Introduction

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1 WHAT IS NCIC?

1.1 DEFINITION

- The National Crime Information Center (NCIC) System is a nationwide information system established as a service to all criminal justice agencies - federal, state, local, tribal, and territorial. The goal of the NCIC System is to help the criminal justice community perform its duties by providing and maintaining a filing system of accurate and timely documented criminal justice information. For NCIC purposes, criminal justice information is defined as information collected by criminal justice agencies that is needed for the performance of their legally authorized, required function. This includes wanted person information; missing person information; unidentified person information; stolen property information; criminal history information; information compiled in the course of investigation of crimes that are known or believed on reasonable grounds to have occurred, including information on identifiable individuals; and information on identifiable individuals compiled in an effort to anticipate, prevent, or monitor possible criminal activity. Criminal justice information can be electronic (paperless) or hard copy (paper). The NCIC System can best be described as an index of documented criminal justice information concerning crimes and criminals of nationwide interest and a locator file for missing and unidentified persons.

- The structure and basic procedures of the NCIC System were approved by resolution of the full membership of the International Association of Chiefs of Police in Philadelphia, Pennsylvania, in October 1966. General policy concerning the philosophy, concept, and operational principles of the System is based upon the recommendations of the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB) to the Director of the FBI. The APB is comprised of top administrators from federal, state, local, tribal, and territorial criminal justice agencies throughout the United States. Through the APB, its Subcommittee and Working Group input, changes in current applications, the addition of new files, and new procedures, e.g., edits, codes, validations, are coordinated with all NCIC participants.

- The NCIC System stores vast amounts of criminal justice information which can be instantly retrieved by and/or furnished to any authorized agency.

- The NCIC System serves criminal justice agencies in the 50 states, the District of Columbia, U.S. territories, and Canada. Through established state systems, the NCIC System has become available for use by all criminal justice agencies. Access to the NCIC Files by specific foreign nations is provided through INTERPOL, U.S. National Central Bureau, in Washington, DC.

1.2 DATA AND PROBABLE CAUSE

- An NCIC hit alone is not probable cause to arrest, but indicates that a stolen property report, missing person report, or warrant, etc. may have been filed. A hit is only one element comprising sufficient legal grounds for probable cause to arrest.

- Correct NCIC procedure requires the agency which placed the record in file be contacted by the inquiring agency to confirm that the data are accurate and up-to-date. In some circumstances, the hit confirmed with the originating agency may be the major or only element necessary to detain or make an arrest. For instance, a confirmation of an outstanding warrant on an individual or a hit confirmed on a stolen vehicle or stolen property in a timeframe very close to the time of an actual theft would likely support an arrest decision. The confirmation of a hit on a person file record, regardless of how long it had been in the System, would be enough cause to take appropriate action. However, when attempting to recover the stolen property record that had been in the System one or two years, the officer would need not only the element of the hit but also additional facts adding up to probable cause. For instance, a hit on a record two years after a vehicle was stolen would in itself be inadequate probable cause for an arrest, since it would be possible or even probable the vehicle was then in the possession of an innocent purchaser rather than the original thief. To make an arrest under these circumstances, the officer would need not

only the element of the hit but also additional facts adding up to probable cause. A hit confirmed with the originating agency can be adequate grounds to recover stolen property, return a missing person, arrest a fugitive, or charge a subject with violation of a protection order.

- Files, such as the Gang, Threat Screening Center, Supervised Release, National Sex Offender Registry, Protective Interest, Violent Person, and NICS Denied Transaction do not require hit confirmation and are designed to provide law enforcement officers with adequate warning regarding individuals who have had involvement in criminal activities or are known to represent potential danger to the public.

  Refer to the Procedures for Handling a Hit section in each NCIC file chapter for additional information.

1.3 RESPONSIBILITY FOR RECORDS

- NCIC records must be kept accurate and up to date. Agencies that enter records in the NCIC System are responsible for their accuracy, timeliness, and completeness. To facilitate compliance with hit confirmation requirements, the originating agency must be available 24 hours a day to confirm its record entries. Nonterminal agencies must sign a "Holder of the Record" agreement with a 24-hour agency delineating the responsibility for hit confirmation. Originating agencies that are not available 24 hours must place instructions for after-hour hit confirmation, e.g. a 24-hour contact telephone number or an Originating Agency Identifier (ORI) in the Miscellaneous Field.

- Stringent administrative procedures and controls to ensure that accurate data are entered in computerized criminal justice information systems are important. An officer's evaluation of the information contained in a hit response is just as important as keeping the information accurate, timely, and complete. Combining stringent administrative controls with proper evaluation by the officer receiving the hit can prevent lost court cases, civil liability suits, false arrests, and criminal charges against the law enforcement officer.

- The FBI, as manager of the NCIC System, helps maintain the integrity of the System through:

  - Automatic computer edits which reject records with certain common types of errors in data;

  - Automatic purging of records after they are on file for a prescribed period of time;

  - Quality control checks by FBI personnel; and,

  - Distribution of records to be validated. (Details concerning quality control and validation procedures appear in QUALITY CONTROL and VALIDATION sections of this chapter.)

- The NCIC System makes centralized crime data immediately available to the criminal justice community. The success of the System depends upon the extent to which patrol officers, investigators, judges, prosecutors, corrections officers, and other criminal justice agency officials intelligently use it in day-to-day operations.

- This manual contains instructions designed to guide participants in using the NCIC System. No system can be expected to produce results unless it is properly used. The standards and procedures set forth should be strictly followed as every exception tends to degrade the System and the integrity of the data stored in the System.

- All inquiries regarding the NCIC System should be addressed to the FBI, CJIS Division, Attention: NCIC Operations and Policy Unit, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306.

1.4 SYSTEM DESCRIPTION

- System participants include federal, state, local, tribal, and territorial criminal justice agencies throughout the United States, U.S. territories, and Canada.

- Most records are placed directly into the NCIC System by an originating agency (agency holding warrant, missing person report, or theft report; registration information on sex offender, person on supervised release, etc.), through a control terminal tied into the network. Entries for the ORI File are made by the FBI's CJIS Division staff. Records for fugitives wanted by foreign countries are entered either by the Royal Canadian Mounted Police or the U.S. National Central Bureau, INTERPOL. Records on immigration violators are entered by the U.S. Immigration and Customs Enforcement. NICS Denied Transaction File records are entered through an interface managed by the FBI based on a National Instant Criminal Background Check System (NICS) denial. The records entered must meet the criteria established for the particular type of record involved. Inquiries must contain prescribed identifying data.

- The NCIC System provides virtually uninterrupted operation 24 hours a day, 7 days a week. Communication lines and associated costs from the NCIC System to the control terminals are borne by the FBI.

- The FBI NCIC computer equipment can interface with control terminal equipment manufactured by many of the major computer firms. System participants are not required to use the same make computer equipment as that used by the FBI. The only requirement is that terminal equipment be able to communicate with Transmission Control Protocol/Internet Protocol (TCP/IP).

1.5 POLICY

- The CJIS APB recommends general policy to the FBI with respect to the philosophy, concept, and operational principles of the NCIC System. In its deliberations, the APB places particular emphasis on the continued compatibility of the NCIC System and state systems; System security; and rules, regulations, and procedures to maintain the integrity of NCIC records.

- The CJIS Advisory Process consists of three components: Working Groups, Subcommittees, and APB. The APB is responsible for reviewing policy issues and appropriate technical and operational issues related to the programs administered by the CJIS Division and, thereafter, for making appropriate recommendations to the FBI Director. The 35-member CJIS APB is composed of the following:

    - Twenty criminal justice agency representatives who are selected by the CJIS Working Groups and appointed by the FBI Director. (One state-level and one local-level representative selected by all fifty states, the U.S. territories, and the Royal Canadian Mounted Police, as well as one tribal law enforcement representative from each region.)

    - Five 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; a national security agency; and the tribal community.

    - 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.

  - Federal agencies participating in the Federal Working Group elect one member to serve as a federal representative.

  - The chair of the National Crime Prevention and Privacy Compact Council selects one member to serve as their representative.

- A federal Working Group and four regional Working Groups were established to recommend policy and procedures for the programs administered by the 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.

- The Subcommittees make recommendations to the APB. Recommendations made by the Working Groups are considered by the subcommittees prior to making final recommendations to the APB.

- To gain insight and direction into specific program-related issues, the APB receives input from Ad Hoc Subcommittees.

1.6 SYSTEM SECURITY

- NCIC files are obtained, accessed, and shared as authorized by Title 28, United States Code, Section 534 and Title 28, Code of Federal Regulations (C.F.R.), Part 20. Authorized indirect dissemination of the NCIC records is discretionary with the CJIS Systems Agency (CSA) unless restricted by federal, state, or local law. Such information may be withheld because of criminal justice priorities, budgetary limitations, or other reasons determined by the CSA to be legitimate.

- Federal firearms licensees (FFLs) are authorized under 28 C.F.R.§ 20.33(e) to receive information contained within NCIC stolen gun records for the purposes of determining whether a firearm offered for sale has been stolen. Such information may include the firearm type, numeric identifiers associated with the firearm and contact information for the record-owning agency to facilitate communication between the FFL and law enforcement. Dissemination of NCIC record information to FFLs from other files or for other purposes is prohibited.

- An agency participating in the NCIC System as a CSA must assume responsibility for and enforce System security with regard to all other agencies which it, in turn, services. The responsibilities of NCIC CSAs are outlined in Section 4 of this Introduction.

- The FBI uses hardware and software controls to help ensure System security. However, final responsibility for the maintenance of the security and confidentiality of criminal justice information rests with the individual agencies participating in the NCIC System. Further information regarding System security can be obtained from the *CJIS Security Policy*.

- The data stored in the NCIC System is documented criminal justice information and must be protected to ensure correct, legal, and efficient dissemination and use. It is incumbent upon an agency operating an NCIC terminal to implement the necessary procedures to make that terminal secure from any unauthorized use. Any departure from this responsibility warrants the removal of the offending terminal from further NCIC participation.

- Information can be obtained from the NCIC System both directly and indirectly. Direct access is having the authority to conduct transactions to query and/or update the NCIC System without the assistance or intervention of another agency. Indirect access refers to accessing systems containing criminal justice information without the ability to conduct transactional activities.

- The individual receiving a request for criminal justice information must ensure that the person requesting the information is authorized to receive the data. Unauthorized request or receipt of

NCIC material could result in criminal proceedings brought against the agencies and/or the individuals involved.

1.7 SYSTEM DISCIPLINE

- To help ensure the proper operation of the NCIC System, the standards, procedures, formats, and criteria mentioned in this manual must be strictly followed. In this respect, NCIC CSAs must not only follow the rules set forth but must also ensure that agencies they are servicing do the same.

- Complete, accurate, and timely records are essential to ensure System integrity. Users also are encouraged to enter records in a timely manner to afford the maximum protection to the law enforcement officer by providing up-to-date information. Although the use of NCIC System is voluntary, delayed entry of records in the NCIC System reduces or eliminates the possibility of apprehending wanted persons, locating missing persons, and recovering stolen property.

- Promptness in modifying, locating, or clearing records in the NCIC System will help to keep the System free of outdated information.

- The NCIC System provides information for decision making by investigators, patrol officers, judges, prosecutors, and corrections officials. The information furnished by the NCIC System must be evaluated along with other facts known to the officers, investigators, judges, prosecutors, and corrections officials.

- When an agency receives a positive response from the NCIC System and an individual is being detained or a piece of property can be seized, an immediate confirmation with the agency that originated the record in the System is necessary. This confirmation ensures the validity of the hit before an arrest or seizure is made. Likewise, the originating agency has the duty to respond promptly with the necessary confirmation and other pertinent details. (Hit confirmation procedures can be found in HIT CONFIRMATION section of this chapter.)

2 NCIC MESSAGES

2.1 TYPES OF MESSAGES

There are six types of messages pertaining to NCIC that can originate from a user and can be transmitted to the NCIC System: entry, modification, cancellation, inquiry, locate, and clear. There are three types of messages that originate from the NCIC System: acknowledgment messages, inquiry responses, and administrative messages.

2.2 ENTRY

The purpose of an entry message is to place a new record in file or to append supplemental records to those already on file. During an Entry, or Enter-supplemental transaction, new data entered may cause an Inquiry transaction to occur. These inquiries generate Duplicate-Record-Accept and Duplicate-Record-Reject hits.

If the hit responses contain more than 100 total hits, the NCIC System will discontinue processing the response and return the first 100 records with the following caveat:

```
MAXIMUM RECORD COUNT EXCEEDED FOR AN ON-LINE
SEARCH.  RESUBMIT MODIFIED SEARCH PARAMETERS OR
SUBMIT A GLOBAL INQUIRY TO RETRIEVE ALL RECORDS.
```

Entry messages and acknowledgments, including examples, are further explained in the Entry section of each NCIC file chapter.

2.3 MODIFICATION

The purpose of a modification message is to add, delete, or change a portion of data which are part of a record. A record may be modified only by the agency that entered the record as long as the record is in active status. The only exceptions are modifications to ORI records. All ORI entries are made by the CJIS Division, but modifications may be made by the agency assigned the ORI. During a Modification transaction, modified data entered may cause an Inquiry transaction to occur. These inquiries generate Duplicate-Record-Accept and Duplicate-Record-Reject hits.

If the hit responses contain more than 100 total hits, the NCIC System will discontinue processing the response and return the first 100 records with the following caveat:

```
MAXIMUM RECORD COUNT EXCEEDED FOR AN ON-LINE
SEARCH.  RESUBMIT MODIFIED SEARCH PARAMETERS OR
SUBMIT A GLOBAL INQUIRY TO RETRIEVE ALL RECORDS.
```

Modification messages and acknowledgments are further explained in the Modification section of each NCIC file chapter.

2.4 CANCELLATION

The purpose of a cancellation message is to remove an entire record or supplemental record(s) from any file. When a record is canceled, all supplemental records appended to it are also automatically canceled. A record may be canceled only by the agency that entered the record. A record should be canceled when it is determined to be invalid; for example, the warrant which was the basis for the record has been dismissed, or the record is the result of a fictitious theft report.

Cancellation messages and acknowledgments are further explained in the Cancellation section of each NCIC file chapter.

2.5 INQUIRY

Three types of inquiries may be made into the NCIC System:

2.5.1 On-line Inquiries

These are queries into the NCIC System for which the user expects immediate reply. There are two types of on-line inquiry messages:

- Z inquiry (ZW, ZV, ZG, etc.) -- Initially intended to be used for administrative purposes and for training, demonstrations, and display of records for validation and/or review.
- Q inquiry (QW, QV, QG, etc.) -- Intended to be made for all other inquiry transactions.
- Both Z and Q inquiries are now processed exactly the same way.

2.5.2 On-line Requests for Off-line Searches

These queries include special request inquiry, also known as Global Inquiry or SPRQ, which can be initiated by a CSA to obtain information that cannot be retrieved through a normal inquiry. SPRQ transactions can be made against:

- Active Records
- Retired Records
- Message Logs

2.5.3 On-line Requests for Batched Inquiries

These requests (batch inquiry is grouping several on-line inquiries into one) may be made by all users, allowing them to group several inquiries on the same database. The purpose of an on-line or a batch on-line inquiry is to search an NCIC file(s) for a record possibly identifiable with information available to the inquiring agency. The Message Key (MKE) for batch inquiry is a three-letter code consisting of the regular inquiry MKE and ending with a B for BATCH. For example: QWB, batch wanted person inquiry; QAB, batch article inquiry.

2.5.4 Negative Response to an On-line Inquiry

- A negative response is transmitted when no record match is found in the NCIC System. A negative response to a person file inquiry (Foreign Fugitive, Missing Person, Wanted Person, etc.) contains a header, the ORI of the inquiring agency followed by NO NCIC WANT with each searchable numeric identifier inquired upon. This is a general person inquiry and searches all person files.

- A negative response to a Gang Reference, Gang Member, and Threat Screening Center inquiry contains a header, the ORI of the inquiring agency followed by NO NCIC RECORD with each searchable identifier or set of searchable identifiers inquired upon. A negative response to a property file inquiry contains a header, the ORI of the inquiring agency followed by NO RECORD with each searchable identifier or set of searchable identifiers inquired upon.

- A negative response to an NCIC on-line inquiry, however, should not be relied upon as an indication that the person or property inquired upon is not wanted, missing, or stolen, or that no criminal history record exists. As with a positive response, a negative response should not be used as the sole basis for decision making by the receiving officer.

2.5.5 Positive Response to an On-line Inquiry

A positive response is transmitted when a record(s) is found in the NCIC System. A positive response contains a header, the ORI of the inquiring agency followed by an alert(s) (if applicable), the record on file, and an IMMED CONFIRM message:

2.5.5.1 Missing Person Message

```
IMMED CONFIRM MISSING PERSON STATUS WITH ORI
```

This message appears after each adult missing person record in the response. The phrase is a reminder to the inquiring agency that it must immediately contact the agency(s) that entered the record(s) to assure that there has been no change in the missing person's status and to verify the subject's identity.

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

This message appears prior to and after each missing person record response if the record contains person with information data and the record response is generated due to a hit on the base missing person record.

```
*****RECORD NIC/<NIC> IS BASED ON PERSON WITH INFORMATION MATCH*****
*****DO NO ARREST OR DETAIN BASED ON PERSON WITH INFORMATION HIT*****
```

This message appears prior to each missing person record if the record contains person with information data and the record response is generated due to a hit on Secondary Supplemental Person-With-Information data.

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

This message appears after each missing person record response that contains person with information data.

2.5.5.2 Wanted Person Message

```
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
```

This message appears after each wanted person record in the response. The phrase is a reminder to the inquiring agency that it must immediately check with the agency(s) that entered the wanted person record(s) to verify the identity of the individual, determine if there has been any change in the status of the warrant, and, if applicable, obtain extradition details. If the record indicates no extradition, confirmation may be required intrastate; however, no action should be taken to detain the person based on an interstate hit.

2.5.5.3 Juvenile Offender Message

```
IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES
IN INTERSTATE COMPACT ON JUVENILES
```

This message appears after each juvenile offender (MKE/EWJ) record in the response. It reminds the inquiring agency that it must immediately check with the entering agency to determine if there has been a change in the status of the record. In addition, it also advises the inquiring agency to follow the guidelines as written in the Interstate Compact on Juveniles.

2.5.5.4 Emancipated Juvenile Offender Message

```
IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES
IN INTERSTATE COMPACT ON JUVENILES.  CAUTION: THIS
JUVENILE IS EMANCIPATED.  PLEASE CHECK YOUR STATE
LAWS REGARDING APPROPRIATE ACTION
```

This message follows a juvenile offender (MKE/EWJ) record when the juvenile has been emancipated. It reminds the inquiring agency to check with the entering agency to determine if there has been a change in the record's status.

2.5.5.5 Property File Message

```
IMMED CONFIRM RECORD WITH ORI
```

This message follows each property file record in the response. The phrase is a reminder to the inquiring agency that it must immediately contact the agency(s) that entered the record(s) to assure that no change in status has taken place.

2.5.5.6 Canadian Warrant Message

```
WARNING - DO NOT ARREST BASED ON THIS INFORMATION
```

This message precedes a Canadian warrant record.

```
REPEAT - WANTED IN CANADA - DO NOT ARREST BASED ON
THIS INFORMATION - IMMEDIATELY CONTACT RCMP, OTTAWA,
CANADA TEL NO. (613) 998-6200. IF THE SUBJECT IS
NOT U.S. CITIZEN, CONTACT NEAREST OFFICE OF U.S.
IMMIGRATION AND NATURALIZATION SERVICE
```

This message appears after each Canadian warrant record in the response. The phrase is a reminder to the inquiring agency that the fugitive is wanted on a Canadian warrant, and no arrest can be executed in the United States based on the Canadian warrant.

```
RECORD NIC/R123456789 IS A CANADIAN VEHICLE INDEX RECORD
CONFIRM RECORD WITH ORI
```

or
```
RECORD NIC/R123456789 IS A CANADIAN BOAT INDEX RECORD
CONFIRM RECORD WITH ORI
```
or
```
RECORD NIC/R123456789 IS A CANADIAN LICENSE PLATE INDEX RECORD
CONFIRM RECORD WITH ORI
```
or
```
RECORD NIC/R123456789 IS A CANADIAN VEHICLE/BOAT PART INDEX RECORD
CONFIRM RECORD WITH ORI
```

One of these messages appears before each positive response from the Canadian Vehicle Index.

```
REPEAT - THIS IS A CANADIAN RECORD - CONFIRM WITH THE ORIGINATING AGENCY IN CANADA
```

This message follows each Canadian Vehicle Index record response.

2.5.5.7 Protective Interest File Message

```
WARNING - DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION. OBTAIN
IDENTIFYING INFORMATION. SUBJECT IDENTIFIED AS A CREDIBLE THREATENER AND
POTENTIAL DANGER TO U.S. MARSHALS SERVICE PROTECTEE. IMMEDIATELY CONTACT
USMS COMMUNICATIONS CENTER AT 202-307-9100 FOR FURTHER INFORMATION.
```

This message precedes a Protective Interest File record response when the ORI is ++USM++++.

```
***** CONTACT USMS COMMUNICATIONS CENTER AT 202-307-9100 WHICH HAS BEEN
NOTIFIED OF THIS TRANSACTION. THIS RECORD IS FOR CRIMINAL JUSTICE AGENCIES
FOR CRIMINAL JUSTICE PURPOSES.

***DO NOT DISSEMINATE OR USE FOR LICENSING AND EMPLOYMENT PURPOSES*****
```

This message appears after each Protective Interest File record when the ORI of record is ++USM++++. The phrase is a reminder to the inquiring agency that the U.S. Marshals Service has interest in the subject of the record, and no arrest should be made based on the information received.

```
WARNING - DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION. OBTAIN
IDENTIFYING INFORMATION. IMMEDIATELY CONTACT AGENCY FOR FURTHER INFORMATION.
```

This message precedes a Protective Interest File record response when the ORI is not ++USM++++.

```
***** CONTACT LAW ENFORCEMENT AGENCY THAT ENTERED RECORD WHICH HAS BEEN
NOTIFIED OF THIS TRANSACTION. THIS RECORD IS
FOR CRIMINAL JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES.

***DO NOT DISSEMINATE OR USE FOR LICENSING AND EMPLOYMENT PURPOSES*****
```

This message appears after each Protective Interest File record when the ORI of record is not ++USM++++. The phrase is a reminder to the inquiring agency that a law enforcement agency has an interest in the subject of the record, and no arrest should be made based on the information received.

2.5.5.8 Foreign Fugitive Message

```
WARNING - DO NOT ARREST BASED UPON THIS FOREIGN FUGITIVE RECORD
```

This message precedes a Foreign Fugitive record response.

```
REPEAT - DO NOT ARREST BASED SOLELY UPON NCIC RECORD WITH NIC/W123456789
FUGITIVE FROM A FOREIGN COUNTRY - IMMEDIATELY CONTACT INTERPOL,
U.S. DOJ, NLETS ORI/DCINTER00, OR TEL. NO.(202)616-3900.
ALSO, IF THE SUBJECT IS NOT A U.S. CITIZEN, CONTACT THE
NEAREST OFFICE OF THE U.S. IMMIGRATION AND CUSTOMER ENFORCEMENT.
```

This message appears after each Foreign Fugitive File record (other than Canadian) in the response. The phrase is a reminder to the inquiring agency that INTERPOL has an interest in the subject of the record, and no arrest should be made based on the information received.

2.5.5.9 Gang File, Group Member Capability Message

```
WARNING - STANDING ALONE, NCIC GANG GROUP AND MEMBER
FILE INFORMATION DOES NOT FURNISH GROUNDS FOR THE
SEARCH OR SEIZURE OF ANY INDIVIDUAL, VEHICLE OR DWELLING
```

This message precedes each Gang File, Group Member Capability record in the response.

2.5.5.10 Protection Order File Message

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

This message precedes each active Protection Order File record response.

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

This message precedes each Protection Order File record response if the record status is inactive or expired.

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

This message follows the warning on each Protection Order File record response if the subject is disqualified under the Brady Law from receiving or possessing a firearm.

2.5.5.11 Stolen/Fraudulent Data Message

```
* * * * *
WARNING - THE SUBJECT IDENTIFIED IN THIS RECORD NIC/W123456789 IS
KNOWN TO USE THE FOLLOWING STOLEN OR FALSE (S/F) IDENTIFICATION
DOCUMENTS. USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON.
```

This message precedes a Wanted Person File, Supervised Release File, or Protective Interest File record response containing stolen/fraudulent identifiers.

2.5.5.12 Unidentified Person Record (Open Homicide Investigations) Message

```
NO WARRANT. SUBJECT POSSIBLY IN POSSESSION OF
HOMICIDE VICTIMS PERSONAL IDENTIFICATION
CONTACT ORI IMMEDIATELY
```

This message appears at the end of record responses of open homicide investigations where the victim's identification was missing at the time the body was located or for those agencies unable to obtain JOHN or JANE DOE warrants.

2.5.5.13 Gang File, Group Reference Capability Message

```
CONTACT AGENCIES LISTED FOR FURTHER INFORMATION ON THIS GANG
```

This message appears at the end of each positive response from a Gang File, Group Reference Capability record. The Contact Caveat is not generated if the GNG=UNLISTED GROUP and the SGP=UNLISTED SUBGROUP. The caveat is generated if the record is both Gang and Terrorist, and the GNG has a value other than UNLISTED GROUP and the SGP has a value other than UNLISTED SUBGROUP.

```
CONTACT AGENCIES LISTED FOR FURTHER INFORMATION
ON THIS TERRORIST ORGANIZATION
```

The message appears at the end of each positive response from a Gang File, Group Reference Capability record.

2.5.5.14 National Sex Offender Registry File Message

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

The message precedes a National Sex Offender Registry record response.

2.5.5.15 National Sex Offender Registry File (Foreign) Message

```
REPEAT – DO NOT DETAIN BASED UPON NCIC RECORD WITH NIC/X123456789.
FOREIGN SEX OFFENDER – IMMEDIATELY CONTACT INTERPOL, US DOJ, AT
NLETS ORI/DCINTER00, OR TEL. NO. (202) 616-9000.
```

The message appears at the end of National Sex Offender Registry record responses that are entered by INTERPOL, U.S. National Central Bureau (USNCB).

2.5.5.16 Supervised Release File Message

```
WARNING – DO NOT ARREST BASED ON THIS INFORMATION
```

This message precedes a Supervised Release record response.

```
REPEAT - PROBATION OR SUPERVISED RELEASE STATUS RECORD - DO NOT ARREST
BASED ON THIS INFORMATION – PLEASE CONTACT SUPERVISING AGENCY VIA NLETS,
TELEPHONE OR EMAIL TO ADVISE OF CONTACT WITH SUPERVISED INDIVIDUAL.
PLEASE BE ADVISED THAT SUPERVISING AGENCY MAY NOT BE
OPERATIONAL 24/7.
```

The message above appears at the end of a Supervised Release File record response.

2.5.5.17 Foreign Abducted Children/Missing Person Message

```
WARNING - DO NOT DETAIN BASED UPON THIS MISSING PERSON RECORD
```

This message precedes foreign abducted children/missing person responses.

```
REPEAT - DO NOT DETAIN BASED UPON NCIC RECORD WITH NIC/M00069216
FOREIGN MISSING OR ABDUCTED PERSON - IMMEDIATELY CONTACT INTERPOL,
US DOJ, NLETS ORI /DCINTER00, OR TEL. NO. (202) 616-9000.
```

This message appears after foreign abducted children/missing person responses. The phrase is a reminder to the inquiring agency that no arrest should be made based on the information received and that INTERPOL is to be contacted immediately.

2.5.5.18 Detainer Wanted Person File Message

```
WARNING - A DETAINER HAS BEEN FILED FOR THE SUBJECT OF THIS RECORD.
PLEASE CONTACT ORI TO OBTAIN ADDITIONAL INFORMATION.
```

This message precedes a Detained Wanted Person File record response.

2.5.5.19 Expired Vehicle License Plate Message

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

The message appears when a hit occurs on a vehicle record containing expired license plate data.

2.5.5.20 Maximum Record Hit Exceeded Message

```
MAXIMUM RECORD COUNT EXCEEDED FOR AN ON-LINE
SEARCH. RESUBMIT MODIFIED SEARCH PARAMETERS OR
SUBMIT A GLOBAL INQUIRY TO RETRIEVE ALL RECORDS.
```

The message appears after the 100th record when the number of on-line hit responses exceeds 100 records.

```
MAXIMUM RECORD COUNT EXCEEDED FOR A BATCHED
INQUIRY. RESUBMIT MODIFIED SEARCH PARAMETERS OR
REQUEST A GLOBAL INQUIRY TO RETRIEVE ALL RECORDS.
```

The message appears after the 2,000th record when the number of batched inquiry hits exceeds 2,000 hit response records.

