NCIC 2000
MISSING PERSON FILE

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NCIC 2000
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SECTION 1--INTRODUCTION

1.1 CRITERIA FOR ENTRY

1. A missing person record may be entered using one of the following categories:

    1. **Disability** (MKE*/EMD): a person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting him/ herself or others to personal and immediate danger.

    2. **Endangered** (MKE/EME): a person of any age who is missing under circumstances indicating that his/her physical safety may be in danger.

    3. **Involuntary** (MKE/EMI): a person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, i.e., abduction or kidnaping.

    4. **Juvenile** (MKE/EMJ): a person under the age of 18 who is missing and does not meet any of the entry criteria set forth in 1, 2, 3, or 5.

    5. **Catastrophe Victim** (MKE/EMV): a person of any age who is missing after a catastrophe.

    6. **Other** (MKE/EMO): a person over the age of 18 not meeting the criteria for entry in any other category who is missing and for whom there is a reasonable concern for his/her safety (NCIC 2000 format only).

    *MKE is the message key code.

1.2 ENTRY OF A MISSING EMANCIPATED PERSON (ADULT) RECORD

A record for a missing person who is over the age of 18 may be entered in the Missing Person File provided the entering agency has signed documentation in its possession supporting the stated conditions under which the person is declared missing. This written documentation will aid in the protection of the individual's right to privacy.

In the absence of documentation from a parent, legal guardian, next of kin, physician, or other authoritative source, including friend or neighbor in unusual circumstances, or when such documentation is not reasonably attainable, a signed report by the investigating officer will suffice.

1.3 ENTRY OF A MISSING UNEMANCIPATED PERSON (CHILD) RECORD

A record for a missing person who is under the age of 18 should be immediately entered into NCIC 2000 using one of the appropriate categories (Disability, Endangered, Involuntary, Juvenile, or Catastrophe Victim). A missing person report filed with an agency is sufficient documentation for entering a juvenile in the NCIC 2000 Missing Person File.

1.4 ENTRY OF A CATASTROPHE VICTIM RECORD

Catastrophe victim (MKE/EMV) records may be entered by any agency involved in identifying victims of a disaster, e.g., an airplane crash. No written documentation is required for entry into this category

1.5 MESSAGE KEY (MKE) CODES

Message	**MKE**	**Translation**
Entry	EMD	MISSING PERSON - DISABILITY
	EME	MISSING PERSON - ENDANGERED
	EMI	MISSING PERSON - INVOLUNTARY
	*EMJ	MISSING PERSON - JUVENILE
		MISSING PERSON - EMANCIPATED JUVENILE
	EMV	MISSING PERSON - CATASTROPHE VICTIM
	EMO (NCIC 2000 only)	MISSING PERSON - OTHER
Modify	MM	
Locate	LM	
Cancel	XM	

*When the subject of a juvenile category record is emancipated, the MKE translation will be MISSING PERSON - EMANCIPATED JUVENILE.

Message	**MKE**	**Translation**
Clear	CM	
Inquiry	QW ZW QWB QWI QV ZV	
Nonunique identifier inquiry	QM	
Entry of supplemental record of aliases and/or additional identifiers	EMN	
Cancellation of supplemental record	XMN	
Entry of supplemental dental information	ED	
Modification of supplemental dental information	MD	
Cancellation of supplemental dental information	XD	

A caution indicator should be added to the message key when it is known that an individual is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances of the individual. The reason for the caution must be entered in the Miscellaneous (MIS) Field (NCIC format) or the code must be entered in the Caution and Medical Conditions (CMC) Field (NCIC 2000 format). For example, a record with MKE/EMDC might have one of the following indicators entered in the MIS Field or have the corresponding code entered in the CMC Field:

```
SUICIDAL TENDENCIES
HEMOPHILIAC
PREVIOUSLY ESCAPED CUSTODY
HEROIN ADDICT
DIABETIC
```

For the message keys EMD, EME, EMI, EMJ, EMV, and EMO a caution indicator may be added to the MKE without a dash, e.g., EMDC. When C is added to the MKE, -CAUTION is added to the standard MKE translation; e.g., EMDC is translated as:

```
MISSING PERSON - DISABILITY - CAUTION
```

1.6 RECORD RETENTION PERIOD

A missing person record is retained indefinitely until action is taken by the originating agency to cancel or clear the record or until a locate is placed against the record.

An exception to record retention will occur in the event a serious error is detected in the record on file. Additional information concerning the serious error program can be found in the Introduction chapter of this manual.

1.7 AUTOMATIC RETIREMENT

1. A missing person record will be retired immediately upon receipt of a locate message. The ORI of the record will be notified that the record has been retired by a $.L. administrative message.

2. Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields in a missing person base record or supplemental record will be retired 1 year after the license plate expires as indicated in the LIY Field.

3. When the only searchable identifier in a Missing Person File record is an expired license plate, the entire record will be retired.

4. A nonexpiring license plate (LIY/NX) contained in a Missing Person File record will remain in file until action is taken by the originating agency to remove the license data or clear or cancel the entire record.

1.8 VALIDATION

A portion of the Missing Person File records will be validated monthly as described in the Validation section of the Introduction chapter of this manual. For NCIC 2000 validation, each missing person 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 of the state of entry.

1.9 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
AGE	Approximate Age	Must be one or two numerics.
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Personal Descriptors, *NCIC 2000 Code Manual*, provides coding instructions.
BLT	Blood Type	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
BXR	Body X-rays	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
CRC	Circumcision	Must be left blank if SEX equals F. Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
DCH	Dental Characteristics	May contain a maximum of 256 codes consisting of three numerics followed by a slash and one alphabetic character, one numeric character, or one to three characters. The only exceptions are that the codes ALL or UNK will be permitted in the DCH Field. If the code ALL or UNK is entered, no additional information may be entered in the DCH Field. More details can be found in Section 9 of this chapter.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DLC	Date of Last Contact	Must be a valid Gregorian date (YYYYMMDD). The date of last contact must be greater than or equal to the DOB and cannot be greater than the current date or less than the current date minus 20 years.
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 may be entered for the month and/or day when the actual date is unknown. If MKE is EMJ or MNP is CA, a valid Gregorian DOB is

Code	Field	Edits
		mandatory. Additional information available in Personal Descriptors, *NCIC 2000 Code Manual*.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOE	Date of Emancipation	Must be a valid Gregorian date (YYYYMMDD). The DOE must be later than the current date, but not less than 12 years and not more than 21 years later than the DOB. The DOE is mandatory when the MKE is EMJ. If the MKE is not EMJ or EMJC, the DOE must be left blank.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DRE	Dentist's Remarks	Maximum of 50 alphanumeric and/or special characters (free text).
DSP	Disposition	Must be DETN or RELD.
DXR	Dental X-rays Available	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
EYE	Eye Color	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
FBI	FBI Number	May be up to seven numerics; or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetics followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z. The second must be A, B, or C, and the check digit will be zero to nine. The alphabetic characters I and O are always invalid. More information in Personal Descriptors, *NCIC 2000 Code Manual*.
FPA	Footprints Available	Must be Y or N.

Code	Field	Edits
FPC	Fingerprint Classification	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*. If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.
HAI	Hair Color	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
HGT	Height	The first character represents feet and the second and third characters represent inches. May be a minimum of 100 but not more than a maximum of 711. More information in Personal Descriptors, *NCIC 2000 Code Manual*.
JWL	Jewelry Description	Free text.
JWT	Jewelry Type	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*. Up to17 codes separated by commas may be used.
LIC	License Plate Number	Must not be the characters UNK, UNKN, or UNKN. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds ten characters (NCIC 2000 format) or eight characters (NCIC format), only the last ten characters (NCIC 2000) or eight characters (NCIC) should be entered in the LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate State	Must be a valid NCIC 2000-assigned code as listed in State and Country Data Codes, *NCIC 2000 Code Manual*.
LIT	License Plate Number	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*.
LIY	License Plate Date of Expiration	Must represent the highest year (YYYY) in which the license plate is valid. The value can be current year current year minus 1, or later than current year, or the alphabetics NX to represent a nonexpiring registration.

