Missing Person File

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1 INTRODUCTION
1.1 CRITERIA FOR ENTRY

Agencies must have a missing person report (electronic or hard copy) on file to support a missing person entry. A missing person record may be entered using one of the following categories:

- **Disability** (MKE/EMD): a person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting him/ herself or others to personal and immediate danger.

- **Endangered** (MKE/EME): a person of any age who is missing under circumstances indicating that his/her physical safety may be in danger.

- **Involuntary** (MKE/EMI): a person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, i.e., abduction or kidnapping.

- **Juvenile** (MKE/EMJ): a person who is missing and not declared emancipated as defined by the laws of his/her state of residence and does not meet any of the entry criteria set forth in the Disability, Endangered, Involuntary, or Catastrophe Victim categories.

- **Catastrophe Victim** (MKE/EMV): a person of any age who is missing after a catastrophe.

- **Other** (MKE/EMO): a person not meeting the criteria for entry in any other category who is missing and 1) for whom there is a reasonable concern for his/her safety or 2) a person who is under age 21 and declared emancipated by the laws of his/her state of residence*.

  *In accordance with Title 34, United States Code, Section 41307(a), agencies are required to enter records into the NCIC Missing Person File for missing individuals under the age of 21.

1.2 ENTRY OF A MISSING EMANCIPATED PERSON (ADULT) RECORD

Agencies must have a missing person report (electronic or hard copy) on file to support a missing person entry. A record for a missing person who is the age of 21 and over may be entered in the Missing Person File provided the entering agency has signed documentation in its possession supporting the stated conditions under which the person is declared missing. This documentation (electronic or hard copy) will aid in the protection of the individual's right to privacy.

The INTERPOL (USNCB) may enter records for persons missing from Hague and non-Hague Convention countries into the NCIC Missing Person File.

In the absence of documentation from a parent, legal guardian, next of kin, physician, or other authoritative source, including friend or neighbor in unusual circumstances, or when such documentation is not reasonably attainable, a signed report by the investigating officer will suffice.

Note: For agencies using Electronic Records Management System (ERMS), some forms of signatures that are acceptable are:

- Digitized signatures (similar to method used by the United States Postal Service).

- Manual signatures scanned into the ERMS.

- The case officer's typed name into the report in the ERMS.

1.3 ENTRY OF A MISSING UNEMANCIPATED PERSON (CHILD) RECORD

A record for a missing person who is under the age of 21 should be entered into NCIC using one of the appropriate categories (Disability, Endangered, Involuntary, Juvenile, Catastrophe Victim, or Other) within 2 hours of receipt of the minimum data required to enter an NCIC record. A missing person report filed with an agency is sufficient documentation for entering a juvenile in the NCIC Missing Person File.
The INTERPOL USNCB may enter records for children abducted from Hague and non-Hague Convention countries into the NCIC Missing Person File.

1.4 ENTRY OF A CATASTROPHE VICTIM RECORD

Catastrophe victim (MKE/EMV) records may be entered by any agency involved in identifying victims of a disaster, e.g., an airplane crash. No written documentation is required for entry into this category.
The INTERPOL USNCB may enter records for children abducted and persons missing from Hague and non-Hague Convention countries into the NCIC Missing Person File.

1.5 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EMD	MISSING PERSON DISABILITY
	EMDC	MISSING PERSON DISABILITY - CAUTION
	EME	MISSING PERSON ENDANGERED
	EMEC	MISSING PERSON ENDANGERED - CAUTION
	EMI	MISSING PERSON INVOLUNTARY
	EMIC	MISSING PERSON INVOLUNTARY - CAUTION
	**EMJ	MISSING PERSON JUVENILE MISSING PERSON EMANCIPATED JUVENILE
	**EMJC	MISSING PERSON JUVENILE - CAUTION MISSING PERSON EMANCIPATED JUVENILE - CAUTION
	EMV	FOREIGN MISSING PERSON CATASTROPHE VICTIM
	EMVC	MISSING PERSON CATASTROPHE VICTIM - CAUTION
	EMO	MISSING PERSON OTHER
	EMOC	MISSING PERSON OTHER - CAUTION
	*EMD	FOREIGN MISSING PERSON DISABILITY
	*EMDC	FOREIGN MISSING PERSON DISABILITY - CAUTION
	*EME	FOREIGN MISSING PERSON ENDANGERED
	*EMEC	FOREIGN MISSING PERSON ENDANGERED - CAUTION
	*EMI	FOREIGN MISSING PERSON INVOLUNTARY
	*EMIC	FOREIGN MISSING PERSON INVOLUNTARY - CAUTION
	*EMV	FOREIGN MISSING PERSON CATASTROPHE VICTIM
	*EMVC	FOREIGN MISSING PERSON CATASTROPHE VICTIM - CAUTION
	*EMO	FOREIGN MISSING PERSON OTHER
	*EMOC	FOREIGN MISSING PERSON OTHER - CAUTION

	* **EMJ	FOREIGN MISSING PERSON JUVENILE FOREIGN MISSING PERSON EMANCIPATED JUVENILE
	* **EMJC	FOREIGN MISSING PERSON JUVENILE - CAUTION FOREIGN MISSING PERSON EMANCIPATED JUVENILE - CAUTION
Modify	MM	
Locate	LM	
Cancel	XM	
Clear	CM	
Inquiry	QW QWA QWE QWF QWS ZW QWB QWI QV ZV	
Nonunique identifier inquiry	QM	
Entry of supplemental record of aliases and/or additional identifiers	EMN	
Cancellation of supplemental record	XMN	
Entry of supplemental dental information	ED	
Modification of supplemental dental information	MD	
Cancellation of supplemental dental information	XD	
Entry of Person with information	EMP	
Modification of Person with Information	MMP	
Cancellation of Person with Information	XMP	
Entry of Person with Information supplemental data	EMPN	
Cancellation of Person with Information supplemental data	XMPN	

*NCIC will translate the Missing Person File Message Key (MKE) to reflect foreign abducted children and foreign missing person records when the entering ORI# is DCINTER00.

**When the subject of a juvenile category record is emancipated, the MKE translation will be MISSING PERSON EMANCIPATED JUVENILE.

A caution indicator should be added to the message key when it is known that an individual is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances of the individual. The code must be entered in the Caution and Medical Conditions (CMC) Field.

For example, a record with MKE/EMDC might have one of the following indicators entered in the MIS Field or have the corresponding code entered in the CMC Field:

SUICIDAL TENDENCIES
HEMOPHILIAC
PREVIOUSLY ESCAPED CUSTODY
HEROIN ADDICT
DIABETIC

For the message keys EMD, EME, EMI, EMJ, EMV, and EMO a caution indicator may be added to the MKE without a dash, e.g., EMDC. When C is added to the MKE, - CAUTION is added to the standard MKE translation; e.g., EMDC is translated as:

`MISSING PERSON DISABILITY – CAUTION`

1.6 RECORD RETENTION PERIOD

A missing person record is retained indefinitely until action is taken by the originating agency to cancel or clear the record or until a locate is placed against the record.

- An exception to record retention will occur in the event a serious error is detected in the record on file. Additional information concerning the serious error program can be found in the Introduction chapter of this manual.

- When a missing person has been positively identified by partial body parts, the entering agency may maintain the NCIC record for future identification in the event additional body parts are recovered.

1.7 AUTOMATIC RETIREMENT

- A missing person record will be retired immediately upon receipt of a locate message. The ORI of the record will be notified that the record has been retired by a $.L. administrative message.

  Data in the License Plate Number (LIC), License Plate State (LIS, License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a missing person base record or supplemental record for the year of entry plus 4 years from the date of entry of the base record.

- When the only searchable identifier in a Missing Person File record is a purged license plate, the entire record will be removed.

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

1.8 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.

1.9 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
AGE	Approximate Age	Must be one or two numerics.
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Personal Descriptors Codes, *NCIC Code Manual*, provides coding instructions.
BLT	Blood Type	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
BXR	Body X-rays	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
CMC	Caution and Medical Conditions	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.*
CRC	Circumcision	Must be left blank if SEX equals F or U. Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Data Codes, *NCIC Code Manual*.
DCH	Dental Characteristics	May contain a maximum of 319 codes consisting of two numerics followed by one to seven alphabetic characters or one special character. The only exceptions are that the codes ALL or UNK will be permitted in the DCH Field. If the code ALL or UNK is entered, no additional information may be entered in the DCH Field. More details can be found in the SUPPLEMENTAL DENTAL RECORD section of this chapter.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DLC	Date of Last Contact	Must be a valid Gregorian date (YYYYMMDD) equal to or less than the current date and equal to or greater than the DOB when the record contains a DOB.
DLO	DNA Location	Free text. If the DNA field is N or defaulted to N, then the DLO must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO Field must contain data.
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 may be entered for the month and/or day when the actual date is unknown. If MKE is EMJ or MNP is CA, a valid Gregorian DOB is mandatory. Additional information available in Personal Descriptors Codes, *NCIC Code Manual*.

DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOE	Date of Emancipation	Must be a valid Gregorian date (YYYYMMDD). The DOE must be later than the DLC. The DOE is mandatory when the MKE is EMJ or EMJC. If the MKE is not EMJ or EMJC, the DOE must be left blank.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DRE	Dentist's Remarks	Maximum of 50 alphanumeric and/or special characters (free text).
DSP	Disposition	Must be DETN or RELD.
DXR	Dental X-rays Available	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
ENS	Expanded Name Search	Must be Y or N.
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*
EYE	Eye Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
FBI	FBI Number/UCN	May be up to seven numerics or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetics followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z. The second cannot be O; and the check digit will be zero to nine. The alphabetic characters I and O are always invalid. Entry of one zero only, or a run of zeros only is prohibited. Embedded blanks are not permitted. -OR- May be eight alphanumerics followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.
FPA	Footprints Available	Must be Y or N.
FPC	Fingerprint Classification	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*. If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used. Embedded blanks are not permitted
HAI	Hair Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
HGT	Height	The first character represents feet and the second and third characters represent inches. May be a minimum of 100 but not more than a maximum of 711 or UNK. More information in Personal Descriptors Codes, *NCIC Code Manual*.
HIT	Wanted/Missing Person Hit Results	Must be a valid NCIC-assigned code as listed in Other Transactions Codes, *NCIC Code Manual*. Can be entered only if RPS is entered.

IMN	Image NCIC Number	A self-checking number consisting of an alphabetic character I followed by nine numeric characters automatically assigned by the NCIC System to each accepted image record. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC-assigned code as listed in the Image File chapter of this manual.
IND	Image Indicator	Must be Y or N.
JWL	Jewelry Description	Free text.
JWT	Jewelry Type	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*. Up to17 codes separated by commas may be used. The jewelry type may include alphabetics, numerics, and commas, and each code can be used only once. Embedded blanks are not permitted.
LIC	License Plate Number	The characters UNK, UNKN, or UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI's CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds ten characters, only the first ten characters should be entered in the LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, *NCIC Code Manual*.
LIT	License Plate Number	Must be a valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual*.
LIY	License Plate Year of Expiration	Must be a valid four-character year (YYYY) or the alphabetics NX to represent a nonexpiring registration.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the NCIC System).
LKI	Linkage Agency Identifier	Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual.
MIF	Missing Person Interest Field	The field can contain Y or N. the NCIC System will default to N if left blank. Only NCMEC can utilize this field via a modification message. If the MIF Field contains Y, the NCIC System will notify NCMEC of all subsequent modify, cancel, locate, or clear transactions.

