
Securities File

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1 INTRODUCTION

1.1 DEFINITION

For NCIC purposes, securities are identified as currency, e.g., Federal Reserve Notes, Silver Certificates, U.S. Notes, Canadian Notes, and other foreign currency, etc.; those documents or certificates that 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); excluding vehicle and boat ownership documents; documents which represent subscription rights (stock warrants, stock rights); other types traded in securities exchanges in the United States, except for commodities futures; 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** the definition for entry in any NCIC file are 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; gift certificates; and savings and checking account passbooks. Serialized food coupons (stamps and books), ingots, lottery tickets, and medals do not qualify as securities for NCIC purposes, but may be entered in the NCIC Article File.

1.2 CRITERIA FOR ENTRY

Serially-numbered identifiable securities that have been stolen, embezzled, used for ransom, or counterfeited may be entered into the file if a theft report has been made.

Agencies must have a theft report (electronic or hard copy) on file to support a securities entry. Only the agency holding the theft report and having primary jurisdiction over the place of actual theft may make an NCIC entry. The only exception occurs when the agency has no telecommunications equipment. In such instances, any criminal justice agency or regional dispatch center may act as holder of the record. 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 which delineates the legal responsibility for the record. Additional information concerning these responsibilities can be found in the Introduction chapter of this manual.

1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	ES	STOLEN SECURITY STOLEN SECURITY/<RMI-Translation>*
	ESS	STOLEN SECURITIES STOLEN SECURITIES/<RMI-Translation>*
Modify	MS	
	MSS	
Cancel	XS	CANCELED STOLEN SECURITY/<RMI-Translation>*
	XSS	CANCELED STOLEN SECURITIES/<RMI-Translation>*
Inquiry	QS	
	ZS	
Batched Inquiry	QSB	
Locate	LS	LOCATED SECURITY LOCATED SECURITY/<RMI-Translation>*
	LSS	LOCATED SECURITIES LOCATED SECURITIES/<RMI-Translation>*
Clear	CS	CLEARED STOLEN SECURITY/<RMI-Translation>*

	CSS	CLEARED STOLEN SECURITIES/<RMI-Translation>*
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*If the RMI indicator is equal to "R", the <RMI-Transaction> must contain RANSOM MONEY, COUNTERFEIT, or BAIT MONEY.

1.4 RECORD RETENTION PERIOD

- Records for ransom securities have unlimited retention. 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 years. Traveler's checks and money orders are retained in file for the balance of the year entered plus two years. For example, a securities record entered in 1998 record would be retired on December 31, 2002.
- An exception to record retention periods 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 AUTOMATIC RETIREMENT

Ten days after a record is located, it is retired. The ORI of the record will be notified that the record has been retired by a \$.L. administrative message.

A \$.P. administrative message will be generated after the record has been retired. Additional information concerning the \$.P. administrative message, can be found in the Introduction chapter of this manual.

1.6 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.

1.7 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DEN	Denomination	Must be one to nine characters, WR, or BLANK. If numerics are used, may include a hyphen. The first character may not be zero.
		If type (TYP) is Bank of Canada (BC), DEN must be 1, 2, 5, 10, 20, 50, 100, 500, or 1000.
		If TYP is Treasury Bill (BL), DEN must be 1000, 5000, 10000, over 10000 in multiples of 5000 up to 1000000.
		If TYP is Federal Reserve Bank Note (FB), DEN must be 1, 2, 5, 10, 20, 50, or 100.

		If TYP is Federal Reserve Note (FR), and the Security Date (SDT) is 1969 and greater, the DEN cannot be 500, 1000, 5000, or 10000.
		If TYP is FR, DEN must be 1, 2, 5, 10, 20, 50, 100, 500, 1000, 5000, or 10000.
		If TYP is Gold Certificate (GC), DEN must be 10, 20, 50, 100, 500, 1000, 5000, 10000, or 100000.
		If TYP is National Bank Note (NB), DEN must be 5, 10, 20, 50, or 100.
		If TYP is U.S. Individual Retirement Bond (RB), DEN must be 50, 100, 500, or 1000.
		If TYP is U.S. Savings Bond (SB), DEN must be 10, 25, 50, 75, 100, 200, 500, 1000, 5000, 10000, or 100000.
		If TYP is Silver Certificate (SC), DEN must be 1, 2, 5, 10, 20, 50, 100, 500, or 1000.
		If TYP is U.S. Savings Note (SN), DEN must be 25, 50, 75, or 100.
		If TYP is Treasury Bond (TB), DEN must be 500, 1000, 5000, 10000, 100000, or 1000000.
		If TYP is Treasury Certificate of Indebtedness (TD), or Treasury Note (TN), DEN must be 1000, 5000, 10000, 100000, or 1000000.
		If TYP is U.S. Note (UN), DEN must be 1, 2, 5, 10, 20, 50, 100, 500, 1000, 5000, or 10000.
		When the RMI Field contains the value C, edits on DEN Field do not apply.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one day.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD) and cannot be greater than the current date.
ISS	Issuer	May include hyphen and no more than one space between combinations of alphabetic and/or numeric characters.
		If TYP is BL, FB, FR, GC, NB, RB, SB, SC, SN, TB, TD, TN, or UN, then ISS must be USTREASURY.
		If TYP is BC, ISS must be CANADA.
		When the RMI Field contains the value C, edits on ISS Field do not apply.
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	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.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (S in the Security File) followed by nine numeric characters automatically assigned by the NCIC System to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
NOA	Notify Originating Agency	Must be Y or N. NOA Field will default to N if left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating stolen security. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
NPF	Number of Missing Persons Found	First three characters must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in the NCIC System. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
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 is the hyphen.
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual.
OWN	Owner	May contain one comma and/or one or more special characters.
		If OWN contains a comma and hyphen(s), the minimum format for the hyphen prior to the comma must be X-X where X is not equal to spaces.
		If TYP is BC, FB, FR, GC, NB, SC, or UN, then OWN must be BEARER.
		When the RMI Field contains a value of C, edits on OWN do not apply.
RCA	Recovering 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 RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen.
RMI	Ransom Money Indicator	Must be one of the following codes: R (Ransom), C (Counterfeit), or B (Bait money).
RPP	Reason for Property Record Removal	Must be a valid NCIC-assigned code as listed in the Other Transactions Codes, <i>NCIC Code Manual</i> .
RRI	Recovering Agency Identifier	Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual.
RSH	Related Search Hit	Must be Y or N.
SDT	Security Date	Consists of alphabetic or numeric characters.
		Embedded spaces are prohibited.
		If TYP equals BC, FB, FR, GC, NB, SC, or UN, the SDT is a mandatory field.

