Identity Theft File

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1 INTRODUCTION
1.1 BACKGROUND

The Identity Theft File will serve as a means for law enforcement to "flag" stolen identities and identify the imposter when encountered by law enforcement.

When an identity theft victim becomes aware that his/her identity has been stolen and reports the incident to law enforcement, the agency's handling of the identity theft case should parallel the criteria as outlined in this chapter. The police officer should complete an incident report and collect pertinent information from the victim to create a victim profile that is entered into the Identity Theft File. The agency enters the information only after the victim signs a consent waiver. The waiver states that the victim provides permission for the information to be entered in the Identity Theft File. It also acknowledges that the victim may withdraw the consent by providing a written request to the entering agency. At that time, the record will be canceled from the Identity Theft File. The profile should include information such as the victim's name, date of birth, Social Security number, and the type of identity theft. In addition, a password is established either by the victim or the police officer and entered into the Identity Theft File. The password will identify the person as the victim and should be provided to the victim when the police report is filed. (The victim should retain the password to use during any potential future police encounters.)   Agencies may also enter a mug shot of the victim into the NCIC System. The mug shot may be used as an additional form of identification for the victim. When the mug shot is retrieved, it must clearly specify that the mug shot is that of the victim and not that of the offender.

During a subsequent encounter by law enforcement, including routine traffic stops, a persons query into the NCIC System will automatically search the Identity Theft File and, if positive, generate a response to the inquiring agency. The officer will receive a response listing the victim profile, including the password, thereby providing the officer with the information necessary to verify that the person encountered is the victim or that the person **may** be using a false identity.

The officer should be cognizant that the individual should not be arrested or detained based solely upon the information provided in the positive response from the Identity Theft File. The response should be considered along with additional information or circumstances surrounding the encounter before the officer takes action.

Information on deceased persons may also be entered into the Identity Theft File. If a police officer becomes aware of a deceased person's identity being stolen, that information can be entered into the file noting that the person is deceased.

1.2 CRITERIA FOR ENTRY

GENERAL CRITERIA

An entry in the Identity Theft File must be supported by an official complaint (electronic or hard copy) recorded by and on file at a law enforcement agency. Documentation for the identity theft complaint must meet the following criteria before an entry can be made into the Identity Theft File:

- Someone is using a means of identification of the victim (denoted in the Identity Theft and Assumption Deterrence Act of 1998 as any name or number that may be used, alone or in conjunction with any other information, to identify a specific individual).

- The identity of the victim is being used without the victim's permission.

- The victim's identity is being used or intended to be used to commit an unlawful activity.

- The victim must sign a consent waiver prior to the information being entered into the Identity Theft File. The waiver, as found in Appendix A: Identity Theft File Consent Document section of this chapter, may be used independently or incorporated into a state form.

- Information on deceased persons may be entered into the file if it is deemed by the police officer that the victim's information has been stolen. No consent form is required with the entry of deceased person information.

- If the identity of the thief is known and an arrest warrant has been issued, the agency should enter the victim information in the S/F Fields in the Wanted Person File.

- Only the agency that takes the identity theft complaint may make an NCIC identity theft entry. The only exception is that any criminal justice agency or regional dispatch center may act as a holder of the record for another agency that has no telecommunications equipment. When such an entry is made, the agency holding the record may place its own Originating Agency Identifier (ORI) in the ORI Field only when there is a written agreement between the two agencies that delineates the legal responsibility of each for the record. Additional information concerning these responsibilities can be found in the ORI File chapter.

1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EID	ENTRY IDENTITY THEFT PERSON
	EIDC	ENTRY IDENTITY THEFT PERSON - CAUTION
Modify	MID	
Cancel	XID	
Inquiry	QID QW QWA QWE QWF QWS QWB QWI ZW QV ZV	
Entry of supplemental record of aliases and/or additional identifiers	EIN	
Cancellation of supplemental record	XIN	

- A caution indicator should be added to the MKE EID when it is appropriate to the particular circumstances of the individual.

- The reason for the caution must be entered in the Caution and Medical Conditions (CMC) Field. For example, a record with MKE/EIDC might include one of the following corresponding codes in CMC Field:

      SUICIDAL
      HEMOPHILIAC
      DIABETIC

- The MKE EIDC translates IDENTITY THEFT - CAUTION.

1.4 RECORD RETENTION PERIOD

- An identity theft record will remain active until the entering agency cancels it or until the Date of Purge (DOP) is equal to the current date. When the DOP is reached, a $.P. administrative message will be sent to the originating agency. The maximum retention period for an identity theft record is 5 years. Additional information of the $.P. administrative message can be found in the Introduction chapter of this manual.

- Other exceptions to the record retention period will occur in the event a serious error is detected in the record on file. Additional information on serious error detection, $.E. administrative message, can be found in the Introduction chapter of this manual.

1.5 VALIDATION

For validation policy and procedures, refer to the Validation section in the Introduction chapter of this manual.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency, the CJIS Systems Agency (CSA) of the entering agency, the FBI, and in the $.C. Request for Validation Notification and fixed format validation files. For all other responses, the VLN Field will be suppressed.

