



June 2, 2008

**TECHNICAL AND OPERATIONAL UPDATE (TOU) 08-3**

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**SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS**

Section 2.1 of this TOU contains an update to the CJIS Advisory Process.

Section 2.2 provides updates to agency contacts.

Section 2.3 furnishes an update to the Benefits and Effectiveness Analysis Request Transaction.

Section 2.4 supplies information on the expansion of the NCIC Foreign Fugitive File criteria for entry.

Section 2.5 provides information on NCIC access for noncriminal justice missing person clearinghouses.

Section 2.6 of the TOU supplies information on the revision of the III Chapter of the *NCIC 2000 Operating Manual* (December 1999).

Section 2.7 provides a modification of the NCIC Protection Order File criteria for entry.

Section 2.8 furnishes a change in the FBI Number Field from mandatory to optional for entry of an NCIC CSORF record.

Section 2.9 supplies information on the addition of address fields to the Wanted Person File.

Section 2.10 provides information on ORI's ending in the letter F to be used for the Adam Walsh Child Protection and Safety Act of 2006.

Section 2.11 includes a change to the NCIC wanted person inquiry and III QWI transaction.

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

Section 4 supplies edits to the validation layouts.

The attachment to this TOU contains a new III File, without highlighting or strikeout, for the *NCIC 2000 Operating Manual*.

\* \* \* \* \*

Users are reminded that any questions concerning the *NCIC 2000 Operating Manual*, the *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](http://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 (888) 334-4536 or via e-mail at <[leoprogramoffice@leo.gov](mailto:leoprogramoffice@leo.gov)>.

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**SECTION 2 -- SYSTEM CHANGES**

**2.1 UPDATE TO POLICY OF THE CJIS ADVISORY PROCESS**

AFFECTED BY CHANGE:

**Introduction**

EFFECTIVE DATE:

**Immediate**

**Background**

At its May 2005 meeting, the CJIS Advisory Policy Board (APB) approved updates to the policy in the *National Crime Information Center (NCIC) 2000 Operating Manual* (December 1999).

***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 1.5--POLICY

1. The CJIS APB recommends general policy to the FBI with respect to the philosophy, concept, and operational principles of the NCIC 2000 System. In its deliberations, the APB places particular emphasis on the continued compatibility of NCIC 2000 and state systems; System security; and rules, regulations, and procedures to maintain the integrity of NCIC 2000 records.
2. The CJIS Advisory Process is composed of two major components, the CJIS APB and the CJIS Working Groups. The APB is responsible for reviewing policy issues and appropriate technical and operational issues related to the programs administered by the FBI CJIS Division and, thereafter, for making appropriate recommendations to the FBI Director. The 3233-member CJIS APB is composed of the following:
  1. Twenty criminal justice agency representatives who are selected by the CJIS Working Groups and appointed by the FBI Director. (Twelve are state-level agency representatives, and eight are local-level agency representatives.)
  2. Three individuals who are selected and appointed by the FBI Director and represent the judicial, the prosecutorial, and the correctional sectors of the criminal justice community, and a fourth member is selected by the FBI Director to represent the national security sector.
  3. Eight individuals who represent professional associations including the International Association of Chiefs of Police, National Sheriffs' Association, National District Attorneys' Association, American Probation and Parole Association, Major Cities Chiefs' Association, the Major County Sheriffs' Association, American Society of Crime Laboratory Directors, and one executive level representative from a national professional association representing the courts or court administration.
  4. The Chairman of the CJIS Federal Working Group.
3. A Federal Working Group and four regional Working Groups were established to recommend policy and procedures for the programs administered by the FBI CJIS Division. These Working Groups are also responsible for the review of operational and technical issues related to the operation of or policy for these programs. The Working Groups make appropriate recommendations to the CJIS APB.
4. To gain insight and direction into specific program-related issues, the APB receives input from ~~standing Ad Hoc Subcommittees. These are the NCIC, Identification Services, Sanctions, Security and Access, and Uniform Crime Reporting Subcommittees.~~

**2.2 UPDATE AGENCY CONTACT INFORMATION**

AFFECTED BY CHANGE:

**Introduction**

EFFECTIVE DATE:

**Immediate**

**Background**

The State Identification Bureaus and Sex Offender Registries contact Originating Agency Identifiers (ORIs) are being added to the *NCIC 2000 Operating Manual* as the CJIS Division sends administrative messages to these ORIs. In addition, the CJIS Systems Agencies and the FBI information are being updated.

***NCIC 2000 Operating Manual Changes***

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

**SECTION 6 – CONTROL AGENCIES CONTACT INFORMATION**

The FBI CJIS Division sends International Justice and Public Safety Information Sharing Network (Nlets) Administrative Messages to notify states of the NCIC System issues and activity on criminal history records linked to NCIC records.

**Section 6.1 --STATE CONTROL AGENCIES- CJIS SYSTEMS AGENCIES (CSAs)**

State/Territory	ORI	State/Territory	ORI
Alabama	AL003065Y	Montana	MT025015Y
Alaska	AKAST0102	Nebraska	NBNSP0D00
Arizona	AZACSPX00	Nevada	NV0139923
Arkansas	AR060015Y	New Hampshire	NHNSP0010
California	CA0349400	New Jersey	NJNSP01T6
Colorado	COCBI0000	New Mexico	NMNSP0000
Connecticut	CTCSP0000	New York	NY1010000
Delaware	DEDSP0000	North Carolina	NCDCI0000
District of Columbia	DCMPD0000	North Dakota	NDRCD0000
Florida	FL03701F3	Ohio	OHOHP0030
Georgia	GAGBI0051	Oklahoma	OKOLETS00
Guam	GM001055J	Oregon	OR024015Y
Hawaii	HI0020000	Pennsylvania	PAPSP0000
Idaho	ID001015Y	Puerto Rico	PRPPR0000
Illinois	IL0849600	Rhode Island	RIRSP0052
Indiana	INISP0007	South Carolina	SCLED00A2
Iowa	IADPS0000	South Dakota	SD032105Y
Kansas	KSKHPQ000	Tennessee	TNTBI0000
Kentucky	KYKSP0000	Texas	TX0000000
Louisiana	LALSP0000	U.S. Virgin Islands	VI0010000
Maine	MEMSP0000	Utah	UTBCI0000
Maryland	MDMSP0006	Vermont	VTVSP0000
Massachusetts	MAMSP0030	Virginia	VAVSP0000
Michigan	MI3300203	Washington	WAWSP0000
Minnesota	MNBCA0000	West Virginia	WVWSP0000
Mississippi	MSMHP0000	Wisconsin	WI013245Y
Missouri	MOMHP0040	Wyoming	WY0110400
		Royal Canadian Mounted Police	ON1000000

**6.2 FEDERAL SERVICE COORDINATORS**

<b>Federal Agency</b>	<b>ORI</b>
Bureau of Alcohol, Tobacco and Firearms	DCATF0000
U.S. Department of Commerce National Oceanic and Atmospheric Administration	MDDC00000
Drug Enforcement Administration	DCDEA0000
Department of Defense	VADOD0800
Administrative Office of the US Courts	DC001057G
Customs and Border Protection	VAUSC6000
El Paso Intelligence Center	TXEPI0000
Immigration and Customs Enforcement	VTINS1000
Naval Criminal Investigative Service	USNIS0000
Transportation Security Administration	DCTSA0000
U.S. Air Force	MDOSI0100
U.S. Department of the Interior	DCDI01200
U.S. Army	VAUSA1800
U.S. Capitol Police	DCCAP0000
U.S. Coast Guard	DCCG001J0
U.S. Department of Justice	DCDOJ0000
U. S. Department of Labor	DCDOL0200
U.S. Department of State	DCDOS0000
U.S. Immigration and Naturalization Service	USINS0000
Air Force Office of Special Investigations	DCOSI0000
U. S. Postal Inspection Service	DCPO00020
U.S. Customs Data Center	VAUSC6001
U.S. Marshals Service	VAUSM0000
U.S. Secret Service	DCSS17700

**Section 6.2 -- STATE IDENTIFICATION BUREAUS (SIBs)**

State/Territory	ORI	State/Territory	ORI
Alabama	ALAST0000	Montana	MT025025Y
Alaska	AK020055Y	Nebraska	NBNSP0000
Arizona	AZCCHPX00	Nevada	NV0131700
Arkansas	ARASP1300	New Hampshire	NHNSP0000
California	CA0349400	New Jersey	NJNSP0200
Colorado	COCBI0000	New Mexico	NMNSP0000
Connecticut	CTCSP0100	New York	NY001015Y
Delaware	DEDSP0000	North Carolina	NCBCI0000
District of Columbia	DCMPD0000	North Dakota	NDBCA0000
Florida	FL0370100	Ohio	OHBCI0000
Georgia	GAGBI0000	Oklahoma	OKOBI0000
Guam	GM001055J	Oregon	OROSBI000
Hawaii	HI002015Y	Pennsylvania	PAPSP0000
Idaho	ID001015Y	Puerto Rico	PRPPR0000
Illinois	IL0998900	Rhode Island	RI004015Y
Indiana	INISP0000	South Carolina	SCLED0000
Iowa	IADCI0000	South Dakota	SDDCI0000
Kansas	KSKBI0000	Tennessee	TNTBI0000
Kentucky	KYKSP0000	Texas	TX0000000
Louisiana	LALSP0000	U.S. Virgin Islands	VI0010000
Maine	MESPSBI00	Utah	UTBCI0000
Maryland	MD004445Y	Vermont	VTVSP0000
Massachusetts	MA0131100	Virginia	VAVSP0000
Michigan	MI3300600	Washington	WAWSP0000
Minnesota	MNBCA0000	West Virginia	WVWSP0000
Mississippi	MSMHP0000	Wisconsin	WI013015Y
Missouri	MOMHP0000	Wyoming	WY0110400

**Section 6.3 -- STATE/TERRITORY SEX OFFENDER REGISTRIES (SORs)**

State/Territory	ORI	State/Territory	ORI
Alabama	ALAST0047	Montana	MT025035Y
Alaska	AKAST1500	Nebraska	NBNSP0003
Arizona	AZDPS1900	Nevada	NV0131750
Arkansas	AR060015Y	New Hampshire	NHNSP1400
California	CA0349428	New Jersey	NJNSP0230
Colorado	COCBI0000	New Mexico	NMNSP0000
Connecticut	CTCSP3900	New York	NY001015Y
Delaware	DEDSP0000	North Carolina	NCDCI0000
District of Columbia	DCMPD0000	North Dakota	NDBCA0000
Florida	FL0370100	Ohio	OHBCI0000
Georgia	GAGBI0027	Oklahoma	OK055025C
Guam	GM001085J	Oregon	OROSP5900
Hawaii	HI002015Y	Pennsylvania	PAPSPBC00
Idaho	ID001015Y	Puerto Rico	PRPPR0000
Illinois	IL0842503	Rhode Island	RI004015Y
Indiana	INISP0007	South Carolina	SCLED0000
Iowa	IADCI0006	South Dakota	SDDCI0062
Kansas	KSKBI0000	Tennessee	TNTBI0000
Kentucky	KYKSP3600	Texas	TX0000000
Louisiana	LALSP0001	U.S. Virgin Islands	VI001057A
Maine	MESPSBI00	Utah	UT018215C
Maryland	MD003105Y	Vermont	VTVSP0000
Massachusetts	MACJIS100	Virginia	VAVSP0000
Michigan	MI3300634	Washington	WAWSP0000
Minnesota	MNBCA0000	West Virginia	WVWSP0089
Mississippi	MSMHP0000	Wisconsin	WI013135C
Missouri	MOMHP0001	Wyoming	WY0110411

A listings of the Control Terminal Officers and Federal Service Coordinators CJIS Systems Officers, SIB Chiefs, and SOR points of contacts, their addresses, telephone and facsimile numbers, and e-mail addresses is available on the CJIS home page via the Law Enforcement OnLine (LEO) Intranet. The CJIS home page is accessible as a Public Special Interest Group. LEO provides secure communications for the law enforcement, criminal justice, and public safety communities. To request an application for LEO membership, contact the FBI by telephone at (304) 625-5555 or by e-mail at [leoprogramoffice@leo.gov](mailto:leoprogramoffice@leo.gov).

LEO – Law Enforcement OnLine is a national interactive computer communications capability and information service, an Intranet exclusively for the law enforcement community. LEO can be accessed by any approved employee of a duly constituted local, state or federal law

enforcement agency, or approved member of an authorized Law Enforcement Special Interest Group. LEO is currently provided through a national toll free dial up to encrypted secure network backbone. Additional information containing LEO and/or access to LEO can be obtained from the FBI CJIS.

### Section 6.34 -- FBI TELEPHONE AND ORI LIST

Office	Telephone	ORI	E-mail Address
CJIS Division Main Switchboard	304-625-2000		
NCIC 2000 CJIS Audit	304-625-3020	DCFBIWA03	acjis@leo.gov
Interstate Identification Index	304-625-3652	DCFBIWA10	
NCIC Administrative Offices	304-625-2739/2753	DCFBIWA10	citupds@leo.gov
NCIC 2000 OPERATIONS			
Code Assignments	304-625-3000	DCFBIWAQ9	ioau@leo.gov
Editorial Matters	304-625-4995	DCFBIWA10	
– Interstate Identification Index Staff	304-625-3652	DCFBIWA10	
Legal Review and Privacy Matters	304-625-5395	DCFBIWA36	
Network Operations Center	304-625-3030		
Off-line Search	304-625-3000	DCFBIWAQ9	ioau@leo.gov
ORI Matters Assignments/ Modifications	304-625-3628	DCFBIWA36	ori@leo.gov
Quality Control/Data Integrity	304-625-3020	DCFBIWA03	acjis@leo.gov
Publications	304-625-4995		cjis_comm@leo.gov
Research and Development	304-625-2739/2753	DCFBIWA10	citupds@leo.gov
Systems Security	304-625-2763/2000		
Telecommunications and Network Planning	304-625-3141/2753	DCFBIWA36 DCFBIWA00 DCFBIWA10	citupds@leo.gov
Training	304-625-2821/4801 877-FBI-NCIC (toll free) (324-6242)	DCFBIWAN1	tseu@leo.gov

**2.3 BENEFITS AND EFFECTIVENESS ANALYSIS REQUEST (RBED)  
TRANSACTION UPDATE**

AFFECTED BY CHANGE:

**Introduction  
Other Transactions**

EFFECTIVE DATE:

**Immediate**

**Background**

The RBED Transaction allows CJIS System Agencies (CSAs) to retrieve benefits and effectiveness data. Prior to this change, the CSAs could only retrieve the prior month's data. The NCIC System will store 1 year of benefits and effectiveness data that are retrievable in monthly reports for the CSA, Originating Agency Identifier (ORI), or partial ORI.

**System Changes**

The Date of Benefits and Effectiveness Profile (DBE) Field was added to the RBED transaction. The Benefits and Effectiveness Report was updated in accordance with this change.

***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 3.15 -- NEW FEATURES

## 4. Benefits and Effectiveness Data (NCIC 2000 Format Only)

5. Entry instructions and valid codes for the benefits and effectiveness data fields can be found in Other Transactions, *NCIC 2000 Code Manual*.

~~Property and Person: Locate and Clear Transactions~~

~~Benefits data are not collected for serialized securities and articles. When a record is cleared, canceled, or located, the RPP (property) or RPS (person) should be provided in the transaction. This gives the reason for record removal. If not included in a clear or a locate transaction when the System is in statistics mode, the agency removing the record receives a \$.R. notification and then must perform the CRBD or LRBD as defined above.~~

~~If the RPP or the RPS Field is filled out, then additional fields may be entered. The rules for benefits data entry are summarized in the following table:~~

FIELD NAME	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE	POSSIBLE VALUES
<del>Reason for Property Record Removal</del>	<del>RPP</del>	<del>10-21</del>	<del>AN</del>	<del>HIT LOCAL YYYYMMDD HIT STATE YYYYMMDD HIT NCIC YYYYMMDD OTHER MEANS PREVIOUSLY RECOVERED</del>
<del>Reason for Person Record Removal</del>	<del>RPS</del>	<del>10-21</del>	<del>AN</del>	<del>HIT LOCAL YYYYMMDD HIT STATE YYYYMMDD HIT NCIC YYYYMMDD OTHER MEANS PREVIOUSLY LOCATED PREVIOUSLY IDENTIFIED**</del>
<del>Persons Armed</del>	<del>PAR*</del>	<del>1-1</del>	<del>N</del>	<del>Contains the Code 1, 2, or 3: 1 = Yes 2 = No 3 = Not Available. Can be entered only if RPS is entered.</del>
<del>Wanted/Missing Person Hit Results</del>	<del>HIT*</del>	<del>1-2</del>	<del>N</del>	<del>Can be one or two of the following: 1 = Subject arrested on charge in wanted person record 2 = Subject arrested on charge other than charge in hit record</del>

SECTION 2 – SYSTEM CHANGES

				<p>3 = Detainer filed                  4 = Held for extradition                  5 = Held for another jurisdiction after confirmation of missing status***                  6 = Released – Wanting agency refused to extradite                  7 = Released – Agency holding missing person report can provide no follow up in case of adult or where parents refuse to take custody of missing juvenile***                  8 = Released – Unable to confirm missing status***                  9 = Released – Unable to confirm wanted status                  Can be entered only if RPS is entered.</p>
Number of Persons Apprehended	NPA*	1-3	N	<p>Count of persons arrested as a result of recovering stolen article in record being located.                  Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.</p>
Number of Missing Persons Found	NPF*	1-20	AN	<p>If missing persons are found as a result of solving this case, one or more of the following codes may be entered: nnn represents the number of occurrences:                  nnnJ: Juvenile indexed in NCIC 2000                  nnnJN: Juvenile not indexed in NCIC 2000                  nnnOI: Other missing person indexed in NCIC 2000                  nnnON: Other missing person not indexed in NCIC 2000                  Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.</p>
Value of Recovered Property	VNP*	1-8	N	<p>Fair market value (in whole dollars) of the article when it was recovered.                  Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.</p>
Value of Other Recovered Property	VOR*	1-8	N	<p>Fair market value (in whole dollars) of the property recovered in addition to the article which is the subject of the record. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.</p>
PValue of Recovered	VRC*	1-8	N	<p>Fair market value (in whole dollars) of any</p>

SECTION 2 – SYSTEM CHANGES

Contraband				<del>contraband recovered as a result of recovering the article which is the subject of the record. Can be entered only if RPP or RPS is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.</del>
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~~\*Not applicable to unidentified persons.~~

~~\*\* Unidentified person only.~~

~~\*\*\*Missing person only.~~

~~6. Property and Person: Cancel Transaction~~

~~When canceling a record, the user is expected to enter a field explaining the reason the record was canceled. The RPP Field or RPS Field can have one of the following values on a cancel transaction:~~

- ~~1. CASE DROPPED~~
- ~~2. NOT STOLEN (property only)~~
- ~~3. NOT MISSING (missing person only)~~
- ~~4. WARRANT DISMISSED (wanted person only)~~
- ~~5. NOT WANTED (wanted person only)~~
- ~~6. PREVIOUSLY IDENTIFIED (unidentified person only)~~

~~No other benefits data fields are included in a cancel transaction.~~

**OTHER TRANSACTIONS**

**Section 5.1 -- GENERAL INFORMATION**

This transaction allows ~~CTAs/FSCs~~CSAs to initiate an on-line request for benefits and effectiveness data accumulated ~~over the previous~~for specified month within the last yearfor its own records. NCIC 2000 acknowledges the request when it is received. When the benefits and effectiveness ~~response~~report is ready, the ~~CTA/FSC~~CSA is notified via a \$.B. File Transfer Ready notification. The ~~CTA/FSC~~ CSA can then request the response file via the FT transaction or FTP.

