

## **8 NATIONAL LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM -NLETS**

### **8.1 INTRODUCTION**

The National Law Enforcement Telecommunications System (NLETS) provides the capability for LEADS users to obtain information on operators license, out-of-state vehicle, boat and snowmobile ownership; computerized criminal history, on-line ORI access, hazardous materials index, aircraft tracking and registration, weather information and communication with Canada.

NLETS supports access to a variety of different types of information collected by both the Federal Aviation Administration (FAA) and the U.S. Customs. This information is stored and maintained by the Treasury Enforcement Communications System (TECS) in San Diego, California.

The NLETS network connects the continental United States, Alaska, Hawaii, Puerto Rico, the Virgin Islands, Canada, and INTERPOL.

Inquiries on driver license and vehicle registration may be directed to the issuing state. Each response will generally give a personal description, address, social security number, and any relevant information concerning suspensions, revocations, or restrictions in effect.

The same format for LEADS messages, described in Section 3 of this manual, must be used for NLETS administrative messages. If the NLETS message you are responding to contains a control field in the header, you must include the control field in your response. (See Section 8.3.2)

### **8.2 GUIDELINES FOR TRANSMISSIONS OVER NLETS**

Messages are of two basic types on NLETS: Administrative and Inquiry. Some specific rules apply to each area that may vary slightly from the normal LEADS entries. The examples listed in this section list the variations and the associated restrictions by message type.

NLETS established the following restrictions to control the sending of all points (AP) messages. Users are encouraged to carefully consider whether there is a necessity to send the message to all states. If the message pertains to a geographical area of the United States, i.e., East Coast, Sunbelt, etc. the user should seriously consider the use of a regional broadcast which can more narrowly focus on the states that could provide assistance. The user must narrow the scope of the transmission to the least amount of agencies, which would have a legitimate interest in the message.

A listing of the CTA ORIs can be found in the Introduction Section of the NCIC 2000 Operating Manual, (Paragraph 6.1).

Recognizing, however, there may be circumstances where the seriousness of the situation overrides the normal policy prohibitions, the restrictions may be waived under the following conditions:

A user has information pertinent to a criminal investigation of interest to all states and cannot be entered into NCIC.

A user has information regarding kidnapping, skyjacking, or other serious criminal acts. Keep messages as brief as possible.

A user has information on a wanted person that cannot be entered into NCIC, but is of interest to all states.

NLETS may not be used in the following instances:

1. No social announcements, i.e., holiday messages or retirements.
2. No recruitment of personnel.
3. No messages in which the complainant is interested only in recovery of property.
4. No attempts to locate vehicle (breach of trust) without warrant.
5. No excessively long messages.
6. No messages supportive of or in opposition to political issues or announcements of meetings relative to such issues.
7. No messages supportive of or in opposition to labor management issues or announcements relative to such issues.
8. No messages supportive of or in opposition to legislative bills.
9. No messages relating to requests for information concerning salary, uniforms, personnel, or related items which can be routinely obtained by correspondence or means other than NLETS.
10. No messages relating to the advertisement or sale of equipment.
11. No messages regarding wanted subjects or vehicles if they can be entered into NCIC.
12. No attempt to locate messages.
13. No reply only if records (ROIRS).
14. No reply only if wanted (ROIWS).

15. No training messages including the name of the company providing the training unless the company is not-for-profit and is providing a direct service to law enforcement.

Users initiating want messages of any type; wanted persons, missing persons, or runaways, must cancel these messages when they no longer apply.

### **8.3 TYPES OF MESSAGES**

NLETS has created a series of broadcast codes whereby you can send messages to out-of-state agencies by using the nine digit NCIC assigned ORI, the two-character state code, or the two-character region code. (See Section 8.14.1 for a listing of the region codes, and Section 8.3.3 for a breakdown of the message keys used in NLETS transactions).

There is also the capability of sending an all points "AP" message. NLETS will route the message to all State Control Terminal Agencies for distribution to agencies within their state. Do not use the two-digit state identifier with the code "ALLTERM" when sending out-of-state messages, i.e., PAALLTERM. This is not acceptable practice and is not to be used. Good judgment must be used when sending messages out-of-state.

*Example of a Single Destination Header:*

/CA0914200 or /CA

*Example of a Multiple Header:*

/FL0480400,VA0170000,PAPSP0014 or /FL,VA,PA,CA,KY

A maximum of five (5) headers may be used in an administrative message. Do not mix individual nine digit ORIs with either the two-digit state code, or the two-digit region code. If you wish to obtain a copy of the message for your agency, print out the message manually before it is transmitted.

The United States is divided into eight regions. A listing of the various regions and the assigned states appears in Section 8.14. An administrative message may be addressed to one or more of these regions. A maximum of five headers may be used. When multiple headers are used, they are to be separated with a comma. A two-character state identifier must be used when sending a general message to an individual state. A maximum of five two-character state identifiers may be used in any one message header.

#### **8.3.1 Administrative Messages**

An administrative message is a criminal justice related point-to-point free form message. This message may be asking for information or assistance from another agency. It is differentiated

from other traffic in that it is free form and may be used for practically any type information transmission not associated with a specific message type.

An administrative message (AM) must be used to request a statewide, regional, or all points message. The general use of all points messages is discouraged. Instead, users should confine broadcast type messages to individual states or regions. State broadcasts may be sent up to five (5) states. Regional broadcast codes and two-character state codes may be intermixed in the destination portion of the header. Section 3 of this manual explains how to construct administrative messages.

Out-of-state administrative messages should be criminal justice related, and should follow the guidelines outlined in Section 8.2 (Guidelines for Transmissions Over NLETS).

### **8.3.2 Use of Control Fields in Administrative Messages**

NLETS permits states to use a special field termed "Control Field". Ohio terminals do not initiate a control field on messages, but Ohio agencies may receive an out-of-state administrative or IQ message, which includes a control field. This field is a special routing of identification data the out-of-state (sending) agency inserts. It is similar to a return address indicating "for the attention of".

The control field will be preceded by an asterisk (\*). It will appear on the sixth (6th) line of an incoming administrative or IQ teletype from a state which originated a control field. It consists of ten (10) alphabetic and/or numeric characters.

Spaces are permitted in the ten digits, but the first and tenth digits must be filled. Your message will not be delivered if you do not use a carriage return (CR) after the tenth digit. The eleventh (11th) digit must be a carriage return. The control field can include an agency name, officer name, badge number or any other identification so long as it does not exceed ten (10) digits. Examples:

\*CBI009933 or \*INVEST 000 or \*BADGE;2-00 or \*ATTN,JAMES

The most important point to remember is: When responding to an incoming message with a control field, the Ohio terminal operator must insert the identical control field to the right of the header on the replying teletype. The header and control field are separated by an asterisk as shown in the following examples.

INCOMING NLETS MESSAGE CONTAINING A CONTROL FIELD:

```
/OH0250100  
COCBI0000 100  
AM.COCBI0000
```

07:52 06/08/94 01183  
07:52 06/08/94 01437 OH0250100  
\*CBI0099333  
TXT (TEXT)

COLORADO BUREAU OF INVESTIGATION  
REQUESTS TT RESPONSE TO THIS TEST.

AUTH COLORADO BUREAU OF INVESTIGATION 0752MT MJ

Response to a NLETS message containing a control field:

/COCBI0000\*CBI0099333

BEXLEY POLICE DEPARTMENT ACKNOWLEDGES TEST FROM  
COLORADO BUREAU OF INVESTIGATION.

AUTH BEXLEY OH POLICE DEPARTMENT 0955E PKB

### **8.3.3 Message Identification Codes**

NLETS established Message Key (MKE) codes to be used on the system. These codes identify the type of message you are sending or receiving. The code for an Administrative Message is "AM". The other NLETS message key codes are:

AQ Criminal History Record Identification - CHRI (Request for supplemental records)

AR CHRI Response to AQ

BQ Boat Registration Inquiry

BR Boat Registration Response

DQ Driver Inquiry

DR Driver Response

FQ CHRI Inquiry (Full Record Based on SID)

FR CHRI Response to FQ

GQ Aircraft Registration Inquiry

GR Aircraft Registration Response

HQ Road/Weather Inquiry

HR Road/Weather Response

IQ CHRI Inquiry (Identification Records)  
 IR CHRI Response to IQ  
  
 JQ FAA Tracking Inquiry  
 JR FAA Tracking Response  
  
 KQ Driver Record  
 KR Driver Record Response  
  
 MQ Hazardous Material Inquiry  
 MR Hazardous Material Response  
  
 RQ Registration Inquiry  
 RR Registration Response  
  
 SQ Snowmobile Registration Inquiry  
 SR Snowmobile Registration Response  
  
 TQ ORION (On-line ORI File - File Inquiry)  
 TR ORION File Response

The following sections contain an explanation of the various NLETS files and how the message keys are used.

#### **8.4 NLETS HELP MESSAGES**

NLETS established a "HELP" program to assist NLETS participants in obtaining information on automated driver license, vehicle registration, criminal history, boat registration, snowmobile registration, and weather.

If there is any question as to which states support automated responses, you may send a message to NLETS by using one of the following formats:

Driver License	/NLOLNHELP	Vehicle Registration	/NLLICHELP
Criminal History	/NLSIRHELP	Boat & Snowmobile Registration	/NLBASHELP
Weather Information	/NLWTHHELP		

No text is needed. Place a slash on the screen, the header desired, then enter and transmit.

*Example:*     /NLSIRHELP(Enter)  
                   (TRANSMIT)

The response to your inquiry will contain a list of the states that have automated or non-automated responses.

Some individual states have LIC, OLN, BAS, and SIR "HELP" files containing specific information pertaining to their state. These are accessed by using the two character state identifier followed by the "HELP" file desired.

*Example:*       /PALICHELP(Enter)  
                  (TRANSMIT)

If any formatted message is rejected, use AM administrative message format.

## **8.5           DRIVER LICENSE DATA (DQ/DR) REQUESTS**

Information on out-of-state operator license may be obtained by using the NLETS message codes listed in the following sections. Many states have automated responses which will enable Ohio agencies to retrieve the information direct from each states data files.

### **8.5.1        Inquiry by Driver License Number**

The construction of the message for operator license inquiries consists of the following parts: the message key code "DQ", the state code, the field identifier "OLN", followed by the license number. Each field in the inquiry is separated by a period, and no spaces are permitted between fields.

Driver License Inquiry *Example:*    DQ.CA.OLN/A123456(TRANSMIT)

If a DQ inquiry does not generate a response, then try the inquiry by name (see Section 8.5.2). If no response is received on the name inquiry, then an administrative message may be sent. Direct the message to /XXOLN0000 to obtain the information. Insert the two character state code in the first two positions of the message key code (*Example:* /CAOLN0000). The message is free text.

### **8.5.2        Inquiry by Driver License Name**

The construction of the name inquiry NLETS message consists of five parts - The message key code "DQ" followed by the state code, or "DQG" followed by the region code, the field identifier "NAM", and the operators name. The name is entered last name, followed by a comma, first name, space, middle initial. When no middle initial is used, omit the space. After the name field, place the date of birth "DOB", enter Month, Day and Year, using six characters, and sex "SEX" field. Each field in the inquiry is separated by a period and no spaces are permitted between fields.

Driver Name Inquiry *Examples:*

DQ.CA.NAM/SMITH,JOHN T.DOB/091418.SEX/M(TRANSMIT)  
DQG.B1.NAM/SMITH,JOHN T.DOB/091418.SEX/M(TRANSMIT)

DNQ.B1.NAM/SMITH,JOHN T (TRANSMIT)

If you use the two digit region code, your message will be routed to all states in the region included in your inquiry.

Use DQ.MX for Mexican commercial driver licenses.

If no response is received on the name inquiry, then an administrative message may be sent. Direct the message to /XXOLN0000 to obtain the information. Insert the two character state code in the first two positions of the message key code (Example: /CAOLN0000). You should include all the necessary information on the driver, i.e., name, DOB, and Sex.

### **8.5.3 Inquiry for a Driver Record**

The construction of a driver record inquiry consists of six parts -- the message key code "KQ", the state code the field identifier "NAM", and the operator name. The name is entered last name first, followed by a comma, first name, space, middle initial. When no middle initial is used, omit the space. After the name field, place the date of birth "DOB", enter Month, Day and Year, using six characters, and sex "SEX" field. Each field in the inquiry is separated by a period and no spaces are permitted between fields.

Some states require a purpose code and requestor be added to the format.

*Example:*

KQ.(STATE ID).OLN/(OLN NUMBER).PUR/C.ATN/(NAME OF REQUESTOR)(TRANSMIT)

## **8.6 VEHICLE REGISTRATION (RQ/RR) REQUESTS**

Information on out-of-state vehicle registration may be obtained by using the NLETS message codes listed in the following sections. Many states have automated responses which will enable Ohio agencies to retrieve the information direct from each states data files.

The message record for license plate inquiry consists of five parts - The message key code "RQ" followed by the two digit state code, the license field identifier "LIC" and number, license expiration year code "LIY" using two digit year symbol, license plate type identifier "LIT" and code. Each field is separated by a period and no spaces are allowed between fields. You may also inquire on the vehicle identification number "VIN" (see Section 8.6.1).

License Plate Number Inquiry *Example:* RQ.FL.LIC/ABC123.LIY/82.LIT/PC (TRANSMIT)

If no response is received on the license plate inquiry, then an administrative message may be sent. Direct the message to /XXLIC0000 to obtain the information. Insert the two character state code in the first two positions of the message key code (Example: /FLLIC0000). Include all information on the license and vehicle in your message.

### **8.6.1 Inquiry by Vehicle Identification Number**

There is only one type of inquiry used to obtain out-of-state vehicle information by using the Vehicle Identification Number (VIN).

You must have the Vehicle Make (VMA) and Vehicle Year (VYR), and use the message key code "RQ", followed by the two character state code, or RQG followed by the region code, the field identifier for the vehicle number "VIN", and the VIN number identifier for the vehicle make "VMA", the vehicle description, and the year of the vehicle "VYR". Each field is separated from the next by a period, and no spaces are permitted between fields.

You also have the capability to inquire into states in the various NLETS regions. Refer to the chart on Page 8-22.

Vehicle Identification/Description Inquiry *Examples:*

```
RQ.WV.VIN/1234567N336098.VMA/CHEV.VYR/78 ( TRANSMIT )  
RQG.B1.VIN/1234567N336098.VMA/CHEV.VYR/78 ( TRANSMIT )
```

Inquiry by VIN, for vehicle information which is not in the computer files, may be obtained by sending an administrative message to /XXVIN0000. Insert the two digit state code in the first two positions of the message key code (*Example:* /CAVIN0000). Include all information on the vehicle in your inquiry.

## **8.7 BOAT (BQ/BR) AND SNOWMOBILE (SQ/SR) INFORMATION**

Out-of-state boat and snowmobile registration information may be obtained through NLETS by using the message key "BQ" for boats and "SQ" for snowmobiles, followed by information on the item. The message is to be directed to the "state point of entry" (using the two character state code).

Many states have an on-line data file which will provide an automated response to your inquiry. While NLETS supports the fields in the formats, many states may not have the capability to respond to your inquiry, particularly on name and date of birth.

### **8.7.1 Out-of-State Inquiry on Boat Ownership**

To inquire on out-of-state boat ownership information, use the message "BQ" followed by the two character state code and the boat registration number, hull number or name and DOB of the owner. One of these three fields will generate a request for information.

Out-of-State Boat Ownership Request *Examples:*

BQ.FL.REG/42301336 ( TRANSMIT )  
BQ.FL.BHN/13668B5 ( TRANSMIT )  
BQ.FL.NAM/DOE , JOHN.DOB/061240 ( TRANSMIT )

The response will be returned to you using the message key "BR", and will contain information on the boat and owner. You should also receive a response if the state does not participate in the automated boat/snowmobile response program, the files are out of service, or if the information is not on file.

For additional information on out-of-state boat ownership retrieval, inquire into the individual states Help File. (See example - Insert the two character state code in the first two positions of the message.)

*Example:*        /PABASHELP (Enter )  
                  ( TRANSMIT )

If you are unable to obtain the information you need, you may wish to send an administrative to the state's point of entry (control terminal).

### **8.7.2            Out-of-State Inquiry on Snowmobile Registration**

To inquire an out-of-state snowmobile ownership information use the message "SQ" followed by the two character state code and the snowmobile registration number, vehicle identification number or name and DOB of the owner. One of these three fields will generate a request for information.

Out-of-State Snowmobile Ownership Request *Examples:*

SQ.MI.REG/42301 ( TRANSMIT )  
SQ.MI.VIN/56Y12 ( TRANSMIT )  
SQ.MI.NAM/DOE , JOHN.DOB/061240 ( TRANSMIT )

The response will be returned to you using the message key "SR", and will contain information on the snowmobile and owner. You should also receive a response if the state does not participate in the automated boat/snowmobile response program, the files are out of service, or if the information is not on file.

For additional information on out-of-state snowmobile ownership retrieval, inquire into the individual states Help File. (See example below - insert the two character state code in the first two positions of the message.)

*Example:*        /PABASHELP (Enter )  
                  ( TRANSMIT )

If you are unable to obtain the information you need, you may wish to send an administrative message to the state's point of entry (control terminal).

## **8.8 CRIMINAL HISTORY RECORD (IQ, FQ, AQ) INFORMATION - CHRI SYSTEM**

The purpose of the NLETS Criminal History Record Information (CHRI) System is to provide a standardized and highly efficient method for users to acquire CHRI and CHRI - related information from state and local law enforcement or criminal justice agencies. It will allow states who have automated criminal history systems to respond automatically (without manual intervention) to requests from other states over NLETS. Those states without automated systems may respond manually. The system will be used to retrieve criminal history records not presently available on NCIC's III system. It should never be used as a substitute for the III system, but rather as a secondary inquiry after: 1) one has inquired on the III system and received a no record; or 2) one has received a record and feels there may be data in a state not in III.

Since Ohio's criminal history responses are automated, no response formats are needed from your agency.

### **8.8.1 IQ/IR Messages**

IQ inquiries are to be used whenever you are requesting identity information on a subject. Generally the "IQ" will be used for Name, SOC and MNU inquiries. To retrieve the "IQ" screen, place the cursor to the home position and type: SIQ. and transmit.

*Note: You must be logged on with your BCI&I assigned password.*

```
SIQ.EDIT.   *** OUT OF STATE <SEARCH> REQUEST ***  
  
DESTINATION STATE/___      PURPOSE/ C  
  
ATN/ _____  
  
NAM/ _____      LAST, FIRST  MIDDLE  
DOB/ _____  
SEX/  _  
SOC/  _____
```

An "IR" message is a response you receive to an "IQ" inquiry.

### **8.8.2 FQ/FR Messages**

FQ messages are to be used to obtain a full record of criminal history after obtaining a state identification number (SID) from an "IR" message. An "IR" message is the response to an "IQ". To retrieve the "FQ" screen, place the cursor to the home position and type the following:

*Note: You must be logged on with your BCI&I assigned password.*

SFQ. ( TRANSMIT )

SFQ.EDIT \*\*\* OUT OF STATE <RECORD> REQUEST \*\*\*

DESTINATION STATE/ \_\_\_ PURPOSE/ C

ATN/ \_\_\_\_\_

DPT/ \_\_\_\_\_

ADR/ \_\_\_\_\_

CIS/ \_\_\_\_\_

ZIP/ \_\_\_\_\_

SID/ \_\_\_\_\_

NOTE: USE (CANFQ) FOR CANADIAN RECORD REQUESTS

SID = State Identification Number

DPT = Department

ADR = Street Address

CIS = City & State

An "FR" message is a response you receive to a "FQ" inquiry.

### **8.8.3 AQ/AR Messages**

AQ messages are to be used to request supplemental; information not available through normal IQ or FQ requests.

This inquiry does not utilize a formatted screen.

*Example inquiry:*

AQ.TX.PUR/C.ATN/SGT ROBERT LONG. ( CR )

PLEASE CHECK FOR ADDITIONAL RECORDS ON SUBJECT JOHN DOE, DOB/072535,  
SID/TX0909090 PLEASE SEND INFORMATION TO FRANKLIN CO RECORDS BUREAU

FRANKLIN CO RECORDS BUREAU 0800 060993 LDS(TRANSMIT)

Shown above is an inquiry from the Franklin County Sheriff's Office. In their request is the MKE/AQ, the two letter state identifier, purpose code "C", and the attention field, which is the requesting officer, and the text of the message. The text of an AQ message can contain up to 14,400 character spaces.

An "AR" message is a response received from an "AQ" inquiry.

An "AR" response should be sent in the following format. This response does not utilize a formatted screen.

*Example response:*

```
/OH0250000  
TXSIR0000  
AR.TXSIR0000 001  
06:32 06/09/94 2140  
06:32 06/09/94 1121 OH0250000  
TXT  
THERE IS NO MORE INFORMATION AVAILABLE ON SUBJECT JOHN DOE
```

### Explanation of Purpose Codes

One of the following codes must be used in your inquiry. Note: Not all states support the use of all of the codes.

- C - Must be used when the "IQ", "FQ", or "AQ" is for official duties in conjunction with the administration of criminal justice. This includes the use of criminal justice agencies for screening applications for firearms and related permits (dealers, purchasers, carriers of concealed weapons, explosives dealers and users, and lethal weapons dealers and users) but only when a Federal, state or local law/ordinance exists making the criminal justice agency responsible for issuance of the license/permits.
- J - Must be used when the "IQ", "FQ", or "AQ" involves employment with criminal justice agency. Criminal justice employment has been separated from other criminal justice purposes due to the requirement of some state agencies.

## **8.9 ON-LINE ORI (TQ/TR) DIRECTORY - ORION**

The NLETS has created an on-line ORI (agency identifier) data file named ORION. It will provide system users with name, address and telephone I.D. information for other law enforcement, criminal justice, and Federal agencies nationwide when only an ORI is available.

There will be three types of inquiries you can utilize to access the file. The first type of inquiry retrieves specific records by ORI. The response consists of the complete text of all records on file for the ORI.

The second type of inquiry is a file search by location, limited if desired to a particular agency type. The response to an inquiry by location will usually comprise summaries of all matching records; however, if there are three or fewer matches, complete records for the matches are returned.

The third type of inquiry is a file search by Federal agency ID, limited if desired, to a particular location. The response to an inquiry by federal agency ID will usually comprise summaries of all matching records, however, if there are three or fewer matches, complete records for the three matches are returned.

The first line of the inquiry will contain the message key "TQ" followed by a period, the two character state code. The second line will contain the field identifier for the type of inquiry you are making. You will transmit after you have inserted the information.

The following five (5) types of identifiers may be used to make inquiries:

ORI/	Nine digit agency identifier
LOC/	Location
LOC/ TYP/	Location and Agency Type
FED/	Federal Agency
FED/(Code and City)	Federal Agency by City

Explanation of Agency Type Codes - Law Enforcement:

PD – City Police	FE – Federal Agency
SO – County Sheriff	LE – Used for any agency not fitting the above criteria.
SA – State Agency	

Explanation of Agency Type Codes - Criminal Justice:

JA – Prosecutors  
JC – Corrections  
JG – Probation  
JJ – Courts  
JF – Federal Non-Law Enforcement Criminal Justice Agencies.  
CJ – Will return all designated Non-Law Enforcement Criminal Justice Agencies and should be used for all ORIs ending in B, M, N or Y.

Explanation of Agency Type Codes - Non-Criminal Justice Organizations:

NJ – Non-criminal Justice Agency, i.e. BMV, etc.

### **8.9.1 Inquiry by Agency Identifier**

The following is an *example* of an inquiry into the ORION File by ORI:

```
TQ.MI (Enter)
ORI/MI2512500 (TRANSMIT)
```

The response will contain:

- |                   |                         |
|-------------------|-------------------------|
| 1. ORI            | 8. Telephone Number     |
| 2. Location       | 9. Facsimile Number     |
| 3. Agency Name    | 10. Hours of Service    |
| 4. Type of Agency | 11. CHRI Authorization  |
| 5. Address        | 12. Record Owner        |
| 6. City           | 13. Date of Last Update |
| 7. Zip Code       |                         |

If there is no record on file, you will receive a response advising you to send an administrative message to the member's NLETS representative requesting assistance.

If there are three or fewer matches to your inquiry, NLETS will return complete records on each response. If there are more than three matches, you will receive a summary of the responses. A second inquiry may be made on the specific ORI to obtain additional information.

### **8.9.2 Inquiry by Location**

The following is an example of an inquiry into the ORION File by location:

```
TQ.MI (Enter)
LOC/KALAMAZOO.TYP/PD (TRANSMIT)
```

The response will be similar to the information contained in Section 8.9.1.

