency that entered the record advises that the apprehended/located person will not be extradited based on circumstances at the time of apprehension/location.
2. The apprehending/locating agency has received no information concerning an extradition decision after making a concerted effort to obtain such information.

In a few instances a wanted person may be apprehended/located more than once without extradition taking place because of the expense, the distance involved, or other reasons. One locate message can be made a permanent part of an NCIC Canadian Warrant record.

Located can mean situations when the wanted person has been found, such as in prison, a mental institution, deceased, and the agency finding the person contacts the ORI and the ORI advises that the person will or will not be extradited.

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 1--INTRODUCTION1.1 Background Data for CCH Inquiries

The Computerized Criminal History (CCH) File, established in November, 1971, as the eighth file in the NCIC System, consists of the criminal history records of offenders arrested by Federal law enforcement agencies since January 1, 1970, and of offender records entered by states participating in the CCH Program. In addition, approval was given at the NCIC Advisory Policy Board meeting of May 12-13, 1977, for entry of the criminal history of certain individuals who are in a fugitive status, regardless of when the offender was last arrested. As outlined in Topic 13 of the NCIC CCH Technical Conference minutes, April 6-8, 1977, "the selection of which fugitives to enter into the CCH File would remain with each participating state and where Federal fugitives are concerned, with the FBI."

The following material explains the methods for directing inquiries to the CCH File and sample responses to such inquiries.

Information from the CCH File is available in three formats in response to on-line inquiry:

1. Summary of CCH record (message key QH).
2. Complete CCH record mailed to requesting agency (message key SIR).
3. Complete CCH record sent on-line to requesting agency (message key QR).

1.2 Department of Justice CCH Regulations

Code of Federal Regulations
Title 28 - Judicial Administration
Part 20 - Criminal Justice Information Systems
Subpart A - General Provisions

§ 20.3 Definitions.

As used in these regulations:

(a) "Criminal history record information system" means a system including the equipment, facilities, procedures, agreements, and organizations thereof, for the collection, processing, preservation or dissemination of criminal history record information.

(b) "Criminal history record information" means information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, informations, or other formal criminal charges, and any disposition arising therefrom, sentencing, correctional supervision, and release. The term does not include identification information such as fingerprint records to the extent that such information does not indicate involvement of the individual in the criminal justice system.

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 1--INTRODUCTION

1.2 Department of Justice CCH Regulations (Continued)

§ 20.3 Definitions. (Continued)

(c) "Criminal justice agency" means: (1) courts; (2) a government agency or any subunit thereof which performs the administration of criminal justice pursuant to a statute or executive order, and which allocates a substantial part of its annual budget to the administration of criminal justice. State and Federal Inspector General Offices are included.

(d) The "administration of criminal justice" means performance of any of the following activities: Detection, apprehension, detention, pretrial release, posttrial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. The administration of criminal justice shall include criminal identification activities and the collection, storage, and dissemination of criminal history record information. State and Federal Inspector General Offices are included.

(e) "Disposition" means information disclosing that criminal proceedings have been concluded, including information disclosing that the police have elected not to refer a matter to a prosecutor or that a prosecutor has elected not to commence criminal proceedings and also disclosing the nature of the termination in the proceedings; or information disclosing that proceedings have been indefinitely postponed and also disclosing the reason for such postponement. Dispositions shall include, but not be limited to, acquittal, acquittal by reason of insanity, acquittal by reason of mental incompetence, case continued without finding, charge dismissed, charge dismissed due to insanity, charge dismissed due to mental incompetency, charge still pending due to insanity, charge still pending due to mental incompetence, guilty plea, nolle prosequi, no paper, nolo contendere plea, convicted, youthful offender determination, deceased, deferred disposition, dismissed--civil action, found insane, found mentally incompetent, pardoned, probation before conviction, sentence commuted, adjudication withheld, mistrial--defendant discharged, executive clemency, placed on probation, paroled, or released from correctional supervision.

(f) "Statute" means an Act of Congress or State legislature of a provision of the Constitution of the United States or of a State.

(g) "State" means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, and any territory or possession of the United States.

(h) An "executive order" means an order of the President of the United States or the Chief Executive of a State which has the force of law and which is published in a manner permitting regular public access thereto.

(i) "Act" means the Omnibus Crime Control and Safe Streets Act, 42 USC 3701, et seq., as amended.

(j) "Department of Justice criminal history record information system" means the Identification Division and the Computerized Criminal History File systems operated by the Federal Bureau of Investigation.

(k) "Nonconviction data" means arrest information without disposition if an interval of one year has elapsed from the date of arrest and no active prosecution of the charge is pending; or information disclosing that the police have elected not to refer a matter to a prosecutor, or that a prosecutor has elected not to commence criminal proceedings, or that proceedings have been indefinitely postponed, as well as all acquittals and all dismissals.

(l) "Direct access" means having the authority to access the criminal history record data base, whether by manual or automated methods.

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 1--INTRODUCTION

1.2 Department of Justice CCH Regulations (Continued)

Subpart C - Federal System and Interstate Exchange of
Criminal History Record Information

§ 20.30 Applicability.

The provisions of this subpart of the regulations apply to any department of Justice criminal history record information system that serves criminal justice agencies in two or more states and to Federal, state and local criminal justice agencies to the extent that they utilize the services of Department of Justice criminal history record information systems. These regulations are applicable to both manual and automated systems.

§ 20.31 Responsibilities.

(a) The Federal Bureau of Investigation (FBI) shall operate the National Crime Information Center (NCIC), the computerized information system which includes telecommunications lines and any message switching facilities which are authorized by law or regulation to link local, state and Federal criminal justice agencies for the purpose of exchanging NCIC-related information. Such information includes information in the Computerized Criminal History (CCH) File, a cooperative Federal-State program for the interstate exchange of criminal history record information. CCH shall provide a central repository and index of criminal history record information for the purpose of facilitating the interstate exchange of such information among criminal justice agencies.

(b) The FBI shall operate the Identification Division to perform identification and criminal history record information functions for Federal, state and local criminal justice agencies, and for noncriminal justice agencies and other entities where authorized by Federal statute, state statute pursuant to Public Law 92-544 (86 Stat. 1115), Presidential executive order, or regulation of the Attorney General of the United States.

(c) The FBI Identification Division shall maintain the master fingerprint files on all offenders included in the NCIC/CCH File for the purposes of determining first offender status and to identify those offenders who are unknown in states where they become criminally active but known in other states through prior criminal history records.

§ 20.32 Includable offenses.

(a) Criminal history record information maintained in any Department of Justice criminal history record information system shall include serious and/or significant offenses.

(b) Excluded from such a system are arrests and court actions limited only to nonserious charges, e.g., drunkenness, vagrancy, disturbing the peace, curfew violation, loitering, false fire alarm, non-specific charges of suspicion or investigation, traffic violations (except data will be included on arrests for manslaughter, driving under the influence of drugs or liquor, and hit and run). Offenses committed by juvenile offenders shall also be excluded unless a juvenile offender is tried in court as an adult.

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 1--INTRODUCTION

1.2 Department of Justice CCH Regulations (Continued)

§ 20.32 Includable offenses. (Continued)

(c) The exclusions enumerated above shall not apply to Federal manual criminal history record information collected, maintained and compiled by the FBI prior to the effective date of these Regulations.

§ 20.33 Dissemination of criminal history record information.

(a) Criminal history record information contained in any Department of Justice criminal history record information system will be made available:

- (1) To criminal justice agencies for criminal justice purposes; and
- (2) To Federal agencies authorized to receive it pursuant to Federal statute or Executive order.

(3) Pursuant to Public Law 92-544 (86 Stat. 1115) for use in connection with licensing or local/state employment or for other uses only if such dissemination is authorized by Federal or state statutes and approved by the Attorney General of the United States. When no active prosecution of the charge is known to be pending arrest data more than one year old will not be disseminated pursuant to this subsection unless accompanied by information relating to the disposition of that arrest.

(4) For issuance of press releases and publicity designed to effect the apprehension of wanted persons in connection with serious or significant offenses.

(b) The exchange of criminal history record information authorized by paragraph (a) of this section is subject to cancellation if dissemination is made outside the receiving departments or related agencies.

(c) Nothing in these regulations prevents a criminal justice agency from disclosing to the public factual information concerning the status of an investigation, the apprehension, arrest, release, or prosecution of an individual, the adjudication of charges, or the correctional status of an individual, which is reasonably contemporaneous with the event to which the information relates.

§ 20.34 Individual's right to access criminal history record information.

(a) Any individual, upon request, upon satisfactory verification of his identity by fingerprint comparison and upon payment of any required processing fee, may review criminal history record information maintained about him in a Department of Justice criminal history record information system.

(b) If, after reviewing his identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he must make application directly to the agency which contributed the questioned information. The subject of a record may also direct his challenge as to the accuracy or completeness of any entry on his record to the Assistant Director of the FBI Identification Division, Washington, D.C. 20537. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. If the contributing agency corrects the record, it shall promptly notify the FBI and, upon receipt of such a notification, the FBI will make any changes necessary in accordance with the correction supplied by the contributor of the original information.

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 1--INTRODUCTION

1.2 Department of Justice CCH Regulations (Continued)

§ 20.35 National Crime Information Center Advisory Policy Board.

There is established an NCIC Advisory Policy Board whose purpose is to recommend to the Director, FBI, general policies with respect to the philosophy, concept and operational principles of NCIC, particularly its relationships with local and state systems relating to the collection, processing, storage, dissemination and use of criminal history record information contained in the CCH File.

(a) (1) The Board shall be composed of twenty-six members, twenty of whom are elected by the NCIC users from across the entire United States and six who are appointed by the Director of the FBI. The six appointed members, two each from the judicial, the corrections and the prosecutive sectors of the criminal justice community, shall serve for an indeterminate period of time. The twenty elected members shall serve for a term of two years commencing the 12th of December following their election.

(2) The Board shall be representative of the entire criminal justice community at the state and local levels and shall include representation from law enforcement, the courts and corrections segments of this community.

(b) The Board shall review and consider rules, regulations and procedures for the operation of the NCIC.

(c) The Board shall consider operational needs of criminal justice agencies in light of public policies, and local, state and Federal statutes and these Regulations.

(d) The Board shall review and consider, on a continuing basis, security and privacy aspects of the NCIC system and shall, as needed, appoint ad hoc subcommittees to provide information and recommendations to the Board concerning security and privacy of the NCIC System.

(e) The Board shall recommend standards for participation by criminal justice agencies in the NCIC system.

(f) The Board shall report directly to the Director of the FBI or his designated appointee.

(g) The Board shall operate within the purview of the Federal Advisory Committee Act, Public Law 92-463, 86 Stat. 770.

(h) The Director, FBI, shall not adopt recommendations of the Board which would be a violation of these Regulations.

§ 20.36 Participation in the Computerized Criminal History Program.

(a) For the purpose of acquiring and retaining direct access to CCH File each criminal justice agency shall execute a signed agreement with the Director, FBI, to abide by all present rules, policies and procedures of the NCIC, as well as any rules, policies and procedures hereinafter approved by the NCIC Advisory Policy Board and adopted by the NCIC.

(b) Entry of criminal history record information into the CCH File will be accepted only from an authorized state or Federal criminal justice control terminal. Terminal devices in other authorized criminal justice agencies will be limited to inquiries.

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 1--INTRODUCTION

1.2 Department of Justice CCH Regulations (Continued)

§ 20.37 Responsibility for accuracy, completeness, currency.

It shall be the responsibility of each criminal justice agency contributing data to any Department of Justice criminal history record information system to assure that information on individuals is kept complete, accurate and current so that all such records shall contain to the maximum extent feasible dispositions for all arrest data included therein. Dispositions should be submitted by criminal justice agencies within 120 days after the disposition has occurred.

§ 20.38 Sanction for noncompliance.

The services of Department of Justice criminal history record information systems are subject to cancellation in regard to any agency or entity which fails to comply with the provisions of Subpart C.

1.3 National Crime Information Center Policy Paper

Computerized Criminal History Program
Background, Concept and Policy
Approved by the NCIC Advisory Policy Board, June 14, 1979

BACKGROUND AND CONCEPT

The establishment in 1971 of the Computerized Criminal History (CCH) File as part of the operating NCIC system was a major step forward in making this system of optimum value to all agencies involved in the administration of criminal justice. Offender criminal history has always been regarded by NCIC as the basic file in a criminal justice information system. From the beginning of NCIC, sensitivity of a criminal history file with its security and confidentiality considerations has always been recognized (Science and Technology Task Force Report, The President's Commission on Law Enforcement and Administration of Justice, 1967).

It is important to keep in mind the need to develop an offender criminal history exchange with the states that will rapidly gain the confidence of all users in terms of system integrity, accuracy, and completeness of file content. This type of discipline is necessary if a nationwide system employing the necessary standards is to succeed. Such discipline is an essential consideration during the record conversion stage, even though available data is limited, and becomes an essential goal in an operating on-line system.

From its inception, the concept of NCIC has been to serve as a national index and network for 50 state law enforcement information systems. Thus, the NCIC does not, nor is it intended to, eliminate the need for such systems at appropriate state and metropolitan levels, but complements these systems. The concept was built on varying levels and types of information in metropolitan area, state and national files. In such an overall system many thousands of duplicate indices in local, state and Federal agencies could be eliminated and all agencies share in centralized

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 1--INTRODUCTION

1.3 National Crime Information Center Policy Paper (Continued)

operational information from a minimum number of computer files. The purpose of centralization beyond economics is to contend with increasing criminal mobility and recidivism. Computer and communications technology makes this possible and, in fact, demands this system concept.

Our way of life demands that local and state governments retain their traditional responsibility over law enforcement. Computer and communications technology such as NCIC enhances local and state capability to preserve this tradition. The NCIC system places complete responsibility for all record entries on each agency--local, state, and Federal. Likewise, clearance, modification, and cancellation of these records are also the responsibility of the entering agency. Each record, for all practical purposes, remains the possession of the entering agency. However, each local and state agency in one state can immediately share information contributed by another agency in another state. This continuity of information greatly increases the capability of local and state agencies in working across state lines, which have in the past been barriers to mutual state and local law enforcement efforts.

