



June 11, 2021

**NATIONAL CRIME INFORMATION CENTER (NCIC)
TECHNICAL AND OPERATIONAL UPDATE (TOU) 21-3**

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

SECTION 2 -- SYSTEM CHANGES

2.1 UPDATES TO THE KNOWN OR SUSPECTED TERRORIST FILE, TO
INCLUDE THE TERRORIST SCREENING CENTERS NAME CHANGE TO
THE THREAT SCREENING CENTER AND THE RENAMING OF THE
KNOWN OR SUSPECTED TERRORIST FILE TO THE THREAT SCREENING
CENTER FILE..... 2-1

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

Section 2.1 modifies the names of the Known or Suspected Terrorist File and the Terrorist Screening Center.

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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 UPDATES TO THE KNOWN OR SUSPECTED TERRORIST FILE, TO INCLUDE THE TERRORIST SCREENING CENTERS NAME CHANGE TO THE THREAT SCREENING CENTER AND THE RENAMING OF THE KNOWN OR SUSPECTED TERRORIST FILE TO THE THREAT SCREENING CENTER FILE

AFFECTED BY CHANGE:

**Foreign Fugitive
Gang
Image
Immigration Violator
Introduction
Known or Suspected Terrorist
Missing Person
NICS Denied Transactions
Other Transactions
Protective Interest
Supervised Release
Violent Person
Wanted Person**

EFFECTIVE DATE:

July 13, 2021

Background

Effective January 4, 2021, the Terrorist Screening Center was renamed the Threat Screening Center (TSC). In conjunction with their name change, the TSC also requested to rename the Known or Suspected Terrorist (KST) File to the Threat Screening Center File. Additional language changes were also made throughout the file at the direction of the TSC to ensure all information was accurate and up to date.

System Changes

The National Crime Information Center (NCIC) system is being updated to outline the modifications made by the TSC. This change has no technical impact to NCIC users.

NCIC Operating Manual Changes

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

FOREIGN FUGITIVE

5 - INQUIRY

5.4 REQUIREMENTS FOR INQUIRY

- The capability to query only the Foreign Fugitive File does not exist; however, the same procedures used to search the Wanted Person File will also search the Foreign Fugitive File. Complete details can be found in the Wanted Person File chapter.
- In a positive response, Wanted Person and Foreign Fugitive File records will appear first, followed by records from the Missing Person, Gang, ~~Known or Suspected Terrorist Threat Screening Center~~, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, License Plate, Vehicle, Boat, Vehicle/Boat Part and Article Files. Complete details can be found in the Wanted Person File chapter.
- As a part of a positive Foreign Fugitive File response, the receiving agency is advised that the fugitive cannot be arrested solely upon the basis of the information provided. If the response is a Canadian fugitive record, the agency is instructed to contact RCMP to confirm the hit and initiate the process of obtaining a U.S. extradition warrant. If the fugitive record is for a fugitive from a country other than Canada, a caveat instructs the agency to contact INTERPOL (USNCB).

GANG**14 – INQUIRY FOR GMC RECORDS****14.1 EXAMPLE OF INQUIRIES WITH NEGATIVE AND POSITIVE RESPONSES FOR GMC RECORDS**

The message key QGM searches the Gang File and ~~Known or Suspected Terrorist~~ **Threat Screening Center** File records. If the QGM includes MNU, OLN, or SOC, the NCIC System will search against the Article File personal identifiers records.

1N01HEADER.QGM.MD2610000.NAM/SMITH, STEVE.DOB/19530531.
SEX/M.RAC/W.VIN/2ADF36BLIG162312

Negative Response:

NO NCIC RECORD NAM/SMITH, STEVE DOB/19530531 RAC/W SEX/M
NO NCIC RECORD VIN/2ADF36BLIG162312

Positive Response:

1L01HEADER
MD2610000

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

MKE/CRIMINAL GANG MEMBER - CAUTION
CMC/05 - VIOLENT TENDENCIES
ORI/MD1230000 NAM/SMITH, STEVE SEX/M RAC/W ETN/H POB/MD
DOB/19530531 HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/1234567 CTZ/US
SKN/ALB SMT/SC R HND
FPC/121011C01159TTCI13TT MNU/MD-32614 SOC/123456789
OLN/98765432 OLS/MD OLY/1995
GNG/CRIPS*WADC SGP/ROARING 50S*WADC
ECR/BD DOP/20100115 OCA/92312663 SID/MD99999999
LKI/MD1240000 LKA/MD-2255
MIS/KNOWN TO CARRY TEC 9, TTO IS TEARDROP
LIC/ABC123 LIS/MD LIY/1993 LIT/PC
VIN/2627HL525210 VYR/1988
VMA/CHEV VMO/CEL VST/4D VCO/BLU
ORI IS HARPERS FERRY PD MD 301 555-1212
DOB/19550515
AKA/BEBETO, X
AKA/JONES, JOHN
AKA/LEON, JOSE
NIC/T123698222 DTE/20070914 1400 EST DLU/20080110 0100 EST
NO NCIC RECORD VIN/2ADF36BLIG162312

IMAGE

1 - INTRODUCTION

1.4 GUIDELINES FOR ENTRY

- An image should be entered for a person or property when it will assist in identification of either. When an image of a Person with Information (PWI) is appended to a missing person record, a notation must be included in the Image Record's Miscellaneous (MIS) Field indicating that the image is that of the PWI.
- The header 1B01 or TB01 (test) must be used with image transactions EIM and MII.
- A mugshot and a signature can be entered for Supervised Release, Protection Order, Missing Person, Immigration Violator, Gang, ~~Known or Suspected Terrorist~~ Threat Screening Center, Unidentified Person, Wanted Person, Protective Interest, Violent Person, Foreign Fugitive, Identity Theft Files, and the National Sex Offender Registry.
- An identifying image can be entered for Supervised Release, Protective Interest, Violent Person, Missing Person, Immigration Violator, Gang, ~~Known or Suspected Terrorist~~ Threat Screening Center, Unidentified Person, Wanted Person, Identity Theft, Article, Gun, Vehicle, Boat or Vehicle/Boat Part Files, and the National Sex Offender Registry.