		<p>If SDT contains data, there must be:</p> <ol style="list-style-type: none"> 1) the word BLANK; 2) a maturity date format consisting of the alphabetic M followed by a valid Gregorian date (MYYYMMDD); 3) an issue date format consisting of the alphabetic P followed by a valid Gregorian date (PYYYYMMDD); or 4) a series year consisting of four numeric characters with an optional fifth character (YYYY, YYYYA). The leftmost two characters must be 19 (i.e., 19YY) or 20.
		<p>If the TYP equals FR, the data must be equal to 1928, 1928A, 1928B, 1928C, 1934, 1934A, 1934B, 1934C, 1934D, 1950, 1950A, 1950B, 1950C, 1950D, 1950E, 1963, 1963A, 1963B, 1969A, 1969B, 1969C, 1969D, 1974, 1976, 1977, 1977A, 1981, 1981A, 1985, 1988, 1988A, 1990, 1993, 1995, 1996, 1999, 2001, or greater.</p>
		<p>If the TYP equals GC, SC, UN, or NB, the data must be in the series year format</p>
		<p>If the TYP equals FR and the DEN equals 2, the SDT must be 1976, 1995, 1999, 2003.</p>
		<p>If the RMI Field contains C, the edits on SDT do not apply.</p>
SER	Serial Number	<p>Embedded spaces are prohibited.</p>
		<p>If MKE is ES, must be 1 to 18 alphabetic and/or numeric characters; must not be single zero only, run of zeros only, single alphabetic only, or run of alphabetic only.</p>
		<p>If MKE is ESS, a 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. A 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 must establish consecutive sequence.</p>
		<p>Cannot be entered as a group record when serial numbers end in alpha O.</p>
		<p>If TYP is FR, SER must be minimum of nine or a maximum of ten characters unless SDT equals 1999 or 2001 or greater up through the current year. The first character shall be alphabetic A through L, and positions two through nine shall be numeric.</p>
		<p>If the SER is ten characters, the tenth position (suffix) must be an alphabetic A through N or P through Z or *(asterisk).</p>

		If the TYP is FR and SER is nine characters, the MIS Field must contain ASTERISK SER as the first 12 characters.	
		If the SDT equals 1999 or 2001 or greater up through the current year and the TYP is FR and DEN is 5, 10, 20, 50, or 100, the SER must be eleven characters with the first two characters always being alphabetic A through N or P through Z.	
		If the SDT is any year and TYP is FR and DEN is 1 or 2, the SER shall allow an *(asterisk) in the tenth position.	
		If SDT is any year and TYP is FR and DEN is 5, 10, 20, 50, or 100, the SER shall allow an *(asterisk) as the last position for a SER that is 10 or 11 characters. The *(asterisk) is the only special character allowed.	
		For TYP SB the following apply:	
		If DEN is:	First character or SER must be:
		10	X
		25	Q
		50	L
		75	K
		100	C
		200	R
		500	D
		1000	M
		5000	V
		10000	X
		100000	W
		In each case, the last character of the SER must be A, B, C, D, E, F, G, H, J, or K.	
		For TYP SB the following apply:	
		If last character is:	SER must be:
		E	3-12 characters
		EE	4-12 characters
		H	3-10 characters
		HH	4-11 characters
		Single zeros only, run of zeros only, single alphabetic only, or run alphabetic only will be prohibited.	
		For TYP SN the following apply:	
		If DEN is:	First character of SER must be:
		25	Q
		50	L
		75	K
		100	C

		When TYP code is PM, the SER must have ten characters.
		When the RMI Field equals C, edits on SER do not apply.
SOC	Social Security Number	If TYP is BC, FB, FR, GC, NB, SC, or UN, then SOC must be blank. 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, <i>NCIC Code Manual</i> .
TYP	Type	Must be a valid NCIC-assigned code as listed in Securities Data Codes, <i>NCIC Code Manual</i> .
VLN	Name of Validator	Any valid characters representing validator.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the recovered stolen security identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating the stolen security identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating stolen securities which are identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.

1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS

If data in the TYP, SER, DEN, OCA, and ORI Fields of a single stolen security entry message are the same as those field codes of either a single or serialized stolen securities record already on file in the NCIC System, the second entry will be rejected with the message REJECT - ON FILE as found in the Introduction chapter of this manual. Whenever the message REJECT - ON FILE is sent, the record on file will also be transmitted. A consecutively serialized securities entry message will only match against existing consecutively serialized securities records.

A duplicate record will be accepted if the ORI or the OCA in the second entry is different. If accepted, the first entry (record on file) will be furnished.

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 A SINGLE SECURITY RECORD ENTRY

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

Acknowledgment:

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

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	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
TYPE	MANDATORY	TYP	2-2	ALPHABETIC
SERIAL NUMBER	MANDATORY	SER	1- 18	ALPHABETIC, NUMERIC
DENOMINATION	MANDATORY	DEN	1- 9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ISSUER	MANDATORY	ISS	1-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER	MANDATORY	OWN	1- 40	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9- 9	NUMERIC
SECURITY DATE	CONDITIONAL	SDT	4-9	ALPHABETIC, NUMERIC
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKAGE AGENCY IDENTIFIER	OPTIONAL	LKI	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	OPTIONAL	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC
RANSOM MONEY INDICATOR	OPTIONAL	RMI	1-1	ALPHABETIC

2.3 MANDATORY FIELDS FOR ENTRY

2.3.1 U.S. AND CANADIAN CURRENCY ENTRY

The following fields are mandatory to cause acceptance of an entry for U.S. and Canadian currency into the NCIC System: HDR, MKE, ORI, TYP, SER, DEN, ISS, OWN, SDT, DOT, and OCA. The entry will be rejected if one of the mandatory fields is left blank.

2.3.2 SECURITY ENTRY FOR OTHER THAN U.S. AND CANADIAN CURRENCY

The following fields are mandatory to cause acceptance of securities other than U.S. and Canadian currency into the NCIC System: HDR, MKE, ORI, TYP, SER, DEN, ISS, OWN, DOT, and OCA. The entry will be rejected if one of the mandatory fields is left blank.

2.4 ADDITIONAL GUIDELINES FOR ENTRY

- The agency entering the record must account for all fields in the Securities File record. All available data called for by the record format must be 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/MS).
- 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.
- To file a claim for a lost, stolen, or destroyed United States Savings Bonds, please visit <https://www.fiscal.treasury.gov/> and complete a *Claim for Lost, Stolen, or Destroyed United States Savings Bonds* Form (FS Form 1048).

Send the completed FS Form 1048 and any additional information to the address below. Legal evidence or documentation you submit cannot be returned. Note: The form must be signed in front of a notary.

Treasury Retail Securities Services
P.O. Box 9150
Minneapolis, MN 55480-9150

Questions regarding United States Savings Bonds can also be directed, toll free, to 1-844-284-2676.

- The entry of invalid and/or unissued numbers in the SOC Field is allowed. A Verify SOC Caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error. An example of the Verify SOC Caveat can be found in the Introduction chapter of this manual.

For example:

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

2.4.1 ADDITIONAL DESCRIPTORS

- Significant information not called for by specific fields in the Securities File format should be entered in 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 the theft, the identity of the agency or branch office from which the security was taken, or the 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. The RMI Field should contain a value of B for Bait Money.
- Interest which is written as dollar amount or as decimal rate should be entered by substituting a hyphen for the decimal point and omitting the percent sign; for example, 4.75 percent would be entered 4-75 INT; \$4.25 would be entered 4-25 INT; and \$4.00 would be entered 4 INT.