The NCIC system, which is the first use of computer/communications technology to link together local, state and Federal governments, established the control terminal concept. In a national system, although the individual users are responsible for the accuracy, validity, and completeness of their record entries and their action decisions on positive responses to inquiries, more stringent controls with respect to system discipline are required. A control terminal on the NCIC system is a state agency or a large core city servicing state-wide or metropolitan area users. These control terminals, rapidly becoming computer based, share the responsibility in the national network for monitoring system use, enforcing discipline and assuring system procedures and policies are met by all users. The NCIC system, through its related control terminals and the advent of criminal history, has a potential of over 64,000 local, state and Federal criminal justice user terminals. Tradition, computer/communications technology, and potential size of the NCIC network and its related state systems demand that its management responsibility be shared with the states. To accomplish this objective, an NCIC Advisory Policy Board was established.

From the beginning, the NCIC system concept has been to encourage and develop strong central state information and communications services. Through mandatory reporting laws at the state level, essential centralized files can be established for both operational and administrative use. The administrative or statistical use of computer-based files is a vital consideration. A state cannot make intelligent decisions about crime problems or criminal justice effectiveness unless it can statistically document the extent and nature of crime and the success or failure of the criminal justice system in its treatment of offenders. Thus, the planning of these systems must incorporate means of obtaining the necessary statistical data as a byproduct of the operational information being processed on a day-to-day basis. This is particularly true with respect to the criminal history application.

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 1--INTRODUCTION

1.2 Department of Justice CCH Regulations (Continued)

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COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 1--INTRODUCTION

1.3 National Crime Information Center Policy Paper (Continued)

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COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 1--INTRODUCTION1.3 National Crime Information Center Policy Paper (Continued)

Of additional significance is a standardized law enforcement statistics program entitled "Uniform Crime Reports." Historically, this program collected crime statistics directly from individual law enforcement agencies. For several years the program has embarked on an effort to assist the various states in creating their own statistical program. As of 1978, there were 43 states collecting crime statistics through a central state collection agency. The state programs provide the FBI with the necessary information to compile a national view of crime.

Offender criminal history, i.e., the physical and numerical descriptors of an arrested person and the basic recorded actions of the criminal justice agencies with respect to the offender and the charge, is vital information in day-to-day criminal justice operations. An FBI study entitled "Careers in Crime," published annually through the Uniform Crime Reporting Program, documents on a limited basis the extent of criminal repeating by the serious offender. Recent analysis indicates the number of years between the first and last (most recent) arrest was five years and five months and that within that time span the criminal repeater, measured on the basis of arrest, was arrested four times. A further study indicates 49 percent of persons arrested more than once were rearrested within the same state. When individuals having only one arrest are considered, then 67 percent of all the persons arrested were arrested within a single state. Therefore, an offender criminal history file in scope and use is essentially a state file and a state need.

There is, however, substantial interstate criminal mobility (33 percent) which requires sharing of information from state to state. There is no way to positively identify a first offender who will later commit a crime in another state. The approach then to a national index must be an empirical judgment that all state offenders committing serious and other significant violations must be included in the national index. As in other aspects of the system, the determination of which criminal acts constitute serious or significant violations resides with each individual state. A national index is required to efficiently and effectively coordinate the exchange of criminal history among state and Federal jurisdictions and to contend with interstate criminal mobility.

The development of offender criminal history for interstate exchange required the establishment of standardized offense classifications, definitions, and data elements. Felony and misdemeanor definitions cannot be used in this approach because of the wide variation in state statutes. In fact, the definitions of a specific crime by state penal codes also vary widely. For full utility and intelligent decision-making, offender criminal history requires a common understanding of the terminology used to describe the criminal act and the criminal justice action.

Each computerized offender criminal history cycle must have a criminal fingerprint card as its basic source document. This is necessary in order to preserve the personal identification integrity of the system. While the criminal

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history file in the NCIC system will be open to all criminal justice terminals for inquiry, only the state agency can enter and update a record. This procedure provides for better control over the national file and its contents. It relies on a central state identification function to eliminate duplication of records and provides the best statistical opportunity to link together multijurisdictional criminal history at local and county levels.

Using the NCIC concept of centralized state information systems, another requirement is to change the flow of criminal fingerprint cards. Local and county contributors within a state must in an ultimate operational system forward criminal fingerprint cards to the FBI through the central state identification function. Where the state can make the identification with a prior print in file, it can take the necessary action in a computerized file without submission to the FBI. Where the state cannot make the identification, the fingerprint card must be submitted to the national identification file. Again, the system's concept is that a fingerprint card must be the source document for a record entry and update, but now it will be retained at the state or national level. This approach eliminates considerable duplication of effort in identifying fingerprint submissions, particularly criminal repeaters at state and national levels. It will be the responsibility of each state to determine its own capability in regard to servicing intrastate criminal fingerprint cards. Whenever a state has determined that it is ready to assume processing all intrastate criminal fingerprint cards, the state agency will inform contributors within the state to forward to the state identification bureau all criminal fingerprint submissions, including those which were previously directed to the FBI, and will also so inform the FBI. Since the success of the system concept depends on this procedure, all possible measures will be taken to assure compliance.

The justification for a national index is to efficiently and effectively coordinate 50 state systems for offender criminal history exchange. The need is to identify the interstate mobile offender. FBI statistics with respect to more serious offenders indicate that about 67 percent confine their criminal activity to a single state. These are categorized as single-state offenders. Therefore, 33 percent commit crimes, are arrested, and are fingerprinted in two or more states. These are categorized as multiple-state offenders.

In either event sufficient data must be stored in the national index to provide all users, particularly those users who do not have the capability to fully participate in the beginning system, the information necessary to meet basic criminal justice needs.

In order for the system to truly become a national system, each state must create a fully operational state computerized criminal history capability within the state.

1.3 National Crime Information Center Policy Paper (Continued)

Although the present need for the criminal history file and the unequal development of state criminal justice systems dictate a simple initial index structure, the ultimate system should differentiate between "multiple state" and "single state" offenders with respect to the level of residency of detailed criminal history. "Single state" offenders are those whose criminal justice interactions have been non-Federal and confined to a single state having a computerized criminal history system.

The interstate exchange of computerized criminal history records requires a standard set of data elements and standard definitions. The system design was built upon user needs for all criminal justice agencies and ends with user input. It was designed on what it is possible to achieve in the future, but to operate on the information and hardware available at all levels at the present time. While the formats and standardized offense classifications and definitions seem ambitious, to implement a system of this potential scope and size without a design to substantially improve the identification/criminal history flow would be a serious error.

System Concept

As pointed out earlier, the concept of NCIC since initial planning in 1966 has been to complement state and metropolitan area systems. Although computer/communications technology is a powerful tool, a single national file of detailed law enforcement data was viewed as being unmanageable and ineffective in serving the broad and specialized needs of local, state, and Federal agencies. The potential size and scope of a national system of computerized criminal histories involving 64,000 criminal justice agencies demand joint management by the states and the FBI NCIC.

Necessity for State Files

(1) Sixty-seven percent of the criminal history records will be single state in nature, i.e., all criminal activity limited to one state and, therefore, the responsibility of and of primary interest to that state.

(2) State centralization can tie together the frequent intrastate, multijurisdictional arrests of the same offender and thus eliminate unnecessary duplication of files at municipal and county levels. This will obviously result in economies.

(3) A state system with a detailed data base, because of its manageable size, can best satisfy most local and state criminal justice agency information needs both on- and off-line. The national file then complements rather than duplicates the state file.

(4) A state with a central data base of criminal history has the necessary statistical information for overall planning and evaluation, including specialized needs unrelated to the national file.

1.3 National Crime Information Center Policy Paper (Continued)

(5) State control of record entry and updating to the national file more clearly fixes responsibility, offers greater accuracy, and brings about more rapid development of the necessary standards.

(6) A central state system provides for shared management responsibility with FBI NCIC in monitoring intrastate use of the NCIC, including security and confidentiality.

(7) Channeling the criminal identification flow through the state to the national level eliminates substantial duplication of effort at national and state levels.

Compatibility of State and National Files

(1) To contend with criminal repeating and mobility, a national index of state and Federal offender criminal history is necessary, i.e., a check of one central index rather than 51 other jurisdictions.

(2) The duplication provides a backup to recreate either a national or state file in the event of a disaster, a cross-check for accuracy, validity, and completeness as well as a more efficient use of the network.

(3) The NCIC record format and data elements for computerized criminal history afford a standard for interstate exchange.

(4) In the developed system a single-state record (67 percent) will become an abbreviated criminal history record in the national index with switching capability for the states to obtain the detailed record. Such an abbreviated record should contain sufficient data to satisfy most inquiry needs, i.e., identification segment, originating agency, charge, date, disposition of each criterion offense and current status. This will substantially reduce storage costs and eliminate additional duplication.

Program Development

The proper development of the Computerized Criminal History Program, in terms of its impact on criminal justice efficiency and effectiveness and dollar costs, is vital. At the present time there is a wide range of underdevelopment among the states in essential services such as identification, information flow, i.e., court disposition reporting programs, computer systems, and computer skills.

(1) NCIC implemented computerized criminal history in November 1971, requiring the full interstate format for both single and multistate records because:

- (a) This enables all states to obtain the benefits of the Computerized Criminal History Program.

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- (b) This provides all states time to develop and implement the necessary related programs to fully participate.
- (c) Familiarity with and adherence to all system standards will speed program development.

(2) It is understood that the NCIC Computerized Criminal History Program will be continually evaluated, working toward the implementation of the single state, multistate concept.

Levels of Participation

(1) The state maintains a central computerized criminal justice information system interfaced with NCIC. The state control terminal has the on-line capability of entering new records into state and NCIC storage, as well as the ability to update the computer-stored records. Through the state system local agencies can inquire on-line for criminal history at state and national levels. This is a fully participating NCIC state control terminal.

(2) The state maintains an electronic switch linking local agencies for the purpose of administrative message traffic and on-line access to NCIC through a highspeed interface. No data is stored at state level; however, criminal history records are stored in NCIC and new records are entered and updated by the state control terminal from a manual interface to the electronic switch. The switch provides local agencies direct access to NCIC for criminal history summary information and other files.

(3) The state maintains a manual terminal on lowspeed line to NCIC. The state control terminal services local agencies off-line, i.e., via radio, teletype and telephone. Since the volume of computerized criminal history is relatively small, the state control terminal may convert criminal history records, enter and update these records in NCIC. There is no computer storage at state level.

Levels 2 and 3 are interim measures until such time as the state agency secures the necessary hardware to fully participate. At that time the state records stored in NCIC will be copied in machine form and returned to the originating state to implement the state system.

SECURITY AND CONFIDENTIALITYI. Information in FBI NCIC Interstate Criminal History Exchange System

- A. Entries of criminal history data into the NCIC computer and updating of the computerized record will be accepted only from an authorized

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state or Federal criminal justice control terminal. Terminal devices in other criminal justice agencies will be limited to inquiries and responses thereto. An authorized state control terminal is defined as a state criminal justice agency on the NCIC system servicing statewide criminal justice users with respect to criminal history data. Control terminals in Federal agencies will be limited to those involved in the administration of criminal justice and/or having law enforcement responsibilities.

- B. Data stored in the NCIC computer will include personal identification data, as well as public record data concerning each of the individual's major steps through the criminal justice process. A record concerning an individual will be initiated upon the first arrest of that individual for an offense meeting the criteria established for the national file. Each arrest will initiate a cycle in the record, which cycle will be complete upon the offender's discharge from the criminal justice process in disposition of that arrest.
- C. Each cycle in an individual's record will be based upon fingerprint identification. Ultimately the criminal fingerprint card documenting this identification will be stored at the state level or, in the case of a Federal offense, at the national level. At least one criminal fingerprint card must be in the files of the FBI Identification Division to support the computerized criminal history record in the index.
- D. The data with respect to current arrests entered in the national index will be restricted to serious and/or significant violations. Excluded from the national index will be juvenile offenders as defined by state law (unless the juvenile is tried in court as an adult); charges of drunkenness and/or vagrancy; certain public order offenses, i.e., disturbing the peace, curfew violations, loitering, false fire alarm; traffic violations (except data will be stored on arrests for manslaughter, driving under the influence of drugs or liquor, and "hit and run"); and nonspecific charges of suspicion or investigation.
- E. Data included in the system must be limited to that with the characteristics of public record, i.e.:
 - 1. Recorded by officers of public agencies or divisions thereof directly and principally concerned with crime prevention, apprehension, adjudication, or rehabilitation of offenders.
 - 2. Recording must have been made in satisfaction of public duty.
 - 3. The public duty must have been directly relevant to criminal justice responsibilities of the agency.

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1.3 National Crime Information Center Policy Paper (Continued)

- F. Social history data should not be contained in the interstate criminal history system, e.g., narcotic civil commitment or mental hygiene commitment. If, however, such commitments are part of the criminal justice process, then they should be part of the system. Criminal history records and other law enforcement operational files should not be an integral part of a central data base containing noncriminal justice related information, e.g., welfare, hospital, education, revenue, and other such noncriminal files necessary for an orderly process in a democratic society.
- G. Each control terminal agency shall follow the law or practice of the state or, in the case of a Federal control terminal, the applicable Federal statute, with respect to purging/expunging data entered by that agency in the nationally stored data. Data may be purged or expunged only by the agency originally entering that data. If the offender's entire record stored at the national level originates with one control terminal and all cycles are purged/expunged by that agency, all information, including personal identification data will be removed from the computerized NCIC file.

II. Steps to Assure Accuracy of Stored Information

- A. The FBI NCIC and state control terminal agencies will make continuous checks on records being entered in the system to assure system standards and criteria are being met.
- B. Control terminal agencies shall adopt a careful and permanent program of data verification including:
1. Systematic audits conducted to insure that files have been regularly and accurately updated.
 2. Where errors or points of incompleteness are detected, the control terminal shall take immediate action to correct or complete the NCIC record as well as its own state record.

III. Who May Access Criminal History Data

- A. Direct access, meaning the ability to access the NCIC computerized file, will be permitted only under the management control of criminal justice agencies in the discharge of their official, mandated responsibilities. Agencies that will be permitted direct access to NCIC criminal history data include:
1. Police forces and departments at all governmental levels that are responsible for enforcement of general criminal laws. This should be understood to include highway patrols and similar agencies.

