



June 29, 2009

TECHNICAL AND OPERATIONAL UPDATE (TOU) 09-1

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

SECTION 2 -- SYSTEM CHANGES.....2-1

2.1 -- UPDATE TO THE §.8. OUT-OF-STATE NOTIFICATION MESSAGE TO
INCLUDE THE CANADIAN VEHICLE INDEX2-1

2.2 -- SEX OFFENDER REGISTRY ORIGINATING AGENCY IDENTIFIER (ORI)
UPDATE.....2-3

2.3 -- CREATION OF OFFENDER STATUS FIELD IN THE CONVICTED
SEXUAL OFFENDER REGISTRY FILE (CSORF).....2-5

2.4 -- MODIFICATION OF THE MISSING PERSON FILE CATEGORIES TO
ADDRESS SUZANNE’S LAW.....2-13

2.5 -- DISCONTINUE USE OF ORIGINATING AGENCY IDENTIFIERS (ORIs)
ENDING IN H.....2-15

2.6 -- PROVIDE THE DEPARTMENT OF HOMELAND SECURITY’S
UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES (USCIS)
ACCESS TO ALL NATIONAL CRIME INFORMATION CENTER (NCIC)
PERSONS FILES.....2-19

2.7 -- EXPAND SUPERVISED RELEASE FILE TO INCLUDE INDIVIDUALS
CHARGED BUT RELEASED ON THEIR OWN RECOGNIZANCE.....2-21

2.8 -- ADDITION OF NORTH DAKOTA TO THE RENDITION AMENDMENT.....2-25

2.9 -- MODIFY CONDITIONS FOR WHEN TO USE EXT/EXTR IN A LOCATE
TRANSACTION.....2-27

2.10 -- POLICY CHANGE TO THE MISSING PERSON FILE RECORD ENTRY
REQUIREMENT.....2-29

2.11 -- CLARIFICATION OF NCIC WANTED PERSON HIT CONFIRMATION POLICY TO INDICATE THAT HIT CONFIRMATION IS REQUIRED FOR DENYING PURCHASE OF A FIREARM OR EXPLOSIVES.....	2-33
2.12 -- POLICY CHANGES TO THE SECURITIES AND VEHICLE/BOAT PART FILES.....	2-37
2.13 -- CHANGE THE FBI NUMBER FIELD EDITS FOR NCIC.....	2-41
2.14 -- GUIDELINES FOR CONSIDERATION WHEN DETERMINING A SUBJECT'S FBI NUMBER.....	2-43
2.15 -- PROVIDE A DEFINITION FOR A NATIONAL CRIME INFORMATION CENTER (NCIC) TERMINAL OPERATOR.....	2-45
SECTION 3 -- NCIC 2000 CODE MANUAL UPDATES.....	3-1
SECTION 4 -- VALIDATION LAYOUTS.....	4-1

SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS

Section 2.1 contains information on an update to the \$.8. Out-of-State Notification message to include the Canadian Vehicle Index.

Section 2.2 provides an update on information involving the Sex Offender Registry Point of Contact ORI.

Section 2.3 supplies information on the creation of the Offender Status Field in the CSORF.

Section 2.4 includes modification of the Missing Person File categories to address Suzanne's Law.

Section 2.5 notifies NCIC users that ORIs ending in H will be discontinued.

Section 2.6 provides information on DHS/USCIS access to all NCIC persons files.

Section 2.7 supplies information on expanding the Supervised Release File to include individuals charged but released on their own recognizance.

Section 2.8 provides information on the addition of North Dakota to the Rendition Amendment.

Section 2.9 contains modify conditions for when to use EXT/EXTR in a locate transaction.

Section 2.10 includes a policy change to the Missing Person File record entry requirement.

Section 2.11 supplies clarification of the NCIC Wanted Person Hit Confirmation Policy to indicate that hit confirmation is required for denying purchase of a firearm or explosives.

Section 2.12 provides policy changes to the Securities and Vehicle/Boat Part Files.

Section 2.13 supplies a change to the FBI Number Field edits for NCIC.

Section 2.14 contains guidelines for consideration when determining a subject's FBI Number.

Section 2.15 provides the definition of an NCIC terminal operator.

SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS

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

Section 4 provides validation layouts for the NCIC.

* * * * *

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 Multimedia Productions Group at (304) 625-4995.

TOUs are also available via the Internet on the Law Enforcement Online (LEO) at www.leo.gov/lesig/cjis/cjis_pub/programs/ncictous.html. Users with questions concerning access to the LEO should contact the LEO Program Office at (888) 334-4536 or via e-mail at <leoprogramoffice@leo.gov>.

* * * * *

SECTION 2 -- SYSTEM CHANGES

2.1 UPDATE TO THE §.8. OUT-OF-STATE NOTIFICATION MESSAGE TO INCLUDE THE CANADIAN VEHICLE INDEX

AFFECTED BY CHANGE:	Introduction
EFFECTIVE DATE:	Immediate

Background

Effective April 7, 1996, the NCIC added the Canadian stolen vehicle, felony vehicle, stolen license plate, stolen part, and stolen boat records to the NCIC Canadian Vehicle Index (CVI). The §.8. Out-of-State Notifications for CVI records differ from NCIC records because of certain CVI message fields and codes. Changes to the CVI record response on March 4, 2001, resulted in details for CVI records being removed from the *NCIC 2000 Operating Manual* (December 1999). This TOU serves to document the differences between CVI and other NCIC records in §.8. Out-of-State Notifications.

NCIC 2000 Operating Manual Changes

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

INTRODUCTION

SECTION 2.9 -- Administrative Message

\$.8. Out-of-State Notification

- 3. The vehicle or boat is a Canadian Police Information Centre (CPIC) record and the state of registry is a U.S. state.

The CPIC records differ from other NCIC records as follows:

- 1. The Canadian Date of Entry (CDE) will replace the DOT Field.
- 2. The following fields do not contain the NCIC assigned codes, but contain the following: the Vehicle Make (VMA) will contain the first four letters of the vehicle make; the Boat Make (BMA) will contain the first eight characters of the boat make; the Brand (BRA) will contain the first four characters of the brand.
- 3. The Boat Length (BLE) will be in meters.
- 4. The Vehicle Style (VST), Vehicle Model (VMO), Vehicle Color (VCO), and Boat Color (BCO) Fields will not be included in a CVI record.
- 5. The NCIC codes for Boat Type (BTY) and Propulsion (PRO) will not be used; instead, the Canadian BTY and PRO codes may be found in the *NCIC 2000 Code Manual* (December 2000).

- 6. The field lengths differ as follows:

Type	Number of Characters
Miscellaneous (MIS) *	48
Propulsion (PRO)	8
Boat Make (BMA)	8
Boat Type (BTY)	5
Boat Length (BLE)	3

* The MIS Field may be in English or French.

- 7. The NCIC (NIC) Numbers for Canadian records will begin with the letter "R."

**2.2 SEX OFFENDER REGISTRY ORIGINATING AGENCY IDENTIFIER (ORI)
UPDATE**

AFFECTED BY CHANGE:

Introduction

EFFECTIVE DATE:

Immediate

System Changes

This TOU provides a change to the Sex Offender Registry Point of Contact ORI.

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 -- CONTACT INFORMATION

SECTION 6.3 -- STATE/TERRITORY SEX OFFENDER REGISTRIES (SORs)

State/Territory	ORI	State/Territory	ORI
Alabama	ALAST0047	Montana	MT025035Y
Alaska	AKAST1500	Nebraska	NBNP0003
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		OK055075C
Hawaii	HI002015Y	Oregon	OROSP5900
Idaho	ID001015Y	Pennsylvania	PAPSPBC00
Illinois	IL0842503	Puerto Rico	PRPPR0000
Indiana	INISP0007	Rhode Island	RI004015Y
Iowa	IADCI0006	South Carolina	SCLED0000
Kansas	KSKBI0000	South Dakota	SDDCI0062
Kentucky	KYKSP3600	Tennessee	TNTBI0000
Louisiana	LALSP0001	Texas	TX0000000
Maine	MESPSBI00	U.S. Virgin Islands	VI001057A
Maryland	MD003105Y	Utah	UT018215C
Massachusetts	MACJIS100	Vermont	VTVSP0000
Michigan	MI3300634	Virginia	VAVSP0000
Minnesota	MNBCA0000	Washington	WAWSP0000
Mississippi	MSMHP0000	West Virginia	WVWSP0089
Missouri	MOMHP0001	Wisconsin	WI013135C
		Wyoming	WY0110411

Listings of the CJIS Systems Officers, SIB Chiefs, and SOR points of contacts, their addresses, telephone and facsimile numbers, and e-mail addresses are available on the CJIS home page via Law Enforcement Online (LEO). 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>.

