



May 12, 2021

**NATIONAL CRIME INFORMATION CENTER (NCIC)  
TECHNICAL AND OPERATIONAL UPDATE (TOU) 21-2**

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**SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS (CSO)**

Section 2.1 furnishes a correction to TOU 20-5.

Section 2.2 updates the description of recipients for the \$.8. Child Abduction notifications.

Section 2.3 corrects the MKE translation for CLEAR.

Section 2.4 removes the \$.9. Foreign Fugitive notification provided to the FBI.

Section 2.5 removes the \$.8. Out-of-State notification provided to Canada.

Section 2.6 removes the Print (P) option as a file transfer decision.

Section 2.7 removes erroneously added section from the ORI File.

Section 2.8 provides an appropriate example for entering a supplemental address to the Wanted Person File.

Section 2.9 removes all information regarding the entry of juveniles from the Wanted Person File pertaining to the Rendition Amendment.

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TOUs are also available via the Law Enforcement Enterprise Portal (LEEP). To access the TOUs on the LEEP, go to JusticeConnect, then, under Communities, join the NCIC Community. Users with questions concerning access to LEEP should contact the LEEP Help Desk at 888-334-4536.

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**SECTION 2 -- SYSTEM CHANGES**

**2.1 ADDITION OF BLUE ALERT CAVEAT TO THE NCIC WANTED PERSON, MISSING PERSON, VIOLENT PERSON, AND VEHICLE FILES**

AFFECTED BY CHANGE:

**Introduction  
Missing Person  
Vehicle  
Violent Person  
Wanted Person**

EFFECTIVE DATE:

**January 5, 2021**

**Background**

NCIC Technical and Operational Update (TOU) 20-5 published the Blue Alert capability scheduled for implementation on January 5, 2021. Some details were inadvertently excluded and this TOU corrects that oversight.

**System Changes**

The NCIC System is adding a Blue Alert caveat that will be returned on Wanted Person, Missing Person, Violent Person, and Vehicle file records when "BLUE ALERT" is entered as the first ten characters in the MIS Field.

**NCIC Operating Manual Changes**

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

## INTRODUCTION

### 2.5 – INQUIRY

#### 2.5.6 Positive Response to an On-line Inquiry

##### 2.5.6.36 Blue Alert Message

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

This message appears immediately below the Message Key (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 Message Key (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 Message Key (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.

## 2.9 ADMINISTRATIVE MESSAGES

### 2.9.2 OTHER ADMINISTRATIVE MESSAGES

#### 2.9.2.36 \$.M. Nonunique Missing Person Notifications

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

**MISSING PERSON****1 - INTRODUCTION****1.9 MESSAGE FIELD CODES AND EDITS**

MIS	Miscellaneous	<p>If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field. More details can be found in the "MESSAGE FIELD CODE EDITS FOR ENTRY" Section of this chapter.</p> <p>SVIN must be the first four characters in the MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN.</p>
-----	---------------	---

**2 – ENTRY****2.6 MESSAGE FIELD CODE EDITS FOR ENTRY****2.6.4 MISCELLANEOUS (MIS)**

- Aliases, nicknames (monikers), vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered in a supplemental record (MKE/EMN), illustrated and explained in the "SUPPLEMENTAL RECORD" of this chapter, as this procedure increases the chances of a hit on the record.
  - The types of information that should be included in the MIS Field are:
    - Clothing description (size, color, style, laundry marks)
    - Shoes (size, style, color)
    - Smoker (pipe, cigar, cigarette; brand)
    - Tobacco chewer (brand)
    - Fingernails (polish, length, biter)
    - Possible destination
    - Amount of money in possession
    - Medication in possession
    - Left handed
    - Right handed

- Explanation/description of scars, marks, tattoos, and physical characteristics
  - Conditions under which a juvenile is listed as missing
  - Child is missing under suspicious circumstances, and/or child is believed to be in a life-threatening situation
  - Missing Body parts recovered.
- In the event of a criminal kidnapping of a juvenile by the noncustodial mother, it is recommended that the mother's maiden name be entered as a possible alias and the following information be added to the MIS Field: CHILD IS MISSING UNDER SUSPICIOUS CIRCUMSTANCES and/or CHILD IS BELIEVED TO BE IN A LIFE-THREATENING SITUATION. The mother's maiden name should also be entered if it is believed that a runaway juvenile is trying to avoid identification.
  - A missing person record and any other record should be cross-referenced in the MIS Field if more than one record pertains to the same case. For example, the MIS Field of two missing persons reported missing from the same scene may include MAY BE ACCOMPANIED BY MISSING FRIEND-SEE NIC/M123456789, and the other record may contain a similar statement.
  - An ORI can request notification each time its record is hit, regardless of whether the person's whereabouts is known. The entering agency should place a "Y" in the NOA Field.
  - When a missing person record for an individual that was previously identified by partial recovered body parts is left active, the entering agency should list the body parts that were recovered in the MIS Field.
  - If the HGT or WGT Fields contain UNK and the FBI Field is blank, the MIS Field must begin with PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS or SVIN PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS.
  - If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field. The following caveat will appear immediately below the MKE translation on the record response:

