NCIC 2000
PROTECTION ORDER FILE

TABLE OF CONTENTS

INTRODUCTION 1
1.1 BACKGROUND 1
1.2 CRITERIA FOR ENTRY 1
1.3 MESSAGE KEY (MKE) CODES 2
1.4 RECORD RETENTION PERIOD 3
1.5 AUTOMATIC RETIREMENT 4
1.6 VALIDATION 4
1.7 MESSAGE FIELD CODES AND EDITS 4
1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS 12
1.9 $.8. OUT-OF-STATE MESSAGE 13
1.10 IMAGE CAPABILITY 13

ENTRY 14
2.1 EXAMPLE OF PROTECTION ORDER FILE ENTRY 14
2.2 MESSAGE FIELD CODES FOR ENTRY 14
2.3 MANDATORY FIELDS FOR ENTRY 16
2.4 ADDITIONAL GUIDELINES 16
2.5 MESSAGE FIELD CODES FOR ENTRY 17
2.6 NCIC 2000 MESSAGE FIELD CODES AND EDITS FOR ENTRY 20

MODIFICATION 21
3.1 WHEN TO USE A MODIFICATION MESSAGE 21
3.2 EXAMPLE OF A MODIFICATION MESSAGE 21
3.3 MESSAGE FIELD CODES FOR MODIFICATION 21
3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED 22
3.5 ADDITIONAL GUIDELINES FOR MODIFICATION 22
3.6 MODIFICATION TO REMOVE VEHICULAR DATA FROM A RECORD 23
3.7 VALIDATION GUIDELINE FOR NCIC 2000 MODIFICATION 23

CANCELLATION 25
4.1 WHEN TO USE A CANCELLATION MESSAGE 25
4.2 EXAMPLE OF A CANCELLATION MESSAGE 25
4.3 MESSAGE FIELD CODES FOR CANCELLATION 25
4.4 IDENTIFICATION OF A RECORD TO BE CANCELED 26
4.5 ADDITIONAL GUIDELINE 26
4.6 ADDITIONAL GUIDELINE FOR NCIC 2000 CANCELLATION 26

INQUIRY 27
5.1 EXAMPLE OF AN INQUIRY FOR RECORD SUBJECT 27
5.2 MESSAGE FIELD CODES FOR AN INQUIRY 28
5.3 REQUIREMENTS FOR AN INQUIRY 29
5.4 EXAMPLE OF A QW USING NAME OF PROTECTED PERSON 30
5.5 ADDITIONAL GUIDELINES FOR NCIC 2000 INQUIRY 31
5.6 HIT CONFIRMATION 32

LOCATE 33

CLEAR 34
7.1 WHEN TO USE A CLEAR MESSAGE 34
7.2 EXAMPLE OF A CLEAR MESSAGE 34
7.3 MESSAGE FIELD CODES FOR RECORD CLEAR 34
7.4 IDENTIFICATION OF A RECORD TO BE CLEARED 35
7.5 ADDITIONAL GUIDELINES 35
7.6 ADDITIONAL GUIDELINE FOR NCIC 2000 CLEAR 35

SUPPLEMENTAL DATA 36
8.1 MESSAGE FIELD CODES FOR A SUPPLEMENTAL RECORD 36
8.2 ENTRY OF A SUPPLEMENTAL RECORD 37
8.3 EXAMPLE OF A SUPPLEMENTAL ENTRY 37
8.4 IDENTIFICATION OF A RECORD FOR ENTRY OF A SUPPLEMENTAL RECORD 37
8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD 37
8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY 39
8.7 ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL RECORD ENTRY 39
8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY 39
8.9 MODIFICATION OF INFORMATION IN A SUPPLEMENTAL RECORD 42
8.10 EXAMPLE OF SUPPLEMENTAL RECORD INFORMATION CANCELLATION 42
8.11 IDENTIFICATION OF RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS 42
8.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE 42
8.13 ADDITIONAL GUIDELINES FOR CANCELLATION OF SUPPLEMENTAL DATA 43

NCIC 2000
PROTECTION ORDER FILE

SECTION 1--INTRODUCTION

1.1 BACKGROUND

The Protection Order File (POF) contains court orders that are issued to prevent acts of domestic violence against a person or to prevent a person from stalking, intimidating, or harassing another person. Orders are issued by both civil and criminal state courts. The types of protection orders issued and the information contained in them vary from state to state.

1.2 CRITERIA FOR ENTRY

Each record in the POF **must** be supported by a protection order. Protection orders must meet the following criteria before an entry can be made into the file:

1. The protection order must have been issued for the purpose of preventing violent or threatening acts or harassment against, or contact or communication with, or physical proximity to another person. This includes temporary and final orders issued by civil or criminal courts (other than support or child custody orders) whether obtained by filing an independent action or as a *pendente lite* order in another proceeding so long as any civil order was issued in response to a complaint, petition, or motion filed by or on behalf of a person seeking protection.

   > *Pendente Lite*—"pending the lawsuit; during the actual progress of a suit; during litigation. Matters *pendente lite* are contingent on outcome of litigation." (*Black's Law Dictionary*)

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

   > *Ex Parte*—"on one side only; by or for one party; done for, in behalf of, or on the application of, one party only. A judicial proceeding, order, injunction, etc., is said to be *ex parte* when it is taken or granted at the instance and for the benefit of one party only, and without notice to, or contestation by, any person adversely interested." (*Black's Law Dictionary*)

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

1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EPO	PROTECTION ORDER
	ETO	TEMPORARY PROTECTION ORDER
Modify	MPO MTO	
Cancel	XPO XTO	
Inquiry	QPO QW ZW QWB QWI QV ZV	
Clear	CPO	CANCELED PROTECTION ORDER
	CTO	CANCELED TEMPORARY PROTECTION ORDER
Expired	IPO	EXPIRED PROTECTION ORDER
	ITO	EXPIRED TEMPORARY PROTECTION ORDER
Entry of supplemental	ENPO	
Cancel supplemental	XNPO	

A caution indicator should be added to the message key EPO or ETO when it is known that an individual is armed and dangerous, is a drug addict, or whatever is appropriate to the particular circumstances of the individual. The message key will translate with - CAUTION after the translation listed above if the caution indicator has been used.

