

*NCIC 2000  
BOAT FILE*

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*NCIC 2000  
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## SECTION 1--INTRODUCTION

### 1.1 DEFINITION

For NCIC 2000 purposes, a boat is defined as a vessel for transport by water, constructed to provide buoyancy by excluding water and shaped to give stability and permit propulsion.

### 1.2 CRITERIA FOR ENTRY

1. Any stolen boat which has a registration number (REG), document number (CGB), permanently attached hull serial number (BHN), or owner-applied number (OAN) may be entered in the file if a theft report has been made.
2. Loaned, rented, or leased boats not returned may be entered by an authorized agency if an official police theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.
3. Only the agency holding the theft report and having primary jurisdiction over the place of actual theft may make an NCIC 2000 entry. The only exception is that any criminal justice agency or regional dispatch center may act as holder of the record for another agency which has no telecommunications equipment. When such an entry is made, the agency holding the record may place its own ORI in the ORI Field only when there is a written agreement between the two agencies which delineates the legal responsibility of the record. Additional information concerning these responsibilities can be found in the Introduction chapter of this manual.

### 1.3 MESSAGE KEY (MKE) CODES

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Entry	EB	STOLEN BOAT
Entry of supplemental data record	EBS	
Entry of supplemental trailer record	EBT	
Entry of add-on parts to a base stolen boat record	EBP1 thru EBP7	
Modify	MB	
Cancel	XB	

Message	MKE	Translation
Cancel supplemental trailer record	XBT	
Cancel boat part add-on record	XBP1 thru XBP7	
Inquiry	QB ZB QBB	
Locate	LB	LOCATED BOAT
Locate supplemental trailer record	LBT	
Locate boat part add-on	LBP1 thru LBP7	
Clear	CB	
Clear supplemental trailer record	XBT	
Clear boat part add-on	XBP1 thru XBP7	

1. If the boat should be held for latent fingerprint examination, -P should be entered as part of the EB message key code; for example, EB-P translates as STOLEN BOAT - HOLD FOR LATENTS.
2. If occupants are known to be armed, -A should be entered; for example, EB-A translates as STOLEN BOAT - OCCUPANT(S) ARMED.
3. If a combination of the above two conditions exists, -F should be entered; for example, EB-F translates as STOLEN BOAT - OCCUPANTS(S) ARMED/HOLD FOR LATENTS.

#### 1.4 RECORD RETENTION PERIOD

1. If a record remains on file 90 days and it does not contain a BHN or OAN, the record is retired.
2. Stolen boat records which contain a BHN or an OAN are retained in file for the balance of the year entered plus 4 years. Following this retention period, the records in the Boat File are retired.
3. Supplemental data and add-on boat part records appended to a base boat record will remain in file until the end of the retention period for the base boat record.

4. Supplemental trailer (EBT) records without a VIN or OAN will remain in file for 90 days and will then be retired.
5. Supplemental trailer records which contain a VIN or OAN will remain in file for the remainder of the year entered plus 4 years. Following this retention period, the records in the Supplemental Trailer File are retired. For example, a supplemental trailer entered in 1992 would have been retired January 1, 1997. If the base boat record is retired, the supplemental trailer record will also be retired.

## 1.5 AUTOMATIC RETIREMENT

1. Data in the REG and REY Fields of a record will be retired 1 year after the registration expires as indicated in the REY Field. A nonexpiring registration or document number (REY/NX) in a Boat File record will be retained until the entire record is retired.
2. Data in the LIC, LIY, and LIT Fields of a supplemental trailer (EBT) record containing a VIN or OAN will be retired 1 year after the license plate expires, as indicated in the LIY Field. A nonexpiring license (LIY/NX) in a supplemental boat trailer record will be retained until the entire record is retired.
3. If the expired data are the only numerical identifiers contained in the record, the entire record will be retired.
4. Ten days after a record is located, it is retired.

## 1.6 VALIDATION

A portion of the Boat File records will be validated monthly as described in the Validation section of the Introduction chapter of this manual. Validation policy requires that a boat record be validated when it is 60-90 days old. For NCIC 2000 validation, each boat record that has not been validated within the last 90 days and has a Date of Validate Request older than 30 days will be automatically retired. A \$.F. Failure to Validate Notification will be sent to the entering agency and the Control Terminal Agency (CTA) of the state of entry.

## 1.7 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
BCO	Color	Must be a valid color code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> . If two color codes are used, they must be separated with a slash (/).

<b>Code</b>	<b>Field</b>	<b>Edits</b>
BHN	Hull Serial Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabets indicating that the hull serial is not known cannot be used. Cannot be identical to the OAN.
BLE	Overall Length	Must be two numerics characters representing feet, not inches.
BMA	Make	The first four characters must be a valid NCIC 2000-assigned BMA code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> , or the generic code MISC.  If the generic code is used in an NCIC-formatted message, the MIS Field must include the manufacturer's full name. If the generic code is used in a NCIC 2000-formatted message, positions 5 through 24 must include the manufacturer's full name.
BMO	Model Name	Free text.
BNM	Boat Name	Free text.
BRA	Brand Name	Must be a valid NCIC 2000-assigned code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> , or the generic code PART.
BTY	Type	Must be a valid NCIC 2000-assigned code as listed in the Boat Data Codes, <i>NCIC 2000 Code Manual</i> .
BYR	Boat Model Year	Represents the production (model) year during which the boat was manufactured. Year cannot be more than 1 year beyond the current model year.
CAT	Category	Must be a valid NCIC 2000-assigned code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> .
CDE	Canadian Date of Entry	Must be valid Gregorian date (YYYYMMDD) Canadian Vehicle Index records only.

<b>Code</b>	<b>Field</b>	<b>Edits</b>
CGD	Coast Guard Document Number	Single zero only or run of zeros only indicating that the document number is not known, cannot be used. Cannot be identical to REG.
DCL	Date of Clear	Must be valid Gregorian date (YYYYMMDD). Must be equal to or less than current date.
DOC	Date of Cancellation	Must be valid Gregorian date (YYYYMMDD). Must be equal to current date or current date minus one.
DOR	Date of Recovery	Must be valid Gregorian date (YYYYMMDD). Must be equal to or less than current date.
DOT	Date of Theft	Must be valid Gregorian date (YYYYMMDD). The date of theft cannot be greater than the current date.
EPD	Engine Power or Displacement	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . May be one to four numerics followed by one alphabetic. The alphabetic must be C, H, I, L, or P. This field can only be filled if the CAT is EN or OB.
HPT	Home Port	Free text.
HSP	Hull Shape	Must be a valid NCIC 2000-assigned code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> .
HUL	Outer Hull Material	Must be a valid NCIC 2000-assigned code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> .
LIC	License Plate Number	Must not be the characters UNK, UNKN, or UNKNOWN. If the license plate number exceeds eight characters, only the last eight characters should be entered in the LIC Field.
LIS	License Plate State	Must be a valid NCIC 2000-assigned code as listed in State and Country Data Codes, <i>NCIC 2000 Code Manual</i> .
LIT	License Plate Type	Must be TL.

<b>Code</b>	<b>Field</b>	<b>Edits</b>
LIY	License Plate Year of Expiration	Must represent the highest year (YYYY) in which the license plate is valid. The value can be current year, current year minus one, or later than current year, or the alphabetic NX to represent a nonexpiring registration.
MIS	Miscellaneous	If the BMA is MISC, the MIS Field must be used for entering an NCIC 2000-formatted message.
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (B in the Boat File) followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
OAN	Owner-Applied Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetic only cannot be used. Cannot be identical to the BHN.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, the word NONE, or the first seven characters of the ORI Field. The only valid special character is the hyphen.
ORI	Originating Agency Identifier	Must be a valid NCIC 2000-assigned ORI. In a supplemental or boat add-on record entry, must be same as the ORI in the base record.
PRO	Propulsion	Must be a valid NCIC 2000-assigned code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> .
RCA	Recovering Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen.

