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# ORI File

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# **1 INTRODUCTION**

## **1.1 BACKGROUND**

The NCIC System is a nationwide information system established as a service to all criminal justice agencies. Disclosure of information from the NCIC System is for the purpose of providing information to authorized agencies to facilitate the apprehension of fugitives, the location of missing persons, the location and return of stolen property, or similar criminal justice objectives. The NCIC System is also the telecommunication link to the automated system of Criminal History Record Information (CHRI) known as the Next Generation Identification (NGI) Interstate Identification Index (III). Access to the NGI/III is essentially restricted to "criminal justice agencies" that perform the "administration of criminal justice" as defined in Title 28, Code of Federal Regulations (C.F.R.), Part 20, Subpart A.

An FBI's CJIS Division-approved Originating Agency Identifier (ORI) is a nine-character identifier assigned by the CJIS Division to an agency which has met the established qualifying criteria, the ORI will provide the correct level of access to CJIS Division systems and will identify the agency in transactions on the NCIC System.

As well, the ORI file gives users the capability to inquire on any FBI approved ORI, to receive its translation (ZO) or to obtain additional information (QO) regarding the agency.

## **1.2 NCIC ORI REQUEST AND ASSIGNMENT POLICY**

- Requests for an ORI assignment must always come from the respective state or federal CJIS Systems Agency (CSA) or the CSA's designee.
- The request must document the criminal justice authority, duties and functions of the agency. The documentation must support the contention that the primary function of the agency is that of criminal detention, apprehension, or criminal investigations of applicable laws as opposed to civil or administrative functions. Documents may include, but are not limited to, federal and state statutes, executive orders, current budgets, and law enforcement training and certifications.
- All requests must include the following:
  - Complete name of the agency
  - Complete mailing address of the agency
  - County the agency resides in
  - Telephone number of the agency
  - If available a fax number
  - If available an e-mail address for the agency
- Requests for CJIS Division systems access should be sent to the NCIC Operations and Policy Unit at [ORI@leo.gov](mailto:ORI@leo.gov).
- Upon receipt, each request for access to CJIS Division systems will be evaluated by the CJIS Division to determine if the agency meets the criteria. The CSA will be notified of the decision once a determination has been made by the CJIS Division.

## **1.3 CRITERIA FOR ASSIGNMENT OF A FULL ACCESS ORI**

- All NCIC files and the NGI/III are available to full access ORIs. To qualify for assignment of an ORI that would permit access to CHRI, a requesting entity must be authorized to access the NCIC System pursuant to Title 28, United States Code (U.S.C), Section (§) 534, which provides

that the exchange of criminal history records shall be "...with, and for the official use of, authorized officials of the federal government, including the United States Sentencing Commission, the states, cities, and penal and other institutions." The Department of Justice and federal courts have interpreted this language to restrict access to such criminal history records to criminal justice agencies for criminal justice purposes and to federal agencies authorized to receive them pursuant to a federal statute or executive.

- To be considered a criminal justice agency, an entity must meet the definition of a criminal justice agency as contained in Title 28, C.F.R., Part 20, Subpart A. Title 28, C.F.R. § 20.3(g) defines a criminal justice agency as "(1) Courts; [or] (2) A governmental agency or any subunit thereof which performs the administration of criminal justice pursuant to a statute or executive order, and which allocates a substantial part (interpreted to mean at more than 50 percent) of its annual budget to the administration of criminal justice." § 20.3(b) further states that "the administration of criminal justice means performance of any of the following activities: detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders."
- The definition of a criminal justice agency and the administration of criminal justice must be considered together. Included as criminal justice agencies would be traditional police, courts, and corrections agencies, as well as subunits of noncriminal justice agencies performing a function of the administration of criminal justice. These subunits would include agencies which have as their principal function the investigation of criminal provisions of applicable state laws (Appendix to Part 20, C.F.R. § 20.3[g]).
- Any court that hears civil cases only (with the exception of domestic violence and stalking cases as specified in 1.4), and some probate courts do not qualify for access to CJIS Division systems.
- Any correctional facility that houses only juveniles who are not involved in the criminal justice process but who are orphaned or declared incorrigible do not qualify for access to CJIS Division systems.
- 28 CFR, Part 20, was amended to authorize access to the NCIC System and NGI/III by private agencies that have been contracted by criminal justice agencies to conduct criminal justice functions for the criminal justice agency.
- 28 C.F.R. § 20.33(a)(7) permits access to CHRI contained in the NCIC System, NGI/III, and the Fingerprint Identification Records System to private contractors pursuant to a specific agreement with an agency identified in paragraphs (a)(1) or (a)(6) for the purpose of providing services for the administration of criminal justice pursuant to that agreement. The agreement between the criminal justice agency and the private contractor must incorporate the CJIS Division's Security Addendum approved by the United States Attorney General. The Security Addendum specifically authorizes access to CHRI, limits the use of the information to the purposes for which it is provided, ensures the security and confidentiality of the information consistent with the regulations, provides for sanctions, and contains such other provisions as the Attorney General may require.

