# Wanted Person File

# Table of Contents

# 1 INTRODUCTION
## 1.1 CRITERIA FOR ENTRY
### 1.1.1 GENERAL CRITERIA

An entry in the Wanted Person File should be made immediately after 1) the decision to arrest or authorize arrest has been made, and 2) the decision has been made regarding extradition.  The criteria for entry follow.

Agencies must have a warrant (electronic or hard copy) on file to support a wanted person entry.  Only the agency that holds the warrant may make an NCIC wanted person entry.  The only exception is that any criminal justice agency or regional dispatch center may act as 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 but 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 Introduction of this manual.

### 1.1.2 ADULT

- An individual (including a juvenile who will be tried as an adult) for whom a federal warrant is outstanding.  Federal fugitives are persons who:

  - Are being sought because they have been charged with one or more federal crimes,

  - Have failed to appear for a required court action or for deportation, or

  - Have escaped from federal custody.

- An individual (including a juvenile who will be tried as an adult) for whom a felony or misdemeanor warrant is **outstanding**.

- Probation and parole violators meeting the criteria above.

### 1.1.3 JUVENILE

Juvenile status is determined by the laws of the state of residence of the parent, guardian, person, or agency entitled to legal custody of such juvenile.  The criteria for entry are the following:

- A juvenile who has been **adjudged delinquent** and is **subject to the jurisdiction** of the court making such adjudication or to the jurisdiction or supervision of an agency or institution pursuant to an order of such court (Category 1), and

  - Who has **escaped** from an institution or agency vested with the legal custody or supervision of such juvenile, or

  - Who has **absconded** while on probation or parole?

    Entry of a record in this category must be supported by a copy of the judgment, formal adjudication, or order of commitment which subjects such a delinquent to probation or parole or to the legal custody of the institution or agency concerned.

Specifically excluded from this category are "status offenders," i.e., children who commit noncriminal but legally proscribed acts, such as truancy, disobedience to parents, running away, and violating curfew.

- A juvenile who has been charged with the commission of a delinquent act that would be a crime if committed by an adult and who has fled from the state where the act was committed.  (Category 2)

  Entry of a record in this category is permitted only when a petition has been filed in a court of competent jurisdiction in the requesting state where the violation of criminal law is alleged to have been committed.

  The Interstate Compact for Juveniles is an agreement between states that regulates the interstate movement of juveniles who are under court supervision or have run away to another state.  States ratifying the compact are bound by federal law to observe the terms of the agreement.  The Compact provides for states' supervision and return of juveniles who have run away from home and left their state of residence; are on probation, parole, or other supervision, or have escaped to another state; and have been accused of an offense in another state.

  All 50 states, Washington D.C., and the U.S. Virgin Islands are party to the Interstate Compact for Juveniles and are permitted to enter Category 2 records into the NCIC Wanted Person File.  Records must be entered with a message key of EWJ and an offense code of 8100, 8101, or 8102.

  For additional information, visit www.juvenilecompact.org.

### 1.1.4 TEMPORARY FELON

A temporary felony want record, message key (MKE) ET, may be entered to establish a "want" entry when a law enforcement agency needs to take **prompt action** to apprehend a person (including a juvenile) who has committed, or the officer has reasonable grounds to believe has committed, a **felony**.  This individual may seek refuge by fleeing across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant.

A temporary felony want record must be specifically identified as such.  A warrant for the arrest of the individual must be obtained as soon as possible, and thereafter, the temporary felony want record must be either canceled and a permanent wanted person record (MKE/EW) must be entered or the MKE must be modified to the permanent wanted person record MKE/EW.  A temporary felony want record will be automatically retired after 48 hours.

### 1.1.5 EXTRADITION

- Before entering a record of a wanted person in NCIC, the entering agency must attempt to determine, to the maximum extent possible, if extradition will be authorized when the individual is located in another state.  For NCIC purposes, extradition is the surrender **by one state to another** of an individual charged with or convicted of an offense outside its own territory and within the territorial jurisdiction of the other.  Agencies entering warrants that do not meet the NCIC definition of extradition (e.g., intrastate only) must use the codes 4 (felony warrants) or D (misdemeanor warrants) in the Extradition Limitation (EXL) Field to indicate NO EXTRADITION – IN-STATE PICK UP ONLY.  SEE MIS FIELD FOR LIMITS.  Additional details regarding intrastate limitations may be placed in the MIS Field.

- In situations where an agency is absolutely certain that the wanted person will not be extradited, the individual's record **may be entered** in NCIC using the appropriate code in the Extradition Limitation Field.

- At the time of entry, if there is a limitation concerning extradition of the wanted person, such information should be entered using the appropriate code in the Extradition Limitation Field with any specific limitations placed in the MIS Field of the record.  More information can be found in the Personal Descriptors Codes, *NCIC Code Manual*

  EXTR ADJACENT STATES ONLY
  EXTR WEST OF MISS ONLY
  EXTR WITHIN 1000 MILES ONLY
  NOEX

- In many instances, however, no forecast of extradition can be made at the time the wanted person is entered on file because extradition is not a law enforcement decision.  In such cases, use the codes 6 (felony warrants) or F (misdemeanor warrants) in the Extradition Limitation (EXL) Field to indicate PENDING EXTRADITION DETERMINATION.  If at some future time, the entering agency learns that the individual definitely will not be extradited, the NCIC record **must be modified using the appropriate code in the EXL Field**.

## 1.2 MESSAGE KEY (MKE) CODES

| Message | MKE | Translation |
|---|---|---|
| Entry | EW | WANTED PERSON |
| | EW-C | WANTED PERSON - CAUTION |
| | EWJ | WANTED - JUVENILE DELINQUENT - ADJUDGED<br><br>WANTED - EMANCIPATED JUVENILE DELINQUENT - ADJUDGED<br><br>WANTED - JUVENILE DELINQUENT - CHARGED<br><br>WANTED - EMANCIPATED JUVENILE DELINQUENT - CHARGED |
| | EWJC | WANTED - JUVENILE DELINQUENT - ADJUDGED/CAUTION<br><br>WANTED - EMANCIPATED JUVENILE DELINQUENT - ADJUDGED/CAUTION<br><br>WANTED - JUVENILE DELINQUENT - CHARGED/CAUTION<br><br>WANTED - EMANCIPATED JUVENILE DELINQUENT - CHARGED/CAUTION |
| | ET | WANTED PERSON - TEMPORARY FELONY |
| | ET-C | WANTED PERSON - TEMPORARY FELONY/CAUTION |
| Modify | MW | |
| | MT | |
| | MDW | |
| Cancel | XW | |
| | XT | |
| Inquiry | QW | |

| | ZW | |
|---|---|---|
| | QWA | |
| | QWE | |
| | QWF | |
| | QWS | |
| | QWB | |
| | QWI | |
| | QV | |
| | ZV | |
| Locate | LW* | LOCATED WANTED PERSON |
| | | LOCATED WANTED - JUVENILE DELINQUENT - ADJUDGED |
| | | LOCATED WANTED - JUVENILE DELINQUENT - CHARGED |
| | | LOCATED WANTED - EMANCIPATED JUVENILE DELINQUENT - ADJUDGED |
| | | LOCATED WANTED - EMANCIPATED JUVENILE DELINQUENT - CHARGED |
| | LT | LOCATED WANTED PERSON - TEMPORARY FELONY |
| Entry of a detainer | DW | DETAINED WANTED PERSON |
| | | DETAINED WANTED - JUVENILE DELINQUENT - ADJUDGED |
| | | DETAINED WANTED - JUVENILE DELINQUENT - CHARGED |
| | | DETAINED WANTED - EMANCIPATED JUVENILE DELINQUENT - ADJUDGED |
| | | DETAINED WANTED - EMANCIPATED JUVENILE DELINQUENT - CHARGED |
| Cancellation of a detainer | XDW | |
| Clear | CW | |
| | CT | |
| Entry of supplemental record of aliases and/or additional identifiers | EN | |
| Entry of supplemental stolen/fraudulent identifiers | ENS | |
| Cancellation of supplemental record | XN | |
| Cancellation of stolen/fraudulent identifiers | XNS | |
| Entry of dental information | ED | |
| Modification of dental information | MD | |
| Cancellation of dental information | XD | |

*The LW MKE will only translate as indicated when the locate appended to the record shows that the subject will be extradited (EXTR) or detained (DETN).

- A caution indicator should be added to the MKEs EW, ET, or EWJ when it is known that an individual is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances of the individual.

- The reason for the caution must be entered in the Caution and Medical Conditions (CMC) Field.

  For example, a record with MKE/EW-C might include one of the following in the CMC Field:

  ARMED AND DANGEROUS
  SUICIDAL
  HEMOPHILIAC
  ESCAPE RISK
  KNOWN TO ABUSE DRUGS
  DIABETIC

- For the MKEs EW and ET, the caution indicator C is preceded by a dash, e.g., EW-C; however, the message key EWJ does not allow space for the dash, e.g., EWJC.

- The MKE EW-C translates WANTED PERSON - CAUTION.  The MKE ET-C translates WANTED PERSON - TEMPORARY FELONY/CAUTION.

- The MKE EWJC translates as one of the following:

  WANTED - JUVENILE DELINQUENT - ADJUDGED/CAUTION
  WANTED - EMANCIPATED JUVENILE DELINQUENT - ADJUDGED/CAUTION
  WANTED - JUVENILE DELINQUENT - CHARGED/CAUTION
  WANTED - EMANCIPATED JUVENILE DELINQUENT - CHARGED/CAUTION

## 1.3 RECORD RETENTION PERIOD

Wanted person records have an unlimited retention period.  A wanted person (EW) record that has not been located or has one locate message appended with no extradition (NOEX) will remain on file indefinitely or until action is taken to clear or cancel the record or a second NOEX locate is placed upon the record.  The same rules apply to a located juvenile record (whether emancipated or not).

- 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.

## 1.4 RETENTION PERIOD FOR A TEMPORARY FELONY WANT RECORD

Temporary felony want records have a 48-hour retention period.  A temporary felony want record will be retired at the end of 48 hours, and a $.P. administrative message will be sent to the originating agency.  Additional information concerning the $.P. administrative message can be found in the Introduction chapter of this manual.

## 1.5 AUTOMATIC RETIREMENT

- A record with MKE/EW or MKE/EWJ to which one locate message has been appended indicating that the subject will not be extradited (NOEX) will be retired immediately upon receipt of a second locate message with NOEX. The ORI of the record will be notified that the record has been retired.

- A record with the MKE/EW or MKE/EWJ to which one locate is appended indicating that the subject will be extradited (EXTR) or detained (DETN) will be retired 5 days from the date of the locate transaction. The originating agency will be notified by a $.P. message. If a second or subsequent locate indicating that the subject will be extradited (EXTR) or detained (DETN) is received within those 5 days, the retirement date will be reset to 5 days from the date of the second locate transaction.

- Records for juveniles will **not** be retired when the juvenile reaches the age of emancipation. Once the individual has been emancipated, NCIC will notify the entering agency with a $.J. message, change the MKE translation, and add a caveat to the record indicating that the juvenile has reached the age of emancipation. Additional information concerning the $.J. administrative message can be found in the Introduction chapter of this manual.

- Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a wanted person base record or supplemental record for the year of entry plus 4 years from the date of entry of the base record regardless of when the license plate data is entered. Entering agencies are **not** notified of records from which expired license data are retired. If the purged license plate is the only searchable identifier in the Wanted Person File record, the entire record will be removed, and the originating agency will **not** be notified.

- A nonexpiring license plate (LIY/NX) contained in a Wanted Person File record will remain on file until action is taken by the originating agency to remove the license data or clear or cancel the entire record.

## 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 POSTING OF WANTED PERSON NOTICES

- Users are reminded that, when possible, the FBI Number/UCN should be included in a wanted person entry. When a Wanted Person File entry contains the FBI Field, the same wanted information is posted in the subject's criminal history record maintained by the FBI's CJIS Division. The CJIS Division staff will then notify a wanting agency of subsequent fingerprints received that are identified with the wanted person.

- A wanted notice will not be posted in the CJIS Division nor will an identification record be forwarded when the NCIC entry contains an incorrect FBI Number/UCN. When an entry contains

an incorrect FBI Number/UCN, the ORI will be notified and requested to correct the NCIC record using a modification message.

- The modification of an NCIC Wanted Person File record to add or correct an FBI Number/UCN will cause a wanted notice to be posted in the subject's criminal history record. When a clear, cancel, or locate transaction is processed, a notification will be transmitted to remove the wanted notice from the criminal history record.

## 1.8 MESSAGE FIELD CODES AND EDITS

| Code | Field | Edits |
|------|-------|-------|
| ADD | Address Type | Must be a valid NCIC-assigned code as listed in the Personal Descriptors Codes, *NCIC Code Manual.* |
| ADO | Additional Offense | Must be Y, N, or blank. The default value is blank. |
| AKA | Alias | 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. More information in Personal Descriptors Codes, *NCIC Code Manual*. |
| ATN | Attention | Free text. |
| CMC | Caution and Medical Conditions | Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*. |
| COU | County | Free text (alphabetical). |
| CTI | Court ORI | Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual. |
| CTY | City | Free text (alphabetical). |
| CTZ | Citizenship | Must be a valid NCIC-assigned country code as listed in State and Country Data Codes, *NCIC Code Manual* |
| DCH | Dental Characteristics | May contain a maximum of 319 codes consisting of two numerics followed by one to seven alphabetic characters or one special character. The only exceptions are that the codes ALL or UNK will be permitted in the DCH Field. If the code ALL or UNK is entered, no additional information may be entered in the DCH Field. More details can be found in the SUPPLEMENTAL DENTAL RECORD section of this chapter. |
| DCL | Date of Clear | Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date. |
| DDA | Date of Documented Address | Must be a valid Gregorian date, (YYYYMMDD) and cannot be later than the current date. |
| DIS | Date Incarceration Starts | Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date. |
| DLO | DNA Location | Free text. If the DNA field is N or defaulted to N, then the DLO must be blank. |

| DNA | DNA Profile Indicator | Must be either a Y or N. N is the default value. If Y is entered, then the DLO Field must contain data. |
|---|---|---|
| DNO | Detainer 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 DNO cannot equal the first seven characters of the ORI. The only valid special character is the hyphen. |
| DOB | Date of Birth | Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date or DOW. If the DOB is not the only numeric identifier, 00 may be entered for the month and/or day when the actual date is unknown. If MKE is EWJ or EWJC, the DOB must be a valid Gregorian date. More information in Personal Descriptors Codes, *NCIC Code Manual*. |
| DOC | Date of Cancellation | Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one day. |
| DOD | Date of Detainer | Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date. |
| DOE | Date of Emancipation | Must be a valid Gregorian date (YYYYMMDD). The DOE must be later than the DOV. The DOE is mandatory when the MKE is EWJ or EWJC. If the MKE is not EWJ or EWJC, the DOE must be left blank. |
| DOR | Date of Recovery | Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date. |
| DOV | Date of Violation | Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date. (Juvenile) |
| DOW | Date of Warrant | Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date. (Adult) |
| DRE | Dentist's Remarks | Maximum of 50 alphanumeric and/or special characters (free text). |
| DSE | Date of Sentence Expiration | Must be a valid Gregorian date (YYYYMMDD) greater than current date plus 5 days. |
| DXR | Dental X-rays Available | Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*. |
| 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.* |
| EXL | Extradition Limitation | Must be a valid NCIC-assigned code as listed in the Personal Descriptors Codes, *NCIC Code Manual.* |
| EXT | Extradition | Must be EXTR, NOEX, or DETN |

