National Sex Offender Registry File

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1 INTRODUCTION
1.1 CRITERIA FOR ENTRY

- A sex offender or any other person required to register under a jurisdiction's sex offender registry program.

  Individuals required to register under other registration programs (e.g., Arson and Violent Felon) do not qualify for entry in the National Sex Offender Registry (NSOR).

- Records for offenders who have moved internationally may be included in the NSOR even when the registering jurisdiction no longer maintains the records in their sex offender registry.

- Records for foreign individuals with a sex offense conviction for whom The International Criminal Police Organization (INTERPOL) Green Notice has been issued. Entry of records for foreign sex offenders is limited to the U.S. National Central Bureau (USNCB).

- Records for offenders who have failed to register or are noncompliant may be entered into the NSOR with appropriate comments in the Miscellaneous (MIS) Field. States are encouraged to seek warrants for these individuals and make corresponding entries in the Wanted Persons File.

- The NSOR was established in accordance with Title 34, United States Code (USC), Section 20921(a). Pursuant to 34 USC § 20923(b)(1), a jurisdiction shall provide information in its registry to the FBI, which is acting on behalf of the Attorney General, and shall include that information in the NSOR.

1.2 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EXS	SEXUAL OFFENDER SEXUALLY VIOLENT PREDATOR FOREIGN SEX OFFENDER FOREIGN SEXUALLY VIOLENT PREDATOR
	EXSC	SEXUAL OFFENDER - CAUTION SEXUALLY VIOLENT PREDATOR - CAUTION FOREIGN SEX OFFENDER - CAUTION FOREIGN SEXUALLY VIOLENT PREDATOR - CAUTION
Modify	MXS	
Cancel	XXS	
Inquiry	QXS QW QWA QWE QWF QWS QWB QWI ZW QV	

	ZV QB ZB	
Clear	CXS	CLEARED SEXUAL OFFENDER CLEARED SEXUALLY VIOLENT PREDATOR CLEARED FOREIGN SEXUAL OFFENDER CLEARED FOREIGN SEXUALLY VIOLENT PREDATOR
Expired	IXS	EXPIRED SEXUAL OFFENDER EXPIRED FOREIGN SEX OFFENDER
Enter supplemental record	EXSN	
Cancel supplemental record	XXSN	

The message key is translated as SEXUALLY VIOLENT PREDATOR if the Sexual Predator Indicator (SXP) Field is set to Y.

A caution indicator (C) may be entered as part of the message key code (EXSC) in which case the MKE is translated as SEXUAL OFFENDER – CAUTION, SEXUALLY VIOLENT PREDATOR – CAUTION, FOREIGN SEX OFFENDER - CAUTION, or FOREIGN SEXUALLY VIOLENT PREDATOR - CAUTION.

1.3 RECORD RETENTION PERIOD

- NSOR records will remain active until they are cleared or canceled by the entering agency or until the Ending Registration Date (ERD) is reached. Sex offender records with the ERD Field containing NONEXP are retained as active records until they are cleared or canceled by the entering agency. Records for sexual predators must have an ERD value of NONEXP.

- When the ERD is reached (ERD is equal to current date), the expired record MKE is changed to IXS, and the entering agency is notified with an unsolicited $.P. administrative message. Expired records are retained in an inactive status (historical file) indefinitely. Expired records can be removed from the historical file using the cancel transaction.

- Sex offender records that have been cleared are retained in an inactive status (historical file) indefinitely. Cleared records can be removed from the historical file using the cancel transaction.

- Records that are canceled are retired immediately.

- In addition to active records, records in an inactive status (cleared or expired) can be retrieved using the QXS transaction. A QW, QWA, QWE, QWF, QWS, QWI, ZW, QV, ZV, QB, or ZB transaction will retrieve active records only. Canceled records can only be retrieved through a Global Inquiry (SPRQ). Additional information on SPRQ can be found in the Other Transactions chapter of this manual.

- NSOR records for foreign sex offenders do not contain the ERD Field and are retained as active records until they are canceled by the INTERPOL, USNCB.

- Other exceptions to the record retention period will occur in the event a serious error is detected in the record on file. Additional information on serious error detection, $.E. administrative message, can be found in the Introduction chapter of this manual.

1.4 AUTOMATIC RETIREMENT

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type

(LIT) Fields will remain in an NSOR base record for the year of entry plus four years from the date of entry of the base record regardless of when the license plate data is entered.

A nonexpiring license plate (LIY/NX) contained in an NSOR record will remain on file until action is taken by the originating agency to remove the license data or the entire record is cleared, canceled, or expired.

1.5 VALIDATION

- A portion of the NSOR records will be validated monthly based on the Offender Registration Date (ORD) Field. The validation schedule is as follows:

Validation:		Month in ORD Field:
January	-	October
February	-	November
March	-	December
April.	-	January
May	-	February
June	-	March
July	-	April
August	-	May
September	-	June
October	-	July
November	-	August
December	-	September

- NSOR records that have been validated within the last 11 months, based on the Date of Last Validation (VLD) Field, will not be selected for validation. This provides a mechanism by which jurisdictions can perform record validation as part of the verification process. When an entering agency updates the Name of Validator (VLN) Field, the record will not be selected by the NCIC System for validation for at least another year. Records that have not been validated within the last 11 months would represent noncompliant, out of state, incarcerated, and deceased offenders. This allows the jurisdiction to validate its NSOR records on its schedule, and not the NCIC System's schedule.

- For validation purposes, the appropriate source of the information in the NSOR record is considered the jurisdiction's registry.

- For offenders who move/travel internationally and remove their record from their state registry but keep the NCIC entry, validation may be accomplished by verifying that no new information has

been received by the registry/agency since the removal from the state registry. The registry/agency should make an inquiry into the NSOR to ensure the offender has not been registered in another jurisdiction.

- The VLN Field will be returned in responses when the requester of the record is the entering agency, the CJIS Systems Agency of the entering agency, the FBI, and in the $.C. Request for Validation Notification and fixed format validation files. For all other responses, the VLN Field will be suppressed.

- For additional validation policy and procedures, refer to the Validation section in the Introduction of this manual.

1.6 MESSAGE FIELD CODES (MFCs) AND EDITS

Code	Field	Edits
ADD	Address Type	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.*
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Personal Descriptors Codes, *NCIC Code Manual*, provides coding instructions.
AOV	Age of Victim	May be up to 99 years of age.
BCO	Boat Color	Must be a valid color code as listed in Boat Data Codes, *NCIC Code Manual.* If two color codes are used, they must be separated with a slash (/).
BDA	Beginning Date at Address	Must be a valid Gregorian date (YYYYMMDD). Must be prior to EDA and is mandatory if ADD contains 09.
BHN	Boat Hull Serial Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetics indicating that the hull serial is not known cannot be used. If the BYR is 1985 or later and MISC is not entered in the BMA, the BHN must be at least 12 characters. If it is a nonconforming BHN, the BMA should be MISC.
BLE	Overall Boat Length	Must be two numeric characters representing feet, not inches.
BMA	Boat Make	The first four characters must be a valid NCIC-assigned BMA code as listed in Boat Data Codes, *NCIC Code Manual,* or the generic code MISC. If the generic code is used, positions 5 through 24 must include the manufacturer's full name. The generic code MISC should be used if the BHN is nonconforming.

BMO	Boat Model Name	Free text.
BNM	Boat Name	Free text.
BTY	Boat Type	Must be a valid NCIC-assigned code as listed in Boat Data Codes, *NCIC Code Manual*.
BYR	Boat Model Year	Represents the production (model) year during which the boat was manufactured. Year cannot be more than 1 year beyond the current model year. When the entry has a model year between 1972 and 1984 and positions 9-12 of the BHN contain numeric characters, the last two characters of the BYR field will match the characters in positions 11-12 of the BHN; or if the BHN has the alphabetic character "M" in position 9, the last two characters of the BYR must match the same characters in positions 10-11 of the BHN. For entries of model year 1985 or later and the BHN entry of 12 or more characters, the last two characters of the BYR must be the same as positions 11-12 of the BHN.
CGD	Coast Guard Document Number	Single zero only or run of zeros only indicating that the document number is not known, cannot be used. Cannot be identical to REG.
CMC	Caution and Medical Conditions	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
CON	Date of Conviction	Must be a valid Gregorian date (YYYYMMDD).
COU	County	Free text (alphabetic).
CRR	Conviction Resulting in Registration	Must be listed in Uniform Offense Data Codes, *NCIC Code Manual*.
CTY	City Name	Free text (alphabetic).
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Data Codes, *NCIC Code Manual*.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DLO	DNA Location	Free text. If the DNA Field is N or defaulted to N, then the DLO must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO Field must contain data.
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) and cannot

		be later than the current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one day.
EBS	Expanded Date of Birth Search	Must be either 1, 2, 3, or blank. The default value is blank. If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less.
EDA	Ending Date at Address	Must be a valid Gregorian date (YYYYMMDD). Must be after the BDA and is mandatory if ADD contains 09.
ENS	Expanded Name Search	Must be Y or N.
EML	E-mail Address	Free text. Must not contain a period (.).
EMP	Employer Name	Free text.
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.*
ERD	Ending Registration Date	Must be either NONEXP or a valid Gregorian date (YYYYMMDD) greater than current date.
EYE	Eye Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.*
FBI	FBI Number/UCN	May be up to seven numerics; or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetics followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second cannot be O; and the check digit must be 0 to 9. The alphabetic characters I and O are always invalid. Entry of one zero only, or a run of zeros only is prohibited. Embedded blanks are not permitted. -OR- May be eight alphanumerics followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.
FPC	Fingerprint Classification	Must be listed in Personal Descriptors Codes, *NCIC Code Manual*. If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.

HAI	Hair Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
HGT	Height	The first character represents feet and the second and third characters represent inches. May be a minimum of 400 but not more than a maximum of 711. More information in Personal Descriptors Codes, *NCIC Code Manual.*
HPT	Boat Home Port	Free text.
HSP	Boat Hull Shape	Must be a valid NCIC-assigned code as listed in Boat Data Codes, *NCIC Code Manual.*
HUL	Boat Outer Hull Material	Must be a valid NCIC-assigned code as listed in Boat Data Codes, *NCIC Code Manual*.
IID	Internet Identifier	Free text. Must not contain a period (.).
IMN	Image NCIC Number	A self-checking number automatically assigned by the NCIC System to each accepted image record and consists of the alphabetic character I followed by nine numeric characters. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC-assigned code as listed in the Image File chapter of this manual.
IND	Image Indicator	Must be Y or N.
JUV	Juvenile Offender Indicator	Must be Y or N.
LIC	License Plate Number	The characters UNK, UNKN, or UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI's CJIS Division staff. 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, only the first ten characters 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-assigned code as listed in State and Country Data Codes, *NCIC Code Manual.*
LIT	License Plate Type	Must be a valid NCIC-assigned code as listed in the Vehicle Data Codes, *NCIC Code Manual*
LIY	License Plate Year of Expiration	Must be a valid four-character year (YYYY) or the alphabetics NX to represent a nonexpiring registration.

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 ORI.
MIS	Miscellaneous	May include alphabetics, numerics, and special characters. The letters SVIN must be entered in the first four characters in the MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. Free text.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be listed in Personal Descriptors Codes, *NCIC Code Manual*. The third character must be a hyphen. Entry of one zero only, or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number (prefix code OA) in MNU Field cannot be the only numeric identifier in the record. An air force serial number (prefix code AF) or a national guard serial number (prefix code AS) must contain numerics only in positions 4 thru 15. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
NAM	Name	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Personal Descriptors Codes, *NCIC Code Manual*, provides coding instructions.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (X in this file) followed by nine numeric characters assigned automatically by the NCIC System to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
OCA	Originating Agency Case Number	Must not contain a single zero only, run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OCP	Occupation	Free text.

