

## CODING DENTAL CHARACTERISTICS

### Letter to Dentist

Dear Doctor:

Because it is believed that you have treated the subject of this report, your assistance with the enclosed dental report is requested. Your careful attention to the information requested in the dental report may aid in the identification of the person who has been reported missing.

A worksheet for your notes in regard to each tooth is contained in this packet. Using this worksheet will enable you to combine the information shown in the dental records and radiographs to provide an accurate dental profile. Once you have completed the worksheet, you may use these notes to easily transfer the information to the National Crime Information Center (NCIC) Missing Person Dental Report.

This report is designed to facilitate the collection of dental data to be entered into the NCIC, which will compare these dental data to dental characteristics stored in the NCIC Unidentified Person File to develop a candidate list of potential matching records.

Your careful examination of all available dental records will ensure you create a dental profile that will provide key information used in the identification process. Under most circumstances, it should not take you more than a few minutes to complete this report.

If you have any questions regarding the reporting of a condition, contact the FBI's CJIS Division at (304) 625-3000.

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### Dental Data Checklist

(to be completed by dentist)

- All dental information has been collected and reviewed (including, but not limited to all original radiographs, treatment records, dental photographs, and dental models).
- Photographs showing missing persons teeth have been collected from family and/or friends.
- Dental records and photographs collected have been given to the investigating agency.
- Completed Dental Condition Worksheet. (See page 29.)
- Completed NCIC Missing Person Dental Report. (See page 30.)

**DENTAL CONDITION WORKSHEET**  
(to be completed by dentist)

You should fill out this chart following your complete review of all available dental records and radiographs. You should number the teeth following the format of the Universal numbering system with tooth #1 being the upper right third molar, tooth #16 being the upper left third molar, tooth #17 being the lower left third molar and tooth #32 being the lower right third molar. In your descriptions of the restorations present, you should include the surfaces involved (M, O, D, F, L), the restorative material used, such as amalgam, gold, porcelain, composite, temporary cement and any other conditions that may be observed such as endodontic treatment, pin retention, orthodontic brackets or bands. You must not leave any tooth numbers blank. If the tooth has no restorations, note it as "virgin" or "present, no restoration." Note other significant dental information at the bottom of this chart or on an additional sheet of paper, which you should attach to this worksheet.

1. _____	32. _____
2. _____	31. _____
3. _____	30. _____
4. _____	29. _____
5. _____	28. _____
6. _____	27. _____
7. _____	26. _____
8. _____	25. _____
9. _____	24. _____
10. _____	23. _____
11. _____	22. _____
12. _____	21. _____
13. _____	20. _____
14. _____	19. _____
15. _____	18. _____
16. _____	17. _____

**Additional Dental Information:**

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NCIC Missing Person Dental Report

SECTION 1

Patient's Name: \_\_\_\_\_ Age at Disappearance: \_\_\_\_\_ NCIC #: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

X-Rays Available?  Yes  No

Dental Models Available?  Yes  No

Dental Photographs Available?  Yes  No

SECTION 2

DENTAL CHARACTERISTICS

Upper Right	
01 (18) _____	
02 (17) _____	
03 (16) _____	
04 (15) _____ (A)	
05 (14) _____ (B)	
06 (13) _____ (C)	
07 (12) _____ (D)	
08 (11) _____ (E)	
Upper Left	
09 (21) _____ (F)	
10 (22) _____ (G)	
11 (23) _____ (H)	
12 (24) _____ (I)	
13 (25) _____ (J)	
14 (26) _____	
15 (27) _____	
16 (28) _____	

(Numbers in parentheses  
represent FDI System.)

(Letters in parentheses  
represent deciduous  
dentition.)

Lower Right	
32 (48) _____	
31 (47) _____	
30 (46) _____	
29 (45) _____ (T)	
28 (44) _____ (S)	
27 (43) _____ (R)	
26 (42) _____ (Q)	
25 (41) _____ (P)	
Lower Left	
24 (31) _____ (O)	
23 (32) _____ (N)	
22 (33) _____ (M)	
21 (34) _____ (L)	
20 (35) _____ (K)	
19 (36) _____	
18 (37) _____	
17 (38) _____	

SECTION 3

DENTAL CODES

X = Tooth has been removed or did not develop

V = Tooth is unrestored or no information (Default Code)

M = Mesial Surface Restored

O = Occlusal/Incisal Surface Restored

D = Distal Surface Restored

F = Facial or Buccal Surface Restored

L = Lingual Surface Restored

C = Lab Processed or Prefabricated Restoration

R = Endodontic Treatment

/ = Tooth present with endodontic treatment but clinical crown missing (i.e., fractured, caries)\*

(\*The codes V and / are used differently in the Missing Person Dental Report than in the Unidentified Person Dental Report.)