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

**5 – INQUIRY****5.1 EXAMPLE OF A NONUNIQUE IDENTIFIER INQUIRY (QM)  
ACKNOWLEDGEMENT**

1N01HEADER.QM.CA1012600.AGE/35.SEX/M.RAC/W.EYE/BRO.HAI/BRO.HGT/511.WGT/148

**Acknowledgment**

1L01HEADER  
MD1012600  
QUERY MISSING PERSON RECEIVED

**5.1.1 EXAMPLE OF A NONUNIQUE IDENTIFIER INQUIRY (QM) WITH NEGATIVE  
AND POSITIVE RESPONSES**

1N01HEADER.QM.CA1012600.AGE/35.SEX/M.RAC/W.ETN/H.EYE/BRO.HAI/BRO.  
HGT/511.WGT/148

**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.  
ETN/H

**Positive Response:**

\$.M.1N01HEADER  
CA1012600

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

NCIC HAS 35 POSSIBLE MATCHES FOR YOUR INQUIRY ON:  
AGE/35 SEX/M RAC/W EYE/BRO HAI/BRO HGT/511 WGT/148  
ETN/H

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/DCFBIWAOO 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, WHI PULLOVER, BLK WINGTIPS SIZE 10D, SCAR IS 4  
MIS/4 INCHES, CREWCUT HAIR, RIGHT HANDED, VRX FOR LEFT EYE IS  
MIS/OS-12D00E-D25X120 D5 DEG BASE DOWN BLT/APOS CRC/U FPA/N BXR/F VRX/OD - 12D00E-  
D2XI40 D5 DEGREES BASE UP  
JWT/BELT BUCKLE IS IN THE SHAPE OF A GUN, 4 KEYS ON CHAIN ORI IS FBI HEADQUARTERS  
WASHINGTON DC 202 555-1234  
SMT/BLIND SMT/CL LIP



SMT/SC FACE SMT/SC L LEG  
SMT/SC R LEG

DENTAL CHARACTERISTICS

DXR/Y MPA/N DRE/PERSON HAS NUMEROUS CARIES

TOOTH

01X 32X  
02MO 31M  
03V 30V  
04O 29V  
05V 28V  
06V 27V  
07V 26X  
08F 25V  
09V 24V  
10V 23V  
11V 22V  
12V 21V  
13V 20V  
14V 19V  
15V 18V  
16X 17V

NIC/M107649846 DTE/19790801 0000 EDT DLU/20080115 1600 EST  
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

MKE/MISSING PERSON INVOLUNTARY ORI/MD10122699 NAM/THOMAS, TOM SEX/M RAC/W ETN/H  
POB/TX

SKN/  
SMT

MIS/LEFT-HANDED, SMOKES WINSTONS

LIC/ABC123 LIS/MD LIY/ LIT/PC

VIN/1Q87H2N100001 VYR/1972

VMA/CHEV VMO/CAM VST/2T VCO/BLK

ORI IS ANY CITY PD MD 301 555-1212

NIC/M107650007 DTE/19980811 0000 EDT DLU/19990115 0000 EST  
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 NICs are listed in descending order by score.

**VEHICLE****1 - INTRODUCTION****1.7 MESSAGE FIELD CODES AND EDITS**

MIS	Miscellaneous	<p>If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field for the felony vehicle record. More details can be found in the "MESSAGE FIELD CODE EDITS FOR ENTRY" Section of this chapter.</p> <p>SVIN must be the first four characters in the MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN.</p>
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**2 – ENTRY****2.5 MESSAGE FIELD CODE EDITS FOR ENTRY****2.5.12 MISCELLANEOUS (MIS)**

- License plate numbers exceeding ten characters must be shown completely in the MIS Field. The first ten characters of the plate number must be entered in the LIC Field.