Code	Field	Edits
MIS	Miscellaneous	If the MKE is EMDC, EMEC, EMIC, EMJC, or EMVC, and the message is in NCIC format, the MIS Field must identify the caution or medical condition. If VMA code is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK, and the message is in NCIC format, the MIS Field must include the name of the manufacturer. SVIN must be entered in MIS Field if the VIN is a state-assigned or non-conforming 17-character VIN. If the message is in NCIC format and the ORI wants to be notified each time there is a hit on the record, the MIS Field must contain NOAH.
MKE	Message Key	Must be a valid message key.
MNP	Missing Person	If the MKE is EMD, EMJ, or EMO, the MNP Field must be MP. If MKE is EMV, the MNP Field must be DV. If the MKE is EME or EMI, the MNP must be either MP or CA. In an entry transaction, if MNP is CA, victim's age must be under 18 years of age - current year minus year of birth. In all subseqeunt updates, if MNP is CA, victim's age must be under 18 years of age - record date of entry minus year of birth. If MNP is CA, then DOB must be filled with a valid Gregorian date.
MNU	Miscellaneous Number	The first two characters must be a validNCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*. The third character must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number in MNU cannot be the only numeric identifier in the record.
MPA	Dental Models and/or Photographs of Teeth Available	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual.*
NAM	Name	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first

Code	Field	Edits
		position or directly precede the comma. The *NCIC 2000 Code Manual*, Personal Descriptors, provides coding instructions.
NIC	NCIC Number	A self-checking number, consisting of an alphabetic character (M in the Missing Person 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 transaction.
OCA	Originating 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 OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OLN	Operator's License Number	Must not be one zero only or a run of zeros only. More information in Personal Descriptors, *NCIC 2000 Code Manual*.
OLS	Operator's License State	Must be a valid NCIC 2000-assigned code as listed in State and Country Codes, *NCIC 2000 Code Manual*. More information in Personal Descriptors, *NCIC 2000 Code Manual*.
OLY	Operator's License Year of Expiration	Must represent the year the license expires (XXXX) or the alphabetics NX to represent a nonexpiring license. More information in Personal Descriptors, *NCIC 2000 Code Manual*.
ORI	Originating Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
POB	Place of Birth	Must be a valid NCIC 2000-assigned code as listed in State and Country Codes, *NCIC 2000 Code Manual*. More information in Personal Descriptors, *NCIC 2000 Code Manual*.
RAC	Race	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.

Code	Field	Edits
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.
RRI	Recovering Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
SEX	Sex	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
SKN	Skin Tone	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual.*
SOC	Social Security Number	Must not be less than 001010001. The SOC cannot have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth position. Invalid and/or nonissue numbers are accepted but result in a SOC attention message. More information in Personal Descriptors, *NCIC 2000 Code Manual*.
VCO	Vehicle Color	Must be valid NCIC 2000-assigned code as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If two colors codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The The Vehicle File has additional edits on the VIN Field. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.
VMA	Vehicle Make	For NCIC 2000 messages the VMA Field can be up to 24 characters. The first four characters must be a valid NCIC 2000-assigned code. If the VMA code is

Code	Field	Edits
		less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the VMA is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK. If the VMO is other than TL, the VMA code must be a valid code as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If the VMO is TL, the VMA code must not be the characters: ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ. For every assembled vehicle that does not have manufacturer's assigned VIN, the VMA code must be ASVE.
	(Jeep)	If the VMA code is JEP, the VYR must be 1969 or earlier. If the VMA code is AMER, the VYR must be 1988 or earlier. If the VMA code is JEEP, the VYR must be 1989 or later.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.
	(all-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If VST is MV, the VMA code must be SPEC, ATV, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If VMA code is ATV or SPEC the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the MIS Field.
VMO	Vehicle Model	Spaces cannot be skipped. Hyphens or symbols should be used. More information in Vehicular Data Codes, *NCIC 2000 Code Manual*. The only valid

Code	Field	Edits
		VMO codes for vehicles with VST codes EB, EN, MV, or OP, are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.
	(assembled automobile)	If the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in Vehicular Data Codes, *NCIC 2000 Code Manual*, the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VRX	Corrective Visions Perscription	Free text. If more than 40 characters, the left lens information should be placed in the MIS Field. More information in Personal Descriptors, *NCIC 2000 Code Manual*.
VST	Vehicle Style	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*.
VYR	Vehicle Year	Must represent the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than 1 year beyond the current year. For entries of model year 1981 or later, when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.

Code	Field	Edits
WGT	Weight	Minimum of 001 and maximum of 499. More information in Personal Descriptors, *NCIC 2000 Code Manual*.

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

CMC	Caution and Medical Conditions	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual.*
ENS	Expanded Name Search	Must be Y or N.
HIT	Wanted/Missing Person Hit Results	Must be a valid NCIC 2000-assigned code as listed in the Introduction section of this chapter. Can be entered only if RPS is entered.
IMN	Image NCIC Number	A self-checking number consisting of an alphabetic character I followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted image record. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC 2000-assigned code as listed in the Image File chapter of this manual.
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 Identifier	Must be a valid NCIC 2000-assigned ORI. The LKI and LKA cannot be identical to the ORI and OCA.
MPC	Missing Person Circumstances	Must be a valid value: S = Abducted by a stranger, R = Runaway, or N = Abducted by a noncustodial parent.

Code	Field	Edits
NOA	Notify Originating Agency	Must be Y or N. NCIC 2000 will default to N if left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating missing person. Can be entered only if RPS is entered. Must be blank or 0 if RPS 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 RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY LOCATED.
PAR	Person Armed	Must be a valid NCIC 2000-assigned code as listed in the Introduction chapter of this manual. Can be entered only if RPS is entered.
RPS	Reason for Person Record Removal	Must be a valid NCIC 2000-assigned code as listed in the Introduction chapter of this manual.
VLN	Name of Validator	Any valid characters representing validator.
VNP	Value of Recovered Property	Must be blank or 0.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating missing person who was subject of the record. Can be entered only if RPS is entered. Must be blank or 0 if RPS 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 missing person who was subject of the record. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY RECOVERED.

1.10 CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the following fields of a missing person message are the same as the corresponding fields of a missing person/wanted person record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; MNU and ORI; SOC

and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; or DOB, NAM, and ORI.

2. Whenever the message REJECT ON FILE is received, the record on file will also be transmitted.

3. A duplicate record will be accepted if the ORI in the second message is different or the person file is other than wanted or missing, e.g., VGTOF, Protection Order, etc. A duplicate record will also be accepted if there are vehicle data in the missing person message that match data in the Vehicle File. In those cases, the duplicate record will be furnished with the acknowledgment.

1.11 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 AN UNEMANCIPATED MISSING PERSON ENTRY

```
1N01HEADER.EMJ.MD1012600.SMITH, JOHN J.M.W.MD.19851012.20000312.
510.165.GRN.BRO..FAR.SC R LEG...216343737....MP.19991201.56789...
LAST SEEN WEARING BLUE AND RED SHIRT.Y.R...........OPOS.C.N.P..
PK,NE.GOLD CROSS ON CHAIN
```

Acknowledgment:

```
1L01HEADER
MD1012600
NAM/SMITH, JOHN J NIC/M000069216
```

2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
DATE OF EMANCIPATION	MANDATORY[1]	DOE	8-8	NUMERIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC

SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
MISSING PERSON	MANDATORY	MNP	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
DATE OF LAST CONTACT	MANDATORY	DLC	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI*	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA*	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-250 1-500*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY FLAG	OPTIONAL	NOA*	1-1	ALPHABETIC
MISSING PERSON CIRCUMSTANCES	OPTIONAL	MPC*	1-1	ALPHABETIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC

VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
VEHICLE STYLE	SET	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*
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC*	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
BLOOD TYPE	OPTIONAL	BLT	4-5	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
CIRCUMCISION	OPTIONAL	CRC	1-1	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
FOOTPRINT AVAILABLE	OPTIONAL	FPA	1-1	ALPHABETIC
BODY X-RAYS	OPTIONAL	BXR	1-1	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
CORRECTIVE VISION PRESCRIPTION	OPTIONAL	VRX	1-40	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
JEWELRY TYPE	OPTIONAL	JWT	1-50	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
JEWELRY DESCRIPTION	OPTIONAL	JWL	1-100	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

*NCIC 2000 format only
[1]Mandatory blank for adult

2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory to cause acceptance of a missing person entry into NCIC 2000: HDR, MKE, ORI, NAM, SEX, RAC, (DOB and DOE when the MKE is EMJ), HGT, WGT, EYE, HAI, MNP, DLC, OCA, and at least one of the following numerical identifiers when the message key is other than EMJ: DOB; FBI; MNU; SOC; OLN with OLS and OLY; LIC with LIS, LIY, LIT; or VIN with VYR, VMA, and VST.