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1.3 National Crime Information Center Policy Paper (Continued)

2. Prosecutive agencies and departments at all governmental levels.
3. Courts at all governmental levels with a criminal or equivalent jurisdiction.
4. Correction departments at all government levels, including corrective institutions and probation departments.
5. Parole commissions and agencies at all governmental levels.
6. Agencies at all governmental levels which have as a principal function the collection and provision of fingerprint identification information.
7. State control terminal agencies which have as a sole function by statute the development and operation of a criminal justice information system.
8. Regional or local governmental organizations established pursuant to statute which collect and process criminal justice information and whose policy and governing boards have, as a minimum, a majority composition of members representing criminal justice agencies.

IV. Control of Criminal Justice Systems

All computers, electronic switches and manual terminals interfaced directly with the NCIC computer for the interstate exchange of criminal history information must be under the management control of criminal justice agencies. Similarly, satellite computers and manual terminals accessing NCIC through a control terminal agency computer must be under the management control of a criminal justice agency. Management control is defined as the authority to set and enforce (1) priorities; (2) standards for the selection, supervision, and termination of personnel; and (3) policy governing the operation of computers, circuits and telecommunications terminals used to process criminal history record information insofar as the equipment is used to process, store, or transmit criminal history record information. Management control includes, but is not limited to, the supervision of equipment, systems design, programming, and operating procedures necessary for the development and implementation of the computerized criminal history program. Such management control guarantees the priority service needed by the criminal justice community. A criminal justice agency must have a written agreement with the noncriminal justice agency operating the data center assuring that the criminal justice agency has management control as defined above.

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1.3 National Crime Information Center Policy Paper (Continued)

The Board continues to endorse the following statement by the Director of the FBI before the Subcommittee on Constitutional Rights on March 17, 1971: "If law enforcement or other criminal justice agencies are to be responsible for the confidentiality of the information in computerized systems, then they must have complete management control of the hardware and the people who use and operate the system. These information systems should be limited to the function of serving the criminal justice community at all levels of government--local, state and Federal."

Although dedication is not required for NCIC CCH participation, the security of the information contained in a criminal record system and the priority service needed by the criminal justice community will be enhanced by compliance with the following concepts:

1. Success of law enforcement/criminal justice depends first on its manpower, adequacy, and quality, and secondly, on information properly processed, retrievable when needed, and used for decision making. Law enforcement can no more give up control of its information than it can its manpower.
2. Computerized information systems are made up of a number of integral parts, namely, the users, the operating staff, computers and related hardware, communications and terminal devices. For effectiveness, management control of the entire system cannot be divided. Likewise, the long-standing law enforcement fingerprint identification process is an essential element in the criminal justice system.
3. Traditionally, law enforcement/criminal justice has been responsible for the confidentiality of its information. This responsibility cannot be assumed if its data base is in a computer system out of law enforcement/criminal justice control.
4. The function of public safety and criminal justice demands the highest order of priority, 24 hours a day. Experience has shown that this priority is best achieved and maintained through dedicated systems.
5. A national/statewide public safety and criminal justice computer/communications system, because of priority, scope including system discipline, and information needs, on- and off-line, will require full service of hardware and operating personnel.
6. Traditionally, police and criminal justice information has not been intermingled or centrally stored with noncriminal social files, such as revenue, welfare, and medical, etc. This concept is even more valid with respect to computerized information systems at both national and state levels.

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1.3 National Crime Information Center Policy Paper (Continued)

7. These systems, particularly public safety and criminal justice information systems, must be functional and user oriented if they are to develop effectively. Computer skills are a part of the system. Ineffective systems result not only in the greatest dollar loss but also costs in lives.

V. Use of System-Derived Criminal History Data

- A. Criminal history data on an individual from the national computerized file will be made available to Federal agencies authorized under Executive Order or Federal statute and to criminal justice agencies for criminal justice purposes. This precludes the dissemination of such data for use in connection with licensing or local or state employment, other than with a criminal justice agency or for other uses unless such dissemination is pursuant to Federal or state statutes. Such state laws may not conflict with Federal law. There are no exceptions.
- B. Should any information be verified that any agency has received criminal history information and has disclosed that information to an unauthorized source, immediate action will be taken by NCIC to discontinue criminal history service to that agency, through the control terminal if appropriate, until the situation is corrected.
- C. Agencies should be instructed that their rights to direct access encompass only requests reasonably connected with their criminal justice responsibilities.
- D. The FBI NCIC and control terminals will make checks, as necessary, concerning inquiries made of the system to detect possible misuse.
- E. The establishing of adequate state and Federal criminal penalties for misuse of criminal history data is endorsed.
- F. Detailed computerized criminal history printouts shall contain caveats to the effect, "This response based on numeric identifier only" and "Official use only - arrest data based on fingerprint identification by submitting agency or FBI." These caveats will be generated by the FBI NCIC or state control terminal's computer or may be preprinted on paper stock.

VI. Right to Challenge Record

The person's right to see and challenge the contents of his record shall form an integral part of the system with reasonable administrative procedures.

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1.3 National Crime Information Center Policy Paper (Continued)

If an individual has a criminal record supported by fingerprints and that record has been entered in the NCIC CCH File, it is available to that individual for review, upon presentation of appropriate identification, and in accordance with applicable state and Federal administrative and statutory regulations.

Appropriate identification includes being fingerprinted for the purpose of ensuring that he is the individual that he purports to be. The record on file will then be verified as his through comparison of fingerprints.

A. Procedure

1. All requests for review must be made by the subject of his record through a law enforcement agency which has access to the NCIC CCH File. That agency within statutory or regulatory limits can require additional identification to assist in securing a positive identification.
2. If the cooperating law enforcement agency can make an identification with fingerprints previously taken which are on file locally and if the FBI Identification Number of the individual's record is available to that agency, it can make an on-line inquiry of NCIC to obtain his record on-line or, if it does not have suitable equipment to obtain an on-line response, obtain the record by mail. The individual will then be afforded the opportunity to see that record.
3. Should the cooperating law enforcement agency not have the individual's fingerprints on file locally, it is necessary for that agency to relate his prints to an existing record by having his identification prints compared with those already on file in the FBI or, possibly, in the State's central identification agency.
4. The subject of the requested record shall ask the appropriate arresting agency, court, or correctional agency to initiate action necessary to correct any stated inaccuracy in his record or provide the information needed to make the record complete.

VII. Physical, Technical, and Personnel Security Measures

The following security measures are the minimum to be adopted by all agencies having access to the NCIC Computerized Criminal History File. These measures are designed to prevent unauthorized access to the system data and/or unauthorized use of data obtained from the computerized file.

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1.3 National Crime Information Center Policy Paper (Continued)

A. Computer Centers

1. The computer site must have adequate physical security to protect against any unauthorized personnel gaining access to the computer equipment or to any of the stored data.
2. Since personnel at these computer centers can access data stored in the system, they must be screened thoroughly under the authority and supervision of an NCIC control terminal agency. (This authority and supervision may be delegated to responsible criminal justice agency personnel in the case of a satellite computer center being serviced through a state control terminal agency.) This screening will also apply to non-criminal justice maintenance or technical personnel.
3. All visitors to these computer centers must be accompanied by staff personnel at all times.
4. Computers having access to the NCIC must have the proper computer instructions written and other built-in controls to prevent criminal history data from being accessible to any terminals other than authorized terminals.
5. Computers having access to the NCIC must maintain a log of all transactions against the criminal history file. The NCIC identifies each specific agency entering or receiving information and maintains a complete record of those transactions. These transaction records and logs are in existence for review to detect possible misuse of criminal history data.
6. Each state control terminal shall build its data system around a central computer, through which each inquiry must pass for screening and verification. The configuration and operation of the center shall provide for the integrity of the data base.

B. Communications

1. The circuit is a communications link between two or more points utilized by authorized agencies to transmit and receive information on behalf of criminal justice agencies.
2. Any agency that transmits data intrastate over a communications circuit which is also used to transmit or receive criminal history information must be a criminal justice agency or a noncriminal justice agency under the management control of a criminal justice agency.

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1.3 National Crime Information Center Policy Paper (Continued)

3. Audio response terminals and radio devices, whether digital or voice, shall not be used for the transmission of criminal history beyond that information necessary to effect an immediate identification or to ensure adequate safety for officers and the general public.

C. Terminal Devices Having Access to NCIC

1. All agencies having terminals on the system must be required to physically place these terminals in secure locations within the authorized agency.
2. The agencies having terminals with access to criminal history must have terminal operators screened and restrict access to the terminal to a minimum number of authorized employees.
3. Copies of criminal history data obtained from terminal devices must be afforded security to prevent any unauthorized access to or use of that data.
4. The state control terminal shall define procedures to ensure all metro computers and all remote terminals accessing the NCIC Computerized Criminal History (CCH) File through the state system will maintain a manual or automated log of CCH inquiries with notation of the individual making request for the record, or the state control terminal agency may elect to maintain for such metro computers or remote terminals an automated log of CCH inquiries with notation of the individual making request for the record. Metro systems accessing NCIC directly shall define procedures to ensure all remote terminals accessing the NCIC CCH File through such metro systems will maintain a manual or automated log of CCH inquiries with notation of the individual making request for the record, or the metro systems may elect to maintain for any remote terminal an automated log of CCH inquiries with notation of the individual making request for the record. Manual terminals with a direct line to the NCIC, Washington, D.C., shall maintain a log of CCH inquiries with notation of the individual making request for the record. All NCIC CCH inquiry logs will be maintained for a minimum of one year.

A remote terminal is defined as a terminal accessing NCIC CCH through a state computer or through a metro computer or accesses NCIC directly.

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1.3 National Crime Information Center Policy Paper (Continued)

VIII. The Role of the NCIC Advisory Policy Board Regarding Security and Confidentiality Matters

Periodically the NCIC Advisory Policy Board will consider and study the following areas:

- A. The consideration of criteria for the purging of records, i.e., deletion of records after a designated period of criminal inactivity or attainment of a specified age, etc.
- B. The consideration of criteria for qualification of noncriminal justice agencies for secondary access to criminal history data.
- C. A model state statute for protecting and controlling data in any future system should be drafted and its adoption encouraged.

IX. Organization and Administration

- A. Each control terminal agency shall sign a written agreement with the NCIC to conform with system policy before participation in the criminal history program is permitted. This would allow for control over the data and give assurance of system security.
- B. In each state the control terminal agency shall prepare and execute a written agreement containing similar provisions to the agreement by the states and NCIC with each criminal justice agency having a terminal device capable of accessing criminal history data within that state.
- C. Each state criminal justice control terminal agency is responsible for the security throughout the system being serviced by that agency, including all places where terminal devices are located.
- D. A system security officer shall be designated in each control terminal agency to assure all necessary physical, personnel, computer and communications safeguards prescribed by the Advisory Policy Board are functioning properly in systems operations.
- E. The rules and procedures governing direct terminal access to criminal history data shall apply equally to all participants to the system, including the Federal and state control terminal agencies, and criminal justice agencies having access to the data stored in the system.
- F. All control terminal agencies and other criminal justice agencies having direct access to computerized criminal history data from the system shall permit an inspection team appointed by the NCIC Advisory Policy Board to conduct appropriate inquiries with regard to any allegations of security violations. The inspection team shall

1.3 National Crime Information Center Policy Paper (Continued)

include at least one representative of the FBI NCIC. All results of the investigation conducted shall be reported to the Advisory Policy Board with appropriate recommendations.

- G. Any noncompliance with these measures shall be brought to the immediate attention of the NCIC Advisory Policy Board. This Board has the responsibility for recommending action, including the discontinuing of service to enforce compliance with system security regulations.

1.4 CCH Record Data Element Definitions

Additional Arrest Disposition Data (ADD) -

A maximum of 32 alphabetic, numeric, and special characters which more clearly define the disposition of an arrest.

Arrest Charge Number (ACH) -

A sequential numbering of the charges placed against the subject at the time of arrest.

Arrest Disposition-Numeric (ADN) -

A three-character numeric code for the disposition of an arrest charge.

Arrest Name Used (ANA) -

Name subject used at time of arrest.

Arrest Offense-Literal (AOL) -

A maximum of 46 alpha, numeric, and special characters which further explain the arrest charge.

Arrest Offense-Numeric (AON) -

A four-character code representing a specific arrest charge.

Arresting Agency Identifier (ORI) -

The ORI (see Originating Agency Identifier) or 29 characters (alphabetic and intervening spaces) representing the identity of the arresting agency.

Color of Eyes (EYE) -

A three-character alpha code representing the color of the subject's eyes.

Color of Hair (HAI) -

A three-character alpha code representing the color of the subject's hair.

Court Confinement (CMT) -

A maximum of 12 alpha, numeric, and special characters representing the amount of time in years, months, and/or days to be spent in confinement.

1.4 CCH Record Data Element Definitions (Continued)

Court Count Number (CCT) -

A sequential numbering of the charges placed against the subject at the time of trial.

Court Disposition Date (CDD) -

Six numeric characters representing the month, day, and year on which a charge was adjudicated.

Court Disposition-Numeric (CDN) -

A three-character numeric code for the disposition of a court charge.

Court Fine (CFN) -

The dollar amount of a fine exacted as a penalty for a conviction.

Court Offense-Literal (COL) -

A maximum of 46 alpha, numeric, and special characters which further explain the court charge.

Court Offense-Numeric (CON) -

A four-character numeric code representing a specific court charge.

Court Probation (CPR) -

A maximum of 12 alpha, numeric, and special characters representing the amount of time in years, months, and/or days to be spent on probation.

Court Sentence Suspended (CSS) -

A maximum of 12 alpha, numeric, and special characters representing the years, months and/or days of a sentence suspended.

Custody/Supervision Starting Date (SSD) -

Six numeric characters representing the month, day, and year a custody or supervision status begins.

Custody/Supervision Status-Literal Extended (SLE) -

Information further explaining a custody or supervision status.

Custody/Supervision Status-Numeric (SSN) -

A three-character numeric code for a custody or supervision status.

Date of Arrest or Print (DOA) -

Six numeric characters representing the month, day, and year the subject was arrested or fingerprinted. If the subject was arrested more than once on the same day, the six numeric characters for the second or subsequent arrests on that day will be preceded by a sequential alpha, i.e., A, B, C, etc.

Date of Birth (DOB) -

Six numeric characters representing the month, day, and year of subject's birth.