In those states where the deletion of a hyphen or symbol in a license plate number may cause an invalid match, the hyphenated plate number must be shown in the MIS Field; for example, plate number 1-1568 would be matched with plate number 11-568. License plate numbers containing a symbol may be entered according to the following guidelines:

- When a symbol is used as a separator, the number should be entered in the MIS Field with a hyphen indicating the position of the symbol, or
- When a symbol is used as a decoration, the number should be entered only in the LIC Field disregarding the symbol.
- VINs exceeding 20 characters must be shown completely in the MIS Field. The last 20 characters must be entered in the VIN Field.
- For records containing the generic VMA codes AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, and TRUCK, the manufacturer's complete name must be entered into the MIS Field. Also, the model number and/or model name (usually contained on

the bill of sale) should be entered when available. If the vehicle is homemade, VMA/HOMEMADE should be included in the MIS Field, and any additional descriptive information which might aid in identification should be entered in easily readable, abbreviated language.

- With regard to a felony vehicle record, a brief description of the felony should appear in the MIS Field.
- In instances where a vehicle is not registered and the VYR is unknown, such as for a minibike, snowmobile, or assembled or homemade vehicle, the VYR should be estimated and VYR-ESTIMATED should be placed in the MIS Field.
- States that do not have an OAN Field and have entered a nonconforming 17-character VIN or state-assigned serial number in the VIN Field must place the word SVIN as the first item in the MIS Field.
- If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field for the felony vehicle record. The following caveat will appear immediately below the MKE translation on the record response:

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

**VIOLENT PERSON****1 - INTRODUCTION****1.9 MESSAGE FIELD CODES AND EDITS**

MIS	Miscellaneous	<p>If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field. More details can be found in the "MESSAGE FIELD CODES FOR ENTRY" Section of this chapter.</p> <p>SVIN must be entered in MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. Free text.</p>
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**2 – ENTRY****2.5 MESSAGE FIELD CODES EDITS FOR ENTRY****2.5.7 MISCELLANEOUS (MIS)**

- Aliases, nicknames (monikers), vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered in a supplemental record (MKE/ENVP), as illustrated and explained in the "SUPPLEMENTAL RECORD" Section of this chapter, as this procedure increases the chance of a hit on this record. Information in the MIS Field is not searchable.
- When specific information required for a mandatory field is not available, similar information should be substituted in that field with appropriate comments in the MIS Field.
- If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field. The following caveat will appear immediately below the MKE translation on the record response:

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

**WANTED PERSON****1 - INTRODUCTION****1.8 MESSAGE FIELD CODES AND EDITS**

MIS	Miscellaneous	<p>If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field. More details can be found in the "MESSAGE FIELD CODE EDITS FOR ENTRY" Section of this chapter.</p> <p>SVIN must be the first four characters in the MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. If EXL code is 2 or B or is 5 or E, the MIS Field <u>must</u> contain additional information. Free text.</p>
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**2 - ENTRY****2.7 MESSAGE FIELD CODE EDITS FOR ENTRY****2.7.4 MISCELLANEOUS**

Aliases, nicknames (monikers), vehicular data, date of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered as a supplemental record (MKE/EN), illustrated and explained in "SUPPLEMENTAL RECORD" Section of this chapter, to increase the chances of a hit on the record.

For NCIC records with a code of 2 (felony warrants) or B (misdemeanor warrants) LIMITED EXTRADITION SEE MIS FIELD in the EXL Field, the MIS Field must contain details regarding the extradition authorized.

For NCIC records with the code of 5 (felony warrants) or E (misdemeanor warrants) EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD in the EXL Field, the MIS Field must contain the location from where the extradition is pending.

If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field. The following caveat will appear immediately below the MKE translation on the record response:

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

## 5 – INQUIRIES

### 5.1 EXAMPLES OF INQUIRIES WITH NEGATIVE AND POSITIVE RESPONSES

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

The Wanted Person File Inquiry (QW/ZW) is designed to limit responses to possible extraditable misdemeanor records and felony records regardless of extradition. The QW/ZW inquiry returns records with EXL Field codes 1-6, A, B, E, F, and code C if the entering agency is from an adjacent state.

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

The Wanted Person File Inquiry - Extraditable (QWE) is designed to limit responses to felony and misdemeanor records that are possibly extraditable from the inquiring agency's location. The QWE returns records with EXL Field codes 1, 2, 5, 6, A, B, E, and F and codes 3 and C if the entering agency is from an adjacent state.

The Wanted Person File Inquiry - Felony (QWF) is designed to limit responses to only felony records regardless of extradition and will return records with EXL Field codes 1-6.