### **8.9.3 Inquiry by Federal Agency Identification Number**

The following is an example of an inquiry into the ORION File by Federal Agency Identification Number.

```
TQ.MI (Enter)
FED/USC - LANSING (TRANSMIT)
```

The response will be similar to the information contained in Section 8.9.1.

NLETS ORION FILE - codes for Federal agencies:

AFO	U.S. Air Force	DOS	Department of State
ATF	Alcohol, Tobacco and Firearms	FAA	Federal Aviation Administration
BIA	Bureau of Indian Affairs	FBI	Federal Bureau of Investigation
DEA	Drug Enforcement Administration	INS	Immigration and Naturalization
DOI	Department of Interior	IRS	Internal Revenue Service
DOJ	Department of Justice	MSC	Capitol Police

MSC Defense Investigative Service  
MSC Department of Agriculture  
MSC Department of Commerce  
MSC Department of Defense  
MSC Department of Labor  
MSC Dulles Airport  
MSC Federal Protective Services  
MSC Food and Drug Administration  
MSC Health and Human Services  
MSC Park Police Department  
MSC U.S. Coast Guard  
MSC U.S. Marine Corp  
MSC U.S. Navy  
MSC Veterans Administration  
MSC Washington National Airport  
NIS Naval Investigative Service  
OSI Office Special Investigation (USAF)  
PIS Postal Inspection Service  
SSA Secret Service  
USA U.S. Army  
USC U.S. Customs  
USM U.S. Marshal

## 8.10 HAZARDOUS MATERIAL FILE - HAZMAT (MQ/MR)

The NLETS network provides users access to a Hazardous Material File. The data base for this file is housed and maintained by the NLETS in Phoenix, Arizona. The base file and updates will be provided to NLETS by the Department of Transportation and, with a few minor exceptions, will mirror the Department of Transportation's (DOT) Emergency Response Guide.

The purpose of this application is to provide users with on-line information on hazardous materials. The inquiry will be made on a four (4) digit internationally recognized code called a "UN number". This number, normally found on a placard on the vehicle, will relate directly to the hazardous material therein. The response will indicate a variety of information including:

Chemical Name	Personal Safety Precautions
General Handling Procedures	Disposal Methods
Degree of Hazard to Public Health	Availability of Countermeasure Materials

Although CHEMTREC does not have a direct link in this process, every response from NLETS will direct the user to contact CHEMTREC at 800-424-9300, if an actual emergency exists. CHEMTREC not only can provide one-on-one contact, but may also have additional and/or more detailed information on the chemical in question.

### 8.10.1 How to Construct a Record

Use the message key "MQ" followed by a period, the code "NL" and a carriage return. Then enter the code "UNN/" followed by the placard number.

*Example Inquiry:*

```
MQ.NL(Enter)
UNN/(placard number)(TRANSMIT)
```

*Example Response:*

MR.OH0250000.NL.TXT  
UNN/1268

MR.NL0000000  
14:25 09/01/93 00485  
14:25 09/01/93 00017 OH0250000  
TXT

RESPONSE TO INQUIRY ON HAZMAT UN NUMBER: 1268  
CHEMICAL NAME(S)  
PETROLEUM DISTILLATE, N.O.S.

THE FOLLOWING INFORMATION IS PROVIDED BY THE NATIONAL LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (NLETS) FROM DATA SUPPLIED BY THE U.S. DEPARTMENT OF TRANSPORTATION, 1990 EMERGENCY RESPONSE GUIDE, DOT P 5800.5.

ERG GUIDE NUMBER: 27

\*\*\* \*\*POTENTIAL HAZARDS\*\* \*\*\*

\*\*\* \*FIRE OR EXPLOSION\* \*\*\*

FLAMMABLE/COMBUSTIBLE MATERIAL; MAY BE IGNITED BY HEAT, SPARKS OR FLAMES.VAPORS MAY TRAVEL TO A SOURCE OF IGNITION AND FLASH BACK. CONTAINER MAY EXPLODE IN HEAT OR FIRE. VAPOR EXPLOSION HAZARD INDOORS, OUTDOORS OR IN SEWERS. RUNOFF TO SEWER MAY CREATE FIRE OR EXPLOSION HAZARD.

\*\*\* \*HEALTH HAZARDS\* \*\*\*

MAY BE POISONOUS IF INHALED OR ABSORBED THROUGH SKIN. VAPORS MAY CAUSE DIZZINESS OR SUFFOCATION. CONTACT MAY IRRITATE OR BURN SKIN AND EYES. FIRE MAY PRODUCE IRRITATING OF POISONOUS GASES. RUNOFF FROM FIRE CONTROL OR DILUTION WATER MAY CAUSE POLLUTION.

## **8.11 AIRCRAFT TRACKING SYSTEM (JQ/JR)**

The Aircraft Tracking System (ACTS) provides the NLETS user with the capability of accessing information on the movement and location of private aircraft. In order to be accomplished the ACTS integrates Visual Flight Rules (VFR) flight plan data from FAA Flight Service Stations (FSS) and Instrument Flight Rules (IFR) flight plan data from FAA Air Route Traffic Control Centers with aircraft arrival, departure and sighting data from Customs Inspectors, Control Officers and other Federal, state, and local law enforcement agencies via NLETS.

### **8.11.1 How to Construct a Message**

The following fields can be used on a ACTS inquiry:

FIELD	CODE	CHARACTERS
Attention Line(Person making the request) .....	ATN.....	30
Registration Number .....	REG.....	8
Sited Aircraft.....	SIT.....	1
Date Aircraft Sited (Required if "SIT" field is Yes) .....	DOS.....	6
Data Range Parameters .....	DAR .....	13
Types of Aircraft.....	TYP .....	4
Originating Agency Identifier (Will limit search area to a two digit state code or single ORI) .....	ORI.....	9

The "ATN", "REG", and "SIT" fields are mandatory in an inquiry. If the entry in the SIT field is "Y", then you must use the DOS field.

### 8.11.2 Inquiry

Use the message key "JQ" followed by a period, the code "FA" and a carriage return. Then enter the "ATN", "REG", and "SIT" fields. These fields must be separated by periods.

*Example Inquiry:*

```
JQ.FA(Enter)
ATN/SGT PAUL JOSEPH.REG/NTST.SIT/Y.DOS/090187(TRANSMIT)
```

*Example Response:*

```
JR.FATECS000
10:01 07/01/94 03049
10:01 07/01/94 07342 NX0000000
TXT

SRC STA/ORI ACFTID TYPE DPTD DPTM DSTN ETA DATE REMARKS
ARR NX0000000 NTST C1723 MYCC 2130 MYER 2300Z 081587 LORENZO
SIT* NX0000000 NTST MYNN 2200 MYAM 2350Z 081787
ATTN:SGT.
VFR NTST PA23 MYNN 1200 MYAM 1305Z 081887 218763
```

Listed below is an explanation of the codes used in a ACTS response:

SRC Source of Date (Data Type)  
 VFR Visual Flight Rules Flight Plan  
 IFR Instrument Flight Rules Flight Plan  
 SIT Aircraft Sighting (Customs/NLETS)  
 DEP Aircraft Departure (Customs Entry Only)  
 ARR Aircraft Arrival (Customs Entry Only)  
 STA/ORI ORI of station entering tracking record.  
 ACFTID Aircraft ID (Registration Number).  
 TYPE Aircraft Type (2-4 characters, i.e. C172 = Cessna 172)  
 DPTD Departure Airport Code (IACO codes. To decode see Section 12.11.3).  
 DSTN Destination Airport (IACO codes. To decode see Section 12.11.3).  
 \*ETA Estimated Time of Arrival at DSTN (VFR records only).  
 \*ETA is expressed in Greenwich Mean Time (ZULU)

Standard Pacific +8 Hrs.  
 Mountain +7 Hrs.  
 Central +6 Hrs.  
 Eastern +5 Hrs.  
 Daylight -1 Hr.

DATE If SRC = VFR or IFR - Date of Arrival  
 If SRC = SIT - Date of Sighting  
 If SRC = DEP - Date of Departure  
 If SRC = ARR - Date of Arrival

REMARKS If NLETS sighting entry, this field contains ATN:NAME.

### 8.11.3 Airport Codes

To assist users in translating destination airport (DSTN) and departure airport (DPTD) codes in the "JR" response, NLETS has established a message which will permit retrieval of airport names. All codes are sanctioned by the International Civil Aviation Organization (IACO).

The message is constructed the same as for a ACTS message, except you use the designated field "COD" in your inquiry.

*Example Inquiry:*

```
JQ.FA(Enter)
COD/MYNN(TRANSMIT)
```

*Example Response:*

```

/OH0250000
FASTECS000
15:13 07/01/94 0002
15:13 07/01/94 0112 OH0250000
TXT
LOCATION NYNNNASSAU INTL ARPT, NEW PROVIDENCE ISLAND, BAHAMAS XX BS

```

## 8.12 AIRCRAFT REGISTRATION SYSTEM (GQ/GR)

The Aircraft Registration System (ACRS) is an on-line inquiry capability which provides information to NLETS users about commercial and private aircraft registered with the FAA.

Aircraft registration data is provided and maintained by the Treasury Enforcement Communications System (TECS) through an NLETS/TECS interface. The file is kept up-to-date by TECS.

An agency can request an aircraft registration by sending an inquiry message through NLETS to TECS. The two character address "FA" is used for all "GQ" inquiries.

### 8.12.1 How to Construct a Message

The following fields can be used on a ACRS inquiry:

FIELD	CODE	CHARACTERS
Attention Line (Person making the request) .....	ATN.....	30
Registration Number .....	REG.....	8
Serial Number .....	SER .....	16
Name of Registrant .....	NAM .....	40
Sited Aircraft(Use only in inquiries by REG/.....	SIT.....	1
Date Aircraft Sited (Required if "SIT" field is Yes) .....	DOS.....	6

The "ATN" field is a required field. You may inquire on one of the following fields: "REG", "SER", and "NAM".

### 8.12.2 Inquiry

Use the message key "GQ" followed by a period and the code "FA" and a carriage return. Then enter the "ATN", "REG", "SER", or "NAM", (and "SIT" for "REG" inquiries only) fields in the inquiry. When you make an inquiry on the "REG", you should use the "SIT" Field. If the answer in the "SIT" field is "Y", then you must fill in the "DOS" (Date Sighted) field.

*Example Inquiry:*

GQ.FA(Enter)  
ATN/SGT PAUL JOSEPH.REG/NST.SIT/Y.DOS/090187(TRANSMIT)

OR

GQ.FA(Enter)  
ATN/SGT PAUL JOSEPH.NAM/WORLD AIRWAYS INC(TRANSMIT)

*Example Response:*

GR.FATECS000  
07:34 07/01/94 01563 07:34 07/01/94 00016  
07:34 07/01/94 00017 NX0000000  
TXT

AIRCRAFT REGISTRATION RECORD  
REG NR:NST SERIAL NR: 46835  
YR:79 MAKE:DOUGLAS MODEL:DC-10-30F TYPE:FIXED WING MULTIENGINE  
MFG:3023503 CLASS:STANDARD APPROVED OP:TRANSPORT ENGINES:3-TURBOJET  
REGISTRANT:WORLD AIRWAYS INC  
ADDRESS:OAKLAND INTERNATIONAL AIRPORT/OAKLAND/CAUS/94614  
ISSUED:061892 VALIDATED:061894

OR

GR.FATECS000  
07:34 07/01/94 01563 07:34 07/01/94 00016  
07:34 07/01/94 00017 NX0000000  
TXT

4 MATCHES ON NAM/WORLD AIRWAYS INC

1	N479WA	BOEING	747-273C	WORLDAIRWAYSINC
2	N112WA	DOUGLAS	DC-10-30F	WORLDAIRWAYSINC
4	N108WA	DOUGLAS	DC-10-30F	WORLDAIRWAYSINC

Inquiries by name will generate multiple hits on possible matches. You will need to inquire on the individual "REG" of the record listed in the response to obtain additional information.

### **8.13 OUT-OF-STATE WEATHER INFORMATION**

See Sections 3.14.2 and 8.16 of this manual for information on how to obtain out-of-state weather information.

**8.14**

**NLETS MAP**

### 8.14.1 NLETS Region Codes

#### REGION A (CODE IS "A1")

Connecticut  
Maine  
Massachusetts  
New Hampshire  
Rhode Island  
Vermont  
FBI  
Postal Inspection Service

#### REGION C (CODE IS "C1")

Kentucky  
North Carolina  
South Carolina  
Tennessee  
Virginia  
West Virginia  
FBI  
Postal Inspection Service  
Main Justice (DOJ)

#### REGION E (CODE IS "E1")

Illinois  
Indiana  
Michigan  
Missouri  
Ohio  
Wisconsin  
FBI

#### REGION G (CODE IS "G1")

Arizona  
Colorado  
Kansas  
New Mexico  
Oklahoma  
Texas  
Utah  
FBI

#### REGION B (CODE IS "B1")

Delaware  
District of Columbia  
Maryland  
New Jersey  
New York  
Pennsylvania  
FBI  
Postal Inspection Service

#### REGION D (CODE IS "D1")

Alabama  
Arkansas  
Florida  
Georgia  
Louisiana  
Mississippi  
Puerto Rico  
FBI

#### REGION F (CODE IS "F1")

Iowa  
Minnesota  
Montana  
Nebraska  
North Dakota  
South Dakota  
Wyoming  
FBI

#### REGION H (CODE IS "H1")

Alaska  
California  
Hawaii  
Idaho  
Nevada  
Oregon  
Washington  
FBI  
Treasury System (TECS)

The Department of Treasury and NCIC have users in all states, and will be included in each regional broadcast. They will be responsible for further distribution.

## **8.15 COMMUNICATIONS WITH CANADA**

To improve communications with Canada a computer-to-computer interface was established between the INTERPOL offices in Canada and the United States. Through this interface, a variety of information will be made available. The interface is not totally automated since existing policies in both the U.S. and Canada require there be pre-screening on certain types of information exchange, and because some types of information are not available on a strictly automated basis.

This document provides detailed specifications allowing NLETS members to implement the necessary programming and perform the required training to enable their users to obtain information from Canada.

It is important to understand Canadian information is provided from several sources. The Canadian Police Information Centre (CPIC), a system somewhat similar to FBI/NCIC, is providing hot file, vehicle registration and driver license status information for several provinces and the two territories who do not maintain their own vehicle registration and driver license files.

Those provinces who maintain their own files provide their vehicle registration and drivers license information directly. Note, however, driver license status information comes directly from CPIC.

As a part of this interface, users within Canada also will be obtaining information from users in the United States. Canadian agencies have nine character ORIs with the first two characters representing the province or territories.

### **8.15.1 Policy for Use of Information from Canada**

The CPIC has both confidentiality and dissemination policies regarding the use of the information they provide.

Within their CPIC Policy Manual (Chapter 1.2, Section 7, Paragraph 7.1) it states:

"Information contributed to, stored in and retrieved from CPIC is supplied in confidence by the originating agency for the purpose of assisting in the detection, prevention, or suppression of crime and in the enforcement of law. This information must be protected against disclosure to unauthorized agencies or individuals."

Paragraph 7.1,a. further states:

CPIC printouts or copies therefore pertaining to persons, vehicles, marine, and property files in the investigative data bank shall be disseminated only to those agencies approved by the CPIC Advisory Committee."

Regarding this interface, CPIC provides information but requires the states restrict access to criminal justice agencies for criminal justice purposes. The only exception are those agencies or categories of agencies who have been specifically approved by CPIC to access their files through NLETS. These restrictions are nearly identical with those the states currently have in place for controlling access to criminal history information over NLETS (IQ/FQ/AQ) by their users.

Finally, per Canadian policy, under no circumstances shall any data be released outside the criminal justice system without specific written approval of the CPIC Advisory Committee.

### **8.15.2 Types of Information Available**

The general types of information available fall under the categories listed below. See the specific sections for further details.

Persons	Vehicles	Drivers License	Vehicle
Registration			
Articles	Guns	Securities	Boats
Criminal History	Administrative	ORI Tables	HELP

### **8.15.3 Off-Line Searches**

The term "CPIC off-line search" refers to the method of processing and searching CPIC records in a computing environment independent of the CPIC computer system. Whenever the query capability of the CPIC system cannot be used to search the CPIC database for known partial descriptions of Person, Property, Vehicle, Boats or Boat Motors, a request for an off-line search can be submitted to the Support Services Unit, CPIC Secretariat Branch, CPIC Services, Informatics Directorate, at RCMP Headquarters in Ottawa (ORI: ON1000000). The Support Services Unit maintains a series of programs to search all CPIC database records. These programs compare the partial descriptive information available for possible matching or close similarity to data already stored on the system. Output from these off-line search programs provides results in the form of listings which are forwarded directly to the requesting police agency. The following components of the CPIC database can be searched in an off-line environment:

1. All fields identified on the CPIC records pertaining to the Persons, Property, Vehicle or Marine files can be searched for partially known descriptive information.
2. Computer tapes that record all query transactions performed by all NLETS users on the CPIC can be searched to determine location and movement of Persons and Vehicles. These logging tapes are held for a three-year period and any time frame within the three years can be requested for an off-line search.
3. Computer tapes that record all administrative type messages dispatched by all agency ORIs can be searched for a three year period.
4. Registered Owner (RO) information stored on the centralized CPIC RO files for Saskatchewan, Manitoba, New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Yukon and Northwest Territories can be searched for partial descriptions of vehicle and license. As well, computer tapes for the Alberta RO system are available for similar processing. Listings can be sorted by field such as make, model, year or postal code.
5. Records on criminal record synopsis and criminal name index tapes contain all persons with criminal records, and can be searched for partial or a range of descriptions on height, weight, age, marks and tattoos. Listings can be sorted by any of these fields.

*Off-line Search Consultations* - For advice and consultation on requesting off-line searches, contact CPIC Support Services Unit at ORI: ON1000000.

*Priority Levels* - The requesting agency must assign a priority level to each off-line search requested. Support Services will attempt to provide results within the following time frames:

URGENT (within 6 hours) - The request is usually for information sought on major criminal investigations.

ROUTINE - overnight or the next working day.

*Hours of Operation* - Support Services Unit (ON1000000) is staffed during normal working hours (Ottawa time). After normal working hours, this ORI is placed on alternate route to the CPIC Computer Room, thus providing 24 hour capability to process URGENT operational off-line search requests.

*Off-line Search Procedures* - To request an off-line search of the Person, Property, Marine, Vehicle, Criminal Record/Criminal Name Index or vehicle registration/driver license files stored at CPIC Ottawa contact the Support Section, CPIC Services, RCMP Informatics Directorate at ORI: ON1000000.



Securities/Boats

Because of the possibility of multiple hits, users will have to confirm the record directly with the Canadian agency who entered the record.

Criminal History

There will be no manual intervention on "IQ" request for identity information from the CPIC criminal record files. A request for a complete criminal record using an "FQ" will result in manual intervention in order to 1) delete pardon records, 2) delete juvenile information and, 3) translate the record if it is in French.

### 8.15.5 Canadian Addressing Code - General Rules

The following are general rules users must follow when communicating with Canada.

Although NCIC has assigned ORIs to Canadian agencies, these are not used by Canada for this interface. These codes are listed in the NLETS On-line ORI Directory (ORION) and are accessible in the same way as U.S. ORIs. Two character province/territory codes are also used. Functionally, these are similar to the NLETS state codes. For example, an inquiry requesting vehicle registration information from Quebec would be addressed to the 2 character code "PQ".

Below is a list of all provincial and territorial codes.

<b>Provinces</b>	<b>Code</b>
Alberta.....	..AB
British Columbia.....	..BC
Manitoba.....	..MB
New Brunswick.....	..NK
Newfoundland.....	..NF
Nova Scotia.....	..NS
Ontario.....	..ON
Prince Edward Island.....	..PE
Quebec.....	..PQ
Saskatchewan.....	..SN

<b>Territories</b>	<b>Code</b>
Northwest Territories.....	..NT
Yukon Territories.....	..YT

Maximum message size is 14,400 characters per message.

There are a few special requirements imposed by the international nature of this interface. Details on these may be found within the specifications for each message.

### **Reason Codes**

Every fixed format *hot file* inquiry directed to Canada must have a reason code indicating the general purpose of the request. Following is a list of the authorized reason codes:

Reason for Request	Code
Narcotics .....	N
Fraud (includes counterfeit documents).....	F
Violent crimes (robbery, murder, rape, bombing, etc.).....	V
Traffic Violations .....	T
Theft .....	S
Humanitarian.....	H

### **Person/Property in Sight**

Every fixed format *hot file* directed to Canada must indicate whether the subject of the message is present or "in sight". The user will indicate "in sight" by inserting a "Y" in this field (e.g. PPS/Y). If the inquiry is for investigative purposes or the subject of the message, for whatever reason, is not present or available place an "N" in this field (e.g. PPS/N).

### **Error Messages**

All error messages generated by Canada as a result of a fixed format inquiry will be returned to the requestor as a response to the inquiry. For example, an error on a driver license inquiry (message type = UQ) will be returned as a "UR" with a self-explanatory error message.

### **Status Messages**

All status messages relating to the condition of the Canadian interface will be sent as an "SM" type message (as they are on the current NLETS network).

### **Person File**

This information is provided by the CPIC file. It will include a variety of records, some not normally available from their United States counterpart, FBI/NCIC. Users should also

be aware they may receive records associated with a person record. These may reference vehicles, articles, guns, securities, or boats and will be appended to the person record.

Take no official action on any response from the Canadian PERSON FILE without obtaining specific instructions from Washington D.C., INTERPOL. This information is provided for officer safety and is to be used only in conjunction with other information the inquiring officer may have at his or her disposal at the time of inquiry.

States must not programmatically generate inquiries to the Canadian PERSON FILE based on routine inquiries to their state wanted persons file, NCIC's wanted person file, or inquiries on a driver license by name and date of birth.

On all inquiries to Canada the user must include the reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is in-sight of the officer actually making or requesting the information. The following types of information are available to United States users from the CPIC Persons File:

Wanted	Charged	Prohibited	Paroled
Probation	Refused	Observed	Missing

### **Wanted**

This refers to a person who is arrestable and/or for whom a warrant has been issued. Persons wanted by Provincial, Canada-wide and extraditable warrants are recorded on this file.

### **Charged**

This refers to a person against whom legal proceedings have commenced in relation to a criminal code offense or an offense under a Federal statute, who is waiting final disposition, including any appeal, and for whom a warrant to arrest is not in force for that offense.

### **Prohibited (PROHIB)**

This refers to a person against whom an Order of Prohibition is in effect with regard to liquor, firearms, vehicle driving (and boat operation), hunting or any other court or statute-imposed prohibition.

Note: Individuals with revoked/suspended licenses will be returned as this type of record by CPIC. British Columbia, however, keeps their own status information; therefore, on a WQ no status information will be provided for British Columbia licenses.

**Parolee**

This refers to a person who has been convicted of a criminal offense and has been released on Parole, Day Parole, Life Parole, Mandatory Supervision, or Temporary absence over 24 hours from a federal penitentiary.

**Probation**

This refers to a person who has been convicted or found guilty of an offense and:

Has been given a suspended sentence, or conditional discharge under section 736 (l) CC, or;

Has been released on probation, or;

Has been placed on peace bond, recognizance or restraining order, or;

Is a young offender who is in "open custody".

**Refused (REF)**

This category has been incorporated into the CPIC file to meet the requirements of the Firearms Legislation of the Criminal Code. It is used to record data on a person who:

Has been refused the issuance of a Firearm Acquisition Certificate (FAC), or;

Has been refused the issuance of a Firearm Registration Certificate (FRC), or;

Had a FRC revoked.

**Observation**

In the event a person is reported as being under "observation", take no action based on this information and do not divulge the existence of this information to any non-criminal justice personnel.

This category is used to record data on a person who is:

Suspected of committing criminal offenses and sufficient information is not available to prosecute, or;

Known to be dangerous to himself/herself or to others, or;

Involved in a serious criminal investigation, and confidential information as to his or her whereabouts is required.

Only observation records containing information about an individual who may pose a danger to an officer will be returned to the inquirer. Other types of "observed" records kept merely for surveillance purposes will not be provided to the inquirer.

There may be instances where a "silent hit" occurs. This means the agency who entered the record will be notified you inquired on his record but you will receive a "no hit" message. In some instances the agency may contact you in regard to this inquiry.

### **Missing**

This refers to a person:

Reported missing, or;

Who has been admitted/committed to a mental institution or hospital psychiatric ward and has left without permission or formal discharge (designated as an eloper), or;

For whom a police agency has undertaken to assist in locating on compassionate grounds.

### **8.15.6 Inquiry Format (WQ)**

The inquiry transaction will have the following format:

```
WQ.CN  
NAM/(Name).DOB/(Date of Birth).SEX/(Sex)  
RSN/(Reason Code).PPS/(Person/Property Code)
```

All fields are required. The destination code must be "CN".

