LEADS Daily Bulletin

June 29, 2023

Missing Person Dental Records

After a missing person hot file record has been in the system 30 days, NCIC sends the entering agency a notification message called a $.K. message, if data is missing from any of the following fields: BLT (Blood Type & Rh Factor), DCH (Dental Characteristics), FPC (Fingerprint Classification), JWT (Jewelry Type), SMT (Scars, Marks, Tattoos). The notification message identifies which field(s) have missing data and provides a copy of the NCIC entry.

If data is available or obtainable for any of these fields, it should be entered. If your agency provides entry service for a non-terminal agency, the notification message should be forwarded to them so they can attempt to obtain the missing information.

By Illinois law (20 ILCS 2630/9), agencies are required to make every effort to obtain dental records. The necessary forms for obtaining dental records are available on the FORMS tab under the LEADS web page, https://isp.illinois.gov/LawEnforcement/LEADS3dot0

Once dental records are obtained, they should be attached to the NCIC portion of the missing record using the Supplemental Dental Entry format. If dental records were **unavailable**, this should be documented in the missing record by entering UNK in the DCH field. This will produce a caveat on the record which states that dental characteristics were not available.

If you have any other questions or issues, please contact the ISP Help Desk by either emailing your questions to ISP.HelpDesk@illinois.gov or by calling 866/LEADS-00. Please provide your agency ORI with the request.

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date