2.4 $.K. ADMINISTRATIVE MESSAGE

An agency is required to verify and update NCIC 2000 missing person record entries with any additional information, including: Blood Type (BLT); Dental Characteristics (DCH); Fingerprint Classification (FPC); Jewelry Type (JWT); and Scars, Marks, Tattoos, and Other Characteristics (SMT) within 60 days of entry. If a record has a date of entry older than 30 days and any of the above fields are blank, a $.K. administrative message identifying the

blank fields will be transmitted. The $.K. will also include the record. An example of the $.K. message follows:

```
1L01HEADER
$.K.
MD1012600
NCIC INCOMPLETE MISSING/UNIDENTIFIED PERSON NOTIFICATION AT 1600 EST
19991030. YOUR ENTRY NIC/M000069216, OCA/56789 HAS INFORMATION
MISSING FROM THE FOLLOWING KEY DATA FIELDS: DCH, FPC, SMT.

IF ANY SUPPLEMENTAL INFORMATION IS AVAILABLE, THAT DATA
SHOULD BE ENTERED IMMEDIATELY.  THIS WILL BE YOUR ONLY NCIC
NOTIFICATION.

MKE/MISSING PERSON JUVENILE
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19801012
DOE/20001012 HGT/510 WGT/165 EYE/GRN HAI/BRO SKN/FAR
SOC/216343737
MNP/MP DLC/19980830 OCA/56789
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
MPC/RUNAWAY
BLT/OPOS CRC/C FPA/N
BXR/PJWT/PK,RI
JWL/GOLD CROSS ON CHAIN
NIC/M000069216 DTE/19980930 1425 EDT
```

2.5 ADDITIONAL GUIDELINES FOR ENTRY

1. The ORI must account for all fields in the missing person record. Agencies should ensure that all available data called for in the record format are entered when the entry is made. Missing data obtained at a later time should be promptly added through the use of a modification message (MKE/MM). Guidelines for the entry of aliases and/or other identifiers as a supplemental record to a missing person record are located in Section 8 of this chapter.

2. For training and administrative purposes, agencies may enter test records into NCIC 2000 by using the header TL01 (NCIC) or TN01 (NCIC 2000). The test records will not generate any notifications, nor will batch processing be performed in the test system.

3. If a DOB is the only numerical identifier, it must be a valid Gregorian date or the entry will be rejected. A valid Gregorian date of birth is mandatory when the message key is EMJ or when the MNP is CA.

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

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

5. All numerical identifiers except the OCA and the MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the first two alphabetics from the number itself in the MNU Field.

2.6 MESSAGE FIELD CODE EDITS FOR ENTRY

1. PERSONAL DESCRIPTORS

   Entry instructions for NAM, SEX, RAC, DOB, HGT, WGT, EYE, HAI, FBI, SKN, SMT, FPC, MNU, SOC, OLN, BLT, CRC, FPA, BXR, and JWT can be found in Personal Descriptors, *NCIC 2000 Code Manual*. Codes for entering the POB can be found in State and Country Codes, *NCIC 2000 Code Manual*. Codes for entering license and vehicle data can be found in Vehicular Data Codes, *NCIC 2000 Code Manual*.

2. DATE OF EMANCIPATION (DOE)

   1. The DOE Field is mandatory when the message key is EMJ or EMJC. It is mandatory blank for all other missing person MKEs. The DOE indicates the exact day that an unemancipated juvenile will reach the age of emancipation (majority) as defined by the statutes of his/her state of residence. The DOE cannot be less than 12 years or more than 21 years later than the date of birth. DOE is entered in the same manner as a DOB, i.e., year, month, and day. For example, a missing person who was born on July 5, 1988, and is emancipated at the age of 18 years would be entered in file with DOB/19880705 and DOE/20060705.

      The entry of February 29 (----0229) in the DOE Field for a year that is not a leap year is prohibited. If the DOB is February 29 and the year of emancipation is not a leap year, agencies should enter March 1 for the DOE. The DOE must be complete (include year, month, and day) or the entry will be rejected.

   2. Most states have a fixed age of emancipation which is commonly referred to as the age of majority. However, many states have exceptions which cause a person to become emancipated at an earlier age. For example, a person who is not married and is unemancipated until he/she reaches the age of 18 may be emancipated at an earlier age if his/her marital status changes or if he/she enters the military.

   3. The exceptions concerning age of emancipation may be changed at any time by the passage of state law(s). Before entering a record for a missing person who is a resident of another state, an agency should contact the CTA of that state to obtain information concerning the age of emancipation.

3. DATE OF LAST CONTACT (DLC)

Agencies should enter the date that the missing person was last seen or heard from. Agencies should not enter the date that the missing person report was received or the date that the record is entered unless it is the same date that the missing person was last heard from or seen.

4. MISCELLANEOUS (MIS) DATA

1. If a caution indicator is used in the message key, the reason for the caution must be entered as the first item in the MIS Field (NCIC format only). An exception occurs when SVIN is entered first in the MIS Field to disable vehicle edits when an OAN, state-assigned, or nonconforming 17-character VIN is entered.

2. Aliases, vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the Mis Field. All additional searchable data should be entered in a supplemental record (MKE/EMN), illustrated and explained in Section 8 of this chapter, as this procedure increases the chances of a hit on the record. Nicknames (monikers) are to be entered in the MIS Field, not in the Alias Field, of the missing person record.

3. The types of information that should be included in the MIS Field are:

    1. Clothing description (size, color, style, laundry marks)
    2. Shoes (size, style, color)
    3. Smoker (pipe, cigar, cigarette; brand)
    4. Tobacco chewer (brand)
    5. Fingernails (polish, length, biter)
    6. Possible destination
    7. Amount of money in possession
    8. Medication in possession
    9. Left handed
    10. Right handed
    11. Explanation/description of scars, marks, tattoos, and physical characteristics
    12. Conditions under which a juvenile is listed as missing
    13. Child is missing under suspicious circumstances, and/or child is believed to be in a life-threatening situation

4. In the event of a criminal kidnaping of a juvenile by the noncustodial mother, it is recommended that the mother's maiden name be entered as a possible alias and the following information be added to the MIS Field: CHILD IS MISSING UNDER SUSPICIOUS CIRCUMSTANCES and/or CHILD IS BELIEVED TO BE IN A LIFE-THREATENING SITUATION. The mother's

maiden name should also be entered if it is believed that a runaway juvenile is trying to avoid identification.

5. A missing person record and any other record should be cross-referenced in the MIS Field if more than one record pertains to the same case. For example, the MIS Field of two missing persons reported missing from the same scene may include MAY BE ACCOMPANIED BY MISSING FRIEND-SEE NIC/M123456789, and the other record may contain a similar statement.

6. An ORI can request notification each time its record is hit, regardless of whether the person's whereabouts is known. The entering agency should place NOAH in the MIS Field for NCIC-formatted messages only. The same effect is accomplished by using the NOA Field in NCIC 2000-formatted messages.

5. VEHICLE OR LICENSE PLATE DATA

1. Vehicle and/or license plate data may be entered as part of a missing person record provided the location of the vehicle and/or license plate is unknown and the entering agency has reasonable grounds to believe that the missing person may be operating (or be a passenger in) the vehicle or a vehicle bearing the license plate.

2. Mere knowledge or verification with the appropriate department of motor vehicles that a vehicle and/or license plate is registered to the missing person does not meet the criteria for entry of either or both as part of his/her record.

3. In instances where the vehicle or license plate of the subject of a missing person entry has been stolen, a notation that the vehicle or license plate is stolen should be placed in the MIS Field. Also, a separate entry of the stolen vehicle, felony vehicle, or license plate should be made in the Vehicle or License Plate Files and cross-referenced by the agency possessing the theft report or handling the felony investigation.

4. Should the missing person entry contain data about a vehicle or license plate which has already been entered in the Vehicle or License Plate Files, the agency making the entry will be furnished the vehicle or license plate record already in file at the time the missing person entry is acknowledged.

5. When the vehicle in the record has been recovered, the vehicle data must be removed from the missing person record.

6. VEHICLE OR LICENSE PLATE DATA AND THE $.8. PROGRAM

An agency making a missing person entry containing data on a vehicle or license plate registered in another state must advise the CTA in the state of registry about

such an entry if the state of registry is not a $.8. Program participant. Additional information concerning the $.8. Program can be found in the Introduction chapter of this manual.

7. JEWELRY DESCRIPTION (JWL)

The JWL Field may contain free text consisting of alphanumeric and/or any special character that may further describe the jewelry, e.g., engravings, color, number of stones, etc.

8. MISSING PERSON (MNP)

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

If MNP is CA, the missing person's age must be less than 18 years of age. The CA is to be used in the MNP Field when there is reasonable indication or suspicion that a child has been abducted and/or is missing under circumstances suggesting foul play or a threat to life. While the CA code is discretionary, every effort should be made to use the code when the criteria are met. The use of this code will give the FBI's National Center for the Analysis of Violent Crime (NCAVC) and Strategic Information Center (SIOC), and the National Center for Missing and Exploited Children (NCMEC) notification of urgent cases and enable them to provide assistance if needed.

2.7 NCIC 2000 MESSAGE FIELD CODE EDITS FOR ENTRY

1. CAUTION AND MEDICAL CONDITIONS (CMC)

When a missing person record is entered with a caution indicator, the MKE ends with a -C, and the CMC Field must contain a valid caution and medical code. Section 8 of this chapter describes procedures for entry of additional CMC codes as a supplemental record to a missing person record. The following are the allowable CMC codes and their translations.