<b>Entry</b>	<b>Length</b>	<b>Explanation</b>
WQ.	3	2 character message type followed by a period
CN	2	2 character destination code
NAM/	4	Prefix to identity name field
Name	max 30	Full name in format: Last name, first name (space) middle name or initial (e.g. Doe,John D)
.	1	Period terminates field
DOB/	4	Prefix to identify date of birth field

Date of Birth	6	Express as MMDDYY
.	1	Period terminates field
SEX/	4	Prefix to identify sex field
Sex	1	Sex: M = Male F = Female
<b>Entry</b>	<b>Length</b>	<b>Explanation</b>
RSN/	4	Prefix to identify reason code
Reason Code	1	Must be authorized alpha code (see Section 12.15.5)
.	1	Period terminates reason code
PPS/	1	Prefix identifies "in sight" field
Person/Property in sight	1	Must be Y or N

Note: No period after last field.

### 8.15.6.1 Response (WR)

Several responses may be returned from the CPIC Person File as a result of your inquiry. Most of these relate to the hit confirmation process. INTERPOL, Ottawa will not release a record until a confirmation has been initiated. If however, there are delays in this process, they will release the record in the interest of officer safety. The following messages deal primarily with the different conditions that may occur during this process and the responses that will result.

*No Record Response* - This occurs when no matching record was found in the Canadian file.

*Example:*

WR. (standard NLETS header)

\*\* FROM CPIC - PERSONS FILE \*\*

```

QUERY NOT ON FILE
TESTRECORD,JOHN D PERSON
SEX: M DOB: 19450123
>>>QUERY REMARKS: 04(H OR I), AZNLETS00,*CNTRLFIELD

```

*Possible Hit* - A possible hit has been made on the Canadian Person File. It is being confirmed by the individuals at INTERPOL OTTAWA.

Canada will not release details of the Person records until they have initiated the confirmation process. It will, therefore, not be necessary for the NLETS user to go through the hit confirmation process (YQ/YR) with the Canadian agency who entered the person record when you obtain a hit over this interface. If there is a delay in the

confirmation process, INTERPOL Ottawa will return a "confirmation delayed" message along with the complete record. This is done for officer safety.

*Example:*

YR. (standard NLETS header)

\*\*FROM CPIC - PERSON FILE\*\*

```
*****
*   POSSIBLE CPIC  "PERSONS" FILE HIT           *
*                                                     *
*   BEING CONFIRMED BY INTERPOL - OTTAWA       *
*   ON1005900 - MESSAGE TO FOLLOW.           *
*****
```

QUERY POSSIBLE HITS FOR  
TESTRECORD JOHN DAVID PERSON  
SEX:M DOB:019390109

*Confirmation of Hit* - When INTERPOL has confirmed a hit, they will notify the inquiring agency. This completes the cycle of responses which began with the "Possible Hit" message.

*Example:*

YR. (standard NLETS header)

\*\* FROM CPIC - PERSON FILE \*\*

```
*****
* CPIC "PERSONS" FILE HIT CONFIRMED.           *
*                                                     *
* SUBJECT MAY BE IDENTICAL TO YOUR QUERY.     *
* DO NOT ARREST BASED ON THIS INFORMATION.     *
*                                                     *
* FOR FURTHER INFORMATION OR ASSISTANCE,       *
* CONTACT INTERPOL/WASHINGTON (202) 272-8383  *
* OR DCINTERJO.                               *
*****
```

QUERY-POSSIBLE HITS FOR  
TESTRECORD JOHN DAVID  
SEX: M DOB: 19390109 BEST: 3,1  
>>>QUERY REMARKS: 00,I, AZNLETS00  
MAXIMUM POSSIBLE SCORE 36  
NO. 1        SCORE 36

<<<<CAUTION>>>> VIOLENCE  
<<<<CAUTION>>>> ESCAPE RISK  
<<<<CAUTION>>>> MENTAL INSTABILITY  
<<<<CAUTION>>>> SUICIDAL TENDENCIES  
<<<<CAUTION>>>> CONTAGIOUS DISEASE

TEST RECORD ONLY FOR ACUPIES INTERFACE  
\*\*WANTED\*\* THEFT OVER \$1000 CC(231) (2)  
OFFENSE DATE 90-07-05  
RADIUS CANADA WIDE WARRANT

EXPIRY DATE 95-07-01  
POSB ONT DOB 39-01-09 AGE 53 WHITE MALE 190CM (6FT 03INS)  
090 KG (200LBS) BROWN HAIR BROWN EYES  
MARKS: TATTOO - LEFT ARM "MOTHER"  
ADDRESS 1234 GLEN KNOLLS DRIVE, ORLEANS, ONTARIO  
CONTROL NUMBER : 1234567890123456  
ADD-REM: THIS IS A TEST RECORD ONLY FOR THE ACUPIES  
INTERFACE BETWEEN CANADA AND THE UNITED STATES  
DL J1234-50673-90109 POI ONT  
CASE ACUPIES-TEST  
ENTERED BY INTERPOL NAT. CENT. BUREAU ON10059 ON 90-07-17  
CONFIRM ALL HITS WITH ORIGINATING AGENCIES

10JUN94/19:45/00

INTERPOL - OTTAWA, CANADA

*Cancel Possible Hit* - This message indicates the possible hit could not be confirmed. It also completes the cycle of responses that began with the "Possible Hit" message.

*Example:*

YR. (standard NLETS header)

```
** FROM CPIC - PERSON FILE **
      QUERY POSSIBLE HITS FOR
TESTRECORD JOHN DAVID PERSON
SEX: M  DOB: 19390109
>>>QUERY REMARKS: OO(H OR I), AZNLETS00, *CNTRLFIELD
*****
* CANCEL PREVIOUS POSSIBLE CPIC HIT MESSAGE *
* PERSON NOT WANTED *
*****
      INTERPOL - OTTAWA
```

*Confirmation Delayed* - The INTERPOL office will attempt to confirm all hits as quickly as possible. In the event a delay appears imminent, a message will be sent to the inquiring agency in the U.S. indicating that the process is on-going but will be delayed. A copy of

the hit will be attached to this message. This is an interim message. The inquiring Agency will eventually receive either a "Hit Confirmed" or "Hit Not Confirmed" message.

*Example:*

YR . (standard NLETS header)

```
** FROM CPIC - PERSON FILE **

*****
* CPIC "PERSONS" FILE HIT CONFIRMATION DELAYED.*
*
* SUBJECT MAY BE IDENTICAL TO YOUR QUERY
* DO NOT ARREST BASED ON THIS INFORMATION
*
* CONFIRMATION STILL IN PROGRESS BY
* INTERPOL - OTTAWA (ON1005900)
* MESSAGE TO FOLLOW.
* FOR FURTHER INFORMATION OR ASSISTANCE,
* CONTACT INTERPOL, WASHINGTON (202)272-8383
* OR DCINTERJO
*****
```

```
QUERY-POSSIBLE HITS FOR
TESTRECORD JOHN DAVID
SEX: M DOB: 19390109 BEST: 3,1
>>>QUERY REMARKS: 00,I,AZNLETS00
MAXIMUM POSSIBLE SCORE 36
NO. 1 SCORE 36
<<<<CAUTION>>>> VIOLENCE
<<<<CAUTION>>>> ESCAPE RISK
<<<<CAUTION>>>> MENTAL INSTABILITY
<<<<CAUTION>>>> SUICIDAL TENDENCIES
<<<<CAUTION>>>> CONTAGIOUS DISEASE
TEST RECORD ONLY FOR ACUPIES INTERFACE
**WANTED** THEFT OVER $1000 CC(231)(2)
OFFENSE DATE 90-07-05
RADIUS CANADA WIDE WARRANT
```

```
EXPIRY DATE 95-07-01
POB ONT DOB 39-01-09 AGE 53 WHITE MALE 190CM (6FT 03INS)
090 KG (200LBS) BROWN HAIR BROWN EYES
MARKS: TATTOO - LEFT ARM "MOTHER"
ADDRESS 1234 GLEN KNOLLS DRIVE, ORLEANS, ONTARIO
CONTROL NUMBER: 1234567890123456
ADD-REM: THIS IS A TEST RECORD ONLY FOR THE ACUPIES
```

```
INTERFACE BETWEEN CANADA AND THE UNITED STATES
DL T1234-50673-90109 POI ONT
CASE ACUPIES-TEST
ENTERED BY INTERPOL NAT.CENT. BUREAU ON10059 ON 90-07-17
CONFIRM ALL HITS WITH ORIGINATING AGENCIES
```

10JUN92/19:45/00

INTERPOL - OTTAWA, CANADA

There may be some fields unfamiliar to the NLETS user. The following is a brief explanation of some of these fields from the example above:

CONFIRM WITH ORIGINATING AGENCY	This is a standard portion of the Canadian record. Remember Canada will be confirming the hits. U.S. users need not do this.
BEST: 3,1	This field is used by CPIC to return the three highest scoring records.
*** CAUTION ***	This is a cautionary warning and will be followed by one of the four codes below. It will appear when the record subject is considered dangerous to himself/herself or to other persons. Unlike the persons record, this code will not be expanded.
VIOLENCE	An automatic caution for charges involving violence, robbery, or offensive weapons.
ESCAPE CUSTODY	When any attempted or actual escape, regardless of whether a charge is laid, is reported.
MENTAL INSTABILITY	A caution generated when there is a notation on the FPS file indicating mental instability.
ATTEMPTED SUICIDE	Indicating the subject has suicidal tendencies.
CC	Stands for "criminal code"
CONTROL NUMBER	Used to record the police agency's control or warrant number for the subject.
DLT1234-50673-90109	The driver license number of the subject.
POI ONT	The "POI" stands for "province of issue" and the "ONT" is the province where the license was issued.

### **8.15.7 Vehicle File (VQ/VR)**

This information is provided by the CPIC file. It will include a variety of records, some not normally available from their United States counterpart, FBI/NCIC.

Once it has been confirmed the vehicle is the correct vehicle reported to be in question and the status of such vehicle, as reported by the CPIC system, is current and correct, it can be detained and/or impounded pending specific instructions from Washington, INTERPOL and/or the Canadian Agency who entered the vehicle into the CPIC system. The locating agency should immediately contact INTERPOL for further instructions regarding the vehicle.

States must not programmatically generate inquiries to the Canadian Interface based on routine inquiries to their state stolen vehicle file or NCIC's stolen vehicle file.

On all inquiries to Canada the user must include the reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

The following types of information are available to United States users from the CPIC file:

Stolen            Observation            Crime            Abandoned            Pointer

#### **Stolen (V or VEHICLE)**

This refers to a vehicle which has been stolen, or taken from its rightful owner by the commission of a crime, (e.g. a vehicle purchased from a dealer under false pretenses).

#### **Observation (OBSERVEH)**

A vehicle under observation is one which is connected with criminal activities and may or may not be related to a specific individual.

In the event a vehicle is reported as being under observation, absolutely no action is to be taken by the inquiring officer. This information is provided solely for officer safety. Subjects present or associated with the vehicle must not be notified the vehicle is reported under observation by the CPIC system. The inquiring agency should contact INTERPOL, Washington for further instructions regarding the vehicle and/or occupants of such vehicle.

There may be instances where a "silent hit" occurs. This means the agency who entered the record will be notified you inquired on his record but you will receive a "no hit" message. In some instances the agency may contact you in regard to this inquiry.

**Crime (CRIME)**

Crime vehicles are those vehicles known to be connected to the commission of a crime, (e.g. hit and run, murder, robbery, etc.). They are entered on the system by an agency wishing to examine the vehicle for possible evidence such as fingerprints, paint samples, blood stains, disguises, empty shells, etc.

**Abandoned (ABAN or ABANDONED)**

This refers to a vehicle that comes into its possession through abandonment, seizure (including seizure by bailiff), or impounding by other means.

**Pointer (PNTRV or POINTERVEH)**

This refers to a vehicle record whose function is only to "point" to a prime record in the system. For example, an individual wanted for a specific offense is entered into the system as a wanted person record. He is known to drive a particular car. The vehicle's particulars are entered on the system as a PNTRV record to point to the prime wanted person record should an inquiry be received concerning the vehicle only.

**8.15.7.1 Inquiry Format (VQ)**

The inquiry transaction will have the following format:

VQ.( "CN" or 2 char. code)  
 LIC/(License Number).RSN/(Reason Code).PPS/(Pers./Prop.Code) -OR-  
 VIN/(Vehicle ID Number).RSN/(Reason Code).PPS/(Person/Property Code)

All fields are required (with either LIC/or VIN/).

For inquiries on license number a 2 character province code must be used as the destination.

For inquiries on a VIN, the 2 character destination "CN" must be used.

<b>Entry</b>	<b>Length</b>	<b>Explanation</b>
VQ.	3	2 character msg type followed by a period.
CN	2	2 character destination code. For VIN inquiries, only "CN" is required. For LIC inquiries, a

		province/territory code is required.
LIC/	4	Prefix to identify license number field
Lic Number	max 10	License Number
.	1	Period terminates field
*or*		
<b>Entry</b>	<b>Length</b>	<b>Explanation</b>
VIN/	4	Prefix to identify VIN field
Vehicle ID #	max 17	Vehicle ID number
.	1	Period terminates field
RSN/	4	Prefix to identify reason code field
Reason Code	1	Must be authorized alpha code (See Section 12.15.5)
.	1	Period terminates field
PPS/	4	Prefix to identify "in sight" code
Person/Property in sight	1	Must be Y or N

*Example:*

VQ.CN  
VIN/TEST5555555555555555.RSN/T.PPS/Y

*Example:*

VQ.BC  
LIC/TESTER99.RSN/T.PPS/Y

### 8.15.7.2 Response (VR)

When a response is received from the CPIC Vehicle File, a variety of responses may be returned. Most of these relate to the hit confirmation process. INTERPOL will not release a record until it has initiated the confirmation process. If there is a delay in the process, INTERPOL-Ottawa will return a confirmation delayed message along with a copy of the completed record. This is done for officer safety.

The following messages deal primarily with the different conditions that may occur during this process and the response that will result.

*No Record Response* - This occurs when no matching record was found in the Canadian file.

*Example:*

VR.(standard NLETS header)

\*\* FROM CPIC - VEHICLE FILE \*\*

QUERY VEHICLE REM: 01(H OR I), AZNLETS00, \*CNTRLFIELD  
NOT ON FILE Q V LIC:TESTER99 PROV:ONT.

*Possible Hit* - A possible hit has been made on the Canadian Vehicle File. It is being confirmed by the individuals at INTERPOL, Ottawa.

Canada will not release details of the vehicle record until they have initiated the confirmation process. It will, therefore, not be necessary for the NLETS user to go through the hit confirmation process (YQ/YR) with the Canadian agency who entered the vehicle record when you obtain a hit over this interface. If there is a delay in the confirmation process, INTERPOL Ottawa will return a "confirmation delayed" message along with the complete record. This is done for officer safety.

*Example:*

YR.(standard NLETS header)

\*\* FROM CPIC - VEHICLE FILE \*\*

```
*****  
* POSSIBLE CPIC "VEHICLE" FILE HIT. *  
* BEING CONFIRMED BY INTERPOL-OTTAWA, *  
* ON1005900 - MESSAGE TO FOLLOW *  
*****
```

ON FILE Q V LIC TESTER99 PROV ONT.

INTERPOL-OTTAWA, CANADA

*Confirmation of Hit* - When Ottawa INTERPOL has confirmed a hit they will notify the inquiring agency. This completes the cycle of responses that began with the "Possible Hit" message.

*Example:*

YR.(standard NLETS header)

\*\* FROM CPIC - VEHICLE FILE \*\*

```
*****  
* CPIC "VEHICLE" HIT CONFIRMED *  
* FOR FURTHER INFORMATION OR ASSISTANCE *  
* CONTACT INTERPOL WASHINGTON 202/272-8383*  
* OR DCINTERJO. *  
*****
```

\*\*\*\*\*

QUERY VEHICLE REM: 01(H OR I), AZNLETS00,\*CNTRLFIELD

ON FILE Q V LIC: TESTER99 ONT  
INTERPOL NAT.CENT. BUREAU ON10059 1990-07-17  
STOLEN-VEH AUTO 1988 CHEV CSA 4DOOR BLUE  
LIC: TESTER99 ONT 1990 VIN:TEST555555555555  
EXP 1995-07-01  
REM: \*\*TEST RECORD ONLY FOR ACUPIES INTERFACE \*\*  
CASE: ACUPIES-TEST2  
CONFIRM WITH ORIGINATING AGENCY

\*\*\* ASSOCIATED TO \*\*\*

TESTERRECORD, ROBERT DAVID

<<<<CAUTION>>>> VIOLENCE  
<<<<CAUTION>>>> ESCAPE RISK  
<<<<CAUTION>>>> MENTAL INSTABILITY  
<<<<CAUTION>>>> SUICIDAL TENDENCIES  
<<<<CAUTION>>>> CONTAGIOUS DISEASE  
\*\* TEST RECORD ONLY FOR ACUPIES INTERFACE \*\*  
\*\* WANTED \*\* THEFT OVER \$1000 CC(231)(2)  
OFFENSE DATE 90-07-05  
RADIUS CANADA WIDE WARRANT

EXPIRY DATE 95-07-01  
POB ONT DOB 39-01-09 AGE 53 WHITE MALE 190CM (6FT 03INS)  
090 KG (200LBS) BROWN HAIR BROWN EYES  
MARKS: TATTOO - LEFT ARM "MOTHER"  
ADDRESS 1234 GLEN KNOLLS DRIVE, ORLEANS, ONTARIO  
CONTROL NUMBER: 1234567890123456  
ADD-REM: THIS IS A TEST RECORD ONLY FOR THE ACUPIES  
INTERFACE BETWEEN CANADA AND THE UNITED STATES  
DL T1234-50673-90109 POI ONT  
CASE ACUPIES-TEST  
ENTERED BY INTERPOL NAT.CENT.BUREAU ON10059 ON 90-07-17  
CONFIRM ALL HITS WITH ORIGINATING AGENCIES

10JUN94/19:45/00  
INTERPOL - OTTAWA, CANADA

There may be some fields unfamiliar to the NLETS user. The following is a brief explanation of some of these fields from the example above:

CONFIRM WITH ORIGINATING AGENCY

This is a standard portion of the Canadian record. Remember Canada will be confirming the hits. U.S. users need not do this.

CONTROL NUMBER

This is used to record the police agency's control or warrant number for the subject.

DLT1234-50673-90109

This is the driver license number of the subject.

POI ONT

The "POI" stands for "province of issue" and the "ONT" is the province where the license was issued.

*Cancel Possible Hit* - This message indicates the possible hit could not be confirmed. It also completes the cycle of responses which began with the "Possible Hit" message.

*Example:*

YR. (standard NLETS header)

\*\* FROM CPIC - VEHICLE FILE \*\*

ON FILE Q V LIC:TESTER99 ONT

\*\*\*\*\*  
\* CANCEL PREVIOUS POSSIBLE CPIC HIT MESSAGE. . \*  
\* VEHICLE NOT WANTED \*  
\*\*\*\*\*  
INTERPOL- OTTAWA, CANADA

*Confirmation Delayed* - The INTERPOL office in Ottawa will attempt to confirm all hits as quickly as possible. In the event a delay appears imminent, a message will be sent to the inquiring agency in the U.S. indicating the process is on-going but will be delayed. A copy of the hit will be attached to this message. This is an interim message. The inquiring agency will be receiving either a "Hit Confirmed" or a "Hit Not Confirmed" message.

*Example:*

YR. (standard NLETS header)

\*\* FROM CPIC - VEHICLE FILE \*\*

\*\*\*\*\*  
\* CPIC "VEHICLE" FILE HIT CONFIRMATION DELAYED.\*  
\* \*  
\* CONFIRMATION STILL IN PROGRESS BY \*  
\* INTERPOL-OTTAWA \*  
\* ON1005900 - MESSAGE TO FOLLOW \*  
\* FOR FURTHER INFORMATION OR ASSISTANCE, \*  
\* CONTACT INTERPOL-WASHINGTON (202) 272-8383 \*  
\* OR DCINTERJO. \*  
\*\*\*\*\*  
QUERY VEHICLE REM: 01(H OR I), AZNLETS00,\*CNTRLFIELD  
  
ON FILE Q V LIC: TESTER99 ONT  
INTERPOL NAT.ENT.BUREAU ON10059 1990-07-17  
STOLEN-VEH AUTO 1988 CHEV CSA 4DOOR BLUE

LIC: TESTER99 ONT 1990 VIN:TEST555555555555  
EXP 1995-07-01  
REM: \*\* TEST RECORD ONLY FOR ACUPIES INTERFACE \*\*  
CASE: ACUPIES-TEST2  
CONFIRM WITH ORIGINATING AGENCY

\*\*\*\* ASSOCIATED TO \*\*\*\*

TESTERRECORD, ROBERT DAVID

<<<<CAUTION>>>> VIOLENCE  
<<<<CAUTION>>>> ESCAPE RISK  
<<<<CAUTION>>>> MENTAL INSTABILITY  
<<<<CAUTION>>>> SUICIDAL TENDENCIES  
<<<<CAUTION>>>> CONTAGIOUS DISEASE

\*\* TEST RECORD ONLY FOR ACUPIES INTERFACE \*\*  
\*\* WANTED \*\* THEFT OVER \$1000 CC(231)(2)  
OFFENSE DATE 90-07-05  
RADIUS CANADA WIDE WARRANT

EXPIRY DATE 95-07-01  
POB ONT DOB 39-01-09 AGE 53 WHITE MALE 190CM (6FT 03INS)  
090 KG (200LBS) BROWN HAIR BROWN EYES  
MARKS: TATTOO - LEFT ARM "MOTHER"  
ADDRESS 1234 GLEN KNOLLS DRIVE, ORLEANS, ONTARIO  
CONTROL NUMBER: 1234567890123456  
ADD-REM: THIS IS A TEST RECORD ONLY FOR THE ACUPIES  
INTERFACE BETWEEN CANADA AND THE UNITED STATES  
DL T1234-50673-90109 POI ONT  
CASE ACUPIES-TEST  
ENTERED BY INTERPOL NAT.CENT.BUREAU ON10059 ON 90-07-17  
CONFIRM ALL HITS WITH ORIGINATING AGENCIES

10JUN94/19:45/00

INTERPOL - OTTAWA, CANADA

### **8.15.8 Driver License Files (UQ/UR)**

Requests to Canada for driver license information must include NAM, DOB, SEX and OLN (and RSN & PPS). This inquiry will result in a check of both the driver license file in the province/territory and the Person file located on the CPIC system. The search of the Person file will be by NAM/DOB while the search of the province/territory file will be by OLN.

*Canada does not provide a search of Driver License files by NAM/DOB.*

As a result of a single "UQ" inquiry you will receive both URs and WRs. These are responses from the provinces/territories (UR) and CPIC Person file (WR).

On all inquiries to Canada the user must include the reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

### 8.15.9 Person File Access

The inquiry generated from a "UQ" query to the CPIC Person file will be by NAM/DOB. It will be as though you sent a "WQ" to Canada. See Section 8.15.6.1 for important information on Person file responses.

#### 8.15.9.1 Inquiry Format (UQ)

The inquiry transaction will have the following format:

```
UQ.(Province/Territory Code)
NAME/(Name).DOB/(Date of Birth).SEX/(Sex).OLN/(OL )
RSN/(Reason Code).PPS/(Person/Property Code)
```

Note: All fields are required.

Entry	Length	Explanation
UQ.	3	2 character msg type followed by a period
(Province/Territory)	3	2 character province/territory code followed by a period See Section 8.15.5 for list of acceptable codes.
NAM/	3	Prefix to identify name field
NAME	max 30	Full name in format: Last name, first name (space) middle name or initial (e.g. Johnson,Anthony Lionel)
.	1	Period terminates field
DOB/	4	Prefix to identify date of birth field
Date of Birth	6	Express as MMDDYY
.	1	Period terminates field
SEX/	4	Prefix to identify sex field
Sex	1	Sex: M = Male F = Female
.	1	Period terminates field
OLN/	4	Prefix to identify driver license field
Driver License	max 20	Complete Driver License Number
RSN/	4	Prefix to identify reason code
Reason Code	1	Must be authorized alpha code (See Section 8.15.5)
.	1	Period terminates field
PPS/	4	Prefix to identify "in sight" field

Person/property in sight	1	Must be Y or N
--------------------------	---	----------------

Note: No period after last field.

*Example:*

UQ.BC.  
NAM/LAST,FIRST.DOB/061045.SEX/M.OLN/B537465  
RSN/T.PPS/Y

Note: This inquiry will result in two inquiries in Canada; one to the CPIC Person file and one to British Columbia. British Columbia will provide the driver license status information. Suspended/prohibited driver status for all other provinces/territories will be provided by the CPIC Person file.