OFS	Offender Status	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
OLN	Operator's License Number	One zero only or run of zeros only indicating that a license is unknown may not be used. More information in Personal Descriptors Codes, *NCIC Code Manual*.
OLS	Operator's License State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, *NCIC Code Manual*.
OLY	Operator's License Year of Expiration	Must represent the year the license expires (YYYY), the alphabetics NX to represent nonexpiring, or the code UNKN for unknown. More information in Personal Descriptors Codes, *NCIC Code Manual*.
ORD	Offender Registration Date	Must be a valid Gregorian date (YYYYMMDD) less than or equal to the current date.
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.
PLC	Place of Crime	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, *NCIC Code Manual*.
PLN	Professional License Number	Free text.
PLT	Professional License Type	Free text.
POB	Place of Birth	Must be a valid NCIC-assigned code as listed in the State and Country Data Codes, *NCIC Code Manual*. Also more information in Personal Descriptors Codes, *NCIC Code Manual*.
PRO	Boat Propulsion	Must be a valid NCIC-assigned code as listed in Boat Data Codes, *NCIC Code Manual*.
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
REG	Boat Registration Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetics only, indicating that the registration number is not known, cannot be used. Cannot be identical to CGD. For entries coded with "US" in RES Field, REG must by "DO" with a maximum of eight numeric characters or "D" with a maximum of nine numeric characters.
RES	Boat Registration State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, *NCIC Code Manual*.
REY	Boat Registration Year	Must be a valid four-character year (YYYY) or the

	Expiration	alphabetics NX to represent a non-expiring registration.
RSH	Related Search Hit	Must be Y or N.
ROV	Relationship to Victim	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.*
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.*
SHN	School Name	Free text.
SID	State Identification Number	First two characters must be a valid state code, territory code, or the code US. Embedded spaces are prohibited. The third and fourth characters may contain an asterisk. The tenth character may contain a hyphen.
SKN	Skin Tone	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.*
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
SNA	Street Name	Free text (alphanumeric and special characters).
SNU	Street Number	Free text (alphanumeric and special characters).
SOC	Social Security Number	Must not be less than 001010001. A run of zeros only is prohibited. The SOC cannot have a value of 9 in the first position or have a value of 00 in the fourth and fifth positions. The SOC cannot have a value of 666 in the first, second, and third positions or have a value of 0000 in the sixth, seventh, eighth, and ninth positions. Invalid and/or unissued numbers are accepted but cause a SOC attention message. More information in Personal Descriptors Codes, *NCIC Code Manual*.
SOS	Sex Offender Status	Must be Y or N.
SOV	Sex of Victim	Must be M or F.
STA	State Name	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, *NCIC Code Manual*.
SXP	Sexual Predator Indicator	Must be either Y or N. Defaults to N. If SXP is Y, then ERD must be NONEXP, and the CMC Field must contain a valid code.
TIR	Tier Level	Must be a valid NCIC-assigned code as listed in Personal

		Descriptors Codes, *NCIC Code Manual*.
TNO	Telephone Number	Must be three numerics, a space, followed by three numerics, followed by a hyphen, followed by four numeric characters.
TNT	Telephone Type	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
VCO	Vehicle Color	Must be listed in Vehicle Data Codes, *NCIC Code Manual*. If two color codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The Vehicle File chapter has additional edits on the VIN Field. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.
VLN	Name of Validator	Any valid characters representing validator.
VMA	Vehicle Make	The VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual*. 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 blank. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYCL, FARM, SNOW, SPEC, TRLR, or TRUK. If the VMO is other than TL, the VMA code must be a valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual*. If the VMO is TL, the VMA code must not be the characters: ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ. For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.

	(all-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobiles)	If VST is EB, EN, or OP, the VMA code must be SPEC ATV, SNOW, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles as listed in the Vehicle Data Codes, *NCIC Code Manual*. If VST is MV, the VMA code must be SPEC, ATV, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the Vehicle Data Codes, *NCIC Code Manual*. If VMA code is ATV or SPEC, the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the MIS Field.
VMO	Vehicle Model	Must be alphanumeric characters. Spaces cannot be skipped. Hyphens or symbols should not be used. More information in Vehicle Data Codes, *NCIC Code Manual*. The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.
	(assembled automobile)	If the VYR is less than 1988 and the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid manufacturer's codes as listed in Vehicle Data Codes, *NCIC Code Manual,* the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VOW	Vehicle Ownership	Must be a valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual*.
VST	Vehicle Style	Must be a valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual*.
VYR	Vehicle Year	Must represent the product (model) year during which the vehicle was manufactured (YYYY). Year value must be less

		or equal to the current year plus two and greater than 0001. For entries 1981 or later, and when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors Codes, *NCIC Code Manual*.
ZIP	ZIP Code	Must be either five numerics or ten characters with five numerics followed by a hyphen and another four numerics.

1.7 CRITERIA FOR REJECTING DUPLICATE RECORD ENTRIES

- If the following fields of an NSOR entry message are the same as the corresponding fields of an active NSOR record already on file, the second entry will be rejected with the message REJECT - ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; or DOB, NAM, and ORI.

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

- A duplicate record will be accepted if the ORI in the second entry is different or the person type is different, e.g., Wanted Person, etc. In this case, the first entry will be furnished as a response to the second entry.

1.8 UNSOLICITED NOTIFICATIONS
1.8.1 $.Q. SEX OFFENDER NOTIFICATION

A $.Q. Sex Offender Notification administrative message is sent to the ORI of an existing National Sex Offender Registry record when another National Sex Offender Registry record is entered or modified to include matching identifiers. A match is determined by 1) FBI, 2) SOC, or 3) NAM (or AKA) and DOB. Upon receipt of the notification, the first ORI should ensure their NSOR record is still valid and update as appropriate.

This is an example of a $.Q. Sex Offender Notification based on matching FBI fields:

```
$.Q.
MD0012600
INDIVIDUAL OF YOUR RECORD WITH NIC/X123456546 HAS BEEN MATCHED BY
FBI NUMBER TO THE FOLLOWING NEWLY ENTERED/MODIFIED
SEX OFFENDER RECORD WITH NIC/X999999980 IN NCIC. PLEASE REVIEW
YOUR RECORD AND UPDATE RECORD AS APPROPRIATE.

1N01HEADER.MXS.MI0090000.NIC/X999999980.OCA/1998-12345A.FBI/99999AB9
```

In the above message, FBI NUMBER will be replaced by SOC FIELD or NAM/DOB FIELDS as required.

1.8.2 $.K.SOR. NSOR MISSING INFORMATION NOTIFICATION

$.K.SOR. NSOR Missing Information Notification is transmitted to the ORI of record when an NSOR record has been on file for 30 days and does not contain an FBI Number/UCN. If the offender's FBI Number/UCN is unknown, the entering agency should follow recognized procedures to determine, verify, or establish the FBI Number/UCN. Inclusion of the FBI number/UCN ensures that sex offender registry information is available through criminal and civil fingerprint submissions. Therefore, it is imperative that every effort is made to determine if the offender has an FBI Number/UCN and to include it in the NSOR

record.

```
$.K.SOR. NSOR MISSING INFORMATION
MD1230000
NCIC INCOMPLETE NSOR NOTIFICATION AT 0515 EDT ON 05/01/2011. THE FOLLOWING
NSOR RECORD IS MISSING THE FBI NUMBER. EVERY EFFORT SHOULD BE MADE
TO IDENTIFY THE OFFENDER'S FBI NUMBER AND INCLUDE IT IN THE RECORD.
MKE/SEXUALLY VIOLENT PREDATOR - CAUTION
CMC/05 - VIOLENT TENDENCIES
OFS/A2 - NON-COMPLIANT - ABSCONDED
ORI/MD1230000 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/MD
DOB/19620530 HGT/601 WGT/209 EYE/BLU HAI/BRO CTZ/US
SKN/ALB SMT/SC R HND
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/MD OLY/2013
ORD/19980923 ERD/NONEXP SXP/Y CRR/HOMICIDE - WILLFUL KILL - WEAPON
CON/19810510 PLC/MD
AOV/12 SOV/M
OCA/92312665 SID/MD99999999
MIS/ADDITIONAL CHARGES OF KIDNAPPING AND SEX ASSAULT - MINOR
MIS/INFO RE PREDATOR DETERMINATION AVAILABLE FROM
MIS/MD ST BUREAU OF PRISONS 301 555-1234
DNA/N
SNU/112 SNA/ELM STREET
CTY/SILVER CITY STA/MD ZIP/99999
COU/ESSEX
TNO/301 555-5555
NIC/X123456789 DTE/20110401 0430 EDT DLU/20110401 0430 EDT
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1.8.3 NSOR OFFENDER REGISTRATION NOTIFICATIONS

When the STA Field is entered or modified to contain a state code that is different from the state of the ORI, the NCIC System will transmit notifications to the jurisdictions' Sex Offender Registry Points of Contact (POCs). The POC's ORIs are listed in the Introduction chapter of this manual.

1.8.3.1 $.Q.STA. OFFENDER WITHIN STATE NOTIFICATION

The following notification will be sent to the POC for the new jurisdiction:

```
$.Q.STA. OFFENDER WITHIN STATE
NCDCI0000
NCIC OUT OF STATE REGISTRATION NOTIFICATION AT 0545 EST 20101214.
RECORD NIC/X123456789 ENTERED BY FLORIDA CONTAINS AN
ADDRESS FOR THE SEX OFFENDER WITHIN YOUR JURISDICTION.
MKE/SEXUAL OFFENDER
ORI/FL1230000 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/MD
DOB/19620530 HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/123456A
SKN/ALB SMT/SC R HND
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/FL OLY/2014
ORD/19980923 ERD/NONEXP CRR/SEX OFFENSE
CON/19810510 PLC/MD
AOV/12 SOV/M
OCA/92312665 SID/FL99999999
```

```
MIS/CONVICTED OF INDECENT LIBERTIES WITH A MINOR
DNA/N
ADD/01 - RESIDENCE (LAST KNOWN)
SNU/112 SNA/ELM STREET
CTY/ANY CITY STA/FL ZIP/99999
COU/WASHINGTON
TNO/555 555-5555
ADD/09 - TEMPORARY LODGING BDA/20101221 EDA/20110103
SNU/987 SNA/MAIN STREET
CTY/ANOTHER TOWN STA/NC ZIP/99999
COU/JEFFERSON
NIC/X123456789 DTE/19990930 0430 EDT DLU/20101214 EST
```

1.8.3.2 $.Q.OUT. OUT OF STATE REGISTRATION NOTIFICATION

The following notification will be sent to the POC for the jurisdiction of record:

```
$.Q.OUT. OUT OF STATE REGISTRATION
FL0370100
NCIC OUT OF STATE REGISTRATION NOTIFICATION AT 0545 EST 20101214.
YOUR RECORD NIC/X123456789 CONTAINS AN ADDRESS FOR THE SEX OFFENDER
IN ANOTHER JURISDICTION.
MKE/SEXUAL OFFENDER
OFS/23 - COMPLIANT
ORI/FL1230000 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/MD
DOB/19620530 HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/123456A CTZ/US
SKN/ALB SMT/SC R HND
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/FL OLY/2014
ORD/19980923 ERD/NONEXP SXP/N CRR/SEX OFFENSE
CON/19810510 PLC/MD
AOV/12 SOV/M
OCA/92312665 SID/FL99999999
MIS/CONVICTED OF INDECENT LIBERTIES WITH A MINOR
DNA/N
ADD/01 - RESIDENCE (LAST KNOWN)
SNU/112 SNA/ELM STREET
CTY/ANY CITY STA/FL ZIP/99999
COU/WASHINGTON
TNO/555 555-5555
ADD/09 - TEMPORARY LODGING BDA/20101221 EDA/20110103
SNU/987 SNA/MAIN STREET
CTY/ANOTHER TOWN STA/NC ZIP/99999
COU/JEFFERSON
NIC/X123456789 DTE/19990930 0430 EDT DLU/20101214 EST
```

1.8.3.3 STATE AND TERRITORY SEX OFFENDER REGISTERING AGENCIES

The FBI's CJIS Division has developed and continues to maintain a POC list for state, territory, and the District of Columbia sex offender registries. This list can be used when notifying another jurisdiction of an offender's change of residence and can be accessed through the NCIC Community on JusticeConnect via the Law Enforcement Enterprise Portal (LEEP). Information concerning access to LEEP can be obtained from the CJIS Division.

1.9 $.8. OUT-OF-STATE MESSAGE

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

1.10 IMAGE CAPABILITY

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

1.11 INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in the NCIC System.

2 ENTRY
2.1 EXAMPLE OF A SEX OFFENDER RECORD ENTRY

