

NCIC 2000
VEHICLE FILE

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NCIC 2000
VEHICLE FILE

SECTION 1--INTRODUCTION

1.1 DEFINITION

For NCIC 2000 purposes, a vehicle is any motor-driven conveyance (except a boat) designed to carry its operator. In addition to conveyances meeting this definition, aircraft and trailers are also to be entered in the Vehicle File.

A part is defined as any serially-numbered vehicle component which has been stolen from a vehicle. Additional information on stolen parts can be found in the Vehicle/Boat Part File chapter of this manual. If the uniquely serialized part is stolen in conjunction with a vehicle, the part information should be added on to the base vehicle record.

1.2 CRITERIA FOR ENTRY

1. A stolen vehicle may be entered if a theft report has been made. The entering agency must maintain the entry in an up-to-date status. The agency holding the theft report should enter the record. An agency in the state of registry may enter a record for a vehicle stolen in another state only after an inquiry, conducted after a reasonable period of time, discloses no record has been entered in NCIC 2000 by the agency holding the theft report. In this instance, the agency in the state of registry must enter the identity of the agency holding the theft report in the Miscellaneous (MIS) Field.
2. A loaned, rented, or leased vehicle that has not been returned may not be entered in the file unless an official police theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.
3. A felony vehicle may be entered on file immediately providing the whereabouts of the vehicle is unknown.
4. A vehicle subject to seizure may be entered based on a federally-issued court order.
5. A stolen Vehicle Identification Number (VIN) plate, certificate of origin/certificate of title (blank or associated with a vehicle), or a serially-numbered backhoe, hay baler, engine, transmission, battery, carburetor, door, bumper, hubcap, etc., may be entered in the Vehicle/Boat Part File (Vehicle File for NCIC) as a stolen part or as an add-on part if a theft report is on file. AM/FM/CB radios, tape players, and other entertainment devices should be entered in the Article File **not** in the Vehicle File.

6. All NCIC 2000 entries should be made only by the agency holding the theft report and having primary jurisdiction over the place of actual theft. An exception to this occurs when a criminal justice agency or regional dispatch center acts as holder of a record for another agency that has no telecommunications equipment. Only when there is a written agreement between the two agencies which delineates the legal responsibility for the record can the agency holding the record place its own Originating Agency Identifier (ORI) in the ORI Field when the entry is made. Additional information concerning these responsibilities can be found in the ORI File chapter.

7. In addition, data of investigative interest pertaining to stolen vehicles, vehicle parts, or related vehicle titles stolen abroad and transported into the United States may be entered by an agency having sufficient documentation to be responsible for the record. Vehicle parts may include blank, stolen, or counterfeit documents relating to the registration of the vehicle abroad or subsequent to its invalid titling in the United States, as well as license plates issued on the basis of fraudulent proof of ownership.

1.3 MESSAGE KEY (MKE) CODES

| Message | MKE | Translation |
|---------------------------------------|----------------|----------------------------------|
| Entry | EV EF | STOLEN VEHICLE FELONY VEHICLE |
| *Entry of an add-on vehicle record | EVS1 thru EVS2 | |
| *Entry of an add-on part record | EPS1 thru EPS7 | |
| Modify | MV MF | |
| Cancel | XV XF | |
| Cancel add-on vehicle record | XVS1 thru XVS2 | |
| Cancel add-on part record | XPS1 thru XPS7 | |

*Add-on vehicle and add-on part records can only be appended to a base stolen vehicle record (NCIC format only).

| Message | MKE | Translation |
|----------------------------------|-----------------|--|
| Inquiry | QV ZV QVB | |
| Locate | LV LF | LOCATED VEHICLE LOCATED FELONY VEHICLE |
| Located add-on vehicle record | LVS1 thru LVS2 | |
| Located add-on part record | LPS1 thru LPS7 | |
| Clear | CV CF | |

1. If it is desired that a stolen or felony vehicle or stolen part be held for latent fingerprint examination, -P should be entered as part of the MKE; for example, EV-P would translate as STOLEN VEHICLE - HOLD FOR LATENTS, EF-P would translate as FELONY VEHICLE - HOLD FOR LATENTS, and EP-P would translate as STOLEN PART - HOLD FOR LATENTS.
2. If the occupant(s) of the vehicle in question is known to be armed, -A should be entered as part of the MKE; for example, EV-A would translate as STOLEN VEHICLE - OCCUPANT(S) ARMED and EF-A would translate as FELONY VEHICLE - OCCUPANT(S) ARMED.
3. If a stolen or felony vehicle is to be held for latent fingerprint examination and the occupant(s) of the vehicle is known to be armed, -F should be entered as part of the MKE; for example, EV-F would translate as STOLEN VEHICLE - OCCUPANT(S) ARMED/HOLD FOR LATENTS, or EF-F would translate as FELONY VEHICLE - OCCUPANT(S) ARMED/HOLD FOR LATENTS. Caution indicators cannot be used with add-on MKEs.

1.4 RECORD RETENTION PERIOD FOR STOLEN VEHICLE, FELONY VEHICLE, OR STOLEN PART

1. If a stolen vehicle record remains on file for 90 days and it does not contain a VIN or OAN, the record is retired. If a felony vehicle or vehicle subject to seizure record remains on file for 90 days, the record is retired.

2. Stolen vehicles which contain a VIN or OAN will remain on file for the balance of the year entered plus 4. Following this retention period, the records are retired. For example, a vehicle record entered in 1996 would be retired January 1, 2001.
3. Exceptions to the record retention periods will occur in the event a serious error is detected in the record on file. Additional information on serious errors can be found in the Introduction chapter of this manual.

1.5 AUTOMATIC RETIREMENT

1. Data in the License Plate Number (LIC), License Plate Year (LIY), and License Plate Type (LIT) Fields of a stolen vehicle record or add-on vehicle record containing a VIN or OAN will be retired 1 year after the license plate expires as indicated in the LIY Field.
2. Nonexpiring license plate data (LIY/NX) in a stolen vehicle record will be retained until the entire record is retired.
3. If the expired data are the only numerical identifiers contained in the record, the entire record will be retired.
4. Ten days after a Vehicle File record is located, it is retired.

1.6 VALIDATION

A portion of the Vehicle File records will be validated monthly as described in the Validation section of the Introduction chapter of this manual. Validation policy requires that a vehicle record be validated when it is 60-90 days old. For NCIC 2000 validation, each vehicle 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 in the state of entry.

1.7 MESSAGE FIELD CODES AND EDITS

| Code | Field | Edits |
|-------------|--------------|---|
| BRA | Brand Name | Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes or Boat Data Brand Codes, <i>NCIC 2000 Code Manual</i> . If the BRA is PART, the CAT cannot be CF, CT, EN, OB, or TN. |
| CAT | Category | Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . |

| Code | Field | Edits |
|-------------|------------------------------|---|
| CDE | Canadian Date of Entry | Must be a valid Gregorian date (YYYYMMDD). Canadian Vehicle Index records only. |
| DCL | Date of Clear | Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date. |
| DOC | Date of Cancellation | Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one. |
| DOR | Date of Recovery | Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date. |
| DOT | Date of Theft | Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date. For felony vehicle records, the DOT represents the date a vehicle was used in the commission of a crime or the date a warrant of seizure was issued. |
| EPD | Engine Power or Displacement | Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . May be one to four numerics followed by one alphabetic. The alphabetic must be C, H, I, L, or P. This field can only be used if the CAT is EN or OB. |
| 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 (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, <i>NCIC 2000 Code Manual</i> . |
| LIT | License Plate Type | Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . |

| Code | Field | Edits |
|-------------|----------------------------------|---|
| LIY | License Plate Year Of Expiration | Must represent the highest year (YYYY) in which of the license plate is valid. The value can be current year, current year minus 1, or later than current year; or the alphabetic NX to represent a nonexpiring registration. |
| MIS | Miscellaneous | If VMA is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK, and the message is in NCIC format, the MIS must include the name of the manufacturer. When MKE is EP or EPS, the MIS Field must contain a description of the vehicle part. If a generic VMA/BRA code is used, the MIS Field must include the manufacturer's name. SVIN must be entered in MIS Field if the VIN is a state-assigned or nonconforming 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. |
| NIC | NCIC Number | A self-checking number consisting of an alphabetic character (V in the Vehicle File and R in the Canadian Vehicle Index) 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. |
| OAN | Owner-Applied Number | Single zero only, run of zeros only, single alphabetic only, or run of alphabetic only cannot be used. The OAN cannot be identical to the VIN or SER. If the MKE is EF, the SER is not allowed. |
| OCA | Originating Agency Case Number | Must not contain a single zero only, a run of zeros only, a single alphabetic only, the word NONE, or the first seven characters of the ORI Field. The only valid special character is the hyphen. |
| ORI | Originating Agency Identifier | Must be a valid NCIC 2000-assigned ORI. The ORI in an add-on record entry must be the same as that of the base record. |

| 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. |
| SER | Serial Number | Single zero only, run of zeros only, single alphabetic only, or run of alphabetic only cannot be used. Cannot be identical to the OAN. |
| VCO | Vehicle Color | Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If two color codes are used, they must be separated by a slash (/). |
| VIN | Vehicle Identification Number | Single zero only, run of zeros only, single alphabetic only, all alphabetic only, or spaces, cannot be used. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS Field. If the vehicle identification number exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field. Cannot be identical to OAN. |
| VMA | Vehicle Make | For NCIC 2000 messages the VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid NCIC 2000-assigned code. If the VMA code is 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 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 NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . |

| Code | Field | Edits |
|------|---|---|
| | | <p>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.</p> <p>For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE.</p> |
| | (Jeep) | <p>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.</p> |
| | (aircraft) | <p>If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.</p> |
| | (all-terrain vehicle, dune buggy, go-cart, golf cart) | <p>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 as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i>.</p> |
| | (snowmobile) | <p>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, <i>NCIC 2000 Code Manual</i>. 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.</p> |
| VMO | Vehicle Model | <p>Spaces cannot be skipped. Hyphens or symbols should be used. More information in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i>.</p> <p>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.</p> |
| | (assembled automobile) | <p>If the first four characters of the VMA are ASVE, the VMO must be AV or REP.</p> |

| Code | Field | Edits |
|------|-----------------------------|--|
| | (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, <i>NCIC 2000 Code Manual</i> , 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. If the MKE is EVS_, the VMO must be TL if VIN is filled. |
| | (truck) | If the first four characters of the VMA are TRUK, the VMO must be TK. |
| VOD | Vehicle Ownership Data | One alphabetic character (A, C, D, N, or S) may be placed in a stolen vehicle record at time of entry only. Cannot be included in felony vehicle or stolen part entry. |
| VST | Vehicle Style | Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If the VMA code is ATV or SPEC then the VST must be OP, EB, EN, or MV, and the MIS Field must contain the name of the manufacturer. |
| 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. |