00 = Armed and Dangerous	60 = Allergies
05 = Violent Tendencies	65 = Epilepsy
10 = Martial Arts Expert	70 = Suicidal
15 = Explosive Expertise	80 = Medication Required
20 = Known to Abuse Drugs	85 = Hemophiliac
25 = Escape Risk	90 = Diabetic
30 = Sexually Violent Predator - Contact ORI for Detailed Information	
50 = Heart Condition	01 = Other
55 = Alcoholic	

The CMC Field is not utilized in automatic cross-search; therefore, all applicable scars, marks, tattoos, and other characteristics should be entered in the SMT Field.

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 the linkage fields.

In the entry message, the LKI and LKA Fields immediately follow the OCA Field. 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 first seven characters of the LKI.

3. MISSING PERSON CIRCUMSTANCES (MPC)

The MPC Field is optional and provides additional information concerning the nature of the disappearance. The allowable values are the following:

S = Abducted by a stranger
R = Runaway
N = Abducted by a noncustodial parent

4. 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 missing person is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. If the NOA is blank, the field will default to N.

2.8 AUTOMATIC CROSS-SEARCH WITH UNIDENTIFIED PERSON RECORDS

1. When a missing person record is entered or modified, NCIC 2000 automatically compares the data in that record against all unidentified person records in NCIC 2000. These comparisons are performed daily on the records that were entered/modified on the previous day. The identifiers used in the comparisons are the following:

Missing Person Record Identifiers		Unidentified Person Record Identifiers
Date of Birth	-	Estimated Year of Birth
Sex	-	Sex
Race	-	Race
Height	-	Estimated Height
Weight	-	Estimated Weight
Eye Color	-	Eye Color
Hair Color	-	Hair Color
Date of Last Contact	-	Estimated Date of Death
Date of Last Contact	-	Date Body Found
Scars, Marks, Tattoos, etc.	-	Scars, Marks, Tattoos, etc.
Fingerprint Classification	-	Fingerprint Classification
Jewelry Type	-	Jewelry Type
Originating Agency State Code	-	Originating Agency State Code
Blood Type	-	Blood Type
Dental Characteristics	-	Dental Characteristics

2. Even though the search only compares the data as shown in the chart above, records should contain all available descriptive data to further aid in the identification process.

3. Once the comparisons are made, all entering/updating agencies are notified of the results through administrative messages. The $.M. administrative message advises an agency that a possible match(es) has been made on its record. This message is transmitted to the ORI of the new/modified record and the ORI(s) of the matched record(s).

4. The message includes abbreviated records for up to 100 possible matches. If more than 100 records were matched, the remaining records can be obtained by contacting FBI CJIS staff. If the cross-search does not produce any match, all entering/updating agencies are notified through a $.N. administrative message.

SECTION 3--MODIFICATION

3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in missing person records.

A modification message to delete information in the MNU, DOB, SOC, SMT, or CMC Fields of the base record will cause the oldest data with that MFC in the supplemental record to move up to the base record.

3.2 EXAMPLE OF A MODIFICATION MESSAGE

```
1N01HEADER.MM.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.EYE/BRO.NOA/Y
```

Acknowledgment:

```
1L01HEADER
MD1012600
MODIFY NAM/SMITH, JOHN J NIC/M000069216
```

The above modification example contains: header (1N01HEADER), message key (MM), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/M000069216), the fields being modified, and the data being changed (EYE/BRO.NOA/Y).

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
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	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 record to be modified must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

1. When a vehicle in a missing person record is recovered prior to location of the missing person, the message field code, LIC-VCO/, may be used to remove all vehicular data without identifying each individual field. The characters LIC-VCO/ instruct the NCIC 2000 System to delete the following fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO.

   ```
   1N01HEADER.MM.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.LIC-VCO/.
   ```

   Acknowledgment:

   ```
   1L01HEADER
   MD1012600
   MODIFY NAM/SMITH, JOHN J NIC/M000069216
   ```

   The above modification example which removes all vehicular data from the record contains: header (1N01HEADER), message key (MM), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/M000069216), and the fields being removed (LIC-VCO/.).

2. The special modification message explained above cannot be used to remove less than all of the vehicular data from a missing person base record. For example, if only the four fields of license plate data (LIC, LIS, LIY, and LIT) are to be deleted from the record, the usual modification procedure must be followed with each field to be deleted explicitly set forth as shown in the following modify message:

   ```
   1N01HEADER.MM.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.LIC/.
   LIS/.LIY/.LIT/.
   ```

3.6 VALIDATION GUIDELINE FOR NCIC 2000 MODIFICATION

For NCIC 2000 validation, a Name of Validator (VLN) Field may be added to a missing person record to indicate that the record has met the criteria for validation. When the VLN is entered, NCIC 2000 enters the current date in the record as the Date Last Validated (VLD). If the user attempts to delete or modify the VLN to all blanks, the message will be rejected. The acknowledgment for the modification 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.MM.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.
SOC/311009194.VLN/JONES, DAVID E.
```

Acknowledgment:

```
1L01HEADER
MD1012600
VALIDATE NAM/SMITH, JOHN J NIC/M000069216
```

3.7 AUTOMATIC CROSS-SEARCH WITH UNIDENTIFIED PERSON RECORDS

Modifying a missing person record will cause an automatic cross-search of the updated record with unidentified person records in NCIC 2000. Additional information can be found in section 2 of this chapter.

3.8 MISSING PERSON INTEREST (MIF) FIELD

The MIF Field is a one-character field reserved to show NCMEC interest in a missing person record. Only NCMEC can utilize this field via a modification message. The field can contain Y or N. If the MIF Field contains Y, NCIC 2000 will notify NCMEC of all subsequent modify, cancel, locate, or clear transactions.

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 utilized when the entering agency determines that the record is invalid; for example, the missing person report is withdrawn.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

```
1N01HEADER.XM.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.19990107.
NOT MISSING
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL NAM/SMITH, JOHN J NIC/M000069216
```

The above cancellation example contains: header (1N01HEADER), message key (XM), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/M000069216), date of cancellation (19990107), and benefits and effectiveness data: reason for person record removal (NOT MISSING).

When a missing person record is canceled, the entire record, including all data appended to the record by means of a supplemental record entry, is automatically canceled.

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
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS*	10-21	ALPHABETIC, NUMERIC

*NCIC 2000 format only

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

The record to be canceled must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. 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 NCIC 2000 CANCELLATION

When canceling a record in the NCIC 2000 format, the user is expected to enter benefits and effectiveness data. The RPS Field is entered directly after the DOC Field. For a cancellation message, the RPS value will be either CASE DROPPED or NOT MISSING.

SECTION 5--INQUIRY

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

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

Negative Response:

```
1L01HEADER
CA1012600

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

Positive Response:

```
1L01HEADER
CA1012600

NCIC HAS 123 POSSIBLE MATCHES FOR YOUR INQUIRY. THE TWO HIGHEST SCORING
RECORDS ARE LISTED FOLLOWED BY THE NIC NUMBERS OF UP TO 20 OF THE HIGH
SCORE RECORDS.

MKE/MISSING PERSON - DISABILITY
ORI/DCFBIWA00 NAM/JONES, JASON J SEX/M RAC/W POB/PA DOB/19640101
HGT/511 WGT/145 EYE/BRO HAI/BRO
SMT/SC UL ARM SOC/211440001 MNP/MP DLC/19790718 OCA/123
MIS/LSW GRN SLACKS, WHI PULLOVER, BLK WINGTIPS SIZE 10D, SCAR IS
MIS/4INCHES, CREWCUT HAIR, RIGHTHANDED, VRX FOR LEFT EYE IS
MIS/OS-12D00E-D25Xl2O D5 DEG BASE D0WN
BLT/APOS CRC/U FPA/N BXR/F
VRX/OD-12D00E-D25XI40 D5 DEGREES BASE UP
JWT/AB BB KC CU
JWT/BELT BUCKLE IS IN THE SHAPE OF A GUN, 4 KEYS ON CHAIN
ORI IS FBI HEADQUARTERS WASHINGTON DC 202 555-1234
SMT/SC R LEG
SMT/SC L LEG
SMT/SC R ARM
SMT/BLIND
SMT/ART L ARM
SMT/SC FACE
SMT/HEAR AID
SMT/HARELIP

DENTAL CHARACTERISTICS
DXR/Y MPA/N DRE/PERSON HAS NUMEROUS CARIES
TOOTH STAT  RSTRTNS / CARIES   APPL   OTHER CHAR
             M  O  D  B  L
   1   A
   2         1  1                         GH
A  4            1
E  8                  2
   16  A
   17  X
M  22                                     ACO
O  24                                     BDP
P  25                           F
Q  26  A                        C         CPA
R  27                           F
S  28
```

```
   30                                    DAO
   31         1
   32  A                                 PAC
NIC/M107649846 DTE/19790801 0000 EDT
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

MKE/MISSING PERSON - INVOLUNTARY
ORI/MD1012699 NAM/THOMAS,TOM SEX/M RAC/W POB/TX DOB/19640606 HGT/509
WGT/153EYE/BRO HAI/BRO SKN/FAR
SMT/TAT L LEG FPC/PMPICI14151617181920 SOC/211440001 MNP/MP
DLC/19980529 OCA/CSD567
MIS/LAST SEEN WEARING BLUE JEANS AND BLACK PULLOVER SHIRT,
MIS/LEFT-HANDED, SMOKES WINSTONS
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/1Q87H2N100001 VYR/1972 VMA/CHEV VMO/CAM VST/2T VCO/BLK
ORI IS ANY CITY PD MD 301 555-1212
NIC/M107650007 DTE/19980811 0000 EDT
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

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

5.2 MESSAGE FIELD CODES FOR NONUNIQUE IDENTIFIER 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
AGE	MANDATORY	AGE	2-2	NUMERIC
SEX	MANDATORY	SEX	1-1	ALPHABETIC
RACE	MANDATORY	RAC	1-1	ALPHABETIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
NAME	OPTIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IMAGE INDICATOR*	OPTIONAL	IND	1-1	ALPHABETIC
EXPANDED NAME SEARCH*	OPTIONAL	ENS	1-1	ALPHABETIC

*NCIC 2000 format only

5.3 REQUIREMENTS FOR NONUNIQUE IDENTIFIER INQUIRY (QM)

1. The following fields are mandatory for a nonunique identifier inquiry: HDR, MKE, ORI, AGE, SEX, RAC, EYE, HAI, HGT, and WGT.

2. The NAM Field is optional.

3. The approximate age of the individual may be one or two numeric characters representing the age in years. The age must fall within a range of 0 to 99. The age in the inquiry plus or minus 1 year will be searched. If the person inquired upon is 100 years old or older, the first character (1) should be dropped.

4. Sex, race, eye color, and hair color should be coded following the instructions set forth in Personal Descriptors, *NCIC 2000 Code Manual*. A search on each of these fields will retrieve any record with a corresponding code.

5. Approximate height in the inquiry plus or minus 3 inches will be searched.

6. Approximate weight in the inquiry plus or minus 10 pounds will be searched. Inclusion of a name in the inquiry will limit the response.

7. After the search is conducted on AGE, SEX, RAC, EYE, HAI, HGT, and WGT, the New York State Identification and Intelligence System (NYSIIS) code in the records found will be compared with the NYSIIS code of the name in the inquiry. Only those records and additional NICs with matching NYSIIS codes will be returned to the inquiring agency.

5.4 ADDITIONAL GUIDELINES FOR NONUNIQUE IDENTIFIER INQUIRY

1. When a nonunique identifier inquiry is received, NCIC 2000 searches the Missing Person File for possible matches, i.e., candidate records. The sex, race, eye, and hair color codes in the candidate records must be identical to the sex, race, eye, and hair color codes in the inquiry. However, age, height, and weight in the candidate records may vary from the age, height, and weight in the inquiry as indicated above.

2. A score is assigned to each candidate record. The score is computed based upon the variance between the inquiry age, height, and weight, and the corresponding data in the candidate records. The score is an abstract numerical representation of the relative similarity between the inquiry data and the data in the candidate records. The score is used by NCIC 2000 to select up to 20 most likely candidate records for the response to the inquiring agency.

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

5.5 ADDITIONAL GUIDELINES FOR NCIC 2000 NONUNIQUE IDENTIFIER INQUIRY (QM)

1. IMAGE INDICATOR (IND)

The QM may contain an Image Indicator (IND) to specify whether an image should be returned if available. If the image indicator is Y, image data related to each primary hit response will be returned.

```
1N01HEADER.QM.WA1230000.AGE/35.SEX/M.RAC/W.HGT/511.WGT/160.
EYE/BRO.HAI/BRO.
IND/Y
```

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

```
IMR/MNAM:SMITH, JOHN J DOB:19641012
RAC:W HGT:510 WGT:165 DOI:19881012
NIC:M000069216 IMN:I000001233             00256
<image>.
```

The Image Response (IMR/) is composed of the following data: the Image Type (M for mugshot) and standard person MFCs (NAM, DOB, RAC, HGT, and WGT). The Date of Image (DOI) is next, followed by the NIC of the person record and the IMN. Following the IMN is the image size in bytes (00256), and, last, <image> would be replaced with the actual image.

2. EXPANDED NAME SEARCH (ENS)

Nonunique (QM) inquiries may also contain the Expanded Name Search (ENS) Field to specify that if the NAM Field is used, the enhanced name search function should be performed. If the ENS is Y, primary hits will be determined using each input name part as a last name, interchanging the remaining name parts as given names. Additional information on ENS can be found in the Introduction chapter of this manual.

```
1N01HEADER.QM.WA1230000.AGE/30.SEX/M.RAC/W.EYE/BRO.HAI/BRO.
HGT/510.WGT/160.
NAM/FRANK,MILES   ENS/Y
```

The following hit response based on ENS would be returned:

```
NCIC HAS 1 POSSIBLE MATCHES FOR YOUR INQUIRY. THE TWO HIGHEST
SCORING RECORDS ARE LISTED FOLLOWED BY THE NIC NUMBERS OF UP
TO 20 OF THE HIGH SCORE RECORDS

MKE/MISSING PERSON INVOLUNTARY
ORI/DC1014300 NAM/MILES, FRANK SEX/M RAC/W POB/FL DOB/19701012
HGT/509 WGT/153 EYE/BRO HAI/BRO SKN/FAR SMT/TAT L LEG
FPC/PMPICI14151617181920 SOC/211440001
```

```
MNP/MP DLC/19981001 OCA/CS12345
MIS/LAST SEEN AT THE TYSONS CORNER MALL
ORI IS ANY CITY PD DC 202 555-1111
NIC/M107650007 DTE/19981003 0000 EDT
IMMED CONFIRM MISSING PERSON STATUS WITH ORI
```

5.6 EXAMPLE OF A UNIQUE IDENTIFIER INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

The message keys QW/ZW are used for Missing Person File inquiries in addition to Foreign Fugitive, Wanted Person, Violent Gang and Terrorist Organization, Protection Order, Convicted Sexual Offender Registry, Deported Felon, Convicted Person on Supervised Release, and U.S. Secret Service Protective Files and will cause these files to be searched automatically. If vehicle identifiers (LIC, LIS, and/or VIN and VMA) are included in the inquiry, the Vehicle and License Plate Files will also be searched.

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

Negative Response:

```
1L01HEADER
WA1230000

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

Positive Response (with supplemental records):

```
1L01HEADER
WA1230000

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

DENTAL CHARACTERISTICS
DXR/Y MPA/N DRE/INDIVIDUAL HAS NO DECAY
ALL 32 PERMANENT TEETH ARE PRESENT; NO TEETH ARE DECAYED;
NO TEETH HAVE BEEN RESTORED; AND THERE ARE NO UNUSUAL CHARACTERISTICS.
NIC/M000069216 DTE/19991201 1245 EST
IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES IN
INTERSTATE COMPACT ON JUVENILES
```

5.7 REQUIREMENTS FOR UNIQUE IDENTIFIER INQUIRY

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

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

5.8 ADDITIONAL GUIDELINES FOR UNIQUE IDENTIFIER INQUIRY

1. When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the date of birth in a record plus or minus 1 year on the year of birth before a record will be retrieved. When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC 2000 will search for all matching records that contain the same DOB plus or minus 1 year on the date of birth and a surname that is a NYSIIS match to the surname in the inquiry.

2. Sex and race should be included to minimize multiple hits by limiting the scope of the search. Including sex will cause NCIC 2000 to search only those records containing the same SEX code as the SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search made by NCIC 2000. A list of the Race Field codes and the race codes that will be searched when each is included in an inquiry are the following:

Race Code In Inquiry		**Race Codes Searched**
A	(Asian or Pacific Islander)	All
I	(American Indian or Alaskan Native)	All
B	(Black)	All except W
W	(White)	All except B
U	(Unknown)	All

3. When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., SOC, FBI, MNU, or OLN, a name search is not generated. Including sex and race in this inquiry will not confine the search.

4. An inquiry can provide a secondary hit response from other files in NCIC 2000 when the primary hit contains a SOC, FBI, or VIN, and those fields were not part of the original search criteria. A second computer search is automatically generated on the SOC, FBI, and VIN contained in the primary record response. The second search is against all person files (except the Unidentified Person File), Vehicle, and Vehicle/Boat Part Files.

5. When only one numeric identifier is used in a Missing Person File inquiry, the response will include only the record on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response will include a record on file with that Social Security number, even though there may be other records on file for the same individual which do not contain that particular number.

6. An agency making an inquiry with limited personal descriptors should make a second inquiry using all available identifiers contained in the response record to ensure the receipt of all records on file which could possibly pertain to the person in question.