<b>Code</b>	<b>Field</b>	<b>Edits</b>
REG	Registration Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetic only, indicating that the registration number is not known, cannot be used. Cannot be identical to CGD.
RES	Registration State	Must be a valid NCIC 2000-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
REY	Registration Year Expiration	Must be current year, current year minus one, or greater than current year, or the alphabetic NX to represent a nonexpiring registration.
RRI	Recovering Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
SER	Serial Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetic only cannot be used.
VCO	Vehicle Color	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If two color codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetic only, or spaces cannot be used. If state-assigned or nonconforming 17-character VIN, SVIN must be entered as the first four characters in the MIS Field. If the vehicle identification number exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field. Cannot be identical to OAN.
VMA	Vehicle Make	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
VMO	Vehicle Model	Must be TL.
VOD	Vehicle Ownership Data	The only allowable characters are A, C, D, N, or S.
VST	Vehicle Style	Must be BT.

Code	Field	Edits
VYR	Vehicle Year	Must represent the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than one year beyond the current year.

**NCIC 2000-formatted Messages May Also Contain the Following Fields:**

IMN	Image NCIC Number	A self-checking number consisting of an alphabetic character (I in the Image file) followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted record. Must have valid check-digits when used to identify a record in a subsequent message.
IMT	Image Type	Must be a B representing a generic boat when associating a boat record to an image. May be B or I when deleting an association to an image.
IND	Image Indicator	Must be Y or N.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System).
LKI	Linkage Agency	Must be a valid NCIC 2000-assigned ORI. The identifier LKI and LKA cannot be identical to the ORI and OCA.
NOA	Notify Originating Agency	Must be Y or N. NCIC 2000 will default to N if field is left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating stolen boat. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three characters must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC 2000. Can be entered only if

Code	Field	Edits
		RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
RPP	Reason for Property Record Removal	Must be a valid NCIC 2000-assigned code as listed in the Introduction chapter of this manual.
RSH	Related Search Hit	Must be Y or N.
VLN	Name of Validator	Any valid characters representing validator.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the recovered stolen boat identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating the stolen boat identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating stolen boat which is identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

## 1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS

The following criteria have been established for rejecting duplicate records:

1. If the BHN, BMA, and ORI Fields; the REG, RES, REY, and ORI Fields; or the OAN, BMA, OCA, and ORI Fields of a stolen boat entry message are the same as those field codes of a record already on file, the second entry will be rejected with the message REJECT ON FILE.
2. If the CGD and ORI Fields of a boat record message are identical to the REG and ORI Fields or CGD and ORI Fields of a stolen boat record already on file, the second entry will be rejected with the message REJECT ON FILE.
3. If the REG and ORI Fields of a boat record message are identical to the CGD and ORI Fields or REG and ORI Fields of a stolen boat record already on file, the second entry will be rejected with the message REJECT ON FILE.

4. If the LIC, LIS, LIY, LIT, and ORI Fields; the VIN, VMA, and ORI Fields; or the OAN, VMA, OCA, and ORI Fields of a supplemental boat trailer record message are the same as those field codes of a vehicle record already on file, the second entry will be rejected with the message REJECT ON FILE.
5. If the SER, BRA, CAT, and ORI Fields; or the OAN, BRA, CAT, OCA, and ORI Fields of an add-on boat part record message are the same as those field codes of a part record already on file, the second entry will be rejected with the message REJECT ON FILE.
6. Whenever the message REJECT ON FILE is received, the record on file will also be transmitted.
7. A duplicate record will be accepted if the ORI in the second entry is different. In this case, the first entry will be furnished as a response to the second entry.

## **1.9 IMAGE CAPABILITY**

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC 2000.

## SECTION 2--ENTRY

## 2.1 EXAMPLE OF A STOLEN BOAT ENTRY

1N01HEADER.EB.MD1012600.MD1234ZZ.MD.2005.WD.LBC035380880.OB.1980.  
 LBC.RUN.17.RED.19990901.234443333...BOAT HAS PICTURE OF MERMAID ON BOTH  
 SIDES.Y.123456789...ANNAPOLIS MD.SV.CRUISER V.LADY LUCK.B123456789.B

**Acknowledgment:**

1L01HEADER  
 MD1012600  
 NIC/B000032685 REG/MD1234ZZ

## 2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL SET	REG	1-8	ALPHABETIC, NUMERIC
REGISTRATION STATE	SET	RES	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
REGISTRATION YEAR OF EXPIRATION	SET	REY	2-2 4-4	ALPHABETIC, NUMERIC
OUTER HULL MATERIAL	OPTIONAL	HUL	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
PROPULSION	OPTIONAL	PRO	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
BOAT MODEL YEAR	MANDATORY	BYR	4-4	NUMERIC
BOAT MAKE	MANDATORY	BMA	3-4 3-24*	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
BOAT TYPE	OPTIONAL	BTY	3-3	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
OVERALL BOAT LENGTH	OPTIONAL	BLE	2-2	NUMERIC

## ENTRY

BOAT COLOR	OPTIONAL	BCO	3-3 7-7	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKAGE AGENCY IDENTIFIER	OPTIONAL	LKI*	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	OPTIONAL	LKA*	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-42 1-200*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA*	1-1	ALPHABETIC
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
VEHICLE OWNERSHIP DATA	OPTIONAL	VOD	1-1	ALPHABETIC
COAST GUARD DOCUMENT NUMBER	OPTIONAL	CGD*	1-8	ALPHABETIC, NUMERIC
HOME PORT	OPTIONAL	HPT*	1-20	ALPHABETIC, NUMERIC
HULL SHAPE	OPTIONAL	HSP*	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
MODEL NAME	OPTIONAL	BMO*	1-20	ALPHABETIC, NUMERIC
BOAT NAME	OPTIONAL	BNM*	1-20	ALPHABETIC, NUMERIC
IMAGE NCIC NUMBER	OPTIONAL SET	IMN*	10-10	ALPHABETIC, NUMERIC
IMAGE TYPE	SET	IMT*	1-1	ALPHABETIC

\*NCIC 2000 format only

### 2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory to enable a stolen boat entry to be accepted into NCIC 2000: HDR, MKE, ORI, REG with RES and REY or BHN, or OAN, BYR, BMA, DOT, and OCA. The entry will be rejected if one of the mandatory fields is left unfilled.

### 2.4 ADDITIONAL GUIDELINES FOR ENTRY

1. The agency entering the record must account for all fields in the Boat File record. All available data must be entered when the original entry is made. Of particular importance is the registration number which should be available for all boats except

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some new boats stolen from a dealer's/manufacturer's lot. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MB).

2. For training and administrative purposes, agencies may enter test records into NCIC 2000 by using the header TL01 or TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.
3. An agency entering a record for a boat registered in another state should advise the CTA in the state of registry about such an entry by separate communication.
4. In instances in which a boat, trailer, and any accessories have been stolen, a record(s) should be entered by one of the following methods:
  1. Those states using the NCIC format and having the capability to enter supplemental trailer and add-on records should follow the instructions set forth in this chapter.
  2. Those states that do not have add-on capability or are using the NCIC 2000 format should make separate entries in the appropriate files for the stolen boat and any accessories taken with it; that is, the boat must be entered in the Vehicle/Boat Part File, its outboard motor must be entered in the Vehicle File (MKE/EP), and the boat trailer must be entered in the Vehicle File (MKE/EV).
    1. If an item(s) associated with the stolen boat is entered in another NCIC 2000 file(s), each separate entry should be cross-referenced to the other(s) by entering the NIC of the other related record(s) in the MIS Field of each entry.
    2. CGD, HPT, HSP, BMO, and BNM are entered via the ENTRY message (EB) in NCIC 2000 format (HDR\1N01). The Enter Boat Supplemental (EBS) is only valid in the NCIC format (HDR\1L01).