Access to the NCIC System is limited by federal statutes and regulations, as well as policy promulgated by the Director of the FBI on the recommendation of the CJIS Advisory Policy Board. Although it is the policy that no criminal justice agency be denied access to the NCIC System, the policy is very restrictive in preventing access by private entities absent the above-mentioned documentation.

- A governmental regional dispatch center may qualify for an ORI assignment related to the NCIC files and NGI/III. A governmental regional dispatch center is a cooperative effort entered into by political subdivisions in a particular area for the purpose of providing consolidated and computer-

assisted dispatch for the law enforcement community. In many cases, the law enforcement departments involved are abolishing their communications sections and turning the communications functions over to a consolidated regional system. Agencies meeting the above criteria are assigned an ORI ending with the alphabetic character "N".

- A nongovernmental railroad or campus police department is one which performs the administration of criminal justice and has arrest powers pursuant to a state statute, and allocates a substantial part (interpreted to mean more than 50%) of its annual budget to the administration of justice as defined by the Department of Justice Regulations on Criminal Justice Information Systems (28 C.F.R., Part 20, Subpart A), and meets all training requirements established by state law or ordinance for law enforcement officers. These agencies are assigned an ORI ending with the alphabetic character "E".
- The Security Clearance Information Act (SCIA), Public Law (Pub. L.) 99-169, amended by Pub. L. 106-398, and codified at Title 5, United States Code (U.S.C.), § 9101, authorizes designated federal agencies to receive criminal history record information when investigating individuals for access to classified information, assignment to or retention in sensitive national security duties or positions, acceptance or retention in the armed forces, or appointment, retention or assignment to a position of public trust while either employed by the Government or performing a Government contract. For national security purposes, these agencies have access to all NCIC files. Any inquiry resulting in a positive response must be immediately turned over to a proper law enforcement agency before proceeding with the SCIA investigation. Record entry, modification, and cancellations are prohibited. Authorized agencies are assigned an ORI ending with the alphabetic character "R".
- The Adam Walsh Child Protection and Safety Act of 2006 (the Act), Public Law 109-248, was enacted into law on July 27, 2006. Section 151 of the Act requires the Attorney General to ensure access to FBI CHRI by Governmental Social Services (GSS) agencies with child protection responsibilities and the National Center for Missing and Exploited Children (NCMEC). States are authorized under Section 151 of the Act to provide GSS and NCMEC agencies with access to the NCIC System and NGI/III.

Section 151 provides that access by GSS agencies with child protection responsibilities is to be used only in investigating or responding to reports of child abuse, neglect, or exploitation.

Section 151 access by NCMEC agencies is to be used only within the scope of the Center's duties and responsibilities under federal law to assist or support law enforcement agencies in administration of criminal justice functions.

GSS and NCMEC agencies are assigned an ORI ending with the alphabetic character "F".

## **1.4 CRITERIA FOR ASSIGNMENT OF A LIMITED ACCESS ORI**

FBI assigned ORIs may also be available to agencies such as State Department of Motor Vehicles, Coroners, and domestic violence courts. These agencies may qualify for access to CJIS Division systems only for specified NCIC files.

The Violent Crime Control and Law Enforcement Act of 1994 amended 28 U.S.C. § 534 to authorize the United States Attorney General to disseminate information from national crime information databases consisting of identification records, criminal history records, wanted person records, and protection orders for use in domestic violence and stalking cases. Civil courts may qualify for an FBI assigned ORI for access to the NCIC Wanted Person File and Protection Order File, and NGI/III for use in domestic violence and stalking cases only. These agencies are assigned an ORI ending with the alphabetic character "D".

A nongovernmental agency or subunit thereof which allocates a substantial part of its annual budget to the administration of criminal justice, and whose regularly employed peace officers have full police powers pursuant to state law and have complied with the minimum employment standards of governmentally employed police officers as specified by state statute, may have direct terminal access to the NCIC Protective Interest File, Wanted Person File, Missing Person File, Stolen Property File, Active Protection Order File, and Extreme Risk Protection Order File records. Access must be approved by the CSA. These agencies are assigned an ORI ending with the alphabetic character **"P"**.

A governmental regional dispatch center, established by a state statute, resolution, ordinance, or executive order, which provides communication services to criminal justice agencies, may be authorized access to the NCIC Protective Interest File, Wanted Person File, Missing Person File, Stolen Property File, Active Protection Order File, and Extreme Risk Protection Order File records provided such access is approved by the CSA. These agencies are assigned an ORI ending with the alphabetic character **"P"**.

- Due to amendments to 28, C.F.R., Part 20, agencies currently assigned ORIs ending with the alphabetic character **"P"** may now qualify for a full access ORI. Prior to such amendments, many computer-assisted dispatch and communication or 911 centers, as well as railroad and campus police departments, were assigned limited access ORIs ending with the alphabetic character **"P"**.
- Dispatch centers may be authorized a full access ORI ending in the alphabetic character **"N"** (see section 1.5.4.).
- Railroad and campus police departments may be authorized a full access ORI ending in the alphabetic character **"E"** (see section 1.5.4.).
- Please refer to the All CJIS Systems Officer (CSO) letter dated February 25, 2005, for a detailed explanation.