7. An inquiry (QV or ZV) by LIC, LIS, and/or VIN, and, when available, VMA will also identify a missing person record for which the vehicular and/or license plate data have been entered.

5.9 ADDITIONAL GUIDELINE FOR NCIC 2000 QW INQUIRY

QW/ZW inquiries may contain the Image Indicator (IND), Related Search Hit (RSH) and Expanded Name Search (ENS) Fields. Additional information on the use of these fields can be found in the Wanted Person File chapter.

5.10 BATCH INQUIRY (QWB)

The batch inquiry allows users to create a file of individual QW/ZW inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiry from which they were generated. Prior to each response SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number. Additional information on procedures for conducting QWB inquiries can be found in the Wanted Person File chapter.

5.11 PROCEDURES FOR HANDLING A HIT

When an agency receives a record in response to an inquiry and 1) the whereabouts of the person inquired upon is known and 2) the person inquired upon appears to be identical with the subject of one or more of the records, the agency that can detain the person must contact the originating agency of each record possibly identical with the person inquired upon to confirm the hit prior to detaining the person.

Response time to a hit 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.

SECTION 6--LOCATE

6.1 WHEN TO USE A LOCATE MESSAGE

Any agency, except the agency that entered the record, that finds a person who is indexed in an NCIC 2000 Missing Person File must place a locate message on the missing person record. When an agency receives a record or multiple records in response to an inquiry, the inquiring agency must contact the ORI of each record possibly identical with the person 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 individual.

6.2 EXAMPLE OF A LOCATE MESSAGE

```
1N01HEADER.LM.WA1230000.NAM/SMITH, JOHN J.NIC/M000069216.19991205.
8592.DETN.HIT STATE 19991204..3..1..400.1000
```

Acknowledgment:

```
1L01HEADER
WA1230000
1ST LOCATED NAM/SMITH, JOHN J NIC/M000069216 RECORD BEING CANCELED
```

The above example contains: header (1N01HEADER), message key (LM), locating agency identifier (WA1230000), two record identifiers (NAM/SMITH, JOHN J and NIC/M000069216), date of location (19991205), locating agency case number (8592), disposition information (DETN), and benefits and effectiveness data: reason for person record removal (HIT STATE 19991204), wanted/missing person hit results (3), number of missing persons found (1), value of other recovered property (400), and value of recovered contraband (1000).

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
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	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, SPECIAL CHARACTERS
DISPOSITION	MANDATORY	DSP	4-4	ALPHABETIC
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS*	10-21	ALPHABETIC, NUMERIC
PERSON ARMED	OPTIONAL	PAR*	1-1	ALPHABETIC
WANTED/MISSING PERSON HIT RESULTS	OPTIONAL	HIT*	1-2	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 A RECORD TO RECEIVE LOCATE

The record to receive a locate must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. If the NAM Field is used as an identifier, the name must be set forth with the exact spelling and spacing as shown in the record on file. The OCA used as an identifier will be that of the agency that entered the record as shown in the record received from NCIC 2000 in reply to the apprehending/locating agency's inquiry.

6.5 LOCATE PROCEDURE

1. Following the two record identifiers, the date of recovery, recovering agency case number, and the disposition are next entered, in that order, without field codes. The date of recovery must be entered or the locate message will be rejected. The recovering agency case number should be entered to ensure that complete recovery information is in the record. Disposition information (what is to be done with the missing person) must be obtained from the ORI when it is contacted to confirm the missing person's status and included in the locate message.

2. The ORI has the responsibility of immediately advising the recovering agency concerning disposition of the individual when contacted about the location of the missing person.

3. The complete missing person record, including all supplemental data, is automatically retired when a locate message is placed on the record.

6.6 DISPOSITION (DSP) FIELD

1. DETN IN LOCATE MESSAGE

   DETN, an abbreviation for detained, must be included in the locate message when the agency that entered the record advises the locating agency that arrangements are being made to return the missing person to the proper authorities.

2. RELD IN LOCATE MESSAGE

   RELD, an abbreviation for released, must be included in the locate message when:

   1. The agency that entered the record advises the locating agency that the missing person should not be detained since that person will not be returned to the proper authorities.

   2. The locating agency has received no information concerning what action should be taken with regard to the missing person after making a concerted effort to obtain such information.

6.7 ADDITIONAL GUIDELINE FOR NCIC 2000 LOCATE

Following the disposition, 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 on benefits and effectiveness data can be found in the Introduction chapter of this manual.

SECTION 7--CLEAR

7.1 WHEN TO USE A CLEAR MESSAGE

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

1. When the agency finding the missing person is the agency that entered the record; or

2. When the agency that entered the record is officially advised that the missing person has been located and the locating agency has not entered a locate message.

The clear message will cause the entire record, including supplemental and dental data, to be removed from the file.

7.2 EXAMPLE OF A CLEAR MESSAGE

```
1N01HEADER.CM.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.
19991107.WA1230000.8592.HIT NCIC 19991105..3..1..400.1000
```

Acknowledgment:

```
1L01HEADER
MD1012600
CLEAR NAME/SMITH, JOHN J NIC/M000069216
```

The above clear example contains: header (1N01HEADER), message key (CM), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/M000069216), date of location (19990107), the locating agency identifier (WA1230000), locating agency case number (8592), and benefits and effectiveness data: reason for person record removal (HIT NCIC 19991105), wanted/missing person hit results (3), number of missing persons found (1), value of other recovered property (400), 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
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS*	10-21	ALPHABETIC, NUMERIC
PERSON ARMED	OPTIONAL	PAR*	1-1	ALPHABETIC
WANTED/MISSING PERSON HIT RESULT	OPTIONAL	HIT*	1-2	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 record to be cleared must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The NAM Field used to identify the record must be set forth with the exact spelling and spacing as shown in the record on file.

7.5 CLEAR PROCEDURES

1. If the agency that entered the record finds the missing person, the date of recovery must be entered following the two record identifiers. Additionally, benefits and effectiveness data should be entered.

2. If the missing person is found by an agency other than the ORI of the record and the recovering agency has not placed a locate message on the missing person record, the date of recovery must be entered following the two record identifiers. This date should be followed by the recovering agency's identifier and the recovering agency case number. Additionally, benefits and effectiveness data should be entered.

3. Since one locate message retires the record from file, it will not be necessary for the ORI to clear the record from NCIC 2000.

7.6 ADDITIONAL GUIDELINE FOR NCIC 2000 CLEAR

Users are expected to enter benefits and effectiveness data for all clear transactions. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period.

SECTION 8--SUPPLEMENTAL RECORD

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
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN[1]		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC[2]		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN[3]		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC*	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN [4]		

*NCIC 2000 format only
[1] OLN/<OLN>.<OLS>.<OLY>
[2]LIC/<LIC>.<LIS>.<LIY>.<LIT>
[3]VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>
[4]IMN/<IMN>.<IMT>

8.2 WHEN TO ENTER A SUPPLEMENTAL RECORD

An enter supplemental record is used when additional identifiers such as alias(es), scars, marks, tattoos, and other characteristics, etc., need to be added to a missing person record. The enter supplemental record message may be made only by the agency that entered the missing person record.

8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

```
1N01HEADER.EMN.MD1012600.NAM/SMITH, JOHN J.OCA/5439.
AKA/ROE, EDWARD.JONES, EDWARD.DOB/19801012.19791012.
SMT/CAUL L EAR.TAT R ARM
```

Acknowledgment:

```
1L01HEADER
MD1012600
SUPP NAM/SMITH, JOHN J OCA/5439
```

The above supplemental record entry example contains: header (1N01HEADER), message key (EMN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and OCA/5439), and the supplemental data added to the record: two aliases (AKA/ROE, EDWARD. JONES, EDWARD), two dates of birth (DOB/19801012 and 19791012), and two scars, marks, and tattoos (SMT/CAUL L EAR and TAT R ARM).

8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY

The missing person record to which a supplemental record of an alias and/or other additional identifier is to be added must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record must be set forth with the exact spelling and spacing as shown in the record on file.

8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

The AKA Field and all other identifying data fields which may be included in a supplemental record with their field codes and the maximum number of aliases and/or other identifiers that may be added to a missing person record are the following:

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	19

Field	Field Code	Maximum Number Permitted
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC*	10
Image NCIC Number and Image Type (entered as a set)	IMN*	13

*NCIC 2000 format only

8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

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

2. For example, a record relating to JOHN HARRY SMITH might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, two miscellaneous numbers (an army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his

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

3. If an IMN/IMT set is entered with the supplemental record, there can be only one set entered, and it must be a fingerprint record that is already on file, or the image will be rejected. All other images and fingerprint images not currently on file for NCIC 2000 must be entered through the Enter Image Transaction (EIM). Images added through EIM are considered supplemental records. Additional information on EIM can be found in the Image File chapter.