2.5 MESSAGE FIELD CODE EDITS FOR SINGLE SECURITY ENTRY

2.5.1 DESCRIPTORS

Entry instructions and valid codes for SOC can be found in Personal Descriptors Codes, *NCIC Code Manual*.

Codes for entering the RPP can be found in Other Transactions Codes, *NCIC Code Manual*.

Codes for entering the TYP can be found in Securities Data Codes, *NCIC Code Manual*.

2.5.2 TYPE (TYP)

The code for each type of security is composed of two alphabetic characters as listed in Securities Data Codes, *NCIC Code Manual*.

To ensure accurate retrieval of information entered in the Securities File, the TYP code which most precisely describes the item being entered must be used. General codes, such as BD (bond), MO (money order), and NT (note), are appropriate for those securities which cannot be described more specifically.

2.5.3 SERIAL NUMBER (SER)

The serial number must be a unique number identifying the stolen or embezzled security. If a serial number is represented by one character(s) over another character(s) (AA/B, AA) the numerator must be entered first immediately followed by the denominator (e.g., AAB).

- Serial numbers composed of alphabetic, numerics, or a combination thereof must be entered omitting spaces, hyphens, commas, and symbols. For example, U.S. Savings Bond serial numbers begin with an alphabetic character and end with either one or two alphabetic characters. All of the alphabets should be included in the SER. If the serial number exceeds 18 characters, the rightmost 18 characters must be entered in the SER Field, and the complete serial number must be entered in the MIS Field.
- When the TYP code is PM for the U.S. Postal Money Orders, the SER Field must contain the first 10 digits of the serial number. The complete serial number should be included in the MIS Field. U.S. Postal Money Order serial numbers consist of 11 digits, with the 11th digit designated as a check digit. The 11th digit is calculated using the remainder of the sum of the first 10 digits divided by 9.
- When an asterisk is an integral part of a serial number, as in some U.S. currency, it is not included in the SER; rather, the comment ASTERISK SER must be placed as the first two words in the MIS Field designating the asterisk as part of the serial number.
- Any number typed on the certificate following the name of the owner is not to be entered as a serial number. If the number typed after the name of the owner is the owner's Social Security number, it must be included in the SOC.

2.5.4 DENOMINATION (DEN)

- The amount of money represented by a security as indicated thereon is to be placed in the DEN. 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 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, the number of shares represented by the certificate should be entered. The par value (face value at the time the stock was issued) must not be entered in the DEN Field. The word BLANK should be entered in the DEN Field if the number of shares represented by the certificate is not included thereon.
- Concerning rights and warrants, the number of new securities the owner is entitled to purchase as stated in the document should be entered in the DEN. 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 $\frac{3}{8}$ 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, the alphabetic characters WR are to be entered in the DEN.
- Commas, periods, decimal points, or dollar signs may not be placed in the DEN. Denomination should always be entered in numerical form except where entry of the word BLANK or the alphabetic characters WR is appropriate.

The following are examples of entries in the DEN:

\$5 Federal Reserve Note	5
\$17.50 money order	17-50
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

2.5.5 ISSUER (ISS)

The name of the company, agency, or organization printed on the security is to be placed in the ISS Field even if the security was stolen or embezzled before it was appropriately prepared or issued by an authorized person.

2.5.5.1 Government Obligations

The U.S. Treasury, issuer of currency and other 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. (The name of the bank or corporation which may have circulated the document as an agent of the U.S. Government should be disregarded.)

Securities issued by other agencies of the U.S. Government should show the full name or a generally accepted abbreviation for that agency. Canadian currency, issued by the Bank of Canada, must be shown as CANADA.

2.5.5.2 Corporate Obligations

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. State and province abbreviations are found in State and Country Data Codes, *NCIC Code Manual*.

Commas and periods should not be used. Parentheses should be replaced with hyphens if punctuation is necessary. Initials may be included but without periods. If initials constitute the full name, the name should be written without intervening spaces or periods.

2.5.5.3 Abbreviation Guidelines

When the issuer's name contains more than 15 characters, the name should be abbreviated to 15 characters. Abbreviations used in the financial pages of newspapers are acceptable and will serve as useful guidelines. In abbreviating words, generally accepted abbreviations or contractions should be used 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," "of," "or," etc., should not be included.

If the abbreviation does not sufficiently identify the issuer, the full name or more substantial abbreviation should be included in the MIS Field.

2.5.6 OWNER (OWN)

- The full name of the owner appearing on the face of the security is to be included if space in this field permits.
- The word BLANK should be entered when the security was stolen or embezzled before the appropriate space provided for name of owner was filled.
- Individual names must be entered as mandatory surname; mandatory comma; space (optional); mandatory first name or initial; space (to be included 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., III, 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.

- Institutional Owner - If the owner is not a person but a company, bank, brokerage house, etc., the full name must be entered 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	Incorporation	S.A.	.	(other symbols)
Corp.	Ltd.	the	-	

If the owner's name exceeds the maximum length, the name should be written 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 SAVING ASSO.

- Bearer as Owner - The word BEARER must be entered for all types of currency—Bank of Canada (Canadian Notes), Federal Reserve Bank Notes, Federal Reserve Notes, Gold Certificates, National Bank Notes, Silver Certificates, and U.S. Notes.

BEARER must also be entered in the OWN 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."

- Co-Owners - When co-owners are listed on the security, only the name of the first person is to be listed even if deceased. Title(s) such as Mr., Mr. or Mrs., Mr. and Mrs., Dr., Dr. or Mrs., Dr. and Mrs., etc., are not to be included except when it is necessary to differentiate a wife's identity from that of her husband. In such a case, the title Mrs. would be included, e.g., SWANSON, ROBERT D MRS.

The name of a person (or organization) identified as beneficiary or to whom security is payable on death (P.O.D.) should be disregarded.

- Traveler's Check - The name of the person or company holding a traveler's check at the time of theft or embezzlement should be entered in the OWN Field even though this information is not indicated on the face of the document. When the purchaser of the traveler's check had cashed it

or used it to make a purchase, the name appearing on the traveler's check should be included in the MIS Field to assist in its identification.

- Money Order - The person in possession of a money order at the time of theft or embezzlement should be identified as the owner even though his/her name does not appear on the document. This situation would occur when the purchaser of a money order had filled in the payee line but had not turned the money order over to the person or company to whom payment was to be made. In this instance, the name of the payee should be placed in the MIS Field to further identify the money order.

2.5.7 SOCIAL SECURITY NUMBER (SOC)

- If the name of the owner appears on the security, the Social Security number of the owner should be entered in the SOC Field. If the Social Security number does not appear on the security, the number should be obtained from the owner and entered.
- When co-owners are listed on the security, the SOC of the first person listed is preferred if available.
- When the owner of the security is not a person but is a corporation, foundation, etc., no entry should be made in the SOC Field.
- Entries of U.S. Savings Bonds and U.S. Savings Notes should include the Social Security number if 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, no entry should be made in the SOC Field.
- Upon entry of invalid and/or non-issued social security numbers, a Verify SOC Caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error. This caveat will be generated each time such a number is entered, modified, or queried. An example of the Verify SOC Caveat can be found in the Introduction chapter of this manual.