| 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 must 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.<br><br> -OR-<br><br>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 represent inches.  May be a minimum of 400 but not more than 711.  More information in Personal Descriptors Codes, *NCIC Code Manual*. |
| HIT | Wanted/Missing Person Hit Results | Must be a valid NCIC-assigned code as listed in Other Transactions Codes, *NCIC Code Manual*.  Can be entered only if RPS is entered. |
| IMN | Image NCIC Number | A self-checking number consisting of alphabetic character I followed by nine numeric characters automatically assigned by NCIC to each accepted image record.  Must have valid check digit. |
| IMT | Image Type | Must be a valid NCIC-assigned code as listed in the Image File chapter. |
| INC | Place of Incarceration | Free text (alphanumeric and special characters). |

| IND | Image Indicator | Must be Y or N. |
|-----|-----------------|-----------------|
| IRI | Incarcerating Agency Identifier | Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual. |
| LIC | License Plate Number | The characters UNK, UNKN, or UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI's CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds ten characters, only the first ten characters should be entered in the LIC Field. The full plate number must be shown in the MIS Field. |
| LIS | License Plate State | Must be a valid NCIC-assigned code as listed in State and Country Data Codes, *NCIC Code Manual*. |
| LIT | License Plate Type | Must be a valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual.* |
| LIY | License Plate Year of Expiration | Must be a valid four-character year (YYYY) or the alphabetics NX to represent a nonexpiring registration. |
| 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 | If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field. More details can be found in the MESSAGE FIELD CODE EDITS FOR ENTRY section of this chapter.<br><br>SVIN must be the first four characters in the MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. If EXL code is 2 or B or is 5 or E, the MIS Field must contain additional information. 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. |
|-----|----------------------|-------------------------------------------------------------------|
| MPA | Dental Models and/or Photographs of Teeth Available | Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*. |
| 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 NCIC to each accepted record and consists of an alphabetic character (W in the Wanted Person 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. NCIC will default to N if left blank. |
| NPA | Number of Persons Apprehended | Count of persons arrested as a result of locating wanted person. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY LOCATED. |
| NPF | Number of Missing Persons Found | First three characters must be numeric. The 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 NCIC. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY LOCATED. |
| 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. |

| OFF | Offense | Must be a valid NCIC-assigned code from the Uniform Offense Codes, *NCIC Code Manual*. If code 0201 or 0299 is used, ORI must be military or FBI. If codes 8100, 8101, or 8102 are used, MKE must be EWJ or EWJC. |
|-----|---------|------|
| 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 represent the year the license expires (XXXX), the alphabetics NX to represent nonexpiring, or the code UNKN for unknown. More information in Personal Descriptors Codes, *NCIC Code Manual.* |
| OOC | Original Offense Code | Must be a valid code from Uniform Offense Codes, *NCIC Code Manual*. Entry of OOC is required (and permitted only) when OFF is 4901, 4999, 5001, 5002, 5011, 5012, 5013, 5014, 5015, 8100, 8101, or 8102. The OOC Field cannot equal 4901, 4999, 5001, 5002, 5011, 5012, 5013, 5014, 5015, 8100, 8101, or 8102. If OOC is 8100, 8101, or 8102, MKE should be EWJ or EWJC. |
| ORI | Originating Agency Identifier | Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual. |
| PAR | Person Armed | Must be a valid NCIC-assigned code as listed in Other Transactions Codes, *NCIC Code Manual*. Can be entered only if RPS is entered. |
| 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*. |
| PUR | Purpose-NGI/III | Must be a valid NCIC-assigned code as listed in the Interstate Identification Index chapter. |
| RAC | Race | Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*. |
| 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. |
| RPS | Reason for Person Record Removal | Must be a valid NCIC-assigned code as listed in Other Transactions Codes, *NCIC Code Manual.* |
| 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. |

| 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*. |
| SNA | Street Name | Free text (alphanumerical and special characters). |
| SNU | Street Number | Free text (alphanumerical and special characters). |
| 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*. |
| STA | State | Must be a valid NCIC-assigned code as listed in the State and Country Data Codes, *NCIC Code Manual.* |
| VCO | Vehicle Color | Must be valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual*.  If two color codes are used, they must be separated by a slash (/). |
| VIN | Vehicle Identification Number | Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used.  The Vehicle File chapter has additional edits on the VIN Field.  If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field.  The full VIN must then be shown in the MIS Field. |
| VLN | Name of Validator | Any valid characters representing validator. |

| VMA | Vehicle Make | The VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual*. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYCL, FARM, SNOW, SPEC, TRLR, or TRUK. |
|---|---|---|
| | | If the VMO is other than TL, the VMA code must be a valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual*. |
| | | If the VMO is TL, the VMA code must not be the characters ASM, ASMB, ASSE, ASSM, MB, MC MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ. |
| | | For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE. |
| | (aircraft) | If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO. |
| | (all-terrain vehicle, dune buggy, go-cart, golf carts, and snowmobile) | If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the Vehicle Data Codes, *NCIC Code Manual*. If VST is MV, the VMA code must be SPEC, ATV, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the Vehicle Data Codes, *NCIC Code Manual*. |
| VMO | Vehicle Model | Spaces cannot be skipped. Hyphens or symbols should not be used. More information in Vehicle Data Codes, *NCIC Code Manual*. |
| | | The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE. |
| | (assembled automobile) | If the VYR is less than 1988 and the first four characters of the VMA are ASVE, the VMO must be AV or REP. |
| | (construction equipment) | If the first four characters of the VMA are COEQ, the VMO must be CE. |
| | (farm and garden equipment) | If the first four characters of the VMA are FARM, the VMO must be FE. |
| | (motorcycle) | If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL. |

| | (snowmobile) | If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in Vehicle Data Codes, *NCIC Code Manual*, the VMO must be SKT, SKW, TRA, TRW, or WHE. |
|---|---|---|
| | (trailer) | If the first four characters of the VMA are TRLR, or HMDE, the VMO must be TL. |
| | (truck) | If the first four characters of the VMA are TRUK, the VMO must be TK. |
| VNP | Value of Recovered Property | Must be blank or 0. |
| VOR | Value of Other Recovered Property | Fair market value (in whole dollars) of property recovered as a result of locating wanted person who is subject of the record. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY RECOVERED. |
| VRC | Value of Recovered Contraband | Fair market value (in whole dollars) of any contraband recovered as a result of locating a wanted person who is subject of the record. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY RECOVERED. |
| VST | Vehicle Style | Must be a valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual*. |
| VYR | Vehicle Year | Must represent the production (model) year during which the vehicle was manufactured (YYYY). VYR value must be less or equal to the current year plus two and greater than 0001. For entries of model year 1981 or later, when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR. |
| WGT | Weight | Minimum of 050 and maximum of 499. More information in Personal Descriptors Codes, *NCIC Code Manual*. |
| WNO | Warrant Number | May be up to 15 alphabetic and/or numeric characters. |
| ZIP | ZIP Code | Must be either five numerics or ten characters with five numerics followed by a hyphen and another four numerics. |

## 1.9 CRITERIA FOR ENTERING NAMES AND DATES OF BIRTH FOR STOLEN/ FRAUDULENT IDENTIFIERS

The general rule for the use of stolen/fraudulent (S/F) identifier fields is that they must be used whenever a wanted person is known to be using identification documents that are stolen/fraudulent. If the wanted person is using a made-up name or numerical identifier for which it is not known whether identification documents (Social Security card, operator's license, etc.) exist, these identifiers should be entered in the appropriate base record or supplemental identifier fields, such as the DOB Field. If the identity of the thief is known and there is an arrest warrant, the victim information should be entered in the S/F fields.
The base record NAM must be entered for each record. This field should contain the wanted person's

true name regardless of whether it is the name contained on the arrest warrant.  Listed below are guidelines for coding the "true" and S/F NAM Fields and the "true" and S/F DOB Fields.

- If the name on the arrest warrant is believed to be the wanted person's real name, the name should be entered in only the base record NAM.  If the wanted person's date of birth is available, it should be entered in the base record DOB.  Any known S/F identifiers should be entered in the S/F identifier fields.

- If the name on the arrest warrant is known to be S/F and the wanted person's true name is known, the S/F name should be entered in the S/F NAM Field.  The wanted person's real name must be entered in the base record NAM.  The date of birth from the S/F identification, if known, must be entered in the S/F DOB.  If the wanted person's real date of birth is known, it should be entered in the base record DOB.

- If an arrest warrant is issued in the name of "John Doe" or "Jane Doe" because the wanted person's true identity is unknown and the wanted person is known to be using stolen or fraudulent identification documents, entry of a Wanted Person File record is permitted provided the identifiers from the stolen or fraudulent documents are included in the wanted person record and identified as such.  The FBI Field should not be entered in these types of records.

    Refer to the CRITERIA FOR ENTRY OF "JOHN DOE" OR "JANE DOE" WARRANTS section of this chapter for further information.

- This criteria only serves to **highlight** information when the record subject is known to use S/F identification documents.  It does not alter current policy concerning entry of "John Doe" or "Jane Doe" records without a warrant which is currently allowed only when the record subject is using a homicide victim's identification.

- When a record is entered into the Identity Theft File, if the identity of the thief is known and a warrant is obtained, the thief's personal information should be entered in the base Wanted Person File record.  Additionally, the victim information should be entered in the supplemental stolen/fraudulent data fields.

## 1.10 CRITERIA FOR REJECTING DUPLICATE RECORDS

If the following fields of an NCIC wanted person or temporary felony want message are the same as those field codes of a wanted person record already on file, the second entry will be rejected with the message REJECT - ON FILE as found in the Introduction chapter of this manual:  FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; and DOB, NAM, and ORI.

Whenever the message REJECT - ON FILE is sent by the NCIC System, the record on file will also be transmitted.

A duplicate record will be accepted if the ORI in the second entry is different or the person type is other than wanted, for example, Protection Order File, Gang File, etc.  A duplicate record will also be accepted if there are vehicle data in the wanted person message which match data in the Vehicle File.  In those cases, the duplicate record(s) will be furnished with the acknowledgment.

## 1.11 IMAGE CAPABILITY

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

## 1.12 INVESTIGATIVE INTEREST

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

# 2 ENTRY
## 2.1 EXAMPLE OF AN ENTRY

```
1N01HEADER.EW-C.MD101783J.SMITH, JOHN J.M.W.TX.19311012..510.175.BRO.
BRO..DRK.SC R HND.121011CO141159TTCI13.AS-123456789.123456789.98765432.
MD.2002.0907..19981201.123456789...98-0003457.MD101783J.KNOWN TO BE VERY AGGRESSIVE
WITH LAW ENFORCEMENT FFICERS.Y.ABC123.MD.2000.PC.
2Y27H5L000009.1975.PONT.SUN.2D.BLU.00........1.Y.FBI LAB, QUANTICO, VA
703-632-4000, VA1234567, MTDNA, CODIS NUMBER - ABC-UHR-
123456789.US.........N.Y.MD99999999
```

Acknowledgment:

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

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

## 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 | OPTIONAL | POB | 2-2 | CODE AS DEFINED IN NCIC CODE MANUAL |
| DATE OF BIRTH | CONDITIONAL | DOB | 8-8 | NUMERIC |
| DATE OF EMANCIPATION | MANDATORY** | DOE | 8-8 | NUMERIC |

| HEIGHT | MANDATORY[1] | HGT | 3-3 | NUMERIC |
|---|---|---|---|---|
| WEIGHT | MANDATORY[1] | WGT | 3-3 | NUMERIC |
| EYE COLOR | OPTIONAL | EYE | 3-3 | CODE AS DEFINED IN NCIC CODE MANUAL |
| HAIR COLOR | MANDATORY[1] | HAI | 3-3 | CODE AS DEFINED IN NCIC CODE MANUAL |
| FBI NUMBER/UCN | CONDITIONAL | 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 |
| FINGERPRINT CLASSIFICATION | OPTIONAL | FPC | 20-20 | ALPHABETIC, NUMERIC |
| MISCELLANEOUS NUMBER | CONDITIONAL | MNU | 4-15 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| SOCIAL SECURITY NUMBER | CONDITIONAL | SOC | 9-9 | NUMERIC |
| OPERATOR'S LICENSE NUMBER | CONDITIONAL SET | OLN | 1-20 | ALPHABETIC, NUMERIC |
| OPERATOR'S LICENSE STATE | SET | OLS | 2-2 | CODE AS DEFINED IN NCIC CODE MANUAL |
| OPERATOR'S LICENSE YEAR OF EXPIRATION | SET | OLY | 2-2 4-4 | ALPHABETIC (2) NUMERIC (4), ALPHABETIC (4) |
| OFFENSE CODE | MANDATORY | OFF | 4-4 4-24 | CODE AS DEFINED IN NCIC CODE MANUAL |
| ORIGINAL OFFENSE CODE | CONDITIONAL | OOC | 4-4 | CODE AS DEFINED IN *NCIC CODE MANUAL* |
| DATE OF WARRANT OR DATE OF VIOLATION[2] | MANDATORY | DOW DOV | 8-8 | NUMERIC |
| ORIGINATING AGENCY CASE NUMBER | MANDATORY | OCA | 1-20 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| LINKING AGENCY IDENTIFIER | OPTIONAL SET | LKI | 9-9 | ALPHABETIC, NUMERIC |
| LINKING CASE NUMBER | SET | LKA | 1-20 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| WARRANT NUMBER | OPTIONAL | WNO | 1-15 | ALPHABETIC, NUMERIC |
| COURT ORI | OPTIONAL | CTI | 9-9 | ALPHABETIC, NUMERIC |
| MISCELLANEOUS | OPTIONAL | MIS | 1-500 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| NOTIFY ORIGINATING AGENCY | OPTIONAL | NOA | 1-1 | ALPHABETIC |