8.7 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY

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

2. All numeric identifiers excluding OCA and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the two alphabetics from the number itself in the MNU Field.

3. Personal Descriptors and Vehicular Data Codes, *NCIC 2000 Code Manual*, contain appropriate coding of personal identifiers and license and vehicle data.

4. The entry of a supplemental record to a missing person record will cause a cross-search of all unidentified person records.

8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY

1. ALIAS (AKA)

    1. Field code AKA followed by a slash is used to identify an alias(es). An alias includes any name in which the surname is different from the surname in the NAM Field and any surname spelling variations. Name spelling variations of the first or middle name can only be shown as an alias if the surname changes, i.e., NAM/THOMPSON, ROBERT and AKA/THOMSON, BOB.

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

3. For juveniles, it is recommended that the mother's maiden name be entered using the following format: AKA/(Mother's Maiden Surname), (Missing Juvenile's Given Name). Nicknames (monikers) are to be entered in the MIS Field, not in the AKA Field of the missing person record.

2. OPERATOR'S LICENSE SET (OLN)

Field code OLN followed by a slash is used to identify additional operator's license data in an entry. The three data elements making up this set are the operator's license number, state of issue, and year of expiration. All three elements must be included in the order listed in the format and must be separated by a period. For example:

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

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

3. LICENSE PLATE SET (LIC)

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

```
LIC/CBA321.MD.1977.TK.
```

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

4. VEHICULAR DATA SET (VIN)

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

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

```
VIN/lL69X6J023456.1976.CHEV.IMP.4D.BLK
```

or

```
VIN/1D37Q6R001225.1976.CHEV..2D.
```

3. In the event data related to other vehicles are entered at the same time, each set of vehicular data must be preceded by message field code VIN/.

5. ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

The MFCs followed by a slash are used to identify additional data to be included in a supplemental record, i.e, DOB/, SMT/, MNU/, and SOC/. Multiples can be entered without repeating the MFCs and separated only by periods. For example, an entry might include:

```
DOB/19570102.19550823.SMT/SC LHK.POCKMARKS.MNU/AF-123456789.
SOC/123456789
```

When identifying data are entered in a supplemental record, the corresponding fields in the base record must be filled.

8.9 MODIFICATION OF ALIAS(ES) AND/OR OTHER IDENTIFIERS IN A SUPPLEMENTAL RECORD

No one-step procedure is available to modify an alias or other identifier in a missing person supplemental record. To modify, the incorrect AKA or other identifier should be canceled and reentered.

8.10 EXAMPLE OF A SUPPLEMENTAL RECORD ALIAS(ES) AND OTHER IDENTIFIERS CANCELLATION

```
1N01HEADER.XMN.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.
AKA/ROE, EDWARD.JONES,EDWARD.DOB/19651012.19630912
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL SUPP NAM/SMITH, JOHN NIC/M000069216
AKA/ROE, EDWARD
AKA/JONES, EDWARD
DOB/19651012
DOB/19630912
```

The above example of a cancellation of aliases and other additional identifiers in a supplemental record contains: header (1N01HEADER), message key (XMN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/M000069216), and data to be canceled (AKA/ROE, EDWARD.JONES, EDWARD, and DOB/19651012.19630912).

8.11 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS

When canceling an AKA and/or other additional identifiers contained in a supplemental record, the missing person record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; or NAM and

OCA, in that order, with each data element preceded by the proper MFC. The supplemental data to be canceled are then entered with each field preceded by the proper MFC.

8.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

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

8.13 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION

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

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

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

3. When a missing person record is canceled, its entire supplemental record is automatically canceled.

8.14 ADDITIONAL GUIDELINES FOR NCIC 2000 SUPPLEMENTAL CANCELLATION

1. IMAGE SET (IMN)

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

2. SUPPLEMENTAL CANCELLATION ACKNOWLEDGMENT MESSAGE

A cancel supplemental transaction can contain up to nine supplemental data. All supplemental data will be processed except data that do not meet field edits or data that do not exist. The cancel supplemental message will list all supplemental data that were successfully canceled, list all supplemental data not on file, and list all supplemental data that failed due to a REJ SUPP MFC ERROR.

```
1N01HEADER.XMN.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.
AKA/ROE, EDWARD.JONES, EDWARD.DOB/19651012.1930932
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL SUPP NAM/SMITH, JOHN NIC/M000069216
AKA/ROE, EDWARD
DOB/19651012
REJ SUPP MFC ERROR
DOB/1930932
REJ SUPP NOT ON FILE
AKA/JONES, EDWARD
```

SECTION 9--SUPPLEMENTAL DENTAL RECORD

9.1 MESSAGE FIELD CODES FOR DENTAL 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	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DENTAL X-RAYS AVAILABLE	MANDATORY	DXR	1-1	ALPHABETIC
DENTAL MODELS	MANDATORY	MPA	1-1	ALPHABETIC
DENTIST'S REMARKS	OPTIONAL	DRE	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DENTAL CHARACTERISTICS	MANDATORY	DCH	5-1599	ALPHABETIC, NUMERIC, SPECIAL CHARACTERISTICS

*NCIC 2000 format only

9.2 WHEN TO USE SUPPLEMENTAL DENTAL RECORD ENTRY

The Missing Person File includes dental characteristics for matching purposes against records in the NCIC 2000 Unidentified Person File.

The entry of dental data to a missing person record may be made only by the agency that entered the missing person record. The entry (MKE/ED) must be entered separately from the base record and other supplemental data.

9.3 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD ENTRY

The following is an example of a supplemental data entry adding dental characteristics data to the base record:

```
1N01HEADER.ED.DCFBIWA00.NIC/M107649846.OCA/12334.Y.N.PERSON HAS
NUMEROUS CARIES.001/A,016/A,017/X,026/A,032/A,034/1,063/1,098/1,
100/1,136/2,217/F,218/C,219/F,226/GH,234/ACO,236/BDP,238/CPA,
254/DAO,256/PAC
```

Acknowledgment:

```
1L01HEADER
DCFBIWA00
ENTRY DENTAL DATA NIC/M107649846 OCA/12334
```

The above supplemental record entry contains: header (1N01HEADER), message key (ED), Originating Agency Identifier (DCFBIWA00), two record identifiers (NIC M107649846 and OCA 12334), and the dental information to be added to the record.

9.4 IDENTIFICATION OF A RECORD FOR ENTRY OF DENTAL DATA

The missing person record to which dental data are to be added must be identified by NIC and OCA, in that order, followed by the proper MFC and the dental information.

9.5 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DENTAL RECORD ENTRY

Supplemental dental information and other supplemental identifiers cannot be transmitted in the same message. Dental information is entered with MKE/ED.

The entry of a supplemental dental record to a Missing Person File record will cause a cross-search of all Unidentified Person File records.

1. The DXR Field must contain Y or N.

2. The MPA Field must contain Y or N.

3. The DRE Field can hold up to 50 characters. This field should contain dental remarks which cannot be coded in the DXR, MPA, or DCH Fields.

9.6 DENTAL CHARACTERISTICS (DCH) FIELD

1. The DCH Field describes the status of each tooth, any restorations or cavities, fixed and removable appliances, and other tooth characteristics.

    1. An NCIC 2000 Missing Person Dental Report, or one similar, can be completed by a dentist or forensic odontologist and returned to the user for entry.

    2. If all 32 permanent teeth are present with no decay or restorations and there are no unusual characteristics, the code ALL should be entered in the DCH Field. If ALL is coded in the DCH Field, the following will be transmitted after the DRE Field in a positive response:

    ```
    ALL 32 PERMANENT TEETH ARE PRESENT; NO TEETH ARE DECAYED;NO
    TEETH HAVE BEEN RESTORED; AND THERE ARE NO UNUSUAL
    CHARACTERISTICS
    ```

3. If dental characteristics are not available for coding, then UNK should be entered in the DCH Field. If the Code UNK is coded in the DCH Field, the following will be transmitted after the DRE Field in a positive response:

```
DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE
```

2. The codes will be entered using a comma as a separator with the exception of the last code which must be followed by a period (field delimiter) or end of transmission.

3. If the code ALL or UNK is not entered, the only valid codes must begin with the numerics 001 through 256. These codes must be followed by a slash, e.g., 001/.

4. If the three numerics are 001 through 003, 014 through 019, or 030 through 032, only one of the following alphabetic characters may follow the slash: A, F, G, I, P, or X. For example: 003/A.

5. If the three numerics are 004 through 013, or 020 through 029, only one of the following alphabetic characters may follow the slash: A, D, E, F, G, I, P, or X.

6. If the code X (for information not available) is entered or modified into the DCH Field as a status for a tooth, i.e., an X following the codes 001/ through 032/, none of the restorations/caries, removable appliances, or other characteristics codes for the tooth may be entered.

