U.S. Department of Justice
Federal Bureau of Investigation
Criminal Justice Information Services (CJIS) Division

July 30, 2021

NATIONAL CRIME INFORMATION CENTER (NCIC)
TECHNICAL AND OPERATIONAL UPDATE (TOU) 21-4

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

Section 2.1 modifies the NCIC $.M. Nonunique Missing Person Notification provided in response to a potential match to a Nonunique Missing Person Inquiry (QM).

Section 2.2 contains information on the creation of the Extreme Risk Protection Order (ERPO) File in the NCIC System and the addition of the ERPO File to the *NCIC Operating Manual*.

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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   UPDATE TO THE $.M. NONUNIQUE MISSING PERSON NOTIFICATION RELATING TO THE NONUNIQUE INQUIRY OF THE NATIONAL CRIME INFORMATION CENTER (NCIC) MISSING PERSON FILE

AFFECTED BY CHANGE: **Introduction**
                                                Missing Person

EFFECTIVE DATE: **August 3, 2021**

Background

This Technical and Operational Update documents the modification of the NCIC $.M. Nonunique Missing Person Notification provided in response to a potential match to a Nonunique Missing Person Inquiry (QM). Currently, a $.M. administrative message related to the above files advises an agency that a possible match has been made on their record. The message includes up to 20 of the most likely potential candidate records in descending order for a QM.

If there are more than 20 potential matches, the following will be appended to the $.M. message: ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.

System Changes

The NCIC Operations and Policy Unit is modifying the *NCIC Operating Manual* to incorporate information relating to the $.M. message in relation to a QM hit response providing more than 20 potential matches. The NCIC System will append the following message if more than 20 potential matches are identified: ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.

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

2.9.2.35 $.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 this manual.

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

```
$.M.1N01HEADER
CA1012600

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

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

```
$.M.1N01HEADER
CA1012600

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

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

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

MKE/MISSING PERSON INVOLUNTARY
ORI/MD1012699 NAM/THOMAS, TOM SEX/M RAC/W ETN/H POB/TX
DOB/19640606 HGT/509 WGT/153 EYE/BRO HAI/BRO
SKN/FAR SMT/TAT L LEG
```

```
MNP/MP DLC/19980529 OCA/CSD567 SID/MD99999999
MIS/LAST SEEN WEARING BLUE JEANS AND BLACK PULLOVER SHIRT
ORI IS ANY CITY PD MD 301 555-1212
NIC/M107650007 DTE/19980811 0000 EDT DLU/20080328 1115 EDT
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

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

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

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

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

MISSING PERSON

5 INQUIRY

5.4 ADDITIONAL GUIDELINES FOR NONUNIQUE IDENTIFIER INQUIRY

- When a nonunique identifier inquiry is received, NCIC searches the Missing Person File for possible matches, i.e., candidate records. The sex, race, eye, and hair color codes in the candidate records must be identical to the sex, race, eye, and hair color codes in the inquiry. However, age, height, and weight in the candidate records may vary from the age, height, and weight in the inquiry as indicated above.

- A score is assigned to each candidate record. The score is computed based upon the variance between the inquiry age, height, and weight, and the corresponding data in the candidate records. The score is an abstract numerical representation of the relative similarity between the inquiry data and the data in the candidate records. The score is used by NCIC to select up to 20 most likely candidate records for the response to the inquiring agency. If more than 20 records are identified, the remaining records can be obtained by contacting FBI CJIS staff at 304-625-3000.

- To determine if a hit (identification) has been made, the inquiring agency must review all of the identification data in the candidate records and contact the agency that entered the record(s) to confirm a match. A

- The ARE Field must be a valid state, territory, or province code as listed in the *NCIC Code Manual.* NCIC will search all records for a particular state, territory, province, or region. When an inquiry contains ARE/ followed by a valid code and an asterisk, the response to the inquiry will be limited to records containing the same code and/or US in the first two positions of the ORI Field. Any code may be followed by an asterisk.

  If the asterisk is not used, the search will be conducted on a specific region associated with the state, territory, or province code as detailed in the following list.

Area (ARE) Field Inquiry Code	ORI of Records Returned in Response
AL	AL, FL, GA, LA, MS, NC, TN, & US
AK	AK, BC, YT, & US
AZ	AZ, CA, CO, NV, NM, UT, & US
AR	AR, IL, KS, KY, LA, MS, MO, OK, TN, TX, & US
CA	AZ, CA, NV, OR, & US
CO	AZ, CO, KS, NB, NM, OK, TX, UT, WY, & US
CT	CT, ME, MA, NH, NJ, NY, PA, RI, VT, & US
DE	DE, DC, MD, NY, PA, VA, & US
DC	DE, DC, MD, NY, PA, VA, WV, & US

FL	AL, FL, GA, MS, & US
GA	AL, FL, GA, NC, SC, TN, & US
HI	HI & US
ID	ID, MT, NV, OR, UT, WA, WY, AB, BC, & US
IL	AR, IL, IN, IA, KY, MI, MN, MO, TN, WI, & US
IN	IL, IN, KY, MI, OH, WI, ON, & US
IA	IL, IA, KS, MN, MO, NB, SD, WI, & US
KS	AR, CO, IA, KS, MO, NB, NM, OK, TN, & US
KY	AR, IL, IN, KY, MO, NC, OH, TN, VA, WV, & US
LA	AL, AR, LA, MS, OK, TX, & US
MA	CT, MA, ME, NH, NJ, NY, PA, RI, VT, & US
ME	CT, MA, ME, NH, RI, VT, NK, NS, PQ, & US
MD	DE, DC, MD, NJ, OH, PA, VA, WV, & US
MI	IL, IN, MI, MN, OH, WI, ON, & US
MN	IL, IA, MI, MN, NB, ND, SD, WI, MB, ON, & US
MS	AL, AR, FL, LA, MS, MO, TN, & US
MO	AR, IL, IA, KS, KY, MS, MO, NB, OK, TN, & US
MT	ID, MT, ND, SD, WA, WY, AB, BC, MB, SN, & US
NB	CO, IA, KS, MN, MO, NB, SD, WY, & US
NV	AZ, CA, ID, NV, OR, UT, & US
NH	CT, ME, MA, NH, NY, RI, VT, ON, PQ, & US
NJ	CT, DE, DC, MD, MA, NJ, NY, PA, RI, VA, & US
NM	AZ, CO, KS, NM, OK, TX, UT, & US
NY	CT, MA, NH, NJ, NY, OH, PA, RI, VT, ON, PQ, & US
NC	AL, GA, KY, NC, SC, TN, VA, WV, & US
ND	MN, MT, ND, SD, WY, MB, SN, & US
OH	IN, KY, MD, MI, NY, OH, PA, WV, ON, & US
OK	AR, CO, KS, LA, MO, NM, OK, TX, & US
OR	CA, ID, NV, OR, WA, & US
PA	CT, DE, DC, MD, MA, NJ, NY, OH, PA, RI, VA, WV, ON, & US
RI	CT, ME, MA, NH, NJ, NY, PA, RI, VT, & US
SC	GA, NC, SC, TN, & US
SD	IA, MN, MT, NB, ND, SD, WY, & US
TN	AL, AR, GA, IL, KY, MS, MO, NC, SC, TN, VA, WV, & US
TX	AR, CO, KS, LA, NM, OK, TX, & US
UT	AZ, CO, ID, NV, NM, UT, WY, & US
VT	CT, ME, MA, NH, NY, RI, VT, ON, PQ, & US
VA	DE, DC, KY, MD, NJ, NC, PA, TN, VA, WV, & US
WA	ID, MT, OR, WA, BC, & US
WV	DC, KY, MD, NC, OH, PA, TN, VA, WV, & US

WI	IL, IN, IA, MI, MN, WI, & US
WY	CO, ID, MT, NB, ND, SD, UT, WY, & US
AB	CD, ID, MT, AB, BC, NT, SN, & US
BC	CD, AK, ID, MT, WA, AB, BC, NT, YT, & US
CD	CD, AB, BC, CD, IC, MB, NF, NK, NS, NT, ON, PE, PQ, SN, YT, & US
MB	CD, MN, MT, ND, MB, NT, ON, SN, & US
NF	CD, NF, PQ, & US
NK	CD, ME, NK, NS, PE, PQ, & US
NS	CD, ME, NK, NS, PE, & US
NT	CD, AB, BC, MB, NT, PQ, SN, YT, & US
ON	CD, IN, MI, MN, NH, NY, OH, PA, VT, MB, ON, PQ, & US
PE	CD, NK, NS, PE, & US
PQ	CD, ME, NH, NY, VT, NF, NK, NT, ON, PQ, & US
SN	CD, MT, ND, AB, MB, NT, SN, & US
XN	CD, AB, BC, MB, NT, PQ, SN, XN, YT, & US
YT	CD, AK, BC, NT, YT, & US
PR	PR, VI, & US
VI	PR, VI, & US

- 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 Missing 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.