MIS	Miscellaneous	If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field. More details can be found in the MESSAGE FIELD CODE EDITS FOR ENTRY section of this chapter. SVIN must be the first four characters in the MIS Field if the VIN is a state-assigned or non- conforming 17-character VIN.
MKE	Message Key	Must be a valid message key.
MNP	Missing Person	If the MKE is EMD, EMJ, or EMO, the MNP Field must be MP. If MKE is EMV, the MNP Field must be DV. If the MKE is EME or EMI, the MNP must be either MP, CA, or AA. In an entry transaction, if MNP is CA, victim's age must be under 21 years of age - current year minus year of birth. In all subsequent updates, if MNP is CA, victim's age must be under 21 years of age - record date of entry minus year of birth. If MNP is CA or AA, then DOB must be filled with a valid Gregorian date.
MNU	Miscellaneous Number	The first two characters must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*. The third character must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number in MNU (prefix code OA) cannot be the only numeric identifier in the record. An air force serial number (prefix code AF) or a national guard serial number (prefix code AS) must contain numerics only in positions 4 thru 15. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
MPA	Dental Models and/or Photographs of Teeth Available	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.*
MPC	Missing Person Circumstances	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
NAM	Name	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The Personal Descriptors Codes, *NCIC Code Manual*, provides coding instructions.
NIC	NCIC Number	A self-checking number, consisting of an alphabetic character (M in the Missing Person 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 transaction

NOA	Notify Originating Agency	Must be Y or N. the NCIC System will default to N if left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating missing person. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS, PREVIOUSLY LOCATED, or LOCATED YYYYMMDD.
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 RPS is entered. Must be blank or 0 if RPS is OTHER MEANS, PREVIOUSLY LOCATED, or LOCATED YYYYMMDD.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OLN	Operator's License Number	Must not be one zero only or a run of zeros only. More information in Personal Descriptors Codes, *NCIC Code Manual*.
OLS	Operator's License State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, *NCIC Code Manual*. More information in Personal Descriptors Codes, *NCIC Code Manual*.
OLY	Operator's License Year of Expiration license.	Must represent the year the license expires (XXXX), the alphabetics NX to represent nonexpiring, or the code UNKN for unknown. More information in Personal Descriptors Codes, *NCIC Code Manual.*
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual.
PAK	Person with Information Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. PAK and PIB or PAK and PSS must not match NAM/AKA and DOB or NAM/AKA and SOC. PAK must not match existing PAK or PIN. Personal Descriptors Codes, *NCIC Code Manual*, provides coding instructions.
PAR	Person Armed	Must be a valid NCIC-assigned code as listed in Other Transactions Codes, *NCIC Code Manual*. Can be entered only if RPS is entered.
PHA	Person with Information Hair Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
PHG	Person with Information Height	The first character represents feet and the second and third characters represent inches. May be a minimum of 100 but not more than a maximum of 711. More information in Personal Descriptors Codes, *NCIC Code Manual*.

PIB	Person with Information Date of Birth	Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The PIB cannot be later than the current date. Additional information available in Personal Descriptors Codes, *NCIC Code Manual*.
PIE	Person with Information Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*
PIN	Person with Information Name	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. PAK and PIB or PAK and PSS must not match NAM/AKA and DOB or NAM/AKA and SOC. PAK must not match existing PAK or PIN. The Personal Descriptors Codes, *NCIC Code Manual*, provides coding instructions.
PIR	Person with Information Race	Must be a valid NCIC-assigned code as listed in the Personal Descriptors Codes, *NCIC Code Manual*.
PIX	Person with Information Sex	Must be a valid NCIC-assigned code as listed in the Personal Descriptors Codes, *NCIC Code Manual*.
PMI	Person with Information Miscellaneous	Free text.
POB	Place of Birth	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, *NCIC Code Manual*. More information in Personal Descriptors Codes, *NCIC Code Manual*.
PSK	Person with Information Skin Tone	Must be a valid NCIC-assigned code as listed in the Personal Descriptors Codes, *NCIC Code Manual*.
PSM	Person with Information Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in the Personal Descriptors Codes, *NCIC Code Manual*.
PSS	Person with Information Social Security Number	Must not be less than 001010001 or have a value of 9 in the first position, or have a value of 00 in the fourth and fifth positions. The PSS cannot have a value of 666 in the first, second, and third positions or have a value of 0000 in the sixth, seventh, eighth, and ninth positions. Invalid and/or nonissue numbers are accepted, but cause an SOC attention message. More information in Personal Descriptors Codes, *NCIC Code Manual*.
PWG	Person with Information Weight	Minimum of 001 and maximum of 499. More information in Personal Descriptors Codes, *NCIC Code Manual*.
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
RCA	Recovering Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen

RPS	Reason for Person Record Removal	Must be a valid NCIC-assigned code as listed in Other Transactions Codes, *NCIC Code Manual*.
RRI	Recovering Agency Identifier	Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual.
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
SID	State Identification Number	First two characters must be a valid state code, territory code, or the code US. Embedded spaces are prohibited. The third and fourth characters may contain an asterisk. The tenth character may contain a hyphen.
SKN	Skin Tone	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.*
SOC	Social Security Number	Must not be less than 001010001. A run of zeros only is prohibited. The SOC cannot have a value of 9 in the first position or have a value of 00 in the fourth and fifth positions. The SOC cannot have a value of 666 in the first, second, and third positions or have a value of 0000 in the sixth, seventh, eighth, and ninth positions. Invalid and/or unissued numbers are accepted but cause a SOC attention message. More information in Personal Descriptors Codes, *NCIC Code Manual*.
VCO	Vehicle Color	Must be valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual*. If two colors codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The Vehicle File chapter of this manual has additional edits on the VIN Field. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.
VLN	Name of Validator	Any valid characters representing validator.

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

	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VNP	Value of Recovered Property	Must be blank or 0.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating missing person who was subject of the record. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS, PREVIOUSLY LOCATED, OR LOCATED YYYYMMDD.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating missing person who was subject of the record. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS, PREVIOUSLY LOCATED, OR LOCATED YYYYMMDD.
VRX	Corrective Visions Prescription	Free text. If more than 40 characters, the left lens information should be placed in the MIS Field. More information in Personal Descriptors Codes, *NCIC Code Manual*.
VST	Vehicle Style	Must be a valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual*.
VYR	Vehicle Year	Must represent the production (model) year during which the vehicle was manufactured (YYYY). VYR value must be less or equal to the current year plus two and greater than 0001. For entries of model year 1981 or later, when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 001 and maximum of 499 or UNK. More information in Personal Descriptors Codes, *NCIC Code Manual*.

1.10 CRITERIA FOR REJECTING DUPLICATE RECORDS

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

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

- A duplicate record will be accepted if the ORI in the second message is different or the person file is other than missing, e.g., Gang File, Protection Order, etc. A duplicate record will also be accepted if there are vehicle data in the missing person message that match data in the Vehicle File. In those cases, the duplicate record will be furnished with the acknowledgment.

1.11 IMAGE CAPABILITY

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

1.12 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 AN UNEMANCIPATED MISSING PERSON ENTRY

```
1N01HEADER.EMJ.MD1012600.SMITH, JOHN J.M.W.MD.19851012.20000312.
510.165.GRN.BRO..FAR.SC R LEG...216343737....MP.19991201.56789...
LAST SEEN WEARING BLUE AND RED SHIRT.Y.R............OPOS.C.N.P..
PK,NE.GOLD CROSS ON CHAIN.Y.FBI LAB, QUANTICO, VA 703-632-4000,
VA1234567, MTDNA, CODIS NUMBER - ABC-RMP-123456789.US.H.MD99999999
```

Acknowledgment:

```
1L01HEADER
MD1012600
NAM/SMITH, JOHN J NIC/M000069216
OCA/56789
```

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	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
DATE OF EMANCIPATION	MANDATORY[1]	DOE	8-8	NUMERIC
HEIGHT	MANDATORY	HGT	3-3	ALPHABETIC, NUMERIC
WEIGHT	MANDATORY	WGT	3-3	ALPHABETIC, NUMERIC

EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN NCIC CODE MANUAL
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN NCIC CODE MANUAL
FBI NUMBER/UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN NCIC CODE MANUAL
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN NCIC CODE MANUAL
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) NUMERIC (4) OR ALPHABETIC (4)
MISSING PERSON	MANDATORY	MNP	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
DATE OF LAST CONTACT	MANDATORY	DLC	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY FLAG	OPTIONAL	NOA	1-1	ALPHABETIC
MISSING PERSON CIRCUMSTANCES	OPTIONAL	MPC	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)

LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN NCIC CODE MANUAL
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN NCIC CODE MANUAL
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN NCIC CODE MANUAL
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
BLOOD TYPE	OPTIONAL	BLT	4-5	CODE AS DEFINED IN NCIC CODE MANUAL
CIRCUMCISION	OPTIONAL	CRC	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
FOOTPRINT AVAILABLE	OPTIONAL	FPA	1-1	ALPHABETIC
BODY X-RAYS	OPTIONAL	BXR	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
CORRECTIVE VISION PRESCRIPTION	OPTIONAL	VRX	1-40	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
JEWELRY TYPE	OPTIONAL	JWT	1-50	CODE AS DEFINED IN NCIC CODE MANUAL
JEWELRY DESCRIPTION	OPTIONAL	JWL	1-100	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

[1]Mandatory blank for EMD/EMDC/EME/EMEC/EMI/EMIC/EMO/EMOC/EMV/EMVC

2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory to cause acceptance of a missing person entry into the NCIC System: HDR, MKE, ORI, NAM, SEX, RAC, (DOB and DOE when the MKE is EMJ), HGT, WGT, EYE, HAI, MNP, DLC, OCA, and at least one of the following numerical identifiers when the MKE is other than

EMJ: DOB; FBI; MNU; SOC; OLN with OLS and OLY; LIC with LIS, LIY, LIT; or VIN with VYR, VMA, and VST.

2.4 $.K. ADMINISTRATIVE MESSAGE
2.4.1 $.K. Missing Information Notification

An agency is required to verify and update NCIC missing person record entries with any additional information, including: Blood Type (BLT); Dental Characteristics (DCH); Fingerprint Classification (FPC); Jewelry Type (JWT); Scars, Marks, Tattoos, and Other Characteristics (SMT); and HGT and/or WGT within 60 days of entry. If a record has a date of entry older than 30 days and any of the above fields are blank, a $.K. Missing Information Notification identifying the blank fields will be transmitted. The $.K. Missing Information Notification will also include the record.

An example of the $.K. Missing Information Notification follows:

```
$.K.
MD1012600
NCIC INCOMPLETE MISSING/UNIDENTIFIED PERSON NOTIFICATION AT 1600
EST 19990830. YOUR ENTRY NIC/M000069216, OCA/56789 HAS
INFORMATION MISSING FROM THE FOLLOWING KEY DATA
FIELDS: BLT, DCH, FPC, JWT, SMT, HGT.

IF ANY SUPPLEMENTAL INFORMATION IS AVAILABLE, THAT DATA SHOULD BE
ENTERED IMMEDIATELY. THIS WILL BE YOUR ONLY NCIC NOTIFICATION.

MKE/MISSING PERSON OTHER
ORI/MD1012600 NAM/THOMAS, TOM SEX/M RAC/W ETN/H POB/TX
DOB/19750606 HGT/UNK WGT/153 EYE/BRO HAI/BRO FBI/12245AB9
SKN/FAR
SOC/123456789
DLC/19991201 OCA/56789 SID/MD99999999
NOA/Y
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
NIC/M000069216 DTE/20090101 0930 EST DLU/20120128 0815 EST
```

2.4.2 $.K. AMBER Alert Follow-Up Notifications

A $.K. administrative message is sent to the NCMEC 72 hours after the AMBER Alert (AA) code is entered into the Missing Person (MNP) Field of the NCIC missing person record and a second $.K. is produced 30 days after the AA code is entered into the MNP Field. Upon receipt of the $.K. notifications, the NCMEC will coordinate with the respective NCIC record holder and the AMBER coordinator to verify the status of the AMBER Alert and ensure that the NCIC record is accurate and valid.

The following are examples of the $.K. administrative messages:

```
$.K. 72 HOUR AMBER ALERT FOLLOW-UP
VA007019W
NOTIFICATION AT 1600 EST 20051121
MNP/AA HAS BEEN IN THE FOLLOWING RECORD FOR 72 HOURS
VERIFY STATUS OF AMBER ALERT WITH ORI

MKE/MISSING PERSON ENDANGERED
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W ETN/H POB/MD
DOB/20001012 DOE/20181012 HGT/402 WGT/065 EYE/BRO HAI/BRO
SKN/FAR SMT/SC R HND
SOC/123456789
MNP/AA DLC/20051117 OCA/EXAMPLE1 SID/MD99999999
```

```
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT
MPC/ABDUCTED BY A STRANGER
LIC/555W555 LIS/VA LIY/2006 LIT/PC
VIN/1Q87H2N100001 VYR/2001
VMA/FORD VMO/TAU VST/4D VCO/BLK
BLT/OPOS FPA/N
BXR/P
DNA/N
NIC/M000069216 DTE/20051118 1600 EST DLU/20051118 1815 EST
```

2.5 ADDITIONAL GUIDELINES FOR ENTRY

- The ORI must account for all fields in the missing person record. Agencies should ensure that all available data called for in the record format are entered when the entry is made. In addition, all available critical data should be entered. Missing data obtained at a later time should be promptly added through the use of a modification message (MKE/MM). Guidelines for the entry of aliases and/or other identifiers as a supplemental record to a missing person record are located in the SUPPLEMENTAL RECORD section of this chapter.

- 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.

