
Boat File

Table of Contents

1 INTRODUCTION.....	5
1.1 DEFINITION	5
1.2 CRITERIA FOR ENTRY	5
1.3 MESSAGE KEY (MKE) CODES.....	5
1.4 RECORD RETENTION PERIOD	6
1.5 AUTOMATIC RETIREMENT	6
1.6 VALIDATION.....	6
1.7 MESSAGE FIELD CODES AND EDITS	6
1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS	9
1.9 IMAGE CAPABILITY.....	10
1.10 INVESTIGATIVE INTEREST	10
2 ENTRY.....	10
2.1 EXAMPLE OF A STOLEN BOAT ENTRY.....	10
2.2 MESSAGE FIELD CODES FOR ENTRY.....	10
2.3 MANDATORY FIELDS FOR ENTRY.....	11
2.4 ADDITIONAL GUIDELINES FOR ENTRY.....	12
2.5 MESSAGE FIELD CODE EDITS FOR ENTRY.....	12
2.5.1 DESCRIPTORS.....	12
2.5.2 BOAT COLOR (BCO).....	12
2.5.3 BOAT HULL SERIAL NUMBER (BHN).....	13
2.5.4 BOAT MAKE (BMA).....	13
2.5.5 BOAT MODEL YEAR (BYR).....	14
2.5.6 BOAT NAME (BNM).....	14
2.5.7 BOAT TYPE (BTY).....	14
2.5.8 COAST GUARD DOCUMENT NUMBER (CGD).....	14
2.5.9 HOME PORT (HPT).....	14
2.5.10 HULL SHAPE (HSP).....	14
2.5.11 MISCELLANEOUS (MIS).....	14
2.5.12 OUTER HULL MATERIAL (HUL).....	15
2.5.13 OVERALL BOAT LENGTH (BLE).....	15
2.5.14 OWNER-APPLIED NUMBER (OAN).....	16
2.5.15 PROPULSION (PRO).....	16
2.5.16 REGISTRATION NUMBER (REG).....	16
2.5.17 REGISTRATION STATE (RES).....	16
2.5.18 REGISTRATION YEAR OF EXPIRATION (REY).....	17
2.5.19 ORIGINATING AGENCY CASE NUMBER (OCA).....	17
2.5.20 IMAGE NCIC NUMBER SET.....	17
2.5.21 LINKAGE DATA (LKI and LKA).....	17
2.5.22 NOTIFY ORIGINATING AGENCY (NOA).....	17
2.6 AUTOMATIC NOTIFICATION OF A RECORD ENTRY.....	17

3 MODIFICATION	18
3.1 WHEN TO USE A MODIFICATION MESSAGE.....	18
3.2 EXAMPLE OF A MODIFICATION MESSAGE	18
3.3 MESSAGE FIELD CODES FOR MODIFICATION	18
3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED.....	18
3.5 ADDITIONAL GUIDELINES FOR MODIFICATION	19
3.5.1 NAME OF VALIDATOR (VLN).....	19
4 CANCELLATION	19
4.1 WHEN TO USE A CANCELLATION MESSAGE.....	19
4.2 EXAMPLE OF A CANCELLATION MESSAGE.....	19
4.3 MESSAGE FIELD CODES FOR CANCELLATION.....	20
4.4 IDENTIFICATION OF A RECORD TO BE CANCELED	20
4.5 ADDITIONAL GUIDELINES FOR CANCELLATION	20
5 INQUIRY	20
5.1 EXAMPLE OF AN INQUIRY WITH NEGATIVE AND POSITIVE RECORD RESPONSES	20
5.2 MESSAGE FIELD CODES FOR INQUIRY	22
5.3 REQUIREMENTS FOR INQUIRY.....	22
5.4 ADDITIONAL GUIDELINES FOR INQUIRY	23
5.4.1 IMAGE INDICATOR (IND).....	23
5.4.2 RELATED SEARCH HIT (RSH)	24
5.5 BATCH INQUIRY (QBB)	25
5.6 PROCEDURES FOR HANDLING A HIT	26
5.7 CANADIAN VEHICLE INDEX INFORMATION.....	26
6 LOCATE	27
6.1 WHEN TO USE A LOCATE MESSAGE.....	27
6.2 EXAMPLE OF A LOCATE MESSAGE.....	27
6.3 MESSAGE FIELD CODES FOR LOCATE	28
6.4 IDENTIFICATION OF RECORD TO RECEIVE LOCATE	28
6.5 LOCATE PROCEDURE	28
6.6 ADDITIONAL GUIDELINES FOR LOCATE	29
6.7 AUTOMATIC NOTIFICATION OF LOCATE.....	29
7 CLEAR	29
7.1 WHEN TO USE A CLEAR MESSAGE	29
7.2 EXAMPLE OF A CLEAR MESSAGE	29
7.3 MESSAGE FIELD CODES FOR CLEAR.....	30

7.4 IDENTIFICATION OF A RECORD TO BE CLEARED.....	30
7.5 CLEAR PROCEDURES	30
7.6 ADDITIONAL GUIDELINES FOR CLEAR.....	31

1 INTRODUCTION

1.1 DEFINITION

For NCIC System purposes, a boat is defined as a vessel for transport by water, constructed to provide buoyancy by excluding water and shaped to give stability and permit propulsion.

1.2 CRITERIA FOR ENTRY

- Any stolen boat which has a registration number (REG), coast guard document number (CGD), permanently attached hull serial number (BHN), or owner-applied number (OAN) may be entered in the file if a theft report has been made.
- Loaned, rented, or leased boats not returned may be entered by an authorized agency if an official police theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.
- Agencies must have a theft report (electronic or hard copy) on file to support a boat entry. Only the agency holding the theft report and having primary jurisdiction over the place of actual theft may make an NCIC entry. The only exception is that any criminal justice agency or regional dispatch center may act as holder of the record for another agency which has no telecommunications equipment. When such an entry is made, the agency holding the record may place its own ORI in the ORI Field only when there is a written agreement between the two agencies which delineates the legal responsibility of the record. Additional information concerning these responsibilities can be found in the Introduction chapter of this manual.