A generic image can be entered by FBI CJIS staff for any particular make of vehicle or boat.

- The NCMEC has been authorized to enter an identifying image, mugshot, and signature only for an agency that does not have the ability to enter images into the NCIC. The NCMEC will use a CJIS-assigned ORI that ends in "W" to append images for requesting law enforcement agencies. The NCMEC may append an image to a Missing, Unidentified, or Wanted Person File record as long as the record is related to the NCIC record of a missing child. The ORI of the Missing, Unidentified, or Wanted Person File record is responsible for approving and validating the images appended to their record by NCMEC. This service may be requested by contacting the NCMEC at 1-800-THE-LOST.

A \$.N.MEC.NCMEC MODIFY NOTIFICATION is sent to the ORI of a Missing Person File record, an Unidentified Person File record, or a Wanted Person File record when NCMEC enters, modifies, or cancels an image linked to the ORI's record. The NCMEC will provide written notification, associated images, and any other documentation to the ORI of the record supporting the maintenance action performed by the NCMEC.

- The following rules apply to the number of images that can be associated with one record:

- Only one of each of the following types of image can be associated with an NCIC person record:
 - Mugshot
 - Signature
- Not more than ten identifying images (other than mugshot and signature) can be associated with a person record.
- Not more than ten identifying images (such as tattoos, dress, or graffiti) can be associated with a gang/terrorist group reference record.
- Only one identifying image can be associated with vehicle/boat part, article, or gun.
- Only one identifying or generic image can be associated with a vehicle or boat.
- Generic images are the only images which can be linked to multiple base records.

IMMIGRATION VIOLATOR

5 - INQUIRY

5.3 REQUIREMENTS FOR INQUIRY

- The capability to query only the Immigration Violator File does not exist; however, the same procedures used to search the Wanted Person File will also search the Immigration Violator File. Complete details can be found in the Wanted Person File chapter.
- In a positive response, Wanted Person and Foreign Fugitive File records appear first, followed by records from the Missing Person, Gang, ~~Known or Suspected Terrorist Threat Screening Center~~, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, NICS Denied Transaction File, License Plate, Vehicle, Boat, Vehicle/Boat Part, and Article Files. Complete details can be found in the Wanted Person File chapter.
- As a part of a positive Immigration Violator File response, the receiving agency is warned against action based on the positive response alone.
- The Immigration Violator File is based on criminal history information and is subject to dissemination restrictions. A caveat at the end of each record response emphasizes to record recipients that the record may be disseminated only to criminal justice agencies for criminal justice purposes.

INTRODUCTION

1 WHAT IS NCIC?

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, ~~Known or Suspected Terrorist~~ 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.

1.6 SYSTEM SECURITY

- There is no federal legal or policy prohibition against dissemination of information contained in the NCIC files. If no state/local law or policy prohibition exists, authorized indirect dissemination of the NCIC records is discretionary with the CJIS System Agency (CSA). Such information may be withheld because of criminal justice priorities, budgetary limitations, or other reasons determined by the CSA to be legitimate.

- 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.
- All state and local agencies participating in the NCIC System NGI/III File are required to adhere to the security guidelines as set forth in the publication, *NCIC: Computerized Criminal History Program Background, Concept and Policy*, and in Subparts A and C of the United States Department of Justice Regulations governing the dissemination of criminal records and criminal history information (Regulations) published in the *Federal Register* on May 20, 1975, and August 7, 1976 (Title 28, Code of Federal Regulations, Part 20). Copies of these documents may be obtained from the FBI CJIS Division, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306. Additional guidelines for state NGI/III Files appear in the Regulations published in the *Federal Register* on March 19, 1976. Additional security guidelines can be found in the CJIS Security Policy.
- The data stored in the NCIC System and the NGI/III File 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 NCIC and the NGI/III File both directly and indirectly. Direct access is terminal access and dissemination within that terminal agency. Indirect access is nonterminal access outside of an agency with direct access.
- The individual receiving a request for criminal justice information must ensure that the person requesting the information is authorized to receive the data. Dissemination of most file data are discretionary with the CSA, whereas NCIC Supervised Release, Gang, ~~Known or Suspected Terrorist~~ Threat Screening Center, Protective Interest, inactive Protection Order, NICS Denied Transactions, Violent Person, and Identity Theft Files; the National Sex Offender Registry; and NGI/III data are confidential and should be treated accordingly. Unauthorized request or receipt of NCIC material could result in criminal proceedings brought against the agencies and/or the individuals involved.

2 NCIC MESSAGES

2.5 INQUIRY

2.5.5 Negative Response to an On-line Inquiry

- A negative response is transmitted when no record match is found in NCIC. 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 ~~Known or Suspected Terrorist~~ 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.

2.5.6 Positive Response to an On-line Inquiry

2.5.6.28 ~~Known or Suspected Terrorist~~ Threat Screening Center File Message

The message below appears in ~~Known or Suspected Terrorist~~ Threat Screening Center File records with a SGP (Subgroup) Field of Handling Code 1. The telephone number for the ~~Terrorist~~ 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 ~~Known or Suspected Terrorist~~ Threat Screening Center File records with a SGP (Subgroup) Field of Handling Code 2. The telephone number for the ~~Terrorist~~ 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 ~~Known or Suspected Terrorist~~ Threat Screening Center File records with a SGP (Subgroup) Field of Handling Code 3. The telephone number for the ~~Terrorist~~ 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.