2.5.5.21 Identity Theft File Message

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

This message precedes an Identity Theft File record response if the record password field is not "DECEASED".

```
*****WARNING - STANDING ALONE, NCIC IDENTITY THEFT FILE INFORMATION
DOES NOT FURNISH GROUNDS FOR THE SEARCH AND SEIZURE OF ANY
INDIVIDUAL, VEHICLE, OR DWELLING.*****
```

This message appears after each Identity Theft File record in the response. The phrase is a reminder to the inquiring agency not to arrest based on the information received in the Identity Theft record response.

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

This message appears when the record password field contains the value “DECEASED”.

```
IMMED CONFIRM IF THIS PERSON IS THE VICTIM OR PERPETRATOR
```

This message appears after each Identity Theft File record in the response. The phrase is a reminder to the inquiring agency not to arrest based on the information received in the Identity Theft record response.

2.5.5.22 Expired Registration Message

This message appears when a hit response contains expired registration data.

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

2.5.5.23 Expired License Plate Message

This message appears when a hit response contains expired license plate data.

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

2.5.5.24 Felony Vehicle Message

This message appears when a hit occurs on a Felony Vehicle record and the inquiry is made on LIC or LIC/LIS.

```
RECORD NIC/V123456789 IS BASED ON LIC SEARCH ONLY (LIS NOT SEARCHED)
VERIFY ALL DATA BEFORE TAKING FURTHER ACTION BASED ON THIS RESPONSE.
```

2.5.5.25 Amber Alert Message

```
***AMBER ALERT***ISSUED FOR NIC/MXXXXXXXXX***AMBER ALERT***
```

This message precedes a Missing Person File record response containing AA in the Missing Person (MNP) Field.

2.5.5.26 Wanted Person File Inquiry Message

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

This message appears in response to a Wanted Person File Inquiry (QW) transaction.

```
***MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.
```

This message appears in response to a Wanted Person File Inquiry - All (QWA, QWI, and QWB) transactions.

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

This message appears in response to a Wanted Person File Inquiry - Extraditable (QWE) transaction.

```
***MESSAGE KEY QWF SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.
```

This message appears in response to a Wanted Person File Inquiry - Felony (QWF) transaction.

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

This message appears in response to a Wanted Person File Inquiry - State (QWS) transaction.

2.5.5.27 Hazardous Material (Article File) Message

```
WARNING - HAZARDOUS MATERIAL
```

The message precedes each Article File record response that contains a Type Field Category Code of T or ZBIOLOG, ZCORROS, ZEPAHAZ, ZEXPLOS, ZFLALIQ, ZFLASOL, ZGGASES, ZTORM, OR ZPOISON for stolen toxic and hazardous material.

```
DANGER - EXTREMELY HAZARDOUS IF CONTACTED, INHALED, OR INGESTED

WARNING - LOT NUMBERS ARE NONUNIQUE - CARE NECESSARY TO
VERIFY SUBJECT CHEMICAL IS STOLEN/LOST - IMMEDIATELY CONTACT ORI
```

The message appears at the end of each Article File record response that contains a Type Field of TBIOLOG or ZBIOLOG.

```
DANGER - CORROSIVE SUBSTANCE - AVOID SKIN CONTACT - CAN BURN OR DISFIGURE

WARNING - LOT NUMBERS ARE NONUNIQUE - CARE NECESSARY TO
VERIFY SUBJECT CHEMICAL IS STOLEN/LOST - IMMEDIATELY CONTACT ORI
```

The message appears at the end of each Article File record response that contains a Type Field of TCORROS or ZCORROS.

```
DANGER - EXTREMELY HAZARDOUS IF CONTACTED, INHALED, OR INGESTED -
POTENTIALLY EXPLOSIVE OR FLAMMABLE

WARNING - LOT NUMBERS ARE NONUNIQUE - CARE NECESSARY TO
VERIFY SUBJECT CHEMICAL IS STOLEN/LOST - IMMEDIATELY CONTACT ORI
```

The message appears at the end of each Article File record response that contains a Type Field of TEPAHAZ OR TTORM or ZEPAHAZ OR ZTORM.

```
DANGER - POTENTIAL EXPLOSION AND/OR FIRE HAZARD

WARNING - LOT NUMBERS ARE NONUNIQUE - CARE NECESSARY TO
VERIFY SUBJECT CHEMICAL IS STOLEN/LOST - IMMEDIATELY CONTACT ORI
```

The message appears at the end of each Article File record response that contains a Type Field of TEXPLOS OR ZEXPLOS.

```
DANGER - HIGHLY FLAMMABLE SUBSTANCE

WARNING - LOT NUMBERS ARE NONUNIQUE - CARE NECESSARY TO
VERIFY SUBJECT CHEMICAL IS STOLEN/LOST - IMMEDIATELY CONTACT ORI
```

The message appears at the end of each Article File record response that contains a Type Field of TFLASOL OR TFLALIQ OR ZFLASOL OR ZFLALIQ.

```
DANGER - SUBSTANCE POTENTIALLY EXPLOSIVE OR HAZARDOUS
IF CONTACTED, INHALED, OR INGESTED

WARNING - LOT NUMBERS ARE NONUNIQUE - CARE NECESSARY TO
VERIFY SUBJECT CHEMICAL IS STOLEN/LOST - IMMEDIATELY CONTACT ORI
```

The message appears at the end of each Article File record response that contains a Type Field of TGGASES or ZGGASES.

```
DANGER - POISONOUS SUBSTANCE - AVOID PROLONGED CONTACT OR INGESTING
```

```
WARNING - LOT NUMBERS ARE NONUNIQUE - CARE NECESSARY TO
VERIFY SUBJECT CHEMICAL IS STOLEN/LOST - IMMEDIATELY CONTACT ORI
```

The message appears at the end of each Article File record response that contains a Type Field of TPOISON or ZPOISON.

```
FOR MORE INFORMATION CONTACT NLETS HAZMAT, CHEMTREC OR THE DOT
```

The message appears at the end of each Article File record response when the first character of the Type Field is T or ZBIOLOG, ZCORROS, ZEPAHAZ, ZEXPLOS, ZFLALIQ, ZFLASOL, ZGGASES, ZTORM, OR ZPOISON.

2.5.5.28 Threat Screening Center File Message

The message below appears in Threat Screening Center File records with a SGP (Subgroup) Field of Handling Code 1. The telephone number for the Threat Screening Center will be provided in the actual hit response.

```
***LAW ENFORCEMENT SENSITIVE INFORMATION***

***WARNING – APPROACH WITH CAUTION***

***DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE***

***DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE ON A TERRORIST WATCHLIST***

IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC AT XXX-XXX-XXXX.

THIS INDIVIDUAL IS ASSOCIATED WITH TERRORISM AND IS THE SUBJECT OF AN ARREST
WARRANT, ALTHOUGH THE WARRANT MAY NOT BE RETRIEVABLE VIA THE SEARCHED
IDENTIFIERS. IF AN ARREST WARRANT FOR THE INDIVIDUAL IS RETURNED IN YOUR
SEARCH OF NCIC, DETAIN THE INDIVIDUAL PURSUANT TO YOUR DEPARTMENT'S PROCEDURES
FOR HANDLING AN OUTSTANDING WARRANT, AND IMMEDIATELY CONTACT THE FBI'S TSC AT
XXX-XXX-XXXX FOR ADDITIONAL DIRECTION.

IF AN ARREST WARRANT FOR THE INDIVIDUAL IS NOT RETURNED, USE CAUTION AND
IMMEDIATELY CONTACT THE TSC AT XXX-XXX-XXXX FOR ADDITIONAL DIRECTION
WITHOUT OTHERWISE EXTENDING THE SCOPE OR DURATION OF THE ENCOUNTER.

***LEGAL NOTICE:  UNAUTHORIZED DISCLOSURE IS PROHIBITED.  THE INFORMATION IN
THIS NOTICE BELONGS TO THE TSC AND IS PROVIDED TO YOUR AGENCY FOR OFFICER
SAFETY, INTELLIGENCE, AND LEAD PURPOSES ONLY.  USG ATTORNEY GENERAL
AUTHORIZATION MUST BE OBTAINED PRIOR TO USING THIS INFORMATION, OR
INFORMATION DERIVED THEREFROM, IN ANY LEGAL OR ADMINISTRATIVE PROCEEDING
OR PROCESS.  CONTACT THE TSC TO OBTAIN SUCH AUTHORIZATION.***
```

The message below appears in Threat Screening Center File records with a SGP (Subgroup) Field of Handling Code 2. The telephone number for the Threat Screening Center will be provided in the actual hit response.

```
***LAW ENFORCEMENT SENSITIVE INFORMATION***

***WARNING – APPROACH WITH CAUTION***

***DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE***

***DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE ON A TERRORIST WATCHLIST***

IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC AT XXX-XXX-XXXX.
```

```
THIS INDIVIDUAL IS OF INVESTIGATIVE INTEREST TO LAW ENFORCEMENT REGARDING
ASSOCIATION WITH TERRORISM AND THERE MAY BE A DETAINER AVAILABLE FROM THE
DEPARTMENT OF HOMELAND SECURITY FOR THIS INDIVIDUAL.

CONTACT THE FBI'S TSC AT XXX-XXX-XXXX DURING THIS ENCOUNTER TO ASSIST IN
DETERMINING IF THIS INDIVIDUAL IS ON THE TERRORIST WATCHLIST AND WITH
GATHERING INTELLIGENCE WITHIN YOUR LEGAL AUTHORITY. IF THIS WOULD EXTEND THE
SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE TSC IMMEDIATELY THEREAFTER.

***LEGAL NOTICE:  UNAUTHORIZED DISCLOSURE IS PROHIBITED.  THE INFORMATION IN
THIS NOTICE BELONGS TO THE TSC AND IS PROVIDED TO YOUR AGENCY FOR OFFICER
SAFETY, INTELLIGENCE, AND LEAD PURPOSES ONLY.  USG ATTORNEY GENERAL
AUTHORIZATION MUST BE OBTAINED PRIOR TO USING THIS INFORMATION , OR
INFORMATION DERIVED THEREFROM, IN ANY LEGAL OR ADMINISTRATIVE PROCEEDING
OR PROCESS.  CONTACT THE TSC TO OBTAIN SUCH AUTHORIZATION.***
```

The message below appears in Threat Screening Center File records with a SGP (Subgroup) Field of Handling Code 3. The telephone number for the Threat Screening Center will be provided in the actual hit response.

```
***LAW ENFORCEMENT SENSITIVE INFORMATION***

***WARNING – APPROACH WITH CAUTION***

***DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE***

***DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE ON A TERRORIST WATCHLIST***

CONTACT THE FBI'S TSC AT XXX-XXX-XXXX DURING THIS ENCOUNTER TO ASSIST IN
DETERMINING IF THIS INDIVIDUAL IS ON THE TERRORIST WATCHLIST AND WITH
GATHERING INTELLIGENCE WITHIN YOUR LEGAL AUTHORITY.  IF THIS WOULD EXTEND THE
SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE TSC IMMEDIATELY THEREAFTER.

***LEGAL NOTICE:  UNAUTHORIZED DISCLOSURE IS PROHIBITED.  THE INFORMATION IN
THIS NOTICE BELONGS TO THE TSC AND IS PROVIDED TO YOUR AGENCY FOR OFFICER
SAFETY, INTELLIGENCE, AND LEAD PURPOSES ONLY.  USG ATTORNEY GENERAL
AUTHORIZATION MUST BE OBTAINED PRIOR TO USING THIS INFORMATION, OR
INFORMATION DERIVED THEREFROM, IN ANY LEGAL OR ADMINISTRATIVE PROCEEDING
OR PROCESS.  CONTACT THE TSC TO OBTAIN SUCH AUTHORIZATION.***
```

The message below appears in Threat Screening Center File records with a SGP (Subgroup) Field of Handling Code 4. The telephone number for the Threat Screening Center will be provided in the actual hit response.

NATIONAL SECURITY

```
***LAW ENFORCEMENT SENSITIVE INFORMATION***

***DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE***

***DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE A PERSON OF INTEREST.***

IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC AT XXX-XXX-XXXX.

CONTACT THE FBI'S TSC AT XXX-XXX-XXXX DURING THIS ENCOUNTER TO ASSIST IN
DETERMINING IF THIS INDIVIDUAL IS A PERSON INTEREST AND WITH
GATHERING INTELLIGENCE WITHIN YOUR LEGAL AUTHORITY.  IF THIS WOULD EXTEND THE
SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE FBI IMMEDIATELY THEREAFTER.

***LEGAL NOTICE:  UNAUTHORIZED DISCLOSURE IS PROHIBITED.  THE INFORMATION IN
THIS NOTICE BELONGS TO THE FBI AND IS PROVIDED TO YOUR AGENCY FOR OFFICER
```

```
SAFETY, INTELLIGENCE, AND LEAD PURPOSES ONLY.  USG ATTORNEY GENERAL
AUTHORIZATION MUST BE OBTAINED PRIOR TO USING THIS INFORMATION, OR
INFORMATION DERIVED THEREFROM, IN ANY LEGAL OR ADMINISTRATIVE PROCEEDING
OR PROCESS.  CONTACT THE FBI TO OBTAIN SUCH AUTHORIZATION.***
```

The message below appears in Threat Screening Center File records with a SGP (Subgroup) Field of Handling Code 5. The telephone number for the Threat Screening Center will be provided in the actual hit response.

```
***LAW ENFORCEMENT SENSITIVE INFORMATION***

***WARNING - APPROACH WITH CAUTION***

***DO NOT DETAIN OR ARREST THIS INDIVIDUAL BASED ON THIS NOTICE***

***DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE OF INTEREST FOR TIES TO
TRANSNATIONAL ORGANIZED CRIME (TOC)***

IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC AT XXX-XXX-XXXX.

CONTACT THE FBI'S TSC AT XXX-XXX-XXXX DURING THIS ENCOUNTER TO ASSIST IN
DETERMINING IF THIS INDIVIDUAL HAS TIES TO TRANSNATIONAL ORGANIZED CRIME AND
WITH GATHERING INTELLIGENCE WITHIN YOUR LEGAL AUTHORITY.  IF THIS WOULD EXTEND
THE SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE TSC IMMEDIATELY THEREAFTER.

***LEGAL NOTICE:  UNAUTHORIZED DISCLOSURE IS PROHIBITED.  THE INFORMATION IN
THIS NOTICE BELONGS TO THE FBI AND IS PROVIDED TO YOUR AGENCY FOR OFFICER
SAFETY, INTELLIGENCE, AND LEAD PURPOSES ONLY.  USG ATTORNEY GENERAL
AUTHORIZATION MUST BE OBTAINED PRIOR TO USING THIS INFORMATION, OR
INFORMATION DERIVED THEREFROM, IN ANY LEGAL OR ADMINISTRATIVE PROCEEDING
OR PROCESS.  CONTACT THE FBI TO OBTAIN SUCH AUTHORIZATION.***
```

Inquiry messages and responses are further explained in the Inquiry section of each NCIC file chapter.

2.5.5.29 NICS Denied Transaction File Message

```
***** NOTICE: DO NOT DETAIN OR ARREST BASED ON THIS HIT. THE DATE OF
NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS) DENIAL (DND)
PROVIDED IN THIS RECORD IS THE DATE THE SUBJECT WAS DENIED BY THE NICS FROM
THE RECEIPT AND/OR THE POSSESSION OF A FIREARM OR THE ISSUANCE OF A FIREARM
OR EXPLOSIVES PERMIT PURSUANT TO STATE AND/OR FEDERAL LAW. HOWEVER, IT IS
POSSIBLE THIS SUBJECT MAY NO LONGER BE A PROHIBITED PERSON.  DISSEMINATION OF
SUPPLEMENTARY INFORMATION BY THE DENYING AGENCY MAY BE LIMITED UNDER STATE
OR FEDERAL LAW.
```

This message precedes a NICS Denied Transaction File record.

```
*** THE INFORMATION DISPLAYED IN THIS RECORD IS A POSSIBLE MATCH TO THE
INDIVIDUAL QUERIED. THIS MATCH IS BASED ON NAME AND DESCRIPTIVE DATA ONLY.
NO LAW ENFORCEMENT ACTION SHOULD BE INITIATED BASED SOLELY ON THIS
INFORMATION.
```

This message appears at the end of a NICS Denied Transaction File record.

2.5.5.30 Violent Person File Message

```
WARNING-THE SUBJECT IN THIS RECORD HAS BEEN IDENTIFIED AS A VIOLENT
OFFENDER. THE SUBJECT HAS A CRIMINAL HISTORY OF ASSAULTING LAW
ENFORCEMENT OFFICERS. USE CAUTION IN APPROACHING THIS INDIVIDUAL.
DO NOT ARREST OR DETAIN BASED SOLEY ON THIS INFORMATION.
```

This message precedes a Violent Person File record response when VPC/1 was entered in the record.

```
WARNING-THE SUBJECT IN THIS RECORD HAS BEEN IDENTIFIED AS A VIOLENT
OFFENDER. THE SUBJECT HAS A CRIMINAL HISTORY OF HOMICIDE OR ATTEMPTED
HOMICIDE. USE CAUTION IN APPROACHING THIS INDIVIDUAL. DO NOT ARREST OR
DETAIN BASED SOLELY ON THIS INFORMATION.
```

This message precedes a Violent Person File record response when VPC /2 was entered in the record.

```
WARNING-THE SUBJECT IN THIS RECORD HAS BEEN IDENTIFIED AS A VIOLENT
OFFENDER. THE SUBJECT HAS A CRIMINAL HISTORY OF USING WEAPONS TO COMMIT
VIOLENT OFFENSES. USE CAUTION IN APPROACHING THIS INDIVIDUAL. DO NOT
ARREST OR DETAIN BASED SOLELY ON THIS INFORMATION.
```

This message precedes a Violent Person File record response when VPC /3 was entered in the record.

```
WARNING-THE SUBJECT IN THIS RECORD HAS BEEN DEEMED A SERIOUS THREAT TO
LAW ENFORCEMENT OFFICERS. USE CAUTION IN APPROACHING THIS INDIVIDUAL. DO
NOT ARREST OR DETAIN BASED SOLELY ON THIS INFORMATION.
```

This message precedes a Violent Person File record response when VPC /4 was entered in the record.

2.5.5.31 Gun File Message

```
RECORD NIC/G123456789 IS BASED ON PARTIAL SER SEARCH - VERIFY ALL DATA BEFORE
TAKING FURTHER ACTION BASED ON THIS RESPONSE
```

This message precedes a Gun File record.

```
*****YOU MAY SUBMIT A TRACE REQUEST FOR THIS WEAPON THROUGH THE
ATF'S ETRACE APPLICATION AT WWW.ATFONLINE.GOV/ETRACE OR BY CALLING
1-800-788-7133 OR BY FAX TO 1-800-578-7223.  AN AGENCY MUST HAVE
AN ETRACE MOU/ACCOUNT IN ORDER TO SUBMIT A TRACE VIA ETRACE.  PLEASE
CONTACT THE ETRACE CUSTOMER SERVICE GROUP VIA EMAIL AT ETRACEADMIN@ATF.GOV
FOR ADDITIONAL INFORMATION.*****
```

This message appears after each recovered gun record. The phrase is a reminder to the entering agency to perform a trace request through the ATF's ETRACE.

2.5.5.32 Boat File Message

```
**VERIFY BHN/12M8528EM79B;
IT DOES NOT CONFORM TO BHN STANDARDS FOR 1973 AND LATER BOATS AS OUTLINED
IN THE NCIC OPERATING MANUAL.
```

This message will be included with an entry, modify, or inquiry acknowledgment when nonconforming BHN records are entered.

2.5.5.33 Immigration Violator File Message

```
WARNING REGARDING FOLLOWING RECORD - SUBJECT OF NIC/N123456789 IS A
PREVIOUSLY DEPORTED FELON.  CONTACT LESC AT (877) 999-5372 FOR IMMEDIATE
HIT CONFIRMATION AND AVAILABILITY OF BUREAU OF IMMIGRATION AND
CUSTOMS ENFORCEMENT DETAINER.
```

This message precedes an Immigration Violator File record response when OFF/8003 (Deported Felon Category) was entered in the record.

```
WARNING REGARDING FOLLOWING RECORD - SUBJECT OF NIC/N123456789 HAS AN
OUTSTANDING ADMINISTRATIVE WARRANT OF REMOVAL FROM THE UNITES STATES.
CONTACT LESC AT (877) 999-5372 FOR IMMEDIATE HIT CONFIRMATION AND
AVAILABILITY OF BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT DETAINER.
```

This message precedes an Immigration Violator File record response when OFF/8004 (Absconder Category) was entered in the record.

```
WARNING REGARDING FOLLOWING RECORD - SUBJECT OF NIC/N123456789 HAS AN
OUTSTANDING ADMINISTRATIVE WARRANT OF ARREST FOR IMMIGRATION VIOLATIONS
FOR FAILURE TO COMPLY WITH NATIONAL SECURITY REGISTRATION.  CONTACT LESC
AT (877) 999-5372 FOR IMMEDIATE HIT CONFIRMATION AND AVAILABILITY OF
BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT DETAINER.
```

This message precedes an Immigration Violator File record response when OFF/8005 (NSEERS Category) was entered in the record.

2.5.5.34 Partial Vehicle Identification Number Message

```
RECORD NIC/N307770847 IS BASED ON PARTIAL VIN SEARCH - VERIFY ALL DATA BEFORE
TAKING FURTHER ACTION BASED ON THIS RESPONSE.
```

This message appears before a Wanted Person File, Immigration Violator File, Vehicle/Boat Part File, Foreign Fugitive File, Supervised Release File, Missing Person File, Protection Order File, Gang File, Threat Screening Center File, Extreme Risk Protection Order File, and the National Sex Offender Registry record response when the input vehicle identification number was not an exact match to the person record vehicle identification number.

2.5.5.35 Partial License Plate Number Message

```
RECORD NIC/N307770847 IS BASED ON PARTIAL LIC SEARCH - VERIFY ALL DATA BEFORE
TAKING FURTHER ACTION BASED ON THIS RESPONSE.
```

This message appears before a Wanted Person File, Immigration Violator File, Vehicle/Boat Part File, Foreign Fugitive File, Supervised Release File, Missing Person File, Protection Order File, Gang File, Threat Screening Center File, Extreme Risk Protection Order File, and the National Sex Offender Registry record response when the input license plate number was not an exact match to the person record license plate number.

2.5.5.36 Blue Alert Message

```
BLUE ALERT WARNING.  USE EXTREME CAUTION IN APPROACHING THIS INDIVIDUAL.
```

This message appears immediately below the MKE translation on all NCIC Wanted Person and Violent Person record responses when BLUE ALERT is entered as the first ten characters in the MIS Field.

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

This message appears immediately below the MKE translation on all NCIC Missing Person record responses when BLUE ALERT is entered as the first ten characters in the MIS Field.

```
BLUE ALERT WARNING.  USE EXTREME CAUTION IN APPROACHING THIS VEHICLE.
```

This message appears immediately below the MKE translation on all NCIC Vehicle File (felony vehicle) record responses when BLUE ALERT is entered as the first ten characters in the MIS Field.

2.5.5.37 Extreme Risk Protection Order File Message

```
**** WARNING - THE FOLLOWING IS AN EXTREME RISK PROTECTION ORDER RECORD.  APPROACH
WITH CAUTION.  DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD.  CONTACT
```

```
ENTERING AGENCY TO CONFIRM STATUS AND TERMS OF ORDER****
****THE SUBJECT OF THIS RECORD IS PROHIBITED FROM RECEIVING OR POSSESSING A FIREARM.
REFER TO THE MIS FIELD FOR ANY OTHER ADDITIONAL COURT ORDER PROHIBITIONS****
```

This message precedes each Extreme Risk Protection Order File record response.

2.6 LOCATE

- The purpose of a locate message is to indicate (until the originating agency clears the record) that the wanted person has been apprehended or the property has been located. If the locating agency intends to hold the wanted person on local charges, the locate transaction should indicate detention by placing DETN in the Extradition Field. In the Missing Person File, a locate message indicates the whereabouts of the missing person has been determined and retires the record from the file.

- A locate message must be transmitted when an agency other than the originating agency of the record finds the missing person, apprehends the wanted person, or recovers the property on file in the NCIC System. All records on file for the found missing person, apprehended wanted person, or recovered property must be located to ensure that they are in the correct status.

- The only exception to placing a locate message occurs when the hit contains extradition/pick up limitations and the agency finding the person is outside the geographical area of extradition/pick up. In such a case, the record should not be located.

- A locate message cannot be used by the agency that placed the record in the NCIC System unless the apprehending agency incorrectly places a locate on a wanted person record or fails to place a locate on a wanted person record. In that case, the ORI of record may place a locate on its own record with the requirement that they place a detainer on that record.

  Locate messages and acknowledgments are further explained in the Locate section of each NCIC file chapter.

2.7 CLEAR

- The purpose of a clear message is to indicate location of a missing person, apprehension of a wanted person, if not detained, or recovery of property on file in the NCIC System.

- A clear transaction causes a protection order record to be placed in an inactive status for the remainder of the year plus five years and causes a sex offender record to be placed in an inactive status until the record is canceled. During that time, these records are still accessible via QPO and QXS transactions respectively. For all other files, a clear removes the record from the active files and places it in retired file status where it can be retrieved only by use of a Global Inquiry (SPRQ).

- A record may be cleared only by the agency that entered the record in file.

Clear messages and acknowledgments are further explained in the Clear section of each NCIC file chapter.

2.8 ERROR MESSAGES

- An error message advises an agency of an error in an NCIC transaction. Error messages are frequently referred to as reject messages since the first word is always REJECT. Some error messages contain Message Field Codes (MFCs) to identify the field containing the error. The XXX in the following messages will be replaced by the appropriate message field abbreviation in an actual error message received from the NCIC System.

- The last line of an error message will include identifiers and return the first 65 characters of the transaction, enabling the user to link the response to the original transaction.

- Following each error message is a brief explanation of the error(s) causing the message to be transmitted. A review of the edits, examples, and formats for the particular file involved in the transaction may aid in identifying the reason for an error message. The following list of error messages is in alphabetical order to assist with finding a particular error message.

2.8.1 REJECT - ALL LICENSE DATA REQUIRED

This message is transmitted when one or more but not all of the license data fields of a record entry have been filled; i.e., License Plate Number (LIC), License Plate State (LIS), License Plate Year of Expiration (LIY), and License Plate Type (LIT).

2.8.2 REJECT - BASE DATA DOES NOT EXIST FOR SUPPLEMENTAL FIELD - XXX

This message is transmitted when a field (other than alias [AKA], Image NCIC Number [IMN], vehicle or license data) is entered in a supplemental transaction but the corresponding field does not exist in the base record.

2.8.3 REJECT - CLEAR/CANCEL/DETAINER/LOCATE DATE ERROR

The word CLEAR, CANCEL, DETAINER, or LOCATE is used as appropriate depending on the transaction.

- Date in a locate or clear message is prior to the date which caused the record to be entered in the NCIC System, e.g., Date of Loss (DOL), Date of Theft (DOT), Date of Arrest (DOA), or Date of Warrant (DOW), etc.

- Date in a locate or clear message is later than the current date.

- Date in a cancel or detainer message is not the current date or current date minus one day.

2.8.4 REJECT - CLEAR/CANCEL/LOCATE ERROR

Clear, cancel, or locate transaction is not properly formatted because data are missing or are not in the proper sequence.

2.8.5 REJECT - COMMAS NOT PERMITTED IN THE NMF FIELD

A comma was included in the First Name Field (NMF).

2.8.6 REJECT - DETAINER NOT ON FILE

The detainer information being canceled does not exist.

2.8.7 REJECT - DUPLICATE BHN/OAN ERROR

Entry or modify transaction attempts to place the same number in both the Boat Hull Number (BHN) and the Owner Applied Number (OAN) Fields.

2.8.8 REJECT - DUPLICATE FIELD XXX

- Inquiry transaction contains more than one identifier of the same type.

- Modify transaction contains a field, other than an identifier, twice.

- The RSCH Field contains a MFC more than once.

2.8.9 REJECT - DUPLICATE <IMAGE-TYPE>

Transaction attempts to enter an image (Image Type [IMT]: mugshot, signature, nonperson identifying image) when one already exists for that record.

SIGNATURE, IDENTIFYING IMAGE, GENERIC BOAT, OR GENERIC VEHICLE is used as <IMAGE-TYPE> depending on the type of image the existing image is linked to.

IMAGE PREVIOUSLY ENTERED IS followed by ORI/, NIC/, IMN/, IMT/, and DOI/ from the existing record.