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

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

| Code | Field | Edits |
|-------------|-----------------------------------|---|
| RSH | Related Search Hit | Must be Y or N. |
| VLN | Name of Validator | Any valid characters representing validator. |
| VNP | Value of Recovered Property | Fair market value (in whole dollars) of the recovered stolen vehicle identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED. |
| VOR | Value of Other Recovered Property | Fair market value (in whole dollars) of property recovered as a result of locating the stolen vehicle identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED. |
| VRC | Value of Recovered Contraband | Fair market value (in whole dollars) of any contraband recovered as a result of locating stolen vehicle which is identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED. |

1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the complete VIN, VMA, and ORI Fields; the LIC, LIS, LIY, LIT, and ORI Fields; or the complete OAN, VMA, OCA, and ORI Fields of a stolen vehicle message or add-on vehicle message are the same as those field codes of a vehicle record (or add-on vehicle/boat trailer) already on file in NCIC 2000, the second entry will be rejected with the message REJECT ON FILE.
2. If the complete VIN, VMA, and ORI Fields or the LIC, LIS, LIY, LIT, and ORI Fields of a felony vehicle message are the same as those field codes of a vehicle record (or add-on vehicle/boat trailer) already on file in NCIC 2000, the second entry will be rejected with the message REJECT ON FILE.
3. If the complete SER, BRA, CAT, and ORI Fields or the complete OAN, BRA, CAT, OCA, and ORI Fields of a stolen part message or add-on part message are the same as those field codes of a part record (or add-on part) already on file, the second record entry will be rejected. Additional information regarding NCIC 2000-formatted messages can be found in the Vehicle/Boat Part File chapter of this manual.
4. Whenever the message REJECT ON FILE is sent, the record on file will also be transmitted.

5. A duplicate record will be accepted if the ORI in the second message is different or if it matches vehicle data in a person file record. A duplicate record will also be accepted if the vehicle record matches a located add-on vehicle/boat trailer record. In those cases, the duplicate record(s) will be furnished with the acknowledgment.

1.9 AUTOMATIC NOTIFICATION OF ENTRY

When an agency enters, clears, cancels, modifies, or locates, or the System purges a stolen vehicle record (except VMA = AERO), NCIC 2000 will automatically notify the National Insurance Crime Bureau (NICB) through a \$.8. administrative message. If the VMA is AERO, NCIC 2000 will automatically notify the Department of Justice through a \$.8. JUST/EPIC Aircraft administrative message. If a vehicle record has license data, a \$.8. Out-of-State Notification will be sent automatically as necessary. Additional information on \$.8. administrative messages 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 EXAMPLES OF STOLEN VEHICLE RECORD ENTRIES****1. Example of a Stolen Vehicle Entry with a License (LIC)**

1N01HEADER.EV.MD1012600.ABC123.MD.2000.PC..1986.PONT.FIE.2T.RED.
19990922.CSE123...STOLEN AS OWNER WAS GETTING IN CAR AT SHOPPING
CENTER (FAIR CITY) PARKING LOT.Y

Acknowledgment:

1L01HEADER
MD1012600
NIC/V761416156 LIC/ABC123

2. Example of a Stolen Vehicle Entry with an Owner-Applied Number (OAN)

1N01HEADER.EV.MD1012600.....1957.ASVE.REP.CV.GRN.19990922.
CSC123...1957 FORD THUNDERBIRD REPLICA.Y.MD1234PGC567

Acknowledgment:

1L01HEADER
MD1012600
NIC/V761423763 OAN/MD1234PGC567

3. Example of a Stolen Vehicle Entry with a Vehicle Identification Number (VIN) and OAN

1N01HEADER.EV.MD1012600.....JD123456789T.1985.DEER.FE.TF.GRN.
19990922.CSC123...AIR CON CAB-OFFSET WHLS.Y.MD026SMC452016

Acknowledgment:

1L01HEADER
MD1012600
NIC/V761476792 VIN/JD123456789T

4. Example of a Felony Vehicle Entry

1N01HEADER.EF-F.MD1012600.ABC123.MD.2000.PC..1975.CHEV..2T..
19990922.CSC567... DBL-BANK ROB 2 WHITE MALES.Y

Acknowledgment:

1L01HEADER
MD1012600
NIC/V761478288 LIC/ABC123

2.2 MESSAGE FIELD CODES FOR ENTRY

| FIELD NAME | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE |
|----------------------------------|---------------------------------|--------------------|----------------|--|
| HEADER | MANDATORY | HDR | 9-19 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY | MANDATORY | MKE | 2-4 | ALPHABETIC, SPECIAL CHARACTERS |
| ORIGINATING AGENCY IDENTIFIER | MANDATORY | ORI | 9-9 | ALPHABETIC, NUMERIC |
| LICENSE PLATE NUMBER | CONDITIONAL ¹ SET | LIC | 1-8 1-10* | ALPHABETIC, NUMERIC |
| LICENSE PLATE STATE | SET | LIS | 2-2 | CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i> |
| 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 <i>NCIC 2000 CODE MANUAL</i> |
| VEHICLE IDENTIFICATION NUMBER | CONDITIONAL | VIN | 1-20 | ALPHABETIC, NUMERIC |
| VEHICLE YEAR | MANDATORY | VYR | 4-4 | NUMERIC |
| VEHICLE MAKE | MANDATORY | VMA | 2-4 2-24* | CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i> |
| VEHICLE MODEL | OPTIONAL | VMO | 2-3 | CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i> |
| VEHICLE STYLE | MANDATORY ¹ | VST | 2-2 | CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i> |
| VEHICLE COLOR | OPTIONAL | VCO | 3-3 7-7 | CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i> |
| DATE OF THEFT | MANDATORY | DOT | 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 CHARACTER |
| MISCELLANEOUS | OPTIONAL | MIS | 1-42 1-200* | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| NOTIFY ORIGINATING AGENCY FLAG | OPTIONAL | NOA* | 1-1 | ALPHABETIC |

| | | | | |
|------------------------|--------------|------|-------|---------------------|
| OWNER-APPLIED NUMBER | CONDITIONAL | OAN | 1-20 | ALPHABETIC, NUMERIC |
| VEHICLE OWNERSHIP DATA | OPTIONAL | VOD | 1- 1 | ALPHABETIC |
| IMAGE NCIC NUMBER | OPTIONAL SET | IMN* | 10-10 | ALPHABETIC, NUMERIC |
| IMAGE TYPE | SET | IMT* | 1-1 | ALPHABETIC |

*NCIC 2000 format only

¹Optional for felony vehicles

2.3 MANDATORY FIELDS FOR ENTRY

1. MANDATORY FIELDS FOR STOLEN VEHICLE ENTRY

The following fields are mandatory for a stolen vehicle record to be accepted in NCIC 2000: HDR, MKE, ORI, VYR, VMA, VST, DOT, OCA, and at least one of the following numeric identifiers: LIC (in which case all license data fields must be used, i.e., LIC, LIS, LIY, LIT); VIN; or OAN.

2. MANDATORY FIELDS FOR FELONY VEHICLE ENTRY

Felony vehicle record entries require the following fields: HDR, MKE, ORI, VMA, DOT, OCA, and at least one of the following numeric identifiers: VIN or LIC. Additional license data, i.e., LIS, LIY, and LIT, are not required in a felony vehicle entry but should be included if available.

2.4 ADDITIONAL GUIDELINES FOR ENTRY

1. The agency entering the record must account for all fields in the Vehicle File record format. All available data should be entered when the original entry is made. If there are data known that do not fit into a specific data field, then the MIS Field should be used; however, the MIS Field should only be used for information that cannot be placed in another data field. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MV for a stolen vehicle or MKE/MF for a felony vehicle).
2. Information on a felony vehicle (a vehicle used in the commission of a crime) or a vehicle subject to seizure based on a federally-issued court order may be entered in file using MKE/EF.
 1. Partial license plate numbers must not be entered in the LIC. This information and the fact that the number is a partial license plate number should be entered in the MIS Field.

2. The DOT Field should contain either the date of the felony when the vehicle was used in the commission of a crime or the date a federal warrant of seizure was issued for a vehicle subject to seizure.
3. When the information being entered in the felony vehicle record is for a vehicle subject to seizure, the fact that the vehicle is subject to federal seizure and the date the court order expires must be stated in the MIS Field. The expiration date should be shown as year, month, and day (YYYYMMDD). The MIS Field should read as follows:

MIS/SUBJ TO SEIZURE-COURT ORDER EXPIRES YYYYMMDD

3. For NCIC 2000 purposes, an assembled vehicle is one which is homemade or is rebuilt using components from different vehicles or is made from kits provided by a manufacturer for specialty cars and replicas. There are four ways to enter these vehicles in NCIC 2000 depending on how the vehicle was assembled.
 1. When a vehicle is homemade and does not have a manufacturer-assigned VIN, the VMA Field code ASVE is used. When the code ASVE is used, the VMO Field must contain the code AV or REP. If a state issues or assigns a unique VIN to this type of vehicle, the state-assigned VIN should be entered in the OAN Field. If the car is a replica, then the words REPLICATED OF (year, make, and model replicated) should appear in the MIS Field. Those states that do not have an OAN Field should put the state-assigned VIN in the VIN Field and place SVIN as the first item in the MIS Field followed by REPLICATED OF (year, make, and model replicated).
 2. When a manufacturer-assigned VIN is present but no longer conforms with the rebuilt vehicle, the vehicle should be entered under its major make code, e.g., AMER, CHEV, FORD, etc., with the code AV in the VMO Field. For example, a salvaged Pontiac Bonneville rebuilt using as the VIN of a Pontiac Catalina would be entered as PONT.
 3. A rebuilt vehicle bearing its original VIN plate should be entered using the appropriate VMA and VMO codes. For example, a rebuilt Chevrolet Impala would be entered with VMA/CHEV and VMO/IMP.
 4. If the vehicle is assembled using a manufacturer's kit and the manufacturer's name is not displayed on the kit or assembled vehicle, no VMA code will be assigned by NCIC 2000 and entry should be as follows: VYR/year assembled, VMA/ASVE, VMO/AV or REP, and OAN/number under which titled. If the car is a replica, then the words REPLICATED OF (year, make, and model replicated) should appear in the MIS Field. States that do not allow an OAN Field should enter the number under which the vehicle is titled in the VIN Field and SVIN as the first item in the MIS Field. If the manufacturer's

name is displayed on the kit, upon request to FBI CJIS staff, a VMA code will be assigned and entry should be as follows: VYR/(year assembled), VMA/(NCIC 2000-assigned VMA code), VMO/AV or REP, and OAN/(number under which vehicle is titled). If the car is a replica, then the words REPLICIA OF (year, make, and model replicated) should appear in the MIS Field. States that do not allow an OAN Field should enter the number under which the vehicle is titled in the VIN Field and SVIN as the first item in the MIS Field.