1.4 RECORD RETENTION PERIOD

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

2. If no action is taken by the entering agency to modify the EXP, the record will expire after the fifth day. Inactive records (cleared and expired) will be maintained on-line for the remainder of the year plus 5 years. At the end of that time, NCIC 2000 will again notify the ORI of record. This time, the unsolicited $.P. message will advise the agency that the record is being retired because it has reached the end of the retention period. Records that are in an inactive status cannot be modified or cleared; however, inactive records can be canceled.

3. Nonexpiring Records:

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

4. Temporary and Emergency Records:

   Records for temporary or emergency protection orders cannot have an expiration date that exceeds one year. Records for temporary protection orders (ETO or ETOC) cannot be modified to an EXP date greater than one year from date of entry.

5. Inactive Records:

   Inactive records (expired or cleared) will be accessible, via the QPO message, for the remainder of the year in which the record was cleared or expired plus 5 years. A $.P. administrative message will be sent to the originating agency during the next purge cycle following the retention period informing the ORI that the record has been retired.

Example of $.P. Message - Inactive Status

```
$.P.
MD1012600
THE FOLLOWING RECORD WILL BE PLACED IN EXPIRED STATUS IN FIVE DAYS BY
THE FBI COMPUTER BASED ON THE EXPIRATION DATE CONTAINED IN THE
PROTECTION ORDER RECORD. UNLESS ACTION IS TAKEN TO INCREASE THE
EXPIRATION DATE, MODIFICATION OR CLEARANCE OF THE RECORD WILL
BE PROHIBITED AFTER THE FIFTH DAY.
```

```
MKE/PROTECTION ORDER
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19701010
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 SKN/FAR SMT/SC L EAR
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/N222333444 OLS/MD OLY/1995
PNO/PO12345 BRD/Y ISD/19950728 EXP/20000728 CTI/MD056013J
PPN/SMITH, JANE L PSX/F PPR/W PPB/19760107
PCO/THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE,
PCO/PROPERTY, SCHOOL OR PLACE OF EMPLOYMENT
PCO/OF THE PROTECTED PERSON OR OTHER FAMILY OR HOUSEHOLD MEMBER
OCA/14-017289
MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR
MIS/VISITATION
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2G2PM37A2G2208042 VYR/1992
VMA/DODG VMO/INT VST/4T VCO/BLK
PCO/THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A
PCO/FIREARM OR OTHER WEAPON
NIC/H146203706 DTE 19970810 0000 EDT
```

1.5 AUTOMATIC RETIREMENT

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields in a POF base record or supplemental record will be retired one year after the license plate expires as indicated in the LIY Field. If the expired license plate is the only numeric identifier in the POF record, the entire record will be retired.

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

1.6 VALIDATION

A portion of the POF records will be validated monthly as described in the Validation Schedule in the Introduction Chapter of this manual. For NCIC 2000 validation, each POF 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 CTA of the state of entry.

1.7 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Coding instructions can be found in Personal Descriptors, *NCIC 2000 Code Manual*.

Code	Field	Edits
BRD	Brady Indicator	Must be Y, N, or U. Must be N if MKE is ETO or ETOC. If left blank will default to N.
CTI	Court Identifier	Must be a valid NCIC 2000-assigned ORI.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOB	Date of Birth	Must be a valid Gregorian date if it is the only numeric identifier (YYYYMMDD). The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 is valid for the month and day when the actual date is unknown. More 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.
EXP	Expiration Date	Must be a valid Gregorian date (YYYYMMDD) or NONEXP. The year must be equal to or greater than the year of entry. Must be greater than the date of issue (ISD). NONEXP should be entered for nonexpiring orders or when the expiration date is unknown. Temporary or emergency protection orders (MKE/ETO or ETOC) cannot exceed one year from the date of entry.
EYE	Eye Color	Must be a valid 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 0 to 9. The alphabetic characters I

Code	Field	Edits
		and O are always invalid. More information available in Personal Descriptors, *NCIC 2000 Code Manual*.
FPC	Fingerprint Classification	Must be a valid 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 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 400 but not more than a maximum of 711. More information available in Personal Descriptors, *NCIC 2000 Code Manual*.
ISD	Date of Issue	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
LIC	License Plate Number	Must not be the characters UNK, UNKN, or UNKNOWN. 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 (eight for NCIC), only the last ten characters (eight for NCIC) should be entered in the LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate Number	Must be a valid code as listed in State and Country Data Codes, *NCIC 2000 Code Manual*.
LIT	License Plate Type	Must be a valid code as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*.
LIY	License Plate Year of Expiration	Must represent the highest year in which the license plate is valid (YYYY). The value can be current year, current year minus one, or later than current year; or the alphabetics NX to represent a nonexpiring registration.

Code	Field	Edits
MIS	Miscellaneous	If VMA is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, TRUK or a generic name, and the message is in NCIC format, the MIS Field must include the name of the manufacturer. Must contain explanation of caution when -C is used in message key if the message is in NCIC format. SVIN must be entered in MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. Must contain explanation if PCO is 08.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be a valid code as listed in Personal Descriptors, *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 or identification number (prefix code OA) in MNU cannot be the only numeric identifier in the record.
NAM	Name	The name may include alphabetics, numerics, a comma, hyphen(s), and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The *NCIC 2000 Code Manual*, Personal Descriptors, provides coding instructions.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (H in the Protection Order File) followed by nine numeric characters which is automatically assigned by NCIC 2000 to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
NOA	Notify Originating Agency	Must be a blank for NCIC-formatted messages. May contain a Y or an N in NCIC 2000-formatted messages. System will default to N if left blank.