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1.4 CCH Record Data Element Definitions (Continued)

- Date Case Appealed (DCA) -**
Six numeric characters representing the month, day, and year of an appeal.
- Date of Latest Update (DLU) -**
An automatic assignment by the NCIC computer of six numeric characters representing the last date (month, day, and year) data was added to or deleted from the Identification Segment of the CCH record.
- Date of Offense (DOO) -**
Six numeric characters representing the month, day, and year on which the offense occurred.
- Date Record Established (DRE) -**
An automatic assignment by the NCIC computer of six numeric characters representing the date (month, day, and year) the CCH record was established.
- FBI Identification Number (FBI) -**
A unique number assigned by the FBI Identification Division when the first arrest fingerprint card for a person is retained in the FBI criminal fingerprint card file.
- Fingerprint Classification (FPC) -**
A 20-character alpha-numeric code representing the classification of the subject's fingerprints according to the pattern type in each finger.
- General Offense Character (GOC) -**
An alpha character code for an offense which modifies an arrest or court offense, e.g., Attempt to Commit, Conspiracy to Commit, etc.
- Height (HGT) -**
Three numeric characters representing the subject's height in feet and inches.
- Identification Comments (ICO) -**
A maximum of 50 alpha, numeric, and special characters further describing the subject.
- Message Key (MKE) -**
Function code which specifies type of message transmitted to or from NCIC.
- Miscellaneous Identification Number (MNU) -**
A unique number assigned to the subject by a specified agency, e.g., U.S. Air Force, Army, Marine Corps, Navy, Coast Guard, Veterans Administration, etc.
- Name (NAM) -**
The name of the subject of the CCH record.

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1.4 CCH Record Data Element Definitions (Continued)

- On Bail Pending Results of Appeal (CBL) -**
The alpha character "B" indicating that a subject was conditionally released on bail pending results of appeal.
- Originating Agency Identifier (ORI) -**
A unique nine-character alpha-numeric code assigned by FBI NCIC to a criminal justice agency for identification of the agency in an NCIC message.
- Other Court Sentence Provisions-Literal (CPL) -**
A maximum of 50 alpha, numeric, and special characters further describing the disposition and/or any other data pertinent to adjudication.
- Other Court Sentence Provisions-Numeric (CPN) -**
A three-character numeric code for a special provision dictated by an adjudicating body.
- Place of Birth (POB) -**
A two-character alpha code indicating state (U.S., Mexico), territorial possession, province (Canada), or country of subject's birth.
- Race (RAC) -**
A one-character alpha code which indicates the subject's race.
- Scars, Marks, Tattoos, Etc. (SMT) -**
A ten-character code (alphas and intervening spaces) describing an artificial body part or aid, blindness, a deformity, a missing body part, or the location of a mole, needle marks, a scar, a skin discoloration, or a tattoo on the subject's body.
- Sex (SEX) -**
An alpha character designating whether the subject is male or female.
- Skin Tone (SKN) -**
A three-character alpha code representing the hue, complexion, or appearance of the subject's skin.
- Social Security Number (SOC) -**
A nine-digit number assigned to the subject by the Social Security Administration.
- State Establishing Record (EST) -**
An automatic assignment by the NCIC computer of a two-character alpha code identifying the state which established the CCH record.
- State Identification Number (SID) -**
A unique number (maximum of ten alphanumeric characters of which the first two are alphas representing the state) assigned by a state identification bureau to the subject.

1.4 CCH Record Data Element Definitions (Continued)

Status Change Character (SCC) -

A sequential alpha character that places a change in custody or supervision status in chronological order.

Statute Citation (CIT) -

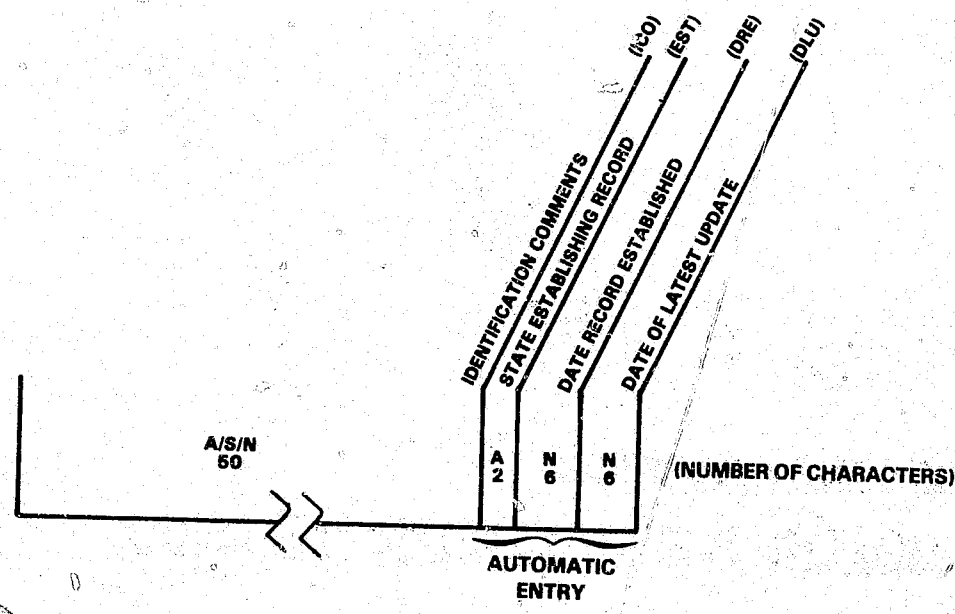
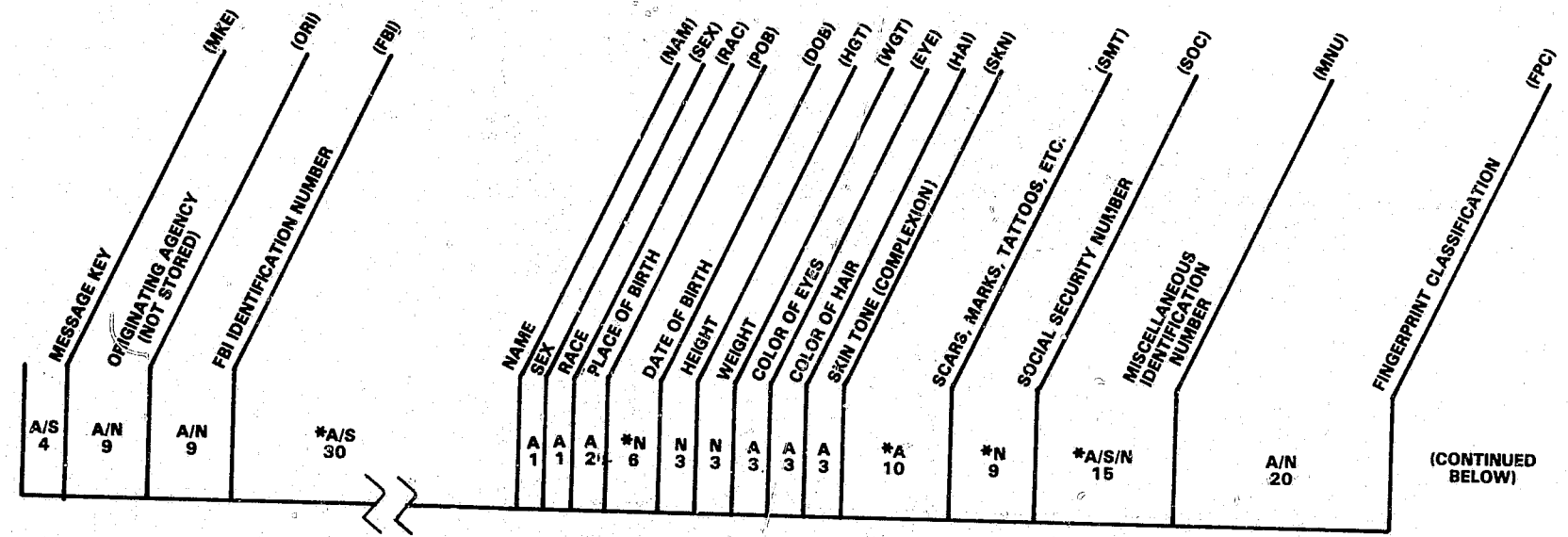
Statutory documentation relating to the offense for which the subject was charged.

Weight (WGT) -

Three numeric characters representing the subject's weight in pounds.

COMPUTERIZED CRIMINAL HISTORY FILE--RECORD FORMAT

IDENTIFICATION SEGMENT (SEGMENT 1)

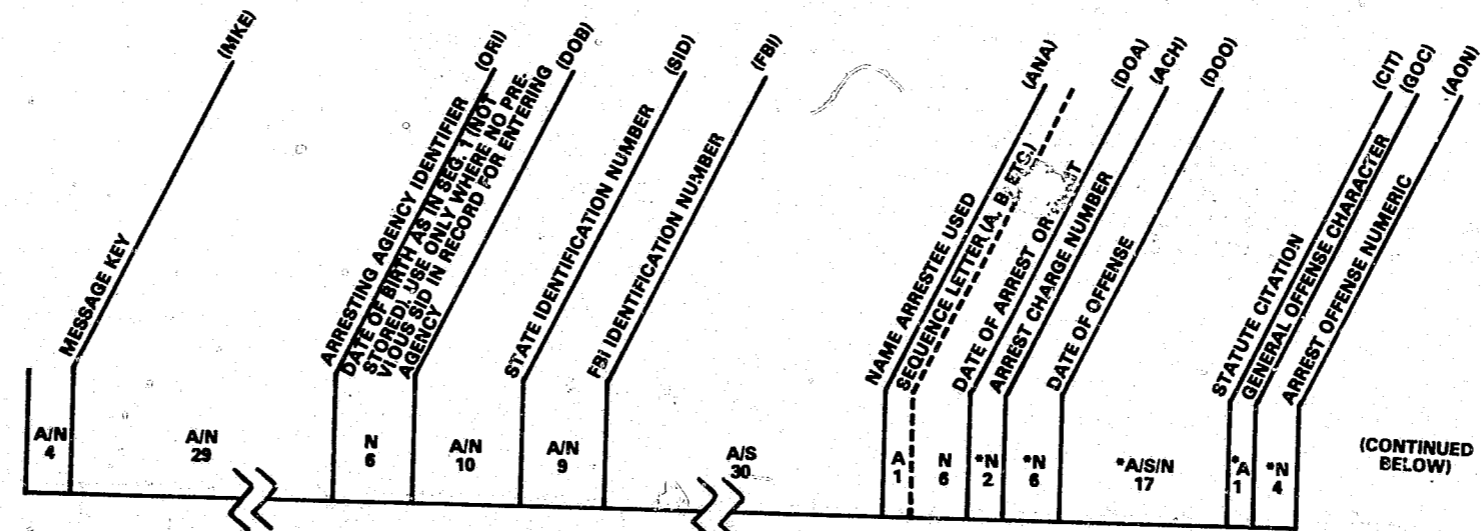


* SUPPLEMENTAL IDENTIFIERS MAY BE APPENDED TO THIS FIELD (MAX. OF 9, EXCEPT 99 FOR NAM)
 (A) ALPHABETIC CHARACTERS.
 (N) NUMERIC CHARACTERS.
 (S) SPECIAL CHARACTERS.

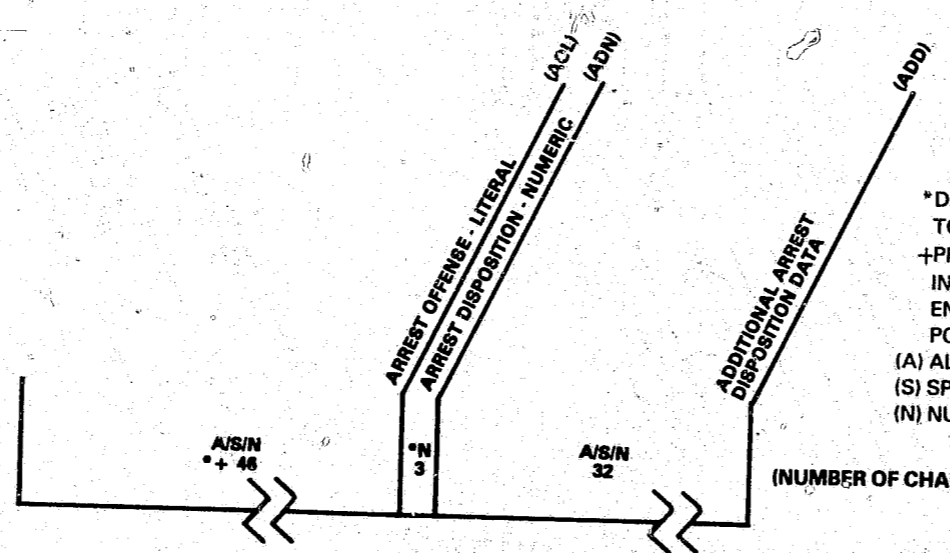
10-27
12-5-82

COMPUTERIZED CRIMINAL HISTORY FILE-RECORD FORMAT

ARREST SEGMENT (SEGMENT 2)



(CONTINUED BELOW)