SECTION 2 – SYSTEM CHANGES

2.2   CREATION OF THE EXTREME RISK PROTECTION ORDER (ERPO) FILE IN THE NATIONAL CRIME INFORMATION CENTER (NCIC) SYSTEM

AFFECTED BY CHANGE: **Extreme Risk Protection Order File**
                                             Foreign Fugitive File
                                             Image File
                                             Immigration Violator File
                                             Introduction
                                             Missing Person File
                                             Originating Agency Identifier (ORI) File
                                             Protective Interest File
                                             Supervised Release File
                                             Threat Screening Center File
                                             Violent Person File
                                             Wanted Person File

EFFECTIVE DATE: **August 2, 2022**

Background

The December 2019 Advisory Policy Board endorsed a recommendation to create an ERPO File in the NCIC System. The ERPO File was created for the purpose of enhancing officer and public safety by providing a warning to law enforcement of individuals who are restricted from purchasing or possessing a firearm since, by court order, they have been deemed a threat to themselves or others.

System Changes

New message keys and fields are created to support the entry and maintenance of ERPO File records. ERPO File records will be provided in response to wanted person and vehicle inquiries. An ERPO File response will be sent to the Originating Agency Identifier (ORI) of the ERPO File record when there is a hit on the record.

NCIC Operating Manual Changes

Additions to the *NCIC Operating Manual* are indicated by highlighting and deletions are indicated by ~~strikeout~~. The new ERPO File chapter is attached.

EXTREME RISK PROTECTION ORDER FILE

1 INTRODUCTION

1.1 BACKGROUND

The Extreme Risk Protection Order (ERPO) File contains orders issued by a criminal or civil court for temporarily restricting an individual from purchasing or possessing a firearm, ammunition, or other related items, based on a finding that they may pose a significant danger of personal injury to themselves or others. The types of ERPOs and the information contained in them vary from state to state.

1.2 CRITERIA FOR ENTRY

Each record in the ERPO File must be supported by a court order (electronic or hard copy). ERPOs must meet the following criteria before an entry can be made into the file:

- The ERPO includes a court finding that the named respondent of the order poses a significant danger of causing personal injury to themselves or others by having a firearm, ammunition, or other related items as set forth in state law, in their custody or control.

- Reasonable notice and opportunity to be heard must be given to the person against whom the order is sought; or, in the case of *ex parte* orders, notice and opportunity must be provided within the time required by state laws, and in any event within reasonable time after the order is issued, sufficient to protect the respondent's due process rights.

  Ex parte - without notice to the respondent or the opportunity of the respondent to be heard.

    Please note: *Ex Parte* orders should be entered as temporary ERPO records.

- The named petitioner in the ERPO is a criminal justice agency or an employee of a criminal justice agency who is statutorily authorized to serve in such capacity and must be doing so within the scope of his or her official duties (e.g., Law Enforcement Officer, States Attorney).

  If the named petitioner is not a criminal justice agency or a statutorily authorized employee of a criminal justice agency (e.g., family member), the order must be issued by a court that is acting pursuant to its lawful authority to adjudicate criminal matters.

1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	ERO	EXTREME RISK PROTECTION ORDER
	EROC	EXTREME RISK PROTECTION ORDER - CAUTION
	ETRO	TEMPORARY EXTREME RISK PROTECTION ORDER
	ETRC	TEMPORARY EXTREME RISK PROTECTION ORDER - CAUTION
Modify	MRO	
	MTRO	
Cancel	XRO	
	XTRO	
Inquiry	QW	
	QWA	
	QWE	
	QWF	
	QWS	
	ZW	
	QWB	
	QWI	
	QV	
	ZV	
Clear	CRO	
	CTRO	
Entry of supplemental record	ENRO	
Cancellation of supplemental record	XNRO	

There is no specific MKE to query the ERPO File; however, a wanted person inquiry will return a hit response on this file if a match occurs. A caution indicator should be added to the MKE ERO when it is known that an ERPO File subject is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances. A caution indicator for temporary ERPOs should be entered with MKE ETRC. The reason for the caution must be entered in the Caution and Medical Conditions (CMC) Field.

1.4 RECORD RETENTION

- An ERPO File record (ERO, ETRO) will remain active until it is cancelled or cleared by the entering agency or until the order expires. Five days prior to an order's expiration date, an unsolicited $.P. administrative message will be sent to the ORI of record. This message will serve to notify the agency of the order's impending expiration date (EXP). It also serves to remind the agency that the record will have to be modified if the EXP is changed by the court.

- If no action is taken by the entering agency to modify the EXP, the record will expire after the fifth day.

- Nonexpiring records: Records for ERPOs that have no expiration are referred to as nonexpiring records (NONEXP). These records will remain active until cleared or canceled by the entering agency.

Example of a $.P. Purge Notification:

```
$.P.
CO10000000

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

MKE/EXTREME RISK PROTECTION ORDER
ORI/CO1000000 NAM/MORRIS, MARK M SEX/M RAC/W ETN/H POB/CO
DOB/19800808 HGT/511 WGT/185 EYE/BRO HAI/BRO FBI/411449J4 CTZ/US
SKN/FAR SMT/SC L ARM
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/N222333444 OLS/CO OLY/2005
SVC/1 – SERVED SVD/20200110
ORN/EO12345 ISD/201901218 EXP/20221218 CTI/CO043043J
PET/COLORADO BUREAU OF INVESTIGATION
OCA/15-124365 SID/CO99999999
LKI/CO1240000 LKA/CO-3366
MIS/RESTRICTED FROM POSSESSING FIREARMS AND ANY OTHER DEADLY
MIS/WEAPON
LIC/ABC123 LIS/CO LIY/2022 LIT/PC
VIN/ABC123DEF45678901 VYR/2018
VMA/FORD VMO/EXPL VST/4D VCO/WHI
ORI IS COLORADO BUREAU OF INVESTIGATION CO 303 555-5555
NIC/Q123456780 DTE/20210101 0000 EDT DLU/20210126 1600 EDT
```

1.5 AUTOMATIC RETIREMENT

Data in the License Plate (LIC) License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in an ERPO File base record or supplemental record for the year of entry plus 4 years from the date of entry of the base record regardless when the license plate data

is entered. If the purged license plate is the only searchable identifier in the ERPO File record, then the entire record will be removed.

A nonexpiring license plate (LIY/NX) contained in the ERPO File record will remain on file until action is taken by the originating agency to remove the license data or clear or cancel the entire record, or when the record expires.

1.6 VALIDATION

For validation policy and procedures, refer to the Validation Section in the Introduction chapter of this manual.

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 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
AKA	Alias	May include alphabetics, numerics, a comma, hyphens and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Coding instructions can be found in the Personal Descriptors Codes, *NCIC Code Manual*.
CMC	Caution and Medical Conditions	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
CTI	Court ORI	Must be a valid NCIC-assigned ORI.
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Data Codes, *NCIC Code Manual*.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DLO	DNA Location	Free text. If the DNA field is N or defaulted to N, then DLO must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO Field must contain data.

DOB	Date of Birth	Must be a valid Gregorian date, (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 may be entered for the month and/or day when the actual date is unknown. More information in Personal Descriptors Codes, *NCIC Code Manual*.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
EBS	Expanded Date of Birth Search	Must be 1, 2, 3, or blank. The default value is blank. If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less.
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
EXP	Expiration Date	Must be a valid Gregorian date (YYYYMMDD) or NONEXP. The year must be equal to or greater than the year of entry. Must be greater than the date of issue (ISD). NONEXP should be entered for nonexpiring orders or when the expiration date is unknown.
EYE	Eye Color	Must be a valid code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
FBI	FBI Number/UCN	May be up to seven numerics or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetics followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second cannot be O; and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid. Entry of one zero only, or a run of zeros only is prohibited. Embedded blanks are not permitted. -OR- May be eight alphanumerics followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.
FPC	Fingerprint Classification	Must be a valid code as listed in Personal Descriptors Codes, *NCIC Code Manual*. If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.