4. Vehicles that have two identifying numbers, e.g., motorcycles which have a VIN and an engine number, should be entered by placing the VIN in the VIN Field and the additional identifying number in the OAN Field. Except for the states that do not have an OAN Field, the additional identifier should not be placed in the MIS Field. If the additional identifier is placed in the OAN Field and is not an OAN, the number should be described in the MIS Field, e.g., OAN IS ENGN NO.
5. Serialized truck-mounted campers (including shell type) should be entered in the Vehicle/Boat Part File. If the serialized camper was mounted on the truck at the time of theft, the camper should be added to the base vehicle (EV) record with an add-on part (EPS_) entry for NCIC-formatted transactions only. An unmounted serialized camper should be entered as a base part (EP) record. When a truck-mounted camper is not serialized, only the truck should be entered with data in the MIS Field describing the camper and indicating that it was mounted on the truck at the time of theft. A camping trailer should be entered in the Vehicle File as a base trailer (EV) record.
6. For training and administrative purposes, agencies may enter test records into NCIC 2000 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.
7. In instances where a vehicle part is stolen along with the vehicle, agencies in states which use NCIC-formatted transactions and have the capability to enter supplemental and add-on records should enter the record according to the instructions set forth in Section 8 of this chapter.

2.5 MESSAGE FIELD EDITS FOR ENTRY

1. LICENSE PLATE NUMBER (LIC)
 1. Only alphabetic and/or numeric characters may be entered in the LIC Field; therefore, the information must be entered omitting any hyphens, spaces, or symbols. For instance, when a hyphen or symbol is a substantive part of the license number, information concerning the location and design of each should be included in the MIS Field. Further information relevant to the

construction of the number can be obtained by contacting the CTA in the state of registry.

2. If the license plate number exceeds ten characters (eight for NCIC format), only the last ten should be entered. The entire number must be shown in the MIS Field. Partial license plate numbers must not be entered.
3. Where one character appears over another, the top character should be entered first, immediately followed by the bottom character, that is, $\frac{A}{B}$ as AB.
4. License Plate Number Data for Vehicles Other Than Automobiles:
 1. U.S. Military Vehicles: These vehicles are externally identifiable by an alphanumeric registration number displayed on the vehicle. This number should be used as the license plate number when no license plate is displayed.
 2. Civilian Aircraft: The aircraft registration number including all alphanumeric characters should be entered. The registration number usually appears on each side of the rear section of the fuselage or on the vertical fin (vertical part of the tail assembly) of civilian aircraft. The registration number of aircraft registered in the United States is commonly referred to as the N number since the alphabetic N must be the first character in all U.S.-issued registration numbers. Registration numbers of foreign civilian aircraft may consist of all alphabets. For example, CF-TVU denotes civil aircraft of Canadian registry.
 3. Military Aircraft: U.S. Military aircraft registration numbers usually appear on the vertical fin of the tail assembly. Verification of the correct number to be used as the registration number of any military aircraft being entered should be made with the military representative reporting the theft. (Squadron, group, or military type designators such as VF-142, F-111A, etc., should be entered in the MIS Field.)
 4. All-Terrain Vehicles and Snowmobiles: The license plate or registration number should be entered. A registration number should be entered only in instances where the required place of display provides identification of the snowmobile or all-terrain vehicle when viewed from the outside.

2. LICENSE PLATE STATE (LIS)

1. The appropriate code for the state, territorial possession, province, or country that issued the license plate must be used in the LIS Field. The codes listed

in State and Country Codes, *NCIC 2000 Code Manual*, are the only codes approved for use in the LIS Field.

2. Military Vehicles and Other U.S. Government Vehicles: The code US for the license plate of U.S. Military vehicles and vehicles with plates displaying the inscription "U.S. Government" should be entered.
3. Aircraft: For United States aircraft, the code US should be entered in the LIS Field. For foreign aircraft, the appropriate code from the country code listing in *State and Country Codes, NCIC 2000 Code Manual*, should be entered.

3. LICENSE PLATE YEAR OF EXPIRATION (LIY)

1. The highest year in which the license plate is valid as indicated on the license plate via sticker or embossed numbers or as indicated on a windshield sticker should be entered in the LIY Field. Grace periods or extensions are not to be considered when determining the LIY. Therefore, the LIY may be the current year, current year minus 1, or later than the current year. Nonexpiring license plates should be entered by using LIY/NX. License plates that are expired beyond 1 year should not be entered in a vehicle record.
2. In the absence of a license plate sticker, windshield sticker, or embossed numbers on the plate, the highest year in which the license plate is valid as indicated on the registration document should be entered. NX should be entered to indicate a nonexpiring license plate when all of the following conditions exist:
 1. No year sticker is attached to the plate or windshield.
 2. No year is embossed on the plate.
 3. The plate number is never reissued.
 4. The registration supporting the plate indicates no expiration; for example, U.S. Government, U.S. Military, and some state, county, and municipal vehicle plates are nonexpiring.
3. In those instances where there is no license plate and the registration number is permanently affixed to the vehicle and does not indicate a year of expiration (e.g., registration number painted on an airplane or affixed by a decal), the highest year for which the registration number is valid as indicated on the registration document for that vehicle should be entered.

Civilian aircraft registered in the United States by the Federal Aviation Administration are issued registration certificates that are permanent and must be entered in NCIC 2000 with LIY/NX.

4. LICENSE PLATE TYPE (LIT)

For NCIC 2000 purposes, motor vehicle license plate types are coded as 1) regular passenger car plates or 2) special plates. Only codes as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*, are acceptable for entry in the LIT Field.

5. VEHICLE IDENTIFICATION NUMBER (VIN)

1. The complete identification number of the vehicle should be placed in the VIN Field.

1. The NCIC 2000 VIN search method uses the rightmost eight characters of the VIN. Thereby, records that are entered with eight or more characters will be included in the response to an inquiry. This search method may return a record response even if the first characters of that record response do not match the first characters in the inquiry. In this instance, users should compare all available information and determine if a mistake may have been made in either the entry or inquiry. When VINs have less than eight characters, the System will search only those characters.

2. Entries of model year 1981 or later vehicle records with 17-character VINs will be edited by NCIC 2000 as follows: the ninth position (check digit) must conform to the check-digit formula and the tenth position (vehicle year) must represent the Vehicle Year Field of the record.

3. Records for 1981 or later vehicles manufactured with nonconforming 17-character VINs (as supported by the manufacturers' certificates of origin), may be entered using the OAN Field for the nonconforming VINs. Agencies in those states that do not have an OAN Field should enter the nonconforming VIN in the VIN Field and place the word SVIN as the first item in the MIS Field.

4. For stolen automobiles that have been assigned a unique serial number by a state agency, the state-assigned VIN should be entered in the OAN Field. Agencies in those states that do not have an OAN Field should enter the state-assigned VIN in the VIN Field and place the word SVIN as the first item in the MIS Field.

2. 1970 through 1980 Ford, Lincoln, and Mercury VINs

As illustrated in the *National Automobile Theft Bureau (NATB) Manual*, 1970 through 1980, the VIN plate which is affixed to Ford, Lincoln, and Mercury automobiles has one script letter F preceding and following the 11-character alphanumeric VIN. The VIN of some 1977 Ford Mustang, Ford Pinto, and Mercury Bobcat models is preceded and followed by two script letter Fs. These script letter Fs are not part of the VIN and should not be used in any transaction.

3. Motorcycle VINs

1. With few exceptions, motorcycles display a frame VIN on the headstock. Prior to 1981, most manufacturers configured this number to include a model designator followed by a sequential production number. Records should be entered into NCIC 2000 using the **complete** frame number as the VIN.
2. Additionally, most manufacturers place a serial number on the engine case. If this engine serial number is not the same as the frame VIN, the information should be entered in the OAN Field.
3. Other available descriptive data, such as the manufacturer's model number and/or name, cubic centimeters, accessories, etc., should be entered in the MIS Field since this additional information assists in making a positive identification. These data should be entered in ordinary and easily readable, abbreviated language.

4. 1972-1980 VIN Field Edits

1. VIN edits for vehicle years 1972 through 1980 apply to the following makes:

| | | |
|-----------------|----------|------------|
| American Motors | Dodge | Oldsmobile |
| Buick | Ford | Plymouth |
| Cadillac | Imperial | Pontiac |
| Chevrolet | Lincoln | Volkswagen |
| Chrysler | Mercury | |

2. Users should be aware that any records entered for the above-listed 1972-1980 makes are considered automobiles unless the VMO Field contains the code CE (construction equipment), FE (farm equipment), TK (truck), or TL (trailer). For this reason, users should enter MVO/TK into records for 1972-1980 light-duty trucks containing the

VMA code for any of the manufacturers listed on the preceding page. Entering other NCIC 2000 VMO Codes assigned for trucks will subject those records to automobile edits.

3. The *National Insurance Crime Bureau Passenger Vehicle Identification Manual* contains VIN construction information which may be of assistance to users.

5. 1981 Through Current Year VIN Field Edits
 1. Beginning with the 1981 model year, the Federal Motor Vehicle Safety Standards of the National Highway Traffic Safety Administration (NHTSA) has required manufacturers to place 17-character VINs on all on-the-road vehicles. On-the-road vehicles are those vehicles which are licensed and registered for highway use and include passenger vehicles, trucks, buses, trailers, motorcycles, and incomplete vehicles. An incomplete vehicle means a minimum assemblage of frame and chassis structure, power train, steering system, suspension system, and braking system which requires further manufacturing and is intended to be part of a complete licensed and registered vehicle.
 2. There are some instances when certain motorcycles and trailer manufacturers have not complied with the NHTSA standards for the 17-character VIN requirement. NCIC 2000 does not edit VINs for vehicles manufactured after 1981 with less than 17 characters.
 3. An automatic calculation of the check digit is performed in accordance with the formula set forth below for 1981 through current year VIN entries and modifications consisting of 17 characters, excluding those with VMA Field codes AERO, ATV, COEQ, FARM, SNOW, and SPECK, and those with VMO Field codes CE and FE regardless of VMA. The check digit for motorcycles is edited only if the VMO Field code is CYL and the VST Field code is MC and 17 characters of the VIN are entered. The following VST codes are excluded from the check-digit edit: MB, MD, MK, MS, and MY.