2.8.10 REJECT - DUPLICATE REG/CGD ERROR

Entry or modify transaction attempts to place the same number in both the Boat Registration Number (REG) and the Coast Guard Document Number (CGD) Fields.

Note: This requirement only applies to Boat records.

2.8.11 REJECT - DUPLICATE SER/OAN ERROR

Entry or modify transaction attempts to place the same number in both the Serial Number (SER) and Owner Applied Number (OAN) Fields.

Note: This requirement applies to Vehicle/Boat Part and Single Article records.

2.8.12 REJECT - DUPLICATE VIN/OAN ERROR

Entry or modify transaction attempts to place the same number in both the Vehicle Identification Number (VIN) and Owner Applied Number (OAN) Fields.

Note: This requirement applies to Boat and Vehicle records.

2.8.13 REJECT - EITHER FPP OR ZIP REQUIRED

On an ORI enter transaction; both the Foreign Postal Code (FPP) and the Zone Improvement Plan (ZIP) Fields are blank.

2.8.14 REJECT - EQUIPMENT PROBLEM

Transaction was not properly processed by the NCIC System. Originating agency should resend the transaction.

2.8.15 REJECT - EXCEEDED MAXIMUM NUMBER OF SEARCH FIELDS

More than 30 search criteria of any kind were entered in the RSCH Field, i.e. the combination of the number of MFCs times the number of values per MFC.

2.8.16 REJECT - EXCEEDED MAXIMUM NUMBER OF SEARCH VALUES

More than 15 values for one MFC were entered in the RSCH Field for an ACT SPRQ request. More than 30 values for one MFC were entered in the RSCH Field for a PRG/LOG SPRQ request.

2.8.17 REJECT - EXCESSIVE FIELDS (FOR XXX)

- Entry transaction contains more than the allowed fields.
- Supplemental enter transaction attempts to enter more fields than are allowed.
- Inquiry transaction contains more than the allowed fields.

2.8.18 REJECT - EXPLAIN CAUTION INDICATOR

Characters -C or C are used in the MKE Field for person entry and no explanation of caution indicator is set forth in the Caution and Medical Conditions (CMC) Field.

2.8.19 REJECT - EXPLAIN OFFENSE CODE

- Offense code 0199, 0299, 0399, 5005, 5015, 5099, 7099, 7199, 7299, or 7399 is used without explanation of offense in position 5 through 24 of the Offense Code (OFF) Field.

- Offense code 4901, 4999, 5001, 5002, 5011, 5012, 5013, 5014, 8100, 8101, or 8102 is used, and the Original Offense Code (OOC) Field does not have a value.

2.8.20 REJECT - EXPLAIN PCO

A value of 08 has been entered in the Protection Order Conditions (PCO) Field and the MIS Field is blank.

2.8.21 REJECT - FIELD ERROR XXX

- The MFC does not agree with data entered in the field.

- Image record on database is not the same type as defined by IMT in message. IMN and IMT are provided as the fields in error.

- Transaction attempts to delete Name of Validator (VLN) Field.

- Transaction attempts to enter data in a mandatory blank field.

- LKA Field is not associated with LKI Field (i.e., the pair does not match the OCA and ORI Fields of another record).

- LKI Field is not a valid ORI.

- An image transaction attempts to enter an image for a record with an image type that is not compatible with the record type (NIC prefix). NCIC Number (NIC) and IMT provided back as fields in error.

- A File Transaction (FT) attempts to request a file that does not exist.

- An agency is attempting to enter an investigative interest supplemental transaction for a Gang, Protective Interest, Vehicle/Boat Part, or CVI record.

- Transaction attempts to enter a lost article record with a TYP Field that does not contain a category Q or Z code.

- An authorized ORI attempts to use invalid data in the NDIR Data Available (NDI) Field, an authorized ORI attempts to enter data in the NDI Field when the DCH Field contains UNK, or an unauthorized ORI attempts to modify the DCH Field to UNK after the NDI Field is set to Y.

- An agency attempts to modify the OPT Field to blanks or spaces in the NCIC Article or Vehicle Files.

- Protection Order enter or modify transaction does not contain Service Information (SVC) value 1 when Service Date (SVD) is populated with a valid date.

2.8.22 REJECT - FIELD ERROR DCH XXX

There are erroneous data in a subfield of the Dental Characteristics (DCH) Field in a Missing Person, Unidentified Person File, or Wanted Person File record.

2.8.23 REJECT - FILE GREATER THAN 32,000 BYTES

File requested is too large to be electronically transmitted.

The Enterprise File Transfer Service (EFTS) can be used to retrieve the file.

2.8.24 REJECT - FORMAT ERROR - SLASH REQUIRED - XXX

The required slash separator does not follow an MFC in a transaction which uses an MFC-dependent format.

2.8.25 REJECT - HEADER ERROR

Transaction is missing or contains an invalid header (2L01, 1N01, TN01, ML01, 6L01, 1B01, or TB01).

2.8.26 REJECT - IDENTIFIER ERROR

- Transaction contains no identifiers.
- Inquiry transaction contains more than the allowed number of identifiers.
- Maintenance transaction contains invalid identifiers.

2.8.27 REJECT - IIA IN USE

Transmitting agency attempts to modify the Type (TYP) Field to R and the ORI still has active investigative interest supplemental records.

2.8.28 REJECT - IMAGE NOT ON FILE <IMN>

Transaction is for an image which is not found on file.

2.8.29 REJECT - INVALID IMAGE PLACEMENT IN MESSAGE IMAGE FIELD MUST BE LAST FIELD

Transaction involving the entry of an image does not have the image data as the last item of the transaction Image (IMG) Field.

2.8.30 REJECT - INVALID INDICATOR FOR MFC/XXX

An invalid Range/Branch/Exclusion indicator has been specified for a MFC, e.g., NAM\JONES, DAVID.*E.

2.8.31 REJECT - INVALID MESSAGE FIELD CODE XXX

Transaction contains invalid MFC for the file involved.

2.8.32 REJECT - INVALID MFC IN SEARCH CRITERIA FOR SPECIFIED FILE CODE - <MFC>

The MFC is inappropriate for the TYPE of SPRQ request for the FILE type specified in the request, e.g., request TYPE is ACT and PDT/ is specified in the RSCH Field or FILE is V and NAM/ is specified in the RSCH Field.

2.8.33 REJECT - INVALID MODIFY XXX

Note: These examples are not inclusive of all scenarios.

- Modify transaction attempts to delete data from a mandatory field of the NCIC record. Mandatory fields are explained in the Entry section of each NCIC file chapter.
- Modify transaction attempts to modify LIS Field using the same value currently in that field.
- Modify transaction attempts to delete one or more fields in a set but not all fields in the set.
- Transaction attempts to modify the Date of Purge (DOP) Field to XXXXXXXX, and ORI is not authorized to do this, i.e., 9th character is not C.
- Transaction attempts to modify DOP Field to date greater than current date plus five years.

2.8.34 REJECT - INVALID NCIC NUMBER

The NIC contains invalid check-digits.

2.8.35 REJECT - INVALID ORI FIELD SPECIFICATIONS

The ORI Field contains wildcard (+) characters in the last seven positions and no other search criteria are specified.

2.8.36 REJECT - INVALID ORI FOR QUALITY CONTROL CANCEL OF RECORD

Transaction contains an invalid Quality Control ORI for the file type.

2.8.37 REJECT - INVALID ORIGINATING AGENCY IDENTIFIER

Transaction contains an invalid ORI.

2.8.38 REJECT - INVALID SEQUENCE OF SEPARATORS

The "%" and "." appear consecutively within the search criteria.

2.8.39 REJECT - INVALID SER. POSTAL MONEY SERIAL NUMBER ORDER MUST BE 10 CHARACTERS. THE RIGHT MOST 11TH CHARACTER IS NOT PART OF THE SERIAL NUMBER.

A serial number for a postal money order is not exactly 10 characters in length.

2.8.40 REJECT - INVALID SERIAL NUMBER RANGE

- Modify transaction contains a range of consecutively serialized numbers that does not exactly match the range in the record.
- Serial numbers within the indicated range have been cleared or canceled from a group record.

2.8.41 REJECT - INVALID SORT FIELD FOR SPECIFIED FILE CODE - XXX

The MFC SRT is specified **but** one of the following has occurred:

- The TYPE of SPRQ request is LOG; or
- The sort MFC criteria specified is invalid for the FILE type; or
- The sort length is greater than the specified MFC allowable length; or
- The sort length is missing; or
- More than 3 MFCs have been specified as the sort criteria.

2.8.42 REJECT - INVALID STATUS FOR OPERATION

Transaction attempts to enter benefits data on a record using an Enter Benefits Data After Clear (CRBD) or an Enter Benefits Data After Locate (LRBD) transaction when that record has not been cleared or located.

2.8.43 REJECT - INVALID TYPE XXXX

The TYPE field is not ACT, PRG, or LOG.

2.8.44 REJECT - INVESTIGATIVE INTEREST ON FILE

The investigative interest supplemental record is a duplicate of an existing investigative interest supplemental record for the base record.

2.8.45 REJECT - INVESTIGATIVE INTEREST NOT ON FILE

No corresponding investigative interest on file.

2.8.46 REJECT - LENGTH ERROR - XXX

Field provided in a transaction is less than the minimum or more than the maximum length allowed for that field.

2.8.47 REJECT - LOCATE ERROR

- Locate transaction does not contain Detained (DETN) or Released (RELD) for missing person record or EXTR, DETN, or NOEX for wanted person record.
- Locate transaction with extradition of NOEX is for a Wanted Person File record that has already been located with an extradition of EXTR or DETN.
- Locate transaction with extradition of NOEX is for a Wanted Person File record by the ORI of record.
- Locate transaction on a Missing Person record in which the DSP is blank.

2.8.48 REJECT - MAXIMUM NUMBER OF IDENTIFYING IMAGES EXCEEDED IMAGE(S) PREVIOUSLY ENTERED:

Transaction attempts to enter an identifying image when the maximum number of 10 identifying images has already been entered.

2.8.49 REJECT - MESSAGE KEY ERROR

- Transaction is missing or contains an invalid MKE.
- MKE does not agree with data in the transaction or in the record.

2.8.50 REJECT - MFC XXX IS INVALID FOR TYPE XXXX

The MFC, other than the search criteria, is invalid for the TYPE specified, e.g., a mandatory blank field contains data.

2.8.51 REJECT - MISSING DATA XXX

- Transaction does not contain a mandatory field(s).
- A set contains one or more fields but not all fields in the set.

- Image transaction attempts to enter an image, other than generic, without a NIC to identify the record to which the image belongs.

2.8.52 REJECT - MISSING IDENTIFIER

- Inquiry transaction does not contain a searchable identifier or searchable group of identifiers.
- Transaction attempts to enter a record with no numeric identifiers.

2.8.53 REJECT - MODIFY ERROR

- Modify transaction is not properly formatted.
- Modify transaction attempts to associate a Group Member to a Group Name (GNG)/Subgroup Name (SGP) not on file.
- Modify transaction attempts to remove last numeric identifier in the record.
- Modify transaction does not contain any field to modify.

2.8.54 REJECT - NAM/ AND NMF/ NOT PERMITTED IN THE SAME REQUEST

The RSCH Field includes both the NAM/ and NMF/ MFCs.

2.8.55 REJECT - NCIC IN RESTRICTED SERVICE. UNABLE TO PROCESS TRANSACTION. WATCH FOR FULL SERVICE MESSAGE.

Transmitting agency attempts to send one of the following messages during a restricted service period:

- Entry, cancellation, or modification transaction of a nongroup record is attempted. Only clear, inquiry, and locate transactions are permitted for nongroup records.
- Entry, cancellation, clear, locate, or modification transaction of a consecutively serialized group record is attempted. Only inquiry messages are permitted on group records.

2.8.56 REJECT - NIC PREFIX DOES NOT AGREE WITH MESSAGE KEY

The first character of the NIC which designates the file type of the transaction does not correspond with the MKE.

2.8.57 REJECT - NOT AUTHORIZED

Note: These examples are not inclusive of all scenarios.

- Type of transaction transmitted is not authorized for the ORI.
- An agency other than the ORI of a record is attempting to perform a maintenance transaction on the record in file. (Does not apply to locate transactions.)
- Transmitting agency is attempting to place a locate against its own record. Clear transaction should be sent. (Does not apply to the Wanted Person File)
- An agency is using an ORI with a state code other than the one assigned to the line over which the message was transmitted.
- Transmitting agency attempts to enter a Gang/Terrorist Group with a GNG and SGP of UNLISTED GROUP.
- Transmitting agency attempts to cancel a Protection Order with PNO/ and NIC/ as identifiers and the ORI is not a quality control ORI.

- Transmitting agency attempts to modify Missing Person Interest (MIF) Field and the agency is not National Center for Missing and Exploited Children (NCMEC).
- NCMEC attempts to modify a field other than the MIF Field.
- Transmitting agency attempts to modify a secondary Point of Contact (POC) Field to the primary POC Field.
- Transmitting agency attempts to enter a Category II juvenile record for an ORI in a nonparticipating state.
- Transmitting agency attempts to modify an inactive Protection Order File or National Sex Offender Registry record.
- An agency is attempting an SPRQ transaction and does not have authorization.
- An agency authorized to perform SPRQ transactions has requested a SPRQ type restricted to FBI staff only.
- An agency is attempting to enter a generic image and is not FBI staff.
- An agency is attempting to enter or cancel an investigative interest supplemental record having the same ORI as the ORI of the base record.
- An agency is attempting to enter an investigative interest supplemental record and the base record is inactive.
- An agency is attempting to enter an investigative interest supplemental record and there are already ten investigative interest supplemental records appended to the base record.
- An agency is attempting to modify data into the NDI Field and is not FBI staff.
- An agency is attempting to append PWI data to a record other than a Missing Person File record with MKE/EME or EMI.
- An agency is attempting to enter PWI data and there are already two PWI records appended to the base Missing Person File record.
- Person with Information Name (PIN) or Person with Information Alias (PAK) and Person with Information Date of Birth (PIB) or PIN or PAK and Person with Information Social Security Number (PSS) are equal to the base record Name (NAM) or Alias (AKA) and Date of Birth (DOB) or NAM or AKA and Social Security Number (SOC). PIN/PAK and PIB or PIN/PAK and PSS Fields are provided back in error.
- PIN or PAK Fields for second Person with Information record enter or enter supplemental transaction are equal to the PIN or PAK Fields in the first PWI record.

2.8.58 REJECT - NOT ON FILE

- An identifier(s) used to identify a record in a maintenance transaction is in error; therefore, the record on file was not found.
- The range of serial numbers in the maintenance transaction exceeds the range of serial numbers for the record on file.
- Record identified is retired.

2.8.59 REJECT - ON FILE

- Record being entered is already on file.
- Transaction attempts to modify an identifier in one record to the same identifier already on file in another record.
- When the above message is received, the record on file is included in the response.

2.8.60 REJECT - ONLY ONE SRT PERMITTED FOR EACH TRANSACTION

The RSCH contains more than one SRT/MFC.

2.8.61 REJECT - ORI IN USE

- Transaction attempts to modify the Type (TYP) Field to R and the ORI still has active records.
- Transaction attempts to cancel an ORI with active records.

2.8.62 REJECT - ORI NOT ON FILE

Transaction specifies an ORI that is not on file.

2.8.63 REJECT - ORI ON FILE

Transaction attempts to enter an ORI that is already on file.

2.8.64 REJECT - QUALITY CONTROL NOT ALLOWED TO CANCEL THIS RECORD

Transaction initiated by a Quality Control ORI attempts to cancel a record not included in the serious error program.

2.8.65 REJECT - RECORD LOCATED PREVIOUSLY

- Modify or locate transaction is for a property file record that has already been located.
- The range of serial numbers in a locate transaction has been completely or partially located.

2.8.66 REJECT - REQUEST NOT ON FILE FOR CTN/<CTN>

A matching request is not found.

2.8.67 REJECT - SERIAL NUMBER IS NOT UNIQUE

```
** ATTENTION **
IF SER/XXXXXXX-20-XXXXXXXXX IS FOR TYP/XX-7-XX, AND BRA/XX-6-X, IT IS NOT UNIQUE
ACCORDING TO NCIC QUALITY CONTROL. ASCERTAIN CORRECT SERIAL NUMBER.
```

Or

```
** ATTENTION **
IF SER/XXXX-11-XXX IS FOR MAK/XXX,
CAL/XXXX, AND TYP/XX IT IS NOT UNIQUE ACCORDING
TO NCIC QUALITY CONTROL. ASCERTAIN CORRECT NUMBER.
```

When there are three or more article records on file in the NCIC System with matching data in the SER, TYP, and Brand Name (BRA) Fields; or three or more gun records on file in the NCIC System with matching data in the SER, Make (MAK), Caliber (CAL), and TYP Fields, the CJIS Division enters an ATTENTION message to alert NCIC users to the possibility of a nonunique serial number. The duplication of the SER indicates the number may be a stock control number, model, production, or catalog number.

2.8.68 REJECT - SGP/NONE KNOWN - TOO GENERIC FOR SEARCH

Transmitting agency attempts to make an inquiry using only SGP/NONE KNOWN.

2.8.69 REJECT - SUPP MFC ERROR

- Included in the acknowledgment when MFC of a supplemental cancel transaction fails its edit check.

- Included in the acknowledgment to a supplemental cancel transaction when the IMT specified does not match the IMT on file.

2.8.70 REJECT - SUPP NOT ON FILE XXX/XXXX

- Included in the acknowledgment to a supplemental cancel transaction when transaction attempts to delete fields that are not contained in the supplemental record.

- Each field not contained in the supplemental record is preceded by the appropriate MFC and a slash, e.g., DOB/19530106.

2.8.71 REJECT - SUPPLEMENTAL RECORD FORMAT ERROR - XXX

- Supplemental record entry is improperly formatted.

- Transmitting agency attempts to enter a boat trailer which is already there or an add-on with the same sequence as one already on file for the same base record.

2.8.72 REJECT - TTO/DRS/HND/GTI/MIS MAY BE MODIFIED ONLY BY PRIMARY ORI

Agency other than primary ORI is attempting to modify the record.

This reject is based on a Secondary Point of Contact for a Group Reference Capability (GRC) record attempting to modify the GRC record.

2.8.73 REJECT - UNABLE TO PROCESS TRANSACTION. WATCH FOR IN SERVICE MESSAGE

Transaction has been submitted for NICS while NICS is down.

2.8.74 REJECT - VEHICLE YEAR DOES NOT AGREE WITH VIN

Vehicle Year (VYR) Field in the record entry does not agree with the vehicle year of manufacture in the 17-character VIN. (Additional information can be found in the Vehicle File chapter of this manual.)

2.8.75 REJECT - VIN FORMAT ERROR

The VIN Field does not meet the manufacturer's VIN construction criteria. (VIN Field edits can be found in the Vehicle File chapter of this manual.)

2.8.76 REJECT - WILDCARD CHARACTERS INVALID FOR XXX

The MFCs contain wildcard characters which are not allowed for the particular MFC. Additional information concerning the wildcard character can be found in the Other Transactions chapter of this manual.

2.9 ADMINISTRATIVE MESSAGES

2.9.1 SYSTEM STATUS ADMINISTRATIVE MESSAGES -- $.1. through $.7.

Administrative messages are transmitted by the NCIC System to advise users of the NCIC System status. 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 numerics representing year, month, and day, <YYYYMMDD>.

2.9.1.1 $.1. Administrative Message

A $.1. administrative message is transmitted in the following format:

```
$.1.

ALL NCIC FILES OUT OF SERVICE 0100 EST
XXX-80-XXX
```

This message is transmitted when the NCIC System is going out of service. The time the System is going out of service is entered as applicable. The third line of this message contains up to 80 characters of variable data describing the reason, e.g., TODAY FOR FILE MAINTENANCE.

2.9.1.2 $.2. Administrative Message

The following is an example of a $.2. administrative message:

```
$.2.

NCIC VEHICLE, PROPERTY & PERSON FILES IN FULL SERVICE
0100 EST 19991001.
```

This message is transmitted when:

- The NCIC System has been out of service and is returning to full service.
- The NCIC System has been in restricted service (a period during which only certain types of messages are accepted, e.g., inquiry, clear, and locate transactions) and is returning to full service.

2.9.1.3 $.3. Administrative Message

A $.3. administrative message is transmitted in the following format:

```
$.3.
```

This message is transmitted when a defective transmission (caused by line noise, imperfect transmission of message by the control terminal equipment, time out, etc.) is received at the NCIC System. If the interface is bisynchronous (BSC), then the text used in the message is one of the following:

```
RESEND TIMEOUT, RESEND DATA ERROR, or RESEND MSG TOO LONG.
```

If the interface protocol is Transmission Control Protocol (TCP) or System Network Architecture (SNA) and a framing error is detected, then the message is one of the following:

```
REJECT: FRAMING ERROR - INVALID START FLAG
```
Or
```
REJECT: FRAMING ERROR - INVALID SIZE FIELD
```
Or
```
REJECT: FRAMING ERROR - INVALID END FLAG
```

If two times the maximum possible message size is collected without achieving synchronization, the TCP/Internet Protocol (IP) connection to the client is shut down and the following message is sent:

```
REJECT: RESYNC NOT ACHIEVABLE - CONNECTION CLOSED
```

If the communication software is unable to communicate with the application software, then the following message is sent:

```
RESEND NCIC ERROR
```

If a connection is received from an IP address which is not in the line database, then the following message is sent:

```
REJECT INVALID LINE
```

If a second transaction is received on the same logical line prior to a response being transmitted for the first transaction, then the following message is sent:

```
REJECT: PROTOCOL VIOLATION
```

This message is followed by the first 100 bytes of the rejected transaction.

If the interface protocol is TCP/IP and a connection request is received for a line that has reached the maximum number of connections, then the following message is sent:

```
REJECT: ATTEMPTED TO EXCEED PERMITTED TCP CONNECTION LIMIT FOR LINE
```

If the interface protocol is SNA or TCP/IP and a connection request is received for a line that has been commanded down by the NCIC System, then the following message is sent:

```
REJECT: LINE COMMANDED DOWN AT NCIC
```

2.9.1.4 $.4. Administrative Message

The following is an example of a $.4. administrative message:

```
$.4.

NCIC VEHICLE, PROPERTY, & PERSON FILES RESTRICTED
TO INQUIRY/CLEAR/LOCATE FROM 0100 UNTIL ABOUT 0400 EST.
NO CLEAR/LOCATE FOR CONSECUTIVE GROUP RECORDS ACCEPTED.
WATCH FOR FULL SERVICE MESSAGE.
```

This message is transmitted when the NCIC System begins restricted service for file maintenance. The start and end time of restricted service are entered as applicable.

2.9.1.5 $.5. Administrative Message

The following is an example of a $.5. administrative message:

```
$.5.

****NOTICE---NOTICE****
NCIC CONTINUING RESTRICTED SERVICE FOR VEHICLE, PROPERTY
& PERSON FILES UNTIL ABOUT 0600 EST.
WATCH FOR FULL SERVICE MESSAGE.
```

This message is transmitted when restricted service is extended 30 minutes or more beyond the original time planned.

2.9.1.6 $.6. Administrative Message

The following is an example of a $.6. administrative message:

```
$.6.

YOUR NCIC LINE REOPENED 0600 EST.
ALL NCIC FILES IN FULL SERVICE.
```

This message is transmitted to a control terminal when that control terminal's communication line is reopened after a period during which the terminal's line was down. The NCIC System is in full service when the line is reopened.

2.9.1.7 $.7. Administrative Message

The following is an example of a $.7. administrative message:

```
$.7.

YOUR NCIC LINE REOPENED 0600 EST.
ALL NCIC FILES IN RESTRICTED SERVICE.
```

This message is transmitted to a control terminal when that control terminal's communication line is reopened after a period during which the terminal's line was down. The NCIC System is in restricted service when the line is reopened.

2.9.2 OTHER ADMINISTRATIVE MESSAGES

Other administrative messages are sent to selected users in response to particular actions taken on NCIC records, either through inquiry or maintenance by the users (e.g., $.8., $.B., $.H.) or through actions taken by the NCIC System or the FBI staff (e.g., $.F.).

2.9.2.1 $.8. Out-of-State Notification

The following states do not participate in the $.8. program for vehicles: Georgia, Maine, Massachusetts, Missouri, Nevada, New Hampshire, Oregon, South Dakota, Washington, Wisconsin, Wyoming, the territories of Guam, Puerto Rico, and the Virgin Islands, and the country of Canada.

The following states do not participate in the $.8. program for boats: Arizona, Georgia, Hawaii, Illinois, Indiana, Maine, Maryland, Massachusetts, Mississippi, Missouri, Nevada, New Hampshire, New Mexico, North Carolina, Ohio, Oregon, Rhode Island, South Dakota, Washington, West Virginia, Wyoming, the territories of Guam, Puerto Rico, and the Virgin Islands, and the country of Canada.

A $.8. Out-of-State Notification administrative message is transmitted to the state of registry of a vehicle, license plate, boat, or person with vehicle data when:

- The vehicle, license plate, or boat is stolen or a vehicle is used in a felony in a state other than the state of registry and a record concerning the vehicle or boat is entered, modified, located, cleared, or canceled in the NCIC System.
- A record is entered, modified, located, cleared, canceled, or cancel supplemental with vehicle data showing registration is in a state other than the entering agency.
- 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:

  - The Date of Entry (CDE) will replace the DOT Field.

- 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.

- The Boat Length (BLE) will be in meters.

- The Vehicle Style (VST), Vehicle Model (VMO), Vehicle Color (VCO), and Boat Color (BCO) Fields will not be included in a CVI record.

- 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 Code Manual*.

- This 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.

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

- For Vehicle and Person records with vehicle data, the entering agency is federal or military and uses the same line as the state of registry unless the state is: (for vehicles) Alabama, Connecticut, Delaware, Florida, Montana, New Jersey, New York, Oregon, Pennsylvania, Virginia, or Washington.

- For Boat records, the entering agency is federal military and uses the same line as the state of registry unless the state is: Alabama, Arkansas, Connecticut, Florida, New York, South Carolina, and Tennessee.

This is an example of a $.8. Out-of-State Notification for Vehicle:

```
$.8.

OUT OF STATE AT 1325 EST 19991001
1L01HEADER.EV.MD1012600.123456.VA.1999.PC.3J573A7012345.1980.OLDS.CUT.2D.WHI.
19990110.123456789...DENT IN RIGHT FRONT FENDER.Y
NIC/V987654321 OCA/123456789
```

In the $.8. Out-of-State for Vehicle, the state of registry (VA) is advised that an agency in another state (MD) has entered a record into the NCIC System on a vehicle registered in the recipient state.

```
$.8.

OUT OF STATE AT 1325 EST 20001201
1N01HEADER.EB.MD1012600.VA1234ZZ.VA.1985.WD.LBC035380880.OB.1980.LBC.RUN.17.RED.`
19990501.234443333...BOAT HAD BEEN ANCHORED IN FT LAUDERDALE FOR THE LAST FIVE
YEARS.Y.
NIC/B9876543231 OCA/123456789
```

In the $.8. Out-of-State for Boat, the state of registry (VA) is advised that an agency in another state (MD) has entered a record into the NCIC System on a boat registered in the recipient state.

After the LIC has been removed (modified or purged) from a record, no further notification is sent to the state of registry if the state of registry is one of the following:

Connecticut	New Mexico	Washington
Illinois	Ohio	Wisconsin
Kansas	Oklahoma	

After the REG has been removed (modified or purged) from a record, no further notification is sent to the state of registry if the state of registry is one of the following:

Arkansas	Montana	Pennsylvania
Colorado	Nebraska	South Carolina
Connecticut	New York	West Virginia

Once a license plate, stolen or felony vehicle, stolen boat, or person record has had a locate placed on it, the state of registry will not receive a clear or cancel message on the record. A $.8. clear or cancel message will only be transmitted to the state of registry for active records.

A $.8. notification message will also be generated to the state of registry following certain scheduled NCIC purges.