HAI	Hair Color	Must be a valid code as listed in personal Descriptors Codes, *NCIC Code Manual*.
HGT	Height	The first character represents feet and the second and third characters represent inches. May be a minimum of 400 but not more than a maximum of 711. More information available in Personal Descriptors Codes, *NCIC Code Manual*.
IMN	Image NCIC Number	A self-checking number automatically assigned by NCIC to each accepted image record and consists of the alphabetic character I followed by nine numeric characters. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC-assigned code as listed in the Image File chapter of this manual.
ISD	Date of Issue	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
LIC	License Plate Number	The characters UNK, UNKN, or UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds ten characters, only the first ten characters should be entered in the LIC Field. the full plate number must be shown in the MIS Field.
LIS	License Plate State	Must be a valid code as listed in State and Country Data Codes, *NCIC Code Manual*.
LIT	License Plate Type	Must be a valid code as listed in Vehicle Data Codes, *NCIC Code Manual*.
LIY	License Plate Year of Expiration	Must be a valid four-character year (YYYY) or the alphabetics NX to represent a nonexpiring registration.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System.)
LKI	Linkage Agency Identifier	Must be a valid NCIC-assigned ORI.
MIS	Miscellaneous	SVIN must be entered in MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. Should contain data of issuing court if not in CTI field. Should contain details regarding service of the order. Free text.
MKE	Message Key	Must be a valid message key.

MNU	Miscellaneous Number	The first two characters must be a valid code as listed in Personal Descriptors Codes, *NCIC Code Manual*. The third character must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number or identification number (prefix code OA) in MNU cannot be the only numeric identifier in the record. An air force serial number (prefix code AF) must contain numerics only in positions 4 thru 15. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
NAM	Name	The name may include alphabetics, numerics, a comma, hyphen(s), and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The Personal Descriptors Codes, *NCIC Code Manual*, provides coding instructions.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (Q in the Extreme Risk Protection Order File) followed by nine numeric characters which is automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
NOA	Notify Originating Agency	May contain a Y or an N. System will default to N if left blank.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, or the word NONE. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OLN	Operator's License Number	One zero only or a run of zeros only indicating a license is unknown may not be used. More information available in Personal Descriptors Codes, *NCIC Code Manual*.
OLS	Operator's License State	Must be a valid code as listed in State and Country Data Codes, *NCIC Code Manual*.
OLY	Operator's License Year of Expiration	Must represent the year the license expires (XXXX), the alphabetics NX to represent nonexpiring, or the code UNKN for unknown. More information in Personal Descriptors Codes, *NCIC Code Manual*.
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.

ORN	Order Number	A unique number assigned by the court. A hyphen is permitted in addition to alphabetics and numerics. Must not contain a single zero, a run of zeros only, or the word NONE.
PET	Petitioner	Free text.
POB	Place of Birth	Must be a valid code as listed in State and Country Data Codes, *NCIC Code Manual*. More information also available in Personal Descriptors Codes, *NCIC Code Manual*.
RAC	Race	Must be a valid code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
SEX	Sex	Must be a valid code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
SID	State Identification Number	First two characters must be a valid state code, territory code, or the code US. Embedded spaces are prohibited. The third and fourth characters may contain an asterisk. The tenth character may contain a hyphen.
SKN	Skin Tone	Must be a valid code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
SOC	Social Security Number	Must not be less than 001010001. A run of zeros only is prohibited. The SOC cannot have a value of 9 in the first position or have a value of 00 in the fourth and fifth positions. The SOC cannot have a value of 666 in the first, second, and third positions or have a value of 0000 in the sixth, seventh, eighth, and ninth positions. In valid and/or unissued numbers are accepted but cause a SOC attention message. More information in Personal Descriptors Codes, *NCIC Code Manual*.
SVC	Service Information	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*. If the SVC is 1, the SVD must be a valid Gregorian date.
SVD	Service Date	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date. The SVD must be equal to or greater than the date of issue (ISD). The SVD must be equal to or less than the expiration date (EXP).
VCO	Vehicle Color	Must be a valid code as listed in Vehicle Data Codes, *NCIC Code Manual*. If two color codes are used, they must be separated by a slash (/).

VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The Vehicle File Chapter of this manual has additional edits on the VIN Field. If state-assigned or a nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.
VMA	Vehicle Make	The VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual*. If the VMA code is less than four characters and data are included in positions 5 through 24, positions three and/or four should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYCL, FARM, SNOW, SPEC, TRLR, or TRUK.
		If the VMO is other than TL, the VMA code must be a valid code as listed in Vehicle Data Codes, *NCIC Code Manual*.
		If the VMO is TL, the VMA code must be a valid code as listed in Vehicle Data Codes, *NCIC Code Manual*.
		If the VMO is TL, the VMA code must not be the characters ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ.
		For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE
	(aircraft)	IF VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.
	(all-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the Vehicle Data Codes, *NCIC Code Manual*. If VST is MV, the VMA code must be SPEC, ATV, CYCL or one of the approved VMA codes for snowmobiles or motorcycles listed in the Vehicle Data Codes, *NCIC Code Manual*. If VMA code is ATV or SPEC, the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the MIS Field.

VMO	Vehicle Model	Spaces cannot be skipped. Hyphens or symbols cannot be used. More information available in the Vehicle Data Codes, *NCIC Code Manual*.
		The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.
	(assembled automobile)	If the VYR is less than 1988 and the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in the Vehicle Data Codes, *NCIC Code Manual*, the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VST	Vehicle Style	Must be a valid code listed in Vehicle Data Codes, *NCIC Code Manual*.
VYR	Vehicle Year	Must be four numeric characters representing the production (model) year during which the vehicle was manufactured (YYYY). VYR value must be less than or equal to the current year plus two and greater than 0001. For entries of model year 1981 or later, and when the VIN is 17 characters, the 10th position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 050 and maximum of 499. More information is available in Personal Descriptors Codes, *NCIC Code Manual*.

1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS

- If the following fields of an NCIC ERPO File or temporary ERPO File entry message are the same as those field codes of an active ERPO File record already on file, the second entry will be rejected with the message REJECT - ON FILE: NAM, ORN, and ORI; or NAM, OCA, and ORI. (The ORN and OCA are only part of the criteria if the fields

contain a value other than spaces). Essentially, NCIC will accept records for multiple ERPOs on one subject or one ERPO with multiple subjects.

- Whenever the message REJECT ON FILE is sent by NCIC, the record on file will also be transmitted.

- A duplicate record will be accepted unless the NAM, ORI, and OCA in the second entry are the same or the NAM, ORI, and ORN in the second entry are the same. A duplicate record will also be accepted if there are vehicle data in the ERPO File message that match data in the Vehicle File. In those cases, the duplicate record(s) will be furnished with the entry/modify acknowledgement.

1.9 $.8. OUT-OF-STATE MESSAGE

NCIC will **not** transmit a $.8. message when there is an entry, modification, clearance, or cancellation of an ERPO File record containing data on a vehicle registered in a state other than the ORI of record. Additional information on the $.8. administrative message can be found in the Introduction chapter of this manual.

1.10 IMAGE CAPABILITY

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC.

1.11 INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC.

2 ENTRY

2.1 EXAMPLE OF AN ENTRY

```
1N01HEADER.ERO.CO1000000.MORRIS, MARK M.M.W.CO.19800808.511.185.BRO.BRO.FAR.
SC L ARM.121011CO141159TTCT13.AS-123456789.123456789.N222333444.CO.2015.08.
Y.20180728.15-124265.SUBJECT MAY NOT POSSESS WEAPONS OF ANY KIND.Y.ABC123.CO
2010.2G2PM37A2G2208042.2018.FORD.EXP.4T.WHT.P012345.CO056013J.COLORADO
BUREAU OF INVESTIGATION.Y.FBI LAB, QUANTICO, VA 703-632-4000, VA1234567,
MTDNA, CODIS NUMBER – ABC-UHR-123456789…20160403.20190903…CO99999999
```

Acknowledgement

```
IL01HEADER
CO1000000
NAM/MORRIS, MARK M NIC/Q123456780
OCA/15-124365
```

Note: For records that do not include OCA data, ORN data will be used.