| LICENSE PLATE NUMBER | CONDITIONAL SET | LIC | 1-10 | ALPHABETIC, NUMERIC |
|---|---|---|---|---|
| LICENSE PLATE STATE | SET | LIS | 2-2 | CODE AS DEFINED IN NCIC CODE MANUAL |
| LICENSE PLATE YEAR OF EXPIRATION | SET | LIY | 2-2 4-4 | ALPHABETIC (2) NUMERIC (4) |
| LICENSE PLATE TYPE | SET | LIT | 2-2 | CODE AS DEFINED IN NCIC CODE MANUAL |
| VEHICLE IDENTIFICATION NUMBER | CONDITIONAL SET | VIN | 1-20 | ALPHABETIC, NUMERIC |
| VEHICLE YEAR | SET | VYR | 4-4 | NUMERIC |
| VEHICLE MAKE | SET | VMA | 2-24 | CODE AS DEFINED IN NCIC CODE MANUAL |
| VEHICLE MODEL | OPTIONAL | VMO | 2-3 | CODE AS DEFINED IN NCIC CODE MANUAL |
| VEHICLE STYLE | SET | VST | 2-2 | CODE AS DEFINED IN NCIC CODE MANUAL |
| VEHICLE COLOR | OPTIONAL | VCO | 3-3 7-7 | CODE AS DEFINED IN NCIC CODE MANUAL |
| CAUTION AND MEDICAL CONDITIONS | OPTIONAL | CMC | 2-2 | CODE AS DEFINED IN NCIC CODE MANUAL |
| NAME | CONDITIONAL | NAM*** | 3-30 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| DATE OF BIRTH | CONDITIONAL | DOB*** | 8-8 | NUMERIC |
| SOCIAL SECURITY NUMBER | CONDITIONAL | SOC*** | 9-9 | NUMERIC |
| MISCELLANEOUS NUMBER | CONDITIONAL | MNU*** | 4-15 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| OPERATOR'S LICENSE NUMBER | CONDITIONAL SET | OLN*** | 1-20 | ALPHABETIC, NUMERIC |
| OPERATOR'S LICENSE STATE | SET | OLS*** | 2-2 | ALPHABETIC |
| OPERATOR'S LICENSE YEAR OF EXPIRATION | SET | OLY*** | 2-2 4-4 | ALPHABETIC (2) NUMERIC (4), ALPHABETIC (4) |
| EXTRADITION LIMITATION | MANDATORY | EXL | 1-2 | ALPHABETIC, NUMERIC |
| DNA PROFILE INDICATOR | OPTIONAL | DNA | 1-1 | ALPHABETIC |
| DNA LOCATION | CONDITIONAL | DLO | 1-250 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| CITIZENSHIP | OPTIONAL | CTZ | 2-2 | CODE AS DEFINED IN NCIC CODE MANUAL |
| STREET NUMBER | OPTIONAL WITHIN SET | SNU | 1-7 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| STREET NAME | OPTIONAL WITHIN SET | SNA | 1-25 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |

| CITY NAME | OPTIONAL WITHIN SET | CTY | 1-20 | ALPHABETIC |
|---|---|---|---|---|
| COUNTY | OPTIONAL WITHIN SET | COU | 1-20 | ALPHABETIC |
| STATE | OPTIONAL WITHIN SET | STA | 2-2 | CODE AS DEFINED IN NCIC CODE MANUAL |
| ZIP CODE | OPTIONAL WITHIN SET | ZIP | 5-5 10-10 | NUMERIC, SPECIAL CHARACTERS |
| ADDRESS TYPE | OPTIONAL WITHIN SET | ADD | 2-2 | CODE AS DEFINED IN NCIC CODE MANUAL |
| DATE OF DOCUMENTED ADDRESS | OPTIONAL WITHIN SET | DDA | 8-8 | NUMERIC |
| ETHNICITY | OPTIONAL | ETN | 1-1 | CODE AS DEFINED IN NCIC CODE MANUAL |
| ADDITIONAL OFFENSE | OPTIONAL WITH DEFAULT | ADO | 1-1 | ALPHABETIC |
| STATE IDENTIFICATION NUMBER | OPTIONAL | SID | 3-10 | ALPHABEIC, NUMERIC, SPECIAL CHARACTERS |

[1]Optional for foreign fugitive
[2] Date of Violation (DOV) Field is used when the MKE is EWJ/EWJC.
**Mandatory blank for MKE EW/EW-C/ET/ET-C
***Fraudulent data

## 2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory to cause acceptance of a wanted person entry into NCIC: HDR, MKE, ORI, NAM (base record NAM must be included in all entry messages, and it must be the individual's true name if known), SEX, RAC, HGT, WGT, HAI, OFF, DOW, OCA, EXL and at least one of the following numeric identifiers: DOB (including year, month, and day); FBI; MNU (other than originating agency police or identification number); SOC; OLN with OLS and OLY; LIC with LIS, LIY, and LIT; VIN with VYR, VMA, and VST; or S/F NAM and S/F DOB, (a S/F NAM is required if a S/F DOB is entered as the only searchable numeric identifier); S/F MNU (other than originating agency police or identification number); S/F SOC; or S/F OLN with S/F OLS and S/F OLY.

### 2.3.1 STOLEN/FRAUDULENT (S/F) IDENTIFIERS

- The mandatory fields for entry of a record permit entry when the only known numerical identifier for an individual is a S/F identifier. Since S/F identifiers are processed as a supplemental record, and since at least one unique numerical identifier is required to enter a base record, the Wanted Person File record entry format allows an entering agency to transmit both the base record and one of each type of S/F identifier (NAM, DOB, MNU, SOC, and OLN with OLS and OLY) in one transaction. This provides for the inclusion of a numerical identifier for record entry purposes. If the S/F DOB is the only numerical identifier, the S/F NAM must be included as well, or the record will be rejected.

- Any agency transmitting a base record entry message for an individual who is known to be using an S/F identification and whose real identifiers are unknown must include a minimum of one S/F numerical identifier, SOC, MNU, OLN with OLS and OLY, or NAM and DOB with the base record entry message.

    For example:

```
1N01HEADER.EW-C.MD1012600.DOE,JOHN.M.W.....510.150.BRO.BRO..
FAR........0903..19990228.99-15243...98-0001234.MD101783J.
BELIEVED TO BE USING HOMICIDE VICTIM PETER SMITH DRIVERS LICENSE AND
SSN.Y...........00.SMITH,PETER.19451212.899001234..DC123456.DC.2002
```

- The base record entry format includes one of each of the S/F identifier fields. These fields immediately follow the CMC Field and are entered in the following order: S/F NAM; S/F DOB; S/F SOC; S/F MNU; and S/F OLN, OLS, and OLY. Any agency transmitting a base record entry message may optionally include one of each type of the S/F identifiers. The following is an example of a entry with base numerical identifiers as well as S/F data:

```
1N01HEADER.EW.MD1012600.JONES,RANDY.M.W.US.19450123..510.
150.BRO.BRO..FAR.SC UL ARM.11121314151514131211.AF-123456789.
123456789.MD18273645.MD.2002.2202.19990228.99-15243...99-00347.
MD101783J.PETER SMITH DRIVERS LICENSE AND SSN TAKEN DURING
BURGLARY..18273645.MD.2003.PC.19283746572728.1996.CHEV.IMP.4T.BLU.05.
SMITH,PETER.19451212.899001234..A444444.WV.200
```

- Although the S/F fields are appended to the base record entry message, NCIC will process the data therein as a supplemental S/F identifier record entry message. Thus, S/F identifiers included in a base record entry message cannot be changed or deleted with a modify message, i.e., MKEs MW and MT. Stolen/fraudulent identifiers can be changed or deleted only by using the supplemental S/F identifier record entry and cancel transactions, i.e., MKEs ENS and XNS, respectively.

- To preclude the illogical association of a S/F name with a true date of birth, NCIC does not cross-index S/F names and dates of birth with base record names and dates of birth or supplemental aliases and dates of birth.

## 2.4 MANDATORY FIELDS FOR JUVENILE OFFENDER (MKE/EWJ/EWJC) ENTRY

The following fields are mandatory to cause acceptance of a juvenile offender record entry into NCIC: HDR, MKE, ORI, NAM, SEX, RAC, DOB, DOE, HGT, WGT, HAI, OFF, DOV, OCA, and EXL.

## 2.5 ADDITIONAL GUIDELINES FOR ENTRY

- The entering agency (ORI) must account for all fields in the Wanted Person File record format. In the original entry, all available data called for in the record must be entered. In addition, all available critical data should be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MW or MKE/MT). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a wanted person record are located in the SUPPLEMENTAL RECORD section of this chapter.

- For training and administrative purposes, agencies may enter test records into NCIC 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 OCA 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.

- When a warrant issued for a subject contains multiple charges, the entering agency should enter the code for the more serious charge in the Offense Code (OFF) Field with the additional charge(s) shown in the MIS Field.  Two separate entries by an ORI for the same person should not be made.  It is only necessary for an ORI to enter one record on a person, no matter how many separate charges are lodged against him/her.

- The ADO Field should be used to indicate that multiple warrants exist for the same individual by the same ORI.  Additional offenses should be listed in the MIS Field.

- A record in the Wanted Person File may contain a minimum number of personal descriptors, license, and vehicle data because little was known of the individual at the time of entry.  This lack of information limits the chance of a hit on the record.

    One possible source of additional identification data may be the Next Generation Identification (NGI) Interstate Identification Index (III).  Thus, an inquiry (MKE/QH) should be made prior to or soon after making the wanted person entry to determine if the criminal history record of the subject is in NGI/III.  A positive response to this inquiry may reveal not only physical descriptors, identifying numbers, and aliases not known to the inquirer, but also arrest, court, and/or custody-supervision data which might provide investigative leads.

- 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, as valuable lead information might be available.

- 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.
    ```

- If the NCIC entry does not contain data in the EXL Field, the entry will be rejected.

- The following caveat will be generated with the entry acknowledgment when a Wanted Person File record entry contains EXL 5, 6, E, or F.

    ```
    RECORD INCLUDES EXTRADITION ARRANGEMENTS PENDING OR PENDING
    EXTRADITION DETERMINATION.  WHEN EXTRADITION HAS BEEN DETERMINED,
    THE EXTRADITION LIMITATION FIELD SHOULD BE MODIFIED IMMEDIATELY.
    YOU WILL RECEIVE A REMINDER NOTIFICATION EVERY 15 DAYS UNTIL THE
    EXTRADITION LIMITATION FIELD HAS BEEN MODIFIED TO INCLUDE SPECIFIC
    EXTRADITION INFORMATION OR THE RECORD IS CLEARED.
    ```

- 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.

## 2.6 CRITERIA FOR ENTRY OF "JOHN DOE" OR "JANE DOE" WARRANTS

- In jurisdictions authorized to use "John Doe" or "Jane Doe" warrants, an agency may enter a Wanted Person File record in the name of "John Doe" or "Jane Doe" using the identifiers from the stolen or fraudulent documents, provided this type of warrant has been obtained.

- If an arrest warrant is issued in the name of "John Doe" or "Jane Doe," the name from the S/F documents should be listed as S/F.  Any identifiers should be placed in the appropriate S/F identifier field(s), and a statement should be placed in the MIS Field indicating that the documents may be in the possession of "John Doe" or "Jane Doe."  The FBI Field should not be included in these types of entries.

- If an agency is located in a jurisdiction that does not issue this type of warrant, only those cases involving a homicide where the wanted person is believed to be using the victim's identification can be entered as "John Doe" or "Jane Doe." The criteria below list the instructions to enter "John Doe" or "Jane Doe" records without a warrant:

  - To allow specific identification of "John Doe" or "Jane Doe" entries in cases involving a homicide where a warrant could not be secured, OFF 0913 has been added for use in the OFF Field.

  - A variation in the DOW Field will be required when the OFF/0913 is used.  Because a warrant could not be issued, the date the investigation was opened should be entered in the DOW.  Use of OFF/0913 will generate the following caveat at the end of the records:

    ```
    NO WARRANT.  SUBJECT POSSIBLY IN POSSESSION OF
    HOMICIDE VICTIM'S PERSONAL IDENTIFICATION
    CONTACT ORI IMMEDIATELY
    ```

  - OFF 0913 is **restricted** to open homicide investigations where the victim's identification was missing at the time the body was located and to agencies unable to obtain a "John Doe" or "Jane Doe" warrant.  The report must indicate that the victim's identification was missing and must be available for audit purposes by the FBI's CJIS Division staff.

## 2.7 MESSAGE FIELD CODE EDITS FOR ENTRY
### 2.7.1 DESCRIPTORS

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

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

Codes for entering LIT; VMA; VMO; VST; and VCO can be found in the Vehicle Data Codes, *NCIC Code Manual*.

Codes for entering OFF and OOC can be found in the Uniform Offense Codes, *NCIC Code Manual*.

### 2.7.2 DATE OF EMANCIPATION (DOE)

- The DOE Field is mandatory when the message key is EWJ or EWJC.  It is mandatory blank for all other wanted person MKEs.  The DOE indicates the exact day that an unemancipated juvenile will reach the age of emancipation (majority) as defined by the laws of his/her state of residence.  The DOE must be later than the DOV.  The DOE is entered in the same manner as a DOB (year, month, and day).  For example, a wanted person who was born on July 5, 1988, and is emancipated at the age of 18 years would be entered in file with DOB/19880705 and DOE/20060705.

  The entry of February 29 (----0229) in the DOE Field for a year that is not a leap year is prohibited.  If the DOB is February 29 and the year of emancipation is not a leap year, the DOE should be entered as March 1.  The DOE must be complete (year, month, and day) or the entry will be rejected.

- Most states have a fixed age of emancipation which is commonly referred to as the age of majority.  However, many states have exceptions which cause a person to become emancipated at an earlier age.  For example, a person who is not married and is unemancipated until he/she reaches the age of 18 may be emancipated at an earlier age if his/her marital status changes or if he/she enters the military.

- The exceptions concerning age of emancipation may be changed at any time by the passage of state law.  Before entering a record for a missing person who is a resident of another state, an agency should contact the CJIS Systems Officer of that state to obtain information concerning the age of emancipation.

### 2.7.3 UNIFORM OFFENSE CLASSIFICATIONS

The appropriate code for the particular offense should be entered in the OFF.  The codes listed in the Uniform Offense Codes, *NCIC Code Manual*, are the only codes approved for use in the OFF.  If the OFF Field contains 0199, 0299, 0399, 5099, 7099, 7199, 7299, 7399, or 5005, then positions 5 through 24 must contain an explanation of the offense code.

### 2.7.4 MISCELLANEOUS (MIS)

Aliases, nicknames (monikers), vehicular data, date of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field.  All additional searchable data should be entered as a supplemental record (MKE/EN), illustrated and explained in SUPPLEMENTAL RECORD section of this chapter, to increase the chances of a hit on the record.

For NCIC records with a code of 2 (felony warrants) or B (misdemeanor warrants) LIMITED EXTRADITION SEE MIS FIELD in the EXL Field, the MIS Field must contain details regarding the extradition authorized.

For NCIC records with the code of 5 (felony warrants) or E (misdemeanor warrants) EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD in the EXL Field, the MIS Field must contain the location from where the extradition is pending.

If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field.  The following caveat will appear immediately below the MKE translation on the record response:

```
BLUE ALERT WARNING.   USE EXTREME CAUTION IN APPROACHING THIS INDIVIDUAL.
```

### 2.7.5  VEHICLE OR LICENSE PLATE DATA

- A vehicle and/or license plate may be entered as part of a wanted person record (EW, EWJ, or ET) provided the location of the vehicle and/or license plate is unknown, and the entering agency has reasonable grounds to believe that the wanted person may be operating the vehicle or a vehicle bearing the license plate.