   For example, if the code 003/X is entered, codes beginning with the numerics 035/, 067/, 099/, 131/, 163/, 195/, and 227/ will be rejected with the message REJECT FIELD ERROR DCH.

7. If a record already on file has restoration/caries, removable appliances, and/or other characteristics codes for a tooth and the entering agency modifies the status of the tooth to the code X, the modification message must also delete any other code already on file for the tooth or the modification message will be rejected.

   For example, if a record on file has the code 099/1 and a modification message contains the code 003/X, if the modification message does not also contain the code 099/ (comma or end of transmission), the modification message will be rejected.

   Exceptions occur in the following instances:

   1. If the code 001/X is entered, the code 225/ (followed by any other characteristics code valid for 225) may be entered.

   2. If the code 017/X is entered, the code 241/ (followed by any other characteristics code valid for 241) may be entered.

8. If the three numerics are 033 through 192, only one numeric character (0 through 9) may follow the slash. For example: 073/0, 125/3, 192/9. If the three numerics are 193, only one of the following alphabetic characters may follow the slash: A, B, C, D, E, F, G, H, I, or J. If 193/H, 193/I, or 193/J is entered to indicate a full upper denture, the system will automatically code the status of each of the upper teeth as missing. That is, it will insert the codes 001 through 016. The code must be followed by the alphabetic A (missing), for example, 001/A, 002/A, 003/A, etc.

9. If the ORI of the record enters any of the codes 001 through 016, the code must be followed by the alphabetic A or P; if not A or P, the message will be rejected. If the users modify the DCH to delete the 193/H, I, or J, they are required to correct the status codes 001 through 016.

10. If the three numerics are 194 through 208, or 210 through 224, only one of the following alphabetic characters may follow the slash: A, B, C, D, E, F, or G.

11. If the three numerics are 209, only one of the following alphabetic characters may follow the slash: A, B, C, D, E, F, G, H, I, or J. If 209/H, 209/I, or 209/J is entered to indicate a full lower denture, the system will automatically code the status of each of the lower teeth as missing. That is, it will insert the codes 017 through 032 followed by the alphabetic A (missing), for example, 017/A, 018/A, 019/A, etc.

    If the ORI of the record enters 209/H, I, or J, and any of the codes 017 thru 032, any number 017 through 032 must be followed by the alphabetic A or P; if not A or P, the message will be rejected. If the users modify the DCH to delete the 209/H, I, or J, they are required to correct the status codes 017 through 032.

12. If the three numerics are 225 through 256, a maximum of three characters may follow the slash. Each character may be used only once within a code; for example, 230/AA, 241/IKI, and 253/33 are invalid.

    Additionally, any combination of characters which includes both the alphabetic A and B is invalid; for example, 230/AB, 241/BAC, 249/ARB are invalid. Any combination of characters which includes both the alphabetic C and D is invalid, for example, 225/CD, 248/DAC, 256/CTD.

    Any combination of characters which includes both the alphabetic O and P is invalid, for example, 227/AOP, 243/ODP.

    The alphabetic characters which are valid for each of the numbers 225 through 256 appear in the table on the following page.

    Note: Either the alphabetic O or numeric 0 may be entered. If the alphabetic O is entered, it will be converted to a numeric 0.

| **Three Numerics** | **Valid Characters** | | |

MISSING PERSON DENTAL REPORT

Today's Date _____
Patient's Name _____
Date of Last Treatment _____
Charting Dentist's Name _____
Charting Dentist's Address _____
Charting Dentist's Telephone Number _____
Dentist's Remarks _____

X-rays available? Yes ☐ No ☐
Date last X-rays were taken _____
Dental models available? Yes ☐ No ☐
Photographs of teeth available? Yes ☐ No ☐

	(Attach additional sheets if necessary)	Federation Dentaire Internationale (FDI)	Universal Deciduous	Universal Permanant	Status	Restoration/Caries Mesial	Occlusal	Distal	Buccal	Lingual	Removable Appliances	Other Characteristics
Upper Right	Third Molar	18		1	001/	033/	065/	097/	129/	161/	193/	225/
	Second Molar	17		2	002/	034/	066/	098/	130/	162/	194/	226/
	First Molar	16		3	003/	035/	067/	099/	131/	163/	195/	227/
	Second Bicuspid	15	A	4	004/	036/	068/	100/	132/	164/	196/	228/
	First Bicuspid	14	B	5	005/	037/	069/	101/	133/	165/	197/	229/
	Cuspid	13	C	6	006/	038/	070/	102/	134/	166/	198/	230/
	Lateral Incisor	12	D	7	007/	039/	071/	103/	135/	167/	199/	231/
	Central Incisor	11	E	8	008/	040/	072/	104/	136/	168/	200/	232/
Upper Left	Central Incisor	21	F	9	009/	041/	073/	105/	137/	169/	201/	233/
	Lateral Incisor	22	G	10	010/	042/	074/	106/	138/	170/	202/	234/
	Cuspid	23	H	11	011/	043/	075/	107/	139/	171/	203/	235/
	First Bicuspid	24	I	12	012/	044/	076/	108/	140/	172/	204/	236/
	Second Bicuspid	25	J	13	013/	045/	077/	109/	141/	173/	205/	237/
	First Molar	26		14	014/	046/	078/	110/	142/	174/	206/	238/
	Second Molar	27		15	015/	047/	079/	111/	143/	175/	207/	239/
	Third Molar	28		16	016/	048/	080/	112/	144/	176/	208/	240/
Lower Left	Third Molar	38		17	017/	049/	081/	113/	145/	177/	209/	241/
	Second Molar	37		18	018/	050/	082/	114/	146/	178/	210/	242/
	First Molar	36		19	019/	051/	083/	115/	147/	179/	211/	243/
	Second Bicuspid	35	K	20	020/	052/	084/	116/	148/	180/	212/	244/
	First Bicuspid	34	L	21	021/	053/	085/	117/	149/	181/	213/	245/
	Cuspid	33	M	22	022/	054/	086/	118/	150/	182/	214/	246/
	Lateral Incisor	32	N	23	023/	055/	087/	119/	151/	183/	215/	247/
	Central Incisor	31	O	24	024/	056/	088/	120/	152/	184/	216/	248/
Lower Right	Central Incisor	41	P	25	025/	057/	089/	121/	153/	185/	217/	249/
	Lateral Incisor	42	Q	26	026/	058/	090/	122/	154/	186/	218/	250/
	Cuspid	43	R	27	027/	059/	091/	123/	155/	187/	219/	251/
	First Bicuspid	44	S	28	028/	060/	092/	124/	156/	188/	220/	252/
	Second Bicuspid	45	T	29	029/	061/	093/	125/	157/	189/	221/	253/
	First Molar	46		30	030/	062/	094/	126/	158/	190/	222/	254/
	Second Molar	47		31	031/	063/	095/	127/	159/	191/	223/	255/
	Third Molar	48		32	032/	064/	096/	128/	160/	192/	224/	256/

☐ Dentist - Check here if all 32 teeth are present without decay, restoration, or any unusual characteristics. (Terminal operator - enter code ALL in the DCH field.)

☐ Dentist - Check here if information is not available for coding the above chart. (Terminal operator - enter the code UNK in the DCH field.)

9.7 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD MODIFICATION

```
1N01HEADER.MD.DCFBIWA00.NIC/M107649846.OCA/12345.
DCH/016/P,136/
```

Acknowledgment:

```
1L01HEADER
DCFBIWA00
MODIFY DENTAL DATA NIC/M107649846 OCA/12345
```

The above modify supplemental example contains: header (1N01HEADER), message key (MD), Originating Agency Identifier (DCFBIWA00), two missing person record identifiers (NIC/M10769846 and OCA/12345), and the dental field to be modified (DCH/016/P,136/).

9.8 REQUIREMENTS FOR SUPPLEMENTAL DENTAL RECORD MODIFICATION

A supplemental dental record may be modified (MKE/MD) to:

1. Change the code entered in DXR and/or MPA Fields. Since these fields are mandatory, the codes cannot be deleted using a modify message.

2. Change or delete the information entered in the DRE Field.

3. Add, change, or delete any of the 256 codes of the DCH Field. The DCH Field cannot be modified to delete all codes.

9.9 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD CANCELLATION

```
1N01HEADER.XD.DCFBIWA00.NIC/M107649846.OCA/12345
```

Acknowledgment:

```
1L01HEADER
DCFBIWA00
CANCEL DENTAL DATA NIC/M107649846 OCA/12345
```

The above cancel supplemental example contains: header (1N01HEADER), message key (XD), Originating Agency Identifier (DCFBIWA00), and two missing person record identifiers (NIC/M10769846 and OCA/12345).

9.10 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DENTAL RECORD CANCELLATION

To cancel dental data, the missing person record must be identified by the NIC and OCA, in that order. A supplemental dental cancellation message will delete all dental information from the record identified. When a Missing Person File record is canceled, located, or cleared, all supplemental dental information are retired.