**Section 5.2 -- EXAMPLE OF A BENEFITS AND EFFECTIVENESS DATA REQUEST**

1N01HEADER.RBED.MD1012600.SBE/MDDPS++++.DBE/200801

**Acknowledgment:**

1L01HEADER  
 MD1012600  
 REQUEST FOR BENEFITS AND EFFECTIVENESS DATA RECEIVED

**Section 5.3 -- EXAMPLE OF A BENEFITS AND EFFECTIVENESS ~~RESPONSE~~REPORT**

~~1L01000005 MD1012600~~  
~~SUMMARY OF BENEFITS AND EFFECTIVENESS DATA COLLECTION~~  
~~BENEFIT VALUES~~  
~~20000501-20000531~~  
~~DATABASE: WANTED PERSONS~~

	LOCATE	HIT-LOCAL		TOTAL
		CLEAR		
NPA	50	13		63
NPF(ON)	22	11		33
VOR	1000	5000		6000
VRC	10000	45000		55000
PAR(1)	25	15		40
PAR(3)	5			5

~~SUMMARY OF BENEFITS AND EFFECTIVENESS DATA COLLECTION~~  
~~BENEFIT VALUES~~  
~~20000501-20000531~~  
~~DATABASE: VEHICLES~~

	LOCATE	HIT-NCIC		TOTAL
		CLEAR		
NPA	30	3		33
VNP	50000	15000		65000
VOR	1000	5000		6000
VRC	12500	2500		15000

SECTION 2 – SYSTEM CHANGES

An accumulated total is presented for each benefit type and possible value (NPA, VOR, PAR[1], PAR [2], etc.), grouped by RPP/RPS value (HIT LOCAL, HIT NCIC, PREVIOUS RECOVERY, etc.) for each file type collected during the previous month. In the case of NPA, NPF, VNP, VOR, and VRC, the accumulated value is presented as the total. Each file type containing benefits and effectiveness data will be listed.

1N01HEADER  
MD1012600  
SBE/MDDPS++++

SUMMARY OF BENEFITS AND EFFECTIVENESS DATA COLLECTION

PERIOD: 20080101-20080131

DATABASE: ARTICLE

ADMIN CLOSING - 1

CASE DROPPED - 10

HIT LOCAL - 20

	LOCATE	VALUE	CLEAR	VALUE	CANCEL	TOTAL	VALUE
NPA	2	2	5	7		7	9
VNP			10	5123		10	5123
VOR			8	7020		8	7020
VRC			10	10550		10	10550

HIT NCIC - 8

	LOCATE	VALUE	CLEAR	VALUE	CANCEL	TOTAL	VALUE
NPA	2	2				2	2
VNP	6	4250				6	4250
VOR							
VRC							

HIT STATE - 16

	LOCATE	VALUE	CLEAR	VALUE	CANCEL	TOTAL	VALUE
NPA	10	18				10	18
VNP	8	15350				8	15350
VOR	7	8155				7	8155
VRC	5	9250				5	9250

SECTION 2 – SYSTEM CHANGES

NOT STOLEN - 30

PREVIOUS RECOVERY - 2

OTHER MEANS - 14

DATABASE: WANTED PERSON

ADMIN CLOSING - 8

CASE DROPPED - 4

HIT LOCAL - 154

	LOCATE	VALUE	CLEAR	VALUE	CANCEL	TOTAL	VALUE
NPA	2	2	123	167		125	169
VNP			2	1050		2	1050
VOR			1	210		1	210
VRC			3	524		3	524
PAR(1)			10				
PAR(2)			88				
PAR(3)			35				
HIT(1)			2				
HIT(2)			8				
HIT(3)			6				
HIT(4)			3				
HIT(5)			11				
HIT(6)			1				
HIT(7)			1				
HIT(9)			4				

HIT NCIC - 62

	LOCATE	VALUE	CLEAR	VALUE	CANCEL	TOTAL	VALUE
NPA	58	62				58	62
VNP	2	1050				2	1050
VOR	1	75				1	75
VRC	3	515				3	515
PAR(1)	5						
PAR(2)	8						
PAR(3)	12						
HIT(1)	2						
HIT(2)	1						

SECTION 2 – SYSTEM CHANGES

HIT(3) 6  
 HIT(4) 3  
 HIT(5) 1  
 HIT(6) 1  
 HIT(7) 1  
 HIT(9) 4

HIT STATE - 119

	LOCATE	VALUE	CLEAR	VALUE	CANCEL	TOTAL	VALUE
NPA	21	25				21	25
VNP	3	1325				3	1325
VOR	1	875				1	875
VRC	5	10500				5	10500
PAR(1)	10						
PAR(2)	25						
PAR(3)	5						
HIT(1)	2						
HIT(2)	8						
HIT(3)	6						
HIT(4)	3						
HIT(5)	1						
HIT(6)	1						
HIT(7)	1						
HIT(9)	4						

LOCATED - 17

	LOCATE	VALUE	CLEAR	VALUE	CANCEL	TOTAL	VALUE
PAR(1)	5		1				
PAR(2)	3		8				
PAR(3)	4		3				
HIT(1)	1		2				
HIT(2)	1		1				
HIT(3)	3		1				
HIT(4)	4		1				
HIT(5)	2		1				
HIT(6)	1		1				
HIT(7)	1		1				
HIT(9)	1		4				

NOT WANTED - 128

PREVIOUSLY LOCATED - 3

SECTION 2 – SYSTEM CHANGES

	LOCATE	VALUE	CLEAR	VALUE	CANCEL	TOTAL	VALUE
PAR(2)	1						
HIT(6)			1				
HIT(9)	1						

WARRANT DISMISSED - 34

OTHER MEANS - 225

	LOCATE	VALUE	CLEAR	VALUE	CANCEL	TOTAL	VALUE
PAR(1)	45		23				
PAR(2)	68		64				
PAR(3)	10		13				
HIT(1)	11		22				
HIT(2)	23		18				
HIT(3)	34		21				
HIT(4)	46		16				
HIT(5)	23		31				
HIT(6)	17		15				
HIT(7)	41		61				
HIT(9)	21		42				

The Benefits and Effectiveness Data Report is sorted alphabetically primarily by file type and secondarily by the Reason for Property Record Removal (RPP) Field or the Reason for Person Record Removal (RPS) Field. The benefits and effectiveness data for the Number of Persons Apprehended (NPA), Number of Missing Persons Found (NPF), Value of Recovered Property (VNP), Value of Other Recovered Property, and Value of Recovered Contraband (VRC) Fields represent the number of occurrences and the accumulated value within that file and RPP/RPS code. For the Persons Armed (PAR) and Wanted/Missing Person Hit Results (HIT) Fields, the benefits and effectiveness data are the number of occurrences that each value is used in the field.

**Section 5.4 -- MESSAGE FIELD CODES FOR BENEFITS ANALYSIS REQUEST**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
SUBJECT OF BENEFITS AND EFFECTIVENESS PROFILE	OPTIONAL	SBE	9-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BENEFITS AND EFFECTIVENESS PROFILE	OPTIONAL	DBE	6-6	NUMERIC

**Section 5.5 -- REQUIREMENTS**

1. The Benefits and Effectiveness Analysis Request (RBED) transaction must contain the following: HDR, MKE, and ORI without MFC. One ORI per CSA is authorized to perform RBED transactions. CSAs can only retrieve benefits and effectiveness data stored under their respective user codes.
2. The SBE Field enables the CSA to limit the RBED to a specific ORI or similarly structured ORIs using wildcard (+) characters. For example, to obtain all benefits and effectiveness data entered by the Department of Public Safety for the CSA's user code use ++DPS++++. If not used, the NCIC System provides all benefits and effectiveness data for the CSA.
3. The DBE Field enables the CSA to request any of the 12 previous month's Benefits and Effectiveness Data Reports. The format is YYYYMM. If not used, the NCIC System will provide the previous month's Benefits and Effectiveness Data Report.

**2.4 EXPANSION OF THE NATIONAL CRIME INFORMATION CENTER (NCIC)  
FOREIGN FUGITIVE FILE CRITERIA FOR ENTRY**

AFFECTED BY CHANGE: **Foreign Fugitive File**  
EFFECTIVE DATE: **Immediate**

**Background**

At its December 2006 meeting, the CJIS Advisory Policy Board (APB) approved expanding the NCIC Foreign Fugitive File Criteria for Entry to include records for violent fugitives wanted by countries and/or international tribunals that do not have extradition agreements with the United States.

***NCIC 2000 Operating Manual Changes***

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

## FOREIGN FUGITIVE FILE

### Section 1.2 -- CRITERIA FOR ENTRY

#### CANADIAN RECORDS

Records may be entered for individuals who are wanted for violations of the Criminal Code of Canada and for whom there is an outstanding Canada-wide warrant that meets the requirements of the Extradition Treaty, Title 18, USC, Section 3184. These entries can only be made for authorized Canadian agencies by the RCMP.

#### INTERPOL (USNCB) RECORDS

Other Foreign Fugitive File records may only be entered by INTERPOL (USNCB) based upon the following criteria:

1. The wanting country has an outstanding arrest warrant that charges a crime which would be a felony if committed in the United States and
2.
  - a. The wanting country is a signatory to an extradition treaty/convention with the United States, or
  - b. The subject is wanted for a violent crime or is otherwise known to be violent, armed, or dangerous.

**2.5 NATIONAL CRIME INFORMATION CENTER (NCIC) ACCESS FOR  
NONCRIMINAL JUSTICE MISSING PERSON CLEARINGHOUSES**

AFFECTED BY CHANGE:

**Originating Agency Identifier (ORI)  
File**

EFFECTIVE DATE:

**Immediate**

**Background**

The Fall 2005 CJIS Advisory Policy Board (APB) approved a motion to allow limited access to NCIC for state noncriminal justice missing person clearinghouses using the “K” ORI format. The APB stipulated that in order to use the “K” ORI, the missing person clearinghouse must be a governmental agency, have statutory authority, and as its primary function - serve as a central repository for information regarding missing persons.

***NCIC 2000 Operating Manual Changes***

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

**ORI FILE**

**Section 1.5 -- ORI STRUCTURE AND USE**

3. POSITIONS 6 THROUGH 9 OF CRIMINAL JUSTICE ORIs

FBI CJIS Division staff determines the numeric and alphabetic characters assigned to positions 6 through 9 for criminal justice ORIs as follows:

Positions 6 and 7 are numeric characters uniquely distinguishing one agency from other agencies of the same type and level within the same county. They do not indicate location (e.g., city) of the agency.

For example: PA004**0**23C

Position 8 is a unique numeric character indicating the government level of the agency:

- 1 - Local, Municipal, City
- 3 - County
- 5 - State
- 7 - Federal
- 9 - Nongovernmental/Noncriminal justice

For example: PA0040**2**3C

Position 9 is an alphabetic character representing the type of agency:

- A - Prosecuting Attorney's Offices (includes District Attorney's Offices, Attorney General's Offices, etc.).
- B - Pretrial service agencies and pretrial release agencies.
- C - Correctional Institutions (includes jails, prisons, detention centers, etc.).
- D - Civil Courts for use in domestic violence and stalking cases.
- E - Nongovernmental railroad or campus police departments qualifying for access to III. (This section provides criteria for assignment of a limited access ORI.)
- G - Probation and Parole Offices.

- H - Department of State National Visa Center.
- I - INTERPOL.
- J - Courts and Magistrates Offices.
- K - Medical examiners and coroners offices, and state noncriminal justice missing person clearinghouses, for access to Missing Person and Unidentified Person Files.
- M - Custodial facilities in medical or psychiatric institutions and some medical examiners' offices which are criminal justice in function.
- N - Regional dispatch centers that are criminal justice agencies or noncriminal justice governmental agencies performing criminal justice dispatching functions for criminal justice agencies.
- O - National Insurance Crime Bureau.
- P - Nongovernmental agencies that qualify for access to some NCIC 2000 files other than III. Also, 911 centers that do not have a management control agreement.
- Q - Department of Housing and Urban Development approved Public Housing Agencies.
- R - Agencies authorized by Public Law 99-169 for national security purposes.
- T - Social service agencies seeking emergency placement of children in exigent circumstances.
- U - Federal and state governmental child support enforcement agencies.
- V - Department of Motor Vehicles.
- W - National Center for Missing and Exploited Children (NCMEC).
- Y - Local, county, state, or federal agencies that are classified as criminal justice agencies by statute but do not fall into one of the aforementioned categories, e.g., Arkansas Crime Information Center.

For example: PA004023C



**2.6 REVISION TO THE INTERSTATE IDENTIFICATION INDEX (III) CHAPTER OF THE NATIONAL CRIME INFORMATION CENTER (NCIC) 2000 OPERATING MANUAL (DECEMBER 1999)**

AFFECTED BY CHANGE: **Interstate Identification Index**

EFFECTIVE DATE: **Immediate**

**Background**

The FBI's CJIS Division has reviewed and updated the III chapter of the *NCIC 2000 Operating Manual* (December 1999). The review encompassed technical accuracy and understandability. Updated material includes operational and technical modifications that have occurred since December 1999. Select key items include:

- Clarification on the uses of all Purpose Codes (PUR), including authorized uses related to: (1) participants of law enforcement-sponsored firearms training classes held at a public firing range or at law enforcement facilities (PUR/C); Governmental Social Service agencies and the National Center for Missing and Exploited Children authorized under Section 151 of the Adam Walsh Child Protection and Safety Act of 2006 (PUR/C); and national security (PUR/S).
- Descriptions on the use of III for Exigent Procedures (PUR/X), and requests sent by the FBI to National Fingerprint File (NFF) states for records resulting from Departmental Order 556-73 fingerprint processing (PUR/R).
- Examples of criminal history record information in the extensible markup language (XML) format.

***NCIC 2000 Operating Manual Changes***

The III chapter of the *NCIC 2000 Operating Manual* (December 1999) is being reissued as an attachment to this TOU in its entirety **without** highlighting and strikeouts.



**2.7 MODIFICATION OF THE NCIC PROTECTION ORDER FILE (POF) CRITERIA FOR ENTRY**

AFFECTED BY CHANGE: **Protection Order File**  
EFFECTIVE DATE: **Immediate**

**Background**

At its December 2006 meeting, the CJIS Advisory Policy Board approved modifying the NCIC Protection Order File Criteria for Entry to reflect statutory changes and updated the legal definitions.

***NCIC 2000 Operating Manual Changes***

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

## PROTECTION ORDER FILE

### Section 1.2 -- CRITERIA FOR ENTRY

Each record in the POF **must** be supported by a protection order. Protection orders must meet the following criteria before an entry can be made into the file:

1. The protection order **includes** ~~(including~~
  - a. any injunction, restraining order, or any other order) issued by a civil or criminal court ~~must have been issued~~ for the purpose of preventing violent or threatening acts or harassment against, sexual violence or contact or communication with, or physical proximity to another person, including any ~~This includes~~ temporary and final orders issued by civil or criminal courts ~~(other than support or child custody orders issued pursuant to state divorce and child custody laws, except to the extent that such orders are entitled to full faith and credit under other federal laws)~~ whether obtained by filing an independent action or as a *pendente lite* order in another proceeding so long as any civil order was issued in response to a complaint, petition, or motion filed by or on behalf of a person seeking protection **and**
  - b. any support, child custody or visitation provisions, orders, remedies, or relief issued as part of a protection order, restraining order, or stay away injunction pursuant to local, state, tribal, or territorial law authorizing the issuance of protection orders, restraining orders, or injunctions for the protection of victims of domestic violence, dating violence, sexual assault, or stalking.

~~Pendente Lite--"pending the lawsuit; during the actual progress of a suit; during litigation. Matters pendente lite are contingent on outcome of litigation."~~ During the proceeding or litigation; in a manner contingent on the outcome of litigation. (*Black's Law Dictionary*, 8th ed. 2004)

2. Additionally, reasonable notice and opportunity to be heard must be given to the person against whom the order is sought; or, in the case of ex parte orders, notice and opportunity to be heard must be provided within the time required by state laws, and in any event within reasonable time after the order is issued, sufficient to protect the respondent's due process rights.

~~Ex Parte--"on one side only; by or for one party; done for, in behalf of, or on the application of, one party only. A judicial proceeding, order, injunction, etc., is said to be ex parte when it is taken or granted at the instance and for the benefit of one party only, and without notice to, or contestation by, any person adversely interested."~~

Done or made at the instance and for the benefit of one party only, and without notice to, or argument by, any person adversely interested; of or relating to court action taken by one party without notice to the other, usu. for temporary or emergency relief. (*Black's Law Dictionary*, 8th ed. 2004)



**2.8 CHANGE THE FBI NUMBER FIELD FROM MANDATORY TO OPTIONAL FOR ENTRY OF AN NCIC CONVICTED SEXUAL OFFENDER REGISTRY FILE (CSORF) RECORD**

AFFECTED BY CHANGE:

**Convicted Sexual Offender  
Registry File**

EFFECTIVE DATE:

**October 4, 2007**

**Background**

At its December 2006 meeting, the CJIS Advisory Policy Board (APB) recommended that the FBI Number (FBI) Field in the NCIC CSORF be changed from mandatory to optional. At its June 2007 meeting, the CJIS APB requested that this enhancement be implemented as soon as possible.

**System Changes**

The FBI Field will be changed from mandatory to optional for entry of a National Crime Information Center (NCIC) CSORF record.

