



October 22, 2007

**National Crime Information Center (NCIC)
TECHNICAL AND OPERATIONAL UPDATE (TOU) 07-2**

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SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS

Section 2.1 of this TOU provides the addition of the NCMEC Modify Notification for the Missing Person File.

Section 2.2 provides information on the NCIC unsolicited notification when the ORI Field is modified to another agency.

Section 2.3 contains a change in the Identity Theft File to include records of deceased persons.

Section 2.4 provides changes to the Protection Order File BRD Field.

Section 2.5 supplies a change to the combined wanted person inquiry and III criminal history inquiry (QWI) transactions.

Section 2.6 of the TOU notifies NCIC users of the ability to modify detainer fields in the NCIC Wanted Person File.

Section 2.7 provides a change to NCIC responses containing the PCO Field.

Section 2.8 supplies changes on the retirement of located Wanted Person File records.

Section 2.9 includes a change to wanted person responses containing the EXL Field.

Section 2.10 provides the addition of address fields to the Wanted Person File.

Section 2.11 contains modification of the criteria for duplicate record edits in the NCIC persons files.

Section 2.12 supplies a change regarding the NOA Field in NCIC responses.

Section 2.13 provides a change to the \$.C. Request for Validation Notification.

Section 3 furnishes updates to the *NCIC 2000 Code Manual* (December 2000).

* * * * *

Users are reminded that any questions concerning the *NCIC 2000 Operating Manual*, *NCIC 2000 Code Manual*, or the distribution of TOUs should be directed to the Crime Statistics Management Unit at (304) 625-4995.

TOUs are also available via the Internet on the Law Enforcement Online (LEO) at www.leo.gov/lesig/cjis/cjis_pub/programs/ncictous.html. Users with questions concerning access to the LEO should contact the LEO Program Office at (304) 625-5555 or via e-mail at <leo-programoffice@leo.gov>.

SECTION 2 -- SYSTEM CHANGES

2.1 ADDITION OF THE NATIONAL CENTER FOR MISSING AND EXPLOITED CHILDREN (NCMEC) MODIFY NOTIFICATION FOR THE MISSING PERSON FILE

AFFECTED BY CHANGE:

Introduction

EFFECTIVE DATE:

August 3, 2008

*****THIS TOU REPLACES TOU 06-1, SECTION 2.5*****

Background

In December 2002, the CJIS Advisory Policy Board (APB) approved a motion to permit the NCMEC to enter, modify, cancel, and inquire on images. In addition, in August 2004, the CJIS APB approved a motion to grant NCMEC the capability to modify the Missing Person (MNP) Field in the Missing Person File in order to place and/or remove an AMBER Alert (AA) flag. In June 2005, the CJIS APB approved a proposal to generate a notification to advise the NCIC record holder when NCMEC modifies the MNP Field or when it enters, modifies, or cancels an image record linked to the record holder's NCIC record. This enhancement will be implemented using a new message format approved by the CJIS APB in June 2007.

In TOU 06-1, Section 2.5, the FBI's CJIS Division indicated that the NCMEC Modify Notification would be implemented using a \$.*. message. In a letter dated 10/20/2006, the CJIS Division advised that it could not support the \$.*. message and that the enhancement would be delayed until a new format for unsolicited notifications was established. This TOU documents the new format and replaces TOU 06-1, Section 2.5.

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

INTRODUCTION

SECTION 2.9 -- ADMINISTRATIVE MESSAGES

OTHER ADMINISTRATIVE MESSAGES

\$.N.MEC. NCMEC Modify Notification

A \$.N.MEC. NCMEC Modify Notification is sent to the ORI of the record when NCMEC modifies the MNP Field or enters, modifies, or cancels an image record linked to the ORI's NCIC record.

The following is an example of the \$.N.MEC. NCMEC Modify Notification:

```
$.N.MEC. NCMEC MODIFY NOTIFICATION  
MD1012600  
NOTIFICATION AT 1600 EST 20051121
```

```
YOUR RECORD NIC/M123456789 WAS UPDATED BY NCMEC. EITHER THE MNP FIELD WAS  
MODIFIED OR IMAGE DATA WAS ENTERED, MODIFIED, OR CANCELED.  
MKE/MISSING PERSON ENDANGERED  
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W 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/DDD111  
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
```

2.2 NCIC UNSOLICITED NOTIFICATION WHEN THE ORIGINATING AGENCY IDENTIFIER (ORI) FIELD IS MODIFIED TO ANOTHER AGENCY

AFFECTED BY CHANGE:

Introduction

EFFECTIVE DATE:

August 3, 2008

Background

At its December 2006 meeting, the CJIS Advisory Policy Board approved sending an unsolicited notification to the new Originating Agency Identifier (ORI) when the ORI Field in a National Crime Information Center (NCIC) record is modified to its agency. Modification of the ORI Field is limited since the ORI of record can modify the ORI Field to another agency's ORI within its state only.

System Changes

The NCIC System will send a \$.O.MOD. ORI Modify Notification when the ORI Field in an NCIC record is modified to another agency's ORI.

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

INTRODUCTION

SECTION 2.9 -- ADMINISTRATIVE MESSAGES

OTHER ADMINISTRATIVE MESSAGES

\$.O. MOD. ORI Modify Notification

A \$.O.MOD. administrative message is sent to an agency when the ORI Field in a record is modified from another agency's ORI to its agency's ORI.

The following is an example of a \$.O.MOD. administrative message:

```
$.O.MOD. ORI MODIFY NOTIFICATION  
KS1010000  
NOTIFICATION AT 0915 EDT 20080808
```

```
THE ORI IN THE FOLLOWING RECORD (NIC/V123123123) HAS BEEN  
MODIFIED TO YOUR AGENCY'S FROM ORI/KS0500100. YOUR AGENCY  
IS NOW ADMINISTRATIVELY RESPONSIBLE FOR THIS RECORD.
```

```
MKE/STOLEN VEHICLE  
ORI/KS1010000 LIC/ABC123 LIS/KS LIY/2009 LIT/PC  
VIN/2P4555P026483 VYR/1995  
VMA/PONT VMO/BON VST/SW VCO/BRO DOT/20070321  
OCA/2325  
MIS/DARK TINTED WINDOWS  
OAN/2007-00000123  
NIC/V000032699 DTE/20070321 1432 EDT
```

2.3 CHANGE IN THE NCIC IDENTITY THEFT FILE TO INCLUDE RECORDS OF DECEASED PERSONS

AFFECTED BY CHANGE: **Identity Theft File**

EFFECTIVE DATE: **August 3, 2008**

Background

At its June 2006 meeting, the CJIS Advisory Policy Board endorsed the request to allow the entry of deceased victim's information in the Identity Theft File.

System Changes

To enter a record for a deceased person, agencies must use DECEASED in the Password (PWD) Field. The NCIC System will generate a different caveat for records of deceased persons.

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

IDENTITY THEFT FILE

SECTION 1.1 -- BACKGROUND

The Identity Theft File will serve as a means for law enforcement to "flag" stolen identities and identify the imposter when encountered by law enforcement.

When an identity theft victim becomes aware that his/her identity has been stolen and reports the incident to law enforcement, the agency's handling of the identity theft case should parallel the criteria as outlined in this chapter. The police officer should complete an incident report and collect pertinent information from the victim to create a victim profile that is entered into the Identity Theft File. The agency enters the information only after the victim signs a consent waiver. The waiver states that the victim provides permission for the information to be entered in the Identity Theft File. It also acknowledges that the victim may withdraw the consent by providing a written request to the entering agency. At that time, the record will be canceled from the Identity Theft File. The profile should include information such as the victim's name, date of birth, Social Security number, and the type of identity theft. ~~Additionally,~~In addition, a password is established either by the victim or the police officer and entered into the Identity Theft File. The password will identify the person as the victim and should be provided to the victim ~~with a password that will identify that person as the victim~~ when the police report is filed. (The victim should retain the password to use during any potential future police encounters.) Agencies may also enter a mugshot of the victim into NCIC. The mugshot may be used as an additional form of identification for the victim. When the mugshot is retrieved, it must clearly specify that the mugshot is that of the victim and not that of the offender.

During a subsequent encounter by law enforcement, including routine traffic stops, a persons query into NCIC will automatically search the Identity Theft File and, if positive, generate a response to the inquiring agency. The officer will receive a response listing the victim profile, including the password, thereby providing the officer with the information necessary to verify that the person encountered is the victim or that the person **may** be using a false identity.

The officer should be cognizant that the individual should not be arrested or detained based solely upon the information provided in the positive response from the Identity Theft File. The response should be considered along with additional information or circumstances surrounding the encounter before the officer takes action.

Information on deceased persons may also be entered into the Identity Theft File. If a police officer becomes aware of a deceased person's identity being stolen, that information can be entered into the file noting that the person is deceased.

SECTION 1.2 -- CRITERIA FOR ENTRY

1. GENERAL CRITERIA

An entry in the Identity Theft File must be supported by an official complaint recorded by a law enforcement agency. Documentation for the identity theft complaint must meet the following criteria before an entry can be made into the Identity Theft File:

1. Someone is using a means of identification of the victim (denoted in the Identity Theft and Assumption Deterrence Act of 1998 as any name or number that may be used, alone or in conjunction with any other information, to identify a specific individual).
2. The identity of the victim is being used without the victim's permission.
3. The victim's identity is being used or intended to be used to commit an unlawful activity.
4. The victim must sign a consent waiver prior to the information being entered into the Identity Theft File. The following waiver may be used independently or incorporated into a state form.
5. Information on deceased persons may be entered into the file if it is deemed by the police officer that the victim's information has been stolen. No consent form is required with the entry of deceased person information.

SECTION 2.4 -- ADDITIONAL GUIDELINES FOR ENTRY

6. If the person is deceased, agencies must enter the characters DECEASED in the PWD Field. The password DECEASED must never be used for a live victim.

SECTION 2.5 -- MESSAGE FIELD CODE EDITS FOR ENTRY

10. PASSWORD

When possible, the password should be determined by the victim. The victim should select a password that he/she can readily recall during any subsequent encounter with law enforcement personnel. If the person is deceased, the agency must enter the characters DECEASED as the password.

SECTION 5.1 -- EXAMPLES OF AN IDENTITY THEFT INQUIRY

The message key QID is used for Identity Theft File inquiries. It will restrict the search to only the identity theft records. A QW, QWA, QWE, QWF, QWS, or ZW inquiry also searches the Identity Theft File in addition to other identifiable persons files.

Examples:

1N01HEADER.QID.WA1230000.NAM/SMITH, JOHN J.DOB/19511012

Negative Response:

1L01HEADER
WA1230000

NO NCIC IDENTITY THEFT RECORD DOB/19511012 NAM/SMITH, JOHN J

Positive Response:

1L01HEADER
WA1230000

WARNING - THE IDENTITY OF THE SUBJECT IDENTIFIED IN THIS RECORD HAS BEEN REPORTED STOLEN. REVIEW THE VICTIM PROFILE AND USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON. THE PASSWORD INCLUDED IN THIS RESPONSE HAS BEEN ASSIGNED TO THE IDENTITY THEFT VICTIM. VERIFY THAT THE SUBJECT OF INQUIRY CAN CONFIRM THE PASSWORD.

MKE/IDENTITY THEFT PERSON
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19511012
DOE/20040519 HGT/601 WGT/202 EYE/BRO HAI/BRO CTZ/US SKN/ALB
SMT/SC R HND
DOP/20100505 FPC/121011CO141159TTCI13 MNU/AS-326141811 SOC/212665660
OCA/123456
MIS/IDENTITY HAS BEEN USED IN CREDIT CARD FRAUD
PWD/TOPGUN IDT/CFRD DOT/20041015
ORI IS ANY CITY PD 410 555-5555
NIC/J123456789 DTE/20050505 1400 EST
*****WARNING - STANDING ALONE, NCIC IDENTITY THEFT FILE INFORMATION DOES NOT FURNISH GROUNDS FOR THE SEARCH AND SEIZURE OF ANY INDIVIDUAL, VEHICLE, OR DWELLING.*****
IMMED CONFIRM IF THIS PERSON IS THE VICTIM OR PERPETRATOR

If a hit response includes a mugshot image, the following caveat will be included after the initial warning caveat:

ATTENTION - THE FOLLOWING MUGSHOT IS ASSOCIATED WITH A VICTIM OF AN IDENTITY THEFT RECORD. PLEASE BE AWARE THAT THE

SECTION 2 -- SYSTEM CHANGES

MUGSHOT SPECIFIES THE VICTIM AND NOT THE OFFENDER.

Positive Response (for deceased person):

1L01HEADER
WA1230000

WARNING - THE SUBJECT OF THIS RECORD IS REPORTED AS DECEASED.
THE IDENTITY OF THE SUBJECT IDENTIFIED IN THIS RECORD HAS BEEN
REPORTED STOLEN. REVIEW THE SUBJECT'S PROFILE AND USE CAUTION
IN VERIFYING THE IDENTITY OF THE ENCOUNTERED PERSON.

MKE/IDENTITY THEFT PERSON
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19511012
DOE/20040519 HGT/601 WGT/202 EYE/BRO HAI/BRO CTZ/US SKN/ALB
SMT/SC R HND
DOP/20100505 FPC/121011CO141159TTCI13 MNU/AS-326141811 SOC/212665660
OCA/123456
MIS/IDENTITY HAS BEEN USED IN CREDIT CARD FRAUD
PWD/DECEASED IDT/CFRD DOT/20041015
ORI IS ANY CITY PD 410 555-5555
NIC/J123456789 DTE/20050505 1400 EST
*****WARNING - STANDING ALONE, NCIC IDENTITY THEFT FILE INFORMATION
DOES NOT FURNISH GROUNDS FOR THE SEARCH AND SEIZURE OF ANY
INDIVIDUAL, VEHICLE, OR DWELLING.*****
IMMED CONFIRM IF THIS PERSON IS THE VICTIM OR PERPETRATOR

2.4 CHANGES TO THE PROTECTION ORDER FILE BRADY INDICATOR (BRD) FIELD

AFFECTED BY CHANGE:

Protection Order File

EFFECTIVE DATE:

August 3, 2008

Background

At its December 2006 meeting, the CJIS Advisory Policy Board approved changing the Protection Order File BRD Field requirement for final protection order records. The BRD Field is used to indicate whether the protection order disqualifies the subject from shipping, transporting, possessing, or receiving a firearm under federal law. The BRD Field can contain a value of Y (Disqualifying), N (Not disqualifying), or U (Unknown). Currently, the BRD Field will default to N if left blank. In December 2003, the CJIS APB recommended the inclusion of additional guidance in the *NCIC 2000 Operating Manual* to improve accuracy of the BRD Field.

System Changes

The NCIC System will discontinue defaulting the BRD Field in final protection order records (MKE/EPO and MKE/EPOC), and it will be an optional field.

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

PROTECTION ORDER FILE**SECTION 1.7 -- MESSAGE FIELD CODES AND EDITS**

Code	Field	Edits
BRD	Brady Indicator	Must be Y, N, or U. Must be N if MKE is ETO or ETOC. If MKE is ETO or ETOC and field is left-blank, it will default to N. (Optional--no default for MKE/EPO or EPOC.)