2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
DATE OF BIRTH	MANDATORY	DOB	8-8	NUMERIC
EXPIRATION DATE	MANDATORY	EXP	6-6 8-8	ALPHABETIC, NUMERIC
HEIGHT	OPTIONAL	HGT	3-3	NUMERIC
WEIGHT	OPTIONAL	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
HAIR COLOR	OPTIONAL	HAI	3-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
FBI NUMBER/UCN	OPTIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC CODE MANUAL*
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC

MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2), NUMERIC (4), ALPHABETIC (4)
DATE OF ISSUE	MANDATORY	ISD	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN *NCIC CODE MANUAL*
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*

VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN *NCIC CODE MANUAL*
ORDER NUMBER	CONDITIONAL	ORN	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
COURT ORI	OPTIONAL	CTI	9-9	ALPHABETIC, NUMERIC
PETITIONER	OPTIONAL	PET	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CAUTION AND MEDICAL CONDITION	OPTIONAL	CMC	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*
SERVICE INFORMATION	OPTIONAL	SVC	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*
SERVICE DATE	OPTIONAL	SVD	8-8	NUMERIC
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory in an ERPO File record: MKE, ORI, NAM, SEX, RAC, DOB, EXP, and ISD. In addition, records must have either OCA or ORN for entry.

2.4 ADDITIONAL GUIDELINES

- The entering agency (ORI) must account for all fields in the ERPO File record format. In the original entry, all available data called for in the record must be entered. In addition, all available critical data should be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MRO or MKE/MTRO). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to an ERPO File record are located in the "SUPPLEMENTAL DATA" section of this chapter.

- For training and administrative purposes, agencies may enter test records into NCIC by using the header TN01. The test records will not generate any notifications, nor will batch processing be performed in the test system.

- All numerical identifiers except the OCA, ORN, and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA and ORN, and a hyphen is used to separate the first two alphabetics from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.

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

- The entry of invalid and/or unissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error:

```
ATTENTION:  THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE
SOCIAL SECURITY ADMINISTRATION.  PLEASE CHECK FOR A DATA ENTRY ERROR.
```

2.5 MESSAGE FIELD CODES FOR ENTRY

2.5.1 EXPIRATION DATE (EXP)

The EXP is the date the extreme risk protection order (final, temporary, or ex parte) expires. If the extreme risk protection order does not have an expiration date, NONEXP should be entered. Agencies should ensure the accurate expiration date, as established by the issuing court, is

entered into the EXP Field.

2.5.2 PETITIONER (PET)

The PET contains the name of the agency or individual that petitioned the court to issue the ERPO.

2.5.3 MISCELLANEOUS (MIS)

- Aliases, nicknames (monikers), vehicle 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 as a supplemental record (ENRO) illustrated and explained in the "SUPPLEMENTAL DATA" section of this chapter, as this procedure increases the chances of a hit on the record.

- When an agency enters an ERPO File record, any terms and conditions identified by the issuing court, other than firearm restriction, should be entered in the MIS Field.

- This field should be used to explain conditions of an order other than firearm restriction. For example, if the terms and conditions of the ERPO state that the subject is restrained from possessing a knife, then such information is shown in the MIS Field.
  For example:

  ```
  MIS/SUBJECT IS RESTRICTED FROM PURCHASING OR POSSESSING WEAPONS OF
  MIS/ANY KIND
  ```

Additionally, the MIS Field should contain details regarding service of the order.

- If the issuing court does not have an ORI, and therefore the CTI field cannot be populated, the entering agency should enter court information into the MIS Field.

2.5.4 ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

2.5.5 SERVICE INFORMATION DATA (SVC and SVD)

When the SVD Field is populated with the date the ERPO was served; the SVC Field must contain 1.

2.5.6 STATE IDENTIFICATION NUMBER (SID)

Guidelines for the entry of supplemental SIDs as a supplemental record to an ERPO File record are located in the "SUPPLEMENTAL DATA" section of this chapter.

2.5.7 CAUTION AND MEDICAL CONDITIONS (CMC)

When an ERPO record is entered with a caution indicator, the MKE ends with C, and the CMC Field must contain a valid caution and medical code. The "SUPPLEMENTAL DATA" Section of this chapter describes the process for entry of additional CMC codes as supplemental records to an ERPO File record. The following are the allowable CMC codes and their translations.

00 = Armed and Dangerous	60 = Allergies
05 = Violent Tendencies	65 = Epilepsy
10 = Martial Arts Expert	70 = Suicidal
15 = Explosive Expertise	80 = Medication Required
20 = Known to abuse drugs	85 = Hemophiliac
25 = Escape Risk	90 = Diabetic
30 = Sex Violent Predator - Contact ORI for Detailed Information	
35 = Sex Offender	
40 = International Flight Risk	
50 = Heart Condition	01 = Other (Explain in MIS Field
55 = Alcoholic	

2.5.8 NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the subject of the ERPO File record is known, Y should be entered into the NOA Field.

The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications ($.messages) to the ORI of record.

2.5.9 DNA PROFILE INDICATOR (DNA) and DNA LOCATION (DLO)

The DNA Field has a default value of N, meaning no DNA data is available. When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding location of the DNA sample must be entered in the DLO Field. The DLO Field can include contact information, type of DNA sample, and other information deemed appropriate by the

agency. If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

2.5.10 LINKAGE DATA (LKI and LKA)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA entered more than 30 days after the original record entry. The message will be rejected if the seven characters of the LKA are the same as the first seven characters of the LKI.

3 MODIFICATION

3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active base record.

A modification message to delete information in a field of the base record will cause the same data in the supplemental record to move up to the base record, **except** for vehicle, license, AKA, and image data.

3.2 EXAMPLE OF A MODIFICATION MESSAGE

The modification example contains: header (IN01HEADER), message key (MRO), Originating Agency Identifier (CO1000000), two record identifiers (NAM/MORRIS, MARK M and NIC/Q123456780), the fields being modified, and the data being changed (SOC/123456789 and ORN/R012354).

```
1N01HEADER.MRO.CO1000000.NAM/MORRIS, MARK M.NIC/Q123456780.
SOC/123456798.ORN/E012345
```

Acknowledgement

```
1N01HEADER
CO1000000
MODIFY NAM/MORRIS, MARK M NIC/Q123456780
```

3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORDER NUMBER	CONDITIONAL	ORN	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION	OPTIONAL			

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The record to be modified must be identified by NAM and NIC, in that order; NAM and OCA, in that order; NIC and OCA, in that order; or NAM and ORN, in that order, followed by the fields to be modified. All fields, other than the HDR, MKE, and ORI, must be preceded by the appropriate 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 ADDITIONAL GUIDELINES FOR MODIFICATION

- Further instructions to modify an alias and/or an additional identifier previously appended to an ERPO record by means of a supplemental record are provided in the "SUPPLEMENTAL DATA" Section of this chapter.

- If an agency has entered a temporary ERPO record, it can be modified (MKE/MTRO) to a regular ERPO record by modifying the MKE to ERO.

- If a court should make a change to an ERPO that is the basis for an ERPO record and is not the entering agency, that court must notify the agency that entered the record of the change.

- If a court changes the expiration date of an order, but the change does not occur until after a record expires, the record must be reentered.

- Five days prior to the expiration of an extreme risk protection order (date shown in the EXP), the ORI of record will receive a $.P. message. Additional information concerning the $.P. administrative message can be found in the Introduction chapter of this manual. This unsolicited message from NCIC is a reminder to the agency to make any needed modifications to the EXP in the event that the date was changed by the court.

3.5.1 LINKAGE DATA (LKI and LKA)

- The Linkage ORI and OCA Field are provided as separate fields to associate incidents that are handled by multiple departments. A record which shares the same incident of a record entered with a different ORI and/or OCA can be modified to link the records by entering the associated ORI and OCA into the linkage fields (LKI and LKA) of both records. If a modify transaction is used to add a linkage to another record, then both LKI and LKA must be entered.

- LKI and LKA Fields already existing in the ERPO record can be modified individually.

- The LKI and LKA Fields must be deleted as a pair; otherwise, the message will be rejected.

3.6 MODIFICATION TO REMOVE VEHICULAR DATA FROM A RECORD

3.6.1 TO REMOVE ALL VEHICULAR DATA

When vehicular data are included in an ERPO record, a special modification message may be used to remove all the vehicular data without identifying each individual field. The characters LIC-VCO/. follow the two record identifiers. LIC-VCO/. causes NCIC to delete the fields LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO.