***NCIC 2000 Operating Manual Changes***

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 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	MANDATORY	DOB	8-8	NUMERIC
OFFENDER REGISTRATION DATE	MANDATORY	ORD	8-8	NUMERIC
ENDING REGISTRATION DATE	MANDATORY	ERD	6-6 8-8	ALPHABETIC, NUMERIC
SEXUAL PREDATOR INDICATOR	OPTIONAL	SXP	1-1	ALPHABETIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER	<del>MANDATORY</del> OPTIONAL	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	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	OPTIONAL 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)

SECTION 2 – SYSTEM CHANGES

CONVICTION RESULTING IN REGISTRATION	MANDATORY	CRR	4-4	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF CONVICTION	MANDATORY	CON	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	CONDITIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LICENSE PLATE NUMBER	OPTIONAL SET	LIC	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) OR NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	OPTIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE MODEL	SET	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>
PLACE OF CRIME	OPTIONAL	PLC	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
AGE OF VICTIM	OPTIONAL	AOV	1-2	NUMERIC
SEX OF VICTIM	OPTIONAL	SOV	1-1	ALPHABETIC
STREET NUMBER	OPTIONAL	SNU	1-7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STREET NAME	OPTIONAL	SNA	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITY NAME	OPTIONAL	CTY	1-20	ALPHABETIC
COUNTY	OPTIONAL	COU	1-20	ALPHABETIC
STATE	MANDATORY	STA	2- 2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ZIP CODE	OPTIONAL	ZIP	5-5 10-10	NUMERIC, SPECIAL CHARACTERS
TELEPHONE NUMBER	OPTIONAL	TNO	12-12	NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

### Section 2.3 -- MANDATORY FIELDS FOR ENTRY

The following fields are mandatory to cause acceptance of a Convicted Sexual Offender Registry File entry into NCIC-2000: HDR, MKE, ORI, NAM, SEX, RAC, DOB, ORD, ERD, ~~SXP~~, HGT, WGT, EYE, HAI, ~~FBI~~, CRR, CON, OCA, and STA.

The entry of vehicle information is optional but if entered should be entered as a set; i.e., OLN with OLS and OLY; LIC with LIS, LIY, and LIT; VIN with VYR, VMA, and VST; or VMA with VYR and VST (VMO and VCO are optional within the set). The entry will be rejected if one of the mandatory fields is left blank, or the transaction is not completed.

### Section 2.4 -- ADDITIONAL GUIDELINES FOR ENTRY

6. ~~Upon acceptance of~~When a Convicted Sexual Offender Registry File record includes information in the FBI Field, NCIC-2000 will transmit information to the Integrated Automated Fingerprint Identification System (IAFIS) for flagging of the criminal history record. ~~The FBI number is mandatory to ensure that the sex offender registry information is available through National Child Protection Act background checks. IAFIS will notify the registering agency and the state/territory registry of activity on the criminal history record (examples of these notifications are in Section 9 of this chapter). If the offender's FBI number is unknown, established procedures should be followed to determine, verify, or establish the FBI number.~~

### Section 2.5 -- MESSAGE FIELD CODE EDITS FOR ENTRY

#### 9. FBI NUMBER (FBI)

If the FBI has established a criminal history record for the offender, the FBI number must be included in the CSORF record unless sharing the sex offender registration information for noncriminal justice background checks violate state laws/policies. If the offender's FBI number is unknown, the entering agency should follow recognized procedures to determine, verify, or establish the FBI number. Inclusion of the FBI number ensures that sex offender registry information is available through criminal and civil fingerprint submissions. Therefore, it is imperative that every effort is made to determine if the offender has an FBI number and to include it in the NCIC CSORF record.

### Section 9.1 -- SEXUAL OFFENDER REGISTRY (SOR) NOTICE

1. When a Convicted Sexual Offender Registry File record is entered with or modified to include an FBI number, the NCIC System generates an inter-system message (\$.A.WPT) to the ~~Integrated Automated Fingerprint Identification System (IAFIS)~~. IAFIS places an SOR Notice on the offender's criminal history record, therefore, ensuring that the subject's status as a convicted sex offender is discovered during a fingerprint check (criminal and civil).

**2.9 ADDITION OF ADDRESS FIELDS TO THE NATIONAL CRIME INFORMATION CENTER (NCIC) WANTED PERSON FILE**

AFFECTED BY CHANGE:

**Wanted Person File**

EFFECTIVE DATE:

**August 3, 2008**

**Background**

In Technical and Operational Update (TOU) 07-2, address information was added to the NCIC Wanted Person File. To support the Extensible Markup Language (XML) implementation for NCIC, the FBI CJIS Division is changing the response format.

**System Changes**

The Message Field Codes (MFCs) will be included with the address fields in the NCIC response. This TOU modifies TOU 07-2, Section 2.10.

***NCIC 2000 Operating Manual Changes***

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

**WANTED PERSON FILE****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
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 <sup>1</sup>	HGT	3-3	NUMERIC
WEIGHT	MANDATORY <sup>1</sup>	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	MANDATORY <sup>1</sup>	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

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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>
DATE OF WARRANT OR DATE OF VIOLATION <sup>2</sup>	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) OR 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>

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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
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 YEAR OF EXPIRATION	SET	OLY***	2-2 4-4	ALPHABETIC (2) OR NUMERIC (4)
EXTRADITION LIMITATION	OPTIONAL	EXL*	1-2	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 <i>NCIC 2000 CODE MANUAL</i>
STREET NUMBER	OPTIONAL WITHIN SET	SNU*	1-7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STREET NAME	<del>OPTIONAL</del> CONDITIONAL WITHIN SET	SNA*	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITY NAME	<del>OPTIONAL</del> CONDITIONAL WITHIN SET	CTY*	1-20	ALPHABETIC
COUNTY	OPTIONAL WITHIN SET	COU*	1-20	ALPHABETIC

---

SECTION 2 – SYSTEM CHANGES

STATE	CONDITIONAL WITHIN SET	STA*	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
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 <i>NCIC 2000 CODE MANUAL</i>
DATE OF DOCUMENTED ADDRESS	MANDATORY WITHIN SET	DDA*	8-8	NUMERIC

<sup>1</sup>Optional for foreign fugitive

<sup>2</sup> 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 ~~must~~ 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.

**Section 5.1 -- EXAMPLE OF INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES**

The MKEs QW/ZW are used for Wanted Person File inquiries. A Wanted Person File inquiry will also cause an automatic cross-search of the Foreign Fugitive, Missing Person, Violent Gang and Terrorist Organization, Protection Order, Deported Felon, 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.

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

**Negative Response:**

1L01HEADER  
WA1230000

NO NCIC WANT DOB/19511012 NAM/SMITH, JOHN J SEX/M RAC/W  
NO NCIC WANT VIN/ABC123DEF45678901  
\*\*\*VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO  
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

**Positive Response (with supplemental record):**

1N01HEADER  
WA1230000

MKE/WANTED PERSON - CAUTION  
ARMED AND DANGEROUS  
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/11111111 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  
ADD/01 - RESIDENCE (LAST KNOWN) DDA/19991201  
SNU/11 SNA/MAIN STREET  
CTY/ANY STA/MD ZIP/00000  
COU/ANY

---

## SECTION 2 – SYSTEM CHANGES

~~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  
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.



**2.10 ORIGINATING AGENCY IDENTIFIER (ORI) ENDING IN ALPHA CHARACTER “F” TO BE USED FOR THE ADAM WALSH CHILD PROTECTION AND SAFETY ACT OF 2006**

AFFECTED BY CHANGE:

*National Crime Information Center (NCIC) 2000 Operating Manual, Originating Agency Identifier (ORI) File*

**and**

*Interstate Identification Index (III)/ National Fingerprint File (NFF) Operational and Technical Manual, Chapter 2*

EFFECTIVE DATE:

**Immediate**

**Background**

The Adam Walsh Child Protection and Safety Act of 2006 (the Act), Public Law (Pub. L.) 109-248, was enacted into law on July 27, 2006. Section 151 of the Act requires the Attorney General (AG) to ensure access to FBI criminal history record information by Governmental Social Service (GSS) agencies with child protection responsibilities and the National Center for Missing and Exploited Children (NCMEC).

**System Changes**

The FBI CJIS Division has established an NCIC ORI ending in the alpha character “F” for Section 151 access.

***NCIC 2000 Operating Manual and III/NFF Operational and Technical Manual Changes***

Additions to the *NCIC 2000 Operating Manual* (December 1999) and *III/NFF Operational and Technical Manual* (December 2005) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

**NCIC 2000 OPERATING MANUAL, ORI FILE**

**SECTION 1.3 -- CRITERIA FOR ASSIGNMENT OF A FULL ACCESS ORI**

6. The Adam Walsh Child Protection and Safety Act of 2006 (the Act), Public Law 109-248, was enacted into law on July 27, 2006. Section 151 of the Act requires the Attorney General to ensure access to FBI criminal history record information by Governmental Social Services (GSS) agencies with child protection responsibilities and the National Center for Missing and Exploited Children (NCMEC). States are therefore authorized under Section 151 of the Act to provide GSS and NCMEC agencies with access to the NCIC and III. Section 151 provides that access by GSS agencies with child protection responsibilities is to be used only in investigating or responding to reports of child abuse, neglect, or exploitation. Section 151 access by NCMEC agencies is to be used only within the scope of the Center's duties and responsibilities under federal law to assist or support law enforcement agencies in administration of criminal justice functions. Section 151 requires the establishment of conditions of access and associated rules of dissemination to ensure all personnel having such access meet training, certification, and background screening requirements. GSS and NCMEC agencies are assigned an ORI ending with the alphabetic character **F**.

**SECTION 1.5 -- ORI STRUCTURE AND USE**

3. POSITIONS 6 THROUGH 9 OF CRIMINAL JUSTICE ORIs

FBI CJIS Division staff determines the numeric and alphabetic characters assigned to positions 6 through 9 for criminal justice ORIs as follows:

Positions 6 and 7 are numeric characters uniquely distinguishing one agency from other agencies of the same type and level within the same county. They do not indicate location (e.g., city) of the agency.

For example: PA004**0**23C

Position 8 is a unique numeric character indicating the government level of the agency:

- 1 - Local, Municipal, City
- 3 - County
- 5 - State
- 7 - Federal
- 9 - Nongovernmental/Noncriminal justice

For example: PA0040**2**3C

Position 9 is an alphabetic character representing the type of agency:

- A - Prosecuting Attorney's Offices (includes District Attorney's Offices, Attorney General's Offices, etc.).
- B - Pretrial service agencies and pretrial release agencies.
- C - Correctional Institutions (includes jails, prisons, detention centers, etc.).
- D - Civil Courts for use in domestic violence and stalking cases.
- E - Nongovernmental railroad or campus police departments qualifying for access to III. (This section provides criteria for assignment of a limited access ORI.)
- F - Governmental social service agencies with child protection responsibilities and the National Center for Missing and Exploited Children, as authorized under Section 151 of the Adam Walsh Child Protection and Safety Act of 2006.
- G - Probation and Parole Offices.
- H - Department of State National Visa Center.
- I - INTERPOL.
- J - Courts and Magistrates Offices.
- K - Medical examiners and coroners offices, and state noncriminal justice missing person clearinghouses, for access to Missing Person and Unidentified Person Files.
- M - Custodial facilities in medical or psychiatric institutions and some medical examiners' offices which are criminal justice in function.
- N - Regional dispatch centers that are criminal justice agencies or noncriminal justice governmental agencies performing criminal justice dispatching functions for criminal justice agencies.
- O - National Insurance Crime Bureau.

- P - Nongovernmental agencies that qualify for access to some NCIC 2000 files other than III. Also, 911 centers that do not have a management control agreement.
- Q - Department of Housing and Urban Development approved Public Housing Agencies.
- R - Agencies authorized by Public Law 99-169 for national security purposes.
- T - Social service agencies seeking emergency placement of children in exigent circumstances.
- U - Federal and state governmental child support enforcement agencies.
- V - Department of Motor Vehicles.
- W - National Center for Missing and Exploited Children (NCMEC).
- Y - Local, county, state, or federal agencies that are classified as criminal justice agencies by statute but do not fall into one of the aforementioned categories, e.g., Arkansas Crime Information Center.

For example: PA004023C

***III/NFF OPERATIONAL AND TECHNICAL MANUAL, CHAPTER 2***

**SECTION 2.3 - PURPOSE CODE C - CRIMINAL JUSTICE**

3. Purpose Code C must be used by Governmental Social Service agencies with child protection responsibilities and the National Center for Missing and Exploited Children to access FBI CHRI under Section 151 of the Adam Walsh Child Protection and Safety Act of 2006 (Public Law 109-248). An NCIC ORI ending in the alpha character “F” has been established for Section 151 access.



**2.11 CHANGE TO THE COMBINED NATIONAL CRIME INFORMATION CENTER (NCIC) WANTED PERSON INQUIRY AND III CRIMINAL HISTORY INQUIRY (QWI) TRANSACTION**

AFFECTED BY CHANGE:

*III/NFF Operational and Technical Manual, Chapter 2*

EFFECTIVE DATE:

**August 3, 2008**

**Background**

The following supplements information provided in TOU 07-2, Section 2.5.

**System Changes**

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

***III/NFF Operational and Technical Manual Changes***

Additions to the *III/NFF Operational and Technical Manual* (December 2005) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

CHAPTER 2 – INQUIRIES AND RECORD REQUESTS

5.2 EXAMPLE OF A QWI INQUIRY MESSAGE AND RESPONSE

The following example shows a QWI inquiry message containing the NCIC response and the III response.

Example:

1N01HEADER.QWI.NY5100300.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.EBS/1.ATN/DET JONES.

NCIC Response:

1L01HEADER  
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

III Response:

7L01HEADER  
NY1510300

THIS NCIC 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	2000/01/01

SEX	RAC	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR	BIRTH PLACE	PHOTO
M	W	1962/06/21	601	189	BLU	BRO	PENNSYLVANIA	N

FINGERPRINT CLASS	PATTERN CLASS
23 17 18 19 17	RS LS WU WU LS RS WU WU RS WU
24 18 19 19 17	RS LS WU WU LS RS WU WU RS WU

ALIAS NAMES  
GREEN, JOHN

OTHER	SCARS-MARKS-	SOCIAL SECURITY	MISC NUMBERS
BIRTH DATES	TATTOOS		
1944/11/25	TAT R ARM	666-11-6666	AS-563435916

IDENTIFICATION DATA UPDATED 1998/11/07

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SECTION 2 – SYSTEM CHANGES

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

FLORIDA - STATE ID/FL0000123  
FBI - FBI/9015174

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

END



**ARTICLE CODES**

**The following should be added to:**

**Section 1.2 TYP FIELD CODES ALPHABETICALLY BY ARTICLE NAME**

<b>Article Name</b>	<b>Code</b>
Digital Multi-Media Device (Plays and/or records formats such as MP3 / IPOD / IPOD Video Players)	RDMMDEV
Docking Station (platform for portable computer)	DDOCSTA
Food Stamp Card	IFSCARD
Wireless Receiver (wireless aircard or receiver for PDA's, computers & other handheld computing devices)	DWIRREC

**Section 1.3 TYP FIELD CODES ALPHABETICALLY BY CATEGORY THEN SORTED BY ARTICLE NAME**

<b>Article Name</b>	<b>Code</b>
<b>-DATA PROCESSING EQUIPMENT-</b>	
Docking Station (platform for portable computer)	DDOCSTA
Wireless Receiver (wireless aircard or receiver for PDA's, computers & other handheld computing devices)	DWIRREC
<b>-ITEMS OF IDENTIFICATION-</b>	
Card, Food Stamp	IFSCARD

**Article Name** **Code**

**-RADIO, TV, AND SOUND  
ENTERTAINMENT DEVICES -**

Digital Multi-Media Device **RMMMDEV**  
(Plays and/or records formats  
such as MP3 / IPOD / IPOD Video Players)

**Section 1.4 TYP FIELD CODES ALPHABETICALLY BY CODE**

<b>Code</b>	<b>Article Name</b>
DDOCSTA	Docking Station (platform for portable computer)
DWIRREC	Wireless Receiver (wireless aircard or receiver for PDA's, computers & other handheld computing devices)
IFSCARD	Food Stamp Card
RMMMDEV	Digital Multi-Media Device (Plays and/or records formats such as MP3 / IPOD / IPOD Video Players)

**BOAT DATA CODES**

The following should be added to:

**Section 4.2 BMA AND BRA FIELD CODES**

**Effective Date: Immediate**

<b>Make</b>	<b>Code</b>
Criterion Co., Inc.	CAV

**Section 4.3 BMA AND BRA FIELD CODES ALPHABETICALLY BY CODE**

**Effective Date: Immediate**

<b>Code</b>	<b>Manufacturer</b>
CAV	Criterion Co., Inc.

**GUN DATA CODES**

The following should be added to:

**Section 1.5 MAK FIELD CODES ALPHABETICALLY BY MANUFACTURER**

**Effective Date: Immediate**

<b>Make, Brand, Model, or Trademark</b>	<b>Country</b>	<b>Code</b>	<b>Reference</b>
Avsan AV Sanayi	TY	AVS	Turkey
Bowers	US	BOW	Cornelius, OR License under; Thomas A. Bowers
BRP Corp.	US	BPC	Clinton, MD
Brugger & Thomet AG	SZ	BTH	Switzerland
B. Searcy & Co.	US	SRY	Boron, CA
Chaparral Arms	IT	CPA	Italy

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SECTION 3 – NCIC 2000 CODE MANUAL UPDATES

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<b>Make, Brand, Model, or Trademark</b>	<b>Country</b>	<b>Code</b>	<b>Reference</b>
Connecticut Valley Classic, Inc.	US	CVC	Also known as: CVC, Inc.
C. Ray Systems, Inc.	US	CRY	
C. Sharps Arms Co., Inc.	US	CSH	Not same as C. Sharps & Co.
Damage Inc., LLC	US	DAM	Globe, AZ
Desert Ordnance	US	DTO	Cornville, AZ
Empire Rifle Co., LLC	US	ERC	Meriden, NH
Gibbs Rifle Co., Inc.	US	GBB	Martinsburg, WV
G. R. A. D.	US	GKG	Las Vegas, NV
Gward	PO	GWD	Poland
Hercules Gas and Munitions	US	HGM	Tear gas projectiles
Hi Shear Technology	US	HSR	Sparks, NV
High Standard Mfg., Co.	US	HSM	Houston, TX; not the same as High Standard in CT.
IMI (Israel Weapons Ind.) Company privatized in 2005	IS	IMI	Formerly known as Israel Military Ind.
International Ordnance Group, Inc.	US	IOG	San Antonio, TX
JB Customs, Inc.	US	JBC	Fort Wayne, IN
JV Precision	US	JVP	Seymour, CT
Kral AV Sanayi	TY	KRS	Turkey
Lakeside Machine	US	LKM	Pound, WI

SECTION 3 – NCIC 2000 CODE MANUAL UPDATES

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<b>Make, Brand, Model, or Trademark</b>	<b>Country</b>	<b>Code</b>	<b>Reference</b>
Merriman Steel & Equip. Inc., LLC	US	MRN	DBA-Merriman Gun & Knife Works
M Group International	US	MGI	Deltona, FL
Omega Arms Qualified Mfg.	US US	OAR QLF	Allendale, MI Broken Arrow, OK
RT Mfg., Co., Inc.	US	RTM	Wauconda, IL
S & H Arms of Oklahoma	US	SHO	Owasso, OK
Shooters Depot	US	SDT	Corpus Christi, TX
Spikes Tactical, LLC	US	SPK	Apopka, FL
Sporting Arms, Inc.	US	SGI	Not same as Sporting Arms Co., Mfg. (SRA)
Tactical Customs, LLC	US	TCL	Carson City, NV
Tactical Innovations Inc.	US	TLI	Bonnors Ferry, ID
Time Precision Arms	US	TPA	New Milford, CT
Tri Star Sporting Arms	US	TRI	Missouri
Useton Arms	US	USE	Madison, TN

**Section 1.6 MAK FIELD CODES ALPHABETICALLY BY CODE**  
**Effective Date: Immediate**

<b>Code</b>	<b>Make, Brand, Model, or Trademark</b>
AVS	Avsan AV Sanayi
BOW	Bowers
BPC	BRP Corp.