*Example:*

UQ.NS  
NAM/LAST,FIRST.DOB/061045.SEX/M.OLN/B537462.RSN/T.PPS/N

Note: The request is addressed to Nova Scotia, a non-automated province. The message will generate an inquiry to the CPIC Person file and return suspended/prohibited license information. However, other driver license information is not available via a UQ since Nova Scotia is not automated. The following message will be returned to the requestor. Note both the original inquiry as well as the address (ORI) of the non-automated province will be included in the response to assist the user in sending a request for a manual search via an "AM" message.

```
UR.DCINTERJ1
15:57 06/10/94 00190
15:57 06/10/94 04231 AZNLETS00
TXT
CANADIAN PROVINCE "NS" DOES NOT HAVE AUTOMATED DRIVERS LICENSE FILES.
YOU WILL BE PROVIDED NOTIFICATION OF THE GENERAL STATUS OF THE DRIVERS
LICENSE BY CPIC (NORMAL, INACTIVE, UNLICENSED). ADDITIONAL INFORMATION
(HT., WGT., ADDRESS, ETC.) MAY BE OBTAINED BY SENDING AN "AM" MESSAGE TO
THE PROVINCIAL LICENSING AUTHORITY
```

"NS10053"

YOUR QUERY:

NAM/JOHNSON,ANTHONY.DOB/061045.SEX/M.OLN/B537462.RSN/T.PPS/N

Note: The address provided in the canned message must be modified to conform to NLETS standards. The one included in the message is only 7 characters long.

### 8.15.9.2 Responses (UR/WR)

There are two types of responses that will result from a "UQ" inquiry; Person file response (WR) and province/territory response (UR).

### 8.15.9.3 Person File (WR)

Since a UQ generates an inquiry of the CPIC Person file, the user will be receiving responses from the Person File. The response will include suspended or prohibited driver status information for all province/territories except British Columbia who will provide the information from their own file. All possible responses may be found in Section 8.15.6.1 of this manual.

For those provinces who provide their own registration information, a message will indicate the query is being processed.

*Example:*

WR. (standard NLETS header)

```
** FROM CPIC - PERSONS FILE
```

```
QUERY NOT ON FILE
```

```
TESTNAM,TIM PERSON SEX:M DOB:061045 DRY:Y BEST:3,1
```

```
>>>QUERY REMARKS:04I,AZNLETS00
```

```
RO/DL TRANSACTION BEING PROCESSED
```

```
09JUL94/14:42/43
```

Note: The phrase "RO/DL TRANSACTION BEING PROCESSED" will only be received when a "UQ" was sent to one of the four automated provinces; British Columbia, Alberta, Ontario, or Quebec. UQs sent to the other provinces or territories will result in the following message and a response from CPIC's wanted person file.

(Standard NLETS header followed by)

```
CANADIAN PROVINCE "NS" DOES NOT HAVE AUTOMATED DRIVERS LICENSE FILES.  
YOU WILL BE PROVIDED NOTIFICATION OF THE GENERAL STATUS OF THE DRIVER  
LICENSE BY CPIC (EX. INACTIVE, UNLICENSED). ADDITIONAL INFORMATION (HT.,  
WGT., ADDRESS, ETC.) MAY BE OBTAINED BY SENDING AN AM MESSAGE TO THE  
PROVINCIAL LICENSING AUTHORITY
```

```
"NS10053"
```

```
YOUR QUERY:
```

```
NAM/TESTNAM,TIM.DOB/061045.SEX/M.OLN/1234567.RSN/T.PPS/N
```

Take no official action on any response from the Canadian PERSON FILE without obtaining specific instructions from Washington, DC, INTERPOL. This information is provided for officer safety and is to be used only in conjunction with other information the inquiring officer may have at his or her disposal at the time of inquiry.

In the event a person is reported as being under "observation", take no action based on this information and do not divulge the existence of this information to any non-criminal justice personnel.

#### 8.15.9.4 Province/Territory (UR)

Only the following four provinces in Canada have automated driver license files:

Quebec                      Ontario                      Alberta                      British Columbia  
When sending a UQ to an automated province, you will receive:

- A Person file check (includes any notification of driver license prohibition); and
- A check of the Province's driver license file.

When sending a UQ to a non-automated province or a territory, you will receive:

- A Person file check (includes notification of driver license prohibition); and
- A "UR" message indicating the province is non-automated and, if information OTHER THAN STATUS is needed, send an "AM" message directly to the province/territory for a manual check. The message will also contain the address of the province or territory as well as a copy of the inquiry sent.

Below is a list of the provinces/territories and ORIs that the manual request should be forwarded to:

Province/Territory	ORI	Hours of Service
Alberta	AB1010200 AB1012000	8:00 am - 5:00 pm (EST) M-F After hours/weekends
British Columbia	BC1028700	24 hrs - 7 days per week
Manitoba	MB1007000	24 hrs - 7 days per week
New Brunswick	NK1004000	24 hrs - 7 days per week

Newfoundland	NF1004900	24 hrs - 7 days per week
Northwest Territory	NT1003500	24 hrs - 7 days per week
Nova Scotia	NS1005300	24 hrs - 7 days per week
Ontario	ON4540000	24 hrs - 7 days per week
Prince Edward Island	PE1000800	8:30 am - 4:30 pm (EST) M-F
Quebec	PQ4084700	24 hrs - 7 days per week
Saskatchewan	SN1011700	8:00 am - 4:00 pm (CST) M-F
Yukon Territory	YT1001500	24 hrs - 7 days per week

Receiving driver license information from Canada and the various provinces and territories is no different than receiving the same type information from states of the United States in that the response formats are not standardized or uniform. Different terminology is used, information is presented in different order, date of birth is recorded differently, and status codes and license type varies among the various provinces and territories. Users may inquire into the Canadian help files in order to gain insight and interpretation for codes, etc. as NLETS users do today for various state information.

### **8.15.10 Vehicle Registration Files (XQ/XR)**

This inquiry will result in a check of the province/territory registration file AND CPIC's Vehicle File. You may search on either license number or VIN. Note LIY and LIT are not used for Canadian vehicle registration inquiries. As a result of a single "XQ" inquiry, you will receive both XRs and VRs. These are responses from the province/territory files (XR) and CPIC Vehicle file (VR).

On all inquiries to Canada the user must include the reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

An inquiry generated from an "XQ" will interrogate the CPIC Vehicle File. It will be as though you sent a "VQ" to Canada. See Section 8.15.10.2 for important information on Vehicle File responses.

#### **8.15.10.1 Inquiry Formats (XQ)**

The inquiring transaction will have the following format:

XQ.(Province/Territory Code)

LIC/(License Number).RSN/(Reason Code).PPS/(PPS Code) -or-  
 VIN/(Vehicle ID Number).RSN/(Reason Code).PPS/(PPS Code)

Entry	Length	Explanation
XQ.	3	2 character message type followed by a period
Province/Territory Code	3	2 character destination code
LIC/	4	Prefix to identify license number field
License number	max 10	License Number
.	1	Period terminates field
*or*		
VIN/	4	Prefix to identify VIN field
Vehicle ID number	max 17	Vehicle ID Number
.	1	Period terminates field
RSN/	4	Prefix to identify reason code field
Reason Code	1	Must be authorized alpha code (See Section 12.15.5)
.	1	Period terminates field
PPS/	4	Prefix to identify "in sight" field
Person/property in sight	1	Must be Y or N

Note: No period after last field.

*Example:*

XQ.ON  
 LIC/ABC123.RSN/T.PPS/Y

Note: This inquiry will result in a response from CPIC's vehicle file and Ontario's vehicle registration file. Ontario is one of four provinces who maintain their own registration files. The others are Quebec, Alberta and British Columbia.

### 8.15.10.2 Responses (XR/VR)

These are two types of responses that will result from a "XQ" inquiry; Vehicle file response (VR) and province/territory response (XR).

### 8.15.10.3 Vehicle File (VR)

Since a VQ generates an inquiry of the CPIC Vehicle File, the user will be receiving responses from the Vehicle file. Additional information on the type of responses may be found under Section 8.15.10.4.

Once it has been confirmed the vehicle is the correct vehicle reported to be in question and the status of such vehicle as reported by the CPIC system is current and correct, the vehicle can be detained and/or impounded pending specific instructions from Washington INTERPOL and/or the Canadian agency who entered the vehicle into the CPIC system.

The locating agency should immediately contact Washington, INTERPOL for further instructions regarding the vehicle.

In the event a vehicle is reported as being under observation, absolutely no action should be taken by the inquiring officer. This information is provided solely for officer safety. Subjects present or associated with the vehicle must not be notified the vehicle is reported under observation by the CPIC system. The inquiring agency should contact Washington, INTERPOL for further instructions regarding the vehicle and/or occupants of such vehicle.

**8.15.10.4 Province/Territory (XR)**

Only the following four provinces in Canada house their automated vehicle registration files:

Quebec                      Ontario                      Alberta                      British Columbia

All other provincial and territorial vehicle registration files are automated by CPIC thus inquiries to these provinces or territories will result in automated responses from CPIC rather than the provinces or territories.

When sending an "XQ" to a province or territory you will receive:

A vehicle file check on the CPIC vehicle file; and

A vehicle registration check, either from CPIC or, for those four provinces named above, directly from their file.

For those provinces who provide their own registration information, a message following a short line of asterisks will indicate the query is being processed.

*Example:*

VR. (standard NLETS header)

```
QUERY VEHICLE REM: 12 (H OR I), AZNLETS00,*CNTRLFIELD
NOT ON FILE Q V LIC: ABC123 PROV:BC
*****
```

```
RO/DL TRANSACTION BEING PROCESSED
09JUL94/15:46/34
```



This information is provided by the CPIC file. There may also be occasions when the article record is associated with other records on the CPIC system. These will be returned as a part of the initial response.

Once you have confirmed the article is the correct article reported to be in question and the status of such article, as reported by the CPIC system, is current and correct, it can be impounded pending specific instructions from the Canadian agency who entered the article into the CPIC system. The locating agency may contact Washington, INTERPOL for assistance regarding disposition of the article.

States must not programmatically generate inquiries to the Canadian Article File based on routine inquiries to their state stolen article file or NCIC's stolen article file.

On all inquiries to Canada the user must include the reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

The following are the different types of information available to United States users from the CPIC file: Stolen, Lost or Missing, Recovered, Found or Seized, and Pawned or Loaned. Pawned or Loaned status is defined as follows: "items of property which have been accepted from individuals as collateral for loans, and, for the purposes of the CPIC Property File, articles obtained by direct purchases where there is reason to believe they may have been stolen."

#### **8.15.11.1 Inquiry Format (CAQ)**

The inquiry transaction will have the following format:

```
CAQ.CN  
SER/(Serial Number). TYP/(Type)  
RSN/(Reason Code). PPS/(Person/Property Code)(TRANSMIT)
```

The serial number is required as well as the TYP, RSN and PPS fields. The following TYP codes may be used:

AA - domestic appliances, e.g. stoves, washers.

BI - non-motorized bicycles, e.g. mountain bikes, tandems, 10-speeds. Note: Motorized bikes are in the Vehicle File.

HH - Household property, e.g. rugs, furniture

JE - jewelry, e.g. watches, rings.

MI - musical instruments, e.g. violins, guitars.

MT - machinery and tools, e.g. electrical motors, lawn mowers.

Note: Lawn mowers capable of carrying an operator are in the Vehicle File.

OM - office machines and equipment, e.g. computers.

PA - personal accessories, e.g. hearing aids, luggage.

PE - photographic equipment, e.g. camera, enlargers.

RA - radio, TV, sound-reproducing equipment, e.g. VCRs.

SC - scientific, optical and measuring devices, e.g. binoculars.

SP - sporting goods, hobby equipment, e.g. skis, model aircraft, scuba equipment.

OT - all other articles, e.g. animals, vending machines, precious metals such as gold bars, uniquely identifiable gun barrels.

The destination for all Article File inquiries is "CN".

<b>Entry</b>	<b>Length</b>	<b>Explanation</b>
CAQ.	4	3 character msg type followed by a period
CN	3	2 character destination code
SER/	4	Prefix to identify serial number field
Serial Number	max 23	Serial Number
TYP/	4	Prefix to identify TYP field
Type	2	Type field
RSN/	4	Prefix to identify reason code field
Reason Code	1	Must be authorized alpha code (See Section 12.15.5)
PPS/	4	Prefix to identify "in sight" code
Person/property in sight	1	Must be Y or N

Note: No period after last field.

*Example:*

CAQ . CN  
SER/TEST12345 . TYP/RA  
RSN/N . PPS/Y

Note: Only "CN" allowed as an address for "CAQ". Also note the only serial number field size, 23 characters, is available for input; however, only 16 alpha/numeric characters will be stored and searched. The serial number must be a unique number and not simply a

model, stock, style or part number. Do not enter "UNKNOWN" in this field. No imbedded spaces or blanks are allowed.

Important: If you type in more than 16 characters, the system only searches on the last 16 characters, not the first 16. Therefore, if an article has more than 16 characters, the last 16 characters must be used for inquiring to the CPIC system in order to receive a valid search.

### 8.15.11.2 Response (CAR)

The user may receive single or multiple hits as a result of the inquiry. Unlike persons and vehicles, which are confirmed by INTERPOL in Canada, the user is responsible for confirming the article hit with the entering Canadian agency. The "YQ" message and format is to be used for confirming all hits on the article file. The destination address of the agency who entered the record may be found in the record itself. It will state "Entered by:" followed by the name and 7 character address of the agency. You must insert the digits "00" in back of this seven character code to create the correct destination address. You will then proceed through the normal hit confirmation process as you would with any other stolen article.

The following messages deal primarily with the different conditions that may occur during this process and the response that will result.

*No Record Response* - This occurs when no matching record was found in the Canadian file.

*Example:*

```
CAR . (standard NLETS header)
** FROM CPIC - ARTICLE FILE **
QUERY NOT ON FILE
ARTICLE
TYPE: AA SER:8901234567890123
REM: 20H,AZNLETS00,*CNTRLFIELD
```

10JUN92/10:43/18

*Possible Hit* - A possible hit has been made on the Canadian Article File. If the user determines the article matches the article described in the record he must confirm the record is still valid with the entering agency prior to taking any action.

*Example:*

```
CAR . (standard NLETS header)
13:09 07/12/94 01769
13:09 07/12/94 05591 OH0250000
TXT
** FROM CPIC - ARTICLE FILE **
```

```

*****
*   POSSIBLE CPIC "ARTICLE" FILE HIT.
*
*
*   YOUR INQUIRY MAY HAVE RESULTED IN MULTIPLE BEING RETURNED
*
*
*   CONFIRMATION ON THE SELECTED "ARTICLE" MUST BE ACCOMPLISHED USING
*
*   A "YQ" MESSAGE ADDRESSED TO THE CANADIAN LAW ENFORCEMENT AGENCY
*
*   IDENTIFIED AS THE ORIGINATOR OF THE RECORD.
*
*
*   YOU MUST ADD "00" TO THE END OF THE 7 DIGIT CANADIAN AGENCY ORI
*
*   IN THE RECORD.
*
*
*   (Example: *   "ENTERED BY:TORONTO PF ON30570 ON 1991-01-01"
*
*
*   DESTINATION ORI FOR CONFIRMATION WOULD BE ON3057000
*

```

\*\*\*\*\*

```

QUERY POSSIBLE HITS FOR
ARTICLE
TYPE: RA SER: TEST12345
REM: 20I,AZNLETS000

```

\*\*\*NO: 1

```

SER: TEST12345
TYPE: RA STATUS: STOLEN EXP:1995-04-01
ITEM: TELEVISION MAKE: PANASONIC
REM: TEST RECORD FOR CANADIAN-USA ACUPIES INTERFACE
CASE: ACUPIES-TEST-ART
ENTERED BY: INTERPOL NAT.CENT.BUREAU ON10059 ON 1992-02-10

```

```

CONFIRM ALL HITS WITH ORIGINATING AGENCIES
TOTAL HITS ON FILE :1

```

12JUL94/16:08/22

INTERPOL - OTTAWA, CANADA.

**8.15.12 Gun File (CGQ/CGR)**

This information is provided by the CPIC file. There may also be occasions when the gun record is associated with other records on the CPIC system. These will be returned as a part of the initial response. Each inquiry will interrogate both the stolen gun file as well as the Canadian gun registration file. The term "gun" means any barreled weapon which can discharge a bullet or other missile, or any imitation of such a weapon.

Examples: revolver, pistol, rifle, shotgun, flint/cap/matchlock muzzle loader, automatic weapons, e.g. machine guns/pistols, signal flare, rocket or gas guns, and air guns (rifle or pistol)

Once you have confirmed the gun is the correct gun reported to be in question and the status of such gun, as reported by the CPIC system, is current and correct, it can be impounded pending specific instructions from the Canadian agency who entered the gun into the CPIC system. The locating agency may contact Washington INTERPOL for assistance regarding disposition of the gun.

States must not programmatically generate inquiries to the Canadian Gun File based on routine inquiries to their state stolen gun file or NCIC's stolen gun file.

On all inquiries to Canada the user must include the serial number (SER), type (TYP), reason code (RSN/) indicating the reason for the inquiry and person/property in-sight code (PPS/) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

The following types of information are available to United States users from the CPIC file: Stolen, Lost or Missing, Recovered, and Pawned or Loaned.

Pawned or Loaned status is defined as follows: "guns which have been accepted from individuals as collateral for loans, and, for the purposes of the CPIC Gun File, guns obtained by direct purchases where there is reason to believe they may have been stolen".

### 8.15.12.1 Inquiry Format

The inquiry transaction will have the following format:

```
CGQ.CN
SER/(serial number). TYP/(type)
RSN/(reason code). PPS/(person/property code)(TRANSMIT)
```

The serial number (SER) and type (TYP) are required as well as the RSN and PPS fields.

The destination for all Gun File inquiries is "CN".

Entry	Length	Explanation
CGQ.	4	3 character msg type followed by a period

CN	3	2 character destination code; must be CN
SER/	4	Prefix to identify serial number field
<b>Entry</b>	<b>Length</b>	<b>Explanation</b>
serial number	max 23	Serial Number
TYP/	4	Prefix to identify TYP field
type	2	Type field (SG=shotgun, RI=rifle, RW= restricted weapon or OT=other only)
RSN/	4	Prefix to identify reason code field
reason code	1	Must be authorized alpha code (See Section 12.15.5)
PPS/	4	Prefix to identify "in sight" code
person/property in sight	1	Must be Y or N

Note: No period after last field

*Example:*

CGQ.CN  
SER/TESTGUN123.TYP/SG  
RSN/N.PPS/Y

Note: Only "CN" allowed as an address for "CGQ".

Important: The serial number field will accept 23 characters but only 11 characters are stored on the CPIC file. When inquiring with more than 11 characters, the CPIC system will search on only the last 11 characters submitted, not the first 11.

### 8.15.12.2 Response (CGR)

The user may receive single or multiple hits as a result of the inquiry. Unlike persons and vehicles, which are confirmed by INTERPOL in Canada, the user is responsible for confirming the gun hit with the entering Canadian agency. The "YQ" message and format is to be used for confirming all hits on the gun file. The destination address of the agency who entered the record may be found in the record itself but it is incomplete. It will state "entered by:" followed by the name and seven character address of the agency. You must insert the digits "00" in back of this seven character code to create the correct destination address.

The following messages deal primarily with the different conditions that may occur during this process and the response that will result.

*No Record Response* - This occurs when no matching record was found in the Canadian file.

*Example:*

CGR . (standard NLETS header)

\*\* FROM CPIC - GUN FILE \*\*

QUERY NOT ON FILE

GUN TYPE: SG SER:TESTGUN 123  
REM: 21H,AZNLETS00,\*CNTRLFIELD

10/JUN92/10:43/18

*Possible Hit* - A possible hit has been made on the Canadian Gun File. If the user determines the gun matches the article described in the record he must confirm the record is still valid with the entering agency prior to taking any action.

*Example:*

CGR . (standard NLETS header)

13:08 07/12/94 01766  
13:08 07/12/94 05587 OH0490100  
TXT  
\*\* FROM CPIC - GUN FILE \*\*

```
*****  
* POSSIBLE CPIC FILE "GUN" HIT. *  
* * * * *  
* YOUR INQUIRY MAY HAVE RESULTED IN MULTIPLE RECORDS BEING RETURNED. *  
* * * * *  
* CONFIRMATION ON THE SELECTED "GUN" MUST BE ACCOMPLISHED USING *  
* A "YQ" MESSAGE ADDRESSED TO THE CANADIAN LAW ENFORCEMENT AGENCY *  
* IDENTIFIED AS THE ORIGINATOR OF THE RECORD. *  
* * * * *  
* YOU MUST ADD "00" TO THE END OF THE 7 DIGIT CANADIAN AGENCY ORI *  
* IN THE RECORD. *  
* * * * *  
* (Example:"ENTERED BY: TORONTO PF ON30570 ON 1991-01-01" *  
* * * * *  
* DESTINATION ORI FOR CONFIRMATION WOULD BE ON3057000 *  
*****
```

QUERY POSSIBLE HITS FOR  
GUN TYPE: RI SER: TESTGUN123  
REM: 21I,OH0490100

\*\*\*NO: 1

SER: TESTGUN123 TYPE: RI STATUS: STOLEN MAKE: REM MODEL: RG10S  
EXP: 1997-02-10  
ITEM: SA CAL: 3030 BBL: 406 MM ( 16 INS ) SHOTS: 10

REM: TEST RECORD FOR CANADIAN-USA ACUPIES INTERFACE  
CASE: ACUPIES-TEST-GUN  
ENTERED BY: INTERPOL NAT. CENT. BUREAU ON10059 ON 1992-02-10  
CONFIRM ALL HITS WITH ORIGINATING AGENCIES  
TOTAL HITS ON FILE: 1

RWRO QUERY NOT ON FILE  
SERIAL: TESTGUN 123 TYPE: RI  
REM: 211,OH0490100  
12JUL94/16:07/36

INTERPOL - OTTAWA, CANADA.

Note: This inquiry automatically checked the Canadian Firearms Registration File but found no information. Below is an example of a response from the registration file. Note there were no records on the stolen gun file for this serial number.

CGR. (standard NLETS' message header)

\*\* FROM CPIC - GUN FILE \*\*

QUERY NOT ON FILE

GUN TYPE: RI SER:56  
REM: 21H,AZNLETS00,\*CNTRLFIELD  
QUERY POSSIBLE HITS

RWRO SER:55 TYPE:RI

\*\*\* NO: 1

SNME: PATRICK MATTHEWS & CO  
ADDR: WHITE FAWN, ALTA

SER: 56  
MAKE: UNKNOWN  
TYPE: RW  
ACTION: REVOLVER  
CAL: .38 SHOTS: 5 BBL: 95MM

CERT: DL326789 DATE ISSUED 1991-07-29  
PREVIOUS CERTIFICATE NUMBER: D-407052  
OBTAINED FROM: PAUL LINNE

TOTAL HITS ON FILE: 98  
10JUN92/14:21/39

Should you have any questions on information received from the registration file you may contact: RCMP'S Firearms Registration and Administration Section, P.O. Box 8885, Ottawa, Ontario Canada K1G3M8, ORI: ON1008100, Phone (613) 998-6365, Fax (613) 993-0218.

### **8.15.13        Securities File (CSQ/CSR)**

This information is provided by the CPIC file. There may also be occasions when the securities record is associated with other records on the CPIC system. These will be returned as a part of the initial response.

Once you have confirmed the security is the correct security reported to be in question and the status of such security, as reported by the CPIC system, is current and correct, it can be impounded pending specific instructions from the Canadian agency who entered the security into the CPIC system. The locating agency may contact Washington INTERPOL for assistance regarding disposition of the security.

States must not programmatically generate inquiries to the Canadian Securities file based on routine inquiries to their stolen securities file or NCIC's stolen securities file.

On all inquiries to Canada the user must include the reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

The following types of securities information are available to United States users from the CPIC file: Stolen, Lost or Missing, Pawned or Loaned, Counterfeit, and Fraudulent and recovered securities such as bonds, currency, credit cards, IDs, traveler's checks and passports.

The following ten types of securities are each assigned a two character type code:

- BD: corporate bonds and debentures issued by corporations including banks, trust companies, charitable/religious groups, credit unions and co-operatives
- CC: Canadian-issued currency
- CU: foreign-issued currency
- ID: stolen, lost or fraudulent identification documents
- MO: money orders and traveler's checks
- PP: Canadian and foreign passports
- SB: federal, provincial and municipal bonds/debentures
- ST: stocks
- VD: vehicle documents
- OT: all other security documents

#### **8.15.13.1        Inquiry Format**

Inquiries may be made on four different combinations. The type field must be included on all inquiries, however, only certain types are allowed depending on what you are searching the file on. For example, if you inquire on "issuer" only a type "ST" (TYP/ST) is permissible. Below is a list of various data elements you may inquire upon along with the allowable types in parenthesis.