Check Digit Formula

The check digit will always be the ninth character in the VIN. Each numeric in the VIN is assigned its actual mathematical value and each alphabetic is assigned the value specified for it in Table 1 which appears on the following page:

Table 1

| | | |
|-------|-------|-------|
| A = 1 | J = 1 | T = 3 |
| B = 2 | K = 2 | U = 4 |
| C = 3 | L = 3 | V = 5 |
| D = 4 | M = 4 | W = 6 |
| E = 5 | N = 5 | X = 7 |
| F = 6 | P = 7 | Y = 8 |
| G = 7 | R = 9 | Z = 9 |
| H = 8 | S = 2 | |

The assigned value for each character in the VIN should be multiplied by the weight factor specified for it in Table 2.

Table 2

| | | |
|---------|-----------------------|----------|
| 1st = 8 | 7th = 2 | 13th = 6 |
| 2nd = 7 | 8th = 10 | 14th = 5 |
| 3rd = 6 | 9th = 0 (check digit) | 15th = 4 |
| 4th = 5 | 10th = 9 | 16th = 3 |
| 5th = 4 | 11th = 8 | 17th = 2 |
| 6th = 3 | 12th = 7 | |

The resulting products should then be added and the total divided by 11.

The remainder is the check digit. If the remainder is 10, the check digit is X.

Example:

VIN characters: 1 G 4 A H 5 9 H 9 H G 1 1 8 3 4 1

Assigned values: 1 7 4 1 8 5 9 8 9 8 7 1 1 8 3 4 1

Multiplied by: 8 7 6 5 4 3 2 10 0 9 8 7 6 5 4 3 2

Added: $8+49+24+5+32+15+18+80+0+72+56+7+6+40+12+12+2 = 438$

Divided: $438/11 = 39 \text{ } 9/11$

Check digit: 9 (compare to character in 9th position)

6. VIN Field Edits for 1981 and Later Automobiles

1. The NCIC 2000 search method uses the rightmost eight characters of VINs that exceed eight characters in length. These characters include the assembly plant code, the model year code, and the six-character sequential product number. Thereby, records that are entered with eight or more characters will be included in the response to an inquiry. This search method may return a record response even if the first characters of that record response do not match the first characters in the inquiry. In this instance, users should compare all available information and determine if a mistake has been made in either the entry or inquiry. VINs of less than eight characters will be searched only by those characters.

2. NCIC 2000 edits the VIN of vehicles beginning with the model year 1981 in all entry and modification transactions. This is done by examination of the VIN's ninth (check digit) and tenth (vehicle year) positions. The check digit must conform to the formula found in this chapter. The tenth position designates the vehicle year and is represented by either a letter or a number. Vehicle years and their corresponding letter or number are shown in the table below. It should be noted that the letters I, O, Q, U, and Z are not used.

| Position | Symbol | Year | Edit Requires | Position | Symbol | Year | Edit Requires |
|----------|-------------|-------|-------------------------------------|----------|------------|------|----------------|
| Ninth | Check Digit | 81-00 | Use either numeric or the letter X. | Tenth | Model Year | 95 | The letter S. |
| | | | | | | 96 | The letter T. |
| Tenth | Model Year | 81* | The letter B. | | | 97 | The letter V. |
| | | 82 | The letter C. | | | 98 | The letter W. |
| | | 83 | The letter D. | | | 99 | The letter X. |
| | | 84 | The letter E. | | | 2000 | The letter Y. |
| | | 85 | The letter F. | | | 2001 | The numeric 1. |
| | | 86 | The letter G. | | | 2002 | The numeric 2. |
| | | 87 | The letter H. | | | 2003 | The numeric 3. |
| | | 88 | The letter J. | | | 2004 | The numeric 4. |
| | | 89 | The letter K. | | | 2005 | The numeric 5. |
| | | 90 | The letter L. | | | 2006 | The numeric 6. |
| | | 91 | The letter M. | | | 2007 | The numeric 7. |
| | | 92 | The letter N. | | | 2008 | The numeric 8. |
| | | 93 | The letter P. | | | 2009 | The numeric 9. |
| | | 94 | The letter R. | | | 2010 | The letter A. |
| | | 2011 | The letter B. | | | | |
| | | 2012 | The letter C. | | | | |

*Position 10 denotes the model year. Each year is represented by a character as shown in the edit column.

3. For inquiry transactions that contain a 17-character VIN, the check-digit edit will be performed. Matching record(s) are provided.

However, if the VIN does not conform with the edit, a caveat is also returned advising that the VIN may contain erroneous data. For example, an inquiry on VIN/12345678901234567 may return a positive or negative response as well as the following:

***VERIFY VIN/ 12345678901234567; IT DOES NOT CONFORM TO VIN STANDARDS FOR 1981 AND LATER VEHICLES.

4. Some 1980 model year VINs will also be included in this edit procedure as the vehicle year is not included in the inquiry and some manufacturers produced vehicles with 17-character VINs prior to the 1981 standards.

6. VEHICLE YEAR (VYR)

The VYR must represent the production (model) year during which the vehicle was manufactured. If the year of manufacture is unknown, the entering agency may get this information through a motor vehicle registry check. In instances where a vehicle is not registered and the year of manufacture is unknown, e.g., for a minibike, snowmobile, or assembled or homemade vehicle, the vehicle year should be estimated and the wording VYR/ESTIMATED should be placed in the MIS Field.

7. VEHICLE MAKE (VMA)

1. Automobile VMA codes are listed in Vehicular Data Codes, NCIC 2000 Code Manual. If an automobile make is not listed, the FBI CJIS staff can be contacted at 304-625-3000 for valid code assignment.
2. Every assembled automobile that does not have a manufacturer-assigned VIN must be coded VMA/ASVE. An assembled automobile is one which is homemade or is rebuilt using components from different vehicles or from kits provided by a manufacturer for specialty cars and replicas.
3. Manufacturer-assembled replica cars and kits having a manufacturer-assigned VIN must be assigned a unique VMA code, providing the name of the manufacturer is displayed on the assembled vehicle or kit. Users should enter these vehicles as follows: VYR/(year assembled), VMA/ (NCIC 2000-assigned VMA code), VMO/REP, MIS/REPLICA OF (year, make, and model replicated), and OAN/(number under which titled). If an entry must be made prior to NCIC 2000 assigning a VMA code, the code ASVE must be entered in the VMA Field, and the complete manufacturer's name must be included in the MIS Field. If the manufacturer's name is not displayed on the vehicle or kit, no VMA will be assigned and entry must be as follows: VYR/(year assembled), VMA/ASVE, VMO/REP, MIS/REPLICA OF (year,

make, and model replicated), and OAN/(number under which titled). Those state systems which do not allow for an OAN Field should enter the number under which the vehicle is titled in the VIN Field and place SVIN as the first item in the MIS Field.

4. Every aircraft make must be coded AERO, and the known manufacturer's name should be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).
5. An all-terrain vehicle (ATV) is a vehicle that is designed to be driven over rough, difficult terrain including mud, sand, snow, rocks, etc., and does not fit into any other NCIC 2000 vehicle category. An ATV may be used for both recreational and work-related purposes; however, items such as bulldozers which are clearly construction equipment should be coded as such. ATVs should be entered with the motorcycle VMA code listed in the *NCIC 2000 Code Manual*, the VMO code CYL, and VST code MV. If a motorcycle make is not listed for the ATV manufacturer, the VMA code ATV must be entered in the VMA Field, and the manufacturer's name must be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).
6. Construction equipment VMA codes are listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If a construction equipment make is not listed, the code COEQ must be entered in the VMA Field. The make of the construction equipment should be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).
7. The make code for every dune buggy, go-cart, golf cart, motorized wheelchair, and motorized ride-on toy must be SPEC. The make of the dune buggy, go-cart, golf cart, motorized wheelchair, or motorized ride-on toy must be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).
8. Farm and garden equipment VMA codes are listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If a farm or garden equipment make is not listed, the code FARM must be entered in the VMA Field. The make of the farm or garden equipment should be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).
9. Motorcycle VMA codes are listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If a motorcycle make is not listed, the code CYL must be entered in the VMA Field, and the manufacturer's name must be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).

10. If a motorcycle is homemade, (built from commercial, homemade, or altered parts that are personalized or customized), the code HOMD must be entered in the VMA Field.
11. If a motorcycle is reconstructed, (assembled from parts or various similar vehicles and the parts are not altered or customized), the code RECO must be entered in the VMA Field.
12. Snowmobile VMA codes are listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If a snowmobile make is not listed, the code SNOW must be entered in the VMA Field. The make of the snowmobile must be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).
13. Trailer VMA codes are listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If a trailer make is not listed, the code TRLR must be entered in the VMA Field. The make of the trailer must be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC). If a trailer is homemade, the code HMDE must be entered in the VMA Field. A homemade trailer is a trailer built from commercial, homemade, or altered parts that are personalized or customized. If a trailer is reconstructed, the code RCON must be entered in the VMA Field. A reconstructed trailer is one that is assembled from parts of various similar vehicles and the parts are not altered or customized.
14. Truck VMA codes are listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If a truck (including bus, motorized home, etc.) make is not listed, the code TRUK must be entered in the VMA Field. The make of the truck must be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC). A reconstructed motor home must be entered with the code REMH in the VMA Field. A reconstructed motor home is one that is assembled from parts of various similar vehicles and the parts are not altered or customized.

8. VEHICLE MODEL (VMO)

The appropriate code for automobile, assembled automobile, aircraft, all-terrain vehicle, construction equipment, farm and garden equipment, dune buggy, go-cart, golf cart, motorcycle, snowmobile, trailer, or truck must be used in the VMO Field of a stolen vehicle entry. The codes listed in Vehicular Data Codes, *NCIC 2000 Code Manual*, are the only codes approved for use in the VMO Field.

9. VEHICLE STYLE (VST)

The appropriate code for the automobile, aircraft, all-terrain vehicle, construction equipment, dune buggy, farm and garden equipment, go-cart, golf cart, motorcycle, snowmobile, trailer, or truck must be used in the VST Field of the stolen vehicle entry. The codes listed in Vehicular Data Codes, *NCIC 2000 Code Manual*, are the only codes approved for use in the VST Field.

10. VEHICLE COLOR (VCO)

1. The vehicle color code entered in the VCO Field of a stolen vehicle entry must be a valid code as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*.
2. When a vehicle of two colors is described, the colors should be coded in the order of top to bottom or front to rear; for example, VCO/RED/WHI.
3. When a vehicle of more than two colors is described, the code for multi-colored should be entered in the VCO Field and the actual colors listed in the MIS Field; for example, VCO/MUL/COL and MIS/VCO/RED/WHI/BLU, MIS/VCO/RAINBOW COLORS, or MIS/VCO/SEASHORE SCENE.