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SECTION 3 – NCIC 2000 CODE MANUAL UPDATES

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<b>Code</b>	<b>Make, Brand, Model, or Trademark</b>
BTH	Brugger & Thomet AG
CPA	Chaparral Arms
CRY	C. Ray Systems, Inc.
CSH	C. Sharps Arms Co., Inc.
CVC	Connecticut Valley Classic, Inc.
DAM	Damage Inc., LLC
DTO	Desert Ordnance
ERC	Empire Rifle Co., LLC
GBB	Gibbs Rifle Co., Inc.
GKG	G. R. A. D.
GWD	Gward
HGM	Hercules Gas and Munitions
HSM	High Standard Mfg., Co.
HSR	Hi Shear Technology
IMI	Israel Weapons Ind., Formerly known as Israel Military Ind.
IOG	International Ordnance Group, Inc.
JBC	JB Customs, Inc.
JVP	JV Precision
KRS	Kral AV Sanayi
LKM	Lakeside Machine

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SECTION 3 – NCIC 2000 CODE MANUAL UPDATES

<b>Code</b>	<b>Make, Brand, Model, or Trademark</b>
MRN	Merriman Steel & Equip. Inc., LLC DBA-Merriman Gun & Knife Works
MGI	M Group International
OAR	Omega Arms
QLF	Qualified Mfg.
RTM	RT Mfg., Co., Inc.
SDT	Shooters Depot
SGI	Sporting Arms, Inc.
SHO	S & H Arms of Oklahoma
SPK	Spikes Tactical, LLC
SRY	B. Searcy & Co.
TCL	Tactical Customs, LLC
TLI	Tactical Innovations Inc.
TPA	Time Precision Arms
TRI	Tri Star Sporting Arms
USE	Uselton Arms

**PERSONAL DESCRIPTORS**

Additions to the *NCIC 2000 Code Manual* are indicated by highlighting, and deletions are indicated by ~~strikeout~~.

**SECTION 18 -- MISSING PERSON (MNP) FIELD CODES**

<b>Code</b>	<b>Description</b>
AA	Amber Alert
CA	Child Abduction
DV	Disaster Victim
MP	Missing Person

**SECTION 27 -- BODY PARTS STATUS (BPS) FIELD CODES**

<b>Code</b>	<b>Status</b>
<del>ALL</del>	<del>All body parts recovered</del>
ALD	All body parts recovered - Decomposed
ALF	All body parts recovered - Fresh
SKL	Skeleton recovered
D	Recovered – Decomposed
F	Recovered – Fresh
N	Not recovered
S	Skeletal
R	Recovered

**VEHICLE DATA CODES**

**Correction(s) to Technical and Operational Update (TOU) 06-2**

The following is a correction to TOU 06-2, page 3-16, Section 2.8 VMA AND BRA FIELD CODES FOR TRUCKS AND TRUCK PARTS and page 3-20, Section 2.9 VMA AND BRA FIELD CODES ALPHABETICALLY BY CODE. The correction is to the **code only**. There are no changes to the remaining fields. The correction should read as follows:

<b>Make</b>	<b>Code</b>	<b>References</b>
International Truck & Engine Corp.	<b>ITNL</b>	
<b>Code</b>	<b>Manufacturer</b>	
<b>ITNL</b>	International Truck & Engine Corp.	

The following should be added to:

**Section 2.2 VMA, BRA, VMO, AND VST FIELD CODES FOR AUTOMOBILES, LIGHT-DUTY VANS, LIGHT-DUTY TRUCKS, AND PARTS**  
**Effective Date: Immediate**

<b>MAKE</b>	<b>VMA</b>	<b>VMO</b>	<b>VST</b>
BMW	BMW		
328xi		328	2D
335i		335	2D
750Li		750	4D
Chevrolet	CHEV		
Meriva		MRV	4D
E-Ride Industries (Electric Vehicles)	ERID		
XV2		XV2	4D
XV4		XV4	4D

SECTION 3 – NCIC 2000 CODE MANUAL UPDATES

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<b>MAKE</b>	<b>VMA</b>	<b>VMO</b>	<b>VST</b>
Global Electric Motor Cars	GLBL		
E2		E2	2D
E4		E4	4D
E6		E6	SD
EL		EL	2D
ELXD		ELX	SD
ES		ES	2D
Innovative Street Machines, LLC	INSM		2D
ISUZU	ISU		
I290		290	PK
I370		370	PK
Lexus	LEXS		
GS350		G35	4D
LS460		L46	4D
Lincoln	LINC		
MKX		MKX	LL
MKZ		MKZ	4D
Lotus	LOTU		
Exige		EXG	2D
Maserati	MASE		
MC12		M12	2D
Mercedes-Benz	MERZ		
C32 AMG		32A	4D
GL320		GL3	LL
SL55 AMG		55A	2D
Nissan	NISS		
Platina		PLT	4D
Saturn	STRN		
Astra		AST	2D

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SECTION 3 – NCIC 2000 CODE MANUAL UPDATES

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<b>MAKE</b>	<b>VMA</b>	<b>VMO</b>	<b>VST</b>
Tomberlin Automotive Group (Electric Vehicles)	TOMB		
Volvo C30	VOLV	C30	2D
Zenn Motor Co., Ltd. ZENN (Zero Emission, NO NOISE)	ZENN	ZEN	2D

**Section 2.4 VMA AND BRA FIELD CODES FOR FARM AND GARDEN  
EQUIPMENT AND FARM EQUIPMENT PARTS  
Effective Date: Immediate**

<b>Make</b>	<b>Code</b>	<b>References</b>
Kawasaki	KAWK	Mule utility vehicle
Terra Marc Ind.	TRRM	Agricultural equipment

**Section 2.5 VMA AND BRA FIELD CODES FOR MOTORCYCLES AND  
MOTORCYCLE PARTS  
Effective Date: Immediate**

<b>Make</b>	<b>VMA</b>
Bad Boy Buggies	BBOY
Black Widow Custom Motorcycle Works, Inc.	BWCM
Boom Trikes USA	BOOM
Boss Motorsports	BOSM
Callahan Custom Choppers	CACC
Chop Shop Customs, Inc.	CHSH

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SECTION 3 – NCIC 2000 CODE MANUAL UPDATES

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<b>Make</b>	<b>VMA</b>
Circus City Custom Cycles, Inc.	CICU
Classic Motorworks, Ltd.	CLSC
Custom ChopperWerks, Inc.	CCWI
Diamondback Choppers, LLC	DCHP
Exotic Cycle & Motor Werx, Inc.	EXTX
Hongling Motorcycle Corp. or Shanghai Hongling Motorcycle Corp.	HONL
Ironworks Motorcycle Co.	IRON
Joyhon Motorcycle Co., Ltd. or Chongqing Joyhon Motorcycle Co., Ltd.	JOYH
Kingring Motorcycle Co., Ltd. or Cixi Kingring Motorcycle Co., Ltd.	KING
Mantis Choppers, Inc.	MNTS
Marshin Motorbike Co., Ltd.	MSHN
New Star Group	NWST
Taiwan Golden Bee Co., Ltd.	TWGB
T-Choice or TC Products	TCHO
Tempest Cycles	TPST
Thug Custom Cycles, LLC	THUG
Tisong Group Co., Ltd.	TISO
Tomberlin Automotive Group	TOMB
Travertson, Inc.	TRVT

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SECTION 3 – NCIC 2000 CODE MANUAL UPDATES

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<b>Make</b>	<b>VMA</b>
Universal Cycle Corp.	UNCC
Viva Motorsports	VVVA
V-Twin Custom Mfg., LLC or V-Twin Cycles	VTWN
Zhongneng Motorcycle Co., Ltd. or Taizhou Zhongneng Motorcycle Co., Ltd.	ZHNG

**Section 2.7 VMA AND BRA FIELD CODES FOR TRAILERS AND TRAILER PARTS**  
**Effective Date: Immediate**

<b>Make</b>	<b>Code</b>	<b>References</b>
Alfa Leisure, Inc.	ALFL	Motorhomes & trailers
Amthor Intl., Inc.	AMTH	Gretna, VA
Ameri-Can Engineering	AMCE	Argos, IN
Aspen Trailer, Inc.	ASPN	Litchfield, MN
BMF Trailer Works, LLC	BMFT	Clintonville, WI
Brook Line Mfg., Inc.	BRKL	Blanchard, OK
Custom Trailer Works, LLC	CUTW	Waupaca, WI
Easley Trailer Mfg., Inc.	ESLY	Canadian, TX
Elkhart Coach	ELKC	Div. of Forest River, Inc.
Express Welding Co.	EXPW	Escanaba, MI
Frank Siviglia & Co.	FRSV	Bronx, NY
Fontaine Specialized	FONS	Not same as Fontaine Truck Equipment Co.

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SECTION 3 – NCIC 2000 CODE MANUAL UPDATES

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<b>Make</b>	<b>Code</b>	<b>References</b>
Frontier Cargo, Inc.	FRNT	Ocilla, GA
Gator Made, Inc.	GATR	Somerset, KY
Innovative Trailer Mfg., Inc.	INNV	Richfield, UT
Interstate Mfg., Inc.	IMFI	Rupert, ID
J & B Trailer Sales	JBTS	Cuba, MO
King's Custom Builders, Inc.	KCBI	Ellaville, GA
Kirks Trailer Mfg.	KIRK	
Kremin Welding	KREM	Walnut Grove, MN
K. Stauffer Mfg., LLC or Kodiak Stauffer Mfg., LLC	STAU	Martindale, PA
Kwik-Loc Corp.	KWIK	Toledo, OH
Ohio Fluid Products Co.	OFPC	Grand Rapids, OH
Precision Equip. Mfg., Inc.	PREQ	Fargo, ND
Pro Star, LLC	PSTR	Lima, OH
Rayfab, Inc.	RAYF	Ontario, Canada
Remorques JMS Trailers	RJMS	Quebec, Canada
Roland Curtains USA	ROLA	Arlington, TX
T-Choice or TC Products	TCHO	
Tech Sun Trailers	TCSN	Seabrook, TX
Terra Marc Ind.	TRRM	North Dakota
Trailer Corp. of America, Inc.	TRCA	Easley, SC

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SECTION 3 – NCIC 2000 CODE MANUAL UPDATES

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<b>Make</b>	<b>Code</b>	<b>References</b>
U-Dump Trailers, LLC	UDMP	Ocala, FL
Value Trailers	VALU	Div. of Forest River
Vanco U.S.A., LLC	VNCO	Columbus, NJ
VT Specialized Vehicles Corp.	VSVC	Washington, NC; Div. of Hackney & Sons

**Section 2.8 VMA AND BRA FIELD CODES FOR TRUCKS AND TRUCK PARTS**  
**Effective Date: Immediate**

<b>Make</b>	<b>Code</b>	<b>References</b>
Alfa Leisure, Inc	ALFL	Motorhomes & Trailers
Allianz Sweepers	ALNZ	Formerly known as Johnston Sweepers VMA/JSWP
Elkhart Coach	ELKC	Div. of Forest River
Federal Coach, LLC	FEDC	Buses, Limos & Funeral Vehicles
Frank Siviglia & Co.	FRSV	Bronx, NY
Kalmar Ind. Corp.	KALM	Ottawa, KS
Optima Bus, LLC	OPTM	Buses, motor coaches & streetcars
VT Specialized Vehicles Corp.	VSVC	Washington, NC; Div of Hackney & Sons

**Section 2.9 VMA AND BRA FIELD CODES ALPHABETICALLY BY CODE**  
**Effective Date: Immediate**

<b>Code</b>	<b>Manufacturer</b>
ALFL	Alfa Leisure, Inc.
ALNZ	Allianz Sweepers

---

SECTION 3 – NCIC 2000 CODE MANUAL UPDATES

---

<b>Code</b>	<b>Manufacturer</b>
AMCE	Ameri-Can Engineering
AMTH	Amthor Intl., Inc.
ASPN	Aspen Trailer, Inc.
BBOY	Bad Boy Buggies
BMFT	BMF Trailer Works, LLC
BOOM	Boom Trikes USA
BOSM	Boss Motorsports
BRKL	Brook Line Mfg., Inc.
BWCM	Black Widow Custom Motorcycle Works, Inc.
CACC	Callahan Custom Choppers
CCWI	Custom ChopperWerks, Inc.
CHSH	Chop Shop Customs, Inc.
CICU	Circus City Custom Cycles, Inc.
CLSC	Classic Motorworks, Ltd.
CUTW	Custom Trailer Works, LLC
DCHP	Diamondback Choppers, LLC
ELKC	Elkhart Coach
ERID	E-Ride Industries
ESLY	Easley Trailer Mfg., Inc.
EXPW	Express Welding Co.

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SECTION 3 – NCIC 2000 CODE MANUAL UPDATES

---

<b>Code</b>	<b>Manufacturer</b>
EXTX	Exotic Cycle & Motor Werx, Inc.
FEDC	Federal Coach, LLC
FONS	Fontaine Specialized
FRNT	Frontier Cargo, Inc.
FRSV	Frank Siviglia & Co.
GATR	Gator Made, Inc.
HONL	Hongling Motorcycle Corp. or Shanghai Hongling Motorcycle Corp.
IMFI	Interstate Mfg., Inc.
INNV	Innovative Trailer Mfg., Inc.
INSM	Innovative Street Machines, LLC
IRON	Ironworks Motorcycle Co.
JBTS	J & B Trailer Sales
JOYH	Joyhon Motorcycle Co., Ltd. or Chongqing Joyhon Motorcycle Co., Ltd.
KALM	Kalmar Ind. Corp.
KCBI	King's Custom Builders, Inc.
KING	Kingring Motorcycle Co., Ltd. or Cixi Kingring Motorcycle Co., Ltd.
KIRK	Kirks Trailer Mfg.
KREM	Kremin Welding
KWIK	Kwik-Loc Corp.

---

SECTION 3 – NCIC 2000 CODE MANUAL UPDATES

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<b>Code</b>	<b>Manufacturer</b>
MNTS	Mantis Choppers, Inc.
MSHN	Marshin Motorbike Co., Ltd.
NWST	New Star Group
OFPC	Ohio Fluid Product Co.
OPTM	Optima Bus, LLC
PREQ	Precision Equip. Mfg., Inc.
PSTR	Pro Star, LLC
RAYF	Rayfab, Inc.
RJMS	Remorques JMS Trailers
ROLA	Roland Curtains USA
STAU	K. Stauffer Mfg., LLC or Kodiak Stauffer Mfg., LLC
TCHO	T-Choice or TC Products
TCSN	Tech Sun Trailers
TISO	Tisong Group Co., Ltd.
THUG	Thug Custom Cycles, LLC
TOMB	Tomberlin Automotive Group
TPST	Tempest Cycles
TRCA	Trailer Corp. of America, Inc.
TRRM	Terra Marc Ind.
TRVT	Travertson, Inc.

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SECTION 3 – NCIC 2000 CODE MANUAL UPDATES

---

<b>Code</b>	<b>Manufacturer</b>
TWGB	Taiwan Golden Bee Co., Ltd.
UNCC	Universal Cycle Corp.
VALU	Value Trailers
VNCO	Vanco U.S.A., LLC
VSVC	VT Specialized Vehicles Corp.
VTWN	V-Twin Custom Mfg., LLC or V-Twin Cycles
VVVA	Viva Motorsports
ZENN	Zenn Motor Co., Ltd.
ZHNG	Zhongneng Motorcycle Co., Ltd. or Taizhou Zhongneng Motorcycle Co., Ltd.

**Section 4.5 VST FIELD CODES FOR FARM AND GARDEN EQUIPMENT**  
**Effective Date: Immediate**

<b>Style</b>	<b>Code</b>	<b>Comments</b>
Utility vehicle	UV	Used for farm, garden, & outdoor recreation. Flat, convertible, or dump bed. Commonly referred to as: GATOR, MULE, etc.

**Section 4.10 VST CODES ALPHABETICALLY BY CODE**  
**Effective Date: Immediate**

<b>Code</b>	<b>Style</b>
UV	Utility vehicle

**Section 6.1 CAT FIELD CODES ALPHABETICALLY BY NAME**  
**Effective Date: Immediate**

<b>Category Name</b>	<b>Code</b>
----------------------	-------------

-T-

Turbocharger/Supercharger	TU
---------------------------	----

-V-

Vehicle Light (spotlight, fog light, headlight, headlamps, etc.)	VL
--	----

**Section 6.2 CAT FIELD CODES ALPHABETICALLY BY CODE**  
**Effective Date: Immediate**

<b>Code</b>	<b>Category Name</b>
-------------	----------------------

-T-

TU	Turbocharger/Supercharger
----	---------------------------

-V-

VL	Vehicle Light (spotlight, fog light, headlight, headlamps, etc.)
----	--

**4. VALIDATION LAYOUTS**

**VALIDATION FIXED FORMATS**

EFFECTIVE DATE:

**August 3, 2008**

**Background**

At the December 2006 Advisory Policy Board (APB) meeting, the APB endorsed the proposal to include address fields in the National Crime Information Center (NCIC) Wanted Person File. This change was outlined in Technical and Operational Update 07-2.

The following is the validation format for the wanted persons address data. Additions to the validation fixed formats are indicated by highlighting, and deletions are indicated by ~~strikeout~~.