The National Insurance Crime Bureau (NICB) is a nongovernmental, nonprofit agency that acts as a national clearinghouse for information on stolen vehicles. The NICB offers free assistance to law enforcement agencies concerning automobile thefts and identification and recovery of stolen vehicles. The NICB is provided limited access to the Vehicle File, Boat File, License Plate File, Article File, and Vehicle/Boat Part File. These agencies are assigned an ORI ending with the alphabetic character **"O"**.

A noncriminal justice governmental department of motor vehicles or driver license registry, established by a state statute, which provides vehicle registration and driver record information to criminal justice agencies and has an essential need to access the License Plate, Vehicle, and Vehicle/Boat Part Files, may be authorized direct access to NCIC Wanted Person, Missing Person, Unidentified Person, License Plate, Vehicle, and Vehicle/Boat Part Files. The CSA must approve access to these agencies. These governmental agencies perform civil functions and are required to execute an agreement with the state CSA ensuring compliance with all established NCIC policies and procedures. These agencies are assigned an ORI ending with the alphabetic character **"V"**.

The National Center for Missing and Exploited Children (NCMEC) is a nongovernmental, noncriminal justice agency set up by a government grant to aid the parents of missing and exploited children. NCMEC has an essential need to access the Unidentified Person, Missing Person, and Wanted Person Files. NCMEC has the ability to enter investigative interest supplemental records for Wanted Person, Missing Person, and Unidentified Person File records. The agency is assigned an ORI ending with the alphabetic character **"W"**.

A governmental child support enforcement agency, based on 42 U.S.C. § 666(a), by which states are mandated to have in effect laws requiring the use of certain procedures to increase the effectiveness of state child support enforcement. Section 315 of the Personal Responsibility and Work Opportunity Act of 1996, Public Law 104-193, entitled "Locator Information from Interstate Networks," amends 42 U.S.C. § 666(a) to include a requirement that states have in place "procedures to ensure that all federal and state

agencies conducting activities under this part have access to any system used by the state to locate an individual for purposes relating to motor vehicles or law enforcement." Such agencies may be provided limited access to the Wanted Person, Missing Person, and Protection Order Files. These agencies are assigned an ORI ending with the alphabetic character "U".

The Compact Council (Council) established pursuant to the National Crime Prevention and Privacy Compact Act of 1998, sets forth rules and procedures necessary to regulate the use of the NGI/III system for noncriminal justice purposes. On October 10, 2000, the Council established a rule to allow direct access to the NGI/III for a preliminary name check pending positive fingerprint identification. This access is authorized in limited situations when exigent circumstances exist that do not reasonably lend themselves to immediate fingerprinting. Authorized governmental agencies, e.g., agencies affiliated with the Department of Children and Family Services, may conduct name inquiries for the emergency placement of children in those limited instances when the primary caretaker (parent or custodian) is unavailable. As a prerequisite, the state must have a statute that has been approved by the FBI under the provisions of Public Law 92-544. Once the FBI on behalf of the Compact Council authorizes access, the CJIS Division assigns an ORI ending in the alpha character "T" to the noncriminal justice governmental agency conducting the emergency child placement checks.

The USCIS has been authorized full access to all NCIC files, but not NGI/III, in order to fulfill their mission regarding the adjudication of petitions and applications for immigration benefits. The USCIS ORIs will reflect the characters "CIS" in positions 3, 4, and 5.

Some United States Military ORIs have been restricted to allow only certain agency ORIs entry capabilities. Please check with the federal CJIS Systems Agency to determine what ORIs have entry capabilities.

## 1.5 ORI STRUCTURE AND USE

The ORI is a nine-character identifier assigned by CJIS Division staff to an agency which has met the established qualifying criteria for ORI assignment to identify the agency in transactions on the NCIC System. The structure of law enforcement ORIs (those ORIs ending with a zero) and other criminal justice ORIs (those ORIs ending with an alphabetic character) are as follows:

### 1.5.1 Structure of Law Enforcement ORIs:

#### 1.5.1.1 POSITIONS 1 and 2:

- Positions 1 and 2 of the ORI will be the alphabetic characters representing the state or country in which the agency is physically located.
- Example: **WV**0020100

#### 1.5.1.2 POSITIONS 3, 4 and 5:

- Positions 3, 4, and 5 of the ORI are numeric characters indicating the county in which the agency is physically located.
- Example: WV**002**0100
- Some state level and federal agencies may have the acronym for that agency, in positions 3, 4, and 5, of the ORI. A few examples are **WVFBI**0000 for the Federal Bureau of Investigations and **TXDPD**0000 for the Dallas, Texas, Police Department. The assignment of vanity ORIs is strongly discouraged.

#### 1.5.1.3 POSITIONS 6 and 7:

- The CJIS Division will determine the numeric and alphabetic characters assigned to positions 6 and 7 of the ORI.
- Positions 6 and 7 of the ORI are used to distinguish one agency from another within the same

county. Generally, these positions follow alphabetic or numeric order.