11. MISCELLANEOUS (MIS) DATA

1. License plate numbers exceeding ten characters (NCIC 2000) or eight characters (NCIC) must be shown completely in the MIS Field. The last ten characters (NCIC 2000) or eight characters (NCIC) of the plate number must be entered in the LIC Field.

In those states where the deletion of a hyphen or symbol in a license plate number may cause an invalid match, the hyphenated plate number must be shown in the MIS Field; for example, plate number 1-1568 would be matched with plate number 11-568. License plate numbers containing a symbol may be entered according to the following guidelines:

1. When a symbol is used as a separator, the number should be entered in the MIS Field with a hyphen indicating the position of the symbol. Or
 2. When a symbol is used as a decoration, the number should be entered only in the LIC Field disregarding the symbol.
2. VINs exceeding 20 characters must be shown completely in the MIS Field. The last 20 characters must be entered in the VIN Field.

3. For records containing the generic VMA codes AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, and TRUCK, the manufacturer's complete name must be entered into the MIS Field. Also, the model number and/or model name (usually contained on the bill of sale) should be entered when available. If the vehicle is homemade, VMA/HOMEMADE should be included in the MIS Field, and any additional descriptive information which might aid in identification should be entered in easily readable, abbreviated language.
 4. With regard to a felony vehicle record, a brief description of the felony should appear in the MIS Field.
 5. In instances where a vehicle is not registered and the VYR is unknown, such as for a minibike, snowmobile, or assembled or homemade vehicle, the VYR should be estimated and VYR-ESTIMATED should be placed in the MIS Field.
 6. For NCIC-formatted transactions, when the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the property is known, the entering agency should include NOAH in the MIS Field.
 7. States that do not have an OAN Field and have entered a nonconforming 17-character VIN or state-assigned serial number in the VIN Field must place the word SVIN as the first item in the MIS Field.
12. OWNER-APPLIED NUMBER (OAN)
1. The OAN Field is a 20-character searchable field. If the record entry also contains a VIN, it cannot be the same as the OAN.
 2. In a stolen vehicle record, the OAN Field should be used to enter a state-assigned or nonconforming 17-character VIN leaving the VIN Field blank.
 3. The OAN Field can also be used when the stolen vehicle has a unique identification number which has been assigned in connection with a theft prevention program. In such a case, the OAN may be entered as the only numeric identifier or in addition to a VIN. An OAN is not permitted in a felony vehicle entry.
13. VEHICLE OWNERSHIP DATA (VOD) IN THE STOLEN VEHICLE ENTRY

The VOD Field is a one-character field reserved to show NICB interest in a stolen vehicle entry. Upon receiving authorization from NICB, a law enforcement agency

may use the VOD Field with the appropriate one-character alphabetic code (A, C, D, N, or S) when making an EV. If a law enforcement agency does not receive authorization to use this field at the time of entry, only NICB may enter the appropriate code in this field by using a modify message. The alphabetic characters A, C, D, N, and S which represent NICB Division locations in the United States will be translated in stolen vehicle positive responses as follows:

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

A felony vehicle record entry must not include vehicle ownership data as this will cause the entry to be rejected.

2.6 VEHICLE ENTRY AND THE \$.8. PROGRAM

An agency entering a vehicle registered in another state must advise the NCIC 2000 control terminal 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.

2.7 NCIC 2000 MESSAGE FIELD EDITS FOR ENTRY

1. IMAGE DATA (IMN AND IMT)

A Vehicle File record can be entered with an IMN and IMT corresponding to a generic image on file. The user can query the Image File to determine if a generic image with the same VMA, VMO, VST, and VYR is stored in the system. The IMN and IMT returned in the response can be included in the entry transaction.

The IMN must begin with an I and the IMT must be V. If the Image Type is not V, the message will be rejected as a field error. NCIC 2000 will verify that the generic image is an active record in the System.

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 agency entering a record which does not share the ORI and OCA of records associated with the same incident can enter the ORI and OCA of the associated records in the LKI and LKA Fields.

In the entry message, the LKI and LKA Fields immediately follow the OCA Field entry. The message will be rejected if the LKI/LKA Fields are the same as the ORI/OCA Fields.

3. NOTIFY ORIGINATING AGENCY (NOA)

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

SECTION 3--MODIFICATION

3.1 WHEN TO USE A MODIFICATION MESSAGE

1. Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active vehicle record. A vehicle record cannot be modified if the record is in a located status (MKE/LOCATED VEHICLE).
2. The MKE MV should be used to modify a stolen vehicle record and the MKE MF should be used to modify a felony vehicle record.
3. Add-on vehicle and add-on part records cannot be modified; therefore, they must be canceled and reentered.

3.2 EXAMPLES OF MODIFICATION MESSAGES

```
1N01HEADER.MV.MD1012600.NIC/V000032699.OCA/A222.VMO/BON.VCO/BRO
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
MODIFY NIC/V000032699
```

The above modification example contains: header (1N01HEADER), message key (MV), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/A222), the fields being modified, and the data being changed (VMO/BON, VCO/BRO).

```
1N01HEADER.MV.MD1012600.NIC/V126431001.OCA/2501.LIC/.LIS/.LIY/.LIT/.
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
MODIFY NIC/V126431001
```

The above modification example contains: header (1N01HEADER), message key (MV), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V126431001 and OCA/2501), and indicates data (only license plate information) to delete .

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 |
| LICENSE PLATE NUMBER | CONDITIONAL | LIC | 1-8 1-10* | ALPHABETIC, NUMERIC |
| VEHICLE IDENTIFICATION NUMBER | CONDITIONAL | VIN | 1-20 | ALPHABETIC, NUMERIC |
| ORIGINATING AGENCY CASE NUMBER | MANDATORY | OCA | 1-9 1-20* | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| NAME OF VALIDATOR | OPTIONAL | VLN* | 3-30 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| ANY FIELD(S) FROM ENTRY TRANSACTION | | | | |

*NCIC 2000 format only

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The modify transaction must contain two record identifiers. For a stolen vehicle or felony vehicle record, the first identifier must be one of the following: NIC, LIC, or VIN. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

3.5 VALIDATION GUIDELINE FOR NCIC 2000 MODIFICATION

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

```
1N01HEADER.MV.MD1012600.NIC/V126431001.OCA/2501.MIS/CAR WAS BUILT
AS A KIT.VLN/JONES, DAVID E.
```

Acknowledgment:

```
1L01HEADER
MD1012600
VALIDATE NIC/V126431001
```

SECTION 4--CANCELLATION

4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid, for example, a record that resulted from a fictitious or false theft report. Any add-on vehicle or add-on part appended to a base vehicle record will be canceled when the base record is canceled. If the add-on vehicle or part has not been recovered with the vehicle, the stolen vehicle or part should be reentered as a base record.

The MKE XV must be used to cancel a stolen vehicle record; the MKE XF must be used to cancel a felony vehicle record.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

1N01HEADER.XV.MD1012600.NIC/V000032699.OCA/A222.19991205.NOT STOLEN

Acknowledgment:

1L01HEADER
 MD1012600
 CANCEL NIC/V000032699

The above cancellation example contains: header (1N01HEADER), message key (XV), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/A222), date of cancellation (19991205), and reason for property record removal (NOT STOLEN).

When a vehicle record is canceled, the entire record including all data appended to the record by means of an add-on 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 |

| | | | | |
|------------------------------------|-------------|------|--------------|--|
| VEHICLE IDENTIFICATION NUMBER | CONDITIONAL | VIN | 1-20 | ALPHABETIC, NUMERIC |
| LICENSE PLATE NUMBER | CONDITIONAL | LIC | 1-8 1-10* | ALPHABETIC, NUMERIC |
| ORIGINATING AGENCY CASE NUMBER | MANDATORY | OCA | 1-9 1-20* | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| DATE OF CANCELLATION | MANDATORY | DOC | 8-8 | NUMERIC |
| REASON FOR PROPERTY RECORD REMOVAL | OPTIONAL | RPP* | 10-21 | ALPHABETIC, NUMERIC |

*NCIC 2000 format only

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

The cancel transaction must contain two record identifiers. For a stolen vehicle or felony vehicle record, the first identifier must be one of the following: NIC, LIC, or VIN. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. The 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 an NCIC 2000 format, the user is expected to enter the Reason for Property Record Removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancel transaction, the RPP value will be either CASE DROPPED or NOT STOLEN.

4.6 AUTOMATIC NOTIFICATION OF RECORD CANCELLATION

NCIC 2000 will automatically search the appropriate NCIC 2000 databases for duplicate vehicle records. If the VIN and VMA Fields of the record being canceled match another record or the LIC and either LIS, LIY, or LIT Fields match another record, a \$.D. administrative message will be sent to the ORI of the duplicate record. Additional information on administrative messages can be found in the Introduction chapter of this manual.

SECTION 5--INQUIRY**5.1 EXAMPLES OF INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES**

An inquiry containing vehicle data in QV, ZV, QW, QWI, or ZW will automatically search all NCIC 2000 files that may include LIC and VIN data.

```
1N01HEADER.QV.WA1230000.LIC/ABC123.LIS/MD.VIN/2P4555P026483.VMA/PONT
```

Negative Response:

```
1L01HEADER  
WA1230000
```

```
NO RECORD LIC/ABC123 LIS/MD  
NO RECORD VIN/2P4555P026483
```

Positive Response:

```
1L01HEADER  
WA1230000
```

```
MKE/STOLEN VEHICLE  
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC  
VIN/2P4555P026483 VYR/1995  
VMA/PONT VMO/BON VST/SW VCO/BRO DOT/19990921  
OCA/2325  
MIS/DENT IN REAR LEFT FENDER  
OAN/1234567891234 VOD/GANATBAOO INTEREST  
NIC/V000032699 DTE/19990930 1432 EDT  
ORI IS ANY CITY PD MD 301 555-1234  
IMMED CONFIRM RECORD WITH ORI
```

It is essential that all identifying data in positive responses be compared with the suspect vehicle before further action is taken.

For any inquiry transaction containing a 17-character VIN, the check-digit edit will be performed and matching record(s) will be provided. However, if the VIN does not conform with the edit, a caveat will be returned advising that the VIN may contain erroneous data. For example, in addition to a positive or negative response, the following caveat may also be received:

```
***VERIFY VIN/1K742GOD5432123; IT DOES NOT CONFORM TO VIN STANDARDS FOR  
1981 AND LATER VEHICLES.
```

An inquiry can contain up to a maximum of three VINs separated by commas with no spaces. When an inquiry contains multiple VINs, the System will compute the check digit in each VIN.