2.3 CREATION OF OFFENDER STATUS FIELD IN THE CONVICTED SEXUAL OFFENDER REGISTRY FILE (CSORF)

AFFECTED BY CHANGE:

Convicted Sexual Offender Registry File

EFFECTIVE DATE:

August 2, 2009

Background

At its December 2006 meeting, the CJIS Advisory Policy Board approved the creation of the Offender Status (OFS) Field in the Convicted Sexual Offender Registry File (CSORF). The FBI's CJIS Division canvassed the states and territories to obtain a list of the offender statuses used in each state.

System Changes

The OFS Field will be an optional field in the CSORF record. In hit responses, the OFS Field code and translation will be returned following the message key and any caution or medical conditions. The NCIC System will accept up to 9 supplemental OFS codes. In addition, the new field will be included in the validation fixed format.

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 1.6 -- MESSAGE FIELD CODES AND EDITS**

Code	Field	Edits
OFS	Offender Status Field	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i>.

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	OPTIONAL	FBI	1-9	ALPHABETIC, NUMERIC

SECTION 2 -- SYSTEM CHANGES

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)
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>

SECTION 2 -- SYSTEM CHANGES

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>
OFFENDER STATUS	OPTIONAL	OFS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

SECTION 5.2 -- EXAMPLES OF QXS FOR INQUIRY

1. Personal Identifiers

1N01HEADER.QXS.MD0100010.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19620530

2. ZIP Code

1N01HEADER.QXS.MD0100010.ZIP/99999.SOS/N

Negative Response:

1L01HEADER
MD0100010

NO NCIC SEXUAL OFFENDER FILE NAM/SMITH, JOHN DOB/19620530 RAC/W SEX/M

Positive Response:

1L01HEADER
MD0100010

*** SEXUAL OFFENDER REGISTRY INFORMATION ***
THE SUBJECT IDENTIFIED IN THE FOLLOWING RECORD WITH NIC/X123456789
IS REGISTERED AS A CONVICTED SEXUAL OFFENDER. DO NOT SEARCH, DETAIN,
OR ARREST BASED SOLELY ON THIS RECORD. ADDITIONAL INFORMATION REGARDING
SUBJECT MAY BE AVAILABLE FROM THE INTERSTATE IDENTIFICATION INDEX.

MKE/SEXUALLY VIOLENT PREDATOR - CAUTION
VIOLENT TENDENCIES

OFS/A2 - NON-COMPLIANT - ABSCONDED

ORI/MD1230000 NAM/SMITH, JOHN SEX/M RAC/W POB/MD DOB/19620530
HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/123456A CTZ/US SKN/ALB
SMT/SC R HND
FPC/121011C01159TTTCI13TT MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/MD OLY/1999
ORD/19980923 ERD/NONEXP SXP/Y CRR/HOMICIDE - WILLFUL KILL - WEAPON
CON/19810510 PLC/MD AOV/12 SOV/M
OCA/92312665

MIS/SUBJECT COULD BE A THREAT TO YOUNG CHILDREN
MIS/WEAPON USED WAS STRAIGHT RAZOR
MIS/ADDITIONAL CHARGES OF KIDNAPPING AND SEX ASSAULT - MINOR
MIS/INFO RE PREDATOR DETERMINATION AVAILABLE FROM
MIS/MD ST BUREAU OF PRISONS 301 555-1234
DNA/N

ORI IS RIVERBEND FERRY MD
ADDRESS - 112 ELM STREET
SILVER CITY, MD 99999 301 555-1234
COUNTY - ESSEX
PHONE - 301 555-5555
NIC/X123456789 DTE/19990930 0430 EDT DLU/20090909 1600 EDT

***** END OF SEXUAL OFFENDER REGISTRY INFORMATION *****

SECTION 8.1 -- MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN ¹		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC ²		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN ³		
IMAGE NCIC NUMBER	OPTIONAL SET	IMN ⁴	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
OFFENDER STATUS	OPTIONAL	OFS	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL

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

SECTION 8.5 -- FIELDS IN A SUPPLEMENTAL RECORD

1. The AKA Field and all other additional identifying data fields which may be included in a supplemental record are listed below with their field codes and the maximum number of aliases and/or additional identifiers that may be added to a Convicted Sexual Offender Registry File record.

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

Citizenship	CTZ	9
Offender Status	OFS	9

3. A maximum of 99 AKAs, 19 SMTs, 10 CMCs, and 9 of each of the following: DOBs, MNUs, SOCs, CTZs, OFSs, OLN, LICs, and VINs may be added to a Convicted Sexual Offender Registry File record.

For example, a record relating to JOHN HARRY SMITH might have an appended supplemental record of aliases and other additional identifiers consisting of three other names (AKAs), nine DOBs, five SMTs, two MNUs (an army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession.

Entry of these additional data would require several supplemental record entry messages, as all of these additional identifiers could not be included in one supplemental record entry message.

SECTION 8.8 -- MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY

5. ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

Additional dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; citizenships; ~~and~~ caution and medical conditions; ~~and~~ offender statuses follow the field codes DOB, SMT, MNU, SOC, CTZ, ~~and~~ CMC, ~~and~~ OFS, respectively, without repeating the MFC and separated only by periods. For example:

DOB/19370102.19350823.SMT/SC L CHK.POCKMARKS.
MNU/AF-2252333.SOC/123456789. CTZ/CD.MJ.CMC/30

SECTION 8.12 -- MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

A maximum of nine identifiers of various kinds may be canceled in one cancel message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA (or name spelling variation), DOB, SMT, MNU, SOC, CTZ, ~~or~~ CMC, ~~or~~ OFS is counted as one identifier. Each set of OLN, LIC, or VIN is counted as one identifier.

2.4 MODIFICATION OF THE MISSING PERSON FILE CATEGORIES TO ADDRESS SUZANNE'S LAW

AFFECTED BY CHANGE:

Missing Person File

EFFECTIVE DATE:

August 2, 2009

Background

TOU 08-6 contained a typographical error in Section 2.4. This TOU has been prepared to correct that error.

NCIC 2000 Operating Manual Change

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

MISSING PERSON FILE

SECTION 1.1 -- CRITERIA FOR ENTRY

4. **Juvenile** (MKE/EMJ): a person who is missing and not declared emancipated as defined by the laws of his/her state of residence and does not meet any of the entry criteria set forth in 1, 2, 3, or 5.

**2.5 DISCONTINUE USE OF ORIGINATING AGENCY IDENTIFIERS (ORIs)
ENDING IN H**

AFFECTED BY CHANGE: **Originating Agency Identifier**
EFFECTIVE DATE: **Immediate**

Background

In October 2008, the terminal and Wide Area Network connection at the Department of State's National Visa Center in New Hampshire was disconnected. The fingerprint submission function for the Bureau of Population, Refugees and Migration's Refugee Admissions Program has been transferred to the Department of State's Bureau of Diplomatic Security's Integrated Automated Fingerprint Identification System connection. Noncriminal justice ORIs ending in H were assigned to the National Visa Center. Therefore, the use of ORIs ending in H has been discontinued.

NCIC 2000 Operating Manual Changes

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

ORIGINATING AGENCY IDENTIFIER 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.)
- 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

**2.6 PROVIDE THE DEPARTMENT OF HOMELAND SECURITY'S
UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES (USCIS)
ACCESS TO ALL NATIONAL CRIME INFORMATION CENTER PERSONS
FILES**

AFFECTED BY CHANGE:

Originating Agency Identifier

EFFECTIVE DATE:

Immediate

Background

At its June 2007 meeting, the CJIS Advisory Policy Board (APB) approved to provide to the Department of Homeland Security's United States Citizenship and Immigration Services (USCIS) access to the Convicted Sexual Offender Registry, Identity Theft, and Supervised Release Files in the NCIC. In spring 2008, the CJIS APB Executive Committee approved to extend USCIS access to all NCIC files but not the Interstate Identification Index.