SECTION 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 <i>NCIC 2000 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
DATE OF EXPIRATION	MANDATORY	EXP	6-6 8-8	ALPHABETIC, NUMERIC
HEIGHT	OPTIONAL	HGT	3-3	NUMERIC
WEIGHT	OPTIONAL	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	OPTIONAL	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC

SECTION 2 -- SYSTEM CHANGES

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 <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
PROTECTION ORDER CONDITIONS	MANDATORY	PCO	2-2	NUMERIC CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
BRADY INDICATOR	MANDATORY OPTIONAL	BRD	1-1	ALPHABETIC
DATE OF ISSUE	MANDATORY	ISD	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-250 1-500*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL (MUST BE ACCOUNTED FOR IN NCIC FORMAT)	NOA*	1-1	ALPHABETIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
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 <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

SECTION 2 -- SYSTEM CHANGES

VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
COURT IDENTIFIER	OPTIONAL	CTI	9-9	ALPHABETIC, NUMERIC
PROTECTED PERSON'S NAME	CONDITIONAL SET	PPN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTED PERSON'S SEX	OPTIONAL WITHIN SET	PSX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PROTECTED PERSON'S RACE	OPTIONAL WITHIN SET	PPR	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PROTECTED PERSON'S DATE OF BIRTH	CONDITIONAL WITHIN SET	PPB	8-8	NUMERIC
CAUTION AND MEDICAL CONDITION	OPTIONAL	CMC*	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PROTECTED PERSON'S SOCIAL SECURITY NUMBER	CONDITIONAL WITHIN SET	PSN*	9-9	NUMERIC
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 <i>NCIC 2000 CODE MANUAL</i>

*NCIC 2000 format only

SECTION 2.3 -- MANDATORY FIELDS FOR ENTRY

The following fields are mandatory in a POF record: MKE, ORI, NAM, SEX, RAC, EXP, PCO, ~~BRD~~, and ISD. In addition, records must have either OCA or PNO for entry.

POF records must also have at least one of the following numeric identifiers: DOB, FBI, MNU, SOC, OLN (if OLN is used, OLS and OLY are also required), LIC (if LIC is used, LIY, LIS, and LIT are required), VIN (if VIN is used, VYR, VMA, and VST are required), or PPN (if PPN is used, either PPB or PSN are required).

SECTION 2.5 -- MESSAGE FIELD CODES FOR ENTRY

3. BRADY RECORD INDICATOR (BRD)

1. Protection orders meeting certain criteria disqualify an individual from possessing, purchasing, or receiving a firearm per Federal Law 18, USC 922.
2. An order that restrains an individual from harassing, stalking, threatening, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or a child of the partner disqualifies that individual from possessing, purchasing, or receiving a firearm providing that the order:
 1. Was issued after a hearing, of which the subject received actual notice, and at which such person had an opportunity to participate, and;
 2. **a.** Includes a finding that the subject represents a credible threat to the physical safety of an intimate partner or child; ~~or~~
 - 3**b.** Explicitly prohibits the use, attempted use, or threatened use of physical force against an intimate partner or child that would reasonably be expected to cause bodily injury.
3. If the criteria are met and the subject is considered Brady disqualified, Y should be entered in the BRD Field. This will cause a caveat to be generated as part of a response to an NCIC 2000 inquiry. The caveat follows the protection order alert but precedes the NCIC 2000 record and reads:

****THE SUBJECT OF THIS RECORD IS PROHIBITED FROM RECEIVING OR POSSESSING A FIREARM UNDER FEDERAL LAW (TITLE 18, U.S.C., SECTION 922)****

4. Only a final protection order **record (MKE/EPO or EPOC)** can contain a Brady indicator of Y or U (unknown). Emergency or temporary orders **(MKE/ETO or ETOC)** issued *ex parte* do not meet the criteria specified by law, and; therefore, N must be entered in the field.
5. ~~If a court does not review the criteria defined by statute and determine if the subject of the protection order is prohibited from shipping, transporting, possessing, or receiving a firearm, the U code for the BRD Field may be used to establish a record.~~ Prior to entering the record, an entering agency should make every attempt to determine the firearm disqualification status. The U code should **only be used when it is impossible to make that determination** the status remains unknown after reviewing all available documentation. When no attempt is made to determine the disqualification status, a BRD code should not be included in the record (MKE/EPO or EPOC).

6. The federal firearm prohibition does not apply unless the relationship between the subject of a protection order (respondent) and the protected person (petitioner) is that of an intimate partner or child of an intimate partner.

Intimate Partner--with respect to a person, the spouse of the person, a former spouse of the person, an individual who is a parent of a child of the person, and an individual who cohabitates or has cohabitated with the person.

Cohabitation--requires a live-in relationship (or former live-in relationship) between two (2) individuals (can be same sex) which, in essence, is a sexual/romantic relationship, **NOT** merely a roommate.

The following chart contains relationships frequently encountered on protection orders and the corresponding value for the BRD Field.

PROTECTED PERSON	SUBJECT	BRD
Spouse	Spouse	Y
Former spouse	Former spouse	Y
Unmarried Child in Common	Unmarried Child in Common	Y
Unmarried Currently or formerly living together unless documentation of cohabitation exists	Unmarried Currently or formerly living together unless documentation of cohabitation exists	U
Child	Parent	Y
Stepchild	Stepparent	Y
Currently or formerly cohabiting	Currently or formerly cohabiting	Y
Parent	Child	N
Nephew/Niece	Uncle/Aunt	N
Uncle/Aunt	Nephew/Niece	N
Grandchild	Grandparent	N
Grandparent	Grandchild	N
Brother/Sister	Brother/Sister	N
Cousins	Cousins	N
Roommates	Roommates	N
Neighbors	Neighbors	N
Stepparent	Stepchild	N
Boyfriend/Girlfriend unless cohabitation exists	Boyfriend/Girlfriend unless cohabitation exists	N
Same sex cohabiting, intimate relationship	Same sex, cohabiting, intimate relationship	Y
Stranger	Stranger	N

2.5 CHANGE TO THE COMBINED NCIC WANTED PERSON FILE INQUIRY AND III CRIMINAL HISTORY INQUIRY (QWI) TRANSACTION

AFFECTED BY CHANGE: **Wanted Person**

EFFECTIVE DATE: **August 3, 2008**

Background

At its December 2006 meeting, the CJIS Advisory Policy Board approved the modification of the QWI transaction to avoid incomplete searches. The QWI transaction allows the user to access both the Interstate Identification Index (III) and the NCIC by performing one transaction.

System Changes

The NCIC system will eliminate the FBI Number, State Identification Number, and Originating Agency Case Number Fields and add the Attention Field to the QWI transaction.

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

WANTED PERSON FILE

SECTION 1.8 -- MESSAGE FIELD CODES AND EDITS

NCIC 2000-formatted Messages May Also Contain the Following Fields:

Code	Field	Edits
ATN	Attention	Free text.

SECTION 5.7 QWI INQUIRY -- COMBINED III AND QWI TRANSACTIONS

The QWI transaction allows the user to access both III and NCIC by performing one transaction. Because this inquiry is treated by NCIC as a QWA and by III as a QH, the same policies for performing transactions rules stated for these transactions apply to the QWI transaction.

NCIC and III will return positive and/or negative responses independently. NCIC will return Wanted Person File records matching the search criteria regardless of the seriousness of the offense or extradition. The IND, RSH, ENS, and EBS Fields are not used by III. The PUR and ATN Fields are not used by NCIC. The following caveat will be included in the QWI response:

***MESSAGE KEY QWI SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.

Additional information on the QH can be found in the III chapter.

QWI Transaction Example

```
1N01HEADER.QWI.NY510300
NAM/GREEN, BENJAMIN C.PUR/C.FBI/9015174.
MNU/AF-123456789.SOC/123456789.SEX/M.RAC/W.
DOB/19620621.IND/N.RSH/N.ENS/N.ATN/DET JONES
```

NCIC 2000-Response:

1L01000072
NY1510300

NO NCIC WANT DOB/19620621 NAM/GREEN, BENJAMIN C SEX/M RAC/W
NO NCIC WANT SOC/123456789
NO NCIC WANT MNU/AF-123456789

***MESSAGE KEY QWI SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.

III Response:

2L01HEADER
NY1510300

THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR
INQUIRY ON NAM/GREEN, BENJAMIN C SEX/M RAC/W DOB/19620621 PUR/C

NAME	FBI NO.	INQUIRY DATE						
GREEN, BENJAMIN C.	9015174	19940626						
SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR	SKIN	BIRTH PLACE
M	W	19620621	601	189	BLU	BRO	MED	MICHIGAN
FINGERPRINT CLASS								
PO	PM	14	CO	09				
01	13	XX	17	62				

ALIAS NAMES
GREEN, JOHN

MISC NUMBERS
AS-444332222
IDENTIFICATION DATA UPDATED 19940505

THE CRIMINAL HISTORY RECORD IS MAINTAINED AND AVAILABLE FROM
THE FOLLOWING:

FLORIDA - STATE ID/FL00000123
FBI - FBI/9015174

THE RECORD(S) CAN BE OBTAINED THROUGH THE INTERSTATE
IDENTIFICATION INDEX BY USING THE APPROPRIATE NCIC
TRANSACTION.
END

In this example, III returns a positive response, whereas there is a no hit response on the
NCIC 2000-System. The two responses are returned to the user independently.

SECTION 5.8 -- QWI TRANSACTION FORMAT

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
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PURPOSE	MANDATORY	PUR	1-1	ALPHABETIC
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
STATE IDENTIFICATION NUMBER III	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
SEX	CONDITIONAL	SEX	1-1	ALPHABETIC
RACE	CONDITIONAL	RAC	1-1	ALPHABETIC
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH	OPTIONAL	EBS	1-1	NUMERIC
ATTENTION	OPTIONAL	ATN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

2.6 CREATION OF THE CAPABILITY TO MODIFY DETAINER FIELDS IN THE WANTED PERSON FILE

AFFECTED BY CHANGE:

**Introduction
Wanted Person File**

EFFECTIVE DATE:

August 3, 2008

Background

At its December 2006 meeting, the CJIS Advisory Policy Board endorsed the concept to modify detainer information in the Wanted Person File. It was noted that a detainer may be appended to a wanted person record prior to all of the pertinent information being available. If the information becomes available at a later date, the agency must cancel the original detainer supplemental record and reenter the record with the new information. The capability to modify detainer information will allow users to modify specific detainer information or add information not included in the original transaction. This process will eliminate concerns that the record may be purged if the cancel and enter transactions are not processed within 5 days of each other.

System Changes

A new transaction, Modify Detainer Wanted (MDW), will be created, enabling agencies to modify detainer information in a Wanted Person File record. When an agency modifies detainer information, NCIC will send a new unsolicited notification to the incarcerating agency.

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

INTRODUCTION

SECTION 2.9 -- ADMINISTRATIVE MESSAGES

OTHER ADMINISTRATIVE MESSAGES

\$.O. Supervised Release Notification

Upon entry of detainer information, an unsolicited message is sent to the incarcerating agency. The following is an example of the message:

\$.O.
PA2022300
INCARCERATING AGENCY NOTIFICATION
ORI/MD1012600 HAS REPORTED THE FILING OF A DETAINER ON
NAM/SMITH, JOHN J NIC/W123456789
PLEASE CONTACT ORI/MD1012600 BEFORE SUSPECT IS RELEASED.
MKE/DETAINED WANTED PERSON - CAUTION
SUICIDAL
FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/OH DOB/19701010
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 SKN/FAR
SMT/SC L EAR
FPC/121011CO141159TTCI13 MNU/AS-375145249 SOC/375145249
OLN/N222333444 OLS/MD OLY/2002
OFF/HOMICIDE - WILLFUL KILL - FAMILY - GUN
DOW/19991227 OCA/99-4889
LOCATED/20011024 PA20202300 A345234 DETN
DOD/20010315 DNO/01-1234567890 IRI/PA202230C DIS/20011115 DSE/20020415
INC/PENNSYLVANIA STATE PEN
NIC/W123456789 DTE/19991228 0830 EDST
~~IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI~~

Upon modification of detainer information, an unsolicited message is sent to the incarcerating agency. The following is an example of the message:

\$.O.MDW. MODIFY DETAINER NOTIFICATION
PA2022300
NOTIFICATION AT 1201 EDT 20081001
ORI/MD1012600 HAS MODIFIED DETAINER INFORMATION ON
NAM/SMITH, JOHN J NIC/W123456789
PLEASE CONTACT ORI/MD1012600 BEFORE SUSPECT IS RELEASED.
MKE/DETAINED WANTED PERSON - CAUTION
SUICIDAL
FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/OH DOB/19701010
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 SKN/FAR

SECTION 2 -- SYSTEM CHANGES

SMT/SC L EAR
FPC/121011CO141159TTCI13 MNU/AS-375145249 SOC/375145249
OLN/N222333444 OLS/MD OLY/2002
OFF/HOMICIDE - WILLFUL KILL - FAMILY - GUN
DOW/19991227 OCA/99-4889
LOCATED/20011024 PA20202300 A345234 DETN
DOD/20010315 DNO/01-1234567890 IRI/PA202230C DIS/20011115 DSE/20020415
INC/PENNSYLVANIA STATE PEN
NIC/W123456789 DTE/19991228 0830 EST

WANTED PERSON FILE

SECTION 1.2 -- MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Modify	MDW	

SECTION 7a.8 -- NOTIFICATIONS OF DETAINER

~~INCARCERATING AGENCY NOTIFICATION (\$.O.)~~

Upon entry of detainer information, an unsolicited message, \$.O. Incarcerating Agency Notification, is sent to the incarcerating agency. In addition, upon modification of detainer information, an unsolicited message, \$.O.MDW. Modify Detainer Notification, is sent to the incarcerating agency. An example of these ~~this~~ notifications can be found in the Introduction of this manual.

SECTION 7a.9 -- MODIFICATION OF DETAINER INFORMATION

~~No one-step procedure is available to modify a detainer appended to a Wanted Person record.~~

~~To modify a detainer entry, the incorrect entry must be canceled and re-entered.~~

7a.9.1 -- 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 change detainer data in the Wanted Person File record.

7a.9.2 -- EXAMPLE OF A MODIFICATION MESSAGE

```
1N01HEADER.MDW.MD1012600.NAM/SMITH, JOHN J.NIC/W146203706.  
DOD/20090501.IRI/PA202230C
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
MODIFY DETAINER NAM/SMITH, JOHN J NIC/W146203706
```

SECTION 2 -- SYSTEM CHANGES

The above modification example contains: header (1N01HEADER), message key (MDW), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W146203706), the fields being modified, and the data being changed (DOD/20090501 and IRI/PA202230C).

7a.9.3 -- 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
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM DETAINER TRANSACTION				

7a.9.4 -- IDENTIFICATION OF A RECORD TO BE MODIFIED

The record to be modified 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, preceded by the proper MFC. The NAM used in identifying the record to be modified must be the exact spelling and spacing as shown in the record on file.