SECTION 4

DENTAL REMARKS

ALL (All 32 teeth are present and unrestored)

UNK (No dental information available)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## General Procedures for Coding the Report (to be completed by dentist)

### Section 1:

- Complete the Patient's Name field as reflected in the dental records.
- The Age at Disappearance and NCIC # fields should be completed by the investigating agency.
- The Completed by, Date Completed, Address, Telephone #, Email Address, X-Rays Available, Dental Models Available, and Dental Photographs Available fields should be completed by the individual filling out the dental report.

### Section 2:

- If no dental information is available, go directly to Section 4 and check the UNK box. Do not enter any codes in the tooth fields.
- If all 32 teeth are present with no restorations, go directly to Section 4 and check the ALL box.
- Review pages 32–36 prior to completing the Dental Characteristics Section of the dental report.
- Tooth numbers are based on the Universal System. The corresponding Federation Dentaire Internationale (FDI) System numbering is depicted in parenthesis.
- Use all available dental evidence to capture the most accurate dental profile.
- Enter the appropriate code(s) next to the corresponding tooth number, 01–32, on the dental report.
- Each tooth must have one or more codes entered except when ALL or UNK is used in Section 4.

### Section 3:

- Dental Codes. A more detailed explanation of these codes and their use is provided on page 32.

### Section 4:

- Used for coding ALL or UNK.
  - If ALL is marked, NCIC will automatically code all teeth as V.
  - If UNK is marked, NCIC will automatically code all teeth as /. A dental comparison will not be performed by NCIC when this box is marked.
- Used for additional dental characteristics not captured in the dental codes listed in Section 3, for example, dental implants, removable dentures, orthodontic appliances. Specific tooth numbers are not always necessary, and key descriptive words are preferred.

## Dental Codes and Descriptions

Primary Dental Codes - One or more codes must be entered for each tooth.

Code	Description
V	Virgin. Default code for Missing Persons. Tooth is present or assumed to be present and unrestored. This includes unerupted teeth, such as wisdom or deciduous teeth. If no information is available for a particular tooth, this code should be used as it is assumed that all teeth are present (erupted or unerupted) and unrestored when they develop. This code is also used when a tooth has been restored but it is impossible to determine which surface has been restored (most common example of this is the location of a pit type filling on molars when it is impossible to determine whether the filling is on the facial or lingual surface). Note: This code is used differently when coding dental characteristics for Unidentified Persons.
/	A portion of the tooth is remaining and obvious endodontic treatment has been performed but the clinical crown has either fractured off or decayed to the extent that it is impossible to determine which surfaces have been restored. Note: This code is used differently when coding dental characteristics for Unidentified Persons.
X	Missing. Tooth has been extracted or is congenitally missing.
M	Mesial surface of the tooth has been restored.
O	Occlusal or Incisal surface of the tooth has been restored.
D	Distal surface of the tooth has been restored.
F	Facial or Buccal surface of the tooth has been restored.
L	Lingual surface of the tooth has been restored.

Secondary Dental Codes - Cannot be used independently. Must be used in conjunction with Primary codes.

Code	Description
C	Any laboratory processed restoration including crowns, inlays, onlays, and veneers. This code also includes prefabricated restorations such as stainless steel crowns, metal and acrylic temporary crowns, and porcelain processed veneers.
R	Root canal. Evidence is available to establish that an endodontic procedure has been started or completed.

### Common Coding Rules and Interpretation Issues with Examples

Issue	Description	Example
<p>No Records Regarding the Condition of Some Teeth</p>	<p>The default code for missing person dental records is V. If no information is available for a particular tooth or teeth, it is assumed that they developed and were unrestored.</p>	<p>The only records received for analysis are bitewing-type X-rays. There is no information concerning the anterior teeth and the wisdom teeth. The appropriate code entries for these teeth are:</p> <p>01V    32V 06V    27V 07V    26V 08V    25V</p> <p>09V    24V 10V    23V 11V    22V 16V    17V</p>
<p>Multiple Restorations on One Tooth Surface</p>	<p>Only one surface code is entered for a particular surface on a specific tooth regardless of the number of restorations on that particular surface.</p>	<p>Tooth #28 has two occlusal pit restorations, the appropriate code entry: 28O.</p>
<p>Deciduous Teeth</p>	<p>Deciduous teeth are coded in the same manner as permanent teeth. When the available dental records are in the mixed dentition phase, the examiner must establish the likelihood of the deciduous tooth being exfoliated and replaced by the permanent tooth during the time interval between the date of the last dental record (written/radiograph) and the date the individual went missing. For the purposes of NCIC coding, the general rule is: Unless there is evidence to the contrary, it is assumed that all deciduous teeth will be replaced by permanent teeth at 11+ years of age. When in doubt, use the default V code.</p>	<p>#1: The most recent available dental records are of the individual at 7 years of age and indicate a MOD restoration on the lower right second deciduous molar. The individual went missing at 9 years of age. The tooth should be coded: 29MOD</p> <p>#2: The most recent available dental records are of the individual at 9 years of age and indicate a MOD restoration on the lower right second deciduous molar. The radiographs show evidence of a permanent successor. The individual went missing at 16 years of age. The tooth should be coded: 29V</p> <p>#3: The most recent available dental records are of the individual at 10 years of age and indicate a MOD restoration on the lower right second deciduous molar. The radiographs clearly show no evidence of a permanent successor. The individual went missing at 16 years of age. The tooth should be coded: 29MOD</p>