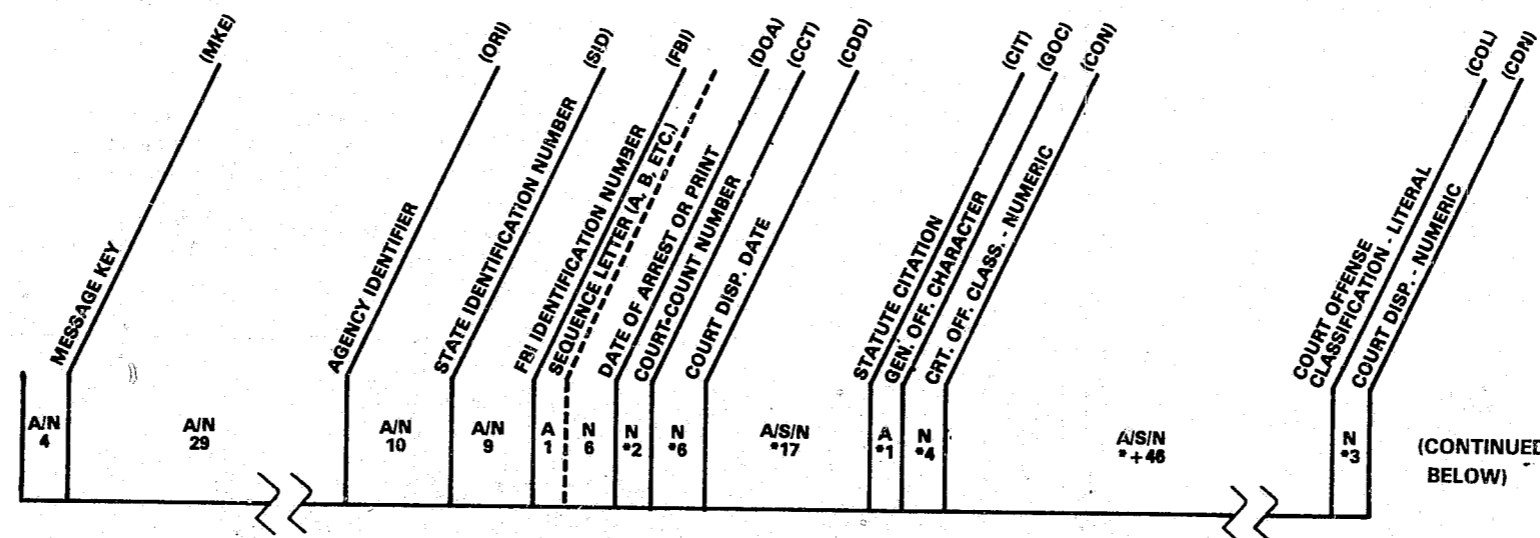
(NUMBER OF CHARACTERS)

*DATA IN THIS FIELD IS PART OF A SET OF DATA RELATING TO ONE ARREST CHARGE.
 †PRE-CODED PORTION OF LITERAL OFFENSE IS NOT ENTERED IN AOL (WILL BE IN LOOK-UP TABLE). ENTER IN AOL ONLY FREE TEXT TO BE ADDED TO PRE-CODED PORTION OF LITERAL OFFENSE.
 (A) ALPHABETIC CHARACTERS.
 (S) SPECIAL CHARACTERS.
 (N) NUMERIC CHARACTERS.

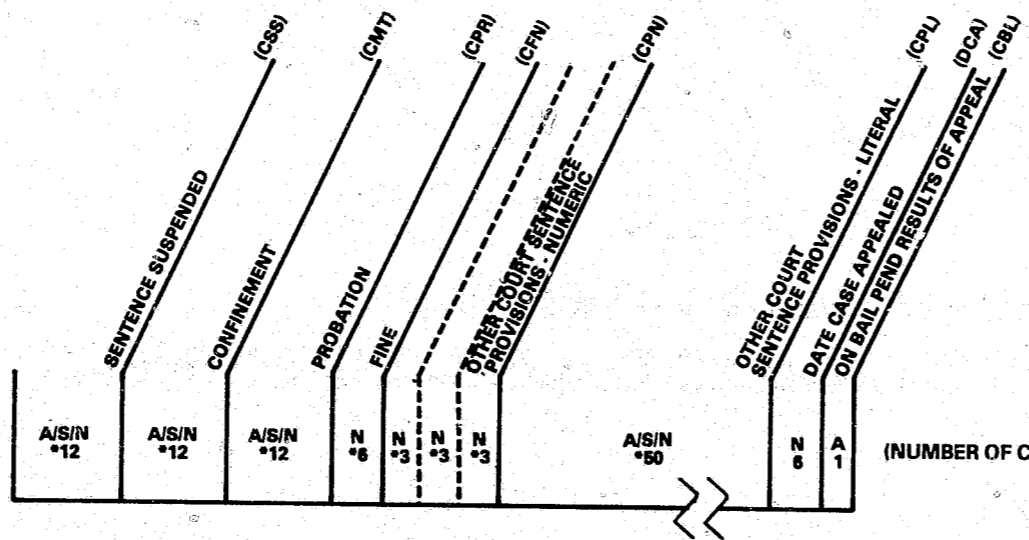
10-28
12-5-82

COMPUTERIZED CRIMINAL HISTORY FILE -- RECORD FORMAT

JUDICIAL SEGMENT (SEGMENT 3)



(CONTINUED BELOW)



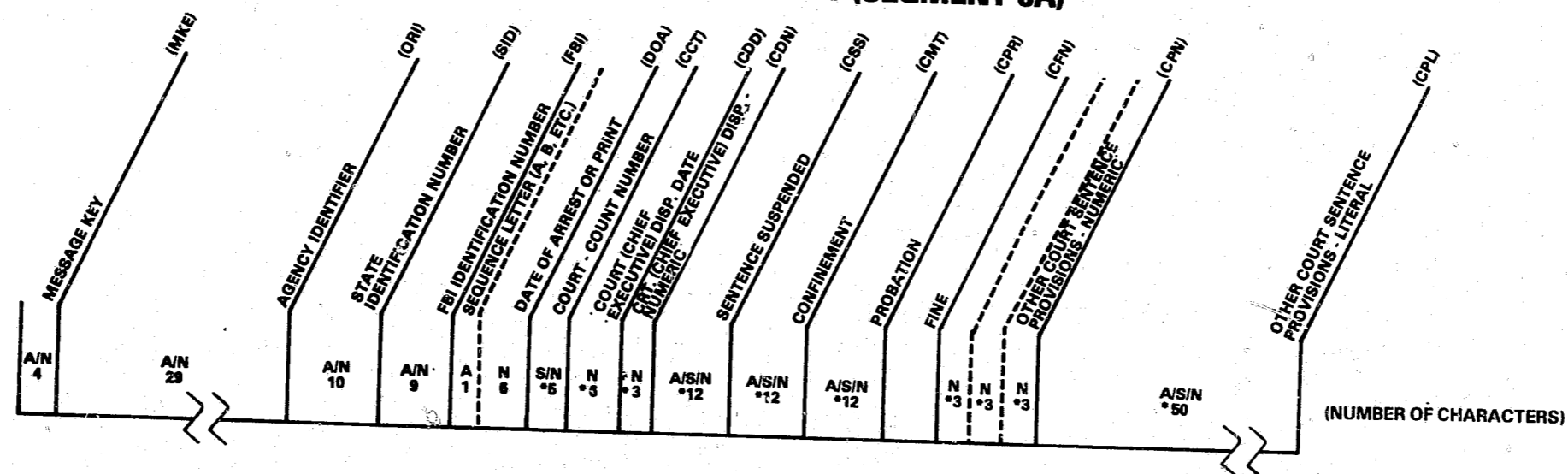
(NUMBER OF CHARACTERS)

- (*) DATA IN THIS FIELD IS PART OF THE SET OF DATA RELATING TO ONE COUNT.
- + PRE-CODED PORTION OF LITERAL OFFENSE IS NOT ENTERED IN COL (WILL BE IN LOOK-UP TABLE). ENTER IN COL ONLY FREE TEXT TO BE ADDED TO PRE-CODED PORTION OF LITERAL OFFENSE.
- (A) ALPHABETIC CHARACTERS.
- (S) SPECIAL CHARACTERS.
- (N) NUMERIC CHARACTERS

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 12-5-82

COMPUTERIZED CRIMINAL HISTORY FILE -- RECORD FORMAT

SUPPLEMENTAL SEGMENT (SEGMENT 3A)



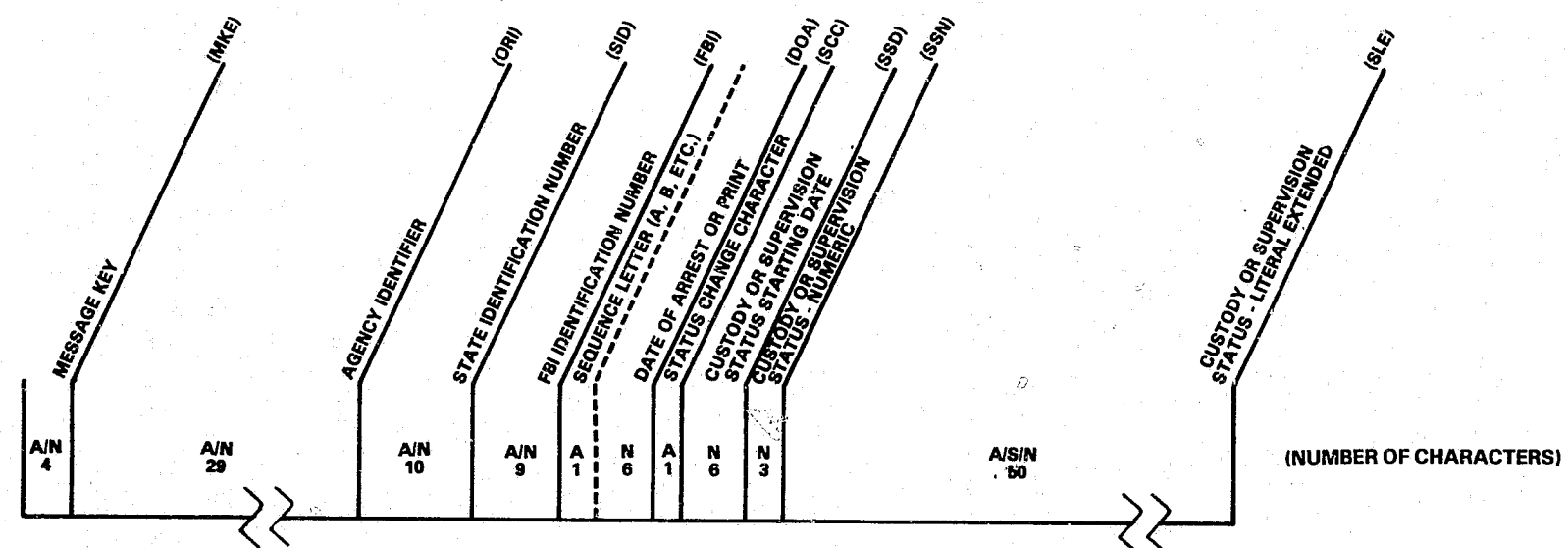
(*) DATA IN THIS FIELD IS PART OF THE SET OF DATA RELATING TO ONE COUNT.

- (A) ALPHABETIC CHARACTERS.
- (S) SPECIAL CHARACTERS.
- (N) NUMERIC CHARACTERS.

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12-5-82

COMPUTERIZED CRIMINAL HISTORY FILE -- RECORD FORMAT

CUSTODY - SUPERVISION SEGMENT (SEGMENT 4)



(A) ALPHABETIC CHARACTERS
 (S) SPECIAL CHARACTERS
 (N) NUMERIC CHARACTERS

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 12-5-82

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 2--CCH SUMMARY RECORD2.1 Description of CCH Summary Record (Message Key QH)

A CCH summary record is a synopsis of a CCH record. It includes physical description, known aliases, the total number of arrests, and the number of times charged with and convicted of specified offenses. It also sets forth all available information pertaining to the last arrest in the record including any court disposition and custody supervision data.

2.2.1 Sample Inquiry to Obtain CCH Summary Record

2L01HEADERXXXX01234.QH.MD1012600.NAM/DOE, JOHN.
SEX/M.RAC/W.DOP/120345.PUR/C(EOT)

The above example contains the five requirements for an inquiry to obtain a CCH summary record:

1. Message Header (2L01HEADERXXXX01234).
2. Message Key (QH).
3. Originating Agency Identifier (MD1012600).
4. Search Argument--In the above example, the combination NAM, SEX, RAC, and DOB is the search argument used. Additional search arguments are set forth in paragraph 2.2.5.
5. Purpose (PUR/C).

2.2.2 Message Header

Each message transmitted to the CCH File requires a message header. A message header is an alphabetic, numeric, and/or special character sequence of at least nine but not more than nineteen characters. The first four characters of the header for a CCH inquiry must be "2L01". The remaining fifteen header characters are for use of the ORI to code the transaction for routing and/or for record-keeping purposes. (Each agency having terminal access to NCIC should determine what part, if any, of the header is programmatically generated by the computer through which it interfaces the NCIC computer.)

NCIC response to any transaction begins with a header in which the first four characters announce to the receiving computer the type of response that will follow. All characters thereafter are a repeat of those in positions 5 through 19 of the incoming header.

2.2.3 Message Key

The message key (MKE) used to obtain a CCH summary record is QH.

2.2.4 Originating Agency Identifier

The Originating Agency Identifier (ORI) Field must contain the NCIC-assigned nine-character identifier of the agency requesting the CCH record.

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 2--CCH SUMMARY RECORD2.2.5 Search Argument

An inquiry message to obtain a CCH summary record (QH) must have one of the following search arguments:

1. NAM, SEX, RAC, and DOB (most general type of inquiry).
2. NAM, SEX, RAC, DOB, and SOC (Social Security Number).
3. NAM, SEX, RAC, DOB, and MNU (Miscellaneous Identification Number).
4. SID (State Identification Number) or NAM and SID.
5. FBI (FBI Identification Number) or NAM and FBI.
6. NAM and SOC.
7. NAM and MNU.

Each field in the search argument must be preceded by its message field code.

2.2.6 Purpose

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 the record. Therefore, a request for a criminal history record at the national level must include the purpose for which the information is to be used. The four general purposes for use of a CCH record which meet the requirements of the Act are:

1. Administrative (A). For use by state agencies participating in the CCH Program to access records for the purpose of administrative file maintenance. When a PUR/A inquiry is made for a restricted record that is in the process of being updated, the record will be followed by "THIS RECORD CAN BE USED FOR ADMINISTRATIVE PURPOSES ONLY AND CANNOT BE DISSEMINATED FOR PUR/C, E, OR R".
2. Criminal justice (C).
3. Employment or licensing (E). Public Law 92-544 authorizes the dissemination of criminal history records to federally insured or chartered banking institutions and to state and local governments for employment or licensing purposes provided: (1) There is a state statute specifically authorizing such dissemination and (2) the statute has been approved by the U.S. Attorney General. Authority to approve these statutes has been delegated to the FBI Director by Title 28, C.F.R., Section 0.85(j). Executive Order 10450 authorizes the dissemination of criminal history records to Federal agencies for Federal employment purposes. Public Law 94-29 authorizes the dissemination of criminal history records to the securities industry.

