



LEADS Operating Manual

VEHICLES CHAPTER

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SECTION 1 – INTRODUCTION

1.1 LEADS – SPECIFIC VEHICLE REFERENCE

See the NCIC Operating and Code manuals for information and coding relative to file maintenance of Stolen, Felony, and Vehicle Parts. LEADS reference provides information regarding LEADS – Specific functions. There are required LEADS-specific fields in LEADS and NCIC Stolen, Felony, and Part records which are discussed in this chapter. The difference between LEADS and NCIC functions and requirements is also presented.

1.2 LEADS VS NCIC CAPABILITIES

LINKAGE

Linkage of records between agencies is an NCIC function and is not available for LEADS-only records. Linkage may be used for LEADS records entered into both LEADS and NCIC, however, the linkage information will only appear in the NCIC portion of the record.

- a) LEADS users can link two or more agencies records in NCIC when conducting joint investigations.
- b) Example: After the first agency has entered a stolen or felony vehicle, the second agency entering a stolen vehicle on a shared case will enter the ORI of the agency that entered the first record in the Linkage Agency ID (LKI) and the LEADS number of that agency's stolen vehicle record in the Linkage Case # (LKA). Subsequent agencies desiring to enter, and link records related to the multi-jurisdictional case would also use the ORI from the first agency's entry in the LKI, and the LEADS number from the first agency's entry in the LKA.

INVESTIGATIVE INTEREST

Investigative interest in other agencies' records is an NCIC function and is not available for LEADS-only records. Investigative Interest may be attached to LEADS records that have been entered into both LEADS and NCIC, however, the linkage information will only appear in the NCIC portion of the record. See the NCIC Operating Manual for procedures and information.

IMAGES

LEADS allows entry of identifying images when entering Towed or Tagged/Abandoned (EV1T) Vehicles. See the NCIC Operating Manual for procedures and information regarding entering images.

1.3 GENERAL LEADS CRITERIA FOR ENTERING TOWED OR TAGGED/ABANDONED VEHICLES

DEFINITION OF A TOWED OR TAGGED/ABANDONED VEHICLE

- a) Entry of Towed or Tagged/Abandoned Vehicles is a function only available in LEADS. NCIC does not provide a MKE for this entry.
- b) Towed: Any vehicle towed by a criminal justice agency as a result of an arrest, seizure, motorist assist, accident, etc.
- c) Abandoned: Any unattended vehicle left along a public roadway for a period exceeding the legal allowable time frame and is towed as a result.



- d) Tagged: A vehicle that has been marked as unattended or abandoned by a law enforcement officer.

REQUIREMENT FOR ENTRY OF TOWED OR TAGGED/ABANDONED VEHICLES

- a) LEADS encourages agencies to enter towed or tagged/abandoned vehicles. This function could potentially assist in an investigation. For example, a vehicle towed as abandoned prior to being reported stolen would provide the agency investigating the stolen vehicle complaint with the vehicle's location. Another example, a vehicle being tagged as abandoned, could aid in an investigation involving that vehicle and help pinpoint it to a specific location on a certain date and time. This function is also available to assist agencies in tracking vehicles in these categories.

DOCUMENTATION

- a) Agencies must maintain documentation (accident report, tow report, etc.) to support entries of towed and tagged/abandoned vehicles.

1.4 MESSAGE KEY (MKE) CODES

MESSAGE	MKE	TRANSLATION
Entry	EV1T	TOWED OR TAGGED/ABANDONED VEHICLE
Modify	MV	
Cancel	XV	
Clear	CV	
Inquiry	Z2, Z5	

1.5 RECORD RETENTION PERIOD FOR TOWED, TAGGED/ABANDONED VEHICLES

TOWED VEHICLES

Seized - Stay on file for 90 days

All others - Stay on file or 45 days

TAGGED VEHICLES

- a) Stay on file for 45 days

1.6 VALIDATION

Towed or Tagged/Abandoned Vehicles that appear on Validation listings must be Validated as described in the NCIC Operating Manual.



SECTION 2 - TOWED, TAGGED/ABANDONED VEHICLE ENTRY

(Includes LEADS – Specific fields for Stolen, Felony Parts)

2.1 LEADS MESSAGE FIELD CODES FOR ENTRY

- a) See the NCIC Operating Manual for information regarding field codes shared by LEADS and NCIC.
- b) See the LIT Code Table in the NCIC Operating Manual for a full description of each code for entry.
- c) LEADS – Specific Fields:

STOLEN/FELONY VEHICLES	FIELD CODE	REQUIRED?	FIELD LGTH	CHARACTERS	INQUIRY?	ADD?	MODIFY?	DELETE?
Stolen From Address	SFA	Yes	5	A/N	No	No	Yes	No
Stolen From Street	SST	Yes	18	A/N	No	No	Yes	No
Stolen From City	SFC	Yes	12	A/N	No	No	Yes	No
TOWED VEHICLE	FIELD CODE	REQUIRED?	FIELD LGTH	CHARACTERS	INQUIRY?	ADD?	MODIFY?	DELETE?
Towed Message Key	MKE	Yes	4	Code: EV1T	No	No	No	No
Towed From Address	TFA	Yes	5	A/N	No	No	Yes	No
Towed From Street	TST	Yes	18	A/N	No	No	Yes	No
Towed From City	TFC	Yes	12	A/N	No	No	Yes	No
Towed To	TOWED TO	Yes	34	A/N/S	No	No	Yes	No
Phone	PHO	No	10	N	No	Yes	Yes	Yes
Inventory	INV	No	5	A/N/S	No	Yes	Yes	Yes
Reason For Towing	REASON	Yes	0	C	No	No	Yes	No
Requested By	REQ BY	Yes	0	C	No	No	Yes	No
Towed By	TOWED BY	Yes	15	A/N/S	No	No	Yes	No
Hold	HOLD	Yes	0	C	No	No	Yes	No
Authorized	AUTH	Yes	4	N	No	No	Yes	No
TAGGED VEHICLE	FIELD CODE	REQUIRED?	FIELD LGTH	CHARACTERS	INQUIRY?	ADD?	MODIFY?	DELETE?
Towed/Impounded Message Key	MKE	Yes	4	Code: EV1T	No	No	Yes	No
Towed From Address	TFA	Yes	5	A/N	No	No	Yes	No
Towed From Street	TST	Yes	18	A/N	No	No	Yes	No
Towed From City	TFC	Yes	12	A/N	No	No	Yes	No
Towed To	TOWED TO	No	34	A/N/S	No	No	No	No
Phone	PHO	No	10	N	No	Yes	Yes	Yes
Inventory	INV	No	5	A/N/S	No	Yes	Yes	Yes
Reason For Towing = TAGGED	REASON	Yes	0	C	No	No	Yes	No
Requested By	REQ BY	Yes	0	C	No	No	Yes	No
Towed By	TOWED BY	No	15	A/N/S	No	No	No	No
Authorized	AUTH	Yes	4	N	No	No	Yes	No
OTHER LEADS VEHICLE FIELDS	FIELD CODE	REQUIRED?	FIELD LGTH	CHARACTERS	INQUIRY?	ADD?	MODIFY?	DELETE?
License Month (Expiration)	LIM	Varies	2	N	No	Yes	Yes	Varies