2.7 CHANGE TO NCIC RESPONSES CONTAINING THE PROTECTION ORDER CONDITION (PCO) FIELD

AFFECTED BY CHANGE:

**Introduction
Protection Order File**

EFFECTIVE DATE:

August 3, 2008

Background

When an agency enters a Protection Order File record, the PCO Field codes (01 through 09) are used to indicate the exact terms and conditions of the protection order. When an inquiry is made, the record response does not contain the numeric code but only the literal translation. In December 2006, the CJIS Advisory Policy Board approved a proposal to include the actual PCO code value with the literal translation in a record response.

System Change

The PCO code will now be provided along with the literal translation in record responses.

NCIC 2000 Operating Manual Changes

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

INTRODUCTION

SECTION 2.9 -- ADMINISTRATIVE MESSAGES

OTHER ADMINISTRATIVE MESSAGES

\$.P. Purge Notification

A purge notification will be sent to the ORI of record when a record has been retired as a result of one of the following conditions:

- 1) A felony vehicle record on file for 90 days.
- 2) A vehicle record on file for 90 days that does not contain either a VIN or OAN.
- 3) A boat record on file for 90 days that does not contain a BHN, CGD, or OAN.
- 4) A person record that contains only one numeric identifier and the numeric identifier expires.
- 5) A temporary felon record on file for 48 hours.
- 6) A wanted person or wanted juvenile record in a locate status for ~~five~~5 days later than the date in the DOR Field.
- 7) An article, boat, gun, securities, and vehicle record that has been in a locate status for ~~ten~~10 days later than the date in the DOR Field.
- 8) A sexual offender record in expired status for ~~five~~5 years or in cleared status for ~~ten~~10 years.
- 9) A gang/terrorist member record has reached the date in the DOP Field.
- 10) A detained wanted person record has reached the date in the DSE Field.
- 11) An article record has passed its retention period and TYP is equal to IBADGE or ICREDEN.
- 12) An identity theft record has reached the date in the DOP Field.

(Each chapter contains a section on automatic retirement.)

The following is an example of a \$.P. administrative message:

\$.P.
MD1012600

THE FOLLOWING RECORD HAS BEEN PURGED BY THE FBI COMPUTER DUE TO EXPIRATION OF THE RETENTION PERIOD.

MD1012600
MKE/STOLEN BOAT
ORI/MD1012600 REG/DC1234ZZ RES/DC REY/1996 HUL/WD BYR/1995 PRO/OB
BMA/LBC BTY/RUN BLE/17 BCO/RED DOT/19970820
OCA/3245353
NIC/B528475481 DTE/19970822 1230 EST

SECTION 2 -- SYSTEM CHANGES

For Protection Order File records, the ORI of record will receive a \$.P. message 5 days before the record is to expire. This unsolicited message alerts the agency that if the court changed the Protection Order's expiration date (EXP), the record should be modified.

The following is an example of the message:

```
$.P.
MD1012600
THE FOLLOWING RECORD WILL BE PLACED IN EXPIRED STATUS IN FIVE DAYS BY THE FBI
COMPUTER BASED ON THE EXPIRATION DATE CONTAINED IN THE PROTECTION ORDER RECORD.
UNLESS ACTION IS TAKEN TO INCREASE THE EXPIRATION DATE, MODIFICATION OR
CANCELLATION CLEARANCE OF THE RECORD WILL BE PROHIBITED AFTER THE FIFTH DAY.

ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19491012
HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK
SMT/SC R HND
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
PNO/3425163553 BRD/Y ISD/19960112 EXP/19990112 CTI/VA124567
PPN/SMITH, JULIA PSX/F PPR/W PPB/19500910
PCO/01 - SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING,
HARASSING, FOLLOWING, INTERFERING, OR STALKING THE PROTECTED PERSON AND/OR THE
CHILD OF THE PROTECTED PERSON.
OCA/611112131
NIC/H146203706 DTE/19960120 0100 EST
```

If no action is taken by the entering agency to modify the EXP, the record will expire after the 5th day. Inactive records (expired and cleared) will be maintained on-line for the remainder of the year plus 5 years. At the end of that time, NCIC will not notify the ORI of record. Records that are in an expired or cleared status cannot be modified.

For Convicted Sexual Offender Registry File records, the ORI of record will receive a \$.P. message when the current date is the same as the date in the ERD Field.

An example of the message follows:

```
$.P.
MD1012600
THE FOLLOWING RECORD HAS BEEN PLACED IN EXPIRED STATUS BY THE FBI
NCIC BASED ON THE RETENTION PERIOD OF THE CONVICTED SEXUAL OFFENDER
RECORD.

ORI/MD1012600 NAM/DOE, JOHN SEX/M RAC/W POB/MD DOB/19530531
HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/1234567 SKN/ALB
SMT/SC R HND
FPC/121011CO1159TTCI13TT MNU/AS-123456789 SOC/1234556789
ORD/19960923 ERD/19990101SXP/N CRR/4007
CON/19960510 PLC/MD AOV/12 SOV/F
OCA/923112665
DNA/Y
NIC/X146203706 DTE/19960930 1030 EDT
```

Expired records will be maintained on-line for the remainder of the year plus 10 years. Inactive, cleared records will be maintained on-line for the remainder of the year plus 5 years. At the end of that time, NCIC will notify the ORI of record. This time, the unsolicited \$.P. message will advise the agency that the record is being purged because it has reached the end of the retention period. Records that are in an expired/inactive status cannot be modified.

For VGTOF Group Member records, the ORI of record will receive a \$.P. message when a Reference Group Member is purged because the Reference Group no longer exists (the Reference Group was canceled by the owning ORI).

The following is an example of the message:

```
$.P.  
MD1230000  
THE FOLLOWING GANG MEMBER RECORD HAS BEEN PURGED BY THE FBI COMPUTER  
BECAUSE AN ASSOCIATED GANG REFERENCE RECORD IS NOT ON FILE.  
  
ORI/MD1230000 NAM/DOE, SAM SEX/M RAC/W POB/MD DOB/19730531  
HGT/601 WGT/209 EYE/BLU HAI/BR FBI/1234567 SKN/DRK  
SMT/SC R HND  
FPC/121011CO1159TTCI13TT MNU/MD-123456789 SOC/123456789  
GNG/CRIPS*BTMD SGP/ROARING50S*BTMD  
ECR/A DOP/20010115 OCA/3245323  
NIC/T146203706 DTE/19980116 1245 EST
```

The \$.P. message is sent to the NICB when a vehicle, part, or boat record has been purged. The records that are subject to \$.P. messages are vehicle records without a VIN or OCA; felony vehicle records on file for 90 days; boat records without a BHN, CGD, or OAN; located records in suppressed status; or vehicle/part/boat records purged because they were not validated.

The following is an example of the message:

```
$.P.  
NICB NOTIFICATION AT 1600 EST 19990830  
THE FOLLOWING RECORD HAS BEEN PURGED BY THE FBI COMPUTER DUE TO  
EXPIRATION OF THE RETENTION PERIOD.  
NIC/B528475481 OCA/3425233
```

For a Supervised Release File record, the ORI of record will receive a \$.P. message 30 days prior to the date in the DPE Field.

An example of the message follows:

```
$.P.  
VA013123G  
  
THE FOLLOWING RECORD WILL BE PLACED IN EXPIRED STATUS IN THIRTY DAYS  
BY THE FBI COMPUTER BASED ON THE EXPIRATION DATE CONTAINED IN THE  
SUPERVISED RELEASE RECORD. UNLESS ACTION IS TAKEN TO INCREASE THE
```

SECTION 2 -- SYSTEM CHANGES

EXPIRATION DATE, MODIFICATION OR CANCELLATION OF THE RECORD WILL BE PROHIBITED AFTER THE THIRTIETH DAY.

ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19520521
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A SKN/DRK
SMT/SC R HD
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/MD OLY/2000
~~OOC/ROBBERY~~ OCA/611112131
OOC/ROBBERY
VLD/20000521
MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO
MIS/FREQUENT BARS
LIC/ABC123 LIS/VA LIY/1999 LIT/PC
VIN/2F37Z7P051519 VYR/1977
VMA/PONT VMO/LEM VST/2D VCO/WHI
DPE/20101009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE
DSS/20050509 SON/FITZPATRICK, JOHN SOT/703 555-3013
ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234
IMN/I435461801 IMT/M
NIC/C146203706 DTE/19991020 0001 EST

PROTECTION ORDER FILE

SECTION 1.4 -- RECORD RETENTION PERIOD

1. A POF record (EPO or ETO) will remain active until it is canceled or cleared by the entering agency or until the order expires. Five days prior to an order's expiration date, an unsolicited \$.P. administrative message will be sent to the ORI of record. This message will serve to notify the agency of the order's impending expiration date (EXP). It also serves to remind the agency that the record will have to be modified if the EXP is changed by the court.

2. If no action is taken by the entering agency to modify the EXP, the record will expire after the fifth day. Inactive records (cleared or expired) will be maintained on-line for the remainder of the year plus 5 years. At the end of that time, NCIC will not notify the ORI of record. Records that are in inactive status cannot be modified or cleared; however, inactive records can be canceled.

3. Nonexpiring Records:

Records for protection orders that have no expiration are referred to as nonexpiring records (NONEXP). These records will remain active until cleared or canceled by the entering agency.

4. Inactive Records:

Inactive records (expired or cleared) will be accessible, via the QPO message, for the remainder of the year in which the record was cleared or expired plus 5 years.

Example of \$.P. Message - Inactive Status

\$.P.
MD1012600
THE FOLLOWING RECORD WILL BE PLACED IN EXPIRED STATUS IN FIVE DAYS BY THE FBI
COMPUTER BASED ON THE EXPIRATION DATE CONTAINED IN THE PROTECTION ORDER RECORD.
UNLESS ACTION IS TAKEN TO INCREASE THE EXPIRATION DATE, MODIFICATION OR
CLEARANCE OF THE RECORD WILL BE PROHIBITED AFTER THE FIFTH DAY.
MKE/PROTECTION ORDER
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19701010
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 SKN/FAR
SMT/SC L EAR
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/N222333444 OLS/MD OLY/1995
PNO/PO12345 BRD/Y ISD/19950728 EXP/20000728 CTI/MD056013J
PPN/SMITH, JANE L PSX/F PPR/W PPB/19760107
PCO/04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE, PROPERTY,
PCO/SCHOOL OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON OR OTHER FAMILY
PCO/OR HOUSEHOLD MEMBER

OCA/14-017289
MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR
MIS/VISITATION
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2G2PM37A2G2208042 VYR/1992
VMA/DODG VMO/INT VST/4T VCO/BLK
PCO/07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A
PCO/FIREARM OR OTHER WEAPON
NIC/H146203706 DTE 19970810 0000 EDT

SECTION 2.5 -- MESSAGE FIELD CODES FOR ENTRY

2. PROTECTION ORDER CONDITIONS (PCO)

The terms and conditions of the protection order are indicated in the PCO Field. An additional eight conditions may be added by entering a supplemental record. Specific details of terms and conditions are placed in the MIS Field. PCO codes are the following:

PCO Code Translation

- 01 01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING, HARASSING, FOLLOWING, INTERFERING WITH, OR STALKING THE PROTECTED PERSON AND/OR THE CHILD OF THE PROTECTED PERSON.
- 02 02 - THE SUBJECT MAY NOT THREATEN A MEMBER OF THE PROTECTED PERSON'S FAMILY OR HOUSEHOLD.
- 03 03 - THE PROTECTED PERSON IS GRANTED EXCLUSIVE POSSESSION OF THE RESIDENCE OR HOUSEHOLD.
- 04 04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE, PROPERTY, SCHOOL, OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON OR OTHER FAMILY OR HOUSEHOLD MEMBER.
- 05 05 - THE SUBJECT IS RESTRAINED FROM MAKING ANY COMMUNICATION WITH THE PROTECTED PERSON, INCLUDING BUT NOT LIMITED TO, PERSONAL, WRITTEN OR TELEPHONE CONTACT, OR THEIR EMPLOYERS, EMPLOYEES, FELLOW WORKERS, OR OTHERS WITH WHOM THE COMMUNICATION WOULD BE LIKELY TO CAUSE ANNOYANCE OR ALARM THE VICTIM.
- 06 06 - THE SUBJECT HAS VISITATION OR CUSTODY RIGHTS OF THE CHILD(REN) NAMED.

- 07 07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A FIREARM OR OTHER WEAPON.
- 08 08 - SEE THE MISCELLANEOUS FIELD FOR COMMENTS REGARDING THE TERMS AND CONDITIONS OF THE ORDER.
- 09 09 - THE PROTECTED PERSON IS AWARDED TEMPORARY EXCLUSIVE CUSTODY OF THE CHILD(REN) NAMED.

SECTION 5.1 -- EXAMPLE OF AN INQUIRY FOR RECORD SUBJECT

The message key QPO is used for Protection Order File inquiries. It will restrict the search to the Protection Order File and will retrieve POF records which are active, expired, or cleared.

1N01HEADER.QPO.MD0100010.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19701010

Negative Response:

1L01HEADER
MD0100010

NO NCIC PROTECTION ORDER DOB/19701010 NAM/SMITH, JOHN J SEX/M
RAC/W

Positive Response: (Response will contain any active, cleared, or expired records that may be identical with the subject of the query.)

1L01HEADER
MD0100010

*****WARNING - THE FOLLOWING IS AN NCIC PROTECTION ORDER RECORD. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER*****

MKE/PROTECTION ORDER
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19701010
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 CTZ/US SKN/FAR
SMT/SC L EAR
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/N222333444 OLS/MD OLY/1995
PNO/PO12345 BRD/N ISD/19980728 EXP/20000728 CTI/MD056013J
PPN/SMITH, JANE L PSX/F PPR/W PPB/19710101 PSN/777665555
PCO/01 - THE SUBJECT IS RESTRAINED FROM ABUSING, HARASSING, ASSAULTING,
PCO/THREATENING, FOLLOWING, INTERFERING WITH, OR STALKING THE PROTECTED
PCO/PERSON AND/OR THE CHILD OF THE PROTECTED PERSON
OCA/14-017289
MIS/100 FEET FROM RESIDENCE EXCEPT WHEN PICKING UP CHILDREN FOR
MIS/VISITATION
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2G2PM37A2G2208042 VYR/1992

SECTION 2 -- SYSTEM CHANGES

VMA/DODG VMO/INT VST/4T VCO/BLK
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555
NIC/H146203706 DTE 19980801 0000 EDT

*****WARNING - THE FOLLOWING IS AN EXPIRED NCIC PROTECTION ORDER RECORD. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER*****

MKE/EXPIRED PROTECTION ORDER
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19701010
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A SKN/FAR
SMT/SC L EAR
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
PNO/PO33333 BRD/N ISD/19980517 EXP/19990517 CTI/MD010023D
PPN/SMITH, RITA R PSX/F PPR/W PPB/19730319 PSN/111223333
PCO/01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING,
PCO/HARASSING, FOLLOWING, INTERFERING WITH, OR STALKING THE PROTECTED PERSON
PCO/AND/OR THE CHILD OF THE PROTECTED PERSON
OCA/14-556678
MIS/SUBJECT IS PROHIBITED FROM CONTACTING PROTECTED PERSON AND MUST MIS/VACATE
RESIDENCE
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555
NIC/H147359010 DTE 19980521 0000 EDT

SECTION 5.4 -- EXAMPLE OF A QW USING NAME OF PROTECTED PERSON

1N01HEADER.QW.MD0100010.NAM/SMITH, JANE L.SEX/F.RAC/W.DOB/19710101

Negative Response:

1L01HEADER
MD0100010

NO NCIC WANT DOB/19710101 NAM/SMITH, JANE L SEX/F RAC/W
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM THE
INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED
WITHOUT LIMITATIONS.