- Example: WV0030000, WV0030100, WV0030200, WV0030300

#### 1.5.1.4 POSITIONS 8 AND 9:

- Positions 8 and 9 of a law enforcement ORI will always end in double zero.
- Example: WV0030000
- The CSA may vary the last two positions (8 and 9) of a law enforcement ORI for large agencies that have a need to identify internal divisions, units, substations, or multiple terminals for the same agency within the same city. This type of ORI is not assigned by the CJIS Division, and will not be entered in the NCIC System. The CSA is responsible for entering this type ORI in the Nlets system.
- Any variations of the last two positions of the law enforcement ORI is acceptable with the exception of an alphabetic character in the 9th position of the ORI.
- Example: WV0010301

### 1.5.2 Structure of Criminal Justice ORIs:

#### 1.5.2.1 POSITIONS 1 and 2:

- Positions 1 and 2 of the ORI will be the alphabetic characters representing the state or country in which the agency is physically located.
- Example: **WV**002015J

#### 1.5.2.2 POSITION 3, 4 and 5:

- Positions 3, 4, and 5 of the ORI are numeric characters indicating the county in which the agency is physically located.
- Example: WV**002**015J
- Some state level and federal agencies may have the acronym for that agency, in positions 3, 4, and 5, of the ORI. A few examples are WVDOT017Y for the US Department of Transportation, Office of Inspector General's Office and WVPO0017Y for the US Postal Inspection, Office of Inspector General's Office. The assignment of vanity ORIs is strongly discouraged.

#### 1.5.2.3 POSITIONS 6 and 7:

- The CJIS Division will determine the numeric and alphabetic characters assigned to positions 6 and 7 of the ORI.
- Positions 6 and 7 of the ORI are used to distinguish one agency from another within the same county. Generally, these positions follow alphabetic or numeric order.
- Example: WV003**005C**, WV003**015C**, WV003**025C**, WV003**035C**

#### 1.5.2.4 POSITIONS 8:

- Positions 8 for a criminal justice ORI is a unique numeric character indicating the level of government for the agency.
- For example: WV00201**5**J. The numeric character **5** indicates a state level governmental agency.
- The level of government is defined in the Definitions for the Level of Government section of this chapter.

#### 1.5.2.5 POSITION 9:

- Position 9 for a criminal justice ORI is a unique alpha character indicating the type of agency.



- For example: WV002015J. The alpha character J indicates this agency is a court.
- The alpha character for criminal justice ORIs is defined in the Definitions for the Alpha Character section of this chapter.

### **1.5.3 Definitions for the Level of Government:**

- 1 – Local, Municipal, City
- 2 – Foreign Local
- 3 – County
- 4 – Foreign State
- 5 – State
- 6 – Foreign Federal
- 7 – Federal
- 9 – Nongovernmental/private

### **1.5.4 Definitions for the Alpha Characters:**

- **A** - Prosecuting Attorney's Offices to include District Attorneys and Attorney General Offices.
- This does not include public defenders' offices or defense attorney offices.
- **B** - Pretrial Services and pretrial release agencies.
- **C** - Correctional Institutions to include federal, state, county, and local jails, prisons and detention centers.
- **D** - Civil courts for use in domestic violence and stalking cases. Limited access to the Wanted Person File and Protection Order File, and NGI/III may be granted to civil courts for use in domestic violence and stalking cases only.
- The authority is found in the Violent Crime Control and Law Enforcement Act of 1994 amended 28 U.S.C. § 534 to authorize the United States Attorney General to disseminate information from national crime information databases consisting of identification records, criminal history records, wanted person records, and protection orders for use in domestic violence and stalking cases.
- **E** - Nongovernmental railroad and private campus police departments.
- Both railroad and private campus police must have arrest powers pursuant to a federal or state statute and allocate a substantial part (interpreted to mean more than 50%) of their annual budget to the administration of criminal justice. If a specific statute, law or ordinance exists that requires specific training in order to be considered a law enforcement officer those railroad and campus police officers must meet those training requirements.
- **F** - Governmental Social Services agencies with child protection responsibilities qualify for all NCIC files, and NGI/III.
- As required in Section 151 of the Adam Walsh Child Protection and Safety Act of 2006. Section 151 provides that access by governmental social services agencies with child protection responsibilities is to be used only in investigation or responding to reports of child abuse, neglect, or exploitation. The applicable CSO must contact a member of the Compact Council to request access. Upon approval, the request will be referred to the CJIS Division for assignment of the ORI.
- **G** - Probation and Parole offices.
- **H** - The Department of State National Visa Center.
- Access to NGI/III was granted in 1994 and is restricted to the purpose code V for visa checks. Access is restricted to NGI/III, Criminal History ("QH") inquiries only. All other inquiries

will be rejected.