The modification example to remove all vehicular data contains header (1N01HEADER), message key (MRO), Originating Agency Identifier (CO1000000), two record identifiers (NAM/MORRIS, MARK M and NIC/Q123456780), and the fields being removed (LIC-VCO) immediately followed by slash period (/.).

```
1N01HEADER.MRO.CO1000000.NAM/MORRIS, MARK M.NIC/Q123456780.LIC-VCO/.
```

Acknowledgement

```
1L01HEADER
CO1000000
MODIFY NAM/MORRIS, MARK M NIC/Q123456780
```

3.6.2 TO REMOVE PART OF VEHICULAR DATA

The special modification message explained above cannot be used to remove less than all of the vehicular data from an ERPO File record. If, for example, only the four fields of license plate data (LIC, LIS, LIY, LIT) are to be deleted from the record, the usual modifying procedure must be followed, with each field to be deleted explicitly set forth in the modification message.

For example:

```
1N01HEADER.MRO.CO1000000.NAM/MORRIS, MARK M.NIC/Q123456780.LIC/.LIS/.LIY/.LIT/.
```

3.7 VALIDATION GUIDELINES FOR NCIC MODIFICATION

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of an ERPO File record to indicate that the record has been validated. When data is entered into the VLN Field, the NCIC enters 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 acknowledgement for the modification 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:

```
1N01HEADER.MRO.CO1000000.NAM/MORRIS, MARK M.NIC/Q123456780.VLN/JONES, DAVID E
```

Acknowledgement

```
1L01HEADER
CO1000000
VALIDATE NAM/MORRIS, MARK M NIC/Q123456780
```

4 CANCELLATION

4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message will immediately retire the ERPO File record. ERPO File records that have been expunged or are determined to be inaccurate should be canceled.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

The cancellation example contains: header (1N01HEADER), message key (XRO), Originating Agency Identifier (CO1000000), two record identifiers (NAM/MORRIS, MARK M and NIC/Q123456780), and date of cancellation (20201205).

```
1N01HEADER.XRO.CO1000000.NAM/MORRIS, MARK M.NIC/Q123456780.20201205
```

Acknowledgement:

```
1L01HEADER
CO1000000
CANCEL NAM/MORRIS, MARK M NIC/Q123456780
```

4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	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
ORDER NUMBER	CONDITIONAL	ORN	3-15	ALPHABETIC, NUMBER, SPECIAL CHARACTERS

DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

The record to be canceled must be identified by NAM and NIC, in that order; NAM and OCA, in that order; NIC and OCA, in that order; NIC and ORN, in that order; NAM and ORN, in that order, preceded by the proper MFCs and a slash (/). The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. Cancellation date must follow the two record identifiers.

4.5 ADDITIONAL GUIDELINES FOR CANCELLATION

When an ERPO File record is canceled, any supplemental information or images appended to that record will be canceled automatically.

Benefits and effectiveness data are not applicable to the ERPO File record.

5 INQUIRY

5.1 NCIC INQUIRY PROCESSING

When an agency transmits an NCIC wanted person inquiry (QW, QWA, QWE, QWF, QWS, ZW, or QWI), the data in the ERPO File will be searched in addition to all other NCIC person files (except the Unidentified Person File). If vehicle identifiers are included in the inquiry, the Article, Boat, License Plate, Vehicle, and Vehicle/Boat Part Files will be searched as well. Additional information can be found in the Wanted Person File chapter.

5.2 EXAMPLE OF AN INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

5.2.1 Wanted Person File Inquiry (QW/ZW)

```
1N01HEADER.QW.WV1230000.NAM/MORRIS, MARK
M.SEX/M.RAC/W.DOB/19800808.VIN/ABC123DEF45678901
```

Negative QW/ZW Response:

```
1L01HEADER
WA1230000

NO NCIC WANT NAM/MORRIS, MARK DOB/19800808 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 QW Response:

```
1L01HEADER
WV1230000


***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 – THE FOLLOWING IS AN NCIC EXTREME RISK PROTECTION ORDER RECORD.
APPROACH WITH CAUTION. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS
RECORD. CONTACT ENTERING AGENCY TO CONFIRM STATUS AND TERMS OF ORDER****
****THE SUBJECT OF THIS RECORD IS PROHIBITED FROM RECEIVING OR POSSESSING A
FIREARM. REFER TO THE MIS FIELD FOR ANY OTHER ADDITIONAL COURT ORDERED
PROHIBITIONS****

MKE/EXTREME RISK PROTECTION ORDER
ORI/CO1000000 NAM/MORRIS, MARK M SEX/M RAC/W ETN/H POB/CO
DOB/19800808 HGT/511 WGT/185 EYE/BRO HAI/BRO FBI/411449J4 CTZ/US
SKN/FAR SMT/SC L ARM
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/N222333444 OLS/CO OLY/2005
SVC/1 – SERVED SVD/20200110
ORN/EO12345 ISD/201901218 EXP/20221218 CTI/CO043043J
PET/COLORADO BUREAU OF INVESTIGATION
OCA/15-124365 SID/CO99999999
LKI/CO1240000 LKA/CO-3366
MIS/RESTRICTED FROM POSSESSING FIREARMS AND ANY OTHER DEADLY MIS/WEAPONS
LIC/ABC123 LIS/CO LIY/2022 LIT/PC
VIN/ABC123DEF45678901 VYR/2018
VMA/FORD VMO/EXPL VST/4D VCO/WHI
ORI IS COLORADO BUREAU OF INVESTIGATION CO 303 555-5555
NIC/Q123456780 DTE/20210101 0000 EDT DLU/20210126 1600 EDT
```

5.3 REQUIREMENTS FOR AN INQUIRY

- The capability to query only the ERPO File does not exist; however, procedures used to search the Wanted Person File will also search the ERPO File. Complete details can be found in the Wanted Person File chapter.

- In a positive response, Wanted Person and Foreign Fugitive records will appear first, followed by Extreme Risk Protection Order, Missing Person, Gang, 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 ERPO File response, the receiving agency is advised that the person in question cannot be arrested solely upon the basis of the information provided.

- As part of a positive ERPO response, the receiving agency is advised that the person in question is prohibited from purchasing or possessing firearms.

- An ERPO 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.

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 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 which 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 which could possibly pertain to the person in question.

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

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

5.4.1 MISCELLANEOUS NUMBER (MNU)

If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The MIS Field in the hit response should be reviewed to confirm that the first 15 characters are the same as the complete MNU.

5.4.2 VEHICLE IDENTIFICATION NUMBER (VIN)

An inquiry can contain up to a maximum of three 20-character VINs, and a comma must separate each VIN. The System will compute the check digit for each 17-character VIN.

5.5 INQUIRY USING VEHICULAR DATA

A QV, ZV, QW, QWA, QWE, QWF, QWS, or ZW inquiry by license plate number or vehicle identification number will retrieve all person files as well as the ERPO 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.

PROCEDURES FOR HANDLING A HIT

No arrest or detention should be made based solely on an ERPO File record response.

The entering agency must be able to confirm the status and terms of an ERPO to any criminal justice agency that makes an inquiry. If the entering agency does not operate 24 hours a day, seven days a week, it must make arrangement with another agency through a written agreement to provide responses to hit confirmation requests.

Requirements for hit confirmation responses are based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.

When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a Y in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

If a positive response (hit) includes license plate data in the ERPO File record, the Vehicle File should be queried to ascertain if the vehicle and/or license plate is stolen.

6 LOCATE

There are no locate procedures for the Extreme Risk Protection Order File.

7 CLEAR

7.1 WHEN TO USE A CLEAR MESSAGE

When a court notifies the owner of the record that the extreme risk protection order has been canceled, the entire corresponding ERPO File record must be cleared. Clearance of an ERPO File record is restricted to the agency that entered the record.

7.2 EXAMPLE OF A CLEAR MESSAGE

The clear example contains: header (1N01HEADER), message key (CRO), Originating Agency Identifier (CO1000000), two record identifiers (NAM/MORRIS, MARK M. and NIC/Q123456780), and date of clear (20200531).