- \* serial # and type (all codes listed above)
- \* corporation name and type (SB,BD,MO,OT)
- \* issuer and type (ST)
- \* owner name and type (BD,ID,MO,PP,SB,VD,OT)

The inquiry transaction will have the following format:

CSQ . CN  
 SER/(serial number)  
 TYP/(type code) \*or\*

COR/(corporation name)  
 TYP/(type code) \*or\*

ISS/(issuer)  
 TYP/(type code) \*or\*

NAM/(name)  
 TYP/(type code) \*followed by\*

RSN/(reason code)  
 PPS/(person/property code)

Either the serial number, the issuer, the corporation name or the owner name along with the appropriate type are required as well as the RSN and PPS fields. The destination for all Securities File inquiries is "CN".

Entry	Length	Explanation
CSQ.	4	3 character msg type followed by a period
CN	3	2 character destination code; must be CN
SER/	4	Prefix to identify serial number field
serial number	max 23	Serial Number
*or*		
ISS/	4	Prefix to identify issuer name or code
issuer	30	Name of Issuer of the security
*or*		
COR/	4	Prefix to identify name of corporation
corporation	30	Name of corporation registered as owner of the

		security
*Or*		
<b>Entry</b>	<b>Length</b>	<b>Explanation</b>
NAM/ owner's name	4 14	Prefix to identify owner Surname of owner of security
TYP/ type code	4 2	Prefix to identify TYP field (see appropriate use of type code above) Type field
RSN/ reason code	4 1	Prefix to identify reason code field Must be authorized alpha code (See Section 12.15.5)
PPS/ person/property in sight	4 1	Prefix to identify "in sight" code Must be Y or N

Note: No period after last field.

*Example:*

CSQ . CN  
COR / F W WOOLWORTH . TYP / SB  
RSN / N . PPS / Y

Note: Only "CN" allowed as an address for "CSQ".

Important: The serial number field will accept 23 characters but only 16 characters are stored on the CPIC file. When inquiring with more than 16 characters, the CPIC system will search on only the last 16 characters submitted, not the first 16.

### 8.15.13.2 Response (CSR)

The user may receive single or multiple hits as a result of the inquiry. Unlike persons and vehicles, which are confirmed by INTERPOL in Canada, the user is responsible for confirming the security hit with the entering Canadian agency. The "YQ" message and format is to be used for confirming all hits on the securities file. The destination address of the agency who entered the record may be found in the record itself but it is incomplete. It will state "entered by:" followed by the name and seven character address of the agency. You must insert the digits "00" in back of this seven character code to create the correct destination address. You will then proceed through the normal hit confirmation process as you would with any other stolen security.

The following messages deal primarily with the different conditions that may occur during this process and the response that will result.

*No Record Response* - This occurs when no matching record was found in the Canadian file.

*Example:*

CSR. (standard NLETS header)  
\*\* FROM CPIC - SECURITY FILE \*\*

QUERY NOT ON FILE

SECURITY  
TYPE: CU SER: 8901234567890123  
REM: 22I, AZNLETS00, \*CNTRLFIELD

*Possible Hit* - A possible hit has been made on the Canadian Securities File. If the user determines the security matches the security described in the record he must confirm the record is still valid with the entering agency prior to taking any action.

*Example:*

CSR. (standard NLETS header)  
12:51 07/12/94 01718  
12:51 07/12/94 05423 OH0450100  
TXT  
\*\* FROM CPIC - SECURITY FILE \*\*

```
*****
* POSSIBLE CPIC "SECURITY" FILE HIT. *
* * * * *
* YOUR INQUIRY MAY HAVE RESULTED IN MULTIPLE RECORDS BEING RETURNED. *
* * * * *
* CONFIRMATION ON THE SELECTED "SECURITY" MUST BE ACCOMPLISHED USING *
* A "YQ" MESSAGE ADDRESSED TO THE CANADIAN LAW ENFORCEMENT AGENCY *
* IDENTIFIED AS THE ORIGINATOR OF THE RECORD. *
* * * * *
* YOU MUST ADD "00" TO THE END OF THE 7 DIGIT CANADIAN AGENCY ORI *
* IN THE RECORD. *
* * * * *
* (Example: "ENTERED BY: TORONTO PF ON30570 ON 1991-01-01" *
* * * * *
* DESTINATION ORI FOR CONFIRMATION WOULD BE ON3057000. *
*****
```

QUERY POSSIBLE HITS FOR  
SECURITY  
TYPE: ST SER: TESTSEC12345  
REM: 22I, AZNLETS00

\*\*\*NO: 1

SER: TESTSEC12345  
TYPE: ST STATUS: STOLEN  
ISSUER: NELSON INDUSTRIES LTD. DEN: 50 EXP: 1995-04-01  
CORP: NELSON INDUSTRIES

REM: TEST RECORD FOR CANADIAN-USA ACUPIES INTERFACE  
CASE: ACUPIES-TEST-SECL  
ENTERED BY: INTERPOL NAT.CENT. BUREAU ON10059 ON 1992-02-10

CONFIRM ALL HITS WITH ORIGINATING AGENCIES  
TOTAL HITS ON FILE: 1

12JUL94/15:49/54

INTERPOL - OTTAWA, CANADA.

### **8.15.14 Boat File (CBQ/CBR)**

This information is provided by the CPIC stolen boat file. If you need registration information send an administrative request to CPIC (ORI = ON1000000) to effect a manual search. A boat is defined as a water craft, which may be a small open vessel, a large vessel, or ship, propelled by oars, sails or engine(s).

Users may also query the Boat file for information on stolen motors. The inquiry is made by serial number with an optional type code.

Once you have confirmed the boat is the correct boat reported to be in question and the status of such boat, as reported by the CPIC system, is current and correct, it can be impounded pending specific instructions from the Canadian agency who entered the boat into the CPIC system. The locating agency may contact Washington INTERPOL for assistance regarding disposition of the boat.

On all inquiries to Canada the user must include the reason code (RSN/) indicating the reason for the inquiry and the person/property in-sight code (PPS/) indicating whether the person or property is in-sight of the officer actually making or requesting the information.

The following types of information are available to United States users from the CPIC file: Stolen, Abandoned, and Missing.

#### **8.15.14.1 Inquiry Format (CBQ)**

The inquiry transaction will have the following format:

CBQ . CN  
LIC/(license number)       \*or\*  
  
BHN/(hull ID number)       \*or\*  
  
REG/(registration number)   \*or\*  
  
NAM/(boat name)            \*or\*

SER/(serial number - for motors only)

TYP/(type code - optional for motors only)

RSN/(reason code)

PPS/(person/property code) ( TRANSMIT )

At least one of the four key fields must be included in the inquiry (i.e. LIC, BHN, REG, NAM). When an inquiry is made on any of the four items the computer will search all four indices. For example, if you inquire on LIC/1234 and there is a boat with a hull number of "1234" it will be returned. The Canadian system does this to compensate for human error in recognizing which field is which. For all inquiries, the 2 character destination "CN" must be used.

<b>Entry</b>	<b>Length</b>	<b>Explanation</b>
CBQ.	3	2 character msg type followed by a period.
CN	3	2 character destination code; must be "CN"
LIC/	4	Prefix to identify license number field
license number	max 10	License Number
*or*		
BHN/	4	Prefix to identify hull ID number, CPIC will use HIN for this field in their response
Hull ID number	max 12	Hull ID number
*or*		
REG/	4	Prefix to identify registration number.
Registration number	7	Registration number of large vessels that do not have to be licensed but must be registered.
*or*		
NAM/	4	Prefix to identify boat name field.
Boat Name	13	Name of boat on hull or stern
*or*		
SER/	4	Prefix to identify boat motor number
Motor serial number	18	Boat motor serial number
TYP/	4	Prefix to identify ser number field
Motor type	5	Optional type code: may be INB, OUTB, INOUT, OT
RSN/	4	Prefix to identify reason code field
Reason Code	1	Must be authorized alpha code (See Section 12.15.5)
PPS/	4	Prefix to identify "in sight" code
Person/property in sight	1	Must be Y or N

Note: No period after last field.

*Example:*

CBQ . CN  
BHN / JRNTEST  
RSN / T . PPS / Y

Note: Only "CN" addresses are allowed for BHN queries.

*Example:*

CBQ . CN  
\*CONTROLFLD  
NAM / SERENITY . RSN / T . PPS / Y

Note: Control field is used. This is permissible for all messages to Canada.

#### **8.15.14.2 Response (CBR)**

The user may receive single or multiple hits as a result of the inquiry. Unlike persons and vehicles, which are confirmed by INTERPOL in Canada, the user is responsible for confirming the boat hit with the entering Canadian agency. The "YQ" message and format is to be used for confirming all hits on the boat file. The destination address of the agency who entered the record may be found in the record itself. It will state "entered by:" followed by the name and seven character address of the agency. You must insert the digits "00" in back of this seven character code to create the correct destination address. You will then proceed through the normal hit confirmation process as you would with any other stolen boat.

The following messages deal primarily with the different conditions that may occur during this process and the response that will result.

*No Record Response* - This occurs when no matching record was found in the Canadian file.

*Example:*

CBR . (standard NLETS header)  
  
\*\*FROM CPIC - BOAT FILE\*\*  
  
NOT ON FILE BOAT NAME: SERENITY  
  
REM: 41H, AZNLETS00  
  
10JUN94/10:47/20

*Possible Hit* - A possible hit has been made on the Canadian Boat File. If the user determines the boat matches the boat described in the record he must confirm the record is still valid with the entering agency prior to taking any action.

*Example:*

```
CBR. (standard NLETS header)
12:51 07/12/94 01718
12:51 07/12/94 05423 OH0450100
TXT
** FROM CPIC - BOAT FILE **
```

```
*****
* POSSIBLE CPIC "BOAT" FILE HIT. *
* * *
* YOUR INQUIRY MAY HAVE RESULTED IN MULTIPLE RECORDS BEING RETURNED. *
* * *
* CONFIRMATION ON THE SELECTED "BOAT" MUST BE ACCOMPLISHED USING *
* A "YQ" MESSAGE ADDRESSED TO THE CANADIAN LAW ENFORCEMENT AGENCY *
* IDENTIFIED AS THE ORIGINATOR OF THE RECORD. *
* * *
* YOU MUST ADD "00" TO THE END OF THE 7 DIGIT CANADIAN AGENCY ORI *
* IN THE RECORD. *
* * *
* (Example: "ENTERED BY: TORONTO PF ON30570 ON 1991-01-01 12:00" *
* * *
* THE DESTINATION ORI FOR CONFIRMATION WOULD BE ON3057000 *
*****
```

```
QUERY BOAT LIC: 53JNTEST
REM: 26I, AZNLETS00
```

```
INTERPOL NAT.CENT. BUREAU ON10059 ON 1992-02-10 14:51
BOAT PLEASU POWERBOAT WHITE BLUE 6 M ( 20 FT ) FIBER
1990 STARCRAF SHARK INBOARD STATUS: STOLEN
LIC: 53JNTEST HIN: JRNTEST NAME: NANSPLEASURE REG:53NTEST
REM: TEST RECORD FOR ACUPIES INTERFACE CASE: ACUPIES-TEST-BOAT
```

CONFIRM WITH ORIGINATING AGENCY

12JUL94/15:50/47

INTERPOL - OTTAWA, CANADA.

Note: Canada uses the prefix "HIN" for hull number. In the U.S. "BHN" is used. They are synonymous.

### **8.15.15 Criminal History File (IQ/IR--FQ/FR)**

The process for accessing Canadian criminal history records from the RCMP is the same as accessing criminal records in the United States, IQ/FQ. There are a few differences in the formats however. First their unique number assigned to an individual based on fingerprints is the "FPS" number. The second difference is they have an optional field to access additional records when multiple hits on name inquiries are received. Third, the

destination is always "CN". Only agencies who are allowed access to the III file are allowed access to the Canadian criminal history file.

The Identification Data Bank at the Canadian Police Information Centre (CPIC) contains the following two categories of criminal record data which may be queried by U.S. agencies:

- a. Criminal name index containing an index of names and identity information on one or more individuals.
- b. Full criminal record, containing conviction history, a summary of police-related information and a list of police agencies who have contributed information to the subjects criminal record.

If you have questions about the accuracy or timeliness of the information in a criminal record file, contact the RCMP Records Compilation Section at ORI/ON1007100.

#### **8.15.15.1 Criminal Name Index Query (IQ)**

The "IQ" is utilized where the agency does not have the FPS Canadian identification number. (The FPS number is Canada's version of the FBI number; a unique number assigned to each criminal record and backed up by fingerprints.) Response to this type of inquiry will provide personal identification information of one or multiple individuals. Normally, CPIC will return the three records with the highest score. The user will have the option of retrieving additional records using the "RAR" optional field on a subsequent request. The user may request more than three records be returned on the initial inquiry by including the "RAR" field in the initial inquiry with the number of records (up to 10) he wishes to see. Once the identification record(s) have been returned it is at the option of the inquirer to select the individual he is interested in and submit an "FQ" in order to retrieve the full criminal record. This works very much like NCIC's QH/QR or NLETS interstate IQ/FQ procedures.

The inquiry transaction will have the following format:

`IQ.CN.PUR/.ATN/.NAM/.DOB/.SEX/(TRANSMIT)`

All fields are required. The destination code must be "CN".

<b>Entry</b>	<b>Length</b>	<b>Explanation</b>
<code>IQ.</code>	3	2 character message type followed by a period
<code>CN</code>	3	2 character destination code; must always be "CN"
<code>.</code>	1	Period terminates field
<code>PUR/</code>	4	Prefix to identify purpose code
<code>Purpose code</code>	1	Purpose code (must be C, E, or J)

Entry	Length	Explanation
.	1	Period terminates field
ATN/	4	Prefix to identify attention field
Attention	max 30	Attention field (indicates requestor of record)
NAM/	4	Prefix to identify name field
Name	max 30	Full name in format: Last name, first name (space) middle name or initial (e.g. Johnson,Anthony L)
.	1	Period terminates field
DOB/	4	Prefix to identify date of birth field
Date of Birth	6	Express as MMDDYY
.	1	Period terminates field
SEX/	4	Prefix to identify sex field
Sex	1	Sex: M = Male F = Female
RAR/	4	Prefix to identify field to request additional records (optional field)
Request Add'l Records	13	Request additional records using data from the last record received, or request additional records in the original inquiry in the following format: XX,YYYYYYY,ZZ Where: XX = number of add'l records (up to 10); only field required on initial inquiry YYYYYYY = FPS# of last record received ZZ = score of last record received.

*Note:* No period after last field.

The formatted screen shown below is also available for this type of inquiry.

```

CANIQ. (TRANSMIT)
CANIQ.EDIT.   *** CANADIAN <SEARCH> REQUEST ***

DESTINATION/ CANADA      PURPOSE/  _

ATN/  _____

NAM/  _____      LAST, FIRST, MIDDLE
DOB/  _____
SEX/  _

NOTE:  USE (SIQ) FOR UNITED STATES INQUIRIES

```

*Example:*

```
IQ.CN.PUR/C.ATN/SGT MICHAELS.NAM/TESTRECORD,JOHN.DOB/010939.SEX/M
```

This query will check CPIC criminal history index and return candidates. Note this initial request will return the three records with the highest score. If the response indicates there

are additional identity records on file, the requestor may retrieve these by using the "RAR" field in a subsequent inquiry.

*Example:*

IQ.CN.PUR/C.ATN/SGT SMITH.NAM/TESTRECORD,JOHN.DOB/010939.SEX/M.  
RAR/5,749048A,32 (complete inquiry must be on one (1) line, without a carriage return)

This query will return the next five records on file matching the data elements.

Note: IF THE INQUIRER WANTED TO RETRIEVE MORE THAN THREE RECORDS ON THE INITIAL INQUIRY HE COULD INCLUDE THE "RAR" FIELD IN THE INQUIRY WITH ONLY A NUMBER INDICATING THE NUMBER OF RECORDS TO BE RETRIEVED.

*Example:*

IQ.CN.PUR/C.ATN/SGTMICHAELS.NAM/TESTRECORD,JOHN.DOB/010939.SEX/M.RAR/7  
(complete inquiry must be on one (1) line, without a carriage return)

This request would return the first seven records matching the input data.

### **8.15.15.2 Criminal Name Index Response (IR)**

When the inquirer queries the CPIC criminal history file by name he will receive identity information only. There is no manual intervention on this response from CPIC. Examples of a criminal history name index response may be found below.

*No record* - This occurs when no match is found on the name.

*Example:*

IR.(standard NLETS header)

\*\* FROM CPIC - CRIMINAL NAME INDEX FILE \*\*

ATN/SGT MATTHEW MICHAELS

RESPONDENTS ZERO: TESTRECORD

*Positive Response based on Name Query (IQ)* - This response is based on an inquiry by name and DOB. It provides identity information on the subject and an FPS number. If the user wishes to access the full criminal record he must submit the FPS number using the "FQ" message format. If there are more than 3 identification records matching your name inquiry only the three highest scoring records will be returned. In order to retrieve

additional records, up to 10, you must send the standard "IQ" message with the optional "RAR" field as the last data field. It must be in the following format:

RAR:XX,YYYYYYY,ZZ

Where: xx = number of additional records required (up to 10) PS number of the last record received ZZ = the score value of the last record received.

Note: COMMA'S MUST SEPARATE THE ABOVE VALUES.

*Example:*

IQ.CN.PUR/C.ATN/SGT MICHAELS.NAM/TESTRECORD,JOHN DAVID.DOB/010939.SEX/M  
(complete inquiry must be on one (1) line, without a carriage return)

IR.(standard NLETS header)

12:51 07/12/94 01718

12:51 07/12/94 05423 OH0450100

TXT

\*\* FROM CPIC - CRIMINAL NAME INDEX FILE \*\*

ATN/SGT MATTHEW MICHAELS

```
*****
*   POSSIBLE CPIC CRIMINAL NAME INDEX FILE HIT.   *
*                                                    *
*   ** THIS IS NOT A CRIMINAL RECORD **           *
*                                                    *
* THIS RECORD MAY OR MAY NOT PERTAIN TO THE SUBJECT OF YOUR ENQUIRY. *
* POSITIVE IDENTIFICATION CAN ONLY BE CONFIRMED THROUGH SUBMISSION *
* OF FINGERPRINTS TO RCMP IDENTIFICATION SERVICES DIRECTORATE, *
* OTTAWA, ONTARIO, CANADA. *
*                                                    *
* TO OBTAIN THE CRIMINAL HISTORY ASSOCIATED WITH YOUR ENQUIRY, *
* SUBMIT THE APPROPRIATE NLETS TRANSACTION USING THE "FPS" NUMBER *
* FROM THE RECORD. *
*****
```

RESPONDENTS 1 FOR:

TESTRECORD JOHN DAVID

SEX: M DOB: 19390109

>>>QUERY REMARKS: 31, OH0450100, SGT MATTHEW

QUERY VALUE 37

RESPONDENT SCORE: 37

FPS: 749048A FPC:U11,U11,U13,W06,U09,W10,U11,U11,W08,U10

\*\*\* CAUTION \*\*\* VEMS  
<<<<'CR' QUERY RECOMMENDED>>>>

FILE OPEN

MALE, WHITE, BORN 39-01-09, ONT, AGE-NOW 55

EYES BROWN, WAS 190 CM ( 6FT 03IN) 090 KG ( 198LBS) IN 89-10

MARKS 24 CM SCAR LEFT FA

KNOWN-AS: . . . 01 . . . . TESTRECORD; JOHN DAVID

12JUL94/15:55/21

INTERPOL - OTTAWA, CANADA.

Some fields may be unfamiliar to the recipient of Canadian identity records. The following is a brief explanation of some of these fields:

- |                   |   |
|-------------------|---|
| QUERY VALUE       | This is the maximum score you could receive based on the information in your inquiry.   |
| RESPONDENTS SCORE | This is the score the computer calculated when it compared your input information to the record returned.   |
| FPC               | The codes Canada employs are the Orion Auto-Class guidelines as published by Printrak, International.   |
| FPS               | This is the unique number assigned to an individual based on fingerprints (similar to the FBI number in the United States)  |
| *** CAUTION ***   | This is a cautionary warning and will be followed by one of the four codes below. It will appear when the record subject is considered dangerous to himself/herself or to other persons. Unlike the persons record, this code will not be expanded. |
| V                 | Violence, an automatic caution for charges involving violence, robbery, or offensive weapons.   |
| E                 | Escape Custody, when any attempted or actual escape, regardless of whether a charge is laid, is reported.   |
| M                 | Mental Instability, a caution generated when there is a notation on the FPS file indicating mental instability.   |
| S                 | Attempted Suicide, indicating the subject has suicidal tendencies.  |

FILE OPEN	A criminal record is called a "file". Users should only receive files with this notation. The following qualifying statements may appear after the status description of "FILE OPEN".
TRANSFERRED FROM FPS XXXXX	This indicates more than one record existed for the same person and these have been brought together under the one FPS number.
HISTORY UNDER REVIEW	This indicates an attempt by Ident. Services operators to enter data into the subject history area was rejected by the system and has not been corrected.
SUBJECT REPORTED DEAD	This indicates a notification was received that the subject has died but the notification was not accompanied by the required set of confirming fingerprints identifiable to the record subject.
PARDON APPLICANT	This indicates the subject of the record has applied for a judicial pardon. Such a record must not be used for any purpose without the prior authority of the RCMP Identification Services, Pardons and Human Rights Section (ORI = ON1015400).

CANFQ. ( TRANSMIT )

CANFQ.EDIT      \*\*\* CANADIAN <RECORD> REQUEST \*\*\*

DESTINATION/ CANADA      PURPOSE/\_

ATN/ \_\_\_\_\_  
 FPS/ \_\_\_\_\_

NOTE:    USE (SFQ) FOR UNITED STATES INQUIRIES

### 8.15.15.3      Full Criminal Record Query (FQ)

This type of inquiry is used to obtain a full criminal record when the FPS is known.

The inquiry transaction will have the following format:

FQ.CN.PUR/C.ATN/.FPS/ (TRANSMIT)

All fields are required. The destination code must be "CN".

Entry	Length	Explanation
FQ.	3	2 character message type followed by a period
CN.	3	2 character destination code followed by a period; must always be "CN".
TXT	3	3 character start of text identifier
PUR/	4	Prefix to identify purpose code
Purpose Code	1	Purpose Code (must be C, E, or J)
.	1	Period terminates field
ATN/	4	Prefix to identify attention field
Attention	max 30	Attention field
.	1	Period terminates field
FPS/	4	Prefix to identify FPS field
FPS number	max 7	FPS number

Note: No period after last field.

*Example:*

FQ.CN.\*CNTRLFIELD.PUR/C.ATN/SGT PAUL LINNE.FPS/749048A (TRANSMIT)

This query will check CPIC criminal history file and return all criminal information matching the FPS number.

#### 8.15.15.4 Full Criminal Record Response (FR)

This record may be returned when the user submits an FPS number. All criminal record information in the CPIC file will be returned (with the exception of information not authorized to be sent internationally). Because RCMP Identification Services must review all records prior to sending them internationally, users may receive an interim message notifying them they have realized a hit and it is being verified by the RCMP Identification Services Directorate. An example of both a hit and the interim message may be found below:

FQ.CN.PUR/C.ATN/SGT MATTHEW MICHAELS.FPS/749048A

Note: FPS number was obtained from IR response

Interim Message:

FR. (standard NLETS header)

\*\* FROM CPIC - CRIMINAL HISTORY FILE

ATN/SGT MATTHEW MICHAELS

YOUR INQUIRY ON THE CPIC CRIMINAL HISTORY FILE HAS RETURNED IN A POSITIVE RESPONSE. THE RECORD IS BEING VERIFIED BY RCMP IDENTIFICATION SERVICES DIRECTORATE. THE CRIMINAL RECORD WILL BE RELEASED TO YOU AS SOON AS POSSIBLE.