Code	Field	Edits
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	One zero only or a run of zeros only indicating a license is unknown may not be used. More information available in Personal Descriptors, *NCIC 2000 Code Manual*.
OLS	Operator's License State	Must be a valid code as listed in State and Country Codes, *NCIC 2000 Code Manual*.
OLY	Operator's License Year of Expiration	Must represent the year the license expires (YYYY) or the alphabetics NX to represent a nonexpiring license. More information available in Personal Descriptors, *NCIC 2000 Code Manual*.
ORI	Originating Agency Identifier	Must be a valid ORI.
PCO	Protection Order Conditions	Must be 01, 02, 03, 04, 05, 06, 07, or 08.
PNO	Protection Order Number	A unique number assigned by the court. A hyphen is permitted in addition to alphabetics and numerics. Must not contain a single zero, a run of zeros only, or the word NONE.
POB	Place of Birth	Must be a valid code as listed in State and Country Codes, *NCIC 2000 Code Manual*. More information also available in Personal Descriptors, *NCIC 2000 Code Manual*.
PPB	Protected Person Date of Birth	Must be a valid Gregorian date (YYYYMMDD).
PPN	Protected Person Name	The name may include alphabetics, numerics, a comma, hyphen(s), and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The *NCIC 2000 Code Manual*, Personal Descriptors, provides coding instructions.

Code	Field	Edits
PPR	Protected Person Race	Must be a valid code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
PSX	Protected Person Sex	Must be a valid code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
RAC	Race	Must be a valid code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
SEX	Sex	Must be a valid code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
SKN	Skin Tone	Must be a valid code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
SOC	Social Security Number	Must not be less than 001010001 or 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 cause a SOC attention message. More information available in Personal Descriptors, *NCIC 2000 Code Manual*.
VCO	Vehicle Color	Must be a valid code as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If two color codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The Vehicle File Chapter of this manual has additional edits on the VIN Field. If state-assigned or a nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.
VMA	Vehicle Make	For NCIC 2000 messages, the VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid code. If the VMA code is less

Code	Field	Edits
		than four characters and data are included in positions 5 through 24, positions three and/or four should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, 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 a manufacturer-assigned VIN, the VMA code must be ASVE.
	(Jeep)	If the VMA code is JEP, the VYR must be 1969 or less. If the VMA code is AMER, the VYR must be 1988 or less. If the VMA code is JEEP, the VYR must be 1989 or greater.
	(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 the *NCIC 2000 Code Manual*, Vehicular Data Codes. 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 the *NCIC 2000 Code Manual*, Vehicular Data Codes. 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 can be used. More information available in Vehicular Data Codes, *NCIC 2000 Code Manual*.

Code	Field	Edits
		The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.
	(assembled automobile)	If the 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.
VST	Vehicle Style	Must be a valid code listed in Vehicular Data Codes, *NCIC 2000 Code Manual*.
VYR	Vehicle Year	Must be four numeric characters representing the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than one year beyond the current model year. For entries of model year 1981 or later, and when the VIN is 17 characters, the 10th position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 050 and maximum of 499. More information is available in Personal Descriptors, *NCIC 2000 Code Manual*.

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

Code	Field	Edits
CMC	Caution and Medical Conditions	Must be a valid code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
ENS	Expanded Name Search	Must be Y or N.
IMN	Image NCIC Number	A self-checking number which is automatically assigned by NCIC 2000 to each accepted image record and consists of alphabetic character I followed by nine numeric characters. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC 2000-assigned code as listed in the Image File Chapter.
IND	Image Indicator	Must be Y or N.
RSH	Related Search Hit	Must be Y or N.
VLN	Name of Validator	Must be any valid character representing validator.

1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the following fields of an NCIC 2000 POF or temporary POF entry message are the same as those field codes of an active POF record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI, PNO, and ORI; FBI, OCA, and ORI; MNU, PNO, and ORI; MNU, OCA, and ORI; SOC, PNO, and ORI; SOC, OCA, and ORI; OLN, OLS, PNO, and ORI; OLN, OLS, OCA , and ORI; NAM, PNO, and ORI; or NAM, OCA, and ORI. (The PNO and OCA are only part of the criteria if the fields contain a value other than spaces). Essentially, NCIC 2000 will accept records for multiple protection orders on one subject or one protection order with multiple subjects.

2. Whenever the message REJECT ON FILE is sent by NCIC 2000, the record on file will also be transmitted.

3. A duplicate record will be accepted if the ORI in the second entry is different or the person type is other than Protection Order, e.g., Wanted or Missing Person Files, VGTOF, etc. A duplicate record will also be accepted if there are vehicle data in the POF message that match data in the Vehicle File. In those cases, the duplicate record(s) will be furnished with the entry/modify acknowledgment.

1.9 $.8. OUT-OF-STATE MESSAGE

NCIC 2000 will **not** transmit a $.8. message when there is an entry, modification, clearance, or cancellation of a POF record containing data on a vehicle registered in a state other than the ORI of record. Additional information on the $.8. administrative message can be found in the Introduction chapter of this manual.