Character Types: A=letters A through Z, N=Numerals 0 through 9, S=Special Characters, C=Specific Codes



2.2 STOLEN VEHICLE, FELONY, STOLEN PART ADDRESS FIELDS

- a) LEADS requires the address or location the vehicle was stolen from, where the felony occurred, or where the vehicle part was stolen from be included when entering into LEADS and NCIC. The format to enter Stolen Vehicles, Felony Vehicles, and Stolen Parts in LEADS and NCIC have these LEADS-specific fields included. Address fields include:

Stolen From Address (SFA). The street address number, rural route, etc. A general location would be described 1 mile west of Balsam Road outside of Anytown Illinois, the SFA can be completed: SFA/1MI W.

Stolen From Street (SST). The road or highway name the vehicle was taken from. Include direction whenever possible: SST/W FRANKLIN

Stolen From City (SFC). The name of the nearest city or town where the theft or felony occurred.

Sample Stolen Vehicle Address Field Completion:

* Stolen From Address	* Stolen From Street	* Stolen From City
1MI W	BLACK ROAD	BARKVILLE

2.3 TOWED, TAGGED/ABANDONED ADDRESS FIELDS

- a) When MKE EV1T is selected in the Stolen Vehicle format, the Stolen From address fields are labelled as Towed From Address, Towed From Street, and Towed From City.
- b) The Address fields should reflect where a vehicle was towed from or where it was when tagged as abandoned by an officer.
- c) The Address fields are completed as described above in 2.2 Stolen Vehicle, Felony, Stolen Part Address Fields Section.

2.4 TOWED VEHICLE LEADS-SPECIFIC FIELDS

- a) Towed To-Complete with the location the vehicle was taken to.
- b) Phone (PHO)-Complete with phone number of the tow company or agency towing the vehicle.
- c) Inventory (INV)-Agency tracking number
- d) Reason for Towing (REASON)-Select applicable reason.
- e) Requested By (REQ BY)-Select OWNER, AGENCY, DRIVER, or OTHER to indicate who requested the vehicle be towed.
- f) Towed By-Indicate the name of the towing company.
- g) Hold-Select the applicable indication of whether the vehicle is being held for investigation.
- h) Authorized (AUTH)-Complete with the badge number of the officer associated with the tow.
- i) Sample LEADS-specific Completion – Towed Vehicle



* Towed From Address	* Towed from Steet	* Towed From City
1ST	FRANKLIN	BARKVILLE
* Reason for Towing	* Towed To	Phone #
WRECKED = Wrecked, damaged, accident	12345 KELTER RD	2175551212
Inventory #		
20A478		
* Requested By	* Towed By	Hold
DRIVER	ACE TOWING	N = No
		* Authorized
		7896

2.5 TAGGED ABANDONED VEHICLE LEADS--SPECIFIC FIELDS

- a) When the Reason for Towing (REASON) is selected as TAGGED, only the Requested by (REQ BY), Hold and Authorized (AUTH) fields are required. Towed To, Phone, Inventory, and Towed By fields are not required.
- b) Complete Requested By, and Authorized fields as discussed above in 2.4 Towed/Seized Vehicle LEADS--Specific Fields Section.
- c) Sample LEADS – Specific Completion – Tagged Vehicle

* Towed From Address	* Towed from Steet	* Towed From City
78TH	PARK	BARKSVILLE
* Reason for Towing	Towed To	
TAGGED = Tagged Abandoned		
* Requested By	Towed By	Hold
AGENCY		
		* Authorized
		472

- d) Modify Tagged Abandon vehicle to Towed vehicle. When a Tagged vehicle is later towed as an abandoned vehicle that has been left unattended longer than legally permitted, the Tagged Vehicle entry must be modified to become a towed vehicle. The REASON field should be changed to ABANDON, and the Towed To, Towed By and Hold fields must be modified to reflect the applicable data.

2.6 LICENSE MONTH OF EXPIRATION FIELD (LIM)

- a) LIM is required when LIS is IL.
- b) LIM is optional for Felony and Towed/Tagged vehicles.
- c) Non-expiring plates should be completed as LIM/00. The LIY should then be completed as NX.

SECTION 3 – MODIFY

3.1 LEADS – SPECIFIC STOLEN/TOWED/TAGGED VEHICLE ADDRESS FIELDS

- a) Stolen From/Towed From Address fields may be modified as necessary.
- b) Tagged Abandoned Vehicle entries should be modified when a vehicle exceeds the lawful time period and is towed as abandoned. The modification should change the REASON from TAGGED to ABANDONED. Towed By, Towed To, Phone, and Inventory fields should also be added via modification.



- c) Required fields may not be deleted via modification.