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 2--CCH SUMMARY RECORD

2.2.6 Purpose (Continued)

for employment or licensing purposes. To facilitate compliance with the Privacy Act of 1974 and Public Law 92-544, Executive Order 10450, and Public Law 94-29, the Purpose Field of the CCH inquiry format for each inquiry with Purpose Code E contains 29 characters. It is necessary to place a space after the Purpose Code E, followed by a two-character numeric code (See Part 10 Appendix) assigned by FBI NCIC to indicate an Executive Order, Public Law, or approved state statute, plus a literal abbreviation of the ultimate recipient of the record. Failure to follow this procedure will result in a reject message "REJ INV PUR".

For example, an inquiry for the Arizona Alcohol Beverage Board authorized under Arizona Statute 4202 for licensing purposes, approved by the Attorney General of the United States, and assigned the numeric characters 01 by FBI NCIC, would be as follows:

2L01HEADER.QR.AZCISPX00.FBI/835172K1.PUR/E 01
ALCOHOL BEVERAGE BD (EOT)

4. Review and/or challenge by the subject of the record (R).

Only the full CCH record may be disseminated for purposes of employment or licensing checks or review by the subject of the record. A summary inquiry (QH) in which the Purpose Field contains a code other than "C" will be rejected.

2.3 Basis of Search and Responses

The search on an inquiry by NAM, SEX, RAC, and DOB must match on all four identifiers as follows:

NAM--Soundex-type match on last name and exact match on first letter of first name. The Name Field in the inquiry must contain the last name followed by a comma and at least the first letter of the first name.

SEX--An inquiry with "M" (male) in the Sex Field will search only CCH records of male subjects. An inquiry with "F" (female) in the Sex Field will search only CCH records of female subjects.

RAC--Race specified in an inquiry matches on records containing race as follows:

| Race used in Inquiry | | Race Code in CCH Record |
|---------------------------------------|---------|-------------------------|
| I (American Indian or Alaskan Native) | matches | A, B, I, U and W |
| A (Asian or Pacific Islander) | matches | A, B, I, U and W |

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 2--CCH SUMMARY RECORD

2.3 Basis of Search and Responses (Continued)

| Race used in Inquiry | | Race Code in CCH Record |
|----------------------|---------|-------------------------|
| B (Black) | matches | A, B, I and U |
| W (White) | matches | A, I, U and W |
| U (Unknown) | matches | A, B, I, U and W |

DOB--If complete date of birth is used in an inquiry, the search will retrieve: (1) records which match on name, sex, race, and complete date of birth; (2) records which match on name, sex, race, and the year in an incomplete date of birth that includes only year (e.g., 000045); and (3) records which match on name, sex, race, and the month and year in an incomplete date of birth that includes only month and year (e.g., 120045).

An inquiry which contains an incomplete date of birth (e.g., 000045) will retrieve only those records which match on the name, sex, race and same incomplete date of birth. An inquiry which contains an incomplete date of birth will not retrieve any record which contains a complete date of birth or an incomplete date of birth which does not exactly match the partial date of birth in the inquiry.

If only one record is hit, the CCH summary will be transmitted. If more than one record is hit, a limited response consisting of only the Identification Segment of each record hit will be transmitted for further review by the inquiring agency. If the desired record is identified, another "QH" inquiry using the FBI number or SID number of that record will obtain the CCH record. Refer to paragraph 2.6 for a sample limited response.

Responses to an inquiry using any Search Argument other than 4 or 5 will be furnished as follows:

If a hit is made on either the SOC or MNU, the search will be discontinued and the summary for that one record will be transmitted. If two or more hits are made on the same SOC or MNU, a limited response containing only the Identification Segment of each record hit will be transmitted for further review by the inquiring agency.

If no hit is made on the SOC or MNU, the search will then be made on NAM, SEX, RAC, and DOB.

Responses to an inquiry using Search Argument 4, 5, 6, or 7 will be made on a search of the unique identifier (SID, FBI, SOC, or MNU) only. Inclusion of the NAM in Search Argument 6 or 7 is mandatory. To facilitate administrative handling of inquiry message printouts, inclusion of NAM in Search Argument 4 or 5 is optional.

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 2--CCH SUMMARY RECORD

2.4 Sample QH Inquiry with a Positive Response

Set out below are a sample QH inquiry, the NCIC acknowledgment, and the summary record transmitted. Following the sample is a line-by-line explanation of the data contained therein.

| | |
|-----------------|---|
| <u>Line No.</u> | <u>Sample Inquiry</u> |
| 1 | 2L01HEADERXXXX01234.QH.MD1012600.NAM/DOE, JOHN.SEX/M.RAC/W.DOB/120345.PUR/C(EOT) |
| | <u>Acknowledgment</u> |
| 2 | 2L01HEADERXXXX01234 |
| 3 | MD1012600 |
| 4 | REC |
| | <u>Response</u> |
| 5 | 4001HEADERXXXX01234 |
| 6 | MD1012600 |
| 7 | THIS NCIC RESPONSE IS THE RESULT OF YOUR INQUIRY ON |
| 8 | NAM/DOE, JOHN SEX/M RAC/W DOB/120345. |
| 9 | 4002HEADERXXXX01234 |
| 10 | MD1012600 |
| 11 | NCIC SUMMARY MULTIPLE STATE FBI/835172K11 12/1/82 |
| 12 | EH DOE, JOHN M W NH DOB/120345 HGT/511 |
| 13 | WGT/165 EYE/BRO HAI/BLK SKN/LBR SMT/TAT L ARM |
| 14 | SOC/375125249 MNU/AS-375125249 FPC/121011C0141159TTC113 |
| 15 | COMMENT/EPILEPTIC-TAT IS ARROW THRU HEART |
| 16 | ADDITIONAL IDENTIFIERS- |
| 17 | 4003HEADERXXXX01234 |
| 18 | MD1012600 |
| 19 | SID/MD34567812 |
| 20 | DOB/011147 031147 031149 |
| 21 | SMT/CRIP L HND CON LENSES DENT UP LO |
| 22 | SOC/421381928 382411221 120551394 |
| 23 | MNU/MC-1428316 VA-C1234567 |
| 24 | AKA/DOE, JOHN J/HENRY, JOHN/JOHN, HENRY |
| 25 | DLU/090182 |
| 26 | TOTAL ARRESTS - 2 |
| 27 | 4004HEADERXXXX01234 |
| 28 | MD1012600 |
| 29 | CHARGES CONVICTIONS OFFENSE |
| 30 | 1 1 ASSAULT |
| 31 | 1 1 DANGEROUS DRUGS |
| 32 | 1 1 ATTEMPT SEX OFFENSES |

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 2--CCH SUMMARY RECORD

2.4 Sample QH Inquiry with a Positive response (Continued)

| | |
|----|--|
| 33 | LAST ARREST STATUS (INCLUDED ABOVE) - |
| 34 | 012082 MDBPD0000 BALTIMORE CITY PD MD |
| 35 | COURT STATUS (INCLUDED ABOVE) - |
| 36 | MD SUP CT NO 1 BALTIMORE |
| 37 | 4005HEADERXXXX01234 |
| 38 | MD1012600 |
| 39 | 01 3603 ATTEMPTED HOMOSEXUAL ACT WITH BOY--CONVICTED |
| 40 | DISP DATE/020282 CONFINE/6M |
| 41 | 02 1314 AGGRAV ASSLT-GUN-CONVICTED |
| 42 | DISP DATE/020282 CONFINE/6M |
| 43 | CC |
| 44 | APPEAL DATE/030282 |
| 45 | SUPP COURT STATUS- |
| 46 | 01 ACQUITTED |
| 47 | CUSTODY STATUS- |
| 48 | 4L06HEADERXXXX01234 |
| 49 | MD1012600 |
| 50 | MD002035C HOUSE OF CORRECTION JESSUP MD 030382 |
| | RECEIVED |
| 51 | MD002035C HOUSE OF CORRECTION JESSUP MD 090382 |
| | DISCHARGED |
| 52 | END |
| 53 | BASED ON NAME CHECK |
| 54 | ADDITIONAL RECORDS MAY BE ON FILE THAT DO NOT MEET FBI DISSEMINATION CRITERIA |

Line 1 is a sample inquiry requesting a summary record. The inquiry is composed of a header (2L01HEADERXXXX01234); the message key (QH); the ORI of the requesting agency (MD1012600); search Argument 1; subject's name (NAM/DOE, JOHN), sex (SEX/M), race (RAC/W), and date of birth (DOB/120345); the purpose (PUR/C); and the end of transmission character (EOT).

Lines 2 through 4 are the computer acknowledgment indicating that it has received (REC) the inquiry. The NCIC computer frees the line for other NCIC traffic while conducting the CCH search. Therefore, before releasing the line, the computer advises the inquiring terminal that the message has been received.

Line 5 is the NCIC response header announcing the beginning of a CCH summary record response. The "4" indicates a summary response. The NCIC computer transmits a CCH summary response in 400-character blocks of data. The "001" indicates the first block will follow, and the remaining characters "HEADERXXXX01234" are the 5th through last characters contained in the inquiry header. The characters are repeated so that the inquiring terminal may match up the response with the inquiry. Since other NCIC traffic may have been received between the time of the inquiry and the response, it is important for the inquiring terminal to make each header unique through the use of the fifth through nineteenth characters in the header.

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 2--CCH SUMMARY RECORD2.4 Sample QH Inquiry with a Positive Response (Continued)

Line 6 is the ORI used in the inquiry.

Line 7 indicates that the forthcoming response is the result of a match of the search arguments contained in the inquiry.

Line 8 contains the search arguments used in the inquiry.

Line 9 indicates the second block (4002) of data follows.

Line 10 is the ORI used in the inquiry.

Line 11 indicates the response is a CCH summary record on a multiple-state offender whose FBI number is 835172K11 and that the inquiry was made on December 1, 1982. The term "MULTIPLE STATE" means the CCH record contains data indicating the subject has been arrested in more than one state and/or by a Federal agency. If the subject had no Federal arrests and all arrests in his record took place in only one state, the phrase would read "SINGLE STATE".

Lines 12 through 15 represent the Identification Segment.

Line 16 introduces the additional identifiers.

Line 17 indicates the third block (4003) of data follows.

Line 18 is the ORI used in the inquiry.

Line 19 indicates the subject's Maryland State Identification Number is 34567812.

Lines 20 through 24 contain supplemental descriptors.

Line 25 is the Date of Latest Update to the Identification Segment.

Line 26 indicates the total number of arrests included in the CCH record.

Line 27 indicates the fourth block (4004) of data follows.

Line 28 is the ORI used in the inquiry.

Line 29 contains the words "CHARGES," "CONVICTIONS," and "OFFENSE" which are columnar headings for the tabulation which follows.

Lines 30 through 32 indicate the number of charges and convictions for the offenses contained in the complete record. It should be noted that the total number of charges does not equal the total number of arrests in line 26 because of multiple charges associated with a single arrest.

Line 33 begins the details of the last arrest and indicates that this information is included in the summary of charges and convictions.

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COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 2--CCH SUMMARY RECORD2.4 Sample QH Inquiry with a Positive Response (Continued)

Line 34 indicates that the subject was last arrested on January 20, 1982, by the Baltimore, Maryland, Police Department.

Line 35 prefaces information relating to the court status or action taken as a result of the last arrest and indicates that the court information which follows is included in the summary of charges and convictions.

Line 36 indicates the subject was brought before Superior Court Number One, Baltimore, Maryland.

Line 37 indicates the fifth block (4005) of data follows.

Line 38 is the ORI used in the inquiry.

Line 39 shows conviction for the offense charges in count 01.

Line 40 indicates the disposition date was February 2, 1982, and the sentence for that count was ix month's confinement.

Line 41 shows conviction for the offense charged in count 02.

Line 42 indicates the disposition date was February 2, 1982, and the sentence for that count was six months' confinement.

Line 43 indicates the sentences were to run concurrently (CC).

Line 44 indicates the Date the Case was Appealed.

Line 45 prefaces information relating to action subsequently taken by the court or chief executive.

Line 46 indicates that in this case the original conviction for court count 01 was reconsidered and the subject was acquitted. Since court count 02 does not appear, it can be assumed that either it was not reconsidered or upon reconsideration the original disposition and sentence were affirmed.

Line 47 prefaces information relating to custody-supervision status changes following conviction.

Line 48 indicates the sixth block (4L06) of data follows and that it will be the last block (4L06) of data.

Line 49 is the ORI used in the inquiry.

Line 50 shows the subject was received on March 3, 1982, at the House of Correction, Jessup, Maryland.

Line 51 indicates the subject was discharged from the criminal justice system on September 3, 1982.

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COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 2--CCH SUMMARY RECORD

2.4 Sample QH Inquiry with a Positive Response (Continued)

Line 52 indicates the end of the summary record.

Line 53 indicates the type of search made of the CCH File. The reference to "NAME" includes sex, race, and date of birth.

Line 54 is a caveat that is appended to summary record responses when an inquiry is made by name and date of birth, Social Security Number, or Miscellaneous Identifying Number. This caveat is appended to the positive response to any inquiry containing any of these search arguments since the inquiry may match a restricted record, which is in the process of being updated, as well as a record on file that does not have restricted dissemination.

Summary records transmitted in response to an inquiry will vary in length depending upon the number of supplemental identifiers, the number of charges, and the amount of detail in the "last arrest status". The complete record gives details for each arrest in the record.

2.5 Sample QH Inquiry with a Negative Response

2L01HEADERXXXX01234.QH.MD1012600.NAM/DOE,
JOHN.SEX/M.RAC/W.DOB/120345.PUR/C(EOT)

Acknowledgment

2L01HEADERXXXX01234
MD1012600
REC

Response

2L01HEADERXXXX01234
MD1012600
NO ARREST RECORD OR NO ARREST RECORD MEETING FBI
DISSEMINATION CRITERIA FOR PUR/C, E, OR R IN NCIC
FOR NAM/DOE, JOHN

2.6 Sample QH Inquiry with a Limited Response

Set out below are a sample QH inquiry and the resulting limited response (two hits were made on the SOC).