- Mere knowledge or verification with the appropriate Department of Motor Vehicles that a vehicle and/or license plate is registered to the wanted person does not meet the criteria for entry of either or both as part of his/her wanted record.

- In instances where the vehicle or license plate in a wanted person entry has been stolen, a notation that the vehicle or license plate is stolen should be placed in the MIS Field.  Also, a separate entry of the stolen vehicle, felony vehicle, or license plate should be made in the Vehicle or License Plate Files by the agency possessing the theft report or handling the felony investigation.  In NCIC, the LKI and the LKA Fields should be used to link multiple records.

- The wanted person and stolen vehicle or license plate records should be cross-referenced in the MIS Field.  For example, the MIS Field of the wanted person record might read SUBJ STOLE VEH BELOW-SEE NIC/V123456789, and the MIS Field of the vehicle record might contain SEE NIC/W000069216.  Additionally, records entered with the same OCA and ORI are automatically linked in NCIC and both will be returned with an inquiry on either record if the RSH Field contains Y.  Otherwise, a record cross-referencing another record via the LKI and LKA Fields will also receive both records if the RSH Field contains Y.

- Should the wanted person entry contain data about a vehicle or license plate which has already been entered in the Vehicle or License Plate Files, the agency making the entry will be furnished the vehicle or license plate record already on file at the time the wanted person entry is acknowledged.

- When the vehicle in the record has been recovered, the vehicle data must be removed from the wanted person record.

### 2.7.6 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).

### 2.7.7 DNA PROFILE INDICATOR (DNA) and DNA LOCATION (DLO)

The DNA Field has a default value of N, meaning no DNA data is available.  When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding location of the DNA sample must be entered in the DLO Field. The DLO Field can include contact information, type of DNA sample, and other information deemed appropriate by the agency.  If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

**2.7.8 ADDRESS DATA**

- All fields will be optional within the set.

- The DDA Field should include the date on which the subject, his/her employer, relative, or associate was last known to be at that address.

- If foreign address information is available, only the NCIC-assigned country code as listed in the State and Country Data Codes, *NCIC Code Manual,* should be entered into the STA Field.

- Punctuation should be omitted from the CTY and COU Fields.  For example:  St.  Louis would be entered as ST LOUIS or SAINT LOUIS.

- The use of standard address abbreviations are recommended (e.g., Street: ST).

- Additional address components such as Apartment Number should be included in the SNA Field.

- Post Office box address information should be included in the SNA Field as PO BOX and the number.

- The type of address is entered into the ADD Field.  The ADD Field is a valid NCIC-assigned code as listed in the Personal Descriptors Codes, *NCIC Code Manual*.  If code "05 – Other" is chosen, agencies should enter additional information in the MIS Field.

**2.7.9 STATE IDENTIFICATION NUMBER (SID)**

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

**2.7.10 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) |

### 2.7.11 COURT ORI (CTI)

The CTI Field must be a valid criminal justice ORI for a court. Court ORIs are designated by the character J in position nine of the ORI Field.

### 2.7.12 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.

### 2.7.13 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.

### 2.7.14 ORIGINAL OFFENSE CODE (OOC)

This field is entered immediately after the offense code. It has to be a valid code from the Uniform Offense Codes, *NCIC Code Manual*. Entry of the OOC is mandatory (and permitted only) when the OFF is one of the following: 4901, 4999, 5001, 5002, 5011, 5012, 5013, 5014, 5015, 8100, 8101, or 8102. In a wanted person hit response, the OOC Field will be translated just as the OFF Field is translated currently.

### 2.7.15 WARRANT NUMBER (WNO)

The WNO is entered immediately after the LKA Field. This optional field may contain up to 15 alphabetic/numeric characters. Along with the CTI Field, the WNO is intended to improve the hit confirmation and validation process.

## 2.8 VEHICLE OR LICENSE PLATE DATA AND THE $.8. PROGRAM

An agency making a wanted person entry containing data on a vehicle or license plate registered in another state must advise the NCIC CSA in the state of registry about such an entry if the state of registry is not a $.8. Program participant. Additional information concerning the $.8. administrative message can be found in the Introduction chapter of this manual.

# 3 MODIFICATION

## 3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record.  A modification message is used to add, delete, or change data in an active wanted person base record.  If a wanted person record has been retired, it cannot be modified and, therefore, must be reentered.

A modification message to delete information in a field of the base record will cause the oldest data with that MFC, except for vehicle and license data, in the supplemental record to move up to the base record.  A modification message can be used only to delete vehicle and license data in a detained wanted person base record.

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

## 3.2 EXAMPLE OF A MODIFICATION MESSAGE

The modification example contains header (1N01HEADER), message key (MW), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W146203706), the fields being modified, and the data being changed (SOC/ 375145249 and OLY/1999).

```
1N01HEADER.MW.MD1012600.NAM/SMITH, JOHN J.NIC/W146203706.SOC/375145249.OLY/1999
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
MODIFY NAM/SMITH, JOHN J NIC/W146203706
```

## 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 |
| NAME OF VALIDATOR | OPTIONAL | VLN | 3-30 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| ANY FIELD(S) FROM ENTRY TRANSACTION (except fraudulent data) | | | | |

## 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 proper 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 a wanted person record by means of a supplemental record.

- If an agency has entered a temporary felony want record, it can be modified to an EW by modifying the MKE using MT.

- In instances where an ORI will not honor the extradition of an individual, the ORI must initiate a modify message to include the extradition limitations by using the appropriate code in the EXL Field and any additional information in the MIS Field of the record, such as, WILL NOT EXTR FROM OHIO.

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

- When the subject of the record has been located and extradition is pending, the entering agency may modify the record to include code 5 or E (EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD) in the EXL Field and indicate the location from which extradition is pending in the MIS Field.

- The following caveat will be generated with the modify acknowledgment when a Wanted Person File record is modified to contain EXL 5, 6, E, or F.

  ```
  RECORD INCLUDES EXTRADITION ARRANGEMENTS PENDING OR PENDING
  EXTRADITION DETERMINATION.  WHEN EXTRADITION HAS BEEN DETERMINED,
  THE EXTRADITION LIMITATION FIELD SHOULD BE MODIFIED IMMEDIATELY.
  YOU WILL RECEIVE A REMINDER NOTIFICATION EVERY 15 DAYS UNTIL THE
  EXTRADITION LIMITATION FIELD HAS BEEN MODIFIED TO INCLUDE SPECIFIC
  EXTRADITION INFORMATION OR THE RECORD IS CLEARED.
  ```

- The owning ORI of a Detained Wanted Person File record may delete vehicle and license plate data by using an MW transaction.

### 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 a 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 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 (MW), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W000069216), and name of validator (VLN/JONES, DAVID E).

```
1N01HEADER.MW.MD1012600.NAM/SMITH, JOHN J.NIC/W000069216.VLN/JONES, DAVID E
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
VALIDATE NAM/SMITH, JOHN J NIC/W000069216
```

### 3.5.3 MODIFICATION TO REMOVE ALL VEHICULAR DATA

When a vehicle which was included in a wanted person record is recovered prior to apprehension/location of the wanted person, a special modification message may be used to remove all vehicular data without identifying each individual field. This special modification message may also be used to remove vehicle data when a Wanted Person File record is in detained status.

The record to be modified must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC and a slash (/). The characters LIC-VCO/. follow the two record identifiers. Entry of LIC-VCO/. causes NCIC to delete the following fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO.

For example:

The modification example to remove all vehicular data contains header (1N01HEADER), message key (MW), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W146203706), and the fields being removed (LIC-VCO) immediately followed by slash period (/.).

```
1N01HEADER.MW.MD1012600.NAM/SMITH, JOHN J.NIC/W146203706.LIC-VCO/.
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
MODIFY NAM/SMITH, JOHN J NIC/W146203706
```

### 3.5.4 MODIFICATION TO REMOVE PART OF VEHICULAR DATA

The special modification message explained cannot be used to remove less than all of the vehicular data from a wanted person record.  If only the four fields of license plate data (LIC, LIS, LIY, LIT) are to be deleted from the record, the usual modification procedure must be followed, with each field to be deleted explicitly set forth as shown in the following modify message:

```
1N01HEADER.M W.MD1012600.NAM/DOE, JOHN J.NIC/W146203706.LIC/.LIS/.LIY/.LIT/.
```

### 3.5.5 MODIFICATION TO REMOVE ALL ADDRESS DATA

If there is a need to delete all address data from a Wanted Person base record, a special message field code may be used to remove all address data without identifying each individual field.  When the characters SNU-DDA/.  are included in the modification transaction, the NCIC System will delete the following fields: SNU, SNA, CTY, COU, STA, ZIP, ADD, and DDA.

The modification example to remove all address data from the record contains: header (1N01HEADER), message key (MW), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W146203706), and the fields being removed (SNU-DDA) immediately followed by slash period (/.).

```
1N01HEADER.MW.MD1012600.NAM/SMITH, JOHN J.NIC/W146203706.SNU-DDA/.
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
MODIFY NAM/SMITH, JOHN J NIC/W146203706
```

# 4 CANCELLATION
## 4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record.  A cancellation message is used when the entering agency determines that the record is invalid; for example, the warrant which was the basis for the record has been dismissed.

## 4.2 EXAMPLE OF A CANCELLATION MESSAGE

The cancellation example contains: header (1N01HEADER), message key (XW), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W146203706), and date of cancellation (19991205).

```
1N01HEADER.XW.MD1012600.NAM/SMITH, JOHN J.NIC/W146203706.19991205
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
CANCEL NAM/SMITH, JOHN J NIC/W146203706
```

When a wanted person record is canceled, the entire record, including all data appended to the record by means of an S/F record entry, are automatically canceled.

## 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 |
| 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, 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 day.

## 4.5 ADDITIONAL GUIDELINES FOR CANCELLATION

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

When canceling a record in NCIC, 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 ADMIN CLOSING, CASE DROPPED, NOT WANTED, or WARRANT DISMISSED.

The cancellation example with benefits and effectiveness data contains header (1N01HEADER), message key (XW), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W000069216), date of cancellation (199991205), and reason for person record removal (CASE DROPPED).

```
1N01HEADER.XW.MD1012600.NAM/SMITH, JOHN J.NIC/W000069216.19991205.
CASE DROPPED
```

# 5 INQUIRY
## 5.1 EXAMPLES OF INQUIRIES WITH NEGATIVE AND POSITIVE RESPONSES

The MKEs QW, QWA, QWE, QWF, QWS, and ZW are used for Wanted Person File inquiries.  Record responses will be filtered based on each individual MKE used at the time of inquiry.  The design of each MKE is as follows:

The Wanted Person File Inquiry (QW/ZW) is designed to limit responses to possible extraditable misdemeanor records and felony records regardless of extradition.  The QW/ZW inquiry returns records with EXL Field codes 1-6, A, B, E, F, and code C if the entering agency is from an adjacent state.

The Wanted Person File Inquiry - All (QWA) is designed to return all felony and misdemeanor records regardless of extradition.  Not all records included in a QWA response may be actionable by the inquiring agency; however, the information returned may provide investigative leads.

The Wanted Person File Inquiry - Extraditable (QWE) is designed to limit responses to felony and misdemeanor records that are possibly extraditable from the inquiring agency's location.  The QWE returns records with EXL Field codes 1, 2, 5, 6, A, B, E, and F and codes 3 and C if the entering agency is from an adjacent state.

The Wanted Person File Inquiry - Felony (QWF) is designed to limit responses to only felony records regardless of extradition and will return records with EXL Field codes 1-6.

The Wanted Person File Inquiry - State (QWS) is designed to serve states that use NCIC in lieu of a state warrant database.  The QWS returns all felony records with an EXL Field code of 1-6, and possible extraditable misdemeanors with an EXL Field code of A, B, E, F and C if the entering agency is from an adjacent state.  The QWS also returns nonextraditable misdemeanors with an EXL Field code of D and the entering agency's ORI matches the first two characters of the inquiring agency's ORI.

In a positive response, Wanted Person File records will be returned first in the order of seriousness based on the EXL Field code at the time of entry (i.e., felonies 1-6 followed by misdemeanors A-F).  Other records will be returned in the following order:  Foreign Fugitive, Extreme Risk Protection Order, Missing Person, Gang, Threat Screening Center, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, NICS Denied Transaction, License Plate, Vehicle, Boat, Vehicle/Boat Part, and Article Files.

If Blue Alert is entered in the MIS Field, the following caveat will be displayed immediately below the MKE translation on the record response:

```
BLUE ALERT WARNING.  USE EXTREME CAUTION IN APPROACHING THIS INDIVIDUAL.
```

If a Violent Person File record is returned, the following caveat will precede all file hits, including the Wanted Person File record:

```
WARNING-A SUBJECT IN THIS RESPONSE HAS BEEN IDENTIFIED AS A VIOLENT
OFFENDER OR A SERIOUS THREAT TO LAW ENFORCEMENT OFFICERS.  REVIEW THIS
RESPONSE IN ITS ENTIRETY TO OBTAIN ADDITIONAL INFORMATION ON THIS SUBJECT.
USE EXTREME CAUTION IN APPROACHING THIS INDIVIDUAL.
```

Wanted Person File inquiries will also cause an automatic cross-search of the Foreign Fugitive, Extreme Risk Protection Order, Missing Person, Gang, Threat Screening Center, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest File, and NICS Denied Transaction Files.  If vehicle identifiers are included in the inquiry, the

Vehicle, Boat, Vehicle/Boat Part, and License Plate Files will also be searched.  If MNU, SOC, or OLN is included in the inquiry, the Article File records will also be searched.