RCMP IDENTIFICATION SERVICES  
OTTAWA - CANADA  
10JUN94/13:42/11

Criminal Record:

FR. (standard NLETS header)

12:51 07/12/94 01718

12:51 07/12/94 05423 OH0150000

TXT

\*\* FROM CPIC - CRIMINAL HISTORY FILE \*\*

ATN/SGT MATTHEW MICHAELS

FPS:749048A

\*\*\*\*\*  
\* CPIC CRIMINAL HISTORY FILE HIT \*  
\* \* \* \* \*  
\* THIS RECORD MAY OR MAY NOT PERTAIN TO THE SUBJECT OF \*  
\* YOUR ENQUIRY. POSITIVE IDENTIFICATION CAN ONLY BE \*  
\* CONFIRMED THROUGH SUBMISSION OF FINGERPRINTS TO RCMP \*  
\* IDENTIFICATION SERVICES DIRECTORATE, OTTAWA, ONTARIO, \*  
\* CANADA. \* \* \* \* \*  
\* THIS INFORMATION IS BEING PROVIDED TO YOU ON THE \*  
\* UNDERSTANDING THAT IT IS TO BE USED FOR OFFICIAL LAW \*  
\* ENFORCEMENT PURPOSES ONLY. IT IS NOT TO BE FURTHER \*  
\* DISSEMINATED WITHOUT THE WRITTEN CONSENT OF THE ROYAL \*  
\* CANADIAN MOUNTED POLICE (RCMP) \*  
\*\*\*\*\*

Q CR LANG:E LVL: 1

REM: 32,OH0150000,SGT MATTHEW

\*ROYAL CANADIAN MOUNTED POLICE - IDENTIFICATION SERVICES

\*RESTRICTED - INFORMATION SUPPORTED BY FINGERPRINTS SUBMITTED BY LAW  
\*ENFORCEMENT AGENCIES - DISTRIBUTION TO AUTHORIZED AGENCIES ONLY.

FPS: 749048A

TESTRECORD, JOHN DAVID

\*CRIMINAL CONVICTIONS CONDITIONAL AND ABSOLUTE DISCHARGES  
\*AND RELATED INFORMATION

0000-00-00 THIS CRIMINAL RECORD IS FOR  
DEMONSTRATION PURPOSES ONLY  
AND IS ENTIRELY FICTITIOUS

1989-10-10 THEFT OVER \$1000 CONDITIONAL DISCHARGE & 3 MOS TORONTO ONT SEC  
334(A)CC (TORONTO PF 1234-88)

1990-03-28 THEFT UNDER \$1000 1 DAY TORONTO ONT SEC 334(B)CC (TORONTO PF 1234-88)

1991-09-09 ARMED ROBBERY 2 YRS LESS 1 DAY OTTAWA ONT SEC 343(D)CC (OPP ROCKLAND 91-336)

\*END OF CONVICTIONS AND CHARGES

\*SUMMARY OF POLICE INFORMATION - NOT INTENDED FOR SENTENCING  
\*PURPOSES

POSS OF PROPERTY OBTAINED  
BY DRIME - WITHDRAWN  
(TORONTO PF 1234-88)

\*END OF POLICE INFORMATION  
12JUL94/12:59/52

You will note the criminal record is laid out in three columns. The first has the date in yyyy-mm-dd format and the place of the incident. The second column has the charges while the third the disposition.

Some fields or abbreviations may be unfamiliar to the NLETS users. Listed below is an explanation of some of the more commonly used terms. Should you have difficulty deciphering any of the information you may contact Records Compilation Section at ORI/ON1007100.

Q CR LANG:E The "Q CR" are control information unique to Canada. The "LANG:E" indicates the requested language of the record is English.

LVL:2 This indicates the amount of information provided by CPIC and is used by their system.

REM: This is a remarks field used by the Canadian system to exchange information. It will contain a control number, the ORI of the US agency, the NLETS control field, and the attention (ATN) field.

CC: An abbreviation for "criminal code". It will generally be after several numbers in the 2nd column of the record.

TORONTO PF In the second column, the agency along with the case (1234-88) number is provided if available.

### **8.15.15.5 Non-Retrievable Criminal History Record**

The RCMP has some unique dissemination requirements for records transmitted internationally. Therefore it is possible to retrieve a valid identity record, request the full record using the FPS number and receive a message stating the record matching the FPS number submitted contains only information that can not be disseminated outside of Canada.

#### **8.15.16 Administrative Messages**

NLETS users may direct administrative messages to any agency on the CPIC network. Administrative messages must include the reason for the request and name of the requestor.

These will generally be for investigative reasons of a broad nature, to request driver license information from non-automated provinces or to send broadcast messages of international interest. These messages will be reviewed by the U.S. National Central Bureau of INTERPOL (Washington, D.C. INTERPOL). Each message must contain the reason for the request and the requestor's name. If an address is unknown, ORION may be used to obtain the Canadian address code.

To broadcast an "AM" message, it must be addressed to "CN" for a country-wide broadcast. Only narrative messages dealing with urgent operational police matters will be considered for nationwide broadcast in Canada. Canada has NO facility for broadcasting messages to individual provinces therefore "AM" messages to 2 character province or territory should not be sent. These will be reviewed by INTERPOL in the U.S. prior to forwarding to Canada.

#### **8.15.17 Access Non-Automated Driver License Information**

Driver license information can be accessed by name, date of birth and sex. This non-automated information must be requested using an "AM" message. More explanation regarding driver's license information can be found in Section 8.15.8.

#### **8.15.18 ORION**

Canada added records for their agencies to the NLETS ORION file. You can access it in the same manner as you would a U.S. agency.

### 8.15.19 HELP Files

There are several HELP files assigned to Canada to assist the users. The user should recognize the RCMP supports many of the files accessible through the interface thus there will only be a single HELP file for these. There will, however, be a HELP file for each province and territory for driver license and vehicle registration information. Each province/territory in Canada has the following HELP files, where XX = province/territory code:

XXLICHELP = one for each province/territory  
XXOLNHELP = one for each province/territory

Single HELP records exist for the following information:

CNGENHELP = General help information on Canada  
CNLICHELP = General Vehicle Registration help information  
CNOLNHELP = General Driver License help information  
CNPERHELP = Wanted Persons help information  
CNVEHHELP = Stolen Vehicles help information  
CNSIRHELP = Criminal History help information  
CNGUNHELP = Stolen Gun help information  
CNSECHHELP = Stolen Securities help information  
CNARTHELP = Stolen Article help information  
CNBOTHELP = Boat/Motor help information

### 8.16 OUT OF STATE WEATHER INQUIRIES

For weather inquiries to an NLETS state, enter the message key HQ followed by a period, and the two letter abbreviation for the state.

NOTE: Not every state has an automated weather response.

NLETS State Inquiry Example: HQ . MN (TRANSMIT)

The response you receive will be a report on the weather conditions for the entire state (this example shows the state of Minnesota).

### 8.17 NATIONAL DRUG POINTER INDEX SYSTEM (NDPIX) U.S. Department of Justice - Drug Enforcement Administration (DEA)

LEADS has implemented a number of formatted screens to provide a guideline for a computerized method of entering, updating, renewal of records and the ability to request user reports. Using the data in the entered record, NDPIX will scan the existing files and

will notify both the owner of the record and the entering agency of the match(s). NDPIX will hold entries in its data base for 180 days after which they are purged. The "purge" clock is reset if the record is either updated or renewed.

### 8.17.1 RETRIEVING NDPIX MENU

To retrieve the NDPIX menu screen, enter "NDPMNU." in the upper left hand corner of the screen and transmit. To select an option press the corresponding function key or move the cursor to the option you wish to use. The Recover number is used when an entry or an update is sent to NDPIX and the user is made aware of an error in transmission. In this case all the previous data keyed in is not lost. The Recover number is a character followed by four digits.

*Example:*

NDPMNU. (TRANSMIT)

The following formatted screen will be displayed.

```

                                National Drug Pointer Index (NDPIX)                2002/09/09
NDPIX                                Function Menu                                11:15:27
                                                                ORI OHOHP0040
_ F1 - Initial Entry
_ F2 - Update Existing NDPIX Record
_ F3 - Renew Existing NDPIX Record
      for an additional 180 days
_ F4 - Request NDPIX Reports

Recover NDPIX Submission _____

F10 - Refresh      F11 - Exit
```



### 8.17.3 UPDATE EXISTING RECORD (NDPIX)

National Drug Pointer Index (NDPIX) 2002/09/09  
NDPENT Updating Existing Record 11:17:43  
ORI OHHP0040

**Mandatory Data:**

UID/\_\_\_\_\_ PWD/\_\_\_\_\_ NDP/\_\_\_\_\_  
NAM/\_\_\_\_\_ or AKA/\_\_\_\_\_  
or MON/\_\_\_\_\_

**Optional Data: TEL-(phone) SCN-(cell phone) PAG-(pager)**

SEX/\_ DOB/\_\_\_\_\_  
HGT/\_\_\_ WGT/\_\_\_ EYE/\_\_\_ HAI/\_\_\_ RAC/\_ SSN/\_\_\_\_\_ FBI/\_\_\_\_\_ ADF/\_  
ADR/\_\_\_\_\_ CTY/\_\_\_\_\_  
STE/\_\_\_ ZIP/\_\_\_\_\_ SMT/\_\_\_\_\_ SMT/\_\_\_\_\_  
TEL/\_\_\_\_\_ TEL/\_\_\_\_\_ SCN/\_\_\_\_\_ PAG/\_\_\_\_\_

**Drug Data: TYP-(type) DAL-(location)**

TYP/\_\_\_ DAL/\_\_\_ TYP/\_\_\_ DAL/\_\_\_ TYP/\_\_\_ DAL/\_\_\_ TYP/\_\_\_ DAL/\_\_\_

**Vehicle Data: LIC-(license number) LIS-(registration state)**

LIC/\_\_\_\_\_ LIS/\_\_\_ LIC/\_\_\_\_\_ LIS/\_\_\_ LIC/\_\_\_\_\_ LIS/\_\_\_

XMIT>\*

**Additional Data:**

F5-Personal Data, F6-Address Data, F7-Drug and Transport Data  
F8-Menu, F9-Clear, F10-Refresh, F11-Exit, F12-Send

### 8.17.4 RENEW EXISTING RECORD (NDPIX)

National Drug Pointer Index (NDPIX) 2002/09/09  
NDPRNW Renew Existing Record 11:17:43  
ORI OHHP0040

**Mandatory Data:**

UID/\_\_\_\_\_ PWD/\_\_\_\_\_ NDP/\_\_\_\_\_  
NAM/\_\_\_\_\_ or AKA/\_\_\_\_\_  
or MON/\_\_\_\_\_

XMIT>\*

F8-Menu, F9-Clear, F10-Refresh, F11-Exit, F12-Send

**8.17.5 REPORT OF EXISTING RECORD(S) (NDPIX)**

National Drug Pointer Index (NDPIX) 2002/09/09  
NDRPT Request Existing Record 11:17:43  
National Drug Pointer Index (NDPIX) Record Request for:

Agency: OHOHP0040  
Agency name: LEADS CONTROL

F8-Menu, F-9-Clear, F10-Refresh, F11-Exit

XMIT>\*

**8.17.6 NDPIX ADDITIONAL PERSONAL DATA**

National Drug Pointer Index (NDPIX) 2002/09/09  
NDPPER Suspect Personal Data 11:20:35  
ORI OHOHP0040

DOB/\_\_\_\_ DOB/\_\_\_\_ DOB/\_\_\_\_ DOB/\_\_\_\_ DOB/\_\_\_\_ DOB/\_\_\_\_  
SMT/\_\_\_\_ SMT/\_\_\_\_ SMT/\_\_\_\_ SMT/\_\_\_\_ SMT/\_\_\_\_  
AKA/\_\_\_\_ MON/\_\_\_\_  
AKA/\_\_\_\_ MON/\_\_\_\_  
AKA/\_\_\_\_ MON/\_\_\_\_  
AKA/\_\_\_\_ MON/\_\_\_\_  
AKA/\_\_\_\_ MON/\_\_\_\_  
AKA/\_\_\_\_ MON/\_\_\_\_

Phone data: TEL-(phone) SCN-(cell phone) PAG-(pager)

TEL/\_\_\_\_\_ TEL/\_\_\_\_\_ TEL/\_\_\_\_\_ TEL/\_\_\_\_\_ TEL/\_\_\_\_\_  
SCN/\_\_\_\_\_ SCN/\_\_\_\_\_ SCN/\_\_\_\_\_ SCN/\_\_\_\_\_ SCN/\_\_\_\_\_  
PAG/\_\_\_\_\_ PAG/\_\_\_\_\_ PAG/\_\_\_\_\_ PAG/\_\_\_\_\_ PAG/\_\_\_\_\_

XMIT>\*

F1-Entry Screen  
Additional Data: F6-Address Data, F7-Drug and Transport Data  
F8-Menu, F9-Clear, F10-Refresh, F11-Exit, F12-Send



DAL/\_\_\_ DAL/\_\_\_ DAL/\_\_\_ DAL/\_\_\_ DAL/\_\_\_ DAL/\_\_\_

LIC/\_\_\_\_ LIC/\_\_\_\_ LIC/\_\_\_\_ LIC/\_\_\_\_ LIC/\_\_\_\_  
LIS/\_\_\_ LIS/\_\_\_ LIS/\_\_\_ LIS/\_\_\_ LIS/\_\_\_

BNM/\_\_\_\_ RES/\_\_\_ BNM/\_\_\_\_ RES/\_\_\_  
BNM/\_\_\_\_ RES/\_\_\_ BNM/\_\_\_\_ RES/\_\_\_

ACN/\_\_\_\_ ACN/\_\_\_\_ ACN/\_\_\_\_  
ACN/\_\_\_\_ ACN/\_\_\_\_ ACN/\_\_\_\_

XMIT>\*

Vehicle Data: BNM-(name or number) RES-(registration state)

Vessel Data: BNM-(name or number) RES-(registration state)

Aircraft Data: ACN-(aircraft number)

F1-Entry Screen

Additional Data: F5-Personal Data, F6-Address Data

F8-Menu, F9-Clear, F10-Refresh, F11-Exit, F12-Send

### 8.17.9 FIELD DESCRIPTIONS AND INPUT CRITERIA

Fields that are required are indicated by underscores.

CODE	SIZE	FIELD
<u>UID</u>	9	Identifies user making the entry into NDPIX. This is assigned by DEA.
<u>PWD</u>	10	Identifier which allows the user's entry to gain access to the NDPIX system. This is assigned by DEA.
<u>NDP</u>	9	Generated by NDPIX to identify a record for updates and renewals.
<u>OCA</u>	15	Active case number covering the referenced suspect.
<u>FOR</u>	30	To identify the person for whom the entry is made.
<u>POC</u>	30	Name of Point of Contact (Last, First MI) separated by a comma.
<u>PTL</u>	20	Title of Point of Contact
<u>PPN</u>	10	Phone number of Point of Contact
<u>NAM</u>	30	Suspect's Name (Last, First MI). Inclusion of AKA or MON will satisfy this mandatory requirement, however all three are allowed.
AKA	30	Suspect's Alias (Last, First MI).
<u>SEX</u>	1	Suspect's Sex. M or F only.
<u>DOB</u>	8	Suspect's DOB. Entered as YYYYMMDD. If entered as estimated age, NDPIX converts entry to DOB using system date as base.
MON	30	Suspect's Moniker.
HGT	3	Suspect's Height. Ex. 5'9" is entered as 509.
WGT	3	Suspect's Weight. Ex. 98 lbs. is entered as 098.
EYE	3	Suspect's Eye color (refer to NCIC Code Manual)
HAI	3	Suspect's Hair Color (Refer to NCIC Code Manual).

RAC 1 Suspect's Race (refer to NCIC Code Manual)  
(continued on next page)

CODE	SIZE	FIELD
SSN	9	Suspect's Social Security Number
FBI	10	FBI Number (Alphanumeric)
ADF	1	Caution Indicator (Y or Blank)
ADR	30	Suspect's Street Address.
CIT	30	Suspect's City
STE	2	Suspect's State
ZIP	9	Suspect's Zip Code
SMT	10	Suspect's Scars, Marks and Tattoos (Refer to NCIC Code Manual).
TEL	10	Suspect's Telephone Number
SCN	10	Suspect's Cellular Telephone Number
PAG	10	Suspect's Pager Number
TYP	4	Drug Type (Refer to NCIC Code Manual)
DAL	2	Drug Activity Location
LIC	8	License Number of Suspect's Vehicle
LIS	2	Suspect's Vehicle Registration State
BNM	20	Name or Number of Suspect's Vessel
RES	2	Suspect's Vessel Registration State

## **8.17.10 NDPIX BASIC RULES**

### Active Cases

The suspect named in an entry must be under investigation in an active drug case.

### Mandatory Fields

An NDPIX transaction must contain the mandatory fields as listed above by the underscore (\_).

Additionally, Update and Renewal transactions require the NDPIX number which NDPIX assigns to an entry and sends to the user. Either Moniker or Alias can be substituted for Suspect Name.

### Optional Fields

An NDPIX transaction may contain additional fields when there is a need for greater precision in the description of the suspect.

### Record Retention

NDPIX stores records for 180 days beyond their date of entry. An update or Renewal extends the date another 180 days. NDPIX advises record owners of pending purges 30 and 15 days prior to the purge and then upon the actual purge of the record.

### Data Security

Every message must contain an ORI that is valid for NDPIX and a user ID and Password issued specifically for use with NDPIX.

## **8.17.11 RECORD MATCHING**

### The Process

NDPIX compares every valid Entry, Update, and Renewal entry to every record in the database. For each successful match, NDPIX send Point of Contact data to the user and to owners of matched database records. No more than 50 match notifications are sent on any given entry, In such cases, the user update the entry.

### Match Notification Data

NDPIX notifies users and record owners of all matches and sends the following response for each:

- NDPIX No.
- Case No.
- Suspect's Name
- POC Name
- POC Title

- POC Phone

The user is also advised of the Renewal date.

Basis for a Successful Match

An entry is considered to match a database record when:

- both contain the same FBI number or SSN number or
- both match on Name and Date of Birth or
- both match on combinations of mandatory and optional data fields found in the entry.

Data Validation

Data from the NDPIX screens are sent to NDPIX for acceptance. NDPIX rejects erroneous entries and informs the user as to the cause(s) of the rejection.

**8.17.12 NDPIX MESSAGES**

NDPIX messages contain the message codes and notifications listed below:

NDPIX Message Codes

- 00-USER ID/PASSWORD REJECTED
- 01-ORI NOT VALID FOR NDPIX
- 03-MANDATORY DATA ELEMENT MISSING
- 04-KEYWORD NOT VALID
- 05-NDPIX RECORD NUMBER MISSING
- 06-UPDATE RECORD NOT FOUND
- 07-RENEWAL RECORD NOT FOUND
- 08-TEXT MISSING
- 09-INVALID FORMAT
- 10-INVALID CODE

NDPIX Match Notifications

- 20-ENTRY ACCEPTED - NO MATCHES
- 21-ENTRY ACCEPTED - OVER 50 MATCHES
- 22-ENTRY ACCEPTED - MATCHED RECORD
- 30-UPDATE ACCEPTED - NO MATCHES
- 31-UPDATE ACCEPTED - OVER 50 MATCHES
- 32-UPDATE ACCEPTED - MATCHED RECORD
- 40-RENEWAL ACCEPTED - NO MATCHES
- 41-RENEWAL ACCEPTED - OVER 50 MATCHES
- 42-RENEWAL ACCEPTED - MATCHED RECORD
- 50-MATCHED TO YOUR RECORD - NEW ENTRY
- 51-MATCHED TO YOUR RECORD - UPDATE
- 52-MATCHED TO YOUR RECORD - RENEWAL

### **8.17.13 NDPIX PURGE NOTIFICATIONS**

60-RECORDS TO BE PURGED IN 15 DAYS  
61-RECORDS TO BE PURGED IN 30 DAYS  
62-RECORDS PURGED

### **8.17.14 NDPIX ADVICE**

70-ARMED AND DANGEROUS

### **8.17.15 NDPIX REPORT REQUEST CODE**

80-FOR REPORT - NO RECORDS FOUND

## **8.18 ATF TRACE REQUEST SUBMISSION SYSTEM (ATQ/ATR)**

The National Tracing Center (NTC) is a branch of the Firearms Enforcement Division of the Bureau of Alcohol, Tobacco and Firearms (ATF). The main purpose of the NTC is to provide 24-hour assistance to ATF field offices and law enforcement agencies worldwide in their fight against violent crime by tracing crime guns. A firearms trace is the systematic tracking of a crime gun from the place of manufacture to the place of sale, such as a retail establishment or gun dealer. Because ATF is the only agency with the capability to trace firearms, the NTC has become a major asset to ATF.

Before using the ATF's Firearms Tracing System (FTS) you should have a general understanding of the trace submission process. For more information on this process, refer to the National Tracing Center (NTC) Firearms Tracing Guide. In addition, familiarity with the National Crime Information Center (NCIC) specifications will help you avoid errors when entering trace request data.

Note: you can obtain a copy of the National Tracing Center Firearms Tracing Guide and receive more information on the FTS from the National Tracing Center by calling the Project LEAD Support Group at 1-800-788-7133, faxing the NTC at 1-304-274-4162, or writing to the NTC at the following address:

National Tracing Center  
Spring Mills Office Park  
2029 Stonewall Jackson Drive  
Falling Water, WV 25419

### **8.18.1 Benefits of Using the System**

Sending trace requests through NLETS will provide benefits by allowing you to:

- ◆ Submit more trace requests in less time;
- ◆ Reduce the amount of paperwork;
- ◆ More easily complete data entry;
- ◆ Submit trace requests more accurately;
- ◆ Confirm that the NTC has received your requests; and
- ◆ Save money since you do not have to mail or fax your request.

### **8.18.2 Trace Requests**

The NTC process two types of trace requests, urgent traces and routine traces. An urgent trace is one that involves a weapon used in a crime of violence or involves information that is essential to apprehend or hold a suspect or obtain a search warrant. Urgent traces are initiated for crimes like homicide, kidnapping, terrorism, sex offenses and other similar incidents in which a timely response is critical.

Routine traces involve crimes such as carrying a firearm without a permit, burglary and firearms trafficking. The trace is needed to complete an investigation and although timely completion is important, the request is not urgent as described above. (This category also includes identifying the purchaser of recovered firearms.)

*The NLETS Trace Request Submission System at this time is intended for the processing ROUTINE traces ONLY. Urgent traces should be telephoned in to the NTC at 1-800-788-7133 and followed by a hard copy faxed to the NTC at 1-800-578-7223.*

To send a trace request to the Firearms Tracing System (FTS) you send:

- ATQ.
- Destination ORI "AT"
- If needed, optional control field.
- TXT
- Carriage return, line feed, delete control character (optional).
- Required and optional data elements discussed later in the chapter

*Example:*

Sent by agency:

```
ATQ.AT.*TERM000000.TXT
OFC/OFCLASTNAME,FIRSTNAME.MAK/AAC.TYP/P.CAL/9.ORG/US.OFF/5299.
NAM/DOE,JOHN.CTY/SAVANNAH.STA/GA
```

Note: Optional Control field is included in the input header for additional sender identification.

Received by the NTC:

```
ATQ.OHOHP0040
01:09 02/18/01 01432
01:09 02/18/01 01573 AT
*TERM000000
TXT
OFC/OFCLASTNAME,FIRSTNAME.MAK/AAC.TYP/P.CAL/9.ORG/US.OFF/5299.
NAM/DOE,JOHN.CTY/SAVANNAH.STA/GA
```

Response from the NTC: (Message type "ATR" – Registration Response)

```
ATR.WVATF0000.OHOHP0040.*TERM000000.TXT
OFC/OFCLASTNAME,FIRSTNAME.MAK/AAC.TYP/P.CAL/9.ORG/US.OFF/5299.
NAM/DOE,JOHN.CTY/SAVANNAH.STA/GA

YOUR TRACE REQUEST IS ACCEPTED AND ASSIGNED THIS TRACE NUMBER
9500001. RESULTS WILL BE FORWARDED TO YOUR ORI AS SOON AS POSSIBLE.
PLEASE CALL 1-800-788-7133 IF YOU HAVE ANY QUESTIONS.
```

If your ORI is not recognized by the FTS you will receive the following message:

```
ATR.WVATF0000
01:09 02/18/01 01432
01:09 02/18/01 01573 OHOHP0040
*TERM000000
TXT
YOUR TRACE REQUEST
OFC/OFCLASTNAME,FIRSTNAME.MAK/AAC.TYP/P.CAL/9.ORG/US.OFF/5299.
NAM/DOE,JOHN.CTY/SAVANNAH.STA/GA

YOUR ORI ADDRESS INFORMATION IS NOT IN OUR SYSTEM. TO USE THE
NLETS TRACE SUBMISSION SYSTEM, YOU MUST PROVIDE THE FOLLOWING
ORI INFORMATION: YOUR AGENCY NAME, STREET ADDRESS, CITY, STATE,
ZIP, PHONE AND FAX NUMBER. THIS INFORMATION CAN BE TRANSMITTED
THROUGH THE NLETS TRACE SUBMISSION PROCESS. PLEASE CALL 1-800-788-
7133 IF YOU HAVE ANY QUESTIONS. HOURS OF OPERATION: 8 AM - 11 PM
(EST), MONDAY THROUGH FRIDAY.
```

You can send your ORI information to the NTC or make changes to your ORI information in the appropriate fields of your trace request.