This is an example of a $.8. Out-of-State Notification purge message for Vehicle record:

```
$.8.

OUT OF STATE PURGE AT 1325 EST 19991105
FELONY VEHICLE
SEE IDENTIFIER(S) LIC/123456 VIN/3J573A7012345
NIC/V987654321 OCA/123456789
```

Line two of the $.8. Out-of-State Notification purge message identifies the type of purge as one of the following:

1.	LICENSE RETENTION	License Plate File chapter
2.	VEHICLE RETENTION	Vehicle File chapter
3.	VEHICLE WITHOUT A VIN	Vehicle File chapter
4.	FELONY VEHICLE	Vehicle File chapter
5.	TEMPORARY WARRANT	Wanted Person File chapter
6.	BOAT RETENTION	Boat File chapter

This is a list of CSAs that have elected to not receive $.8. Out-of-State Notification purge messages on stolen vehicle, license plate, or person records following the first purge of the year:

Alabama	Indiana	Nebraska	Pennsylvania
Arizona	Kansas	Nevada	South Dakota
Arkansas	Kentucky	New Hampshire	Washington
Canada	Maine	New Jersey	Wisconsin
Georgia	Massachusetts	New York	Wyoming
Guam	Minnesota	North Dakota	
Hawaii	Mississippi	Oklahoma	
Illinois	Missouri	Oregon	

This is a list of CSAs that have elected to not receive $.8. Out-of-State Notification purge messages on stolen boat records following the first purge of the year:

Alabama	Indiana	Nebraska	Pennsylvania
Arizona	Kansas	Nevada	South Dakota
Arkansas	Kentucky	New Hampshire	Washington
Canada	Maine	New Jersey	Wisconsin
Georgia	Massachusetts	New York	Wyoming
Guam	Minnesota	North Dakota	
Hawaii	Mississippi	Oklahoma	
Illinois	Missouri	Oregon	

2.9.2.2 $.8. JUST/EPIC Aircraft Notification

A $.8. administrative message is sent to the Department of Justice, El Paso Intelligence Center for all stolen or felony vehicle entry, modify, cancel, locate, and clear transactions with a VMA of AERO. CPIC transactions are excluded.

This is an example of a $.8. JUST/EPIC Aircraft Notification:

```
$.8.

OUT OF STATE AT 1325 EST 19991105
1N01HEADER.EV.MD1012600..3456666.VA.1999.PP.123457012345.1980.
AEROBOEING.727.MJ.SIL.19990110.123456789.....Y
SEE IDENTIFIER(S) LIC/3456666 VIN/123457012345
NIC/V912354451 OCA/123456789
```

2.9.2.3 $.8. NICB Vehicle/Boat Notification

A $.8. administrative message is sent to the NICB for all stolen/felony vehicle (not aircraft), boat or part entry, modify, cancel, locate, and clear transactions.

This is an example of a $.8. NICB Vehicle/Boat Notification:

```
$.8.

NICB NOTIFICATION AT 1836 EDT 20221006
1N0100MG,MRI6063101.CV.KS0870300.NIC/V694261088.0CA/22C537185.20221006
SEE IDENTIFIER(S) LIC/U5809 VIN/14HU122008PAT1747
NIC/V694261088 OCA/22C537185
```

2.9.2.4 $.8. Missing Person Notification

A $.8. administrative message is sent to The National Center for Missing and Exploited Children (NCMEC) for all modify, cancel, locate, and clear missing person transactions when the missing person interest flag (MIF) Field contains the alphabetic Y. NCMEC sets the MIF flag through a missing person modify transaction.

This is an example of a $.8. Missing Person Notification:

```
$.8.

NCMEC NOTIFICATION AT 1325 EST 19991001
1NO1HEADER.MM.MD1012600.NAM/DOE, JOHN J.NIC/M000069216.EYE/BRO
UPDATING ORI IS ANY CITY PD MD

MKE/MISSING PERSON JUVENILE
ORI/MD1012600 NAM/DOE, JOHN J SEX/M RAC/W ETN/H POB/MD
DOB/19891012 DOE/20071012 HGT/310 WGT/065 EYE/BRO HAI/BRO
SKN/FAR SMT/SC R HND
SOC/216343737
MNP/MP DLC/19921201 OCA/SAMPLE SID/MD99999999
```

```
MIS/ LAST SEEN WEARING BLUE PANTS AND RED SHIRT
BLT/OPOS CRC/C FPA/N BXR/P
JWT/PK RI
JWL/GOLD RING
ORI IS ANY CITY PD MD
DOB/19880912
SMT/SC R ARM

DENTAL CHARACTERISTICS
DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE
NIC/M000069216 DTE/19981215 0000 EST DLU/20080328 1115 EDT
```

2.9.2.5 $.8. Child Abduction Notification

A $.8. administrative message is sent to NCMEC for all missing person entry, modify, cancel, locate, and clear transactions when the Missing Person (MNP) Field contains a value of CA.

This is an example of a $.8.Child Abduction Notification:

```
$.8.VA007019W
CHILD-ABDUCTION N0TIFICATION AT 1325 EST 19991001
1N01HEADER.MM.MD102600.NAM/D0E, JOHN J.NIC/M000069216.EYE/BR0
UPDATING 0RI IS ANY CITY PD MD

MKE/MISSING PERSON ENDANGERED
ORI/MD1012600 NAM/D0E, JOHN J SEX/M RAC/W ETN/H POB/MD
D0B/19891012 DOE/20071012 HGT/310 WGT/065 EYE/BR0 HAI/BRO
SKN/FAR SMT/SC R HND
SOC/123456789
MNP/CA DLC/19921201 OCA/SAMPLE SID/MD99999999
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
BLT/OPOS CRC/C FPA/N BXR/P
JWT/PK RI
JWL/GOLD RINGSMT/SC R ARM

DENTAL CHARACTERISTICS
DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE
NIC/M000069216 DTE/19981215 0000 EST DLU/20080328 1115 EDT
```

2.9.2.6 $.8. AMBER Alert Notification

A $.8. administrative message is sent to NCMEC for all missing person entry, modify, cancel, locate, and clear transactions when the Missing Person (MNP) Field contains a value of AA.

This is an example of a $.8. AMBER Alert Notification:

```
$.8.VA007019W

AMBER-ALERT-NOTIFICATION AT 1325 EST 20051001
1N01HEADER.MM.MD1012600.NAM/D0E, JOHN J.NIC/M000069216.EYE/BRO
UPDATING 0RI IS ANY CITY PD MD

MKE/MISSING PERSON ENDANGERED
ORI/MD1012600 NAM/DOE, JOHN J SEX/M RAC/W ETN/H POB/MD
DOB/19891012 DOE/20071012 HGT/505 WGT/105 EYE/BRO HAI/BRO
SKN/FAR SMT/SC R HND
SOC/123456789
MNP/AA DLC/19921201 OCA/SAMPLE SID/MD99999999
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
BLT/OPOS CRC/C FPA/N BXR/P
JWT/PK RI
JWL/GOLD RING
```

```
DENTAL CHARACTERISTICS
DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE
NIC/M000069216 DTE/20041215 1245 EST DLU/20080328 1115 EDT
```

2.9.2.7 $.8. Coast Guard Boat Notification

A $.8. administrative message is sent to the Coast Guard for all entry, modify, cancel, locate, and clear boat transactions and System purges.

This is an example of a $.8. Coast Guard Boat Notification:

```
$.8.

COAST GUARD NOTIFICATION AT 1325 EST 19991001
1N01HEADER.MB.MD1012600.NIC/B0000032685
SEE IDENTIFIER(S)REG/MD1234ZZ BHN/LBC035380880
NIC/B0000032685.OCA/123456.RES/MD
```

2.9.2.8 $.8. NCMEC-Unidentified-Person-Notification

A $.8. administrative message is sent to NCMEC when an Unidentified Person record is entered, modified, cleared, or canceled, or Unidentified Person supplemental data is entered or canceled, or Unidentified Person dental data is entered, modified, or canceled.

2.9.2.9 $.8. Vehicle-Mirror-Image-Notification

A $.8. administrative message is sent to NVS and NMVTIS when felony and stolen vehicle records have been entered or updated via entry, modify, locate, clear, or cancel.

2.9.2.10 $.8. Disability-Juvenile-Notification

A $.8. Disability-Juvenile-Notification is sent to NCMEC when a Missing Person – Disability where the age is less than 18 is entered, modified (including supplemental and dental data), located, cleared, or canceled.

2.9.2.11 $.8. Catastrophe-Victim-Juvenile-Notification

A $.8. administrative message is sent to NCMEC when a Missing Person – Catastrophe Victim where the age is less than 18 is entered, modified (including supplemental and dental data), located, cleared, or canceled.

2.9.2.12 $.8. Other-Juvenile-Notification

A $.8. administrative message is sent to NCMEC when a Missing Person – Other where the age is less than 18 is entered, modified (including supplemental and dental data), located, cleared, or canceled.

2.9.2.13 $.8. NLETS-Notification

A $.8. administrative message is sent to Nlets when stolen vehicle records, including CPIC records, are entered or updated during a stolen vehicle entry, modify, locate, clear, or cancel transaction.

2.9.2.14 $.B. File-Transfer-Ready Notification

A $.B. File-Transfer-Ready Notification administrative message is transmitted to an ORI whenever a file is available for retrieval. This situation occurs when:

- A response to a batch inquiry is transmitted;
- A response to an SPRQ is transmitted;
- A response to an off-line search is transmitted (e.g., statistic data request, error profile request); or

- A validation file is ready for transfer.

This is an example of a $.B. File-Transfer-Ready Notification based on a SPRQ inquiry:

```
$.B.
NCDCI0000
FILE F123456 CONTAINS SPRQ RESULTS FOR CTN/D123456789 WITH 000002 RECORDS FOR
TRANSACTION:
1N01HEADER.SPRQ.NCDCI0000.ACT..DET SMITH.101 MAIN ST ANYCITY NC.9
THE FILE IS 15,000 BYTES AND IS READY FOR DOWNLOAD.
REQUEST FILE NAME F123456
USING THE FILE TRANSFER (FT) MKE OR DOWNLOAD THE FILE FROM
THE ENTERPRISE FILE TRANSFER SERVICE (EFTS).
```

If the file does not exceed 32,000 bytes, the user is able to retrieve the file electronically via a File Transfer Decision (FT) transaction. Information concerning the FT transaction can be found in the Other Transactions File chapter of this manual. Otherwise, the user may retrieve the file via the NCIC Enterprise File Transfer Service (EFTS).

The $.B. File-Transfer-Ready Notification is also used to transmit files of records to be validated to the states. For the validation file notification, the file name follows a standardized format. Positions 1-2 contain the state code; positions 3-4 contain the user code; positions 5-6 represent the month; and positions 7-8 represent the year, e.g., MD190901. Listed is the $.B. File-Transfer-Ready Notification validation format:

```
$.B.
FILE MD190901 CONTAINS $.C. REQUEST FOR VALIDATION NOTIFICATIONS.
THE FILE IS 14000 BYTES AND IS READY FOR DOWNLOAD.
REQUEST FILE NAME MD190901
USING THE FILE TRANSFER (FT) MKE OR DOWNLOAD THE FILE
FROM THE ENTERPRISE FILE TRANSFER SERVICE (EFTS).
```

2.9.2.15 $.C. Request for Validation Notification

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

- All caveats and the ORI translation are excluded.
- The Notify Originating Agency (NOA) Field is included.
- The NDIR Data Available (NDI) Field is included.
- The Opt Type (OPT) Field is included.
- The Validator Name (VLN) Field is included.

Note: CSAs can choose to receive the records to be validated in a fixed format instead of the $.C. Request for Validation Notification format.

This is an example of a $.C. Request for Validation Notification based on File record validation:

```
$.C.
MD1012600
NCIC VALIDATION REQUEST (20131103). YOU MUST VERIFY THE
COMPLETENESS, ACCURACY, VALIDITY, AND WILLINGNESS TO
EXTRADITE IF APPLICABLE, AND REAUTHORIZE RETENTION OF THE
```

```
BELOW RECORD WITHIN 30 DAYS.

MKE/STOLEN VEHICLE
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC
VIN/9876543217860 VYR/1971
VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803
OCA/56789
OAN/12345678
VLD/20070121 VLN/JONES T NOA/Y
OPT/IN AS OF 20120806
NIC/V123456789 DTE/20090805 2000 EDT DLU/20120806 1115 EDT
```

This is an example of a $.C. Request for Validation Notification based on ORI record validation.

```
$.C.
NCIC VALIDATION REQUEST (20101204). YOU MUST VERIFY THE
COMPLETENESS, ACCURACY, VALIDITY OF YOUR ORI RECORD.

ORI/FL0130000 ATR/ORI IS ANY CITY PD FL
COU/DADE TYP/1 CT1/407 555-1212
CT2/407 555-1313 CT3/407 555-1414
AN1/METRO-DADE PD AN2/SECOND ADDRESS
SNU/1320
SNA/N W 14TH STREET CTY/MIAMI ST/FL
ZIP/99999
FOC/FLMM OWN/09
NLC/0001 TUC/0001 OMC/0085 CDC/0085
DTE/19990510 0000 EDT DLU/20081215 1115 EST
VLD/20070215 VLN/COBERLY ROBERT
```

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

```
$.C.
ZZZZZZZZZ
END OF VALIDATION FILE.
```

2.9.2.16 $.D. Originating-Agency-Duplicate-Vehicle Notification

When a vehicle locate, clear, or cancel transaction is processed by the NCIC System, and there are duplicate records on file (VIN and VMA or LIC and either LIS, LIT and LIY), the $.D. Originating-Agency-Duplicate-Vehicle Notification is sent to the owner(s) of the duplicate record(s).

This is an example of a $.D. Originating-Agency-Duplicate-Vehicle Notification:

```
$.D.
MD1012600
LOCATED POSSIBLE DUPLICATE RECORD AT 1130 EST 20161121


THE LOCATED RECORD IS:
MKE/LOCATED STOLEN VEHICLE
ORI/FL0130000 LIC/ABC123 LIS/MD LIY/2011 LIT/PC
VIN/9876543217860 VYR/1971
VMA/PONT VMO/BON VST/SW VCO/RED DOT/20140627
OCA/56789
VLD/20161109
MIS/DENT IN REAR LEFT FENDER
OAN/12345678
NIC/V123456789 DTE/20140703 2000 EDT DLU/20161109 0115 EST
ORI IS SHERIFF'S DEPARTMENT, KETCHIKAN AK 501 555-1212
YOUR RECORD IS:
MKE/STOLEN VEHICLE
```

```
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/2011 LIT/PC
VIN/9876543217860 VYR/1971
VMA/PONT VMO/BON VST/SW VCO/RED DOT/20140627
OCA/954672
VLD/20071121
MIS/DENT IN REAR LEFT FENDER
OAN/12345678
NIC/V369258147 DTE/20140703 2100 EDT DLU/20161121 1115 EST
```

2.9.2.17 $.F. Failure-to-Validate Notification

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

This is an example of a $.F. Failure-to-Validate Notification:

```
$.F. FAILURE TO VALIDATE
MD1012600
THE FOLLOWING RECORD WILL BE RETIRED BY THE FBI DURING THE NEXT PURGE CYCLE
UNLESS THE RECORD IS VALIDATED PRIOR TO THE FIRST SUNDAY OF NEXT MONTH.
MKE/STOLEN VEHICLE
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC
VIN/9876543345210 VYR/1972 VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803
OCA/56789
NOA/Y
OAN/12345678
NIC/V123456789 DTE/19990805 2000 EDT DLU/20000328 1115 EDT
```

The copy of the non-validated record is included after the initial message. The full message is repeated for each non-validated record.

2.9.2.18 $.G. Reference-Group-Ownership Notification

A $.G. Reference-Group-Ownership Notification is sent when the ownership of a Gang File Group Reference Capability is transferred following an NCIC cancel transaction and the record contains more than one ORI/POC value. The ownership is transferred to the next oldest ORI/POC value. The $.G. administrative message is sent to all ORI/POCs to inform them of the transfer.

This is an example of a $.G. Reference-Group-Ownership Notification:

```
$.G.
CA1012300
AGENCY MD1012600 HAS REMOVED ITS INTEREST IN
GNG/CRIPS SGP/ROARING 50S NIC/Z123456789
ORI CA1012300 IS NOW PRIMARY ORI FOR PURPOSES OF MODIFICATION
AND SUPPLEMENTATION.
```

2.9.2.19 $.H. Originating Agency Notification

A $.H. Originating Agency Notification administrative message is sent to the ORI of record when an inquiry, enter, or modify transaction results in a hit response; and the Notify Originating Agency flag (NOA) is set to Y.

This is an example of a $.H. Originating Agency Notification:

```
$.H.
MD0012600
ORIGINATING AGENCY NOTIFICATION AT 1600 EST 19990830
FL0130000 ANY CITY PD FL
113 FRONT STREET
MIAMI DADE FL
407 555-1313
```

```
1N01HEADER.QV.FL0130000.LIC/ABC123.LIS/MD.LIY/1999
MKE/STOLEN VEHICLE
ORI/FL0130000 LIC/ABC123 LIS/MD LIY/1999 LIT/PC
VIN/9876543345210 VYR/1972 VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803
OCA/56789
NOA/Y
OAN/12345678
NIC/V123456789 DTE/19990904 1200 EDT DLU/19991010 1115 EDT
```

This is an example of a $.H. Originating Agency Notification when the inquiry ORI is VAUSC6099 or VAUSC6050:

```
$.H.
MD0012600
ORIGINATING AGENCY NOTIFICATION AT 1600 EST 20001215
VAUSC6050 US CUST SERV ENFORCEMENT SYSTEMS NEWINGTON
7681 BOSTON BLVD
SPRINGFIELD VA
703 921-6000
1N01HEADER.QW.VAUSC6050.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19511012
*****THIS NOTIFICATION IS BASED ON A PASSENGER MANIFEST INQUIRY*****
MKE/WANTED PERSON
EXL/2 - LIMITED EXTRADITION SEE MIS FIELD
ORI/MD0012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19521012 HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US
SKN/DRK SMT/SC R HND
MNU/AS-123456789 SOC/123456789
OFF/RAPE - GUN
DOW/19981218 OCA/465978124 SID/MD99999999
MIS/EXTR EAST OF MISSISSIPPI ONLY
ORI IS ANY CITY PD MD 301 555-1212
NIC/W146203714 DTE/20000114 1400 EST DLU/20080517 1600 EST
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
```

2.9.2.20 $.H. Delayed Inquiry Hit Notification

A $.H. Delayed Inquiry Hit Notification administrative message is sent to the ORI entering or modifying a record which resulted in a hit response for an inquiry made within the last 5 days. A $.H. administrative message will not be sent to an agency that hits on a delayed queue inquiry which has the Custom and Border Protection's ORI VAUSC6099 unless the entry or modification transaction is to the Gang File, Threat Screening Center File, or the Immigration Violator File. A $.H. administrative message will not be sent to an agency that hits on a delayed queue inquiry for NICS Denied Transaction File records.

This is an example of a $.H. Delayed Inquiry Hit Notification:

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

2.9.2.21 $.H. Delayed Inquiry Hit Response Notification

A $.H. Delayed Inquiry Hit Notification administrative message is sent to the ORI of an inquiry transaction when a hit response is generated because of a subsequent entry or modification transaction. The inquiry transaction will potentially receive hit responses for 5 days after the initial inquiry was made. A $.H. administrative message will not be sent to the Custom and Border Protection's ORI VAUSC6099 when another agency sends in an entry or modification transaction that hits on a delayed queue inquiry unless

the transaction is to the Gang File, Threat Screening Center File, or the Immigration Violator File. A $.H. administrative message will not be sent to an agency that hits on a delayed queue inquiry for NICS Denied Transaction File records.

This is an example of a $.H. Delayed Inquiry Hit Notification:

```
$.H.1L01HEADER
MD1012600
DELAYED INQUIRY HIT NOTIFICATION AT 1600 EST 19990830
PLEASE ASSURE YOUR INQUIRY IS A REASONABLE MATCH
PRIOR TO CONTACTING ENTERING AGENCY
YOUR INQUIRY ON 19990906 2200 EDT CONTAINING:
VIN/9876543345210
HIT ON THE FOLLOWING RECORD
MKE/STOLEN VEHICLE
ORI/FL0130000 LIC/ABC123 LIS/MD LIY/1999 LIT/PC
VIN/9876543345210 VYR/1972
VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803
OCA/56789
OAN/12345678
NIC/V123456789 DTE/19990904 1200 EDT DLU/19990908 1115 EDT
```

2.9.2.22 $.H.TTP. Threat to Protectee Notification

A $.HTTP. Threat to Protectee Notification administrative message is sent to the ORI of record when an inquiry or entry/modify results in a hit on a Protective Interest record.

This is an example of a $.H.TTP Threat to Protectee Notification:

```
$.H.TTP. THREAT TO PROTECTEE NOTIFICATION
MDUSM0123
HIT NOTIFICATION ON NCIC PROTECTIVE INTEREST FILE RECORD AT
1600 EST 20001215
1N01HEADER.QW.VAUSC6050.NAM/SMITH. JOHN J.SEX/M.RAC/W.DOB/19511012

RESULTED IN HIT ON THE FOLLOWING RECORD:
MKE/POTENTIALLY DANGEROUS TO USMS PROTECTEE
ORI/MDUSM0123 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456789 CTZ/US
SKN/DRK SMT/SC R HND
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/11111111 OLS/MD OLY/1999
DTT/20100103 OCA/123456273 SID/MD99999999
MIS/KNOWN TO THREATEN FEDERAL JUDGE IN 1ST DISTRICT, WASHINGTON, DC
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2Y27H5LI00009 VYR/1975
VMA/PONT VMO/VEN VST/2D VCO/BLU
NIC/K146203706 DTE/20101201 DLU/20101203 1815 EST
```

2.9.2.23 $.H. INTERPOL-Notification

A $.H. administrative message is sent to a CJIS Division ORI when an Interpol inquiry results in a hit.

2.9.2.24 $.I. Investigative Interest Notification

A $.I. Investigative Interest Notification is sent to each Investigative Interest Agency Identifier (IIA) when a modify, locate, clear, cancel transaction, or supplemental transaction, or any entry, modify, or cancel detainer transaction, including an investigative interest, is processed for a record with investigative interest. When a record with an investigative interest supplemental record contains a "Y" in the Notify Investigative Agency (NIA) Field and is provided in a hit response, the Investigative Interest Notification is sent to the NIA.

```
$.I.
WA1230000
INVESTIGATIVE INTEREST NOTIFICATION AT 1221 EST 20011008
ORI/MD1012600 ANY CITY PD MD 555 555-1234
NIC/W146203706.OCA/92341244.ICA/123456789
1N01HEADER.MW.MD1012600.NAM/SMITH, JOHN J.NIC/W146203706
SOC/375145249.SMT/SC R HND
```

When a record containing investigative interest is removed through the purge process, the $.I. Investigative Interest Notification is sent to each IIA.

```
$.I.
WA1230000

INVESTIGATIVE INTEREST NOTIFICATION AT 1151 EST 20020108
THE FOLLOWING RECORD HAS BEEN PURGED BY THE FBI COMPUTER

MKE/WANTED PERSON
EXL/2 - LIMITED EXTRADITION SEE MIS FIELD
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456789 CTZ/US
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/11111111 OLS/MD OLY/2000
OFF/HOMICIDE - WILLFUL KILL-POL OFF-GUN
DOW/19981201 OCA/9231244 SID/MD99999999
WNO/635F1129 CTI/MD101261J
MIS/EXTR EAST OF MISSISSPPI ONLY KNOWN TO COLLECT, DRIVE AND STEAL
MIS/CLASSIC CARS
LIC/ABC123 LIC/MD LIY/2000 LIT/PC
VIN/2Y27H5LI00009 VYR/1975
VMA/PONT VMO/VEN VST/2D VCO/BLU
DOB/19501012
NIC/W146203706 DTE/19991205 1400 EST DLU/20010328 1115 EDT
INVESTIGATIVE INTEREST AGENCIES:
IIA/WA1230000 ANY CITY PD WA
CTI/555 555-4321 ICA/123456789 DII/20010108
MIS/WANTED FOR QUESTIONING IN CONNECTION WITH MURDER INVESTIGATION
```

2.9.2.25 $.I. Entering Agency Investigative Interest Notification

A $.I. Entering Agency Investigative Interest Notification is sent to the ORI of record when an investigative interest supplemental record is entered or canceled.

```
$.I.
MD1012600
ENTERING AGENCY INVESTIGATIVE INTEREST NOTIFICATION AT 1302 EST 20011008
WA1230000 ANY CITY PD WA 555 555-4321
NIC/W146203706.OCA/92341244
1N01HEADER.XII.WA1230000.NAM/SMITH, JOHN J.NIC/W146203706
```

2.9.2.26 $.I.CIC. Department of Veteran Affairs Lead Notification

A $.I.CIC. Department of Veteran Affairs Lead Notification is transmitted to the owner of an NCIC Wanted Person record when an automated comparison determines information used by individuals applying for or modifying benefits with the Department of Veteran Affairs matches biographic data contained within the NCIC record. Notification recipients are directed to review the biographic data provided to determine whether the subjects are the same and proceed according to agency policy. Questions related to the notification and successes may be reported to the Investigative and Operational Assistance Group (IOAG) via e-mail at ioaufind@leo.gov.

This is an example of a $.I.CIC. Department of Veteran Affairs Lead Notification:

```
$.I.CIC DEPARTMENT OF VETERAN AFFAIRS LEAD NOTIFICATION

WVWSP3600

A POTENTIAL LEAD WAS GENERATED FOR THE SUBJECT OF A RECORD YOUR AGENCY HAS
ENTERED INTO THE NCIC SYSTEM AS A WANTED PERSON.  AN INDIVIDUAL
USING SIMILAR INFORMATION TO YOUR SUBJECT APPLIED FOR OR MODIFIED CURRENT
DEPARTMENT OF VETERAN AFFAIRS (DVA) BENEFITS USING THE BELOW INFORMATION.

DVA INFORMATION:
NAM: WILLIAMS, JOHN
DOB: 19800625
RAC: W
SEX: M
DVA CASE NUMBER: 2020 010067
ACCOUNT TYPE: C
ACCOUNT NUMBER:  12345678
BANK CODE: 111111111
ADDRESS: 1107 VICTORIA AVE
         ATLANTA, GA 30033

YOUR NCIC RECORD CONTAINS THE FOLLOWING INFORMATION:
NIC/W512330012
WNO/9548871
DOW/20210614
OCA/211176
OFF/0103

PLEASE HANDLE THIS INFORMATION IN ACCORDANCE WITH YOUR AGENCY POLICIES.
IF YOU HAVE QUESTIONS OR THIS LEAD HELPS YOUR AGENCY, PLEASE LET US
KNOW AT IOAUFIND@LEO.GOV.
```

2.9.2.27 $.I.CIC. Housing and Urban Development Lead Notification

A $.I.CIC. Housing and Urban Development Lead Notification is transmitted to the owner of an NCIC Wanted Person record when an automated comparison determines information used by individuals applying for or modifying benefits with Housing and Urban Development matches biographic data contained within the NCIC record. Notification recipients are directed to review the biographic data provided to determine whether the subjects are the same and proceed according to agency policy. Questions related to the notification and successes may be reported to the IOAG via e-mail at ioaufind@leo.gov.

This is an example of a $.I.CIC. Housing and Urban Development Lead Notification:

```
$.I.CIC. HOUSING AND DEVELOPMENT LEAD NOTIFICATION

WVWSP3600

A POTENTIAL LEAD WAS GENERATED FOR THE SUBJECT OF A RECORD YOUR AGENCY HAS
ENTERED INTO THE NCIC SYSTEM AS A WANTED PERSON.  AN INDIVIDUAL
USING SIMILAR INFORMATION TO YOUR SUBJECT APPLIED FOR OR MODIFIED CURRENT
HOUSING AND URBAN DEVELOPMENT (HUD) BENEFITS USING THE BELOW INFORMATION.

HUD INFORMATION:
NAM: WILLIAMS, JOHN
DOB: 19800625
SOC: 123456789
ADDRESS: 1107 VICTORIA AVE
         ATLANTA, GA 30033

YOUR NCIC RECORD CONTAINS THE FOLLOWING INFORMATION:
```

```
NAM/WILLIAMS, JOHN
DOB/19800625
SOC/123456789
NIC/W512330012

PLEASE HANDLE THIS INFORMATION IN ACCORDANCE WITH YOUR AGENCY POLICIES.
IF YOU HAVE QUESTIONS OR THIS LEAD HELPS YOUR AGENCY, PLEASE LET US
KNOW AT IOAUFIND@LEO.GOV.
```

2.9.2.28 $.I.CIC. Operation Driven Lead Notification

A $.I.CIC. Operation Driven Lead Notification is transmitted to the owner of an NCIC Wanted Person or Missing Person record when an individual provides a matching SOC during a transaction with the South Carolina Department of Motor Vehicles. Notification recipients are directed to review the biographic data provided to determine whether the subjects are the same and proceed according to agency policy. Questions related to the notification and successes may be reported to the IOAG via e-mail at ioaufind@leo.gov.