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 ~~MYST~~ 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 ~~Known or Suspected Terrorist~~ Threat Screening Center File records with a SGP (Subgroup) Field of Handling Code 4. The telephone number for the ~~Terrorist~~ 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 OF NATIONAL SECURITY 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.

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The message below appears in ~~Known or Suspected Terrorist~~ Threat Screening Center File records with a SGP (Subgroup) Field of Handling Code 5. The telephone number for the ~~Terrorist~~ 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.

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

2.5.6.34 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, ~~Known and Suspected Terrorist~~ Threat Screening Center 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.

2.5.6.35 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, ~~Known and Suspected Terrorist~~ Threat Screening Center 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.

2.9 ADMINISTRATIVE MESSAGES

2.9.2 OTHER ADMINISTRATIVE MESSAGES

2.9.2.22 \$.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, ~~Known or Suspected Terrorist~~ 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 20040801 CONTAINING: LIC/ABC123
LIS/MD
LIY/1999
INQUIRING ORI/FL0130000 ATR/ANY CITY PD FL
407 555-1313
```

2.9.2.23 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, ~~Known and Suspected Terrorist~~ 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
```

2.9.2.47 \$.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 ~~terrorist~~ 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 5 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 5th day. Inactive records (expired and cleared) will be maintained online for the remainder of the year plus 5 years. At the end of that time, NCIC 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/121011C0141159TTCI13 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

3 QUALITY CONTROL, VALIDATION, AND OTHER PROCEDURES

3.4 VALIDATION

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 and ~~Known and Suspected Terrorist~~ Threat Screening Center File records are selected for validation under an alternative procedure. See National Sex Offender Registry File and ~~Known or Suspected Terrorist~~ Threat Screening Center File chapters for details.

The FBI's 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 FBI CJIS Division at (304) 625-3000.

For all other 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 FBI's 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/~~Terrorist Member~~ TSC
- Missing
- Protection Order
- Supervised Release
- Sex Offender
- Immigration Violator
- Identity Theft
- Protective Interest
- Violent Person
- 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 a 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 NCIC. 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. The \$.C. demonstrates the validation format.

3.14 NCIC NUMBERS (NIC NUMBERS)

3.14.1 NIC Check Digit Algorithm

When an NIC is used as an identifier in a cancel, clear, inquiry, locate, or modify message, the NCIC 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 1/27/67 and 5/5/86
	9	Article records entered on/between 5/5/86 and 4/21/98
	10	Article records entered on/between 4/21/98 and 7/11/1999
	11	Article records entered on/between 7/11/1999 and 2/12/2012
	12	Article records entered on/after 2/12/2012
B	4	Boat records entered on/between 1/27/67 and 8/6/79
	8	Boat records entered on/between 8/6/79 and 8/8/88
	12	Boat records entered on/between 8/8/88 and 4/20/95

	13	Boat records entered on/between 4/20/95 and 7/11/1999
	14	Boat records entered on/after 7/11/1999
C	1	Supervised Release records
E	1	NICS Denied Transaction records
G	2	Gun records entered on/prior to 7/11/1999
	3	Gun records entered on/after 7/11/1999
H	1	Protection Order records entered on/prior to 7/11/1999
	2	Protection Order records entered on/between 7/11/1999 and 6/3/2007
	3	Protection Order records entered on/between 6/3/2007 and 8/19/2012
	4	Protection Order records entered on/between 8/19/2012 and 1/10/2017
	5	Protection Order records entered on/between 1/10/2017 and 1/7/2020
	6	Protection Order records entered on/after 1/7/2020
I	1	Image records entered on/prior to 4/7/2013
	2	Image records entered on/after 4/7/2013
J	1	Identity Theft Records
K	1	Protective Interest records
L	1	Violent Person records
M	7	Missing Person records entered on/prior to 2/13/97
	8	Missing Person records entered on/between 2/13/97 and 7/11/1999
	9	Missing Person records entered on/between 7/11/1999 and 5/1/2011

	10	Missing Person records entered on/after 5/1/2011
N	1	Immigration Violator records entered on/prior to 5/8/97
	2	Immigration Violator records entered on/between 5/8/97 and 7/11/1999
	3	Immigration Violator records entered on/after 7/11/1999
P	3	License Plate records entered on/before 2/23/96
	4	License Plate records entered on/between 2/23/1996 and 7/11/1999
	5	License Plate records entered on/after 7/11/1999
R	11	CPIC Data records entered on/prior to 7/11/1999
	12	CPIC Data records entered on/after 7/11/1999
S	6	Securities records entered on/prior to 7/11/1999
	7	Securities records entered on/after 7/11/1999
T	1	Gang/ Known or Suspected Terrorist Member TSC records entered on/prior to 5/8/97
	2	Gang/ Known or Suspected Terrorist Member TSC records entered on/between 5/8/97 and 7/11/1999
	3	Gang/ Known or Suspected Terrorist Member TSC records entered on/after 7/11/1999
U	7	Unidentified Person records entered on/prior to 2/13/97
	8	Unidentified Person records entered on/between 2/13/97 and 7/11/1999
	9	Unidentified Person records entered on/after 7/11/1999
V	4	Vehicle and Vehicle/Boat Part records entered on/between 1/27/67 and 8/6/79
	8	Vehicle and Vehicle/Boat Part records entered on/between 8/6/79 and 8/8/88