If the FTS is down for maintenance, or for any other reason, you will receive the following message:

```
ATR.WVATF0000
01:09 02/18/01 01432
01:09 02/18/01 01573 OHOHP0040
*TERM00000
TXT
  OFC/OFCLASTNAME, FIRSTNAME.MAK/AAC.TYP/P.CAL/9.ORG/US.OFF/5299.
  NAM/DOE, JOHN.CTY/SAVANNAH.STA/GA

THE FIREARMS DATABASE IS DOWN TEMPORARILY. PLEASE RESUBMIT YOUR
TRACE REQUEST LATER. PLEASE CALL 1-800-788-7133 IF YOU HAVE ANY
QUESTIONS.
```

If your trace request data is missing a mandatory field, you will receive a message like this:

```
ATR.WVATF0000
01:09 02/18/01 01432
01:09 02/18/01 01573 OHOHP0040
*TERM00000
TXT
YOUR TRACE REQUEST
  OFC/OFCLASTNAME, FIRSTNAME.MAK/AAC.TYP/P.CAL/9.ORG/US.OFF/5299.
  NAM/DOE, JOHN.CTY/SAVANNAH.STA/GA

YOUR TRACE REQUEST CONTAINS ERROR(S) :

THE FOLLOWING FIELDS AR MANDATORY AND MISSING:

CAL

PLEASE CORRECT THE ERROR(S) AND RESUBMIT YOUR TRACE REQUEST.
PLEASE CALL 1-800-788-7133 IF YOU HAVE ANY QUESTIONS.
```

If your trace request contains all of the mandatory field, but contains errors in the data, you will receive a response identical to a good trace request, except that it will not contain a trace number:

```
ATR.WVATF0000
01:09 02/18/01 01432
01:09 02/18/01 01573 OHOHP0040
*TERM00000
TXT
```

YOUR TRACE REQUEST  
OFC/OFCLASTNAME, FIRSTNAME.MAK/AAC.TYP/P.CAL/9.ORG/US.OFF/5299.  
NAM/DOE, JOHN.CTY/SAVANNAH.STA/GA

YOUR TRACE REQUEST HAS BEEN RECEIVED AT THE NATIONAL TRACING CENTER, HOWEVER IT CONTAINS ERROR(S). THE NTC WILL CORRECT THE ERRORS, PROCESS THE TRACE, AND FORWARD THE RESULTS TO YOUR ORI AS SOON AS POSSIBLE. QUESTIONS REGARDING THIS TRACE SHOULD BE DIRECTED TO THE NTC AT 1-800-788-7133. HOURS OF OPERATION: 8 AM - 11 PM (EST), MONDAY THROUGH FRIDAY.

The NTC will correct the errors. If they cannot resolve the problem, they will call you. Once the NTC corrects the errors and adds the trace request to the FTS, you will receive the following message:

ATR.WVATF0000  
01:09 02/18/01 01432  
01:09 02/18/01 01573 OHOHP0040  
\*TERM00000  
TXT  
YOUR TRACE REQUEST  
OFC/OFCLASTNAME, FIRSTNAME.MAK/AAC.TYP/P.CAL/9.ORG/US.OFF/5299.  
NAM/DOE, JOHN.CTY/SAVANNAH.STA/GA

HAS BEEN UPDATED INTO THE FIREARMS TRACING SYSTEM AND ASSIGNED THE FOLLOWING TRACE NUMBER 1234567. RESULTS WILL BE FORWARDED TO YOUR AGENCY UPON COMPLETION. QUESTIONS REGARDING THIS TRACE SHOULD BE DIRECTED TO THE NTC AT 1-800-788-7133. HOURS OF OPERATION: 8 AM - 11 PM (EST), MONDAY THROUGH FRIDAY.

If your trace request contains invalid ORI information, you will receive the following message:

THE ORI DATA WHICH YOU SUBMITTED AS PART OF YOUR TRACE REQUEST CONTAINS INVALID INFORMATION. PLEASE CORRECT YOUR ORI DATA AND RESUBMIT YOUR TRACE REQUEST. PLEASE CALL 1-800-788-7133 IF YOU HAVE ANY QUESTIONS. HOURS OF OPERATION: 8 AM - 11 PM (EST), MONDAY THROUGH FRIDAY.

### **8.18.3 ATQ Detailed Specifications**

The format for ATQ inquiries is prescribed herein. All queries must be addressed to the two character address "AT". Transactions will be preceded by a standard input header. No imbedded spaces nor special characters (i.e. hyphens) should be in the inquiry. All data elements are preceded by a prefix and terminated by a period. The final character should not be a period (this conforms to NCIC message structure). Control characters are permitted throughout the text of the message and will be ignored by the FTS when processing the inquiry. It is important to use NCIC code specifications. Trace request data required for the FTS for the most part adheres to these codes. In a few cases, FTS has defined a data category as set by NCIC. The format for a trace request is:

<b>Entry</b>	<b>Field</b>	<b>Length</b>	<b>Format</b>	<b>Req'd</b>	<b>Description</b>
PRI	Priority	1	A/N	No	Currently the system defaults to R for routine priority. The U for urgent priority is not an option in the current NLETS trace request system.
SPE	Special Instructions	70	A/N	No	Any special instructions required
OFC	Recovery Officer's Name	30	A/N	Yes	First and last name of the officer who recovered the crime gun.
OCA	Case #	20	A/N	No	Local case number
MAK	Make	3	Alpha	Yes	Manufacturer of the crime gun (Use NCIC Code)
TYP	Type	2	Alpha	Yes	Crime gun type (Use NCIC code)
MOD	Model	3	A/N	No	Model of the crime gun (Use NCIC code)
CAL	Caliber	4	Numeric	Yes	Crime gun caliber (Use NCIC code)
SER	Serial #	20	A/N	Yes/No	Crime gun serial number. Although this is not a required field, a firearm cannot be traced without a serial number. Only leave this field blank if no serial number is available.
ORG	Origin	2	Alpha	Yes	Country of origin (Use NCIC code)
IMP	Importer	40	A/N	Yes/No	Name of U.S. Importer, required if outside the U.S.
OFF	Crime	4	Numeric	Yes	Type of crime the recovered weapon was involved in (Use NCIC code)
NAM	Possessor's Name	30	Alpha	Yes	First and last names of the person who possessed the crime gun when it was recovered
PSN	Possessor's Street Number	6	Numeric	No	Street number of possessor's address
<b>Entry</b>	<b>Field</b>	<b>Length</b>	<b>Format</b>	<b>Req'd</b>	<b>Description</b>
PDR	Possessor's Direction	2	Alpha	No	Direction, if any, in the possessor's street address (i.e., SE for southeast)
PSM	Possessor's Street Address	30	A/N	No	Street name of possessor's address
PSS	Possessor's Street Suffix	2	A/N	No	Street suffix of possessor's address
PAP	Possessor's Apartment #	5	A/N	No	Apartment number, if any, of possessor's street address
PCY	Possessor's City	20	Alpha	No	City of crime gun possessor
PST	Possessor's State	2	Alpha	No	State of crime gun possessor
PZP	Possessor's	9	Numeric	No	Zip code of possessor's address

	Zip Code				
SEX	Possessor's Sex	1	Alpha	No	Sex of person who possessed the crime gun when recovered (use NCIC crime code)
RAC	Possessor's Race	1	Alpha	No	Race of person who possessed the crime gun when recovered (Use NCIC crime code)
HGT	Possessor's Height	3	Numeric	No	Height of person who possessed the crime gun when recovered
WGT	Possessor's Weight	3	Numeric	No	Weight of person who possessed the crime gun when recovered
DOB	Possessor's Date of Birth	6	Numeric MMDDYY	No	Date of birth of person who possessed the crime gun when recovered
IDN	Possessor's Identification #	20	A/N	No	Identification number of item used to identify person who possessed the crime gun when recovered (e.g., driver's license number)
IDT	Possessor's Type of Identification	3	Alpha	No	Type of identification found on the possessor of the crime gun (use the NCIC crime code)
IDI	Possessor's ID State	2	Alpha	No	State that possessor's identification type was issued from
DOR	Recovery Date	6	Numeric MMDDYY	No	Date the crime gun was recovered
SNO	Recovery Street Number	6	Numeric	No	Street number where the crime gun was recovered
DIR	Recovery Direction of Street	2	Alpha	No	Direction of the street (i.e., NW for northwest)
SNM	Recovery Street Name	30	A/N	No	Street name where the crime gun was recovered
<b>Entry</b>	<b>Field</b>	<b>Length</b>	<b>Format</b>	<b>Req'd</b>	<b>Description</b>
SSS	Recovery Street Suffix	2	A/N	No	Street suffix where the crime gun was recovered
APT	Recovery Apartment #	5	A/N	No	Apartment number, if any, of address where the crime gun was recovered
CTY	Recovery City	20	Alpha	Yes	City where crime gun was recovered
STA	Recovery State	2	Alpha	Yes	State where crime gun was recovered
ZIP	Recovery Zip Code	9	Numeric	No	Zip code of where the crime gun was recovered
MIS	Additional Information	70	A/N	No	Any additional information that might be helpful
ONM	Owner's Name	30	A/N	N/Y	This field is required only if you are a first-time user or if there has been a change in your mailing address, telephone, or fax number since the last

					time you submitted a trace.
OAD	Owner's Address	30	N/N	N/Y	This field is required only if you are a first-time user or if there has been a change in your mailing address, telephone, or fax number since the last time you submitted a trace.
OCY	Owner's City	20	Alpha	N/Y	This field is required only if you are a first-time user or if there has been a change in your mailing address, telephone, or fax number since the last time you submitted a trace.
OST	Owner's State	2	Alpha	N/Y	This field is required only if you are a first-time user or if there has been a change in your mailing address, telephone, or fax number since the last time you submitted a trace.
OZP	Owner's Zip Code	9	Numeric	N/Y	This field is required only if you are a first-time user or if there has been a change in your mailing address, telephone, or fax number since the last time you submitted a trace.
OPH	Owner's Phone Number	10	Numeric	N/Y	This field is required only if you are a first-time user or if there has been a change in your mailing address, telephone, or fax number since the last time you submitted a trace.
OFX	Owner's Fax Number	10	Numeric	N/Y	This field is required only if you are a first-time user or if there has been a change in your mailing address, telephone, or fax number since the last time you submitted a trace.

## **8.19 COMMERCIAL VEHICLE INFORMATION SYSTEM ACCESS (ACQ/AVQ)**

The Commercial Vehicle Information System (CVIS) provides access to safety information on motor carriers and the vehicles which are assigned to those motor carriers. NLETS users can access the CVIS Target File through an NLETS Carrier Status Request (ACQ) or a NLETS Vehicle Status Request (AVQ). More information on these transactions and their respective responses can be found in the following sections.

A second purpose of the NLETS/AAMVAnet connection is to permit state CVIS registration users to utilize the NLETS vehicle registration transactions (RQ/RR) directly from their AAMVAnet terminals.

### **8.19.1 Commercial Vehicle Information**

The Association of American Motor Vehicle Administrators (AAMVA), through its affiliate AAMVAnet, has participated in developing the Commercial Vehicle Information System (CVIS). Each of the CVIS states will receive a copy of the U.S. Department of Transportation's Motor Carrier Management Information System (MCMIS) Census File. This file contains information on all motor carriers who have been assigned a US DOT Number. One of the information items is a Motor Carrier Safety Improvement Process (MCSIP) rating which is a two character code. This MCSIP 'Step' indicates a motor carrier's safety status.

During the pilot phase, the CVIS states will receive weekly updates to the MCMIS Census File and the CVIS Central Site will extract motor carrier information for all motor carriers whose MCSIP Step places them in the Motor Carrier Safety Improvement Process (MCSIP). A file containing these carrier records will be sent electronically to each of the CVIS states. Each of them will scan its commercial vehicle registration records (on a daily basis) and extract a vehicle record for each vehicle assigned to a motor carrier in MCSIP. The state's vehicle file will be electronically transmitted to the CVIS Central Site who will build the CVIS Target File by adding vehicle records to the carrier records.

The CVIS Target File will be available to authorized users for inquiries on carriers and vehicles from 5:00am – 11:00pm (Central Time), seven days each week through the use of the NLETS Carrier Status Request/Response (ACQ/ACR) and the NLETS Vehicle Status Request/Response (AVQ/AVR).

### **8.19.2 NLETS Carrier Status Request and Response (ACQ/ACR)**

An agency may request carrier information by sending the Carrier Status Request (ACQ) to the CVIS Central Site Target File where the information is stored. There is the possibility that multiple responses will be received as a result of a single ACQ inquiry. A carrier can be a targeted carrier (Target/History Indicator = "T") and improve their safety record to the point where its MCSIP Step will be changed to "00" indicating that the carrier is not longer in the MCSIP process. When this occurs, the carrier's Target/History indicator will be changed from "T" to "H". IF the carrier subsequently is put back in to NCSIP, they can once again have a carrier record with the "T" in the Target/History indicator. Therefore up to five ACR messages may be received. When multiple ACR messages are received, each message will have a notation at the bottom of the message "PAGE n of n PAGES" so that the recipient will know how many messages to expect.

If more than five carrier records exist on the CVIS Target File, a special notation will be placed at the bottom of each message (MATCH LIMIT EXCEEDED, NOTIFY CVIS HELP DESK". If this message is received, recipients are asked to contact the CVIS Help Desk at AAMVAnet by calling (888)-226-8280 (AAMVA80) and report this incident.

To send an NLETS Carrier Status Request (ACQ), enter the following:

ACQ.Sending ORI followed by a period.2 character destination "AV" followed by a period.

If needed, optional control field.

TXT

Carriage return, line feed, delete control characters (optional)

“DOT/” followed by the USDOT Number.

*Examples:*

Sent by Agency:

ACQ.OHOHP0040.AV.

TXT

DOT/1234567

Received by CVIS:

ACQ.OHOHP0040

14:55 03/26/01 05215

14:55 03/26/01 00657 AV

TXT

DOT/1234567

Response from CVIS:

ACR. (NLETS header)

TXT

USDOT NBR/1234567

NAM/CHARLIE JOHNSON MOVING CO.

DBA/.....

ADR/1527 ANYWHERE ST

CITY/SUTHERLAND. CTY/141/ST/IA.ZIP/47302-1058.

CAR FILE DATE/01151996.CAR TARG-HIST IND/T.

CAR TARG-HIST DATE/01151996.

MCSIP STEP/55.MCSIP DATE/12201995.

SAFESTAT SCORE/115.TIP/E.

TIN/987654321. MCMSI UPD/12201995.MCMIS UID/SMITHT.

If CVIS is temporarily unavailable, the sender will receive a Status Message (SM) stating, “TAGET FILE TEMP UNAVAILABLE”

If the NLETS Carrier Status Request (ACQ) message is received between the hours of 11:00pm and 5:00am (CST), the sender will receive a Status Message (SM) stating “AVIS TARGET FILE NOT AVAILABLE FROM 11:00PM – 5:00AM (CST)”

The prefixes used for carrier responses, along with their translation are:

Prefix	Field Size	Translation
USDOT NBR/	7	US DOT # assigned by the Office of Motor Carriers
NAM/	55	Name
DBA/	55	Doing business as
ADR/	30	Street address
CITY/	25	City
CTY/	3	County code
ST/	2	State code
ZIP/	10	Zip code
CAR FILE DATE/	8	Carrier file date (MMDDYYYY)
CAR-TARG-HIST-IND/	1	Carrier target (T) or history (H) indicator
CAR TARG-HIST DATE/	8	Date of the Target/History Indicator (MMDDYYYY)
MCSIP STEP/	2	MCSIP step
MCSIP DATE/	8	MCSIP date (MMDDYYYY)
SAFESTAT SCORE/	3	SAFESTAT score
SAFESTAT DATE/	8	Date of the SAFESTAT Score (MMDDYYYY)
TIP/	1	Taxpayer ID type
TIN/	9	Taxpayer ID#
MCMIS UPD/	8	Date of last MCMIS update
MCMIS UID/	8	User ID of MCMIS update

### 8.19.3 Detailed ACQ Specifications

The detailed format for inquiries and responses is prescribed herein. All messages will be preceded by a standard input header. No imbedded spaces not special characters (i.e., hyphens) should be in the inquiry. The USDOT number are preceded by a prefix and terminated by a period. The final character should not be a period (this conforms to NCIC message structure). Control characters are permitted throughout the text of the message and should be ignored by the queried organization when examining the inquiry.

The format for the NLETS Carrier Status Report (ACQ) is:

Entry	# Char.	Explanation
ACQ.	3	Message type followed by a period
Message Header	13-24	Standard input message header
TXT	3	Fixed filed prefix to beginning of message
CR, LF, DEL	3	Control characters (optional)

Format for the NLETS Carrier Status Report (ACQ) (cont'd.)

Entry	# Char.	Explanation
DOT/	4	Prefix to identify DOT number
DOT number	1-10	DOT number

#### 8.19.4 NLETS Vehicle Status Request and Response (AVQ/AVR)

An agency may request vehicle information by sending the NLETS Vehicle Status Request (AVQ) to the CVIS Central Site Target File. Information may be requested either by vehicle identification number (VIN) or by license plate number (LIC) and license state (LIS). The CVIS Target File will route the response back to the requester.

There is the possibility that multiple AVR messages will be received in response to the AVQ inquiry. A vehicle may be assigned to a carrier who is a targeted carrier (Target/History Indicator = "T" and the carrier improves its safety record to the point where its MCSIP Step will be changed to "00" indicating that the carrier is no longer in the MCSIP process. When this occurs, the vehicle's Target/History Indicator. Although more than 1 registration for a vehicle is unusual, the CVIS Target File may have up to 10 registrations for a single vehicle. The last two lines which contain registration related data may be repeated up to 10 times.

A maximum of 10 AVR messages may be received. If multiple AVE messages are sent the following notation will be at the end of each message, "PAPE n of n PAGES". If more than 10 vehicle records have been found on the CVIS Target File with the same VIN or LIC/LIS, the following notation will be found at the end of each message, "MATCH LIMIT EXCEEDED, NOTIFY CVIS HELP DESK". When this notation is received, the recipient is asked to contact the CVIS Help Desk at AAMVAnet (888)-222-8280 (AAMVA80) and report the incident.

To send an NLETS Vehicle Status Request (AVQ), enter the following:

AVQ.

Sending ORI following by a period.

2 character destination "AV" followed by a period.

If needed, optional control field.

TXT

Carriage return, line feed, delete control characters (optional)

"VIN/" followed by the vehicle identification number

**OR**

"LIC/" followed by the license plate number and a period AND

"LIS/" followed by the license state

*Examples:*

Sent by agency:

AVQ. IA0434300.AV.\*1234567890.TXT  
VIN/1XKADB9X9JS509938

OR

LIC/PL6628  
LIS/IA.

Received by CVIS:

AVQ. IA0435300  
14:55 05/01/01 05215  
14:55 05/01/01 657 AV  
1234567890  
TXT  
VIN/1XKADB9X9JS509938

OR

LIC/PL6628  
LIS/IA

Response from CVIS:

Note that the vehicle response also contains carrier information on the motor carrier to which the vehicle is assigned.

AVR.AV0000000.IA0435300.\*1234567890.TXT  
USDOT NBR/1234567.  
NAM/CHARLIE JOHNSON MOVING CO.  
DBA/.....  
ADR/1527 ANYWHERE ST  
CITY/SUTHERLAND.CTY/141.ST/IA.ZIP/47302-1058.  
CAR FILE DATE/01151996. CAR TARG-HIST IND/T. CAR TARG-HIST  
DATE/01151996  
MCSIP STEP/55. MCSIP DATE/12201995. SAFESTAT SCORE/115. SAFESTAT  
DATE/12201996.TIP/E.  
TIN/987654321.MCMIS UPD/12201995. MCMIS UID/SMITHT. VMA/INTL.  
VYR/1986. VIN/1XKADB9X9JS509938. LIC/PL6628. JUR/IA. REG EFF  
DATE/09201995. EG EXP.DATE/09301996. VFC/01051995.  
VEH TARG-HIST IND/T. VEH TARG-HIST DATE/01151996.

If CVIS found no information, the sender will receive:

```
AVR.AV00000000
14:55 05/01/01 658
14:55 05/01/01 05216 IA0435300
1234567890
TXT
NOT ON FILE VIN/1XKADB9X9JS509938
```

OR

```
NOT ON FILE LIC/PL6628 LIS/IA
```

If CVIS is temporarily unavailable, the sender will receive a Status Message (SM) stating “DESTINATION DOWN, AAMVAnet WILL NOT FORWARD MESSAGE.”

If the NLETS Vehicle Status Request (AVQ) message is received between the hours of 11:00pm and 5:00am (CST), the sender will receive a Status Message (SM) stating “AVIS TARGET FILE NOT AVAILABLE FROM 11:00PM – 5:00AM (CST).”

The prefixes used for carrier responses, along with their translation are:

PREFIX	FIELD SIZE	TRANSLATION
USDOT NBR	7	US DOT number assigned by the Office of Motor Carriers
NAM/	55	Name
DBA/	55	Doing business as
ADR/	30	Street address
CITY/	25	City
CTY/	3	County code
ST/	2	State code
ZIP/	10	Zip code
CAR FILE DATE/	8	Carrier file date (MMDDYYYY)
CAR-TARG-HIST-IND/	1	Carrier target (T) or history (H) indicator
CAR TARG-HIST DATE/	8	Date of the Target/History Indicator (MMDDYYYY)
MCSIP STEP/	2	MCSIP step
MCSIP DATE/	8	MCSIP date (MMDDYYYY)
SAFESTAT SCORE/	3	SAFESTAT score
TIP/	1	Taxpayer ID type

TIN/	9	Taxpayer ID #
MCMIS UPD/	8	Date of last MCMIS update
MCMIS UID/	8	User ID of last MCMIS update
VMA/	4	Vehicle make
VYR/	4	Vehicle year
VIN/	17	Vehicle ID number
LIC/	10	License plate number
LIS/	2	State code of registration jurisdiction
REG EFF DATE/	8	Registration effective date
REG EXP DATE/	8	Registration expiration date
VFC/	8	Vehicle file create date
VEH TARG-HIST IND/	1	Vehicle target/history indicator
VEH TARG-HIST DATE/	8	Date of vehicle target/history indicator (MMDDYYYY)

### 8.19.5 Detailed AVQ Specifications

The detailed format for inquiries is prescribed herein. All messages will be preceded by a standard input header. No imbedded spaces nor special characters (i.e., hyphens) should be in the inquiry. All data elements (i.e., vehicle identification number or license plate number and license state are preceded by a prefix and terminated by a period. The final character should not be a period (this conforms to NCIC message structure). Control characters are permitted throughout the text of the message and should be ignored by the queried organization when examining the inquiry.

The format for the NLETS Vehicle Status Request (AVQ) is:

ENTRY	# CHARACTERS	EXPLANATION
AVQ.	3	Message type followed by a period
Message Header	13-24	Standard input message header
TXT	3	Fixed filed prefix to beginning of message
CR, LF, DEL	3	Control characters (optional)
VIN/	4	Prefix to identify VIN
Vehicle ID #	Maximum 17	VIN

**OR**

ENTRY	# CHARACTERS	EXPLANATION
LIC/	4	Prefix to identify license plate number
License #	Maximum 10	License plate # followed by a period
LIS/	4	Prefix to identify license state
License state	2	License state

## 8.20 INTERNATIONAL FUEL TAX ASSOCIATION (IFTA) INDEX

The purpose of the IFTA “Bad-Guy” file is to identify those companies that are severely negligent in paying their fuel taxes. The inquiry will search the file, housed on NLETS, and return exact matches on the Federal Identification Number (FEIN). This is made up of a 2-letter jurisdiction abbreviation and the U.S. FEIN (9 characters). There is also a 2-character suffix but it will be ignored.

This application will allow NLETS users, those responsible for roadside enforcement of fuel tax laws, access to the IFTA data base over NLETS. The user will submit an inquiry to the file. NLETS will edit it and, assuming it is correct, search the IFTA index. This index will be created under the authority of capability to transfer the file to states upon request through a dial up arrangement. Users wishing to hold the file on their own system should contact the NLETS Control Center for details. If a hit is realized, the user will contact the state of record to determine if the record is still valid. Agencies will have the capability to enter, cancel, and query this file. Any modification will require a cancel and reentry. The following format will be used to enter an IFTA record.

### 8.20.1 Entering a Record

There will be two types of entries. The first will establish the contact name, phone number, alternate phone number and fax number. This message type will be an “FEN.” The “entry completed” acknowledgment will use the same message type. To examine this record, a user may inquire upon the record by the state of entry. See Section E., Inquiring on the File.