### 5.1.1 Examples
#### 5.1.1.1 Wanted Person File Inquiry (QW/ZW)

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

**Negative QW/ZW Response:**

```
1L01HEADER
WA1230000


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

**Positive QW Response (with supplemental record):**

```
1L01HEADER
WA1230000


***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION.  ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.
MKE/WANTED PERSON - CAUTION
CMC/00 - ARMED AND DANGEROUS
2 -LIMITED EXTRADITION SEE MIS FIELD
ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US
SKN/DRK SMT/SC R HND
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/11111111 OLS/MD OLY/1999
OFF/HOMICIDE - WILLFUL KILL POL OFF GUN
DOW/19981201 OCA/123456273 SID/MD99999999
WNO/635F1129 CTI/MD101261J
MIS/EXTR EAST OF MISSISSIPPI ONLY KNOWN TO COLLECT, DRIVE AND STEAL
MIS/CLASSIC CARS
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2Y27H5LI00009 VYR/1975
VMA/PONT VMO/VEN VST/2D VCO/BLU
ORI IS ANY CITY PD MD 301 555-1212
ADD/01 - RESIDENCE (LAST KNOWN) DDA/19991201
SNU/11 SNA/MAIN STREET
CTY/ANY STA/MD ZIP/00000
COU/ANY
DOB/19501012
DOB/19520912
AKA/BUCK,ROBERT J
AKA/DEER,JIM
SMT/CAUL L EAR
SMT/TAT R ARM
```

```
SID/VA11111111
LIC/ABC654 MD 2003 PC
LIC/DFE987 MD 2003 PC
VIN/3J57K5D012345 1975 OLDS CUT 2T BLU
NIC/W146203706 DTE/19991205 1400 EST DLU/20000106 1215 EST
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
NO NCIC WANT VIN/ABC123DEF45678901
***VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
```

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

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

**5.1.1.2 Wanted Person File Inquiry - All (QWA)**

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

## Negative QWA Response:

```
1L01HEADER
WA1230000

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

## Positive QWA Response:

```
1L01HEADER
WA1230000

***MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.
MKE/WANTED PERSON
EXL/B - LIMITED EXTRADITION SEE MIS FIELD
ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19521012 HGT/510 WGT/175 EYE/BRO HAI/BRO
SKN/DRK SMT/SC R HND
MNU/AS-123456789 SOC/123456789
OFF/RAPE - GUN
DOW/19981218 OCA/465978124 SID/MD99999999
MIS/EXTR EAST OF MISSISSIPPI ONLY
ORI IS ANY CITY PD MD 301 555-1212
NIC/W146203714 DTE/19990114 1400 EST DLU/19990315 1600 EST
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
```

**5.1.1.3 Wanted Person File Inquiry - Extraditable (QWE)**

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

## Negative QWE Response:

```
1L01HEADER
WA1230000

NO NCIC WANT NAM/SMITH, JOHN J DOB/19531012 RAC/W SEX/M
***MESSAGE KEY QWE SEARCHES WANTED PERSON FILE FELONY
```

AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION.  ALL
OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

**Positive QWE Response:**

```
1L01HEADER
WA1230000

***MESSAGE KEY QWE SEARCHES WANTED PERSON FILE FELONY
AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL
OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.
MKE/WANTED PERSON
EXL/2 - LIMITED EXTRADITION SEE MIS FIELD
ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19531012 HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US
SKN/DRK SMT/SC R HND
MNU/AS-123456789 SOC/123456789
OFF/MARIJUANA - SELL
DOW/19981201 OCA/123987654 SID/MD99999999
MIS/EXTR EAST OF MISSISSIPPI ONLY
ORI IS ANY CITY PD MD 301-555-1212
NIC/W146482134 DTE/19990617 1600 EDT DLU/19990705 1300 EDT
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
```

**5.1.1.4 Wanted Person File Inquiry - Felony (QWF)**

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

**Negative QWF Response:**

```
1L01HEADER
WA1230000

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

**Positive QWF Response:**

```
1L01HEADER
WA1230000

***MESSAGE KEY QWF SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION.  ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.
MKE/WANTED PERSON
EXL/2 - LIMITED EXTRADITION SEE MIS FIELD
ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19501012 HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US
SKN/DRK SMT/SC R HND
MNU/AS-123456789 SOC/123456789
OFF/HIT AND RUN
DOW/19981201 OCA/127658132 SID/MD99999999
MIS/EXTR EAST OF MISSISSIPPI ONLY
ORI IS ANY CITY PD MD 301 555-1212
NIC/W148761321 DTE/19990705 1400 EDT DLU/19990715 1600 EDT
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
```

### 5.1.1.5 Wanted Person File Inquiry - State (QWS)

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

**Negative QWS Response:**

```
1L01HEADER
MD1230000

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

**Positive QWS Response:**

```
1L01HEADER
MD1230000

***MESSAGE KEY QWS SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION, ALL MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM
THE INQUIRING AGENCY'S LOCATION, AND ALL INTRASTATE MISDEMEANOR RECORDS.
ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.
MKE/WANTED PERSON
EXL/4 - NO EXTRADITION – IN-STATE PICK UP ONLY.  SEE MIS FIELD FOR LIMITS
ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19511210 HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US
SKN/DRK SMT/SC R HND
MNU/AS-123456789 SOC/123456789
OFF/SIMPLE ASSLT
DOW/19981201 OCA/234291315 SID/MD999999999
MIS/PICK UP IN SURROUNDING COUNTIES ONLY
ORI IS ANY CITY PD MD 301 555-1212
NIC/W194657812 DTE/19990917 1400 EDT DLU/19990925 1600 EDT
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
```

### 5.1.1.6 An example of a positive response depicting multiple offenses is listed below:

```
1L01HEADER
WA1230000

***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION.  ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.
MKE/WANTED PERSON – CAUTION
CMC/00 – ARMED AND DANGEROUS
ADO/Y - THIS SUBJECT HAS MULTIPLE WARRANTS FROM THIS AGENCY
2-LIMITED EXTRADITION SEE MIS FIELD
ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US
SKN/DRK SMT/SC R HND
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/11111111 OLS/MD OLY/2009
OFF/HOMICIDE-WILLFUL KILL POL OFF GUN
DOW/20111001 OCA/123456273 SID/MD99999999
WNO/635F1129 CTI/MD101261J
MIS/EXTR EAST OF MISSISSIPPI ONLY KNOWN TO COLLECT, DRIVE AND STEAL
```

```
MIS/BURGLARY, DOW 20111002, WNO 123456
LIC/ABC123 LIS/MD LIY/2010 LIT/PC
VIN/2Y27H5LI00009 VYR/1975
VMA/PONT VMO/VEN VST/2D VCO/BLU
ORI IS ANY CITY PD MD 301 555-1212
NIC/W146203706 DTE/20111003 1400 EST DLU/20111212 0800 EST
IMMED CONFIRM WARRANT AND EXTRADITION 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 | 2-3 | 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 | ALPHABETIC |
| RACE | OPTIONAL | RAC | 1-1 | ALPHABETIC |
| 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 |
| OPERATOR'S LICENSE NUMBER | CONDITIONAL | OLN | 1-20 | ALPHABETIC, NUMERIC |
| LICENSE PLATE NUMBER | CONDITIONAL SET | LIC | 1-10 | ALPHABETIC, NUMERIC |
| LICENSE PLATE STATE | SET | LIS | 2-2 | CODE AS DEFINED IN *NCIC CODE MANUAL* |
| VEHICLE IDENTIFICATION NUMBER | CONDITIONAL SET | VIN | 1 -62 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| VEHICLE MAKE | SET | VMA | 2-24 | CODE AS DEFINED IN *NCIC CODE MANUAL* |
| ORIGINATING CASE AGENCY 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 |

## 5.3 REQUIREMENTS FOR INQUIRY

- An inquiry of the Wanted Person File may be made by name and one, more than one, or all of the following alphanumeric identifiers: DOB (including year, month, day), FBI, MNU, SOC, and OLN with each data element preceded by the proper MFC and a slash (/). Additionally, inquiries may be made using vehicle data (LIC, LIS, and/or VIN and VMA); 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 a Wanted Person 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 which 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 which could possibly pertain to the person in question.

- An NCIC inquiry containing a DOB will search on the exact date of birth; therefore, additional inquiries may be made varying the year. 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 inquiry.

- If a positive response (hit) includes vehicle or license plate data in the wanted person record, the Vehicle File should be queried to ascertain if the vehicle and/or license plate is stolen.

- Currently, all names and dates of birth are cross-indexed so as to produce a hit regardless of the name and date of birth combination used in an inquiry message. To preclude the illogical association of a S/F name with a true date of birth, the NCIC System will not cross-index S/F names and dates of birth with base record names and dates of birth or supplemental aliases and dates of birth.

  If the only numerical identifier being entered into the record is a DOB, then both the NAM and DOB must be entered as the same type of identifier, i.e., either both must be entered as a base record NAM and DOB or both must be entered as a S/F NAM and DOB.

- When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the exact 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. NCIC will search for all matching records that contain the exact 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. Including sex will cause NCIC to search only those records containing the same SEX code as the SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search

made by NCIC.  Race Field codes and the race codes that will be searched when each is included in an inquiry are the following:

| | 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 NAM and an alphanumeric identifier other than DOB, i.e., the SOC, FBI, MNU, OLN, LIC or VIN, a name search is not generated.  In this situation, only the alphanumeric identifier is searched.  Including SEX and RAC 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.

- An inquiry can provide a secondary hit response from other files in the NCIC System when the primary hit contains a SOC, FBI, or VIN, and those fields were not part of the original search criteria.  A second computer search is automatically generated on the SOC, FBI, and VIN contained in the primary record response.  The second search is against all person files (except the Unidentified Person File), Vehicle, Boat, and Vehicle/Boat Part Files.  If the hit response contains at least one primary hit response and more than 10 secondary hit responses, the following will be included after the 10 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.
```

- An inquiry (QV or ZV) by LIC, LIS, and/or VIN, and, when available, VMA will also identify a person record into which the vehicle and/or license plate data have been entered.

- If the subject of a wanted person record has been apprehended/located and a locate message has been transmitted, apprehension/locate information will appear near the end of the record printout following the word LOCATED.  This information will contain the date of recovery (DOR), recovering agency identifier (RRI), recovering agency case number (RCA), and extradition (EXT) data, that is, EXTR, DETN, or NOEX.

  Entry of a locate message in the Wanted Person File record does not change the MKE code translation for EW or ET when the subject will not be extradited (NOEX).  However, when the subject will be extradited (EXTR), or detained (DETN), the MKE will translate indicating the located status.

- If a detainer has been filed against a subject of a Wanted Person record in located status, detainer information will appear near the end of the record.  Detainer information may contain the date of detainer (DOD), detainer case number (DNO), incarcerating agency identifier (IRI), date incarceration starts (DIS), date of sentence expiration (DSE), and place of incarceration (INC).

  Additionally, the message key will indicate "DETAINED WANTED".

- If a hit response contains expired license plate information, the following caveat will be included:

```
        WARNING – THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE
        DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.
```

- 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.

- A response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, SID, operator's license number set, license plate number set, vehicle identification number set, address 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, license plate number set by LIS, vehicle identification set by VIN, address set by STA, and image NCIC number set by IMN.

- If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field.  The MIS Field in the hit response should be reviewed to confirm that the first 15 characters are the same as the complete MNU.

### 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.QW.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 mugshot 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.

```
IMR/MNAM:SMITH, JOHN J DOB:19691012
RAC:W HGT:510 WGT:165 DOI:19821210
NIC:W000069216 IMN:I000001233
MIS: MUGSHOT FROM 1982 ARREST

00256
<image>
```

The following would be returned after the immediate confirm caveat for an identifying vehicle image:

The IMR is composed of the following data: the Image Type (I for identifying image) and standard vehicle MFCs (VIN, LIC, LIS, VYR, and VMA). The NIC of the base record is next, followed by the IMN. Following the IMN is the Image MIS Field, then image size in bytes (00512), and, last, <image> would be replaced with the actual image.

```
IMR/IVIN:2P4555P026483 LIC:ABC123 LIS:MD
VYR:1995 VMA:PONT
NIC:V000032699 IMN:I000031222
MIS: PHOTO SHOWING UNIQUE PAINT SCHEME

00512
<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.QW.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/G000039842 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/M107650007 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 BATCH INQUIRY (QWB)

- The batch inquiry allows users to create a file of multiple QWA 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 inquiries 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.

  For example:

  ```
  1N01HEADER.QWB.DC1014300.001.NAM/DOE, JOHN.DOB/19650430&
  002.NAM/SMITH,BOB.DOB/19540105&005.NIC/W123456789&010.
  NAM/BROWN,JOHN.SOC/123456789
  ```

  **Acknowledgment:**

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

- The sequence numbers do not have to be sequential, but they should be unique.  The HDR, ORI, MKE, and SEQ are entered without the MFC.  The identifiers available in the QW/ZW inquiry are

available for use in the QWB message, including the IND, RSH, ENS, and EBS indicators, preceded by the proper MFC and a slash (/).

- Including the header and all control characters, a batch inquiry is limited to 1800 characters.

- The results of the batch inquiry are transmitted via a file to be retrieved by the user. The maximum number of inquiry batched records 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 contents of the file:

  The following is an example of the contents of the file:

```
1L01HEADER
DC1014300

SEQUENCE NUMBER: 001.NAM/DOE, JOHN.DOB/19650430
NO NCIC WANT NAM/SMITH, JOHN DOB/19650430
***MESSAGE KEY QWB SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.

SEQUENCE NUMBER: 002.NAM/SMITH,BOB.DOB/19540105
***MESSAGE KEY QWB SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.
MKE/MISSING PERSON INVOLUNTARY
ORI/DC1014300 NAM/SMITH, BARRY SEX/M RAC/W POB/FL
DOB/19540105 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/DC999999999
MIS/LAST SEEN AT THE TYSONS CORNER MALL
ORI IS ANY CITY PD DC 202 555-1111
NIC/M107650007 DTE/19991003 1400 EDT DLU/19991015 1600 EDT
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

SEQUENCE NUMBER: 005.NIC/W123456789
NO NCIC WANT NIC/W123456789
***MESSAGE KEY QWB SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.

SEQUENCE NUMBER: 010.NAM/BROWN,JOHN.SOC/123456789
***MESSAGE KEY QWB SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.
MKE/MISSING PERSON INVOLUNTARY
ORI/DC1014300 NAM/BROWN, JOHN SEX/M RAC/W POB/FL
DOB/19540105 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 AT THE TYSONS CORNER MALL
ORI IS ANY CITY PD DC 202 222-1111
NIC/M123496537 DTE/19751011 0000 EDT DLU/19751016 0000 EDT
IMMED CONFIRM MISSING PERSON STATUS WITH ORI
```

## 5.6 QWI INQUIRY - COMBINED NGI/III AND QWI TRANSACTIONS

The QWI transaction allows the user to access both NGI/III and the NCIC System by performing one transaction. Because this inquiry is treated by the NCIC System as a QWA and by NGI/III as a QH, the same policies for performing transactions apply to the QWI transaction.

The NCIC System and NGI/III will return positive and/or negative responses independently. The NCIC System will return Wanted Person File records matching the search criteria regardless of the seriousness of the offense or extradition. The IND, RSH, ENS, and EBS Fields are not used by NGI/III. The PUR and ATN Fields are not used by the NCIC System. The following caveat will be included in the QWI response:

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

Additional information on the QH can be found in the NGI/III chapter.

### 5.6.1 QWI Transaction Example

```
1N01HEADER.QWI.NY510300.
NAM/GREEN, BENJAMIN C.PUR/C.FBI/9015174.
MNU/AF-123456789.SOC/123456789.SEX/M.RAC/W.
DOB/19620621.IND/N.RSH/N.ENS/N.ATN/DET JONES
```

### 5.6.2 NCIC Response:

```
1L01000072
NY1510300


NO NCIC WANT NAM/GREEN, BENJAMIN C DOB/19620621 RAC/W SEX/M
NO NCIC WANT SOC/123456789
NO NCIC WANT MNU/AF-123456789


***MESSAGE KEY QWI SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS
```

### 5.6.3 NGI/III Response:

```
2L01HEADER
NY1510300
THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR
INQUIRY ON NAM/GREEN, BENJAMIN C SEX/M RAC/W DOB/19620621 PUR/C