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

2.5.8 SECURITY DATE (SDT)

2.5.8.1 Currency

- In entering currency, the series year (four numeric characters and any alphabetic character suffix) must be included in the SDT. (SDT edits are presented in the INTRODUCTION section of this chapter.) The series year is found on the face of U.S. currency following the word SERIES. For example: SERIES 1993 would be entered as 1993.
- For Bank of Canada Notes (currency), the year which follows the word OTTAWA (centered immediately under the black bar on which is written BANK OF CANADA-BANQUE DU CANADA) is to be entered.
- The alphabetic character M or P is not to be prefixed to the series year of U.S. currency or Canadian notes. They are used only when the maturity or issue date is entered.

2.5.8.2 Securities Other Than Currency

- Securities such as bonds, debentures, notes, and other certificates acknowledging debt usually set out a specific date (maturity date) when they become payable to the owner. Maturity date is to be entered in the SDT 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.
- When maturity date appears, the date entered in the SDT should be preceded by the alphabetic character M; e.g., M19990112 for the maturity date January 12, 1999. When issue date appears, the date entered should be preceded by the alphabetic character P; e.g., P19950513 for the issue date May 13, 1995.
- 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 SDT, it must be preceded by the alphabetic P; e.g., P19961201.
- 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. An agency inquiring upon a recovered money order with a date of issue may retrieve a record for a money order with the same serial number that contains the word BLANK in the SDT. In this case, the inquiring agency can assume that the date of issue was added by an unauthorized individual.

2.5.9 MISCELLANEOUS (MIS)

2.5.9.1 Counterfeit U.S. Currency

- When counterfeit U.S. currency is entered, if the face plate number and the back plate number appear on the currency, they should be entered in the MIS Field.
- The face plate number should be found on the obverse side of the bill (the side with the portrait) to the right above and slightly to the left of the denomination numeral on the white background inside and close to the border ornamentation. It should consist of a prefix alphabetic character and one or more numeric characters. For series year 1996 (and later), the face plate number should appear to the right of the portrait on the white background above the lower border ornamentation.
- The back plate number consists of one or more numeric characters which should be found on the reverse side of the bill to the right on the white background inside and close to the border ornamentation.

2.5.9.2 Counterfeit Bank of Canada Notes

- If the face plate number and back plate number appear on counterfeit Bank of Canada notes, the numbers should be included in the MIS Field. These numbers are extremely small.
- The face plate number should be 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.

- The back plate number should be found in several locations in the light areas immediately adjoining the lacy border ornamentation on 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 the face plate or back plate number:

face plate number	FP
back plate number	BP

A MIS Field entry for a counterfeit bill (note) might read:

COUNTERFEIT	A123	BP	345
-------------	------	----	-----

2.5.10 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).

2.5.11 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.

2.5.12 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 security is known, Y should be entered into the NOA Field. If the NOA is left 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.

2.5.13 RANSOM MONEY INDICATOR (RMI)

The RMI Field can have the value of B (Bait Money), C (Counterfeit), or R (Ransom). The entry of one of these codes in the RMI Field will result in a code translation following the message key translation in a hit response. The entry of R in the RMI Field also results in the unlimited retention of the record. The entry of C in the RMI Field will cause the edits on the SER, DEN, ISS, OWN, and SDT to be bypassed.

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 securities record. If a securities record has been located (MKE/LOCATED SECURITY) or retired, it cannot be modified and, therefore, must be reentered.

For online validation, a modification message is also used to validate a record.

3.2 EXAMPLE OF A SINGLE SECURITY MODIFICATION MESSAGE

The modification example contains header (1N01HEADER), message key (MS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/S178628481 and OCA/123456789), the field being modified, and the modification (SER/D83907068 and RMI/C).

```
1N01HEADER.MS.MD1012600.NIC/S178628481.OCA/123456789.SER/D83907068.RMI/C
```

Acknowledgment

```
1L01HEADER
MD1012600
MODIFY NIC/S178628481
```

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
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-18	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

Record to be modified must be identified by NIC and OCA, in that order, or SER and OCA, in that order, followed by the fields to be modified. All fields, other than HDR, MKE, and ORI, must be preceded by the proper MFC and a slash (/).

3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

3.5.1 NAME OF VALIDATOR (VLN)

For NCIC validation, a Name of Validator (VLN) may be added to the Name of Validator (VLN) Field of a securities record to indicate that the record has been validated. When data are entered into the VLN Field, the NCIC System stores 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 modification 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:

The modification example to validate a record contains: header (1N01HEADER), message key (MS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/S1234235344 and OCA/12324342325), and name of validator (VLN/JONES, DAVID E).

```
1N01HEADER.MS.MD1012600.NIC/S1234235344.OCA/12324342325.VLN/JONES, DAVID E
```

Acknowledgment:

```
1L01HEADER
MD1012600
VALIDATE NIC/S1234235344
```

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 is determined to be the result of a theft report which proves to be fictitious or false.

4.2 EXAMPLE OF A SINGLE SECURITY RECORD CANCELLATION MESSAGE

The cancellation example contains: header (1N01HEADER), message key (XS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/S178628379 and OCA/123425332), date of cancellation (19991205), and reason for property record removal (CASE DROPPED).

```
1N01HEADER.XS.MD1012600.NIC/S178628379.OCA/123425332.19991205.
CASE DROPPED
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL NIC/S178628379
```

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	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-18	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCEL	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

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

4.5 ADDITIONAL GUIDELINES FOR CANCELLATION

When canceling a record in the NCIC System, the user is expected to enter the Reason for Property Record Removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancellation transaction, the RPP value will be either CASE DROPPED or NOT STOLEN.

5 INQUIRY OF A SINGLE SECURITY RECORD

5.1 EXAMPLE OF AN INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

An inquiry on a security gives access to single as well as group records in the Securities File.

```
1N01HEADER.QS.WA1230000.TYP/BD.SER/D30232.DEN/1000.ISS/CON EDISON
```

Negative Response:

```
1L01HEADER
WA1230000
```

```
NO RECORD SER/D30232 TYP/BD DEN/1000
```

Positive Response:

```
1L01HEADER
WA1230000
```


MKE/STOLEN SECURITY
 ORI/MD1012600 TYP/BD SER/D30232 DEN/1000 ISS/CON EDISON
 OWN/POWELL, JOSEPH SDT/M19971004 DOT/19981205
 OCA/12343432
 NIC/S178628175 DTE/19981205 0000 EST DLU/19990801 0000 EDT
 ORI IS ANY CITY PD MD 301 555-1212
 IMMED CONFIRM RECORD WITH ORI

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	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
TYPE	CONDITIONAL	TYP	2-2	ALPHABETIC
SERIAL NUMBER	CONDITIONAL	SER	1-18	ALPHABETIC, NUMERIC
DENOMINATION	CONDITIONAL	DEN	1-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ISSUER	OPTIONAL	ISS	1-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER	CONDITIONAL	OWN	1-40	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
SECURITY DATE	OPTIONAL	SDT	4-9	ALPHABETIC, 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

5.3 REQUIREMENTS FOR INQUIRY

An inquiry of the Securities File should include TYP, SER, and DEN. ISS should be included for securities other than U.S. Treasury issues and currency. An inquiry may also be made by OWN; OWN and TYP; OWN and OCA; OWN and SOC; or SOC only. Inquiries may be made using the NIC only, if available. Each data element must be preceded by its MFC and a slash (/). BEARER, BLANK, UNKNOWN, UNK, UNKN, or CONTACT ORI must not be used as names of owners for purposes of inquiry. Such inquiries will be rejected.