This is an example of the $.I.CIC. Operation Driven Lead Notification:

```
$.I.CIC. OPERATION DRIVEN LEAD NOTIFICATION

WVWSP3600

A POTENTIAL LEAD WAS GENERATED FOR THE SUBJECT OF A RECORD YOUR AGENCY HAS
ENTERED INTO THE NCIC SYSTEM AS A WANTED OR MISSING PERSON.  AN INDIVIDUAL
USING THE SAME SOCIAL SECURITY NUMBER AS YOUR SUBJECT CONDUCTED A
TRANSACTION AT THE SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES (DMV)
USING THE BELOW INFORMATION.

SC DMV INFORMATION:
NAM: WILLIAMS, JOHN
SOC: 123456789
DOB: 19800625

ADDRESS: 1107 VICTORIA AVE
         GREENVILLE, SC 29601

YOUR NCIC RECORD CONTAINS THE FOLLOWING INFORMATION:
NAM/WILLIAMS, JOHN
SOC/123456789
DOB/1980625
NIC/W512330012
OFF/0103

PLEASE HANDLE THIS INFORMATION IN ACCORDANCE WITH YOUR AGENCY POLICIES.
IF YOU HAVE QUESTIONS OR THIS LEAD HELPS YOUR AGENCY, PLEASE LET US
KNOW AT IOAUFIND@LEO.GOV.
```

2.9.2.29 $.I.CIC. Social Security Administration Lead Notification

A $.I.CIC. Social Security Administration Lead Notification is transmitted to the owner of an NCIC Wanted Person record when an automated comparison determines information used by individuals applying for or modifying benefits with the Social Security Administration matches biographic data contained within the NCIC record. Notification recipients are directed to review the biographic data provided to determine whether the subjects are the same and proceed according to agency policy. Questions related to the notification and successes may be reported to the IOAG via e-mail at ioaufind@leo.gov.

This is an example of a $.I.CIC Social Security Administration Lead Notification:

```
$.I.CIC. SOCIAL SECURITY ADMINISTRATION LEAD NOTIFICATION
```

```
WVWSP3600

A POTENTIAL LEAD WAS GENERATED FOR THE SUBJECT OF A RECORD YOUR AGENCY HAS
ENTERED INTO THE NCIC SYSTEM AS A WANTED PERSON.  AN INDIVIDUAL
USING SIMILAR INFORMATION TO YOUR SUBJECT APPLIED FOR OR MODIFIED CURRENT
SOCIAL SECURITY ADMINISTRATION (SSA) BENEFITS USING THE BELOW INFORMATION.

SSA INFORMATION:
OIG CASE NUMBER: 9876654
OIG SUBJECT  NUMBER: 123456
NAM: WILLIAMS, JOHN
DOB: 19800625
SOC: 123456789
DIRECT DEPOSIT RTN: 111111111
TYPE: C
ACCOUNT NUMBER: 12345678
ADDRESS: 1107 VICTORIA AVE
         ATLANTA, GA 30033

YOUR NCIC RECORD CONTAINS THE FOLLOWING INFORMATION:
NAM/WILLIAMS, JOHN
DOB/19800625
SOC/123456789
RAC/W
SEX/M
NIC/W512330012
OCA/211176
OFF/0103
WNO/9548871

PLEASE HANDLE THIS INFORMATION IN ACCORDANCE WITH YOUR AGENCY POLICIES.
IF YOU HAVE QUESTIONS OR THIS LEAD  HELPS YOUR AGENCY, PLEASE LET US
KNOW AT IOAUFIND@LEO.GOV.
```

2.9.2.30 $.J. Emancipation Notification

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

This is an example of a $.J. Emancipation Notification:

```
$.J.
MDOO12600
THE INDIVIDUAL OF YOUR RECORD NIC/W123456789
OCA/324-123 HAS BECOME EMANCIPATED.  PLEASE
CHECK YOUR STATE LAWS REGARDING APPROPRIATE ACTION.
MKE/WANTED EMANCIPATED JUVENILE DELINQUENT - ADJUDGED
EXL/1 - FULL EXTRADITION
ORI/MD1012600 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/TX
DOB/19851023 DOE/20051023 HGT/509 WGT/150 EYE/BRO HAI/BRO
SKN/DRK SMT/SC RT HD
FPC/121011CO141159TTCI13 SOC/123456789
OLN/12345678 OLS/MD OLY/2000
OFF/ESCAPE FROM CUSTODY
DOV/19991021 OCA/324-123 SID/MD99999999
WNO/12323444545
NOA/Y
LIC/CC1234 LIS/MD LIY/1999 LIT/PC
VIN/9876543345210 VYR/1972
VMA/PONT VMO/BON VST/SW VCO/RED
```

```
NIC/W123456789 DTE/19991022 0100 EDT DLU/19991103 1500 EST
```

2.9.2.31 $.K. Missing Information Notification

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

This is an example of a $.K. Missing Information Notification:

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

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

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

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

2.9.2.32 $.K.SOR. NSOR Missing Information Notification

$.K.SOR. NSOR Missing Information Notification is transmitted to the ORI of record when an NSOR record has been on file for 30 days and does not contain an FBI Number/UCN. If the offender's FBI Number/UCN is unknown, the entering agency should follow recognized procedures to determine, verify, or establish the FBI Number/UCN. Inclusion of the FBI number/UCN 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/UCN and to include it in the NSOR record.

```
$.K.SOR. NSOR MISSING INFORMATION
MD1230000
NCIC INCOMPLETE NSOR NOTIFICATION AT 0515 EDT ON 05/01/2011. THE FOLLOWING
NSOR RECORD IS MISSING THE FBI NUMBER. EVERY EFFORT SHOULD BE MADE
TO IDENTIFY THE OFFENDER'S FBI NUMBER AND INCLUDE IT IN THE RECORD.
MKE/SEXUALLY VIOLENT PREDATOR - CAUTION
CMC/05 - VIOLENT TENDENCIES
OFS/A2 - NON-COMPLIANT - ABSCONDED
ORI/MD1230000 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/MD
DOB/19620530 HGT/601 WGT/209 EYE/BLU HAI/BRO CTZ/US
SKN/ALB SMT/SC R HND
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/MD OLY/2013
ORD/19980923 ERD/NONEXP SXP/Y CRR/HOMICIDE - WILLFUL KILL - WEAPON
CON/19810510 PLC/MD
```

```
AOV/12 SOV/M
OCA/92312665 SID/MD99999999
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
SNU/112 SNA/ELM STREET
CTY/SILVER CITY STA/MD ZIP/99999
COU/ESSEX
TNO/301 555-5555
NIC/X123456789 DTE/20110401 0430 EDT DLU/20110401 0430 EDT
```

2.9.2.33 $.K. AMBER Alert Follow-up Notifications

The NCIC System sends a $.K. AMBER Alert Follow-up Notification to the NCMEC 72 hours after the Missing Person (MNP) Field of an NCIC missing person record is entered or modified to the AMBER Alert (AA) code. The NCIC System sends another $.K. notification 30 days after the MNP Field of an NCIC missing person record is entered or modified to the AA code. Upon receipt of the $.K. notifications, the NCMEC will coordinate with the respective NCIC record holder and the AMBER coordinator to verify the status of the AMBER Alert and ensure that the NCIC record is accurate and valid.

These are examples of the $.K. AMBER Alert Follow-up Notifications:

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

MKE/MISSING PERSON ENDANGERED
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W ETN/H POB/MD
DOB/20001012 DOE/20181012 HGT/402 WGT/065 EYE/BRO HAI/BRO
SKN/FAR SMT/SC R HND
SOC/123456789
MNP/AA DLC/20051117 OCA/EXAMPLE1 SID/MD99999999
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT
MPC/ABDUCTED BY A STRANGER
LIC/555W555 LIS/VA LIY/2006 LIT/PC
VIN/1Q87H2N100001 VYR/2001
VMA/FORD VMO/TAU VST/4D VCO/BLK
BLT/OPOS FPA/N
BXR/P
DNA/N
NIC/M000069216 DTE/20051118 1600 EST DLU/20051118 1815 EST
$.K. 30 DAY AMBER ALERT FOLLOW-UP
VA007019W
NOTIFICATION AT 1600 EST 20051218
MNP/AA HAS BEEN IN THE FOLLOWING RECORD FOR 30 DAYS
VERIFY STATUS OF AMBER ALERT WITH ORI

MKE/MISSING PERSON ENDANGERED
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W ETN/H POB/MD
DOB/20001012 DOE/20181012 HGT/402 WGT/065 EYE/BRO HAI/BRO
SKN/FAR SMT/SC R HND
SOC/123456789
MNP/AA DLC/20051117 OCA/EXAMPLE2 SID/MD99999999
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT
MPC/ABDUCTED BY A STRANGER
LIC/555W555 LIS/VA LIY/2006 LIT/PC
VIN/1Q87H2N100001 VYR/2001
VMA/FORD VMO/TAU VST/4D VCO/BLK
BLT/OPOS FPA/N BXR/P
```

```
DNA/N
NIC/M000069216 DTE/20051118 1600 EST DLU/20051218 1115 EST
```

2.9.2.34 $.K.PWI Person with Information Follow-up Notifications

The NCIC System will send a $.K.PWI unsolicited message to the ORI of record 72 hours after the entry of PWI data advising that, if probable cause exists, an arrest warrant should be obtained. The NCIC System will send subsequent $.K.PWI administrative messages to the ORI of record every 30 days until the PWI data is removed from the Missing Person File record. PWI data must be immediately removed from the Missing Person File record when/if the individual no longer meets the criteria to be considered a PWI as defined by NCIC policy. These are examples of the $.K.PWI Person with Information Follow-Up Notifications:

```
$.K.PWI 72 HOUR PERSON WITH INFORMATION FOLLOW-UP
MD1012600
NOTIFICATION AT 0425 EDT 20110814
PERSON WITH INFORMATION HAS BEEN IN THE FOLLOWING RECORD FOR 72 HOURS
VERIFY STATUS OF PERSON WITH INFORMATION AND ATTEMPT TO OBTAIN WARRANT

MKE/MISSING PERSON ENDANGERED
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W ETN/H POB/MD
DOB/20081012 DOE/20261012 HGT/402 WGT/065 EYE/BRO HAI/BRO
SKN/FAR SMT/SC R HND
SOC/123456789
MNP/CA DLC/20110810 OCA/EXAMPLE1 SID/MD99999999
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT
MPC/ABDUCTED BY A NON-CUSTODIAL PARENT
LIC/555W555 LIS/VA LIY/2012 LIT/PC
VIN/1Q87H2N100001 VYR/2001
VMA/FORD VMO/TAU VST/4D VCO/BLK
BLT/OPOS FPA/N
BXR/P
DNA/N

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

PIN/HARDY, MARY PIX/F PIR/W PIB/19700410 PGH/502 PWG/115
PEY/BRO PHA/BRO PSK/LGT PSM/MOLE FHD PSS/987654321
PMI/PERSON WITH INFORMATION IS GIRLFRIEND OF NON-CUSTODIAL PARENT OF MISSING
PMI/ CHILD, CHILD MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY
PMI/AT THE ORANGE CO PD 555-555-5555 WHEN PERSON WITH INFORMATION IS ENCOUNTERED
PIB/19710503
PAK/ADAMS, MARY
PSM/TAT LW LIP
PSM/TAT L ANKL
PSS/888888888
NIC/M000069216 DTE/20110810 1600 EDT DLU/20110811 0425 EDT
$.K.PWI 30 DAY PERSON OF INTEREST FOLLOW-UP
MD1012600
NOTIFICATION AT 0425 EDT 20110911
PERSON WITH INFORMATION IS ASSOCIATED WITH THE FOLLOWING RECORD
```

```
VERIFY STATUS OF PERSON WITH INFORMATION AND ATTEMPT TO OBTAIN WARRANT
MKE/MISSING PERSON ENDANGERED
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W ETN/H POB/MD
DOB/20081012 DOE/20261012 HGT/402 WGT/065 EYE/BRO HAI/BRO
SKN/FAR SMT/SC R HND
SOC/123456789
MNP/CA DLC/20110810 OCA/EXAMPLE1 SID/MD99999999
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT
MPC/ABDUCTED BY A NON-CUSTODIAL PARENT
LIC/555W555 LIS/VA LIY/2012 LIT/PC
VIN/1Q87H2N100001 VYR/2001
VMA/FORD VMO/TAU VST/4D VCO/BLK
BLT/OPOS FPA/N
BXR/P
DNA/N

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

PIN/HARDY, MARY PIX/F PIR/W PIE/H PIB/19700410 PGH/502
PWG/115 PEY/BRO PHA/BRO PSK/LGT PSM/MOLE FHD PSS/987654321
PMI/PERSON WITH INFORMATION IS GIRLFRIEND OF NON-CUSTODIAL PARENT OF MISSING
PMI/CHILD,
CHILD MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY PMI/AT THE
ORANGE CO PD 555-555-5555 WHEN PERSON OF INTEREST IS ENCOUNTERED
PIB/19710503
PAK/ADAMS, MARY
PSM/TAT LW LIP
PSM/TAT L ANKL
PSS/888888888
NIC/M000069216 DTE/20110810 1600 EDT DLU/20110811 0425 EDT
```

2.9.2.35 $.K.EXL Extradition Limitation Notification

A $.K.EXL Extradition Limitation Notification administrative message is sent to the ORI of record when the EXL Field contains a code of 5, E, 6, or F and the EXL Field remains unchanged for 15 days. The message will be regenerated every 15 days until the EXL Field code is modified to a code other than 5, E, 6, or F.

This is an example of a $.K.EXL Extradition Limitation Notification:

```
$.K.EXL EXTRADITION LIMITATION NOTIFICATION
MD1012600
NCIC EXTRADITION NOTIFICATION AT 1600 EST 20111215
YOUR ENTRY NIC/W146203706 OCA/123456789 HAS AN EXTRADITION LIMITATION
OF EXTRADITION ARRANGEMENTS PENDING/PENDING EXTRADITION DETERMINATION.
REVIEW EXTRADITION LIMITATIONS AND MODIFY RECORD AS APPROPRIATE.

MKE/WANTED PERSON
EXL/5-EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456789 CTZ/US
SKN/DRK SMT/SC R HND
```

```
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/11111111 OLS/MD OLY/2000
OFF/HOMICIDE - WILLFUL KILL-POL OFF-GUN
DOW/19981201 OCA/123456789 SID/MD99999999
WNO/635F1129 CTI/MD101261J
MIS/KNOWN TO COLLECT, DRIVE AND STEAL CLASSIC CARS, SUBJECT IN
MIS/TRANSPORT FROM WV POLICE AGENCY
LIC/ABC123 LIC/MD LIY/20000 LIT/PC
VIN/2Y27H5LI00009 VYR/1975
VMA/PONT VMO/VEN VST/2D VCO/BLU
NIC/W146203706 DTE/19991205 DLU/20010328 1115 EST
```

2.9.2.36 $.L. Locate Notification

A $.L. Locate Notification administrative message is transmitted to the agency that originated an NCIC record when a locate is placed by any agency, including the ORI or record, to indicate that an item(s) of stolen or lost property was recovered or that an individual was apprehended or located.

This is an example of a $.L. Locate Notification:

```
$.L.
VA0290100
LOCATE NOTIFICATION AT 1632 EDT 19990711

1N01HEADER.LV.MD1012600.LIC/123456.OCA/99999.19990710.97-2389
LOCATING ORI IS ANY CITY PD MD

MKE/LOCATED VEHICLE
ORI/VA0290100 LIC/123456 LIS/VA LIY/1997 LIT/PC
VIN/1HGCB7675NA132021 VYR/1966 VMA/OLDS VMO/SUP VST/2T
VCO/WHI/BLU DOT/19970103 OCA/99999
NIC/V756196908 DTE/19970125 1230 EST DLU/20070512 1115 EDT
19990710 MD1012600 97-2389
```

A $.L. administrative message is sent to NCMEC when a missing person record is located and the MIF Field contains a Y.

2.9.2.37 $.M. Unidentified/Missing Person Match Notification

A $.M. Unidentified/Missing Person Match Notification administrative message is sent to the ORI initiating an entry/modification transaction that results in potentially positive hits during the missing/unidentified person comparison. It is also sent to the ORI(s) of record for the possible matches from the comparison. The $.M. Unidentified/Missing Person Match Notification will be sent to the ORI of the Investigative Interest(s) associated with the hit record(s) when the Notify Investigative Agency flag is set to 'Y'.

This is an example of a $.M. Unidentified/Missing Person Match Notification:

```
$.M. UNIDENTIFIED/MISSING COMPARE RESULTS
WV1012600

YOUR RECORD WITH NIC/U123456789 OCA/3456789 IS A POSSIBLE MATCH WITH THE FOLLOWING
RECORD(S).

THIS SEARCH WAS INITIATED BY THE ENTRY/UPDATE OF NIC/U123456789.

NIC         ST  SEX/RAC  ETN  EYB/YOB  HGT  WGT  EYE/HAI   DBF/DLC   MATCH DATA
M111444777  MD      M/W    H     1943  510  150  HAZ BRO  19790101  FPC/EYE/SMT
M827362564  VA      M/B    H     1942  508  138  HAZ BRO  19770526          EYE
M987654321  CA      M/A    H     1944  509  160  BRO GRY  19791010          HAI
M182736473  PA      M/I    H     1943  508  145  BRO BRO  19780928   ALL FIELDS
M437682147  AZ      M/I    H     1943  508  145  BRO BLN  19780928   ALL FIELDS
M827364536  NV      M/W    H     1940  505  130  BRO BRO  19770207   ALL FIELDS
```

```
MAKE INQUIRY ON NCIC (NIC) NUMBER TO OBTAIN COMPLETE RECORD(S).
```

In situations when more than 100 records match as part of the personal descriptor compare, or 35 records match as part of the dental compare, the following will be appended to the $.M. message:

```
ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.
```

Upon receipt of a $.M. Unidentified/Missing Person Match Notification, the inquiring agency must review all of the information in the candidate record(s) and contact the agency(s) that entered the record(s) to confirm possible matches.

The $.M. Unidentified/Missing Person Match Notification is also provided to NCMEC when the MIF Field contains Y.

2.9.2.38 $.M. Nonunique Missing Person Notification

A $.M. Nonunique Missing Person Notification is sent to the ORI initiating a missing person nonunique identifier inquiry, QM. After the NCIC System has processed the inquiry, negative and positive notifications will be transmitted by the NCIC System to the ORI. Additional information can be found in the Missing Person File chapter of this manual.

This is an example of a $.M. Nonunique Missing Person Notification negative response:

```
$.M.1N01HEADER
CA1012600

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

This is an example of a $.M. Nonunique Missing Person Notification positive response:

```
$.M.1N01HEADER
CA1012600
BLUE ALERT WARNING.  THE INDIVIDUAL OF RECORD IS AN OFFICER MISSING
IN THE LINE OF DUTY.

NCIC HAS 36 POSSIBLE MATCHES TO YOUR INQUIRY ON:
AGE/35 SEX/M RAC/W EYE/BRO HAI/BRO HGT/511 WGT/148
THE TWO HIGHEST SCORING RECORDS ARE LISTED FOLLOWED BY THE NIC NUMBERS
OF UP TO 20 OF THE HIGH SCORE RECORDS.

MKE/MISSING PERSON DISABILITY
ORI/DCFBIWA00 NAM/JONES, JASON J SEX/M RAC/W ETN/H POB/PA
DOB/19640101 HGT/511 WGT/145 EYE/BRO HAI/BRO
SMT/SC UL ARM
SOC/211440001
MNP/MP DLC/19790718 OCA/123 SID/MD99999999
MIS/BLUE ALERT LSW GRN SLACKS AND WHI PULLOVER
BLT/APOS CRC/U FPA/N
BXR/F
ORI IS FBI HEADQUARTERS WASHINGTON DC 202 555-1234
NIC/M107649846 DTE/19790801 0000 EDT DLU/20060328 1115 EST
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

MKE/MISSING PERSON INVOLUNTARY
ORI/MD1012699 NAM/THOMAS, TOM SEX/M RAC/W ETN/H POB/TX
DOB/19640606 HGT/509 WGT/153 EYE/BRO HAI/BRO
SKN/FAR SMT/TAT L LEG
MNP/MP DLC/19980529 OCA/CSD567 SID/MD99999999
MIS/LAST SEEN WEARING BLUE JEANS AND BLACK PULLOVER SHIRT
```

```
ORI IS ANY CITY PD MD 301 555-1212
NIC/M107650007 DTE/19980811 0000 EDT DLU/20080328 1115 EDT
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

M107649846 090 M107650007 090 M123456301 090 M123456401 090
M104545687 090 M123456202 090 M123456302 090 M123456402 090
M987654321 085 M123456203 085 M123456303 083 M123456403 080
M987654323 075 M123456204 075 M123456304 075 M123456404 075
M987654343 060 M123456205 057 M123456305 057 M123456405 057
```

The NCIC numbers (NICs) are listed in descending order by score. Upon receipt of a $.M. message, the inquiring agency must review all of the information in the candidate record(s) and contact the agency(s) that entered the record(s) to confirm possible matches.

In situations when more than 20 records match as part of the nonunique identifier inquiry (QM), the following will be appended to the $.M. message:

```
ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.
```

2.9.2.39 $.M. Wanted/Unidentified Person Dental Match Notification

A $.M. Wanted/Unidentified Person Dental Match Notification administrative message is sent to the ORI initiating the entry/modification transaction that results in potential hits during the wanted/unidentified person dental comparison. It is also sent to the ORI(s) of record for the possible matches from the comparison.

This is an example of a $.M. Wanted/Unidentified Person Dental Match Notification:

```
$.M.UNIDENTIFIED/WANTED COMPARE RESULTS
WV1012600

YOUR RECORD WITH NIC/U123456789 OCA/3456789 IS A POSSIBLE MATCH
WITH THE FOLLOWING RECORD(S).

THIS SEARCH WAS INITIATED BY THE ENTRY/UPDATE OF DENTAL DATA FOR NIC/U123456789.

NIC         ST  SEX/RAC  EYB/YOB   DBF/DOW  HGT  WGT  EYE  HAI  MATCH DATA  M   P   N
W111111111  MD      M/B     1948  19900107  600  190  BRO  BLK             30  02  00
W222222222  VA      M/B     1950  20000430  601  200  BRO  BLK             29  00  03
W333333333  IL      M/B     1946  20010214  509  205  BRO  BLK             29  00  03

MAKE INQUIRY ON NCIC (NIC) NUMBER TO OBTAIN COMPLETE RECORD(S).
```

Note: The unidentified/wanted dental comparison results displayed in the columns labeled M, P, and N indicate if a Match (M), Possible Match (P), or No Match (N) exists for each tooth. The total of columns M, P, and N, for each possible record match, must equal 32.

The above example depicts only three possible record matches; however, typically there will be in excess of 35 possible record matches. In situations where more than 35 possible record matches are found, the following will be appended to the $.M. message:

```
ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.
```

Upon receipt of a $.M. message, the inquiring agency must review all of the information in the candidate record(s) and contact the agency(s) that entered the record(s) to confirm possible matches.

2.9.2.40 $.M. Unidentified/Missing Person Dental Match Notification

A $.M. Unidentified/Missing Person (Dental) Match Notification administrative message is sent to the ORI initiating the entry/modification transaction that results in potentially positive hits during the

missing/unidentified person dental comparison. It is also sent to the ORI(s) of record for the possible matches from the comparison. The $.M. Unidentified/Missing Person Match Notification will be sent to the ORI of the Investigative Interest(s) associated with the hit record(s) when the Notify Investigative Agency flag is set to 'Y'.

This is an example of a $.M. Unidentified/Missing Person Match Notification:

```
$.M.UNIDENTIFIED/MISSING COMPARE RESULTS
WV1012600

YOUR RECORD WITH NIC/U555111333 OCA/3456789 IS A POSSIBLE MATCH
WITH THE FOLLOWING RECORD(S).

THIS SEARCH WAS INITIATED BY THE ENTRY/UPDATE OF NIC/U555111333.

NIC         ST  SEX/RAC  ETN  EYB/YOB  DBF/DLC  HGT  WGT  EYE  HAI MATCH DATA  M  P  N
M555555555  WV      M/W    H     1940 19790102  600  190  BRO  BRO            30 01 01
M666666666  OH      M/B    N     1942 19800214  601  200  BRO  BLK            30 02 00
M777777777  PA      M/W    N     1941 19780304  509  205  BLU  BRO            30 02 00

NIC         ST  SEX/RAC  ETN  EYB/YOB  DBF/DLC  HGT  WGT  EYE  HAI MATCH DATA  M  P  N
M555555555  WV      M/W    H     1940 19790102  600  190  BRO  BRO FPC/EYE/SMT
M666666666  OH      M/B    N     1942 19800214  601  200  BRO  BLK EYE
M777777777  PA      M/W    N     1941 19780304  509  205  BLU  BRO ALL FIELDS

MAKE INQUIRY ON NCIC (NIC) NUMBER TO OBTAIN COMPLETE RECORD(S).
```

Note: The unidentified/missing **dental comparison** results displayed in the columns labeled M, P, and N indicate if a Match (M), Possible Match (P), or No Match (N) exists for each tooth. The total of columns M, P, and N, for each possible record match, must equal 32.

The unidentified/missing **personal descriptors** comparison results, shown in the Match Data column, display a maximum of three fields contributing to the highest score during the unidentified/missing personal descriptors cross search. When more than three fields in the matching record meet the match criteria, ALL FIELDS will be displayed.

The above example depicts only three possible record matches; however, typically there will be in excess of 35 possible record matches on dental characteristics and perhaps more than 100 possible record matches on physical characteristics. In situations where more than 35 possible dental and/or 100 possible physical descriptor record matches are found, the following will be appended to the $.M. message:

```
ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.
```

Upon receipt of a $.M.Unidentified/Missing Person (Dental) Match Notification message, the inquiring agency must review all of the information in the candidate record(s) and contact the agency(s) that entered the record(s) to confirm possible matches.

The $.M. Unidentified/Missing Person (Dental) Match Notification administrative message is also provided to NCMEC when the MIF Field contains Y.

2.9.2.41 $.N.MEC. NCMEC Modify Notification

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

This is an example of a $.N.MEC. NCMEC Modify Notification:

```
$.N.MEC. NCMEC MODIFY NOTIFICATION
```

```
MD1012600
NOTIFICATION AT 1600 EST 20051121

YOUR RECORD NIC/M123456789 WAS UPDATED BY NCMEC. EITHER THE MNP FIELD WAS
MODIFIED OR IMAGE DATA WAS ENTERED, MODIFIED, OR CANCELED.
MKE/MISSING PERSON ENDANGERED
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W ETN/H POB/MD
DOB/20001012 DOE/20181012 HGT/402 WGT/065 EYE/BRO HAI/BRO
SKN/FAR SMT/SC R HND
SOC/123456789
MNP/AA DLC/20051117 OCA/DDD111 SID/MD99999999
NOA/Y
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT
MPC/ABDUCTED BY A STRANGER
LIC/555W555 LIS/VA LIY/2006 LIT/PC
VIN/1Q87H2N100001 VYR/2001
VMA/FORD VMO/TAU VST/4D VCO/BLK
BLT/OPOS FPA/N
BXR/P
DNA/N
NIC/M000069216 DTE/20051118 1600 EST DLU/20051220 1400 EST
```

2.9.2.42 $.O.MOD. ORI Modify Notification

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

This is an example of a $.O.MOD. Modify Notification:

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

THE ORI IN THE FOLLOWING RECORD (NIC/V123123123) HAS BEEN
MODIFIED TO YOUR AGENCY'S FROM ORI/KS0500100. YOUR AGENCY
IS NOW ADMINISTRATIVELY RESPONSIBLE FOR THIS RECORD.
MKE/STOLEN VEHICLE
ORI/KS1010000 LIC/ABC123 LIS/KS LIY/2009 LIT/PC
VIN/2P4555P026483 VYR/1995
VMA/PONT VMO/BON VST/SW VCO/BRO DOT/20070321
OCA/2325
NOA/Y
MIS/DARK TINTED WINDOWS
OAN/2007-00000123
NIC/V000032699 DTE/20070321 1432 EDT DLU/20070411 1600 EDT
```

2.9.2.43 $.O. Supervised Release Notification

A $.O. Supervised Release Notification administrative message is sent to the ORI of the Supervised Release record when an inquiry, entry, or modification transaction results in a hit response containing a Supervised Release record.

This is an example of a $.O. Supervised Release Notification:

```
$.O.
VA013123G
ORI/DC1234567 IS DC POLICE STATION 555-555-4321
CT1/555-555-4321

AS A RESPONSE TO THE FOLLOWING TRANSACTION:
1N01HEADER.QW.DC1234567.NAM/SMITH, JOHN.DOB/19520521.SEX/M.RAC/W
A HIT OCCURRED ON A PROBATION OR SUPERVISED RELEASE
```

```
STATUS RECORD. PLEASE CONTACT REQUESTING ORI FOR DETAILS.