3.2 LEADS – SPECIFIC LICENSE MONTH FIELD

LIM cannot be deleted via Modify when the LIS is IL unless the entry is a Towed, Tagged, or Felony Vehicle entry.

SECTION 4 – CANCEL (VOID) TOWED, TAGGED/ABANDONED VEHICLE

4.1 DEFINITION

Change In Terminology. LEADS previously referred to this function as Void. This change in terminology aligns LEADS with NCIC and other states in using the same vocabulary. The term Void is no longer used.

Message Key. The MKE to Cancel a Towed, Seized, or Tagged Vehicle is XV.

SECTION 5 – INQUIRY

(Includes Stolen, Felony, Towed, Tagged/Abandoned Vehicles, Vehicle Parts)

5.1 INQUIRY FIELD REQUIREMENTS AND CODES

Message Keys (MKE)

- a) *Z2 Basic Inquiry.* Identifiers used are LIC, VIN, or OAN. Searches LEADS and NCIC CHF Vehicles, License and Persons files, IL SOS Registration, or Registration from specified state.
- b) *Z5 Enhanced Inquiry.* Only allowable identifier is an Illinois license plate (with LIY and LIT through default or manual completion). Searching process and resulting response sources:
- IL SOS* vehicle registration and LEADS and NCIC CHF License, Vehicle and Persons are searched based on license plate.
- IF IL SOS* vehicle registration is found, the VIN from that response is used to auto-inquire into LEADS and NCIC CHF.
- IF IL SOS* vehicle registration contains driver's license number(s), an auto-inquiry is made to search IL SOS driver's license files. LEADS and NCIC CHF also searched.
- IF* an auto inquiry by NAM/SEX/DOB is generated, CCL and FOID will also be searched.



c) *Inquiry Identifiers and Files Searched:*

MKE	INQUIRY	IDENTIFIERS			FILES SEARCHED					
	TYPE	LICENSE	VIN	OAN	LEADS	NCIC	SOS	FOID	CCL	Specified State DMV
Z2	Basic	X	X	X	X	X	X			X
Z5	Enhanced	X			X	X	X	X	X	
TS	Title Search		X		X	X	X	X	X	

5.2 RESPONSES

NO RECORD LEADS AND NCIC

CHF
 LDS/ NO LEADS RECORD(S) FOUND MATCHING CRITERIA
 NIC/ IL01 NCIC RESPONSE
 IL08496A7
 NO RECORD LIC/ABJ278 LIS/IL

TOWED, TAGGED/ABANDONED VEHICLE

CHF
 QUERY:ZV LDS/V20D6142
 ZD2R LDS/V20D6142 TOWED ABANDONED TAGGED VEHICLE
 DO NOT DETAIN OR TAKE ENFORCEMENT ACTION
 BASED SOLELY ON THIS RESPONSE
 DOT/2020-07-24
 VCO/BLU/BLU VYR/1989 VMA/DODG VMO/TK VST/PK VIN/ 1B7FL16G8KS036456
 LIM/04 LIY/2021 LIS/IL LIT/TK LIX/3484B
 MIS/PASSENGER WINDOW BROKEN OUT
 NOA/N
 TTO/221 WEBSTER, SPRINGFIELD IL RTW/ABANDON PHO/2176278999
 TRQ/AGENCY TWB/PHILS TOWING HLD/N ATH/785
 TFA/5678 TST/WNDER BLV TFC/SPRINGFIELD
 OCA/TESTING
 ORI/IL02196A7
 ENT/D2R OPR/MCGRATM DTE/2020-11-24 DLU/2020-11-24 08:42
 CONFIRM WITH ORI
 MRI 801 IN:FH1 69 AT 24NOV2020 08:43:20
 OUT: D2R 3 AT 24NOV2020 08:43:20

05/16/2022



SECTION 6 – LOCATE

6.1 LEADS–ONLY RECORDS

Towed, Tagged/Abandoned Vehicles

Towed/Tagged Vehicle entries are generally not Located. The exception would be if the Towed vehicle was released, the record not Cleared, and a subsequent encounter with an officer from another agency occurs. Once Located, a Vehicle record cannot be Modified.

SECTION 7 – CLEAR (CANCEL) TOWED, TAGGED/ABANDONED VEHICLE

7.1 DEFINITION

Change In Terminology. LEADS previously referred to this function as Cancel. This change in terminology aligns LEADS with NCIC and other states in using the same vocabulary.

7.2 LEADS – SPECIFIC RECOVERY FIELDS

Recovery Fields are required when Clearing a Vehicle record. Accurate completion is necessary to assist intelligence officers in identifying patterns.

Fields

- a) Recovery address
- b) Apprehensions
- c) Vehicle condition (at least one condition required)

Clearing Towed, Tagged/Abandoned Vehicles

- a) MKE: Use CV (is also MKE for Stolen Vehicle)
- b) Address Fields: Use a single X to complete Recovered Address, Street Name, City, State, and ZIP.
- c) Apprehension Field: Y or N
- d) Tagged Abandoned, Stolen: If a Tagged Abandoned vehicle is not removed by the owner or reporting agency and is believed to have been stolen from the place it was abandoned, the Tagged Abandoned entry should be Cleared, and a Stolen Vehicle entry made.



SECTION 8 – SOS TITLE FILE

The SOS Title File contains information regarding the titling of vehicles in Illinois. This system ensures the security of vehicle titles, preventing both fraud and theft. Agencies can query the SOS Title File as well as place on hold with the Secretary of State. Information on every vehicle titled by the Illinois Secretary of State is available by on-line computer inquiry.

For Illinois law regarding certificates of title for motor vehicles, see the Illinois Compiled Statutes 625 ILCS 5/3-100 to 5/3-2006.)