  NAME                 FBI UCN          INQUIRY DATE
  GREEN, BENJAMIN C.   9015174          19940626


  SEX   RACE   BIRTHDATE   HEIGHT   WEIGHT   EYES    HAIR    SKIN     BIRTHPLACE

  M     W      19620621    601      189      BLU     BRO     MED      MICHIGAN


  FINGERPRINT CLASS


        PO               PM               14            CO            09
        01               13               XX            17            62


  ALIAS NAMES
  GREEN, JOHN


  MISC NUMBERS
  AS-444332222
  IDENTIFICATION DATA UPDATED 19940505


  THE CRIMINAL HISTORY RECORD IS MAINTAINED AND AVAILABLE FROM
  THE FOLLOWING:


  FLORIDA - STATE ID/FL00000123
```

```
 FBI – FBI/9015174


THE RECORD(S) CAN BE OBTAINED THROUGH THE INTERSTATE
IDENTIFICATION INDEX BY USING THE APPROPRIATE NCIC
TRANSACTION.
END
```

In this example, NGI/III returns a positive response, whereas there is a no hit response on the NCIC System. The two responses are returned to the user independently.

## 5.7 QWI TRANSACTION FORMAT

| 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 | MANDATORY | NAM | 3-30 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| PURPOSE | MANDATORY | PUR | 1-1 | ALPHABETIC |
| MISCELLANEOUS NUMBER | CONDITIONAL | MNU | 4-15 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| SOCIAL SECURITY NUMBER | CONDITIONAL | SOC | 9-9 | NUMERIC |
| SEX | CONDITIONAL SET | SEX | 1-1 | ALPHABETIC |
| RACE | SET | RAC | 1-1 | ALPHABETIC |
| DATE OF BIRTH | SET | DOB | 8-8 | 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 |
| ATTENTION | OPTIONAL | ATN | 3-30 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |

## 5.8 PROCEDURES FOR HANDLING A HIT

- When an agency receives a record in response to an NCIC System inquiry and 1) the whereabouts of the person inquired upon is known and 2) the person inquired upon appears to be identical with the subject of one or more of the records, the agency must contact the ORI of the record possibly identical with the person in question to confirm the record information prior to taking official action based on the record information.

- An exception occurs when an NCIC wanted person record contains a no extradition indication or other extradition limitations indication and the agency finding the wanted person is outside the geographic area of extradition indicated. These records need not be confirmed, and the record **should not be located**.

- When an NCIC System inquiry returns a record on an individual being detained on local charges and the individual is found within the geographical area of extradition, the inquiring agency must contact the entering agency to confirm the hit.

- When an agency receives a record in response to an NCIC System inquiry and the whereabouts of the person inquired upon is not known, the hit should not be confirmed.

- This system is 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 apprehends or locates a person who is indexed in the NCIC Wanted Person File must place a locate message on the wanted person record.

- However, when, and only when, the apprehending agency incorrectly places a locate on a wanted person record or fails to place a locate on a wanted person record, the owning agency may place a locate on its own record with EXTR or DETN in the EXT Field (not NOEX). The owning agency is then required to place a detainer on that record.

- When an agency receives a record or multiple records in response to an inquiry, the inquiring agency must contact the ORI of each record possibly identical with the person in question to confirm the hit.

- Following confirmation with the originating agencies, a locate message must be transmitted for each record on file for the subject. A record should not be located if no extradition is indicated or the locating agency is outside of the extradition limitations set forth in the record.

- When an agency places a locate of NOEX on a record, the record will be retired upon any second locate with NOEX.

- When the locating agency intends to hold the subject on local charges, the locate transaction should include DETN in the EXT Field. A locate message should be transmitted only when the individual is found within the geographical area of extradition.

- When extradition is pending, the entering agency may request that the locating agency not place a locate message when the entering agency intends to modify the Wanted Person record to indicate that extradition arrangements are pending. An NCIC Wanted Person record containing a code of 5 or E (EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD) in the EXL Field should not have a locate placed against it.

## 6.2 EXAMPLE OF A LOCATE MESSAGE

```
1N01HEADER.LW.WA1230000.NAM/SMITH, JOHN J.NIC/W146203706.20011205.8592.EXTR.HIT
NCIC 20011204.1.14.1.002JI..20000.750
```

Acknowledgment:

```
1L01HEADER
WA1230000
LOCATED NAM/SMITH, JOHN J NIC/W146203706
```

The locate example contains: header (1N01HEADER), message key (LW), apprehending/ locating agency ORI (WA1230000), two record identifiers (NAM and NIC), date of recovery (20011205), recovering agency case number (8592), extradition (EXTR), and benefits and effectiveness data: reason for person record removal (HIT NCIC 20011204), person armed (1), wanted/missing person hit results (14)*, number of persons apprehended (1), number of missing persons found (002JI)**, value of other property recovered (20000), and value of recovered contraband (750).

*1=Subject arrested on charge in wanted person record
 4=Held for extradition

**002=Number of missing persons found
  J=Missing persons are Juvenile
  I=Missing persons are indexed in the NCIC System

## 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 |
| NAME | CONDITIONAL | NAM | 3-30 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| ORIGINATING AGENCY CASE NUMBER | CONDITIONAL | 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 |
| EXTRADITION | MANDATORY | EXT | 4-4 | ALPHABETIC |
| REASON FOR PERSON RECORD REMOVAL | OPTIONAL | RPS | 10-21 | ALPHABETIC, NUMERIC |
| PERSON ARMED | OPTIONAL | PAR | 1-1 | NUMERIC |
| WANTED/MISSING PERSON HIT RESULTS | OPTIONAL | HIT | 1-2 | 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 receive a locate 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 NAM used in identifying the record to receive the locate must be set forth with the exact spelling and spacing as shown in the record on file. The OCA used as an identifier will be that of the agency that entered the record as shown in the record received from the NCIC System in reply to the apprehending/locating agency's inquiry.

## 6.5 LOCATE PROCEDURE

- Following the two record identifiers, the date of recovery, recovering agency case number, and the appropriate abbreviation DETN, EXTR, or NOEX are next entered, in that order, without message field codes. The date of recovery must be entered or the locate message will be rejected. The recovering agency case number should be entered to ensure that complete apprehension/locate information is in the record.

  When contacting the originating agency to confirm the warrant, extradition information must be obtained to include in the locate message. In the response to any subsequent inquiry on the located record, the date of recovery, recovering agency identifier, recovering agency case number, and extradition information will be appended to the wanted person record following the word LOCATED.

  When the locating agency intends to hold the subject on local charges and the individual is found within the geographical area of extradition, the locate transaction should include DETN in the EXT Field.

  When the locating agency intends to hold the subject on local charges, the locate transaction should include DETN in the EXT Field.

- The ORI has the responsibility of immediately advising an apprehending/locating agency concerning extradition of the individual when contacted about the apprehension/location.

- In instances where an ORI receives information that an apprehending/locating agency will not honor the extradition of an individual, the ORI must initiate a modify message to include in the MIS Field of the record the words CANNOT EXTR FROM (and indicate limitations).

## 6.6 EXTR/NOEX/DETN IN A LOCATE MESSAGE
### 6.6.1 EXTR

EXTR indicates that the subject will be returned to the wanting agency and must be included in the locate message when:

- The agency that entered the record advises that the apprehended/located person will be extradited or picked up intrastate.  Or

- The person is wanted by a federal agency and has been apprehended/located by federal or local authorities.

### 6.6.2 NOEX

NOEX indicates that the subject will not be returned to the wanting agency and must be included in the locate message when:

- The agency that entered the record advises that the apprehended/located person will not be extradited based on circumstances at the time of apprehension/location.  Or

- The apprehending/locating agency has received no information concerning an extradition decision after making a concerted effort to obtain such information.

### 6.6.3 DETN

DETN indicates that the subject is being detained and will be returned to wanting agency upon release and must be included in the locate message when:

- The locating agency intends to hold the subject on local charges.

- The wanted person has been found in a government holding facility, such as in prison.

## 6.7 SUBSEQUENT LOCATE TRANSACTIONS
### 6.7.1 NOEX to NOEX

When a record has been previously located with NOEX and a second locate with NOEX is placed against the record, the complete wanted person record, including all supplemental data, is automatically retired.  The locate acknowledgment will indicate that the record is being retired.

For example:

```
1L01HEADER
DCFBIWA00
2ND LOCATE NAM/DILBERT, ROBERT OCA/213233 RECORD BEING CANCELED
```

### 6.7.2 EXTR or DETN to EXTR or DETN

When a record is in located status and the Extradition (EXT) Field is EXTR or DETN, any subsequent locate transactions with EXTR or DETN will reset the retirement date and update the Date of Recovery (DOR), Recovering Agency Identifier (RRI), Recovering Agency Case Number (RCA), and EXT Fields.  The record will be retired 5 days from the date of the locate transaction.

### 6.7.3 NOEX to EXTR or DETN

When a record has been located with an EXT Field of NOEX, a second locate transaction with EXTR or DETN will place the record in located status and add the DOR, RRI, RCA, and EXT Fields.  The record will be retired 5 days from the date of the locate transaction.

### 6.7.4 EXTR or DETN to NOEX

When a record is in located status and the EXT Field is EXTR or DETN, any subsequent locate transaction with NOEX will be rejected.

## 6.8 ADDITIONAL GUIDELINES FOR LOCATE

Following the extradition information, users are expected to enter benefits and effectiveness data.  These fields include: RPS, PAR, HIT, NPA, NPF, VNP (must be left blank or zero for a Wanted Person File record), VOR, and VRC.  The entry of benefits and effectiveness data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period.

When recovering/locating a record in the NCIC System, the user is expected to enter benefits and effectiveness data.  For a locate message, the RPS value will be either OTHER MEANS, or PREVIOUSLY LOCATED.

In the example, a wanted person has been located as a result of a state hit, which occurred on October 29, 1999.  The subject was arrested on the charge stated in the wanted person record, the number of persons found was 1, along with $400 worth of other recovered property, and $1000 of recovered contraband.

**Example of a Locate Message with Benefits and Effectiveness Data:**

```
1N01HEADER.LW.WA1230000.NIC/W000069216.OCA/2000-5.19991030.35102.
EXTR.HIT STATE 19991029..1..1..400.1000
```

Additional information on benefits and effectiveness data 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:

- When the agency apprehending the wanted person is the agency that entered the record.

  Or

- When the agency that entered the record is officially advised that the wanted person is in custody of another agency unless the individual is being detained.

The use of a clear transaction results in the immediate removal of the subject record and all associated identifiers.

## 7.2 EXAMPLE OF A CLEAR MESSAGE

```
1N01HEADER.CW.MD1012600.NAM/SMITH, JOHN J.NIC/W146203706.19991205.
WA1230000.8592.HIT STATE 19981029..3..1.400.1000
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
CLEAR NAM/SMITH, JOHN J NIC/W146203706
```

The clear example contains: header (1N01HEADER), message key (CW), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W146203706), date of clear (19991205), the recovering agency identifier (WA1230000), recovering agency case number (8592), and benefits and effectiveness data: reason for person record removal (HIT STATE 19981029), wanted/missing person hit results (3*), number of missing persons found (1), value of other recovered property (400), and value of recovered contraband (1000).

*3=Detainer filed

## 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 |
| NAME | CONDITIONAL | NAM | 3-30 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| ORIGINATING AGENCY CASE NUMBER | CONDITIONAL | 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 PERSON RECORD REMOVAL | OPTIONAL | RPS | 10-21 | ALPHABETIC, NUMERIC |
| PERSON ARMED | OPTIONAL | PAR | 1-1 | NUMERIC |
| WANTED/MISSING PERSON HIT RESULTS | OPTIONAL | HIT | 1-2 | 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 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 NAM used in identifying the record to be cleared must be set forth with the exact spelling and spacing as shown in the record on file.

## 7.5 CLEAR PROCEDURE IF WANTED PERSON APPREHENDED BY AGENCY THAT ENTERED RECORD

If the agency that entered the record apprehends the wanted person, only the date of clear must be entered following the two record identifiers.

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

If an agency other than the ORI of the record apprehends the wanted person, use of the following procedures will ensure that the cleared record contains complete apprehension data (date of clear, recovering agency identifier, and recovering agency case number).

- If the record being cleared is in a located status, only the date of clear must be entered following the two record identifiers.

- If the record being cleared is in an active status, the date of clear followed by the recovering agency identifier and the recovering agency case number, in that order, without message field codes, must be entered after the two record identifiers.  The recovering agency must provide this information to the originating agency for it to be included in the clear message.

- Even though the record may be cleared without these data, including the recovering agency identifier and recovering agency case number makes an historical record complete.

- When the NCIC Wanted Person record contains code 5 or E (EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD) in the EXL Field, the Wanted Person record should be cleared by the entering agency once the subject has been extradited.

## 7.7 ADDITIONAL GUIDELINES FOR CLEAR

Following the recovering agency information (RRI and RCA), users are expected to include benefits and effectiveness data.  These fields include RPS, PAR, HIT, NPA, NPF, VNP, VOR, and VRC.  The entry of benefits and effectiveness data is not MFC-dependent.  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 RPS Field is entered directly after the RCA Field. For a clear message, the RPS value will be either OTHER MEANS, or PREVIOUSLY IDENTIFIED.

# 8 DETAINER
## 8.1 WHEN TO USE A DETAINER

Detainer information may be appended only to NCIC Wanted Person File records in located status.  When an inquiring agency receives a positive response, confirms *that the subject is identical,* the warrant is outstanding, and extradition *is authorized*, it must perform a locate transaction to place the record in located status.  If the locating agency intends to hold the individual on local charges, the locate transaction should indicate detention by placing DETN in the Extradition (EXT) Field.  At this point, the agency of record should append any detainer information to its record within 5 days of the locate transaction.  Appending a detainer will allow the record to remain in the NCIC System until extradition can occur.

## 8.2 POSITIVE RESPONSE CONTAINING DETAINER INFORMATION

```
1L01HEADER
WV1100010
WARNING- A DETAINER HAS BEEN FILED FOR THE SUBJECT OF THIS RECORD.
PLEASE CONTACT ORI TO OBTAIN ADDITIONAL INFORMATION.

MKE/DETAINED WANTED PERSON - CAUTION
CMC/70 - SUICIDAL
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/OH
DOB/19701010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4
SKN/FAR SMT/SC L EAR
FPC/121011CO141159TTC113 MNU/AS-375145249 SOC/375145249
OLN/N222333444 OLS/MD OLY/2002
OFF/HOMICIDE - WILLFUL KILL - FAMILY - GUN
DOW/19991227 OCA/99-4889 SID/MD99999999
ORI IS ANY CITY CORRECTIONS AGENCY 301 555-1234
LOCATED/20010224 PA2022300A 345234 DETN
DOD/20010315 DNO/01-1234567890 IRI/PA202230C DIS/20010315 DSE/20010415
INC/PENNSYLVANIA STATE PEN
NIC/W123456789 DTE/1999 0830 EST DLU/20000115 1600 EST
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
```

## 8.3 EXAMPLE OF A DETAINER ENTRY

The enter detainer information example contains Header (1N01HEADER), message key (DW), originating agency identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W123456789), date of detainer (20010315), detainer case number (01-1234567890), incarcerating agency identifier (WV202230C), date incarceration starts (20010317), date of sentence expiration (20010417) and place of incarceration (DODDRIDGE REGIONAL JAIL).