System Changes

The USCIS will be authorized inquiry access to the NCIC files.

NCIC 2000 Operating Manual Changes

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

ORIGINATING AGENCY IDENTIFIER FILE

SECTION 1.4 -- CRITERIA FOR ASSIGNMENT OF A LIMITED ACCESS ORI

10. The USCIS has been authorized full access to all NCIC files, but not III, in order to fulfill their mission regarding the adjudication of petitions and applications for immigration benefits. The USCIS is assigned ORIs with the characters ACS in positions 3, 4, and 5.

2.7 EXPAND SUPERVISED RELEASE FILE TO INCLUDE INDIVIDUALS CHARGED BUT RELEASED ON THEIR OWN RECOGNIZANCE

AFFECTED BY CHANGE: **Supervised Release**
EFFECTIVE DATE: **Immediate**

Background

At its June 2008 meeting, the Advisory Policy Board approved the expansion of entry criteria to include individuals (local, state, and federal) charged but released on their own recognizance. It was approved for agencies to make a notation in the Miscellaneous Field in the Supervised Release File.

NCIC 2000 Operating Manual Changes

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

SUPERVISED RELEASE FILE

SECTION 1.1 -- CRITERIA FOR ENTRY

Local, state, and federal supervision officers may enter records in NCIC for subjects who are put under specific restrictions during their probation, parole, supervised release sentence, or pretrial sentencing. The court shall order as an explicit condition of a sentence of probation or supervised release “that the defendant not commit another local, state, or federal crime during the term of supervision” (Title 28, U.S.C., Sections 3563 and 3583). Among discretionary conditions that the court may impose are the following:

That the defendant:

1. Refrain from engaging in a specified occupation, business, or profession bearing a reasonable direct relationship to the conduct constituting the offense, or engage in such a specified occupation, business, or profession only to a stated degree or under stated circumstances.
2. Refrain from frequenting specified kinds of places or from associating unnecessarily with specified persons.
3. Refrain from excessive use of alcohol or any use of a narcotic drug or other controlled substance without a prescription by a licensed medical practitioner.
4. Refrain from possessing a firearm, destructive device, or other dangerous weapon.
5. Undergo available medical, psychiatric, or psychological treatment, including treatment for drug or alcohol dependency, as specified by the court, and remain in a specified institution if required for that purpose.
6. Remain in the custody of the Bureau of Prisons during nights, weekends, or other intervals of time totaling no more than the lesser of 1 year or the term of imprisonment authorized for the offense, during the first year of the term of probation.
7. Reside in a specified place or area or refrain from residing in a specific place or area.
8. Remain within the jurisdiction of the court, unless granted permission to leave by the court or a probation officer.
9. Notify the probation officer promptly if arrested or questioned by a law enforcement officer.

Any local, state, or federal criminal justice ~~supervision~~ agency may enter information on probationers; parolees; and subjects of supervised releases, pretrial sentencing and released on their own recognizance.

SECTION 2.5 -- MESSAGE FIELD CODE EDITS FOR ENTRY

3. MISCELLANEOUS (MIS) DATA

3. Records for individuals charged but released on their own recognizance should include a notation in the MIS Field indicating this type of record.

2.8 ADDITION OF NORTH DAKOTA TO THE RENDITION AMENDMENT

AFFECTED BY CHANGE:

Wanted Person

EFFECTIVE DATE:

Immediate

System Changes

As a signatory of the Rendition Amendment to the Interstate Compact on Juveniles, North Dakota is authorized to enter Juvenile-Category 2 Wanted Person File records.

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 1.1 -- CRITERIA FOR ENTRY

3. JUVENILE

2. A juvenile who has been charged with the commission of a delinquent act that would be a crime if committed by an adult and who has fled from the state where the act was committed. (Category 2)

Entry of a record in this category is permitted only when a petition has been filed in a court of competent jurisdiction in the requesting state where the violation of criminal law is alleged to have been committed.

Only agencies in states where the Rendition Amendment to the Interstate Compact on Juveniles (ICS) has been signed will be permitted to enter Category 2 records. (The ICS and the Rendition Amendment can be found in Section 10 of this chapter.) The following states are permitted entry:

Alabama	Indiana	Nebraska	South Carolina
Alaska	Iowa	Nevada	Tennessee
Arizona	Kansas	New Hampshire	Rhode Island
Arkansas	Kentucky	New Jersey	Texas
California	Louisiana	New Mexico	Utah
Colorado	Maine	New York	Vermont
Delaware	Maryland	North Carolina	Virginia
Florida	Massachusetts	North Dakota	Washington
Georgia	Minnesota	Ohio	West Virginia
Hawaii	Mississippi	Oklahoma	Wisconsin
Idaho	Missouri	Oregon	Wyoming
Illinois	Montana	Pennsylvania	District of Columbia

Agencies in states not listed that attempt to enter an EWJ record with an offense code other than 8100, 8101, or 8102 will receive the reject message: REJECT - NOT AUTHORIZED.

A positive record response is also restricted to those states listed above for EWJ entries with an offense code other than 8100, 8101, or 8102. Agencies in states not listed above will receive a NO RECORD response.

2.9 MODIFY CONDITIONS FOR WHEN TO USE EXT/EXTR IN A LOCATE TRANSACTION

AFFECTED BY CHANGE:

Wanted Person File

EFFECTIVE DATE:

Immediate

Background

In June 2008 the CJIS Advisory Policy Board approved a proposal to modify conditions for when to use the Extradition (EXT) Field code of EXTR (Extradition) in a locate transaction in order to include intrastate pick ups.

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 6.6 -- EXTR/NOEX/DETN IN A LOCATE MESSAGE

1. EXTR

EXTR is an abbreviation for “extradition” indicates that the subject will be returned to the wanting agency and must be included in the locate message when:

1. The agency that entered the record advises that the apprehended/located person will be extradited or picked up intrastate. Or
2. The person is wanted by a federal agency and has been apprehended/located by federal or local authorities.

2. NOEX

NOEX is an abbreviation for “no extradition” indicates that the subject will not be returned to the wanting agency and must be included in the locate message when:

1. The agency that entered the record advises that the apprehended/located person will not be extradited based on circumstances at the time of apprehension/location. Or
2. The apprehending/locating agency has received no information concerning an extradition decision after making a concerted effort to obtain such information. Or

3. DETN

DETN is an abbreviation for “detention” indicates that the subject is being detained and will be returned to wanting agency upon release and must be included in the locate message when:

1. The locating agency intends to hold the subject on local charges.
2. The wanted person has been found in a government holding facility, such as in prison.

2.10 POLICY CHANGE TO THE MISSING PERSON FILE RECORD ENTRY REQUIREMENT

AFFECTED BY CHANGE:

**Introduction
Missing Person File**

EFFECTIVE DATE:

Immediate

Background

The spring 2007 CJIS Advisory Policy Board (APB) approved a recommendation to modify NCIC policy to require records for missing persons under the age of 21 to be entered into the appropriate NCIC Missing Person File category within 2 hours of receipt of the complete initial missing person report. This is a result of the passage of the Adam Walsh Child Protection and Safety Act of 2006. Further, the CJIS APB approved a motion to allow states one audit cycle to transition to the new policy requirement by establishing and implementing procedures to document the date and time that the minimum data elements required for NCIC record entry are received. Agencies should document the date and time to allow the CJIS Division's audit staff to effectively evaluate compliance. For records that the date and time of receipt of the minimum data elements required for NCIC record entry are not captured, the audit staff will be unable to determine if the record was entered within 2 hours, potentially resulting in an audit recommendation for untimely record entry. During the triennial audit cycle beginning October 2009, the 2-hour timely entry policy will be assessed and agencies will be advised of findings by the audit staff. Recommendations based on the 2-hour timely entry requirement will not be forwarded to the APB's Ad Hoc Sanctions Subcommittee until the 2012 audit cycle.