```
1N01HEADER.EXSC.MD1012600.SMITH, JOHN J.M.W.TX.19521012.
19980521.NONEXP.Y.510.175.BRO.BRO.123456A.DRK.SC R HND.121011CO141159TTCI13.
AS-123456789.123456789.98765432.MD.2014.1101. 19910120.1998-12345789.FELONY
RAPE AND KIDNAPPING.ABC1234.MD.2014.PC. 3J57K5D012345.1975.OLDS.CUT.2T.
BLU.30.DC.42.F.1234.ELM STREET.SILVER TOWN.ESSEX.MD.99999.301 555-1212.Y.FBI
LAB, QUANTICO, VA 703 632-4000, VA1234567.US.17.N.DC-1234567.1...ST.P.01.
19980521..H.BADGUYSMITH@YAHOO(DOT) COM.BADGUY.7-11.CASHIER.123456.
CARPENTER.UNIV OF MARYLAND SILVER CITY CAMPUS. MD12345.MD.2014.123XXX789.
2000.SEAR.YYY.CAM.JOHN BOAT 2000.ML.FB.OB.12..GONE FISHIN..
```

Acknowledgment:

```
1L01HEADER
MD1012600
NAM/SMITH, JOHN J NIC/X000039206
OCA/1998-12345789
```

2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN *NCIC CODE MANUAL*
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
DATE OF BIRTH	MANDATORY	DOB	8-8	NUMERIC
OFFENDER REGISTRATION DATE	MANDATORY	ORD	8-8	NUMERIC
ENDING REGISTRATION DATE	MANDATORY	ERD	6-6 8-8	ALPHABETIC (6) NUMERIC (8)
SEXUAL PREDATOR INDICATOR	OPTIONAL	SXP	1-1	ALPHABETIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
FBI NUMBER/UCN	OPTIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC CODE MANUAL*
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC

OPERATOR'S LICENSE NUMBER	OPTIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2), NUMERIC (4) OR ALPHABETIC (4)
CONVICTION RESULTING IN REGISTRATION	MANDATORY	CRR	4-4	CODE AS DEFINED IN *NCIC CODE MANUAL*
DATE OF CONVICTION	MANDATORY	CON	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	CONDITIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LICENSE PLATE NUMBER	OPTIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2) OR NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
VEHICLE IDENTIFICATION NUMBER	OPTIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN *NCIC CODE MANUAL*
VEHICLE MODEL	SET	VMO	2-3	CODE AS DEFINED IN *NCIC CODE MANUAL*
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*

VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN *NCIC CODE MANUAL*
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
PLACE OF CRIME	OPTIONAL	PLC	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
AGE OF VICTIM	OPTIONAL	AOV	1-2	NUMERIC
SEX OF VICTIM	OPTIONAL	SOV	1-1	ALPHABETIC
STREET NUMBER	OPTIONAL	SNU	1-7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STREET NAME	OPTIONAL	SNA	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITY NAME	OPTIONAL	CTY	1-20	ALPHABETIC
COUNTY	OPTIONAL	COU	1-20	ALPHABETIC
STATE	MANDATORY	STA	2- 2	CODE AS DEFINED IN *NCIC CODE MANUAL*
ZIP CODE	OPTIONAL	ZIP	5-5 10-10	NUMERIC SPECIAL CHARACTERS
TELEPHONE NUMBER	OPTIONAL	TNO	12-12	NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATOR	OPTIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
OFFENDER STATUS	OPTIONAL	OFS	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
JUVENILE OFFENDER INDICATOR	OPTIONAL	JUV	1-1	ALPHABETIC

STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
TIER LEVEL	OPTIONAL	TIR	1-1	NUMERIC
LINKAGE AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
RELATIONSHIP OF VICTIM	OPTIONAL	ROV	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
VEHICLE OWNERSHIP	OPTIONAL	VOW	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
ADDRESS TYPE	OPTIONAL	ADD	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
BEGINNING DATE AT ADDRESS	CONDITIONAL	BDA	8-8	NUMERIC
ENDING DATE AT ADDRESS	CONDITIONAL	EDA	8-8	NUMERIC
TELEPHONE TYPE	CONDITIONAL	TNT	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
EMAIL ADDRESS	OPTIONAL	EML	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
INTERNET IDENTIFIER	OPTIONAL	IID	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
EMPLOYER NAME	OPTIONAL	EMP	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OCCUPATION	OPTIONAL	OCP	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROFESSIONAL LICENSE NUMBER	OPTIONAL	PLN	1-30	ALPHABETIC, NUMERIC,

				SPECIAL CHARACTERS
PROFESSIONAL LICENSE TYPE	OPTIONAL	PLT	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SCHOOL NAME	OPTIONAL	SHN	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
BOAT REGISTRATION NUMBER	OPTIONAL	REG	1-10	ALPHABETIC, NUMERIC
BOAT REGISTRATION STATE	OPTIONAL	RES	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
BOAT REGISTRATION YEAR OF EXPIRATION	OPTIONAL	REY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
BOAT HULL SERIAL NUMBER	OPTIONAL	BHN	1-20	ALPHABETIC, NUMERIC
BOAT MODEL YEAR	OPTIONAL	BYR	4-4	NUMERIC
BOAT MAKE	OPTIONAL	BMA	3-24	ALPHABETIC, NUMERIC
BOAT TYPE	OPTIONAL	BTY	3-3	CODE AS DEFINED IN NCIC CODE MANUAL
BOAT COLOR	OPTIONAL	BCO	3-3 7-7	CODE AS DEFINED IN NCIC CODE MANUAL
BOAT MODEL NAME	OPTIONAL	BMO	1-20	ALPHABETIC, NUMERIC
OUTER HULL MATERIAL	OPTIONAL	HUL	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
HULL SHAPE	OPTIONAL	HSP	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
PROPULSION	OPTIONAL	PRO	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
OVERALL BOAT LENGTH	OPTIONAL	BLE	2-2	NUMERIC
HOME PORT	OPTIONAL	HPT	1-20	ALPHABETIC, NUMERIC

BOAT NAME	OPTIONAL	BNM	1-20	ALPHABETIC, NUMERIC
COAST GUARD DOCUMENT NUMBER	OPTIONAL	CGD	1-10	ALPHABETIC, NUMERIC
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN NCIC CODE MANUAL

2.3 MANDATORY FIELDS FOR ENTRY

- The following fields are mandatory to cause acceptance of an NSOR entry into the NCIC System: HDR, MKE, ORI, NAM, SEX, RAC, DOB, ORD, ERD, HGT, WGT, EYE, HAI, CRR, CON, OCA, and STA.

- The entry of vehicle information is optional but if entered should be entered as a set; i.e., OLN with OLS and OLY; LIC with LIS, LIY, and LIT; VIN with VYR, VMA, and VST; or VMA with VYR and VST (VMO, VCO, and VOW are optional within the set). The entry will be rejected if one of the mandatory fields is left blank, or the transaction is not completed.

- For foreign sex offender records, the ERD is a mandatory blank.

  In addition, HGT, WGT, and HAI are not required if the FBI contains data or the MIS contains PHOTOS AND/OR PRINTS AVAILABLE.

2.4 ADDITIONAL GUIDELINES FOR ENTRY

- The entering agency must account for all fields in the NSOR record format. All available data called for in the record format must be entered. In addition, all available critical data should be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MXS). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to an NSOR record are located in the SUPPLEMENTAL RECORD section of this chapter.

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

- If the MKE used in the NSOR data entry is EXSC (Enter Sexual Offender - Caution), then the CMC Field must contain a valid code.

- When an NSOR record includes information in the FBI Field, the NCIC System will transmit information to the Next Generation Identification (NGI) for flagging of the criminal history record. The NGI will notify the registering agency and the state/territory registry of activity on the criminal history record (examples of these notifications are in the NGI SEX OFFENDER REGISTRY NOTICE section of this chapter).

- If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.

- When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number,

operator's license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

- The entry of invalid and/or unissued numbers in the SOC Field is allowed. A Verify SOC Caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error. An example of the Verify SOC Caveat can be found in the Introduction chapter of this manual.

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

2.5 MESSAGE FIELD CODE EDITS FOR ENTRY
2.5.1 ORIGINATING AGENCY IDENTIFIER (ORI)

The ORI represents the agency responsible for maintaining the NSOR record. The ORI can be the agency that operates the jurisdiction's registry or the local law enforcement agency where the offender is registered.

2.5.2 DESCRIPTORS

Entry instructions for NAM, SEX, RAC, ETN, DOB, HGT, WGT, EYE, HAI, SKN, SMT, FPC, MNU, SOC, OLN, ADD, CMC, OFS, OLY, ROV, TIR, and TNT can be found in Personal Descriptors Codes, *NCIC Code Manual*.

Entry instructions for POB, PLC, CTZ, STA, LIS, OLS, and RES can be found in State and Country Data Codes, *NCIC Code Manual*.

Entry instructions for BCO, BMA, BTY, HSP, HUL, and PRO can be found in Boat Data Codes, *NCIC Code Manual*.

Entry instructions for LIT, VCO, VMA, VMO, VOW, and VST can be found in Vehicle Data Codes, *NCIC Code Manual*.

Entry instructions for CRR can be found in Uniform Offense Codes, *NCIC Code Manual*.

2.5.3 OFFENDER REGISTRATION DATE (ORD)

The ORD is the date of the initial registration under the current registration requirement within the jurisdiction. If the offender's registration requirements change based on subsequent convictions, the ORD may contain the initial date of registration under the new requirements. For foreign sex offender records, the ORD will be the date the INTERPOL Green notice was issued. If any other date is used, the MIS Field should include appropriate comments.

For example:

- Retroactive requirements for which the offender has never registered - MIS/ORD IS REGISTRATION REQUIRED DATE.

- State registry only maintains date when registration was last updated - MIS/ORD IS LAST REGISTRATION UPDATE.

2.5.4 ENDING REGISTRATION DATE (ERD)

The ERD is the date the registration ends. When the ERD is met, the NCIC System will inactivate the NSOR record. If the ERD Field contains the value NONEXP, then the record is kept indefinitely. If the end of registration has not been determined (e.g., subject to mental evaluation), NONEXP should be used with appropriate comments in the MIS Field. For example, MIS/ERD NOT ESTABLISHED. For foreign

sex offender records, the ERD is a mandatory blank.

2.5.5 SEXUAL PREDATOR INDICATOR (SXP)

If the SXP contains a Y, then the ERD Field must contain the value NONEXP, and data must be entered into the CMC Field.

2.5.6 FBI NUMBER/UCN (FBI)

If the FBI has established a criminal history record for the offender, the FBI Number/UCN must be included in the NSOR record unless sharing the sex offender registration information for noncriminal justice background checks violates a jurisdiction's laws or policies. If the offender's FBI Number/UCN is unknown, the entering agency should follow recognized procedures to determine, verify, or establish the FBI Number/UCN. Inclusion of the FBI Number/UCN ensures that sex offender registry information is available through criminal and civil fingerprint submissions. Therefore, it is imperative that every effort is made to determine if the offender has an FBI Number/UCN and to include it in the NSOR record.

2.5.7 CONVICTION RESULTING IN REGISTRATION (CRR)

- The valid NCIC-assigned codes appropriate for this field can be found in Uniform Offense Data Codes, *NCIC Code Manual*. Any offense code can be used. For example, the conviction charge may have been "assault," although the crime was "sexual assault." The offender may still have to register per plea bargaining, etc.

- The MIS Field should be used to further describe the offense, especially when codes are for general offenses and require explanation. If the registering agency cannot determine the appropriate code, a generic offense code should be used with specific information in the MIS Field.

  For example:
  MIS/CRR IS LEWD/LASCIVIOUS ACT W/MINOR.

- If registration is for civil commitment, the CRR Field should contain the offense code for the criminal act that led to the offender's commitment.

2.5.8 DATE OF CONVICTION (CON)

The CON is the date of the conviction which resulted in registration. Due to lack of disposition reporting, the date of conviction may not be available. In such cases, another date associated with the conviction (e.g., that of arrest) may be used with comments in the MIS Field. For example, MIS/CON IS DATE OF ARREST and MIS/CON IS DATE OF SENTENCE. In the case of civil commitments, the CON Field should contain the date of the commitment with appropriate comments in the MIS Field.

2.5.9 ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

2.5.10 MISCELLANEOUS (MIS)

- Aliases, nicknames (monikers), vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered in a supplemental record (MKE/EXSN), as illustrated and explained in the SUPPLEMENTAL RECORD section of this chapter, as this procedure increases the chance of a hit on this record. Information in the MIS Field is not searchable.