- **I** - Interpol.
- The ORI allows for query access to all files. The ORI will always have a numeric character "9" in the 8<sup>th</sup> position of the ORI.
- **J** - Criminal courts and magistrates offices.
- **K** - Coroners and medical examiners offices.
- These ORIs allow direct access to Missing and Unidentified Person Files only. The ORI allows the agency to make entries to the Missing and Unidentified Person Files.
- **M** - Medical examiners offices which are criminal justice in function (as defined in the C.F.R.), and pursuant to a state statute may qualify for full access ORI and law enforcement subunits of custodial facilities in medical or psychiatric institutions may also be assigned this type of ORI, if proper documentation is submitted.
- The medical examiner's office must verify that the primary duty of the agency is that of the investigation of the actual crime.
- **N** - Dispatch/911 communication centers.
- These agencies are usually on a local or county level and are considered noncriminal justice agencies that provide dispatch functions for criminal justice agencies. It is the responsibility of the CSA to have the proper security and controls in place.
- **O** - The National Insurance Crime Bureau (NICB).
- The NICB, formerly known as the National Auto Theft Bureau (NATB), is a nongovernmental, nonprofit agency that acts as a national clearinghouse for information on stolen vehicles. NICB offers free assistance to law enforcement agencies concerning automobile thefts and identification and recovery of stolen vehicles. The NICB is provided limited access Vehicle File, the Boat File, the License Plate File, and the Vehicle/Boat Part File Only.
- **P** - Nongovernmental law enforcement or dispatch/911 communications centers.
- These agencies are nongovernmental agencies or subunit of that agency that allocates a substantial part of its annual budget to the administration of criminal justice, and employee's peace officers that have full police powers pursuant to state law and have complied with the minimum employment standards of governmentally employed police officers as specified by state statute.
- This ORI allows for direct terminal access to the Protective Interest File, the Wanted Person File, the Missing Person File, the Stolen Property File, and the active Protection Order File records.
- This ORI is restricted from accessing NGI/III.
- These agencies must execute an agreement with the state CSA assuring compliance with established policies and procedures.
- An example is North Carolina has in place an approved statute for nongovernmental Company Police with full police powers and has been assigned several "P" ORIs.
- **Q** - Public Housing Authority Agencies.
- Public Law 104-120, enacted in March 1996, permits the approved Public Housing Authorities (PHAs) access to name searches QH on the NGI/III. These agencies are not permitted direct access to NCIC terminals; law enforcement agencies will conduct the NGI/III name search and

will inform the PHA whether the name check reveals that an applicant may have a criminal history indexed in NGI/III. These ORIs are assigned a "9" in position eight of the ORI.

- The CSO cannot modify any information in the ORI File for this type of ORI. For modifications, please contact the CJIS Division.
- **R** - The SCIA, Public Law (Pub. L.) 99-169, amended by Pub. L. 106-398, and codified at Title 5, United States Code (U.S.C.), § 9101, authorizes designated federal agencies to receive criminal history record information when investigating individuals for access to classified information, assignment to or retention in sensitive national security duties or positions, acceptance or retention in the armed forces, or appointment, retention or assignment to a position of public trust while either employed by the Government or performing a Government contract.
- The authorized SCIA agencies include:
  - Department of Defense (DOD)
  - U.S. Office of Personnel Management (OPM)
  - Department of Transportation (DOT)
  - Federal Bureau of Investigation (FBI)
  - Central Intelligence Agency (CIA)
  - Department of State (DOS)
  - Department of Homeland Security (DHS)
  - Office of the Director of National Intelligence (ODNI)
  - An executive agency that is authorized to conduct background investigations under a federal statute or delegated authority to conduct background investigations in accordance with procedures established by the Security Executive Agent or the Suitability Executive Agent under Executive Order 13467, or any successor thereto, or
  - A contractor that conducts a background investigation on behalf of a covered agency.
- For national security purposes, these agencies have access to all NCIC files; however, any inquiry resulting in a positive response must be immediately turned over to a proper law enforcement agency before proceeding with the SCIA investigation.
- Record entry, modification, and cancellations are prohibited.
- Fingerprints of the individuals being investigated under 5 U.S.C § 9101 must be subsequently submitted to the FBI using the agency's "Z" ending ORI.
- Authorized SCIA agencies other than the FBI, CIA, and DOS are assigned an ORI with R in the 9th position.
- The appropriate ORI must be used when conducting a III transaction. In addition, a Purpose Code of "S" is required.
- **T** - Authorized governmental agencies such as the Department of Children and Family Services.
- In April 2001, the Compact Council established a rule to allow access of the NGI/III for a preliminary name check pending positive fingerprint identification, based on the National Crime Prevention and Privacy Compact Act of 1998. This type of ORI authorizes access in limited situations when exigent circumstances exist that do not reasonably lend themselves to immediate fingerprinting.