NCIC 2000 Operating Manual Change

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

INTRODUCTION

SECTION 3.2 -- MAINTAINING THE INTEGRITY OF NCIC-2000 RECORDS

2. Timeliness

3. **Missing Person File** -- Entry is made as soon as possible once the minimum data required for entry (i.e., all mandatory fields) and the appropriate record documentation are available. For missing persons under age 21, an NCIC Missing Person File record should be entered within 2 hours of receiving the minimum data required for entry.

MISSING PERSON FILE

**SECTION 1.3 -- ENTRY OF A MISSING UNEMANCIPATED PERSON (CHILD)
RECORD**

A record for a missing person who is under the age of 21 should be ~~immediately~~ entered into NCIC ~~2000~~ using one of the appropriate categories (Disability, Endangered, Involuntary, Juvenile, or Catastrophe Victim) within 2 hours of receipt of the minimum data required to enter an NCIC ~~record~~. A missing person report filed with an agency is sufficient documentation for entering a juvenile in the NCIC ~~2000~~ Missing Person File.

The INTERPOL USNCB may enter records for children abducted from Hague and non-Hague Convention countries into the NCIC Missing Person File when substantive investigative evidence exists indicating that the subject is now in the United States.

2.11 CLARIFICATION OF NCIC WANTED PERSON HIT CONFIRMATION POLICY TO INDICATE THAT HIT CONFIRMATION IS REQUIRED FOR DENYING PURCHASE OF A FIREARM OR EXPLOSIVES

AFFECTED BY CHANGE:

**Introduction
Wanted Person File**

EFFECTIVE DATE:

Immediate

Background

At its June 2007 meeting, the CJIS Advisory Policy Board recommended that the NCIC Wanted Person File hit confirmation policy be clarified to indicate that hit confirmation is required when denying the purchase of a firearm or explosives based on the 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~~.

INTRODUCTION

SECTION 3.5 -- HIT CONFIRMATION PROCEDURES

1. Any agency which receives a record(s) in response to an NCIC inquiry must confirm the hit on any record(s) which appears to have been entered for the person or property inquired upon prior to taking any of the following official actions based upon the hit NCIC record: 1) arresting the wanted person, 2) detaining the missing person, 3) seizing the stolen property, or 4) charging the subject with violating a protection order, 5) denying the subject the purchase of a firearm, or 6) denying the subject access to explosives as regulated under the Safe Explosives Act. Additionally, an agency detaining an individual on local charges where the individual appears identical to the subject of the wanted person record and is within the geographical area of extradition must confirm the hit.

WANTED PERSON FILE

SECTION 5.9 -- PROCEDURES FOR HANDLING A HIT

1. When an agency receives a record in response to an NCIC ~~2000~~-inquiry and 1) the whereabouts of the person inquired upon is known and 2) the person inquired upon appears to be identical with the subject of one or more of the records, the agency ~~that can arrest the wanted person~~ must contact the ORI of the record possibly identical with the person in question to confirm the record information prior to taking official action based on the record information.

2.12 POLICY CHANGES TO THE SECURITIES AND VEHICLE/BOAT PART FILES

AFFECTED BY CHANGE:

**Securities File
Vehicle File
Vehicle/Boat Part File**

EFFECTIVE DATE:

Immediate

Background

In June 2007, the CJIS Advisory Policy Board approved a motion to change the NCIC definitions for parts and securities and modify the Vehicle/Boat Part File guidelines for entry.

NCIC 2000 Operating Manual Changes

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

SECURITIES FILE

SECTION 1.1 -- DEFINITION

For NCIC-2000 purposes, securities are defined as currency, e.g., Federal Reserve Notes, Silver Certificates, U.S. Notes, Canadian Notes, and other foreign currency, etc.; those documents or certificates that are generally considered to be evidence of debt (Treasury-issued bills, bonds, and notes; municipal and corporate bonds; debentures; other nonpersonal notes; etc.) or ownership of property (common or preferred stock) excluding vehicle and boat ownership documents; documents which represent subscription rights (stock warrants, stock rights); other types traded in securities exchanges in the United States, except for commodities futures; postal and other types of money orders; ; traveler's check warehouse receipts; ; savings certificates; ; and interest coupons on stocks and bonds.

VEHICLE FILE

SECTION 1.1 -- DEFINITION

For NCIC-2000 purposes, a vehicle is any motor-driven conveyance (except a boat) designed to carry its operator. In addition to conveyances meeting this definition, aircraft and trailers are also to be entered in the Vehicle File.

A part is defined as any serially-numbered ~~vehicle component~~ from a vehicle or boat, and ownership documentation for a vehicle or boat, ~~which has been stolen from a vehicle~~. Additional information on stolen parts can be found in the Vehicle/Boat Part File chapter of this manual. ~~If the uniquely serialized part is stolen in conjunction with a vehicle, the part information should be added on to the base vehicle record.~~

VEHICLE/BOAT PART FILE

SECTION 1.1 -- DEFINITION

A part is defined as any serially numbered component from a vehicle or boat, and ownership documentation for a vehicle or boat. ~~which has been stolen from a vehicle/boat.~~

SECTION 2.4 -- ADDITIONAL GUIDELINES FOR ENTRY

- ~~In instances where a vehicle/boat part is stolen along with the vehicle or boat, in NCIC 2000 separate entries must be made for the stolen vehicle/boat and any accessories taken with it; that is, the vehicle/boat must be entered as a base vehicle (EV or EB), and any accessory must be entered as a vehicle/boat part (EP). If an item(s) associated with the stolen vehicle/boat is entered as a part, each separate entry should be cross-referenced to the other by entering the NIC of the related record in the MIS Field of each entry.~~

When a stolen vehicle record is entered into NCIC, a vehicle/boat part record should not be entered when the part serial number has the same last eight characters as the VIN. When a stolen vehicle is partially located, users are encouraged to enter separate stolen part records for the unrecovered parts. In instances when a stolen vehicle part serial number does not have the same last eight characters as the VIN of the stolen vehicle, separate entries can be made into the Vehicle/Boat Part File.

2.13 CHANGE THE FBI NUMBER FIELD EDITS FOR NCIC

AFFECTED BY CHANGE:

**Convicted Sexual Offender Registry
File
Identity Theft File
Interstate Identification Index
Missing Person File
Protection Order File
Supervised Release File
Wanted Person File**

EFFECTIVE DATE:

June 24, 2008

Background

On June 19, 2008, the Integrated Automated Fingerprint Identification System (IAFIS) expanded the FBI Numbers. This expansion required programming changes to the NCIC. On June 24, 2008, the CJIS Division made the necessary changes to NCIC. If your state system has edits that correspond with NCIC edits, programming will be required to permit use of newly assigned FBI Numbers.

System Changes

The FBI Number Field edit has been expanded to include the alphabetic characters D and E in the series character.

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 1.6
IDENTITY THEFT FILE, Section 1.6
INTERSTATE IDENTIFICATION INDEX, Section 2.9
MISSING PERSON FILE, Section 1.9
PROTECTION ORDER FILE, Section 1.7
SUPERVISED RELEASE FILE, Section 1.6
WANTED PERSON FILE, Section 1.8

MESSAGE FIELD CODES AND EDITS

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, C, D, or E; and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
-----	------------	---

2.14 GUIDELINES FOR CONSIDERATION WHEN DETERMINING A SUBJECT'S FBI NUMBER

AFFECTED BY CHANGE:

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

EFFECTIVE DATE:

Immediate

Background

At its June 2008 meeting, the CJIS Advisory Policy Board approved updates to the Wanted Person File of the *National Crime Information Center (NCIC) 2000 Operating Manual* (December 1999). This addition will assist agencies when determining which additional identifiers should be included when entering a record in the NCIC person files.

NCIC 2000 Operating Manual Changes

Additions to the *NCIC 2000 Operating Manual* (December 1999) are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~. This change updates the Gang File from TOU 08-6.