1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EB	STOLEN BOAT
	EB-A	STOLEN BOAT - OCCUPANT(S) ARMED
	EB-F	STOLEN BOAT - OCCUPANT(S) ARMED/HOLD FOR LATENTS
	EB-P	STOLEN BOAT - HOLD FOR LATENTS
Modify	MB	
Cancel	XB	
Inquiry	QB ZB QBB	
	QW QWA QWE QWF QWS QWB QWI ZW	
Locate	LB	LOCATED BOAT
	LB-A	LOCATED BOAT - OCCUPANT(S) ARMED
	LB-F	LOCATED BOAT - OCCUPANT(S) ARMED/HOLD FOR LATENTS
	LB-P	LOCATED BOAT - HOLD FOR LATENTS
Clear	CB	

- If the boat should be held for latent fingerprint examination, the caution indicator -P should be entered as part of the EB message key code; for example, EB-P translates as STOLEN BOAT - HOLD FOR LATENTS.
- If occupants are known to be armed, the caution indicator -A should be entered; for example, EB-A translates as STOLEN BOAT - OCCUPANT(S) ARMED.
- If a combination of the above two conditions exists, the caution indicator -F should be entered; for example, EB-F translates as STOLEN BOAT - OCCUPANTS(S) ARMED/HOLD FOR LATENTS.

1.4 RECORD RETENTION PERIOD

- If a record remains on file 90 days and it does not contain a BHN, CGD, or OAN, the record is retired, and a \$.P. purge notification will be sent to the originating agency. Additional information concerning the \$.P. administrative message can be found in the Introduction chapter of this manual.
- Stolen boat records which contain a BHN, CGD, or an OAN are retained in file for the balance of the year entered plus 4 years. Following this retention period, the records in the Boat File are retired.
- Other exceptions to the record retention period will occur in the event a serious error is detected in the record on file. Additional information on serious error detection, \$.E. administrative message, can be found in the Introduction chapter of this manual.

1.5 AUTOMATIC RETIREMENT

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

1.6 VALIDATION

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

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

1.7 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
BCO	Color	Must be a valid color code as listed in Boat Data Codes, <i>NCIC Code Manual</i> . If two color codes are used, they must be separated with a slash (/).

BHN	Hull Serial Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabets indicating that the hull serial is not known cannot be used. Cannot be identical to the OAN. If the BYR is 1985 or later and MISC is not entered in the BMA, the BHN must be at least 12 characters. The BMA should be MISC if the code is not listed in the Boat Data Codes, <i>NCIC Code Manual</i> .
BLE	Overall Length	Must be two numerics characters representing feet, not inches.
BMA	Make	Positions 1-4 must be a valid NCIC-assigned code as listed in the Boat Data Codes, <i>NCIC Code Manual</i> . If a code is not listed, the code MISC should be entered as characters 1 through 4 of the BMA Field with the actual manufacturer's name appearing in positions 5 through 24. If the manufacturer's name is not known, positions 5 through 24 of the BMA should be used to describe the boat. Additional information including any information which can lead to the determination of the manufacturer's name should be placed in the MIS.
BMO	Model Name	Free text.
BNM	Boat Name	Free text.
BTY	Boat Type	Must be a valid NCIC-assigned code as listed in the Boat Data Codes, <i>NCIC Code Manual</i> .
BYR	Boat Model Year	Represents the production (model) year during which the boat was manufactured. Year cannot be more than 1 year beyond the current model year. When the entry has a model year between 1972 and 1984 and positions 9-12 of the BHN contain numeric characters, the last two characters of the BYR field will match the characters in positions 11-12 of the BHN; or if the BHN has the alphabetic character "M" in position 9, the last two characters of the BYR must match the same characters in positions 10-11 of the BHN. For entries of model year 1985 or later and the BHN entry of 12 or more characters, the last two characters of the BYR must be the same as positions 11-12 of the BHN.
CGD	Coast Guard Document Number	Single zero only or run of zeros only indicating that the document number is not known, cannot be used. Single alphabetic only or run of alphabetic only are prohibited. Embedded spaces are prohibited. Cannot be identical to REG.
DCL	Date of Clear	Must be valid Gregorian date (YYYYMMDD). Must be equal to or less than current date.
DOC	Date of Cancellation	Must be valid Gregorian date (YYYYMMDD). Must be equal to current date or current date minus one.
DOR	Date of Recovery	Must be valid Gregorian date (YYYYMMDD). Must be equal to or less than current date.
DOT	Date of Theft	Must be valid Gregorian date (YYYYMMDD). The date of theft cannot be greater than the current date.
HPT	Home Port	Free text.
HSP	Hull Shape	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC Code Manual</i> .

HUL	Outer Hull Material	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC Code Manual</i> .
IMN	Image NCIC Number	A self-checking number consisting of an alphabetic character (I in the Image file) followed by nine numeric characters automatically assigned by the NCIC System to each accepted record. Must have valid check-digits when used to identify a record in a subsequent message.
IMT	Image Type	Must be a B representing a generic boat when associating a boat record to an image. May be B or I when deleting an association to an image.
IND	Image Indicator	Must be Y or N.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System).
LKI	Linkage Agency	Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual.
MIS	Miscellaneous	If the generic BMA code MISC is used, the MIS must be used for entering the full manufacturer's name.
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (B in the Boat File) followed by nine numeric characters automatically assigned by the NCIC System to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
NOA	Notify Originating Agency	Must be Y or N. The NCIC System will default to N if field is left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating stolen boat. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
NPF	Number of Missing Persons Found	First three characters must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in the NCIC System. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
OAN	Owner-Applied Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabets only cannot be used. Cannot be identical to the BHN. Embedded spaces are prohibited.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, the word NONE, or the first seven characters of the ORI Field. The only valid special character is the hyphen.
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual.
PRO	Propulsion	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC Code Manual</i> .