- If a DOB is the only numerical identifier, it must be a valid Gregorian date or the entry will be rejected. A valid Gregorian date of birth is mandatory when the message key is EMJ or when the MNP is CA.

- The entry of invalid and/or unissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error:

  ```
  ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL
  SECURITY ADMINISTRATION.  PLEASE CHECK FOR A DATA ENTRY ERROR.
  ```

- All numerical identifiers except the OCA and the MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the first two alphabetics from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.

- If a missing person record is for a child who is removed from the United States, known to be in another country, and the issue of return has not been resolved, place the following caveat in the Miscellaneous (MIS) Field:

  ```
  RECORD IS FOR A MISSING CHILD BELIEVED TO BE IN (name of country) REFER TO NCIC
  MANUAL MISSING PERSON FILE CHAPTER FOR FURTHER INFORMATION BEFORE PLACING A
  LOCATE
  ```

- When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operator's license number, passport, military identification, last known address, and

aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

- An initial missing person record may be entered when the HGT, WGT, HAI, and EYE values are unknown if the FBI Field contains data or the MIS Field begins with PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS or SVIN PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS. When HGT or WGT contain UNK and the FBI Field or the MIS Field text is not present, the transaction will be rejected.

2.6 MESSAGE FIELD CODE EDITS FOR ENTRY
2.6.1 DESCRIPTORS

Entry instructions for NAM, SEX, RAC, ETN, DOB, HGT, WGT, EYE, HAI, SKN, SMT, FPC, MNU, SOC, OLN, BLT, CRC, FPA, BXR, CMC, and JWT can be found in Personal Descriptors Codes, *NCIC Code Manual*.

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

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

2.6.2 DATE OF EMANCIPATION (DOE)

- The DOE Field is mandatory when the message key is EMJ or EMJC. It is mandatory blank for all other missing person MKEs. The DOE indicates the exact day that an unemancipated juvenile will reach the age of emancipation (majority) as defined by the laws of his/her state of residence. The DOE must be later than the DLC. DOE is entered in the same manner as a DOB, i.e., year, month, and day. For example, a missing person who was born on July 5, 1988, and is emancipated at the age of 18 years would be entered in file with DOB/19880705 and DOE/20060705. The entry of February 29 (----0229) in the DOE Field for a year that is not a leap year is prohibited. If the DOB is February 29 and the year of emancipation is not a leap year, agencies should enter March 1 for the DOE. The DOE must be complete (include year, month, and day) or the entry will be rejected.

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

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

2.6.3 DATE OF LAST CONTACT (DLC)

Agencies should enter the date that the missing person was last seen or heard from. Agencies should not enter the date that the missing person report was received or the date that the record is entered unless it is the same date that the missing person was last heard from or seen.

2.6.4 MISCELLANEOUS (MIS)

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

    - The types of information that should be included in the MIS Field are:
    - Clothing description (size, color, style, laundry marks)
    - Shoes (size, style, color)
    - Smoker (pipe, cigar, cigarette; brand)
    - Tobacco chewer (brand)
    - Fingernails (polish, length, biter)
    - Possible destination
    - Amount of money in possession
    - Medication in possession
    - Left-handed
    - Right-handed
    - Explanation/description of scars, marks, tattoos, and physical characteristics
    - Conditions under which a juvenile is listed as missing
    - Child is missing under suspicious circumstances, and/or child is believed to be in a life-threatening situation
    - Missing Body parts recovered.

- In the event of a criminal kidnapping of a juvenile by the noncustodial mother, it is recommended that the mother's maiden name be entered as a possible alias and the following information be added to the MIS Field: CHILD IS MISSING UNDER SUSPICIOUS CIRCUMSTANCES and/or CHILD IS BELIEVED TO BE IN A LIFE-THREATENING SITUATION. The mother's maiden name should also be entered if it is believed that a runaway juvenile is trying to avoid identification.

- A missing person record and any other record should be cross-referenced in the MIS Field if more than one record pertains to the same case. For example, the MIS Field of two missing persons reported missing from the same scene may include MAY BE ACCOMPANIED BY MISSING FRIEND-SEE NIC/M123456789, and the other record may contain a similar statement.

- An ORI can request notification each time its record is hit, regardless of whether the person's whereabouts is known. The entering agency should place a 'Y' in the NOA Field.

- When a missing person record for an individual that was previously identified by partial recovered body parts is left active, the entering agency should list the body parts that were recovered in the MIS Field.

- If the HGT or WGT Fields contain UNK and the FBI Field is blank, the MIS Field must begin with PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS or SVIN PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS.

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

```
        BLUE ALERT WARNING.  THE INDIVIDUAL OF RECORD IS AN OFFICER MISSING
        IN THE LINE OF DUTY.
```

2.6.5 VEHICLE OR LICENSE PLATE DATA

- Vehicle and/or license plate data may be entered as part of a missing person record provided the location of the vehicle and/or license plate is unknown and the entering agency has reasonable grounds to believe that the missing person may be operating (or be a passenger in) the vehicle or a vehicle bearing the license plate.

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

- In instances where the vehicle or license plate of the subject of a missing person entry has been stolen, a notation that the vehicle or license plate is stolen should be placed in the MIS Field. Also, a separate entry of the stolen vehicle, felony vehicle, or license plate should be made in the Vehicle or License Plate Files and cross-referenced by the agency possessing the theft report or handling the felony investigation.

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

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

2.6.6 VEHICLE OR LICENSE PLATE DATA AND THE $.8. PROGRAM

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

2.6.7 JEWELRY DESCRIPTION (JWL)

The JWL Field may contain free text consisting of alphanumeric and/or any special character that may further describe the jewelry, e.g., engravings, color, number of stones, etc.

2.6.8 MISSING PERSON (MNP)

The MNP Field is mandatory for all entries. If the MKE is EMD, EMJ, or EMO, the MNP Field must be MP (Missing Person). If the MKE is EMV, the MNP must be DV (Disaster Victim). If the MKE is EME or EMI, the MNP must be either MP, CA (Child Abduction), or AA (Amber Alert).

If MNP is CA, the missing person's age must be less than 21 years of age. The CA is to be used in the MNP Field when there is reasonable indication or suspicion that a child has been abducted and/or is missing under circumstances suggesting foul play or a threat to life. While the CA code is discretionary, every effort should be made to use the code when the criteria are met. The use of this code will give the National Center for Missing and Exploited Children (NCMEC) notification of urgent cases and enable them to provide assistance if needed.

The MNP Field of an NCIC missing person record is entered or modified to the AA code when an AMBER Alert has been activated. Use of the AA code in the NCIC System does not change the procedures or protocols for activating an AMBER Alert. The AA code provides a method of alerting law enforcement to the status of the missing child and generates immediate notifications to the NCMEC, enabling them to deploy resources, when needed, in the most serious child abduction cases.

2.6.9 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).

2.6.10 STATE IDENTIFICATION NUMBER (SID)

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

2.6.11 CAUTION AND MEDICAL CONDITIONS (CMC)

When a missing person record is entered with a caution indicator, the MKE ends with a -C, and the CMC Field must contain a valid caution and medical code. The SUPPLEMENTAL RECORD of this chapter describes procedures for entry of additional CMC codes as a supplemental record to a missing person record. The following are the allowable CMC codes and their translations.

00	Armed and Dangerous
05	Violent Tendencies
10	Martial Arts Expert
15	Explosive Expertise
20	Known to abuse drugs
25	Escape Risk
30	Sexually Violent Predator - Contact ORI for Detailed Information
35	Sex Offender
40	International Flight Risk
50	Heart Condition
55	Alcoholic
60	Allergies
65	Epilepsy
70	Suicidal
80	Medication Required
85	Hemophiliac
90	Diabetic
01	Other (Explain in MIS Field)

The CMC Field is not utilized in automatic cross-search; therefore, all applicable scars, marks, tattoos, and other characteristics should be entered in the SMT Field.

2.6.12 LINKAGE DATA (LKI and LKA)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record

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

2.6.13 MISSING PERSON CIRCUMSTANCES (MPC)

The MPC Field is optional and provides additional information concerning the nature of the disappearance. The allowable values may be found in Personal Descriptors Codes, *NCIC Code Manual*.

2.6.14 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 missing person is known, Y should be entered into the NOA Field. If the NOA is blank, the field will default to N.

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

2.6.15 DNA PROFILE INDICATOR (DNA) and DNA LOCATION (DLO)

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

2.7 AUTOMATIC CROSS-SEARCH WITH UNIDENTIFIED PERSON RECORDS

- When a missing person record is entered or modified, the NCIC System automatically compares the data in that record against all unidentified person records in the NCIC System. These comparisons are performed daily on the records that were entered/modified on the previous day. The identifiers used in the comparisons are the following:

Missing Person Record Identifiers		Unidentified Person Record Identifiers
Date of Birth	-	Estimated Year of Birth
Sex	-	Sex
Race	-	Race
Ethnicity	-	Ethnicity
Height	-	Estimated Height
Weight	-	Estimated Weight
Eye Color	-	Eye Color
Hair Color	-	Hair Color
Date of Last Contact	-	Estimated Date of Death
Date of Last Contact	-	Date Body Found
Scars, Marks, Tattoos, etc.	-	Scars, Marks, Tattoos, etc.
Fingerprint Classification	-	Fingerprint Classification
Jewelry Type	-	Jewelry Type
Originating Agency State Code	-	Originating Agency State Code

Blood Type	-	Blood Type	
Dental Characteristics	-	Dental Characteristics	

- Even though the search only compares the data as shown in the chart above, records should contain all available descriptive data to further aid in the identification process.

- Once the comparisons are made, all entering/updating agencies are notified of the results through administrative messages. The $.M. administrative message advises an agency that a possible match(es) has been made on its record. This message is transmitted to the ORI of the new/modified record and the ORI(s) of the matched record(s). Additional information concerning the $.M. administrative message can be found in the Introduction chapter of this manual.

- The message includes abbreviated records for up to 100 possible matches for the physical cross-search and 35 for the dental cross-search. A request for an NCIC off-line search with more limited parameters may also be requested at ioau@fbi.gov. If the cross-search does not produce any match, all entering/updating agencies are notified through a $.N. administrative message. Additional information concerning the $.N. administrative message can be found in the Introduction chapter of this manual.

3 MODIFICATION
3.1 WHEN TO USE A MODIFICATION MESSAGE

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

A modification message to delete information in a field of the base record will cause the oldest data with that MFC in the supplemental record to move up to the base record.

3.2 EXAMPLE OF A MODIFICATION MESSAGE

The modification example contains header (1N01HEADER), message key (MM), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/M000069216), the fields being modified, and the data being changed (EYE/BRO.NOA/Y).

```
1N01HEADER.MM.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.EYE/BRO.NOA/Y
```

Acknowledgment：

```
1L01HEADER
MD1012600
MODIFY NAM/SMITH, JOHN J NIC/M000069216
```

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
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The record to be modified must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC and a slash (/). The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

- When a vehicle in a missing person record is recovered prior to location of the missing person, the message field code, LIC-VCO/, may be used to remove all vehicular data without identifying each individual field. The characters LIC-VCO/ instruct the NCIC System to delete the following fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO.

  The modification example which removes all vehicular data from the record contains: header (1N01HEADER), message key (MM), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/ M000069216), and the fields being removed (LIC-VCO/.).

  ```
  1N01HEADER.MM.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.LIC-VCO/.
  ```

  Acknowledgment：

  ```
  1L01HEADER
  MD1012600
  MODIFY NAM/SMITH, JOHN J NIC/M000069216
  ```

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

  ```
  1N01HEADER.MM.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.LIC/.LIS/.LIY/.LIT/.
  ```

- If a missing person record is for a child who is removed from the United States, known to be in another country, and the issue of return has not been resolved, place the following caveat in the Miscellaneous (MIS) Field:

```
RECORD IS FOR A MISSING CHILD BELIEVED TO BE IN (name of country) REFER TO
NCIC MANUAL MISSING PERSON FILE CHAPTER FOR FURTHER INFORMATION BEFORE PLACING
A LOCATE
```

- When a missing person record is modified to contain HGT, WGT, HAI, and EYE values of unknown, the FBI Field must contain data or the MIS Field must begin with PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS or SVIN PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS. When HGT or WGT contain UNK and the FBI Field or the MIS Field text is not present, the transaction will be rejected.

3.6 VALIDATION GUIDELINES FOR NCIC MODIFICATION

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a missing person record to indicate that the record has been validated. When data are entered into the VLN Field, the NCIC System enters the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modification 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:

```
1N01HEADER.MM.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.
SOC/311009194.VLN/JONES, DAVID E
```

Acknowledgment:

```
1L01HEADER
MD1012600
VALIDATE NAM/SMITH, JOHN J NIC/M000069216
```

3.7 AUTOMATIC CROSS-SEARCH WITH UNIDENTIFIED PERSON RECORDS

Modifying a missing person record will cause an automatic cross-search of the updated record with unidentified person records in the NCIC System. Additional information can be found in the ENTRY section of this chapter.