A Title Hit is the result of a person or company applying for a new title on a vehicle that is entered as Stolen or the vehicle to be titled has been entered in a Persons record (Wanted, Missing, etc.) in LEADS and NCIC. When application for the new title is made, Illinois Secretary of State makes an automated VIN inquiry against the LEADS and NCIC Vehicle and Persons Hot Files. This process minimizes the risk of issuing a title on a stolen vehicle and supports the Secretary of State's compliance with 625 ILCS 5/3-100 to 5/3-2006. If a Stolen Vehicle or Person record containing that VIN is present, the Title Hit process will begin.

The Title Hit process begins with receipt of a Title Hit by the agency that owns the Stolen Vehicle or Persons Hot File record that contains the VIN in question. The agency must determine if the title can be Released for issuance to the applicant, or if the title should be put on Hold pending additional investigation. An example instance in which a Title Hit would be generated would be an insurance company applying for a Salvage Title after paying the vehicle owner of a stolen vehicle. Every title hit must be processed by the owner agency within a period of 28 days. If the agency determines more time is needed to investigate before indicating whether the title can be Released, two 14 day extensions can be requested.

8.1 FIELD DESCRIPTIONS AND CODES TABLE

The following table is to help illustrate and explain what may be found in the format of a Vehicle Title File response.

FIELD CODE	FIELD NAME	DESCRIPTION/POSSIBLE CONTENTS
STA	Title <u>Status</u>	Status will be 'VALID' or 'REVOKED'.
	Title Type	Type will be one of the following:
		ORIG TITLE (Original Title)
		CORR TITLE (Corrected Title)
		DUPL TITLE (Duplicate Title)
		DUP/CORR TITLE (Duplicate Corrected Title)
		SALV CERT (Salvage Certificate)
		JUNK CERT (Junking Certificate)



FIELD CODE	FIELD NAME	DESCRIPTION/POSSIBLE CONTENTS
		<p>MOBL DISP (Mobile Home Display Title)</p> <p>DISP ONLY (Mobile Home Display Only)</p> <p>CORR MOBL/DISP (Corrected Mobile Home Display Title)</p> <p>DUP MOBL/DISP (Duplicate Mobile Home Display Title)</p> <p>DUP/CORR MOBL DISP (Duplicate Corrected Mobile Home Display Title)</p> <p>CORR SALV CERT (Corrected Salvage Certificate)</p> <p>DUP SALV CERT (Duplicate Salvage Certificate)</p> <p>DUP/CORR SALV CERT (Duplicate Corrected Salvage Certificate)</p> <p>CORR JUNK CERT (Corrected Junking Certificate)</p> <p>DUP JUNK CERT (Duplicate Junking Certificate)</p> <p>DUP/CORR JUNK CERT (Duplicate Corrected Junking Certificate)</p> <p>OUT OF STATE (Out of State Title - IL Registration. This occurs when an out-of-state lending institution refuses to relinquish the title on a vehicle now registered in Illinois.)</p> <p>TITLE SURR-FRGN/ST (IL Title Returned -Vehicle Titled in another state)</p>
ISS	Title Issue Date	Date the title was issued.
TTL	Vehicle <u>T</u> itle Number	A unique number printed on the Certificate of Title issued by SOS to the current owner.
VIN	<u>V</u> ehicle <u>I</u> dentification <u>N</u> umber	Will be only VIN in a single vehicle record. For a vehicle that is assembled by two manufacturers, this is the first stage VIN. For example, one manufacturer's motor home may be assembled on another's chassis. The chassis is the first stage vehicle and the motor home is the second stage vehicle.
	VIN Status	<p>VIN status will be one of the following:</p> <p>PASSED VIN EDIT (VIN was edited and passed as valid.)</p> <p>NOT EDITED (VIN has not been edited and may be incorrect.)</p> <p>FAILED VIN EDIT (VIN did not pass edit, probably incorrect.)</p> <p>ADMINISTRATIVE CORR (VIN is correct, but some data regarding vehicle style or engine has been changed.)</p>



FIELD CODE	FIELD NAME	DESCRIPTION/POSSIBLE CONTENTS
		VIN CONTAINS ENG NO (Motorcycle VIN was edited and determined to contain engine number rather than VIN.)
VYR VMA VMO VST VCO	<u>Vehicle Year</u> <u>Vehicle Make</u> <u>Vehicle Model</u> <u>Vehicle Style</u> <u>Vehicle Color</u>	Vehicle Make could appear as a coded make or a translated make up to 13 characters. The other fields are in the standard LEADS/NCIC format.
ODM	<u>Odometer</u>	Contains the odometer reading at the time the vehicle was purchased.
PUR	<u>Purchase Date</u>	Date vehicle was purchased.
	Lease Information	May contain lease data when applicable.
LIC	<u>License Number</u>	License number assigned to vehicle at time title was issued.
	Expiration Date	Expiration date of license plate number of plates assigned to vehicle at time title was issued. This information is never updated when vehicle registration is renewed.
VIN	2nd Stage <u>VIN</u> , Year, and Make	Contains the second stage manufacturer's VIN, year, and make if applicable.
OWN	<u>Owner</u>	Contains the name of the first owner, could be individual or firm. (This is the owner of the title, not necessarily the owner of the license plates.)
DLN	<u>Driver's License Number</u>	Contains DLN of the first owner if owner is an individual.
	DL Status	DL Status will be one of the following: STATUS UNAVAILABLE OWNER/DLN MATCH (DLN matches owner data submitted) OWNER/DLN DO NOT MATCH (DLN does not match owner data submitted.) COMPUTED DLN (DLN not on application - DLN computed from NAME, SEX, DOB. This may not be the correct DLN.) DLN NOT VERIFIED (DLN given not verified because no SEX or DOB were given.)
OWN	<u>Owner</u>	Contains the name of a second owner, could be individual or firm. Could be lessee's name if vehicle is leased.
DLN	<u>Driver's License Number</u>	Contains DLN of the second owner if owner is an individual.
	DL Status	DL status of second owner will be one of the messages shown in Line 10.