The Wanted Person File Inquiry - State (QWS) is designed to serve states that use NCIC in lieu of a state warrant database. The QWS returns all felony records with an EXL Field code of 1-6, and possible extraditable misdemeanors with an EXL Field code of A, B, E, F and C if the entering agency is from an adjacent state. The QWS also returns nonextraditable misdemeanors with an EXL Field code of D and the entering agency's ORI matches the first two characters of the inquiring agency's ORI.

In a positive response, Wanted Person File records will be returned first in the order of seriousness based on the EXL Field code at the time of entry (i.e., felonies 1-6 followed by misdemeanors A-F). Other records will be returned in the following order: Foreign Fugitive, Missing Person, Gang, Known or Suspected Terrorist, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, NICS Denied Transaction, License Plate, Vehicle, Boat, Vehicle/Boat Part, and Article Files.

If Blue Alert is entered in the MIS Field, the following caveat will be displayed immediately below the MKE translation on the record response:

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

If a Violent Person File record is returned, the following caveat will precede all file hits, including the Wanted Person File record:

WARNING-A SUBJECT IN THIS RESPONSE HAS BEEN IDENTIFIED AS A VIOLENT OFFENDER OR A SERIOUS THREAT TO LAW ENFORCEMENT OFFICERS. REVIEW THIS RESPONSE IN ITS ENTIRETY TO OBTAIN ADDITIONAL INFORMATION ON THIS SUBJECT. USE EXTREME CAUTION IN APPROACHING THIS INDIVIDUAL.

Wanted Person File inquiries will also cause an automatic cross-search of the Foreign Fugitive, Missing Person, Gang, Known or Suspected Terrorist, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest File, and NICS Denied Transaction Files. If vehicle identifiers are included in the inquiry, the Vehicle, Boat, Vehicle/Boat Part, and License Plate Files will also be searched. If MNU, SOC, or OLN is included in the inquiry, the Article File personal identifier records will also be searched.

**2.2 DISCONTINUE THE TRANSMISSION OF THE \$.8. AMBER ALERT NOTIFICATION TO THE FEDERAL BUREAU OF INVESTIGATION (FBI) AND MODIFY RECIPIENTS OF THE \$.8. CHILD ABDUCTION NOTIFICATION**

AFFECTED BY CHANGE:

**Introduction  
Missing Person**

EFFECTIVE DATE:

**May 4, 2021**

**Background**

Based upon an NCIC Operations and Policy Unit (NOPU) review and collective decision, the FBI will no longer receive \$.8. Amber Alert notifications. In addition, this Technical and Operational Update serves to correct the operating manual description of recipients for the \$.8. Child Abduction notifications.

**System Changes**

\$.8. Amber Alert notifications will be modified to discontinue transmission to the FBI. Only operating manual changes will be made for the \$.8. Child Abduction notification.

**NCIC Operating Manual Changes**

Additions to the *NCIC Operating Manual* are indicated by **highlighting** and deletions are indicated by ~~strikeout~~.



## INTRODUCTION

### 2 – NCIC MESSAGES

#### 2.9 ADMINISTRATIVE MESSAGES

##### 2.9.2.5 \$.8. Child Abduction Notification

A \$.8. administrative message is sent to NCMEC ~~and the FBI~~ 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. DCFBIWA07 VA007019W
CHILD-ABDUCTION NOTIFICATION AT 1325 EST 19991001
1N01HEADER.MM.MD102600.NAM/DOE, JOHN J.NIC/M000069216.EYE/BRO
UPDATING ORI 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/310 WGT/065 EYE/BRO 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 ~~and the FBI~~ 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. DCFBIWA07 VA007019W
AMBER-ALERT-NOTIFICATION AT 1325 EST 20051001
1N01HEADER.MM.MD1012600.NAM/DOE, JOHN J.NIC/M000069216.EYE/BRO
UPDATING ORI 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

## MISSING PERSON

### 2 – ENTRY

#### 2.6 MESSAGE FIELD CODE EDITS FOR ENTRY

##### 2.6.8 Missing Person (MNP)

The MNP Field is mandatory for all entries. If the MKE is EMD, EMJ, or EMO, the MNP Field must be MP (Missing Person). If the MKE is EMV, the MNP must be DV (Disaster Victim). If the MKE is EME or EMI, the MNP must be either MP, CA (Child Abduction), or AA (Amber Alert).

If MNP is CA, the missing person's age must be less than 21 years of age. The CA is to be used in the MNP Field when there is reasonable indication or suspicion that a child has been abducted and/or is missing under circumstances suggesting foul play or a threat to life. While the CA code is discretionary, every effort should be made to use the code when the criteria are met. The use of this code will give ~~the FBI and~~ the National Center for Missing and Exploited Children (NCMEC) notification of urgent cases and enable them to provide assistance if needed.