SECTION 4 – VALIDATION LAYOUTS

**Tape Format 150. Wanted Persons Address Validation Format**

Group or Usage	Start Column	End Column	MFC Code	Field Description	Cobol Dataname	Length	Format	Comments
Common Data								
	1	2	RTYP	Record Type	FMT-PEOL-RTYP	2	AN	Record Type "56"
	3	6	RCNT	Record Type Count	FMT-PEOL-RCNT	4	N	
	7	7	STAT	Status	FMT-PEOL-STAT	1	AN	
	8	8	HTY	HDB Type	FMT-PEOL-HTY	1	AN	
	9	9	HSB	HDB Subtype	FMT-PEOL-HSB	1	AN	
	10	18	TORI	Terminal ORI	FMT-PEOL-TORI	9	AN	
	19	38	OCA	Originating Agency Case Number	FMT-PEOL-OCA	20	AN	Right Justified
	39	48	NIC	NCIC Number	FMT-PEOL-NIC	10	AN	
	49	58	BNIC	Base NCIC Number	FMT-PEOL-BNIC	10	AN	
Person Address Data					FMT-PEOL-DATA			
	59	59		Type	FMT-PEOL-TYP	1	AN	Valid values are 'B' - Bbase 'S' - Supplemental
	60	66	SNU	Street Number	FMT-PEWP-SNU	7	AN	
	67	91	SNA	Street Name	FMT-PEWP-SNA	25	AN	
	92	111	CTY	City	FMT-PEWP-CTY	20	AN	
	112	113	STA	State	FMT-PEWP-STA	2	AN	
	114	123	FZIP	Full Zip Code	FMT-PEWP-FZIP	10	AN	
	124	143	COU	County	FMT-PEWP-COU	20	AN	
	144	145	ADD	Address Type	FMT-PEWP-ADD	2	ANS	
	146	153	DDA	Date of Documented Address	FMT-PEWP-DDA	8	N	
	154	800		Filler		647	AN	

*NCIC 2000*  
*INTERSTATE IDENTIFICATION INDEX (III)*

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NCIC 2000  
INTERSTATE IDENTIFICATION INDEX

**SECTION 1--SECURITY AND CONFIDENTIALITY**

**SECURITY AND CONFIDENTIALITY OF CRIMINAL HISTORY RECORD  
INFORMATION (CHRI) OBTAINED VIA THE III**

Authorization to obtain records via the Interstate Identification Index (III) is governed by federal laws and state statutes approved by the U.S. Attorney General that are applicable to the U.S. Department of Justice, the Federal Bureau of Investigation (FBI), and the National Crime Information Center (NCIC) System. Refer to the *CJIS Security Policy* for requirements related to personnel, physical, and technical security, as well as user authorization and dissemination.

## SECTION 2--INTRODUCTION

### 2.1 OVERVIEW

The III Program provides for the decentralized interstate exchange of criminal history record information and functions as part of the Integrated Automated Fingerprint Identification System (IAFIS). The III provides a means of conducting national criminal history record searches for criminal justice and other purposes as specified by existing local, state, and/or federal laws. Each criminal history record is supported by a criminal fingerprint submission.

The criminal history inquiry (QH) allows authorized agencies to determine the existence of a criminal history record for a subject. The criminal history record request (QR) is used to retrieve the criminal history from the FBI and III/National Fingerprint File (NFF) participating states.

When the FBI receives an online request for a record supported by a III participating state, the III automatically sends a message through the NCIC System to the participating state's computer system. The state responds directly to the requesting agency over the International Justice and Public Safety Information Sharing Network (Nlets). The FBI's CJIS Division responds to requests for records of federal and foreign offenders; for persons arrested in non-III states, the District of Columbia, and U.S. Territories; and for criminal arrests that III states are unable to support.

The Privacy Act of 1974 requires that the FBI's CJIS Division maintain an audit trail of the purpose of each disclosure of a criminal history record and the recipient of that record. Therefore, all III QH and QR transactions must include the purpose for which the criminal history record information is to be used. In addition to the purpose code requirement for each III transaction, all users are required to provide the reason for all III transactions upon request by CJIS System managers/representatives, CJIS Systems Agency (CSA) representatives, and local agency administrators. While the purpose code provides some lead information, it only provides a minimal audit trail. Requiring the reason for all III transactions assists in ensuring that they are run for authorized purposes and that purpose codes are correctly used. The purposes for which authorized agencies may use III and the appropriate codes for use are:

#### **Purpose Code A—Administrative File Maintenance**

Purpose Code A is used by authorized participating state agencies to retrieve records for internal review. Purpose Code A responses cannot be disseminated for any other purpose. A QR for Purpose Code A allows a state to review CHRI, want, and sexual offender registry notifications that are in the III for that state.

**Purpose Code C—Criminal Justice**

Purpose Code C is used for official duties in connection with the administration of criminal justice.

The following examples provide clarification of authorized uses of Purpose Code C in situations that are not part of a criminal justice investigation but are duties of the agency where a criminal record check is necessary to accomplish the agency's mission. These examples are not all encompassing.

1. Authorized uses of Purpose Code C in relation to the security of the criminal justice facility include:
  - A. Vendors or contractors at the criminal justice agency who are *not* involved with the actual administration of criminal justice at the criminal justice agency, e.g., carpet cleaners, individuals responsible for maintaining vending machines, janitors, and cooks.
  - B. Volunteers at a criminal justice agency who are *not* involved with the actual administration of criminal justice at the criminal justice agency, e.g., participants in community ride-along programs and volunteers at a confinement facility who are providing social or community services rather than rehabilitative services.
  - C. Confinement facility visitors.
  - D. Inmates of a confinement facility.
  - E. Inmate mail (a prisoner's list of names and addresses of those wishing to correspond with the prisoner). The III may be used when there is reason to believe that criminal activity is occurring or has occurred.
  - F. Participants of law enforcement-sponsored firearms training classes held at a public firing range that are handling firearms, and individuals attending firearms training events held at law enforcement facilities.
2. Purpose Code C is used by Governmental Social Service agencies with child protection responsibilities and the National Center for Missing and Exploited Children to access FBI criminal history record information under Section 151 of the Adam Walsh Child Protection and Safety Act of 2006 (Public Law 109-248). An NCIC Originating Agency Identifier (ORI) ending in the alpha character "F" has been established for Section 151 access.

### **Purpose Code D—Domestic Violence and Stalking**

Purpose Code D is used when the III transaction is for use by officials of civil or criminal courts in domestic violence or stalking cases. Civil courts may be issued ORIs containing a D in the ninth position, at the discretion of the appropriate state CJIS Systems Officer (CSO) and the FBI's CJIS Division. ORIs ending in D are limited to QH and QR transactions for Purpose Code D.

### **Purpose Code F—Weapons-Related Background Checks**

Purpose Code F is used by criminal justice agencies for the purposes of (a) issuing firearms-related permits and explosives permits pursuant to state law, regulation, or local ordinance; (b) returning firearms to their lawful owners; and (c) enforcing federal and state laws prohibiting certain persons with criminal records from possessing firearms in circumstances in which firearms have been pawned.

### **Purpose Code H—Housing**

Purpose Code H is used when the III inquiry is made under the authority of the Housing Opportunity Extension Act of 1996. The use of this purpose code is limited to QH transactions. The FBI's CJIS Division may assign Public Housing Agencies ORIs containing the letter Q in the ninth position for use by authorized agencies.

### **Purpose Code I—Interstate-Approved Noncriminal Justice**

Purpose Code I is used for interstate-approved, noncriminal justice purposes that involve noncriminal justice employment and/or licensing background checks authorized by federal law, Federal Executive Order, or a state statute approved by the U.S. Attorney General. Purpose Code I may be used by only one authorized agency in each state. QH transactions may be sent using this purpose code by including the FBI Number or State Identification Number (SID). All requests for background checks for noncriminal justice purposes must be accompanied by fingerprints. QR transactions shall be made only after positive fingerprint identification by the State Identification Bureau (SIB). If the state agency does not make an identification, the fingerprints must be forwarded to the FBI's CJIS Division for searching.

### **Purpose Code J—Criminal Justice Employment**

Purpose Code J is used when the III transaction involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency is required to have management control. Such screening may include the use

of III on friends, relatives, and associates of the employee or applicant, unless restricted or prohibited by state statute, state common law, or local ordinance. Criminal Justice Employment (Purpose Code J) has been separated from other Criminal Justice Purposes (Purpose Code C) due to the varying requirements of some state agencies participating in the III.

Purpose Code J is used for initial background checks of agency personnel as well as the following:

- A. Noncriminal justice agencies that are involved with the administration of criminal justice on behalf of the criminal justice agency.
- B. Vendors or contractors who are involved with the administration of criminal justice for the criminal justice agency, e.g., personnel involved with maintenance of computer systems, upgrading records systems, data entry clerks, etc.
- C. Volunteers at the criminal justice agency who are involved with the administration of criminal justice for the criminal justice agency, e.g., volunteer dispatchers, volunteer data entry clerks, volunteers at a confinement facility who are providing inmate rehabilitation, etc.

#### **Purpose Code R—Departmental Order 556-73**

Purpose Code R is used in an unsolicited criminal history request (\$.A.CHR) sent by the FBI to an NFF state for record requests resulting from Departmental Order (DO) 556-73 fingerprint processing. Purpose Code R is authorized for use only by the FBI and only for DO processing. See Section 2.2 of this chapter for additional information on the DO.

#### **Purpose Code S—National Security**

Purpose Code S is used by a federal agency authorized by the Security Clearance Information Act (SCIA), Title 5, *United States Code*, Section 9101, when investigating individuals for any of the following:

- A. Access to classified information.
- B. Assignment to or retention in sensitive national security duties.
- C. Acceptance or retention in the armed forces.
- D. Appointment, retention, or assignment to a position of public trust or a critical or sensitive position while either employed by the government or performing a government contract.

Authorized agencies include: the Department of Defense (DOD), the U.S. Office of Personnel Management (OPM), Department of Transportation (DOT), the FBI, Central Intelligence Agency (CIA), and the Department of State (DOS).

Appropriate ORIs must be used when conducting III transactions using Purpose Code S. ORI numbers containing the alpha character R in the ninth position are assigned to (a) the DOD, which includes the Defense Security Service (formerly the Defense Intelligence Service) and the National Security Agency, (b) OPM, and (c) DOT. Other authorized ORIs include those with FBI, CIA, or DOS in positions 3, 4, and 5.

### **Purpose Code V—Visa Applicants**

Purpose Code V is used by the Department of State, Consolidated Immigrant Processing Visa Center, when a QH is made for the purpose of determining eligibility for a visa application.

### **Purpose Code X—Exigent Procedures**

Purpose Code X is used when a QH is made during an emergency situation when the health and safety of a specified group may be endangered. Following a QH, a QR may be used to review the individual's record. All requests for background checks for exigent purposes must be accompanied by fingerprints. When the SIB does not make a positive identification, the delayed submission of fingerprints to the FBI must occur within the time frame agreed to by the National Crime Prevention and Privacy Compact Council. Purpose Code X must be used by agencies authorized under an approved statute to receive criminal history record information preceding the delayed submission of fingerprints or by law enforcement agencies servicing the record needs of such agencies. Purpose Code X must be pre-approved before it can be used. The FBI may assign a T in the ninth position of the ORI for use by authorized noncriminal justice agencies. Contact your CSA to determine if your agency has authority to use Purpose Code X.

## **2.2 INDIVIDUAL ACCESS, REVIEW, AND CHALLENGE**

The DO 556-73 established the rules and regulations for the subject of an FBI Identification Record to obtain a copy of his or her own record for review or to challenge information on the record. In accordance with the DO, the FBI will release to the subject of an identification record a copy of such record upon submission of a written request, satisfactory proof of identity of the person whose identification record is requested, and a processing fee. The remote accessing of III for individual access and review is not allowed.

The subject of an identification record may obtain a copy of his/her criminal history record maintained in the III by submitting a written request via the U.S. mail directly to the FBI Criminal Justice Information Services Division, Record Request, 1000 Custer Hollow Road, Clarksburg, WV 26306. Such request must be accompanied by satisfactory proof of identity consisting of name, date and place of birth, and a set of rolled-inked fingerprint impressions. Each written request for production of an identification record must be accompanied by a processing fee in the form of a certified check or money order, payable to the Treasury of the United States. Additional information may be obtained at: <http://www.fbi.gov/hq/cjisd/fprequest.htm>.

### 2.3 MESSAGE KEY (MKE) CODES

<b>MKE</b>	<b>Message</b>
------------	----------------

QH	Inquiry to determine the existence of a III record.
----	---

QR	Request for a criminal history record from the FBI and/or a participating state(s) maintaining such record.
----	---

ZR	Inquiry to determine if a record for a particular FBI or SID Number is available using the III.
----	---

QWI	Inquiry of the NCIC person files and the III.
-----	---

1. A QH is used to determine if an individual has a criminal history record in the III. In response, the III will provide: single matching index record, multiple matching index records, or no record responses. The response will include information regarding the identity of the database(s) maintaining the criminal history record information. Additional information can be found in Section 3 of this chapter.
2. A QR is used to obtain a specific criminal history record. Only the FBI or SID Fields can be used to identify the record being requested. A QR response will provide the criminal history record for the FBI or SID Number provided. The response may include portions of the record from the FBI and/or one or more III states. Additional information can be found in Section 4 of this chapter.
3. A ZR is used to determine if a record for a particular FBI or SID Number is available through the III. The response will advise whether the record is on file. Additional information can be found in Section 5 of this chapter.

4. A QWI performs a check of NCIC person files (QWA) and simultaneously conducts a III QH transaction. The NCIC and III Systems will return positive and/or negative responses independently. Additional information on procedures for conducting QWI inquiries can be found in the Wanted Person File chapter.
5. See the *III/NFF Operational and Technical Manual* for additional information regarding III MKEs that are available to SIBs in III participating states.

## 2.4 HEADERS

1. Each III transaction requires a header of at least 9 but not more than 19 alphabetic, numeric, and/or special characters. The first 4 characters of a III transaction must be "2L01." The remaining 15 characters are used by the originating agency or CSA to code the transaction for routing and/or record-keeping purposes.
2. When the incoming message header consists of fewer than 19 characters, the message header in the response will be left-justified, and padded with blanks to create 19 characters.
3. The III response header identifies the type of response. The III uses 15 different characters in the first position of the III response header to identify the type of response. The characters used and their definitions are as follows:

<u>Character</u>	<u>Response Definition</u>
2	QH, QR, QWI, and ZR response when the record is no longer on file due to record consolidation, deletion, expungement, retirement, or the subject's death.
3	QH and QWI multiple matching candidate response (other than Purpose Code F).
5	ZR positive response.
7	QH and QWI single-candidate response (other than Purpose Code F).
D	QH and QWI single candidate response for Purpose Code F when the record contains an Identification for Firearms Sales (IFFS) status flag indicating at least one federally disqualifying firearms conviction.

<u>Character</u>	<u>Response Definition</u>
E	QR initial positive response when one or more states are providing the criminal history record.
F	QR initial positive response when the FBI's CJIS Division is providing the entire criminal record or a portion of the record.
G	QH, QWI, and QR response when file or technical problems are encountered.
H	QR response advising that the response is being delayed.
I	QH and QWI single candidate response for Purpose Code F when the record contains an IFFS status flag indicating no federally disqualifying firearms conviction and no pending court action.
J	QH, QWI, and QR reject response.
L	QH and QWI single candidate response for Purpose Code F when (a) the record indicates no federally disqualifying convictions or the record disqualification status is unknown, or (b) a multiple candidate response regardless of the IFFS status flag indication.
M	Nlets response.
N	QH, QR, QWI, and ZR no record response.
P	QR response advising that a record request will not be provided because it has been queued for 4 hours.

## 2.5 III ADMINISTRATIVE MESSAGES

The NCIC System sends unsolicited notifications to advise users of the III system's status. III notifications are sent to each NCIC CSA regardless of III participation.

When included in a system status administrative message, the time and date appear in the following manner:

Time appears in four numerics, <HHMM>, according to the 24-hour time system, i.e., 0001 (1 minute after midnight) to 2400 (midnight). The abbreviation EST indicates the time shown is Eastern Standard Time. The abbreviation for Eastern Daylight Time (EDT) is substituted when appropriate. The date appears in eight numeric characters representing century, year, month, and day, <CCYY/MM/DD>.

NOTE: When the NCIC sends a \$.1. notification stating that the NCIC System is out of service, the III is not accessible.

### **\$.U. III Out-of-Service Notification**

#### **Operator-Generated**

\$.U.

```
****NOTICE---NOTICE****
NCIC III OUT OF SERVICE UNTIL 1200 EST.
WATCH FOR FULL SERVICE MESSAGE.
XXX-80-XXX
```

The sixth line of this message contains up to 80 characters of variable data describing the reason, e.g., TODAY FOR FILE MAINTENANCE.

#### **System-Generated**

\$.U.

```
****NOTICE---NOTICE****
NCIC III OUT OF SERVICE.
WATCH FOR FULL SERVICE MESSAGE.
```

The NCIC sends this notification when the III is out of service.

### **\$.V. III Return To Full Service Notification**

\$.V.

```
NCIC III IN FULL SERVICE 1500 EDT 20070110.
```

The NCIC sends this notification when:

- The III has been out of service and is back in full service.
- The III has been in restricted service (a period during which only certain types of messages are accepted) and is now back in full service.

---

**\$.W. III Restricted Service Notification**

\$.W.

NCIC III SERVICE RESTRICTED TO INQUIRY MESSAGES FROM 1500 UNTIL ABOUT 1700 EST. NO ENTRY, MODIFY, CANCEL, OR EXPUNGEMENT MESSAGES ACCEPTED. WATCH FOR FULL SERVICE MESSAGE.

The NCIC sends this notification when the III begins restricted service.

**\$.X. III Continuing Restricted Service Notification**

\$.X.

\*\*\*\*NOTICE---NOTICE\*\*\*\*  
NCIC III CONTINUING RESTRICTED SERVICE UNTIL ABOUT 1900 EST.  
WATCH FOR FULL SERVICE MESSAGE.

The NCIC sends this notification when restricted service is extended 30 minutes or more beyond the time stated in the last \$.W. or \$.X. notification.

**\$.Y. III Reopened/Full Service Notification**

\$.Y.

YOUR NCIC LINE REOPENED 0900 EST.  
NCIC III IN FULL SERVICE.  
NCIC VEHICLE, PROPERTY AND PERSON FILES IN RESTRICTED SERVICE.

The NCIC sends this notification to a CSA when that agency's communications line is reopened after a period during which the terminal's line was out of service and NCIC was in service. The NCIC Missing Person, Wanted Person, and Property Files are in restricted service status, and the III is in full service when the line is reopened.