1.6 MESSAGE FIELD CODES AND EDITS

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

Code	Field	Edits
CMC	Caution and Medical Conditions	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
CTZ		Must be a valid NCIC-assigned country code as listed in State and Country Data Codes, *NCIC Code Manual.*
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) and cannot be later than the current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOP	Date of Purge	Must be a valid Gregorian date, YYYYMMDD. The DOP is optional and must be greater than the current date but not more than 5 years greater. If not entered, the NCIC System will set the DOP to the current date plus five years.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD) and cannot be greater than the current date.
EBS	Expanded Date of Birth Search	Must be 1, 2, 3, or blank. The default value is blank. If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less.

ENS	Expanded Name Search	Must be Y or N.
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.*
EYE	Eye Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
FBI	FBI Number/UCN	May be up to seven numerics or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetics 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 cannot be B, G, I, O, Q, S, U, Y, or Z; the second cannot be O; and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid. Entry of one zero only, or a run of zeros only is prohibited. Embedded blanks are not permitted. -OR- May be eight alphanumerics followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.
FPC	Fingerprint Classification	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*. If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used. Embedded blanks are not permitted
HAI	Hair Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
HGT	Height	The first character represents feet, and the second and third characters represent inches. May be a minimum of 400 but not more than 711. More information in Personal Descriptors Codes, *NCIC Code Manual.*
IDT	Identity Theft Type	Must be a valid NCIC-assigned code as listed in the Personal Descriptors Codes, *NCIC Code Manual*.
IMN	Image NCIC Number	A self-checking number automatically assigned by the NCIC System to each accepted image record and consists of the alphabetic character I followed by nine numeric characters. Must have a valid check digit.
IMT	Image Type	Must be a valid NCIC-assigned code as listed in the Image File chapter of this manual.
IND	Image Indicator	Must be Y or N.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System.)

LKI	Linkage Agency Identifier	Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual.
MIS	Miscellaneous	Free text.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*. The third character must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number in MNU {prefix code OA) cannot be the only numeric identifier in the record. An air force serial number (prefix code AF) or a national guard serial number (prefix code AS) must contain numerics only in positions 4 thru 15. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU field. The full MNU should be entered in the MIS Field.
NAM	Name	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The Personal Descriptors Codes, *NCIC Code Manual*, provides coding instructions.
NIC	NCIC Number	A self-checking number automatically assigned by the NCIC System to each accepted record and consists of an alphabetic character (J in the Identity Theft File) followed by nine numeric characters. Must have valid check digits when used to identify the record in a subsequent transaction.
NOA	Notify Originating Agency	Must be Y or N. The NCIC System will default to N if left blank.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character
OLN	Operator's License Number	One zero only or a run of zeros only may not be used. More information in Personal Descriptors Codes, *NCIC Code Manual*.
OLS	Operator's License State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, *NCIC Code Manual*. More information also in Personal Descriptors Codes, *NCIC Code Manual*.
OLY	Operator's License Year of Expiration	Must present the year the license expires (XXXX), the alphabetic NX to represent nonexpiring, or the code UNKN for unknown. More information in Personal Descriptors Codes, *NCIC Code Manual*.
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual.

POB	Place of Birth	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, *NCIC Code Manual*. More information also in Personal Descriptors Codes, *NCIC Code Manual*.
PWD	Password	May be up to 20 alphabetics, numerics, or special characters.
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
RPS	Reason for Person Record Removal	Must be a valid NCIC-assigned code as listed in Other Transactions Codes, *NCIC Code Manual*.
RSH	Related Search Hit	Must be Y or N.
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
SID	State Identification Number	First two characters must be a valid state code, territory code, or the code US. Embedded spaces are prohibited. The third and fourth characters may contain an asterisk. The tenth character may contain a hyphen.
SKN	Skin Tone	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
SOC	Social Security Number	Must not be less than 001010001. A run of zeros only is prohibited. The SOC cannot have a value of 9 in the first position or have a value of 00 in the fourth and fifth positions. The SOC cannot have a value of 666 in the first, second, and third positions or have a value of 0000 in the sixth, seventh, eighth, and ninth positions. Invalid and/or unissued numbers are accepted but cause a SOC attention message. More information in Personal Descriptors Codes, *NCIC Code Manual*.
VLN	Name of Validator	Any valid characters representing validator.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors Codes, *NCIC Code Manual*.

1.7 CRITERIA FOR REJECTING DUPLICATE RECORDS

If the following fields of an NCIC Identity Theft File message are the same as those field codes of an Identity Theft File record already on file, the second entry will be rejected with the message REJECT - ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OCA, NAM, and ORI; OLN, OLS, and ORI; OCA, NAM, ORI; DOB, NAM, and ORI.

Whenever the message REJECT ON FILE is sent by NCIC, the record on file will also be transmitted. A duplicate record will be accepted if the ORI in the second message is different or the person type is other than Identity Theft, for example, Protection Order File, Gang File, etc.

