

LEADS Daily Bulletin

March 12, 2025

PACKING MISSING PERSON ENTRIES

When making a missing person entry, operators should include all available physical identifiers and characteristics to “pack the record”. Prerequisite inquiries should be made prior to all missing person entries. NCIC automatically cross checks Missing and Unidentified Person entries for possible matches based on physical characteristics. The result of the cross check will be indicated by a \$.M (match) or \$.N (no match) message from NCIC.

The supplemental data format, EMN – Enter Missing Supplemental, allows for entry of three alias names, three alias dates of birth and one scars, marks and tattoos per transaction (see table below for maximum allowed supplemental entries). When entering SMT’s on the supplemental data format, each tattoo must be entered individually into the format. This information should not be placed in the MIS field since it is not cross checked by NCIC.

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	19
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC	10
Image NCIC Number and Image Type (entered as a set)	IMN	12
Citizenship	CTZ	9
State Identification Number	SID	9

If a missing person has been in LEADS/NCIC for 30 days or longer, dental records must be attached to the record using the ED-NCIC Enter Dental format. If no dental records are available, UNK must be placed in the Dental Characteristics field (20 ILCS 2630/9).

Please contact the Help Desk (866/LEADS-00) with any questions.