5.4 ADDITIONAL GUIDELINES FOR INQUIRY

- An inquiry containing BLANK in the DEN will pull only records that are entered with the word BLANK in the DEN. An inquiry containing a face value (e.g., 50 or 28-75) in the DEN could pull records that have a matching DEN or DEN/BLANK.
- An inquiry containing TYP data will limit the search to those security entries having a matching type code or a type code of AO (All other). Use of AO pulls any record having a matching SER and DEN regardless of the TYP code in the record. Furthermore, if the TYP is MO or PM, an NCIC System search will return hits of both TYP/MO and TYP/PM records.
- If TYP is PM (Postal Money Order), the SER Field must be ten characters. (Using the first 10 digits of the serial number). Otherwise, the inquiring agency will receive the reject message: REJECT - INVALID SER POSTAL MONEY ORDER MUST BE 10 CHARACTERS as found in the Introduction chapter of this manual.
- An asterisk must not be used in the SER in an inquiry.

5.4.1 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.QS.MD1012600.NAM/POWELL, JOSEPH.SEX/M.RAC/W.DOB/19691012.IND/Y/RSH/Y
***RELATED RECORDS***
```

```
MKE/STOLEN SECURITY
ORI/MD1012600 TYP/BD SER/D30232 DEN/1000 ISS/CON EDISON
OWN/POWELL, JOSEPH SDT/M19801004 DOT/19980910
OCA/1232534444
NIC/S178628175 DTE/19980912 0000 EDT DLU/19990101 0000 EST
ORI IS ANY CITY PD MD 301 555-1212
IMMED CONFIRM RECORD 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.
```

5.5 BATCH INQUIRY (QSB)

- The batch inquiry allows users to create a file of individual QS/ZS inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or

no hit) to the specific inquiry from which they were generated. Prior to each response SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number.

- The sequence numbers do not have to be sequential, but they do have to be unique. The HDR, ORI, MKE, and SEQ are entered without the MFC. The identifiers available in the QS/ZS inquiry are available for use in the QSB message, including the IND and RSH indicator, and are preceded by the proper MFC and a slash (/).
- There is a limit of 1800 characters for a batch inquiry, including the header and all control characters.

```
1N01HEADER.QSB.DC1014300.001.TYP/BD.SER/D30232.DEN/1000.ISS/CON
EDISON&002.OWN/SMITH, JOSEPH.OCA/123242323&005.OWN/BROWN,
ROBERT.SOC/144237911&010.NIC/S123456789
```

Acknowledgment:

```
1L01HEADER
DC1014300
BATCH INQUIRY RECEIVED
```

- The results of the batch inquiry are transmitted via a file to be retrieved by the user. The maximum number of batched inquiry hit responses is 2,000. If the maximum number is exceeded, the Introduction chapter of this manual provides the necessary message translation. The user is notified of the file by the \$.B. administrative message. The following is an example of the content of the file:

```
1L01HEADER
DC1014300
```

```
SEQUENCE NUMBER: 001.TYP/BD.SER/D30232.DEN/1000.ISS/CON
MKE/STOLEN SECURITY
ORI/MD1012600 TYP/BD SER/D30232 DEN/1000 ISS/CON EDISON
OWN/POWELL, JOSEPH SDT/M19801004 DOT/19980910
OCA/1232534444
NIC/S178628175 DTE/19980912 0000 EDT DLU/19990101 0000 EST
ORI IS ANY CITY PD MD 301 555-1212
IMMED CONFIRM RECORD WITH ORI
```

```
SEQUENCE NUMBER: 002.OWN/SMITH, JOSEPH.OCA/123242323
NO RECORD OWN/SMITH, JOSEPH OCA/123242323
```

```
SEQUENCE NUMBER: 005.OWN/BROWN, ROBERT.SOC/144237911
NO RECORD OWN/BROWN, ROBERT SOC/144237911
```

```
SEQUENCE NUMBER: 010.NIC/S123456789
NO RECORD NIC/S123456789
```

5.6 PROCEDURES FOR HANDLING A HIT

- An NCIC hit is not probable cause to arrest. A hit confirmed with the originating agency may be adequate grounds to seize a security.

- When an agency receives a record in response to an NCIC System inquiry and the whereabouts of the security inquired upon is known, the agency that can seize the security must confirm the hit with the ORI of each possible match prior to seizing the security
- "To confirm the hit" means to verify that the theft report is still outstanding, that 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.
- When an agency receives a record in response to an NCIC System inquiry and the whereabouts of the security inquired upon is not known, the hit should not be confirmed.
- Requirements for hit confirmation response are based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.
- 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

6.1 WHEN TO USE A LOCATE MESSAGE

Any agency, except the agency that entered the record, that recovers a security indexed in the NCIC System must place a locate message on the security record. When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen security must contact the ORI of each record possibly identical with the security in question to confirm the hit. Following confirmation with the originating agency, a locate message must be transmitted for each record on file for the security.

Ten days after a record is located, it is retired.

6.2 EXAMPLE OF A SINGLE SECURITY RECORD LOCATE MESSAGE

The locate example contains: header (1N01HEADER), message key (LS), Originating Agency Identifier (WA1230000), two record identifiers (NIC/S178628481 and OCA/ 123456789), date of recovery (19991205), the recovering agency's case number (48703), and benefits and effectiveness data: reason for property record removal (HIT NCIC 1991204), number of persons apprehended (4), value of recovered property (1000), and value of recovered contraband (1500).

```
1N01HEADER.LS.WA1230000.NIC/S178628481.OCA/123456789.19991205.
48703.HIT NCIC 19991204.4..1000..1500
```

Acknowledgment:

```
1L01HEADER
WA1230000
LOCATE NIC/S178628481
```

6.3 MESSAGE FIELD CODES FOR LOCATE

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-18	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

6.4 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE

The record to be located must be identified by NIC and OCA, in that order, or SER and OCA, in that order, with each identifier preceded by the proper MFC and a slash (/). The OCA used as an identifier is the OCA of the agency that entered the record.

Ten days after a record is located, it is retired, and the entering agency is notified with a \$.P. administrative message. Additional information concerning the \$.P. purge notification can be found in the Introduction chapter of this manual.

6.5 LOCATE PROCEDURES

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.

6.6 ADDITIONAL GUIDELINES FOR LOCATE

When cancelling a record in the NCIC System, the user is expected to enter the Reason for Property Record Removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancellation transaction, the RPP value will be either CASE DROPPED or NOT STOLEN.

Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. These fields include RPP, NPA, NPF, VNP, VOR, and VRC. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

6.7 AUTOMATIC NOTIFICATION OF LOCATE

When an agency places a locate against another agency's record, the NCIC System will automatically notify the entering agency of the placement of the locate with a \$.L. administrative message. Additional information on the \$.L. administrative message can be found in the Introduction chapter of this manual.

7 CLEAR

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 under one of the following conditions:

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 SINGLE SECURITY RECORD CLEAR MESSAGE

The clear example contains: header (1N01HEADER), message key (CS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/S178628481 and OCA/ 123456789), date of clear (19991205), and benefits and effectiveness data: reason for property record removal (HIT LOCAL 19991205), number of persons apprehended (2), value of recovered property (10000), and value of recovered contraband (12000).