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.
REG	Registration Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabets only, indicating that the registration number is not known, cannot be used. Cannot be identical to CGD. For entries coded with "US" in RES Field, REG must be "DO" with a maximum of eight numeric characters or "D" with a maximum of nine numeric characters.
RES	Registration State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, <i>NCIC Code Manual</i> .
REY	Registration Year	Must be a valid four-character year (YYYY) or the alphabets NX to represent a nonexpiring registration.
RPP	Reason for Property Record Removal	Must be a valid NCIC-assigned code as listed in the Other Transactions Codes, <i>NCIC Code Manual</i> .
RRI	Recovering Agency Identifier	Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual.
RSH	Related Search	Hit Must be Y or N.
VLN	Name of Validator	Any valid characters representing validator.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the recovered stolen boat identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
VOD	Vehicle Ownership Data	Must be a mandatory blank field.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating the stolen boat identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating stolen boat which is identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.

1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS

The following criteria have been established for rejecting duplicate records:

- If the BHN, BMA, and ORI Fields; the REG, RES, REY, and ORI Fields; or the OAN, BMA, OCA, and ORI Fields of a stolen boat entry message are the same as those field codes of a 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.
- If the CGD and ORI Fields of a boat record message are identical to the REG and ORI Fields or CGD and ORI Fields of a stolen boat record already on file, the second entry will be rejected with the message REJECT - ON FILE.

- If the REG and ORI Fields of a boat record message are identical to the CGD and ORI Fields or REG and ORI Fields of a stolen boat record already on file, the second entry will be rejected with the message REJECT - ON FILE.

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

A duplicate record will be accepted if the ORI in the second entry is different. In this case, the first entry will be furnished as a response to the second entry.

1.9 IMAGE CAPABILITY

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

1.10 INVESTIGATIVE INTEREST

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

2 ENTRY

2.1 EXAMPLE OF A STOLEN BOAT ENTRY

```
1N01HEADER.EB.MD1012600.MD1234ZZ.MD.2005.WD.LBC035380880.OB.1980.LBC.RUN.17.RED.
19990901.234443333...BOAT HAS PICTURE OF MERMAID ON BOTH SIDES.Y.123456789...
ANNAPOLIS MD.SV.CRUISER V.LADY LUCK.I123456789.B
```

Acknowledgment:

```
1L01HEADER
MD1012600
NIC/B000032685 REG/MD1234ZZ
OCA/234443333
```

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
REGISTRATION NUMBER	CONDITIONAL SET	REG	1-10	ALPHABETIC, NUMERIC
REGISTRATION STATE	SET	RES	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
REGISTRATION YEAR OF EXPIRATION	SET	REY	2-2 4-4	ALPHABETIC, NUMERIC
OUTER HULL MATERIAL	OPTIONAL	HUL	2-2	CODE AS DEFINED IN NCIC CODE MANUAL

BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
PROPULSION	OPTIONAL	PRO	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
BOAT MODEL YEAR	MANDATORY	BYR	4-4	NUMERIC
BOAT MAKE	MANDATORY	BMA	3-24	CODE AS DEFINED IN NCIC CODE MANUAL
BOAT TYPE	OPTIONAL	BTY	3-3	CODE AS DEFINED IN NCIC CODE MANUAL
OVERALL BOAT LENGTH	OPTIONAL	BLE	2-2	NUMERIC
BOAT COLOR	OPTIONAL	BCO	3-3 7-7	CODE AS DEFINED IN NCIC CODE MANUAL
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKAGE AGENCY IDENTIFIER	OPTIONAL	LKI	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	OPTIONAL	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
VEHICLE OWNERSHIP DATA**	CONDITIONAL	VOD	1-1	ALPHABETIC
COAST GUARD DOCUMENT NUMBER	CONDITIONAL	CGD	1-10	ALPHABETIC, NUMERIC
HOME PORT	OPTIONAL	HPT	1-20	ALPHABETIC, NUMERIC
HULL SHAPE	OPTIONAL	HSP	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
MODEL NAME	OPTIONAL	BMO	1-20	ALPHABETIC, NUMERIC
BOAT NAME	OPTIONAL	BNM	1-20	ALPHABETIC, NUMERIC
IMAGE NCIC NUMBER	OPTIONAL SET	IMN	10-10	ALPHABETIC, NUMERIC
IMAGE TYPE	SET	IMT	1-1	ALPHABETIC

**Field must not contain data but must be included in record format.

2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory to enable a stolen boat entry to be accepted into the NCIC System: HDR, MKE, ORI, REG with RES and REY or BHN, or OAN, BYR, BMA, DOT, and OCA. The entry will be rejected if one of the mandatory fields is left unfilled.

2.4 ADDITIONAL GUIDELINES FOR ENTRY

- The agency entering the record must account for all fields in the Boat File record. All available data must be entered when the original entry is made. Of particular importance is the registration number which should be available for all boats except some new boats stolen from a dealer's/manufacture's lot. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MB).
- For training and administrative purposes, agencies may enter test records into the NCIC System by using the header TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.
- An agency making a boat record entry containing a boat registered in another state must advise the NCIC control terminal 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. Program can be found in the Introduction chapter of this manual.
- In instances in which a boat, trailer, and any accessories have been stolen, a record(s) should be entered by the following method:
 - The agency entering the records should make separate entries in the appropriate files for the stolen boat and any accessories taken with it; that is, the boat must be entered in the Boat File (MKE/EB), its outboard motor must be entered in the Vehicle/Boat Part File (MKE/EP), and the boat trailer must be entered in the Vehicle File (MKE/EV).
 - If an item(s) associated with the stolen boat is entered in another NCIC file(s), each separate entry should be cross-referenced to the other(s) by entering the NIC of the other related record(s) in the MIS Field of each entry.
 - CGD, HPT, HSP, BMO, and BNM are entered via the ENTRY message (EB).

2.5 MESSAGE FIELD CODE EDITS FOR ENTRY

2.5.1 DESCRIPTORS

Entry instructions and valid codes for BCO, BMA, BTY, HSP, HUL, and PRO can be found in Boat Data Codes, *NCIC Code Manual*.

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

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

2.5.2 BOAT COLOR (BCO)

Where a boat is one color, the appropriate three-character alphabetic code listed in the Boat Data Codes, *NCIC Code Manual*, must be entered.