```
1N01HEADER.CRO.CO1000000.NAM/MORRIS, MARK M.NIC/Q123456780.20200531
```

Acknowledgement:

```
1L01HEADER
CO1000000
CLEAR NAM/MORRIS, MARK M NIC/Q123456780
```

7.3 MESSAGE FIELD CODES FOR RECORD CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORDER NUMBER	CONDITIONAL	ORN	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC

7.4 IDENTIFICATION OF A RECORD TO BE CLEARED

The record to be cleared must be identified by NAM and NIC, in that order; NAM and OCA, in that order; NIC and OCA, in that order; NAM and ORN, in that order, preceded by the proper MFC and a slash (/). The name used in identifying the record to be cleared must be set forth with the exact spelling and spacing as shown in the record on file. The date of clear must follow

the two record identifiers.

7.5 ADDITIONAL GUIDELINES FOR CLEAR

When an ERPO File record is cleared, any supplemental information appended to that record will be cleared automatically.

Benefits and effectiveness data are not applicable to the ERPO File record.

8 SUPPLEMENTAL DATA

8.1 MESSAGE FIELD CODES FOR A SUPPLEMENTAL RECORD

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORDER NUMBER	CONDITIONAL	ORN	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARK, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC CODE MANUAL*
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN1		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC2		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN3		
IMAGE NCIC NUMBER	OPTIONAL SET	IMN4		
CAUTION AND MEDICAL CONDITION	OPTIONAL	CMC	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
CITIZENSHIP	OPTIONAL	CTZ	9-9	CODE AS DEFINED IN *NCIC CODE MANUAL*
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

8.2 ENTRY OF A SUPPLEMENTAL RECORD

Only the agency that entered the original record may add additional identifiers to a record. This applies to either permanent or temporary ERPO File records.

---

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

8.3 EXAMPLE OF A SUPPLEMENTAL ENTRY

The entry contains: header (1N01HEADER), message key (ENRO), Originating Agency Identifier (CO1000000), two record identifiers (NAM/MORRIS, MARK M and OCA/14-017289), two additional dates of birth (19800809.19711109), vehicle identification number (2G2PM39B2J2208195), vehicle year (2006), vehicle make (PONT), vehicle style (4T)

```
1N01HEADER.ENRO.CO1000000.NAM/MORRIS, MARK M.OCA/14-017289.DOB/19800809.
19711109.VIN/2G2PM39B2J2208195.2006.PONT..4T..
```

Acknowledgement

```
1L01HEADER
CO1000000
SUPP NAM/MORRIS, MARK M OCA/14-017289
```

8.4 IDENTIFICATION OF A RECORD FOR ENTRY OF A SUPPLEMENTAL RECORD

The ERPO File record to which a supplemental record alias and/or another additional identifier is to be added must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; NAM and ORN, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC and a slash (/). Identifiers used in the above example are name and originating agency case number. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file. The entry of supplemental data will only be accepted on active records.

8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

- The data fields which may be included in a supplemental record with their field codes and the maximum number allowable for an ERPO File record are the following:

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9

License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC	10
Image NCIC Number and Image Type (entered as a set)	IMN	12
Citizenship	CTZ	9
State Identification Number	SID	9

- Supplemental entry of an IMN/IMT set is used to link the base ERPO record with an existing image record in the NCIC database. The subject of an ERPO may be associated with a maximum of one each of the following image types: mugshot and signature.

  IMN and IMT Fields (up to 12: 1 mugshot, 1 signature, 10 identifying images) are added to the supplemental record when an image is entered and the NIC of the base record is included in the entry transaction. Additional information can be found in the Image File chapter of this manual.

- A record relating to John J. Smith might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, two miscellaneous numbers (an army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, one set of vehicle data concerning an automobile known to be in his possession, and two caution and medical conditions.

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

8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias (or variation of name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; citizenship; state identification numbers; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, a license plate, vehicle, or image is likewise counted as one identifier.

8.7 ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL RECORD ENTRY

- After the ERPO File record has been identified, each field included in a supplemental record entry, except those entered in sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period and each field must end with a period. Fields that are not a part of sets of data may be entered in any order in a supplemental record entry.

- The OLN, LIC, VIN, and IMN Fields in the supplemental record format are multiple element data fields; i.e., these fields have more than one data element following the field code and slash and are entered as sets, e.g., OLN/<OLN>.<OLS>.<OLY>.

- Each set of data must be preceded by the appropriate field code followed by a slash. The data elements within a set of data must be entered in sequence after the slash, and each data element must be accounted for.

- The field in the main record must contain information before any supplemental entry for that same field will be accepted, excluding alias, license plate data, vehicle data, and image data. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the main record does not contain a Social Security number in the SOC Field. Additional information concerning the REJECT – BASE DATA DOES NOT EXIST FOR SUPPLEMENTAL FIELD – XXX format error message can be found in the Introduction chapter of this manual.

- All numeric identifiers excluding originating agency case number, order number, and miscellaneous number are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA and ORN Fields, and a hyphen must be used to separate the two alphabetics from the number itself in the MNU Field.

- The criteria for rejecting duplicate records, as defined in the Introduction section of this chapter, apply to the entry of supplemental information.

- Personal Descriptors Codes, State and Country Data Codes, and Vehicle Data Codes, *NCIC Code Manual*, contain appropriate coding of personal identifiers and license and vehicle data.

8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY

8.8.1 ALIAS FIELD (AKA)

- Field code AKA followed by a slash is used to identify an alias(es). An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.

- An alias is to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial if any, space, and suffix meaning seniority, if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the MFC AKA.

- Nicknames (monikers) are to be entered in the AKA Field of the extreme risk protection order record. The term nickname in NCIC is defined as a name added to or substituted for the proper name of a person, such as their street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.
The nickname is to be entered in the AKA Field, followed by a comma (space after comma is optional), then an X (i.e., Peanut, X).

8.8.2 OPERATOR'S LICENSE NUMBER SET

OLN followed by a slash is used to identify additional operator's license number set data in an entry. The three MFCs making up this set are OLN, OLS, and OLY. All three MFCs must be included in the order listed and must be separated by a period.

For example:

```
OLN/L234526677238.VA.1976
```

In the event more than one operator's license number set is to be entered at the same time, each set of operator's license number set data must be preceded by MFC OLN/.

8.8.3 LICENSE PLATE NUMBER SET

LIC followed by a slash is used to identify additional license plate number set data in an entry. This set contains four MFCs: LIC, LIS, LIY, and LIT. MFCs must be entered in the order listed and must be separated by a period.
For example:

```
LIC/CBA321.MD.1999.TK.
```

In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by MFC LIC/.

8.8.4 VEHICLE IDENTIFICATION NUMBER SET

- Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This set contains six data elements: VIN, VYR, VMA, VMO, VST, and VCO.

- The VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods and each data element must be accounted for.
  For example:

```
VIN/1L69X6J023456.1976.CHEV.IMP.4D.BLK.
Or
VIN/1D37Q6R001225.1976.CHEV..2D..
```

- In the event that data related to other vehicles are entered at the same time, each set of vehicular data must be preceded by MFC VIN/.

8.8.5 ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

Additional dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; citizenships; cautions and medical conditions; and state identification numbers follow the field codes DOB/, SMT/, MNU/, SOC/, CTZ/, CMC/, and SID/ respectively, without repeating the MFC and separated only by periods.

For example:

```
DOB/19370102.19350823.SMT/SC L CHK.POCKMARKS.MNU/AF-2252333.SOC/303055378.
```

8.8.6 IMAGE NCIC NUMBER SET

Up to nine images can be entered in a supplemental cancel transaction. The format is IMN/<IMN>.<IMT>. The IMN is the NCIC Number of the image, and the image type is either signature (S), mugshot (M), or identifying image (I). If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected.

8.9 MODIFICATION OF INFORMATION IN A SUPPLEMENTAL RECORD

No one-step procedure is available to modify fields in an ERPO File supplemental record.

To modify, the incorrect field should be canceled and reentered. Cancellation procedures are set forth in this section which also contains instructions on entering the correct data.

8.10 EXAMPLE OF SUPPLEMENTAL RECORD INFORMATION CANCELLATION

The example of a cancellation of information in a supplemental record to an ERPO File record contains: header (1N01HEADER), message key (XNRO), Originating Agency Identifier (CO1000000), two record identifiers (NAM/MORRIS, MARK M and NIC/Q123456780), and data to be canceled (AKA/ROE, EDWARD.JONES, EDWARD and DOB/19651012.19630912).