Positive Response: (with supplemental information)

1L01HEADER
MD0100010

***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM THE
INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED
WITHOUT LIMITATIONS.
*****WARNING - THE FOLLOWING IS AN NCIC PROTECTION ORDER RECORD. DO NOT
SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING
AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER*****

SECTION 2 -- SYSTEM CHANGES

****THE SUBJECT OF THIS RECORD IS PROHIBITED FROM RECEIVING OR POSSESSING A FIREARM UNDER FEDERAL LAW (TITLE 18, U.S.C., SECTION 922)****

MKE/PROTECTION ORDER
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/1971010
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A SKN/FAR
SMT/SC L EAR
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/N222333444 OLS/MD OLY/1995
PNO/PO12345 BRD/Y ISD/19980728 EXP/19990728 CTI/MD056013J
PPN/SMITH, JANE L PSX/F PPR/W PPB/19710101 PSN/777665555
PCO/04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE, PROPERTY,
PCO/SCHOOL, OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON OR OTHER
PCO/FAMILY OR HOUSEHOLD MEMBER
OCA/14-017289
MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR
MIS/VISITATION
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2G2PM37A2G2208042 VYR/1992
VMA/DODG VMO/INT VST/4T VCO/BLK
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555
PCO/07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A
PCO/FIREARM OR OTHER WEAPON
NIC/H146203706 DTE 19980728 0000 EDT

SECTION 5.5 -- ADDITIONAL GUIDELINES FOR NCIC 2000 INQUIRY

3. EXPANDED NAME SEARCH (ENS)

A QPO inquiry may also contain an Enhanced Name Search indicator (ENS) to specify that when the NAM and DOB identifiers are used, the enhanced name search function should be performed. If the ENS is Y, primary hits will be determined using each entered name part as a last name, interchanging the remaining name parts as given names.

1N01HEADER.QPO.WA1230000.NAM/FRANK,MILES.SEX/M.RAC/W.DOB/19691012.
ENS/Y

The following hit response based on ENS would be returned:

*****WARNING - THE FOLLOWING IS AN NCIC PROTECTION ORDER RECORD. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER*****

MKE/PROTECTION ORDER
ORI/MD1012600 NAM/MILES, FRANK L SEX/M RAC/W POB/MD DOB/19691012
HGT/550 WGT/155 EYE/BRO HAI/BRO SKN/FAR
SOC/987654321
PNO/PO34512345 BRD/N ISD/19980728 EXP/19990728 CTI/MD056013J
PPN/SMITH, JANE L PSX/F PPR/W PPB/19710101
PCO/04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE,
PCO/PROPERTY, SCHOOL, OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON

SECTION 2 -- SYSTEM CHANGES

PCO/OR OTHER FAMILY OR HOUSEHOLD MEMBER
OCA/14-017289
MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR
MIS/VISITATION
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555
NIC/H134566706 DTE 19980728 0000 EDT

2.8 CHANGE TO THE RETIREMENT OF LOCATED WANTED PERSON FILE RECORDS TO FIVE DAYS FROM THE DATE OF THE LOCATE TRANSACTION

AFFECTED BY CHANGE:

**Introduction
Wanted Person File**

EFFECTIVE DATE:

August 3, 2008

Background

At its December 2006 meeting, the CJIS Advisory Policy Board endorsed the concept to modify the NCIC system to retire located wanted person records 5 days from the date of the locate transaction.

System Changes

The NCIC system will retire located wanted person records 5 days after the date of the locate transaction instead of 5 days from the date in the Date of Recovery (DOR) Field.

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

Please note that the following information incorporates changes from prior sections of this TOU.

INTRODUCTION

SECTION 2.9 -- ADMINISTRATIVE MESSAGES

OTHER ADMINISTRATIVE MESSAGES

\$P. Purge Notification

A purge notification will be sent to the ORI of record when a record has been retired as a result of one of the following conditions:

- 1) A felony vehicle record on file for 90 days.
- 2) A vehicle record on file for 90 days that does not contain either a VIN or OAN.
- 3) A boat record on file for 90 days that does not contain a BHN, CGD, or OAN.
- 4) A person record that contains only one numeric identifier and the numeric identifier expires.
- 5) A temporary felon record on file for 48 hours.
- 6) A wanted person or wanted juvenile record in a locate status for 5 days ~~later than the~~ from the date of the locate transaction in the DOR Field.
- 7) An article, boat, gun, securities, and vehicle record that has been in a locate status for 10 days later than the date in the DOR Field.
- 8) A sexual offender record in expired status for 5 years or in cleared status for 10 years.
- 9) A gang/terrorist member record has reached the date in the DOP Field.
- 10) A detained wanted person record has reached the date in the DSE Field.
- 11) An article record has passed its retention period and TYP is equal to IBADGE or ICREDEN.
- 12) An identity theft record has reached the date in the DOP Field.

WANTED PERSON FILE

SECTION -- 1.5 AUTOMATIC RETIREMENT

2. A record with the MKE/EW or MKE/EWJ to which one locate is appended indicating that the subject will be extradited (EXTR) or detained (DETN) will be retired 5 days from the date of the locate transaction ~~after the date of location~~. The originating agency will be notified by a \$.P. message. If a second locate is received within those 5 days, the retirement date will be reset to 5 days from the date of the second locate transaction ~~record will be retired immediately~~.

SECTION -- 6.7 SUBSEQUENT LOCATE TRANSACTIONS

2. EXTR or DETN to EXTR or DETN

When a record is in located status and the Extradition (EXT) Field is EXTR or DETN, any subsequent locate transactions with EXTR or DETN will reset the retirement date and update the Date of Recovery (DOR), Recovering Agency Identifier (RRI), Recovering Agency Case Number (RCA), and EXT Fields. The record will be retired five 5 days from the date of the locate transaction ~~in the DOR Field~~.

3. NOEX to EXTR or DETN

When a record has been located with an EXT Field of NOEX, a second locate transaction with EXTR or DETN will place the record in located status and add the DOR, RRI, RCA, and EXT Fields. The record will be retired five 5 days from the date of the locate transaction ~~in the DOR Field~~.

2.9 CHANGE TO NCIC WANTED PERSON RESPONSES CONTAINING THE EXTRADITION LIMITATION (EXL) FIELD

AFFECTED BY CHANGE:

**Introduction
Wanted Person File**

EFFECTIVE DATE:

August 3, 2008

Background

In December 2006, the CJIS Advisory Policy Board approved a proposal to include the EXL Field codes along with the literal translations in the record responses.

System Change

The translation of the EXL Field in NCIC responses will include the code value, space, hyphen, and space before the literal translation.

NCIC 2000 Operating Manual Changes

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by highlighting, and deletions are indicated by ~~strikeout~~.

Please note that the following information incorporates changes from prior sections of this TOU.

INTRODUCTION

SECTION 2.9 -- ADMINISTRATIVE MESSAGES

OTHER ADMINISTRATIVE MESSAGES

\$.C. Request for Validation Notification

The request for Validation Notification, \$.C. administrative message, is generated for each record to be validated. The \$.C. messages are sent to the CSAs to be distributed to the individual ORIs. The \$.C. notification varies from a positive response in the following manner:

1. All caveats and the ORI translation are excluded.
2. The Notify Originating Agency (NOA) Field is included.
3. ~~For Wanted Person File records, the Extradition Limitation (EXL) Field translation is followed by a space, the Message Field Code, a slash (/), and the code value.~~

Note: CSAs can choose to receive the records to be validated in a fixed format instead of the \$.C. notification format.

The following is an example of a \$.C. administrative message:

```
$.C.  
MD1012600  
NCIC VALIDATION REQUEST (19990125). YOU MUST VERIFY THE  
COMPLETENESS, ACCURACY, VALIDITY, AND WILLINGNESS TO  
EXTRADITE IF APPLICABLE, AND REAUTHORIZE RETENTION OF THE  
BELOW RECORD WITHIN 30 DAYS.
```

```
MKE/STOLEN VEHICLE  
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC  
VIN/9876543217860 VYR/1971  
VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803  
QAN/12345678 DOT/19990803 OCA/56789  
QAN/12345678  
NIC/V123456789 DTE/19990805 2000 EDT
```

ORI record validation: The following format is used when the user is requested to validate an ORI record:

\$.C.

NCIC VALIDATION REQUEST (19990125). YOU MUST VERIFY THE COMPLETENESS, ACCURACY, VALIDITY OF YOUR ORI RECORD.

ORI/FL0130000 ATR/ORI IS ANY CITY PD FL
COU/DADE TYP/1 CT1/407 555-1212
CT2/407 555-1313 CT3/407 555-1414
AN1/METRO-DADE PD AN2/SECOND ADDRESS
SNU/1320
SNA/N W 14TH STREET CTY/MIAMI ST/FL
ZIP/99999
NLC/0001 TUC/0001 OMC/0085 CDC/0085 DTE/19990510 1200 EDT
DLU/19980510

After the last record in the validation file, the following will be included to indicate the end of the file:

\$.C.
ZZZZZZZZZ
END OF VALIDATION FILE.

\$.J. Emancipation Notification

This message is sent to the ORI of record when the individual of the record reaches the age of emancipation. This is determined monthly by the NCIC System by comparing the Date of Emancipation Field with the current date.

The following is an example of a \$.J. administrative message:

\$.J.
MD0012600
THE INDIVIDUAL OF YOUR RECORD NIC/W000000000
OCA/324-123 HAS BECOME EMANCIPATED.
PLEASE CHECK YOUR STATE LAWS REGARDING APPROPRIATE ACTION.
MKE/WANTED JUVENILE DELINQUENT - ADJUDGED
1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD
ORI/MD0012600 NAM/SMITH, JOHN SEX/M RAC/W POB/TX DOB/19851023 DOE/20051023
HGT/509 WGT/150 EYE/BRO HAI/BRO SKN/DRK
SMT/SC RT HD
FPC/121011CO141159TTCI13 SOC/123456789
OLN/12345678 OLS/MD OLY/2000
OFF/ESCAPE FROM CUSTODY
DOV/19991021 OCA/1222222222324-123
WNO/123234444545
VLD/19991022 VLN/VALIDATOR, JO
LIC/CC1234 LIS/MD LIY/1999 LIT/PC
VIN/9876543345210 VYR/1972
VMA/PONT VMO/BON VST/SW VCO/RED
NIC/W000000000 DTE/19991022 0100 EST

~~\$.O.~~ Incarcerating Agency Notification

Upon entry of detainer information, an unsolicited message is sent to the incarcerating agency. The following is an example of the message:

\$.O.
PA2022300
INCARCERATING AGENCY NOTIFICATION
ORI/MD1012600 HAS REPORTED THE FILING OF A DETAINER ON
NAM/SMITH, JOHN J NIC/W123456789
PLEASE CONTACT ORI/MD1012600 BEFORE SUSPECT IS RELEASED.

MKE/DETAINED WANTED PERSON-CAUTION
SUICIDAL
1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/OH DOB/19701010
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 SKN/FAR
SMT/SC L EAR
FPC/121011CO141159TTCI13 MNU/AS-375145249 SOC/375145249
OLN/N222333444 OLS/MD OLY/2002
OFF/HOMICIDE - WILLFUL KILL - FAMILY - GUN
DOW/19991227 OCA/99-4889
LOCATED/20011024 PA20202300 A345234 DETN
DOD/20010315 DNO/01-1234567890 IRI/PA202230C DIS/20011115 DSE/20020415
INC/PENNSYLVANIA STATE PEN
NIC/W123456789 DTE 19991228 0830 EDT

Upon modification of detainer information, an unsolicited message is sent to the incarcerating agency. The following is an example of the message:

\$.O.MDW. MODIFY DETAINER NOTIFICATION
PA2022300
NOTIFICATION AT 1201 EDT 20081001

ORI/MD1012600 HAS MODIFIED DETAINER INFORMATION ON
NAM/SMITH, JOHN J NIC/W123456789
PLEASE CONTACT ORI/MD1012600 BEFORE SUSPECT IS RELEASED.

MKE/DETAINED WANTED PERSON - CAUTION
SUICIDAL
1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/OH DOB/19701010
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 SKN/FAR
SMT/SC L EAR
FPC/121011CO141159TTCI13 MNU/AS-375145249 SOC/375145249
OLN/N222333444 OLS/MD OLY/2002
OFF/HOMICIDE - WILLFUL KILL - FAMILY - GUN
DOW/19991227 OCA/99-4889
LOCATED/20011024 PA20202300 A345234 DETN

SECTION 2 -- SYSTEM CHANGES

DOD/20010315 DNO/01-1234567890 IRI/PA202230C DIS/20011115 DSE/20020415
INC/PENNSYLVANIA STATE PEN
NIC/W123456789 DTE/19991228 0830 EDT

\$.P. Sentence Expiration Notification

Five days prior to the date of sentence expiration (date shown in the DSE), the ORI of record will receive a \$.P. message. This unsolicited message from NCIC is a reminder to the agency of the subject's pending release and the need to contact the incarcerating agency to arrange extradition. The following is an example of the message:

\$.P.
MD1012600

SENTENCE EXPIRATION NOTIFICATION
THE FOLLOWING RECORD WILL BE RETIRED IN FIVE DAYS BY THE FBI
COMPUTER BASED ON THE SENTENCE EXPIRATION DATE CONTAINED IN THE
DETAINED WANTED PERSON RECORD
UNLESS ACTION IS TAKEN TO INCREASE THE SENTENCE EXPIRATION DATE

MKE/DETAINED WANTED PERSON-CAUTION
SUICIDAL
1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/OH DOB/19701010
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 SKN/FAR
SMT/SC L EAR
FPC/121011CO141159TTCI13 MNU/AS-375145249 SOC/375145249
OLN/N222333444 OLS/MD OLY/2002
OFF/HOMICIDE - WILLFUL KILL - FAMILY - GUN
DOW/19991227 OCA/99-4889
LOCATED/20011024 PA2022300 A345234 DETN
DOD/20010315 DNO/01-1234567890 IRI/PA202230C DIS/20011115 DSE/20020415
INC/PENNSYLVANIA STATE PEN
NIC/W123456789 DTE 19991228 0830 EDT
~~IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI~~

WANTED PERSON FILE

SECTION 5.1 -- EXAMPLES OF INQUIRIES WITH NEGATIVE AND POSITIVE RESPONSES

The MKEs QW, QWA, QWE, QWF, QWS, and ZW are used for Wanted Person File inquiries. Record responses will be filtered based on each individual MKE used at the time of inquiry. The design of each MKE is as follows:

The Wanted Person File Inquiry (QW/ZW) is designed to limit responses to possible extraditable misdemeanor records and felony records regardless of extradition. The QW/ZW inquiry returns records with EXL Field codes 1-5, A, B, E, and code C if the entering agency is from an adjacent state.