For example:

BCO/BRO.

When a boat of two colors is described, the code for the dominant color of the boat's hull above the waterline should be entered first followed by the code for the next most prevalent color, and the fourth character must be a slash (/).

For example:

BCO/WHI/BLK.

2.5.3 BOAT HULL SERIAL NUMBER (BHN)

The *Code of Federal Regulations*, Title 33, Section 181, requires that hull identification numbers affixed to boats manufactured as of August 1973 must consist of 12 characters. A manufacturer may display additional characters after the required 12; however, they must be separated by a hyphen.

The complete hull number, including any alphabetic character(s), must be entered in the BHN Field. Any spaces, hyphens, or special characters which may appear as part of the hull number should be omitted from the BHN Field. If the hull number exceeds 20 characters, the first 20 characters must be entered in the BHN Field. The complete BHN must be entered in the MIS Field.

For example:

BHN: STM8528EM79B-34576YF

- The first three characters are the identification assigned to the manufacturer: positions one and two are alphabetic, position three is alphabetic or the numerics 1 or 2.
- Characters four through eight are assigned by the manufacturer and are either alphabetic or numeric except for the alphabetic characters I, O, and Q.
- Characters nine through twelve indicate the date of certification or date of manufacture. The characters are either:
 - All numerics with positions nine and ten indicating the month and positions eleven and twelve indicating the year; or
 - The ninth character is the alphabetic M, the tenth and eleventh characters are numerics indicating the model year, and the twelfth character is an alphabetic indicating the month of the model year. August is designated by the alphabetic A, September by B, October by C, etc.; or
 - Characters nine and ten indicate month and year of the date of certification or date of manufacture. Character nine is an alphabetic: the first month of the year, January, is A and the last month of the year, December, is L. Character ten is the last digit of the year of certification or manufacture, such as 2 for 1992 or 4 for 1994. Characters eleven and twelve are the model year, such as 94 for 1994 or 95 for 1995.

The NCIC System will accept records with nonconforming BHNs; the following caveat will be included in the entry acknowledgment:

```
**VERIFY BHN/12M8528EM79B;
IT DOES NOT CONFORM TO BHN STANDARDS FOR 1973 AND LATER BOATS AS OUTLINED
IN THE NCIC OPERATING MANUAL.
```

2.5.4 BOAT MAKE (BMA)

Boat make codes are listed in *Boat Data Codes, NCIC Code Manual*. If the manufacturer's name is not known, the MIS Field should be used to describe the boat and any information which can lead to the determination of the manufacturer's name.

2.5.5 BOAT MODEL YEAR (BYR)

The BYR Field must contain the model year during which the boat was manufactured. The BYR may be obtained from the BHN. The BHN will be 12 or more characters when the model year is 1985 or later unless MISC is entered in the BMA Field.

2.5.6 BOAT NAME (BNM)

The complete boat name, if available, including any numeric characters should be entered in the BNM Field.

2.5.7 BOAT TYPE (BTY)

The appropriate code as listed in Boat Data Codes, *NCIC Code Manual*, must be entered.

2.5.8 COAST GUARD DOCUMENT NUMBER (CGD)

- Commercial vessels and certain motor yachts over five tons are documented as vessels of U.S. registration under navigation laws administered by the U.S. Coast Guard. An official identifying number is assigned to the vessel, and a valid marine document reflecting the assigned number is issued. This unique number (commonly referred to as a document number) is permanently marked on the main beam of the documented vessel in addition to appearing on the official marine document issued to the owner of the vessel.
- If the document number is the only numeric identifier, it must be entered in the REG Field of the base boat record.
- The CGD Field has been expanded to ten characters to provide extended capability to provide for future Coast Guard needs. A document number can be ten numbers or less; however, all characters of a document number will be numeric.

2.5.9 HOME PORT (HPT)

The home port of the boat should be entered in free form text. The name of the home port will be located at the back end of the boat.

2.5.10 HULL SHAPE (HSP)

The appropriate two-character code as listed in Boat Data Codes, *NCIC Code Manual*, should be entered.

2.5.11 MISCELLANEOUS (MIS)

- If the BMA is MISC, the actual manufacturer's name should appear in positions 5 through 24. If the manufacturer's name is not known, positions 5 through 24 of the BMA Field should be used to describe the boat. Additional information including any information which can lead to the determination of the manufacturer's name should be placed in the MIS.
- Serialized home-built boats (except those built from boat kits) should be identified by entering the words HOME BUILT. The words KIT BUILT should be entered to identify boats constructed from a kit where the manufacturer's identity is not displayed on the boat.

For example:

HOME BUILT-NAME VALERIE ON TRANSOM
KIT BUILT-NAME BLACK RAT ON STERN

- Additional descriptive information may be entered in the MIS Field. This data should be entered in easily, readable abbreviated language. The field length is 200 characters.

- Number of hulls.

For example:

CATAMARAN
TRIMARAN

- Number of person boat sleeps.

For example:

SLEEPS – 3; BERTHS

- Color of trim, cabin, deck, interior, cockpit cover, etc.

For example:

BRO DECK RED CANVAS COCKPIT COVER

- Number of sails, color of mainsail with lettering or design appearing thereon.

For example:

2/SAILS, MAINSAIL YEL
CRAB AND US 491 ON MAINSAILMODEL NAME (BMO)

The boat model may appear anywhere on the boat but generally appears on either of the sides. The model name including any numeric characters should be entered.

2.5.12 OUTER HULL MATERIAL (HUL)

The code best describing the material of which the boat's outer hull is made must be placed in the HUL Field. Codes are listed in Boat Data Codes, *NCIC Code Manual*.

2.5.13 OVERALL BOAT LENGTH (BLE)

Generally, overall length is measured in a straight line from the foremost part of the bow (front) to the aftermost part of the stern (back). The overall length must be expressed in feet and then entered. (Fractions of a foot should be rounded off to the nearest foot.)

For example:

12 for 144 inches
16 for 16 ft. 3 in.
19 for 18 ft. 9 in.
08 for 8 ft.