	12	Vehicle and Vehicle/Boat Part records entered on/between 8/8/88 and 4/20/95
	13	Vehicle and Vehicle/Boat Part records entered on/between 4/20/95 and 7/11/1999
	14	Vehicle and Vehicle/Boat Part records entered on/between 7/11/1999 and 11/5/2006
	15	Vehicle and Vehicle/Boat Part records entered on/between 11/5/2006 and 8/6/2017
	16	Vehicle and Vehicle/Boat Part records entered after 8/6/2017
W	1	Wanted Person records entered on/prior to 5/8/97
	2	Wanted Person records entered on/between 5/8/97 and 7/11/1999
	3	Wanted Person records entered on/between 7/11/1999 and 2/5/2006
	4	Wanted Person records entered on/between 2/5/2006 and 3/7/2010
	5	Wanted Person records entered on/between 3/7/2010 and 1/5/2014
	6	Wanted Person records entered on/between 1/5/2014 and 1/10/2017
	7	Wanted Person records entered on/between 1/10/2017 and 1/7/2020
	8	Wanted Person records entered on/after 1/7/2020
X	1	National Sex Offender Registry records
Z	10	Reference Gang records entered on/prior to 7/11/1999
	11	Reference Gang Records entered on/after 7/11/1999

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.

3.15 FEATURES

3.15.3 Delayed Inquiry

User inquiries are stored in NCIC for 5 days. Entry or modification transactions received by NCIC 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 ~~Known and Suspected Terrorist~~ 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.

KNOWN OR SUSPECTED TERRORIST

1 – INTRODUCTION

1.1 BACKGROUND

Based upon Homeland Security Presidential Directive-6 signed in September 2003, the ~~Terrorist Threat~~ Screening Center (TSC) was established to consolidate the Federal Government's approach to terrorism screening and to provide for the appropriate and lawful use of terrorist information in the overall screening process. The TSC has since received additional authorization from the Attorney General to receive, store, maintain, and disseminate identification records concerning other national security threat actors.

1.2 CRITERIA FOR ENTRY

~~The TSC alone has the authority to enter and update a record for an individual who has been nominated as a known or suspected terrorist subject to the TSC in the TSC File. Documentation (electronic or hard copy) must be on file to support an entry in the TSC File~~

The TSC alone has the authority to enter and update a record for an individual in the TSC File. Documentation (electronic or hard copy) must be on file to support an entry in the TSC File.

1.4 RECORD RETENTION PERIOD

~~KST TSC~~ File records have an unlimited retention period. A ~~KST TSC~~ File record will remain on file indefinitely or until action is taken by the TSC to modify or cancel the record.

Other exceptions to the record retention periods will occur in the event a serious error is detected in the record on file. Additional information on serious error detection can be found in the Introduction chapter of this manual.

1.5 VALIDATION

~~KST TSC~~ File records will be validated monthly using a file generated ~~from~~ by the TSC's ~~Terrorist Screening Database~~. The TSC will modify each record to include the name of validator in the VLN Field within 90 days from the date the validation file was created by the TSC. The FBI's Criminal Justice Information Services Division will provide the TSC with a yearly report of active NCIC ~~KST TSC~~ File records that were not validated during the previous validation cycle. The TSC must validate these records within 90 days of receiving the report. Records that are not validated will be removed from NCIC.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency, the CJIS Systems Agency of the entering agency, the FBI, and in the \$.C.

Request for Validation Notification and fixed format validation files. For all other responses, the VLN Field will be suppressed.

1.7 CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the following fields of a **KST TSC File** record are the same as those field codes of a **KST-TSC File** record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; or DOB, NAM, and ORI.
2. Whenever the message RECORD ON FILE is sent by NCIC, the record on file will also be transmitted.

2 – ENTRY

The TSC is the only agency authorized to enter and maintain records for an individual ~~who is a known or suspected terrorist subject~~ in the TSC File.

3 – MODIFICATION

The TSC is the only agency authorized to modify a record for an individual ~~who is a known or suspected terrorist subject~~ in the TSC File.

4 - CANCELLATION

The TSC is the only agency authorized to cancel a record for an individual ~~who is or was a known or suspected terrorist subject~~ in the TSC File.

5 – INQUIRY

5.1 **KST TSC FILE INQUIRY**

When an agency transmits an NCIC wanted person inquiry, the data in the **KST TSC File** will be searched in addition to all other NCIC person files (except the Unidentified Person File). **KST TSC File** records are also returned in response to a QGM transaction. As a part of a positive **KST TSC File** response, the receiving agency is advised that the subject cannot be arrested or detained solely upon the basis of the information provided. The receiving agency is also advised to contact the TSC using the toll-free telephone number located in both the response and the caveat. As a result of an inquiry, a hit may be generated on a ~~Known or Suspected Terrorist Threat Screening Center~~ File record. Additional details can be found in the Gang File chapter.

When a positive **KST TSC File** response is received, the inquiring agency must not advise the individual that they may be on a ~~terrorist~~ **United States Government (USG)** watchlist. The

unauthorized disclosure of ~~terrorist~~ **USG** watchlist information is prohibited. Information that an individual may be on a ~~terrorist~~ **USG** watchlist is the property of the TSC and is a federal record provided to the inquiring agency that may not be disclosed, disseminated, or used in any proceeding without the advance authorization of the TSC.

5.2 EXAMPLE OF AN INQUIRY

1N01HEADER.QW.MD1012400.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19960213

Negative Response:

1L01HEADER MD1012400
NO NCIC WANT DOB/19960213 NAM/SMITH, JOHN SEX/M RAC/W

Positive Response:

Note: There are five different Handling Codes utilized by the TSC for ~~KST~~ **TSC** File records. Based upon the Handling Code in the hit response, the receiving agency should adhere to the information and direction within the caveat. The following caveat examples do not include the correct telephone number for the TSC. The correct telephone number will be in the caveat and the hit response.