```
1N01HEADER.CS.MD1012600.NIC/S178628481.OCA/123456789.19991205...
HIT LOCAL 19991205.2..10000..12000
```

Acknowledgment:

```
1L01HEADER
MD1012600
CLEAR NIC/S178628481
```

7.3 MESSAGE FIELD CODES FOR CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-18	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

7.4 IDENTIFICATION OF A RECORD TO BE CLEARED

The record to be cleared must be identified by NIC and OCA, in that order, or SER and OCA, in that order, with each identifier preceded by the proper MFC and a slash (/).

7.5 CLEAR PROCEDURES

There are two circumstances that require unique record formats to clear a Securities File record. If the agency that entered the record recovers the security, the DCL (which cannot be prior to the date of theft) must be entered following the two record identifiers. Additionally, benefits and effectiveness data should be included.

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 clear, recovering agency's identifier, and recovering agency's case number).

- If the record being cleared is in a located status (MKE/LOCATED SECURITY), only the DCL must be entered following the two record identifiers.
- If the record being cleared is in an active status (MKE/STOLEN SECURITY), the DCL followed by the RRI and the RCA, in that order, without the proper MFC and a slash (/), would be entered after the two record identifiers. Additionally, benefits and effectiveness data should be included.

7.6 ADDITIONAL GUIDELINES FOR CLEAR

Following the recovering agency information (RRI and RCA), users are expected to enter benefits and effectiveness data. These fields include RPP, NPA, NPF, VNP, VOR, and VRC. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

When clearing a record in the NCIC System, the user is expected to enter benefits and effectiveness data. The RPP Field is entered directly after the RCA Field. For a clear message, the RPP value will be either OTHER MEANS or PREVIOUS RECOVERY.

8 ENTRY OF A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES

8.1 EXAMPLE OF A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES ENTRY

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

Acknowledgment:

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

8.2 MESSAGE FIELD CODES FOR SERIALIZED SECURITIES 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
TYPE	MANDATORY	TYP	2-2	ALPHABETIC
SERIAL NUMBER	MANDATORY	SER	3-37	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

DENOMINATION	MANDATORY	DEN	1- 9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ISSUER	MANDATORY	ISS	1-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER	MANDATORY	OWN	1- 40	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9- 9	NUMERIC
SECURITY DATE	CONDITIONAL	SDT	4-9	ALPHABETIC, NUMERIC
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKAGE AGENCY IDENTIFIER	OPTIONAL	LKI	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	OPTIONAL	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	CONDITIONAL	MIS	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC
RANSOM MONEY INDICATOR	OPTIONAL	RMI	1-1	ALPHABETIC

8.3 MANDATORY FIELDS FOR SERIALIZED SECURITIES ENTRY

The following fields are mandatory to cause acceptance of a consecutively serialized group of securities entry into the NCIC System: HDR, MKE, ORI, TYP, SER, DEN, ISS, OWN, DOT, and OCA. The SDT is also mandatory if the consecutively serialized group entry is for currency.

8.4 ADDITIONAL GUIDELINES FOR SERIALIZED SECURITIES ENTRY

- The beginning and ending serial numbers of the sequence must have a hyphen separating the two numbers for the SER Field. The NCIC System will accept two serial numbers containing an equal number of characters, not exceeding 18 in each number, when the numbers are separated by a hyphen, the message key code is ESS, 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 rightmost numerics in the two numbers must establish the consecutive sequence.

For example:

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.
- A consecutively serialized group of stolen securities with serial numbers having a common suffix containing the alphabetic O should not be entered. The System automatically changes the alphabetic O to the numeric 0 which will result in an alphabetic O in the suffix being incorrectly treated as the rightmost numeric character.
- When a group of consecutively serialized securities is entered, the System automatically generates one NIC 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. Additional information concerning the REJECT - FIELD ERROR SER error message can be found in the Introduction chapter of this manual.

For example:

```
1N01HEADER.ESS.MD1012600.TC.A526800-A526899.20.AMERICAN EXPRES.MARYLAND
NATIONAL BANK..BLANK.19991205.123456789...SEE SER/A526900-A526952
1N01HEADER.ESS.MD1012600.TC.A526900-A526952.20.AMERICAN EXPRES.
MARYLAND NATIONAL BANK..BLANK.19991205.123456789...SEE SER/A526800-A526899
```

- Additional information concerning entry of TYP, DEN, ISS, OWN, SOC, SDT, LKI, LKA, MIS, NOA, and RMI can be found in the ENTRY section of this chapter.

9 MODIFICATION OF A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES

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 a consecutively serialized group of securities record. A consecutively serialized group of securities record cannot be modified if the record is in a located status (MKE/LOCATED SECURITIES).

9.2 MODIFICATION MESSAGE

The group record modification example contains: header (1N01HEADER), message key (MSS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/S180195026 and OCA/123456789), the field being modified, and the modification (ISS/1ST NAT C BK NY and RMI/R).

```
1N01HEADER.MSS.MD1012600.NIC/S180195026.OCA/123456789.ISS/1ST NAT C BK NY.RMI/R
```

Acknowledgment:

1L01HEADER
MD1012600
MODIFY NIC/S180195026

9.3 MESSAGE FIELD CODES FOR SERIALIZED SECURITIES MODIFICATION

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
SERIAL NUMBER	CONDITIONAL	SER	3-37	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION (except SER)				

9.4 IDENTIFICATION OF A GROUP RECORD TO BE MODIFIED

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

9.5 ADDITIONAL GUIDELINES FOR SERIALIZED SECURITIES MODIFICATION

- When serial numbers are used as an identifier for a consecutively serialized group record modification, 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
- Except for the HDR, MKE, and SER, 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.
- Validation data may be included in the modification message (MKE/MSS). Additional details on modification can be found in the MODIFICATION section of this chapter.

10 CANCELLATION OF A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES

10.1 WHEN TO USE A CANCELLATION MESSAGE

- A cancellation message is used when the record is invalid; for example, a record is determined to be the result of a theft report which proves to be fictitious or false.
- A cancellation message must be used in place of modification message when making certain types of corrections to a group record. Additional information can be found in the MODIFICATION OF A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES section of this chapter.
- Cancellation of a record is restricted to the agency that entered the record.

10.2 EXAMPLES OF CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORD CANCELLATION MESSAGES

10.2.1 Canceling All Securities in a Range:

The cancellation example contains header (1N01HEADER), message key (XSS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/S180195026 and OCA/123456789), and date of cancellation (19991205).