2.5.14 OWNER-APPLIED NUMBER (OAN)

The OAN Field should contain one of the following:

- An identification number assigned by the owner of the property in connection with a theft prevention program.
- A state assigned BHN. The OAN cannot be the same as the BHN.

2.5.15 PROPULSION (PRO)

The appropriate code as listed in Boat Data Codes, *NCIC Code Manual*, must be entered.

2.5.16 REGISTRATION NUMBER (REG)

A REG should be available for all boats except those stolen prior to their registration. The REG is to be entered omitting spaces, hyphens, and symbols. All letters and numerals which are part of the REG must be included. The REG can be no more than 10 characters. Partial numbers are not to be entered. If the REG is entered, the RES and the REY must be filled. The message will be rejected if the REG field and CGD field are the same.

Registration Number for Domestic Boats

- After an application for registration of a boat with a state or the United States Coast Guard has been approved, the applicant is issued a Certificate of Number (a registration certificate authorizing the boat's use primarily for pleasure) setting forth the identification number assigned to the boat. The applicant is required to display this number (commonly called the boat registration number) on each side of the bow of the vessel.
- The *Code of Federal Regulations*, Title 33, Section 174.23 sets out the requirements for boat registration numbers. Each registration must consist of two capital letters denoting the state of the issuing authority. These two alphabetic characters should be followed by not more than four numerics and two alphabetic characters or not more than three numerics and three alphabetic characters.

For example:

NH 1234 BD or NH 356 EFG

- The two-character alphabetic code denoting the issuing state conforms to those alphabetic characters set out by the aforementioned regulations.
- The message will be rejected if the REG and CGD Fields are the same.

2.5.17 REGISTRATION STATE (RES)

The appropriate code for the state, province, etc., which issued the registration/ documentation certificate must be entered. If the REG is a document number, the country of issue, e.g., US for the United States must be identified. The appropriate codes can be found in State and Country Data Code, *NCIC Code Manual*.

2.5.18 REGISTRATION YEAR OF EXPIRATION (REY)

The highest year in which the boat's registration or documentation certificate is valid must be entered in the REY Field. If the REG is a document number, the REY must contain NX for nonexpiring.

2.5.19 ORIGINATING AGENCY CASE NUMBER (OCA)

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

2.5.20 IMAGE NCIC NUMBER SET

A boat can be entered with an Image NCIC Number (IMN) and Image Type (IMT) corresponding to a generic image on file. The user can query the image file to determine if a generic image with the same BMA, BTY, BLE, and BYR is stored in the system. The IMN and IMT returned in the response are then entered with the message.

The IMN must begin with an I and the IMT must be B. If the IMT is not B, a REJECT - FIELD ERROR <MFC> as found in the Introduction chapter of this manual. The NCIC System will verify the generic image is an active record on the system by inquiring with the IMN. If the image is not found or the image is not stored as a generic type, the message will be rejected.

2.5.21 LINKAGE DATA (LKI and LKA)

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

2.5.22 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 boat is known, Y should be entered into the NOA Field. If the NOA is left blank, the field will default to N.

The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications (\$. messages) to the ORI of record.

2.6 AUTOMATIC NOTIFICATION OF A RECORD ENTRY

When an agency enters, clears, cancels, modifies, or locates, or the system purges a stolen boat record, the NCIC System will automatically notify the National Insurance Crime Bureau (NICB) and the U.S. Coast Guard through separate \$.8. administrative messages, \$.8. NICB Vehicle/Boat Notification and \$.8. Coast Guard Boat Notification, respectively. If a boat record has registration data, a \$.8. Out-of-State notification will be sent automatically as necessary. Additional information on \$.8. administrative messages 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 boat record. A boat record cannot be modified if the record is in a located status (MKE/LOCATED BOAT) or retired, and therefore, must be reentered. 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 (MB), Originating Agency Identifier (MD1012600), two record identifiers (NIC/B000032685 and OCA/A222), the field being modified, and the date being changed (REG/MD1235ZZ).

```
1N01HEADER.MB.MD1012600.NIC/B000032685.OCA/A222.REG/MD1235ZZ
```

Acknowledgment:

```
1L01HEADER
MD1012600
MODIFY NIC/B000032685
```

3.3 MESSAGE FIELD CODES FOR MODIFICATION

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

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The modify transaction must contain two record identifiers. The first identifier must be one of the following: NIC, BHN, or REG. The second identifier must always be the OCA. All fields, other than HDR, MKE, and ORI, must be preceded by the proper MFC and a slash (/).

3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

- If a modify transaction includes a BHN that does not conform to the BHN standards, the following caveat is included in the modify acknowledgment:

```
**VERIFY BHN/12M8528EM79B;
IT DOES NOT CONFORM TO BHN STANDARDS FOR 1973 AND LATER BOATS AS OUTLINED
IN THE NCIC OPERATING MANUAL.
```

3.5.1 NAME OF VALIDATOR (VLN)

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

For example:

The modification example to validate a record contains header (1N01HEADER), message key (MB), Originating Agency Identifier (MD1012600), two record identifiers (NIC/B000032685 and OCA/2501), and name of validator (VLN/JONES, DAVED E).

```
1N01HEADER.MB.MD1012600.NIC/B000032685.OCA/2501.
VLN/JONES, DAVID E
```

Acknowledgment:

```
1L01HEADER
MD1012600
VALIDATE NIC/B000032685
```

4 CANCELLATION

4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid; for example, a record is found to be the result of a fictitious or false theft report.

Any trailer or boat part not recovered with the boat must be entered into the Vehicle or Vehicle/Boat Part File.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

The cancellation example contains header (1N01HEADER), message key (XB), Originating Agency Identifier (MD1012600), two record identifiers (NIC/B000032685 and OCA/A222), date of cancellation (19991205), and reason for property record removal (NOT STOLEN).

```
1N01HEADER.XB.MD1012600.NIC/B000032685.OCA/A222.19991205.NOT STOLEN
```

Acknowledgment :

1L01HEADER
 MD1012600
 CANCEL NIC/B000032685

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
BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL	REG	1-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	CODE AS DEFINED IN NCIC CODE MANUAL

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

The cancel transaction must contain two record identifiers. The first identifier must be one of the following: NIC, BHN, or REG. The second identifier must always be the OCA. Each identifier must be preceded by the proper MFC and a slash (/). Date of Cancellation (DOC) must follow the two record identifiers. DOC must be the current date or the current date minus one.