1.8 IMAGE CAPABILITY

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

1.9 INVESTIGATIVE INTEREST

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

2 ENTRY
2.1 EXAMPLE OF AN ENTRY

```
1N01HEADER.EID.MD1017830.SMITH, JOHN J.M.W.TX.19311012.510.175.BRO.BRO..DRK.SC
R HND..121011CO141159TTCI13.AS-123456789.123456789.20051213......PASSWORD.CFRD.
20041015.US...N.MD99999999
```

Acknowledgment:

```
1L01HEADER
MD1017830
NAM/SMITH, JOHN J NIC/J146203706
```

2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
PLACE OF BIRTH	MANDATORY	POB	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
DATE OF BIRTH	MANDATORY	DOB	8-8	NUMERIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN NCIC CODE MANUAL
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN NCIC CODE MANUAL
FBI NUMBER/UCN	OPTIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN NCIC CODE MANUAL
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN NCIC CODE MANUAL

DATE OF PURGE	OPTIONAL WITH DEFAULT	DOP	8-8	NUMERIC
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKAGE AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
PASSWORD	MANDATORY	PWD	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ID THEFT TYPE	MANDATORY	IDT	4-4	CODE AS DEFINED IN NCIC CODE MANUAL
DATE OF THEFT	OPTIONAL	DOT	8-8	NUMERIC
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	2-2	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) NUMERIC (4), ALPHABETIC (4)
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory for acceptance of an identity theft entry into the NCIC System: HDR, MKE, ORI, NAM, SEX, DOB, POB, RAC, HGT, WGT, HAI, EYE, OCA, PWD, and IDT.

2.4 ADDITIONAL GUIDELINES FOR ENTRY

- The entering agency (ORI) must account for all fields in the Identity Theft File record format. In the original entry, all available data must be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MID). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to an identity theft record are located in the SUPPLEMENTAL RECORD section of this chapter.

- For training and administrative purposes, agencies may enter test records into the NCIC System by using the header TN01. The test records will not generate any notifications, nor will batch processing be performed in the test system.

- If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.

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

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

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

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

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

2.5 MESSAGE FIELD CODE EDITS FOR ENTRY
2.5.1 DESCRIPTORS

Entry instructions for NAM; SEX; RAC; ETN; DOB; HGT; WGT; EYE; HAI; SKN; SMT; FPC; MNU; and SOC can be found in Personal Descriptors Codes, *NCIC Code Manual*.

Codes for entering the POB, OLS, and CTZ can be found in State and Country Data Codes, *NCIC Code Manual*.

It is recommended that the victim's photographs be included in the identity theft record to serve as an additional form of identification.

2.5.2 IDENTITY THEFT TYPE (IDT)

The IDT Field is mandatory and must have one of the NCIC-assigned codes as listed in the Personal Descriptors Codes, *NCIC Code Manual*.

2.5.3 DATE OF PURGE (DOP)

The following are valid entries in the DOP Field:

Field Entry	Result
DOP is blank.	The NCIC System generates DOP, current date plus five years.
DOP contains a date five years or less from date of entry.	Purge date set.

The DOP Field cannot be greater than five years from the date of entry or the date of modification. The DOP must be greater than the current date.

2.5.4 MISCELLANEOUS (MIS)

Aliases, nicknames (monikers), dates of birth, and Social Security numbers should not be entered in the MIS Field. All additional searchable data should be entered as a supplemental record (MKE/EIN) as illustrated and explained in the SUPPLEMENTAL RECORD section of this chapter, as this procedure increases the chances of a hit on the record. Information in the MIS Field is not searchable.

2.5.5 NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the person is known, Y should be entered into the NOA Field. If the NOA is blank, the field will default to N. The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications ($. messages) to the ORI of record.

2.5.6 ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

2.5.7 CAUTION AND MEDICAL CONDITIONS (CMC)

When a record is entered with a caution indicator (the MKE ends with -C), the CMC Field must contain a valid caution and medical code. The SUPPLEMENTAL RECORD section of this chapter describes procedures for entry of additional CMC codes as a supplemental record. The allowable CMC codes and their translations are the following:

00	Armed and Dangerous
05	Violent Tendencies
10	Martial Arts Expert

15	Explosive Expertise
20	Known to abuse drugs
25	Escape Risk
30	Sexually Violent Predator - Contact ORI for Detailed Information
35	Sex Offender
40	International Flight Risk
50	Heart Condition
55	Alcoholic
60	Allergies
65	Epilepsy
70	Suicidal
80	Medication Required
85	Hemophiliac
90	Diabetic
01	Other (Explain in MIS Field)

2.5.8 LINKAGE DATA (LKI and LKA)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

2.5.9 DATE OF THEFT (DOT)

The DOT represents the date the victim's identity was stolen or the date the police report was filed if the date of incident is unknown.

2.5.10 PASSWORD (PWD)

When possible, the password should be determined by the victim. The victim should select a password that he/she can readily recall during any subsequent encounter with law enforcement personnel. If the person is deceased, the agency must enter the characters DECEASED as the password. The password DECEASED must never be used for a live victim.