```
1N01HEADER.DW.MD1012600.NAM/SMITH, JOHN J.NIC/W123456789.20010315.
01-1234567890.WV202230C.20010317.20010417.DODDRIDGE REGIONAL JAIL
```

**Acknowledgment**

```
1L01HEADER
MD1012600
ENTER DETAINER NAM/SMITH, JOHN J NIC/W123456789
```

## 8.4 MESSAGE FIELD CODES FOR A DETAINER ENTRY

| FIELD NAME | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE |
|---|---|---|---|---|
| HEADER | MANDATORY | HDR | 9-19 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY | MANDATORY | MKE | 2-2 | ALPHABETIC |
| ORIGINATING AGENCY IDENTIFIER | MANDATORY | ORI | 9-9 | ALPHABETIC, NUMERIC |
| NCIC NUMBER | CONDITIONAL* | NIC | 10-10 | ALPHABETIC, NUMERIC |
| NAME | CONDITIONAL* | NAM | 3-30 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| ORIGINATING AGENCY CASE NUMBER | CONDITIONAL* | OCA | 1-20 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| DATE OF DETAINER | MANDATORY | DOD | 8-8 | NUMERIC |
| DETAINER CASE NUMBER | MANDATORY | DNO | 1-20 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| INCARCERATING AGENCY IDENTIFIER | MANDATORY | IRI | 9-9 | ALPHABETIC, NUMERIC |
| DATE INCARCERATION STARTS | OPTIONAL | DIS | 8-8 | NUMERIC |
| DATE OF SENTENCE EXPIRATION | OPTIONAL | DSE | 8-8 | NUMERIC |
| PLACE OF INCARCERATION | OPTIONAL | INC | 1-50 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |

*Base record identifier

## 8.5 IDENTIFICATION OF A RECORD TO BE APPENDED WITH DETAINER INFORMATION

The record to have detainer information appended, modified, or removed must be identified by NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order. The NAM used in identifying the record to be appended must be set forth with the exact spelling and spacing as shown in the record on file.

## 8.6 MANDATORY FIELDS FOR A DETAINER ENTRY

The following fields are mandatory to cause acceptance of a detainer entry into the NCIC System: HDR, MKE, ORI, (NAM and OCA) or (NIC and OCA) or (NAM and NIC), DOD, DNO, and IRI.

## 8.7 ADDITIONAL GUIDELINES FOR DETAINER ENTRY

- A Wanted Person record must be in located status before a detainer can be appended to the record.

- The ORI of the Wanted Person Record is the only agency that can append a detainer.

- The entering agency (ORI) must account for all fields in the detainer record format.  If optional fields are not included, then a period must be included for the field place holder.

- A wanted person record can only be appended with one detainer.

- The place of incarceration is the facility that has the individual detained, whether it be a federal, state, local, or private facility.

- The incarcerating agency identifier is the NCIC-assigned ORI of the agency who will receive the $.O. Incarcerating Agency Notification advising that a detainer has been filed.  (Prior to trial, this would likely be the arresting agency or holding facility.  Post trial, it would probably be a correctional facility.)

## 8.8 NOTIFICATIONS OF DETAINER

Upon entry of detainer information, an unsolicited message, $.O. Incarcerating Agency Notification, is sent to the incarcerating agency.  In addition, upon modification of detainer information, an unsolicited message, $.O.MDW. Modify Detainer Notification, is sent to the incarcerating agency.  An example of these notifications can be found in the Introduction chapter of this manual.

### 8.8.1 $.P. SENTENCE EXPIRATION NOTIFICATION

Five days prior to the date of sentence expiration (date shown in the DSE), the ORI of record will receive a $.P. message.  This unsolicited message from the NCIC System is a reminder to the agency of the subject's pending release and the need to contact the incarcerating agency to arrange extradition.  An example of this notification can be found in the Introduction chapter of this manual.

## 8.9 MODIFICATION OF DETAINER INFORMATION
### 8.9.1 WHEN TO USE A DETAINER MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record.  A modification message is used to change detainer data in the Wanted Person File record.  When a detainer has been implemented, only the detainer information can be modified and the vehicle and license plate information can be removed by using an MW transaction.

### 8.9.2 EXAMPLE OF A DETAINER MODIFICATION MESSAGE

The modification example contains header (1N01HEADER), message key (MDW), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W146203706), the fields being modified, and the data being changed date of detainer (DOD/20090501) and incarcerating agency identifier (IRI/PA202230C).

```
1N01HEADER.MDW.MD1012600.NAM/SMITH, JOHN J.NIC/W146203706.
DOD/20090501.IRI/PA202230C
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
MODIFY DETAINER NAM/SMITH, JOHN J NIC/W146203706
```

### 8.9.3 MESSAGE FIELD CODES FOR DETAINER 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 |
| NAME OF VALIDATOR | OPTIONAL | VLN | 3-30 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| ANY FIELD(S) FROM DETAINER ENTRY TRANSACTION | | | | |

### 8.9.4 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, preceded by the proper MFC and a slash (/). The NAM used in identifying the record to be modified must be the exact spelling and spacing as shown in the record on file.

### 8.9.5 ADDITIONAL GUIDELINES FOR DETAINER MODIFICATION
#### 8.9.5.1 NAME OF VALIDATOR (VLN)

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a Wanted Person record in detained status 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 detainer.  If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected.  The acknowledgment for the modify detainer message containing VLN 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.MDW.MD1012600.NAM/SMITH, JOHN J.NIC/W000069216.VLN/JONES, DAVID E
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
VALIDATE DETAINER NAM/SMITH, JOHN J NIC/W000069216
```

## 8.10 WHEN TO CANCEL DETAINER INFORMATION

This transaction is used to cancel a detainer on a Wanted Person record by using MKE XDW.

## 8.11 EXAMPLE OF A CANCEL DETAINER TRANSACTION (XDW)

The cancel detainer information example contains Header (1N01HEADER), message key (XDW), originating agency identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and NIC/W123456789), and detainer case number (01-1234567890).

```
1N01HEADER.XDW.MD1012600.NAM/DOE, JOHN J.NIC/W123456789.01–1234567890
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
CANCEL DETAINER NAM/DOE, JOHN J NIC/W123456789
```

## 8.12 IDENTIFICATION OF A RECORD FOR WHICH DETAINER IS BEING CANCELED

The record to have detainer information removed must be identified by NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order.  The name used in identifying the detained record to be removed must be set forth with the exact spelling and spacing as shown in the record on file.

## 8.13 MANDATORY FIELDS FOR A CANCEL DETAINER TRANSACTION

The following fields are mandatory to cause acceptance of a detainer cancel into the NCIC System:  HDR, MKE, ORI, (NAM and OCA) or (NIC and OCA) or (NAM and NIC) and DNO.

# 9 SUPPLEMENTAL RECORD
## 9.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY/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 |
| 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 |
| OPERATOR'S LICENSE NUMBER SET | OPTIONAL SET | OLN[1] | | |
| LICENSE PLATE NUMBER SET | OPTIONAL SET | LIC[2] | | |
| VEHICLE IDENTIFICATION NUMBER SET | OPTIONAL SET | VIN[3] | | |
| CAUTION AND MEDICAL CONDITIONS | OPTIONAL | CMC | 2-2 | CODE AS DEFINED IN *NCIC CODE MANUAL* |
| IMAGE NCIC NUMBER SET | OPTIONAL SET | IMN[4] | | |
| CITIZENSHIP | OPTIONAL | CTZ | 2-2 | CODE AS DEFINED IN *NCIC CODE MANUAL* |
| ADDRESS SET | OPTIONAL SET | SNU[5] | 1-7 | |
| STATE IDENTIFICATION NUMBER | OPTIONAL | SID | 3-10 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |

[1]OLN/<OLN>.<OLS>.<OLY>
[2]LIC/<LIC>.<LIS>.<LIY>.<LIT>
[3]VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>
[4]IMN/<IMN>.<IMT>
[5]SNU/<SNU>.<SNA>.<CTY>.<COU>.<STA>.<ZIP>.<ADD>.<DDA>
**Base record identifier

## 9.2 WHEN TO ENTER A SUPPLEMENTAL RECORD

An enter supplemental record is utilized when additional identifiers, such as an alias or scars, marks, tattoos, and other characteristics etc., need to be added to a wanted person record (to be placed in the NCIC System by an entry separate from the wanted person entry). The enter supplemental record message may be made only by the agency that entered the wanted person record.

## 9.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

The supplemental record entry example contains header (1N01HEADER), message key (EN), 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.BUCK, ROBERT J), two dates of birth (DOB/19521012 and 19520912), two license plate number sets (LIC/123ABC.MD.2003.PC and LIC/123ABC.MD.2003.PC), one vehicle identification number set (VIN/3J57K5D112345.1975.OLDS. CUT.2T.BLU), and two scars, marks, and tattoos (SMT/CAUL L EAR and TAT R ARM).

```
1N01HEADER.EN.MD1012600.NAM/DOE, JOHN J.OCA/1234523.AKA/DEER,
JIM.BUCK,ROBERT J.DOB/19521012.19520912.LIC/ABC123.MD.2003.
PC.LIC/123ABC.MD.2003.PC.VIN/3J57K5D112345.1975.OLDS.CUT.2T.
BLU.SMT/CAUL L EAR.TAT R ARM
```

**Acknowledgment:**

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

## 9.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY

The 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 NAM 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.

## 9.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

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

| Field | Field Code | Maximum Number Permitted |
|---|---|---|
| Alias | AKA | 99 |
| Date of Birth | DOB | 9 |
| Scars, Marks, Tattoos, and Other Characteristics | SMT | 9 |
| Miscellaneous Identifying Number | MNU | 9 |
| Social Security Number | SOC | 9 |
| Operator's License Number, State, and Year of Expiration (entered as a set) | OLN | 9 |
| License Plate Number, State, Year of Expiration, and Type (entered as a set) | LIC | 9 |
| Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known) | VIN | 9 |
| Caution and Medical Conditions | CMC | 10 |
| Image NCIC Number and Image Type (entered as a set) | IMN | 12 |
| Citizenship | CTZ | 9 |
| Street Number, Street Name, City, State, County, Zip Code, Address Type, and Date of Documented Address (entered as a set) | SNU | 9 |
| State Identification Number | SID | 9 |

## 9.6 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 set of data relating to an OLN, LIC, VIN, SNU, or IMN is likewise 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, two miscellaneous numbers (e.g. army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession. Entry of these additional data would require several supplemental record entry messages, as all of these additional identifiers could not be included in one supplemental record entry message.

- Supplemental entry of an IMN/IMT set is used to link the base record with an existing image record in the NCIC System. A 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.

## 9.7 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY

- After the wanted person 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 OLN, LIC, VIN, SNU, and IMN Fields in the supplemental record format are multiple element data fields; i.e., these fields have more than one data element following the field code and slash and are entered as sets, e.g., 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, State and Country Data Codes, and Vehicle Data Codes, *NCIC Code Manual*, contain appropriate coding of personal identifiers and vehicular data.

## 9.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY
### 9.8.1 ALIAS (AKA)

- Field code AKA followed by a slash is used to identify an alias. 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 wanted person 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*.

### 9.8.2 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/.

### 9.8.3 LICENSE PLATE NUMBER SET

LIC followed by a slash is used to identify additional license plate number set in an entry. This set contains four MFCs: LIC, LIS, LIY, and LIT. MFCs must be entered in the order listed in the format and must be separated by a period.

For example:

```
LIC/CBA321.MD.2000.TK
```

In the event more than one license plate number set is to be included in one supplemental message, each license plate number set must be preceded by MFC LIC/.

### 9.8.4 VEHICLE IDENTIFICATION NUMBER SET

- VIN followed by a slash is used to identify an additional vehicle identification number set in a supplemental entry. This set contains six MFCs: VIN, VYR, VMA, VMO, VST, and VCO. MFCs must be entered in the order listed in the format and must be separated by a period.

- The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available.

    For example:

    VIN/1L69X6J023456.1976.CHEV.IMP.4D.BLK.

    Or

    VIN/1D37Q6R001225.1976.CHEV..2D..

- In the event data related to other vehicles are entered at the same time, each set of vehicular data must be preceded by MFC VIN/.

### 9.8.5 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

### 9.8.6 IMAGE NCIC NUMBER SET

Up to nine images can be entered in a supplemental entry transaction. The format is IMN/<IMN>.<IMT>. The IMN is the NCIC Number of the image, and the image type is either signature (S), mugshot (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.

### 9.8.7 ADDRESS SET

- SNU followed by a slash is used to identify an additional address set in a supplemental entry. This set contains the following eight MFCs: SNU, SNA, CTY, COU, STA, ZIP, ADD, and DDA.

- All MFCs are optional. However, all MFCs must be entered in the proper order when available. MFCs must be separated by periods, and each MFC must be accounted for.

    For example:

    SNU/123.OCEAN DRIVE.DAYTONA BEACH.VOLUSIA.FL.99999.01.20120430

    Or

    SNU/123.OCEAN DRIVE.DAYTONA BEACH..FL...

- In the event data related to other addresses are entered at the same time, each address set must be preceded by MFC SNU/.

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

## 9.10 EXAMPLE OF A SUPPLEMENTAL RECORD ALIAS AND OTHER IDENTIFIERS CANCELLATION

This example of a cancellation of an alias and other additional identifiers in a supplemental record contains header (1N01HEADER), message key (XN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and NIC/W146203706), and data to be canceled (AKA/BUCK, ROBERT J), (DOB/19520912), and (LIC/ABC654.MD.2003.PC).

```
1N01HEADER.XN.MD1012600.NAM/DOE, JOHN J.NIC/W146203706.AKA/BUCK, ROBERT
J.DOB/19520912.LIC/ABC654.MD.2003.PC
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL SUPP NAM/DOE, JOHN J NIC/W146203706
AKA/BUCK, ROBERT J
DOB/19520912
LIC/ABC654.MD.1983.PC
```

## 9.11 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 base 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 and a slash (/). The supplemental data to be canceled, with each field preceded by the proper MFC and a slash (/), are then entered.

## 9.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

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

## 9.13 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, license plate data, or image or address data (multiple MFCs) must be preceded by OLN/ or LIC/, respectively, and all MFCs of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicular data, only the VIN and VMA are required following VIN/, with a period to account for the intervening VYR.

  For example:

  ```
  VIN/1L69X6JO23456..CHEV
  ```

  This transaction would result in deletion of the entire VIN set.

- When a Wanted Person File record is canceled, its entire supplemental record is automatically canceled.

- Supplemental vehicle and license plate data can be canceled when a Wanted Person File record is in detained status by using the XN transaction.

- The Investigative Interest Agency may delete investigative interest data from Wanted Person File record that is in detained status by using the XII transaction.

- 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.