MKE/PROBATION OR SUPERVISED RELEASE STATUS
ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19520521 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A
SKN/DRK SMT/SC R HD
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/MD OLY/2000
OCA/611112131 SID/VA99999999
OOC/ROBBERY
VLD/20000521 VLN/COBERLY, ROBERT
MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO
MIS/FREQUENT BARS
LIC/ABC123 LIS/VA LIY/1999 LIT/PC
VIN/2F37Z7P051519 VYR/1977
VMA/PONT VMO/LEM VST/2D VCO/WHI
DPE/20101009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE
DSS/20050509 SON/FITZPATRICK, JOHN SOT/703 555-3013
ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234
SMT/TAT R ARM
IMN/I435461801 IMT/M
NIC/C146203706 DTE/19991020 0001 EDT DLU/20080328 1115 EDT
```

2.9.2.44 $.O. Incarcerating Agency Notification

Upon entry of detainer information, a $.O. Incarcerating Agency Notification is sent to the incarcerating agency (IRI). This is an example of a $.O. Incarcerating Agency Notification:

```
$.O.
PA202230C
INCARCERATING AGENCY NOTIFICATION
ORI/MD1012600 HAS REPORTED THE FILING OF A DETAINER ON
NAM/SMITH, JOHN J NIC/W123456789
PLEASE CONTACT ORI/MD1012600 BEFORE SUSPECT IS RELEASED.

MKE/DETAINED WANTED PERSON-CAUTION
CMC/70 - SUICIDAL
EXL/1 - FULL EXTRADITION
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/OH
DOB/19701010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4
SKN/FAR SMT/SC L EAR
FPC/121011CO141159TTC113 MNU/AS-375145249 SOC/375145249
OLN/N222333444 OLS/MD OLY/2002
OFF/HOMICIDE - WILLFUL KILL - FAMILY - GUN
DOW/19991227 OCA/99-4889 SID/MD99999999
LOCATED/20011024 PA20202300 A345234 DETN
DOD/20010315 DNO/01-1234567890 IRI/PA202230C DIS/20011115 DSE/20020415
INC/PENNSYLVANIA STATE PEN
NIC/W123456789 DTE 1999 1228 0830 EST DLU/20000128 1115 EST
```

2.9.2.45 $.O.MDW Modify Detainer Notification

Upon modification of detainer information, a $.O.MDW Modify Detainer Information is sent to the incarcerating agency (IRI). This is an example of a $.O.MDW Modify Detainer Notification:

```
$.O.MDW. MODIFY DETAINER NOTIFICATION
PA202230C
NOTIFICATION AT 1201 EDT 20081001
ORI/MD1012600 HAS MODIFIED DETAINER INFORMATION ON
NAM/SMITH, JOHN J NIC/W123456789
PLEASE CONTACT ORI/MD1012600 BEFORE SUSPECT IS RELEASED.
```

```
MKE/DETAINED WANTED PERSON - CAUTION
CMC/70 - SUICIDAL
EXL/1 - FULL EXTRADITION
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/OH
DOB/19701010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4
SKN/FAR SMT/SC L EAR
FPC/121011CO141159TTCI13 MNU/AS-375145249 SOC/375145249
OLN/N222333444 OLS/MD OLY/2002
OFF/HOMICIDE - WILLFUL KILL - FAMILY - GUN
DOW/19991227 OCA/99-4889 SID/MD99999999
LOCATED/20011024 PA20202300 A345234 DETN
DOD/20010315 DNO/01-1234567890 IRI/PA202230C DIS/20011115 DSE/20020415
INC/PENNSYLVANIA STATE PEN
NIC/W123456789 DTE/19991228 0830 EST DLU/20000128 1115 EST
```

2.9.2.46 $.P. Purge Failure to Validate Notification

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

This is an example of a $.P. Purge Failure to Validate Notification:

```
$.P. PURGE FOR FAILURE TO VALIDATE
MD1012600
NCIC VALIDATION PURGE 20060206. THE FOLLOWING RECORD HAS BEEN PURGED
BY THE FBI DUE TO YOUR FAILURE TO VALIDATE. YOU MAY REENTER IF YOU
DETERMINE THE INFORMATION IS VALID, ACCURATE AND COMPLETE.
MKE/STOLEN VEHICLE
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/2007 LIT/PC
VIN/9876543345210 VYR/1972 VMA/PONT VMO/BON VST/SW VCO/RED DOT/20050909
NOA/Y
OCA/56789
OAN/12345678
NIC/V123456789 DTE/20050908 0938 EDT DLU/20051228 1115 EST
```

2.9.2.47 $.P. Purge Notification

A $.P. Purge Notification will be sent to the ORI of record when a record has been retired as a result of one of the following conditions:

- A felony vehicle record on file for 90 days.
- A vehicle record on file for 90 days that does not contain either a VIN or OAN.
- A boat record on file for 90 days that does not contain a BHN, CGD, or OAN.
- A person record that contains only one numeric identifier and the numeric identifier expires.
- A temporary felon record on file for 48 hours.
- A wanted person or wanted juvenile record in a locate status for five days from the date of the locate transaction.
- An article, boat, gun, securities, and vehicle record that has been in a locate status for 10 days later than the date in the DOR Field.
- A gang or TSC record has reached the date in the DOP Field.

- A detained wanted person record has reached the date in the DSE Field.
- An article record has passed its retention period and TYP is equal to IBADGE or ICREDEN.
- An identity theft record has reached the date in the DOP Field.

(Each chapter contains a section on automatic retirement.)
This is an example of a $.P. Purge Notification:

```
$.P.
MD1012600

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

MKE/STOLEN BOAT
ORI/MD1012600 REG/DC1234ZZ RES/DC REY/1996 HUL/WD
BYR/1995 PRO/OB BMA/LBC BTY/RUN BLE/17
BCO/RED DOT/19970820
OCA/3245353
NOA/Y
NIC/B528475481 DTE/19970822 0000 EDT DLU/19970822 0000 EDT
```

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

This is an example of a $.P. Purge Notification for Protection Order File records:

```
$.P.
MD1012600

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

MKE/PROTECTION ORDER
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19491012 HGT/510 WGT/175 EYE/BRO HAI/BRO
SKN/DRK SMT/SC R HND
FPC/121011C0141159TTCI13 MNU/AS-123456789 SOC/123456789
PNO/3425163553 BRD/Y ISD/19960112 EXP/19990112 CTI/VA124567
PPN/SMITH, JULIA PSX/F PPR/W PPB/19500910
PCO/01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING,
PCO/HARASSING,FOLLOWING, INTERFERING, OR STALKING THE PROTECTED PERSON AND/OR
PCO/THE CHILD OF THE PROTECTED PERSON
OCA/611112131 SID/MD99999999
NOA/Y
NIC/H146203706 DTE/19960120 0100 EST DLU/20070328 1115 EDT
```

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

For National Sex Offender Registry records, the ORI of record will receive a $.P. Purge Notification administrative message when the current date is the same as the date in the ERD Field.

This is an example of a $.P. Purge Notification for expired National Sex Offender Registry File records:

```
$.P.
MD1012600

THE FOLLOWING RECORD HAS BEEN PLACED IN EXPIRED STATUS BY THE FBI
NCIC BASED ON THE RETENTION PERIOD OF THE SEX OFFENDER RECORD.

MKE/SEXUAL OFFENDER
ORI/MD1012600 NAM/DOE, JOHN SEX/M RAC/W ETN/H POB/MD
DOB/19530531 HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/1234567
SKN/ALB SMT/SC R HND
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/1234556789
ORD/19960923 ERD/19990101 SXP/N CRR/RAPE - GUN
CON/19960510 PLC/MD
AOV/12 SOV/F
OCA/923112665 SID/MD99999999
DNA/Y DLO/STATE LAB 555-555-1212
NIC/X146203706 DTE/19990930 1030 EDT DLU/20050101 0405 EST
```

Expired and cleared records will be maintained online for the remainder until the record is canceled. Records that are in an expired/inactive status cannot be modified.

For Gang File Group Member records, the ORI of record will receive a $.P. Purge Notification administrative message when a Group Reference Capability (GRC) record is purged because the GRC no longer exists (the GRC was canceled by the owning ORI).

This is an example of a $.P. Purge Notification for Gang File Group Member records:

```
$.P.
MD1230000

THE FOLLOWING GANG MEMBER RECORD HAS BEEN PURGED BY THE FBI COMPUTER
BECAUSE AN ASSOCIATED GANG REFERENCE RECORD IS NOT ON FILE.

MKE/CRIMINAL GANG MEMBER - CAUTION
ORI/MD1230000 NAM/DOE, SAM SEX/M RAC/W ETN/H POB/MD
DOB/19730531 HGT/601 WGT/209 EYE/BLU HAI/BR FBI/1234567
SKN/DRK SMT/SC R HND
FPC/121011C01159TTCI13TT MNU/MD-123456789 SOC/123456789
GNG/CRIPS*BTMD SGP/ROARING50S*BTMD
ECR/A DOP/20010115 OCA/3245323 SID/MD99999999
NIC/T146203706 DTE/19980116 1245 EST DLU/20000328 0000 EST
```

The $.P. Purge Notification administrative message is sent to the National Insurance Crime Bureau (NICB) when a vehicle, part, or boat record has been purged. The records that are subject to $.P. administrative messages are vehicle records without a VIN or OAN; felony vehicle records on file for 90 days without a VIN or OAN; boat records without a BHN, CDG, or OAN; located records in suppressed status; or vehicle/part/boat records purged because they were not validated.

This is an example of a $.P. Purge Notification sent to NICB:

```
$.P.

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

For a Supervised Release File record, the ORI of record will receive a $.P. Purge Notification administrative message 30 days prior to the date in the Date of Probation/Parole Expiration (DPE) Field.

This is an example of a $.P. Purge Notification for Supervised Release records:

```
$.P.
VA013123G

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

MKE/PROBATION OR SUPERVISED RELEASE STATUS
ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19520521 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A
SKN/DRK SMT/SC R HD
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/MD OLY/2000
OCA/611112131 SID/VA99999999
OOC/ROBBERY
VLD/20000521 VLN/COBERLY, ROBERT
MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO
MIS/FREQUENT BARS
LIC/ABC123 LIS/VA LIY/1999 LIT/PC
VIN/2F37Z7P051519 VYR/1977
VMA/PONT VMO/LEM VST/2D VCO/WHI
DPE/20101009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE
DSS/20050509 SON/FITZPATRICK, JOHN SOT/703 555-3013
ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234
IMN/I435461801 IMT/M
NIC/C146203706 DTE/19991020 0001 EST
```

2.9.2.48 $.P. Sentence Expiration Notification

Five days prior to the Date of Sentence Expiration (DSE), the ORI of a Detained Wanted Person record will receive a $.P. Sentence Expiration Notification. This $.P. administrative message from the NCIC System is a reminder to the agency of the subject's pending release and the need to contact the incarcerating agency to arrange extradition.

This is an example of a $.P. Sentence Expiration Notification:

```
$.P.
MD1012600

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

MKE/DETAINED WANTED PERSON-CAUTION
CMC/70 - SUICIDAL
EXL/1 - FULL EXTRADITION
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/OH
DOB/19701010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4
SKN/FAR SMT/SC L EAR
FPC/121011CO141159TTC113 MNU/AS-375145249 SOC/375145249
OLN/N222333444 OLS/MD OLY/2002
```

```
OFF/HOMICIDE - WILLFUL KILL - FAMILY - GUN
DOW/19991227 OCA/99-4889 SID/MD99999999
NOA/Y
LOCATED/20011024 PA2022300 A345234 DETN
DOD/20010315 DNO/01-1234567890 IRI/PA202230C DIS/20011115 DSE/20020415
INC/PENNSYLVANIA STATE PEN
NIC/W123456789 DTE 1999 1228 0830 EST DLU/20080328 1115 EDT
```

2.9.2.49 $.P. Purge-Notification (Vehicle Mirror Image)

A $.P. administrative message is sent to NVS and NMVTIS when non-CPIC felony and stolen vehicle records have been purged.

2.9.2.50 $.Q. Sex Offender Notification

A $.Q. Sex Offender Notification administrative message is sent to the ORI of an existing National Sex Offender Registry record when another National Sex Offender Registry record is entered or modified to include matching identifiers. A match is determined by 1) FBI, 2) SOC, or 3) NAM (or AKA) and DOB. Upon receipt of the notification, the first ORI should ensure their NSOR record is still valid and update as appropriate.

This is an example of a $.Q. Sex Offender Notification based on matching FBI fields:

```
$.Q.
MD0012600
INDIVIDUAL OF YOUR RECORD WITH NIC/X123456546 HAS BEEN MATCHED BY
FBI NUMBER TO THE FOLLOWING NEWLY ENTERED/MODIFIED
SEX OFFENDER RECORD WITH NIC/X999999980 IN NCIC. PLEASE REVIEW
YOUR RECORD AND UPDATE RECORD AS APPROPRIATE.

1N01HEADER.MXS.MI0090000.NIC/X999999980.OCA/1998-12345A.FBI/99999AB9
```

2.9.2.51 $.Q.OUT. Out Of State Registration Notification

When the STA Field in a National Sex Offender Registry record is entered or modified to contain a state that is different from the state of the ORI of record, the NCIC System will transmit a $.Q. Out of State Registration Notification to the National Sex Offender Registry Point of Contact (POC) for the state/territory of record. The POC's ORIs are listed in the STATE/TERRITORY SEX OFFENDER REGISTRIES (SORs) section of this chapter.

This is an example of a $.Q.OUT. Out of State Registration Notification:

```
$.Q.OUT. OUT OF STATE REGISTRATION
FL0370100
NCIC OUT OF STATE REGISTRATION NOTIFICATION AT 0545 EST 20101214.
YOUR RECORD NIC/X123456789 CONTAINS AN ADDRESS FOR THE SEX OFFENDER
IN ANOTHER JURISDICTION.
MKE/SEXUAL OFFENDER
OFS/23 - COMPLIANT
ORI/FL1230000 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/MD
DOB/19620530 HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/123456A CTZ/US
SKN/ALB SMT/SC R HND
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/FL OLY/2014
ORD/19980923 ERD/NONEXP SXP/N CRR/SEX OFFENSE
CON/19810510 PLC/MD
AOV/12 SOV/M
OCA/92312665 SID/FL99999999
MIS/CONVICTED OF INDECENT LIBERTIES WITH A MINOR
DNA/N
ADD/01 - RESIDENCE (LAST KNOWN)
SNU/112 SNA/ELM STREET
```

```
CTY/ANY CITY STA/FL ZIP/99999
COU/WASHINGTON
TNO/555 555-5555
ADD/09 - TEMPORARY LODGING BDA/20101221 EDA/20110103
SNU/987 SNA/MAIN STREET
CTY/ANOTHER TOWN STA/NC ZIP/99999
COU/JEFFERSON
NIC/X123456789 DTE/19990930 0430 EDT DLU/20101214 EST
```

2.9.2.52 $.Q.STA. Offender Within State Notification

When the STA Field in a National Sex Offender Registry record is entered or modified to contain a state that is different from the state of the ORI of record, the NCIC System will transmit a $.Q.STA Offender Within State Notification to the National Sex Offender Registry Point of Contact (POC) for the state contained in the STA Field. The POC's ORIs are listed in the STATE/TERRITORY SEX OFFENDER REGISTRIES (SORs) section of this chapter.

This is an example of a $.Q.STA. Offender Within State Notification:

```
$.Q.STA. OFFENDER WITHIN STATE
NCDCI0000
NCIC OUT OF STATE REGISTRATION NOTIFICATION AT 0545 EST 20101214.
RECORD NIC/X123456789 ENTERED BY FLORIDA CONTAINS AN
ADDRESS FOR THE SEX OFFENDER WITHIN YOUR JURISDICTION.
MKE/SEXUAL OFFENDER
ORI/FL1230000 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/MD
DOB/19620530 HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/123456A
SKN/ALB SMT/SC R HND
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/FL OLY/2014
ORD/19980923 ERD/NONEXP CRR/SEX OFFENSE
CON/19810510 PLC/MD
AOV/12 SOV/M
OCA/92312665 SID/FL99999999
MIS/CONVICTED OF INDECENT LIBERTIES WITH A MINOR
DNA/N
ADD/01 - RESIDENCE (LAST KNOWN)
SNU/112 SNA/ELM STREET
CTY/ANY CITY STA/FL ZIP/99999
COU/WASHINGTON
TNO/555 555-5555
ADD/09 - TEMPORARY LODGING BDA/20101221 EDA/20110103
SNU/987 SNA/MAIN STREET
CTY/ANOTHER TOWN STA/NC ZIP/99999
COU/JEFFERSON
NIC/X123456789 DTE/19990930 0430 EDT DLU/20101214 EST
```

2.9.2.53 $.Q. Offender-International-Travel-Notification

A $.Q. administrative message is sent to the United States Marshals Services (USMS) National Sex Offender Targeting Center (NSOTC) when a Sex Offender or Foreign Sex Offender record is entered or modified, including supplemental data, and the transaction includes a specific OFS value.

2.9.2.54 $.R. Transmit Benefits Data Notification

A $.R. Transmit Benefits Data Notification is transmitted to the ORI of the transaction when the System is in statistics mode and an NCIC locate or clear transaction is entered without benefits data and benefits data have not been previously supplied for the record.

This is an example of a $.R. Transmit Benefits Data Notification based on a clear transaction without Benefits and Effectiveness Data.

```
$.R.
VA0290100
THE CLEARED TRANSACTION WITH HEADER 1N01HEADER FOR THE FOLLOWING
RECORD DID NOT CONTAIN BENEFITS DATA:
MKE/CANCELED STOLEN VEHICLE
ORI/VA0290100 LIC/1234567 LIS/VA LIY/2004 LIT/PC
VIN/3J573A7012345 VYR/1971 VMA/OLDS VMO/SUP VST/2T
VCO/WHI/BLU DOT/20040729 OCA/99999
NIC/V756196908 DTE/20040801 1130 EDT DLU/20060328 1115 EST
TRANSMIT BENEFITS DATA AS SOON AS POSSIBLE
```

2.9.2.55 $.S. Statistics Mode Notification

A $.S. Statistics Mode Notification is transmitted when the NCIC System enters the statistics mode. Users should include the reason for record removal on locate, clear, and cancel during statistics mode.

```
$.S.

STATISTICS MODE NOTICE
ALL REMOVALS OF NCIC RECORDS
MUST CONTAIN REASON FOR RECORD REMOVAL AND
APPROPRIATE BENEFITS DATA FOR PERIOD
0600 EST 19991101 TO 0600 EST 19991102
```

2.9.3 NICS ADMINISTRATIVE MESSAGES

2.9.3.1 $.NICS.DOWN NICS Out-Of-Service Notification

A $.NICS.DOWN NICS Out-Of-Service Notification is transmitted to all NICS users when NICS is going out of service. Up to 80 characters of text can be inserted in the free text message.

```
$.NICS.DOWN.
NICS GOING DOWN.

NICS WILL BE UNAVAILABLE STARTING AT <hhmm> EST
```

2.9.3.2 $.NICS.UP NICS Return-to-Service Notification

A $.NICS.UP NICS Return-to-Service Notification is transmitted to all NICS users when NICS is returned to service.

```
$.NICS.UP.
NICS IN SERVICE AT <hhmm> EST <yyyymmdd>.
```

3 QUALITY CONTROL, VALIDATION, AND OTHER PROCEDURES

3.1 MAINTAINING SYSTEM INTEGRITY

The primary responsibility for the entry and maintenance of accurate, timely, and complete records lies with the entering agency. However, the CSA assumes a large degree of administrative responsibility, and possible legal liability, for the maintenance of a criminal justice information system. This responsibility is being further defined by the courts. Accordingly, the CSA should institute appropriate and reasonable quality assurance procedures for all federal and state System users. It appears from the cases reviewed that the courts have specifically addressed the issue as to whether criminal justice information system administrators (i.e., CSO or agency head) can be held liable for the negligent mishandling of a criminal justice record. In relation to Title 42, United States Code 3771, there is a standard which is prescribed for record management and, perhaps, the establishment of maintenance standards for these records. Criminal justice agencies specifically have a duty to maintain records that are accurate, complete, and up-to-date. To ensure reasonably sufficient record management, for electronic and/or hardcopy case management systems, each CSA should ensure that there are security standards, audit standards, and personnel training standards which allow accurate and up-to-date records and proper/secure dissemination of the same. The following standards have been established and approved by the CJIS APB with regard to security, audit, and training:

3.1.1 Security

Security standards are documented in the *CJIS Security Policy*. The *CJIS Security Policy* includes personnel, physical and technical security, as well as user authorization and dissemination.

3.1.2 Audit

All federal and state CSAs shall establish a system to triennially audit every terminal agency that operates workstations, access devices, mobile data terminals, or personal/laptop computers to ensure compliance with state and CJIS Division policy and regulations.

In addition to audits conducted by all CSAs, each federal and state CSA shall be audited at least once every three years by the CJIS Division's audit staff. This audit shall include a sample of state and local criminal justice agencies. The objective of this audit is to verify adherence to CJIS Division policy and regulations and is termed a compliance audit. In order to assist in this audit, each CSA will respond to a preaudit questionnaire which will serve as the audit guideline. A compliance audit may be conducted on a more frequent basis should it be necessary due to failure to meet standards of compliance.

Such compliance audits shall cover the following areas in connection with NCIC property and person records:

3.1.2.1 Accuracy

Any NCIC entry should contain only correct data. In addition, CSAs should maintain necessary documentation as required by CJIS Division policy. They should also ensure that documentation is available from state and local users accessing the NCIC System through them.

3.1.2.2 Completeness

Information contained in an NCIC entry or in a criminal history record to be disseminated is comprised of all the pertinent available information.

3.1.2.3 Timeliness

Entry, modification, update, and removal of information are completed as soon as possible after information is available and information is processed and transmitted in accordance with standards as established by the APB.

3.1.2.4 Security

An organization protects its information against unauthorized access, ensuring confidentiality of the information in accordance with laws and CJIS Division policy, regulations, and standards.

3.1.2.5 Dissemination

All information released is in accordance with applicable laws and regulations, and a record of dissemination of criminal history records is maintained.
In addition, CSAs should ensure that documentation is available from local users to assist in triennial federal and state audits.

3.1.3 Training

CSAs must:

- Within six months of employment or assignment train, functionally test, and affirm the proficiency of terminal (equipment) operators in order to assure compliance with CJIS Division policy and regulations;

- Biennially, provide functional retesting and reaffirm the proficiency of terminal (equipment) operators in order to assure compliance with CJIS Division policy;

- Maintain records of all training, testing, and proficiency affirmation;

- Initially (within 12 months of employment or assignment) provide all sworn law enforcement personnel with basic training in NCIC matters to ensure effective use of the System and compliance with CJIS Division policy regulation;

- Make available appropriate training on NCIC System use for criminal justice practitioners other than sworn personnel;

- Provide all sworn law enforcement personnel and other practitioners with continuing access to information concerning NCIC/state Systems using methods such as roll call and in-service training;

- Provide peer-level training on NCIC System use, regulations, policy, audits, sanctions, and related civil liability for criminal justice administrators and upper-level managers; and

- Annually review all curricula for relevancy and effectiveness.

3.2 MAINTAINING THE INTEGRITY OF NCIC RECORDS

Agencies that enter records in the NCIC System are responsible for their accuracy, timeliness, and completeness. The FBI, as manager of the NCIC System, helps maintain the integrity of the system through:

- Automatic computer edits which reject certain common types of errors in data (edit instructions appear in each chapter of this manual where applicable),

- Automatic purging of records after they are in a file for a prescribed period of time (retention instructions appear in each chapter of this manual where applicable),

- Quality control checks by CJIS Division staff, and

- Periodically furnishing lists of all records on file for validation by the agencies that entered them. This section addresses quality control and validation procedures.

Electronic Records Management System (ERMS) Note:

An ERMS is defined as any electronic database, including an electronic warrant database. Agencies must conduct appropriate follow-up to resolve discrepancies identified during synchronization and cross-checks. All electronic processes must be approved and accepted by the CSA and be in compliance with CJIS Division security and NCIC policies. Compliance with CJIS Division and NCIC policies may be achieved through electronic or manual processes.

Examples of ERMS processes include:

- an agency enters the original information directly into ERMS without paper.
- an agency completes a hard copy document, scans or enters the document into an ERMS, performs a second-party check from the original hard copy, and destroys the hard copy. All modifications are done on the ERMS.
- an agency completes a hard copy document, scans or enters the document into an ERMS, performs a second-party check from the original hard copy, and places the original copy in storage for historical purposes only. All modifications are done on the ERMS.

In all cases, the information in the ERMS is considered the source document.

NCIC Violent Person File Alternative Automated Validation Procedure Note:

Validation obliges the ORI to confirm that the record is complete, accurate, and still outstanding or active. Validation is accomplished by reviewing the entry and current supporting documents and by recent consultation with any appropriate source or individual. The current supporting documents for the Violent Person File may be electronic or hard copy if the CSA and the originating agency recognize the documents as official.

For Violent Person File records entered under criteria 1-3, agencies may use system synchronization between source systems and Violent Person File entries to check appropriate sources to ensure the Violent Person File record continues to meet entry criteria and if any information in the Violent Person File record requires updating.

If a CSA elects to use the alternative validation procedure, the information below outlines the methods for validating Violent Person File records for criteria 1-3. For additional information on the criteria 1-3, please refer to the Violent Person File chapter of the NCIC Manuals:

- Checking the appropriate source to determine if the record is still active may be accomplished by using an alternative automated method.
- If a CSA elects to use the Violent Person File alternative validation procedure, the CSAs will be required to certify annually the process is still valid.
- If the alternative validation procedure is in place, the CSAs will not receive Violent Person File records for criteria 1-3 as part of the monthly validation process.

Additionally, the CSA and/or the originating agency must ensure additional checks and balances are in place to verify the validity of the systems, i.e., files must be synchronized with the appropriate sources/systems being used. This includes systems with an automatic process to conduct real-time updates when source documents change or system synchronizations occurring no less than twice a year. The comparison must identify records that are non-existent in one or more of the synchronized databases and the agency must conduct a follow-up to resolve discrepancies. For valid records, the synchronization must also compare the source record with the NCIC record to identify additional or inaccurate information and update the information in the Violent Person File accordingly. The source record must contain all applicable information in the Violent Person File record. If multiple sources are used for the Violent Person File record, all sources must be synchronized with the Violent Person File records to check for and resolve any discrepancies.

If a CSA elects to use the Violent Person File alternative validation procedure, the CSA will be required to certify annually the process is still valid. In addition, as part of the CJIS Division triennial audit, the CSAs must validate the Violent Person File alternative procedure has been fully tested and verified to ensure the accuracy and validity of the Violent Person File records.

If the alternative validation procedure is in place, the CSAs will not receive Violent Person File records for criteria 1-3 as part of the monthly validation process. However, CSAs may elect to receive a quarterly extract of the Violent Person File records to assist with the Violent Person File synchronization process.

Note: Violent Person File records entered using criteria 4 continue to be subject to traditional validation procedures.

3.2.1 Accuracy

The accuracy of NCIC records is an integral part of the NCIC System. The accuracy of a record must be double-checked by a second party.

The verification of a record should include assuring all available cross checks, e.g., VIN/LIC, were made and that the data in the NCIC record match the data in the investigative report.

Note: For ERMS or Violent Person File alternative automated validation procedures, electronic synchronization and cross-checks are an acceptable process to ensure the integrity of the NCIC System.

The synchronization and cross-checks must compare the electronic record with the NCIC record to identify additional or inaccurate information. The agency must take appropriate action to ensure the accuracy and completeness of the NCIC record as part of the second-party check process. If the agency's ERMS searches other databases or systems, such as the Department of Motor Vehicles (DMV), court records, or the NGI/III to populate its NCIC records, the second-party check must also include a file synchronization against the other sources checked, e.g., DMV, court, or NGI/III, and appropriate follow-up to resolve discrepancies to ensure the accuracy and completeness of the NCIC records.

For an ERMS or Violent Person File alternative validation procedures and prior to a data transfer process being implemented, the process must be thoroughly tested and verified, via a "record-to-record" and "field-to-field" comparison, for the accurate and complete transfer of the data to the NCIC System. Once tested, verified, and trusted, periodic synchronizations, to occur at least annually, between the ERMS and NCIC System are required to identify errors that may have occurred in the transfer process. Synchronizations must also occur after software and/or hardware upgrades and/or system maintenance. Front end testing and verification is a requirement to allow a system to system data transfer to serve as the second-party check on the transferred data from the ERMS to the NCIC System.

3.2.2 Timeliness

To ensure maximum system effectiveness, NCIC records must be entered immediately when the conditions for entry are met, not to exceed 3 days, upon receipt (electronic or hard copy format) by the entering agency. The only exceptions to immediate entry are when otherwise prescribed by federal law or when documentation exists to support delayed entry.