2.5.11 STATE IDENTIFICATION NUMBER (SID)

Guidelines for the entry of additional SIDs as a supplemental record to an Identity Theft record are located in the SUPPLEMENTAL RECORD section of this chapter.

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 identity theft base record. A MID message to delete information

in a field of the base record will cause the same data in the supplemental record to move up to the base record.

3.2 EXAMPLE OF A MODIFICATION MESSAGE

The modification example contains header (1N01HEADER), message key (MID), Originating Agency Identifier (MD1017830), two record identifiers (NAM/SMITH, JOHN J and NIC/J146203706), the field being modified, and the data being changed (SOC/212665661).

```
1N01HEADER.MID.MD1017830.NAM/SMITH, JOHN J.NIC/J146203706.SOC/212665661
```

Acknowledgment:

```
1L01HEADER
MD1017830
MODIFY NAM/SMITH, JOHN J NIC/J146203706
```

3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The record to be modified must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, followed by the fields to be modified. All fields other than the HDR, MKE, and ORI, must be preceded by the appropriate MFC and a slash (/). 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.

3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

The SUPPLEMENTAL RECORD section of this chapter provides further instructions for modifying an alias and/or an additional identifier previously appended to an identity theft record by means of a supplemental record.

3.5.1 LINKAGE DATA (LKI and LKA)

- The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. A record which shares the same incident of a record entered with a different ORI and/or OCA can be modified to link the records by entering the associated ORI and OCA into the linkage fields (LKI and LKA) of both records. If a modify transaction is used to add a linkage to another record, then both LKI and LKA must be entered.

- LKI and LKA Fields already existing in the record can be modified individually.

- The LKI and LKA Fields must be deleted as a pair; otherwise, the message will be rejected.

3.5.2 NAME OF VALIDATOR (VLN)

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of an identity theft record to indicate that the record has been validated. When data are entered into the VLN Field, the NCIC System enters the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record.

For example:

```
1N01HEADER.MID.MD1012600.NAM/SMITH, JOHN J.NIC/J000069216.VLN/JONES, DAVID
```

Acknowledgment:

```
1L01HEADER
MD1012600
VALIDATE NAM/SMITH, JOHN J NIC/J000069216
```

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 no longer valid; for example, the identity theft complaint was found to be invalid.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

The cancellation example contains header (1N01HEADER), message key (XID), Originating Agency Identifier (MD1017830), two record identifiers (NAM/SMITH, JOHN J and NIC/J146203706), and date of cancellation (20030605).

```
1N01HEADER.XID.MD1017830.NAM/SMITH, JOHN J.NIC/J146203706.20030605
```

Acknowledgment:

```
1L01HEADER
MD1017830
CANCEL NAM/SMITH, JOHN J NIC/J146203706
```

4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS	10-21	ALPHABETIC, NUMERIC

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

The record to be canceled must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, with each record identifier preceded by the proper MFC and a slash (/). 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. The Date of Cancellation (DOC) must follow the two record identifiers and must be the current date or the current date minus one.

4.5 ADDITIONAL GUIDELINES FOR CANCELLATION

Information regarding the cancellation of an alias and/or additional identifiers appended to an identity theft record by means of a supplemental record can be found in the SUPPLEMENTAL RECORD section of this chapter.

When canceling a record in the NCIC System, the user is expected to enter benefits and effectiveness data. The RPS Field is entered directly after the DOC Field. For a cancellation message, the RPS value will be CASE DROPPED, FRAUD COMPLAINT, or VICTIM WITHDREW.

The cancellation example with benefits and effectiveness data contains: header (1N01HEADER), message key (XID), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/J000069216), date of cancellation (199991205), and reason for person record removal (CASE DROPPED).

```
1N01HEADER.XID.MD1012600.NAM/SMITH, JOHN J.NIC/J000069216.19991205.
CASE DROPPED
```

5 INQUIRY
5.1 EXAMPLES OF IDENTITY THEFT INQUIRIES

The message key QID is used for Identity Theft File inquiries. It will search the identity theft records and the Article File if the transaction includes MNU, SOC, or OLN. A QW, QWA, QWE, QWF, QWS, ZW, or QWI inquiry also searches the Identity Theft File in addition to other identifiable person, Article, Boat, License Plate, Vehicle, and Vehicle/Boat Part Files.