3.8 MISSING PERSON INTEREST FIELD (MIF)

The MIF Field is a one-character field reserved to show NCMEC interest in a missing person record. Only NCMEC can utilize this field via a modification message. The field can contain Y or N. If the MIF Field contains Y, the NCIC System will notify NCMEC of all subsequent modify, cancel, locate, or clear transactions.

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 utilized when the entering agency determines that the record is invalid; for example, the missing person report is withdrawn.

DO NOT transmit a cancellation message to remove the missing person record of a child from the NCIC System when the child was removed from the United States, located in another country, and the child has not been returned or the issue of return has not been resolved.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

The cancellation example contains header (1N01HEADER), message key (XM), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/M000069216), date of cancellation (19990107), and benefits and effectiveness data: reason for person record removal (NOT MISSING).

```
1N01HEADER.XM.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.19990107.NOT MISSING
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL NAM/SMITH, JOHN J NIC/M000069216
```

When a missing person record is canceled, the entire record, including all data appended to the record by means of a supplemental record entry, is automatically canceled.

4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS	10-21	ALPHABETIC, NUMERIC

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

The record to be canceled must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC and a slash (/). The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. 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 in the NCIC System, the user is expected to enter benefits and effectiveness data. The RPS Field is entered directly after the DOC Field. For a cancellation message, the RPS value will be either CASE DROPPED, NOT MISSING, or ADMIN CLOSING.

5 INQUIRY

5.1 EXAMPLE OF A NONUNIQUE IDENTIFIER INQUIRY (QM) ACKNOWLEDGMENT

```
1N01HEADER.QM.CA1012600.AGE/35.SEX/M.RAC/W.EYE/BRO.HAI/BRO.HGT/511.WGT/148
```

Acknowledgment

```
1L01HEADER
MD1012600
QUERY MISSING PERSON RECEIVED
```

5.1.1 EXAMPLE OF A NONUNIQUE IDENTIFIER INQUIRY (QM) WITH NEGATIVE AND POSITIVE RESPONSES

```
1N01HEADER.QM.CA1012600.AGE/35.SEX/M.RAC/W.ETN/H.EYE/BRO.HAI/BRO.
HGT/511.WGT/148
```

Negative Response:

```
$.M.1N01HEADER
CA1012600

NO NCIC MISSING PERSON RECORD FOR YOUR INQUIRY ON:
AGE/35 SEX/M RAC/W EYE/BRO HAI/BRO HGT/511 WGT/148.
ETN/H
```

Positive Response:

```
$.M.1N01HEADER
CA1012600

BLUE ALERT WARNING.  THE INDIVIDUAL OF RECORD IS AN OFFICER MISSING
IN THE LINE OF DUTY.
NCIC HAS 35 POSSIBLE MATCHES FOR YOUR INQUIRY ON:
AGE/35 SEX/M RAC/W EYE/BRO HAI/BRO HGT/511 WGT/148
ETN/H
THE TWO HIGHEST SCORING RECORDS ARE LISTED FOLLOWED BY THE NIC NUMBERS
OF UP TO 20 OF THE HIGH SCORE RECORDS.

MKE/MISSING PERSON DISABILITY
```

```
ORI/DCFBIWAOO NAM/JONES, JASON J SEX/M RAC/W ETN/H POB/PA
DOB/19640101 HGT/511 WGT/145 EYE/BRO HAI/BRO
SMT/SC UL ARM
SOC/211440001
MNP/MP DLC/19790718 OCA/123 SID/MD99999999
MIS/BLUE ALERT LSW GRN SLACKS, WHI PULLOVER, BLK WINGTIPS SIZE 10D, SCAR IS 4
MIS/4 INCHES, CREWCUT HAIR, RIGHT HANDED, VRX FOR LEFT EYE IS
MIS/OS-12D00E-D25X120 D5 DEG BASE DOWN
BLT/APOS CRC/U FPA/N BXR/F VRX/OD - 12D00E-D2XI40 D5 DEGREES BASE UP
JWT/AB BB KC CU
JWT/BELT BUCKLE IS IN THE SHAPE OF A GUN, 4 KEYS ON CHAIN
ORI IS FBI HEADQUARTERS WASHINGTON DC 202 555-1234
SMT/ART L ARM
SMT/BLIND
SMT/CL LIP
SMT/HEAR AID
SMT/SC FACE
SMT/SC L LEG
SMT/SC R ARM
SMT/SC R LEG


DENTAL CHARACTERISTICS
DXR/Y   MPA/N   DRE/PERSON HAS NUMEROUS CARIES
TOOTH
01X     32X
02MO    31M
03V     30V
04O     29V
05V     28V
06V     27V
07V     26X
08F     25V
09V     24V
10V     23V
11V     22V
12V     21V
13V     20V
14V     19V
15V     18V
16X     17V
NIC/M107649846 DTE/19790801 0000 EDT DLU/20080115 1600 EST
IMMED CONFIRM MISSING PERSON STATUS WITH ORI


MKE/MISSING PERSON INVOLUNTARY
ORI/MD10122699 NAM/THOMAS, TOM SEX/M RAC/W ETN/H POB/TX
DOB/19640606 HGT/509 WGT/153 EYE/BRO HAI/BRO
SKN/FAR  SMT/TAT L LEG
FPC/PMPICI14151617181920 SOC/211440001
MNP/MP DLC/19980529 OCA/CSD567 SID/MD99999999
MIS/LAST SEEN WEARING BLUE JEANS AND BLACK PULLOVER SHIRT,
MIS/LEFT-HANDED, SMOKES WINSTONS
LIC/ABC123  LIS/MD  LIY/  LIT/PC
VIN/1Q87H2N100001  VYR/1972
VMA/CHEV  VMO/CAM  VST/2T  VCO/BLK
ORI IS ANY CITY PD MD 301 555-1212
NIC/M107650007  DTE/19980811  0000  EDT DLU/19990115 0000 EST
IMMED CONFIRM MISSING PERSON STATUS WITH ORI


M107649846 090 M107650007 090 M123456301 090 M123456401 090
M104545687 090 M123456202 090 M123456302 090 M123456402 090
```

```
M987654321 085 M123456203 085 M123456303 083 M123456403 080
M987654323 075 M123456204 075 M123456304 075 M123456404 075
M987654343 060 M123456205 057 M123456305 057 M123456405 057
```

The NICs are listed in descending order by score.

5.2 MESSAGE FIELD CODES FOR NONUNIQUE IDENTIFIER 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
APPROXIMATE AGE	MANDATORY	AGE	1-2	NUMERIC
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
APPROXIMATE HEIGHT	MANDATORY	HGT	3-3	NUMERIC
APPROXIMATE WEIGHT	MANDATORY	WGT	3-3	NUMERIC
NAME	OPTIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC
AREA	OPTIONAL	ARE	2-3	ALPHABETIC, SPECIAL CHARACTERS
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*

5.3 REQUIREMENTS FOR NONUNIQUE IDENTIFIER INQUIRY (QM)

- The following fields are mandatory for a nonunique identifier inquiry: HDR, MKE, ORI, AGE, SEX, RAC, EYE, HAI, HGT, and WGT.

- The NAM, ENS, ARE, and ETN are optional.

- The approximate age of the individual may be one or two numeric characters representing the age in years. The age must fall within a range of 0 to 99. The age in the inquiry plus or minus one year will be searched. If the age is 100 years old or older, an off-line search should be

requested by contacting the NCIC Investigative and Operational Assistance Group at (304) 625-3000 or e-mail at ioau@fbi.gov.

- Sex, race, eye color, and hair color should be coded following the instructions set forth in Personal Descriptors Codes, *NCIC Code Manual*. A search on each of these fields will retrieve any record with a corresponding code.

- Approximate height in the inquiry plus or minus 3 inches will be searched.

- Approximate weight in the inquiry plus or minus 10 pounds will be searched. Inclusion of a name in the inquiry will limit the response.

- After the search is conducted on AGE, SEX, RAC, EYE, HAI, HGT, and WGT, the New York State Identification and Intelligence System (NYSIIS) code in the records found will be compared with the NYSIIS code of the name in the inquiry. Only those records and additional NICs with matching NYSIIS codes will be returned to the inquiring agency.

5.4 ADDITIONAL GUIDELINES FOR NONUNIQUE IDENTIFIER INQUIRY

- When a nonunique identifier inquiry is received, the NCIC System searches the Missing Person File for possible matches, i.e., candidate records. The sex, race, eye, and hair color codes in the candidate records must be identical to the sex, race, eye, and hair color codes in the inquiry. However, age, height, and weight in the candidate records may vary from the age, height, and weight in the inquiry as indicated above.

- A score is assigned to each candidate record. The score is computed based upon the variance between the inquiry age, height, and weight, and the corresponding data in the candidate records. The score is an abstract numerical representation of the relative similarity between the inquiry data and the data in the candidate records. The score is used by the NCIC System to select up to 20 most likely candidate records for the response to the inquiring agency. If more than 20 records are identified, the remaining records can be obtained by contacting FBI's CJIS Division staff at ioau@fbi.gov.

- To determine if a hit (identification) has been made, the inquiring agency must review all of the identification data in the candidate records and contact the agency that entered the record(s) to confirm a match.

- The ARE Field must be a valid state, territory, or province code as listed in the *NCIC Code Manual.* The NCIC System will search all records for a particular state, territory, province, or region. When an inquiry contains ARE/ followed by a valid code and an asterisk, the response to the inquiry will be limited to records containing the same code and/or US in the first two positions of the ORI Field. Any code may be followed by an asterisk.

    If the asterisk is not used, the search will be conducted on a specific region associated with the state, territory, or province code as detailed in the following list.

Area (ARE) Field Inquiry Code	ORI of Records Returned in Response
AL	AL, FL, GA, LA, MS, NC, TN, & US
AK	AK, BC, YT, & US
AZ	AZ, CA, CO, NV, NM, UT, & US
AR	AR, IL, KS, KY, LA, MS, MO, OK, TN, TX, & US

CA	AZ, CA, NV, OR, & US
CO	AZ, CO, KS, NB, NM, OK, TX, UT, WY, & US
CT	CT, ME, MA, NH, NJ, NY, PA, RI, VT, & US
DE	DE, DC, MD, NY, PA, VA, & US
DC	DE, DC, MD, NY, PA, VA, WV, & US
FL	AL, FL, GA, MS, & US
GA	AL, FL, GA, NC, SC, TN, & US
HI	HI & US
ID	ID, MT, NV, OR, UT, WA, WY, AB, BC, & US
IL	AR, IL, IN, IA, KY, MI, MN, MO, TN, WI, & US
IN	IL, IN, KY, MI, OH, WI, ON, & US
IA	IL, IA, KS, MN, MO, NB, SD, WI, & US
KS	AR, CO, IA, KS, MO, NB, NM, OK, TN, & US
KY	AR, IL, IN, KY, MO, NC, OH, TN, VA, WV, & US
LA	AL, AR, LA, MS, OK, TX, & US
MA	CT, MA, ME, NH, NJ, NY, PA, RI, VT, & US
ME	CT, MA, ME, NH, RI, VT, NK, NS, PQ, & US
MD	DE, DC, MD, NJ, OH, PA, VA, WV, & US
MI	IL, IN, MI, MN, OH, WI, ON, & US
MN	IL, IA, MI, MN, NB, ND, SD, WI, MB, ON, & US
MS	AL, AR, FL, LA, MS, MO, TN, & US
MO	AR, IL, IA, KS, KY, MS, MO, NB, OK, TN, & US
MT	ID, MT, ND, SD, WA, WY, AB, BC, MB, SN, & US
NB	CO, IA, KS, MN, MO, NB, SD, WY, & US
NV	AZ, CA, ID, NV, OR, UT, & US
NH	CT, ME, MA, NH, NY, RI, VT, ON, PQ, & US
NJ	CT, DE, DC, MD, MA, NJ, NY, PA, RI, VA, & US
NM	AZ, CO, KS, NM, OK, TX, UT, & US
NY	CT, MA, NH, NJ, NY, OH, PA, RI, VT, ON, PQ, & US
NC	AL, GA, KY, NC, SC, TN, VA, WV, & US
ND	MN, MT, ND, SD, WY, MB, SN, & US
OH	IN, KY, MD, MI, NY, OH, PA, WV, ON, & US
OK	AR, CO, KS, LA, MO, NM, OK, TX, & US
OR	CA, ID, NV, OR, WA, & US
PA	CT, DE, DC, MD, MA, NJ, NY, OH, PA, RI, VA, WV, ON, & US
RI	CT, ME, MA, NH, NJ, NY, PA, RI, VT, & US
SC	GA, NC, SC, TN, & US
SD	IA, MN, MT, NB, ND, SD, WY, & US
TN	AL, AR, GA, IL, KY, MS, MO, NC, SC, TN, VA, WV, & US
TX	AR, CO, KS, LA, NM, OK, TX, & US
UT	AZ, CO, ID, NV, NM, UT, WY, & US
VT	CT, ME, MA, NH, NY, RI, VT, ON, PQ, & US
VA	DE, DC, KY, MD, NJ, NC, PA, TN, VA, WV, & US
WA	ID, MT, OR, WA, BC, & US
WV	DC, KY, MD, NC, OH, PA, TN, VA, WV, & US
WI	IL, IN, IA, MI, MN, WI, & US
WY	CO, ID, MT, NB, ND, SD, UT, WY, & US
AB	CD, ID, MT, AB, BC, NT, SN, & US
BC	CD, AK, ID, MT, WA, AB, BC, NT, YT, & US