2L01HEADERXXXX01234.QH.MD1012600.NAM/KENT, CLARK.
SEX/M.RAC/W.DOB/021531.SOC/421381928.PUR/C(EOT)

Acknowledgment

2L01HEADERXXXX01234
MD1012600
REC

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COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 2--CCH SUMMARY RECORD

2.6 Sample QH Inquiry with a Limited Response (Continued)Response

3001HEADERXXXX01234
MD1012600
THIS NCIC RESPONSE IS THE RESULT OF YOUR INQUIRY ON
NAM/KENT, CLARK SEX/M RAC/W DOB/021531 SOC/421381928.

3002HEADERXXXX01234
MD1012600
EH FBI/123J9 KENT, CLARK M W AZ DOB/021521
HGT/603 WGT/215 EYE/BRO HAI/BLK SOC/421381928
FPC/AATT1565PICMDOXIXMDM

3003HEADERXXXX01234
MD1012600
EH FBI/835172K11 DOE, JOHN M W NH DOB/120345
HGT/511 WGT/165 EYE/BRO HAI/BLK SKN/LBR
SMT/TAT L ARM SOC/375125249 MNU/AS-375125249
FPC/121011C0141159TTCI13
ADDITIONAL IDENTIFIERS-
DOB/011147 031147 031149
SMT/CRIP L HND CON LENSES DENT UP LO
SOC/421381928 382411321 120551394
MNU/MC-1428316 VA-1234567

3L04HEADERXXXX01234
MD1012600
AKA/DOE, JOHN J/HENRY, JOHN/JOHN, HENRY
ADDITIONAL RECORDS MAY BE ON FILE THAT DO NOT MEET
FBI DISSEMINATION CRITERIA

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COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 3--COMPLETE CCH RECORD BY MAIL3.1 Description of Complete CCH Record Mailed to Inquiring Agency (Message Key SIR)

The complete record contains physical and descriptive data and available details concerning each arrest including charges, court dispositions, and custody-supervision data. In response to an on-line request using message key SIR (Send Identification Record), a computer printout of the complete record is mailed to the requesting agency.

This type of message is available to terminals which do not have the ability to receive a complete record on-line via computer-to-computer interface with NCIC (QR inquiry capability).

3.2.1. Sample SIR Inquiry to Obtain a Complete CCH Record by Mail

2L01HEADERXXXX01234.SIR.MD1012600.FBI/835172K11.PUR/C.
DPT/ANY CITY PD.ATN/DET JOHN DOE.BLD/CITY HALL, ROOM 157.
ADR/1244 ANYPLACE AVE.CIS/ANY CITY, MD.ZIP/21208(EOT)

The above example contains the requirements for an on-line request to obtain a complete CCH record by mail:

1. Message Header (2L01HEADERXXXX01234).
2. Message Key (SIR).
3. Originating Agency Identifier (MD1012600).
4. Search Argument--In the above example, the search is on the FBI number. The only other acceptable search argument for a SIR is SID.
5. Purpose (PUR/C).
6. Requesting agency's mailing address (see Section 3.2.7).

3.2.2 Message Header

Refer to paragraph 2.2.2.

3.2.3 Message Key

The message key (MKE) used to obtain a complete CCH record by mail via an on-line request is SIR.

3.2.4 Originating Agency Identifier

Refer to paragraph 2.2.4.

3.2.5 Search Argument

A SIR inquiry must include either the FBI number or the SID.

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 3--COMPLETE CCH RECORD BY MAIL3.2.6 Purpose

Refer to paragraph 2.2.6.

3.2.7 Requesting Agency's Mailing Address

All inquiries for complete CCH records (SIR and QR) must contain the complete mailing address of the requesting agency. The following defines each Message Field Code (MFC):

| MFC | Description | # of Characters Permitted | Required or Optional |
|-------|---|---------------------------|----------------------|
| DPT - | Department or Agency name | (3-30) | R |
| ATN - | Name of person to receive response | (3-30) | R |
| BLD - | Building name; room number, etc. | (3-30) | O |
| ADR - | Mailing address (street address or post office box) | (3-30) | R |
| CIS - | City and state (separate with a comma) | (3-30) | R |
| ZIP - | Postal zip code | (5-9) | R |

The slash (/) following each MFC is mandatory as is the comma (,) separating city and state. A period (.) must be used to end each field except the last field prior to the end of transmission (EOT) in which case the period is optional.

3.3 Sample SIR Inquiry and Positive Response

2L01HEADERXXXX01234.SIR.MD1012600.FBI/835172K11.PUR/C.
DPT/ANY CITY PD.ATN/DET JOHN DOE.BLD/CITY HALL, ROOM 157.
ADR/1244 ANYPLACE AVE.CIS/ANY CITY, MD.ZIP/21208(EOT)

Acknowledgment

2L01HEADERXXXX01234
MD1012600
REC

Response

2L01HEADERXXXX01234
MD1012600
ACCEPTED INQUIRY ON FBI/835172K11. THE CRIMINAL HISTORY
RECORD WILL BE MAILED BY FBI NCIC.

FBI NCIC forwards a complete CCH record to the requesting agency by mail in the form set forth below. (Spacing on this sample SIR varies from actual printout because of space limitations.)

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 3--COMPLETE CCH RECORD BY MAIL

3.3 Sample SIR Inquiry and Positive Response (Continued)

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

NATIONAL CRIME INFORMATION CENTER
CRIMINAL HISTORY RECORD FBI IDENTIFICATION NO. 835172K11

THIS RECORD IS FURNISHED IN RESPONSE TO AN INQUIRY BY
FBI IDENTIFICATION NO.835172K11

DATE RECORD PRINTED 12/01/82
RECORD REQUESTED BY ANY CITY PD MD
MSG. ROUTING INDICATOR/HEADERXXXX01234

RECORD ESTABLISHED 04/25/74
DATE IDENTIFICATION DATA LAST UPDATED 09/01/82

IDENTIFICATION DATA

NAME/DOE, JOHN SEX/M RACE/WHITE DOB/12/03/45
POB/NH HGT/5-11 WGT/165 EYE/BRO HAIR/BLK SKN/LBR
SCR/MRK/TAT TAT L ARM SOC SEC NO. 375-12-5249
AS SER NO. 375125249
NCIC FINGERPRINT CLASS/ 121011C0141159TTCI13
IDENTIFICATION COMMENTS/ EPILEPTIC - TAT IS ARROW THRU HEART
OTHER NAMES USED/DOE, JOHN J/HENRY, JOHN/JOHN, HENRY
OTHER DOB USED/01/11/47 03/11/47 03/11/49
OTHER SCR/MRK/TAT USED CRIP L HND CON LENSES DENT UP LO
OTHER SOC USED 421-38-1928 382-41-1221 120-55-1394
OTHER MNU USED MC-1428316 VA-C1234567

ARREST NO 1
STATE IDENTIFICATION NO. F120345 DATE OF ARREST 06/06/73

ARREST DATA

ARRESTING AGENCY/DRUG ENFOR ADMIN BUFFALO NY
NAME USED/DOE, JOHN J
CHARGE NO/01 STATUTE CITATION/T21/US/841A1
OFFENSE/HEROIN-POSSESS
ARREST DISPOSITION/HELD

COURT DATA

COURT ID/NY FED CRT NO 1 NEW YORK
COUNT NO/01 STATUTE CITATION/T21/US/841A1
OFFENSE/HEROIN-POSSESS
DISPOSITION DATE 07/07/73 DISPOSITION/CONVICTED
PROBATION/6M

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COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 3--COMPLETE CCH RECORD BY MAIL

3.3 Sample SIR Inquiry and Positive Response (Continued)

CUSTODY DATA

AGENCY ID/US PROBATION OFFICE NEW YORK NY
A DATE 07/07/73 STATUS/PROBATION
AGENCY ID/US PROBATION OFFICE NEW YORK NY
B DATE 01/07/74 STATUS/DISCHARGED

ARREST NO 2

STATE IDENTIFICATION NO. MD34567812 DATE OF ARREST 01/20/74

ARREST DATA

ARRESTING AGENCY/ BALTIMORE CITY PD MD
NAME USED/HENRY, JOHN
CHARGE NO/01 OFFENSE DATE 01/20/82
STATUTE CITATION/MD/PC/553
OFFENSE/HOMOSEXUAL ACT WITH BOY
ARREST DISPOSITION/HELD
CHARGE NO/02 OFFENSE DATE 01/20/82
STATUTE CITATION/MD/PC/254
OFFENSE/AGGRAV ASSLT-GUN
ARREST DISPOSITION/HELD

COURT DATA

COURT ID/MD SUP CT NO 1 BALTIMORE
COUNT NO/01 STATUTE CITATION/MD/PC/553
OFFENSE/ATTEMPT TO COMMIT HOMOSEXUAL ACT WITH BOY
DISPOSITION DATE 02/02/82 DISPOSITION/CONVICTED
CONFINEMENT/6M
COUNT NO/02 STATUTE CITATION/MD/PC/254
DISPOSITION DATE 02/02/82 DISPOSITION/CONVICTED
CONFINEMENT/6M OTHER PROVISIONS/CC

SUPPLEMENTAL COURT DATA

COURT ID/MD SUP CT NO 1 BALTIMORE
COUNT NO/01 DISPOSITION DATE 03/02/82
DISPOSITION/ACQUITTED

CUSTODY DATA

AGENCY ID/HOUSE OF CORRECTION JESSUP MD
A DATE 03/03/82 STATUS/RECEIVED
AGENCY ID/HOUSE OF CORRECTION JESSUP MD
B DATE 09/03/82 STATUS/DISCHARGED

END OF RECORD

OFFICIAL USE ONLY--ARREST DATA
BASED ON FINGERPRINT IDENTIFICATION
BY SUBMITTING AGENCY OR FBI

10-45
12-5-82

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 3--COMPLETE CCH RECORD BY MAIL

3.4 Sample SIR Inquiry and Negative Response

2LOIHEADERXXXX01234.SIR.MD1012600.FBI/835172K11.
PUR/C(EOT)

Acknowledgment

2LOIHEADERXXXX01234
MD1012600
REC

Response

2LOIHEADERXXXX01234
MD1012600
NO ARREST RECORD OR NO ARREST RECORD MEETING FBI
DISSEMINATION CRITERIA FOR PUR/C, E, OR R IN NCIC FOR
FBI/835172K11

3.5 Suppression of Certain CCH Arrest Data Over One Year Old in an Inquiry Made for the Purpose of Licensing or Employment

Section 20.33(a)(3) in Subpart C of the Department of Justice Regulations governing the dissemination of criminal record and criminal history information reads as follows: "Criminal history record information contained in any Department of Justice criminal history information system will be made available:... Pursuant to Public Law 92-544 (86 Stat. 1115) for use in connection with licensing or local/state employment or for other uses only if such dissemination is authorized by Federal or state statutes and approved by the Attorney General of the United States. When no active prosecution of the charge is known to be pending, arrest data more than one year old will not be disseminated pursuant to this subsection unless accompanied by information relating to the disposition of that arrest."

In compliance with the above directive, suppression of CCH File arrest data will occur when the following conditions exist:

1. The inquiring agency (ORI) is non-Federal.
2. The message key used in the inquiry is QR or SIR.
3. The purpose code is E (PUR/E).
4. The Date of Arrest (DOA) precedes the date the inquiry is made by more than 365 days.
5. The Arrest Disposition Numeric (ADN) Field contains no data or one of the following dispositions: held (205), released on bail/or own recognizance (206), turned over to (208), referred to juvenile court or juvenile authorities (212), consolidated with another arrest (213), disposition unknown (215), adult arrest (216), determination of mental competence prior to trial (217), rebooked on another charge (218), and received from another agency (custody/supervision segment not involved) (219).

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 3--COMPLETE CCH RECORD BY MAIL

3.5 Suppression of Certain CCH Arrest Data Over One Year Old in an Inquiry Made for the Purpose of Licensing or Employment (Continued)

6. There is no judicial segment, or the Court Disposition Numeric (CDN) is 329 (unknown disposition).
7. There is no custody-supervision segment.

When a record contains no arrest data that qualifies for dissemination, NCIC will send the following on-line response:

NO ARREST RECORD OR NO ARREST RECORD
MEETING FBI DISSEMINATION CRITERIA FOR
PUR/C, E, OR R IN NCIC FOR SID/------(FBI-----)..

In rare instances, it is possible that all arrest data would be suppressed in the response to a SIR inquiry for which NCIC has sent an accept (ACC) acknowledgment. This situation will occur when all arrest data which qualified for dissemination at the time the computer examined the record was expunged after the ACC was sent and before the complete record could be printed in the off-line program. In those instances, the above statement will be mailed to the inquiring agency.

Use of a CCH record for criminal justice agency employment is considered a criminal justice purpose, and an inquiry for such purpose should contain PUR/C.

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 4--COMPLETE CCH RECORD ON-LINE

4.1 Complete CCH Record Transmitted On-Line to Computer Servicing Requesting Agency (Message Key QR)

The capability of obtaining a complete CCH record on-line exists only where there is a medium or high-speed line (2400 baud or greater) interface with the NCIC computer. Even with that capability an agency must be authorized to receive the full record on-line. A terminal user should contact its respective exists. A user that has QR capability is not authorized to send a SIR inquiry; and conversely, a user that has SIR capability cannot use the QR inquiry.

4.2.1 Sample Inquiry to Obtain Complete CCH Record Via On-Line Response

2L01HEADERXXXX01234.QR.MD1012600.FBI/835172K11.
PUR/C.DPT/ANY CITY PD.ATN/DET JOHN DOE.BLD/CITY HALL,
ROOM 157.ADR/1244 ANYPLACE AVE.CIS/ANY CITY, MD. ZIP/21208.
(EOT)

The above example contains the five requirements for an inquiry to obtain a complete CCH record via on-line response:

1. Message Header (2L01HEADERXXXX01234).
2. Message Key (QR).
3. Originating Agency Identifier (MD1012600).
4. Search Argument--In the above example, the search is based on the FBI number. The only other acceptable search argument for a QR inquiry is SID.
5. Purpose (PUR/C)
6. Requesting agency's mailing address (see Section 3.2.7).

4.2.2 Message Header

Refer to paragraph 2.2.2.

4.2.3 Message Key

The message key (MKE) used to obtain a complete CCH record via on-line response is QR.

4.2.4 Originating Agency Identifier

Refer to paragraph 2.2.4.

4.2.5 Search Argument

An inquiry to obtain a complete CCH record on-line (QR) must include either the FBI number or the SID.