FIELD CODE	FIELD NAME	DESCRIPTION/POSSIBLE CONTENTS
ADD	<u>Address</u>	Contains street address, city, state and zip code of the first owner.
	1st Lienholder	Contains the name of the first lienholder if applicable.
	"Mail To" or "%-OF"	If no lienholder, contains another name and address to which the title is to be sent.
	2nd Lienholder	Contains the name of the second lienholder if applicable. (Unlikely to appear in automobile record; usually applies to large trucks and specialized vehicles.)
		Contains street address, city, state code, and zip code of the second lienholder.
SURR TTL	<u>Surrendered Title</u>	Contains the title number, type of title (See Line 1 information), date, and state from which the title was surrendered to SOS in order to receive the current title.
	Prior Title Info	Contains the heading shown with a possible 10 lines of prior title information to follow.
	Prior Title Information	Contains prior title information (titles issued before the surrendered title) associated with this vehicle. Each line will show a title number, type of title, date issued, and issuing state.

8.2 INQUIRY

1. Identifiers

VIN required

VMA, VYR optional. If used, only a record that matches those same identifiers will be returned as a hit. If VIN only is used, there is a possibility of receiving a duplicate record message.

2. Inquiry Table

MESSAGE KEY	IDENTIFIERS	FILES SEARCHED
TS	VIN	LEADS & NCIC Vehicle Files SOS Vehicle Title Files
TS	VIN VMA VYR	LEADS Illinois SOS Motor Vehicle File Illinois SOS Vehicle Title Fie



3. Title Search Format

The format used to perform a Title Search in Messenger is the QVEHPER (Vehicle & Person Query). The Message Key should be changed to MKE/TS=Vehicle Title File. If a title search is needed on an out of state VIN, place the 2-digit state code in the LIS field.

The screenshot shows the 'QVEHPER - Vehicle & Person Query Form' with the following fields filled:

- Message Key:** TS = Vehicle Title File
- QRI:** IL08496E2 = ISP DISASTER RECOVERY TESTING SPRINGFIELD
- LEADS or NCIC:** LEADS #, NCIC #, Plate # or Placard SER# (9 Character Agency Identifier (9 - 9 alphanumeric))
- LICENSE PLATE:** License #, License State/Region, License Year, License Type
- PERSONAL:** Name, Sex, Race, Date of Birth, Social Security #, Miscellaneous #, Driver Image (N = No), Hotfiles Image (Y = Yes), Related Search Hit (N = No), Driver License #, Driver License State/Region Code, State ID #, FBI / UCN #, FOID #
- VEHICLE:** VIN # 1HMRC0716CM013629, OAN #, Vehicle Year, Vehicle Make

4. Positive Response

The following is an example of a positive Vehicle Title Response. A maximum of 28 lines of data may appear in one record response. In an actual response, all fields would not contain data. Also, data in another response may not appear on the same line as shown here since lines will not be left blank indicating omitted data. Information on each line is explained in the Field Descriptions and Codes in Section 8.1.

```

SOS 06212021 0813
STA/VALID ORIG TITLE ISS/09062019
TTL/1929690433 PURCHASED USED
VIN/2F1GK1EJ5B9144230 PASSED VIN EDIT
2011 CHEV CP WHI/WHI
ODM/027269 ACTUAL MILEAGE
PUR/08082019
LIC/ABC123 082020
OWN/JETSON,GEORGE
DLN/J32530072242 OWNER/DLN MATCH
OWN/JETSON,JANE
DLN/ OWNER/DLN INSUFFICIENT DATA OR FAILS TO COMPUTE
1740 SPACEWAY DRIVE ORBIT CITY IL 60087
1ST LIEN/SPACELY SPROCKETS CREDIT UNION
PO BOX 660308 COGSWELL IL 65866
SURR TTL/11101T647303 ORIG TITLE IL

```



8.3 OTHER RESPONSE EXAMPLES

The following examples illustrate other messages an agency might receive from SOS when inquiring into the Title File.

1. SOS23 NO RECORD ON FILE

When no record is found on file that matches the field identifiers used in the inquiry, the agency will receive the following response:

SOS23 NO RECORD ON FILE-SEARCH KEY 1FTAP326549
VIN/1FTAP326549.

2. SOS62 DUPLICATE RECORDS

When an inquiry results in more than one record being hit, the following response will be received:

SOS 06212021 0803
DUP VINS--INQUIRE ON EACH LIC
3D4PG5FV8AT167191
20 ABC1234 DODGE (**20 = year license expires, ABC1234 = License Plate, DODGE = MAKE**)
19 XYZ987 DODGE
21 LMN456 DODGE

The user should then inquire on the specific vehicle using the three available identifiers VIN, VMA, VYR.

SECTION 9 – TITLE APPLICATION/AUTOMATIC CHF INQUIRY – SOS TITLE HITS

Every purchase of a new or used motor vehicle requires application to the Illinois Secretary of State (SOS) for a Certificate of Title per Illinois Statute. For a used motor vehicle, the previous owner's Certificate of Title is transferred to the new owner, who must then submit the title along with an application for a new Certificate of Title to the Illinois SOS. Upon receipt of a Title application, the Illinois SOS generates an automatic query into the LEADS/NCIC hot files to determine if the vehicle has been entered as Stolen, Towed/Impounded, or is contained in a Wanted or Missing Person record. If the title application is for a new vehicle or it originates from out of state, the inquiry is only generated into the NCIC hot files. The Title Application/Automatic CHF Inquiry capability was designed to minimize the risk of issuing a valid title on a stolen vehicle and support compliance with the requirements of Illinois Compiled Statutes 625 ILCS 5/3-100 to 5/3-2006.



When a title hit occurs as a result of the automatic SOS inquiry, a hold is placed on the title application and automatically generates a Title Hit to the Illinois law enforcement agency that entered the record (ORA). The Title Hit Record LEADS number begins with a "Q" (Q22A1234) and is used to inquire, hold or request an extension on a title hit. A copy of all notification responses is sent to the National Insurance Crime Bureau.

If the ORA takes no action upon receipt of a title hit, the title will be released by SOS at the conclusion of the 28-day period. An agency may request up to two 14-day extensions. If the agency indicates to SOS the title should be held, SOS will not release the title until a title release is sent by the ORA to SOS.