4.5 ADDITIONAL GUIDELINES FOR CANCELLATION

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

5 INQUIRY**5.1 EXAMPLE OF AN INQUIRY WITH NEGATIVE AND POSITIVE RECORD RESPONSES**

1N01HEADER.QB.WA1230000.REG/MD1235ZZ.BHN/LBC123450874

Negative Response:

1L01HEADER
 WA1230000
 NO RECORD REG/MD1235ZZ BHN/LBC123450874

Positive Response:

1L01HEADER
 WA1230000
 MKE/STOLEN BOAT
 ORI/MD1012600 REG/MD1235ZZ RES/MD REY/1999 HUL/WD
 BHN/LBC123450874 BYR/1974 PRO/OB BMA/WEL BTY/RUN BLE/17
 BCO/RED DOT/19981105
 OCA/A222
 MIS/BUE STRIPING
 NIC/B000032685 DTE/19981110 0000 EST DLU/19981215 0000 EST
 ORI IS ANY CITY PD MD 301 555-1234
 IMMED CONFIRM RECORD WITH ORI

The inquiry example contains header (1N01HEADER), message key (QB), inquiring agency identifier (WA1230000), registration number (REG/MD1235ZZ), and the hull serial number (BHN/ LBC123450874). If an inquiry transaction includes a BHN that does not conform to the BHN standards, the following caveat is included in the response:

**VERIFY BHN/12M8528EM79B;
 IT DOES NOT CONFORM TO BHN STANDARDS FOR 1973 AND LATER BOATS AS OUTLINED
 IN THE NCIC OPERATING MANUAL.

An inquiry can contain up to a maximum of three BHNs separated by commas with no spaces. When an inquiry contains multiple BHNs, the System will compute the check digit in each BHN.

For example:

1N01HEADER.QB.WA1230000.BHN/LBC123450874,CAT370431234,12M8528EM79B

Negative Response:

1L01HEADER
 WA1230000
 NO RECORD BHN/LBC123450874,CAT370431234,12M8528EM79B
 ***VERIFY BHN/ CAT370431234; IT DOES NOT CONFORM TO
 BHN STANDARDS FOR 1973 AND LATER BOATS.
 ***VERIFY VIN/12M8528EM79B; IT DOES NOT CONFORM TO
 BHN STANDARDS FOR 1973 AND LATER BOATS.

Positive Response:

L01HEADER
 WA1230000
 MKE/STOLEN BOAT
 ORI/MD1012600 REG/MD1235ZZ RES/MD REY/1999 HUL/WD
 BHN/LBC123450874 BYR/1974 PRO/OB BMA/WEL BTY/RUN BLE/17
 BCO/RED DOT/19981105
 OCA/A222
 MIS/BUE STRIPING

NIC/B000032685 DTE/19981110 0000 EST DLU/19981215 0000 EST
 ORI IS ANY CITY PD MD 301 555-1234
 IMMED CONFIRM RECORD WITH ORI

NO RECORD BHN/ CAT370431234,12M8528EM79B
 ***VERIFY BHN/ CAT370431234; IT DOES NOT CONFORM TO
 BHN STANDARDS FOR 1973 AND LATER BOATS.
 ***VERIFY VIN/12M8528EM79B; IT DOES NOT CONFORM TO
 BHN STANDARDS FOR 1973 AND LATER BOATS.

5.2 MESSAGE FIELD CODES FOR INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL	REG	1-10	ALPHABETIC, NUMERIC
BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1-62	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC

5.3 REQUIREMENTS FOR INQUIRY

- Inquiries can be made by using the REG and/or BHN. The complete hull serial number should be used if it does not exceed 20 characters. If the hull serial number exceeds 20 characters, the first 20 should be used. The NCIC System will search the first eight characters of the BHN. The state of registration cannot be used in an inquiry.
- Inquiries of the Boat File may also be made using the OAN, CGD, and/or SER. An inquiry containing a REG or CGD should be identified by the MFC/REG. An inquiry containing a BHN, OAN, and/or SER should be identified by the MFC/BHN.
- Up to three numbers may be included in an inquiry after the MFC/BHN; however, the numbers must be separated by a comma and may not contain any spaces.

For example:

1N01HEADER.QB.MD1012600.REG/MD1234ZZ.BHN/LBC035380874,MD9347625,8967341

- Inquiries may be made using the NIC only, if available.

5.4 ADDITIONAL GUIDELINES FOR INQUIRY

- When a record(s) is received in response to an inquiry, it is essential to match all identifying data in the System with the boat in question before taking further action.
- A QB or ZB inquiry using REG as an identifier will search the following: REG of Boat File (EB) records, CGD of Boat File (EB) records, LIC of base Vehicle File (EV) records with VMO/TL and VST/BT, and REG of National Sex Offender Registry records.
- A QB or ZB inquiry using BHN as an identifier will search the following: BHN and OAN of Boat File (EB) records, Vehicle/Boat File (EP) records, VIN and OAN of base Vehicle File (EV) records with VMO/TL and VST/BT, and BHN of National Sex Offender Registry records.
- If the positive response (hit) includes information in the MIS Field indicating boat trailer and/or boat motor was stolen along with the boat, the Vehicle and Vehicle/Boat Part Files should be queried using the identifiers cross-referenced in the stolen boat record to ascertain if the trailer and/or motor in question is still in an active stolen status.
- An inquiry using only registration data can provide a secondary hit response from other NCIC files when the primary hit contains a BHN. When this happens, another computer search is automatically generated on the BHN contained in the record response. The automatic second search may retrieve a record from the Boat, Vehicle, Vehicle/Boat Part Files, or the National Sex Offender Registry if there is a match, regardless of the REG data used in the original inquiry. 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.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

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

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED REGISTRATION DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

- A QXS inquiry containing BHN or REG will retrieve a Boat File record with matching boat data.