```
1N01HEADER.XSS.MD1012600.NIC/S180195026.OCA/123456789.19991205
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL NIC/S180195026
```

10.2.2 Canceling Multiple Securities in a Range:

```
1N01HEADER.XSS.MD1012600.SER/DD99888970-DD99888976.OCA/123456789.19991205
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL SER/DD99888970-DD99888976
```

The cancellation message contains header (1N01HEADER), message key (XSS), Originating Agency Identifier (MD1012600), two record identifiers (SER/DD99888970-DD99888976 and OCA/123456789), and date of cancellation (19991205). Both serial numbers are considered as one identifier. The SER/ represents the consecutively serialized securities to be canceled from the group record.

10.2.3 Canceling One Security in the Range:

This cancellation example contains header (1N01HEADER), message key (XSS), Originating Agency Identifier (MD1012600), two record identifiers (SER/DD99888979- DD99888979 and OCA/123456789), and date of cancellation (19991205). The SER/ represents a single security to be canceled from the group record.

```
1N01HEADER.XSS.MD1012600.SER/DD99888979-DD99888979.OCA/123456789.19991205
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL SER/DD99888979-DD99888979
```

10.3 MESSAGE FIELD CODES FOR SERIALIZED SECURITIES 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
SERIAL NUMBER	CONDITIONAL	SER	3-37	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCEL	MANDATORY	DOC	8-8	NUMERIC

10.4 IDENTIFICATION OF A GROUP RECORD TO BE CANCELED

There are three options for canceling consecutively serialized group records:

- Canceling all securities in a group record:
 - The group record to be canceled must have two identifiers: SER and OCA, in that order, or NIC and OCA, in that order, with each identifier preceded by the proper MFC and a slash (/).

- When the SER is used, it must represent the lowest and highest serial numbers of the consecutively numbered group of items that are in an active or a located status. When breaks in the consecutive order of the serial numbers exist, separate cancel messages must be sent. Date of cancellation (DOC) must follow the two record identifiers and must be the current date or the current date minus one day.
- It is recommended that the NIC and the OCA be used when the entire group record is to be canceled. This procedure can be used even if there are any breaks in the consecutive order of the serial numbers. It cannot be used if the entire range is not to be canceled as it will cause all records in the range to be canceled.
- Canceling more than one, but not all, securities in a group record:

The group record containing securities to be canceled must be identified by the SER and the OCA, in that order, with each identifier preceded by the proper MFC and a slash (/). The lowest and highest serial number of the consecutively numbered items being canceled must be used. When breaks in the consecutive order of the serial numbers exist, separate cancel messages must be sent. DOC must follow the two record identifiers and must be the current date or the current date minus one day.

NIC and OCA should not be used to identify the record as this will result in cancellation of the entire group record.
- Canceling a single security in a group record:

The group record containing a single security to be canceled must be identified by SER (serial number repeated as if it represented a range of numbers) and OCA, in that order, with each identifier preceded by the proper MFC and a slash (/). The serial number of the consecutively numbered item being canceled must be used as the lowest and highest value. DOC must follow the two record identifiers and must be the current date or the current date minus one day.

NIC and OCA should not be used to identify the record as this will result in cancellation of the entire group record.

10.5 ADDITIONAL GUIDELINES FOR SERIALIZED SECURITIES CANCELLATION

If any number in the range specified is not present in an active or located status, the transaction will be rejected with the message REJECT - INVALID SERIAL NUMBER RANGE as found in the Introduction chapter of this manual.

If the serialized security record is associated with an image, then the image is canceled along with the record.

No benefits and effectiveness data are collected for serialized securities.

11 INQUIRY OF A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORD

11.1 EXAMPLE OF AN INQUIRY WITH A GROUP RECORD RESPONSE

An inquiry on a security may result in a single record positive response or a group record positive response.

Only one serial number may be included in the SER of an inquiry of the Securities File.

For example:

```
1N01HEADER.QS.WA1230000.TYP/TC.SER/DD99888977.DEN/20.ISS/AMERICAN EXPRES.RSH/Y
```

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.

The lowest and highest serial numbers of the securities originally entered in the example record were SER/DD99888977-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 (DD99888979 and DD99888981) prior to the time of the inquiry.

```
1L01HEADER
WA1230000
```

```
MKE/STOLEN SECURITIES
ORI/MD1012600 TYP/TC DEN/20 ISS/AMERICAN EXPRES
OWN/SMITHSON, JEROME HENRY SOC/525027777 SDT/P19930831 DOT/19991205
OCA/123456789
NIC/S179633578 DTE/19991207 1201 EST DLU/20001101 1600 EST
ORI IS ANY CITY PD MD 301 555-1234
SER/DD99888977-DD99888978
SER/DD99888982-DD99888983
```

```
MKE/LOCATED SECURITIES 20000120 NB1977700 9462
SER/DD99888980
MKE/LOCATED SECURITIES 20000120 NB1977700 9462
SER/DD99888984-DD99888985
IMMED CONFIRM RECORD WITH ORI
```

11.2 ADDITIONAL GUIDELINES FOR INTERPRETING A GROUP RECORD RESPONSE

- Additional information concerning requirement for inquiry can be found in the INQUIRY OF A SINGLE SECURITY RECORD section of this chapter.
- 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 follow the TYP as in a single security record but follow the ORI translation line.
- The NIC appeared after the main body of the record just above the ORI translation line.
- Located 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 translation STOLEN SECURITIES will be changed automatically to LOCATED SECURITIES.

12 LOCATE MESSAGE FOR A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORD

12.1 WHEN TO USE A LOCATE

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

12.2 EXAMPLES OF CONSECUTIVELY SERIALIZED GROUP OF SECURITIES LOCATE MESSAGES

12.2.1 Locating All Securities in a Range:

The locate message example contains header (1N01HEADER), message key (LSS), Originating Agency Identifier (WA1230000), two record identifiers (NIC/S179633578 and OCA/123456789), date of recovery (19991205), and recovering agency case number (9462).

```
1N01HEADER.LSS.WA1230000.NIC/S179633578.OCA/123456789.19991205.9462
```

Acknowledgment:

```
1L01HEADER
WA1230000
LOCATE NIC/S179633578
```

12.2.2 Locating Multiple Securities in a Range:

The locate message example contains header (1N01HEADER), message key (LSS), Originating Agency Identifier (NB1977700), two record identifiers (SER/DD99888984- DD99888989 and OCA/123456789), date of recovery (19991205), and the recovering agency's case number (9462). The SER/ represents the securities from the group record to be located.

```
1N01HEADER.LSS.NB1977700.SER/DD99888984-DD99888989.OCA/123456789.19991205.9462
```

Acknowledgment:

```
1L01HEADER
NB1977700
LOCATE SER/DD99888984-DD99888989
```

12.2.3 Locating One Security in a Range:

The locate message example contains header (1N01HEADER), message key (LSS), Originating Agency Identifier (NB1977700), two record identifiers (SER/DD99888980- DD99888980 and OCA/123456789), date of recovery (19991205), and the recovering agency case number (9462). The SER/ represents a single security from the group record to be located.