When a positive response (hit) is received to the SOS automated inquiry, SOS will send a Title Hit message to the ORA of the LEADS Hot File entry to determine whether the title should be issued. The Title Hit message will appear as shown in the below sample.

Received Time:	16:41:52 03-17-22
<input type="checkbox"/> View Message Details	
<p>ATTN: LEADS AGENCY COORDINATOR / LEADS OPERATOR IN CHARGE RE: POSSIBLE HIT FROM SOS TITLE HIT SYSTEM THIS IS NOTIFICATION FOR A POSSIBLE TITLE HIT RE: LDS/Q22A0955 TTL/220766945010 RLN/V22B9340 YOUR AGENCY HAS 28 DAYS REMAINING TO APPROPRIATELY MODIFY THE TITLE HIT RECORD ACCORDING TO YOUR NEEDS. IF NO ACTION IS TAKEN WITHIN 28 DAYS, THEN, DUE TO NON-COMPLIANCE WITH THE SOS TITLE HIT SYSTEM PROCEDURES, THE TITLE WILL BE RELEASED FOR ISSUANCE TO THE APPLICANT</p> <p>SOS TITLE HIT SYSTEM SPRINGFIELD</p> <p>MRI: 1062319 IN: FHC1 12478 AT 17MAR2022 16:41:52 OUT: AS2 57 AT 17MAR2022 16:41:52</p>	

9.1 TITLE HIT STEP ONE - INQUIRY

Upon receipt of a Title Hit from SOS, the agency should generate queries on the Title Hit LEADS Number (shown in example above) **LDS/Q22A0955** and the Related Hit LEADS Number (RLN) **RLN/V22B9340** which is the record that caused the Title Hit.

Both the Title Hit and Related Hit LEADS numbers can be queried in the Messenger QVEHPER format in the LEADS # field. An Inquiry by VIN in QVEHPER format will return the Stolen Vehicle hit but not the Title Hit. The Title Hit can only be queried by the Title Hit LEADS number in the QVEHPER or QTITLE formats, or by Title Number **TTL/220766945010** in the QTITLE format.



9.2 TITLE HIT STEP TWO – READING A TITLE HIT RESPONSE

Received Time:	10:10:52 04-12-22	Source
Summary:	TS1: TTL=221016173930	
<input type="checkbox"/> View Message Details		
Modify Title Hit	Query Title Hit	
<p>CHF LDS/Q22A1137 TITLE HIT - HOLD RELATED RECORD LDS/V21H7608 NIC/V033407914 TTL/221016173930 TYP/ORG VYR/2001 VMA/CHEV VST/PK VIN/1GCHK23171F180556 ENT BY CDC-ORI/C9S APP #1 NAM-DLN/LIBERTY MUTUAL INS APP #2 NAM-DLN/ APP ADDRESS/555 W PIERCE RD ITASCA, IL 60143 MAIL TO NAME/COPART 33455272 MAIL TO ADDRESS/ALORTON, IL 62207 MAIL TO CITY-STATE/99 RACEHORSE DR TTL HIT DATE/2022-04-11 TTL ISSUE DELAY DATE/2022-05-09</p> <p>HOLD: REASON/OINV DATE/2022-04-11 NAM/DIXON DTE/2022-04-11 13:31 DLU/2022-04-11 16:32</p> <p>WARNING: THE RELEASE OF THE TITLE MAY OCCUR EARLIER THAN DATE SHOWN. *** REFER TO NOTIFICATION MESSAGES FOR CORRECT RELEASE DATE ***</p> <p>MRI 432433 IN: FHFS 90043 AT 12APR2022 10:10:51 OUT: BN3 13 AT 12APR2022 10:10:52</p>		

Line 1 – The Title Hit Record Number and the Status of the Title Hit.

STATUS CODES

Active – The title is active, or an extension has been granted.

Release – The title has been released to the applicant.

Hold – The title is in a “Hold” state. SOS will not issue the title until the investigating agency authorizes release.

Related Record Cancelled – The related LEADS record has been cancelled.

Related Record Voided – The related LEADS record has been voided.

Line 2 – LEADS number of the CHF record, OCA of the CHF record and the number of hits received.

Line 3 – Title number and type of title application; vehicle year, make, model, style.

Line 4 – VIN, license number of CHF record and entering agency CDC or ORI.

Lines 5 thru 7 – Names, driver’s license numbers, mailing addresses of the title applicant or applicants. If it’s a salvage title hit, this will contain the name of the insurance company.

Lines 8 thru 10 – Lien holder names and addresses. May list more than one lien holder.

Lines 11 thru 13 – Mailing address fields for other than lien holder.

Line 14 – Date of the Title Hit and date requested title will be issued if no response from the investigating agency.

Lines 15 thru 16 – If an extension has been granted, extension code and title issue delay date for first or second extension will appear here.

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EXTENSION CODES

- 0 – No extension has been granted.
- 1 – The first extension has been granted.
- 2 – The second extension has been granted.

Line 17 – If an agency determines there is a valid reason to withhold the issuance of a title to the applicant, the reason code, date and investigator's name will appear here.

Line 18 – When title is released, the reason for release, date of release, and entity title was released to will appear here.

Line 19 - Date and time of entry (DTE) and of the last update to record (DLU).

Line 20 – Caveat pertaining information regarding the hold and/or release of the title.

9.3 TITLE HIT STEP THREE – INVESTIGATING THE TITLE HIT

The user receiving the Title Hit should retrieve the original hot file entry with the associated documentation and prepare a copy for the agency investigator responsible for vehicle investigation. Copies of the Title Hit should also be provided.

If the agency investigator determines the claim was not paid, there was fraud, an investigation is ongoing, etc., a Hold should be placed on the title application until resolution is complete. Once resolution of the holding circumstance has occurred, the title can be Released.