The Wanted Person File Inquiry - All (QWA) is designed to return all felony and misdemeanor records regardless of extradition. Not all records included in a QWA response may be actionable by the inquiring agency; however, the information returned may provide investigative leads.

The Wanted Person File Inquiry - Extraditable (QWE) is designed to limit responses to felony and misdemeanor records that are possibly extraditable from the inquiring agency's location. The QWE returns records with EXL Field codes 1, 2, 5, A, B, and E, and codes 3 and C if the entering agency is from an adjacent state.

The Wanted Person File Inquiry - Felony (QWF) is designed to limit responses to only felony records regardless of extradition and will return records with EXL Field codes 1-5.

The Wanted Person File Inquiry - State (QWS) is designed to serve states that use NCIC in lieu of a state warrant database. The QWS returns all felony records with an EXL Field code of 1-5, and possible extraditable misdemeanors with an EXL Field code of A, B, E, and C if the entering agency is from an adjacent state. The QWS also returns nonextraditable misdemeanors with an EXL Field code of D and the entering agency's ORI matches the first two characters of the inquiring agency's ORI.

Wanted Person File positive responses will return records in the order of seriousness based on the EXL Field code at the time of entry (i.e., felonies 1-5 followed by misdemeanors A-E). Additional information on EXL Field codes can be found in the Personal Descriptors chapter of the *NCIC 2000 Code Manual*.

Wanted Person File inquiries will also cause an automatic cross-search of the Foreign Fugitive, Missing Person, Violent Gang and Terrorist Organization, Protection Order, Immigration Violator, Convicted Sexual Offender Registry, Supervised Release, Identity Theft, and U.S. Secret Service Protective Files. If vehicle identifiers are included in the inquiry, the Vehicle, Boat, Vehicle/Boat Part, and License Plate Files will also be searched.

Examples:

1. Wanted Person File Inquiry (QW/ZW)

1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19511012.
VIN/ABC123DEF45678901

Negative QW/ZW Response:

1L01HEADER
WA1230000

NO NCIC WANT DOB/19511012 NAM/SMITH, JOHN J SEX/M RAC/W
NO RECORD VIN/ABC123DEF45678901
***VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM THE
INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED
WITHOUT LIMITATIONS.

Positive QW Response (with supplemental record):

1L01HEADER
WA1230000

***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM THE
INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED
WITHOUT LIMITATIONS.
MKE/WANTED PERSON - CAUTION
ARMED AND DANGEROUS
2 - LIMITED EXTRADITION SEE MIS FIELD
ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W POB/TX DOB/19511012
HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US SKN/DRK
SMT/SC R HND
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/111111111 OLS/MD OLY/1999
OFF/HOMICIDE - WILLFUL KILL POL OFF GUN
DOW/19981201 OCA/123456273
WNO/635F1129 CTI/MD101261J
MIS/EXTR EAST OF MISSISSIPPI ONLY KNOWN TO COLLECT, DRIVE AND STEAL
MIS/CLASSIC CARS
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2Y27H5LI00009 VYR/1975
VMA/PONT VMO/VEN VST/2D VCO/BLU
ORI IS ANY CITY PD MD 301 555-1212
DOB/19501012
DOB/19520912
AKA/DEER,JIM
AKA/BUCK,ROBERT J
SMT/CAUL L EAR

SMT/TAT R ARM
LIC/ABC654 MD 2003 PC
LIC/DFE987 MD 2003 PC
VIN/3J57K5D012345 1975 OLDS CUT 2T BLU
NIC/W146203706 DTE/19991205 1400 EST
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
NO RECORD VIN/ABC123DEF45678901
***VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

In these examples, the check-digit edit was applied to the 17-character VIN in the inquiry message and resulted in the Verify VIN caveat.

When an inquiry contains one or more VINs, the System will compute the check digit for each 17-character VIN. Each VIN, up to a maximum of three in any inquiry, must be separated by a comma.

2. Wanted Person File Inquiry - All (QWA)

1N01HEADER.QWA.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19521012.

Negative QWA Response:

1L01HEADER
WA1230000

NO NCIC WANT DOB/19521012 NAM/SMITH, JOHN J SEX/M RAC/W
***MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.

Positive QWA Response:

1L01HEADER
WA1230000

***MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.
MKE/WANTED PERSON
B - LIMITED EXTRADITION SEE MIS FIELD
ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W POB/TX DOB/19521012
HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK
SMT/SC R HND
MNU/AS-123456789 SOC/123456789
OFF/RAPE - GUN
DOW/19981218 OCA/465978124
MIS/EXTR EAST OF MISSISSIPPI ONLY
ORI IS ANY CITY PD MD 301 555-1212
NIC/W146203714 DTE/19990114 1400 EST
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

3. Wanted Person File Inquiry - Extraditable (QWE)

1N01HEADER.QWE.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19531012.

Negative QWE Response:

1L01HEADER
WA1230000

NO NCIC WANT DOB/19531012 NAM/SMITH, JOHN J SEX/M RAC/W
***MESSAGE KEY QWE SEARCHES WANTED PERSON FILE FELONY AND MISDEMEANOR
RECORDS INDICATING POSSIBLE EXTRADITION FROM THE INQUIRING AGENCY'S
LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

Positive QWE Response:

1L01HEADER
WA1230000

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

MKE/WANTED PERSON

2 - LIMITED EXTRADITION SEE MIS FIELD

ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W POB/TX DOB/19531012

HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US SKN/DRK

SMT/SC R HND

MNU/AS-123456789 SOC/123456789

OFF/MARIJUANA - SELL

DOW/19981201 OCA/123987654

MIS/EXTR EAST OF MISSISSIPPI ONLY

ORI IS ANY CITY PD MD 301 555-1212

NIC/W146482134 DTE/19990617

IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

4. Wanted Person File Inquiry - Felony (QWF)

1N01HEADER.QWF.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19501012.

Negative QWF Response:

1L01HEADER
WA1230000

NO NCIC WANT DOB/19501012 NAM/SMITH, JOHN J SEX/M RAC/W
***MESSAGE KEY QWF SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

Positive QWF Response:

1L01HEADER
WA1230000

***MESSAGE KEY QWF SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS. MKE/WANTED PERSON
2 - LIMITED EXTRADITION SEE MIS FIELD
ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W POB/TX DOB/19501012
HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US SKN/DRK
SMT/SC R HND
MNU/AS-123456789 SOC/123456789
OFF/HIT AND RUN
DOW/19981201 OCA/127658132
MIS/EXTR EAST OF MISSISSIPPI ONLY
ORI IS ANY CITY PD MD 301 555-1212
NIC/W148761321 DTE/19990705 1400 EST
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

5. Wanted Person File Inquiry - State (QWS)

1N01HEADER.QWS.MD1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19511210.

Negative QWS Response:

1L01HEADER
MD1230000

NO NCIC WANT DOB/19511210 NAM/SMITH, JOHN J SEX/M RAC/W
***MESSAGE KEY QWS SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION, ALL MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION, AND ALL INTRASTATE MISDEMEANOR RECORDS. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

Positive QWS Response:

1L01HEADER
MD1230000

***MESSAGE KEY QWS SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION, ALL MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION, AND ALL INTRASTATE MISDEMEANOR RECORDS. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS. MKE/WANTED PERSON
4 - NO EXTRADITION
ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W POB/TX DOB/19511210
HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US SKN/DRK
SMT/SC R HND
MNU/AS-123456789 SOC/123456789
OFF/SIMPLE ASSLT

SECTION 2 -- SYSTEM CHANGES

DOW/19981201 OCA/234291315
MIS/INTRASTATE EXTRADITION ONLY
ORI IS ANY CITY PD MD 301 555-1212
NIC/W194657812 DTE/19990917 1400 EST
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

2.10 ADDITION OF ADDRESS FIELDS TO THE WANTED PERSON FILE

AFFECTED BY CHANGE:

**Foreign Fugitive File
Immigration Violator File
U.S. Secret Service Protection
File
Wanted Person File**

EFFECTIVE DATE:

August 3, 2008

Background

At its December 2006 meeting, the CJIS Advisory Policy Board (APB) endorsed the proposal to include address fields in the Wanted Person File. Specifically, the CJIS APB made a motion to accept adding multiple associated addresses to wanted person file records with the capability for local agencies to indicate the type of address such as last known, employer, etc. The address information will be made searchable through a future enhancement.

System Changes

The Wanted Person File record may contain up to 10 address data sets (1 base and 9 supplemental). In addition to the address fields used in the ORI and Convicted Sexual Offender Registry Files, two new fields are being created: Address Type (ADD) and Date of Documented Address (DDA).

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

FOREIGN FUGITIVE FILE

SECTION 1.7 -- MESSAGE FIELD EDITS

Code	Field	Edits
EXL*	Extradition Limitation	Mandatory Blank.
ADD*	Address Type	Mandatory Blank.
COU*	County	Mandatory Blank.
CTY*	City	Mandatory Blank.
DDA*	Date of Documented Address	Mandatory Blank.
SNA*	Street Name	Mandatory Blank.
SNU*	Street Number	Mandatory Blank.
STA*	State	Mandatory Blank.
ZIP*	ZIP Code	Mandatory Blank.

The Wanted Person File chapter contains other pertinent message field codes and edits.

* NCIC 2000 format only.

IMMIGRATION VIOLATOR FILE**Section 1.7 -- MESSAGE FIELD EDITS**

Code	Field	Edits
DOW	Date of Warrant	Mandatory Blank.
OFF	Offense Code	Must be: 8003 for Deported Felon Category. 8004 for Absconder Category. 8005 for NSEERS Category.
EXL*	Extradition Limitation	Mandatory Blank.
ADD*	Address Type	Mandatory Blank.
COU*	County	Mandatory Blank.
CTY*	City	Mandatory Blank.
DDA*	Date of Documented Address	Mandatory Blank.
SNA*	Street Name	Mandatory Blank.
SNU*	Street Number	Mandatory Blank.
STA*	State	Mandatory Blank.
ZIP*	ZIP Code	Mandatory Blank.

The Wanted Person File chapter contains other pertinent message field codes and edits.

* NCIC 2000 format only.

U.S. SECRET SERVICE PROTECTIVE FILE**Section 1.7 -- MESSAGE FIELD EDITS**

Code	Field	Edits
DOW	Date of Warrant	Mandatory Blank.
OFF	Offense Code	Must be 8001.
EXL*	Extradition Limitation	Mandatory Blank.
ADD*	Address Type	Mandatory Blank.
COU*	County	Mandatory Blank.
CTY*	City	Mandatory Blank.
DDA*	Date of Documented Address	Mandatory Blank.
SNA*	Street Name	Mandatory Blank.
SNU*	Street Number	Mandatory Blank.
STA*	State	Mandatory Blank.
ZIP*	ZIP Code	Mandatory Blank.

The Wanted Person File chapter contains other pertinent message field codes and edits.

* NCIC 2000 format only.

WANTED PERSON FILE**SECTION 1.8 -- MESSAGE FIELD CODES AND EDITS**

NCIC 2000-formatted Messages May Also Contain the Following Fields:

Code	Field	Edits
ADD	Address Type	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors Codes, <i>NCIC 2000 Code Manual</i> .
COU	County	Free text (alphabetic).
CTY	City	Free text (alphabetic).
DDA	Date of Documented Address	Must be a valid Gregorian date, (YYYYMMDD) and cannot be later than the current date.
SNA	Street Name	Free text (alphanumeric and special characters).
SNU	Street Number	Free text (alphanumeric and special characters).
STA	State	Must be a valid NCIC 2000-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
ZIP	ZIP Code	Must be either five numerics or ten characters with five numerics followed by a hyphen and another four numerics.

SECTION 2.2 -- MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

SECTION 2 -- SYSTEM CHANGES

NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
DATE OF EMANCIPATION	MANDATORY**	DOE	8-8	NUMERIC
HEIGHT	MANDATORY ¹	HGT	3-3	NUMERIC
WEIGHT	MANDATORY ¹	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	MANDATORY ¹	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
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 <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) OR NUMERIC (4)
OFFENSE CODE	MANDATORY	OFF	4-4 4-24*	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ORIGINAL OFFENSE CODE	CONDITIONAL	OOO*	4-4	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

SECTION 2 -- SYSTEM CHANGES

DATE OF WARRANT OR DATE OF VIOLATION ²	MANDATORY	DOW DOV	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 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
WARRANT NUMBER	OPTIONAL	WNO*	1-15	ALPHABETIC, NUMERIC
COURT IDENTIFIER	OPTIONAL	CTI*	9-9	ALPHABETIC, NUMERIC
MISCELLANEOUS	OPTIONAL	MIS	1-121 1-500*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA*	1-1	ALPHABETIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
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 <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC*	2-2*	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
NAME	OPTIONAL	NAM***	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB***	8-8	NUMERIC

SECTION 2 -- SYSTEM CHANGES

SOCIAL SECURITY NUMBER	OPTIONAL	SOC***	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU***	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN***	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS***	2-2	ALPHABETIC
OPERATOR'S LICENSE OF YEAR EXPIRATION	SET	OLY***	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
EXTRADITION LIMITATION	OPTIONAL	EXL*	1-2	ALPHABETIC, NUMERIC (DEFAULT =1)
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 2000 CODE MANUAL
STREET NUMBER	OPTIONAL WITHIN SET	SNU*	1-7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STREET NAME	OPTIONAL WITHIN SET	SNA*	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITY NAME	OPTIONAL WITHIN SET	CTY*	1-20	ALPHABETIC
COUNTY	OPTIONAL WITHIN SET	COU*	1-20	ALPHABETIC
STATE	CONDITIONAL WITHIN SET	STA*	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
ZIP CODE	CONDITIONAL WITHIN SET	ZIP*	5-5 10-10	NUMERIC, SPECIAL CHARACTERS
ADDRESS TYPE	MANDATORY WITHIN SET	ADD*	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
DATE OF DOCUMENTED ADDRESS	MANDATORY WITHIN SET	DDA*	8-8	NUMERIC

¹Optional for foreign fugitive

² Date of Violation (DOV) Field is used when the MKE is EWJ.