- When specific information required for a mandatory field is not available, similar information should be substituted in that field with appropriate comments in the MIS Field.

- If the HGT, WGT, or HAI Fields and the FBI Field are blank in foreign sex offender record, the MIS Field must contain PHOTOS AND/OR PRINTS AVAILABLE as the first 30 characters.

2.5.11 VEHICLE OR LICENSE PLATE DATA

Entry instructions for vehicle and license plate information can be found in the Vehicle File chapter of this manual, Vehicle Data Codes, *NCIC Code Manual,* and State and Country Data Code, *NCIC Code Manual*.

2.5.12 CAUTION AND MEDICAL CONDITIONS (CMC)

When an NSOR record is entered with a caution indicator (MKE/EXSC) and/or the SXP flag is set to Y, the CMC Field must contain data. Valid caution and medical codes can be found in Personal Descriptors Data, *NCIC Code Manual*. The SUPPLEMENTAL RECORD section of this chapter describes the process for entry of additional CMC codes as supplemental records to an NSOR record. The CMC code specifically applicable to Sexual Predator records is 30, translated as: SEXUALLY VIOLENT PREDATOR - CONTACT ORI FOR DETAILED INFORMATION.

2.5.13 VICTIMS DATA

The AOV, SOV, and ROV Fields can provide valuable information to law enforcement regarding the offender's preferences or lack of preferences. The valid NCIC-assigned codes for the ROV Field can be found in Personal Descriptors Codes, *NCIC Code Manual*.

2.5.14 ADDRESS DATA

- The SNU, SNA, CTY, COU, STA, ZIP, ADD, BDA, and EDA Fields should include all addresses for the offender.

- The street number and street name may be combined and included in the SNA Field if the jurisdiction's registry captures data in one field.

- If offender has been deported or moved/traveled internationally, the NCIC-assigned country code, as listed in the State and Country Data Codes, *NCIC Code Manual*, should be entered into the STA Field. For foreign sex offender records, the country code for the country that issued the Green notice should be entered in the STA Field.

- Punctuation should be omitted from the CTY and COU Fields. For example: St. Louis would be entered as ST LOUIS or SAINT LOUIS.

- The use of standard address abbreviations are recommended (e.g., Street: ST).

- Additional address components such as Apartment Number should be included in the SNA Field.

- Post Office Box address information should be included in the SNA Field as PO BOX and the number.

- The type of address is entered into the ADD Field. The ADD Field is a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*. If code "05 - Other" is used, agencies should include additional information in the MIS Field. If code "09 - Temporary Lodging" is used, the BDA and EDA Fields must be included.

- Guidelines for the entry of additional addresses as a supplemental record to an NSOR record are located in the SUPPLEMENTAL RECORD section of this chapter.

2.5.15 TELEPHONE DATA

The TNO and TNT Fields should include the telephone numbers for the offender, not the entering agency's telephone number. The TNT Field must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*. Guidelines for the entry of additional telephone numbers as a

supplemental record to an NSOR record are located in the SUPPLEMENTAL RECORD section of this chapter.

2.5.16 DNA PROFILE INDICATOR (DNA) and DNA LOCATION (DLO)

The DNA Field has a default value of N, meaning no DNA data is available. When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding location of the DNA sample must be entered in the DLO Field. The DLO Field can include contact information, type of DNA sample, and other information deemed appropriate by the agency. If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

2.5.17 OFFENDER STATUS (OFS)

- The OFS Field must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.

- Registering agencies are encouraged to use the appropriate OFS code to indicate that the offender is affiliated with a federal agency to assist the federal agency with identifying and tracking the offender. For example, the Department of Defense may restrict a sex offender who is a military dependent from accompanying a service member during overseas duty.

- Guidelines for the entry of additional statuses as a supplemental record to an NSOR record are located in the SUPPLEMENTAL RECORD section of this chapter.

2.5.18 JUVENILE OFFENDER INDICATOR (JUV)

The JUV Field should include a "Y" to indicate the offender is required to register based on a juvenile adjudication. If the offender was convicted as an adult, regardless of age, an "N" should be included in the JUV Field. If unknown, the field should be left blank.

2.5.19 STATE IDENTIFICATION NUMBER (SID)

Guidelines for the entry of additional SIDs as a supplemental record to an NSOR record are located in the SUPPLEMENTAL RECORD section of this chapter.

2.5.20 TIER LEVEL (TIR)

The TIR Field represents the federal tier level as defined in Public Law 109-248, Section 111. The values for the TIR Field are as follows:

- TIER I SEX OFFENDER – The term 'tier I sex offender' means a sex offender other than a tier II or tier III sex offender.

- TIER II SEX OFFENDER – The term 'tier II sex offender' means a sex offender other than a tier III sex offender whose offense is punishable by imprisonment for more than one year and –

- is comparable to or more severe than the following offenses, when committed against a minor, or an attempt or conspiracy to commit such an offense against a minor:

- sex trafficking (as described in section 1591 of title 18, United States Code);

- coercion and enticement (as described in section 2422(b) of title 18, United States Code);

- transportation with intent to engage in criminal sexual activity (as described in section 2423(a) of title 18, United States Code);

- abusive sexual conduct (as described in section 2244 of title 18, United States Code);

- involves—

- use of minor in a sexual performance;

- solicitation of a minor to practice prostitution; or

- production or distribution of child pornography; or

- occurs after the offender becomes a tier I sex offender.

- TIER III SEX OFFENDER – The term 'tier III sex offender' means a sex offender whose offense is punishable by imprisonment for more than one year and –

- is comparable to or more severe than the following offenses, or an attempt or conspiracy to commit such an offense:

- aggravated sexual abuse or sexual abuse (as described in sections 2241 and 2242 of title 18, United States Code); or

- abusive sexual contact (as described in section 2244 of title 18, United States Code) against a minor who has not attained the age of 13 years;

- involves kidnapping of a minor (unless committed by a parent or guardian); or

- occurs after the offender becomes a tier II sex offender.

2.5.21 LINKAGE DATA (LKI and LKA)

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 shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

2.5.22 E-MAIL ADDRESS (EML)

The E-mail Address (EML) Field contains the e-mail address for the sex offender. The NCIC formats do not permit inclusion of periods (.) in the EML Field. To represent a period, use open parenthesis DOT close parenthesis [e.g., EML/JOHNDOE@YAHOO(DOT)COM]. If using NCIC XML formats, periods may be included in the EML Field. Guidelines for the entry of additional EMLs as a supplemental record to an NSOR record are located in the SUPPLEMENTAL RECORD section of this chapter.

2.5.23 INTERNET IDENTIFIERS (IID)

The IID Field contains any designation used by the offender for purposes of routing or self-identification in Internet communications or postings, excluding e-mail addresses which are captured in the EML Field. The IID Field should include the designation as well as the associated service provider (e.g., IID/CHAT NAME - INSTAGRAM). The NCIC formats do not permit inclusion of periods (.) in the IID Field. To represent a period use open parenthesis DOT close parenthesis [e.g., IID/999(DOT)999(DOT)999(DOT)9 - COMCAST]. Guidelines for the entry of additional IIDs as a supplemental record to an NSOR record are located in the SUPPLEMENTAL RECORD section of this chapter.

2.5.24 EMPLOYER NAME (EMP)

The EMP Field contains the company name of the offender's employer. Guidelines for the entry of additional EMPs as a supplemental record to an NSOR record are located in the SUPPLEMENTAL RECORD section of this chapter.

2.5.25 OCCUPATION (OCP)

The OCP Field contains the occupation of the offender. Guidelines for the entry of additional OCPs as a

supplemental record to an NSOR record are located in the SUPPLEMENTAL RECORD section of this chapter.

2.5.26 PROFESSIONAL LICENSE DATA

The PLN and PLT Fields contain any professional licenses held by the offender such as commercial driver, contractor, beautician, etc. Guidelines for the entry of additional OCPs as a supplemental record to an NSOR record are located in the SUPPLEMENTAL RECORD section of this chapter.

2.5.27 SCHOOL NAME (SHN)

The SHN Field contains the name of any school attended by the offender. The SHN should include any branch identification (e.g., SHN/INDIANA UNIVERSITY - PURDUE UNIVERSITY AT INDIANAPOLIS). Guidelines for the entry of additional SHNs as a supplemental record to an NSOR record are located in the SUPPLEMENTAL RECORD section of this chapter.

2.5.28 BOAT DATA

Entry instructions for boat information can be found in the Boat File chapter of this manual, Boat Data Codes, *NCIC Code Manual,* and State and Country Data Codes, *NCIC Code Manual*. Guidelines for the entry of additional boat information as a supplemental record to an NSOR record are located in the SUPPLEMENTAL RECORD section of this chapter.

3 MODIFICATION
3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an NSOR record. An NSOR record cannot be modified if the record is in an expired or cleared status. For online validation, a modification message is also used to validate a record. Upon receipt of a modification message, the NCIC System will send a notification to the NGI. NGI will modify the sex offender flag in the criminal history record accordingly.

An MXS message to delete information in a field of the base record will cause the oldest data in the supplemental record to move up to the base record. An MXS message to delete all fields in the OLN, ADD, TNO, AOV, and PLN datasets of the base record will cause the oldest dataset in the supplemental record to move up to the base record. Because the DOB is a mandatory field, it cannot be deleted even when supplemental DOBs exist. A modification message to change data in the DOB in the base record to the same as data in a supplemental DOB will place that data in the DOB in the base record and eliminate it from the supplemental record.

3.2 EXAMPLE OF A MODIFICATION MESSAGE

The modification example contains: header (1N01HEADER), message key (MXS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/X000039206 and OCA/1234567), and the field being modified and the data being changed (PLC/MD).

```
1N01HEADER.MXS.MD1012600.NIC/X000039206.OCA/1234567.PLC/MD
```

Acknowledgment:

```
1L01HEADER
MD1012600
MODIFY NIC/X000039206 OCA/1234567
```

3.3 MESSAGE FIELD CODES FOR MODIFICATION

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

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

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

3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

The SUPPLEMENTAL RECORD section of this chapter contains information on modifying an alias and/or additional identifiers previously appended to an NSOR record by means of a supplemental record.

3.5.1 MODIFICATION TO REMOVE ALL VEHICULAR DATA

If there is a need to delete all vehicular data from an NSOR base record, a special message field code may be used to remove all vehicular data without identifying each individual field. When the characters LIC-VCO/. are included in the modification transaction, the NCIC System will delete the following fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, VCO, and VOW.

The modification example to remove all vehicular data from the record contains: header (1N01HEADER), message key (MXS), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH,

JOHN J and NIC/X000069216), and the fields being removed (LIC-VCO) immediately followed by slash period (/.).