## 2.5 MESSAGE FIELD CODE EDITS FOR ENTRY

### 1. BOAT COLOR (BCO)

Where a boat is one color, the appropriate three-character alphabetic code listed in the *NCIC 2000 Code Manual*, Boat Data Codes, must be entered. For example:

BCO/BRO.

When a boat of two colors is described, the code for the dominant color of the boat's hull above the waterline should be entered first followed by the code for the next most prevalent color, and the fourth character must be a slash(/). For example:

BCO/WHI/BLK.

## 2. BOAT HULL SERIAL NUMBER (BHN)

The *Code of Federal Regulations*, Title 33, Section 181, requires that hull identification numbers affixed to boats manufactured as of August 1973 must consist of 12 characters. A manufacturer may display additional characters after the required 12; however, they must be separated by a hyphen.

The complete hull number, including any alphabetic character(s), must be entered in the BHN Field. Any spaces, hyphens, or special characters which may appear as part of the hull number should be omitted from the BHN Field. If the hull number exceeds 20 characters, the first 20 characters must be entered in the BHN Field. The complete BHN must be entered in the MIS Field. For example:

BHN: STM8528EM79B-34576YF

1. The first three characters are the identification assigned to the manufacturer: positions one and two are alphabetic, position three is alphabetic or the numerics 1 or 2.
2. Characters four through eight are assigned by the manufacturer and are either alphabetic or numeric except for the alphabetic characters I, O, and Q.
3. Characters nine through twelve indicate the date of certification or date of manufacture. The characters are either:
  1. All numerics with positions nine and ten indicating the month and positions eleven and twelve indicating the year; or
  2. The ninth character is the alphabetic M, the tenth and eleventh characters are numerics indicating the model year, and the twelfth character is an alphabetic indicating the month of the model year. August is designated by the alphabetic A, September by B, October by C, etc.; or
  3. Characters nine and ten indicate month and year of the date of certification or date of manufacture. Character nine is an alphabetic: the first month of the year, January, is A and the last month of the year, December, is L. Character ten is the last digit of the year of certification or manufacture, such as 2 for 1992 or 4 for 1994.

---

Characters eleven and twelve are the model year, such as 94 for 1994 or 95 for 1995.

3. BOAT MAKE (BMA)

Boat make codes are listed in Boat Data Codes, *NCIC 2000 Code Manual*. If a code is not listed in the *NCIC 2000 Code Manual*, the alphabetic characters MISC should be entered in the BMA and the actual manufacturer's name must appear in the MIS Field for NCIC-formatted messages or in positions 5 through 24 of the BMA for NCIC 2000-formatted messages. If the manufacturer's name is not known, the MIS Field should be used to describe the boat and any information which can lead to the determination of the manufacturer's name.

4. BOAT MODEL YEAR (BYR)

The BYR Field must contain the model year during which the boat was manufactured. The BYR may be obtained from the BHN.

5. BOAT NAME (BNM)

The complete boat name, if available, including any numeric characters should be entered in the BNM Field.

6. BOAT TYPE (BTY)

The appropriate code as listed in Boat Data Codes, *NCIC 2000 Code Manual*, must be entered.

7. COAST GUARD DOCUMENT NUMBER (CGD)

1. Commercial vessels and certain motor yachts over five tons are documented as vessels of U.S. registration under navigation laws administered by the U.S. Coast Guard. An official identifying number is assigned to the vessel, and a valid marine document reflecting the assigned number is issued. This unique number (commonly referred to as a document number) is permanently marked on the main beam of the documented vessel in addition to appearing on the official marine document issued to the owner of the vessel.

2. If the document number is the only numeric identifier, it must be entered in the REG Field of the base boat record.

3. The CGD Field has been expanded to eight characters to provide extended capability to provide for future Coast Guard needs. A document number can be eight numbers or less; however, all characters of a document number will be numeric.

## 8. HOME PORT (HPT)

The home port of the boat should be entered in free form text. The name of the home port will be located at the back end of the boat.

## 9. HULL SHAPE (HSP)

The appropriate two-character code as listed in Boat Data Codes, *NCIC 2000 Code Manual*, should be entered.

## 10. MISCELLANEOUS (MIS)

1. For an NCIC 2000-formatted message, if the BMA is MISC, the MIS Field must contain the complete identity of the boat manufacturer.

2. Serialized home-built boats (except those built from boat kits) should be identified by entering the words HOME BUILT. The words KIT BUILT should be entered to identify boats constructed from a kit where the manufacturer's identity is not displayed on the boat. For example:

```
HOME BUILT-NAME VALERIE ON TRANSOM  
KIT BUILT-NAME BLACK RAT ON STERN
```

3. Additional descriptive information may be entered in the MIS Field. This data should be entered in easily, readable abbreviated language. The field length has been expanded to 200 characters for NCIC 2000 messages.

1. Number of hulls. For example:

```
SINGLE HULL  
CATAMARAN  
TRIMARAN
```

2. Number of persons boat sleeps. For Example:

```
SLEEPS 3; BERTHS
```

3. Color of trim, cabin, deck, interior, cockpit cover, etc. For example:

```
BRO DECK RED CANVAS COCKPIT COVER
```

4. Number of sails, color of mainsail with lettering or design appearing thereon. For example:

```
2/SAILS, MAINSAIL YEL  
CRAB AND US 491 ON MAINSAIL
```

- 
4. In a case in which the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the boat is known, the entering agency should place the code NOAH (Notify ORI of All Hits) in the MIS Field for NCIC-formatted messages.

11. MODEL NAME (BMO)

The boat model may appear anywhere on the boat but generally appears on either of the sides. The model name including any numeric characters should be entered.

12. OUTER HULL MATERIAL (HUL)

The code best describing the material of which the boat's outer hull is made must be placed in the HUL Field. Codes are listed in Boat Data Codes, *NCIC 2000 Code Manual*.

13. OVERALL BOAT LENGTH (BLE)

Generally, overall length is measured in a straight line from the foremost part of the bow (front) to the aftermost part of the stern (back). The overall length must be expressed in feet and then entered. (Fractions of a foot should be rounded off to the nearest foot.) For example:

12 for 144 inches      16 for 16 ft. 3 in.  
19 for 18 ft. 9 in.      08 for 8 ft.

14. OWNER-APPLIED NUMBER (OAN)

The OAN Field should contain one of the following:

1. An identification number assigned by the owner of the property in connection with a theft prevention program.
2. A state-assigned BHN. The OAN cannot be the same as the BHN.

15. PROPULSION (PRO)

The appropriate code as listed in Boat Data Codes, *NCIC 2000 Code Manual*, must be entered.

16. REGISTRATION NUMBER (REG)

A REG should be available for all boats except those stolen prior to their registration. The REG is to be entered omitting spaces, hyphens, and symbols. All letters and numerals which are part of the REG must be included. Partial numbers are not to be

entered. If the REG is entered, the RES and the REY must be filled. The message will be rejected if the REG field and CGD field are the same.

1. Registration Number for Domestic Boats

1. After an application for registration of a boat with a state or the United States Coast Guard has been approved, the applicant is issued a Certificate of Number (a registration certificate authorizing the boat's use primarily for pleasure) setting forth the identification number assigned to the boat. The applicant is required to display this number (commonly called the boat registration number) on each side of the bow of the vessel. REG will be no more than eight characters; however, it may be less.
2. The *Code of Federal Regulations*, Title 33, Section 174.23 sets out the requirements for boat registration numbers. Each REG must consist of two capital letters denoting the state of the issuing authority. These two alphabets should be followed by not more than four numerics and two alphabets or not more than three numerics and three alphabets. For example:

REG: NH 1234 BD or NH 356 EFG

1. The two-character alphabetic code denoting the issuing state conforms to those alphabets set out by the aforementioned regulations.
2. The message will be rejected if the REG and CGD Fields are the same.