1.10 IMAGE CAPABILITY

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

SECTION 2--ENTRY

2.1 EXAMPLE OF PROTECTION ORDER FILE ENTRY

```
1N01HEADER.EPO.MD1012600.SMITH, JOHN J.M.W.MD.19701010.20000728.510.175.
BRO.BRO.416249J4.FAR.SC L EAR.121011CO141159TTCI13.AS-123456789.
123456789.N222333444.MD.1995.03.Y.19950728.14-017289.
100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR
VISITATION.Y.ABC123.MD.2000.PC.2G2PM37A2G2208042.1996.DODG.INT.
4T.RED.P012345.MD056013J.SMITH, JANE L.F.W.19700302..
```

Acknowledgment

```
1L01HEADER
MD1012600
NAM/SMITH, JOHN J NIC/H123456789
```

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 EXPIRATION	MANDATORY	EXP	6-6 8-8	ALPHABETIC, NUMERIC
HEIGHT	OPTIONAL	HGT	3-3	NUMERIC
WEIGHT	OPTIONAL	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
HAIR COLOR	OPTIONAL	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)
PROTECTION ORDER CONDITIONS	MANDATORY	PCO	2-2	NUMERIC
BRADY INDICATOR	MANDATORY	BRD	1-1	ALPHABETIC
DATE OF ISSUE	MANDATORY	ISD	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-250 1-500*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL (MUST BE ACCOUNTED FOR IN NCIC FORMAT)	NOA*	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*
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
COURT IDENTIFIER	OPTIONAL	CTI	9-9	ALPHABETIC, NUMERIC
PROTECTED PERSON'S NAME	OPTIONAL SET	PPN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTED PERSON'S SEX	SET	PSX	1-1	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
PROTECTED PERSON'S RACE	SET	PPR	1-1	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
PROTECTED PERSON'S DATE OF BIRTH	SET	PPB	8-8	NUMERIC
CAUTION AND MEDICAL CONDITION	OPTIONAL	CMC*	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

*NCIC 2000 format only

2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory in a POF record: MKE, ORI, NAM, SEX, RAC, EXP, PCO, BRD, and ISD. In addition, records must have either OCA or PNO for entry.

POF records must also have at least one of the following numeric identifiers: DOB, FBI, MNU, SOC, OLN (if OLN is used, OLS and OLY are also required), LIC (if LIC is used, LIY, LIS, and LIT are required), or VIN (if VIN is used, VYR, VMA, and VST are required).

2.4 ADDITIONAL GUIDELINES

1. The entering agency (ORI) must account for all fields in the POF record format. In the original entry, all available data called for in the record must be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MPO or MKE/MTO). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a POF 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 or TN01. The test records will not generate any notifications, nor will batch processing be performed in the test system.

3. All numerical identifiers except the OCA, PNO, and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA and PNO, and a

hyphen is used to separate the first two alphabetics from the number itself in the MNU Field.

4. The NOA Field is not operational for NCIC-formatted messages. If the entering agency wants to be notified of all hits, NOAH must be placed in the MIS Field. Additional details on the NOA Field in NCIC 2000-formatted messages can be found in this section.

2.5 MESSAGE FIELD CODES FOR ENTRY

1. DATE OF EXPIRATION (EXP)

The EXP is the date the protection order expires. If the protection order does not have an expiration date, NONEXP should be entered.

The duration of a temporary or emergency order varies from state to state. The expiration date for these orders must be included in the EXP. If the message key used to enter a record is either ETO or ETOC and the EXP date is more than one year greater than the date of entry, the entry will be rejected.

2. PROTECTION ORDER CONDITIONS (PCO)

The terms and conditions of the protection order are indicated in the PCO Field. An additional seven conditions may be added by entering a supplemental record. Specific details of terms and conditions are placed in the MIS Field. PCO codes are the following:

PCO Code	Translation
01	THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING, HARASSING, FOLLOWING, INTERFERING WITH, OR STALKING THE PROTECTED PERSON AND/OR THE CHILD OF THE PROTECTED PERSON.
02	THE SUBJECT MAY NOT THREATEN A MEMBER OF THE PROTECTED PERSON'S FAMILY OR HOUSEHOLD.
03	THE PROTECTED PERSON IS GRANTED EXCLUSIVE POSSESSION OF THE RESIDENCE OR HOUSEHOLD.
04	THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE, PROPERTY, SCHOOL, OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON OR OTHER FAMILY OR HOUSEHOLD MEMBER.

PCO Code	Translation
05	THE SUBJECT IS RESTRAINED FROM MAKING ANY COMMUNICATION WITH THE PROTECTED PERSON, INCLUDING BUT NOT LIMITED TO, PERSONAL, WRITTEN OR TELEPHONE CONTACT, OR THEIR EMPLOYERS, EMPLOYEES, FELLOW WORKERS, OR OTHERS WITH WHOM THE COMMUNICATION WOULD BE LIKELY TO CAUSE ANNOYANCE OR ALARM THE VICTIM.
06	THE SUBJECT IS AWARDED TEMPORARY CUSTODY OF THE CHILDREN NAMED.
07	THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A FIREARM OR OTHER WEAPON.
08	SEE THE MISCELLANEOUS FIELD FOR COMMENTS REGARDING THE TERMS AND CONDITIONS OF THE ORDER.

3. BRADY RECORD INDICATOR (BRD)

   1. Protection orders meeting certain criteria disqualify an individual from possessing, purchasing, or receiving a firearm per Federal Law 18, USC 922.

   2. An order that restrains an individual from harassing, stalking, threatening, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or a child of the partner disqualifies that individual from possessing, purchasing, or receiving a firearm providing that the order:

      1. Was issued after a hearing, of which the subject received actual notice, and at which such person had an opportunity to participate, and;

      2. Includes a finding that the subject represents a credible threat to the physical safety of an intimate partner or child; or

      3. Explicitly prohibits the use, attempted use, or threatened use of physical force against an intimate partner or child that would reasonably be expected to cause bodily injury.