```
1N01HEADER.MXS.MD1012600.NAM/SMITH, JOHN J.NIC/X000069216.LIC-VCO/.
```

Acknowledgment:

```
1L01HEADER
MD1012600
MODIFY NAM/SMITH, JOHN J NIC/X000069216
```

3.5.2 MODIFICATION TO REMOVE PART OF VEHICULAR DATA

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

For example:

```
1N01HEADER.MXS.MD1012600.NAM/SMITH, JOHN J.NIC/X000069216.LIC/.LIS/.LIY/.LIT/.
```

3.5.3 MODIFICATION TO REMOVE ALL ADDRESS DATA

If there is a need to delete all address data from an NSOR base record, a special message field code may be used to remove all address data without identifying each individual field. When the characters ADD-ZIP/. are included in the modification transaction, the NCIC System will delete the following fields: ADD, SNU, SNA,CTY, COU, STA, ZIP, BDA, and EDA.

The modification example to remove all address data from the record contains: header (1N01HEADER), message key (MXS), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/X000069216), and the fields being removed (ADD-ZIP) immediately followed by slash period (/.).

```
1N01HEADER.MXS.MD1012600.NAM/SMITH, JOHN J.NIC/X000069216.ADD-ZIP/.
```

Acknowledgment:

```
1L01HEADER
MD1012600
MODIFY NAM/SMITH, JOHN J NIC/X000069216
```

3.5.4 MODIFICATION TO REMOVE ALL BOAT DATA

If there is a need to delete all boat data from an NSOR base record, a special message field code may be used to remove all boat data without identifying each individual field. When the characters REG-CGD/. are included in the modification transaction, the NCIC System will delete the following fields: REG, RES, REY, BHN, BYR, BMA, BTY, BCO, BMO, HUL, HSP, PRO, BLE, HPT, BNM, and CGD.

The modification example to remove all boat data from the record contains: header (1N01HEADER), message key (MXS), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/X000069216), and the fields being removed (REG-CGD) immediately followed by slash period (/.).

```
1N01HEADER.MXS.MD1012600.NAM/SMITH, JOHN J.NIC/X000069216.REG-CGD/.
```

Acknowledgment:

```
1L01HEADER
```

```
MD1012600
MODIFY NAM/SMITH, JOHN J NIC/X000069216
```

3.5.5 NAME OF VALIDATOR (VLN)

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of an NSOR record to indicate that the record has been validated. When data are included in the VLN Field, the NCIC System places the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CJIS Systems Officer (CSO) can determine the specific data to be included in the VLN Field for the validation of the record.

For example:

```
1N01HEADER.MXS.MD1012600.NAM/SMITH, JOHN J.NIC/X000069216.VLN/JONES, DAVID E
```

Acknowledgment:

```
1L01HEADER
MD1012600
VALIDATE NAM/SMITH, JOHN J NIC/X000069216
```

4 CANCELLATION
4.1 WHEN TO USE A CANCELLATION MESSAGE

- Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid, the original criminal offense is expunged or pardoned, or as otherwise defined by the registering jurisdiction's policy or procedures. The cancellation message is used to retire expired and cleared records. The NCIC System will notify the NGI of the cancellation, and the NGI will remove the sex offender flag from the criminal history record.

- The USNCB will cancel foreign sex offender records when the Green notice is canceled by the issuing country or the INTERPOL, Secretariat General.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

The cancellation example contains: header (1N01HEADER), message key (XXS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/X000039206 and OCA/1234567), and date of cancellation (20000423).

```
1N01HEADER.XXS.MD1012600.NIC/X000039206.OCA/1234567.20000423
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL NIC/X000039206 OCA/1234567
```

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

4.3 MESSAGE FIELD CODES FOR CANCELLATION

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

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

The record to be canceled must be identified by NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC and a slash (/). The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. The cancellation date (without MFC) must follow the two record identifiers and be equal to the current date or the current date minus one day.

4.5 ADDITIONAL GUIDELINES FOR CANCELLATION

Inactive records (expired and cleared) can be canceled. If the two record identifiers used in the cancellation message are NAM and OCA, the NCIC System will cancel the oldest matching record on file, which could be an inactive record.

Information regarding the cancellation of an alias and/or additional identifiers appended to a sex offender record by means of a supplemental record can be found in the SUPPLEMENTAL RECORD section of this chapter.

Benefits and effectiveness data are not applicable to the NSOR records.

5 INQUIRY
5.1 INQUIRY AND DISCLOSURE STANDARDS

- The message key QXS is used for NSOR inquiries. It searches the NSOR and may retrieve an NSOR record that is active, expired, or inactive. If the QXS includes MNU, SOC, or OLN, the NCIC System will search them against the SER of Article File personal identifier records.

A QW, QWA, QWE, QWF, QWS, ZW, or QWI inquiry searches the NSOR in addition to other identifiable person, Vehicle, and Article Files and retrieves active records only. The QV and ZV inquiry searches the NSOR in addition to Vehicle, License Plate, and Vehicle/Boat Part Files and other identifiable person records. The QB and ZB inquiry search the NSOR in addition to the Boat File.

- All NSOR records are based on documented criminal history information and can only be disseminated in accordance with Title 28, USC, Section 534, or other federal statutes. Information in the NSOR should not be disclosed to the public. Publicly available information is accessible on the jurisdictions' websites or by searching the Dru Sjodin National Sex Offender Public Website at <www.nsopw.gov>.

- The NSOR can be used to enhance the jurisdiction's process to locate noncompliant offenders. The following scenario is provided to demonstrate how NSOR can be used in these processes:

  Upon issuance of new operator licenses, the motor vehicle department could initiate a check on the NSOR. Results would be provided to an authorized criminal justice agency. Any possible hits would require an investigation to determine the individual's identity and ascertain if the individual is required to register under the new jurisdiction's laws. If the individual failed to comply with registration requirements, he or she could be charged with that crime. Despite whether the individual is charged, the state could now register the offender.

5.2 EXAMPLES OF QXS INQUIRIES
5.2.1 Personal Identifiers

```
1N01HEADER.QXS.MD0100010.NAM/SMITH,JOHN.SEX/M.RAC/W.DOB/19620530
```

5.2.2 ZIP Code

```
1N01HEADER.QXS.MD0100010.ZIP/99999.SOS/N
```

Negative Response:

```
1L01HEADER
MD0100010


NO NCIC SEX OFFENDER FILE RECORD NAM/SMITH, JOHN DOB/19620530 SEX/M RAC/W
```

Positive Response:

```
1L01HEADER
MD0100010


*** SEX OFFENDER REGISTRY INFORMATION ***
THE SUBJECT IDENTIFIED IN THE FOLLOWING RECORD WITH NIC/X123456789
IS REGISTERED AS A SEX OFFENDER.  DO NOT SEARCH, DETAIN, OR
ARREST BASED SOLELY ON THIS RECORD.  ADDITIONAL INFORMATION REGARDING
SUBJECT MAY BE AVAILABLE FROM THE INTERSTATE IDENTIFICATION INDEX.

MKE/SEXUAL OFFENDER
CMC/05 - VIOLENT TENDENCIES
OFS/A2 - NON-COMPLIANT - ABSCONDED
ORI/MD1230000 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/MD
DOB/19620530 HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/123456A CTZ/US
SKN/ALB SMT/SC R HND
```

FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789
OLN/987654321 OLS/MD OLY/2012
ORD/20080923 ERD/NONEXP SXP/N CRR/HOMICIDE - WILLFUL KILL - WEAPON
CON/19810510 TIR/1 JUV/NPLC/MD
AOV/12 SOV/M ROV/ST - VICTIM WAS STRANGER
OCA/92312665 SID/MD9999999 LKI/VA0010000 LKA/1998-99999
VLD/20100530
MIS/SUBJECT COULD BE A THREAT TO YOUNG CHILDREN WEAPON USED WAS STRAIGHT
MIS/RAZOR ADDITIONAL CHARGES OF KIDNAPPING AND SEX ASSAULT - MINOR
MIS/BOAT IS A JOHNBOAT
LIC/ABC1234 LIS/MD LIY/2014 LIT/PC
VIN/123456789ABCD VYR/1972
VMA/CHEV VMO/MAL VST/2D VCO/BLU
VOW/P - PERSONAL
DNA/Y DLO/MARYLAND STATE LAB 301-555-1111
ADD/01 - RESIDENCE (LAST KNOWN) BDA/20040401
SNU/1234 SNA/MAIN ST
CTY/ANY TOWN STA/MD ZIP/99999
COU/PRINCE GEORGE
TNO/301 555-2222 TNT/H - HOME
EML/BADGUY@AOL(DOT)COM
IID/BADGUY - INSTAGRAM
SHN/UNIVERSITY OF MARYLAND MAIN CAMPUS
EMP/A & A CONSTRUCTION OCP/LABORER
PLN/123456789 PLT/GENERAL CONTRACTING
REG/MD123456 RES/MD REY/2014
BHN/123ABC456789 BMA/BSM BYR/1986 BTY/YYY
BMO/JB123456 BCO/CAM BLE/14 PRO/OB HUL/ML HSP/FB
BNM/GONE FISHIN
ORI IS ANY TOWN MD 301 555-3333
DOB/19630205
AKA/JONES, JOHN JAY
SMT/BALD
SID/VA1111111
AOV/9 SOV/M ROV/NE - VICTIM WA NEIGHBOR
AOV/11 SOV/M ROV/ST - STRANGER
LIC/XYZ9876 VA 2014 C0
VIN/987654321987 1980 FORD F25 FB RED W - WORK
IMN/I123456789 IMT/M
IMN/I987654321 IMT/I
ADD/03 - RELATIVE
SNU/8989 SNA/HIGH ST
CTY/ANY TOWN STA/MD ZIP/99999
COU/PRINCE GEORGE
TNO/703 555-1212 TNT/W - WORK
ADD/02 - EMPLOYER BDA/20090909
SNU/98765 SNA/HIGHWAY 1
CTY/ALEXANDRIA STA/VA ZIP/99999
PLN/987654321 PLT/PLUMBING
NIC/X123456789 DTE/20080924 0430 EDT DLU/20100530 0112 EDT