2. Document Number for Commercial Vessels

A document number should be entered in the REG Field when the document number is the only numeric identifier; otherwise, it should be entered into the CGD field. For NCIC 2000-formatted messages the CGD can be entered in the EB message. For NCIC-formatted messages the CGD is entered in the enter boat supplemental (EBS) message. The document number will be no more than seven characters; however, it may be less. All characters of a document number will be numeric. Note that the actual field length is eight characters to accommodate the U. S. Coast Guard's future need to expand the document number.

## 17. REGISTRATION STATE (RES)

The appropriate code for the state, province, etc., which issued the registration/documentation certificate must be entered. If the REG is a document number, the country of issue, e.g., US for the United States, must be identified. The appropriate codes can be found in State and Country Codes, *NCIC 2000 Code Manual*.

## 18. REGISTRATION YEAR (REY) OF EXPIRATION

The highest year in which the boat's registration or documentation certificate is valid must be entered in the REY Field. If the REG is a document number, the REY must contain NX for nonexpiring.

## 19. VEHICLE OWNERSHIP DATA (VOD)

The VOD Field is a one-character field reserved to show National Insurance Crime Bureau (NICB) interest in a stolen boat entry. Upon receiving authorization from the NICB, a law enforcement agency may fill the VOD Field with the appropriate one-character alphabetic code (A, C, D, N, or S) when making an EB. If a law enforcement agency does not receive authorization to use this field at the time of entry, only the NICB may enter the appropriate code into this field by using a modify message. The alphabetic characters A, C, D, N, and S, which represent NICB Division locations in the United States, will be translated in stolen boat positive responses as follows:

A - GANICBAOO INTEREST	(Atlanta, Georgia)
C - ILNICBCOO INTEREST	(Chicago, Illinois)
D - TXNICBDOO INTEREST	(Dallas, Texas)
N - NYNICBNOO INTEREST	(New York, New York)
S - CANICBSOO INTEREST	(San Francisco, California)

## 2.6 NCIC 2000 MESSAGE FIELD CODE EDITS FOR ENTRY

### 1. IMAGE DATA (IMN and IMT)

A boat can be entered with an Image NCIC Number (IMN) and Image Type (IMT) corresponding to a generic image on file. The user can query the image file to determine if a generic image with the same BMA, BTY, BLE, and BYR is stored in the system. The IMN and IMT returned in the response are then entered with the message.

The IMN must begin with an I and the IMT must be B. If the IMT is not B, a REJECT - FIELD ERROR message will be transmitted. NCIC 2000 will verify the generic image is an active record on the system by inquiring with the IMN. If the image is not found or the image is not stored as a generic type, the message will be rejected.

2. LINKAGE DATA (LKA and LKI)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An ORI entering a record which shares the same incident of a record entered for a different ORI and/or OCA can link the records by entering the associated ORI and OCA in LKA and LKI Fields.

In the entry message the LKI and LKA Fields immediately follow the OCA Field entry. The message will be rejected if the LKI/LKA Fields are the same as the ORI/OCA Fields or if the first seven characters of the LKA are the same as the LKI.

3. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the vehicle is known, Y should be entered into the NOA Field. Previously this was indicated by placing NOAH in the MIS Field. Currently, if the NOA is left blank, the field will default to N.

**2.7 AUTOMATIC NOTIFICATION OF A RECORD ENTRY**

When an agency enters, clears, cancels, modifies, or locates, or the System purges a stolen boat record, NCIC 2000 will automatically notify the NICB and the U.S. Coast Guard through separate \$.8. administrative messages. Additional information on \$.8. administrative messages can be found in the Introduction chapter of this manual.

## SECTION 3--MODIFICATION

### 3.1 WHEN TO USE A MODIFICATION MESSAGE

1. Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active boat record. A boat record cannot be modified if the record is in a located status (MKE/LOCATED BOAT).
2. A modification message may also be used to enter or delete data in the supplemental data record. This is true of both NCIC and NCIC 2000-formatted messages. NCIC 2000 allows the supplemental data to be entered via the EB message, whereas NCIC allows the data to be entered in the supplemental record via an EBS or by modification of the Boat File record.
3. Supplemental trailer records and add-on boat part records cannot be modified.

### 3.2 EXAMPLE OF A MODIFICATION MESSAGE

```
1N01HEADER.MB.MD1012600.NIC/B000032685.OCA/A222.REG/MD1235ZZ
```

#### Acknowledgment:

```
1L01HEADER
MD1012600
MODIFY NIC/B000032685
```

The above modification example contains: header, (1N01HEADER), message key (MB), Originating Agency Identifier (MD1012600), two record identifiers (NIC/B000032685 and OCA/A222), the field being modified, and the modification (REG/MD1235ZZ).

### 3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
BOAT HULL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC

## MODIFICATION

REGISTRATION NUMBER	CONDITIONAL	REG	1-8	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN*	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

\*NCIC 2000 format only

### 3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The modify transaction must contain two record identifiers. The first identifier must be one of the following: NIC, BHN, or REG. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

### 3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

The stolen boat modification message can be used to enter, change, or delete data in the boat supplemental record. For NCIC 2000-formatted messages, the supplemental data can be added at the same time the base boat record is entered; thus, in a modification message the data can be altered or deleted. For NCIC-formatted messages, the supplemental data can only be added through the use of the enter boat supplemental message or through the use of the modify boat message.

### 3.6 VALIDATION GUIDELINE FOR NCIC 2000 MODIFICATION

For NCIC 2000 validation, a Name of Validator (VLN) may be added to a boat record to indicate that the record has met the criteria for validation. When the VLN is entered, the NCIC 2000 System stores the current date in the record as the Date of Last Validation. If the user attempts to delete or modify the VLN to all blanks, the message will be rejected. The acknowledgment for the modify message containing a VLN will indicate the record has been validated. The VLN can be in any form that will uniquely identify the individual responsible for the validation of the record, e.g., name, user ID, employee number, etc. For example:

```
1N01HEADER.MB.MD1012600.NIC/B000032685.OCA/2501.VLN/JONES, DAVID E
```

#### Acknowledgment:

```
1L01HEADER  
MD1012600  
VALIDATE NIC/B000032685
```

**SECTION 4--CANCELLATION**

**4.1 WHEN TO USE A CANCELLATION MESSAGE**

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid; for example, a record is found to be the result of a fictitious or false theft report.

A cancellation message for a base Boat File record will also remove any supplemental data record, supplemental trailer record, and/or add-on boat part record(s). Any trailer or boat part not recovered with the boat must be entered into the Vehicle or Vehicle/Boat Part File.

**4.2 EXAMPLE OF A CANCELLATION MESSAGE**

1N01HEADER.XB.MD1012600.NIC/B000032685.OCA/A222.19991205.NOT STOLEN

**Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL NIC/B000032685

The above cancellation example contains: header (1N01HEADER), message key (XB), Originating Agency Identifier (MD1012600), two record identifiers (NIC/B000032685 and OCA/A222), date of cancellation (19991205), and reason for property record removal (NOT STOLEN).

**4.3 MESSAGE FIELD CODES FOR CANCELLATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL	REG	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC

\*NCIC 2000 format only

#### **4.4 IDENTIFICATION OF A RECORD TO BE CANCELED**

The cancel transaction must contain two record identifiers. The first identifier must be one of the following: NIC, BHN, or REG. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. Date of Cancellation (DOC) must follow the two record identifiers. DOC must be the current date or the current date minus one.

#### **4.5 ADDITIONAL GUIDELINE FOR CANCELLATION**

When canceling a record, the user is expected to enter the Reason for Property Record Removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancel, the RPP value will be either CASE DROPPED or NOT STOLEN.