If the investigator determines the title can be Released and assigned without any preceding Hold because any investigation is complete, a salvage claim has been settled, the related LEADS record (Stolen, Wanted, etc.) has been cancelled, etc., a Release transaction can be initiated.

If the agency requires more time to investigate and determine if the title application should be Released or put on Hold, a 14-day extension can be submitted up to two times.

9.4 TITLE HIT STEP FOUR – HOLD, RELEASE, OR EXTENSION

A. HOLD THE TITLE

If an agency determines there is a valid reason to hold the issuance of a title to the applicant, the title will not be issued until the Secretary of State's office is notified by the agency via a Title Release.

- The LAC or LEADS user will use the Messenger MTITLE format and select Message Key MHH = Modify Title – Hold, (see example on next page)

MTITLE - Modify Title Hit (Release, Hold, Extend Hold)

Message Key: **MHH = Modify Title - Hold**

ORI:

Title Hit Information

* LEADS # * Title Number

Release Code

* Hold Code

* Hold By

Extension Number * Initials

Submit Clear Close

- Complete the LEADS # field with the Title Hit LEADS Number (example Q22A1234).
- Complete the Title Number from Title Hit

ATTN: LEADS AGENCY COORDINATOR / LEADS OPERATOR IN CHARGE
 RE: POSSIBLE HIT FROM SOS TITLE HIT SYSTEM
 THIS IS NOTIFICATION FOR A POSSIBLE TITLE HIT RE:
 LDS/Q22A1010 TTL/220907530020 RLN/V21F9109
 YOUR AGENCY HAS 28 DAYS REMAINING TO APPROPRIATELY MODIFY
 THE TITLE HIT RECORD ACCORDING TO YOUR NEEDS. IF NO ACTION
 IS TAKEN WITHIN 28 DAYS, THEN, DUE TO NON-COMPLIANCE WITH
 THE SOS TITLE HIT SYSTEM PROCEDURES, THE TITLE WILL BE
 RELEASED FOR ISSUANCE TO THE APPLICANT

SOS TITLE HIT SYSTEM SPRINGFIELD

- Select the applicable Hold Code:

HOLD TITLES
CNPD = Claim Not Paid
FRAU = Fraud
NSPS = No Such Person
OINV = Ongoing Investigation
REPO = Repossessed
CANC = Theft Report Cancelled
TOWD = Towed
UNFR = Unfounded Report

- Submit the Hold transaction
- When the Hold modification has been made, the record will reflect the Hold in the response. Response below:



Received Time:	11:36:40 04-04-22
Summary:	Z2: LDS=Q22A1037
<input type="checkbox"/> View Message Details	
Modify Title Hit	Query Title Hit
CHF LDS/Q22A1037 TITLE HIT - HOLD RELATED RECORD LDS/ NIC/V543773686 TTL/220916924570 TYP/ORG VYR/2004 VCO/RED/RED VMA/CHEV VST/PK VIN/1GCHK29U94E125313 LIC/3185078B ENT BY CDC-ORI/ADL APP #1 NAM-DLN/EDDY, JEFF APP #2 NAM-DLN/ APP ADDRESS/335 N ALABAMA STREET CHRISMAN, IL 61924 TTL HIT DATE/2022-04-01 TTL ISSUE DELAY DATE/2022-04-29 HOLD: REASON/OINV DATE/2022-04-01 NAM/IL SEC OF STATE POLICE DTE/2022-04-01 16:38 DLU/2022-04-01 17:43 WARNING: THE RELEASE OF THE TITLE MAY OCCUR EARLIER THAN DATE SHOWN. *** REFER TO NOTIFICATION MESSAGES FOR CORRECT RELEASE DATE ***	

- Illinois Secretary of State will Hold the title application until a Release is initiated. When the investigator has determined the Hold is no longer needed, a Title Release transaction should be submitted.

B. RELEASE THE TITLE

When an agency needs to release a title so that it can be issued to the applicant, a Modify transaction must be made.

- The LAC or LEADS user will use the MTITLE format and select Message Key MHR = Modify Title – Release

MTITLE - Modify Title Hit (Release, Hold, Extend Hold)

Message Key: **MHR = Modify Title - Release**

ORI: []

Title Hit Information

* LEADS #: [] * Title Number: []

* Release Code: []

Hold Code: []

* Release By: []

Extension Number: [] * Initials: []

Submit Clear Close

- Complete the LEADS # field with the Title Hit LEADS Number (example Q22A1234).
- Complete the Title Number from Title Hit (example on next page)



ATTN: LEADS AGENCY COORDINATOR / LEADS OPERATOR IN CHARGE
RE: POSSIBLE HIT FROM SOS TITLE HIT SYSTEM
THIS IS NOTIFICATION FOR A POSSIBLE TITLE HIT RE:
LDS/Q22A1010 TTL/220907530020 RLN/V21F9109
YOUR AGENCY HAS 28 DAYS REMAINING TO APPROPRIATELY MODIFY
THE TITLE HIT RECORD ACCORDING TO YOUR NEEDS. IF NO ACTION
IS TAKEN WITHIN 28 DAYS, THEN, DUE TO NON-COMPLIANCE WITH
THE SOS TITLE HIT SYSTEM PROCEDURES, THE TITLE WILL BE
RELEASED FOR ISSUANCE TO THE APPLICANT

SOS TITLE HIT SYSTEM SPRINGFIELD

- Select the appropriate Release Code:

SALVAGE TITLES
INVC = Investigation complete
RLRC = Related to LEADS record cancelled
RLRV = Related to LEADS record voided
SALS = Salvage Claim Settle
INFW = Veh/Lic info not removed from warrant
OTHER TITLES
APTT = Application made prior to theft
CORT = Corrected Title
DUPT = Duplicate Title
DUPV = Duplicate VIN
INSP = Insurance Purposes
INVC = Investigation complete
RLRC = Related to LEADS record cancelled
RLRV = Related to LEADS record voided
REPO = Repossessed
VINP = Stolen VIN Plate - record not removed
PART = Stolen Vehicle Parts - Record Not Removed
CANC = Theft Report Cancelled
TOWD = Towed
UNFR = Unfounded Report
VRAI = Vehicle Recovered - agency informed
VRAU = Vehicle Recovered - agency uninformed
INFR = Vehicle/License information removed from warrant
WVEH = Wrong Vehicle

- Complete the Release By field with the investigator's name.
- Complete the Initials field with the LEADS user's initials.
- Submit the Release transaction.