```
1N01HEADER.LSS.NB1977700.SER/DD99888980-DD99888980.OCA/123456789.19991205.9462
```


Acknowledgment:

1L01HEADER
 NB1977700
 LOCATE SER/DD99888980-DD99888980

12.3 MESSAGE FIELD CODES FOR SERIALIZED SECURITIES LOCATE

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
SERIAL NUMBER	CONDITIONAL	SER	3-37	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

12.4 IDENTIFICATION OF A GROUP RECORD FOR LOCATE

There are three options for locating consecutively serialized group records:

- Recovery of all securities in a group record:
 - The group record to be located requires two identifiers, SER and OCA, in that order, or NIC and OCA, in that order, with each identifier preceded by the proper MFC and a slash (/).
 - When SER is used, it must represent the lowest and highest serial numbers of the consecutively numbered securities within the group record that were recovered. When breaks in the consecutive order of the serial numbers exist, separate messages must be sent.
 - It is recommended that NIC and OCA be used when the entire group record is to be located. This procedure can be used even if there are breaks in the consecutive order of the serial numbers. The OCA used as an identifier is the OCA of the agency that entered the record. This OCA is contained in the NCIC System response to the recovering agency inquiry.
- Recovery of more than one, but not all, securities in a group record:

The group record containing securities to be located must be identified by SER and OCA, in that order, with each identifier preceded by the proper MFC and a slash (/). The lowest and highest

serial numbers of the recovered consecutively numbered items must be used. When breaks in the consecutive order of the serial numbers exist, separate locate messages must be sent.

NIC and OCA should not be used to identify the record as this will result in the locate message applying to all securities in the group record.

- Recovery of a single security in a group record:

The group record containing the security to be located must be identified by SER (serial number repeated as if it represented a range of numbers) and OCA, in that order, with each identifier preceded by the proper MFC and a slash (/).

NIC and OCA should not be used to identify the record as this will result in the locate message applying to all securities in the group record.

12.5 ADDITIONAL GUIDELINES FOR SERIALIZED SECURITIES LOCATE

- Following the two record identifiers, the date of recovery and recovering agency case number are entered 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.
- If any number in the range specified is not present in an active or located status, the transaction will be rejected with the message REJECT - INVALID SERIAL NUMBER RANGE as found in the Introduction chapter of this manual.
- Benefits and effectiveness data are not collected for located serialized securities.

13 CLEAR MESSAGE FOR A 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 under one of the following conditions:
 - When the agency recovering the security(s) is the agency that entered the record.
 - When the agency that entered the record is officially advised that the security 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, 1996, and the other two securities were recovered by the originating agency on December 3, 1996, two clear messages must be sent.
- Upon receipt of a clear or cancel message which indicates all or the remaining unrecovered item(s) in the active group record have been accounted for, the group record will be retired.

13.2 EXAMPLES OF CONSECUTIVELY SERIALIZED SECURITIES GROUP RECORD CLEAR MESSAGES

13.2.1 Clearing All Securities in a Range:

The clear example contains: header (1N01HEADER), message key (CSS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/S179633578 and OCA/123456789), date of clear (19991205), recovering agency identifier (NB1977700), and recovering agency case number (9462).

```
1N01HEADER.CSS.MD1012600.NIC/S179633578.OCA/123456789.19991205.NB1977700.9462
```

Acknowledgment:

```
1L01HEADER
MD1012600
CLEAR NIC/S179633578
```

13.2.2 Clearing Multiple Securities in a Range:

```
1N01HEADER.CSS.MD1012600.SER/DD99888984-DD99888988.OCA/123456789.
19991205.NB1977700.9462
```

Acknowledgment:

```
1L01HEADER
MD1012600
CLEAR SER/DD99888984-DD99888988
```

The example contains: header (1N01HEADER), message key (CSS), Originating Agency Identifier (MD1012600), two record identifiers (SER/DD99888984-DD99888988 and OCA/123456789), date of clear (19991205), recovering agency identifier (NB1977700), and recovering agency case number (9462). The SER/ represents only the consecutively serialized securities to be cleared from the group record.

13.2.3 Clearing One Security in a Range:

The example contains: Header (1N01HEADER), message key (CSS), Originating Agency Identifier (MD1012600), two record identifiers (SER/DD99888980-DD99888980 and OCA/123456789), date of clear (19991205), recovering agency identifier (NB1977700), and recovering agency case number (946253423453621). The SER/ represents a single security from the group record to be cleared.

```
1N01HEADER.CSS.MD1012600.SER/DD99888980-D99888980.
OCA/123456789.19991205.NB1977700.946253423453621
```

Acknowledgment:

```
1L01HEADER
MD1012600
CLEAR SER/DD99888980-DD99888980
```

13.3 MESSAGE FIELD CODES FOR SERIALIZED SECURITIES CLEAR

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
SERIAL NUMBER	CONDITIONAL	SER	3-37	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

13.4 IDENTIFICATION OF A GROUP RECORD TO BE CLEARED

There are three options for clearing consecutively serialized group records:

- Clearing all securities in a group record:
 - The group record to be cleared must be identified by two identifiers, SER and OCA, in that order or NIC and OCA, in that order, with each identifier preceded by the proper MFC and a slash (/).
 - When SER is used, it must represent the lowest and highest serial numbers of the consecutively numbered securities within the group record that are in an active or located status. When breaks in the consecutive order of the serial numbers exist, separate clear messages must be sent.
 - It is recommended that NIC and OCA be used when the entire group is to be cleared. This procedure can be used even if there are breaks in the consecutive order of the serial numbers.
- Clearing more than one, but not all, securities in a group record
 - The group record containing securities to be cleared must be identified by SER and OCA, in that order, with each identifier preceded by the proper MFC and a slash (/). The lowest and highest serial numbers of the consecutively numbered items being cleared must be used. When breaks in the consecutive order of the serial numbers exist, separate clear messages must be sent.

- NIC and OCA should not be used to identify the record as this will result in the clear message applying to all securities in the group record.
- Clearing a single security in a group record:
 - The group record containing the security to be cleared must be identified by SER (serial number repeated as if it represented a range of numbers) and OCA, in that order, with each identifier preceded by the proper MFC and a slash (/). The OCA used as an identifier is the OCA of the entering agency.
 - NIC and OCA should not be used to identify the record as this will result in the clear message applying to all securities in the group record.

13.5 CLEAR PROCEDURES

There are two circumstances that require unique record formats to clear a consecutively serialized Securities File record.

If the agency that entered the record recovers the securities, only the date of clear (which cannot be prior to the date of theft) must be entered following the two record identifiers.

If an agency other than the ORI of the record recovers the securities, the following procedures must be used:

- If the record being cleared is in a located status (MKE/LOCATED SECURITIES), only the date of clear must be entered following the two record identifiers.
- If the record being cleared is in an active status (MKE/STOLEN SECURITIES), the DCL followed by the RRI and the RCA, in that order, without the proper MFC and a slash (/), would be entered after the two record identifiers.

13.6 ADDITIONAL GUIDELINES FOR SERIALIZED SECURITIES CLEAR

If any number in the range specified is not present in an active or located status, the transaction will be rejected with the message REJECT - INVALID SERIAL NUMBER RANGE as found in the Introduction chapter of this manual.

Benefits and effectiveness data are not collected for cleared serialized securities.