## SECTION 5--INQUIRY

## 5.1 EXAMPLE OF AN INQUIRY WITH NEGATIVE AND POSITIVE RECORD RESPONSES

1N01HEADER.QB.WA1230000.REG/MD1235ZZ.BHN/LBC123450874

**Negative Response:**

1L01HEADER  
WA1230000

NO RECORD REG/MD1235ZZ BHN/LBC123450874

**Positive Response:**

1L01HEADER  
WA1230000

MKE/STOLEN BOAT  
ORI/MD1012600 REG/MD1235ZZ RES/MD REY/1999 HUL/WD  
BHN/LBC123450874 BYR/1974 PRO/OB BMA/WEL BTY/RUN BLE/17  
BCO/RED DOT/19981105  
OCA/A222  
MIS/BLUE STRIPING  
NIC/B000032685 DTE/19981110 0000 EST  
ORI IS ANY CITY PD MD 301 555-1234  
IMMED CONFIRM RECORD WITH ORI

The above inquiry example contains: header (1N01HEADER), message key (QB), inquiring agency identifier (WA1230000), registration number (REG/MD1235ZZ), and the hull serial number (BHN/ LBC123450874).

## 5.2 MESSAGE FIELD CODES FOR INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL	REG	1-8	ALPHABETIC, NUMERIC
BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1 -20	ALPHABETIC, NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN NCIC 2000 CODE MANUAL

## *INQUIRY*

---

NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR	OPTIONAL	IND*	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH*	1-1	ALPHABETIC

\*NCIC 2000 format only

### **5.3 REQUIREMENTS FOR INQUIRY**

1. Inquiries can be made by using the REG and/or BHN. Complete registration number should be used although it may exceed eight characters. NCIC 2000 will search the first eight characters. The complete hull serial number should be used if it does not exceed 20 characters. If the hull serial number exceeds 20 characters, the first 20 should be used. NCIC 2000 will search the first eight characters. The state of registration cannot be used in an inquiry.
2. Inquiries of the Boat File and any add-on records may also be made using the OAN, LIC, VIN, CGD, and/or SER. An inquiry containing a REG, LIC, or CGD should be identified by the MFC/REG. An inquiry containing a BHN, OAN, VIN, and/or SER should be identified by the MFC/BHN.
3. Up to three numbers may be included in an inquiry after the MFC/BHN; however, the numbers must be separated by a comma and may not contain any spaces.  
For example:  
  

```
1N01HEADER.QB.MD1012600.REG/MD1234ZZ.BHN/LBC035380874,  
MD9347625,8967341
```
4. Inquiries may be made using the NIC only, if available.

### **5.4 ADDITIONAL GUIDELINES FOR INQUIRY**

1. When a record(s) is received in response to an inquiry, it is essential to match all identifying data in the System with the boat in question before taking further action.
2. A QB or ZB inquiry using REG as an identifier will search the following: REG of base Boat File (EB) records, LIC of boat supplemental trailer (EBT) records, CGD of Boat File (EB) records, LIC of base Vehicle File (EV) records with VMO/TL and VST/BT, and LIC of add-on vehicle (EVS) records with VMO/TL and VST/BT.
3. A QB or ZB inquiry using BHN as an identifier will search the following: BHN and OAN of base Boat File (EB) records, SER and OAN of add-on boat part (EBP) records and Vehicle/Boat File (EP) records, VIN and OAN of boat supplemental trailer (EBT) records, VIN and OAN of base Vehicle File (EV) records with VMO/TL and VST/BT, and VIN and OAN of add-on Vehicle File (EVS) records with VMO/TL and VST/BT.

4. A QW, ZW, QWI, QV, or ZV inquiry containing a LIC will retrieve a Boat File record with a matching LIC in the boat supplemental trailer records. Additionally, a VIN contained in one of these inquiries will retrieve a matching VIN or OAN in the boat supplemental trailer records. Inquiries with a VIN will also retrieve any part (EP, EBP, EPS) record, regardless of category, with a matching SER or OAN.
5. If the positive response (hit) includes information in the MIS Field indicating boat trailer and/or boat motor was stolen along with the boat, the Vehicle and Vehicle/Boat Part Files should be queried using the identifiers cross-referenced in the stolen boat record to ascertain if the trailer and/or motor in question is still in an active stolen status.
6. An inquiry using only registration data can provide a secondary hit response from other NCIC 2000 files when the primary hit contains a BHN. When this happens, another computer search is automatically generated on the BHN contained in the record response. The automatic second search may retrieve a record from the Boat, Vehicle, or Vehicle/Boat Part Files if there is a match, regardless of the REG data used in the original inquiry.

## 5.5 ADDITIONAL GUIDELINES FOR NCIC 2000 INQUIRY

### 1. IMAGE INDICATOR (IND)

Inquiries may also contain an Image Indicator (IND). If the image indicator is Y, image data related to each primary hit response will be returned.

```
1N01HEADER.QB.WA1230000.REG/MD1235ZZ.IND/Y
```

The following would be returned after the immediate confirm caveat for a generic boat image:

```
IMR/BBTY:RUN BLE:17
BYR:1997 BMA:WEL
IMN:I000001233 GENERIC BOAT          00256
<image>.
```

The Image Response (IMR) is composed of the following data: the Image Type (B for generic image) and standard boat MFCs (BTY, BLE, BYR, and BMA). The Image NCIC Number (IMN) is next followed by the image description (GENERIC BOAT). Following is the image size in bytes (00256), and, last, the <image> would be replaced with the actual image.

The following would be returned after the immediate confirm caveat for an identifying boat image:

```
IMR/IBHN:LBC035380874 REG:MD1235ZZ
BYR:1997 BMA:WEL
NIC:B000032685 IMN:I000431222      00512
<image>.
```

The Image Response (IMR) is composed of the following data: IMT (I for identifying image) and standard boat MFCs (BHN, REG, BYR, and BMA). The NIC of the base record is next followed by the IMN. Following the IMN is the image size in bytes (00512), and, last, the <image> would be replaced with the actual image.

2. RELATED SEARCH HIT (RSH)

Inquiries may also contain a Related Search Hit (RSH) Field. If the RSH is Y, secondary hit responses will be returned for all records with the same ORI/OCA as the primary hit response and all records linked by the LKI/LKA contained in the primary hit response.

If the hit response contains more than ten secondary hit responses, the following will be included in the hit response to indicate a file is being created with the additional hits.

ADDITIONAL HITS AVIALABLE, FILE NOTIFICATION TO FOLLOW

A \$.B. will then be sent to the ORI to identify the file name to be requested to retrieve the additional hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

## **5.6 PROCEDURES FOR HANDLING A HIT**

1. An NCIC 2000 hit may not be probable cause to arrest. A hit confirmed with the originating agency may be adequate grounds to recover a boat.
2. When an agency receives a record(s) in response to an NCIC 2000 inquiry and the whereabouts of the boat inquired upon is known and the boat inquired upon appears to be identical with one or more of the records, the agency that can seize the boat must contact the ORI of each record possibly identical with the boat in question to confirm the hit(s) prior to seizing the boat.
3. When an agency receives a record(s) in response to an NCIC 2000 inquiry and the whereabouts of the boat inquired upon is not known, the hit(s) should not be confirmed. However, if the code NOAH (Notify ORI of All Hits) is in the MIS Field of a record, the ORI of the record should be contacted and furnished details concerning the inquiry.
4. "To confirm the hit" means to verify that the theft report is still outstanding and the boat inquired upon is identical with the boat described in the record and to obtain information concerning return of the stolen boat to its rightful owner.