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 4--COMPLETE CCH RECORD ON-LINE

4.2.6 Purpose

Refer to paragraph 2.2.6.

4.2.7 Requesting Agency's Mailing Address

Refer to paragraph 3.2.7.

4.3 Sample QR Inquiry and Positive Response

Set out below is a sample CCH inquiry resulting in a complete CCH record response in "period" (without field codes) format. The sample response contains the same information as furnished in the "SIR" as shown in paragraph 3.3.

In response to a QR inquiry a complete record is transmitted in a continuous stream of data from NCIC to the receiving computer. To facilitate readability, the receiving computer reformats the record (to include the field codes) before routing it to the requesting terminal.

2L01HEADERXXXX01234.QR.MD1012600.FBI/835172K11.
PUR/C.DPT/ANY CITY PD.ATN/DET JOHN DOE.BLD/CITY HALL,
ROOM 157.ADR/1244 ANYPLACE AVE.CIS/ANY CITY, MD. ZIP/
21208(EOT)

Acknowledgment

2L01HEADERXXXX01234
MD1012600
REC

Response

5001HEADERXXXX01234
MD1012600
EH.835172K11.DOE, JOHN.M.W.NH.120345.511.165.BRO.
BLK.LBR.TAT L ARM.375125249.AS-375125249.
121011C0141159TTCI13.EPILEPTIC-TAT IS ARROW THRU HEART.
3.011147.031147.031149.3.CRIP L HND.CON LENSES.DENT UP
LO.3.421381928.382411221.120551394.2.MC-1428316.
VA-C1234567.03.

DOE, JOHN J.HENRY, JOHN.JOHN, HENRY.US.042574.
090182%ER2.NYDEAO200 DRUG ENFOR ADMIN BUFFALO NY..
F120345.DOE, JOHN J.060673.01..T21/US/841A1..3512.
.205%ER3.NY FED COURT NO 1 NEW YORK.01.070773.T21/US/
841A1..3512..310...6M%ER4.NYO30017G US PROBATION
OFFICE NEW YORK NY.A.070773.419+NYO30017G US PROBATION
OFFICE NEW YORK NY.B.010774.409%ER2.MDBPD0000
BALTIMORE CITY PD MD..MD34567812.HENRY, JOHN.012082.01.012082.
MD/PC/553..3603..205+02.012082.MD/PC/254..1314..205%
ER3.

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 4--COMPLETE CCH RECORD BY ON-LINE

4.3 Sample QR Inquiry and Positive Response (Continued)

5L02HEADERXXXX01234
MD SUP CT NO 1 BALTIMORE.01.020282.MD/PC/553.A.3603...
310..6M+02.020282.MD/PC/254..1314..310..6M...CC%
ER3A.MD SUP CT NO 1 BALTIMORE.01.030282.301%ER4.
MD002035C HOUSE OF CORRECTION JESSUP MD.A.030382.
421+MD002035C HOUSE OF COKRECTION JESSUP MD.B.
090382.409

4.4 Sample QR Inquiry and Negative Response

2L01HEADERXXXX01234.QR.MD1012600.FBI/835172K11.
PUR/C(EOT)

Acknowledgment

2L01HEADERXXXX01234
MD1012600
REC

Response

2L01HEADERXXXX01234
MD1012600
NO ARREST RECORD OR NO ARREST RECORD MEETING FBI
DISSEMINATION CRITERIA FOR PUR/C, E, OR R IN NCIC FOR
FBI/835172K11

4.5 Suppression of Certain CCH Arrest Data Over One Year Old in an Inquiry Made for the Purpose of Licensing or Employment

Refer to paragraph 3.5.

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 5--Z INQUIRY MESSAGES

5.1 Description of CCH Z Inquiry Messages

A CCH Z inquiry message is available to any agency that has CCH capability. The three types of Z inquiries are ZI, ZR, and ZC and are transmitted on-line to requesting agencies.

5.2.1 Description of CCH ZI Inquiry Message

A CCH ZI inquiry sets forth the complete identification information of the subject of the record including known aliases and additional physical and numerical identifiers.

5.2.2 Sample ZI Inquiry to Obtain CCH Identification Segment

2L01HEADERXXXX01234.ZI.MD1012600.FBI/9000010.
PUR/C(EOT)

The above example contains the five requirements for an inquiry to obtain a CCH Identification Segment:

1. Message Header (2L01HEADERXXXX01234).
2. Message Key (ZI).
3. Originating Agency Identifier (MD1012600).
4. Search Argument - In the above example the FBI number is the search argument used.
5. Purpose (PUR/C).

5.2.3 Message Header

Refer to Section 2.2.2.

5.2.4 Message Key

The message key (MKE) used to obtain a CCH Identification Segment is ZI.

5.2.5 Originating Agency Identifier

Refer to Section 2.2.4.

5.2.6 Search Argument

A ZI inquiry message to obtain a CCH Identification Segment must use the FBI (FBI Identification Number) or SID (State Identification Number).

5.2.7 Purpose

Refer to Section 2.2.6.

5.2.8 Sample ZI Inquiry and Positive Response

2L01HEADERXXXX01234.ZI.MD1012600.FBI/9000010.PUR/C(EOT)

Acknowledgment2L01HEADERXXXX01234
MD1012600
RECResponse9001HEADERXXXX01234
MD1012600
IDENTIFICATION SEGMENT NCIC RECORD OF FBI/9000010 04/20/81
EH TEST, RECORD M W FL DOB/022752 HGT/602 WGT/185 EYE/BLU
HAI/BRO SKN/MED SMT/SC L HND SOC/267985558 MNU/AS-1000000
FPC/AAAAAAAAAAAAAAAAAAAA
COMMENT/NN/BUFORD
ADDITIONAL IDENTIFIERS -9L02HEADERXXXX01234
MD1012600
DOB/020240 040440 050541
SMT/SC R HND TAT L ARM SC FACE SC R ARM
SOC/555666777
MNU/AS-2000000
AKA/DOE, JOHN
DLU/072382
END
BASED ON FBI NUMBER ONLY5.2.9 Sample ZI Inquiry and Negative Response

2L01HEADERXXXX01234.ZI.MD1012600.FBI/9000011.PUR/C(EOT)

Acknowledgment2L01HEADERXXXX01234
MD1012600
RECResponse2L01HEADERXXXX01234
MD1012600NO ARREST RECORD OR NO ARREST RECORD MEETING
FBI DISSEMINATION CRITERIA FOR PUR/C, E, OR R
IN NCIC FOR FBI/90000115.3.1 Description of CCH ZR Inquiry

A CCH ZR inquiry will advise the requesting agency whether or not a record for a specific FBI number is in the CCH File.

5.3.2 Sample ZR Inquiry to Determine if a Record for a Specific FBI Number is In the CCH File2L01HEADERXXXX01234.ZR.MD1012600.FBI/9000010.
PUR/C(EOT)

The above example contains the five requirements for an inquiry to determine if a specific FBI number is in the CCH File:

1. Message Header (2L01HEADERXXXX01234).
2. Message Key (ZR).
3. Originating Agency Identifier (MD1012600).
4. Search Argument - In the above example the FBI number is the search argument used.
5. Purpose (PUR/C).

5.3.3 Message Header

Refer to Section 2.2.2.

5.3.4 Message Key

The message key (MKE) used to determine if a record for a specific FBI number is in the CCH File is ZR.

5.3.5 Originating Agency Identifier

Refer to Section 2.2.4.

5.3.6 Search Argument

A ZR inquiry must be based on FBI number or SID.

5.3.7 Purpose

Refer to Section 2.2.6.

5.3.8 Sample ZR Inquiry and Positive Response

2L01HEADERXXXX01234.ZR.MD1012600.FBI/9000010.PUR/C(EOT)

COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 5--Z INQUIRY MESSAGES

5.3.8 Sample ZR Inquiry and Positive Response (Continued)

Acknowledgment

2L01HEADERXXXX01234
MD1012600
REC

Response

2L01HEADERXXXX01234
MD1012600
FBI/9000010 ON FILE

5.3.9 Sample ZR Inquiry and Negative Response

Refer to Section 5.2.9.

5.4.1 Description of CCH ZC Inquiry Message

A CCH ZC inquiry will provide all data for a specific date of arrest for a particular FBI number including any court disposition and custody supervision data.

5.4.2 Sample ZC Inquiry to Obtain Data on a Specific Date of Arrest Within a Particular FBI Number

2L01HEADERXXXX01234.ZC.MD1012600.FBI/9000010.
DOA/071080.PUR/C(EOT)

The above example contains the five requirements for an inquiry to obtain data on a specific date of arrest for a particular FBI number:

1. Message Header (2L01HEADERXXXX01234).
2. Message Key (ZC).
3. Originating Agency Identifier (MD1012600).
4. Search Argument - In the above example the FBI number and a specific date of arrest is the search argument used.
5. Purpose (PUR/C).

5.4.3 Message Header

Refer to Section 2.2.2.

5.4.4 Message Key

The message key (MKE) used to obtain data on a specific date of arrest for a particular FBI number is ZC.

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COMPUTERIZED CRIMINAL HISTORY FILE
SECTION 5--Z INQUIRY MESSAGES

5.4.5 Originating Agency Identifier

Refer to Section 2.2.4.

5.4.6 Search Argument

A ZC inquiry must be based on FBI number and a specific date of arrest.

5.4.7 Purpose

Refer to Section 2.2.6.

5.4.8 Sample ZC Inquiry and Positive Response

2L01HEADERXXXX01234.ZC.MD1012600.FBI/9000010.DOA/071080.PUR/C
(EOT)

Acknowledgment

2L01HEADERXXXX01234
MD1012600
REC

Response

8001HEADERXXXX01234
MD1012600
ER2.NYUSM0300-US MARSHALS SERVICE NEW YORK NY.F022752.9000010.
TEST, SEG TWO THREE.071080.01....2899.I/S TRANS STOL PROP+0?.
...1399.ASSAULT FED OFFICER.020681%ER3..01....2899.I/S TRANS
STOL PROP.310...5Y+02....1399.ASSAULT FED OFFICER.310...5Y..
363+03....2899.REC STOLEN PROP I/S.310...5Y..363+

8L02HEADERXXXX01234
04....2399.THEFT FROM I/S SHIPMENT.310...5Y..363.020681%ER3A
..01-02..310.....362+03-04..310.....362.020681%END

5.4.9 Sample ZC Inquiry and Negative Response

Refer to Section 5.2.9.

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NOTE: All references to CM refers to the NCIC Code Manual.

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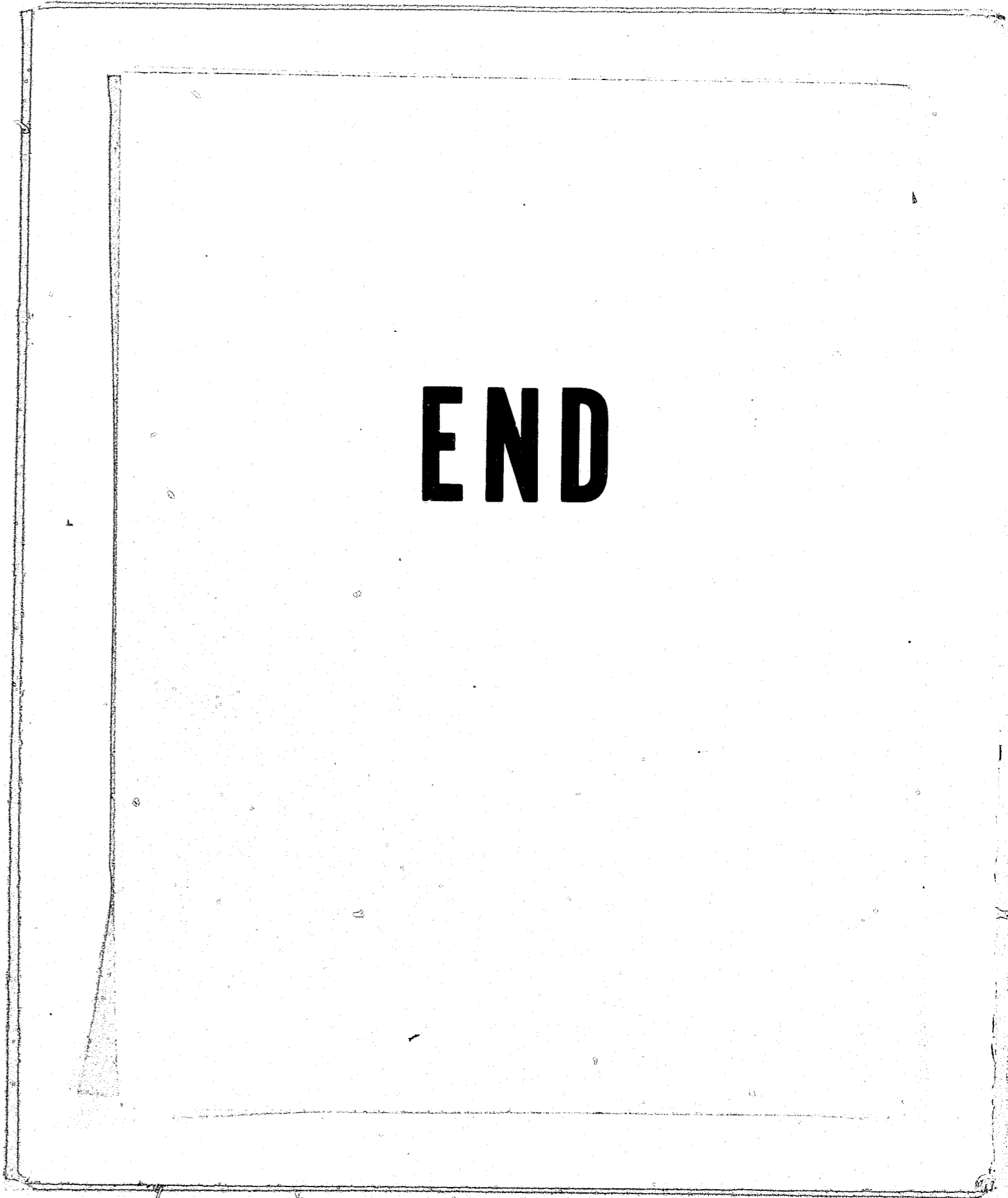
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