```
***** END OF SEX OFFENDER REGISTRY INFORMATION *****
```

5.3 MESSAGE FIELD CODES FOR AN INQUIRY
5.3.1 Personal Identifiers

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER/UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	OPTIONAL WITHIN SET	LIS	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1 -62	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

VEHICLE MAKE	OPTIONAL WITHIN SET	VMA	2-24	CODE AS DEFINED IN NCIC CODE MANUAL
BOAT REGISTRATION NUMBER	CONDITIONAL	REG	1-10	ALPHABETIC, NUMERIC
BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH	OPTIONAL	EBS	1-1	NUMERIC
SEX OFFENDER STATUS	OPTIONAL	SOS	1-1	ALPHABETIC

5.3.2 ZIP Code

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
ZIP CODE	MANDATORY	ZIP	5-5 5-10	NUMERIC NUMERIC, SPECIAL CHARACTERS
SEX OFFENDER STATUS	OPTIONAL	SOS	1-1	ALPHABETIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC

5.4 REQUIREMENTS FOR INQUIRY

- A QXS inquiry of the NSOR may be made by name and one, more than one, or all of the following alphanumeric identifiers: DOB (including year, month, and day), FBI, MNU, SOC, OLN, LIC, VIN, REG, and/or BHN with each data element preceded by the proper MFC and a slash (/).

- When a QXS using name and an identifier is performed, active, expired, and cleared records will be returned.

- Additionally, the Sex Offender Status (SOS) Field can be used to specify whether expired and inactive records should be returned. If the SOS Field contains Y, only active NSOR records will be returned. If the SOS Field contains N or is blank, then active, expired, and cleared records will be returned. Authorized noncriminal justice agencies partnering with a law enforcement agency, such as those designated state agencies authorized under the Child Care and Development Block Grant Act, shall include the SOS/Y in its QXS inquiry.

  If the QXS contains an SOS/Y and includes the RSH, ENS, or EBS, the inquiry will be rejected with the message REJECT - EXCESSIVE FIELDS FOR SOS.

- A QXS inquiry of the NSOR may be made using ZIP only, preceded by the proper MFC.

  When a QXS using ZIP is performed, the SOS Field can be used to specify whether expired and inactive records should be returned. If the SOS Field contains Y or is blank, only active NSOR records will be returned. If the SOS Field contains N, then active, expired, and cleared records will be returned.

- A direct retrieval of an active NSOR record can be made using NAM and OCA only. Exact spelling of the name as contained in the entry is required when inquiring with only NAM and OCA.

- To directly retrieve an NSOR record using NIC, a wanted person inquiry (QW, QWA, QWE, QWF, QWS, or ZW) must be performed. Additional information on these transactions can be found in the Wanted Person File chapter.

5.5 ADDITIONAL GUIDELINES FOR INQUIRY

- When the inquiry contains NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the exact date of birth in a record before a record will be retrieved. When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC will search for all matching records that contain the exact DOB and a surname that is a New York State Identification and Intelligence System (NYSIIS) match to the surname in the inquiry.

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

  Inquiry Race Codes Searched

  A   Asian or Pacific Islander All
  I   American Indian or Alaskan Native All
  B   Black All except W
  W   White All except B
  U   Unknown All

- When the inquiry contains a name and an alphanumeric identifier other than DOB, (i.e., the SOC,

FBI, MNU, OLN, LIC, VIN, REG, or BHN) a name search is not generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search.

- If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The MIS Field in the hit response should be reviewed to confirm that the first 15 characters are the same as the complete MNU.

- If an alphanumeric identifier is not available, an alphabetical search by NAM can be requested by contacting the FBI's CJIS Division staff at ioau@fbi.gov.

- An inquiry can provide a secondary hit response only from within the NSOR when the primary hit contains an SOC, FBI, VIN, or BHN and those fields were not part of the original search criteria. A second computer search is automatically generated on the SOC, FBI, VIN, and BHN contained in the primary record response. If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included after the first 20 hit responses to indicate a file is being created with up to an additional 100 hit responses.

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

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

- A QXS transaction will not cause a cross-search of any other file except if the QXS includes MNU, SOC, or OLN, then the NCIC System will search against the SER of Article File personal identifier records.

- An inquiry of the Wanted Person (QW, QWA, QWE, QWF, QWS, ZW, QWB, or QWI), Vehicle (QV, ZV, or QVB), and/or Boat (QB, ZB, or QBB) Files will result in the automatic cross-search of the NSOR. Active records will be returned in a positive response; inactive records (expired and cleared) will not. Additional information concerning the above MKEs can be found in the Wanted Person File chapter, Vehicle File chapter, and/or Boat File chapter.

- If a hit response contains expired license plate information, the following caveat will be included:

```
WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE
DATA.  USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.
```

- If a hit response is based on partial VIN match (last eight characters), the following caveat will be included：

```
RECORD NIC/X123456789 IS BASED ON PARTIAL VIN SEARCH - VERIFY ALL DATA BEFORE
TAKING FURTHER ACTION BASED ON THIS RESPONSE
```

- If a hit response is based on partial BHN match (first eight characters), the following caveat will be included：

```
RECORD NIC/X123456789 IS BASED ON PARTIAL BHN SEARCH - VERIFY ALL DATA BEFORE
TAKING FURTHER ACTION BASED ON THIS RESPONSE
```

- If a hit response is based on partial LIC match (first eight characters), the following caveat will be included：

```
RECORD NIC/X987654321 IS BASED ON PARTIAL LIC SEARCH - VERIFY ALL DATA BEFORE
TAKING FURTHER ACTION BASED ON THIS RESPONSE
```

- If an inquiry hits on more than 100 records, the NCIC System will discontinue processing the response and return the first 100 records with the following caveat.

```
MAXIMUM RECORD COUNT EXCEEDED FOR AN ON-LINE
SEARCH.  RESUBMIT MODIFIED SEARCH PARAMETERS OR
SUBMIT A GLOBAL INQUIRY TO RETRIEVE ALL RECORDS.
```

To modify the search parameters to possibly prevent excessive hits, omit DOB and use NAM and a different numeric identifier. Also, using SEX and RAC with NAM and DOB may reduce the number of hits. To request a Global Inquiry, contact your CSO or the FBI's CJIS Division.

- An NSOR response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, OFS, SID, operator's license data, license plate data, vehicle identification data, victim's data, address data, telephone number data, email address, internet identifier, employer, occupation, professional license data, school name, boat data, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license data by OLS, license plate data by LIS, vehicle data by VIN, victim's data by AOV, address data by STA, telephone number data by TNO, professional license data by PLN, boat data by RES, and image data by IMN.

- If a hit response is for a foreign sex offender record, the following caveat will be included:

```
REPEAT – DO NOT DETAIN BASED UPON NCIC RECORD WITH NIC/X123456789.
FOREIGN SEX OFFENDER – IMMEDIATELY CONTACT INTERPOL, US DOJ, AT NLETS
ORI/DCINTER00, OR TEL.  NO.  (202) 616-3900.
```

5.5.1 IMAGE INDICATOR (IND)

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

```
1N01HEADER.QXS.WA1230000.NAM/SMITH,JOHN.SEX/M.RAC/W.DOB/19680530.IND/Y
```

The following would be returned after the NIC information for an NSOR record with a mugshot image:

The Image Response (IMR) is composed of the following data: the Image Type (M for mugshot) and standard person MFCs (NAM, DOB, RAC, HGT, and WGT). The Date of Image (DOI) is next, followed by the NIC of the base record and the Image NCIC Number (IMN). Following the IMN is the Image MIS Field, then image size in bytes (00256), and, last, <image> would be replaced with the actual image. Information in the Image Response, prior to the image, is in a fixed-length format.

```
IMR/MNAM:SMITH, JOHN DOB:19680530
RAC:W HGT:510 WGT:165 DOI:19981210
NIC:X001269216 IMN:I000001233
MIS:LEFT SIDE PHOTO


00256    <image>)
```

5.5.2 RELATED SEARCH HIT (RSH)

QXS inquiries may also contain a Related Search Hit (RSH) Field. If the RSH is Y, secondary hit responses will be returned for all linked NSOR records. The NCIC System links records when:

1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other, or
2) the LKI/LKA are the same as the ORI/OCA contained in the primary hit response.

If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included in the hit response to indicate a file is being created with up to an additional 100 hit responses.

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

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

5.5.3 EXPANDED NAME SEARCH (ENS)

A QXS inquiry may also contain an Expanded Name Search (ENS) indicator to specify that if the NAM and DOB identifiers are used, the ENS function should be performed. If the ENS is Y, primary hits will be determined using each input name part as a last name, interchanging the remaining name parts as given names. Additional information can be found in the Introduction chapter of this manual.

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

The following hit response based on ENS would be returned:

```
1L01HEADER
WA1230000


*** SEX OFFENDER REGISTRY INFORMATION ***
THE SUBJECT IDENTIFIED IN THE FOLLOWING RECORD WITH NIC/X000056789
IS REGISTERED AS A SEX OFFENDER.  DO NOT SEARCH, DETAIN, OR
ARREST BASED SOLELY ON THIS RECORD.  ADDITIONAL INFORMATION REGARDING
SUBJECT MAY BE AVAILABLE FROM THE INTERSTATE IDENTIFICATION INDEX.

MKE/SEXUAL OFFENDER
ORI/IL1230000 NAM/MILES, FRANK SEX/M RAC/W ETN/H POB/IL
DOB/19691012HGT/505 WGT/149 EYE/BLU HAI/BRO FBI/7856567
SKN/LGT SOC/123456789
ORD/19981231 ERD/20101231 SXP/N CRR/PROCURE FOR PROSTITUTE
CON/19981231 TIR/2 JUV/N PLC/MD
AOV/30 SOV/F ROV/AQ - VICTIM WAS ACQUAINTANCE
OCA/92312665 SID/IL001122
MIS/MULTIPLE CONVICTIONS
DNA/Y DLO/MARYLAND STATE LAB 301 555-1212, DNA SAMPLE TAKEN BY PD
DLO/NOT YET TYPED
ADD/01 - RESIDENCE (LAST KNOWN)
SNU/112 SNA/LAKESHORE DRIVE
CTY/CHICAG0 STA/IL ZIP/00312
COU/COOK
TNO/312 555-5555 TNT/H - HOME
ORI IS CHICAGO PD IL 312 555-1234
NIC/X000056789 DTE/19991110 1001 EST DLU/20121125 1600 EST

**** END OF SEXUAL OFFENDER REGISTRY INFORMATION ****
```

5.5.4 EXPANDED DATE OF BIRTH SEARCH (EBS)

When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB.

When an inquiry transaction includes the numeric 2 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact year of birth with the month

and day transposed.

When an inquiry transaction includes the numeric 3 in the EBS Field, the expanded date of birth search will return records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed.

Additional information can be found in the Introduction chapter of this manual.

5.6 PROCEDURES FOR HANDLING A HIT

- The existence of an NCIC NSOR record does not require action by the inquiring agency (except for foreign sex offender records). If information obtained during the encounter indicates that the offender has failed to fulfill registration requirements (i.e., change of address), the NSOR record is not probable cause for arrest or detainment. However, the SOR record can be used as the basis for initiating an investigation.

- When an agency receives a record response to an NCIC System query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(ies). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

- When an agency receives a foreign sex offender record in response to an NCIC System inquiry, the agency should contact the INTERPOL, USNCB. USNCB will provide additional guidance to the inquiring agency and notify the country that issued the Green notice. If subject has relocated to the inquiring agency's jurisdiction, USNCB can provide assistance in obtaining the foreign conviction information to determine if subject is required to register.

6 LOCATE

There are no locate procedures for the NSOR.

7 CLEAR
7.1 WHEN TO USE A CLEAR MESSAGE

An NSOR record should be cleared when an offender has relocated and another jurisdiction has registered the offender; when a previously valid record is removed from the jurisdiction's registry; or as otherwise defined by the jurisdiction's policy/procedures. When offenders are relocating, jurisdictions are encouraged to keep their record active in the NCIC System until the new jurisdiction has entered a new record for the offender in the NSOR. The clear transaction will change the status of the NSOR record from active to inactive. Only the ORI that entered the record can clear the record.

Expired records cannot be cleared.

If the record being cleared contains an FBI Number/UCN, the NCIC System will notify the NGI of the clearance, and the NGI will remove the sex offender flag from the criminal history record.

7.2 EXAMPLE OF A CLEAR MESSAGE

The clear example contains: header (1N01HEADER), message key (CXS), Originating Agency Identifier (WA1230000), two record identifiers (NIC/X000039206 and OCA/123456726), and the date of clear (20101030).