Examples:

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

Negative Response

```
1L01HEADER
WA1230000

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

Positive Response:

```
1L01HEADER
WA1230000

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

MKE/IDENTITY THEFT PERSON
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/MD
DOB/19511012 HGT/601 WGT/202 EYE/BRO HAI/BRO CTZ/US
SKN/ALB SMT/SC R HND
DOP/20100505 FPC/121011CO141159TTCI13 MNU/AS-326141811 SOC/212665660
OLN/M46063494C OLS/MD OLY/2004
OCA/123456 SID/MD99999999
MIS/IDENTITY HAS BEEN USED IN CREDIT CARD FRAUD
PWD/TOPGUN IDT/CFRD DOT/20100504
ORI IS ANY CITY PD 410 555-5555
NIC/J123456789 DTE/20100505 1400 EDT DLU/20101015 1600 EDT
*****WARNING - STANDING ALONE, NCIC IDENTITY THEFT FILE INFORMATION
DOES NOT FURNISH GROUNDS FOR THE SEARCH AND SEIZURE OF ANY
INDIVIDUAL, VEHICLE, OR DWELLING.*****
IMMED CONFIRM IF THIS PERSON IS THE VICTIM OR PERPETRATOR
```

If a hit response includes a mug shot image, the following caveat will be included after the initial warning caveat:

```
ATTENTION - THE FOLLOWING MUG SHOT IS ASSOCIATED WITH A
VICTIM OF AN IDENTITY THEFT RECORD. PLEASE BE AWARE THAT THE
MUGSHOT SPECIFIES THE VICTIM AND NOT THE OFFENDER.
```

Positive Response (for deceased person):

```
1L01HEADER
WA1230000


WARNING - THE SUBJECT OF THIS RECORD IS REPORTED AS DECEASED.
THE IDENTITY OF THE SUBJECT IDENTIFIED IN THIS RECORD HAS BEEN
REPORTED STOLEN.  REVIEW THE SUBJECT'S PROFILE AND USE CAUTION
IN VERIFYING THE IDENTITY OF THE ENCOUNTERED PERSON.

MKE/IDENTITY THEFT PERSON
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/MD
DOB/19511012 HGT/601 WGT/202 EYE/BRO HAI/BRO CTZ/US
SKN/ALB SMT/SC R HND
DOP/20100505 FPC/121011CO141159TTCI13 MNU/AS-326141811 SOC/212665660
OCA/123456 SID/MD99999999
MIS/IDENTITY HAS BEEN USED IN CREDIT CARD FRAUD
PWD/DECEASED IDT/CFRD DOT/20041015
ORI IS ANY CITY PD 410 555-5555
NIC/J123456789 DTE/20100505 1400 EDT DLU/20100607 1600 EDT
*****WARNING - STANDING ALONE, NCIC IDENTITY THEFT FILE INFORMATION
DOES NOT FURNISH GROUNDS FOR THE SEARCH AND SEIZURE OF ANY
INDIVIDUAL, VEHICLE OR DWELLING.*****
IMMED CONFIRM IF THIS PERSON IS THE VICTIM OR PERPETRATOR
```

5.2 MESSAGE FIELD CODES FOR INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
RACE	OPTIONAL	RAC	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
FBI NUMBER/UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC

IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH	OPTIONAL	EBS	1-1	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC

5.3 REQUIREMENTS FOR INQUIRY

An inquiry of the Identity Theft File may be made by NAM and one, more than one, or all of the following alphanumeric identifiers: DOB (including year, month, day), FBI, MNU, OLN, and SOC with each data element preceded by the proper MFC and a slash (/). Additionally, inquiries may be made using NAM and OCA only, in that order; or NIC only, with each data element preceded by the proper MFC and a slash (/).

NOTE: Exact spelling of the name as contained in the record is required when inquiring with only NAM and OCA.

5.4 ADDITIONAL GUIDELINES FOR INQUIRY

- When only one numeric identifier is used in an Identity Theft File inquiry, the response will include only the record on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response(s) will include records on file with that Social Security number even though there may be other records on file for the same individual that do not contain that particular number.

- An agency making an inquiry with limited personal descriptors should make a second inquiry using all available identifiers contained in the response record to ensure the receipt of all records on file that could possibly pertain to the person in question.

- An NCIC System inquiry containing a DOB will search on the exact date of birth. Some state systems employ a search method to automatically extend the search parameter to a period before and after the DOB in the inquiry (e.g., plus or minus 5 years). If a record from the state system is received via this search method, the new DOB should be used in an NCIC System inquiry.

- When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the date of birth in a record before a record will be retrieved.

  When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. The NCIC System will search for all matching records that contain the same DOB and a surname that is a phonetic match to the surname in the inquiry.

  Sex and race should be included to minimize multiple hits by limiting the scope of the name search. When the inquiry contains a SEX code, the NCIC System will search only those records containing the same SEX code as the SEX code or an unknown SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search made by the NCIC System. The race field codes and the race codes that the NCIC System will search in an inquiry follow:

	Race Code In Inquiry	Race Codes Searched
A	Asian or Pacific Islander	All
I	American Indian or Alaskan Native	All
B	Black	All except W
W	White	All except B
U	Unknown	All

- When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., the SOC, FBI, or MNU, a name search is not generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search.

- If an alphanumeric identifier is not available, an alphabetical search by NAM can be requested by contacting the FBI's CJIS Division staff at ioau@fbi.gov.

- If an inquiry hits on more than 100 records, the NCIC System will discontinue processing the response and return the first 100 records with the following caveat.