CONVICTED SEXUAL OFFENDER REGISTRY FILE, Section 2.4, Paragraph 8
GANG FILE, Section 10.4, Paragraph 7
IDENTITY THEFT FILE, Section 2.4, Paragraph 7
MISSING PERSON FILE, Section 2.5, Paragraph 7
PROTECTION ORDER FILE, Section 2.4, Paragraph 6
SUPERVISED RELEASE FILE, Section 2.4, Paragraph 5
WANTED PERSON FILE, Section 2.5, Paragraph 11

When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operators license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

2.15 PROVIDE A DEFINITION FOR A NATIONAL CRIME INFORMATION CENTER (NCIC) TERMINAL OPERATOR

AFFECTED BY CHANGE: **CJIS Security Policy**
EFFECTIVE DATE: **Immediate**

Background

A proposal to create an NCIC Terminal Operator definition was discussed at the spring 2007 advisory process meetings. The June 2007 CJIS Advisory Policy Board (APB) endorsed the proposal, acknowledging the advantage of documenting the definition. Specifically, the CJIS APB recommended establishing the following definition for an NCIC Terminal Operator:

“An individual that transmits, receives, and coordinates information through direct communication to the NCIC System in compliance with state and federal regulations.”

The definition, as approved by the CJIS APB, has been incorporated into the *CJIS Security Policy*, version 4.5, Appendix E, Terms and Definitions.

SECTION 3 -- NCIC 2000 CODE MANUAL UPDATES

BOAT DATA CODES

The following should be added to:

Section 4.2 BMA AND BRA FIELD CODES
Effective Date: Immediate

Make	Code
Sea Fox Boat Co., Inc.	LYG

Section 4.3 BMA AND BRA FIELD CODES ALPHABETICALLY BY CODE
Effective Date: Immediate

Code	Manufacturer
LYG	Sea Fox Boat Co., Inc.

GUN DATA CODES

The following should be added to:

Section 1.5 MAK FIELD CODES ALPHABETICALLY BY MANUFACTURER
Effective Date: Immediate

Make, Brand, Model, or Trademark	Country	Code	Reference
Allied Armament, Inc.	US	AAT	Scappoose, OR
Armi F. LLI Poli	IT	AFP	Italy
Australian Defense Industries	AS	ADI	Australia
Blackwater Lodge & Training Center or Blackwater USA	US	BLW	Moyock, NC
Del-Ton, Inc.	US	DLN	Elizabethtown, NC
EGE Silah	TY	EGE	Tri Star Phantom Model

SECTION 3 – NCIC CODE MANUAL UPDATES

Make, Brand, Model, or Trademark	Country	Code	Reference
Elk River Tool and Die	US	ELK	Trade Name Elk River
Jo Jo’s Gun Works, LLC	US	JOJ	Southington, CT
La Clede Gun Co.	BG	LCL	Belgium
Quicksilver Mfg., LLC	US	QSM	Buhl, ID
SLR 15 Rifles, Inc.	US	SRL	Andover, MN or Anoka, MN
Sound Tech APR	US	SDH	Pelham, AL
Surgeon Rifles, Inc.	US	SRG	Prague, OK

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

Code	Make, Brand, Model, or Trademark
AAT	Allied Armament, Inc.
ADI	Australian Defense Industries
AFP	Armi F. LLI Poli
BLW	Blackwater Lodge & Training Center or Blackwater USA
DLN	Del-Ton, Inc.
EGE	EGE Silah
ELK	Elk River Tool and Die or (Trade Name Elk River)
JOJ	Jo Jo’s Gun Works, LLC
LCL	La Clede Gun Co.

SECTION 3 – NCIC CODE MANUAL UPDATES

Code	Make, Brand, Model, or Trademark
QSM	Quick Silver Mfg., LLC
SDH	Sound Tech APR
SRG	Surgeon Rifles, Inc.
SRL	SLR 15 Rifles, Inc.

Section 2.1 CAL FIELD CODES
Effective Date: Immediate

CAL	Common Names/Example
327	327 Federal Magnum Charge

UNIFORM OFFENSE CODES

The following should be added to:

Section 3 OFF, OCC, AND CRR FIELD CODES
Effective Date: 1/2009

FRAUDULENT ACTIVITIES

Offense	Code
Identity Theft	2610

PERSONAL DESCRIPTORS

The following should be added to the end of the Personal Descriptors File:

Section 33 -- OFFENDER STATUS (OFS) FIELD CODES

In a record response, the OFS Field translation will include the code with the literal translation. Only the following codes should be used in the OFS Field:

OFFENDER STATUS	OFS CODE
ABSCONDED	01
ABSCONDED NON-COMPLIANT	02
ABSCONDER	03
ABSCONDER OR NON-COMPLIANT	04
ACTIVE	05
ACTIVE - HOMELESS	06
ACTIVE - INCAPACITATED	07
ACTIVE - INVESTIGATION	08
ACTIVE - NON-COMPLIANT	09
ACTIVE - NULL	10
ACTIVE - OUT IN THE COMMUNITY	11
ACTIVE WARRANT	12
ADDITIONAL ADDRESS REGISTERED IN ANOTHER ORI	13
ADDRESS UNDER INVESTIGATION	14
ADDRESS UNKNOWN	15
ADDRESS VERIFIED	16
ANNUAL	17
AWAITING DEPORTATION	18
CANCELED	19

SECTION 3 – NCIC CODE MANUAL UPDATES

CHANGE OF ADDRESS - OUT OF STATE	20
COMPLETE - DISMISSED, EXPUNGED, DECEASED	21
COMPLETED	22
COMPLIANT	23
COMPLIANT - PENDING RETURN OF VERIFICATION	24
COMPLIANT - REGISTERED	25
COMPLIANT (SEE MIS)	26
CONFINED	27
CONFIRMED BY ALTERNATE MEANS - OFFENDER RESIDES AT ADDR LISTED	28
CONFIRMED OUT OF STATE	29
CONSTRUCTIVE CUSTODY	30
COUNTY JAIL	31
COURT ORDERED TO REGISTER	32
CURRENT	33
DECEASED	34
DECEASED - PRESUMED DECEASED	35
DELETED	36
DELINQUENT	37
DENIED INTERSTATE COMPACT	38
DEPORTED	39
DEPORTED - ICE HOLD	40
DETENTION CENTER	41
DIVERSION CENTER	42
EMPLOYMENT ONLY	43
EXPIRED - REGISTRATION COMPLETE	44
EXPIRED - REGISTRATION NO LONGER REQUIRED	45
EXPIRED REGISTRATION	46

SECTION 3 – NCIC CODE MANUAL UPDATES

EXPIRED REGISTRATION TERM (LEVEL 3 OR TIER 1 OFFENDERS ONLY)	47
FAIL TO REGISTER WITH SHERIFF UPON RELEASE	48
FAIL TO VERIFY ADDRESS	49
FAILED ANNUAL VERIFICATION	50
FAILED TO REGISTER	51
FAILED TO REPORT REGISTERED INFORMATION	52
FAILED TO UPDATE INFORMATION	53
FAILED TO VERIFY REGISTERED INFORMATION	54
FAILS TO REGISTER	55
FAILURE OF A SEX OR VIOLENT OFFENDER TO POSSESS IDENTIFICATION	56
FAILURE TO COMPLY WITH REGISTRATION REQUIREMENTS	57
FAILURE TO NOTIFY	58
FAILURE TO NOTIFY OF CHANGE IN ADDRESS	59
FAILURE TO NOTIFY OF EMPLOYMENT ADDRESS - NON-RESIDENT	60
FAILURE TO NOTIFY OF SCHOOL ADDRESS - NON-RESIDENT	61
FAILURE TO REGISTER	62
FAILURE TO RE-REGISTER	63
FAILURE TO VERIFY	64
FUGITIVE	65
HOMELESS	66
HOSPITAL	67
HOSPITALIZED	68
IMPROPERLY REGISTERED	69
IN COMPLIANCE	70
IN CUSTODY	71
IN TRANSIT TO ANOTHER STATE (SEE MIS)	72
IN VIOLATION	73