Example:

1N01HEADER.QV.WA1230000.VIN/WG723K1K6E7654321,1K742B2GOD5432123,
1GB8272KOF1234567

Negative Response:

1L01HEADER
WA1230000

NO RECORD VIN-SER-OAN/WG723K1K6E7654321 OR 1K742B2GOD5432123 OR
1GB8272KOF1234567

***VERIFY VIN/1K742B2GOD5432123; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

***VERIFY VIN/1GB8272KOF1234567; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

Positive Response:

L01HEADER
WA1230000

MKE/STOLEN VEHICLE
ORI/MD1012600 LIC/ABC123 LIS/WY LIY/1997 LIT/PC
VIN/WG723K1K6E7654321 VYR/1996
VMA/FORD VMO/MUS VST/2D VCO/BLU DOT/19991010
OCA/18273645
MIS/DENT IN REAR LEFT FENDER
OAN/0192837465VA
NIC/V723005317 DTE/19991012 EST
ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI

NO RECORD VIN-SER-OAN/1K742B2GOD5432123 OR 1GB8272KOF1234567

***VERIFY VIN/1K742B2GOD5432123; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

***VERIFY VIN/1GB8272KOF1234567; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

5.2 MESSAGE FIELD CODES FOR INQUIRY

| FIELD NAME | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE |
|----------------------------------|--------------------|-----------------------|-----------------|--|
| HEADER | MANDATORY | HDR | 9-19 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY | MANDATORY | MKE | 2-2 | ALPHABETIC |
| ORIGINATING AGENCY IDENTIFIER | MANDATORY | ORI | 9-9 | ALPHABETIC, NUMERIC |
| LICENSE PLATE NUMBER | CONDITIONAL SET | LIC | 1-8 1-10* | ALPHABETIC, NUMERIC |

INQUIRY

| | | | | |
|----------------------------------|--------------------|------|--------------|--|
| LICENSE PLATE STATE | SET | LIS | 2-2 | CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i> |
| VEHICLE IDENTIFICATION NUMBER | CONDITIONAL SET | VIN | 1 -20 | ALPHABETIC, NUMERIC |
| VEHICLE MAKE | SET | VMA | 2-4 2-24* | CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i> |
| NCIC NUMBER | CONDITIONAL | NIC | 10-10 | ALPHABETIC, NUMERIC |
| IMAGE INDICATOR | OPTIONAL | IND* | 1-1 | ALPHABETIC |
| RELATED SEARCH HIT | OPTIONAL | RSH* | 1-1 | ALPHABETIC |

*NCIC 2000 format only

5.3 REQUIREMENTS FOR INQUIRY

Inquiries can be made using the NIC only, or LIC, VIN, and OAN either separately or in combinations, such as VIN and OAN or LIC and VIN, etc. Each identifier must be preceded by its MFC. However, when making an inquiry using the OAN, the VIN must be used. Up to three numbers may be included after VIN/ (e.g., VIN, OAN, and SER). Each number must be separated by a comma with no space. An inquiry of this type will search the VIN, SER, and OAN Fields of all Vehicle, Boat, and Vehicle/Boat Part File records, as well as the VIN Field of all person records. The LIS and VMA are not required for a vehicle inquiry but **should** be included. Using the LIS will limit the search to records on file containing matching LIS information and prevent unnecessary \$.H. administrative messages from being generated.

5.4 ADDITIONAL GUIDELINES FOR INQUIRY

1. If a VIN is more than eight characters, the NCIC 2000 VIN search method uses the rightmost eight characters of the VIN. Complete VINs should be used for inquiry whenever available. A caveat will appear to warn agencies which receive a positive vehicle response that any match(s) is not exact as to all VIN characters. The following will appear at the beginning of the record immediately before the message key translation:

RECORD NIC/V123456789 IS BASED ON PARTIAL VIN SEARCH - VERIFY ALL DATA
BEFORE TAKING FURTHER ACTION BASED ON THIS RECORD

2. A QV, QVB, ZV, QW, QWB, or ZW inquiry that contains LIC or VIN will retrieve a Boat File record with a matching LIC or VIN in the boat supplemental trailer record. Inquiries with VIN will also retrieve any part (EP, EBP, EPS) record regardless of category, with a matching SER or OAN.
3. An inquiry containing only license plate data can provide a secondary hit response from other NCIC 2000 files when the primary hit contains VIN. When this happens,

another computer search is automatically generated on the VIN contained in the record response. The automatic second search may retrieve up to 15 records from the Vehicle, Boat, Vehicle/Boat Part Files and/or person files if they contain a matching VIN, SER, or OAN, regardless of the LIC data used in the original inquiry.

4. If the initial inquiry on license plate data retrieves 1) a person record with identical license data, a second search will be performed on the base VIN (or the oldest supplemental VIN if there is no base VIN), the base SOC, or the FBI number; 2) a Vehicle or Boat File record with add-on entries, a second search will be performed on a VIN contained in the add-on entry that has matching license data.
5. An inquiry containing VIN or LIC can provide a secondary hit response from the NCIC 2000 person files when the primary hit contains a SOC or FBI number. When this happens, another search is automatically generated on the SOC and/or FBI number contained in the record response. The automatic second search may retrieve up to 15 matches of each from the person files for SOC or FBI number regardless of the VIN or LIC data used in the original inquiry

5.5 ADDITIONAL GUIDELINES FOR NCIC 2000 INQUIRY

1. IMAGE INDICATOR (IND)

Inquiries submitted in an NCIC 2000 format may contain an Image Indicator (IND) to specify whether an image should be returned if available. If the IND is Y, an image related to each primary hit response, if available, will be returned (i.e., one identifying image for a vehicle record, one mugshot for a person record). If IND is not entered, the field will default to an N.

```
1N01HEADER.QV.WA1230000.LIC/ABC123.LIS/MD.VIN/2P4555P026483.
VMA/PONT.IND/Y.
```

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

```
IMR/VVMO:BON VST:SW
VYR:1995 VMA:PONT
IMN:I000001222 GENERIC VEHICLE          00256
<image>.
```

The Image Response (IMR) is composed of the following data: IMT (V for generic image) and standard vehicle MFCs (VST , VYR , and VMA). The IMN is next, followed by the image description (GENERIC VEHICLE). Following is the image size in bytes (00256), and, last, the <image> would be replaced with the actual image.

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

```
IMR/IVIN:2P4555P026483 LIC:ABC123 LIS:MD
VYR:1995 VMA:PONT
NIC:V000032699 IMN:I000031222          00512
<image>.
```

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

2. RELATED SEARCH HIT (RSH)

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

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

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

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

5.6 BATCH INQUIRY (QVB)

1. The NCIC 2000 batch inquiry allows users to create a file of individual QV/ZV 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. For example:

```
1N01HEADER.QVB.DC1014300.001.VIN/WG723K1K6E7654321&002.LIC/ABC123.
LIS/MD.VIN/2P4555P02683&005.VIN/1K742B2GOD5432123&010.NIC/V123456789
```

Acknowledgment:

```
1L01HEADER
DC1014300
BATCH INQUIRY RECEIVED
```

2. The sequence numbers, as shown in the example, do not have to be sequential (001, 002, 005, 010), but they have to be unique. The HDR, ORI, MKE, and sequence number are entered without the MFC. The identifiers available in the QV/ZV inquiry are available for use in the QVB message, including the IND and the RSH indicators, and are preceded by the proper MFC.
3. There is a limit of 1800 characters for a batch inquiry, including the header and all control characters.
4. The user is notified of a file by the \$.B. administrative message. The results of the batch must be retrieved by the user via a File Transfer (FT) message. The following is an example of the contents of a file:

1L01HEADER
DC1014300

SEQUENCE NUMBER: 001
NO RECORD VIN/WG723K1K6E7654321

SEQUENCE NUMBER: 002

MKE/STOLEN VEHICLE
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC
VIN/2P4555PO2683 VYR/1996
VMA/FORD VMO/MUS VST/2D VCO/BLU DOT/20000110
OCA/ABC123
MIS/DENT IN LEFT REAR FENDER
OAN/0192837465VA
NIC/V723005317 DTE/20000112 1400 EST
ORI IS ANY CITY PD MD 301 555-1212
IMMED CONFIRM RECORD WITH ORI

SEQUENCE NUMBER: 005

NO RECORD VIN/1K742B2GOD5432123

***VERIFY VIN/1K742B2GOD5432123; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

SEQUENCE NUMBER: 010

NO RECORD NIC/V123456789

5.7 PROCEDURES FOR HANDLING A HIT

1. An NCIC 2000 hit may not be probable cause to arrest. However, a hit confirmed with the ORI may be adequate grounds to take possession of a vehicle.
2. When an agency receives a record(s) in response to an NCIC 2000 inquiry, and the whereabouts of the stolen vehicle inquired upon is known, and the vehicle inquired

upon appears to be identical with one or more of the records, the agency that can seize the stolen vehicle must contact the ORI of each record(s) to confirm the hit(s) prior to seizing the vehicle.

3. "To confirm the hit" means to verify that the theft report is still outstanding, to verify that the vehicle inquired upon is identical to the vehicle in the record, and to obtain information concerning the return of the vehicle to the rightful owner.
4. Standard hit confirmation procedures should be followed when a hit is received on a record for a vehicle subject to seizure. When the vehicle is located within the United States, the law enforcement officer should take possession of the vehicle. The officer must also contact either the entering agency or the office of the United States Marshals Service to execute the seizure order. When the vehicle is located outside of the United States, the law enforcement officer should contact the entering agency to determine if that agency will retrieve the vehicle.
5. This system is based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.

5.8 CANADIAN VEHICLE INDEX INFORMATION

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

Positive Response:

1L01HEADER
MD1012600

RECORD NIC/R723005317 IS A CANADIAN VEHICLE INDEX RECORD
CONFIRM RECORD WITH ORI

MKE/STOLEN VEHICLE IN CANADA
ORI/MB1012600 LIC/ABC123 LIS/0N LIY/1999 LIT/PC
VIN/WG723K1K6E7654321 VYR/1996
VMA/FORD

OCA/ONDRE1234 CDE/19980110
NIC/R723005317 DTE/19980129 0000 EST
ORI IS ANYCITY, NAME OF PROVINCE, CANADA 333 555-1234
REPEAT - THIS IS A CANADIAN RECORD - CONFIRM WITH THE
ORIGINATING AGENCY IN CANADA

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

SECTION 6--LOCATE

6.1 WHEN TO USE A LOCATE MESSAGE

1. Any agency, except the agency that entered the record, that recovers a vehicle which is indexed in NCIC 2000 must place a locate message on the active vehicle record(s). When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen vehicle must contact the ORI of each record possibly identical with the vehicle 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 vehicle.
2. The MKE LV should be used for locating a stolen vehicle record; the MKE LF for locating a felony vehicle record.
3. Once a Vehicle File record has had a locate placed on it, it cannot be modified.