   3. If the criteria are met and the subject is considered Brady disqualified, Y should be entered in the BRD Field. This will cause a caveat to be generated

as part of a response to an NCIC 2000 inquiry. The caveat follows the protection order alert but precedes the NCIC 2000 record and reads:

```
****THE SUBJECT OF THIS RECORD IS PROHIBITED FROM RECEIVING OR POSSESSING
A FIREARM UNDER FEDERAL LAW (TITLE 18, U.S.C., SECTION 922)****
```

4. Only a final protection order can contain a Brady indicator of Y or U (unknown). Emergency or temporary orders issued *ex parte* do not meet the criteria specified by law and, therefore, N must be entered in the field.

5. If a court does not review the criteria defined by statute and determine if the subject of the protection order is prohibited from shipping, transporting, possessing, or receiving a firearm, the U code for the BRD Field may be used to establish a record. Prior to entering the record, an entering agency should make every attempt to determine the firearm disqualification status. The U code should only be used when it is impossible to make that determination.

   Intimate Partner—with respect to a person, the spouse of the person, a former spouse of the person, an individual who is a parent of a child of the person, and an individual who cohabitates or has cohabitated with the person.

4. PROTECTED PERSON NAME (PPN)

The PPN contains the name of the person protected by the order. This is not a mandatory field; however, if the name of the protected person is known, it should be placed in the PPN. The *NCIC 2000 Code Manual*, Personal Descriptors, provides detailed instructions on the coding of a name.

5. PROTECTED PERSON DATE OF BIRTH (PPB)

This field is mandatory if information is placed in the PPN Field.

6. MISCELLANEOUS (MIS) FIELD

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). Aliases, vehicle data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered as a supplemental record (MKE/EPNO) 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 (AKA) Field of the POF record. Information in the MIS Field is not searchable.

2. If the entry contains an FBI number, the entering agency may obtain a copy of the subject's manual identification record by entering the alphabetic code Send Identification Record (SIR) as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field.

3. When an agency enters a POF record with a protection order condition of 08, the terms and conditions must be entered in the MIS Field.

4. This field should be used to further explain the conditions of an order. For example, if the terms and conditions of the PCO state that the subject is restrained from entering the residence, property, school, or place of employment of the protected person(s) or of the other family or household members of the protected person, then such information is shown in the MIS Field. For example:

```
MIS/100 FEET OFF MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN
MIS/FOR VISITATION.
```

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

2.6 NCIC 2000 MESSAGE FIELD CODES AND EDITS FOR ENTRY

1. CAUTION AND MEDICAL CONDITIONS (CMC)

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

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

2. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the subject of the POF record 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.

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 the base record.

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

3.2 EXAMPLE OF A MODIFICATION MESSAGE

```
1N01HEADER.MPO.MD1012600.NAM/SMITH, JOHN J.NIC/H146203706.SOC/123456789.
PNO/P012354
```

Acknowledgment:

```
1L01HEADER
MD1012600
MODIFY NAME/SMITH, JOHN J NIC/H146203706
```

The above modification example contains: header (1N01HEADER), message key (MPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/H146203706), the fields being modified, and the data being changed (SOC/ 123456789 and PNO/P012354).

3.3 MESSAGE FIELD CODES FOR MODIFICATION

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

*NCIC 2000 format only

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The record to be modified must be identified by NAM and NIC, in that order; NAM and OCA, in that order; NIC and OCA, in that order; or NAM and PNO, in that order, followed by the fields to be modified. All fields, other than the HDR, MKE, and ORI, must be preceded by the appropriate MFC and a slash. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

1. Further instructions to modify an alias and/or an additional identifier previously appended to a POF record by means of a supplemental record are provided in Section 8 of this chapter.

2. If an agency has entered a temporary protection order record, it can be modified (MKE/MTO) to a regular protection order record by modifying the MKE to EPO.

3. An agency modifying a POF record to insert the FBI number may also request a copy of the subject's identification record by adding SIR as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field. Only the agency that entered the record may request a copy of the identification record through this means.

4. If a court should make a change to a protection order that is the basis for a POF record and is not the entering agency, that court must notify the agency that entered the record of the change.

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

6. Five days prior to the expiration of a protection order (date shown in the EXP), the ORI of record will receive a $.P. message. This unsolicited message from NCIC 2000 is a reminder to the agency to make any needed modifications to the EXP in the event that the date was changed by a court.

7. The EXP of a record for a temporary or emergency order (ETO or ETOC) cannot be modified to a date greater than one year from date of entry.

8. POF records that have been cleared or expired and are in an inactive status cannot be modified.

3.6 MODIFICATION TO REMOVE VEHICULAR DATA FROM A RECORD

1. TO REMOVE ALL VEHICULAR DATA

When vehicular data are included in a POF record, a special modification message may be used to remove all the vehicular data without identifying each individual field. The characters LIC-VCO/. follow the two record identifiers. LIC-VCO/. causes NCIC 2000 to delete the fields LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO.

```
1N01HEADER.MPO.MD1012600.NAM/SMITH, JOHN J.NIC/H123456780.
LIC-VCO/.
```

Acknowledgment:

```
1L01HEADER
MD1012600
MODIFY NAM/SMITH, JOHN J NIC/H123456780
```

The above modification example to remove all vehicular data contains: header (1N01HEADER), message key (MPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/H123456780), and the fields being removed (LIC-VCO) immediately followed by slash period (/.).