**\$.Z. III Reopened/Restricted Service Notification**

\$.Z.

YOUR NCIC LINE REOPENED 0900 EST.  
NCIC VEHICLE, PROPERTY AND PERSON FILES IN FULL SERVICE.  
NCIC III IN RESTRICTED SERVICE.

The NCIC sends this notification to a CSA when that agency's communications line is reopened after a period during which the terminal's line was out of service and the NCIC was in service. NCIC Missing Person, Wanted Person, and Property Files are in full service status and the III is in restricted service when the line is reopened.

## 2.6 FILE/TECHNICAL PROBLEM RESPONSE

Occasionally, technical or other types of problems may prevent the III from transmitting a standard or an immediate response to a QH, QR, or a maintenance message. Whenever file or technical problems occur in the transmittal of a response, the III will notify the user with a message containing a response header beginning with "GL01."

### 1. Example of a Response When the III is Experiencing a File Problem

When the III experiences problems responding to an inquiry or record request, the III will send the following response:

```
GL01HEADERXXXX01234
VAVSP0000
THE FBI IS UNABLE TO PROVIDE A RESPONSE FOR FBI/9030300.  FBI PERSONNEL
WILL RESEARCH THE PROBLEM AND YOU WILL BE ADVISED.

END
```

As appropriate, the III will replace the FBI/(FBI number) with a SID/(SID Number). For QH responses, the III will replace the FBI/(FBI number) with a NAM/(name) and the other search fields from the inquiry.

### 2. Example of a Response When the NCIC Encounters a Technical Problem with the Transmission of a Response from the III

When a problem is encountered in the transmission of a III response, III will send the following response:

```
GL01HEADERXXXX01234
VAVSP0000
THE FBI EXPERIENCED A TECHNICAL PROBLEM WHILE PROCESSING YOUR REQUEST FOR
FBI/9040400.  IF YOU DID NOT RECEIVE YOUR RESPONSE, PLEASE MAKE ANOTHER
REQUEST.

END
```

As appropriate, the III will replace the FBI/(FBI Number) with a SID/(SID Number). For QH responses, the III will replace the FBI/(FBI Number) with a NAM/(name) and the other search fields from the inquiry.

## 2.7 TEST RECORDS

Specific test records have been established to allow user agencies to test the operation of III without risking the integrity of the FBI's database. These test records rather than "live"

records should be used for testing and training purposes. The FBI's CJIS Division has coordinated the contents of these test records with the individual states.

## 2.8 III QH, QR, and ZR FORMAT REQUIREMENTS

Formats for III QH, QR, and ZR transactions have three basic requirements:

1. Whenever a message field code (MFC) is used, it must be followed by a slash (/).
2. A period (.) must be used to end each data field in the message except the last data field in which case the period is optional.
3. The period is used as a field delimiter and cannot be used within a data field.

## 2.9 MESSAGE FIELD CODES AND EDITS

The field edit specifications in this subsection pertain to data fields used for the III QH, QR, and ZR transactions.

<b>Code</b>	<b>Field</b>	<b>Edits</b>
ADR	Street Address	Mandatory when DPT, CIS, and ZIP Fields are used. Valid special characters are comma, dollar sign, ampersand, hyphen, slash, left and right parentheses, asterisk, semicolon, and plus sign.
ATN	Attention	Free text.
BLD	Building	Valid special characters are comma, dollar sign, ampersand, hyphen, left and right parentheses, asterisk, semicolon, plus sign, and slash.
CIS	City and State	A comma between city and state is required. At least one alphabetic character must precede the comma, and at least two alphabetic characters must follow the comma. The only additional valid special character is the hyphen. Mandatory when DPT, ADR, and ZIP Fields are used.
DOB	Date of Birth	Must be a valid Gregorian date. The year of birth must not be less than 8 or more than 99 years prior to the year of inquiry.

<b>Code</b>	<b>Field</b>	<b>Edits</b>
DPT	Department	Mandatory when the ADR, CIS, and ZIP Fields are used. Valid special characters are comma, dollar sign, ampersand, hyphen, slash, left and right parentheses, asterisk, semicolon, and plus sign.
FBI	FBI Number	May be up to seven numerics or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabets followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, or C; and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid.
MNU	Miscellaneous Number	The first two characters must be a valid code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . The third character must be a hyphen.
NAM	Name	Valid special characters are the comma and hyphen. First position cannot be a blank, comma, or hyphen. Must contain one comma that cannot be immediately preceded or followed by a hyphen, or be immediately preceded by a space. Must not contain two or more consecutive blanks or hyphens. Hyphens must be preceded and followed by alpha characters. The <i>NCIC 2000 Code Manual</i> , Personal Descriptors, provides additional information.
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.
PUR	Purpose Code	Must be A, C, D, F, H, I, J, S, V, or X.
RAC	Race	Must be a valid code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

---

<b>Code</b>	<b>Field</b>	<b>Edits</b>
SEX	Sex	Must be M (male), F (female), or X (unknown).
SID	State Identification Number	First two characters must be a valid state code. Imbedded blanks are not permitted. If first two characters are NY, OR, or PA, last position may be a hyphen.
SOC	Social Security Number	Must not contain 123456789, 000000000, 999999999, 111111111, or 000000001.
ZIP	ZIP Code	Mandatory when DPT, ADR, and CIS Fields are used. Must contain either 5 or 9 numeric characters.

## SECTION 3--INQUIRY TO DETERMINE IF A III RECORD EXISTS (QH)

### 3.1 QH

1. The QH searches the III using an individual's personal identifiers (NAM, SEX, RAC, DOB), and assigned SOC, MNU, SID, and FBI. The QH is used to determine if an index record for a person's criminal history record is in the III. A positive QH response will list how many record responses to expect when the inquirer uses the QR to request the specific criminal history record.
2. In response to a QH, the III will provide one of the following:
  1. A single matching III index response.
  2. Multiple matching III index responses (up to 15).
  3. A no record response.
3. A no record response does not mean that there is absolutely no criminal history record on the individual. The records indexed in the III include persons with an FBI record who were born in 1956 or later; persons born prior to 1956 whose first arrest fingerprint card was submitted to the FBI on July 1, 1974, or later; and numerous older records. Therefore, if an agency receives a no record response, the agency may send a fingerprint submission to the FBI for further searching. In addition, there may be records at the local or state level for which arrest fingerprint submissions are not on file with the FBI.
4. A positive QH response provides the requester with the following:
  1. The individual's name(s), physical descriptors, and numeric identifiers.
  2. The identity of the database(s) maintaining the criminal history record information.
  3. Guidance on how to obtain the record(s).
5. When applicable, a positive QH response will also provide the requester with a Sex Offender Registry Notice and Identification for Firearms Sales information.

For example:

### Sex Offender Registry notice:

\*\*\*\*NOTICE\*\*\*\*

SUBJECT OF RECORD IS A REGISTERED SEXUAL OFFENDER

### Identification for Firearms Sales information:

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

FBI - FBI/123456X11 - NO DISQUALIFICATION FOR FIREARMS  
 VIRGINIA - STATE ID/VA12345678 - DISQUALIFICATION FOR FIREARMS  
 GEORGIA - STATE ID/GA3332345 - COURT DISPOSITION PENDING CONVICTION STATUS UNKNOWN

## 3.2 EXAMPLE OF A QH

2L01HEADERXXXX01234.QH.MD1012600.NAM/SAMPLE,JOHN.SEX/M.RAC/W.  
 DOB/19561125.PUR/C.ATN/SGT EXAMPLE

## 3.3 MESSAGE FIELD CODES FOR QH

FIELDNAME	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
SEX	CONDITIONAL	SEX	1-1	ALPHABETIC
RACE	CONDITIONAL	RAC	1-1	ALPHABETIC
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

STATE IDENTIFICATION NUMBER	CONDITIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
PURPOSE CODE	MANDATORY	PUR	1-1	ALPHABETIC
ATTENTION	OPTIONAL	ATN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

### 3.4 REQUIREMENTS FOR QH

The QH must contain the following fields: HDR, MKE, ORI, PUR, and one of the following search groups:

NAM, SEX, RAC, and DOB

NAM, SEX, RAC, DOB, and SOC

NAM, SEX, RAC, DOB, and MNU

NAM and SOC

NAM and MNU

SID or NAM and SID

FBI or NAM and FBI

Each search field must be preceded by its message field code.

If known, the inquirer should use the SID or FBI search fields to provide an exact hit and eliminate the possibility of multiple responses. If the SID or FBI Number is not known, the FBI's CJIS Division recommends the use of the first three search groups listed above to ensure maximum search potential.

---

### 3.5 QH SEARCH AND MATCH CRITERIA

An inquiry using NAM, SEX, RAC, and DOB must match on all four search fields in order to produce a positive response. The following is an explanation of the matching criteria:

#### 1. NAM

1. For matching purposes, the III compares the name included in a QH with the master names and aliases contained in the III.
2. It is important that a QH contains last name, first name, and middle name or initial when available. If a QH contains only a last name and a first initial, or only a last name and a first and middle initial, insufficient comparisons may prevent the selection of matching records if the name is common. The requester should use the first initial only if the person does not have a given first name. In the event an individual has a single name as his/her entire name, the requesting agency must enter the name in the inquiry with the single name as the last name, comma, and "XX" as the first name/initial.
3. The III name search uses a surname and a combination of a first name and middle initial. The III identifies nicknames and converts them to their true name before the search process begins, e.g., Bill equals William, Betty equals Elizabeth. The III compares names in the III database using a computer-coded phonetic technique that treats vowels (A, E, I, O, and U) equally and eliminates double consonants in order to provide hits on records with names that are not spelled exactly alike. Names are grouped according to the resulting phonetic code beginning with the first character of the coded name. A common surname will result in a wider search based on a combination of the first name and a generic middle initial.
4. Compound surnames such as SAENZ-PARADA-LOPEZ should have hyphens separating surname components. The III will create separate searches on each component.
5. The III does not search JANE DOE or JOHN DOE in the NAM Field. If used, the III will send the following reject message: UNSEARCHABLE IDENTIFIER NAM.

#### 2. SEX AND RAC

A match on SEX and RAC enhances the capability to identify the correct candidate. The match on SEX and RAC is more crucial in cases where the NAM and DOB are not exact matches.

### 3. DOB

When a complete date of birth is used in a QH, the search will provide records that score sufficiently high based on matching name, sex, race, and date of birth (plus or minus 3 years on the year of birth).

The III rejects a QH with an incomplete date of birth (e.g., 19600000, 120060, 19601200, or 19600030).

### 4. ADDITIONAL CRITERIA

The III conducts a search on all identifiers when the QH contains NAM, SEX, RAC, DOB, and either SOC or MNU. If the III finds a match on the SOC or MNU and on the NAM, SEX, RAC, and DOB, it will transmit the record only once (i.e., duplicates will be suppressed).

QH transactions containing NAM and SOC, NAM and MNU, NAM and FBI, or NAM and SID will be searched on SOC, MNU, FBI, or SID only; however, the inclusion of NAM with SOC or MNU is mandatory. The inclusion of NAM with FBI or SID is optional.

## 3.6 EXAMPLE OF A QH AND NEGATIVE RESPONSE

### QH:

```
2L01HEADERXXXX01234.QH.VAVSP0000.NAM/SAMPLE,MICHAEL.SEX/M.RAC/W.
DOB/19760125.PUR/C
```

### Response:

```
NL01HEADERXXXX01234
VAVSP0000
NO IDENTIFIABLE RECORD IN THE NCIC INTERSTATE IDENTIFICATION INDEX (III)
FOR NAM/SAMPLE,MICHAEL.SEX/M.RAC/W.DOB/19760125.PUR/C.
END
```

## 3.7 EXAMPLE OF QHs AND POSITIVE RESPONSES

### 1. Example of a QH and Single Matching Record Response:

### QH:

```
2L01HEADERXXXX01234.QH.VAVSP0000.NAM/TEST,T J.SEX/M.RAC/W.
DOB/19620825.PUR/C
```

**Response:**

7L01HEADERXXXX01234

VAVSP0000

THIS NCIC INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR  
INQUIRY ON NAM/TEST,T J SEX/M RAC/W DOB/19620825 PUR/C

NAME	FBI NO.	INQUIRY DATE
TEST,THOMAS JOSEPH	9013000	2000/12/01

SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR	BIRTH PLACE	PHOTO
M	W	1962/08/25	600	185	BLU	BRO	PENNSYLVANIA	N

FINGERPRINT CLASS	PATTERN CLASS
23 17 18 19 17	RS WU RS WU RS WU RS WU LS LS
24 18 19 19 17	WU WU RS LS LS WU RS RS WU WU

ALIAS NAMES

TEST,TOM

OTHER	SCARS-MARKS-	SOCIAL SECURITY	MISC NUMBERS
BIRTH DATES	TATT00S	563-43-5916	AS-563435916
1962/11/25	TAT R ARM		

MISC COMMENTS-PA SINGLE-SOURCE TEST RECORD

IDENTIFICATION DATA UPDATED 1990/11/07

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

PENNSYLVANIA - STATE ID/PA80003048

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

END

**2. Example of a QH and Multiple Matching Record Response:****QH:**2L01HEADERXXXX01234.QH.VAVSP0000.NAM/SAMPLE,JOHN.SEX/M.RAC/W.  
DOB/19571225.PUR/C**Response:**

3L01HEADERXXXX01234

VAVSP0000

THIS NCIC INTERSTATE IDENTIFICATION INDEX MULTIPLE RESPONSE IS THE  
RESULT OF YOUR INQUIRY ON NAM/SAMPLE,JOHN SEX/M RAC/W DOB/19571225 PUR/C

NAME	FBI NO.	INQUIRY DATE
SAMPLE,JOHN PATRICK	9015174	1990/12/01

SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR	BIRTH PLACE	PHOTO
M	W	1957/12/25	601	189	BLU	BRO	MICHIGAN	N

FINGERPRINT CLASS	PATTERN CLASS
PO PM 14 CO 09	RS LS WU WU LS RS WU WU RS WU
01 12 XX 17 62	LS WU WU WU LS RS RS WU WU WU

ALIAS NAMES  
SAMPLE, PATRICK

OTHER	SCARS-MARKS-	SOCIAL SECURITY	MISC NUMBERS
BIRTH DATES	TATTOOS		
1957/11/25	TAT R ARM	563-43-5916	AS-563435916
1957/10/25	TAT CHEST	463-34-8119	AS-88104

MISC COMMENTS-PERSON IS DIABETIC-THIS IS AN FBI TEST RECORD

IDENTIFICATION DATA UPDATED 1984/04/23

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

FLORIDA - STATE ID/FL00000123  
FBI - FBI/9015174

END - 1ST NCIC III RECORD FOR MULTIPLE RESPONSE

NAME	FBI NO.	INQUIRY DATE
SAMPLE, JAMES	9026285	1990/12/01

SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR	BIRTH PLACE	PHOTO
M	W	1958/12/25	511	155	BRO	RED	GEORGIA	N

FINGERPRINT CLASS	PATTERN CLASS
AA TT 21 PM 22	RS LS WU WU LS RS WU WU RS WU
10 51 13 25 02	RS LS WU WU LS RS WU WU RS WU

MISC COMMENTS-THIS IS AN FBI TEST RECORD

IDENTIFICATION DATA UPDATED 1984/04/24

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

MICHIGAN - STATE ID/MI054321

END - LAST NCIC III RECORD FOR MULTIPLE RESPONSE

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

END

### 3.8 EXAMPLE OF A QH AND RESPONSE WHEN THE RECORD HAS BEEN REMOVED FROM THE III DUE TO ITS CONSOLIDATION WITH ANOTHER RECORD, DELETION, EXPUNGEMENT, RETIREMENT, OR THE SUBJECT'S DEATH

The III provides one of the following responses when a record has been removed from the III due to its consolidation with another record, deletion, expungement, retirement, or the subject's death. These responses will be provided only when the QH is made using an FBI Field or NAM and FBI Fields.

A III record can be deleted either permanently (e.g., when a record was established in error or if the subject has reached 99 years of age) or temporarily (e.g., when internal corrections are needed and the record will be reentered).

#### QH:

2L01HEADERXXXX01234.QH.VAVSP0000.FBI/9015174.PUR/C

#### Response:

2L01HEADERXXXX01234  
VAVSP0000

THIS NCIC INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR  
INQUIRY ON FBI/9015174 PUR/C

RECORD NO LONGER ON FILE - CONSOLIDATED WITH FBI/9026285 19901201  
END

OR

RECORD NO LONGER ON FILE - DELETED 19901201  
END

OR

RECORD NO LONGER ON FILE - EXPUNGED 19901201  
END

OR

RECORD NO LONGER ON FILE - RETIRED 19901201

OR

RECORD NO LONGER ON FILE - DECEASED  
PER POLICE DEPARTMENT SUMTER SC 19901201  
END

### 3.9 ADDITIONAL INFORMATION

Information is provided below regarding fields contained in the QH response:

1. The QH response will include one or two types of categories of fingerprint classifications, FINGERPRINT CLASS or PATTERN CLASS, dependent upon when the record was established at the FBI's CJIS Division. For records established after July 28, 1999, the QH response will contain only the PATTERN CLASS category.

The III furnishes the FINGERPRINT CLASS category on two lines in its messages. The first line represents the fingerprint classification of the right hand; the second line represents the fingerprint classification of the left hand.

The PATTERN CLASS category may be up to three lines. The first line represents all ten fingers and each finger's pattern classification. The second and third lines of the PATTERN CLASS represent additional reference points.

2. The notation "IDENTIFICATION DATA UPDATED" provides the date of the latest addition, modification, or cancellation of data contained in an FBI record.
3. The word DECEASED will appear in conjunction with a III state's SID Number when the record is multi-source and one of the states has received information that the individual is deceased.
4. When a QH includes an SOC that contains an 8 or 9 in the first position and/or 00 in the fourth and fifth positions, the III will append the following warning caveat to the QH response immediately preceding the word END:

ATTENTION -- THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION, PLEASE CHECK FOR A DATA ENTRY ERROR IN YOUR QUERY AND RESUBMIT IF NECESSARY.

5. In a multiple-record response, the end of the first record furnished is identified by END - 1ST NCIC III RECORD FOR MULTIPLE RESPONSE. The subsequent records will be numbered consecutively except for the final record which will be identified with END - LAST NCIC III RECORD FOR MULTIPLE RESPONSE.
6. A maximum of 15 records will be provided in a multiple record response. When 16 or more records match the QH, the following caveat will be appended to the multiple record response containing the FBI Number(s) of the additional matching records.