### Common Coding Rules and Interpretation Issues with Examples

Issue	Description	Example
Fixed Dental Bridge	The important feature is that the tooth has been extracted.	Tooth #8 has been extracted and replaced with a fixed bridge. Teeth #7 and #9 are the abutment teeth and restored with full coverage porcelain to metal crowns. The teeth should be coded: 07MODFLC 08X 09MODFLC
Dental Implant	The important feature is that the tooth has been extracted.	Tooth #8 has been extracted and replaced by a dental implant. The tooth should be coded: Dental Report, Section 2 - 08X Dental Report, Section 4 - Implant 08
Removable Dentures	All teeth that are replaced by a complete or partial denture are coded as X in Section 2 of the dental report, and the appropriate notations should be made in Section 4.	"Complete Maxillary Denture", "Complete Mandibular Denture", "Partial Maxillary Denture", and/or "Partial Mandibular Denture."
Overdenture Teeth	All missing teeth are coded with X. For the purposes of NCIC coding, the overdenture teeth are assumed to have endodontic treatment and some sort of cast coping.	Teeth #6 and #11 are overdenture teeth for a complete maxillary denture. These teeth should be coded: Section 2 - Missing teeth coded X 06MODFLCR 11MODFLCR Section 4 - Complete Maxillary Denture, Overdenture 06, Overdenture 11
Orthodontic Appliances (Active and Passive)	All teeth are coded for their dental characteristics and a notation should be made in Section 4 of the dental report	Section 4 - "Orthodontic Appliance"
Pit and Fissure Sealants	Pit and fissure sealants are not considered restorations for the purposes of NCIC coding.	All teeth that have pit and fissure sealants are coded V.

### Common Coding Rules and Interpretation Issues with Examples

Issue	Description	Example
Facial or Lingual Restoration	Sometimes it is impossible to distinguish if a restoration is on the facial or lingual surface. Review the written records to help determine the position or extent of the restorations observed on the x-rays. If it is impossible to determine which surface contains the restoration, the appropriate NCIC code is V. Otherwise, code only the restored surfaces that can be reasonably identified.	<p>#1: A pit restoration is observed on tooth #19. It is impossible to determine whether it is on the facial or the lingual surface. The tooth should be coded: 19V</p> <p>#2: A restoration is observed on tooth #14. It appears to be an Occlusal restoration that extends either to the facial or lingual surface, but the extension location cannot be determined. The tooth should be coded: 14O</p>
Missing Premolars (Bicuspid)	Determining which premolars were extracted may be difficult, particularly following completion of orthodontic treatment. Careful examination of the radiographs and written treatment records is often helpful in making this determination. For the purposes of NCIC coding, if it is impossible to determine which premolars were extracted, the appropriate code is V.	If it is impossible to determine which premolars were extracted, the appropriate code is V.
Anterior Composite Restoration	The coding of restored surfaces on anterior teeth should be conservative when interpreting dental records for a missing person.	A small mesial restoration is observed radiographically for tooth #8. The written records indicate a mesiolingual restoration was placed on the tooth. The tooth should be coded: 08M
Extent of Large Restorations	Coding surfaces on restorations that appear to be quite extensive on x-rays can be difficult. A review of written treatment records may clarify the actual surfaces that have been restored. Code only the surfaces that show evidence of being restored.	X-rays indicate a large build up type restoration on tooth #19. The written dental records do not indicate which surfaces have been restored. The radiographs, however, indicate obvious restorations on the mesial, occlusal, and distal surfaces. The tooth should be coded: 19MOD

## Entry Rules for NCIC Dental Characteristics

The following rules apply to each tooth for the successful entry of dental characteristics into NCIC:

1. The DCH Field requires that a code or series of codes be entered for each tooth. The tooth number (01–32) must be followed by option A, B, or C:
  - A. One special character /, or one special character / followed by R.
  - B. One alphabetic character M, O, D, F, L, X, V.
  - C. Two to seven alphabetic characters M, O, D, F, L, C, and R.
2. Any combination of M, O, D, F, L should be entered in the sequence of M, O, D, F, L.
3. The R character should follow any combination of M, O, D, F, L, C or the / character.
4. The C character should follow any combination of M, O, D, F, or L.
5. The only character that should be used with / is the R character.
6. The characters V and X should not be used with any combination of characters.
7. The characters M, O, D, F, L, C, R, /, V, and X may be used only once per numeric.

If you have any questions regarding the reporting of a condition, contact the FBI's CJIS Division at (304) 625-3000.

Thank you for your careful completion of this report. Please be sure to retain all dental records on the missing person for future comparisons, or if you desire, you may release the records to the parent(s) and/or investigating agency. The family and friends of your patient are extremely grateful for your assistance.