2. TO REMOVE PART OF VEHICULAR DATA

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

```
1N01HEADER.MPO.MD1012600.NAM/SMITH, JOHN J.NIC/H123456780.LIC/.
LIS/.LIY/.LIT/.
```

3.7 VALIDATION GUIDELINE FOR NCIC 2000 MODIFICATION

For NCIC 2000 validation, a Name of Validator (VLN) may be added to a POF record to indicate that the record has met the criteria for validation. When the VLN is entered, the NCIC 2000 System 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.MPO.MD1012600.NAM/SMITH, JOHN J.NIC/H123456780.
VLN/JONES, DAVID E
```

Acknowledgment:

```
1L01HEADER
MD1012600
VALIDATE NAM/SMITH, JOHN J NIC/H123456780
```

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 will immediately retire the POF record. These records are not available in the inactive database. POF records that have been expunged or are determined to be inaccurate should be canceled. Active, expired, and cleared records can be canceled.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

```
1N01HEADER.XPO.MD1012600.NAM/SMITH, JOHN J.NIC/H146203706.19991205
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL NAM/SMITH, JOHN J NIC/H146203706
```

The above cancellation example contains: header (1N01HEADER), message key (XPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/H146203706), and date of cancellation (19991205).

4.3 MESSAGE FIELD CODES FOR CANCELLATION

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

*NCIC 2000 format only

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

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

4.5 ADDITIONAL GUIDELINE

When a POF record is canceled, any supplemental information or images appended to that record will be canceled automatically.

4.6 ADDITIONAL GUIDELINE FOR NCIC 2000 CANCELLATION

Benefits and effectiveness data are not applicable to the POF record.

SECTION 5--INQUIRY

5.1 EXAMPLE OF AN INQUIRY FOR RECORD SUBJECT

The message key QPO is used for Protection Order File inquiries. It will restrict the search to the Protection Order File and will retrieve POF records which are active, expired, or cleared.

```
1N01HEADER.QPO.MD0100010.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19701010
```

Negative Response:

```
1L01HEADER
MD0100010

NO NCIC PROTECTION ORDER DOB/19701010 NAM/SMITH, JOHN J SEX/M
RAC/W
```

Positive Response: (Response will contain any active, cleared, or expired records that may be identical with the subject of the query.)

```
1L01HEADER
MD0100010

****WARNING - THE FOLLOWING IS AN NCIC PROTECTION ORDER RECORD. DO NOT
SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING
AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER****

MKE/PROTECTION ORDER
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19701010
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 SKN/FAR SMT/SC L EAR
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/N222333444 OLS/MD OLY/1995
PNO/PO12345 BRD/N ISD/19980728 EXP/20000728 CTI/MD056013J
PPN/SMITH, JANE L PSX/F PPR/W PPB/19710101
PCO/THE SUBJECT IS RESTRAINED FROM ABUSING, HARASSING, ASSAULTING,
PCO/THREATENING, FOLLOWING, INTERFERING, OR STALKING THE PROTECTED
PCO/PERSON AND/OR THE CHILD OF THE PROTECTED PERSON
OCA/14-017289
MIS/100 FEET FROM RESIDENCE EXCEPT WHEN PICKING UP CHILDREN FOR
MIS/VISITATION
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2G2PM37A2G2208042 VYR/1992
VMA/DODG VMO/INT VST/4T VCO/BLK
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555
NIC/H146203706 DTE 19980801 0000 EDT

****WARNING - THE FOLLOWING IS AN EXPIRED NCIC PROTECTION ORDER RECORD.
DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT
ENTERING AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER****

MKE/EXPIRED PROTECTION ORDER
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19701010
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A SKN/FAR SMT/SC L EAR
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
```

```
PNO/PO33333 BRD/N ISD/19980517 EXP/19990517 CTI/MD010023D
PPN/SMITH, RITA R PSX/F PPR/W PPB/19730319
PCO/THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING,
PCO/HARASSING, FOLLOWING, INTERFERING, OR STALKING THE PROTECTED PERSON
PCO/AND/OR THE CHILD OF THE PROTECTED PERSON
OCA/14-556678
MIS/SUBJECT IS PROHIBITED FROM CONTACTING PROTECTED PERSON AND MUST
MIS/VACATE RESIDENCE
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555
NIC/H147359010 DTE 19980521 0000 EDT
```

5.2 MESSAGE FIELD CODES FOR AN 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
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER	CONDITIONAL	FBI	1-9	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	OLN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1 -20	ALPHABETIC, NUMERIC
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC SPECIAL CHARACTER
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR*	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT*	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH*	OPTIONAL	ENS	1-1	ALPHABETIC

*NCIC 2000 format only

5.3 REQUIREMENTS FOR AN INQUIRY

1. An inquiry of the Protection Order File may be made by name and one, more than one, or all of the following alphanumeric identifiers: complete 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, NAM and OCA only, NAM and PNO only, or NIC only, with each data element preceded by the proper MFC.

   Note: Exact spelling of the name as contained in the entry is required when inquiring with only NAM and OCA or NAM and PNO. An inquiry with NAM and DOB will also search the PPN and PPB Fields, respectively.

2. 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 one 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 one year of birth and a surname that is a New York State Identification and Intelligence System match to the surname in the inquiry.

   Sex and race should be included to minimize multiple hits by limiting the scope of the name 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 follows.

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. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search.

4. If an alphanumeric identifier is not available, an alphabetical search by NAM can be performed by requesting a Global Inquiry (SPRQ) from the CTA/FSC if additional descriptive identifiers are known.

5. An inquiry can provide a secondary hit response only from within the Protection Order File 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. A QPO transaction will not cause a cross-search of any other file.

6. An inquiry of the Wanted Person (QW/ZW/QWB/QWI) and/or Vehicle (QV/ZV/QVB) Files will result in the automatic cross-search of the POF. Active records will be returned in a positive response; inactive records will not. QW queries based on NAM and DOB will also search the PPN and PPB Fields. The Wanted Person and Vehicle File Chapters contain details regarding use of the above MKEs.

5.4 EXAMPLE OF A QW USING NAME OF PROTECTED PERSON

```
1N01HEADER.QW.MD0100010.NAM/SMITH, JANE L.SEX/F.RAC/W.DOB/19710101
```

Negative Response:

```
1L01HEADER
MD0100010

NO NCIC WANT DOB/19710101 NAM/SMITH, JANE L SEX/F RAC/W
```

Positive Response: (with supplemental information)