CODE	LENGTH	FORMAT	REQ?	DESCRIPTION
CAN/	30	Alpha/Numeric	Y	Contact Name
PHN/	10	Numeric	Y	Contact Phone
ALT/	10	Numeric	N	Alt. Phone #
FAX/	10	Numeric	N	Fax #

The second type of entry will be used to enter the information on the company that is negligent in paying their fuel tax. The reason for two separate files is to allow users to easily change the contact information without modifying every company record on the file every time a phone number or contact person changes. This design however, requires that there will be one contact per state or province.

The message type to enter and IFTA record will be “FEC.” The “entry completed” acknowledgment will use the same message type.

CODE	LENGTH	FORMAT	REQ?	DESCRIPTION
FEI/	13	Alpha/Numeric	Y	Federal ID #
CMP/	40	Alpha/Numeric	Y	Company Name
DOE/	6	mmddy	Y	Date of Entry (entered by IFTA computer; no action required by the user)
ORI/	9	Alpha/Numeric	Y	Agency Identifier. This field will be entered by the computer; no action required by the user.
DOT/	7	Alpha/Numeric	N	Optional field not presently used

Below is an example of an entry.

FEC.XXSENDORI.FT.TXT FEI/AZ123456789XX.CMP/ALLIED VAN LINES.

Notice that the destination will always be "FT."

### 8.20.2 Modifying a Record

The system does not allow modification of a company record. If a mistake is made, the record must be canceled and re-entered. When information changes in the contact record, the agency must reenter the record with the new information.

### 8.20.3 Canceling a Record

Only the ORI that entered the Company Record can cancel it. The following format will be used to cancel an IFTA Company record from the file. The message type will be "FCC." The "cancel completed" acknowledgment will use the same message type.

CODE	LENGTH	FORMAT	REQ?	DESCRIPTION
FEI/	13	Alpha/Numeric	Y	Federal ID #
DOE/	6	mmddy	Y	Date of Entry (entered by IFTA computer; no action required by the user)

### 8.20.4 Inquiring on the File

The following format will be used to inquire upon the IFTA file. The message type will be "FQC." The resultant response will be "FRC." There may be multiple responses if more than one state or province has entered a company on the file. When a hit is made, the system will access the contact information for the state or province that entered the record and insert the contact information into the response.

CODE	LENGTH	FORMAT	REQ?	DESCRIPTION
FEI/	13	Alpha/Numeric	Y*	Federal ID #
DOT/	7	Alpha/Numeric	Y*	Optional field not presently used

\*one filed, and only one, must be present

*Example:*

Inquiry:

FQC . (standard NLETS header)  
FEI/AZ22590687301

Response:

FRC . (standard NLETS header)  
COMPANY NAME: SHAMROCK TRUCKING SERVICE  
FEDERAL ID#: AZ22590687501  
DOT#:  
DATE OF ENTRY: 6/10/96  
CONTACT NAME: PAUL JOSEPH  
CONTACT PHONE #: (602)555-2323  
ALTERNATE PHONE #:  
FAX #: (602)555-2324

\*\*\*\* NO ACTION SHOULD BE TAKEN BASED SOLELY ON THIS RECORD  
\*\*\*\* WITHOUT CONFIRMING WITH THE CONTACT NAME THAT THE  
\*\*\*\* RECORD IS STILL VALID

The following format will be used to inquire upon the contact file. The message type "FQN" will be used for the inquiry. The resultant response type will be "FRN."

CODE	LENGTH	FORMAT	REQ?	DESCRIPTION
STA/	2	Alpha	Y	State of contact

*Example:*

Inquiry:

FQN . (standard NLETS header)  
STA/IN

Response:

FRN . (standard NLETS header)  
CONTACT NAME: PATRICK MATTHEWS  
CONTACT PHONE: (219) 233-4703  
ALTERNATE PHONE#: (219) 234-4725  
FAX: (219) 233-4704

### **8.20.5 Assuring the Integrity of the Data**

There is an IFTA Commissioner (IS) in each state that will be responsible for his (her) states data on the file. The IC will decide who can enter records within the state or province and will sign agreements and determine who will be in the Contact File. The IC will also be responsible for validation of the file.

### **8.20.6 Who Can Access the File?**

Only two types of agencies can access the IFTA file. It is the responsibility of the IC and the NLETS representatives to insure that there is not no unauthorized access.

1. Agencies charged with enforcement of vehicle or fuel tax laws within a state or province.
2. Law enforcement or criminal justice agencies for investigative purposes.

### **8.20.7 Assignment of ORIs**

Only law enforcement, criminal justice or "S" ORIs with an "IFT in the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> character can access the file. NLETS will assign "S" ORIs to all IFTA users. Non-criminal justice users that have been assigned an NCIC ORI may NOT access the IFTA file. They must use an NLETS assigned "S" ORI.

The format for IFTA ORIs will be: aaIFTbbbbS

where: aa = state or province code  
IFT = fixed field  
bbbb = free field for user  
S = fixed field

These ORIs must be in ORION.

### **8.20.8 Validation of the File**

States or provinces will be responsible for validating their portion of the file on a schedule to be determined by IFTA. They will have the capability to access their entire file by using the standard inquiry with the words "ALL" in the "FEI" field.

### **8.21 INS's LAW ENFORCEMENT SUPPORT CENTER (LESC)**

The purpose of the LESC is to provide timely information on aliens suspected of criminal activity and status information of aliens under arrest. The staff queries six INS databases and responds to the requesting law enforcement agency. The Center operates on a 24 hour, seven day a week basis. The LESC is currently located in South Burlington, Vermont.

For additional information direct requests to:

Carol Chasse, Director  
INS Law Enforcement Support Center  
70 Kimball Avenue, Rm. 117  
South Burlington, VT 05403

ORI: VTINS07S0

Phone: (802) 652-2000  
FAX: (802) 652-2024

Because of the sensitive nature of the information to be provided by the LESC, only agencies authorized to request criminal record information over NLETS will be authorized to access the LESC. NLETS will reject messages from ORIs that have not been authorized.

The LESC maintains a HELP file to provide additional information. It may be accessed by sending an "AM" message to ACADMHELP. Assistance is also through an "AM" message sent to "AX" or "VTINS07S0."

#### **8.21.1 Files**

There are 6 indices that the LESC searches after receiving a query via NLETS. A brief description of each may be found below.

#### CENTRAL INDEX SYSTEM (CIS)

CIS is a centralized, computer-based information system that serves as the heart of INS mission support, both in areas of service benefits and law enforcement. The Central Index contains data on lawful permanent residents, naturalized citizens, violators of immigration laws, aliens with Employment Authorization Document (EAD) information, and others for whom the Service has opened alien files or in whom it has a special interest.

CIS provides several major capabilities, including searching the alien database by multiple criteria and displaying summary level data on the alien. The major search keys are "A number" and name. Variations of the Name Search are provided by allowing a direct search using Exact Name or a Sounds-like (Soundex) search using a similar sounding name or alias name. In addition, the Name Searches allow other identifying information as secondary search criteria such as: Date of Birth, Country of Birth, and Files Control Office; Date of Birth is the most often used secondary search criterion.

#### COMPUTER LINKED APPLICATION INFORMATION MANAGEMENT SYSTEM (CLAIMS)

CLAIMS is an application processing system which provides information concerning the receipt, adjudication, and notification processes for applicants and petitioners of INS benefits, such as Employment Authorization Documents, Permanent Residency, etc. The current CLAIMS implementation combines several systems which support these processing requirements. This system also provides information on the current status of a pending application of the aforementioned INS benefits.

#### DACS (DEPORTABLE ALIEN CONTROL SYSTEM)

DACS provides information on the status and disposition of deportation cases, and on the statistics and summary data representing cases by status type and other activities. DACS captures deportable data; tracks aliens who are arrested, detained or formally removed from the country; produces deportation forms and reports; and makes the information accessible online to Deportation Officers and other INS users. DACS maintains information on aliens detained by the Service and reports on this activity.

#### NATIONAL AUTOMATED IMMIGRATION LOOKOUT SYSTEM II (NAILS II)

NAILS II is a lookout enforcement system that contains information about person of interest to INS for law enforcement purposes. It expedites the determination of traveler admissibility into the United States and identifies individuals who may have overstayed and provides statistical information to INS managers. It responds to queries based on biographical , classification, and citizenship data.

#### NON-IMMIGRANT INFORMATION SYSTEM (NIIS)

NISS contains arrival, departure, and ancillary information pertaining to nonimmigrant aliens entering the United States. It contains data on the individual's status, identifies individuals who may have overstayed, and provides statistical information to INS managers. It provides for queries based on biographical, classification, and citizenship data.

### STUDENT AND SCHOOLS SYSTEM (STSC)

STSC is the primary vehicle for identifying, locating, and determining the status or benefits eligibility of nonimmigrant students their dependents. Data is captured from forms relevant to foreign students and are available for query. This data includes requests for extensions, change of status, transfers, and employment authorization. STSC also maintains records on approved schools, school officials, and current or past violations.

#### **8.21.2 Inquiries**

All queries to the LESC must contain AT LEAST the required information. Any optional information supplied in the query will increase the probability of finding a positive record and enable a more informative response to be sent.

The operations staff at the LESC will extract information from the various INS indices and reformat it into a response that is understandable by those unfamiliar with INS nomenclature and formats. *Users should recognize that since the search process is not fully automated, response times may be slow. Twenty minutes is not unusual.*

The system will, however, provide a computer generated message acknowledging receipt of your inquiry within 15 seconds of receipt by the LESC.

##### **8.21.2.1 Surnames**

The usage of surnames from different countries can often be confusing. For example, Hispanics generally use both their father's and mother's last name, giving them a double name. The first name of this double last name is generally the most important name for record check purposes. If one does not know how to place these names in the name fields on inquiries, misses could occur. The following are short explanations of the construction of names often checked with INS indices.

#### HISPANIC (FIRST NAMES)

Many Spanish first names consist of more than one word, for example, Maria de Los Angeles, Maria de la Luz, and Maria del Carmen. When written with a prepositional phrase, the name

should be treated as one first name. If the name is not recorded with a prepositional phrase, for example, Maria Luz or Maria Carmen, it should be considered first and middle names.

### HISPANIC (SURNAMENES)

Spanish and Hispanic persons customarily use the surnames of both parents. This double surname is derived from the first surname of the father and the first surname of the mother. Neither name is considered a middle name. The surname of the father precedes that of the mother. The two surnames may be connected by the word “y,” which means “and.” For example, Juan Gomez y Conde has Juan as a first name, Gomez as the surname of the father, and Conde as the surname of the mother. For recording purposes, all double last names are listed with the father’s surname followed by the mother’s surname. Juan Gomez y Conde would be recorded as Juan Gomez Conde. The nationals of some South American countries do not as a general rule use both last names. If the subject comes from a country which uses both lost names, but the subject only uses one, and it is his mother’s surname, this will often indicate that the subject’s parents were not married.

### HISPANICS (MARRIED FOR WOMEN)

When she marries, a woman commonly drops the surname of her mother and adds the first surname of her husband, preceded by the preposition “de.” This indicates she is the “wife of” that man. Maria Gomez Garcia, when married to Juan Martinez Ramirez, would become Maria Gomez de Martinez and will be recorded as Gomez de Martinez, Maria.

Note that according to traditional Hispanic usage the woman’s surname never changes. After admission to the United States, however, some women have adopted the American custom of using the husband’s surname as their own. Maria Gomez de Martinez may begin to give her name as Martinez, Maria Gomez.

### ASIAN (CHINESE)

When a sequence of two, three or four names appear, no part of which can be recognized as the first name, middle name or surname, the first part only is identified as the surname and the next parts used as the first name and middle name. When one or more names follows the surname, use only the first as the surname. Sometimes the surname will be in capital letters and the other names will be connected by a hyphen. In such cases you may find the surname written either before or after the other names.

*Examples:*

<u>Name</u>	<u>Surname</u>
Low Tai Yat	Low
Harry Yat Bun Sing	Yat
Soong Mei Ling	Soong

MIDDLE EASTERN

When a sequence of two, three or four names appear, no part of which can be recognized as the first name, middle name or surname, the last part only is identified as the surname and the first part used as the first name.

*Example:*

<u>Name</u>	<u>Surname</u>
Mohammed Ali Jafir	Jafir

When a surname is preceded by an article such as “El” or “Al,” it is considered to be part of the surname.

*Example:*

<u>Name</u>	<u>Surname</u>
Yousef Ben El Gazar	El Gazar

**8.21.2.2 Format Screen for INS’s LESC Inquiry (IAQ)**

By entering INSIAQ . (transmit) the following formatted screen will be provided.

```
INSIAQ.REQ          LESC Law Enforcement Support Center          04/23/01
INSREQ             INS Alien Inquiry Request Screen      11:38:16
                                                           ORI OHLDSAUD1
```

Requestor Data:

PUR/\_ ATN/\_\_\_\_\_ PHN/,,, -,,, - ,,,,

Subject Data:

NAM/\_\_\_\_\_ CUS/\_ OFF/,,,,,  
DOB/,,,,,, POB/\_\_\_ SEX/\_ HGT/,,, WGT/,,, EYE/\_\_\_

SOC/,,,,,, OLN/\_\_\_\_\_ MNU/\_\_\_\_\_

FBI/\_\_\_\_\_ SID/\_\_\_\_\_

Alien Registration No. (use if known), Booking No., Passport No.

ARN/\_\_\_\_\_ BKN/\_\_\_\_\_ PPN/\_\_\_\_\_

Parents of subject - Mother maiden, first name      Father last,  
first name  
MMN/\_\_\_\_\_ MFN/\_\_\_\_\_ FLN/\_\_\_\_\_ FFN/\_\_\_\_\_

REM/\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ XMIT>\*

This transaction results in the searching of the 6 service databases, NCIC, and Triple I.

Below are explanations of the REQUIRED FIELDS and the OPTIONAL FIELDS for an LESC inquiry.

NLETS will perform the normal edits for required data, length and content.

### 8.21.2.3 Detailed IAQ Specifications

ENTRY	REQUIRED	EXPLANATION
PUR/	Y	Purpose code, must be C (criminal) or F (firearm/Brady)
ATN/	Y	Person requesting the information, do not put a period in this field.
PHN/	Y	Requester's phone number
NAM/	Y	Name of subject, enter as Last, First Middle
CUS/	Y	Prefix for custody field
OFF/	Y	Offense, NCIC code for the most serious charge against the subject
DOB/	Y	Can be entered as CCYYMMDD or MMDDCCYY
POB/	Y	Use standard NCIC code for foreign place of birth
SEX/	Y	F (female) or M (male)
HGT/	N	Height
WGT/	N	Weight
EYE/	N	Eye color
SOC/	N	Social security number
OLN/	N	Operator's license number
MNU/	N	Miscellaneous number

FBI/	N	FBI #
SID/	N	State ID#
ARN/	N	Alien registration number – USE IF KNOWN, this is an INS key field.
BKN/	N	Booking number
PPN/	N	Passport number
MMN/	N	Mother's maiden name
MFN/	N	Mother's first name
FLN/	N	Father's last name
FFN/	N	Father's first name
REM/	N	Remarks – Do not use periods in this field. Do not put more than three spaces between any words.

**NOTE:** If submitting a firearms check, the NICS transaction number must be included in either the MNU field or the REM field with the number preceded by “NTN.”

Optional fields increase the probability of finding a match within the INS indices. There is no requirement to use all the optional fields in order to get to the one needed.

All data will be edited by the application upon transmitting the screen. Those fields which do not meet the edits, will be blinking when the screen is redisplayed. If there are no errors, the request is sent to the Law Enforcement Support Center (LESC) via NLETS. An acknowledgment message will be returned by LESL to the user once they receive the request.

*Example* of an acknowledgment message to the user:

```

/OHLDSAUD1
AX0000000 031    2001/04/05 13:40:23
AM.AX0000000
10:40 04/05/2001 01088
10:40 04/05/2001 05217 OHLDSAUD1
TXT
YOUR INQUIRY HAS BEEN RECEIVED BY THE INS LAW ENFORCEMENT
SUPPORT CENTER AND WILL BE RETURNED UPON COMPLETION OF THE
DATABASE SEARCHES.

EDT 1340.
TEXT OF INQUIRY WAS:
PUR/C.ATN/OLIVER
OFFICER.PHN/6145551234.NAM/RECORD,TEST.DOB/19590101.SEX/M.POB/AA.
CUS/N.OFF/0399.REM/THIS IS A TEST./

END.

```

### 8.21.3 Responses to LESL Inquiries (IAR)

Response times may take 20 minutes to complete because human intervention is required to complete these record checks and format responses.

The LESC response (IAR) will include the actual inquiry sent to them along with a formatted message containing a summary of the information found. "END" indicates that all information has been sent. The user may, if necessary, contact LESC at VTINS07S0 using a standard administrative message (AM) format to request additional information or clarification of the response.

A copy of all LESC responses will be sent to the local INS office that jurisdiction over the agency that the inquiry.

Certain responses provide contact phone numbers for INS Enforcement Offices. The purpose is to enable the law enforcement agency making the inquiry to make contact with INS where the subject of the query may be amenable to arrest for violation of federal criminal statutes and/or Immigration Act violations.

#### 8.21.4 Sample LESC Responses

The following pages contain example responses. These are not inclusive of all the possible responses sent out by the LESC.

##### Subject has an Aggravated Felony Conviction and Appears to have been Previously Deported

THIS IS NOT AN IMMIGRATION DETAINER! THIS INFORMATION IS FOR LAW ENFORCEMENT USE AND IS BEING PROVIDED FOR INFORMATION PURPOSES ONLY. THIS RESPONSE IS NOT SUPPORTED BY FINGERPRINTS.

DEPORTED ACCRAVATED FELON

THE FOLLOWING RECORD APPEARS TO RELATE:

NAM/	ARN/
DOB/	POB/
FILE CONTROL OFFICE/	DATE ENTERED THE US/
FBI/	SID/
- (OTHER INFORMATION)	

INS RECORDS INDICATE THAT THIS SUBJECT WAS DEPORTED FROM THE UNITED STATES ON 00/00/00 AT (\_\_\_\_). HE/SHE WAS DEPORTED AS AN AGGRAVATED FELON HAVING BEEN CONVICTED OF (FELONY OFFENSE) IN AGGRAVATED FELON HAVING BEEN CONVICTED OF (FELONY OFFENSE) IN THE OF (\_\_\_\_). NO RECORD OF LEGAL RE-ENTRY HAS BEEN FOUND.

IMPORTANT NOTICE

THIS PERSON MAY BE AMENABLE TO ARREST FOR VIOLATION OF THE FEDERAL CRIMINAL STATUTES AND/OR FOR IMMIGRATION ACT VIOLATIONS.

CONTACT YOUR INS ENFORCEMENT OFFICE IN (LOCATION) AT (TELEPHONE NUMBER). IF UNABLE TO CONTACT INS, CONTACT THE LESC VIA NLETS AM MESSAGE TO VTINS0700.

Subject Appears to be a Non-Immigrant

THIS IS NOT AN IMMIGRATION DETAINER! THIS INFORMATION IS FOR LAW ENFORCEMENT USE AND IS BEING PROVIDED FOR INFORMATIONAL PURPOSES ONLY. THIS RESPONSE IS NOT SUPPORTED BY FINGERPRINTS.

THE FOLLOWING INS RECORD APPEARS TO RELATE:

NAME/ ARN/A  
DOB/ POB/  
FILE CONTROL OFFICE/ DATE ENTERED THE U.S./  
- (ADDITIONAL INFORMATION)

INS RECORDS INDICATE THAT THIS SUBJECT WAS LEGALLY ADMITTED TO THE UNITED STATES AS A (CLASS OF ADMISSION) AND WAS AUTHORIZED TO REMAIN IN THE UNITED STATES UNTIL (00/00/00). IF THIS INDIVIDUAL HAS REMAINED LONGER IN THE UNITED STATES WITHOUT INS PERMISSION, HE/SHE MAY BE IN VIOLATION OF IMMIGRATION LAWS. THIS SUBJECT MAY BE DEPORTABLE IF HE/SHE HAS BEEN CONVICTED OF CERTAIN CRIMINAL OFFENSES OR ENGAGES IN UNAUTHORIZED EMPLOYMENT.

Subject Appears to be an Illegal Alien

THIS IS NOT AN IMMIGRATION DETAINER! THIS INFORMATION IS FOR LAW ENFORCEMENT USE AND IS BEING PROVIDED FOR INFORMATION PURPOSES ONLY. THIS RESPONSE IS NOT SUPPORTED BY FINGERPRINTS.

INS RECORDS INDICATE THAT THIS SUBJECT IS NOT LEGALLY IN THE UNITED STATES AND APPEARS TO BE DEPORTABLE.

THE FOLLOWING INS RECORD APPEARS TO RELATE:

NAME/ ARN/  
DOB/ POB/  
FILE CONTROL OFFICE/ DATE ENTERED U.S./  
FBI/ SID/  
- (OTHER INFORMATION)

Subject Appears to be Under Deportation Proceedings

THIS IS NOT AN IMMIGRATION DETAINER! THIS INFORMATION IS FOR LAW ENFORCEMENT USE AND IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY. THIS RESPONSE IS NOT SUPPORTED BY FINGERPRINTS.

THE FOLLOWING INS RECORD APPEARS TO RELATE:

NAM/ ARN/  
DOB/ POB/  
FILE CONTROL OFFICE/ DATE ENTERED U.S./

INS RECORDS INDICATE SUBJECT IS CURRENTLY UNDER DEPORTATION PROCEEDINGS. NO FURTHER INS ACTION IS INDICATED AT THIS TIME.



Subject Appears to be a Legal Permanent Resident

THIS IS NOT AN IMMIGRATION DETAINER! THIS INFORMATION IS FOR LAW ENFORCEMENT USE AND IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY. THIS RESPONSE IS NOT SUPPORTED BY FINGERPRINTS.

BASED ON THE INFORMATION PROVIDED, THE FOLLOWING INS RECORD APPEARS TO RELATE:

NAM/	ARN/
DOB/	POB/
FILE CONTROL OFFICE/	DATE ENTERED U.S./
FBI/	SID/

- (OTHER INFORMATION)

INS RECORDS INDICATE THAT THIS SUBJECT HAS BEEN LEGALLY ADMITTED TO THE UNITED STATES AS A LAWFUL PERMANENT RESIDENT AND MAY LIVE AND WORK IN THE UNITED STATES INDEFINITELY.

IF THIS PERSON HAS BEEN CONVICTED FOR A SERIOUS FELONY OFFENSE, HE/SHE MAY BE AMENABLE TO DEPORTATION FOR VIOLATIONS OF THE IMMIGRATION ACT.

No Record Found in INS Indices

THIS IS NOT AN IMMIGRATION DETAINER! THIS INFORMATION IS FOR LAW ENFORCEMENT USE AND IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY. THIS RESPONSE IS NOT SUPPORTED BY FINGERPRINTS.

THE INS LAW ENFORCEMENT SUPPORT CENTER IS UNABLE TO FIND A MATCH BASE ON YOUR INFORMATION. IF YOU HAVE ADDITIONAL IDENTIFIERS, PLEASE RESUBMIT YOUR REQUEST.

Subject Appears to be a Naturalized United States Citizen

THIS IS NOT AN IMMIGRATION DETAINER! THIS INFORMATION IS FOR LAW ENFORCEMENT USE AND IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY. THIS RESPONSE IS NOT SUPPORTED BY FINGERPRINTS.

THE FOLLOWING INS RECORD APPEARS TO RELATE:

NAM/	ARN/
DOB/	POB/
FILE CONTROL OFFICE/	DATE ENTERED U.S./
FBI/	SID/

- (OTHER INFORMATION)

INS RECORDS INDICATE THAT THIS SUBJECT IS A NATURALIZED UNITED STATES CITIZEN. THIS INDIVIDUAL IS NOT SUBJECT TO DEPORTATION OR REMOVAL FROM THE UNITED STATES. NO FURTHER ACTION BY INS WILL BE TAKEN

Footer for Aggravated Felony Convictions

.....  
IMPORTANT NOTICE  
.....

IT APPEARS THAT THIS PERSON HAS CONVICTIONS WHICH COULD BE CLASSIFIED AS AGGRAVATED FELONIES. AS SUCH, THIS PERSON MAY BE AMENABLE TO ARREST FOR IMMIGRATION ACT VIOLATIONS. CONTACT YOUR INS ENFORCEMENT OFFICE IN (LOCATION) AT (TELEPHONE NUMBER). IF UNABLE TO CONTACT INS, CONTACT THE LESC VIA NLETS AM MESSAGE TO VTINS0700.