- **Wanted Person File** -- Entry is made immediately after the decision to arrest or authorize arrest has been made.

  Before entering a wanted person record in the NCIC System, the entering agency must attempt to determine, to the maximum extent possible, if extradition will be authorized if the individual is located in another state. In situations where an agency is absolutely certain that the wanted person will not be extradited, the individual's record may be entered in the NCIC System indicating no extradition, using the Extradition Limitation (EXL) Field. Also, if there is a limitation concerning extradition of the wanted person, such information should be entered using the appropriate code in the EXL Field. In instances where an ORI will not honor the extradition of an individual, the ORI must initiate a modify message to update the extradition limitation appropriately. Although all records may be entered into the NCIC Wanted Person File, extradition must be addressed prior to entry so that appropriate extradition information can be included in the record.

- **Federal Fugitive Records** -- Entry is made immediately (i.e., within 24 hours) upon receipt of information by the inputting agency/office, after the decision to arrest or authorize arrest has been made.

  Exceptions to this rule occur if imminent arrest is expected or other clear, identifiable, operational reasons would preclude immediate entry (e.g., insufficient descriptive data resulting in a "John Doe" warrant). Any exceptions to delayed entry in the NCIC System must be minimized and documented.

- **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.

- **Article, Boat, Gun, License Plate, Securities, Vehicle/Boat Part, and Vehicle Files** -- Entry is made as soon as possible once the minimum data required for entry (i.e., all mandatory fields) and the record documentation are available. Information about stolen license plates and vehicles

should be verified through the appropriate motor vehicle registration files prior to record entry if possible. However, if motor vehicle registration files are not accessible, the record should be entered into the NCIC System and verification should be completed when the registration files become available.

- **National Sex Offender Registry** - To ensure maximum system effectiveness, NCIC records must be entered immediately when the conditions for entry are met, not to exceed three business days, upon receipt by the entering agency. The only exceptions to immediate entry are when otherwise prescribed by federal law or when documentation exists to support delayed entry.

- **All other files** -- 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.

Additional explanations of "timely":

- Modifying, clearing, locating, or canceling a federal fugitive's NCIC record should occur immediately (i.e., within 24 hours) upon receipt by the inputting agency/office of the information prompting the change.

- **Timely modification** of a record is that which occurs as soon as possible following the detection of erroneous data in an existing record and as soon as possible following the receipt of data not already stored in the record. NSOR records must be modified within three business days of receipt of the information by the entering agency.

- **Timely inquiry** requires that the transaction is initiated before an officer begins writing an arrest or citation document of any kind; inquiries are stored when the NCIC System is not available and submitted at once when the System returns, regardless of whether the subject is still in custody; inquiry is made prior to release of a person who has been incarcerated; and inquiry is made upon those who appear at a custodial facility to visit inmates.

- **Timely entry** of a locate is that which occurs as soon as reasonably possible once the record in question has been confirmed with the originating agency.

- **Timely removal** from the file requires immediate removal of the record once the originating agency has documentation that the record is no longer valid (e.g., fugitive has been arrested or is no longer wanted unless being detained). NSOR records must be removed within three business days of receipt of the information by the entering agency.

3.2.3 Completeness

Complete records include all critical information that was available on the person or property at the time of entry. Critical information is defined as data fields that will: (1) increase the likelihood of a positive hit on the subject or property and aid in the identification of a subject or property; or (2) assist in compliance with applicable laws and requirements. Validation should include a review of whether additional information which is missing from the original entry that could be added has become available for inclusion to the record.

Complete inquiries on persons include numbers, i.e., Social Security number, passport, vehicle identification number, license plate, driver's license, etc., that could be indexed in the record. Inquiries should be made on all names/aliases used by the suspect. Complete vehicle queries include vehicle identification number and license plate numbers.

3.3 QUALITY CONTROL

- CJIS Division personnel periodically check records entered in the System for accuracy. When an error is identified in a record(s), the CJIS Division will notify the appropriate CSA.

- Each state CSA should continue to develop and maintain stringent quality control procedures to ensure that all records in the NCIC System are kept accurate, complete, and up-to-date.

3.4 VALIDATION

- Validation obliges the ORI to confirm that the record is complete, accurate, and still outstanding or active. Validation is accomplished by reviewing the entry and current supporting documents, and by recent consultation with any appropriate complainant, victim, prosecutor, court, nonterminal agency, or other appropriate source or individual. In the event the ORI is unsuccessful in its attempts to contact the victim, complainant, etc., the entering authority must make a determination based on the best information and knowledge available whether or not to retain the entry in the file.

  Note: The current supporting documents may be electronic or hard copy if the CSA and the originating agency recognize the document as official. Also for electronic warrant systems, checking the appropriate source to see if the warrant is still active may be accomplished by using an ERMS. For ERMS, the CSA and the originating agency should ensure additional checks and balances are in place to verify the validity of the systems, i.e., files must be synchronized with the appropriate sources/systems being used. The comparison must identify records that are non-existent in one or more of the synchronized databases and the agency must conduct a follow-up to resolve discrepancies. For valid records, the synchronization must also compare the electronic record with the NCIC record to identify additional or inaccurate information. If the agency's ERMS searches other databases or systems, such as the DMV, court databases, or the NGI/III, to populate its NCIC records, the monthly validation must also include file synchronization against the other sources checked and follow-up to resolve discrepancies to ensure the accuracy and completeness of the NCIC records.

- Each month CSAs receive a file of records to be validated. The CSAs in turn distribute the records to be validated to the ORIs as appropriate. On the first Saturday of the month, the NCIC System selects the records scheduled for validation. The NCIC System does not retrieve for validation those records that have been validated within the last calendar month.

  The CSA selects to conduct validations on-line or to notify the CJIS Division that validations have been completed.

  If a federal/state agency uses the **on-line validation process**, the agency must modify each record being validated to include updated information in the Name of Validator (VLN) Field. If a record has not been validated within a month from the request for validation, the NCIC System will generate a $.F. Failure to Validate Notification to the ORI on the Monday following the first Sunday of the month. The $.F. notification serves as a warning for the agency to validate the record or the NCIC System will retire the record during the next purge cycle. If the record is not validated by the first Sunday of the following month, the NCIC System will retire the record and generate a $.P. Purge Failure to Validate Notification.

- Note: For Violent Person File records entered under criteria 1-3, agencies may use system synchronization between source systems and Violent Person File entries to check appropriate sources to see if the Violent Person File record continues to meet entry criteria and if any information in the Violent Person File record requires updating. The CSA and/or the originating agency must ensure additional checks and balances are in place to verify the validity of the systems, i.e., files must be synchronized with the appropriate sources/systems being used. This includes systems with an automatic process to conduct real-time updates when source documents change or system synchronizations occurring no less than twice a year. The comparison must identify records that are non-existent in one or more of the synchronized databases and the agency must conduct a follow-up to resolve discrepancies. For valid records, the synchronization must also compare the source record with the NCIC record to identify additional or inaccurate information and update the information in the Violent Person File

accordingly. The source record must contain all applicable information in the Violent Person File record. If multiple sources are used for the Violent Person File record, all sources must be synchronized with the Violent Person File records to check for and resolve any discrepancies.

3.4.1 Validation Schedule

- On a monthly basis, the NCIC System extracts active records on file for validation purposes. The validation includes a portion of each file and includes those records 60-90 days old. In addition, it includes any records 14-15 months old, 26-27 months old, 38-39 months old, etc. The validation schedule is as follows:

  Validation: **Entries Made on**:
  January.....October
  February.....November
  March.....December
  April.....January
  May.....February
  June.....March
  July.....April
  August.....May
  September.....June
  October.....July
  November.....August
  December.....September

  National Sex Offender Registry, Threat Screening Center, Gang, and Violent Person File records are selected for validation under an alternative procedure. See National Sex Offender Registry, Threat Screening Center, Gang, and Violent Person File chapters for details.

  The CJIS Division policy states that records in the Vehicle, Boat, Gun, Vehicle/Boat Part, License Plate, and Securities Files and qualifying records in the Article File must be validated only once when they are 60-90 days old. However, CSAs must request to participate in the one-time only validation by contacting the CJIS Division at ioau@fbi.gov.

  Excluding the National Sex Offender Registry, Threat Screening Center, Gang and Violent Person Files, the first 60-90 day validation should be performed according to the validation rules set forth in the Validation section of this chapter. Subsequent validation cycles require contact with the court or other appropriate source to verify the validity of the record.

- The NCIC System sorts records by CSA. On a monthly basis, the CSAs are advised when a file of records to be validated can be retrieved by way of a $.B. File-Transfer-Ready Notification. Upon receiving this $.B. administrative message, the CSA has 30 days to initiate a file transfer before the file will be deleted. Within the file of records to be validated, each record is presented as a $.C. Request for Validation Notification or in the validation fixed format. The CSA distributes the records to be validated to the ORIs as appropriate. CSAs must certify completed validation to the CJIS Division prior to the first Sunday of the second month following the date the validation material was made available by the FBI.

  The sequence of records included in the file is as follows:

  - Wanted
  - Gang/TSC
  - Missing
  - Protection Order
  - Supervised Release
  - Sex Offender

- Immigration Violator
- Identity Theft
- Protective Interest
- Violent Person
- Extreme Risk Protection Order
- Unidentified
- Boat
- License Plate
- Vehicle/Boat Part
- Vehicle
- Gun
- Securities
- Article

If the record, excluding National Sex Offender Registry records, has been validated electronically within the last calendar month, then the record is considered validated and is not included in the file of records to be validated. If a National Sex Offender Registry record was validated electronically within the last 11 months, then the record is not included in the file of records to be validated.

- Article File records containing TYP Field codes beginning with "Q" and "T", or "Z" will be validated as described in the Validation schedule above. Other Article File records are not included in the validation process since they have a short retention period. The NICS Denied Transaction File records are also not subject to validation, since these records are a subset of data maintained by the NICS. All other files are subject to validation.

- Each agency must keep in mind the synchronization of records. The records being validated will be chosen by date of entry, Eastern Standard Time (EST) into the NCIC System. Agencies located in a different time zone must realize that the validation will include records entered after midnight EST on the first of the month through midnight on the last day of the month.

3.4.2 Validation Procedures

Validation procedures must be formalized and copies of these procedures must be on file for review during a CJIS Division audit. In addition, documentation and validation efforts must be maintained for review during such audit.

3.4.3 Validation Acknowledgment, Certification, and Response

- CSAs are responsible for verifying the receipt of the monthly validation material. If a CSA does not receive the validation material, the CJIS Systems Officer (CSO) or his/her designee must advise CJIS Division staff at acjis@leo.gov.

- It is the CSA's discretion as to the method for completing validation. Validation certification means that:

  - The records contained on the validation listing have been reviewed by the originating agencies;

  - The records which are no longer current have been removed from the NCIC System and all records remaining in the System are valid and active;

  - Records contain all available information; and

  - The information contained in each of the records is accurate.

- Certification response conditions:

  - The certification response, whether via the Name of Validator (VLN) Field, paper certification, or The International Justice and Public Safety Network (Nlets) message must be returned to the CJIS Division prior to the first Sunday of the second month following the date the validation file was made available by the FBI.

    CSAs that choose to certify completed validation via an Nlets message must contact CJIS Division staff at acjis@leo.gov prior to implementation. The Nlets message must be transmitted to the FBI at ORI DCFBIWA03 within the designated time frame.

  - If a CSA has not received a certification response from an agency under its service jurisdiction in time to certify to the CJIS Division that all records have been validated, the CSA shall remove all records from the NCIC System, **except** Unidentified Person Records, which are the subject of that agency's validation listing.

  - If a CSA fails to certify any validation listing to the CJIS Division within the specified time, the CJIS Division shall remove all of that federal/state agency's invalidated records, except for Unidentified Person File records.

3.5 HIT CONFIRMATION PROCEDURES

- 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 official actions based upon the hit NCIC record:

  1) arresting the wanted person,
  2) detaining the missing person,
  3) seizing the stolen property,
  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.

  Note: The above list is not inclusive of all scenarios.

  Confirming a hit means to contact the agency that entered the record to:

  - Ensure that the person or property inquired upon is identical to the person or property identified in the record;

  - Ensure that the warrant, missing person report, protection order, or theft report is still outstanding; and

  - Obtain a decision regarding:
    1) the extradition of a wanted person when applicable,
    2) information regarding the return of the missing person to the appropriate authorities,
    3) information regarding the return of stolen property to its rightful owner, or
    4) information regarding the terms, conditions, and service of a protection order.

    The above list is not inclusive of all scenarios.

    Note: The source documents used for hit confirmation may be electronic if the local agency

has implemented the controls required by the CSA for electronic documents supporting NCIC records.

- Determine if the entering agency wants the record to be located when the missing person was identified by partial body parts.

- Hit confirmation procedure is based on two levels of priority: Urgent and Routine.

  Priority 1: Urgent

  The hit must be confirmed within 10 minutes. In those instances where the hit is the only basis for detaining a suspect or the nature of a case requires urgent confirmation of a hit, priority 1 should be specified.
  Priority 2: Routine

  The hit must be confirmed within 1 hour. Generally, this priority will be used when the person is being held on local charges, property has been located under circumstances where immediate action is not necessary, or an urgent confirmation is not required.

- After establishing the priority level, the agency should then follow these procedures:

  - Upon receipt of a hit confirmation request, the ORI of the record must furnish a substantive response within the designated timeframe, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.

  - If the agency requesting confirmation does not receive a substantive response within the designated timeframe, the agency should generate a second request with a copy to its CSO and to the CSO of the agency that originated the record. The CSO (or his/her designee) of the originating agency will initiate appropriate action to ensure proper response to a hit confirmation request and to comply with System standards. The CSO action must include canceling the record.

  - If the agency still fails to receive a response, the agency should then notify the CJIS Division staff by a third message with a copy to the CSAs involved. The third message is sent by conducting a YQ/YR and selecting "3" for the RNO Field. Failure on the part of any CSA to ensure such compliance will be brought to the attention of the APB.

  - Nlets is the recommended network for hit confirmation. Even if the initial confirmation is handled via telephone, Nlets should be used for documentation. Nlets has created an inquiry (YQ) and a response (YR) format for hit confirmation.

    Responsibilities for the hit confirmation process are shared between the agency that received the hit and the agency that enters the record.

  - Every agency upon taking a person into custody identifying a missing person, or acquiring property, after confirming the hit, must place a locate on the corresponding NCIC record(s).

    Exception: If the missing person has been positively identified by body parts, the locating agency should determine if the entering agency wants the record to be located. The record may remain in the NCIC System for future positive identification in the event additional body parts are subsequently recovered.

  - Agencies using ERMS are encouraged to maintain copies (electronic or hard copy) of hit confirmation information, to include YQ and YR messages, to assist in the event that the agency needs to substantiate the actions(s) it has taken pertaining to a hit confirmation.

3.6 HEADERS

A header is a sequence of characters acceptable to the NCIC System which is used to provide message information for the CSA. A header will not be stored as part of any NCIC record (other than the transaction log) but will be held temporarily during processing of the incoming message and returned to the originating terminal as the first item in the NCIC System's response and/or acknowledgment.

- **Header Requirements**:
  - Each header must contain a minimum of 9 characters and may contain a maximum of 19 characters.
  - All characters must be from the NCIC Character Set as described in the CHARACTER SET section of this chapter.
  - The first 4 characters of the header are used by the NCIC System for appropriate routing.
- **Header Prefixes**:
  - 1N01 -- Directs the message to any one of the NCIC files, i.e., all person and property files. The 1N01 header on an incoming transaction indicates the user is performing a transaction using the NCIC format.
  - TN01 -- Directs the message to any one of the test NCIC files, i.e., all person and property files. The TN01 header on an incoming transaction indicates the user is performing a test transaction using the NCIC format (except image transactions).
  - 1B01 -- Is used when NCIC image transactions are performed, i.e., the following MKEs: Enter Image (EIM) or Modify Image (MII).
  - TB01 -- Directs the message to the test NCIC hot files when NCIC test image transactions are performed, i.e., the following MKEs: EIM, and MII.
  - 2L01 -- Directs the message to the NGI/III File.
  - 6L01 -- Directs the message to NICS.

The NCIC response to any transaction begins with a header in which the first 4 characters identify the type of response that follows, i.e., the last transmittable unit of a response contains L in the second position (1L01); each transmittable unit belonging to the same response contains a unique sequence number in position 2 through 4 of the header (e.g., 1011); the second digit of the response header is either L (last transmittable unit) or O; and the next two digits may be anything from 01 to 99.

3.7 CHARACTER SET

- The NCIC character set is comprised of the alpha characters A through Z, the numeric characters 0 through 9, the comma (,), the dollar sign ($), the ampersand (&), the hyphen (-), the blank or space, the slash (/), the asterisk (*), the pound sign (#), the left parenthesis (( ), the right parenthesis ( )), the plus sign (+), the semicolon (;), the percent sign (%), the apostrophe ('), the at sign (@), the tilde (~), the exclamation point (!), the quotation mark ("), the caret (^), the underscore (_), the grave accent (`), the equal sign (=), the opening brace ({), the closing brace (}), the less than sign (<), the greater than sign (>), the question mark (?), the colon (:), the opening bracket ([) , the closing bracket (]) , the reverse slant (\), and the vertical bar (|).
- A period (.) is used as a delimiter only. It must be used to end each field of data in the message except the last field prior to the end of transmission (EOT) in which case the period is optional.

- The NCIC System automatically changes the alphabetic "O" used in NCIC transactions to the numeric (0). The alphabetic "O" will only appear in the message field codes, ORI records in response to an inquiry, and informational and/or instructional phrases transmitted by the NCIC System. For example: DOB, DCOSI0000, NO NCIC RECORD, and IMMED CONFIRM RECORD WITH ORI. Headers are not converted, even though an O in any of the first 4 positions would be rejected.

3.8 RETENTION OF TERMINAL-PRODUCED PRINTOUT

- When an operational inquiry on an individual or property yields a valid positive response (hit), the terminal-produced printout showing the inquiry message transmitted and the record(s) on file in the NCIC System should be retained for use in documenting probable cause for the detention of the missing person, arrest of the wanted person, or seizure of the property. The printout may also prove valuable in a civil suit alleging a false arrest, a false imprisonment, a civil rights violation, or an illegal seizure of property. If two-part paper is used, either the original or the legible copy is admissible in federal court. Whether a state court will accept the legible copy or whether only the original will suffice depends on the state's rules of evidence.

- When an NCIC inquiry yields a hit, the terminal employee making the inquiry should note on the terminal-produced printout precisely how, when, and to whom the information was given, initial and date this notation, and forward the printout to the inquiring officer or agency for retention in the case file. This procedure establishes the chain of evidence for the communication should the arresting officer need to substantiate actions in a judicial proceeding.
- The printout should be retained for as long as there remains any possibility that the defendant will challenge the arrest, search, or other law enforcement action taken because of the information contained on the printout. The printout should be retained until all possible levels of appeal are exhausted or the possibility of a civil suit is no longer anticipated.

3.9 NAME MATCHING

- The technique used to match the name in an inquiry with the name in a record on file in the NCIC System is called the New York State Identification and Intelligence System (NYSIIS). NYSIIS coding is used in the Name (NAM), Alias (AKA), Person with Information Alias (PAK), Person with Information Name (PIN), and Protected Person Name (PPN) Fields of the person files and the Owner (OWN) Field of the Securities File where the owner is an individual. When the inquiry includes both NAM and DOB, primary hits are determined by using a phonetic encoding of the last name and an exact match on the input month, day, and year of birth. An extended NYSIIS algorithm is used.

- If the input last name corresponds to a name within a list of common surnames, the primary hit is further qualified by comparing the first character of the input given name to the first character of a given name on a person's record.

- If the input given name corresponds to a list of NCIC nicknames, it is replaced by a corresponding proper name specified in the nickname for search purposes. For example, Bill is replaced with William and Betty is replaced with Elizabeth.

- If the input last name contains a hyphen (-), primary hits are determined by using each hyphenated name part as a last name as well as all combinations of the hyphenated name parts. For example, a surname of Saenz-Parada-Lopez will be searched as Saenz-Parada-Lopez, Saenz-Lopez-Parada, Lopez-Parada-Saenz, Lopez-Saenz-Parada, Parada-Lopez-Saenz, Parada-Saenz-Lopez, Saenz, Parada, and Lopez.

- **Expanded Name Search**: If the input value of ENS is the character "Y" and NAM and DOB are specified, primary hits are determined using each input name part as a last name, interchanging

the remaining name parts as given names. For example, Bryan, Morgan Lee; Bryan, Lee Morgan; Morgan, Lee Bryan; Morgan, Bryan Lee; Lee, Morgan Bryan; and Lee, Bryan Morgan.

- **Expanded Date of Birth Search**: If the input value of the EBS Field is the numeric 1, primary hits are determined by the NCIC System searching the exact month and day and a range of plus or minus 1 year of the input date of birth.

  If the input value of the EBS Field is the numeric 2, primary hits are determined by an NCIC search of records with the exact year and month and day of the input date of birth transposed.

  If the input value of the EBS Field is the numeric 3, primary hits are determined by an NCIC search of records with the exact month and day, plus or minus 1 year, and records with the month and day of the input date of birth transposed.

  If the EBS Field is not included or is blank, primary hits are determined by an NCIC search of records with the exact date of birth.

3.10 TERMINAL AND/OR LINE FAILURE

Every effort will be made to notify users on-line when the NCIC System is going out of service. However, when the NCIC System goes out of service unexpectedly, an out-of-service message cannot be sent. Operational failure of a user's terminal may result from one of four conditions:

- The NCIC System is out of service;
- The control terminal fails or is out of service;
- A circuit problem; or
- The user's terminal malfunctions.

A CSA should make every effort to verify that the difficulty does not lie within its terminal equipment. If the difficulty is a terminal malfunction, the CSA should notify the local terminal maintenance office for repair.

- System activity and line traffic are monitored at the CJIS Division. When there is line difficulty or malfunctioning of a data set, the area office of the vendor providing communication service is immediately notified by the CJIS Division. It is not always possible to make a specific diagnosis of the trouble at the CJIS Division. In some cases, it is only known that an agency is not responding or is not responding properly to the NCIC System. If, after a reasonable amount of time, the user's problem has not been rectified, the CJIS Division will notify the appropriate vendor.

- When an out-of-service status and an analysis indicate that the problem is not terminal equipment difficulty such as power supply, paper supply, switches improperly set, or terminal malfunction, a CSA should:

  - Immediately notify the local vendor providing communication service;
  - Log the time of notification;
  - Note the circumstances relating to the problem; and
  - If after a reasonable period of time the vendor's efforts have not resolved the problem, notify the CJIS Division (telephone 304-625-HELP [4357]) of the time the vendor was notified and a brief description of the problem.

3.11 FILE REORGANIZATION AND PURGE SCHEDULE

During the monthly purge cycle, the NCIC System sends the $.P. notifications to the ORIs informing them their record has been retired. The NCIC System retires records immediately at the end of their retention period, making them accessible only through an SPRQ search.

3.12 NCIC NUMBERS (NIC NUMBERS)

Each record entry message that is accepted for storage in the NCIC System is assigned a unique NCIC Number (NIC) for record identification purposes.

- If the prefix of the NIC is a single alphabetic character, the NIC has 10 characters, consisting of an alphabetic character that identifies the NCIC file in which the record is indexed, a 7-character unique number, and 2 check digits.

- If the prefix of the NIC is double alphabetic characters, the NIC has 10 characters, consisting of double alphabetic characters that identify the NCIC file in which the record is indexed, a 6-character unique number, and 2 check digits.

  The first character of the File Indicator will remain static, and the second alphabetic character will indicate the NCIC file. The first alphabetic character will be designated as a "Y." The "Y" will indicate that the second alphabetic character must be used to determine the NCIC file in which the record is indexed. The second position may be any alphabetic character (except O).

- The 2 check digits are used to validate NICs when they are used in inquiry messages and when they are used to identify records in modify, locate, cancel, and clear transactions.

3.12.1 NIC Check Digit Algorithm

When a NIC is used as an identifier in a cancel, clear, inquiry, locate, or modify message, the NCIC System verifies the validity of the number using the two check digits, i.e., the last two characters of the number. The following algorithms are used for the process:

If the prefix of the NIC is a single alpha character, the digits of the sequential number (positions 2 through 8 of the number) are multiplied by a value, as follows:

	Multiplication Factor
Position 2	8
Position 3	7
Position 4	6
Position 5	5
Position 6	4
Position 7	3
Position 8	2

If the prefix of the NIC is double alphabetic characters, the digits of the sequential number (positions 3 through 8 of the number) are multiplied by a value, as follows:

	Multiplication Factor
Position 3	8
Position 4	7
Position 5	6
Position 6	5
Position 7	4
Position 8	3

The products of these are totaled and a value, as indicated below, is added for the alphabetic file indicator. This total comprises the check digits. If the total is greater than 99, the high order digit is dropped.

File Indicator	File Indicator Value	Data Type
A	5	Article records entered on/between 01/27/1967 and 05/05/1986
	9	Article records entered on/between 05/05/1986 and 01/01/1998
	10	Article records entered on/between 01/01/1998 and 07/11/1999
	11	Article records entered on/between 07/11/1999 and 02/12/2012
	12	Article records entered on/after 02/12/2012
B	4	Boat records entered on/between 01/27/1967 and 08/06/1979
	8	Boat records entered on/between 08/06/1979 and 08/08/1988
	12	Boat records entered on/between 08/08/1988 and 04/20/1995
B	13	Boat records entered on/between 04/20/1995 and 07/11/1999
	14	Boat records entered on/after 07/11/1999
C	1	Supervised Release records
E	1	NICS Denied Transaction records
G	2	Gun records entered on/prior to 07/11/1999
	3	Gun records entered on/after 07/11/1999
H	1	Protection Order records entered on/prior to 07/11/1999
	2	Protection Order records entered on/between 07/11/1999 and 06/03/2007
	3	Protection Order records entered on/between 06/03/2007 and 08/19/2012
	4	Protection Order records entered on/between 08/19/2012 and 01/10/2017
	5	Protection Order records entered on/between 01/10/2017 and 01/14/2020
	6	Protection Order records entered on/between 01/14/2020 and 08/02/2022
	7	Protection Order records entered on/between 08/02/2022 and 09/10/2024
	8	Protection Order records entered on/after 09/10/2024
I	1	Image records entered on/prior to 05/05/2013
	2	Image records entered on/between 05/05/2013 and 08/02/2022
	3	Image records entered on/after 08/02/2022
J	1	Identity Theft records
K	1	Protective Interest records
L	1	Violent Person records
M	7	Missing Person records entered on/prior to 02/13/1997
	8	Missing Person records entered on/between 02/13/1997 and 07/11/1999
	9	Missing Person records entered on/between 07/11/1999 and 05/01/2011
	10	Missing Person records entered on/after 05/01/2011
N	1	Immigration Violator records entered on/prior to 05/08/1997
	2	Immigration Violator records entered on/between 05/08/1997 and 07/11/1999
	3	Immigration Violator records entered on/after 07/11/1999
P	3	License Plate records entered on/before 02/23/1996
	4	License Plate records entered on/between 02/23/1996 and 07/11/1999
	5	License Plate records entered on/after 07/11/1999
Q	1	Extreme Risk Protection Order records
R	11	CPIC Data records entered on/prior to 07/11/1999
	12	CPIC Data records entered on/after 07/11/1999
S	6	Securities records entered on/prior to 07/11/1999
	7	Securities records entered on/after 07/11/1999
T	1	Gang/TSC records entered on/prior to 05/08/1997
	2	Gang/TSC records entered on/between 05/08/1997 and 07/11/1999

File Indicator	File Indicator Value	Data Type
T (cont)	3	Gang/TSC records entered on/after 07/11/1999
U	7	Unidentified Person records entered on/prior to 02/13/1997
	8	Unidentified Person records entered on/between 02/13/1997 and 07/11/1999
	9	Unidentified Person records entered on/after 07/11/1999
V	4	Vehicle and Vehicle/Boat Part records entered on/between 01/27/1967 and 08/06/1979
	8	Vehicle and Vehicle/Boat Part records entered on/between 08/06/1979 and 08/08/1988
	12	Vehicle and Vehicle/Boat Part records entered on/between 08/08/1988 and 04/20/1995
	13	Vehicle and Vehicle/Boat Part records entered on/between 04/20/1995 and 07/11/1999
	14	Vehicle and Vehicle/Boat Part records entered on/between 07/11/1999 and 11/05/2006
	15	Vehicle and Vehicle/Boat Part records entered on/between 11/05/2006 and 01/09/2018
	16	Vehicle and Vehicle/Boat Part records entered after 01/09/2018
W	1	Wanted Person records entered on/prior to 05/08/1997
	2	Wanted Person records entered on/between 05/08/1997 and 07/11/1999
	3	Wanted Person records entered on/between 07/11/1999 and 02/05/2006
	4	Wanted Person records entered on/between 02/05/2006 and 03/07/2010
	5	Wanted Person records entered on/between 03/07/2010 and 01/05/2014
	6	Wanted Person records entered on/between 01/05/2014 and 01/10/2017
	7	Wanted Person records entered on/between 01/10/2017 and 01/14/2020
	8	Wanted Person records entered on/between 01/14/2020 and 08/02/2022
	9	Wanted Person records entered on/between 08/02/2022 and 09/10/2024
	10	Wanted Person records entered on/after 09/10/2024
X	1	National Sex Offender Registry records
Z	10	Reference Gang records entered on/prior to 07/11/1999
	11	Reference Gang Records entered on/after 07/11/1999

For example, if a NIC number with a single alphabetic character prefix used in a transaction is V124862947, the check digits are verified as follows:

Sequential Number	Multiplication Factor	Product
1	x 8	= 8
2	x 7	= 14
4	x 6	= 24
8	x 5	= 40
6	x 4	= 24
2	x 3	= 6
9	x 2	= 18
		Total 134 **File Indicator Value of V = 13** **Total 147**

The high order digit (1) is dropped, and the remainder (47) is the check digit's value.