SECTION 3 – NCIC CODE MANUAL UPDATES

INACTIVE - DECEASED	74
INACTIVE - DEPORTED	75
INACTIVE - EXPIRED	76
INACTIVE - IN PRISON OR OUT OF STATE	77
INACTIVE - INCARCERATED	78
INACTIVE - MOVED	79
INACTIVE - OTHER	80
INACTIVE - OUT OF AREA	81
INACTIVE - REGISTRATION EXPIRED	82
INACTIVE BY COURT	83
INCARCERATED	84
INCOMPLETE	85
JUVENILE - ACTIVE	86
JUVENILE - INACTIVE	87
JUVENILE - RELEASABLE	88
JUVENILE - UNRELEASABLE	89
KIDNAPPING OFFENDER REGISTRATION	90
KNOWINGLY RESIDING WITHIN 300 FEET OF ANY SCHOOL	91
LAWFULLY TERMINATED	92
LOCAL ENTRY STARTED	93
LOCAL JAIL	94
MENTAL HEALTH FACILITY	95
MILITARY	96
MOVED OUT OF STATE	97
NO LONGER REQUIRED TO REGISTER	98
NO VERIFICATION	99
NON-COMPLIANT	A1

SECTION 3 – NCIC CODE MANUAL UPDATES

NON-COMPLIANT - ABSCONDED	A2
NON-COMPLIANT - ADDRESS	A3
NON-COMPLIANT - ANNUAL/BI-ANNUAL	A4
NON-COMPLIANT - DEPORTED BEFORE REGISTERING	A5
NON-COMPLIANT - ENFORCEMENT DISCOVERY ADDRESS	A6
NON-COMPLIANT - FAILED TO REPORT FOR WEEKLY CHECK-IN - HOMELESS	A7
NON-COMPLIANT - INCARCERATED	A8
NON-COMPLIANT - LOCAL WARRANT SHOULD HAVE BEEN ISSUED	A9
NON-COMPLIANT - LOCATION UNKNOWN	A0
NON-COMPLIANT - OTHER	AA
NON-COMPLIANT - PER POLICE DEPT FIELD CHECK	AB
NON-COMPLIANT - PROSECUTION INITIATED	AC
NON-COMPLIANT - REFUSED TO SIGN CHANGE OF INFORMATION FORM	AD
NON-COMPLIANT - REFUSED TO SIGN NOTIFICATION	AE
NON-COMPLIANT - REFUSED TO SIGN REGISTRATION	AF
NON-COMPLIANT - REFUSED TO SIGN VERIFICATION	AG
NON-COMPLIANT - VEHICLE	AH
NON-COMPLIANT - VERIFICATION NOT RETURNED	AI
NON-COMPLIANT - VERIFICATION RETURNED BY US POSTAL SERVICE	AJ
NON-COMPLIANT (SEE MIS)	AK
NON-RESIDENT	AL
NOT COMPLIANT	AM
NOT REGISTERABLE - ADJUDICATED JUVENILE	AN
NOT REGISTERABLE - NO EQUIVALENT	AP
NOT REGISTERABLE - PRIOR TO 1985	AQ
NOT REQUIRED	AR
NOT REQUIRED TO REGISTER	AS

SECTION 3 – NCIC CODE MANUAL UPDATES

NOT YET REGISTERED	AT
NURSING HOME	AU
ON APPEAL OR APPEAL PENDING	AV
OTHER - NOT REGISTERABLE	AW
OUT OF COMPLIANCE	AX
OUT OF COUNTRY	AY
OUT OF STATE	AZ
OUT OF STATE - INCARCERATED	B1
OUT OF STATE - NOT CONFIRMED	B2
OUT OF STATE PRISON	B3
PENDING	B4
PENDING - LEVEL APPEAL ONLY	B5
PENDING COMPLETION	B6
PENDING INTERSTATE COMPACT APPROVAL	B7
PENDING OUT OF STATE	B8
PENDING RECEIPT OF REGISTRATION	B9
PENDING REGISTRATION	B0
PRE-REGISTERED	BA
PRISON - FEDERAL	BB
PRISON - INCARCERATED	BC
PRISON - STATE	BD
PRISON ENTRY STARTED	BE
PROBATION	BF
QUARTERLY	BG
RECORD IS INVALID, EXPUNGED, PARDONED, OR ADDED IN ERROR	BH
REGISTERED	BI
REGISTRANT'S LOCATION UNKNOWN	BJ

SECTION 3 – NCIC CODE MANUAL UPDATES

REGISTRATION REQUIREMENT ENDED	BK
REGISTRATION VIOLATION	BL
RELEASED TO FEDERAL AUTHORITY	BM
RELIEVED OF DUTY TO REGISTER	BN
RELOCATED	BP
RELOCATED OFF ISLAND	BQ
RELOCATED TO AN INTERNATIONAL LOCATION	BR
RELOCATION	BS
RESIDES OUT OF STATE - CAMPUS REGISTRATION	BT
RESIDES OUT OF STATE - EMPLOYED IN STATE	BU
SCHOOL ONLY	BV
SEX OFFENDER REGISTRATION	BW
SEX/KIDNAPPING REGISTRATION	BX
SEXUALLY VIOLENT PREDATOR	BY
STATE RESIDENT	BZ
TBR - TO BE REGISTERED	C1
TRANSIENT	C2
TRANSIENT - HOMELESS	C3
TRANSIENT OR HOMELESS	C4
TRAVELING TO INTERNATIONAL DESTINATIONS	C5
UNABLE TO VERIFY ADDRESS	C6
UNDOMICILED	C7
UNKNOWN	C8
UNVERIFIED - NOT RELEASABLE	C9
UNVERIFIED - RELEASABLE	C0
US AGENCY FOR INTERNATIONAL DEVELOPMENT	CA
US AIR FORCE	CB

SECTION 3 – NCIC CODE MANUAL UPDATES

US ARMY	CC
US COAST GUARD	CD
US DEPARTMENT OF DEFENSE	CE
US DEPARTMENT OF HOMELAND SECURITY	CF
US DEPARTMENT OF JUSTICE	CG
US DEPARTMENT OF STATE	CH
US MARINES	CI
US NAVY	CJ
VACATION	CK
VISITING	CL
VISITOR	CM
WARRANT – OFFENDER’S WHEREABOUTS UNKNOWN - WARRANT ISSUED	CN
WARRANT ISSUED	CP
WHEREABOUTS UNKNOWN	CQ
WORK RELEASE	CR

VEHICLE DATA CODES

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**

MAKE	VMA	VMO	VST
Audi	AUDI		
Q5		Q5	LL
TTS		TTS	2D
B & B Manufacturing	BBMI		
Biddle	BIDD		
BMW	BMW		
335 id		335	2D
Z4		Z4	2D
Chevrolet	CHEV		
Captiva		CTV	LL
Cisitalia (Consorzio Industriale Sportiva Italia)	CISI		
202		202	2D
Cord	CORD		
810		810	2D
Datsun	DATS		
720		720	PK
Dymac Vehicle Group or Electric Vehicle International	DVGI		

SECTION 3 – NCIC CODE MANUAL UPDATES

MAKE	VMA	VMO	VST
Ferrari “Dino” 246 GT/GTS	FERR	246	2D
Ford Transit Connect	FORD	TCN	VN
Flybo or Fly Bo XFD	FLYB	XFD	2D
Freightliner Corp Sprinter	FRHT	SPR	VN
Funke & Will AG	FUNK		
Hiline Carts & Cars, Inc. (low speed vehicles) XG-2, XG-4 XG-6, XGT	HILN	XG	
Hyundai Genesis	HYUN	GEN	4D
Infiniti FX 50	INFI	FX 5	LL
Kia Borrego	KIA	BOR	LL
LC 3 (Formerly Lafayette Country Car Co.)	LCCC		
Mercedes-Benz B 200 GLK 350	MERZ	B 20 GK 3	LL LL

SECTION 3 – NCIC CODE MANUAL UPDATES

MAKE	VMA	VMO	VST
Mini JCW (John Cooper Works)	MNNI	JCW	SW
Nissan 370 Z	NISS	370	2D
Porsche Panamera	PORS	PAN	2D
Revo North America Buster Coupe	REVO	BST	2D
Smart Passion Pure	SMRT	PAS PUR	2D 2D
Stevens - Duryea	STDV		2D
Sunn Electric Vehicle Company	SEVC		
Suzuki Equator	SUZI	EQT	PK
Toledo	TLDO		
Tri Fun or Tri-Fun, Inc. (3-wheel electric vehicle) ES	TRIF	ES	4D
Volkswagon CC Routan Tiguan	VOLK	CC RTN TGN	4D VN LL
Woods Mobilette Company	WOMO		