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

## 5.7 CANADIAN VEHICLE INDEX INFORMATION

1. NCIC 2000 maintains an interface with the Canadian Police Information Centre (CPIC) that allows searchable identifiers in CPIC records to be transmitted to NCIC for storage and access, creating the Canadian Vehicle Index (CVI). The CVI contains stolen boat, part, vehicle, and license plate records, including U.S. registered vehicles and boats stolen in Canada. As with other NCIC 2000 responses, positive record responses must be confirmed with the originating agency.
2. Certain CPIC message fields and codes do not conform to NCIC-2000 formats; therefore, those specific fields will be omitted or adjusted where applicable. All inquiries that search the Vehicle File may generate responses from the CVI. A CVI record includes the following caveat: STOLEN VEHICLE IN CANADA; FELONY VEHICLE IN CANADA; or STOLEN PART IN CANADA; etc.

### Positive Response:

```

1L01HEADER
NF1231120

RECORD NIC/R000032685 IS A CANADIAN VEHICLE INDEX RECORD
CONFIRM RECORD WITH ORI

MKE/STOLEN BOAT IN CANADA
ORI/AB1012600 REG/NF1235ZZ RES/NF REY/1982 HUL/WD
BHN/LBC035380874 PRO/OB BYR/1980 BMA/WEL BTY/RUN BLE/17METERS
BCO/RED CDE/19981105
OCA/A222
MIS/BLUE STRIPING
NIC/R000032685 DTE/19981106 0800 EST
ORI IS ANY CITY, NAME OF PROVINCE, CANADA 333 555-1234
REPEAT - THIS IS A CANADIAN RECORD - CONFIRM WITH THE
ORIGINATING AGENCY IN CANADA

```

3. A positive record response from the Canadian Vehicle Index (CVI) must be confirmed with the Canadian Originating Agency as indicated in the record response. Canadian agency names, addresses, and telephone numbers can be obtained through a QO inquiry. For additional details, the inquiring agency can conduct an inquiry (CBQ) of the CPIC Boat Files utilizing the National Law Enforcement Telecommunications System, Inc.

**SECTION 6--LOCATE**

**6.1 WHEN TO USE A LOCATE MESSAGE**

Any agency, except the agency that entered the record, that recovers a boat which is indexed in NCIC 2000, must place a locate message on the active boat record. When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen boat must contact the ORI of each record possibly identical with the boat in question to confirm the hit. Following confirmation with the originating agency, a locate message must be transmitted for each record on file for the boat.

A locate appended to a base Boat File record will also place a locate on any supplemental trailer and/or add-on boat part record(s). Any add-on trailer or boat part not recovered with the boat must be reentered into the Vehicle or Vehicle/Boat Part File.

**6.2 EXAMPLE OF A LOCATE MESSAGE**

```
1N01HEADER.LB.WA1230000.NIC/B000032685.OCA/A222.19991205.1426.
HIT NCIC 19991205...20000.4000.9000
```

**Acknowledgment:**

```
1L01HEADER
WA1230000
LOCATE NIC/B000032685
```

The above locate example contains: header (1N01HEADER), message key (LB), recovering agency identifier (WA1230000), two record identifiers (NIC/B000032685 and OCA/A222), date of recovery (19991205), the recovering agency case number (1426), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991205), value of recovered property (20000), value of other recovered property (4000), and value of recovered contraband (9000).

When a locate is transmitted for a Boat File record, the message key translation changes from STOLEN BOAT to LOCATED BOAT and the date of recovery, recovering agency ORI, and recovering agency case number are added to the record.

**6.3 MESSAGE FIELD CODES FOR LOCATE**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
REGISTRATION	CONDITIONAL	REG	1-8	ALPHABETIC, NUMERIC
BOAT HULL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 1-20*	ALPHABETIC, NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF*	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP*	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR*	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC*	1-8	NUMERIC

\*NCIC 2000 format only

#### 6.4 IDENTIFICATION OF RECORD TO RECEIVE LOCATE

The locate transaction must contain two record identifiers. The first identifier must be one of the following: NIC, BHN, or REG. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

#### 6.5 LOCATE PROCEDURE

Following the two record identifiers, date of recovery and recovering agency case number are next entered, in that order, and without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected. The recovering agency case number should also be entered.

There are no locate procedures for CVI records.

## **6.6 ADDITIONAL GUIDELINE FOR LOCATE**

Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. Additional information concerning benefits and effectiveness data can be found in the Introduction chapter of this manual.

## **6.7 AUTOMATIC NOTIFICATION OF LOCATE**

When an agency places a locate against another agency's record, NCIC 2000 will automatically notify the entering agency through a \$.L. administrative message. The \$.L. message will include any associated add-on vehicle and/or add-on parts.

## SECTION 7--CLEAR

### 7.1 WHEN TO USE A CLEAR MESSAGE

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency recovering the boat is the agency that entered the record.
2. When the agency that entered the record is officially advised that the boat has been recovered by another agency.

A clear message for a base Boat File record will also remove any supplemental data record, supplemental trailer record, and/or add-on boat part record. Any trailer or boat part not recovered with the boat must be entered into the Vehicle or Vehicle/Boat Part Files.

### 7.2 EXAMPLE OF A CLEAR MESSAGE

```
1N01HEADER.CB.MD1012600.NIC/B000032685.OCA/A222.19991205.
WA1230000.1426.HIT NCIC 19991205.4..5000..1000
```

#### Acknowledgment:

```
1L01HEADER
MD1012600
CLEAR NIC/B000032685
```

The above clear example contains: header, (1N01HEADER), message key (CB), Originating Agency Identifier (MD1012600), two record identifiers (NIC/B000032685 and OCA/A222), date of recovery (19991205), the recovering agency identifier (WA1230000), the recovering agency case number (1426), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991205), number of persons apprehended (4), value of recovered property (5000), and value of recovered contraband (1000).

### 7.3 MESSAGE FIELD CODES FOR CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC

REGISTRATION	CONDITIONAL	REG	1-8	ALPHABETIC, NUMERIC
BOAT HULL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 1-20*	ALPHABETIC, NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF*	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP*	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR*	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC*	1-8	NUMERIC

\*NCIC 2000 format only

#### 7.4 IDENTIFICATION OF A RECORD TO BE CLEARED

The clear transaction must contain two record identifiers. The first identifier must be one of the following: NIC, BHN, or REG. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

#### 7.5 CLEAR PROCEDURES

There are two circumstances that require unique record formats to clear a stolen boat record.

1. If the agency that entered the record recovers the boat, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Additionally benefits and effectiveness data should be included.
2. If the stolen boat record is located by an agency other than the entering agency and:
  1. The record being cleared is in a located status (MKE/LOCATED BOAT), only the date of clear would be entered following the two record identifiers.

2. The record being cleared is in an active status (MKE/STOLEN BOAT), the date of clear followed by the recovering agency's identifier and the recovering agency's case number, in that order, without field codes would be entered after the two record identifiers. Additionally benefits and effectiveness data should be included.

## **7.6 ADDITIONAL GUIDELINE FOR NCIC 2000 CLEAR**

Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period.

**SECTION 8--SUPPLEMENTAL DATA (NCIC FORMAT ONLY)**

**8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3- 3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9- 9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL	REG	1-8	ALPHABETIC, NUMERIC
BOAT HULL NUMBER	CONDITIONAL	BHN	1- 20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1- 9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
COAST GUARD DOCUMENT NUMBER	OPTIONAL	CGD	1-8	NUMERIC
HOME PORT	OPTIONAL	HPT	1-20	ALPHABETIC, NUMERIC
HULL SHAPE	OPTIONAL	HSP	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
MODEL NAME	OPTIONAL	BMO	1- 20	ALPHABETIC, NUMERIC
BOAT NAME	OPTIONAL	BNM	1-20	ALPHABETIC, NUMERIC

**8.2 ENTRY OF A SUPPLEMENTAL RECORD**

The entry of additional boat identifiers, i.e., Coast Guard document number, home port, hull shape, model name, and boat name, as a supplemental record to a base Boat File record may be made only by the agency that entered the base Boat File record. The supplemental data are entered using message key MKE/EBS and done as a separate entry from the Boat File entry.

Since the boat supplemental record is essentially an extension of the base boat record, the supplemental record may also be entered by use of the modify message (MKE/MB).