- Authorized governmental agencies such as the Department of Children and Family Services, may conduct name inquiries for the emergency placement of children for those limited instances when the primary caretaker is unavailable.
- The Purpose Code X is to be used in conducting NGI/III checks involving the emergency placement of children when unaccompanied by the immediate submission of fingerprints on the surrogate care provider.
- **U** - Governmental child support enforcement agencies.
- Based on 42 U.S.C. § 666(a), by which states are mandated to have in effect, laws requiring the use of certain procedures to increase the effectiveness of state child support enforcement. Section 315 of the Personal Responsibility and Work Opportunity Act of 1996, Public Law 104-193, entitled Locator Information from Interstate Networks, amends 42 U.S.C. § 666(a) to include a requirement that states have in place procedures to ensure that all federal and state agencies conducting activities under this part have access to any system used by the state to locate an individual for purposes relating to motor vehicles or law enforcement.
- This type of ORI allows for access to the Wanted Person File, Missing Person File, and the Protection Order File.
- **V** - A noncriminal justice governmental department of motor vehicles, boat, or driver license registry, established by a state statute, which provides vehicle registration and driver record information to criminal justice agencies and has an essential need to access the License Plate, Vehicle, and Vehicle/Boat Part Files.
- These ORIs are authorized direct access to the NCIC Wanted File, the Missing Person File, the Unidentified Person File, the License Plate File, the Vehicle File, and the Vehicle/Boat Part Files.
- These agencies will be required to execute an agreement with the state CSA ensuring compliance with all established NCIC policies and procedures.
- **W** - National Center for Missing and Exploited Children (NCMEC).
- The NCMEC is a nongovernmental, noncriminal justice agency set up by a government grant to aid the parents of missing and exploited children.
- The NCMEC has an essential need to access the Unidentified Person File and the Missing Person File records for individuals under the age of 18 at the time the record was entered.
- **Y** - Federal, state, county or local agencies that meet the criteria of criminal justice agencies as defined by the C.F.R. but do not fall into one of the above categories.
- An example is the Arkansas Crime Information Center and Office of Inspector General's Offices.

## 1.6 Z ORIs

The FBI's authority to collect and exchange CHRI is generally predicated upon 28, U.S.C. § 534. Public Law 92-184, 85 Stat. 627, 642 (1971), superseded by Public Law 92-544, 86 Stat. 1115 (1972), which authorized the exchange of FBI identification records with officials of federally chartered or insured banking institutions to maintain the security of those institutions and, if authorized by state statute approved by the Attorney General, to officials of state and local governments for purposes of employment and licensing. Agencies that do not meet the above criteria but are authorized by statute to submit fingerprints in order to receive CHRI from the CJIS Division may qualify for an ORI that ends in the alpha character "Z". These ORIs are restricted from accessing the NCIC files and NGI/III. Requests for "Z" ORIs must be submitted to the FBI's Office of General Counsel for review of the statute.

## 1.7 VALIDATION

ORIs are validated on a biennial basis. As part of the NCIC validation process, each ORI record is contained in a \$.C. administrative message, with all \$.C. Request for Validation Notifications for a CSA grouped together in a file. The CSA is notified by a \$.B. File-Transfer-Ready Notification that its file is ready for retrieval. Additional information concerning the \$.B. and \$.C. administrative messages can be found in the Introduction chapter of this manual.

Each CSA is responsible for verifying the accuracy of every ORI accessing the NCIC System through the respective state/federal system. The validation process includes verifying an agency's status and authority, as well as the other information listed in the ORI record, e.g., telephone number, street address, and ZIP code.

An example of the \$.C. Request for Validation administrative message for ORI validation follows:

\$.C.

NCIC VALIDATION REQUEST (20101204). YOU MUST VERIFY THE  
COMPLETENESS, ACCURACY, VALIDITY OF YOUR ORI RECORD.

ORI/FL0130000 ATR/ORI IS ANY CITY PD FL  
COU/DADE TYP/1 CT1/407 555-1212  
CT2/407 555-1313 CT3/407 555-1414  
AN1/METRO-DADE PD AN2/SECOND ADDRESS  
SNU/1320  
SNA/N W 14TH STREET CTY/MIAMI ST/FL  
ZIP/99999  
FOC/FLMM OWN/09  
NLC/0001 TUC/0001 OMC/0085 CDC/0085  
DTE/19990510 0000 EDT DLU/20081215 1115 EST  
VLD/20070215 VLN/COBERLY ROBERT

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

The Name of Validator (VLN) Field will be returned 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.

## 1.8 MESSAGE FIELD CODES (MFCs) AND EDITS

The following table represents a listing of all message field codes, translations, field sizes, and applicable edits for the data elements found in an ORI record. Fields are listed in alphabetical order by code and not in the order by which they appear in the record.

Message Field Code	Field	Field Size	Edits and Definitions	Data Type
AN1 AN2 AN3	Agency Name (line 1) Agency Name (line 2) Agency Name (line 3)	1-30	May be one to three lines of up to 30 characters each. Appropriate MFC should precede each line.	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ATR	Agency Translation	1-47	Represents the agency name and city or an abbreviation thereof.	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