6.2 EXAMPLE OF A LOCATE MESSAGE

```
1N01HEADER.LV.WA1230000.NIC/V000032699.OCA/2325.19991205.5865.  
HIT NCIC 19991204...10000.4000.9000
```

Acknowledgment:

```
1L01HEADER  
WA1230000  
LOCATE NIC/V000032699
```

The above locate example contains: header (1N01HEADER), message key (LV), recovering agency identifier (WA1230000), two record identifiers (NIC/V000032699 and OCA/2325), date of recovery (19991205), recovering agency case number (5865), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991204), value of property recovered (10000), value of other recovered property (4000), and value of recovered contraband (9000).

When a locate message is transmitted for a Vehicle File record, the message key translation changes from STOLEN VEHICLE to LOCATED STOLEN VEHICLE, or from FELONY VEHICLE to LOCATED FELONY VEHICLE, and the date of recovery, recovering agency ORI, and recovering agency OCA are added to the record.

6.3 MESSAGE FIELD CODES FOR LOCATE

| FIELD NAME | REQUIREMENTS | MESSAGE FIELD CODE | FIELD LENGTH | DATA TYPE |
|------------------------------------|--------------|--------------------|--------------|---|
| HEADER | MANDATORY | HDR | 9-19 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| MESSAGE KEY | MANDATORY | MKE | 2-2 | ALPHABETIC |
| ORIGINATING AGENCY IDENTIFIER | MANDATORY | ORI | 9-9 | ALPHABETIC, NUMERIC |
| NCIC NUMBER | CONDITIONAL | NIC | 10-10 | ALPHABETIC, NUMERIC |
| VEHICLE IDENTIFICATION NUMBER | CONDITIONAL | VIN | 1-20 | ALPHABETIC, NUMERIC |
| LICENSE PLATE NUMBER | CONDITIONAL | LIC | 1-8 1-10* | ALPHABETIC, NUMERIC |
| ORIGINATING AGENCY CASE NUMBER | MANDATORY | OCA | 1-9 1-20* | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| DATE OF RECOVERY | MANDATORY | DOR | 8-8 | NUMERIC |
| RECOVERING AGENCY CASE NUMBER | OPTIONAL | RCA | 1-9 1-20* | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| REASON FOR PROPERTY RECORD REMOVAL | OPTIONAL | RPP* | 10-21 | ALPHABETIC, NUMERIC |
| NUMBER OF PERSONS APPREHENDED | OPTIONAL | NPA* | 1-3 | NUMERIC |
| NUMBER OF MISSING PERSONS FOUND | OPTIONAL | NPF* | 1-20 | ALPHABETIC, NUMERIC |
| VALUE OF RECOVERED PROPERTY | OPTIONAL | VNP* | 1-8 | NUMERIC |
| VALUE OF OTHER RECOVERED PROPERTY | OPTIONAL | VOR* | 1-8 | NUMERIC |
| VALUE OF RECOVERED CONTRABAND | OPTIONAL | VRC* | 1-8 | NUMERIC |

*NCIC 2000 format only

6.4 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE

The locate transaction must contain two record identifiers. For a stolen vehicle or felony vehicle record, the first identifier must be one of the following: NIC, LIC, or VIN. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. The OCA used to identify the record must be the OCA of the agency that entered the record. This OCA is contained in the NCIC 2000 response to the apprehending/locating agency

inquiry. The date of recovery and recovering agency case number must be entered, in that order, and are not preceded by the MFC.

6.5 ADDITIONAL GUIDELINES FOR LOCATE

1. Ten days after a record is located, it is retired.
2. The FBI CJIS staff permits the NICB to locate an NCIC 2000 Vehicle File record (MKE/LOCATED VEHICLE) when NICB receives information concerning the recovery of a stolen vehicle and an inquiry reveals that the NCIC 2000 record is in active status (MKE/STOLEN VEHICLE). The locating agency will be that of the NICB regional office which maintains the case file. NICB regional offices are located in San Francisco, California; Atlanta, Georgia; Chicago, Illinois; New York, New York; and Dallas, Texas.
3. Any agency that receives a notification message based upon an NICB locate should contact the recovering agency to obtain details concerning the recovery. The recovering agency ORI will follow the ORI of the NICB office that located the record. The NICB office should be considered a secondary contact.
4. There are no locate procedures for CVI records.

6.6 ADDITIONAL GUIDELINE FOR NCIC 2000 LOCATE

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

6.7 AUTOMATIC NOTIFICATION OF LOCATE

1. When an agency places a locate against another agency's record, NCIC 2000 will automatically notify the entering agency through a \$.L. administrative message. The \$.L. will include any associated add-on vehicle and/or add-on parts.
2. NCIC 2000 will automatically search the appropriate NCIC 2000 databases for duplicate vehicle records. If the VIN and VMA Fields of the record being located match another record or the LIC and either LIS, LIY, or LIT Fields match another record, a \$.D. administrative message will be sent to the ORI of the duplicate record.

SECTION 7--CLEAR

7.1 WHEN TO USE A CLEAR MESSAGE

1. Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:
 1. When the agency recovering the vehicle is the agency that entered the record.
 2. When the agency that entered the record is officially advised that the vehicle has been recovered by another agency.
2. Any add-on vehicle or add-on part appended to a base vehicle record will be cleared when the base record is cleared. If the add-on vehicle or part has not been recovered, a record must be reentered for the unrecovered vehicle or part.
3. The appropriate MKE must be used to clear a vehicle record. MKE CV must be used to clear a stolen vehicle record; MKE CF must be used to clear a felony vehicle record.

7.2 EXAMPLE OF A CLEAR MESSAGE

```
1N01HEADER.CV.MD1012600.NIC/V000032699.OCA/A222.19991005.WA1230000.  
5865.HIT NCIC 19991003.4..1500..1000
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
CLEAR NIC/V000032699
```

The above clear example contains: header (1N01HEADER), message key (CV) Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/A222), date of recovery (19991005), the recovering agency identifier (WA1230000), the recovering agency case number (5865), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991003), number of persons apprehended (4), value of recovered property (1500), 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 |
| VEHICLE IDENTIFICATION NUMBER | CONDITIONAL | VIN | 1-20 | ALPHABETIC, NUMERIC |
| LICENSE PLATE NUMBER | CONDITIONAL | LIC | 1-8 1-10* | ALPHABETIC, NUMERIC |
| ORIGINATING AGENCY CASE NUMBER | MANDATORY | OCA | 1-9 1-20* | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| DATE OF CLEAR | MANDATORY | DCL | 8-8 | NUMERIC |
| RECOVERING AGENCY IDENTIFIER | OPTIONAL | RRI | 9-9 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| RECOVERING AGENCY CASE NUMBER | OPTIONAL | RCA | 1-9 1-20* | ALPHABETIC, NUMERIC |
| REASON FOR PROPERTY RECORD REMOVAL | OPTIONAL | RPP* | 10-21 | ALPHABETIC, NUMERIC |
| NUMBER OF PERSONS APPREHENDED | OPTIONAL | NPA* | 1-3 | NUMERIC |
| NUMBER OF MISSING PERSONS FOUND | OPTIONAL | NPF* | 1-20 | ALPHABETIC, NUMERIC |
| VALUE OF RECOVERED PROPERTY | OPTIONAL | VNP* | 1-8 | NUMERIC |
| VALUE OF OTHER RECOVERED PROPERTY | OPTIONAL | VOR* | 1-8 | NUMERIC |
| VALUE OF RECOVERED CONTRABAND | OPTIONAL | VRC* | 1-8 | NUMERIC |

*NCIC 2000 format only

7.4 IDENTIFICATION OF A RECORD TO BE CLEARED

The clear transaction must contain two record identifiers. For a stolen vehicle or felony vehicle record, the first identifier must be one of the following: NIC, LIC, or VIN. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

7.5 ADDITIONAL GUIDELINES FOR CLEAR

There are two circumstances that require unique record formats to clear a vehicle file record.

1. If the agency that entered the record recovers the vehicle, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Additionally, benefits and effectiveness data should be included.
2. If the vehicle file record is located by an agency other than the entering agency and:
 1. The record being cleared is in a located status (MKE/LOCATED VEHICLE or MKE/LOCATED FELONY VEHICLE), only the date of clear would be entered following the two record identifiers.
 2. The record being cleared is in an active status (MKE/STOLEN VEHICLE or MKE/FELONY VEHICLE), the date of clear followed by the recovering agency's identifier and the recovering agency's case number, in that order, without field codes would be entered after the two record identifiers. Additionally, benefits and effectiveness data should be included.

7.6 ADDITIONAL GUIDELINE FOR NCIC 2000 CLEAR

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

7.7 AUTOMATIC NOTIFICATION OF CLEAR

NCIC 2000 will automatically search the appropriate NCIC 2000 databases for duplicate vehicle records. If the VIN and VMA Fields of the record being cleared match another record or the LIC and either the LIS, LIY, or LIT match another record, a \$.D. administrative message will be sent to the ORI of the duplicate record.