3.13 FEATURES

The following capabilities are unique to the NCIC System.

3.13.1 File Transfer

The file transfer capability provides a mechanism to:

- Retrieve off-line transaction responses (e.g., SPRQ, batch inquiry responses);
- Retrieve files of records to be validated;
- Retrieve general data such as manuals (e.g., code and operating) and technical updates;
- Transfer Uniform Crime Reporting (UCR) data to the NCIC System; and
- Provide file formats:
    - Files are either text or binary based on the file transfer mechanism required. The $.B. File Transfer Ready Notification provides the file format option that should be used in the file transfer.
    - Text files are transferred as ASCII files. Examples of text files include: *NCIC Operating Manual*, *NCIC Technical and Operational Updates*, NCIC Code Tables, UCR data, etc.
    - Binary files are transferred as binary images and stored as ASCII files with embedded binary data by each processor participating in the transfer. An example of a binary file would be SPRQ results with both text and image data.

Authorization/Limitation:

Only direct-connect computers may establish file transfer sessions with the NCIC System. These include FBI work-stations internal to the FBI and CSOs computer systems. Only systems using the TCP/IP can establish file transfer sessions. Each direct-connect computer will have an account with NCIC that will include a username and password.

File Retention Time:

After a $.B. File-Transfer-Ready notification has been issued, files will be kept by the NCIC System for 72 hours. After this period of time, the NCIC System will automatically delete the file including the validation files if the user has not retrieved it.

3.13.2 Testing

The NCIC System has a test database which is maintained independently of the active NCIC data files. The user is required to indicate the transaction is a test transaction, by using the proper header which starts with a T. The NCIC System directs such transactions to the test database The following transactions will not be available for testing:

- File Transfer
- Request for Benefits and Effectiveness
- Request for Error Profile
- Request for Usage Analysis
- Batch Inquiry
- SPRQ (Global Inquiry)
- NICS transactions

Test transactions will not trigger any notifications, nor will any delayed query processing occur following a test transaction. The test header which directs the transaction to the test database should be used; the operational database should not.

3.13.3 Delayed Inquiry

User inquiries are stored in the NCIC System for five days. Entry or modification transactions received by the NCIC System are checked against the log of inquiries. If any match occurs, both the user entering or modifying a record and the user who made the initial inquiry are respectively advised by way of a delayed inquiry notification and a delayed inquiry hit response (both $.H. messages). The following inquiries are not subject to delayed query processing:

- SPRQ (Global Inquiry)
- Batch Inquiry
- Request for Benefits and Effectiveness
- Request for Error Profile
- Request for Usage Analysis

The Custom and Border Protection's ORI VAUSC6099 is exempt from a hit response on all NCIC files except the Gang File and Threat Screening Center File or the Immigration Violator File.

For Protection Order File records, the $.H. message will be returned only to the entering/modifying agency. The $.H. message will be returned only if the entering/modifying and inquiring agencies are different.

For NICS Denied Transaction File records, the delayed inquiry notification and the delayed inquiry hit response will not be generated.

3.13.4 Benefits and Effectiveness Data

- Benefits and effectiveness data are collected by the NCIC System to provide users with a means of collecting data associated with solving cases. After reviewing the current utilization of the fields and the potential benefit provided, the NCIC 3rd Generation (N3G) Task Force determined the fields provided little benefit to law enforcement and recommended to phase out the fields for the next iteration of the NCIC System.

- For 1N01 legacy customers, benefits and effectiveness data will not be rejected, but will not be stored or retrievable outside of transaction log data.

- Benefits and effectiveness data fields will not be available in the 1X01 header.

3.13.5 Related Search (RSH)

- The Related Search (RSH) Field has a default value of N (No). When the field contains Y (Yes), the NCIC System conducts a secondary search for hits based on the ORI and OCA of the hit response obtained through a primary search. Because of this feature, it is recommended that agencies use caution in the assignment of the OCA to any record entered in the NCIC System. Unique OCA Numbers should be assigned to records associated with one ORI. This would prevent an agency from receiving a meaningless number of hit responses on any inquiry.

- Agencies which have in the past reused the same OCA on multiple records may elect NOT to set the RSH Y in an inquiry. The NCIC System assigns a default value of N to this field. This will prevent a secondary search based on the ORI and OCA of the primary hit response and the retrieval of related cases based on the LKI and LKA Fields. This does not prevent other agencies, perhaps out of state, from inquiring using RSH value of Y and consequently retrieving inappropriately linked records.

- Typical methods of generating a unique number include appending the date, or a portion thereof, onto the case number which is expanded to 20 characters in the NCIC System.

4 USER AGREEMENT

4.1 INTRODUCTION

The NCIC operates under a shared management concept between the FBI and state and federal users. The CJIS APB established a goal of having a single state agency in each state assume responsibility as the CSA for the state, through and by which NCIC System users in that state would access the various systems managed by the FBI's CJIS Division. The CSA is responsible for planning necessary hardware, software, funding, and training for complete access to all CJIS Division data services by all authorized agencies within the state.

4.2 CRIMINAL JUSTICE INFORMATION SERVICES (CJIS) SYSTEMS USER AGREEMENT

The FBI's CJIS Division provides state-of-the-art identification and information services to the local, state, tribal, federal, and international criminal justice communities, as well as the noncriminal justice community, for licensing and employment purposes. These services are administered and maintained by the FBI CJIS Division and managed in cooperation with the CJIS Systems Agency (CSA) and its administrator for CJIS data, the CJIS Systems Officer (CSO). The CJIS systems include, but are not limited to: the Next Generation Identification (NGI) Interstate Identification Index (III); National Crime Information Center (NCIC); Uniform Crime Reporting (UCR), whether summary or incident-based reporting to the National Incident-Based Reporting System; Fingerprint Identification Record System; Law Enforcement National Data Exchange (N-DEx); Law Enforcement Enterprise Portal (LEEP); and the National Instant Criminal Background Check System (NICS).

The FBI CJIS Division provides the following services to its users, as applicable:

1. Operational, technical, and investigative assistance.

2. Telecommunication lines to state, federal, and regulatory interfaces.

3. Legal and legislative review of matters pertaining to all CJIS systems.

4. Timely information on all aspects of all CJIS systems and other related programs by means of operating manuals, code manuals, technical and operational updates, various newsletters, information letters, frequently asked questions, and other relevant documents.

5. Training assistance and up-to-date materials provided to each CSO, NICS Point of Contact (POC), state Compact Officer, State Administrator, Information Security Officer (ISO), and other appropriate personnel.

6. Ongoing assistance to systems' users through meetings and briefings with the CSOs, State Administrators, Compact Officers, ISOs, and NICS State POCs to discuss operational and policy issues.

7. Advisory Process through which authorized users have input as to the policies and procedures governing the operation of CJIS programs.

8. National Crime Prevention and Privacy Compact Administrative Office through which states and other authorized users may submit issues concerning the noncriminal justice use of the NGI/III System.

9. Annual NICS Users Conference.

10. Audit.

11. Staff research assistance.

PART 1

The purpose behind a designated CSO is to unify responsibility for systems user discipline and to ensure adherence to established procedures and policies within each signatory state/territory/tribal agency and by each federal user. This agreement outlines the responsibilities of each CSO, as they relate to all CJIS systems and other related CJIS administered programs. These individuals are ultimately responsible for planning necessary hardware, software, funding, and training for access to all CJIS systems.

To ensure continued access as set forth above, the CSA agrees to adhere to all applicable CJIS policies including, but not limited to, the following:

1. The signatory state/tribal agency will provide fingerprints that meet submission criteria for all qualifying arrests. In addition, states/tribal agencies will make their records available for interstate exchange for criminal justice and other authorized purposes unless restricted by state/tribal law, and, where applicable, continue to move toward participation in the NGI/III and, upon ratification of the National Crime Prevention and Privacy Compact, the National Fingerprint File.

2. Appropriate and reasonable quality assurance procedures; e.g., hit confirmation, audits for record timeliness, and validation, must be in place to ensure that only complete, accurate, and valid information is maintained in the CJIS systems.

3. Biannual file synchronization of information entered into the NGI/III by participating states.

4. Security - Each agency is responsible for appropriate security measures as applicable to physical security of terminals and telecommunication lines; personnel security to include background screening requirements; technical security to protect against unauthorized use; data security to include NGI/III use, dissemination, and logging; and security of criminal history records. Additionally, each CSO must ensure that all agencies establish an information security structure that provides for an ISO and complies with the CJIS Security Policy.

5. Audit - Each agency shall be responsible for complying with all audit requirements for use of CJIS systems. Each CSO is responsible for completing a triennial audit of all agencies with access to CJIS systems through the CSO's lines.

6. Training - Each agency shall be responsible for training requirements, including compliance with operator training mandates.

7. Integrity of the Systems - Each agency shall be responsible for maintaining the integrity of the system in accordance with FBI CJIS Division/state/federal/tribal policies to ensure only authorized terminal access; only authorized transaction submission; and proper handling and dissemination of CJIS data. Each agency shall also be responsible for computer security incident reporting as required by the CJIS Security Policy.

The following documents are incorporated by reference and made part of this agreement for CSA users:

1. Bylaws for the CJIS Advisory Policy Board and Working Groups.

2. CJIS Security Policy.

3. Interstate Identification Index Operational and Technical Manual, National Fingerprint File Operations Plan, NCIC Operating Manual, UCR Handbook-NIBRS Edition, and National Incident-Based Reporting System Volumes 1, 2, and 4.

4. National Crime Prevention and Privacy Compact, 42 United States Code (U.S.C.) §14616.

5. NCIC Standards and UCR Standards, as recommended by the CJIS Advisory Policy Board.

6. The National Fingerprint File Qualification Requirements.

7. Title 28, Code of Federal Regulations, Parts 20 and 25, §50.12, and Chapter IX.

8. Electronic Fingerprint Transmission Specifications.

9. Other relevant documents, to include: NCIC Technical and Operational Updates, CJIS Information Letters, NICS User Manual, NICS Interface Control Document.

10. Applicable federal, state, and tribal laws and regulations.

PART 2
Additionally, there are authorized federal regulatory recipients and other authorized users that provide electronic fingerprint submissions through a CJIS Wide Area Network (WAN) connection (or other approved form of electronic connection) to the CJIS Division that are required to comply with the following CJIS policies:

1. The authorized user will provide fingerprints that meet submission criteria and apply appropriate and reasonable quality assurance procedures.

2. Security - Each agency is responsible for appropriate security measures as applicable to physical security of communication equipment; personnel security to include background screening requirements; technical security to protect against unauthorized use; and security of criminal history records.

3. Audit - Each authorized user shall be responsible for complying with all audit requirements for CJIS systems. Additionally, each authorized user is subject to a triennial audit by the CJIS Division Audit staff.

4. Training - Each authorized user receiving criminal history record information shall be responsible for training requirements, including compliance with proper handling of criminal history records.

The following documents are incorporated by reference and made part of this agreement for non-CSA authorized users:

1. CJIS Security Policy.

2. National Crime Prevention and Privacy Compact, 42 U.S.C. §14616.

3. Title 28, Code of Federal Regulations, Parts 20 and 25, § 50.12, and Chapter IX.

4. Other relevant documents, to include CJIS Information Letters.

5. Applicable federal, state, and tribal laws and regulations.

GENERAL PROVISIONS
Funding:
Unless otherwise agreed in writing, each party shall bear its own costs in relation to this agreement. Expenditures will be subject to federal and state budgetary processes and availability of funds pursuant to applicable laws and regulations. The parties expressly acknowledge that this in no way implies that

Congress will appropriate funds for such expenditures.

Termination:

1. All activities of the parties under this agreement will be carried out in accordance to the above-described provisions.

2. This agreement may be amended or terminated by the mutual written consent of the parties authorized representatives.

3. Either party may terminate this agreement upon 30-days written notification to the other party. Such notice will be the subject of immediate consultation by the parties to decide upon the appropriate course of action. In the event of such termination, the following rules apply:

    a. The parties will continue participation, financial or otherwise, up to the effective date of termination.

    b. Each party will pay the costs it incurs as a result of termination.

    c. All information and rights therein received under the provisions of this agreement prior to the termination will be retained by the parties, subject to the provisions of this agreement.

ACKNOWLEDGMENT AND CERTIFICATION

As a CSO or CJIS WAN Official (or other CJIS authorized official), I hereby acknowledge the duties and responsibilities as set out in this agreement. I acknowledge that these duties and responsibilities have been developed and approved by CJIS systems users to ensure the reliability, confidentiality, completeness, and accuracy of all information contained in, or obtained by means of, the CJIS systems. I further acknowledge that failure to comply with these duties and responsibilities may result in the imposition of sanctions against the offending state/agency; other federal, tribal, state, and local criminal justice users; and approved noncriminal justice users with system access, whether direct or indirect. The Director of the FBI (or the National Crime Prevention and Privacy Compact Council), may approve sanctions to include the termination of CJIS services.

I hereby certify that I am familiar with all applicable documents that are made part of this agreement and to all applicable federal and state laws and regulations relevant to the receipt and dissemination of documents provided through the CJIS systems.

This agreement is a formal expression of the purpose and intent of both parties and is effective when signed. It may be amended by the deletion or modification of any provision contained therein, or by the addition of new provisions, after written concurrence of both parties. The "Acknowledgment and Certification" is being executed by the CSO or CJIS WAN Official (or other CJIS authorized official) in both an individual and representative capacity. Accordingly, this agreement will remain in effect after the CSO or CJIS WAN Official (or other CJIS authorized official) vacates his/her position or until it is affirmatively amended or rescinded in writing. This agreement does not confer, grant, or authorize any rights, privileges, or obligations to any third party.

SYSTEMS USER AGREEMENT

Please execute either Part 1 or Part 2

PART 1

*_____ Date:_____

CJIS Systems Officer

_____

Printed Name/Title

CONCURRENCE OF CSA HEAD:

_____ Date:_____

CSA Head

_____

Printed Name/Title

PART 2

*_____ Date:_____

CJIS WAN Official (or other CJIS Authorized Official)

_____

Printed Name/Title

CONCURRENCE OF CJIS WAN AGENCY HEAD:

_____ Date:_____

CJIS WAN Agency Head

_____
Printed Name/Title

FBI CJIS DIVISION:

_____ Date:_____
[NAME]
Assistant Director
FBI CJIS Division

* The FBI Designated Federal Officer should be notified when a CSO or other CJIS WAN/authorized Official vacates his/her position. The name and telephone number of the Acting CSO or other CJIS WAN/authorized Official, and when known, the name and telephone number of the new CSO or other CJIS WAN/authorized Official, should be provided.

5 NCIC STANDARDS AND SANCTIONS

5.1 STANDARDS

The use of "effective communications" to help the criminal justice community perform its duties not only means providing access to and obtaining detailed information from pertinent computerized databases but also includes the amount of time required to access the databases. While an entry, inquiry, or update message may contain specific and detailed information, the message (communication) could be very ineffective if it cannot be transmitted to the data center and a response cannot be received from the data center within a reasonable amount of time. It is not uncommon to hear of a hit occurring minutes after the record was entered. Restrictions have also been placed on the amount of time that a person may be detained while an inquiry is being made to determine whether a record is on file in a database. The rapid transmission of messages is extremely important, and standards were prepared to ensure that messages are transmitted and processed within a reasonable amount of time.

To ensure the integrity of the System, certain policies and standards must be completed, adopted, and followed. Through these policies and standards, a tool of measurement is provided against which the CJIS APB can measure the performance of the component parts of the System as a whole. These policies and standards also must address the specific areas of complaint of the "special" case situations.

5.2 STANDARDS FOR INQUIRY RESPONSE TIME - HOT FILES FOR SINGLE HIT/NO IMAGE RESPONSES

High-Speed Line - Computer Interface

- Average message response time for an inquiry from the CSA to the NCIC System and back to the CSA should not exceed two seconds.

- Average message response time from a CSA to an agency interfaced with the CSA should not exceed 12 seconds after transmission of the inquiry, with 2 of the 12 seconds allocated to the transmission to, processing by, and return of the response from the NCIC System as described in the above standard.

- Average message response time for an end-user terminal interfaced with a local/regional system which is interfaced with a CSA should not exceed 22 seconds after the transmission of the inquiry, with 12 of the 22 seconds allocated to the transmission to, processing by, and return of the response from the CSA and the NCIC System as described in the above standards.

- Average response time from any local/regional system or terminal interfaced directly with the NCIC System (i.e., NCIC lines which terminate at an agency that is not a CSA) to an end-user terminal interfaced with the local/regional system shall not exceed 12 seconds, with 2 of the 12 seconds allocated to the transmission to, processing by, and return of the response from the NCIC System as described in the first standard above.

- An additional 10-second allowance can be made for additional network interfaces. These interfaces will include servers to local area or wide area networks, intranets, and wireless communication systems (commercial and private). For example, mobile units connected to a wireless communications system and then connected to a metropolitan server which is interfaced with the CSA and then connected to the NCIC System will be allowed a 32-second total response time from the initial inquiry.

  Note: Average time should be based upon a compilation over a 28-day period. Abnormal operating times, such as during the installation of a new computer, should be excluded from the one-month compilation.

5.3 STANDARDS FOR RECORD ENTRY BY USER AGENCY

- Any agency having investigative authority and jurisdiction and having a CJIS Division-assigned ORI must enter records into the NCIC System which meet NCIC criteria as soon as reasonably possible after the minimum data for entry is available.

- The CSA shall be responsible for assuring that every agency which has a terminal or access to a terminal by some interagency agreement and has a CJIS Division-assigned ORI and investigative authority and jurisdiction may enter records into the NCIC System.

- Every agency that enters records destined for the NCIC System must assure that hit confirmation is available for all applicable records, 24 hours a day either at that agency or through a written agreement with another agency at its location.

- Every agency is responsible for the removal of an NCIC record as soon as it is aware that the record is no longer valid.

- Average message response time for an entry from the CSA to the NCIC System and back to the CSA should not exceed five seconds.

- Average message response time from a CSA to an agency interfaced with the CSA should not exceed 20 seconds after transmission of the entry, with 5 of the 20 seconds allocated to the transmission to, processing by, and return of the response from the NCIC System as described in the above standard.

- Average message response time for an end-user terminal interfaced with a local/regional system which is interfaced with a CSA should not exceed 35 seconds after the transmission of the entry, with 20 of the 35 seconds allocated to the transmission to, processing by, and return of the response from the CSA and the NCIC System as described in the two above standards.

- Average response time from any local/regional system or terminal interfaced directly with the NCIC System (i.e., NCIC lines which terminate at an agency that is not a CSA) to an end-user terminal interfaced with the local/regional system shall not exceed 20 seconds, with 5 of the 20 seconds allocated to the transmission to, processing by, and return of the response from the NCIC System as described in above standards.

5.4 STANDARDS FOR SYSTEM AVAILABILITY

- The NCIC System availability goals shall be 100 percent with 99 percent as minimum acceptable performance.

- The CSA computer availability goals shall be 100 percent with 98 percent, as minimum availability time.

- The local/regional computer availability goals shall be 100 percent with 96 percent as minimum.

- The NCIC System will undergo monthly maintenance on the first Tuesday of each month from 4:00 AM to 6:00 AM Eastern Standard Time. During this time, the NCIC System will be out of service.

5.5 STANDARD REGARDING EQUIPMENT AND TECHNOLOGY COMPATIBILITY

Equipment and/or technological incompatibility shall not be sufficient justification for any agency to operate outside of the normal CSA configuration.

5.6 STANDARDS FOR SERVICES AVAILABILITY

Those services provided by the NCIC System to the CSAs shall be provided by the CSAs to their users with the exception of:

- Services specifically limited to CSAs by CJIS Division policy.
- Services which are restricted to certain users by nature of their governmental and/or criminal justice status, federal laws, and regulations governing access to certain types of NCIC services.
- Services which may be contrary to a state law or executive order.

"Users" include those agencies having a direct telecommunications link with a CSA and any regional dispatch center, electronic switcher, satellite computer, or other computer interface, providing a telecommunications link to user agencies, as well as those agencies that have no telecommunications link but access a CSA via another user which has a telecommunications link. Any regional dispatch/communication center shall be required by the CSA to provide the same services to their users as those provided to them by the CSA.

Services include providing users with:

- The capability of communicating with and receiving responses from all current and future NCIC files.
- The capability to enter an NCIC record into all current and future NCIC files which:
  - Meet the NCIC entry criteria for the file involved;
- Contain at least the minimum data required by the NCIC System for entry and up to the maximum number of identifiers permitted in the record by the NCIC System; and
- Contain any of the codes or data permitted by the NCIC System in each of the fields.
- Permission to enter a valid record regardless of the existence of any other record(s) already entered in the NCIC System by any other agency(s) for the person or property in question.
- The capability to add information to, delete information from, and/or change information in a field(s) of an existing NCIC record.
- The capability to remove a record from file when a record is determined to be invalid, e.g., the warrant which was the basis for an entry is dismissed or when the missing person or property which is the subject of the record is found.
- The capability to place a locate against another agency's NCIC record, including records entered by agencies serviced by the same CSA as well as records entered by agencies serviced by another CSA.

The use of the above services by any user agency shall be in accordance with the instructions and procedures contained in the *NCIC Operating Manual*, the codes contained in the *NCIC Code Manual* and new enhancements contained in *NCIC Technical and Operational Updates*, *CJIS Information Letter*, or any other official notification from the CJIS Division.

5.7 NCIC SANCTIONS

The CJIS APB established the Compliance Evaluation (CE) Subcommittee to evaluate the results of audits conducted by the CJIS Division. The CE Subcommittee makes specific recommendations to the CJIS APB concerning compliance with applicable policies and regulations.

The National Crime Prevention and Privacy Compact (Compact) Council at Article VI established the Compact Council (Council). The Compact Council Sanctions Committee is responsible for ensuring that use of the Interstate Identification Index System for noncriminal justice purposes complies with the Compact and with rules, standards, and procedures established by the Compact Council. As such, the Sanctions Committee reviews the results of audits conducted by the FBI of participants in the CJIS Division programs. The Sanctions Committee reviews the audit results and the participant's response to determine a course of action necessary to bring the participant into compliance and make recommendations to the Compact Council or the FBI. Additional information on the Compact Council Sanctions process is available on the Compact Council's website.

6 CONTACT INFORMATION

6.1 CJIS SYSTEMS AGENCIES (CSAs)

State/Territory	ORI	State/Territory	ORI
Alabama	AL003065Y	Nebraska	NBNSP0D00
Alaska	AKAST0102	Nevada	NV0189900
Arizona	AZACSPX00	New Hampshire	NHNSP0000
Arkansas	AR060015Y	New Jersey	NJNSP01T3
California	CA0349400	New Mexico	NMNSP0000
Colorado	COCBI0000	New York	NY1010000
Connecticut	CTCSP0000	North Carolina	NCDCI0000
Delaware	DEDSP0000	North Dakota	NDRCD0000
District of Columbia	DCMPD0000	Ohio	OHOHP0040
Florida	FL03704F8	Oklahoma	OKOLETS00
Georgia	GAGBI0051	Oregon	OR024015Y
Guam	GM001025J	Pennsylvania	PAPSP0000
Hawaii	HI002015Y	Philadelphia	PAPEP0000
Idaho	ID001015Y	Puerto Rico	PRPPR0000
Illinois	IL0849600	Rhode Island	RIRSP0052
Indiana	IN032035C	South Carolina	SCLED0000
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
Montana	MT025015Y	Royal Canadian Mounted Police	ON1000000

Federal Agency	ORI
Administrative Office of the US Courts	DC001057J
Custom and Border Protection	VAUSC6000
Immigration and Customs Enforcement	VTICE0900
Naval Criminal Investigative Service	VANIS2000
Transportation Security Administration	VATSA0100
U.S. Air Force	VAOSI0100
U.S. Army	VAUSA1800
U.S. Capitol Police	DCCAP0000
U.S. Coast Guard	DCCG001T0
U.S. Department of Justice	DCDOJ0000
U.S. Department of State	DCDOS0000
U. S. Postal Inspection Service	DCPO00000
U.S. Secret Service	DCSS17700
INTEROL	DCINTER00

6.2 STATE IDENTIFICATION BUREAUS (SIBs)

State/Territory	ORI		State/Territory	ORI
Alabama	ALSBI0000		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

6.3 STATE/TERRITORY SEX OFFENDER REGISTRIES (SORs)

State/Territory	ORI		State/Territory	ORI
Alabama	ALLEA0047		Montana	MT025035Y
Alaska	AKAST1500		Nebraska	NBNSP0003
Arizona	AZDPS1900		Nevada	NV0131700
Arkansas	AR060015Y		New Hampshire	NHNSP1400
California	CA0349428		New Jersey	NJNSP0230
Colorado	COCBI0000		New Mexico	NMNSP0002
Connecticut	CTCSP3900		New York	NY001015Y
Delaware	DEDSP00I0		North Carolina	NCDCI0000
District of Columbia	DCMPD0000		North Dakota	NDBCA0000
Florida	FL03704F8		Ohio	OHBCI0000
Georgia	GAGBI0027		Oklahoma	OK055075C
Guam	GM001085J		Oregon	OROSP0004
Hawaii	HI002015Y		Pennsylvania	PAPSPBC00
Idaho	ID001105Y		Puerto Rico	PRPPR0000
Illinois	IL0842503		Rhode Island	RIRSP0000
Indiana	IN032035C		South Carolina	SCLED0000
Iowa	IADCI0006		South Dakota	SDDCI0062
Kansas	KSKBI0000		Tennessee	TNTBI0000
Kentucky	KYKSP3600		Texas	TX0000000
Louisiana	LALSP3101		U.S. Virgin Islands	VI001057A
Maine	MESPSBI00		Utah	UTBCI0000
Maryland	MD003775Y		Vermont	VTVSP0000
Massachusetts	MACJIS100		Virginia	VAVSP0000
Michigan	MI3300636		Washington	WAWSP0099
Minnesota	MNBCA0000		West Virginia	WVWSP0089
Mississippi	MSMHP0000		Wisconsin	WI013135C
Missouri	MOMHP0003		Wyoming	WY0110411

Listings of the CSOs, SIB Chiefs, and SOR points of contacts, their addresses, telephone and facsimile numbers, and e-mail addresses are available in the CJIS Advisory Process Community on JusticeConnect within LEEP. LEEP provides secure communications for the law enforcement, criminal justice, and public safety communities. To apply for LEEP membership or access the CJIS Advisory Process Community, visit http://www.cjis.gov.

6.4 FBI TELEPHONE AND ORI LIST

Office	Telephone	ORI	E-mail Address
CJIS Division Main Switchboard	304-625-2000		
CJIS Audit Unit		DCFBIWA03	cjisaudit@fbi.gov
Interstate Identification Index		DCFBIWA10	fbi-iii@fbi.gov
NCIC OPERATIONS			
Code Assignments	304-625-3000	DCFBIWAQ9	ioau@fbi.gov
System and Network Operations Center	304-625-3030		HQ-DIV01-CJIS-NOC@fbi.gov
Off-line Search	304-625-3000	DCFBIWAQ9	ioau@fbi.gov
ORI Assignments/ Modifications		DCFBIWA37	ori@leo.gov
Quality Control/Data Integrity	304-625-3000	DCFBIWA03	acjis@leo.gov
NCIC Training		DCFBIWAN1	ncictraining@fbi.gov