The MNP Field of an NCIC missing person record is entered or modified to the AA code when an AMBER Alert has been activated. Use of the AA code in NCIC does not change the procedures or protocols for activating an AMBER Alert. The AA code provides a method of alerting law enforcement to the status of the missing child and generates immediate notifications to ~~the FBI and~~ the NCMEC, enabling them to deploy resources, when needed, in the most serious child abduction cases.

**2.3 CORRECTIONS TO THE NATIONAL CRIME INFORMATION CENTER  
(NCIC) PROTECTION ORDER FILE MESSAGE KEY (MKE) CODES TABLE**

AFFECTED BY CHANGE: **Protection Order**

EFFECTIVE DATE: **Immediate**

**Background**

The NCIC Protection Order File is being updated in Section 1.3 MESSAGE KEY (MKE) CODES. The table erroneously states the MKE translation for Clear.

**System Changes**

This is only an update to the *NCIC Operating Manual* and has no technical impact to the NCIC System.

**NCIC Operating Manual Changes**

Additions to the *NCIC Operating Manual* are indicated by **highlighting** and deletions are indicated by ~~strikeout~~.

**PROTECTION ORDER**

**1 – INTRODUCTION**

**1.3 MESSAGE KEY (MKE) CODES**

Clear	CPO	<del>CANCELED</del> CLEARED PROTECTION ORDER
	CTO	<del>CANCELED</del> CLEARED TEMPORARY PROTECTION ORDER

**2.4 DISCONTINUE PRODUCING NCIC \$.9. FOREIGN FUGITIVE NOTIFICATION**

AFFECTED BY CHANGE:

**Introduction**

EFFECTIVE DATE:

**June 8, 2021****Background**

The \$.9. message was designed to provide a notification to Federal Bureau of Investigation (FBI) Headquarters when a Foreign-Fugitive-Interpol record had been entered. The FBI International Operations Division advised that the \$.9. notification is no longer needed.

**System Changes**

The NCIC System is being modified to stop producing the \$.9. Foreign Fugitive File notifications. The *NCIC Operating Manual* is also being updated to reflect this change.

***NCIC Operating Manual Changes***

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

## INTRODUCTION

### 2 – NCIC MESSAGES

#### 2.9 ADMINISTRATIVE MESSAGES

##### 2.9.2 OTHER ADMINISTRATIVE MESSAGES

###### ~~2.9.2.14 \$9. Foreign-Fugitive-Notification~~

~~A \$9. administrative message is sent to an FBI Headquarters control terminal upon entry of a Foreign-Fugitive-Interpol record.~~

**2.5 REMOVAL OF CANADA FROM THE \$.8. OUT-OF-STATE NOTIFICATION PROGRAM FOR VEHICLES AND BOATS**AFFECTED BY CHANGE: **Introduction**EFFECTIVE DATE: **Immediate****Background**

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 National Crime Information Center (NCIC).
- 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 record and the state of registry is a U.S. state.

The Royal Canadian Mounted Police has elected to no longer receive the \$.8. Out-of-State Notification administrative messages.

**System Changes**

The NCIC System is being modified to remove Canada as a \$.8. Out-of-State Notification participant. The *NCIC Operating Manual* is also being updated to reflect this change.

***NCIC Operating Manual Changes***

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



## INTRODUCTION

### 2 - NCIC MESSAGES

#### 2.9 ADMINISTRATIVE MESSAGES

##### 2.9.2 OTHER ADMINISTRATIVE MESSAGES

###### 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, South Dakota, Washington, Wisconsin, Wyoming, and 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, Rhode Island, South Dakota, Washington, West Virginia, Wyoming, and 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 NCIC.
- 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 NCIC 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 NCIC 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	<u>License Plate File</u> chapter
2.	VEHICLE RETENTION	<u>Vehicle File</u> chapter
3.	VEHICLE WITHOUT A VIN	<u>Vehicle File</u> chapter
4.	FELONY VEHICLE	<u>Vehicle File</u> chapter
5.	TEMPORARY WARRANT	<u>Wanted Person File</u> chapter
6.	BOAT RETENTION	<u>Boat File</u> Chapter

This is a list of states 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	South Dakota
Arizona	Kansas	Nevada	Washington
Arkansas	Kentucky	New Hampshire	Wisconsin
Canada	Maine	New Jersey	Wyoming
Georgia	Massachusetts	New York	
Guam	Minnesota	North Dakota	
Hawaii	Mississippi	Oklahoma	
Illinois	Missouri	Pennsylvania	