NOTICE: AS A RESULT OF YOUR INQUIRY THE III PROVIDED A MAXIMUM OF  
15 MATCHING RECORDS. TO OBTAIN ADDITIONAL MATCHING RECORD(S), USE  
A SEPARATE III INQUIRY(S), CONTAINING THE FOLLOWING FBI NUMBER(S):

1234561 1234562 1234563

---

## SECTION 4--CRIMINAL HISTORY RECORD REQUEST (QR)

### 4.1 QR

1. To obtain a specific criminal history record via the III, a QR containing either the subject's FBI or SID Number is used. The FBI or SID Number may be obtained from a positive response to a QH, matching fingerprints, or from other sources available to the inquiring agency (i.e., local investigative file). The III responds with either a positive response (indicating that a record is available via the III) or a negative response (indicating that a record may exist but is not indexed in the III). A positive QR response will provide the complete criminal history record (also known as a rap sheet) of the subject based on the FBI or SID Number used in the QR. The response may include portions of the record from the FBI and/or one or more III/NFF states.
2. When a record is available via the III, the III will send the requester an initial response providing a listing of the states/agencies responsible for providing CHRI. The III will also notify each state/agency that maintains a portion of the subject's record to respond to the requester with the CHRI contained in its criminal history database. These records will be provided via the Nlets. When state-maintained records are not provided immediately, an acknowledgement will be sent via the Nlets advising when the record will be provided. Should a user receive a state record that requires clarification, the Nlets Help Files include a state contact that can answer questions regarding that state's record. The Nlets Help Files can be accessed by sending an administrative message to ORI/\_ \_SIRHELP using the state's code as the first two characters of the ORI.
3. The FBI's CJIS Division is working jointly with III/NFF participating states to implement an Extensible Markup Language (XML) format for sending and receiving III QR responses. The FBI and III/NFF participating states may receive responses in a format that is linked to their capability to send and/or receive responses in XML format. The formats include the current state format, Nlets Presentation Format (NPF), and State Presentation Format (SPF).

### 4.2 EXAMPLE OF A QR

```
2L01HEADERXXXX01234.QR.MDBPD0000.FBI/9015174.PUR/C.ATN/DET JOHN PUBLIC
```

### 4.3 MESSAGE FIELD CODES FOR QR

FIELDNAME	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
STATE IDENTIFICATION NUMBER	CONDITIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
NAME	OPTIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PURPOSE CODE	MANDATORY	PUR	1-1	ALPHABETIC
ATTENTION	MANDATORY	ATN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DEPARTMENT OR AGENCY NAME	CONDITIONAL	DPT	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STREET ADDRESS OR P.O. BOX	CONDITIONAL	ADR	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITY AND STATE	CONDITIONAL	CIS	4-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ZIP CODE	CONDITIONAL	ZIP	5-5 9-9	NUMERIC
BUILDING	OPTIONAL	BLD	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

### 4.4 REQUIREMENTS FOR QR

The QR transaction must contain the following fields in the order shown: HDR, MKE, ORI, FBI or SID, PUR, and ATN Fields.

The mailing address, which includes the DPT, ADR, CIS, and ZIP Fields, is optional. If the mailing address is used, all four fields must be completed. The BLD Field is optional.

## 4.5 EXAMPLES OF INITIAL QR RESPONSES

### 1. When the FBI's CJIS Division, or the FBI's CJIS Division and One or More III States, Provides the Record

```
FL01HEADERXXXX01234
DCFBIWA10
THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR
RECORD REQUEST FOR FBI/9021100. INDIVIDUAL'S RECORD WILL BE COMPLETE
WHEN ALL RESPONSES ARE RECEIVED FROM THE FOLLOWING SOURCES EXCEPT FOR
THOSE INDICATED AS DECEASED:
  FBI - FBI/9021100
  NORTH CAROLINA - STATE ID/NC00000008 - DECEASED
  TEXAS - STATE ID/TX00000007
```

AN ADDITIONAL RECORD MAY BE OBTAINED FROM FILES WITHIN YOUR STATE.  
END

### 2. When a III State(s) Provides the Record

```
EL01HEADERXXXX01234
VAVSP0000
THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR
RECORD REQUEST FOR FBI/9011100. INDIVIDUAL'S RECORD WILL BE COMPLETE
WHEN ALL RESPONSES ARE RECEIVED FROM THE FOLLOWING SOURCES EXCEPT FOR
THOSE INDICATED AS DECEASED:
  NORTH CAROLINA - STATE ID/NC00000005
  TEXAS - STATE ID/TX00000003
END
```

The phrase "EXCEPT FOR THOSE INDICATED AS DECEASED:" will be appended when a multi-source record contains a SID Number that has been flagged by the state as deceased.

The phrase "AN ADDITIONAL RECORD MAY BE OBTAINED FROM FILES WITHIN YOUR STATE" will be appended when a QR originates from a state whose SID Number is indexed in the subject's record; an exception exists for record requests from federal agencies.

### 3. When a Requesting Agency's State Respository Maintains the Only Record on the Subject

III state database(s) should be programmed to avoid the transmission of a QR via the III if the QR relates to a record maintained by that state and the record is flagged in the requesting state's database as a single-source record. However, in those instances when

such a QR is inadvertently forwarded to the III, the following is an example of the III response.

```
EL01HEADERXXXX01234
VAVSP0000
THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR
RECORD REQUEST FOR FBI/9007000. THE RECORD MAY BE OBTAINED FROM FILES
WITHIN YOUR STATE. THE INTERSTATE IDENTIFICATION INDEX CONTAINS NO
ADDITIONAL DATA.
END
```

#### **4. When the Record is Not Indexed in the III**

##### Other Than Firearms-Related Record Requests

```
NL01HEADERXXXX01234
MDBPD0000
NO IDENTIFIABLE RECORD IN THE INTERSTATE IDENTIFICATION INDEX (III) FOR
FBI/9126285.PUR/C.
NOTICE -- THIS DOES NOT PRECLUDE THE POSSIBLE EXISTENCE OF MATCHING
RECORDS IN LOCAL, STATE, OR FBI CJIS DIVISION FILES THAT ARE NOT INDEXED
IN THE NCIC/III. IF YOU DESIRE A SEARCH OF THE FBI CJIS DIVISION FILES,
A FINGERPRINT CARD SHOULD BE SUBMITTED.
END
```

##### Firearms-Related Record Requests

```
FL01HEADERXXXX01234
MDBPD0000
ATN/DET JOHN PUBLIC
THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR
RECORD REQUEST FOR FBI/9126285. SUBJECT RECORD WILL BE AUTOMATED
AS A RESULT OF YOUR REQUEST AND WILL BE MADE AVAILABLE VIA INTERSTATE
IDENTIFICATION INDEX 2 BUSINESS DAYS AFTER YOUR RECEIPT OF THIS MESSAGE.
END
```

#### **5. When the Record Has Been Removed From the III**

The following is an example of a QR response when the record has been removed from the III because it has been consolidated with another record, deleted, expunged, retired, or the subject is deceased. This type of response will be provided only when the record request is made using the FBI Field, or NAM and FBI Fields. III records can be deleted permanently (e.g., when a record was established in error or when the subject has reached 99 years of age) or temporarily (e.g., if internal corrections are needed and the record must be reentered).

```
2L01HEADERXXXX01234
VAVSP0000
```

THIS NCIC INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR RECORD REQUEST FOR FBI/9015174 PUR/C ATN/DET J Q PUBLIC

RECORD NO LONGER ON FILE - CONSOLIDATED WITH FBI/9000001 19901201  
END

OR

RECORD NO LONGER ON FILE - DELETED 19901201  
END

OR

RECORD NO LONGER ON FILE - EXPUNGED 19901201  
END

OR

RECORD NO LONGER ON FILE - RETIRED 19901201  
END

OR

RECORD NO LONGER ON FILE - DECEASED  
PER POLICE DEPARTMENT SUMTER SC 19901201  
END

#### 4.6 EXAMPLE OF AN FBI QR RESPONSE

CR.WVFBINF00  
04:23 03/30/2004 00051  
04:23 03/30/2004 00049 DCFBINF00  
\*5678901234  
TXT  
HDR/2L01HEADER  
ATN/SGT SMITH

\*\*\*\*\* CRIMINAL HISTORY RECORD \*\*\*\*\*

Data As Of 2004-03-30

\*\*\*\*\* INTRODUCTION \*\*\*\*\*

This rap sheet was produced in response to the following request:

FBI Number	9039000
State Id Number	676323
Social Security Number	
Date of Birth	1968-08-22
Driver's License Number	
Miscellaneous Number	
Request Id	5678901234
Purpose Code	C

Attention SGT SMITH

The information in this rap sheet is subject to the following caveats:

This record is based only on the FBI number in your request-9039000. Because additions or deletions may be made at any time, a new copy should be requested when needed for subsequent use. (US; 2004-03-30) All arrest entries contained in this FBI record are based on fingerprint comparisons and pertain to the same individual. (US;2004-03-30) The use of this record is regulated by law. It is provided for official use only and may be used only for the purpose requested. (US;2004-03-30)

\*\*\*\*\* IDENTIFICATION \*\*\*\*\*

Subject Name(s)

KILLER, COPY CAT  
 KILLER, CC (AKA)  
 KIL, COPY (AKA)  
 KILLER, CAT (AKA)

Subject Description

FBI Number	State Id Number	DOC Number
9039000	676323	

Social Security Number	Driver's License Number
234567890	

Miscellaneous Numbers

3217	Alien Registration	Unknown
3218	Marine Corps Serial	Unknown

Sex	Race	Skin Tone
Female	Black	Bro

Height	Weight	Date of Birth
5'05"	140 Pounds	1968-08-22

Hair Color	Eye Color	Fingerprint Pattern
Brown (19970714)	Brown (19970714)	170811171103TT091611
		LS LS WU RS WU RS WU RS

Scars, Marks, and Tattoos

Code	Description, Comments, and Images
NCIC	SC L KNEE ; SCAR ON LEFT KNEE (WVFBINF00)
NCIC	SC HEAD ; SCAR ON HEAD (WVFBINF00)

Blood Type	Medical Condition

Place of Birth	Citizenship	Ethnicity
TX	US	

Marital Status                      Religion

Employment  
Dog Catcher

Residence

Fingerprint Images

Palmprint Images

Photo Images  
Type  
Other                                  Arresting agency has photo associated with  
arrest date of 1997/07/11 (DCFBIIIIIZ)

DNA Data

Caution Information

Caution                                  WANTED - CONFIRM THAT WANT IS STILL OUTSTANDING.  
AGENCY-FBI CLEVELAND (OHFBICV00)    WANTED-NCIC  
#W048400000    MULDER, FOX X CONSPIRACY TO OBSTRUCT  
ALIENS CASE#X234789XX DATE OF WARRANT 01/05/1998  
NOTIFY OHFBICV00 FBI CLEVELAND OHIO (FBI;1998-01-05)

\*\*\*\*\*                                  CRIMINAL HISTORY                                  \*\*\*\*\*

```

===== Cycle 001 =====
Tracking Number                      000000003
Earliest Event Date                   1997-07-11
-----
Arrest Date                            1997-07-11
Arrest Case Number                   A00000000
Arresting Agency                     DCFBIIIIIZ
Subject's Name                        KILLER, COPY CAT
    Offender Id Number
        Arrest Type                    ADULT
Charge
    Charge Number                    1
    Charge Sequence                   1
Charge Tracking Number               000000001
    Charge Case Number
        Agency                         DCFBIIIIIZ
        Offense Date                   1997-07-11
    Charge Description                BANK ROBBERY
        Statute                         3331
    NCIC Offense Code
    State Offense Code                02212
        Counts                         1
        Severity                        Unknown
    Inchoate Charge
    Enhancing Factor
    Reducing Factor
    
```

Disposition Unknown  
 Comment

```

===== Cycle 002 =====
Tracking Number      000000005
Earliest Event Date 2001-12-06
-----
Arrest Date         2001-12-06
Arrest Case Number
Arresting Agency    KYKSP0000
Subject's Name      KILLER, CC (AKA)
  Offender Id Number
    Arrest Type     ADULT
Charge
  Charge Number     2
  Charge Sequence   2
Charge Tracking Number 000000004
  Charge Case Number
    Agency          KYKSP0000
    Offense Date    2001-12-06
  Charge Description COUNTERFEITING IMMIGRATION DOCUMENTS
    Statute
  NCIC Offense Code
  State Offense Code 44444
    Counts
      Severity      Unknown
    Inchoate Charge
  Enhancing Factor
  Reducing Factor
  Disposition
  Comment
-----
  
```

```

-----
Court Disposition    (Cycle 002)
Court Case Number
Court Agency         NOT KNOWN
Subject's Name
Charge
  Charge Number
  Charge Sequence    2
Charge Tracking Number
  Charge Case Number
    Agency
    Offense Date     2001-12-06
  Charge Description COUNTERFEITING IMMIGRATION DOCUMENTS
    Statute
  NCIC Offense code
  State Offense Code
    Counts           1
    Severity          UNKNOWN
  Inchoate charge
  Enhancing Factor
  Reducing Factor
  Disposition        Guilty
  Comment
  
```

```

-----
Sentencing                (Cycle 002)
Sentencing Agency        NOT KNOWN
  Court Case Number
  Charge Number
Charge Tracking Number    1B09876
  Charge Sequence
  Sentence                18 MTHS IMPR, FINE:  $500.00
-----

```

```

-----
Corrections              (Cycle 002)
Corrections Agency      KY0000000
Subject's Name
Correctional ID Number
  Court Case Number
  Correction Action      SUPERVISED RELEASE
-----

```

\*\*\*\*\* INDEX OF AGENCIES \*\*\*\*\*

```

-----
Agency                  FBI Clarksburg; WVFBINF00;
Mailing Address          1000 CUSTER HOLLOW RD
                        CLARKSBURG, WV 26306
-----

```

```

-----
Agency                  Kentucky State Police; KYKSP0000
Mailing Address          664 Obine Avenue
                        Lexington, KY 34501
-----

```

\* \* \* END OF RECORD \* \* \*

1. When the QR contains Purpose Code I, J, or S, the following caveat will be inserted in the INTRODUCTION section of the record response:

THIS RECORD IS SUBJECT TO THE FOLLOWING USE AND DISSEMINATION RESTRICTIONS. UNDER PROVISIONS SET FORTH IN TITLE 28, CODE OF FEDERAL REGULATIONS (CFR), SECTION 50.12, BOTH GOVERNMENTAL AND NONGOVERNMENTAL ENTITIES AUTHORIZED TO SUBMIT FINGERPRINTS AND RECEIVE FBI IDENTIFICATION RECORDS MUST NOTIFY THE INDIVIDUALS FINGERPRINTED THAT THE FINGERPRINTS WILL BE USED TO CHECK THE CRIMINAL HISTORY RECORDS OF THE FBI. IDENTIFICATION RECORDS OBTAINED FROM THE FBI MAY BE USED SOLELY FOR THE PURPOSE REQUESTED AND MAY NOT BE DISSEMINATED OUTSIDE THE RECEIVING DEPARTMENT, RELATED AGENCY OR OTHER AUTHORIZED ENTITY. IF THE INFORMATION ON THE RECORD IS USED TO DISQUALIFY AN APPLICANT, THE OFFICIAL MAKING THE DETERMINATION OF SUITABILITY FOR LICENSING OR EMPLOYMENT SHALL PROVIDE THE APPLICANT THE OPPORTUNITY TO COMPLETE, OR CHALLENGE THE ACCURACY OF, THE INFORMATION CONTAINED IN THE FBI IDENTIFICATION RECORD. THE DECIDING OFFICIAL SHOULD NOT DENY THE LICENSE OR EMPLOYMENT BASED ON THE INFORMATION IN THE RECORD UNTIL THE APPLICANT HAS BEEN AFFORDED A REASONABLE TIME TO CORRECT OR COMPLETE THE INFORMATION, OR HAS DECLINED TO DO SO. AN INDIVIDUAL SHOULD BE PRESUMED NOT GUILTY OF ANY CHARGE/ARREST FOR WHICH THERE IS NO FINAL DISPOSITION STATED ON THE RECORD OR OTHERWISE DETERMINED. IF THE

---

APPLICANT WISHES TO CORRECT THE RECORD AS IT APPEARS IN THE FBI'S CJIS DIVISION RECORDS SYSTEM, THE APPLICANT SHOULD BE ADVISED THAT THE PROCEDURES TO CHANGE, CORRECT OR UPDATE THE RECORD ARE SET FORTH IN TITLE 28, CFR, SECTION 16.34.

2. When the QR contains Purpose Code D, the following caveat will be inserted in the INTRODUCTION section of the record response:

THE RECORD IS SUBJECT TO THE FOLLOWING USE AND DISSEMINATION RESTRICTIONS. THIS RESPONSE MAY BE USED FOR ONLY PURPOSES OF THE VIOLENT CRIME CONTROL ACT OF 1994, PUBLIC LAW 103-322, SUBTITLE F-- NATIONAL STALKER AND DOMESTIC VIOLENCE REDUCTION.

3. When the QR contains Purpose Code X, the following caveat will be inserted immediately prior to the END in a no record response:

THIS RESPONSE IS PROVIDED DUE TO EXIGENT CIRCUMSTANCES FOR USE BY AN AGENCY AUTHORIZED BY BOTH YOUR STATE RECORD REPOSITORY AND THE FBI. THE SUBMISSION OF FINGERPRINTS TO THE STATE/FBI IS REQUIRED WITHIN THE NUMBER OF DAYS AS SPECIFIED BY THE COMPACT COUNCIL AND AS PUBLISHED IN THE FEDERAL REGISTER.

4. When the QR contains Purpose Code X, the following caveat will be inserted in the III initial record response:

THIS RESPONSE IS PROVIDED DUE TO EXIGENT CIRCUMSTANCES FOR USE BY AN AGENCY AUTHORIZED BY BOTH YOUR STATE RECORD REPOSITORY AND THE FBI. THE SUBMISSION OF FINGERPRINTS TO THE STATE/FBI IS REQUIRED WITHIN THE NUMBER OF DAYS AS SPECIFIED BY THE COMPACT COUNCIL AND AS PUBLISHED IN THE FEDERAL REGISTER.