CD	CD, AB, BC, CD, IC, MB, NF, NK, NS, NT, ON, PE, PQ, SN, YT, & US
MB	CD, MN, MT, ND, MB, NT, ON, SN, & US
NF	CD, NF, PQ, & US
NK	CD, ME, NK, NS, PE, PQ, & US
NS	CD, ME, NK, NS, PE, & US
NT	CD, AB, BC, MB, NT, PQ, SN, YT, & US
ON	CD, IN, MI, MN, NH, NY, OH, PA, VT, MB, ON, PQ, & US
PE	CD, NK, NS, PE, & US
PQ	CD, ME, NH, NY, VT, NF, NK, NT, ON, PQ, & US
SN	CD, MT, ND, AB, MB, NT, SN, & US
XN	CD, AB, BC, MB, NT, PQ, SN, XN, YT, & US
YT	CD, AK, BC, NT, YT, & US
PR	PR, VI, & US
VI	PR, VI, & US

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

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

- A Missing Person File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, SID, operator's license data, license plate data, vehicle identification data, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license data by OLS, license plate data by LIS, vehicle data by VIN, and image data by IMN.

5.4.1 IMAGE INDICATOR (IND)

The QM may contain an Image Indicator (IND) to specify whether an image should be returned if available. If the image indicator is Y, image data related to each primary hit response will be returned.

```
1N01HEADER.QM.WA1230000.AGE/35.SEX/M.RAC/W.HGT/511.WGT/160.EYE/BRO.HAI/BRO.IND/Y
```

The following would be returned after the immediate confirm caveat for a mugshot image:
The Image Response (IMR/) is composed of the following data: the Image Type (M for mugshot) and standard person MFCs (NAM, DOB, RAC, HGT, and WGT). The Date of Image (DOI) is next, followed by the NIC of the person record and the IMN. Following the IMN is the Image MIS Field, then image size in bytes (00256), and, last, <image> would be replaced with the actual image.

```
IMR/M NAM:SMITH, JOHN J DOB:19641012
RAC:W HGT:510 WGT:165 DOI:19881012
NIC:M000069216 IMN:I000001233
MIS:  PHOTO OVER TEN YEARS OLD

00256

<image>.
```

5.4.2 EXPANDED NAME SEARCH (ENS)

Nonunique identifier inquiries (QM) may also contain the Expanded Name Search (ENS) Field to specify that if the NAM Field is used, the enhanced name search function should be performed. If the ENS is Y,

primary hits will be determined using each input name part as the last name, interchanging the remaining name parts as given names. Additional information on the ENS can be found in the Introduction chapter of this manual.

```
1NO1HEADER.QM.WA1230000.AGE/30.SEX/M.RAC/W.EYE/BRO.HAI/BRO.
HGT/510.WGT/160
NAM/FRANK,MILES.ENS/Y
```

The following $.M. message will be returned based on the ENS:

```
$.M.1NO1HEADER
WA1230000

NCIC HAS 1 POSSIBLE MATCHES FOR YOUR INQUIRY ON:
AGE/30 SEX/M RAC/W ETN/H EYE/BRO HAI/BRO HGT/510 WGT/160
NAM/FRANK,MILES.

THE TWO HIGHEST SCORING RECORDS ARE LISTED FOLLOWED BY THE NIC
NUMBERS OF UP TO 20 OF THE HIGH SCORE RECORDS.
MKE/MISSING PERSON INVOLUNTARY
ORI/DC1014300 NAM/MILES, FRANK SEX/M RAC/W ETN/H POB/FL
DOB/19700112 HGT/509 WGT/153 EYE/BRO HAI/BRO
SKN/FAR SMT/TAT L LEG
FPC/PMPICI14151617181920 SOC/211440001
MNP/MP DLC/19981001 OCA/CS12345 SID/DC99999999
MIS/LAST SEEN AT THE TYSONS CORNER MALL
ORI IS ANY CITY PD DC 202 555-1111
NIC/M107650007 DTE/19981003 0000 EDT DLU/20071215 1600 EST
IMMED CONFIRM MISSING PERSON STATUS WITH ORI
```

5.5 EXAMPLES

- The message keys QW, QWA, QWE, QWF, QWS, ZW, QWB, and QWI are used for Missing Person File inquiries in addition to Foreign Fugitive, Wanted Person, Gang, Threat Screening Center, Protection Order, Immigration Violator, Identity Theft, Supervised Release, Violent Person, Protective Interest, and Extreme Risk Protection Order Files and the National Sex Offender Registry and will cause these files to be searched automatically. If vehicle identifiers (LIC, LIS, and/or VIN and VMA) are included in the inquiry, the Vehicle, Boat, Vehicle/Boat Part, and License Plate Files will also be searched. If MNU, SOC, or OLN is included in the inquiry, the Article File personal identifier records will also be searched.

```
1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19891012.RSH/Y
```

Negative Response:

```
1L01HEADER
WA1230000

NO NCIC WANT DOB/19891012 NAM/SMITH, JOHN J SEX/M RAC/W
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION.  ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.
```
Positive Response (with supplemental records):

```
1L01HEADER
WA1230000
```

```
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION.  ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.

MKE/MISSING PERSON JUVENILE
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/MD
DOB/19891012 DOE/20051012 HGT/410 WGT/105 EYE/GRN HAI/BRO CTZ/US
SKN/FAR SMT/SC R HND
SOC/123456789 MNP/MP DLC/19991201 OCA/99-1234 SID/MD99999999
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
BLT/OPOS CRC/C FPA/N BXR/P
JWT/PK NE
JWL/GOLD CROSS ON CHAIN
ORI IS ANY CITY PD MD 301 555-1212
DOB/19881012
DOB/19891210
AKA/JONES, EDWARD
AKA/ROE, EDWARD
SMT/CAUL L EAR
SMT/TAT R ARM

DENTAL CHARACTERISTICS
DXR/Y MPA/N DRE/INDIVIDUAL HAS NO DECAY
ALL 32 PERMANENT TEETH ARE PRESENT; WITH NO RESTORATIONS
NIC/M000069216 DTE/19991201 1245 EST DLU/20080201 0830 EST
 IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES IN
INTERSTATE COMPACT ON JUVENILES
```

- EXAMPLE OF A UNIQUE IDENTIFIER INQUIRY FOR FOREIGN ABDUCTED CHILDREN AND MISSING PERSON RECORDS WITH NEGATIVE AND POSITIVE RESPONSES

```
1N01HEADER.QW.WA123000.NAM/DOE,JOHN.SEX/M.RAC/W.DOB/19770123
```

Negative Response:

```
1L01HEADER
WA123000

NO NCIC WANT NAM/DOE,JOHN DOB/19770123 RAC/W SEX/M
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION.  ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.
```

Positive Response:

```
1L01HEADER
WA123000

***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE

EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION.  ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.

 WARNING:  DO NOT DETAIN BASED UPON THIS MISSING PERSON RECORD
MKE/FOREIGN MISSING PERSON - JUVENILE
```

```
ORI/DCINTER00 NAM/DOE,JOHN SEX/M RAC/W ETN/ POB/BD
DOB/19770123 DOE/19950123 HGT/410 WGT/105 EYE/GRN HAI/BRO CTZ/BD
SOC/777777777
MNP/MP DLC/19821201 SID/DC99999999
MIS/CHILD ABDUCTED IN FRANCE BY NON-CUSTODIAL PARENT
ORI IS INTERPOL US DOJ WASHINGTON (202) 616-9000
NIC/M000069216 DTE/19830104 0000 EST DLU/20080201 0930 EST
REPEAT - DO NOT DETAIN BASED UPON NCIC RECORD WITH NIC/M000069216
FOREIGN MISSING OR ABDUCTED PERSON - IMMEDIATELY CONTACT INTERPOL,
US DOJ, NLETS ORI/DCINTER00, OR TEL.  NO.  (202) 616-9000.
IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES
IN INTERSTATE COMPACT ON JUVENILES
```

- EXAMPLE OF A UNIQUE IDENTIFIER INQUIRY POSITIVE RESPONSE FOR A MISSING PERSON RECORD WITH PWI DATA

```
1N01HEADER.QW.WA1230000.NAM/ADAMS, RANDY.SEX/M.RAC/W.DOB/19440630.RSH/Y
```

Positive Response (with supplemental PWI records):

```
1L01HEADER
WA1230000

*****PERSON WITH INFORMATION ASSOCIATED WITH NIC/M000069216*****
*****DO NOT ARREST OR DETAIN BASED ON PERSON WITH INFORMATION HIT*****
MKE/MISSING PERSON ENDANGERED
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W ETN/H POB/MD
DOB/20081012 DOE/20261012 HGT/402 WGT/065 EYE/BRO HAI/BRO
SKN/FAR SMT/SC R HND
SOC/123456789
MNP/CA DLC/20110810 OCA/EXAMPLE1 SID/MD99999999
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT
MPC/ABDUCTED BY A NON-CUSTODIAL PARENT
LIC/555W555 LIS/VA LIY/2012 LIT/PC
VIN/1Q87H2N100001 VYR/2001
VMA/FORD VMO/TAU VST/4D VCO/BLK
BLT/OPOS FPA/N
BXR/P
DNA/N
ORI IS ANY CITY PD MD 301 555-1212

PIN/ADAMS, RANDY PIX/M PIR/W PIE/H PIB/19440630 PHG/511
PWG/195 PEY/BRO PHA/BRO PSK/LGT PSM/SLVR TOOTH PSS/123456789
PMI/PERSON WITH INFORMATION IS NON-CUSTODIAL PARENT OF MISSING CHILD, CHILD
PMI/MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY AT THE ORANGE
PMI/CO PD 555-555-5555 WHEN PERSON WITH INFORMATION IS ENCOUNTERED
PIB/19450630
PIB/19450531
PAK/MARKS, RANDY
PSM/SC L ANKL
PSM/TAT L WRS
PSS/333333333
PSS/222222222
PIN/HARDY, MARY PIX/F PIR/W PIE/H PIB/19700410 PHG/502
PWG/115 PEY/BRO PHA/BRO PSK/LGT PSM/MOLE FHD PSS/777777777
PMI/PERSON WITH INFORMATION IS GIRLFRIEND OF NON-CUSTODIAL PARENT OF MISSING
PMI/CHILD, CHILD MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY
AT
PMI/THE ORANGE CO PD 555-555-5555 WHEN PERSON WITH INFORMATION IS ENCOUNTERED
```

```
PIB/19710503
PAK/ADAMS, MARY
PSM/TAT LW LIP
PSM/TAT L ANKL
PSS/888888888
NIC/M000069216 DTE/20110810 1600 EDT DLU/20110811 0425 EDT

***REPEAT - DO NOT ARREST OR DETAIN BASED ON PERSON WITH INFORMATION HIT***
```

5.6 REQUIREMENTS FOR UNIQUE IDENTIFIER INQUIRY

An inquiry of the Missing Person File may be made by name and one, more than one, or all of the following alphanumeric identifiers: DOB (including year, month, and day), FBI, MNU, SOC, and OLN, with each data element preceded by the proper MFC and a slash (/). Additionally, inquiries may be made using vehicle data (LIC, LIS, and/or VIN and VMA); NAM and OCA; or NIC only, with each data element preceded by the proper MFC and a slash (/).

Note: Exact spelling of the name as contained in the record is required when inquiring with only NAM and OCA.