```
1N01HEADER.CXS.WA1230000.NIC/X000039206.OCA/123456726.20101030
```

Acknowledgment:

```
1L01HEADER
WA1230000
CLEAR NIC/X000039206 OCA/123456726
```

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	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC

7.4 IDENTIFICATION OF A RECORD TO BE CLEARED

The record to be cleared must be identified by NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC and a slash (/). The name used in identifying the record to be cleared must be set forth with the exact spelling and spacing as shown in the record on file. Clear date (which must be the current date or less than the current date) without MFC must follow the two record identifiers.

7.5 ADDITIONAL GUIDELINES FOR CLEAR

- When an NSOR record is cleared, any supplemental information appended to that record will be cleared automatically.

- When an NSOR record is cleared, its status will be changed to inactive. During this period of time, the record can be accessed via the QXS transaction. Inactive records cannot be modified; however, they can be canceled. Cleared records will remain in an inactive status until the agency cancels the record.

- Benefits and effectiveness data are not applicable to the NSOR record.

8 SUPPLEMENTAL RECORD
8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN *NCIC CODE MANUAL*
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN[1]		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC[2]		

VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN[3]		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
OFFENDER STATUS FIELD	OPTIONAL	OFS	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VICTIM SET	OPTIONAL SET	ROV[4]		
ADDRESS SET	OPTIONAL SET	ADD[5]		
TELEPHONE NUMBER SET	OPTIONAL SET	TNO[6]		
EMAIL ADDRESS	OPTIONAL	EML	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
INTERNET IDENTIFIER	OPTIONAL	IID	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
EMPLOYER	OPTIONAL	EMP	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OCCUPATION	OPTIONAL	OCP	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROFESSIONAL LICENSE NUMBER SET	OPTIONAL SET	PLN[7]		
SCHOOL NAME	OPTIONAL	SHN	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
BOAT SET	OPTIONAL SET	REG[8]		

IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN[9]		

[1] OLN/<OLN>.<OLS>.<OLY>

[2] LIC/<LIC>.<LIS>.<LIY>.<LIT>

[3] VIN/<VIN>.<VYR>.<VMA.<VMO>.<VST>.<VCO>.<VOW>

[4] ROV/<ROV>.<AOV>.<SOV>

[5] ADD/<ADD>.<BDA>.<EDA>.<SNU>.<SNA>.<CTY>.<COU>.<STA>.<ZIP>

[6] TNO/<TNO>.<TNT>

[7] PLN/<PLN>.<PLT>

[8] REG/<REG><RES><REY><BHN>.<BYR>.<BMA>.<BTY>.<BCO>.<BMO>.<HUL>.<HSP>. <PRO>.<BLE>.<HPT>.<BNM>.<CGD>

[9] IMN/<IMN>.<IMT>

8.2 ENTRY OF A SUPPLEMENTAL RECORD

Entry of alias(es) and/or other additional identifiers as a supplemental record to an NSOR record may be made only by the ORI that entered the NSOR base record.

8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

The supplemental record entry example contains: header (1N01HEADER), message key (EXSN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/ SMITH, JOHN J and OCA/5439) and the supplemental data added to the record: two aliases (AKA/ROE, EDWARD and JONES, EDWARD); two dates of birth (DOB/19650912 and 19630912); two scars, marks, and tattoos (SMT/CAUL L EAR and TAT R ARM); two e-mail addresses (USER1234@AOL(DOT)COM and USER1234@YAHOO(DOT)COM); and one Internet identifier (CHAT NAME - FACEBOOK).

```
1N01HEADER.EXSN.MD1012600.NAM/SMITH, JOHN J.OCA/5439.AKA/ROE, EDWARD.
JONES,EDWARD.DOB/19650912.19630912.SMT/CAUL L EAR.TAT R ARM.
EML/USER1234@AOL(DOT)COM.USER1234@YAHOO(DOT)COM.IID/CHAT NAME - FACEBOOK
```

Acknowledgment:

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

8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY

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

8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

- The AKA Field and all additional data fields that may be included in a supplemental record are listed below with their field codes and the maximum number of occurrences for each field in the NSOR supplemental record.

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	19
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, Color, and Ownership (entered as a set; model, color and ownership are not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC	10
Citizenship	CTZ	9
Offender Status	OFS	9
Image NCIC Number and Image Type (entered as a set)	IMN	12
State Identification Number	SID	55
Relationship of Victim, Age of Victim, Sex of Victim	ROV	9
Address Type, Beginning Date at Address, Ending Date at Address, Street Number, Street Name, City, County, State, Zip Code	ADD	99
Telephone Number and Type	TNO	9
E-mail Address	EML	99
Internet Identifier	IID	99

Employer	EMP	9
Occupation	OCP	9
Professional License Number and Type	PLN	9
School Name	SHN	9
Boat Registration Number, State, Year of Expiration, Boat Hull Number, Hull Material, Hull Shape, Propulsion, Length, Home Port, Name, and Coast Guard Document Number	REG	9

- A maximum of 99 AKAs, ADDs, EMLs, and IIDs; 55 SIDs; 19 SMTs; 10 CMCs; and 9 of each of the following: DOBs, MNUs, SOCs, OLNs, LICs, VINs, OFSs, ROVs, TNOs, EMPs, OCPs, PLNs, SHNs, and REGs may be added to an NSOR record.

  For example, a record relating to JOHN HARRY SMITH might have an appended supplemental record of aliases and other additional identifiers consisting of three other names (AKAs), nine DOBs, five SMTs, two MNUs (an Army serial number and a mariner's document number), three EMLs, two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to be used by the offender, one set of data concerning an automobile known to be used by the offender; and one set of data concerning a boat used by the offender.

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

8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

- A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias (or variation of name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; citizenship; offender status; State Identification Number; e-mail address; Internet identifier; employer; occupation; school name; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, a license plate, vehicle, victim's information, address, telephone number, professional license, or boat is likewise counted as one identifier.

- Supplemental entry of an IMN/IMT set is used to link the base sex offender record with an existing image record in the NCIC System. A sex offender may be associated with a maximum of one each of the following image types: mugshot, and signature.

  IMN and IMT Fields (up to 12: 1 mugshot, 1 signature, 10 identifying images) are added to the supplemental record when an image is entered and the NIC of the base record is included in the entry transaction.

  Additional information can be found in the Image File chapter of this manual.

8.7 ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL RECORD ENTRY

- After the NSOR record has been identified, each field included in a supplemental record entry,

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

- The OLN, LIC, ADD, PLN, REG, ROV, VIN, TNO and IMN Fields in the supplemental record format are multiple element data fields; i.e., these fields have more than one data element following the field code and slash and are entered as sets, e.g., OLN/<OLN>.<OLS>.<OLY>.

- Each set of data must be preceded by the appropriate field code followed by a slash. The data elements within a set of data must be entered in sequence after the slash, and each data element must be accounted for.

- The field in the main record must contain data before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the base record does not contain a Social Security number in the SOC Field. Additional information concerning the REJECT - BASE DATA DOES NOT EXIST FOR SUPPLEMENTAL FIELD - XXX format error message can be found in the Introduction chapter of this manual.

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

- The NCIC formats do not permit inclusion of periods (.) in the EML and IID Fields. To represent a period, use open parenthesis DOT close parenthesis. The period is used to separate data elements.

   For example:
   EML/JOHN(DOT)SMITH@YAHOO(DOT)COM.JSMITH@AOL(DOT)COM.IID/BIGJOHN 999(DOT)999(DOT)999(DOT)9 - COMCAST. If using NCIC XML formats, periods may be included in the EML Field.

- When a supplemental record entry contains data on a person, a vehicle, a license plate, or a boat already contained in a person (e.g., Missing or Wanted) file, Vehicle, License Plate, or Boat Files records, the agency making the supplemental record entry will be furnished with the record on file at the time the supplemental record entry message is acknowledged.

- The criteria for rejecting duplicate records, as defined in the Introduction section of this chapter, apply to the entry of supplemental information.

- Additional information for the coding of personal identifiers can be found in Personal Descriptors Codes, *NCIC Code Manual*.

8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY
8.8.1 ALIAS (AKA)

- Field code AKA followed by a slash is used to identify an alias(es). An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.

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

- Nicknames (monikers) are to be entered in the AKA Field of the NSOR record. The term

nickname in the NCIC System is defined as a name added to or substituted for the proper name of a person, such as their street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James. The nickname is to be entered in the AKA Field followed by a comma (space after comma is optional), then an X (i.e., AKA/PEANUT, X).

- Additional information for the coding of aliases can be found in Personal Descriptors Codes, *NCIC Code Manual*.

8.8.2 OPERATOR'S LICENSE NUMBER SET

OLN followed by a slash is used to identify additional operator's license number set data in an entry. The three MFCs making up this set are OLN, OLS, and OLY. All three MFCs must be included in the order listed in the format and must be separated by a period.

For example:

`OLN/L234526677238.VA.1976.`

In the event more than one operator's license number set is to be entered at the same time, each operator's license number set must be preceded by MFC OLN/.

8.8.3 LICENSE PLATE NUMBER SET

LIC followed by a slash is used to identify additional license plate number set data in an entry. The four MFCs making up this set are: LIC, LIS, LIY, and LIT. All four MFCs must be included in the order listed in the format and must be separated by a period.

For example:

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

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

8.8.4 VEHICULAR IDENTIFICATION NUMBER SET

- Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This field contains the following seven data elements: VIN, VYR, VMA, VMO, VST, VCO, and VOW.

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

  For example:

  `VIN/1L69X6J023456.1976.CHEV.IMP.4D.BLK.W.`

  Or

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

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

8.8.5 ADDRESS SET

- Field code ADD followed by a slash is used to identify additional address information in a supplemental entry. This field contains the following nine data elements: ADD, BDA, EDA, SNU, SNA, CTY, COU, STA, and ZIP.

- The STA is required for entry. However, all fields must be entered in proper order when available. Elements must be separated by periods, and each data element must be accounted for.

  For example:

  ```
  ADD/09.20120415.20120430.123.OCEAN DRIVE.DAYTONA BEACH.  VOLUSIA.FL.99999
  ```

  Or

  ```
  ADD/...123.OCEAN DRIVE.DAYTONA BEACH..FL..
  ```

- In the event data related to other addresses are entered at the same time, each set of data must be preceded by MFC ADD/.

8.8.6 VICTIM SET

Field code ROV followed by a slash is used to identify additional victim information in a supplemental entry. This field contains the following three data elements: ROV, AOV, and SOV.

All fields are optional within the ROV set. However, all fields must be entered in proper order when available. Elements must be separated by periods, and each data element must be accounted for.

For example:

```
ROV/AQ.12.F
```

Or

```
ROV/.12.F.
```

In the event data related to other victims are entered at the same time, each set of data must be preceded by MFC ROV/.

8.8.7 TELEPHONE NUMBER SET

- Field code TNO followed by a slash is used to identify additional telephone number in a supplemental entry. This field contains the following two data elements: TNO and TNT.

- All fields are optional within the TNO set. However, all fields must be entered in proper order when available. Elements must be separated by periods, and each data element must be accounted for.

  For example:

  ```
  TNO/304 555-1212.C.
  ```

  Or

  ```
  TNO/304 555-1212..
  ```

- In the event data related to other telephone numbers are entered at the same time, each set of data must be preceded by MFC TNO/.

8.8.8 PROFESSIONAL LICENSE NUMBER SET

- Field code PLN followed by a slash is used to identify additional professional license information in a supplemental entry. This field contains the following two data elements: PLN and PLT.

- All fields are optional within the PLN set. However, all fields must be entered in proper order when available. Elements must be separated by periods, and each data element must be accounted for.

For example:

```
PLN/123456789ABC.CONTRACTOR.
```

Or

```
PLN/.CONTRACTOR.
```

- In the event data related to other professional licenses are entered at the same time, each set of data must be preceded by MFC PLN/.

8.8.9 BOAT SET

- Field code REG followed by a slash is used to identify additional boat information in a supplemental entry. This field contains the following 16 data elements: REG, RES, REY, BHN, BYR, BMA, BTY, BCO, BMO, HUL, HSP, PRO, BLE, HPT, BNM, and CGD.

- All fields are optional within the REG set. However, all fields should be entered in proper order when available. Elements must be separated by periods, and each data element must be accounted for.

For example:

```
REG/WV12345.WV.2014.STM8528EM79B.1979.STR.RUN.BLU.WAVERUNNER.PL.SV.
IN.WESTON.GONE SKIING..
```

Or

```
REG/WV12345.WV.2014.STM8528EM79B.1979...BLU.  .....GONE SKIING..
```

- In the event data related to other boats are entered at the same time, each set of data must be preceded by MFC REG/.

8.8.10 ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

Additional dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; countries of citizenship; offender statuses; caution and medical conditions; State Identification Numbers; e-mail addresses; and Internet identifiers, employers, occupations, and schools follow the field codes DOB/, SMT/, MNU/, SOC/, CTZ/, OFS/, CMC/, SID/, EML/, IID/, EMP/, OCP/, and SHN/ respectively, without repeating the MFC and separated only by periods.

For example:

```
DOB/19370102.19350823.SMT/SC L CHK.POCKMARKS.MNU/AF-2252333.
SOC/123456789.CMC/30.OCP/AUTO MECHANIC.SHN/WEST VIRGINIA JUNIOR COLLEGE
BRIDGEPORT CAMPUS
```

8.8.11 IMAGE NCIC NUMBER SET

Up to nine images can be entered in a supplemental entry transaction. The format is IMN/<IMN>.<IMT>. The IMN is the NCIC Number of the image, and the image type is either signature (S), mugshot (M), or identifying image (I). If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected.

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

- No one-step procedure is available to modify an alias or other identifier in a supplemental record to an NSOR record.

- To modify an AKA or other identifier in a supplemental record to an NSOR record, the incorrect

AKA or other identifier should be canceled and reentered. Cancellation procedures are set forth in the SUPPLEMENTAL RECORD section of this chapter. Once canceled, the correct alias or other identifier can be entered.

- An MXS message to the base record to delete information in a field will cause the same data in the supplemental record to move up to the base record excluding license plate, vehicle, and boat data.

8.10 EXAMPLE OF SUPPLEMENTAL RECORD ALIASES AND OTHER IDENTIFIERS CANCELLATION

The example of a cancellation of aliases and other additional identifiers in a supplemental record contains: header (1N01HEADER), message key (XXSN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/X000069216), and data to be canceled (AKA/ROE, EDWARD.JONES, EDWARD) and (DOB/19651012.19630912).

```
1N01HEADER.XXSN.MD1012600.NAM/SMITH, JOHN J.NIC/X000069216.AKA/ROE,
EDWARD.JONES, EDWARD.DOB/19651012.19630912
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL SUPP NAM/SMITH, JOHN NIC/X000069216
AKA/ROE, EDWARD
AKA/JONES, EDWARD
DOB/19651012
DOB/19630912
```

8.11 IDENTIFICATION OF RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS

When canceling an AKA and/or other additional identifiers contained in a supplemental record, the NSOR record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC and a slash (/) and the supplemental data to be canceled with each field preceded by the proper MFC and a slash (/).

8.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

A maximum of nine identifiers of various kinds may be canceled in one cancel message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA (or name spelling variation), DOB, SMT, MNU, SOC, CTZ, CMC, OFS, SID, EML, IID, EMP, OCP, and SHN is counted as one identifier. Each set of OLN, LIC, IMN, VIN, ROV, ADD, TNO, PLN, and REG is counted as one identifier.

8.13 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION

- Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; citizenship; offender status; State Identification Number; e-mail address; Internet identifier; employer; occupation; school name; and/or caution and medical conditions to be canceled are to be set out in the cancel message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC.

However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

- Each set of operator's license, license plate, image data, victim's information, address, telephone number, professional license, or boat data must be preceded by OLN/, LIC/, IMN/, ROV/, ADD/, TNO/, PLN/, or REG/ respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When vehicular data are canceled, only the vehicle identification number and make are required following VIN/ with a period to account for the intervening VYR Field.

  For example:

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

- Up to nine images can be canceled in a supplemental cancel transaction: one signature, one mugshot, and/or ten identifying images. The format is IMN/<IMN>.<IMT>. The IMN is the NIC of the image and the image type will be either S, M, or I. If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected. Additional information regarding the entry of images can be found in the Image File chapter.

- When an NSOR record is canceled, its entire supplemental record is automatically canceled.

9 NGI SEX OFFENDER REGISTRY NOTICE
9.1 SEX OFFENDER REGISTRY (SOR) NOTICE

- When an NSOR record is entered with, or modified to include, an FBI Number/UCN, the NCIC System generates an inter-system message ($.A.WPT) to the NGI. NGI places a SOR Notice on the offender's criminal history record, therefore, ensuring that the subject's status as a sex offender is discovered during a fingerprint check (criminal and civil).

- Prior to posting a SOR Notice, NGI performs additional edits in an attempt to ensure the subject of the NSOR record is the same as the subject of the criminal history record identified by the FBI Field.

- The SOR Notice contains the registering agency's name and ORI, agency's case number, NCIC number, name offender registered under, as well as the beginning and ending registration dates. Examples of the SOR Notice are provided in the NGI/III Chapter.

9.2 CRIMINAL HISTORY RECORD ACTIVITY

An International Justice and Public Safety Information Sharing Network (Nlets) administrative message is sent to the ORI of the NCIC record when there is a fingerprint identification, consolidation, or expungement of the correlating criminal history record. The following are examples of these Nlets messages:

9.2.1 FINGERPRINT IDENTIFICATIONS (Arrest, Deceased, and Applicant)

```
AM.DCFBIWAP3.CODPD0000.TXT
TO: DENVER POLICE DEPARTMENT
DENVER, CO

ON 2000/11/30 ARREST FINGERPRINTS WERE IDENTIFIED WITH
SMITH,JONATHAN DOUGLAS JR, DOB 1968/02/03, FBI/9999999.
NOTIFICATION WAS RECEIVED FROM DALLAS POLICE DEPT (ORI/TXDPD0000)
DALLAS, LOCAL IDENTIFICATION #1234567890, DATE OF ARREST
2000/11/29
```

OUR RECORDS INDICATE THAT THIS INDIVIDUAL IS REGISTERED BY YOUR
AGENCY AS A CONVICTED SEXUAL OFFENDER AS
SMITH, JOHN D JR, CASE #1998-12345,
ENTERED IN NCIC (NIC/X987654321).

INDIVIDUAL'S CRIMINAL RECORD IS AVAILABLE VIA THE INTERSTATE IDENTIFICATION INDEX.

FOLLOW-UP ACTION MAY BE APPROPRIATE.

FBI CRIMINAL JUSTICE INFORMATION SERVICES DIVISION CLARKSBURG, WV

NOTE: "DECEASED" or "APPLICANT" would replace "ARREST" in message when appropriate.

9.2.2 RECORDS CONSOLIDATED

AM.DCFBIWAP3.CODPD0000.TXT
TO: DENVER POLICE DEPARTMENT
DENVER, CO

OUR RECORDS INDICATE THAT SMITH, JOHN D JR, FBI#9999999,
WAS REGISTERED AS A CONVICTED SEXUAL OFFENDER WITH YOUR AGENCY, AS
CASE #1998-12345, ENTERED IN NCIC (NIC/X987654321).
FBI NUMBER 9999999 HAS BEEN CANCELED AS A RESULT OF A CONSOLIDATION.

THE CURRENT FBI NUMBER FOR THIS INDIVIDUAL IS 123456789, AND THE
INDIVIDUAL IS REGISTERED UNDER THE MASTER NAME
SMITH, JONATHAN DOUGLAS JR. THIS INDIVIDUAL WILL CONTINUE TO BE
REGISTERED IN OUR RECORDS AS CASE #1998-12345, NCIC (NIC/X987654321)
UNTIL YOU TERMINATE THE REGISTRATION OR THE REGISTRATION PERIOD EXPIRES.

YOUR RECORDS AND YOUR NCIC REGISTRATION FOR THIS INDIVIDUAL SHOULD BE
UPDATED TO REFLECT THESE CHANGES.

INDIVIDUAL'S IDENTIFICATION RECORD IS AVAILABLE VIA THE INTERSTATE
IDENTIFICATION INDEX.

FBI CRIMINAL JUSTICE INFORMATION SERVICES DIVISION CLARKSBURG, WV

9.2.3 RECORD EXPUNGED

AM.DCFBIWAP3.CODPD0000.TXT
TO: DENVER POLICE DEPARTMENT
DENVER, CO

OUR RECORDS INDICATE THAT SMITH, JOHN D JR, FBI
#9999999, IS REGISTERED AS A CONVICTED SEXUAL OFFENDER WITH YOUR

AGENCY, AS CASE #1998-12345, ENTERED IN NCIC (NIC/X987654321). THE
FINGERPRINTS AND CRIMINAL RECORD FOR FBI NUMBER 9999999 HAVE BEEN
PURGED IN THE FBI'S CRIMINAL FILE.

IF YOU HAVE CRIMINAL ARREST FINGERPRINTS IN YOUR FILES ON THIS
INDIVIDUAL, SUBMIT THE FINGERPRINTS TO ESTABLISH A NEW FBI NUMBER AND
CRIMINAL RECORD. CLEAR THE CURRENT NCIC SEXUAL OFFENDER REGISTRY FOR

THIS INDIVIDUAL AND REESTABLISH THE SEXUAL OFFENDER REGISTRY USING THE
NEW FBI NUMBER.

FBI CRIMINAL JUSTICE INFORMATION SERVICES DIVISION CLARKSBURG, WV

9.2.4 NATIONAL FINGERPRINT FILE (NFF) STATE IDENTIFICATION

AM.DCFBIWAP3.CODPD0000.TXT
TO: DENVER POLICE DEPARTMENT
DENVER, CO

ON 2010/11/30 FINGERPRINTS WERE IDENTIFIED WITH
SMITH,JONATHAN DOUGLAS JR, DOB 1968/02/03, FBI/9999999.
NOTIFICATION WAS RECEIVED FROM BU OF CRIMINAL IDENT (ORI/ID001015Y)
MERIDIAN

OUR RECORDS INDICATE THAT THIS INDIVIDUAL IS REGISTERED BY YOUR
AGENCY AS A CONVICTED SEXUAL OFFENDER AS
SMITH, JOHN D JR, CASE #1998-12345,
ENTERED IN NCIC (NIC/X987654321).

INDIVIDUAL'S CRIMINAL RECORD IS AVAILABLE VIA THE INTERSTATE IDENTIFICATION INDEX.

FOLLOW-UP ACTION MAY BE APPROPRIATE.

FBI CRIMINAL JUSTICE INFORMATION SERVICES DIVISION CLARKSBURG, WV

9.2.5 NON-URGENT FINGERPRINT IDENTIFICATION

AM.DCFBIWAP3.CODPD0000.TXT
TO: DENVER POLICE DEPARTMENT
DENVER, CO

***RECORD UPDATE IS DUE TO PROCESSING OF A NON-RECENT ARREST FINGERPRINT
CARD. SUBJECT MAY NO LONGER BE IN CUSTODY.***

ON 2010/11/30 ARREST FINGERPRINTS WERE IDENTIFIED WITH
SMITH,JONATHAN DOUGLAS JR, DOB 1968/02/03, FBI/9999999.
NOTIFICATION WAS RECEIVED FROM DALLAS POLICE DEPT (ORI/TXDPD0000)
DALLAS, LOCAL IDENTIFICATION #1234567890, DATE OF ARREST
2005/01/29

OUR RECORDS INDICATE THAT THIS INDIVIDUAL IS REGISTERED BY YOUR
AGENCY AS A CONVICTED SEXUAL OFFENDER AS
SMITH, JOHN D JR, CASE #1998-12345,
ENTERED IN NCIC (NIC/X987654321).

INDIVIDUAL'S CRIMINAL RECORD IS AVAILABLE VIA THE INTERSTATE IDENTIFICATION INDEX.

FOLLOW-UP ACTION MAY BE APPROPRIATE.

FBI CRIMINAL JUSTICE INFORMATION SERVICES DIVISION CLARKSBURG, WV