### 8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

```
1L01HEADER.EBS.MD1012600.NIC/B000032685.OCA/A222..
CAMBRIDGE MD.SV.FISHERMAN.MARCY
```

#### Acknowledgment:

```
1L01HEADER
MD1012600
ENTER EBS NIC/B000032685
```

The NIC will be returned in the acknowledgment if it is used to identify the base boat record. If the REG or BHN is used, the REG or BHN will be furnished in place of the NIC.

The above supplemental record entry example contains: header (1L01HEADER), message key (EBS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/B000032685 and OCA/A222), and the supplemental data added to the record (HPT, HSP, BMO, and BNM).

### 8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY

The supplemental transaction must contain two record identifiers of the base record. The first identifier must be one of the following: NIC, BHN, or REG. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. In the above example, the two identifiers are the NIC and the OCA.

### 8.5 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY

The entering agency must account for all fields in the boat supplemental record.

The CGD Field will be indexed with the REG numbers and will be verified for duplicates accordingly. When a supplemental record entry contains a CGD that matches REG or CGD already on file, the message will be rejected, and the agency making the supplemental record entry will be furnished the record already on file.

### 8.6 MODIFICATION OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

A boat supplemental record is essentially an extension of the base boat record; therefore, the fields of a supplemental record can be modified individually by use of the MKE/MB. The instructions set forth in the Section 3 of this chapter should be followed, substituting the appropriate MFCs to be modified.

The modify message may also be used to add a supplemental data field to a base boat record, regardless of whether a supplemental record entry (EBS) has been previously entered.

## **8.7 CANCELLATION OF SUPPLEMENTAL RECORD**

A supplemental record is removed from file upon receipt of a cancellation message (XB) or clear message (CB) for removal of the base boat record. Individual data fields in a supplemental record may be canceled by using a modify message.

## **8.8 INQUIRY OF SUPPLEMENTAL RECORD**

The CGD Field is the only searchable field of a supplemental record. The inquiry MKEs are QB and ZB. Additional information concerning inquiry can be found in Section 5 of this chapter.

## SECTION 9--SUPPLEMENTAL TRAILER RECORD (NCIC FORMAT ONLY)

## 9.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL TRAILER RECORD

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL	REG	1-8	ALPHABETIC, NUMERIC
BOAT HULL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	4-4	ALPHABETIC, NUMERIC
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	MANDATORY	VYR	4-4	NUMERIC
VEHICLE MAKE	MANDATORY	VMA	2-4	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
VEHICLE STYLE	MANDATORY	VST	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
MISCELLANEOUS	OPTIONAL	MIS	1-42	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC

## **9.2 WHEN TO USE A SUPPLEMENTAL TRAILER RECORD MESSAGE**

Using the add-on, there are three ways to enter a stolen boat trailer record into NCIC 2000 depending upon the circumstances surrounding the theft:

1. In a case where an automobile with an empty boat trailer attached is stolen, both vehicles should be entered in the Vehicle File: the automobile as a base vehicle record (EV) and the trailer as an add-on vehicle (EVS).
2. If only the boat trailer is stolen, enter the record as a base vehicle (EV).
3. If an automobile, trailer, and a boat are stolen, enter the automobile record as a base vehicle (EV). The boat should be entered as a base boat record (EB), and the trailer should be entered as a supplemental trailer (EBT) record as demonstrated in example 9.3 below.
4. Additional information can be found in the Vehicle File chapter of this manual.

## **9.3 EXAMPLE OF A SUPPLEMENTAL TRAILER RECORD ENTRY**

```
1L01HEADER.EBT.MD1012600.NIC/B000032685.OCA/A222.CBA321.MD.1998.TL.
1J2345K6789L87654.1996.FISC.TL.BT.WHI
```

### **Acknowledgment:**

```
1L01HEADER
MD1012600
EBT NIC/V000012344
LINKED TO NIC/B000032685
```

The acknowledgment returns the NIC assigned to the supplemental boat trailer record followed by the NIC which identifies the base boat record. The NIC of the supplemental boat trailer will always be returned with the supplemental trailer record; however, the supplemental trailer record cannot be retrieved independently of the base record.

## **9.4 IDENTIFICATION OF A BASE RECORD FOR SUPPLEMENTAL TRAILER RECORD ENTRY**

The supplemental trailer transaction must contain two record identifiers from the base record. The first identifier must be one of the following: NIC, BHN, or REG. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

## **9.5 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL TRAILER RECORD ENTRY**

1. At least one numeric identifier must be present in a supplemental trailer record entry. Searchable numeric identifiers are LIC, VIN, and OAN. If LIC is present, all other

license data, i.e., LIS, LIY, and LIT, must be included. In addition, for all supplemental trailer records, VMA, VST, and VYR must be included.

2. The ORI contained in the EBT must be identical to the ORI in the base boat record to which the EBT is being added.
3. The agency entering the record must account for all fields in the supplemental trailer record. All available data called for by the record format must be entered when the original entry is made. The supplemental trailer record cannot be modified; it must be canceled and reentered. The Vehicle File chapter contains details regarding LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, VCO, and OAN.

## **9.6 MODIFICATION OF SUPPLEMENTAL TRAILER RECORD**

The supplemental trailer record cannot be modified; therefore, the supplemental trailer record must be canceled and reentered.

## **9.7 CANCELLATION OF SUPPLEMENTAL TRAILER RECORD**

Cancellation of the record is restricted to the agency that entered the record. A cancellation message is used in the following circumstances:

1. The record should be removed due to invalid information contained in the record.
2. The stolen trailer has been recovered.

A cancellation message (XBT) will only remove the supplemental trailer record.

It should be noted that the supplemental trailer record will be removed from file if the base Boat File record has been removed by use of message keys CB or XB. If only the boat has been recovered and not the trailer, a record for the trailer must be entered as a base Vehicle File record (EV).

## **9.8 EXAMPLE OF A SUPPLEMENTAL TRAILER RECORD CANCELLATION MESSAGE**

```
1L01HEADER.XBT.MD1012600.NIC/B000032685.OCA/A222.19991205
```

The above cancellation example contains: header (1L01HEADER), message key (XBT), Originating Agency Identifier (MD1012600), two record identifiers (NIC/B000032685 and OCA/A222), and the date of cancellation (19991205).

## **9.9 IDENTIFICATION OF A SUPPLEMENTAL TRAILER RECORD TO BE CANCELED**

The supplemental trailer record to be canceled must be identified by NIC and OCA, in that order; REG and OCA, in that order; or BHN and OCA, in that order. DOC must follow the two record identifiers. DOC must be the current date or the current date minus one.

## **9.10 LOCATE OF A SUPPLEMENTAL TRAILER RECORD**

Following confirmation of the hit, the agency that recovers the trailer (except the agency that entered the record) must place a locate message on the active supplemental trailer record.

A locate message (LBT) will place a locate on the supplemental trailer record only. If an LB (locate boat) message is placed on the base Boat File record, the entire record (including the supplemental trailer record) will also be located. If the trailer has not been recovered, a record must then be entered for the trailer as a base Vehicle File record (EV).

## **9.11 EXAMPLE OF A SUPPLEMENTAL TRAILER RECORD LOCATE MESSAGE**

```
1L01HEADER.LBT.WA1230000.NIC/B000032685.OCA/A222.19991201.1426
```

The above example contains: header (1L01HEADER), message key (LBT), Originating Agency Identifier (WA1230000), two record identifiers (NIC/B000032685 and OCA/A222), date of recovery (19991201), and the recovering agency case number (1426).

When a locate is transmitted for a supplemental trailer record, the MKE changes from EBT to LBT.

## **9.12 IDENTIFICATION OF A SUPPLEMENTAL TRAILER RECORD TO RECEIVE LOCATE**

The supplemental trailer record to be located must be identified by NIC and OCA, in that order; REG and OCA, in that order; or BHN and OCA, in that order. The OCA used as a record identifier is the OCA of the agency that entered the record.