This is a list of states 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	South Dakota
Arizona	Kansas	Nevada	Washington
Arkansas	Kentucky	New Hampshire	Wisconsin
Canada	Maine	New Jersey	Wyoming
Georgia	Massachusetts	New York	
Guam	Minnesota	North Dakota	
Hawaii	Mississippi	Oklahoma	
Illinois	Missouri	Pennsylvania	

**2.6 REMOVAL OF THE PRINT (P) OPTION FROM THE USER DECISION CODE (UDC) FOR THE FILE TRANSFER DECISION (FT) MESSAGE KEY (MKE)**

AFFECTED BY CHANGE:

**Introduction  
Other Transactions File**

EFFECTIVE DATE:

**August 3, 2021****Background**

The FT MKE is used when a \$.B. File-Transfer-Ready Notification has been sent by the NCIC System to notify the user that a file is available and the user is ready to initiate the file transfer. The UDC is one of the mandatory fields for the FT MKE and must contain a valid NCIC-assigned code as listed in the Other Transactions Codes. Valid codes are defined as D – Delete, P – Print and Mail, and S – Send Electronically.

If the UDC is S and the file size exceeds 32,000 bytes, the FT transaction will be rejected with the message REJECT - FILE GREATER THAN 32,000 BYTES. With this reject message, the user is urged to resubmit the transaction requesting retrieval of the file as a printout, and the user must designate the number of copies to be printed using the CPY Message Field Code (MFC). It was determined UDC/P is not beneficial to the user given the file is printed at the FBI's CJIS Division facility and not at the user's agency. Files exceeding the FT size limit can be retrieved via File Transfer Protocol or the NCIC Electronic File Transfer Service available via the Law Enforcement Enterprise Portal.

**System Changes**

The NCIC System is being modified to remove the UDC of P and ignore the CPY MFC for the FT MKE. The *NCIC Operating Manual* is also being updated to reflect this change.

***NCIC Operating Manual Changes***

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

## INTRODUCTION

### 2 – NCIC MESSAGES

#### 2.8 ERROR MESSAGES

##### 2.8.23 REJECT - FILE GREATER THAN 32,000 BYTES RESUBMIT WITH UDC/P

File requested is too large to be electronically transmitted.

File transfer session can be initiated to retrieve the file ~~or the file can be requested as a printout.~~

#### 2.9 ADMINISTRATIVE MESSAGES

##### 2.9.2 OTHER ADMINISTRATIVE MESSAGES

###### 2.9.2.15 \$.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:

- Excessive hits resulting from an inquiry are transmitted;
- 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 CONTAINS SPRQ RESULTS FOR CTN/D123456789. FOR TRANSACTION:
1N01HEADER.SPRQ.NCDCI0000.ACT..DET SMITH.101 MAIN ST ANYCITY NC.9
BATCH FILE SIZE: 15,000 BYTES, READY FOR DOWNLOAD.
PLEASE REQUEST FILE NAME F123456
USE THE FT MKE TO RETRIEVE THE FILE OR FTP WITHOUT THE BINARY OPTION.
```

~~If the file does not exceed 32,000 bytes, the user is able to retrieve the file electronically. Otherwise, a file transfer session may be initiated (FTP) or the user may request the file to be printed and mailed, put on tape, or deleted. A special transaction, for File Transfer (FT), is used to indicate the user's preferred approach to receiving the file. Information concerning the FT transaction can be found in the Other Transactions File chapter of this manual.~~

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, a file transfer session may be initiated (FTP) or the user may retrieve the file via the NCIC Electronic 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 CONTAINS $.C. REQUEST FOR VALIDATION NOTIFICATIONS.  
14000 BYTES, READY FOR DOWNLOAD.  
PLEASE REQUEST FILE NAME MD190901.  
USE THE FT MKE TO RETRIEVE THE FILE OR FTP WITHOUT THE BINARY OPTION.
```

**OTHER TRANSACTIONS FILE****1 – FILE TRANSFER DECISION (FT)****1.2 EXAMPLES OF FILE TRANSFER DECISIONS****1.2.2 File Transfer Decision (FT) Message:**

In the File Transfer Decision transaction, the user is requesting ~~two copies of the~~ File Number (F243534) ~~to be printed and mailed (P)~~ be sent electronically (S).

```
1N01000005.FT.MD1012600.UDC/PS.FLN/F243534.CPY/2.ATN/SMITH, JOHN
```

**1.5 ADDITIONAL GUIDELINES FOR FILE TRANSFER DECISION****1.5.1 NUMBER OF COPIES (CPY)**

~~CPY is only used when the UDC is P. If the UDC is P and the CPY is blank, the default is 1. If the UDC is not P and the CPY is entered, the value in the CPY is ignored.~~

**1.5.21 FILE NUMBER (FLN)**

The FLN Field is assigned by the System and provided in the \$.B. notification.