  For example:

  This 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.XN.MD1012600.NAM/DOE, JOHN J.  NIC/W000069216.AKA/ROE,EDWARD.DOE,
  EDWARD.DOB/19651012.19300932
  ```

**Acknowledgment:**

```
1L01HEADER
MD1012600
CANCEL SUPP NAM/DOE, JOHN NIC/W000069216
AKA/ROE, EDWARD
DOB/19651012
REJ SUPP MFC ERROR
DOB/19300932
REJ SUPP NOT ON FILE
AKA/DOE, EDWARD
```

## 10 SUPPLEMENTAL STOLEN/FRAUDULENT RECORD
### 10.1 MESSAGE FIELD CODES FOR FRAUDULENT DATA ENTRY/CANCELLATION

| FIELD NAME | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE |
|---|---|---|---|---|
| HEADER | MANDATORY | HDR | 9-19 | NUMERIC |
| ORIGINATING AGENCY IDENTIFIER | MANDATORY | ORI | 9-9 | ALPHABETIC, NUMERIC |
| MESSAGE KEY | MANDATORY | MKE | 3-3 | ALPHABETIC |
| NCIC NUMBER | CONDITIONAL | NIC | 10-10 | ALPHABETIC, NUMERIC |
| ORIGINATING AGENCY CASE NUMBER | CONDITIONAL | OCA | 1-20 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| NAME | CONDITIONAL | NAM | 3-30 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| (FRAUDULENT) NAME | OPTIONAL | NAM | 3-30 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| DATE OF BIRTH | OPTIONAL | DOB | 8-8 | NUMERIC |
| SOCIAL SECURITY NUMBER | OPTIONAL | SOC | 9-9 | NUMERIC |
| MISCELLANEOUS NUMBER | OPTIONAL | MNU | 4-15 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| OPERATOR'S LICENSE NUMBER SET | OPTIONAL SET | OLN[1] | | |

[1]OLN/<OLN>.<OLS>.<OLY>

### 10.2 ENTRY OR CANCELLATION OF SUPPLEMENTAL STOLEN/FRAUDULENT RECORD

A supplemental stolen/fraudulent (S/F) identifier record may be appended to or removed from a base record only by the agency that entered the base record.

### 10.3 EXAMPLE OF A SUPPLEMENTAL S/F RECORD ENTRY/CANCELLATION

Following is an example of a supplemental S/F identifier record entry message. This example is appending two S/F names, three dates of birth, two Social Security numbers, and two operator's license numbers:

```
1N01HEADER.ENS.MD1012600.NAM/JONES, RANDY.OCA/9015243.DOB/19451231.
19460101.19440630.NAM/BROOKS, PETER.SMITH, THOMAS.SOC/123456789.
777777777.OLN/11111111.DC.1993.OLN/VA22222222.VA.1992
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
S/F SUPP NAM/JONES, RANDY OCA/9015243
```

Following is an example of a supplemental S/F identifier record cancellation message.  This example is removing two S/F dates of birth, one Social Security number, and one operator's license number:

```
1N01HEADER.XNS.MD1012600.JONES, RANDY.OCA/9015243.DOB/19451231.
19460101.SOC/123456789.OLN/98765432.DC.2003
```

**Acknowledgment:**

```
1L01HEADER
MD1012600
CANCEL S/F SUPP NAM/JONES, RANDY OCA/9015243
S/F DOB/19451231
S/F DOB/19460101
S/F SOC/123456789
S/F OLN/98765432.DC.2003
```

## 10.4 IDENTIFICATION OF A RECORD FOR S/F RECORD ENTRY/CANCELLATION

The base record to which a supplemental S/F identifier record is being added or canceled must be identified by either the NAM and NIC, in that order; 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 to identify the base record must be entered with the exact spelling and spacing as shown in the base record on file.

## 10.5 NUMBER OF ADDITIONAL FIELDS IN A SUPPLEMENTAL S/F RECORD

The identifiers which may be included in a supplemental S/F identifier record entry or cancel message with their message field codes and the maximum number that may be appended to a base record are the following:

| Field | Field Code | Maximum Number Permitted |
|---|---|---|
| Stolen/Fraudulent Name | NAM | 99 |
| Stolen/Fraudulent Date of Birth | DOB | 9 |
| Stolen/Fraudulent Miscellaneous Identifying Number | MNU | 9 |
| Stolen/Fraudulent Social Security Number | SOC | 9 |
| Stolen/Fraudulent Operator's License Number, Operator's License State, and Operator's License Year of Expiration | OLN | 9 |

## 10.6 ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL S/F RECORD

- A maximum of nine additional identifiers of various kinds may be entered or canceled in one supplemental record message.  Additional messages are required if more identifiers are to be entered.  Each S/F NAM, DOB, SOC, and MNU is counted as one identifier.  Each set of data relating to an OLN (i.e., OLN, OLS, and OLY) is counted as one identifier.

- The S/F identifiers being entered or canceled follow the two base record identifiers.  Each type of identifier included in a supplemental S/F record entry or cancellation, except the operator's license field, must be identified by the proper MFC followed by a slash (/) and the identifier(s).

Multiple identifiers may be entered following the MFC. The identifiers must be separated by a period, and each field must end with a period. All fields except the operator's license field may be entered in any order in a supplemental record entry.

For example, two SOCs and two DOBs contained in an entry or cancel transaction might appear as follows:

```
SOC/123456789.777777777.DOB/19710101.19711231
```

- The OLN is a set (multiple data element fields). Each OLN must be preceded by the MFC OLN and a slash (/). The OLS and OLY must immediately follow the OLN and are entered without a MFC.

   For example, two OLNs might appear as follows in an entry or cancellation transaction:

```
OLN/18273645.DC.1993.OLN/VA192837465.VA.1992
```

## 10.7 MODIFICATION OF A S/F IDENTIFIER RECORD

Supplemental S/F identifier records cannot be modified. To change an existing identifier, the entering agency must cancel it using the supplemental S/F identifier record cancellation message (MKE/XNS). The correct information can then be reentered using the supplemental S/F identifier record entry message (MKE/ENS).

# 11 SUPPLEMENTAL DENTAL RECORD
## 11.1 MESSAGE FIELD CODES FOR DENTAL RECORD ENTRY

| FIELD NAME | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE |
|---|---|---|---|---|
| HEADER | MANDATORY | HDR | 9-19 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY | MANDATORY | MKE | 2-2 | ALPHABETIC |
| ORIGINATING AGENCY IDENTIFIER | MANDATORY | ORI | 9-9 | ALPHABETIC, NUMERIC |
| NCIC NUMBER | MANDATORY | NIC | 10-10 | ALPHABETIC, NUMERIC |
| ORIGINATING AGENCY CASE NUMBER | MANDATORY | OCA | 1-20 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| DENTAL X-RAYS AVAILABLE | MANDATORY | DXR | 1-1 | ALPHABETIC |
| DENTAL MODELS | MANDATORY | MPA | 1-1 | ALPHABETIC |
| DENTIST'S REMARKS | OPTIONAL | DRE | 1-50 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| DENTAL CHARACTERISTICS | MANDATORY | DCH | 3-319 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |

## 11.2 WHEN TO USE A SUPPLEMENTAL DENTAL RECORD ENTRY

The Wanted Person File includes dental characteristics for the purpose of matching information against records in the NCIC Unidentified Person File.

Only the agency that entered the wanted person record may enter dental data into that record. The agency must enter (MKE/ED) separately from the base record and other supplemental data.

## 11.3 AUTOMATIC CROSS-SEARCH WITH UNIDENTIFIED PERSON RECORDS

Once the comparisons are made to the unidentified person records, the system sends $.M. administrative messages to all entering agencies. The $.M. administrative message advises an agency that a possible match has been made on its record. This message is transmitted to the ORIs of the matched records. The message includes abbreviated records for up to 35 possible matches for the dental cross-search. A request for an NCIC off-line search with more limited parameters may also be requested at ioau@fbi.gov. If the cross-search does not produce any match, all entering/updating agencies are notified through a $.N. administrative message. Additional information concerning the $.M. and $.N. administrative messages can be found in the Introduction chapter of this manual.

## 11.4 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD ENTRY

The following is an example of a supplemental data entry adding dental characteristics data to the base record:

The supplemental dental record entry contains header (1N01HEADER), message key (ED), Originating Agency Identifier (DCFBIWA00), two record identifiers (NIC/W123456789 and OCA/ABC324569), and the dental information to be added to the record: dental x-rays available (Y), dental models (N), dentist's remarks (INDIVIDUAL HAS NUMEROUS CARIES), and dental characteristics (01X,02M,03V,04O,05V, 06V,07V,08F,09V,10V,11V,12V,13V,14V,15V,16X,17X,18V,19V,20V,21V,22V,23V,24V,25V,26V,27V,28 V,29V,30V,31D,32V).

```
1N01HEADER.ED.DCFBIWA00.NIC/W123456789.OCA/ABC324569.Y.N.INDIVIDUAL HAS NUMEROUS
CARIES.01X,2M,03V,04O,05V,06V,07V,08F,09V,10V,11V,12V,13V,14V,15V,16X,17X,18V,19V,
20V,21V,22V,23V,24V,25V,26V,27V,28V,29V,30V,31D,32V
```

**Acknowledgment:**

```
1L01HEADER
DCFBIWA00
ENTRY DENTAL DATA NIC/W123456789 OCA/ABC324569
```

## 11.5 IDENTIFICATION OF A RECORD FOR ENTRY OF DENTAL DATA

The wanted person record to which dental data are to be added must be identified by NIC and OCA, in that order, followed by the dental information.

## 11.6 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DENTAL RECORD ENTRY

Supplemental dental information and other supplemental identifiers cannot be transmitted in the same message. Dental information must be entered with MKE/ED.

The DXR, MPA, DRE, and DCH in that order must appear after the two record identifiers.  The format is <DXR>.<MPA>.<DRE>.<DCH>.

The entry of a supplemental dental record to a Wanted Person File record will cause a cross-search of all Unidentified Person File records containing dental data.

- The DXR Field must contain Y or N.

- The MPA Field must contain Y or N.

- The DRE Field can hold up to 50 characters.  This field should contain dental remarks which cannot be coded in the DXR, MPA, or DCH Fields.

## 11.7 DENTAL CHARACTERISTICS (DCH)

- The DCH Field describes the status of each tooth, restorations for each surface of the tooth (MODFL), missing (X), virgin (V), no information remembered (/), root canal (R), or crown (C).

- An NCIC Missing Person Dental Report, or one similar, can be completed by a dentist or forensic odontologist and returned to the user for entry.

- If all 32 permanent teeth are present with no restorations, the agency can enter the code ALL in the DCH Field.  If the agency enters ALL in the DCH Field, it cannot add information, and the system transmits the following after the DRE Field in a positive response:

  ALL 32 PERMANENT TEETH ARE PRESENT WITH NO RESTORATIONS

  Note: If an agency enters ALL in the DCH Field, the code V will be used for all 32 teeth, and the system will generate a dental cross-search comparison.

- If dental characteristics are not available for coding, then the agency should enter UNK in the DCH Field.  If the agency enters the code UNK in the DCH Field, the system transmits the following after the DRE Field in a positive response:

  DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE

  Note: If an agency enters UNK in the DCH Field, the NCIC System will not generate a dental cross-search comparison.

- The codes must be entered using a comma as a separator with the exception of the last code which must be followed by a period (field delimiter) or logical end of transmission.

- If the agency does not enter the code ALL or UNK, the only valid codes shall be 01 through 32.  Each code shall be used only once.  These codes shall be followed by the appropriate letter(s) or special character (e.g., 01M).

  A modification of any code for the 01 through 32 tooth codes will replace any coding for that specific tooth, (for example, 01MO was initially entered, 01FL was modified into the record, the record will then list only 01FL).  If new codes must be added to the existing codes for a tooth, the existing codes must be reentered along with the new codes, (for example, 01MO was initially entered for tooth number 1 and FL must be added, then 01MOFL should be entered to list 01MOFL).

- The DCH Field shall contain a maximum of 32 codes consisting of two numerics followed by option a, b, or c:

- One special character /, or one special character / followed by R.

- One alphabetic character M, O, D, F, L, X, or V.

- Two to seven alphabetic characters M, O, D, F, L, C, and R.

- Any combination of M, O, D, F, or L should be entered in the sequence of M, O, D, F, L.

- The R character should follow any combination of M, O, D, F, L, C or the / character.

- The C character should follow any combination of M, O, D, F, or L.

- The only character that should be used with / is the R character.

- The characters V and X should not be used with any combination of characters.

- The characters M, O, D, F, L, C, R, /, V, and X may be used only once per numeric.

### 11.7.1 NDIR DATA AVAILABLE (NDI)

The NDI Field is a one-character field included in the MD transaction that allows the FBI to add an indicator to NCIC records that have corresponding dental information available on Law Enforcement Online in the National Dental Image Repository (NDIR). The field has a default value of N and can be modified to Y. If the NDI Field contains Y, the NCIC System will notify the FBI of all subsequent modify, cancel, locate, or clear transactions so the FBI can make appropriate changes to the corresponding NDIR records. The following caveat will follow the DCH Field data in a positive record response:

```
DENTAL IMAGES FOR THE SUBJECT OF THIS RECORD ARE AVAILABLE ON THE LEO NDIR
```

## 11.8 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD MODIFICATION

The modify supplemental dental record example contains header (1N01HEADER), message key (MD), Originating Agency Identifier (DCFBIWA00), the NCIC Number (NIC/W123456789), the Originating Agency Case Number (OCA/ABC324569), and the dental field to be modified (DCH/08V,16V).

```
1N01HEADER.MD.DCFBIWA00.NIC/W123456789.OCA/ABC324569.DCH/08V,16V
```

**Acknowledgment:**

```
1L01HEADER
DCFBIWA00
MODIFY DENTAL DATA NIC/W123456789 OCA/ABC324569
```

## 11.9 REQUIREMENTS FOR SUPPLEMENTAL DENTAL RECORD MODIFICATION

A supplemental dental record may be modified (MKE/MD) to:

- Change the code entered in DXR and/or MPA Fields. Since these fields are mandatory, the codes cannot be deleted using a modify message.

- Change or delete the information entered in the DRE Field.

- Change any coding for the 32 tooth codes of the DCH Field.

- Change the NDI value to Y.  The NDI Field may be modified by authorized FBI ORIs only.

## 11.10 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD CANCELLATION

The cancel supplemental dental record example contains header (1N01HEADER), message key (XD), Originating Agency Identifier (DCFBIWA00), and two record identifiers (NIC/W123456789 and OCA/ABC324569).

```
1N01HEADER.XD.DCFBIWA00.NIC/W123456789.OCA/ABC324569
```

**Acknowledgment:**

```
1L01HEADER
DCFBIWA00
CANCEL DENTAL DATA NIC/W123456789 OCA/ABC324569
```

## 11.11 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DENTAL RECORD CANCELLATION

A supplemental dental cancellation message will delete all dental information from the record identified.  When a Wanted Person File record is canceled or cleared, all supplemental dental information is retired.