CDC	NCIC Code Manual Count	1-4	Number of code manuals needed.	NUMERIC
COU	County	1-20	Name of county in which the ORI is physically located.	NUMERIC
CRY	Country	1-30	Must be included if FPP is used. Designates ORI location when it is other than the U.S.	ALPHABETIC
CTY	City Name	1-20	The city in which the ORI is physically located and/or receives mail.	ALPHABETIC
CT1 CT2 CT3	Confirmation Telephone Numbers (Primary) (Secondary) (Tertiary)	12-21	U.S. (including Territories) and Canada (including Provinces) ORI telephone numbers must be three numerics, one space, three numerics, one hyphen, four numerics and if applicable, one space, and an alphabetic character "X" followed by the numeric extension; or one space, followed by the alphabetic characters "FAX". International ORI telephone numbers may be any combination of numerics, spaces, and hyphens to accommodate the telephone number and possible extension. Represents up to three telephone or facsimile numbers for the agency.	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DLU	Date of Last Update	8-8	System generated. Represents date of last update (YYYYMMDD).	NUMERIC
EML	E-mail Address	3-80	Represents E-mail address of agency.	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS [except period (.)]
FOC	FBI Field Office Code	4-4	Represents the FBI Field Office that has jurisdiction over the area in which the	ALPHABETIC

			agency is located.	
FPP	Foreign Postal Code	6-6	Should be entered without hyphens or spaces. Must not include FPP if ZIP is included.	ALPHABETIC, NUMERIC
NLC	Newsletter Count	1-4	Number of CJIS Division newsletters needed. If TYP equals A, B, C, R, Y, or Z, then NLC must be changed to 0. The default value is 0.	NUMERIC
OMC	NCIC Operating Manual Revision Count	1-4	Number of operating manuals needed when a revision is printed.	NUMERIC
ORI	Originating Agency Identifier	9-9	Must be a valid NCIC-assigned ORI.	ALPHABETIC, NUMERIC
SNA	Street Name or Post Office Box	1-25	Must only contain spaces, hyphens, and/or ampersand as special characters. A hyphen entered in this field indicates that the agency has a valid two-line address which consists of name, city, state, and ZIP.	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SNU	Street Number	1-7	Must only contain hyphen and/or slash as special characters. If post office box number is entered in the SNA, the SNU should be blank. Indicates the location of the ORI on a particular street.	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STA	State Name	2-2	Must match the two characters of the ORI unless the first two characters are NB or US, the TYP is 7, or the first seven characters are DCFBIWA. If NB, NE is allowed in the STA Field. If US, DC, IL or MD are allowed. If DCFBIWA, DC or WV is allowed. Represents postal abbreviation for state.	ALPHABETIC
TUC	Technical and Operational Update	1-4	Number of TOUs needed.	NUMERIC

	(TOU) Count			
TYP	Type	1-1	Valid values are 1-9, A, B, C, G, R, Y, and Z. 1 - state agency; 2- county agency; 3 - local or city; 4 - federal; 5 - ORIs ending in D, H, I, K, N, O, P, Q, R, U, V, or W; 6 - criminal justice; 7 - foreign/local; 8 - federal, noncriminal justice agency (SCIA) 9 - foreign state agency; A, B, C are Canadian; G - foreign federal agency; R - retired; Y- CR; and Z - Identification Division. Indicates kind of agency to which the ORI is assigned.	ALPHABETIC, NUMERIC
VLN	Name of Validator	3-30	Free text. Unique identifier of the person responsible for validating a record.	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ZIP	ZIP Code	5-5 10-10	Must be five numerics or five numerics, a hyphen, and four numerics. Must not include ZIP if FPP included. Represents ZIP code of agency.	NUMERIC, SPECIAL CHARACTERS

## 2 ENTRY

All ORI record entries are made by CJIS Division staff.

## 3 MODIFICATION

### 3.1 WHEN TO USE AN ORI MODIFICATION MESSAGE

- A modification transaction is used to add, delete, or change a data field within the ORI File.
- A modification transaction can be made by the CJIS Division, the agency assigned the ORI, or the CSO.
- Telephone numbers in the ORI File are reflected in the hit confirmation responses; therefore, users are strongly urged to keep their telephone numbers current in the ORI File.
- The ORI File is used for various CJIS Division mailings; therefore, users are strongly urged to keep their mailing addresses current in the ORI File.
- For NCIC validation, a name of validator may be added to the name of validator (VLN) field of an ORI to indicate that the record has been validated. When data is entered into the VLN, the NCIC



System stores the current date in the Date of Last Validation (VLD) Field. If the user attempts to delete or modify the VLN to all blanks, the message will be rejected. Each CSO can determine the specific data to be included in the VLN field.

- The E-mail Address (EML) Field should contain the primary e-mail address of the agency. The user must use "(DOT)": to represents the period "." in the EML Field.

For example: CJISDIVISION@FBI(DOT)GOV.

### 3.2 EXAMPLE OF AN ORI RECORD MODIFICATION MESSAGE

The modification transaction example contains: header (1N01HEADER), message key (MO), the ORI making the modification (MD1012600), the identifier of the record to be modified preceded by the message field code (ORI/MD1012600), the field being modified, and the modification (CT1/301 555-3000).

```
1N01HEADER.MO.MD1012600.ORI/MD1012600.CT1/301 555-3000
```

#### Acknowledgment:

```
1L01HEADER
MD1012600
ORI/MD1012600 HAS BEEN SUCCESSFULLY UPDATED
```

### 3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
COUNTRY	OPTIONAL	CRY	1-30	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
ZIP CODE	CONDITIONAL	ZIP	5-5	NUMERIC

			10-10	NUMERIC, SPECIAL CHARACTERS
FOREIGN POSTAL CODE	CONDITIONAL	FPP	6-6	ALPHABETIC, NUMERIC
CONFIRMATION TELEPHONE NUMBER (PRIMARY)	OPTIONAL	CT1	12-21	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CONFIRMATION TELEPHONE NUMBER (SECONDARY)	OPTIONAL	CT2	12-21	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CONFIRMATION TELEPHONE NUMBER (TERTIARY)	OPTIONAL	CT3	12-21	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
E-MAIL ADDRESS	OPTIONAL	EML	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS [except period (.)]