SECTION 8--ADD-ON FEATURE (NCIC FORMAT ONLY)

8.1 MESSAGE FIELD CODES FOR ADD-ON VEHICLE 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 | 4-4 | ALPHABETIC, NUMERIC |
| ORIGINATING AGENCY IDENTIFIER | MANDATORY | ORI | 9-9 | ALPHABETIC, NUMERIC |
| NCIC NUMBER | CONDITIONAL | NIC | 10-10 | ALPHABETIC, NUMERIC |
| LICENSE PLATE NUMBER (BASE RECORD) | CONDITIONAL | LIC | 1-8 | ALPHABETIC, NUMERIC |
| VEHICLE IDENTIFICATION NUMBER (BASE RECORD) | CONDITIONAL | VIN | 1-20 | ALPHABETIC, NUMERIC |
| ORIGINATING AGENCY CASE NUMBER | MANDATORY | OCA | 1-9 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| LICENSE PLATE NUMBER | CONDITIONAL SET | LIC | 1-8 | ALPHABETIC, NUMERIC |
| LICENSE STATE | SET | LIS | 2-2 | CODE AS DEFINED IN NCIC 2000 CODE MANUAL |
| LICENSE YEAR | SET | LIY | 2-2 4-4 | ALPHABETIC (2) NUMERIC (4) |
| LICENSE 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 | OPTIONAL SET | VYR | 4-4 | NUMERIC |
| VEHICLE MAKE | OPTIONAL SET | VMA | 2-4 | CODE AS DEFINED IN NCIC 2000 CODE MANUAL |
| VEHICLE MODEL | OPTIONAL SET | VMO | 2-3 | CODE AS DEFINED IN NCIC 2000 CODE MANUAL |
| VEHICLE STYLE | OPTIONAL SET | VST | 2-2 | CODE AS DEFINED IN NCIC 2000 CODE MANUAL |
| VEHICLE COLOR | OPTIONAL SET | VCO | 3-3 7-7 | CODE AS DEFINED IN NCIC 2000 CODE MANUAL |
| MISCELLANEOUS | OPTIONAL | MIS | 1-42 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| OWNER-APPLIED NUMBER | CONDITIONAL | OAN | 1-20 | ALPHABETIC, NUMERIC |

8.2 MESSAGE FIELD CODES FOR ADD-ON PART 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 | 4-4 | ALPHABETIC, NUMERIC |
| ORIGINATING AGENCY IDENTIFIER | MANDATORY | ORI | 9-9 | ALPHABETIC, NUMERIC |
| LICENSE PLATE NUMBER (BASE RECORD) | CONDITIONAL | LIC | 1-8 | ALPHABETIC, NUMERIC |
| VEHICLE IDENTIFICATION NUMBER (BASE RECORD) | CONDITIONAL | VIN | 1-20 | ALPHABETIC, NUMERIC |
| NCIC NUMBER | CONDITIONAL | NIC | 10-10 | ALPHABETIC, NUMERIC |
| ORIGINATING AGENCY CASE NUMBER | MANDATORY | OCA | 1-9 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| SERIAL NUMBER | CONDITIONAL | SER | 1-20 | ALPHABETIC, NUMERIC |
| BRAND NAME | MANDATORY | BRA | 2-4 | CODE AS DEFINED IN NCIC 2000 CODE MANUAL |
| CATEGORY | MANDATORY | CAT | 2-2 | CODE AS DEFINED IN NCIC 2000 CODE MANUAL |
| OWNER- APPLIED NUMBER | CONDITIONAL | OAN | 1-20 | ALPHABETIC, NUMERIC |
| MISCELLANEOUS | MANDATORY | MIS | 1-42 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |
| ENGINE POWER OR DISPLACEMENT | OPTIONAL | EPD | 2-5 | ALPHABETIC, NUMERIC, SPECIAL CHARACTERS |

8.3 DEFINITION OF AN ADD-ON

1. An add-on vehicle is any trailer stolen in conjunction with an automobile, tractor, truck, etc., or any additional license data for a base vehicle which was registered in more than one state at the time of theft.
2. An add-on part is any integral or component vehicle part, e.g., engine, transmission, harrow, backhoe, etc., which was stolen in conjunction with a vehicle for which a base vehicle record has already been established.

3. An add-on vehicle record and add-on part record may be appended to a stolen vehicle record (MKE EV) only. Add-on records cannot be appended to felony vehicle records (MKE EF). Add-on records cannot be appended using NCIC 2000-formatted messages.

8.4 ADD-ON MESSAGES

1. The add-on feature was implemented to allow users to link together a stolen vehicle and its component parts in a series-type record within the same file.

For example, if a farm tractor was stolen and at the time of theft it was on a trailer and a harrow was attached to the tractor, the tractor would be entered as the base record. The trailer would be an add-on vehicle and the harrow an add-on part. An inquiry on any one of the pieces of property would pull the entire record, i.e., base, add-on vehicle, and add-on part.

2. Additionally, the add-on feature allows users to establish one base vehicle record with add-on records for a multiple theft.

For example, if an automobile was stolen and at the time of theft a trailer was attached which was carrying an engine and transmission, the automobile would be entered as the base record. The trailer would be an add-on vehicle record, and the engine and transmission would be add-on part records.

3. Only the agency that entered the base vehicle record can enter add-on records to the established base record.
4. A maximum of two stolen vehicle (trailers) and seven stolen parts may be added to a base vehicle record.
5. Each add-on vehicle or add-on part is identified by a message key. The message keys for entry are EVS1, EVS2, and EPS1 thru EPS7. All four characters must be used to identify the add-on record for entry and updates.
6. The acknowledgment returns the NIC assigned to the add-on vehicle or part record followed by the NIC which identifies the base vehicle record. Although a NIC is assigned to the add-on vehicle or part record, the add-on record cannot be retrieved independently of the base record.

8.5 EXAMPLE OF AN ADD-ON VEHICLE RECORD ENTRY

```
1L01HEADER.EVS1.MD1012600.NIC/V000032699.OCA/2325.CBA321.MD.1997.  
TL.1J2345K6789L87654.1991.FISC.TL.CT.WHI.16FT CAMPER
```

Acknowledgment:

```

1L01HEADER
MD1012600
EVS1 NIC/V004331236
LINKED TO NIC/V000032699

```

The preceding is an example of a stolen camper trailer that has been added to the base vehicle record. The example contains: header (1L01HEADER), message key (EVS1), Originating Agency Identifier (MD1012600), identifiers of the base record (NIC/V000032699 and OCA/2325), license data (LIC/CBA321, LIS/MD, LIY/1997, LIT/TL), vehicle data (VIN/1J2345K6789L87654, VYR/1991, VMA/FISC, VMO/TL, VST/CT, and VCO/WHI), and miscellaneous information. If the OAN Field was included in the entry, it would be entered immediately following the MIS Field.

8.6 EXAMPLE OF AN ADD-ON PART RECORD ENTRY

```

1L01HEADER.EPS1.MD1012600.NIC/V000032687.OCA/4456.500786.DEER.HA.026452.
HARROW ATTACHED TO JOHN DEERE TRACTOR

```

Acknowledgment:

```

1L01HEADER
MD1012600
EPS1 NIC/V045635647
LINKED TO NIC/V000032687

```

The above is an example of a stolen harrow that has been added to the base vehicle record entered for a stolen farm tractor. The above entry example contains: header (1L01HEADER), message key (EPS1), Originating Agency Identifier (MD1012600), identifiers of the base record (NIC/V000032687 and OCA/4456), serial number (500786), brand (DEER), category (HA), owner-applied number (026452), and miscellaneous information.

8.7 IDENTIFICATION OF THE STOLEN VEHICLE RECORD FOR ENTRY OF AN ADD-ON RECORD

The base stolen vehicle record to which the add-on record is to be appended must be identified by the NIC and OCA, in that order; LIC and OCA, in that order; or VIN and OCA, in that order, preceded by the proper MFC.

8.8 ADDITIONAL GUIDELINES FOR AN ADD-ON RECORD ENTRY

1. At least one numeric identifier must be present in an add-on vehicle record entry. Searchable numeric identifiers are LIC, VIN, and OAN. If LIC is present, all other license data, i.e., LIS, LIY, LIT, must be included. If VIN or OAN is present, VMA, VST, and VYR must be included. In an add-on part record entry at least one numeric

identifier, SER or OAN, must be present. In an add-on part record, BRA, CAT, and MIS are mandatory.

2. The edits for base records listed in this chapter also apply to add-on records. The VYR is mandatory for an add-on vehicle entry if the VMO is TL.
3. If the MKE is EVS1 or EVS2 and the entry includes vehicle data VIN or OAN, the VMO must be TL.

8.9 CRITERIA FOR REJECTING DUPLICATE ADD-ON RECORD ENTRY

The three identifiers in an add-on vehicle entry will be searched to determine if a duplicate record exists. The fields used to determine the reject-on-file status are the following:

1. LIC, LIS, LIY, LIT, and ORI
2. VIN, VMA, and ORI
3. OAN, VMA, OCA, and ORI

The SER and OAN in an add-on part record will be searched to determine if a record exists. The fields used to determine the reject-on-file status are the following:

1. SER, BRA, CAT, and ORI
2. OAN, BRA, CAT, OCA, and ORI

8.10 MODIFICATION OF AN ADD-ON RECORD

An add-on vehicle or add-on part record cannot be modified. These records must be canceled and reentered to reflect the new or changed data.

8.11 CANCELLATION OF AN ADD-ON RECORD

1. Cancellation of the add-on vehicle record is restricted to the agency that entered the record. A cancellation message is used when:
 1. The record should be removed due to invalid information contained in the record. Or
 2. The add-on stolen vehicle has been recovered.
2. The MKE/XVS_ or XPS_ is used to cancel an add-on record (vehicle or part). The fourth position of the MKE must contain the proper numeric character corresponding to the record that is to be canceled. The cancellation message will only remove that specific add-on record.

3. Add-on record(s) will also be removed from file if the base vehicle record has been removed by use of message keys CV or XV or is retired. If the add-on record has not been recovered, the record(s) must then be entered as a base vehicle record (MKE/EV). For example:

```
1L01HEADER.XVS1.MD1012600.NIC/V000032699.OCA/2325.19961205  
1L01HEADER.XPS1.MD1012600.NIC/V000032687.OCA/4456.19961205
```

8.12 GUIDELINE FOR ADD-ON RECORD INQUIRY

The capability to inquire only add-on records does not exist. Additional information concerning vehicle inquiry can be found in Section 5 of this chapter.

8.13 LOCATE OF AN ADD-ON RECORD

1. A locate message with MKE LV will locate a base vehicle record and any associated add-on vehicle and/or part record(s). The LV message must be used when the base vehicle and its associated add-on record(s) have been recovered or when the base vehicle has been recovered.
2. Any add-on stolen vehicle and/or part record(s) associated with the located base vehicle may be reentered by the originating agency as follows:
 1. An add-on stolen vehicle record may be reentered: 1) as a base vehicle (EV) record for a stolen trailer or 2) as a License Plate File record for a stolen license plate.
 2. Any stolen add-on part records should be reentered as a base part (EP) record(s) unless the part record can be appended to an associated base vehicle (EV) record.
3. A vehicle add-on record (EVS_) may be located with the MKE LVS_ . The fourth position of the MKE identifies the specific add-on vehicle record to be located. The add-on vehicle record to be located must be identified by NIC and OCA, in that order; LIC and OCA, in that order; or VIN and OCA of the base record, in that order, preceded by the appropriate MFC.
4. A part add-on record (EPS_) may be located by the MKE LPS_ . The fourth position of the MKE identifies the specific add-on part record to be located. The add-on part record to be located must be identified by the NIC and OCA, in that order; LIC and OCA, in that order; or VIN and OCA of the base record, in that order.

8.14 CLEAR OF AN ADD-ON RECORD

Add-on records will be cleared when the base vehicle record is cleared. Individual add-on vehicle or part records may be cleared by using the cancel message (XVS_ or XPS_).