```
1L01HEADER
MD0100010

****WARNING - THE FOLLOWING IS AN NCIC PROTECTION ORDER RECORD. DO NOT
SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING
AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER****

****THE SUBJECT OF THIS RECORD IS PROHIBITED FROM RECEIVING OR
POSSESSING A FIREARM UNDER FEDERAL LAW (TITLE 18, U.S.C., SECTION
922)****

MKE/PROTECTION ORDER
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/1971010
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A SKN/FAR SMT/SC L EAR
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/N222333444 OLS/MD OLY/1995
PNO/PO12345 BRD/Y ISD/19980728 EXP/19990728 CTI/MD056013J
PPN/SMITH, JANE L PSX/F PPR/W PPB/19710101
PCO/THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE, PROPERTY,
PCO/SHCOOL OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON OR OTHER
PCO/FAMILY OR HOUSEHOLD MEMBER
OCA/14-017289
MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR
MIS/VISITATION
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2G2PM37A2G2208042 VYR/1992
VMA/DODG VMO/INT VST/4T VCO/BLK
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555
PCO/THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A
PCO/FIREARM OR OTHER WEAPON
NIC/H146203706 DTE 19980728 0000 EDT
```

5.5 ADDITIONAL GUIDELINES FOR NCIC 2000 INQUIRY

1. IMAGE INDICATOR (IND)

    1. QPO inquiries may also 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 if available.

    ```
    1N01HEADER.QPO.WA1230000.NAM/SMITH,JOHN J.
    SEX/M.RAC/W.DOB/19691012.IND/Y
    ```

    2. The following would be returned for a POF record with a mugshot image:

    ```
    IMR/MNAM:SMITH, JOHN J DOB:19691012
    RAC:W HGT:510 WGT:165 DOI:19821210
    NIC:H000069216 IMN:I000001233                    00256
    <image>.
    ```

    3. 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 base record and the Image NCIC Number (IMN). Following the IMN is the image size in bytes (00256), and, last, <image> would be replaced with the actual image.

2. RELATED SEARCH HIT (RSH)

    1. QPO inquiries may also contain a Related Search Hit (RSH) Field. If the RSH is Y, secondary hit responses will be returned for all POF records with the same ORI/OCA as the primary hit response.

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

    ```
    ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW
    ```

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

3. EXPANDED NAME SEARCH (ENS)

    A QPO inquiry may also contain an Enhanced Name Search indicator (ENS) to specify that when the NAM and DOB identifiers are used, the enhanced name search function should be performed. If the ENS is Y, primary hits will be determined using

each entered name part as a last name, interchanging the remaining name parts as given names.

```
1N01HEADER.QPO.WA1230000.NAM/FRANK,MILES.SEX/M.RAC/W.DOB/19691012.
ENS/Y
```

The following hit response based on ENS would be returned:

```
****WARNING - THE FOLLOWING IS AN NCIC PROTECTION ORDER RECORD. DO NOT
SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD.  CONTACT ENTERING
AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER****

MKE/PROTECTION ORDER
ORI/MD1012600 NAM/MILES, FRANK L SEX/M RAC/W POB/MD DOB/19691012
HGT/550 WGT/155 EYE/BRO HAI/BRO SKN/FAR
SOC/987654321
PNO/PO34512345 BRD/N ISD/19980728 EXP/19990728 CTI/MD056013J
PPN/SMITH, JANE L PSX/F PPR/W PPB/19710101
PCO/THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE,
PCO/PROPERTY, SCHOOL OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON
PCO/OR OTHER FAMILY OR HOUSEHOLD MEMBER
OCA/14-017289
MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR
MIS/VISITATION
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555
NIC/H134566706 DTE 19980728 0000 EDT
```

5.6 HIT CONFIRMATION

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

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

SECTION 6--LOCATE

There are no locate procedures for the Protection Order File.

SECTION 7--CLEAR

7.1 WHEN TO USE A CLEAR MESSAGE

When a court notifies the owner of the record that the protection order has been canceled, the entire corresponding POF record must be cleared. The clear transaction will change the status of the POF record from active to inactive. Clearance of a POF record is restricted to the agency that entered the record.

Expired records cannot be cleared.

7.2 EXAMPLE OF A CLEAR MESSAGE

```
1N01HEADER.CPO.MD1012600.NAM/SMITH, JOHN J.NIC/H146203706.20000531
```

Acknowledgment:

```
1L01HEADER
MD1012600
CLEAR NAM/SMITH, JOHN J NIC/H146203706
```

The above clear example contains: header (1N01HEADER), message key (CPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/H146203706), and date of clear (20000531).

7.3 MESSAGE FIELD CODES FOR RECORD CLEAR

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

*NCIC 2000 format only

7.4 IDENTIFICATION OF A RECORD TO BE CLEARED

The record to be cleared must be identified by NAM and NIC, in that order; NAM and OCA, in that order; NIC and OCA, in that order; or NAM and PNO, in that order, preceded by the proper MFC. The name used in identifying the record to be cleared must be set forth with the exact spelling and spacing as shown in the record on file. The date of clear must follow the two record identifiers.

7.5 ADDITIONAL GUIDELINES

When a Protection Order File record is cleared, any supplemental information appended to that record will be cleared automatically.

When a POF record is cleared, its status will be changed to inactive. During this period of time, the record can be accessed via the QPO transaction. Inactive records cannot be modified. The record will remain on file for the remainder of the year plus 5 years at which time the record will be retired.

7.6 ADDITIONAL GUIDELINE FOR NCIC 2000 CLEAR

Benefits and effectiveness data are not applicable to the POF record.

SECTION 8--SUPPLEMENTAL DATA

8.1 MESSAGE FIELD CODES FOR A SUPPLEMENTAL RECORD

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	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]		
PROTECTED PERSON SET	OPTIONAL SET	PPN[4]		
PROTECTION ORDER CONDITIONS	OPTIONAL	PCO	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*
IMAGE NCIC NUMBER	OPTIONAL SET	IMN[5]		
CAUTION AND MEDICAL CONDITION	OPTIONAL	CMC	2-2	CODE AS DEFINED IN *NCIC 2000 CODE MANUAL*

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

8.2 ENTRY OF A SUPPLEMENTAL RECORD

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

8.3 EXAMPLE OF A SUPPLEMENTAL ENTRY