```
1N01HEADER.XNRO.CO1000000.NAM/MORRIS, MIKE M.NIC/Q123456780.AKA/ROE, EDWARD.
JONES, EDWARD.DOB/19651012.19630912
```

Acknowledgement:

```
1L01HEADER
CO1000000
CANCEL SUPP NAM/MORRIS, MARK M NIC/Q123456780
AKA/ROE, EDWARD
AKA/JONES, EDWARD
DOB/19651012
DOB/19630912
```

8.11 IDENTIFICATION OF RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS

When canceling information contained in a supplemental record, the ERPO File record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; NAM and OCA, in that order; or NAM and ORN, in that order, with each data element preceded by the proper MFC and a slash (/). The example shown uses NAM and NIC and supplemental data to be canceled, with each field preceded by the proper MFC and a slash (/).

8.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

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

8.13 ADDITIONAL GUIDELINES FOR CANCELLATION OF SUPPLEMENTAL DATA

- Aliases; dates of birth; scars, marks, tattoos, and other characteristics' miscellaneous numbers; caution and medical conditions; citizenships, state identification numbers; and/or Social Security numbers to be canceled are to be set out in the cancel message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

- Each set of operator's license, license plate data, or image data (multiple data element fields) must be preceded by OLN/, LIC/, or IMN/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicle data, only the vehicle identification number and make are required following VIN/, with a period to account for the intervening VYR Field.
For example:

```
VIN/1L69X6JO23456..CHEV
```

- When an ERPO File record is canceled, its entire supplemental record is automatically canceled.

FOREIGN FUGITIVE FILE

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 Extreme Risk Protection Order, Missing Person, Gang, 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 part of a 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).

IMAGE FILE

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, Threat Screening Center, Unidentified Person, Wanted Person, Protective Interest, Violent Person, Foreign Fugitive, Identity Theft, Extreme Risk Protection Order 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, Threat Screening Center, Unidentified Person, Wanted Person, Identity Theft, Protection Order, Protection Order, Extreme Risk Protection Order, 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 FILE

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 will appear first, followed by records from the Extreme Risk Protection Order, Missing Person, Gang, 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. 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

2 NCIC MESSAGES

2.5 INQUIRY

2.5.6 Positive Response to an On-line Inquiry

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, Threat Screening Center File, Extreme Risk Protection Order File, and the National Sex Offender Registry record response when the input vehicle identification number was not an exact match to the person record vehicle identification number.

2.5.6.35 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, Threat Screening Center File, Extreme Risk Protection Order File, and the National Sex Offender Registry record response when the input license plate number was not an exact match to the person record license plate number.

2.5.6.37 Extreme Risk Protection Order File Message

```
****WARNING - THE FOLLOWING IS AN EXTREME RISK PROTECTION ORDER RECORD. APPROACH WITH
CAUTION. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT
ENTERING AGENCY TO CONFIRM STATUS AND TERMS OF ORDER****
****THE SUBJECT OF THIS RECORD IS PROHIBITED FROM RECEIVING OR POSSESSING A FIREARM.
REFER TO THE MIS FIELD FOR ANY OTHER ADDITIONAL COURT ORDER PROHIBITIONS****
```

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

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 Threat Screening Center File records are selected for validation under an alternative procedure. See National Sex Offender Registry File and 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/TSC
- Missing
- Protection Order
- Supervised Release
- Sex Offender
- Immigration Violator
- Identity Theft
- Protective Interest
- Violent Person
- Extreme Risk Protection Order File
- 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 a 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/before 2/23/96
	5	License Plate records entered on/after 7/11/1999
Q	1	Extreme Risk Protection Order records
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/TSC records entered on/prior to 5/8/97
	2	Gang/TSC records entered on/between 5/8/97 and 7/11/1999
	3	Gang/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.

MISSING PERSON FILE

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, Threat Screening Center, Protection Order, Immigration Violator, Identity Theft, Supervised Release, Violent Person, ~~and~~ Protective Interest, and Extreme Risk Protection Order 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 (with supplemental records):

```
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/MD99999999
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT
MPC/ABDUCTED BY A NON-CUSTODIAL PARENT
LIC/555W555 LIS/VA LIY/2012 LIT/PC
VIN/1Q87H2N100001 VYR/2001
VMA/FORD VMO/TAU VST/4D VCO/BLK
BLT/OPOS FPA/N
BXR/P
DNA/N
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 TRANSACTION FILE

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 Response

```
1L01HEADER
WA1230000

NO 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 Transaction File inquiries in addition to Foreign Fugitive, Wanted Person, Gang, Threat Screening Center, Protection Order, Immigration Violator, Identity Theft, Supervised Release, Violent Person, ~~and~~ Protective Interest, and Extreme Risk Protection Order 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/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.
```

ORIGINATING AGENCY IDENTIFIER

1 INTRODUCTION

1.4 CRITERIA FOR ASSIGNMENT OF A LIMITED ACCESS ORI

FBI assigned ORIs may also be available to agencies such as State Department of Motor Vehicles, Coroners, and domestic violence courts. These agencies may qualify for access to the FBI CJIS systems only for specified NCIC files.

The Violent Crime Control and Law Enforcement Act of 1994 amended 28 U.S.C. § 534 to authorize the United States Attorney General to disseminate information from national crime information databases consisting of identification records, criminal history records, wanted person records, and protection orders for use in domestic violence and stalking cases. Civil courts may qualify for an FBI assigned ORI for access to the NCIC Wanted Person File and Protection Order File, and NGI/III for use in domestic violence and stalking cases only. These agencies are assigned an ORI ending with the alphabetic character "D".

A nongovernmental agency or subunit thereof which allocates a substantial part of its annual budget to the administration of criminal justice, and whose regularly employed peace officers have full police powers pursuant to state law and have complied with the minimum employment standards of governmentally employed police officers as specified by state statute, may have direct terminal access to the NCIC Protective Interest File, Wanted Person File, Missing Person File, Stolen Property File, ~~and~~ Active Protection Order File, and Extreme Risk Protection Order File records. Access must be approved by the FBI CJIS Systems Agency. These agencies are assigned an ORI ending with the alphabetic character "P".

A governmental regional dispatch center, established by a state statute, resolution, ordinance, or executive order, which provides communication services to criminal justice agencies, may be authorized access to the NCIC Protective Interest File, Wanted Person File, Missing Person File, Stolen Property File, ~~and~~ Active Protection Order File, and Extreme Risk Protection Order File records provided such access is approved by the FBI CJIS Systems Agency (CSA). These agencies are assigned an ORI ending with the alphabetic character "P".

- Due to amendments to 28, C.F.R., Part 20, agencies currently assigned ORIs ending with the alphabetic character "P" may now qualify for a full access ORI. Prior to such amendments, many computer-assisted dispatch and communication or 911 centers, as well as railroad and campus police departments, was assigned limited access ORIs ending with the alphabetic character "P".

- Dispatch centers may be authorized a full access ORI ending in the alphabetic character "N" (see section 1.5.4.).

- Railroad and campus police departments may be authorized a full access ORI ending in the alphabetic character "E" (see section 1.5.4.).

- Please refer to the All CJIS Systems Officer (CSO) letter dated February 25, 2005, for a detailed explanation.

The National Insurance Crime Bureau (NICB) is a nongovernmental, nonprofit agency that acts as a national clearinghouse for information on stolen vehicles. The NICB offers free assistance to law enforcement agencies concerning automobile thefts and identification and recovery of stolen vehicles. The NICB is provided limited access to the Vehicle File, Boat File, License Plate File, Article File, and Vehicle/Boat Part File. These agencies are assigned an ORI ending with the alphabetic character "O".

A noncriminal justice governmental department of motor vehicles or driver license registry, established by a state statute, which provides vehicle registration and driver record information to criminal justice agencies and has an essential need to access the License Plate, Vehicle, and Vehicle/Boat Part Files, may be authorized direct access to NCIC Wanted Person, Missing Person, Unidentified Person, License Plate, Vehicle, and Vehicle/Boat Part Files. The CSA must approve access to these agencies. These governmental agencies perform civil functions and are required to execute an agreement with the state CSA ensuring compliance with all established NCIC policies and procedures. These agencies are assigned an ORI ending with the alphabetic character "V".