5.4.1 IMAGE INDICATOR (IND)

Inquiries may also contain an Image Indicator (IND). If the image indicator is Y, image data related to each primary hit response will be returned.

```
1N01HEADER.QB.WA1230000.REG/MD1235ZZ.IND/Y
```

The Image Response (IMR) is composed of the following data: the Image Type (B for generic image) and standard boat MFCs (BTY, BLE, BYR, and BMA). The Image NCIC Number (IMN) is next followed by the image description (GENERIC BOAT). Following is the Image MIS Field, then image size in bytes (00256), and, last, the <image> would be replaced with the actual image.

The following would be returned after the immediate confirm caveat for a generic boat image:

```
IMR/BBTY:RUN BLE:17
BYR:1997 BMA:WEL
IMN:I000001233 GENERIC BOAT
```

MIS:PHOTO PROVIDED BY MANUFACTURER

00256
<image>.

The Image Response (IMR) is composed of the following data: IMT (I for identifying image) and standard boat MFCs (BHN, REG, BYR, and BMA). 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, the <image> would be replaced with the actual image.

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

IMR/IBHN:LBC035380874 REG:MD1235ZZ
BYR:1997 BMA:WEL
NIC:B000032685 IMN:I000431222
MIS:PHOTO OF STERN SHOWING NAME

00512
<image>.

5.4.2 RELATED SEARCH HIT (RSH)

Inquiries may also contain a Related Search Hit (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.DCFBIWA11.REG/335GG35.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/WANTED PERSON
EXL/1 - FULL EXTRADITION
ORI/DCFBIWA11 NAM/LINKAGE,G00FY SEX/M RAC/W
DOB/19960512 HGT/605 WGT/135 EYE/BR0 HAI/BR0
OFF/BURGL TOOLS - POSSESS
DOW/20190821 OCA/TESTLINK
NOA/N
MIS/TEST
DNA/N
ORI IS FBI CJIS DIVISION 304 625-2000
NIC/W160005480 DTE/20190821 1448 EDT DLU/20190821 1448 EDT
```

- The following would be returned after the primary hit response if the primary hit response has an LKI/DCFBIWA11 and LKA/TESTLINK that matches another record's ORI/OCA:

```
***RELATED RECORDS***
MKE/WANTED PERSON
```



```

EXL/1 - FULL EXTRADITION
ORI/VAUSM0000 NAM/DOE,JOHN SEX/M RAC/W
DOB/19870714 HGT/605 WGT/135 EYE/BR0 HAI/BR0
OFF/AGGRAV ASSLT - FAMILY-STGARM
DOW/20190821 OCA/LINKTEST
LKI/DCFBIWA11 LKA/TESTLINK
NOA/N
MIS/TEST
DNA/N
ORI IS US MARSHALS SERVICE HEADQUARTERS ARLINGTON 202 307-9100
NIC/W440007702 DTE/20190821 1508 EDT DLU/20190821 1508 EDT
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

```

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

```

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

```

5.5 BATCH INQUIRY (QBB)

- The NCIC batch inquiry allows users to create a file of individual QB/ZB inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiry from which they were generated. Prior to each response, SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number.

For example:

```

1N01HEADER.QBB.MD1014300.001.BHN/LBC123450874&002.REG/MD1235ZZ.&005.
BHN/SUN32104500012561.&010.NIC/B123456789

```

Acknowledgment:

```

1L01HEADER
MD1014300
BATCH INQUIRY RECEIVED

```

- The sequence numbers, as shown in the example, do not have to be sequential (001, 002, 005, 010), but they have to be unique. The HDR, ORI, MKE, and SEQ are entered without the MFC. The identifiers available in the QB/ZB inquiry are available for use in the QBB message, including the IND and the RSH indicators, and are preceded by the proper MFC and a slash (/).
- There is a limit of 1,800 characters for a batch inquiry, including the header and all control 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.

1L01HEADER
 MD1014300
 SEQUENCE NUMBER: 001.BHN/LBC123450874
 NO RECORD BHN/LBC123450874

SEQUENCE NUMBER: 002.REG/MD1235ZZ
 MKE/STOLEN BOAT
 ORI/MD1012600 REG/MD1235ZZ RES/MD REY/1999 HUL/WD
 BHN/CAT370431234 BYR/1996 PRO/OB BMA/CAT BTY/RUN BLE/17
 BCO/RED DOT/20120110
 OCA/A222
 MIS/BLUE STRIPING
 NIC/B723005317 DTE/20120112 1400 EST DLU/20120115 1100 EST
 ORI IS ANY CITY PD MD 301 555-1212
 IMMEDIATE CONFIRM RECORD WITH ORI

SEQUENCE NUMBER: 005.BHN/SUN32104500012561
 NO RECORD BHN/SUN32104500012561
 **VERIFY BHN/SUN32104500012561;
 IT DOES NOT CONFORM TO BHN STANDARDS FOR 1973 AND LATER BOATS AS OUTLINED
 IN THE NCIC OPERATING MANUAL.

SEQUENCE NUMBER: 010.NIC/B123456789
 NO RECORD NIC/B123456789

5.6 PROCEDURES FOR HANDLING A HIT

- An NCIC hit may not be probable cause to arrest. A hit confirmed with the originating agency may be adequate grounds to recover a boat.
- When an agency receives a record(s) in response to an NCIC inquiry and the whereabouts of the boat inquired upon is known and the boat inquired upon appears to be identical with one or more of the records, the agency that can seize the boat must contact the ORI of each record possibly identical with the boat in question to confirm the hit(s) prior to seizing the boat.
- "To confirm the hit" means to verify that the theft report is still outstanding, and the boat inquired upon is identical with the boat described in the record and to obtain information concerning return of the stolen boat to its rightful owner.
- The hit confirmation 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 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.

5.7 CANADIAN VEHICLE INDEX INFORMATION

- The NCIC System maintains an interface with the Canadian Police Information Centre (CPIC) that allows searchable identifiers in CPIC records to be transmitted to the NCIC System for storage and access, creating the Canadian Vehicle Index (CVI). The CVI contains stolen boat, part, vehicle, and license plate records, including U.S. registered vehicles and boats stolen in

Canada. Based on the CVI response, the inquiring agency should perform an Nlets transaction to obtain current record information in CPIC, then perform any required hit confirmation. Canadian agency names, addresses, and telephone numbers may be obtained through a QO inquiry.

- When a U.S. user queries the NCIC System and the query hits on a CPIC record, the user will receive the following message as a hit response:

Positive Response:

```
YOUR TRANSACTION IS A POSSIBLE MATCH WITH AN INDEX RECORD FOR A
STOLEN BOAT IN CANADA
WITH THE FOLLOWING IDENTIFIERS: ORI/AB1012600
BHN/LBC0353808874.
ADDITIONAL INFORMATION MAY BE OBTAINED VIA NLETS USING A CBQ
TRANSACTION.
INTERNATIONAL USERS CONTACT INTERPOL OTTAWA.
```

6 LOCATE

6.1 WHEN TO USE A LOCATE MESSAGE

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

Once a Boat File record has had a locate placed on it, it cannot be modified.

6.2 EXAMPLE OF A LOCATE MESSAGE

The locate example contains header (1N01HEADER), message key (LB), Originating Agency Identifier (WA1230000), two record identifiers (NIC/B000032685 and OCA/A222), date of recovery (19991205), the recovering agency case number (1426), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991205), value of recovered property (20000), value of other recovered property (4000), and value of recovered contraband (9000).

```
1N01HEADER.LB.WA1230000.NIC/B000032685.OCA/A222.19991205.1426.
HIT NCIC 19991205...2013.4000.9000
```

Acknowledgment:

```
1L01HEADER
WA1230000
LOCATE NIC/B000032685
```

When a locate is transmitted for a Boat File record, the message key translation changes as follows, and the date of recovery, recovering agency ORI, and recovering agency case number are added to the record.

STOLEN BOAT	LOCATED BOAT
STOLEN BOAT - OCCUPANT(S) ARMED	LOCATED BOAT - OCCUPANT(S) ARMED
STOLEN BOAT - OCCUPANT(S)	LOCATED BOAT - OCCUPANT(S)

ARMED/HOLD FOR LATENTS	ARMED/HOLD FOR LATENTS
STOLEN BOAT - HOLD FOR LATENTS	LOCATED BOAT - HOLD FOR LATENTS

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
REGISTRATION NUMBER	CONDITIONAL	REG	1-10	ALPHABETIC, NUMERIC
BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	CODE AS DEFINED IN NCIC CODE MANUAL
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 RECORD TO RECEIVE LOCATE

The locate transaction must contain two record identifiers. The first identifier must be one of the following: NIC, BHN, or REG. The second identifier must always be the OCA. Each identifier must be preceded by the proper MFC and a slash (/).

6.5 LOCATE PROCEDURE

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

Following the two record identifiers, DOR and RCA are next entered, in that order, and without MFCs. The DOR (which cannot be prior to the DOT) must be entered or the locate message will be rejected. The RCA should also be entered.

There are no locate procedures for CVI records.

6.6 ADDITIONAL GUIDELINES FOR LOCATE

When recovering/locating a boat record in the NCIC System, the user is expected to enter benefits and effectiveness data. For a locate message, the RPP value will be OTHER MEANS, PREVIOUS RECOVERY, HIT LOCAL YYYYMMDD, HIT STATE YYYYMMDD, or HIT NCIC YYYYMMDD.

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

6.7 AUTOMATIC NOTIFICATION OF LOCATE

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

7 CLEAR

7.1 WHEN TO USE A CLEAR MESSAGE

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

- When the agency recovering the boat is the agency that entered the record.
- When the agency that entered the record is officially advised that the boat has been recovered by another agency.

Any trailer or boat part not recovered with the boat must be entered into the Vehicle or Vehicle/Boat Part Files.

7.2 EXAMPLE OF A CLEAR MESSAGE

The clear example contains header, (1N01HEADER), message key (CB), Originating Agency Identifier (MD1012600), two record identifiers (NIC/B000032685 and OCA/A222), date of clear (19991205), the recovering agency identifier (WA1230000), the recovering agency case number (1426), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991205), number of persons apprehended (4), value of recovered property (5000), and value of recovered contraband (1000).

```
1N01HEADER.CB.MD1012600.NIC/B000032685.OCA/A222.19991205.
WA1230000.1426.HIT NCIC 19991205.4..5000..1000
```

Acknowledgment:

```
1L01HEADER
MD1012600
CLEAR NIC/B000032685
```

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
REGISTRATION NUMBER	CONDITIONAL	REG	1-10	ALPHABETIC, NUMERIC
BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	CODE AS DEFINED IN NCIC CODE MANUAL
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 clear transaction must contain two record identifiers. The first identifier must be one of the following: NIC, BHN, or REG. The second identifier must always be the OCA. Each identifier must be preceded by the proper MFC and a slash (/).

7.5 CLEAR PROCEDURES

There are two circumstances that require unique record formats to clear a stolen boat record.

- If the agency that entered the record recovers the boat, only the DCL (which cannot be prior to the DOT) must be entered following the two record identifiers. Additionally benefits and effectiveness data should be included.
- If the stolen boat record is located by an agency other than the entering agency and:
 - The record being cleared is in a located status (MKE/LOCATED BOAT), only the DCL would be entered following the two record identifiers.
 - DCL followed by the RRI and RCA in that order, without MFCs would be entered after the two record identifiers. Following the DCL, RRI, and RCA, users are expected to enter benefits and effectiveness data. These fields include: RPP, NPA, NPF, VNP, VOR, and VRC. The entry of benefits data is not MFC-dependent. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.
- Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period.

7.6 ADDITIONAL GUIDELINES FOR CLEAR

When clearing a boat record in the NCIC System, the user is expected to enter benefits and effectiveness data. For a clear message, the RPP value will be OTHER MEANS, PREVIOUS RECOVERY, HIT LOCAL YYYYMMDD, HIT STATE YYYYMMDD, OR HIT NCIC YYYYMMDD.