*NCIC 2000 format only

**Mandatory blank for adult

***Fraudulent data

SECTION 2.7 -- MESSAGE FIELD CODE EDITS FOR ENTRY

8. ADDRESS DATA

1. Entry of address data should be entered as a set; i.e., SNA with CTY and STA or SNA with ZIP. The SNU and COU will be optional within the set.
2. The DDA Field should include the date on which the subject, his/her employer, relative, or associate was last known to be at that address.
3. If foreign address information is available, only the NCIC assigned country code, as listed in the *NCIC 2000 Code Manual*, should be entered into the STA Field.
4. Punctuation should be omitted from the CTY and COU Fields. For example: St. Louis would be entered as ST LOUIS or SAINT LOUIS.
5. The use of standard address abbreviations are recommended (e.g., Street: ST).
6. Additional address components such as Apartment Number should be included in the SNA Field.
7. Post Office box address information should be included in the SNA Field as PO BOX and the number.
8. The type of address is entered into the ADD Field. The ADD Field is a valid NCIC assigned code as listed in the *NCIC 2000 Code Manual*. If code "05 – Other" is chosen, agencies should enter additional information in the MIS Field.

SECTION 5.1 -- EXAMPLES OF INQUIRIES WITH NEGATIVE AND POSITIVE RESPONSES

1. Wanted Person File Inquiry (QW/ZW)

1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19511012.
VIN/ABC123DEF45678901

Negative QW/ZW Response:

1L01HEADER
WA1230000

NO NCIC WANT DOB/19511012 NAM/SMITH, JOHN J SEX/M RAC/W
NO RECORD VIN/ABC123DEF45678901
***VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM THE
INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED
WITHOUT LIMITATIONS.

Positive QW Response (with supplemental record):

1L01HEADER
WA1230000

***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM THE
INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED
WITHOUT LIMITATIONS.
MKE/WANTED PERSON - CAUTION
ARMED AND DANGEROUS
2 - LIMITED EXTRADITION SEE MIS FIELD
ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W POB/TX DOB/19511012
HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US SKN/DRK
SMT/SC R HND
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/111111111 OLS/MD OLY/1999
OFF/HOMICIDE - WILLFUL KILL POL OFF GUN
DOW/19981201 OCA/123456273
WNO/635F1129 CTI/MD101261J
MIS/EXTR EAST OF MISSISSIPPI ONLY KNOWN TO COLLECT, DRIVE AND STEAL
MIS/CLASSIC CARS
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2Y27H5LI00009 VYR/1975
VMA/PONT VMO/VEN VST/2D VCO/BLU
ORI IS ANY CITY PD MD 301 555-1212
ADDRESS - 11 MAIN STREET
 ANY, MD 000000
COUNTY - ANY
ADDRESS TYPE - 01 - RESIDENCE (LAST KNOWN) 19991201
DOB/19501012
DOB/19520912
AKA/DEER,JIM
AKA/BUCK,ROBERT J
SMT/CAUL L EAR
SMT/TAT R ARM
LIC/ABC654 MD 2003 PC
LIC/DFE987 MD 2003 PC

SECTION 2 -- SYSTEM CHANGES

VIN/3J57K5D012345 1975 OLDS CUT 2T BLU
NIC/W146203706 DTE/19991205 1400 EST
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
NO RECORD VIN/ABC123DEF45678901
***VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

In these examples, the check-digit edit was applied to the 17-character VIN in the inquiry message and resulted in the Verify VIN caveat.

When an inquiry contains one or more VINs, the System will compute the check digit for each 17-character VIN. Each VIN, up to a maximum of three in any inquiry, must be separated by a comma.

SECTION 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	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	1-9 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 <i>NCIC 2000 CODE MANUAL</i>
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 <i>NCIC 2000 CODE MANUAL</i>
IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN* ⁴		
CITIZENSHIP	OPTIONAL	CTZ*	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

Image NCIC Number and Image Type (entered as a set)	IMN*	13
Citizenship	CTZ*	9
Street Number, Street Name, City, State, County, Zip Code, Address Type, and Date of Documented Address	SNU*	9

*NCIC 2000 format only

SECTION 8.6 -- MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

1. 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 (or variation of name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; citizenship; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, license plate, vehicle, address, or image is likewise counted as one identifier.

2.11 **MODIFICATION OF THE CRITERIA FOR DUPLICATE RECORD EDITS IN THE NCIC PERSONS FILES**

AFFECTED BY CHANGE:

**Convicted Sexual Offender
Registry File
Identity Theft File
Missing Person File
Protection Order File
Supervised Release File
Violent Gang and Terrorist
Organization File
Wanted Person File**

EFFECTIVE DATE:

August 3, 2008

Background

In February 2006, the CJIS Advisory Policy Board approved a motion to make it mandatory to include the NAM Field (with SOC and MNU Fields) into duplicate record edits for all person files.

System Change

The duplicate record edits for the NCIC person files will be modified to include the NAM Field in the edits that prevent duplicate records based on the SOC and MNU Fields.

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

CONVICTED SEXUAL OFFENDER REGISTRY FILE

SECTION 1.7 -- CRITERIA FOR REJECTING DUPLICATE RECORD ENTRIES

1. If the following fields of a Convicted Sexual Offender Registry File entry message are the same as the corresponding fields of an active Convicted Sexual Offender Registry File record already on file, the second entry will be rejected with the message REJECT ON FILE: 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.

IDENTITY THEFT FILE

SECTION 1.7 -- CRITERIA FOR REJECTING DUPLICATE MESSAGES

If the following fields of an NCIC Identity Theft File message are the same as those field codes of an Identity Theft File record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OCA, NAM, and ORI; and DOB, NAM, and ORI.

Whenever the message REJECT ON FILE is sent by NCIC, 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 type is other than Identity Theft, for example, Protection Order File, VGTOF, etc.

MISSING PERSON FILE

SECTION 1.10 -- CRITERIA FOR REJECTING DUPLICATE RECORDS

1. 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: 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.

PROTECTION ORDER FILE

SECTION 1.8 -- CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the following fields of an NCIC 2000 POF or temporary POF entry message are the same as those field codes of an active POF record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI, PNO, and ORI; FBI, OCA, and ORI; NAM, MNU, PNO, and ORI; NAM, MNU, OCA, and ORI; NAM, SOC, PNO, and ORI; NAM, SOC, OCA, and ORI; OLN, OLS, PNO, and ORI; OLN, OLS, OCA, and ORI; NAM, PNO, and ORI; or NAM, OCA, and ORI. (The PNO and OCA are only part of the criteria if the fields contain a value other than spaces). Essentially, NCIC 2000 will accept records for multiple protection orders on one subject or one protection order with multiple subjects.

SUPERVISED RELEASE FILE

SECTION 1.7 -- CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the following fields of a Supervised Release File entry message are the same as the corresponding fields of a Supervised Release record already on file, the second entry will be rejected with the message REJECT ON FILE: 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; and DOB, NAM, and ORI.

VIOLENT GANG AND TERRORIST ORGANIZATION (VGTOF) FILE

SECTION 9.8 -- CRITERIA FOR REJECTING DUPLICATE GMC RECORDS

1. If the following fields of an NCIC 2000 GMC message are the same as those field codes of a GMC record already on file, the second entry will be rejected with the message REJECT ON FILE: 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.

WANTED PERSON FILE

INTRODUCTION

SECTION 1.10 -- CRITERIA FOR REJECTING DUPLICATE RECORDS

If the following fields of an NCIC 2000 wanted person or temporary felony want message are the same as those field codes of a wanted person record already on file, the second entry will be rejected with the message REJECT ON FILE: 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; and DOB, NAM, and ORI.

Whenever the message REJECT ON FILE is sent by NCIC 2000, 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 type is other than wanted, for example, Protection Order File, VGTOF, etc. A duplicate record will also be accepted if there are vehicle data in the wanted person message which match data in the Vehicle File. In those cases, the duplicate record(s) will be furnished with the acknowledgment.

2.12 CHANGE TO PROVIDE THE NOTIFY ORIGINATING AGENCY (NOA) FIELD IN NCIC RESPONSES WHEN THE INQUIRING AGENCY'S ORIGINATING AGENCY IDENTIFIER (ORI) MATCHES THE ENTERING AGENCY'S ORI

AFFECTED BY CHANGE:

**Introduction
Article File
Boat File
Gun File
Identity Theft File
License Plate File
Missing Person File
Protection Order File
Securities File
Unidentified Person File
Vehicle File
Vehicle/Boat Part File
Violent Gang and Terrorist
Organization File
Wanted Person File**

EFFECTIVE DATE:

August 3, 2008

Background

At its December 2006 meeting, the CJIS Advisory Policy Board moved to include the Notify Originating Agency (NOA) Field in responses when the inquiring agency's Originating Agency Identifier (ORI) matches the entering agency's ORI.

System Change

The NOA Field will be returned in record responses when the inquiring agency's ORI matches the entering agency's ORI and in unsolicited notifications to the ORI of record. For law enforcement ORIs, the first seven characters are compared. For other criminal justice ORIs (ending in an alphabetic), all nine characters must match.

NCIC 2000 Operating Manual Changes

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

Please note that the following information incorporates changes from prior sections of this TOU.

INTRODUCTION

SECTION 2.9 -- ADMINISTRATIVE MESSAGES

OTHER ADMINISTRATIVE MESSAGES

\$.C. Request for Validation Notification

The request for Validation Notification, \$.C. administrative message, is generated for each record to be validated. The \$.C. messages are sent to the CSAs to be distributed to the individual ORIs. The \$.C. notification varies from a positive response in the following manner:

1. All caveats and the ORI translation are excluded.
2. The Notify Originating Agency (NOA) Field is included.

Note: CSAs can choose to receive the records to be validated in a fixed format instead of the \$.C. notification format.

The following is an example of a \$.C. administrative message:

```
$.C.  
MD1012600  
NCIC VALIDATION REQUEST (19990125). YOU MUST VERIFY THE  
COMPLETENESS, ACCURACY, VALIDITY, AND WILLINGNESS TO  
EXTRADITE IF APPLICABLE, AND REAUTHORIZE RETENTION OF THE  
BELOW RECORD WITHIN 30 DAYS.  
  
MKE/STOLEN VEHICLE  
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC  
VIN/9876543217860 VYR/1971  
VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803  
OCA/56789  
NOA/Y  
OAN/12345678  
NIC/V123456789 DTE/19990805 2000 EDT
```

ORI record validation: The following format is used when the user is requested to validate an ORI record:

```
$.C.  
  
NCIC VALIDATION REQUEST (19990125). YOU MUST VERIFY THE  
COMPLETENESS, ACCURACY, VALIDITY OF YOUR ORI RECORD.  
  
ORI/FL0130000 ATR/ORI IS ANY CITY PD FL  
COU/DADE TYP/1 CT1/407 555-1212  
CT2/407 555-1313 CT3/407 555-1414
```

AN1/METRO-DADE PD AN2/SECOND ADDRESS
SNU/1320
SNA/N W 14TH STREET CTY/MIAMI ST/FL
ZIP/99999
NLC/0001 TUC/0001 OMC/0085 CDC/0085 DTE/19990510 1200 EDT
DLU/19980510

After the last record in the validation file, the following will be included to indicate the end of the file:

\$.
ZZZZZZZZ
END OF VALIDATION FILE.

\$.E. Serious Error Notification

The following is an example of a \$.E. administrative message:

\$.E.
MD1012600
NCIC SERIOUS ERROR CANCELLATION NOTIFICATION AT 1600 EST 19990830.
YOUR ENTRY NIC/VI23456789, OCA/56789 WAS CANCELED BY NCIC QUALITY
CONTROL. NCIC ERROR 01001.

MKE/CANCELED STOLEN VEHICLE
ORI/MD1012600 LIC/ ABC123 LIS/MD LIY/1999 LIT/PC
VIN/9876543234510 VYR/1972
VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803
~~OAN/12345678 DOT/19990803~~ OCA/56789
NOA/Y
OAN/12345678

THE VEHICLE IDENTIFICATION NUMBER-VIN-IN THE ABOVE-CANCELED RECORD
DOES NOT AGREE WITH MANUFACTURER'S SPECIFICATIONS AND/OR WITH OTHER
AVAILABLE REFERENCES SUCH AS THE NATIONAL INSURANCE CRIME BUREAU MANUALS.

REVIEW OF THE ERRONEOUS VIN INDICATES THAT
[NCIC 2000 will insert an explanation of the error here]

NCIC REQUESTS THAT YOU REVIEW AVAILABLE RECORDS TO DETERMINE THE CORRECT
DATA AND REENTER IN NCIC.

IF THE ABOVE RECORD CONTAINED SUPPLEMENTAL ADD-ON VEHICLE INFORMATION OR
OTHER UNIQUE SEARCHABLE NUMBERS SUCH AS LIC OR OAN, THAT DATA AND ALL
OTHER DESCRIPTORS SUCH AS VYR, VMA, VST, ETC., SHOULD BE REENTERED IMMEDIATELY.

QUESTIONS CONCERNING THIS TRANSACTION IF NOT RESOLVED BY YOUR CTO CSA
MAY BE DIRECTED TO FBI/CJIS DATA INTEGRITY UNIT VIA NLETS,
ORI/DCFBIWA03, OR TELEPHONE 304 625-3020, MON - FRI, 8 AM TO 4:30 PM,
EASTERN STANDARD TIME.
FBI/CLARKSBURG, W.V.

This message is transmitted to the entering agency when its record has been canceled by the FBI Data Integrity Staff because of a serious error.

\$.F. Failure-to-Validate Notification

If a state/federal agency opts to use the on-line validation process, this message is transmitted to the ORI of record when a record has not been validated within a month from the request for validation.

The following is an example of a \$.F. administrative message:

```
$.F. FAILURE TO VALIDATE
MD1012600
THE FOLLOWING RECORD WILL BE
RETIRED BY THE FBI DURING THE NEXT PURGE CYCLE
UNLESS THE RECORD IS VALIDATED PRIOR TO THE FIRST SUNDAY OF NEXT MONTH.
MKE/STOLEN VEHICLE
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC
VIN/9876543345210 VYR/1972
VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803
OAN/12345678 DOT/19990803 OCA/56789
NOA/Y
OAN/12345678
NIC/V123456789 DTE/19990805 2000 EDT
```

The copy of the nonvalidated record is included after the initial message. The full message is repeated for each nonvalidated record.

\$.H. Originating Agency Notification

A \$.H. administrative message is sent to the ORI of record when an inquiry, enter, or modify transaction results in a hit response; and the Notify Originating Agency flag (NOA) is set to Y in a NCIC 2000 formatted record. This replaces the use of NOAH in the MIS Field of an NCIC formatted record which did not generate an automatic message but directed the user to contact the owner of the record.

The following is an example of a \$.H. administrative message:

```
$.H.
MD0012600
ORIGINATING AGENCY NOTIFICATION AT 1600 EST 19990830
FL0130000 ANY CITY PD FL
113 FRONT STREET
MIAMI DADE FL
407 555-1313
QV.FL0130000.LIC/ABC123.LIS/MD.LIY/1999
```

MKE/STOLEN VEHICLE
ORI/FL0130000 LIC/ABC123 LIS/MD LIY/1999 LIT/PC
VIN/9876543345210 VYR/1972
VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803
~~OAN/12345678 DOT/19990803~~ OCA/56789
NOA/Y
OAN/12345678
NIC/V123456789 DTE/19990904 1200 EDT

\$.H. Delayed Inquiry Hit Notification

A \$.H. administrative message is sent to the ORI entering or modifying a record which resulted in a hit response for an inquiry made within the last 5 days. A \$.H. administrative message will not be sent to an agency that hits on a delayed queue inquiry which has the U.S. Customs Service and Border Protection's ORI VAUSC6099 unless the entry or modification transaction is to the Violent Gang and Terrorist Organization File or the ~~Deported Felon-Immigration Violator~~ File.