Handling Code 1 Records

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

MKE/POSSIBLE TERRORIST ORGANIZATION MEMBER - CAUTION
CONTACT THE ~~TERRORIST-THREAT~~ SCREENING CENTER XXX-XXX-XXXX
ORI/DCTSC0800 NAM/SMITH, JOHN SEX/M RAC/W
DOB/19960213
GNG/DMST XTMST*DFBI SGP/HANDLING CODE 1*DFBI
ECR/A DOP/20240725 OCA/17US001
NOA/N
DNA/N
ORI IS FBI ~~TERRORIST-THREAT~~ SCREENING CENTER - TSC XXX-XXX-XXXX
NIC/T000000104 DTE/20190725 1244 EDT DLU/20190725 1244 EDT

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.

Handling Code 2 Records

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

MKE/POSSIBLE TERRORIST ORGANIZATION MEMBER - CAUTION
CONTACT THE ~~TERRORIST-THREAT~~ SCREENING CENTER XXX-XXX-XXXX
ORI/DCTSC0300 NAM/SMITH, JOHN SEX/M RAC/W
DOB/19960213
GNG/DMST XTMST*DFBI SGP/HANDLING CODE 2*DFBI
ECR/A DOP/20240725 OCA/17US002
DNA/N
ORI IS FBI ~~TERRORIST-THREAT~~ SCREENING CENTER - TSC XXX-XXX-XXXX
NIC/T000000308 DTE/20190725 1244 EDT DLU/20190725 1244 EDT

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.

Handling Code 3 Records

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

MKE/POSSIBLE TERRORIST ORGANIZATION MEMBER - CAUTION
CONTACT THE ~~TERRORIST-THREAT~~ SCREENING CENTER XXX-XXX-XXXX
ORI/DCTSC1000 NAM/SMITH, JOHN SEX/M RAC/W
DOB/19960213
GNG/DMST XTMST*DFBI SGP/HANDLING CODE 3*DFBI
ECR/A DOP/20240725 OCA/17US003
NOA/N
DNA/N
ORI IS FBI ~~TERRORIST-THREAT~~ SCREENING CENTER - TSC XXX-XXX-XXXX
NIC/T000000512 DTE/20190725 1244 EDT DLU/20190725 1244 EDT

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.

Handling Code 4 Records

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 NATIONAL SECURITY INTEREST

MKE/POSSIBLE NATIONAL SECURITY INTEREST - CAUTION
CONTACT THE FBI XXX-XXX-XXXX
ORI/DCTSC0300 NAM/SMITH, JOHN SEX/M RAC/W
DOB/19960213
GNG/NAT SEC INT*DFBI SGP/HANDLING CODE 4*DFBI
ECR/A DOP/20240725 OCA/17US004
DNA/N
ORI IS FBI ~~TERRORIST-THREAT~~ SCREENING CENTER -TSC XXX-XXX-XXXX
NIC/T000000920 DTE/20190725 1244 EDT DLU/20190725 1244 EDT

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 OF NATIONAL SECURITY 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.***

Handling Code 5 Records

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)

MKE/POSSIBLE NATIONAL SECURITY THREAT - CAUTION

ORI/DCTSC5000 NAM/SMITH, JOHN SEX/M RAC/W

DOB/19960213

GNG/NAT SEC THREAT*T0C SGP/HANDLING CODE 5*FBI

ECR/A DOP/20240725 OCA/17US005

NOA/N

DNA/N

ORI IS FBI ~~TERRORIST-THREAT~~ SCREENING CENTER -TSC XXX-XXX-XXXX

NIC/T000001107 DTE/20190725 1244 EDT DLU/20190725 1244 EDT

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 PROCESSING. CONTACT THE FBI TO OBTAIN SUCH AUTHORIZATION.

5.3 REQUIREMENTS FOR INQUIRY

- Inquiries of ~~KST~~ TSC File records may be made through the QGM message key, as well as the procedures used to search the Wanted Person File. Complete details can be found in the Gang File and Wanted Person File chapters.
- In a positive wanted person inquiry response, Wanted Person and Foreign Fugitive File records will appear first, followed by Missing Person, Gang, ~~KST~~ TSC, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, License Plate, Vehicle, Boat, Vehicle/Boat Part, and Article Files.
- As part of a positive ~~KST~~ TSC File record, the receiving agency is advised that the person in question cannot be arrested or detained solely upon the basis of the information

provided. A caveat at the beginning of the record response emphasizes to record recipients that they should contact the TSC.

When a positive ~~KST~~ TSC File response is received, the inquiring agency must not advise the individual that they may be on a ~~terrorist~~ USG watchlist. The unauthorized disclosure of ~~terrorist~~ USG watchlist information is prohibited. Information that an individual may be on a ~~terrorist~~ USG watchlist is the property of the TSC and is a federal record provided to the inquiring agency that may not be disclosed, disseminated, or used in any proceeding without the advance authorization of the TSC.

5.4 ADDITIONAL GUIDELINES FOR INQUIRY

- When only one numeric identifier is used in an inquiry, the response(s) will include the record(s) on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response will include the record(s) on file with that Social Security number, even though there may be other records on file for the same individual that do not contain that particular number.
- Following a positive response to an inquiry with limited personal descriptors, an agency should make a second inquiry using all identifiers contained in the response record(s). The second inquiry should ensure the receipt of all records that could possibly pertain to the person in question.
- If a hit response contains expired license plate information, the following caveat will be included:

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

- A ~~KST~~ TSC File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, SID, operator's license data, license plate data, vehicle identification data, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license data by OLS, license plate data by LIS, vehicle data by VIN, and image data by IMN. Complete details can be found in the Gang File chapter of this manual.