5.7 ADDITIONAL GUIDELINES FOR UNIQUE IDENTIFIER INQUIRY

- When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the exact date of birth in a record before a record will be retrieved. When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. The NCIC System will search for all matching records that contain the exact DOB and a surname that is a NYSIIS match to the surname in the inquiry.

- Sex and race should be included to minimize multiple hits by limiting the scope of the search. Including sex will cause the NCIC System to search only those records containing the same SEX code as the SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search made by the NCIC System. A list of the Race Field codes and the race codes that will be searched when each is included in an inquiry are the following:

	Race Code In Inquiry	Race Codes Searched
A	Asian or Pacific Islander	All
I	American Indian or Alaskan Native	All
B	Black	All except W
W	White	All except B
U	Unknown	All

- When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., SOC, FBI, MNU, or OLN, a name search is not generated. Including sex and race in this inquiry will not confine the search. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The MIS Field in the hit response should be reviewed to confirm that the first 15 characters are the same as the complete MNU.

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

least one primary hit response and more than 10 secondary hit responses, the following will be included after the first 10 secondary hit responses.

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

- When only one numeric identifier is used in a Missing Person File inquiry, the response will include only the record on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response will include a record on file with that Social Security number, even though there may be other records on file for the same individual which do not contain that particular number.

- An agency making an inquiry with limited personal descriptors should make a second inquiry using all available identifiers contained in the response record to ensure the receipt of all records on file which could possibly pertain to the person in question.

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

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

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

- QM, QW, QWA, QWE, QWF, QWS, ZW, QWB, QWI, and QWT inquiries based on NAM and DOB will search the PIN, PAK, and PIB Fields. If the inquiry is based on SOC, the PSS Field will be searched.

- If a missing person record is appended with PWI data, a caveat will display between the Amber Alert and Missing Person alerts at the beginning of the missing person record response.

- When the record response is generated due to a hit on the base missing person record data, the following caveat will display:

```
*****PERSON WITH INFORMATION ASSOCIATED WITH NIC/<NIC>*****
*****DO NOT ARREST OR DETAIN BASED ON PERSON WITH INFORMATION HIT*****
```

- When the record response is generated due to a hit on the PWI record data, the following caveat will display:

```
*****RECORD NIC/<NIC> IS BASED ON PERSON WITH INFORMATION MATCH*****
*****DO NOT ARREST OR DETAIN BASED ON PERSON WITH INFORMATION HIT*****
```

- For all missing person record responses with PWI data, the following caveat will display after "IMMED CONFIRM MISSING PERSON STATUS WITH ORI" preceded by a blank line.

```
***REPEAT - DO NOT ARREST OR DETAIN BASED ON PERSON WITH INFORMATION HIT***
```

- The PWI records will display dental data in an MPF record response and will be preceded by a blank line. The two supplemental PWI records will be separated by a blank line.

- QW, QWA, QWE, QWF, QWS, ZW inquiries may contain the Image Indicator (IND), Related Search Hit (RSH) and Expanded Name Search (ENS), and Expanded Date of Birth Search (EBS)

Fields. Additional information on the use of these fields can be found in the Wanted Person File chapter.

5.8 BATCH INQUIRY (QWB)

The batch inquiry allows users to create a file of multiple QWA inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific 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. Additional information on procedures for conducting QWB inquiries can be found in the Wanted Person File chapter.

5.9 PROCEDURES FOR HANDLING A HIT

- When an agency receives a record in response to an inquiry and 1) the whereabouts of the person inquired upon is known and 2) the person inquired upon appears to be identical with the subject of one or more of the records, the agency that can detain the person must contact the originating agency of each record possibly identical with the person inquired upon to confirm the hit prior to detaining the person.

- Response time to a hit is based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.

- When an agency receives a record response to an NCIC System query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

- If the missing person is identified by partial body parts, the inquiring agency should determine if the entering agency wants the record to be located.

- When an agency receives a record response to an inquiry containing PWI data, the agency should refer to the PMI Field for point of contact and additional information prior to taking action regarding the PWI.

6 LOCATE
6.1 WHEN TO USE A LOCATE MESSAGE

Any agency, except the agency that entered the record, that finds a person who is indexed in an NCIC Missing Person File should place a locate message on the missing person record. When an agency receives a record or multiple records in response to an inquiry, the inquiring agency must contact the ORI of each record possibly identical with the person in question to confirm the hit. Following confirmation with the originating agency, a locate message should be transmitted for each record on file for the individual unless otherwise advised by the entering agency.

DO NOT transmit a locate message on the missing person record of a child removed from the United States and located in another country until the child has been returned or the issue of return has been resolved.

6.2 EXAMPLE OF A LOCATE MESSAGE

```
1N01HEADER.LM.WA1230000.NAM/SMITH, JOHN J.NIC/M000069216.19991205.8592.DETN.HIT
STATE 19991204..3..1..400.1000
```

Acknowledgment：

```
1L01HEADER
WA1230000
1ST LOCATED NAM/SMITH, JOHN J NIC/M000069216 RECORD BEING CANCELED
```

The locate example contains: header (1N01HEADER), message key (LM), locating agency identifier (WA1230000), two record identifiers (NAM/SMITH, JOHN J and NIC/M000069216), date of recovery (19991205), recovering agency case number (8592), disposition (DETN), and benefits and effectiveness data: reason for person record removal (HIT STATE 19991204), wanted/missing person hit results (3), number of missing persons found (1), value of other recovered property (400), and value of recovered contraband (1000).

6.3 MESSAGE FIELD CODES FOR LOCATE

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DISPOSITION	MANDATORY	DSP	4-4	ALPHABETIC
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS	10-21	ALPHABETIC, NUMERIC
PERSON ARMED	OPTIONAL	PAR	1-1	NUMERIC
WANTED/MISSING PERSON HIT RESULTS	OPTIONAL	HIT	1-2	NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC

NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

6.4 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE

The record to receive a locate must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC and a slash (/). If the NAM Field is used as an identifier, the name must be set forth with the exact spelling and spacing as shown in the record on file. The OCA used as an identifier will be that of the agency that entered the record as shown in the record received from the NCIC System in reply to the apprehending/locating agency's inquiry.

6.5 LOCATE PROCEDURE

- Following the two record identifiers, the date of recovery, recovering agency case number, and the disposition are next entered, in that order, without field codes. The date of recovery must be entered or the locate message will be rejected. The recovering agency case number should be entered to ensure that complete recovery information is in the record. Disposition information (what is to be done with the missing person) must be obtained from the ORI when it is contacted to confirm the missing person's status and included in the locate message.

- The ORI has the responsibility of immediately advising the recovering agency concerning disposition of the individual when contacted about the location of the missing person.

- The complete missing person record, including all supplemental data, is automatically retired when a locate message is placed on the record.

6.6 DISPOSITION (DSP)
6.6.1 DETN IN LOCATE MESSAGE

DETN, an abbreviation for detained, must be included in the locate message when the agency that entered the record advises the locating agency that arrangements are being made to return the missing person to the proper authorities.

6.6.2 RELD IN LOCATE MESSAGE

RELD, an abbreviation for released, must be included in the locate message when:

- The agency that entered the record advises the locating agency that the missing person should not be detained since that person will not be returned to the proper authorities.

- The locating agency has received no information concerning what action should be taken with regard to the missing person after making a concerted effort to obtain such information.

6.7 ADDITIONAL GUIDELINES FOR LOCATE

Following the DSP, users are expected to enter benefits and effectiveness data. These MFCs include: RPS, PAR, HIT, 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 on benefits and effectiveness data can be found in the Introduction chapter of this manual.

7 CLEAR
7.1 WHEN TO USE A CLEAR MESSAGE

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

- When the agency finding the missing person is the agency that entered the record; or

- When the agency that entered the record is officially advised that the missing person has been located and the locating agency has not entered a locate message.

The clear message will cause the entire record, including supplemental and dental data, to be removed from the file.

DO NOT transmit a clear message on the missing person record of a child removed from the United States and located in another country until the child has been returned or the issue of return has been resolved.

7.2 EXAMPLE OF A CLEAR MESSAGE

The clear example contains: header (1N01HEADER), message key (CM), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/ M000069216), date of clear (19990107), the recovering agency identifier (WA1230000), recovering agency case number (8592), and benefits and effectiveness data: reason for person record removal (HIT NCIC 19991105), wanted/missing person hit results (3), number of missing persons found (1), value of other recovered property (400), and value of recovered contraband (1000).

```
1N01HEADER.CM.MD1012600.NAM/SMITH, JOHNJ.NIC/M000069216.19991107.
WA1230000.8592.HIT NCIC 19991105..3..1..400.1000
```

Acknowledgment:

```
1L01HEADER
MD1012600
CLEAR NAME/SMITH, JOHN J NIC/M000069216
```

7.3 MESSAGE FIELD CODES FOR CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS	10-21	ALPHABETIC, NUMERIC
PERSON ARMED	OPTIONAL	PAR	1-1	NUMERIC
WANTED/MISSING PERSON HIT RESULT	OPTIONAL	HIT	1-2	NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

7.4 IDENTIFICATION OF A RECORD TO BE CLEARED

The record to be cleared must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC and a slash (/). The NAM Field used to identify the record must be set forth with the exact spelling and spacing as shown in the record on file.

7.5 CLEAR PROCEDURES

- If the agency that entered the record finds the missing person, the date of recovery must be entered following the two record identifiers. Additionally, benefits and effectiveness data should be entered.

- If the missing person is found by an agency other than the ORI of the record and the recovering agency has not placed a locate message on the missing person record, the date of recovery must be entered following the two record identifiers. This date should be followed by the recovering agency's identifier and the recovering agency case number. Additionally, benefits and effectiveness data should be entered.

- Since one locate message retires the record from file, it will not be necessary for the ORI to clear the record from the NCIC System.

7.6 ADDITIONAL GUIDELINES FOR CLEAR

Following the recovering agency information (RRI and RCA), users are expected to enter benefits and effectiveness data for all clear transactions. These MFCs include: RPS, PAR, HIT, 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 on benefits and effectiveness data can be found in the Introduction chapter of this manual.

8 SUPPLEMENTAL RECORD
8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC

SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC CODE MANUAL*
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN[1]		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC[2]		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN[3]		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN[4]		
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

[1] OLN/<OLN>.<OLS>.<OLY>
[2] LIC/<LIC>.<LIS>.<LIY>.<LIT>
[3] VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>
[4] IMN/<IMN>.<IMT>

8.2 WHEN TO ENTER A SUPPLEMENTAL RECORD

An enter supplemental record is used when additional identifiers such as alias(es), scars, marks, tattoos, and other characteristics, etc., need to be added to a missing person record. The enter supplemental record message may be made only by the agency that entered the missing person record.

8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

The supplemental record entry example contains: header (1N01HEADER), message key (EMN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/ SMITH, JOHN J and OCA/5439), and the supplemental data added to the record: two aliases (AKA/ROE, EDWARD. JONES, EDWARD), two dates of birth (DOB/19801012 and 19791012), and two scars, marks, and tattoos (SMT/CAUL L EAR and TAT R ARM).

```
1N01HEADER.EMN.MD1012600.NAM/SMITH, JOHN J.OCA/5439.AKA/ROE, EDWARD.JONES,
EDWARD.DOB/19801012.19791012.SMT/CAUL L EAR.TAT R ARM
```

Acknowledgment:

```
1L01HEADER
MD1012600
SUPP NAM/SMITH, JOHN J OCA/5439
```

8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY

The missing person record to which a supplemental record of an alias and/or other additional identifier is to be added must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC and a slash (/). The NAM used in identifying the record must be set forth with the exact spelling and spacing as shown in the record on file.

8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

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

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

8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

- A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias; date of birth; scar, mark, tattoo; miscellaneous number; Social Security number; citizenship; state identification numbers; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, a license plate, vehicle, or image is likewise counted as one identifier.

- For example, a record relating to JOHN HARRY SMITH might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, two miscellaneous

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

- Supplemental entry of an IMN/IMT set is used to link the base missing person record with an existing image record in the NCIC System. A missing person may be associated with a maximum of one each of the following image types: mugshot and signature. Up to ten images, other than mugshot and signature, may also be associated with a single base missing person record through a supplemental entry for a maximum of 12 images.

- The criteria for rejecting duplicate records, as defined in the Introduction section of this chapter, apply to the entry of supplemental information.

8.7 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY

- After the missing person record has been identified, each field included in a supplemental record entry, except those entered as sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period and each field must end with a period. Fields that are not part of sets of data may be entered in any order in a supplemental record entry.

- All numeric identifiers excluding OCA and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the two alphabetics from the number itself in the MNU Field.