**1.5.32 USER DECISION CODE (UDC)**

The UDC must contain a valid NCIC-assigned code as listed in Other Transactions Codes.

Code	Translation
D	Delete
P	Print and Mail
S	Send electronically

If the UDC is S and the file size exceeds 32,000 bytes, the File Transfer Decision transaction will be rejected with the message REJECT - FILE GREATER THAN 32,000 BYTES as found in the Introduction chapter of this manual.

```
1L01000005
MD1012600
REJECT - FILE GREATER THAN 32,000 BYTES
RESUBMIT WITH UDC/P RETRIEVE VIA FTP OR NCIC EFTS
1N01000005.FT.MD1012600.UDC/S.FLN/F243534.ATN/JONES, PAUL
```

~~With this message, the user is urged to resubmit the transaction requesting retrieval of the file as a printout.~~

**1.5.43 ATTENTION (ATN)**

The ATN Field should be used to identify the recipient of the file.



**2.7 UPDATE THE ORIGINATING AGENCY IDENTIFIER (ORI) FILE BY REMOVING UNNECESSARY INFORMATION PROVIDED FOR AN ORI MODIFICATION**

AFFECTED BY CHANGE:

**ORI**

EFFECTIVE DATE:

**Immediate**

**Background**

The ORI File is being updated to remove Section 3.4 “IDENTIFICATION OF A RECORD TO BE MODIFIED” as it was added in error and is unnecessary for an ORI modification.

**System Changes**

This is only an update to the *NCIC Operating Manual* and has no technical impact to NCIC System

**NCIC Operating Manual Changes**

Additions to the *NCIC Operating Manual* are indicated by highlighting and deletions are indicated by ~~strikeout~~.

**ORI FILE****3 – MODIFICATION****~~3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED:~~**

~~The record to be modified must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, followed by the fields to be modified. All fields, other than the HDR, MKE, and ORI, must be preceded by the proper MFC and a slash (/). The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file~~

**~~3.5~~ 3.4 MANDATORY FIELDS FOR MODIFICATION**

To modify information in an ORI record, the transaction must contain the following: HDR, MKE (MO), ORI, ORI and any modifiable field.

**~~3.6~~ 3.5 ADDITIONAL GUIDELINES FOR MODIFICATION**

NCIC Code Manual Count (CDC) has replaced CMC as the MFC for the Code Manual Update Field in NCIC formatted messages. CDC, rather than CMC, will be returned on all ORI responses regardless of the format used for inquiry.

**~~3.6.1~~ 3.5.1 CONFIRMATION TELEPHONE NUMBER (PRIMARY) (CT1)**

Note: The MFCs CT1, CT2, and CT3 have replaced TNO as the Telephone Number Field in NCIC formatted messages. They are the MFCs for the primary, secondary, and tertiary confirmation telephone numbers.

The CT1 Field represents the main telephone number of the ORI.

**~~3.6.2~~ 3.5.2 CONFIRMATION TELEPHONE NUMBER (SECONDARY) (CT2) AND CONFIRMATION TELEPHONE NUMBER (TERTIARY) (CT3)**

The CT2 and CT3 Fields signify alternate or facsimile telephone numbers for the ORI. To indicate a telephone extension, the complete telephone number should be used, followed by a space, the alphabetic X, and extension number. To indicate a facsimile number, the complete telephone number should be used, followed by a space and the alphabetic string FAX. International telephone numbers can be included using any combination of numerics, spaces, and hyphens. Unless blank, these MFCs, rather than TNO, will be returned on all responses regardless of the format used for inquiry.

### **3.6.3 3.5.3 NAME OF VALIDATOR (VLN)**

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of an ORI record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC stores the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record.

For example:

The modification example to validate a record contains: header (1N01HEADER), message key (MO), Originating Agency Identifier (MD1012600), one record identifier (ORI/MD1012600), and name of validator (VLN/JONES, DAVID E).

```
1N01HEADER.MO.MD1012600.ORI/MD1012600.VLN/JONES, DAVID E
```

**Acknowledgment:**

```
1L01HEADER  
MD1012600  
VALIDATE ORI/MD1012600
```

### **3.6.4 3.5.4 E-MAIL ADDRESS**

The E-mail Address (EML) Field should contain the primary e-mail address of the agency.