5.5 INQUIRY USING VEHICULAR DATA

A QV, ZV, QW, QWA, QWE, QWF, QWS, QGM, or ZW inquiry by license plate number or vehicle identification number will retrieve all person files as well as the ~~KST~~ TSC File in which the vehicle and/or license has been entered. Additionally, such an inquiry will retrieve data from the Boat, Vehicle, Vehicle/Boat Part, and License Plate Files. It is not necessary to include a name in this type of inquiry.

5.6 PROCEDURES FOR HANDLING A HIT

No arrest or detention should be made based solely on a ~~KST~~ TSC File record.

As part of a positive response from the ~~KST~~ TSC File, the receiving agency is advised that the person in question cannot be arrested or detained solely upon the basis of the information provided. A caveat at the beginning of the record response emphasizes to record recipients that they should contact the TSC.

6 – LOCATE

There are no locate procedures for the ~~KST~~ TSC File.

7 – CLEAR

There are no clear procedures for the ~~KST~~ TSC File.

8 – SUPPLEMENTAL RECORDS

The TSC is the only agency authorized to enter or cancel a supplemental record for an individual ~~who has been nominated as a known or suspected terrorist subject~~ in the TSC File.

MISSING PERSON**5 – INQUIRY****5.5 EXAMPLES**

- The message keys QW, QWA, QWE, QWF, QWS, ZW, QWB, and QWI are used for Missing Person File inquiries in addition to Foreign Fugitive, Wanted Person, Gang, ~~Known or Suspected Terrorist~~ Threat Screening Center, Protection Order, Immigration Violator, Identity Theft, Supervised Release, Violent Person, and Protective Interest Files and the National Sex Offender Registry will cause these files to be searched automatically. If vehicle identifiers (LIC, LIS, and/or VIN and VMA) 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.

1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19891012.RSH/Y

Negative Response:

1L01HEADER
WA1230000

NO NCIC WANT DOB/19891012 NAM/SMITH, JOHN J SEX/M RAC/W
***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.

Positive Response:

1L01HEADER
WA1230000

***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.

MKE/MISSING PERSON JUVENILE
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/MD
DOB/19891012 DOE/20051012 HGT/410 WGT/105 EYE/GRN HAI/BRO CTZ/US
SKN/FAR SMT/SC R HND
SOC/123456789 MNP/MP DLC/19991201 OCA/99-1234 SID/MD99999999
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
BLT/OPOS CRC/C FPA/N BXR/P
JWT/PK NE
JWL/GOLD CROSS ON CHAIN
ORI IS ANY CITY PD MD 301 555-1212
DOB/19881012
DOB/19891210
AKA/JONES, EDWARD

AKA/ROE, EDWARD
SMT/CAUL L EAR
SMT/TAT R ARM

DENTAL CHARACTERISTICS
DXR/Y MPA/N DRE/INDIVIDUAL HAS NO DECAY
ALL 32 PERMANENT TEETH ARE PRESENT; WITH NO RESTORATIONS
NIC/M000069216 DTE/19991201 1245 EST DLU/20080201 0830 EST
IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES IN
INTERSTATE COMPACT ON JUVENILES

- **EXAMPLE OF A UNIQUE IDENTIFIER INQUIRY FOR FOREIGN ABDUCTED CHILDREN AND MISSING PERSON RECORDS WITH NEGATIVE AND POSITIVE RESPONSES**

1N01HEADER.QW.WA123000.NAM/DOE, JOHN.SEX/M.RAC/W.DOB/19770123

Negative Response:

1L01HEADER
WA123000

NO NCIC WANT NAM/DOE, JOHN DOB/19770123 RAC/W SEX/M
***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.

Positive Response:

1L01HEADER
WA123000

***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.

WARNING: DO NOT DETAIN BASED UPON THIS MISSING PERSON RECORD
MKE/FOREIGN MISSING PERSON - JUVENILE
ORI/DCINTER00 NAM/DOE, JOHN SEX/M RAC/W ETN/ POB/BD
DOB/19770123 DOE/19950123 HGT/410 WGT/105 EYE/GRN HAI/BRO CTZ/BD
SOC/777777777
MNP/MP DLC/19821201 SID/DC99999999
MIS/CHILD ABDUCTED IN FRANCE BY NON-CUSTODIAL PARENT
ORI IS INTERPOL US DOJ WASHINGTON (202) 616-9000
NIC/M000069216 DTE/19830104 0000 EST DLU/20080201 0930 EST
REPEAT - DO NOT DETAIN BASED UPON NCIC RECORD WITH NIC/M000069216
FOREIGN MISSING OR ABDUCTED PERSON - IMMEDIATELY CONTACT INTERPOL,
US DOJ, NLETS ORI/DCINTER00, OR TEL. NO. (202) 616-9000.
IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES
IN INTERSTATE COMPACT ON JUVENILES

- **EXAMPLE OF A UNIQUE IDENTIFIER INQUIRY POSITIVE RESPONSE FOR A MISSING PERSON RECORD WITH PWI DATA**

1N01HEADER.QW.WA1230000.NAM/ADAMS, RANDY.SEX/M.RAC/W.DOB/19440630.RSH/Y

Positive Response (with supplemental PWI records):