- Personal Descriptors, State and Country Data Codes, and Vehicle Data Codes, *NCIC Code Manual*, contain appropriate coding of personal identifiers and license and vehicle data.

- The entry of a supplemental record to a missing person record will cause a cross-search of all unidentified person records.

8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY
8.8.1 ALIAS (AKA)

- Field code AKA followed by a slash is used to identify an alias(es). An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.

- An alias is to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial if any, space, and suffix indicating seniority, if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the message field code AKA.

- For juveniles, it is recommended that the mother's maiden name be entered using the following format: AKA/(Mother's Maiden Surname), (Missing Juvenile's Given Name). Nicknames (monikers) are to be entered in the MIS Field, not in the AKA Field of the missing person record.

- Nicknames (monikers) are to be entered in the AKA Field of the missing person record. The term nickname in the NCIC System is defined as a name added to or substituted for the proper name of a person, such as their street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.

  The nickname is to be entered in the AKA Field, followed by a comma (space after comma is optional), then an X (i.e., Peanut, X).

- Further guidelines for the coding of aliases are provided in Personal Descriptors Codes, *NCIC Code Manual*.

8.8.2 OPERATOR'S LICENSE NUMBER SET

OLN followed by a slash is used to identify additional operator's license number set in an entry. The three MFCs making up this field are OLN, OLS, and OLY. All three MFCs must be included in the order listed in the format and must be separated by a period.

For example:

`OLN/L234526677238.VA.1976.`

In the event more than one operator's license number set is to be entered at the same time, each operator's license number set must be preceded by MFC OLN/.

8.8.3 LICENSE PLATE NUMBER SET

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

For example:

`LIC/CBA321.MD.1977.TK.`

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

8.8.4 VEHICLE IDENTIFICATION NUMBER SET

- Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This set contains six data elements: VIN, VYR, VMA, VMO, VST, and VCO.

- The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods and each data element must be accounted for.

  For example:

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

  `Or`

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

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

8.8.5 ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

The MFCs followed by a slash are used to identify additional data to be included in a supplemental record, i.e., DOB/, SMT/, MNU/, and SOC/. Multiples can be entered without repeating the MFCs and separated only by periods.

For example, an entry might include:

```
DOB/19570102.19550823.SMT/SC LHK.POCKMARKS.MNU/AF-123456789.SOC/123456789
```

8.8.6 IMAGE NCIC NUMBER SET

Up to nine images can be entered in a supplemental entry transaction. The format is IMN/<IMN>.<IMT>. The IMN is the NCIC Number of the image, and the image type is either signature (S), mugshot (M), or identifying image (I). If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected.

8.9 MODIFICATION OF ALIAS(ES) AND/OR OTHER IDENTIFIERS IN A SUPPLEMENTAL RECORD

No one-step procedure is available to modify an alias or other identifier in a missing person supplemental record. To modify, the incorrect AKA or other identifier should be canceled and reentered.

8.10 EXAMPLE OF A SUPPLEMENTAL RECORD ALIAS(ES) AND OTHER IDENTIFIERS CANCELLATION

The example of a cancellation of aliases and other additional identifiers in a supplemental record contains header (1N01HEADER), message key (XMN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/M000069216), and data to be canceled (AKA/ROE, EDWARD.JONES, EDWARD, and DOB/19651012.19630912).

```
1N01HEADER.XMN.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.AKA/ROE,
EDWARD.JONES,EDWARD.DOB/19651012.19630912
```

Acknowledgment：

```
1L01HEADER
MD1012600
CANCEL SUPP NAM/SMITH, JOHN NIC/M000069216
AKA/ROE, EDWARD
AKA/JONES, EDWARD
DOB/19651012
DOB/19630912
```

8.11 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS

When canceling an AKA and/or other additional identifiers contained in a supplemental record, the missing person record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order, with each data

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

8.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

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

8.13 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION

- Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; citizenships; caution and medical conditions; and state identification numbers to be canceled should be set out in the cancellation message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

- Each set of operator's license or license plate data (multiple data element fields) must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicle data, only the VIN and VMA are required following VIN/, with a period to account for the intervening VYR Field.

  For example:

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

- When a missing person record is canceled, its entire supplemental record is automatically canceled.

8.13.1 IMAGE NCIC NUMBER SET

Up to nine images can be canceled in a supplemental cancel transaction: one signature, one mugshot, or nine identifying images (up to ten identifying images can be stored for a missing person record). The format is IMN/<IMN>.<IMT>. The IMN is the NCIC Number of the image, and the image type will be either S, M, or I. If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected.

8.13.2 SUPPLEMENTAL CANCELLATION ACKNOWLEDGMENT MESSAGE

A cancel supplemental transaction can contain up to nine supplemental data. All supplemental data will be processed except data that do not meet field edits or data that do not exist. The cancel supplemental message will list all supplemental data that were successfully canceled, list all supplemental data that failed due to a REJECT - SUPP MFC ERROR, and then list all supplemental data not on file. Additional information concerning the reject messages can be found in the Introduction chapter of this manual. The example of a supplemental cancellation acknowledgment message indicates that the AKA (ROE, EDWARD) and DOB (19651012) were successfully canceled. However, the DOB (19300932) was rejected due to a field edit error, as was the AKA (JONES, EDWARD) which was not on file.

```
1N01HEADER.XMN.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.
AKA/ROE, EDWARD.JONES, EDWARD.DOB/19651012.19300932
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL SUPP NAM/SMITH, JOHN NIC/M000069216
AKA/ROE, EDWARD
DOB/19651012
REJ SUPP MFC ERROR
DOB/19300932
REJ SUPP NOT ON FILE
AKA/JONES, EDWARD
```

9 SUPPLEMENTAL DENTAL RECORD

9.1 MESSAGE FIELD CODES FOR DENTAL RECORD ENTRY

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

9.2 WHEN TO USE SUPPLEMENTAL DENTAL RECORD ENTRY

The Missing Person File includes dental characteristics for matching purposes against records in the NCIC Unidentified Person File.

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

9.3 AUTOMATIC CROSS-SEARCH WITH UNIDENTIFIED PERSON RECORDS

Once the comparisons are made to the unidentified person records, the system sends $.M. administrative messages to all entering agencies. The $.M. administrative message advises an agency that a possible match has been made on its record. This message is transmitted to the ORIs of the matched records. The message includes abbreviated records for up to 35 possible matches for the dental cross-search. A request for an NCIC off-line search with more limited parameters may also be requested at

ioau@fbi.gov. If the cross-search does not produce any match, all entering/updating agencies are notified through a $.N. administrative message. Additional information concerning the $.M. and $.N. administrative messages can be found in the Introduction chapter of this manual.

9.4 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD ENTRY

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

The supplemental dental record entry contains: header (1N01HEADER), message key (ED), Originating Agency Identifier (DCFBIWA00), two record identifiers (NIC M107649846 and OCA 12334), and the dental information to be added to the record: dental x-rays available (Y), dental models (N), dentist's remarks (PERSON HAS NUMEROUS CARIES), and dental characteristics (01X,02MO,03V,04V,05V, 06V,07V,08V,09V,10V,11V,12V,13V,14V,15V,16X,17X,18/,19V,20V,21V,22V,23V,24V,25V,26V,27V, 28V, 29V,30V,31V,32X).

```
1NO1HEADER.ED.DCFBIWA00.NIC/M107649846.OCA/12334.Y.N.PERSON HAS NUMEROUS
CARIES.01X,02MO,03V,04V,05V,06V,07V,08V,09V,10V,11V,12V,13V,14V,15V,16X,
17X,18/,19V,20V,21V,22V,23V,24V,25V,26V,27V,28V,29V,30V,31V,32X
```

Note: In the above message all teeth are coded. Additionally, tooth number 02 is the only tooth on which dental work has been performed; teeth 01, 16, 17, and 32 are missing; and no information is remembered for tooth 18.

Acknowledgment:

```
1L01HEADER
DCFBIWA00
ENTRY DENTAL DATA NIC/M107649846 OCA/12334
```

9.5 IDENTIFICATION OF A RECORD FOR ENTRY OF DENTAL DATA

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

9.6 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DENTAL RECORD ENTRY

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

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

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

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

9.7 DENTAL CHARACTERISTICS (DCH) FIELD

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

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

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

  ALL 32 PERMANENT TEETH ARE PRESENT WITH NO RESTORATIONS

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

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

  DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9.7.1 NDIR DATA AVAILABLE (NDI) FIELD

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

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

9.8 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD MODIFICATION

The modify supplemental dental record example contains: header (1N01HEADER), message key (MD), Originating Agency Identifier (DCFBIWA00), two missing person record identifiers (NIC/M10769846 and OCA/12345), and the dental field to be modified (DCH/01MOFL,15MO,21V).

```
1N01HEADER.MD.DCFBIWA00.NIC/MI07649846.OCA/12345.DCH/01MOFL,15MO,21V
```

Acknowledgment:

```
1L01HEADER
DCFBIWA00
MODIFY DENTAL DATA NIC/M107649846 OCA/12345
```

9.9 REQUIREMENTS FOR SUPPLEMENTAL DENTAL RECORD MODIFICATION

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

- Change the code entered in DXR and/or MPA Fields. Since these fields are mandatory, the codes cannot be deleted using a modify message.
- Change or delete the information entered in the DRE Field.
- Change any coding for the 32 tooth codes of the DCH Field.
- Change the NDI value to Y. The NDI Field may be modified by authorized FBI ORIs only.

9.10 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD CANCELLATION

The cancel supplemental dental record example contains: header (1N01HEADER), message key (XD), Originating Agency Identifier (DCFBIWA00), and two missing person record identifiers (NIC/M10769846 and OCA/12345).

```
1N01HEADER.XD.DCFBIWA00.NIC/M107649846.OCA/12345
```

Acknowledgment:

```
1L01HEADER
DCFBIWA00
CANCEL DENTAL DATA NIC/M107649846 OCA/12345
```

9.11 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DENTAL RECORD CANCELLATION

To cancel dental data, the missing person record must be identified by the NIC and OCA, in that order. A supplemental dental cancellation message will delete all dental information from the record identified. When a Missing Person File record is canceled, located, or cleared, all supplemental dental information are retired.

10 PERSON WITH INFORMATION (PWI) RECORD

10.1 ENTRY CRITERIA FOR PWI DATA

10.1.1 GENERAL CRITERIA

The PWI capability may only be used when the following rules and conditions have been fully and strictly met, particularly in cases where the PWI is a parent, custodian, or legal guardian.

- Person with Information data may be appended to a Missing Person File (MPF) record entered using MKE/EME, EMI, EMEC, or EMIC.

- Only the agency that entered the missing person record may append PWI data to that record.

- An MPF record may be appended with a maximum of two PWI records. Additional identifiers may be added to the PWI record as supplemental transactions.

- PWI data will require review 72 hours following entry and every 30 days thereafter.

10.1.2 RULES

- When probable cause for arrest of the PWI nominee exists, a warrant must be obtained, entered into the Wanted Person File, and linked to the associated MPF record.

- When probable cause for arrest of the PWI nominee exists, but a warrant cannot be readily obtained because of circumstances beyond the control of the investigating law enforcement agency, a Temporary Want should be entered into the Wanted Person File and linked to the MPF record.

- If there is an active record in an unrelated matter in any person file for the PWI nominee, the record should be linked to the associated MPF record.

- When neither 1, 2, nor 3 is possible, the PWI capability may be used only when all of the conditions outlined below exist simultaneously.

10.1.3 CONDITIONS

Facts and circumstances indicate that:

- The missing person was last seen under circumstances that pose a risk to the safety of that person.

- There is a "substantial likelihood" that the PWI has relevant information about the missing person that could result in the recovery of the missing person.

- Entering identifying information concerning the PWI into the MPF record could assist the appropriate law enforcement agency to identify and interview the PWI, and that the resulting information could assist in the recovery of the missing person.

- The PWI cannot be located and time is of the essence.

- There is no prohibition under the investigating agency's state law on the publication of information concerning the identity of a person for whom a warrant has not been obtained.

- The identity of the PWI has been disclosed to the general public through an Amber Alert or other formal notification.