## **9.13 INQUIRY OF A SUPPLEMENTAL TRAILER RECORD**

Inquiries of supplemental trailer records are made by use of the QB, QW, ZW, QV, ZV, QWI, and ZB MKEs. Additional information on an inquiry can be found in Section 5 of this chapter.

## SECTION 10--ADD-ON BOAT PART (NCIC FORMAT ONLY)

## 10.1 MESSAGE FIELD CODES FOR AN ADD-ON BOAT PART RECORD

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC, NUMERIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL	REG	1-8	ALPHABETIC, NUMERIC
BOAT HULL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
BRAND	MANDATORY	BRA	2-4	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
CATEGORY	MANDATORY	CAT	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
MISCELLANEOUS	OPTIONAL	MIS	1-42	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ENGINE POWER/DISPLACEMENT	CONDITIONAL	EPD	2-5	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

## 10.2 WHEN TO USE AN ADD-ON BOAT PART RECORD ENTRY

1. A maximum of seven part records may be appended to a base Boat File record. These parts include inboard engines, outdrives, air propellers, outboard motors, certificates of origin, and certificates of title.
2. Each add-on boat part entry has a message key EBP1 through EBP7. The fourth character is a sequential number to identify each part record entered. The full MKE must be used when entering an add-on boat part.
3. If only a boat part has been stolen (no boat involved), the boat part must be entered as a base part record in the Vehicle/Boat Part File. Additional information concerning instructions on entering base part records can be found in the Vehicle/Boat Part File chapter.

### 10.3 EXAMPLE OF AN ADD-ON BOAT PART RECORD ENTRY

```
1L01HEADER.EBP1.MD1012600.NIC/B000032685.OCA/A222.1125433.OMCJ.OB..  
JOHNSON OUTBOARD MOTOR.20H
```

#### **Acknowledgment:**

```
1L01HEADER  
MD1012600  
EBP1 NIC/V087698760  
LINKED TO NIC/B000032685
```

The acknowledgment returns the NIC assigned to the add-on boat part record followed by the NIC which identifies the base boat record. The NIC of the add-on boat part will always be returned with the add-on boat part; however, the add-on boat part cannot be retrieved independently of the base record.

### 10.4 MANDATORY FIELDS OF AN ADD-ON BOAT PART RECORD ENTRY

The following fields are mandatory to cause acceptance of an add-on boat part record entry into NCIC 2000: HDR; MKE; ORI; two record identifiers (NIC and OCA, REG and OCA, or BHN and OCA); SER or OAN; BRA; CAT; and a brief description of the stolen part in the MIS Field.

### 10.5 ADDITIONAL GUIDELINES FOR ADD-ON BOAT PART ENTRY

The ORI contained in the EBP message must be the same as the ORI in the base boat record(EB).

The agency entering the record must account for all fields in the Add-On Part Record. All available data must be entered when the original entry is made.

1. SERIAL NUMBER (SER)

The complete SER of the stolen part must be entered in the SER Field.

2. BRAND (BRA)

The appropriate code listed in the *NCIC 2000 Code Manual*, Boat Data Codes, must be entered. If a code is not listed, the generic code PART can be used. BMA codes cannot be used in the BRA Field.

3. CATEGORY (CAT)

The appropriate two-character code as listed in Boat Data Codes, *NCIC 2000 Code Manual*, must be entered.

4. OWNER-APPLIED NUMBER (OAN)

Any identification number assigned by the owner in connection with a theft prevention program should be entered in the OAN Field.

The OAN cannot be the same as the SER.

5. MISCELLANEOUS (MIS)

The MIS Field must contain a brief description of the boat part (maximum of 42 characters).

6. ENGINE POWER OR DISPLACEMENT (EPD)

1. One to four numerics followed by one alphabetic indicating the unit of measure: I for cubic inches, C for cubic centimeters, L for liter, H for horsepower, and P for pounds of thrust should be entered.
2. Fractions or decimals should be shown as follows: the whole number should be entered in the EPD Field, and the whole number plus the fraction or decimal should be entered in the MIS Field. For example, an entry for a 9½ horsepower motor would read MIS/9 1/2 HORSEPOWER.EPD/9H. An entry for a 9.5 liter engine would read MIS/9 PT 5 LITERS.EPD/9.
3. The EPD Field can only be filled if the CAT Field code is EN or OB.

## 10.6 MODIFICATION OF AN ADD-ON BOAT PART RECORD

The add-on boat part record cannot be modified; therefore, the add-on boat part must be canceled and reentered.

## 10.7 CANCELLATION OF AN ADD-ON BOAT PART RECORD

1. Cancellation of the add-on boat part record is restricted to the agency that entered the record. A cancellation message is used when:
  1. The record should be removed due to invalid information contained in the record, or
  2. The stolen boat part has been recovered.
2. The MKE/XBP\_ is used to cancel an add-on boat part record. The fourth position of the MKE must contain the proper numeric character corresponding to the record that is to be canceled. The cancellation message will only remove that one particular add-on boat part record.

3. It should be noted that the add-on boat part record(s) will also be removed from file if the base Boat File record has been removed by use of message keys CB or XB. If the boat part(s) has not been recovered, the record(s) must then be entered as a base part record (MKE/EP). Additional information concerning the entry of base part records can be found in the Vehicle File chapter of this manual.

### **10.8 EXAMPLE OF AN ADD-ON BOAT PART RECORD CANCELLATION MESSAGE**

1L01HEADER.XBP1.MD1012600.NIC/B000032685.OCA/A222.19991205

The above cancellation example contains: header (1L01HEADER), message key (XBP1), Originating Agency Identifier (MD1012600), two record identifiers (NIC/B000032685 and OCA/A222), and the date of cancellation (19991205).

### **10.9 IDENTIFICATION OF A RECORD TO BE CANCELED**

The add-on boat part record to be canceled must be identified by NIC and OCA, in that order; REG and OCA, in that order; or BHN and OCA, in that order. DOC must follow the two record identifiers. DOC must be the current date or the current date minus one.

### **10.10 LOCATE OF AN ADD-ON BOAT PART RECORD**

Following confirmation of the hit, any agency, except the agency that entered the record, that recovers the boat part(s) must put a locate message on each active add-on boat part record(s).

The MKE/LBP\_ is used to locate an add-on boat part record. The fourth position of the MKE must contain the proper numeric character corresponding to the record that is to be located. The locate message will only remove that one particular add-on boat part record.

It should be noted that the add-on boat part record(s) will also be located if the base Boat File record has been located (MKE/LB). If the boat part(s) has not been recovered, the boat part record(s) must be entered as a base part record (MKE/EP). Additional information concerning the entry of base part records can be found in the Vehicle/Boat Part File chapter of this manual.

### **10.11 EXAMPLE OF AN ADD-ON BOAT PART RECORD LOCATE MESSAGE**

1L01HEADER.LBP1.WA1230000.NIC/B000032685.OCA/A222.19991201.1426

The locate example contains: header, (1L01HEADER), message key (LBP1), Originating Agency Identifier (WA1230000), two record identifiers (NIC/B000032685 and OCA/A222), date of recovery (19991201), and the recovering agency case number (1426).

When a locate is transmitted for an add-on boat part record, the MKE changes from EBP\_ to LBP\_ and the date of recovery, recovering agency ORI, and recovering agency case number are added to the record.

**10.12 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE**

The add-on boat part record(s) to be located must be identified by NIC and OCA, in that order; REG and OCA, in that order; or BHN and OCA, in that order. The OCA used as a record identifier is the OCA of the agency that entered the record.

**10.13 INQUIRY OF AN ADD-ON BOAT PART RECORD**

Inquiries of add-on boat part records are made by use of the QB, QV, ZV, and ZB MKEs.