Additionally, the following caveat will be inserted in the INTRODUCTION section of the record response:

THIS RECORD IS SUBJECT TO THE FOLLOWING USE AND DISSEMINATION RESTRICTIONS: THIS RESPONSE IS PROVIDED DUE TO EXIGENT CIRCUMSTANCES FOR USE BY AN AGENCY AUTHORIZED BY BOTH YOUR STATE RECORD REPOSITORY AND THE FBI. THE SUBMISSION OF FINGERPRINTS TO THE STATE/FBI IS REQUIRED WITHIN THE NUMBER OF DAYS AS SPECIFIED BY THE COMPACT COUNCIL AND AS PUBLISHED IN THE FEDERAL REGISTER. UNDER PROVISIONS SET FORTH IN TITLE 28, CODE OF FEDERAL REGULATIONS (CFR), SECTION 50.12, GOVERNMENTAL ENTITIES AUTHORIZED TO SUBMIT FINGERPRINTS AND RECEIVE FBI IDENTIFICATION RECORDS MUST NOTIFY THE INDIVIDUALS FINGERPRINTED THAT THE FINGERPRINTS WILL BE USED TO CHECK THE CRIMINAL HISTORY RECORDS OF THE FBI. IDENTIFICATION RECORDS OBTAINED FROM THE FBI MAY BE USED SOLELY FOR THE PURPOSE REQUESTED AND MAY NOT BE DISSEMINATED OUTSIDE THE RECEIVING DEPARTMENT, RELATED AGENCY OR OTHER AUTHORIZED ENTITY. IF THE INFORMATION ON THE RECORD IS USED TO DETERMINE SUITABILITY, THE OFFICIAL MAKING THE DETERMINATION SHALL PROVIDE THE INDIVIDUAL THE OPPORTUNITY TO COMPLETE, OR CHALLENGE THE ACCURACY OF, THE INFORMATION CONTAINED IN THE

FBI IDENTIFICATION RECORD. PROCEDURES FOR AN INDIVIDUAL TO CHANGE, CORRECT OR UPDATE AN FBI RECORD ARE SET FORTH IN 28, CFR, SECTION 16.34.

5. When an FBI Number is entered in the NCIC Wanted Person File, select data from the subject's wanted notice will append to the criminal history record in the III. The wanted data will display on the FBI record response from the FBI's CJIS Division. Various types of wanted notices, including local, state, and federal notices can be entered in the Wanted Person File; the data fields in these notices vary, but the basic information is the same. Each Wanted Person File notice contains an NCIC number (NIC) that is included in the wanted data appended to the III and displayed in the FBI record. Record recipients can use the NIC to query the Wanted Person File to obtain the complete record.

In the case of state-maintained III records that contain a wanted notice, the state will respond to requesters with the criminal history portion of the record, and the CJIS Division will respond with the wanted data via the FBI record.

The following is an example of a wanted notice contained in the identification section of a record response.

```
Caution          WANTED - CONFIRM THAT WANT IS STILL OUTSTANDING.
                  AGENCY-FBI CLEVELAND (OHFBICV00) WANTED-NCIC
                  #W048400000 MULDER,FOX X CONSPIRACY TO OBSTRUCT
                  ALIENS CASE#X234789XX DATE OF WARRANT 01/05/1998
                  NOTIFY OHFBICV00 FBI CLEVELAND OHIO(FBI;1998-01-05)
```

6. When a subject has a record in the NCIC Convicted Sexual Offender Registry File, a sex offender notice is appended to the criminal history record in III. The sex offender data will display on the FBI record response from the FBI's CJIS Division. Each sex offender notice contains an NCIC number (NIC) that is included in the sex offender data appended to the III and displayed in the FBI record. Record recipients can use the NIC to query the NCIC Convicted Sexual Offender Registry File to obtain the complete sex offender record.

In the case of state-maintained III records that contain a sex offender notice, the state will respond to requesters with the criminal history portion of the record, and the CJIS Division will respond with the sexual offender data via the FBI record.

The following is an example of a sex offender notice contained in the identification section of the record response.

```
REGISTERED SEX OFFENDER POLICE DEPARTMENT NEW YORK (NY0303000) 2000-01-25
AGENCY CASE 333333 NIC/X12345678 REGISTERED AS - DUCK, DONALD CEE
REGISTRY EXPIRATION - NONEXP
```

## 4.7 EXAMPLE OF A STATE QR RESPONSE

Provided below is an example QR record response in the current state format and Nlets Presentation Format.

### (Current State Format)

CR.VAIII0000  
 11:52 06/26/86 01054  
 11:52 06/26/86 00197 TXDPD0000  
 \*1234567890  
 TXT  
 HDR/2L01HEADER  
 ATN/DET JAMES PUBLIC  
 THIS RECORD IS BASED ONLY ON THE FBI NUMBER IN YOUR REQUEST-FBI/9015174.  
 BECAUSE ADDITIONS OR DELETIONS MAY BE MADE AT ANY TIME, A NEW COPY SHOULD  
 BE REQUESTED WHEN NEEDED FOR SUBSEQUENT USE.

- VIRGINIA CRIMINAL HISTORY -

WHEN EXPLANATION OF A CHARGE OR DISPOSITION IS NEEDED, COMMUNICATE  
 DIRECTLY WITH THE AGENCY THAT CONTRIBUTED THE FINGERPRINTS.

NAME	STATE ID NO.	FBI NO.	DATE REQUESTED
SAMPLE, JOHN PATRICK	VA00000009	9015174	1998/06/23

  

SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR	BIRTH PLACE
M	W	1956/12/25	601	189	BLU	BRO	MICHIGAN

ARREST-1 1982/10/18  
 AGENCY-WILLIAMSBURG PD VA (VAWLG0000)  
 AGENCY CASE-29831 NAME USED-SAMPLE, JOHN  
 CHARGE 1-BURGLARY - 2 COUNTS

COURT-8TH DISTRICT COURT TOWSON VA (VA003025J)  
 1983/01/18 COURT NO.-CR98554 DISPOSITION-CONVICTED  
 FELONY-BURGLARY  
 SENTENCE-1Y-3Y CONFINEMENT  
 FOUND GUILTY

SUPPLEMENTAL COURT DATA-  
 COURT - 8TH DISTRICT COURT TOWSON VA (VA003025J)  
 1985/07/29 DISPOSITION-CONVICTED  
 FELONY-BURGLARY  
 SENTENCE-1Y-3Y CONFINEMENT  
 SUBJECT RETRIED BASED ON APPELLATE COURT DECISION

SUPERVISION OR CUSTODY-  
 AGENCY-DIV OF CORR RECEIPT CTR WILLIAMSBURG VA (VA004025C)  
 AGENCY CASE-BC10151  
 1985/07/30 STATUS-RECEIVED

THIS IS A SINGLE-STATE RECORD. NO ADDITIONAL CRIMINAL HISTORY INFORMATION IS INDEXED AT NCIC FOR OTHER STATE OR FEDERAL OFFENSES.

THE USE OF THIS RECORD IS CONTROLLED BY STATE AND FEDERAL REGULATIONS. IT IS PROVIDED FOR OFFICIAL USE ONLY AND MAY BE USED ONLY FOR THE PURPOSE REQUESTED.  
END OF RECORD

**(Nlets Presentation Format)**

CR.VAVSP0000  
04:23 03/30/2004 00051  
04:23 03/30/2004 00049 TXDPD0000  
\*1234567890  
TXT  
HDR/2L01HEADER  
ATN/DET JAMES PUBLIC  
\*\*\*\*\* CRIMINAL HISTORY RECORD \*\*\*\*\*

Data As Of 2004-04-23

\*\*\*\*\* INTRODUCTION \*\*\*\*\*

This rap sheet was produced in response to the following request:

FBI Number 9015174  
State Id Number VA00000009  
Social Security Number  
Date of Birth  
Driver's License Number  
Miscellaneous Number  
Request Id  
Purpose Code C  
Attention DET JAMES PUBLIC

The information in this rap sheet is subject to the following caveats:

NOTE 1: WHERE DISPOSITION DATA IS NOT SHOWN OR FURTHER EXPLANATION OF CHARGE OR DISPOSITION IS DESIRED, CONTACT THE CONTRIBUTING AGENCY. (VA)  
NOTE 2: THIS RECORD DOES NOT NECESSARILY CONTAIN ALL ARREST DATA, BUT ONLY THAT WHICH HAS BEEN REPORTED TO THE VIRGINIA STATE POLICE AND WHICH IS AVAILABLE FOR DISSEMINATION UNDER STATE AND FEDERAL LAW. (VA)

\*\*\*\*\* IDENTIFICATION \*\*\*\*\*

Subject Name(s)

SAMPLE,JOHN PATRICK

Subject Description

FBI Number State Id Number DOC Number  
9015174 VA00000009



Charge Sequence  
 Charge Tracking Number 000000001  
 Charge Case Number  
     Agency VAWLG0000  
     Offense Date 1982-10-18  
 Charge Description BURGLARY  
     Statute  
     NCIC Offense Code  
     State Offense Code  
     Counts 2  
     Severity Unknown  
     Inchoate Charge  
     Enhancing Factor  
     Reducing Factor  
     Disposition  
     Comment

-----

Court Disposition (Cycle 001)  
 Court Case Number CR-98554  
 Court Agency VA003025J  
 Subject's Name SAMPLE, JOHN PATRICK  
 Charge

    Charge Number 1  
     Charge Sequence  
 Charge Tracking Number  
     Charge Case Number CR-98554  
     Agency VAWLG0000  
     Offense Date 1982-10-18  
 Charge Description BURGLARY  
     Statute  
     NCIC Offense code  
     State Offense Code  
     Counts 1  
     Severity  
     Inchoate charge  
     Enhancing Factor  
     Reducing Factor  
     Disposition CONVICTED  
     Comment SUBJECT RETRIED BASED ON APPELLATE COURT  
                   DECISION

-----

Sentencing (Cycle 001)  
 Sentencing Agency VA003025J  
     Court Case Number CR-98554  
     Charge Number 1  
 Charge Tracking Number  
     Charge Sequence  
     Sentence 1Y-3Y CONFINEMENT

-----

Corrections (Cycle 001)  
 Corrections Agency VA004025C  
 Subject's Name SAMPLE, JOHN  
 Correctional Id Number BC10151  
     Court Case Number CR-98554

---

Correction Action 1Y-3Y CONFINEMENT

\*\*\*\*\* INDEX OF AGENCIES \*\*\*\*\*

Agency WILLIAMSBURG PD, VA; VAWLG0000;  
Mailing Address 8888 MAIN STREET  
WILLIAMSBURG, VA 34406

\* \* \* END OF RECORD \* \* \*

#### 4.8 EXAMPLE OF QR RESPONSES WHEN THE III IS UNABLE TO CONTACT THE III STATE RESPONSIBLE FOR THE RECORD

When the state's database is temporarily out of service or otherwise unable to accept a record request from the III, there is a delayed response. When a response is delayed, the agency requesting the record should not make additional requests because this would result in multiple responses providing the same record when the affected state system resumes full service. When a record request has been queued for more than 20 minutes, the following is an example of the response III sends.

```
HL01HEADERXXXX01234
VAVSP0000
THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR
REQUEST FOR FBI/9001100. THE NCIC HAS BEEN UNABLE TO NOTIFY
THE FOLLOWING BUT WILL CONTINUE TO RETRY:

TEXAS          -   STATE ID/TX01346790
END
```

When a record request has been queued for 4 hours, it will be destroyed. The following is an example of the response the III sends.

```
PL01HEADERXXXX01234
VAVSP0000
THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR
REQUEST FOR FBI/9001100. THE NCIC HAS BEEN UNABLE TO NOTIFY
THE FOLLOWING AND WILL NO LONGER CONTINUE TO RETRY:

TEXAS          -   STATE ID/TX01346790

YOUR RECORD REQUEST MAY BE RESUBMITTED IF THE RECORD IS STILL NEEDED.
END
```

## SECTION 5--INQUIRY TO DETERMINE IF A RECORD CORRESPONDING TO AN FBI OR SID NUMBER IS AVAILABLE USING THE III (ZR)

### 5.1 INTRODUCTION

A ZR is used to determine if a record corresponding to a particular FBI or SID Number is available using the III. The response to the ZR will advise whether the record is on file. This capability is provided primarily for administrative record maintenance; however, it is available to all users.

### 5.2 ZR

The following is an example of a ZR.

```
2L01HEADERXXXX01234.ZR.VAVSP0000.FBI/9015174.PUR/C
```

### 5.3 MESSAGE FIELD CODES FOR ZR

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
STATE IDENTIFICATION NUMBER	CONDITIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
PURPOSE CODE	OPTIONAL	PUR	1-1	ALPHABETIC

### 5.4 REQUIREMENTS FOR ZR

The ZR must contain the following fields: HDR, MKE, ORI, and FBI or SID Fields.

The PUR Field is optional. If the PUR Field is not included, it is considered an administrative purpose. Purpose Code C or J must be used if the ZR is not for an administrative purpose.

## 5.5 POSITIVE AND NEGATIVE RESPONSES

A positive response to a ZR will appear in the following format.

```
5L01HEADERXXXX01234
FL0370100
FBI/9015174 ON FILE
```

A negative response to a ZR will appear in the following format.

```
NL01HEADERXXXX01234
FL0370100
FBI/9015174 NOT ON FILE
```

As applicable, SID will replace FBI.

## 5.6 ZR RESPONSE WHEN THE RECORD HAS BEEN REMOVED FROM THE III

The following is an example of a response when a record has been removed from the III as a result of a consolidation, deletion, expungement, retirement, or the subject's death. This type of response will be provided only when the inquiry is made using an FBI Number.

```
2L01HEADERXXXX1234
VAVSP0000
THIS NCIC INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR
INQUIRY ON FBI/9015174 PUR/C

RECORD NO LONGER ON FILE - CONSOLIDATED WITH FBI/901283 19901201
END
OR
RECORD NO LONGER ON FILE - DELETED 19901201
END
OR
RECORD NO LONGER ON FILE - EXPUNGED 19901201
END
OR
RECORD NO LONGER ON FILE - RETIRED 19901201
END
OR
RECORD NO LONGER ON FILE - DECEASED
PER POLICE DEPARTMENT SUMTER SC 19901201
END
```

**SECTION 6--REJECT MESSAGES****6.1 INTRODUCTION**

The III sends reject messages to advise that a transaction was rejected and identify the reason(s). There are two types of reject messages: multiple-line reject messages and single-line reject messages.

**6.2 MULTIPLE-LINE REJECT MESSAGES (MLRM)**

The MLRM identify errors in the III transaction and include the incoming message. In some cases, the errors detected do not prevent the system from editing the entire message. In these instances, the error list will be complete since it will identify any and all errors detected. In other cases, an error in the transaction will prevent editing beyond the field containing the error. The error list, in these instances, may be only a partial list since it will identify only this error plus any prior errors. Before retransmitting the message, the sending agency should review its transaction to ensure that it contains no errors.

**EXAMPLE OF AN INCOMING TRANSACTION AND MLRM****Transaction:**

2L01HEADERXXXXX0123.QH.MD021013A.FBI/9000001.PUR/K.ATN/HAMMER

**Reject:**

JL01HEADERXXXXX0123  
MD021013A  
REJECT QH.FBI/9000001.PUR/K.ATN/HAMMER  
FOR THE FOLLOWING REASON(S)  
FIELD ERROR PUR  
END

**6.3 TYPES OF ERRORS IDENTIFIED IN MLRM**

The following list furnishes the types of errors that may appear in MLRM. Where applicable, the III will replace XXX with the appropriate MFC.

1. **DUPLICATE XXX**—The same MFC appears more than once in the transaction.
2. **FBI/(FBI NUMBER) NOT ON FILE**—The FBI Number used in the transaction is not indexed in the III.
3. **FIELD ERROR XXX**—The data in the field identified by the MFC does not match the criteria for that field.

4. **INCOMPLETE DOB NOT ALLOWED**—The QH contains an incomplete date of birth.
5. **INVALID MFC XXX**—The transaction contains: (a) an invalid MFC, (b) the MFC does not agree with the MKE used, (c) the MFC is not followed by a slash, or (d) a period is erroneously included within a data field.
6. **INVALID PUR**—The ORI in the QH or QR is not authorized access for PUR/S (national security purposes).
7. **MISSING DATA XXX**—The field identified by the MFC was left blank in the transaction.
8. **NOT AUTHORIZED**—An ORI authorized III access only for national security purposes (PUR/S) used a PUR other than S.
9. **SID OR FBI NUMBER REQUIRED FOR PUR/I**—A QH containing PUR/I did not contain an SID or FBI.
10. **WRONG, MISSING, OR EXCESSIVE SEARCHABLE IDENTIFIER**—This error message will be transmitted when one of the following exists:
  - a. A required searchable identifier was missing.
  - b. Excessive searchable identifiers were used.
11. **NOT AUTHORIZED FOR PUR/I**—An ORI in a QH or QR is not authorized access for PUR/I (noncriminal justice employment/licensing).
12. **UNSEARCHABLE IDENTIFIER XXX**—The QH contains an invalid NAM or MNU.

#### 6.4 SINGLE-LINE REJECT MESSAGES (SLRM)

The SLRM advise that the III has rejected a transaction and includes the reason on the line with REJECT. The SLRM will not contain the incoming message and will identify only one reason for the reject. The message may or may not contain the ORI from the transaction.

**EXAMPLE OF AN INCOMING TRANSACTION AND SLRM WITH THE ORI SHOWN IN THE REJECT**

**Transaction:**

2L01HEADERXXXXX.QR.VA094017B.FBI/9666000.PUR/V.ATN/HAMMER

**Reject:**

JL01HEADERXXXXX  
VA094017B  
REJECT NOT AUTHORIZED

**EXAMPLE OF AN INCOMING TRANSACTION AND SLRM WITHOUT AN ORI SHOWN IN THE REJECT**

**Transaction:**

2L01HEADERXXXXX01?2.QR.VA094017B.FBI/9666000.PUR/C.ATN/HAMMER

**Reject:**

JL01HEADERXXXXX01?2  
  
REJECT HEADER ERROR

**6.5 TYPES OF ERRORS IDENTIFIED IN SLRM**

1. **REJECT COMPUTER ERROR—CONTACT NCIC** —A software error, database integrity error, or file problem prevents the III from completely processing the message.
2. **REJECT EQUIPMENT PROBLEM—RESEND MESSAGE** —A hardware failure prevents III from processing the transaction. The originating agency should resend the transaction.
3. **REJECT HEADER ERROR**—The first four characters of the header are other than “2L01”, the header contains less than nine or more than 19 characters, or the header contains an invalid character.
4. **REJECT INVALID ORIGINATING AGENCY IDENTIFIER**—The ORI does not match the edit criteria. (Information concerning ORI edits can be found in the ORI File chapter of this manual.)
5. **REJECT MESSAGE KEY ERROR**—The incoming message does not contain a message key or contains an invalid message key.

6. **REJECT NOT AUTHORIZED**—This error message indicates one of the following:
  - a. An unauthorized ORI attempted to access the III.
  - b. An ORI is not authorized access for the specified purpose code.
  - c. An ORI is not authorized to use the MKE.