The following is an example of a \$.H. message:

\$.H.
MD0012600
YOUR RECORD WITH NIC/V123456789 OCA/56789 IS A POSSIBLE DELAYED
INQUIRY MATCH
PLEASE ASSURE YOUR ENTRY IS A REASONABLE MATCH WITH
INQUIRY ON 1230 EST 20040801 CONTAINING:
LIC/ABC123
LIS/MD
LIY/1999
INQUIRING ORI/FL0130000 ATR/ANY CITY PD FL
407 555-1313

\$.H. Delayed Inquiry Hit Response Notification

A \$.H. administrative message is sent to the ORI of an inquiry transaction when a hit response is generated because of a subsequent entry or modification transaction. The inquiry transaction will potentially receive hit responses for 5 days after the initial inquiry was made. A \$.H. administrative message will not be sent to the U.S. Customs Service and Border Protection's ORI VAUSC6050 when another agency sends in an entry or modification transaction that hits on a delayed queue inquiry unless the transaction is to the Violent Gang and Terrorist Organization File or the ~~Deported Felon-Immigration Violator~~ File.

The following is an example of a \$.H. message:

\$.H.1L01HEADER
MD1012600
DELAYED INQUIRY HIT NOTIFICATION AT 1600 EST 19990830
YOUR INQUIRY: 0200 EST 19990827 HIT ON THE FOLLOWING RECORD
MKE/STOLEN VEHICLE
ORI/FL0130000 LIC/ABC123 LIS/MD LIY/1999 LIT/PC

VIN/9876543345210 VYR/1972
VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803
~~OAN/12345678 DOT/19990803~~ OCA/56789
OAN/12345678
NIC/V123456789 DTE/19990904 1200 EDT

\$.J. Emancipation Notification

This message is sent to the ORI of record when the individual of the record reaches the age of emancipation. This is determined monthly by the NCIC System by comparing the Date of Emancipation Field with the current date.

The following is an example of a \$.J. administrative message:

\$.J.
MD0012600
THE INDIVIDUAL OF YOUR RECORD NIC/W000000000
OCA/324-123 HAS BECOME EMANCIPATED. PLEASE
CHECK YOUR STATE LAWS REGARDING APPROPRIATE ACTION.
MKE/WANTED JUVENILE DELINQUENT - ADJUDGED
1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD
ORI/MD1012600 NAM/SMITH, JOHN SEX/M RAC/W POB/TX DOB/19851023
DOE/20051023 HGT/509 WGT/150 EYE/BRO HAI/BRO
SKN/DRK
SMT/SC RT HD
FPC/121011CO141159TTCI13 SOC/123456789
OLN/12345678 OLS/MD OLY/2000
OFF/ESCAPE FROM CUSTODY
DOV/19991021 OCA/122222222
WNO/12323444545
NOA/Y
LIC/CC1234 LIS/MD LIY/1999 LIT/PC
VIN/9876543345210 VYR/1972
VMA/PONT VMO/BON VST/SW VCO/RED
NIC/W000000000 DTE/19991022 0100 EST

\$.K. Missing Information Notification

A \$.K. Missing Information Notification is sent to the ORI of record as a result of a quality control periodic automated review of the Missing and Unidentified Person Files. The review determines if information is present in the Blood Type (BLT); Dental Characteristics (DCH); Fingerprint Classifications (FPC); Jewelry Type (JWT); and Scars, Marks, Tattoos, and Other Characteristics (SMT) Fields. If an entry date of a missing or unidentified person record is over 30 days old and any of the above fields are missing, an on-line \$.K. message, listing the missing fields, will be sent to the originating agency via the CSA.

The following is an example of a \$.K. Missing Information Notification:

\$.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.

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 POB/TX DOB/19750606
HGT/509 WGT/153 EYE/BRO HAI/BRO SKN/FAR
SOC/123456789
DLC/19991201 OCA/56789
NOA/Y
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
NIC/M000069216 DTE/19990101 0100 EST

The \$.K. administrative message is also provided to NCMEC if the MIF Field contains a Y.

\$.N.MEC. NCMEC Modify Notification

A \$.N.MEC. NCMEC Modify Notification is sent to the ORI of the record when NCMEC
modifies the MNP Field or enters, modifies, or cancels an image record linked to the ORI's
NCIC record.

The following is an example of the \$.N.MEC. NCMEC Modify Notification:

\$.N.MEC. NCMEC MODIFY NOTIFICATION
MD1012600
NOTIFICATION AT 1600 EST 20051121

YOUR RECORD NIC/M123456789 WAS UPDATED BY NCMEC. EITHER THE MNP FIELD WAS
MODIFIED OR IMAGE DATA WAS ENTERED, MODIFIED, OR CANCELED.
MKE/MISSING PERSON ENDANGERED
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W 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/DDD111
NOA/Y
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

\$.O. MOD. ORI Modify Notification

A \$.O.MOD. administrative message is sent to an agency when the ORI Field in a record is modified from another agency's ORI to its agency's ORI.

The following is an example of a \$.O.MOD. administrative message:

\$.O.MOD. ORI MODIFY NOTIFICATION
KS1010000
NOTIFICATION AT 0915 EDT 20080808

THE ORI IN THE FOLLOWING RECORD (NIC/V123123123) HAS BEEN
MODIFIED TO YOUR AGENCY'S FROM ORI/KS0500100. YOUR AGENCY
IS NOW ADMINISTRATIVELY RESPONSIBLE FOR THIS RECORD.
MKE/STOLEN VEHICLE
ORI/KS1010000 LIC/ABC123 LIS/KS LIY/2009 LIT/PC
VIN/2P4555P026483 VYR/1995
VMA/PONT VMO/BON VST/SW VCO/BRO DOT/20070321
OCA/2325
NOA/Y
MIS/DARK TINTED WINDOWS
OAN/2007-00000123
NIC/V000032699 DTE/20070321 1432 EDT

\$.P. Purge Failure to Validate Notification

For those state/federal agencies using the on-line validation process, the NCIC System will automatically retire all records that have not been validated in the required time frame. The NCIC System generates a \$.P. Purge Failure to Validate Notification that is sent to the ORI for records retired due to the failure to validate.

The following is an example of a \$.P. Purge Failure to Validate Notification:

\$.P. PURGE FOR FAILURE TO VALIDATE
MD1012600
NCIC VALIDATION PURGE 20060206. THE FOLLOWING RECORD HAS BEEN PURGED
BY THE FBI DUE TO YOUR FAILURE TO VALIDATE. YOU MAY REENTER IF YOU
DETERMINE THE INFORMATION IS VALID, ACCURATE AND COMPLETE.
MKE/STOLEN VEHICLE
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/2007 LIT/PC
VIN/9876543345210 VYR/1972
VMA/PONT VMO/BON VST/SW VCO/RED DOT/20050909
NOA/Y
~~OAN/12345678~~ DOT/20050909 OCA/56789
OAN/12345678
NIC/V123456789 DTE/20050908 0938 EDT

\$.P. Purge Notification

A purge notification will be sent to the ORI of record when a record has been retired as a result of one of the following conditions:

- 1) A felony vehicle record on file for 90 days.
- 2) A vehicle record on file for 90 days that does not contain either a VIN or OAN.
- 3) A boat record on file for 90 days that does not contain a BHN, CGD, or OAN.
- 4) A person record that contains only one numeric identifier and the numeric identifier expires.
- 5) A temporary felon record on file for 48 hours.
- 6) A wanted person or wanted juvenile record in a locate status for 5 days from the date of the locate transaction.
- 7) An article, boat, gun, securities, and vehicle record that has been in a locate status for 10 days later than the date in the DOR Field.
- 8) A sexual offender record in expired status for 5 years or in cleared status for 10 years.
- 9) A gang/terrorist member record has reached the date in the DOP Field.
- 10) A detained wanted person record has reached the date in the DSE Field.
- 11) An article record has passed its retention period and TYP is equal to IBADGE or ICREDEN.
- 12) An identity theft record has reached the date in the DOP Field.

(Each chapter contains a section on automatic retirement.)

The following is an example of a \$.P. administrative message:

\$.P.
MD1012600

THE FOLLOWING RECORD HAS BEEN PURGED BY THE FBI COMPUTER DUE TO EXPIRATION OF THE RETENTION PERIOD.

MD1012600
MKE/STOLEN BOAT
ORI/MD1012600 REG/DC1234ZZ RES/DC REY/1996 HUL/WD BYR/1995 PRO/OB
BMA/LBC BTY/RUN BLE/17 BCO/RED DOT/19970820
OCA/3245353
NOA/Y
NIC/B528475481 DTE/19970822 1230 EST

For Protection Order File records, the ORI of record will receive a \$.P. message 5 days before the record is to expire. This unsolicited message alerts the agency that if the court changed the Protection Order's expiration date (EXP), the record should be modified.

The following is an example of the message:

\$.P.
MD1012600
THE FOLLOWING RECORD WILL BE PLACED IN EXPIRED STATUS IN FIVE DAYS BY THE FBI
COMPUTER BASED ON THE EXPIRATION DATE CONTAINED IN THE PROTECTION ORDER RECORD.
UNLESS ACTION IS TAKEN TO INCREASE THE EXPIRATION DATE, MODIFICATION OR
CLEARANCE OF THE RECORD WILL BE PROHIBITED AFTER THE FIFTH DAY.

ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19491012
HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK
SMT/SC R HND
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
PNO/3425163553 BRD/Y ISD/19960112 EXP/19990112 CTI/VA124567
PPN/SMITH, JULIA PSX/F PPR/W PPB/19500910
PCO/01 - SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING,
HARASSING, FOLLOWING, INTERFERING, OR STALKING THE PROTECTED PERSON AND/OR THE
CHILD OF THE PROTECTED PERSON.
OCA/611112131
NOA/Y
NIC/H146203706 DTE/19960120 0100 EST

If no action is taken by the entering agency to modify the EXP, the record will expire after the 5th day. Inactive records (expired and cleared) will be maintained on-line for the remainder of the year plus 5 years. At the end of that time, NCIC will not notify the ORI of record. Records that are in an expired or cleared status cannot be modified.

For Convicted Sexual Offender Registry File records, the ORI of record will receive a \$.P. message when the current date is the same as the date in the ERD Field.

An example of the message follows:

\$.P.
MD1012600
THE FOLLOWING RECORD HAS BEEN PLACED IN EXPIRED STATUS BY THE FBI
NCIC BASED ON THE RETENTION PERIOD OF THE CONVICTED SEXUAL OFFENDER RECORD.

ORI/MD1012600 NAM/DOE, JOHN SEX/M RAC/W POB/MD DOB/19530531
HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/1234567 SKN/ALB
SMT/SC R HND
FPC/121011CO1159TTCI13TT MNU/AS-123456789 SOC/1234556789
ORD/19960923 ERD/19990101 SXP/N CRR/4007
CON/19960510 PLC/MD AOV/12 SOV/F
OCA/923112665
DNA/Y
NOA/Y
NIC/X146203706 DTE/19960930 1030 EDT

Expired and cleared records will be maintained on-line for the remainder of the year plus 10 years. ~~Inactive, cleared records will be maintained on line for the remainder of the year plus 5 years.~~ At the end of that time, NCIC will notify the ORI of record. This time, the unsolicited \$.P. message will advise the agency that the record is being purged because it has reached the end of the retention period. Records that are in an expired/inactive status cannot be modified.

For VGTOF Group Member records, the ORI of record will receive a \$.P. message when a Reference Group Member is purged because the Reference Group no longer exists (the Reference Group was canceled by the owning ORI).

The following is an example of the message:

```
$.P.  
MD1230000  
THE FOLLOWING GANG MEMBER RECORD HAS BEEN PURGED BY THE FBI COMPUTER  
BECAUSE AN ASSOCIATED GANG REFERENCE RECORD IS NOT ON FILE.  
  
ORI/MD1230000 NAM/DOE, SAM SEX/M RAC/W POB/MD DOB/19730531  
HGT/601 WGT/209 EYE/BLU HAI/BR FBI/1234567 SKN/DRK  
SMT/SC R HND  
FPC/121011CO1159TTCI13TT MNU/MD-123456789 SOC/123456789  
GNG/CRIPS*BTMD SGP/ROARING50S*BTMD  
ECR/A DOP/20010115 OCA/3245323  
NOA/Y  
NIC/T146203706 DTE/19980116 1245 EST
```

The \$.P. message is sent to the NICB when a vehicle, part, or boat record has been purged. The records that are subject to \$.P. messages are vehicle records without a VIN or OCA; felony vehicle records on file for 90 days; boat records without a BHN, CGD, or OAN; located records in suppressed status; or vehicle/part/boat records purged because they were not validated.

The following is an example of the message:

```
$.P.  
NICB NOTIFICATION AT 1600 EST 19990830  
THE FOLLOWING RECORD HAS BEEN PURGED BY THE FBI COMPUTER DUE TO  
EXPIRATION OF THE RETENTION PERIOD.  
NIC/B528475481 OCA/3425233
```

For a Supervised Release File record, the ORI of record will receive a \$.P. message 30 days prior to the date in the DPE Field.

An example of the message follows:

```
$.P.  
VA013123G
```

SECTION 2 -- SYSTEM CHANGES

THE FOLLOWING RECORD WILL BE PLACED IN EXPIRED STATUS IN THIRTY DAYS BY THE FBI COMPUTER BASED ON THE EXPIRATION DATE CONTAINED IN THE SUPERVISED RELEASE RECORD. UNLESS ACTION IS TAKEN TO INCREASE THE EXPIRATION DATE, MODIFICATION OR CANCELLATION OF THE RECORD WILL BE PROHIBITED AFTER THE THIRTIETH DAY.

ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19520521
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A SKN/DRK
SMT/SC R HD
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/MD OLY/2000
OCA/611112131
OOC/ROBBERY
VLD/20000521
MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO
MIS/FREQUENT BARS
LIC/ABC123 LIS/VA LIY/1999 LIT/PC
VIN/2F37Z7P051519 VYR/1977
VMA/PONT VMO/LEM VST/2D VCO/WHI
DPE/20101009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE
DSS/20050509 SON/FITZPATRICK, JOHN SOT/703 555-3013
ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234
IMN/I435461801 IMT/M
NIC/C146203706 DTE/19991020 0001 EST

\$.P. Sentence Expiration Notification

Five days prior to the date of sentence expiration (date shown in the DSE), the ORI of record will receive a \$.P. message. This unsolicited message from NCIC is a reminder to the agency of the subject's pending release and the need to contact the incarcerating agency to arrange extradition. The following is an example of the message:

\$.P.
MD1012600

SENTENCE EXPIRATION NOTIFICATION
THE FOLLOWING RECORD WILL BE RETIRED IN FIVE DAYS BY THE FBI
COMPUTER BASED ON THE SENTENCE EXPIRATION DATE CONTAINED IN THE
DETAINED WANTED PERSON RECORD
UNLESS ACTION IS TAKEN TO INCREASE THE SENTENCE EXPIRATION DATE
MKE/DETAINED WANTED PERSON-CAUTION
SUICIDAL
1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/OH DOB/19701010
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 SKN/FAR
SMT/SC L EAR
FPC/121011CO141159TTCI13 MNU/AS-375145249 SOC/375145249
OLN/N222333444 OLS/MD OLY/2002
OFF/HOMICIDE - WILLFUL KILL - FAMILY - GUN
DOW/19991227 OCA/99-4889

SECTION 2 -- SYSTEM CHANGES

NOA/Y

LOCATED/20011024 PA2022300 A345234 DETN

DOD/20010315 DNO/01-1234567890 IRI/PA202230C DIS/20011115 DSE/20020415

INC/PENNSYLVANIA STATE PEN

NIC/W123456789 DTE 19991228 0830 EDT

ARTICLE FILE

SECTION 2.6 -- NCIC 2000 MESSAGE FIELD EDITS FOR SINGLE ARTICLE ENTRY

5. 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 article is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. Currently, 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.

BOAT FILE

SECTION 2.6 -- NCIC 2000 MESSAGE FIELD CODE EDITS FOR ENTRY

3. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the ~~boat-vehicle~~ is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. Currently, if the NOA is left blank, the field will default to N.

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

GUN FILE

SECTION 2.6 -- NCIC 2000 MESSAGE FIELD EDITS

1. 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 gun is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. Currently, if the NOA is left blank, the field will default to N.

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

IDENTITY THEFT FILE

SECTION 2.5 -- MESSAGE FIELD CODE EDITS FOR ENTRY

5. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, 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.

LICENSE PLATE FILE

SECTION 2.7 -- NCIC 2000 MESSAGE FIELD EDITS FOR ENTRY

2. 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 license plate-vehicle is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. Currently, if NOA is left blank, the field will default to N.

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

MISSING PERSON FILE

SECTION 2.7 -- NCIC 2000 MESSAGE FIELD CODE EDITS FOR ENTRY

4. 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. Previously, this was indicated by placing NOAH in the MIS 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.

PROTECTION ORDER FILE

SECTION 2.6 -- NCIC 2000 MESSAGE FIELD CODES AND EDITS FOR ENTRY

2. 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 subject of the POF record is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS 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.

SECURITIES FILE

SECTION 2.6 -- NCIC 2000 MESSAGE FIELD EDITS FOR ENTRY

2. 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 security is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. Currently, if the NOA is left blank, the field will default to N.

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

UNIDENTIFIED PERSON FILE

SECTION 2.7 -- NCIC 2000 MESSAGE FIELD CODE EDITS FOR ENTRY

1. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the identity of the subject of the unidentified person record is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. Currently, 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.

VEHICLE FILE

SECTION 2.7 -- NCIC 2000 MESSAGE FIELD EDITS FOR ENTRY

3. 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 vehicle is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. Currently, 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.

VEHICLE/BOAT PART FILE

SECTION 2.6 -- NCIC 2000 MESSAGE FIELD EDITS FOR ENTRY

3. 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 vehicle/boat part is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. Currently, if NOA is left blank, the field will default to N.

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

VIOLENT GANG AND TERRORIST ORGANIZATION (VGTOF) FILE

SECTION 10.5 -- MESSAGE FIELD CODE EDITS FOR GMC ENTRY

5. 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 GMC group member is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. Currently, 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.

WANTED PERSON FILE

SECTION 2.9 -- NCIC 2000 MESSAGE FIELD CODE EDITS FOR ENTRY

4. 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 wanted person is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. If NOA is left blank, the field will default to N.

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

2.13 CHANGE TO THE NCIC \$.C. REQUEST FOR VALIDATION NOTIFICATION

AFFECTED BY CHANGE:

Introduction
Article File
Boat File
Convicted Sexual Offender
Registry File
Foreign Fugitive File
Gun File
Identity Theft File
Immigration Violator File
License Plate File
Missing Person File
Originating Agency Identifier File
Protection Order File
Securities File
Supervised Release File
Unidentified Person File
U.S. Secret Service Protective File
Vehicle File
Vehicle/Boat Part File
Violent Gang and Terrorist
Organization File
Wanted Person File

EFFECTIVE DATE:

August 3, 2008

Background

Part of the validation process is accomplished by reviewing the entry and current supporting documents. Each month, CJIS System Agencies (CSAs) receive a file of records to be validated. Within the file, each record is presented in a \$.C. Request for Validation Notification or fixed format. The CSAs in turn distribute the records to be validated to the appropriate Originating Agency Identifiers (ORIs). Currently, the Name of Validator (VLN) Field is returned in the record response **only** when the inquiring ORI matched the entering agency's ORI. The Advisory Policy Board concurred at its December 2006 meeting to display the VLN Field in the \$.C. Request for Validation Notification for all records due for validation to expedite the on-line validation process.

Please note that the following information incorporates changes from prior sections of this TOU.

System Change

The VLN Field will be returned in the \$.C. Request for Validation Notification.

NCIC 2000 Operating Manual Changes

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

INTRODUCTION

SECTION 2.9 -- ADMINISTRATIVE MESSAGES

OTHER ADMINISTRATIVE MESSAGES

\$.C. Request for Validation Notification

The request for Validation Notification, \$.C. administrative message, is generated for each record to be validated. The \$.C. messages are sent to the CSAs to be distributed to the individual ORIs. The \$.C. notification varies from a positive response in the following manner:

1. All caveats and the ORI translation are excluded.
2. The Notify Originating Agency (NOA) Field is included.

Note: CSAs can choose to receive the records to be validated in a fixed format instead of the \$.C. notification format.

The following is an example of a \$.C. administrative message:

```
$.C.  
MD1012600  
NCIC VALIDATION REQUEST (19990125). YOU MUST VERIFY THE  
COMPLETENESS, ACCURACY, VALIDITY, AND WILLINGNESS TO  
EXTRADITE IF APPLICABLE, AND REAUTHORIZE RETENTION OF THE  
BELOW RECORD WITHIN 30 DAYS.
```

```
MKE/STOLEN VEHICLE  
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC  
VIN/9876543217860 VYR/1971  
VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803  
OCA/56789  
OAN/12345678  
VLD/20070121 VLN/JONES T NOA/Y  
NIC/V123456789 DTE/19990805 2000 EDT
```

ORI record validation: The following format is used when the user is requested to validate an ORI record:

```
$.C.  
  
NCIC VALIDATION REQUEST (19990125). YOU MUST VERIFY THE  
COMPLETENESS, ACCURACY, VALIDITY OF YOUR ORI RECORD.  
  
ORI/FL0130000 ATR/ORI IS ANY CITY PD FL  
COU/DADE TYP/1 CT1/407 555-1212  
CT2/407 555-1313 CT3/407 555-1414
```

SECTION 2 -- SYSTEM CHANGES

AN1/METRO-DADE PD AN2/SECOND ADDRESS
SNU/1320
SNA/N W 14TH STREET CTY/MIAMI ST/FL
ZIP/99999
NLC/0001 TUC/0001 OMC/0085 CDC/0085 DTE/19990510 1200 EDT
DLU/19980510
VLD/20070215 VLN/COBERLY ROBERT

After the last record in the validation file, the following will be included to indicate the end of the file:

\$C.
ZZZZZZZZ
END OF VALIDATION FILE.

ARTICLE FILE

SECTION 1.5 -- VALIDATION

Article File records containing a TYP Field code beginning with "T" must be validated. There is no validation requirement for other Article File records. For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

BOAT FILE, Section 1.6
FOREIGN FUGITIVE FILE, Section 1.6
GUN FILE, Section 1.5
IDENTITY THEFT FILE, Section 1.5
LICENSE PLATE FILE Section 1.6
PROTECTION ORDER FILE, Section 1.6
SECURITIES FILE, Section 1.5
VEHICLE FILE, Section 1.6
VEHICLE/BOAT PART FILE, Section 1.5
WANTED PERSON FILE, Section 1.6

VALIDATION

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

The Name of Validator (VLN) Field will be returned ~~only~~ when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

IMMIGRATION VIOLATORS FILE

SECTION 1.6 -- VALIDATION

A portion of the Immigration Violator File records will be validated monthly as described in the Introduction chapter of this manual.

The Name of Validator (VLN) Field will be returned ~~only~~ when the requester of the record is the entering agency and in the **\$.C. Request for Validation Notification**. For all other inquiring agencies, the VLN Field will be suppressed.

MISSING PERSON FILE, Section 1.8
SUPERVISED RELEASE FILE, Section 1.5

VALIDATION

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

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

ORIGINATING AGENCY IDENTIFIER FILE

SECTION 1.7 -- VALIDATION

ORIs are validated on a biennial basis. As part of the NCIC 2000 validation process, each ORI record is contained in a \$.C. administrative message, with all \$.C. administrative messages for a CTA/FSC grouped together in a file. The state CTA/FSC is notified by a \$.B. administrative message that its file is ready for retrieval.

Each state CTA/FSC is responsible for verifying the accuracy of every ORI accessing NCIC 2000 through the respective state/federal system. The validation process includes verifying an agency's status and authority, as well as the other information listed in the ORI record, e.g., telephone number, street address, and ZIP code. An example of the \$.C. administrative message for ORI validation follows:

\$.C.

NCIC VALIDATION REQUEST (19990925). YOU MUST VERIFY THE
COMPLETENESS, ACCURACY, AND VALIDITY OF YOUR ORI RECORD.

ORI/FL0130000 ATR/ANYCITY PD
COU/DADE TYP/1 CT1/407 555-1212
CT2/407 555-1313 CT3/407 555-1414
AN1/METRO-DADE AN2/POLICE DEPARTMENT
SNU/1320
SNA/N W 14TH STREET CTY/MIAMI ST/FL
ZIP/99999-1234
NLC/0001 TUC/0001 OMC/0085 CDC/0085 DTE/19790510 1200 EDT DLU/19980510
VLD/20061210 VLN/TOOLMAN, TIM

Additional information concerning Validation can be found in the Introduction chapter of this manual.

The Name of Validator (VLN) Field will be returned ~~only~~ when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

CONVICTED SEXUAL OFFENDER REGISTRY FILE

SECTION 1.5 -- VALIDATION

A portion of the Convicted Sexual Offender Registry File records will be validated monthly based on the Offender Registration Date (ORD) Field. The validation schedule is as follows: *

Validation	Month in ORD Field:
January.....	October
February.....	November
March.....	December
April.....	January
May.....	February
June.....	March
July.....	April
August.....	May
September.....	June
October.....	July
November.....	August
December.....	September

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

The Name of Validator (VLN) Field will be returned ~~only~~ when the requester of the record is the entering agency and in the **\$.C. Request for Validation Notification**. For all other inquiries, the VLN Field will be suppressed.

UNIDENTIFIED PERSON FILE

SECTION 1.4 -- VALIDATION

A portion of the Unidentified Person File records will be validated monthly as described in the Validation Schedule of the Introduction chapter of this manual. For NCIC validation, unidentified person records that are not validated by the entering agency should not be removed from NCIC. NCIC 2000 will not retire unidentified person records even if the Name of Validator (VLN) Field **is not** filled in.

The Name of Validator (VLN) Field will be returned ~~only~~ when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

U.S. SECRET SERVICE PROTECTIVE FILE

SECTION 1.6 -- VALIDATION

USSS Protective File records are validated through a special process.

The Name of Validator (VLN) Field will be returned ~~only~~ when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

VIOLENT GANG AND TERRORIST ORGANIZATION (VGTOF) FILE

SECTION 9.6 -- GMC VALIDATION

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

If the ORI determines that the designation was inaccurate or that the record subject is no longer an active member of the gang/subgroup, the record should not be validated and should be canceled.

The Name of Validator (VLN) Field will be returned ~~only~~ when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

NCIC 2000 CODE MANUAL CHANGES

PERSONAL DESCRIPTORS CODES

Additions to the *NCIC 2000 Code Manual* (December 2000) are indicated by highlighting.

SECTION 31 PROTECTION ORDER CONDITIONS (PCO) FIELD CODES
Effective Date: August 3, 2008

- 01 01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING, HARASSING, FOLLOWING, INTERFERING WITH, OR STALKING THE PROTECTED PERSON AND/OR THE CHILD OF THE PROTECTED PERSON.
- 02 02 - THE SUBJECT MAY NOT THREATEN A MEMBER OF THE PROTECTED PERSON'S FAMILY OR HOUSEHOLD.
- 03 03 - THE PROTECTED PERSON IS GRANTED EXCLUSIVE POSSESSION OF THE RESIDENCE OR HOUSEHOLD.
- 04 04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE, PROPERTY, SCHOOL, OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON OR OTHER FAMILY OR HOUSEHOLD MEMBER.
- 05 05 - THE SUBJECT IS RESTRAINED FROM MAKING ANY COMMUNICATION WITH THE PROTECTED PERSON INCLUDING BUT NOT LIMITED TO, PERSONAL, WRITTEN, OR TELEPHONE CONTACT, OR THEIR EMPLOYERS, EMPLOYEES OR FELLOW WORKERS, OR OTHERS WITH WHOM THE COMMUNICATION WOULD BE LIKELY TO CAUSE ANNOYANCE OR ALARM THE VICTIM.
- 06 06 - THE SUBJECT IS AWARDED TEMPORARY CUSTODY OF THE CHILDREN NAMED.
- 07 07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A FIREARM OR OTHER WEAPON.
- 08 08 - SEE THE MISCELLANEOUS FIELD FOR COMMENTS REGARDING THE TERMS AND CONDITIONS OF THE ORDER.
- 09 09 - THE PROTECTED PERSON IS AWARDED TEMPORARY EXCLUSIVE CUSTODY OF THE CHILD(REN) NAMED.

SECTION 3 – NCIC 2000 CODE MANUAL UPDATES

Section 32.1 Felony Warrants

Effective Date: August 3, 2008

- 1 1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD (default value)
- 2 2 - LIMITED EXTRADITION SEE MIS FIELD (requires data in the MIS Field)
- 3 3 - EXTRADITION - SURROUNDING STATES ONLY
- 4 4 - NO EXTRADITION
- 5 5 - PENDING EXTRADITION SEE MIS FIELD (requires data in the MIS Field)

Section 32.2 Misdemeanor Warrants

Effective Date: August 3, 2008

- A A - FULL EXTRADITION
- B B - LIMITED EXTRADITION SEE MIS FIELD (requires data in the MIS Field)
- C C - EXTRADITION - SURROUNDING STATES ONLY
- D D - NO EXTRADITION
- E E - PENDING EXTRADITION SEE MIS FIELD (requires data in the MIS Field)

SECTION 33 -- ADDRESS TYPE

Effective Date: August 3, 2008

Code	Translation
01	RESIDENCE (LAST KNOWN)
02	EMPLOYER
03	RELATIVE
04	KNOWN ASSOCIATE
05	OTHER