10.2 EXAMPLE OF PWI RECORD ENTRY

```
1N01HEADER.EMP.MD1012600.NIC/M000069216.OCA/12345.JONES,RANDY.M.W.19440630.511.
195.BRO.BRO.LGT.SLVR TOOTH.123456789.PERSON WITH INFORMATION IS NON-CUSTODIAL
PARENT OF MISSING CHILD, CHILD MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT
DET FRIDAY AT THE ORANGE CO PD 555-555-5555 WHEN PERSON WITH INFORMATION IS
ENCOUNTERED.
```

Acknowledgment:

```
1N01HEADER
MD1012600
ENTER PWI DATA NIC/M000069216 OCA/12345
```

10.3 MESSAGE FIELD CODES FOR PWI RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PERSON WITH INFORMATION NAME	MANDATORY	PIN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

PERSON WITH INFORMATION SEX	OPTIONAL	PIX	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*
PERSON WITH INFORMATION RACE	OPTIONAL	PIR	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*
PERSON WITH INFORMATION DATE OF BIRTH	CONDITIONAL	PIB	8-8	NUMERIC
PERSON WITH INFORMATION HEIGHT	OPTIONAL	PHG	3-3	NUMERIC
PERSON WITH INFORMATION WEIGHT	OPTIONAL	PWG	3-3	NUMERIC
PERSON WITH INFORMATION EYE COLOR	OPTIONAL	PEY	3-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
PERSON WITH INFORMATION HAIR COLOR	OPTIONAL	PHA	3-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
PERSON WITH INFORMATION SKIN TONE	OPTIONAL	PSK	3-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
PERSON WITH INFORMATION SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	PSM	3-10	CODE AS DEFINED IN *NCIC CODE MANUAL*
PERSON WITH INFORMATION SOCIAL SECURITY NUMBER	CONDITIONAL	PSS	9-9	NUMERIC
PERSON WITH INFORMATION MISCELLANEOUS	MANDATORY	PMI	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PERSON WITH INFORMATION ETHNICITY	OPTIONAL	PIE	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*

10.4 IDENTIFICATION OF RECORD FOR ENTRY OF PWI DATA

The missing person record to which PWI data are to be added must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order, with each identifier preceded by the proper MFC and a slash (/). The NAM used in identifying the missing person record to which PWI data are to be added must be set forth with the exact spelling and spacing as shown in the record on file.

10.5 ADDITIONAL GUIDELINES FOR PWI RECORD ENTRY

The ORI must account for all fields in the PWI record format. If optional fields are included, a period must be included for the field place holder. Entry of the PWI dataset is optional; however, if the PIN is entered, a numeric identifier (PIB or PSS) and PMI will be required. The PMI Field must contain contact information and guidance for the law enforcement officer who encounters the PWI. The Missing/Unidentified Person Files personal descriptor cross-match will not run based on PWI data.

The entry of invalid and/or unissued numbers in the PSS Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error:

```
ATTENTION:  THE PSS USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE
SOCIAL SECURITY ADMINISTRATION.  PLEASE CHECK FOR A DATA ENTRY ERROR.
```

10.6 WHEN TO USE PWI MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message may be used to change any field in the PWI record.

10.7 EXAMPLE OF PWI RECORD MODIFICATION

The PWI record modification example contains: header (1N01HEADER), message key (MMP), Originating Agency Identifier (MD1012600), three record identifiers (NIC/M000069216), (OCA/12345), and (PIN/JONES, RANDY), and the data being modified (PIR/B).

```
1N01HEADER.MMP.MD1012600.NIC/M000069216.OCA/12345.PIN/JONES, RANDY.PIR/B
```

Acknowledgment:

```
1N01HEADER
MD1012600
MODIFY PWI DATA PIN/JONES, RANDY NIC/M000069216
```

10.8 MESSAGE FIELD CODES FOR PWI MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

PERSON WITH INFORMATION NAME	MANDATORY	PIN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM PWI RECORD ENTRY TRANSACTION				

10.9 IDENTIFICATION OF RECORD FOR MODIFICATION OF PWI DATA

The PWI record to be modified must be identified by two missing person base record identifiers, NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order; and the PIN, with each identifier preceded by the proper MFC and a slash (/). The NAM and PIN used in identifying the record must be set forth with the exact spelling and spacing as shown in the record on file.

10.10 ADDITIONAL GUIDELINES FOR PWI RECORD MODIFICATION

- The MMP transaction is MFC dependent.

- A modify transaction used to delete information in the base missing person records will not cause the PWI data to move up to the base record from the PWI record.

- A modify transaction used to delete information in the PIB, PSS, or PSM of the PWI record will cause the oldest data with that MFC in the supplemental PWI data to move up to the PWI record.

- All fields in the PWI record are modifiable.

- The Missing/Unidentified Person Files personal descriptor cross-match will not run based on PWI data.

10.11 WHEN TO USE PWI RECORD CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the PWI record is no longer valid. When a PWI record is canceled, all PWI data appended to the record by means of a supplemental record entry, is automatically canceled.

10.12 EXAMPLE OF PWI RECORD CANCELLATION

The PWI record cancellation example contains: header (1N01HEADER), message key (XMP), Originating Agency Identifier (MD1012600), three record identifiers (NIC/M000069216), (OCA/12345), and (PIN/JONES, RANDY).

```
1N01HEADER.XMP.MD1012600.NIC/M000069216.OCA/12345.PIN/JONES, RANDY
```

Acknowledgment:

```
1N01HEADER
MD1012600
CANCEL PWI DATA PIN/JONES, RANDY NIC/M000069216
```

10.13 MESSAGE FIELD CODES FOR PWI RECORD 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
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PERSON WITH INFORMATION NAME	MANDATORY	PIN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

10.14 IDENTIFICATION OF RECORD FOR CANCELLATION OF PWI DATA

The PWI record to be canceled must be identified by two missing person base record identifiers, NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order; and the PIN with each identifier preceded by the proper MFC and a slash (/). The NAM and PIN used in identifying the record must be set forth with the exact spelling and spacing as shown in the record on file.

10.15 ADDITIONAL GUIDELINES FOR PWI RECORD CANCELLATION

- The XMP transaction is MFC dependent.

- A PWI cancellation message will delete all supplemental PWI information from the record identified.

- When a Missing Person File record is canceled, located, or cleared, its entire supplemental PWI data is automatically canceled.

10.16 MESSAGE FIELD CODES FOR SUPPLEMENTAL PWI RECORD TRANSACTION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PERSON WITH INFORMATION NAME	MANDATORY	PIN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PERSON WITH INFORMATION DATE OF BIRTH	OPTIONAL	PIB	8-8	NUMERIC
PERSON WITH INFORMATION SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	PSM	3-10	CODE AS DEFINED IN *NCIC CODE MANUAL*
PERSON WITH INFORMATION SOCIAL SECURITY NUMBER	OPTIONAL	PSS	9-9	NUMERIC
PERSON WITH INFORMATION ALIAS	OPTIONAL	PAK	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

10.17 WHEN TO USE SUPPLEMENTAL PWI ENTRY

An enter supplemental PWI record is used when additional identifiers such as PAK, PSM, or PSS need to be added to a PWI record. The enter supplemental PWI record message may be used only by the agency that entered the PWI record.

10.18 EXAMPLE OF SUPPLEMENTAL PWI RECORD ENTRY

The supplemental PWI record entry example contains: header (1N01HEADER), message key (EMPN), Originating Agency Identifier (MD1012600), three record identifiers (NIC/M000069216), (OCA/12345), and (PIN/ JONES, RANDY), and the supplemental data added to the record: two scars, marks, tattoos, and other characteristics (PSM/TAT NECK.TAT CHIN), three Social Security Numbers (PSS/888888888.777777777.555555555).

```
1N01HEADER.EMPN.MD1012600.NIC/M000069216.OCA/12345.PIN/JONES, RANDY.PSM/TAT NECK.TAT
CHIN.PSS/888888888.777777777.555555555
```

Acknowledgment:

```
1N01HEADER
MD1012600
PWI SUPP NIC/M000069216 OCA/12345 PIN/JONES, RANDY
```

10.19 IDENTIFICATION OF RECORD FOR ENTRY OF SUPPLEMENTAL PWI DATA

The PWI record to which supplemental PWI data are to be added must be identified by two missing person base record identifiers, NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order; and the PIN, with each identifier preceded by the proper MFC and a slash (/). The NAM and PIN used in identifying the record must be set forth with the exact spelling and spacing as shown in the record on file.

10.20 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL PWI RECORD

The PAK and all other identifying data fields which may be included in a supplemental record with their field codes and the maximum number of PAK, PIB, PSS, and PSM that may be added to a PWI record are the following:

Field	Field Code	Maximum Number Permitted
Person with Information Date of Birth	PIB	9
Person with Information Social Security Number	PSS	9
Person with Information Alias	PAK	9
Person with Information Scars, Marks, Tattoos, and Other Characteristics	PSM	9

10.21 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL PWI ENTRY

- A maximum of nine additional identifiers of various kinds may be entered in one supplemental PWI record entry message. Additional messages are required if more identifiers are to be entered. Each PAK; PIB; PSM; or PSS is counted as one identifier.

- For example, a record relating to RANDY JONES might have appended supplemental data consisting of three other names (PAKs), nine dates of birth (PIBs), and five scars, marks, tattoos, and other characteristics (PSMs). Entry of these additional identifiers would require several supplemental record entry messages as all of these additional identifiers could not be included in one supplemental PWI record entry message.

10.22 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL PWI ENTRY

- After the PWI record has been identified, each field included in a supplemental PWI record entry must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period and each field must end with a period.

- The PIB and PSS must be entered omitting spaces, hyphens, and symbols.

- The Personal Descriptors Codes, *NCIC Code Manual*, contains the appropriate codes for the entry of PSM data.

- The entry of supplemental PWI data to a missing person record will not cause a cross-search of unidentified person records.

10.23 MODIFICATION OF ALIAS(ES) AND/OR OTHER IDENTIFIERS IN A SUPPLEMENTAL PWI RECORD

No one-step procedure is available to modify an alias or other identifier in a supplemental PWI record. To modify, the incorrect PAK or other identifier should be canceled and reentered.

10.24 WHEN TO USE SUPPLEMENTAL PWI RECORD CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A PWI cancellation message is used to correct or remove additional identifiers appended to a PWI record.

10.25 EXAMPLE OF SUPPLEMENTAL PWI RECORD ALIAS(ES) AND OTHER IDENTIFIERS CANCELLATION

The supplemental PWI record cancellation example contains header (1N01HEADER), message key (XMPN), Originating Agency Identifier (MD1012600), three record identifiers (NIC/M000069216), (OCA/12345), and (PIN/JONES, RANDY), and data to be canceled (PAK/MARKS, RANDY and PIB/19450630).

```
1N01HEADER.XMPN.MD1012600.NIC/M000069216.OCA/12345.PIN/JONES, RANDY.
PAK/MARKS, RANDY.PIB/19450630
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL PWI SUPP NIC/M000069216 OCA/12345 PIN/JONES, RANDY
PAK/MARKS, RANDY
PIB/19450631
```

10.26 IDENTIFICATION OF RECORD FOR CANCELLATION OF SUPPLEMENTAL PWI DATA

The supplemental PWI record to be canceled must be identified by two missing person base record identifiers, NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order; and the PIN, with each identifier preceded by the proper MFC and a slash (/). The NAM and PIN used in identifying the record must be set forth with the exact spelling and spacing as shown in the record on file.

10.27 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL PWI RECORD CANCELLATION

- The XMPN transaction is MFC dependent.

- A maximum of nine identifiers of various kinds may be canceled in one cancellation message. Additional messages are required if more than nine identifiers are to be canceled. Each PAK, PIB, PSM, or PSS is counted as one identifier.

- Identifiers to be canceled should be set out in the cancellation message in the same manner as in a supplemental PWI record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

10.27.1 SUPPLEMENTAL PWI RECORD CANCELLATION ACKNOWLEDGMENT MESSAGE

A supplemental PWI record cancellation transaction can contain up to nine supplemental data. All supplemental data will be processed except data that do not meet field edits or do not exist. The supplemental PWI record cancellation message will list all supplemental data that were successfully canceled, list all supplemental data that failed due to a REJECT - SUPP MFC ERROR, and then list all supplemental data not on file due to a REJECT – NOT ON FILE. Additional information concerning the reject messages can be found in the Introduction chapter of this manual.

The example of a supplemental PWI record cancellation acknowledgment message indicates that the PAK (ROE, EDWARD) and PIB (19651012) were successfully canceled. However, the PIB (19300932) was rejected due to a field edit error, as was the PAK (DOE, EDWARD) which was not on file.

```
1N01HEADER.XMPN.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.PIN/JONES, RANDY.
PAK/ROE, EDWARD.JONES, EDWARD.PIB/19651012.19300932
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL PWI SUPP NAM/SMITH, JOHN NIC/M000069216 PIN/JONES, RANDY
PAK/ROE, EDWARD
PIB/19651012
REJ SUPP MFC ERROR
PIB/19300932
REJ SUPP NOT ON FILE
PAK/JONES, EDWARD
```