```
MAXIMUM RECORD COUNT EXCEEDED FOR AN ON-LINE
SEARCH.  RESUBMIT MODIFIED SEARCH PARAMETERS OR
SUBMIT A GLOBAL INQUIRY TO RETRIEVE ALL RECORDS.
```

   To modify the search parameters to possibly prevent excessive hits, omit DOB and use NAM and a different numeric identifier. Also, using SEX and RAC with NAM and DOB may reduce the number of hits. To request a Global Inquiry, contact your CSA or the FBI's CJIS Division.

- An Identity Theft File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, SID, operator's license number set, and image NCIC number set. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license number set by OLS, and image NCIC number set by IMN.

5.4.1 IMAGE INDICATOR (IND)

Inquiries submitted in the NCIC System may contain an Image Indicator (IND) to specify whether an image should be returned if available. If the IND is Y, image data related to each primary hit response will be returned. For a person, this would be a mugshot, if available; for property, it would be either the identifying image or the generic image, if available. If IND is not entered, the field will default to N.

For example:

```
1N01HEADER.QID.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19691012.IND/Y
```

The following would be returned after the immediate confirm caveat for a mug shot image:

```
IMR/M NAM:SMITH, JOHN J DOB:19691012
RAC:W HGT:510 WGT:165 DOI:19821210
NIC:J000069216 IMN:I000001233
MIS:  PHOTO OF ID THEFT VICTIM

00256
<image>.
```

The Image Response (IMR) is composed of the following data: the Image Type (M for mugshot) and standard person MFCs (NAM, DOB, RAC, HGT, and WGT). The Date of Image (DOI) is next. Then the

NIC of the base record is provided, followed by the Image NCIC Number (IMN). Following the IMN is the Image MIS Field, then image size in bytes (00256), and, last, < image> would be replaced with the actual image.

5.4.2 RELATED SEARCH HIT (RSH)

- Inquiries may also contain a RSH Field. If the RSH is Y, secondary hit responses will be returned for all linked records. The NCIC System links records when:

  1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other, or
  2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response.

  If RSH is not entered, the field will default to N.

  For example:

```
1N01HEADER.QID.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19691012.IND/Y.RSH/Y
```

The following would be returned after the primary hit response based on the ORI/OCA of the two records being the same:

```
***RELATED RECORDS***
MKE/STOLEN GUN
ORI/MD1012600 SER/B512673 MAK/REM CAL/308 MOD/MOHAWK
TYP/RC DOT/19981005
OCA/99-1234
NIC/J000039842 DTE/19981215 0000 EST DLU/19981227 0000 EST
ORI IS ANY CITY PD MD 301 555-1111
IMMED CONFIRM RECORD WITH ORI
```

The following would be returned after the primary hit response if the primary hit response has an LKI/DC1014300 LKA/CS12345 that matches another record's ORI/OCA:

```
***RELATED RECORDS***
MKE/MISSING PERSON OTHER
ORI/DC1014300 NAM/THOMAS, TOM SEX/M RAC/W ETN/H POB/FL
DOB/19540327 HGT/509 WGT/153 EYE/BRO HAI/BRO
SKN/FAR SMT/TAT L LEG
FPC/PMPICI14151617181920 SOC/123456789
MNP/MP DLC/19981001 OCA/CS12345 SID/DC99999999
MIS/LAST SEEN WEARING BLUEJEANS AND BLACK PULL OVER SHIRT
ORI IS ANY CITY PD DC 202 555-1111
NIC/J107650007 DTE/19991003 1400 EDT DLU/19991106 1600 EST
IMMED CONFIRM MISSING PERSON STATUS WITH ORI
```

- If the hit response contains more than ten secondary hit responses, the following will be included in the hit response after the ten secondary hit responses.

```
TO OBTAIN ADDITIONAL SECONDARY HITS, INQUIRE ON FBI, SOC,
OR VIN FROM PRIMARY HITS. TO OBTAIN ADDITIONAL RELATED
RECORDS, USE THE ONE CRIME INQUIRY (QI) TRANSACTION.
```

5.4.3 EXPANDED NAME SEARCH (ENS)

Inquiries may also contain an ENS Field. If the ENS is Y and both NAM and DOB are specified as search criteria, then each name part included in the inquiry will be used as a surname, interchanging the remaining name pairs as given names. If the ENS is not entered, the field will default to N. Additional information can be found in the Introduction chapter of this manual.

5.4.4 EXPANDED DATE OF BIRTH SEARCH (EBS)

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

When an inquiry transaction includes the numeric 2 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact year of birth with the month and day transposed.

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

Additional information can be found in the Introduction chapter of this manual.

5.5 PROCEDURES FOR HANDLING A HIT

When an agency receives a record response to an NCIC System query containing identity theft information and the person inquired upon does not appear to be identical with the subject of the Identity Theft File record and/or does not know the assigned password, the inquiring agency must contact the ORI of the record to confirm the record information prior to taking official action based on the record information. The subject of the inquiry may be the identity thief, and the location of the subject could be beneficial to the identity theft case of the entering agency.

If the originating agency requests notification of all hits, this agency should place a Y in the Notify Originating Agency (NOA) Field.

When an agency receives a record response to an NCIC System query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records

6 LOCATE

There are no locate procedures for the Identity Theft File.

7 CLEAR

Procedures to remove identity theft records are detailed in the Cancellation section of this chapter. This file does not have a MKE code for clear.

8 SUPPLEMENTAL RECORD
8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY

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

*IMN/<IMN>.<IMT>
**Base record identifier
***OLN/<OLN>.<OLS>.<OLY>

8.2 WHEN TO ENTER A SUPPLEMENTAL RECORD

An enter supplemental record transaction is utilized when additional identifiers, such as an alias or scars, marks, tattoos, and other characteristics must be added to an identity theft record (to be placed in the

NCIC System by an entry separate from the identity theft entry). The enter supplemental record message may be made only by the agency that entered the identity theft record.

8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

The supplemental record entry example contains header (1N01HEADER), message key (EIN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and OCA/1234523), and the supplemental data added to the record: two aliases (AKA/DEER, JIM and BUCK, ROBERT J), two dates of birth (DOB/19521012 and 19520912), and two scars, marks, and tattoos (SMT/CAUL L EAR and TAT R ARM).