```
1N01HEADER.ENPO.MD1012600.NAM/SMITH, JOHN J.OCA/14-017289.
DOB/19681010.19711109.VIN/2G2PM39B2J2208195.1986.PONT..4T..
PPN/SMITH, PRINCESS...19900102.PPN/SMITH, PRINCE...19900102
```

The above entry example contains: header (1N01HEADER), message key (ENPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and OCA/14-017289), two additional dates of birth (19681010.19711109), vehicle identification number (2G2PM39B2J2208195), vehicle year (1986), vehicle make (PONT), vehicle style (4T), protected person name (SMITH, PRINCESS), protected person date of birth (19900102), second protected person name (SMITH, PRINCE), and second protected person date of birth (19900102).

8.4 IDENTIFICATION OF A RECORD FOR ENTRY OF A SUPPLEMENTAL RECORD

The POF record to which a supplemental record alias and/or another additional identifier is to be added must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; NAM and PNO, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC. Identifiers used in the above example are name and originating agency case number. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

1. The data fields which may be included in a supplemental record with their field codes and the maximum number allowable for a POF record are the following:

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

Field	Field Code	Maximum Number Permitted
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
Protected Person Name, Sex, Race, and Date of Birth (entered as a set; sex and race are not required but should be entered if known)	PPN	9
Protection Order Condition	PCO	7
Caution and Medical Conditions	CMC*	10
Image NCIC Number and Image Type (entered as a set)	IMN*	12

*NCIC 2000 format only

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

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

data describing persons covered by the protection order, four additional conditions of the protection order, and two caution and medical conditions.

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

8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

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

8.7 ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL RECORD ENTRY

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

2. The field in the main record must contain information before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the main record does not contain a Social Security number in the SOC Field.

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

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

8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY

1. ALIAS FIELD (AKA)

   Field code AKA followed by a slash is used to identify an alias. 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.

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

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 operator's license number, state of issue, and year of expiration. All three elements must be included in the order listed and must be separated by a period. For example:

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

In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by MFC 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 and must be separated by a period. For example:

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

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

4. VEHICLE IDENTIFICATION NUMBER (VIN) SET

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

5. PROTECTED PERSON SET (PPN)

1. Field code PPN followed by a slash is used to identify an additional protected person in a supplemental entry. This set contains four data elements: PPN, SEX, RAC, and DOB. The PPN and DOB are required for entry. However, sex and race should be entered in proper order when available.

2. Elements must be separated by periods and each data element must be accounted for. For example:

```
PPN/DALE, ROGER J.M.W.19930917
```

or

```
PPN/DALE ROGER J...19930917
```

3. In the event that data related to other protected persons are entered at the same time, each set of protected person data must be preceded by MFC PPN/. If a protection order lists the names of more than ten protected persons, the additional names should be placed in the MIS Field.

6. PROTECTION ORDER CONDITIONS (PCO)

An additional seven protection order conditions can be entered in a supplemental record. The details of the conditions should be included in the MIS Field of the base record.

If condition number 08 is entered, the MIS Field is mandatory. PCO codes entered in a supplemental record will be translated in the NCIC 2000 response.

7. ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

Additional dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; protection order conditions; and caution and medical conditions follow the field codes DOB/, SMT/, MNU/, SOC/, PCO/, and CMC/, respectively, without repeating the MFC and separated only by periods. For example:

```
DOB/19370102. 19350823.SMT/SC L CHK.POCKMARKS.
MNU/AF-2252333.SOC/303055378.
```

8.9 MODIFICATION OF INFORMATION IN A SUPPLEMENTAL RECORD

No one-step procedure is available to modify fields in a POF supplemental record.

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

8.10 EXAMPLE OF SUPPLEMENTAL RECORD INFORMATION CANCELLATION

```
1N01HEADER.XNPO.MD1012600.NAM/SMITH, JOHN J.NIC/H000069216.
AKA/ROE, EDWARD.JONES, EDWARD.DOB/19651012.19630912
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL SUPP NAM/SMITH, JOHN NIC/H000069216
AKA/ROE, EDWARD
AKA/JONES, EDWARD
DOB/19651012
DOB/19630912
```

The above example of a cancellation of information in a supplemental record to a POF record contains: header (1N01HEADER), message key (XNPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/H000069216), and data to be canceled (AKA/ROE, EDWARD.JONES, EDWARD and DOB/19651012. 19630912).

8.11 IDENTIFICATION OF RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS

When canceling information contained in a supplemental record, the POF record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; NAM and OCA, in that order; or NAM and PNO, in that order, with each data element preceded by the proper MFC. The example shown uses NAM and NIC and supplemental data to be canceled, 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 (or name spelling variation), DOB, SMT, MNU, CMC, PCO, or SOC is counted as one identifier. Each set of OLN, OLS, VIN, IMN, or PPN is counted as one identifier.

8.13 ADDITIONAL GUIDELINES FOR CANCELLATION OF SUPPLEMENTAL DATA

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

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

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

   When canceling information on a protected person, only the PPN and PPB are required after the MFC/; however, a period must be entered to account for the intervening PSX and PPR. For example:

   ```
   PPN/SMITH, PRINCESS...19931121.
   ```

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