MAKE	VMA	VMO	VST
Wuling Motors Corp. or Wuling Group or Liuzhou Wuling Special Purposes Vehicle Mfg. Co. (low speed vehicles)	WLNG		

**Section 2.3 VMA AND BRA FIELD CODES FOR CONSTRUCTION EQUIPMENT
AND CONSTRUCTION EQUIPMENT PARTS
Effective Date: Immediate**

Make	Code	Reference
Lil Bubba	LILB	Curbing and Edging Machine
TCM Corp. or TCM Lift Trucks	TCMC	Forklift and Container Lifting Equipment

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

Make	VMA
AIM-EX	AIMX
American Sportworks, LLC (Parent Co.; Manco)	ASPW
Aupa Motorcycle Co., Ltd. or Hongdou-Aupa Motorcycle Co. Ltd.	AUPA
Benzhou Vehicle Industry Grp. Co., Ltd.	BNZH
Big Boar Custom Cycles, Inc.	BBCC
Blackhawk Motor Works, Inc. or Black Hawk Bikes	BLKH

SECTION 3 – NCIC CODE MANUAL UPDATES

Make	VMA
Chang Jiang or Dong Tian Enterprises	CHAN
Covingtons Cycle City	COVC
Cruz-In (Distributed by Jerrico Intl.)	CRZN
Daixi Zhenhua Tech Trade Co., Ltd. or Huzhou Daixi Zhenhua Tech Trade Co., Ltd.	DAIX
Draggin Custom Cycles, LLC	DRGG
Dymac Vehicle Group or Electric Vehicles International ("Verde" Scooters)	DVGI
FBI Motor Co. or Fat Baggers, Inc.	FBIM
Guangyu Motorcycle Mfg. or Chongqing Guangyu Motorcycle Mfg.	GUAN
Haili Industrial Co., Ltd. or Yongkang Haili Industrial Co., Ltd.	HAIL
Hi-Bird Motorcycle Ind., Co., Ltd. or Chongqing Hi-Bird Motorcycle Ind., Co., Ltd.	HIBR
Huangyan Sanye Grp. Co., Ltd. or Zhejiang Huangyan Sanye Group Co., Ltd.	HGYN
Huari Group Co., Ltd. or Jiangmen City Huari Group Co., Ltd.	HUAR
Huawin Motorcycle Co., Ltd. or Zhejiang Summit Huawin Motorcycle Co., Ltd.	HUAW
Jetmoto Motors USA	JTMO

SECTION 3 – NCIC CODE MANUAL UPDATES

Make	VMA
Kaier Motorcycle Mfg. Co., Ltd. or Chongqing Kaier Motorcycle Mfg. Co., Ltd.	KAIR
Kangdi Vehicles Co., Ltd. or Zhejiang Kangdi Vehicles Co., Ltd.	KANG
Lehman Trikes USA, Inc.	LEHM
Liberty Seamless Ent., Inc. or Liberty Electric Bikes	LBRY
Mengdeli Electrical Co., Ltd. or Zhejiang Mengdeli Electrical Co., Ltd.	MENG
Nanlong Group Co., Ltd.	NANL
Peterson Motor Industrial Co., Ltd.	PTMI
Phil Borriello Chopper Shop, LLC	PBCS
Piaggio Group Americas, Inc.	PIAG
Rudge Whitworth or Rudge-Whitworth	RUDG
Sandi Motorcycle Co., Ltd. or Taixing Sandi Motorcycle Co., Ltd.	SNDI
Shengqi Motion Apparatus Co., Ltd. or Zhenjiang Shengqi Motion Apparatus Co., Ltd.	SHQI
Shineray Motorcycle Co., Ltd. or Chongqing Shineray Motorcycle Co., Ltd.	SHIN
Steelhorse Custom Motorcycles, Inc.	STHS
Sunhou S & T Motorcycle Co., Ltd. or Jiangsu Sunhou S & T Motorcycle Co., Ltd.	SNHU
Swede Built Motorcycles	SWED

SECTION 3 – NCIC CODE MANUAL UPDATES

Make	VMA
SYM U.S.A. or Sanyang Motorcycle or Sanyang Industry Co., Ltd.	SYMG
Taotao Industry Co., Ltd. or Zhejiang Taotao Industry Co., Ltd.	TAOI
Tianma Group or Tianma Motorcycle Co., Ltd. or Guangzhou Tianma Group	TIAN
Voodoo Choppers	VOOD

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

Make	Code	Reference
Abu Trailers	ABUT	North Dakota
Acier Fabrex, Inc.	AFBX	
Blue Ribbon Trailers, Ltd.	BLUT	Oklahoma City, OK
Chalet RV, Inc.	CHLT	Alpine, Arrowhead, Aspen, & LTW Models
Colfax Trailer & Repair, LLC	CLFX	Colfax, NC
Cowboy Classics Conversions, Inc.	CWBY	Missouri; Adds living quarters to horse trailers
Crafton Equipment, Inc.	CRFE	Missouri
Cusco Fabricators, Inc. or Wastequip Cusco, Inc.	CSCO	Ontario, Canada
C & W Trailers	CWTL	Tennessee, not same as C & W in Mississippi
Delco Trailers	DELC	Sumner, TX

SECTION 3 – NCIC CODE MANUAL UPDATES

Make	Code	Reference
DSH Enterprises	DSHE	Atlanta, TX
Fast Master Products, Inc.	FMST	Katy, TX
Gas Service & Supply	GSSS	
Hibbard Iron Works of Hampton	HIBB	Hampton, VA
Interstate West Corp.	INTW	Nampa, ID
Lifetime Products, Inc.	LIFT	Clearfield, UT
The Nations Trailers, Inc. or Nations Trailers	NTNS	Michigan
PBM Supply & Mfg., Inc.	PBMS	Chico, CA
R & D Trailer and Equip. Sales	RDTE	Mexia, TX
RAD Industries	RADI	
Rice Trailer Co.	RICE	Denison, IA
R. Jenkins Trailer Sales or RJ's Welding	RJNK	Mt. Groghan, SC
Sealmaster	SLMS	Sandusky, OH
Stohl Trailers	STHL	Salisbury, NC
Totem Equipment & Supply, Inc.	TTEM	Alaska
Traeger	TRGR	Smoker, Bar-B-Que, Rotisserie; Outdoor Cooking Apparatus
Trailers Unlimited	TLUN	Macon, GA
Trailers USA, Inc.	TUSA	Ocala, FL

SECTION 3 – NCIC CODE MANUAL UPDATES

Make	Code	Reference
U.S. Titan Imports	USTN	Hui Li Henan Import & Export Trading Co., Ltd.
VN & J Sales	VNJS	St. Louis, MI Fun line trailers

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

Make	Code	Reference
Chariot Vans, Inc.	CHRT	Motor homes, van conversions
Kingsley Coach, Inc. or The Kingsley Coach, Inc.	KNGY	Motor homes & RVs
Wuling Motors Corp. or Wuling Group or Liuzhou Wuling Special Purposes Vehicle Mfg., Co.	WLNG	Low speed vehicles

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

Code	Manufacturer
ABUT	Abu Trailers
AFBX	Acier Fabrex, Inc.
AIMX	AIM-EX
ASPW	American Sportworks, LLC (Parent Co.; Manco)
AUPA	Aupa Motorcycle Co., Ltd. or Hongdou-Aupa Motorcycle Co., Ltd.
BBCC	Big Boar Custom Cycles, Inc.