```
1N01HEADER.EIN.MD1012600.NAM/DOE, JOHN J.OCA/1234523.AKA/DEER, JIM.BUCK, ROBERT
J.DOB/19521012.19520912.SMT/CAUL L EAR.TAT R ARM
```

Acknowledgment:

```
1L01HEADER
MD1012600
SUPP NAM/DOE, JOHN J OCA/1234523
```

8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY

The identity theft record to which a supplemental record of alias(es) and/or other additional identifiers is to be added must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC and a slash (/). 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.

8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

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

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Identifying Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
Caution and Medical Conditions	CMC	10
Image NCIC Number and Image Type (entered as a set)	IMN	12
Citizenship	CTZ	9
State Identification Number	SID	9

8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

- A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each AKA (or variation of name spelling); DOB; SMT; MNU; SOC; CTZ; SID; or CMC is counted as one identifier. Each operator's license number set or image NCIC number set is counted as one identifier.

- For example, a record relating to JOHN HARRY DOE might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, and two miscellaneous numbers (e.g., army serial number and a mariner's document number). Entry of these additional data would require several supplemental record entry messages because all of these additional identifiers could not be included in one supplemental record entry message.

- Supplemental entry of an IMN/IMT set is used to link the base identity theft record with an existing image record in the NCIC System. An identity theft person may be associated with a maximum of one each of the following image types: mugshot and signature.

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

8.7 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY

- After the identity theft record has been identified, each field included in a supplemental record entry, except those entered as sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data, e.g., AKA/<AKA>.SOC/<SOC>.DOB/<DOB>. The data elements must be separated by a period, and each field must end with a period. Fields that are not part of sets of data may be entered in any order in a supplemental record entry.

- The IMN and OLN Fields in the supplemental record format are a multiple element data field; i.e., these fields have more than one data element following the field code and slash and are entered as sets, e.g., IMN/<IMN>.<IMT> or OLN/<OLN>.<OLS>.<OLY>.

- 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 base 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 base record does not contain a Social Security number in the SOC Field. Additional information concerning the REJECT - BASE DATA DOES NOT EXIST FOR SUPPLEMENTAL FIELD - XXX format error message can be found in the Introduction chapter of this manual.

- All numeric identifiers excluding the OCA and MNU Fields are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA, and a hyphen must be used to separate the two alphabetics from the number itself in the MNU Field.

- The criteria for rejecting duplicate records as defined in the Introduction section of this chapter apply to the entry of supplemental information.

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

8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY
8.8.1 ALIAS (AKA)

- Field code AKA followed by a slash is used to identify an alias(es). An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.

- 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 indicating seniority, if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the MFC AKA.

- Nicknames (monikers) are to be entered in the AKA Field of the Identity Theft record. The term nickname in the NCIC System is defined as a name added to or substituted for the proper name of a person, such as their street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.

  The nickname is to be entered in the AKA Field, followed by a comma (space after comma is optional), then an X (i.e., Peanut, X).

- Further guidelines for the coding of aliases are provided in Personal Descriptors Codes, *NCIC Code Manual*.

8.8.2 OPERATOR'S LICENSE NUMBER SET

OLN followed by a slash is used to identify additional operator's license number set in an entry. The three MFCs making up this field are OLN, OLS, and OLY. All three MFCs must be included in the order listed in the format and must be separated by a period.

For example:

```
OLN/L234526677238.VA.2000
```

In the event more than one operator's license number set is to be entered at the same time, each operator's license number set must be preceded by MFC OLN/.

8.8.3 ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

The MFCs followed by a slash are used to identify additional data to be included in a supplemental record, i.e, DOB/, SMT/, MNU/, and SOC/. Multiples can be entered without repeating the MFC and separated only by periods.

For example, an entry might include:

```
DOB/19570102.19550823.SMT/SC L CHK.POCKMARKS.MNU/AF-2252333.
SOC/303055378
```

8.9 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 an identity theft record.

To modify (change) an alias or other identifier in a supplemental record, the incorrect alias or other identifier must be canceled and reentered.

8.10 EXAMPLE OF A SUPPLEMENTAL RECORD ALIAS AND OTHER IDENTIFIERS CANCELLATION

The example of a cancellation of an alias and other additional identifiers in a supplemental record contains header (1N01HEADER), message key (XIN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and NIC/J146203706), and data to be canceled (AKA/BUCK, ROBERT J) and (DOB/19520912).