### 3.4 MANDATORY FIELDS FOR MODIFICATION

To modify information in an ORI record, the transaction must contain the following: HDR, MKE (MO), ORI, ORI and any modifiable field.

### 3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

#### 3.5.1 CONFIRMATION TELEPHONE NUMBER (PRIMARY) (CT1)

Note: The MFCs CT1, CT2, and CT3 have replaced TNO as the Telephone Number Field in NCIC formatted messages. They are the MFCs for the primary, secondary, and tertiary confirmation telephone numbers.

The CT1 Field represents the main telephone number of the ORI.

#### 3.5.2 CONFIRMATION TELEPHONE NUMBER (SECONDARY) (CT2) AND CONFIRMATION TELEPHONE NUMBER (TERTIARY) (CT3)

The CT2 and CT3 Fields signify alternate or facsimile telephone numbers for the ORI. To indicate a telephone extension, the complete telephone number should be used, followed by a space, the alphabetic X, and extension number. To indicate a facsimile number, the complete telephone number should be used, followed by a space and the alphabetic string FAX. International telephone numbers can be included using any combination of numerics, spaces, and hyphens. Unless blank, these MFCs, rather than TNO, will be returned on all responses regardless of the format used for inquiry.

#### 3.5.3 NAME OF VALIDATOR (VLN)

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of an ORI record to indicate that the record has been validated. When data are entered into the VLN Field, the

NCIC System stores 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 CSA can determine the specific data to be included in the VLN Field for the validation of the record.

For example:

The modification example to validate a record contains: header (1N01HEADER), message key (MO), Originating Agency Identifier (MD1012600), one record identifier (ORI/MD1012600), and name of validator (VLN/JONES, DAVID E).

```
1N01HEADER.MO.MD1012600.ORI/MD1012600.VLN/JONES, DAVID E
```

#### **Acknowledgment:**

```
1L01HEADER
MD1012600
VALIDATE ORI/MD1012600
```

#### **3.5.4 E-MAIL ADDRESS**

The E-mail Address (EML) Field should contain the primary e-mail address of the agency.

"(DOT)" represents a period "." in the EML Field (e.g., EML/MNMHP@MN(DOT)STATE(DOT)US).

## **4 CANCELLATION**

Only CJIS Division staff can cancel (delete) an ORI record. Cancellation (deletion) only occurs when the record cannot be modified or should not be in file.

## **5 INQUIRY**

### **5.1 WHEN TO USE AN INQUIRY**

- Inquiries into the ORI File are used to display the translation of the agency assigned the ORI or to determine the agency's address and telephone number.
- Two types of inquiries can be performed a QO transaction which will display all the information contained with the ORI of record, and a ZO transaction which will only display the agency's name.

### **5.2 EXAMPLE OF ZO INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES**

```
1N01HEADER.ZO.DCFBIWA00.ORI/MNMHP0000
```

#### **Negative Response:**

```
1L01HEADER
DCFBIWA00
```

```
NO RECORD ORI/MNMHP0000
```

#### **Positive Response:**

```
1L01HEADER
DCFBIWA00
```

```
ORI/MNMHP0000 IS DPS-SP CENTRAL OFF ST PAUL MN
```

### 5.3 EXAMPLE OF QO INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

1N01HEADER.QO.DCDOJWA00.ORI/MNMHP0000

#### Negative Response:

1L01HEADER  
DCDOJWA00

NO RECORD ORI/MNMHP0000

#### Positive Response:

1L01HEADER  
DCDOJWA00

ORI/MNMHP0000 ATR/DPS-SP CENTRAL OFF ST PAUL  
TYP/1 CT1/612 582-1516  
AN1/DEPARTMENT OF PUBLIC AN2/SAFETY STATE PATROL  
AN3/CENTRAL OFFICE SNU/1500  
SNA/W COUNTY RD B-2 RM 181 CTY/ROSEVILLE STA/MN  
ZIP/55113  
FOC/MNMP  
EML/MNMHP@MN (DOT) US  
NLC/0001 TUC/1 OMC/10 CDC/10  
DTE/19790510 0000 EDT DLU/20080510 1600 EDT

### 5.4 MESSAGE FIELD CODES FOR INQUIRY

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

### 5.5 REQUIREMENTS FOR QO/ZO INQUIRY

The following fields are required to obtain an ORI translation or an ORI record: HDR, MKE (QO or ZO), ORI, and ORI being inquired upon preceded by the proper MFC and a slash (/).