1L01HEADER
WA1230000

*****PERSON WITH INFORMATION ASSOCIATED WITH NIC/M000069216*****
*****DO NOT ARREST OR DETAIN BASED ON PERSON WITH INFORMATION HIT*****
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/MD999999999
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
ORI IS ANY CITY PD MD 301 555-1212
PIN/ADAMS, RANDY PIX/M PIR/W PIE/H PIB/19440630 PHG/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
PMI/MAY 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 PIE/H PIB/19700410 PHG/502
PWG/115 PEY/BRO PHA/BRO PSK/LGT PSM/MOLE FHD PSS/777777777
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
AT
PMI/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

REPEAT - DO NOT ARREST OR DETAIN BASED ON PERSON WITH INFORMATION HIT

NICS DENIED TRANSACTIONS**5 – INQUIRY****5.2 EXAMPLE OF INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES**

1N01HEADER.QND.WA1230000.NAM/SMITH, JOHN J.SEX/M.DOB/19511012.SOC/123456789

Negative QND Response1L01HEADER
WA1230000NO NCIC NICS DENIED TRANSACTION FILE RECORD NAM/SMITH, JOHN J DOB/19511012 SEX/M
NO NCIC NICS DENIED TRANSACTION FILE RECORD SOC/123456789**Positive QND Response**1L01HEADER
WA1230000

***** 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.

MKE/NICS DENIED TRANSACTION FILE
ORI/WVNICS000 NAM/SMITH, JOHN J SEX/M RAC/W POB/RI
DOB/19511012 HGT/511 WGT/230 CTZ/US
SOC/123456789
SOP/NV SOR/NV DND/20120909
NTN/ABC1234567 STN/123ABC4567
NIC/E123456789 DTE/20120909 23150401 EDT DLU/20120909 23150404 EDT
*** 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.
NO NCIC NICS DENIED TRANSACTION FILE RECORD SOC/123456789

The message keys QW, QWA, QWE, QWF, QWS, ZW, QWB, and QWI are used for NICS Denied Person File inquiries in addition to Foreign Fugitive, Wanted Person, Gang, ~~Known or Suspected Terrorist~~ Threat Screening Center, Protection Order, Immigration Violator, Missing Person, Identity Theft, Supervised Release, Violent Person, and Protective Interest Files and the National Sex Offender Registry will cause these files to be searched automatically. If vehicle identifiers (LIC, LIS, and/or VIN and VMA) 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.

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

Negative Response:

1L01HEADER
WA1230000

NO NCIC WANT DOB/19511012 NAM/SMITH, JOHN J SEX/M RAC/W
***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.

Positive Response:

1L01HEADER
WA1230000

***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.

***** 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.

MKE/NICS DENIED TRANSACTION FILE
ORI/WVNIC000 NAM/SMITH, JOHN J SEX/M RAC/W POB/RI
DOB/19511012 HGT/511 WGT/230 CTZ/US
SOC/123456789
SOP/NV SOR/NV DND/20120909
NTN/ABC1234567 STN/123ABC4567
NIC/E123456789 DTE/20120909 23150401 EDT DLU/20120909 23150404 EDT
*** 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.

OTHER TRANSACTIONS**6 – USAGE STATISTICS REQUEST (RSDU)****6.6 ADDITIONAL GUIDELINES****6.6.1 Message Type (MTY)**

- The MTY Field indicates the message key for which the statistical data are requested. It must be a valid NCIC-assigned message key or ALL if statistics for all transactions are requested.
- In response to an RSDU inquiry, the message type requested is broken down by MKEs or by groups of MKEs related by type. For example, EA and EAA would be grouped, as would ELG, ERG, and EG, but EV and EW would be shown on two different lines.
- MKEs are reported in the following order: entry, query, cancel, clear, locate, modify, and miscellaneous transactions.

They are sorted in the following order: Vehicle, Vehicle/Boat Part, Article, License Plate, Gun, Wanted Person, Missing Person, Securities, Boat, Unidentified Person, ORI, Dental, Gang Reference, Gang, ~~Known or Suspected Terrorist Threat Screening Center~~, Canadian Vehicle Index, Protection Order, National Sex Offender Registry, other person, QI, image, SPRQ, deferred request, miscellaneous, rejects, and NLETS.

- Deferred requests include RSDU, RPDQ, RBED, etc. Miscellaneous includes ZE, LRBD, CRBD, etc.

8 – GLOBAL INQUIRY (SPRQ)**8.2 MESSAGE FIELD CODES AND EDITS**

The message field codes are listed in the order they are included in an SPRQ transaction. Each field is separated by a period in the SPRQ transaction. All fields must be accounted for.

Code	Field	Edits and Descriptions
HDR	Header	Must begin with 1N01 and be at least 9 characters but not more than 19 characters.
MKE	Message Key	Must be SPRQ.
ORI	Originating Agency Identifier	Must be a valid and authorized NCIC-assigned ORI as defined in the ORI chapter of this manual.

TYPE	Type of Request	The type of request must be ACT (active) or PRG (retired) or RDM (random).
NEED	Urgency of Request	Must be blank. The search will be discontinued at a record limit of 2,000.
RQST	Name of Requester	May contain a hyphen or comma as allowable special characters. The contact person requesting the SPRQ.
RADR	Requester's Address	Free Text. The address of the contact person.
RTNO	Requester's Telephone Number	Must be three numerics, a space, three numerics, a hyphen, and four numerics. The contact person's telephone number.
TITL	Report Title	Free text. The title as requested for the SPRQ output report.
UINF	User Information	Free text. Used to indicate any special instruction or user comments about the request.
FILE	NCIC File	<p>Must contain one of the following codes:</p> <ul style="list-style-type: none"> A Stolen Articles B Stolen Boats C Supervised Release G Felony, Lost, Stolen, and Recovered Guns H Protection Orders J Identity Theft K Protective Interest L Violent Person M Missing Persons N Immigration Violator P Stolen License Plates R Canadian Vehicle Index Records S Stolen Securities T Gang Members and Terrorists U Unidentified Persons V Stolen Vehicles, Vehicle/Boat Parts W Wanted Persons X Sexual Offenders Z Gang Groups + All of the above (ACT only) 0 Originating Agencies (ACT only)