```
1N01HEADER.XIN.MD1012600.NAM/DOE, JOHN J.NIC/J146203706.AKA/BUCK, ROBERT
J.DOB/19520912
```

Acknowledgment:

```
1L01HEADER.
MD1012600
CANCEL SUPP NAM/DOE, JOHN J NIC/J146203706
AKA/BUCK, ROBERT J
DOB/19520912
```

8.11 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS

When canceling an alias(es) and/or other additional identifiers contained in a supplemental record, the identity theft record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC followed by a slash (/). The supplemental data to be canceled, with each field preceded by the proper MFC followed by a slash (/), are then entered.

8.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

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

8.13 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION

- Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; citizenships; state identification numbers; and caution and medical conditions to be canceled should be set out in the cancellation message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the

MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

- Each set of operator's license or image data (multiple MFCs) must be preceded by OLN/ and all MFCs of the set must appear exactly as they appear in the supplemental record on file.

- When an Identity Theft File record is canceled, its entire supplemental record is automatically canceled.

8.13.1 IMAGE NCIC NUMBER SET

Up to nine images can be canceled in a supplemental cancel transaction. The format is IMN/<IMN>.<IMT>. The IMN is the NCIC number of the image, and the image type is either signature (S), mug shot (M), or identifying image (I). If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected.

8.13.2 SUPPLEMENTAL CANCELLATION ACKNOWLEDGMENT MESSAGE

A cancel supplemental transaction can contain up to nine supplemental data. All supplemental data will be processed except data that do not meet field edits or do not exist. The cancel supplemental message will list all supplemental data that were successfully canceled, list all supplemental data that failed due to a REJ SUPP MFC ERROR, and then list all supplemental data not on file due to a REJECT - NOT ON FILE. Additional information concerning the reject messages can be found in the Introduction chapter of this manual.

For example:

The example of a supplemental cancellation acknowledgment message indicates that the AKA (ROE, EDWARD) and DOB (19651012) were successfully canceled. However, the DOB (19300932) was rejected due to a field edit error, as was the AKA (DOE, EDWARD) which was not on file.

```
1N01HEADER.XIN.MD1012600.NAM/DOE, JOHN J.NIC/J000069216.
AKA/ROE, EDWARD.DOE, EDWARD.DOB/19651012.19300932
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL SUPP NAM/DOE, JOHN J NIC/J000069216
AKA/ROE, EDWARD
DOB/19651012
REJ SUPP MFC ERROR
DOB/19300932
REJ SUPP NOT ON FILE
AKA/DOE, EDWARD
```

9 APPENDIX A: IDENTITY THEFT FILE CONSENT DOCUMENT

By signing this document, I hereby provide the _____ (Insert local, state, or federal law enforcement agency name) permission to enter my personal data into the Federal Bureau of Investigation's (FBI's) Identity Theft File. This information may include, but is not limited to, physical descriptors and identifying information including my name, date of birth, place of birth, Social Security number, the type of identity theft, and a password provided to me for future identification verification purposes. I am also providing permission to enter my photograph and fingerprints into this file when that capability becomes available.

I understand that this information is being submitted as part of a criminal investigation of a crime of which I was a victim and will be available to entities having access to the FBI's National Crime Information Center (NCIC) files for any authorized purpose. I am providing this data voluntarily as a means to document my claim of identity theft and to obtain a unique password to be used for future identity verification purposes.

I understand that the FBI intends to remove this information from the NCIC active file no later than five years from the date of entry. I also understand that I may at any time submit a written request to the entering agency to have this information removed from the active file at an earlier date. I further understand that information removed from the active file will not thereafter be accessible via NCIC terminals, but it will be retained by the FBI as a record of the NCIC entry until such time as its deletion may be authorized by the National Archives and Records Administration.

I understand that this is a legally binding document reflecting my intent to have personal data entered into the FBI's Identity Theft File. I declare under penalty of perjury that the foregoing is true and correct. (See Title 28, United States Code [U.S.C.], Section 1746.)

_____   _____

    SIGNATURE   DATE

_____

    PRINTED NAME

The Privacy Act of 1974 (5 U.S.C. § 552a) requires that local, state, or federal agencies inform individuals whose Social Security number is being requested whether such disclosure is mandatory or voluntary, the basis of authority for such solicitation, and the uses which will be made of it. Accordingly, disclosure of your Social Security number is voluntary; it is being requested pursuant to 28 U.S.C. § 534 and _____ (add any applicable state authorization, if desired) for the purposes described above. The Social Security number will be used as an identification tool; consequently, failure to provide the number may result in a reduced ability to make such identifications or provide future identity verifications.