SECTION 3 – NCIC CODE MANUAL UPDATES

Code	Manufacturer
BBMI	B & B Manufacturing
BIDD	Biddle
BLKH	Blackhawk Motor Works, Inc. or Black Hawk Bikes
BLUT	Blue Ribbon Trailers, Ltd.
BNZH	Benzhou Vehicle Industry Grp. Co., Ltd.
CHAN	Chang Jiang or Dong Tian Enterprises
CHLT	Chalet RV, Inc.
CHRT	Chariot Vans, Inc.
CISI	Cisitalia (Consorzio Industriale Sportiva Italia)
CLFX	Colfax Trailer & Repair, LLC
CORD	Cord
COVC	Covingtons Cycle City
CRFE	Crafton Equipment, Inc.
CRZN	Cruz-In (Distributed by Jerrico Intl.)
CSCO	Cusco Fabricators, Inc. or Wastequip Cusco, Inc.
CWBY	Cowboy Classics Conversions, Inc.
CWTL	C & W Trailers
DAIX	Daixi Zhenhua Tech Trade Co., Ltd. or Huzhou Daixi Zhenhua Tech Trade Co., Ltd.
DELCO	Delco Trailers

SECTION 3 – NCIC CODE MANUAL UPDATES

Code	Manufacturer
DRGG	Draggin Custom Cycles, LLC
DSHE	DSH Enterprises
DVGI	Dymac Vehicle Group or Electric Vehicles International
FBIM	FBI Motor Co. or Fat Baggers, Inc.
FLYB	Flybo or Fly Bo
FMST	Fast Master Products, Inc.
FUNK	Funke & Will AG
GSSS	Gas Service & Supply
GUAN	Guangyu Motorcycle Mfg. or Chongqing Guangyu Motorcycle Mfg.
HAIL	Haili Industrial Co., Ltd. or Yongkang Haili Industrial Co., Ltd.
HGYN	Huangyan Sanye Grp. Co., Ltd. or Zhejiang Huangyan Sanye Group Co., Ltd.
HIBB	Hibbard Ironworks of Hampton
HIBR	Hi-Bird Motorcycle Ind., Co., Ltd. or Chongqing Hi-Bird Motorcycle Ind., Co., Ltd.
HILN	Hiline Carts & Cars, Inc.
HUAR	Huari Group Co., Ltd. or Jiangmen City Huari Group Co., Ltd.
HUAW	Huawin Motorcycle Co., Ltd. or Zhejiang Summit Huawin Motorcycle Co., Ltd.
INTW	Interstate West Corp.

SECTION 3 -- NCIC 2000 CODE MANUAL UPDATES

Code	Manufacturer
JTMO	Jetmoto Motors USA
KAIR	Kaier Motorcycle Mfg. Co., Ltd. or Chongqing Kaier Motorcycle Mfg. Co., Ltd.
KANG	Kangdi Vehicles Co., Ltd. or Zhejiang Kangdi Vehicles Co., Ltd.
KNGY	Kingsley Coach, Inc. or The Kingsley Coach, Inc.
LBRY	Liberty Seamless Ent., Inc. or Liberty Electric Bikes
LCCC	LC 3 (Formerly Lafayette Country Car Co.)
LEHM	Lehman Trikes USA, Inc.
LIFT	Lifetime Products, Inc.
LILB	Lil Bubba
MENG	Mengdeli Electrical Co., Ltd. or Zhejiang Mengdeli Electrical Co., Ltd.
NANL	Nanlong Group Co., Ltd.
NTNS	The Nations Trailers, Inc. or Nations Trailers
PBCS	Phil Borriello Chopper Shop, LLC
PBMS	PBM Supply & Mfg., Inc.
PIAG	Piaggio Group Americas, Inc.
PTMI	Peterson Motor Industrial Co., Ltd.
RADI	RAD Industries

SECTION 3 -- NCIC 2000 CODE MANUAL UPDATES

Code	Manufacturer
RDTE	R & D Trailer and Equip. Sales
REVO	Revo North America
RICE	Rice Trailer Co.
RJNK	R. Jenkins Trailer Sales or RJ's Welding
RUDG	Rudge Whitworth or Rudge-Whitworth
SEVC	Sunn Electric Vehicle Company
SHIN	Shineray Motorcycle Co., Ltd. or Chongqing Shineray Motorcycle Co., Ltd.
SHQI	Shengqi Motion Apparatus Co., Ltd. or Zhenjiang Shengqi Motion Apparatus Co., Ltd.
SLMS	Sealmaster
SNDI	Sandi Motorcycle Co., Ltd. or Taixing Sandi Motorcycle Co., Ltd.
SNHU	Sunhou S & T Motorcycle Co., Ltd. or Jiangsu Sunhou S & T Motorcycle Co., Ltd.
STDV	Stevens-Duryea
STHL	Stohl Trailers
STHS	Steelhorse Custom Motorcycles, Inc.
SWED	Swede Built Motorcycles
SYMG	SYM U.S.A. or Sanyang Motorcycle or Sanyang Industry Co., Ltd.

SECTION 3 -- NCIC 2000 CODE MANUAL UPDATES

Code	Manufacturer
TAOI	Taotao Industry Co., Ltd. or Zhejiang Taotao Industry Co., Ltd.
TCMC	TCM Corp. or TCM Lift Trucks
TIAN	Tianma Group or Tianma Motorcycle Co., Ltd. or Guangzhou Tianma Group
TLDO	Toledo
TLUN	Trailers Unlimited
TRGR	Traeger
TRIF	Tri Fun or Tri-Fun, Inc.
TTEM	Totem Equipment & Supply, Inc.
TUSA	Trailers USA, Inc.
USTN	U.S. Titan Imports
VOOD	Voodoo Choppers
VNJS	VN & J Sales
WLNG	Wuling Motors Corp. or Wuling Group or Liuzhou Wuling Special Purposes Vehicle Mfg. Co.
WOMO	Woods Mobilette Company

Section 4.8 VST FIELD CODES FOR TRAILERS
Effective Date: Immediate

Style	Code	Reference
Cooking Trailer	SB	Smoker, Bar-B-Que or Rotisserie. Primarily used outdoors.

Section 4.10 VEHICLE STYLE CODES ALPHABETICALLY BY CODE
Effective Date: Immediate

Code	Style
SB	Cooking Trailer

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

Category Name	Code
Emissions Control Device, i.e., Catalytic Converter	EC

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

Code	Category Name
EC	Emissions Control Device, i.e., Catalytic Converter

SECTION 4 -- VALIDATION LAYOUTS

VALIDATION FIXED FORMATS

AFFECTED BY CHANGE: **Persons (Supplemental) Validation Format**EFFECTIVE DATE: **August 2, 2009****Persons (Supplemental) 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-PESU-RTYP	2	AN	Record Types: "42" - Person MNU "43" - Person SOC "44" - Person SMT "45" - Person CTZ "46" - Person PC0 "49" - Person CMC "60" - Person OFS
	3	6	RCNT	Record Type Count	FMT-PESU-RCNT	4	N	
	7	7	STAT	Status	FMT-PESU-STAT	1	AN	
	8	8	HTY	HDB Type	FMT-PESU-HTY	1	AN	
	9	9	HSB	HDB Subtype	FMT-PESU-HSB	1	AN	
	10	18	TORI	Terminal ORI	FMT-PESU-TORI	9	AN	
	19	38	OCA	Originating Agency Case Number	FMT-PESU-OCA	20	AN	Right Justified
	39	48	NIC	NCIC Number	FMT-PESU-NIC	10	AN	
	49	58	BNIC	Base NCIC Number	FMT-PESU-BNIC	10	AN	
	59	60		Last Group Entry	FMT-PESU-LGE	2	N	
Person Supplemental Data					FMT-PESU-DATA			
	61	782		Supplemental Array (Occurs 38)	FMT-PESU-ARRAY	722	AN	
	61	61		Type	FMT-PESU-TYP	1	AN	Valid type values are 'B' - Base 'F' - Fraudulent 'S' - Supplemental
	62	64	MFC	Message Field Code	FMT-PESU-MFC	3	AN	Determines the type of supplemental data. Valid values are 'MNU' 'SOC' 'SMT' 'PC0' 'CMC' 'CTZ'.

SECTION 4 – VALIDATION LAYOUTS

								'OFS'
	65	79		Value	FMT-PESU-VAL	15	AN	Values based on MFC code: MNU -Misc. Number (15) SOC -Social Security (9) SMT - Scars/Marks/Tattoos (10) PCO - Protection Order Condition (2) CMC -Caution Medical (10) CTZ – Citizenship (2) OFS – Offender Status (2) MNU is Right Justified
	783	800		Filler		18	AN	