"(DOT)" represents a period "." in the EML Field (e.g., EML/MNMHP@MN(DOT)STATE(DOT)US).

**2.8 UPDATE TO THE SUPPLEMENTAL ADDRESS DATA SET EXAMPLE IN THE NCIC WANTED PERSON FILE**

AFFECTED BY CHANGE:

**Wanted Person**

EFFECTIVE DATE:

**Immediate****Background**

The Wanted Person File of the *National Crime Information Center (NCIC) Operating Manual* will be modified to appropriately demonstrate the entry of supplemental address data. The supplemental address is a string of text following the single message field code of SNU/. All subsequent data elements must be separated with a period.

**System Changes**

The *NCIC Operating Manual* is being updated to provide the appropriate example for entering a supplemental address to the Wanted Person File. This is only an update to the *NCIC Operating Manual* and has no technical impact to NCIC System.

**NCIC Operating Manual Changes**

Additions to the *NCIC Operating Manual* are indicated by **highlighting** and deletions are indicated by ~~strikeout~~.

**WANTED PERSON****9 - SUPPLEMENTAL RECORD****9.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD  
ENTRY/CANCELLATION**

<b>FIELD NAME</b>	<b>REQUIREMENTS</b>	<b>MESSAGE FIELD CODE</b>	<b>FIELD LENGTH</b>	<b>DATA TYPE</b>
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL**	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL**	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL**	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC

SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN <sup>1</sup>		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC <sup>2</sup>		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN <sup>3</sup>		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN <sup>4</sup>		
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
ADDRESS SET	OPTIONAL SET	SNU <sup>5</sup>	1-7	
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

<sup>1</sup>OLN/<OLN>.<OLS>.<OLY><sup>2</sup>LIC/<LIC>.<LIS>.<LIY>.<LIT><sup>3</sup>VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO><sup>4</sup>IMN/<IMN>.<IMT><sup>5</sup>SNU/<SNU>.<SNA>.<CTY>.<COU>.<STA>.<ZIP>.<ADD>.<DDA>

\*\*Base record identifier

**2.9 UPDATE TO THE NATIONAL CRIME INFORMATION CENTER (NCIC)  
INTERSTATE COMPACT FOR JUVENILES (ICJ)**

AFFECTED BY CHANGE: **Wanted Person**

EFFECTIVE DATE: **Immediate**

**Background**

This is an update to Technical and Operational Update 2020-5, which documented that all 50 states, Washington D.C., and the U.S. Virgin Islands are ICJ participants and permitted to enter Category 2 Juvenile records into the NCIC Wanted Person File.

**System Changes**

The *NCIC Operating Manual* is being updated to remove all information regarding the entry of juveniles from the Wanted Person File pertaining to the Rendition Amendment. This is only an update to the *NCIC Operating Manual* and has no technical impact to NCIC System users.

**NCIC Operating Manual Changes**

Additions to the *NCIC Operating Manual* are indicated by **highlighting** and deletions are indicated by ~~strikeout~~.

## WANTED PERSON

### 2 - ENTRY

#### 2.8 VEHICLE OR LICENSE PLATE DATA AND THE \$.8. PROGRAM

An agency making a wanted person entry containing data on a vehicle or license plate registered in another state must advise the NCIC CSA in the state of registry about such an entry if the state of registry is not a \$.8. Program participant. Additional information concerning the \$.8. administrative message can be found in the Introduction chapter of this manual.

~~Only those states listed as Rendition States ("JUVENILE" Section of this chapter) will receive notification if license data from their state are included in a Juvenile Offender (Category 2) record transaction.~~

### 5 – INQUIRY

#### 5.3 REQUIREMENTS FOR INQUIRY

An inquiry of the Wanted Person File may be made by name and one, more than one, or all of the following alphanumeric identifiers: DOB (including year, month, day), FBI, MNU, SOC, and OLN with each data element preceded by the proper MFC and a slash (/). Additionally, inquiries may be made using vehicle data (LIC, LIS, and/or VIN and VMA); NAM and OCA only, in that order; or NIC only, with each data element preceded by the proper MFC and a slash (/).

Note: Exact spelling of the name as contained in the record is required when inquiring with only NAM and OCA.

~~A juvenile offender (Category 2) record response will be restricted to those agencies in states that have signed the Rendition Amendment to the Interstate Compact on Juveniles. Only those federal agencies located in Rendition states will be allowed access to Category 2 records.~~