TYPO	Type of Output	This field must be one of the following codes: CNT: A record count is desired in the output DLT: Records are delimited by MFCs listed in the OUTP field of the RSCH. LST: A physical list of records is desired. ONE: Records are listed one per page.
BDAT	Beginning Date	Mandatory blank.
EDAT	Ending Date	Mandatory blank.
FSIZ	File Size	Mandatory blank.
RCNT	Random Count	Mandatory blank.
RLST	List of Random Numbers	Mandatory blank.
IND	Image Indicator	Mandatory blank.
RSCH	Request Search	Valid searchable fields.

8.11 GENERAL GUIDELINES FOR A PERSON FILE SPRQ REQUEST

8.11.1 VALID FILE TYPES:

C	Supervised Release
H	Protection Order
J	Identity Theft
K	Protective Interest
L	Violent Person
M	Missing Person
N	Immigration Violator
T	Gang Member and Terrorist
U	Unidentified Person
W	Wanted Person
X	National Sex Offender Registry
Z	Gang Group

PROTECTIVE INTEREST

5 - INQUIRY

5.3 REQUIREMENTS FOR INQUIRY

- The capability to query only the Protective Interest File does not exist; however, the same procedures used to search the Wanted Person File will also search the Protective Interest File. Complete details can be found in the Wanted Person File chapter.
- In a positive response, Wanted Person and Foreign Fugitive File records will appear first, followed by Missing Person, Gang, ~~Known or Suspected Terrorist~~ Threat Screening Center, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, NICS Denied Transaction File, License Plate, Vehicle, Vehicle/Boat Part, and Article File records.
- As part of a positive Protective Interest File response, the receiving agency is advised that the person in question cannot be arrested solely upon the basis of the information provided. A caveat at the end of a record response emphasizes to record recipients that the record may be disseminated only to criminal justice agencies for criminal justice purposes.
- A Protective Interest File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, SID, operator's license number set, license plate number set, vehicle identification number set, and image NCIC number set. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license number set by OLS, license plate number set by LIS, vehicle identification number set by VIN, and image NCIC number set by IMN.

SUPERVISED RELEASE**5 - INQUIRY****5.2 EXAMPLE OF AN INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES**

The message keys QW, QWA, QWE, QWF, QWS, ZW, QWB, and QWI are used for Wanted Person File inquiries. A Wanted Person File inquiry will also cause an automatic cross-search of the Foreign Fugitive, Missing Person, Gang, ~~Known or Suspected Terrorist~~ Threat Screening Center, Protection Order, Immigration Violator, Identity Theft, Supervised Release, Violent Person, and Protective Interest Files and the National Sex Offender Registry. 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.

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

Negative Response:

1L01HEADER
WA1230000

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

Positive Response:

1L01000005
WA1230000

***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.
WARNING - DO NOT ARREST BASED ON THIS INFORMATION
MKE/PROBATION OR SUPERVISED RELEASE STATUS
ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A CTZ/US
SKN/DRK SMT/SC R HD
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/MD OLY/2000
OCA/611112131 SID/VA999999999
OOC/ROBBERY
LKI/MD1240000 LKA/MD-2255
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/VA123456J 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 EDT DLU/19991215 0001 EST
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.
NO NCIC WANT VIN/ABC123DEF45678901
***VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

Example of Notification Sent to Parole or Probation Officer:

\$.O.
VA013123G
ORI/WA1230000 IS ANY CITY PD WA 555-555-1234

AS A RESPONSE TO THE FOLLOWING TRANSACTION:
1N01HEADER.QW.WA1230000.NAM/SMITH,
JOHN.DOB/19650220.SEX/M.RAC/W
A HIT OCCURRED ON A PROBATION OR SUPERVISED RELEASE
STATUS RECORD. PLEASE CONTACT REQUESTING ORI FOR DETAILS.

ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19650220 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
OOC/ROBBERY OCA/611112131 SID/VA99999999
LKI/MD1240000 LKA/MD-2255
VLD/20000521
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/20031009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE
DSS/19930509 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 EDT DLU/20000215 1600 EST

This notification is used to inform the parole or probation officer that an inquiry has been made on a subject this officer supervises. The first ORI in the notification is the ORI of the supervising agency. The second ORI is the ORI of the agency initiating the transaction which resulted in the hit response (enter, modify, inquiry). Following this is the transaction which resulted in the hit response and the record for the supervised subject.

VIOLENT PERSON

5 - INQUIRY

5.3 REQUIREMENTS FOR INQUIRY

- The capability to query only the Violent Person File does not exist; however, the same procedures used to search the Wanted Person File will also search the Violent Person File. Complete details can be found in the Wanted Person File chapter.
- In a positive response, Wanted Person and Foreign Fugitive File records will appear first, followed by Missing Person, Gang, ~~Known or Suspected Terrorist~~ Threat Screening Center, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, NICS Denied Transaction File, License Plate, Vehicle, Vehicle/Boat Part, Boat, Guns, Article and Securities File records.
- As part of a positive Violent Person File response, the receiving agency is advised that the person in question cannot be arrested solely upon the basis of the information provided.
- A Violent Person File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, SID, operator's license data, license plate data, vehicle identification data, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license data by OLS, license plate data by LIS, vehicle data by VIN, and image data by IMN.

WANTED PERSON

5 - INQUIRY

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~~ Threat Screening Center, 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~~ Threat Screening Center, 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.