The National Center for Missing and Exploited Children (NCMEC) is a nongovernmental, noncriminal justice agency set up by a government grant to aid the parents of missing and exploited children. NCMEC has an essential need to access the Unidentified Person, Missing Person, and Wanted Person Files. NCMEC has the ability to enter investigative interest supplemental records for Wanted Person, Missing Person, and Unidentified Person File records. The agency is assigned an ORI ending with the alphabetic character "W".

A governmental child support enforcement agency, based on 42 U.S.C. § 666(a), by which states are mandated to have in effect laws requiring the use of certain procedures to increase the effectiveness of state child support enforcement. Section 315 of the Personal Responsibility and Work Opportunity Act of 1996, Public Law 104-193, entitled "Locator Information from Interstate Networks," amends 42 U.S.C. § 666(a) to include a requirement that states have in place "procedures to ensure that all federal and state agencies conducting activities under this part have access to any system used by the state to locate an individual for purposes relating to motor vehicles or law enforcement." Such agencies may be provided limited access to the Wanted Person, Missing Person, and Protection Order Files. These agencies are assigned an ORI ending with the alphabetic character "U".

The Compact Council (Council) established pursuant to the National Crime Prevention and Privacy Compact Act of 1998, sets forth rules and procedures necessary to regulate the use of the NGI/III system for noncriminal justice purposes. On October 10, 2000, the Council established a

rule to allow direct access to the NGI/III for a preliminary name check pending positive fingerprint identification. This access is authorized in limited situations when exigent circumstances exist that do not reasonably lend themselves to immediate fingerprinting. Authorized governmental agencies, e.g., agencies affiliated with the Department of Children and Family Services, may conduct name inquiries for the emergency placement of children in those limited instances when the primary caretaker (parent or custodian) is unavailable. As a prerequisite, the state must have a statute that has been approved by the FBI under the provisions of Public Law 92-544. Once the FBI on behalf of the Compact Council authorizes access, the FBI CJIS Division assigns an ORI ending in the alpha character "T" to the noncriminal justice governmental agency conducting the emergency child placement checks.

The USCIS has been authorized full access to all NCIC files, but not NGI/III, in order to fulfill their mission regarding the adjudication of petitions and applications for immigration benefits. The USCIS ORIs will reflect the characters "ASC" in positions 3, 4, and 5.

Some United State Military ORIs have been restricted to allow only certain agency ORIs entry capabilities. Please check with the Federal CJIS Systems Agency to determine what ORIs have entry capabilities.

PROTECTIVE INTEREST FILE

5 INQUIRY

5.5 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 Extreme Risk Protection Order, Missing Person, Gang, 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 FILE

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, Threat Screening Center, Protection Order, Immigration Violator, Identity Theft, Supervised Release, Violent Person, ~~and~~ Protective Interest, and Extreme Risk Protection Order 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/VA99999999
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.

THREAT SCREENING CENTER FILE

5 INQUIRY

5.3 REQUIREMENTS FOR INQUIRY

- Inquiries of 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 Extreme Risk Protection Order, Missing Person, Gang, 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 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 TSC File response is received, the inquiring agency must not advise the individual that they may be on a USG watchlist. The unauthorized disclosure of USG watchlist information is prohibited. Information that an individual may be on a 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.

VIOLENT PERSON FILE

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 Extreme Risk Protection Order, Missing Person, Gang, 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 FILE

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, Extreme Risk Protection Order, Missing Person, Gang, 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, Extreme Risk Protection Order, Missing Person, Gang, 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.

Tape Format 161. Extreme Risk Protection Order Persons Validation

Group or Usage	Start Column	End Column	MFC Code	Field Description	Cobol Dataname	Length	Format	Comments
Common Data								
	1	2	RTYP	Record Type	FMT-ERPO-RTYP	2	AN	Record Type "67"
	3	6	RCNT	Record Type Count	FMT-ERPO-RCNT	4	N	
	7	7	STAT	Status	FMT-ERPO-STAT	1	AN	
	8	8	HTY	HDB Type	FMT-ERPO-HTY	1	AN	
	9	9	HSB	HDB Subtype	FMT-ERPO-HSB	1	AN	
	10	18	TORI	Terminal ORI	FMT-ERPO-TORI	9	AN	
	19	38	OCA	Originating Agency Case Number	FMT-ERPO-OCA	20	AN	Right Justified
	39	48	NIC	NCIC Number	FMT-ERPO-NIC	10	AN	
	49	58	BNIC	Base NCIC Number	FMT-ERPO-BNIC	10	AN	
	59	61	TMZ	Time Zone (Date and Time of Entry)	FMT-ERPO-TMZ	3	AN	
	62	81	DTE	Date and Time of Entry	FMT-ERPO-DTE	20	AN	
	82	101	DTI	Date and Time of Retirement	FMT-ERPO-DTI	20	AN	
	102	121	DLU	Date and Time Last Modified	FMT-ERPO-DLU	20	AN	
	122	141	DTS	Date and Time of Suppression	FMT-ERPO-DTS	20	AN	
	142	149	DOI	Date of Incident (Date of Theft)	FMT-ERPO-DOI	8	AN	
	150	157	DTV	Date of Last Validation	FMT-ERPO-DTV	8	AN	
	158	165		Filler (for future use)		8	AN	
	166	173	DCL	Date of Clear	FMT-ERPO-DCL	8	AN	
	174	181	DOC	Date of Cancel	FMT-ERPO-DOC	8	AN	
	182	189	DOR	Date of Recovery	FMT-ERPO-DOR	8	AN	
	190	191	USR	User Code	FMT-ERPO-USR	2	AN	
	192	195	MKE	Message Key	FMT-ERPO-MKE	4	AN	
	196	196	NOA	Notify Originating Agency	FMT-ERPO-NOA	1	AN	
	197	197	CAI	Caution Indicator	FMT-ERPO-CAI	1	AN	
	198	198	BAI	Base Indicator	FMT-ERPO-BAI	1	AN	
	199	199	IND	Image Indicator	FMT-ERPO-IND	1	AN	
	200	200	RETR	Retirement Reason	FMT-ERPO-RETR	1	AN	
	201	221	RFR	Reason for Removal	FMT-ERPO-RFR	21	AN	

	222	251	VLN	Name of Validator	FMT-ERPO-VLN	30	AN	
	252	260	ORI	Owning Agency Identifier	FMT-ERPO-ORI	9	AN	
	261	269	LKI	Linking Agency Identifier	FMT-ERPO-LKI	9	AN	
	270	289	LKA	Linking Agency Case Number	FMT-ERPO-LKA	20	AN	Right Justified
	290	298	RRI	Recovering Agency Identifier	FMT-ERPO-RRI	9	AN	
	299	318	RCA	Recovering Agency Case Number	FMT-ERPO-RCA	20	AN	Right Justified
Person Data								
	319	319	CAT	Category – Person	FMT-ERPO-CAT	1	AN	
	320	339	FPC	Fingerprint Classification Code	FMT-ERPO-FPC	20	AN	
	340	340	SEX	Sex	FMT-ERPO-SEX	1	AN	
	341	341	RAC	Race	FMT-ERPO-RAC	1	AN	
	342	343	POB	Place of Birth	FMT-ERPO-POB	2	AN	
	344	346	HGT	Height	FMT-ERPO-HGT	3	AN	
	347	349		Height Quantity	FMT-ERPO-HGT-QTY	3	N	
	350	352	WGT	Weight	FMT-ERPO-WGT	3	AN	
	353	355		Weight Quantity	FMT-ERPO-WGT-QTY	3	N	
	356	358	EYE	Eye Color	FMT-ERPO-EYE	3	AN	
	359	361	HAI	Hair Color	FMT-ERPO-HAI	3	AN	
	362	364	SKN	Skin Tone	FMT-ERPO-SKN	3	AN	
	365	373	FBI	FBI Number	FMT-ERPO-FBI	9	AN	Right Justified
	374	374	ETN	Ethnicity	FMT-ERPO-ETN	1	A	
Extreme Risk Protection Order Data								
	375	382		Date of Expiration	FMT-ERPO-DOE	8	AN	
	383	391		Court ORI	FMT-ERPO-CTI	9	AN	
	392	406		Order Number	FMT-ERPO-ORN	15	AN	
	407	436		Petitioner	FMT-ERPO-PET	30	AN	
	437	437		Service Information	FMT-ERPO-SVC	1	A	
	438	445		Service Date	FMT-ERPO- SVD	8	AN	
	446	800		Filler		355	AN	