- The Title Hit record will now contain an indication the Release modification has been made by the Stolen Vehicle record owner agency, Response example:

Received Time:	11:33:26 04-04-22
Summary:	Z2: LDS=Q22A0899
<input type="checkbox"/> View Message Details	
Modify Title Hit	Query Title Hit
CHF	
LDS/Q22A0899 TITLE HIT - RELEASED	
RELATED RECORD LDS/V21I7426 NIC/V723524049	
TTL/220706978190 TYP/SAL VYR/2008 VMA/CHEV VST/UT	
VIN/1GNES13H882220758 ENT BY CDC-ORI/ETJ	
APP #1 NAM-DLN/STATE FARM MUTUAL AUTO INS CO	
APP #2 NAM-DLN/	
APP ADDRESS/2702 IRELAND GROVE RD BLOOMINGTON,IL 61702	
MAIL TO NAME/COPART STK 33663052	
MAIL TO ADDRESS/CHICAGO HEIGHTS,IL 60411	
MAIL TO CITY-STATE/89 E SAUK TRAIL	
TTL HIT DATE/2022-03-11 TTL ISSUE DELAY DATE/2022-04-08	
RELEASE: REASON/INVC DATE/2022-04-01 HAM/DETECTIVE HAYNES 134	
DTE/2022-03-11 16:49 DLU/2022-04-01 17:23	
WARNING: THE RELEASE OF THE TITLE MAY OCCUR EARLIER THAN DATE SHOWN.	
*** REFER TO NOTIFICATION MESSAGES FOR CORRECT RELEASE DATE ***	

- Illinois Secretary of State will now process the title to the applicant.
- If the Title Release is on a Stolen Vehicle record that should no longer be in LEADS, that record should be Cleared. If the Release is related to a Wanted or Missing Persons record, the vehicle data in those records should be deleted.

C. EXTENSION REQUESTS

Extensions must be requested in the last 7 days prior to expiration of the Title Issue Delay Date. The First Extension will be valid for 14 days after the Title Issue Delay Date. A Second Extension will be valid for 14 days after the Title Issue Delay Date of the first extension.

The screenshot shows a web form titled "MTITLE - Modify Title Hit (Release, Hold, Extend Hold)". It contains several input fields and dropdown menus. The "Message Key" is set to "MHE = Modify Title - Extension". The "ORI" is "IL0530200 = PD PONTIAC IL". Under "Title Hit Information", the "LEADS #" is "Q2101234" and the "Title Number" is "T2101004042". There are dropdown menus for "Release Code" and "Hold Code" (set to "UNFR = Unfounded Report"). The "Hold By" field contains "TPR SMITH 1212". At the bottom, the "Extension Number" is "RE2 = 2nd Extension" and the "Initials" are "DM". There are "Submit", "Clear", and "Close" buttons at the bottom of the form.



Agencies can request up to two 14-day extensions if more investigation time is needed.

- Use the MTITLE – Modify Title Hit format.

A screenshot of a software window titled "MTITLE - Modify Title Hit (Release, Hold, Extend Hold)". The window contains several input fields and buttons. At the top, there is a "Message Key" dropdown menu set to "MHE = Modify Title - Extension" and an "ORI" dropdown menu. Below this is a section titled "Title Hit Information" which includes fields for "* LEADS #" and "* Title Number", a "Release Code" dropdown, a "Hold Code" dropdown, and a "Hold By" text field. At the bottom of this section are fields for "* Extension Number" and "* Initials". At the very bottom of the window are three buttons: "Submit", "Clear", and "Close".

- Select message key MHE = Modify Title – Extension.
- Complete the LEADS # field with the Title Hit LEADS Number (example Q22A1234).
- Complete the Title Number from Title Hit

```
ATTN: LEADS AGENCY COORDINATOR / LEADS OPERATOR IN CHARGE
RE: POSSIBLE HIT FROM SOS TITLE HIT SYSTEM
THIS IS NOTIFICATION FOR A POSSIBLE TITLE HIT RE:
LDS/Q22A1010 TTL/220907530020 RLN/V21F9109
YOUR AGENCY HAS 28 DAYS REMAINING TO APPROPRIATELY MODIFY
THE TITLE HIT RECORD ACCORDING TO YOUR NEEDS. IF NO ACTION
IS TAKEN WITHIN 28 DAYS, THEN, DUE TO NON-COMPLIANCE WITH
THE SOS TITLE HIT SYSTEM PROCEDURES, THE TITLE WILL BE
RELEASED FOR ISSUANCE TO THE APPLICANT

SOS TITLE HIT SYSTEM SPRINGFIELD
```



- Complete the Extension Number field (1 or 2 depending on if it's first or second extension request)

A screenshot of a software window titled "MTITLE - Modify Title Hit (Release, Hold, Extend Hold)". The window contains several input fields and buttons. At the top, there is a "Message Key" dropdown menu set to "MHE = Modify Title - Extension" and an "ORI" dropdown menu. Below this is a section titled "Title Hit Information" containing fields for "LEADS #" and "Title Number", both marked with a red asterisk. There are also dropdown menus for "Release Code" and "Hold Code", and a text field for "Hold By". At the bottom of this section are fields for "Extension Number" (containing the number "1") and "Initials", both marked with a red asterisk. At the very bottom of the window are three buttons: "Submit", "Clear", and "Close".

- Complete LEADS user initials field.
- The agency now has an additional 14 days for investigation. If the full 14 days is not needed, a Release can be submitted at any time during that period.

Title hit records will stay on file in LEADS for five years from the date of issuance.