Supervised Release File

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1 INTRODUCTION

1.1 CRITERIA FOR ENTRY

Agencies must have documentation (electronic or hard copy) on file to support a supervised release entry. Federal, state, and local supervision officers may enter records in the NCIC System for subjects who are put under specific restrictions during their probation, parole, supervised release sentence, or pre-trial sentencing. The court shall order as an explicit condition of a sentence of probation or supervised release "that the defendant not commit another federal, state, or local crime during the term of supervision" (Title 28, U.S.C., Sections 3563 and 3583). Among discretionary conditions that the court may impose are the following:

That the defendant:

- Refrain from engaging in a specified occupation, business, or profession bearing a reasonable direct relationship to the conduct constituting the offense, or engage in such a specified occupation, business, or profession only to a stated degree or under stated circumstances.

- Refrain from frequenting specified kinds of places or from associating unnecessarily with specified persons.

- Refrain from excessive use of alcohol or any use of a narcotic drug or other controlled substance without a prescription by a licensed medical practitioner.

- Refrain from possessing a firearm, destructive device, or other dangerous weapon.

- Undergo available medical, psychiatric, or psychological treatment, including treatment for drug or alcohol dependency, as specified by the court, and remain in a specified institution if required for that purpose.

- Remain in the custody of the Bureau of Prisons during nights, weekends, or other intervals of time totaling no more than the lesser of one year or the term of imprisonment authorized for the offense, during the first year of the term of probation.

- Reside in a specified place or area or refrain from residing in a specific place or area.

- Remain within the jurisdiction of the court, unless granted permission to leave by the court or a probation officer.

- Notify the probation officer promptly if arrested or questioned by a law enforcement officer.

Any federal, state, or local criminal justice agency may enter information on probationers; parolees; and subjects of supervised releases, pretrial sentencing, and released on their own recognizance.

1.2 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EC	PROBATION OR SUPERVISED RELEASE STATUS
	EC-C	PROBATION OR SUPERVISED RELEASE STATUS - CAUTION
Modify	MC	
Cancel	XC	

Message	MKE	Translation
Inquiry*	QW QWA QWE QWF QWS	
	ZW	
	QWB	
	QWI	
	QV	
	ZV	
Clear	CC	
Entry of supplemental record of aliases and/or additional identifiers	ECN	
Entry of supplemental stolen/fraudulent identifiers	ECNS	
Cancellation of supplemental record	XCN	
Cancellation of stolen/fraudulent identifiers	XCNS	

*There is no specific MKE to query the Supervised Release File; however, a wanted person inquiry will return a hit response on this file if a match occurs.

A caution indicator should be added to the MKE EC when it is known that an individual is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances of the individual.

The reason for the caution must be entered in the Caution and Medical Conditions (CMC) Field.

For example, a record with MKE/EC-C might include one of the following in the CMC Field:

ARMED AND DANGEROUS
SUICIDAL TENDENCIES
HEMOPHILIAC
PREVIOUSLY ESCAPED CUSTODY
HEROIN ADDICT
DIABETIC

1.3 RECORD RETENTION PERIOD

Supervised Release File records are removed once records meet the date in the Date of Probation/Parole Expiration (DPE) Field. NONEXP may be entered in the DPE Field for subjects with nonexpiring dates of supervision. A $.P. Purge Notification is sent to the entering agency 30 days prior to the date the record is to expire.

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.

Example of a $.P. Purge Notification

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$.P.
VA013123G
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THE FOLLOWING RECORD WILL BE PLACED IN EXPIRED STATUS IN THIRTY DAYS
BY THE FBI COMPUTER BASED ON THE EXPIRATION DATE CONTAINED IN THE
SUPERVISED RELEASE RECORD. UNLESS ACTION IS TAKEN TO INCREASE THE
EXPIRATION DATE, MODIFICATION OR CANCELLATION OF THE RECORD WILL BE
PROHIBITED AFTER THE THIRTIETH DAY.

MKE/PROBATION OR SUPERVISED RELEASE STATUS
ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19520521 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A
SKN/DRK SMT/SC R HD
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/MD OLY/2000
OCA/611112131 SID/VA99999999
OOC/ROBBERY
VLD/20000521 VLN/COBERLY, ROBERT
MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO
MIS/FREQUENT BARS
LIC/ABC123 LIS/VA LIY/1999 LIT/PC
VIN/2F37Z7P051519 VYR/1977
VMA/PONT VMO/LEM VST/2D VCO/WHI
DPE/20101009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE
DSS/20050509 SON/FITZPATRICK, JOHN SOT/703 555-3013
ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234
IMN/I435461801 IMT/M
NIC/C146203706 DTE/19991020 0001 EST
```

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 a Supervised Release base record or supplemental record for the year of entry plus four years, from the date of entry of the base record regardless when the license plate data is entered. If the purged license plate is the only searchable identifier in the Supervised Release File record, then the entire record will be removed.

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

1.5 VALIDATION

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

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

1.6 MESSAGE FIELD CODES (MFCs) AND EDITS

Code	Field	Edits
ARI	Arresting Agency Identifier	Must be a valid NCIC-assigned ORI.
CMC	Caution and Medical Conditions	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
CRI	ORI of Court Issuing Warrant	Must be a valid NCIC-assigned ORI.

Code	Field	Edits
CTZ	Citizenship	Must be a valid NCIC-assigned 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 Indicator Y is entered, then the DLO Field must contain data.
DOA	Date of Arrest	Must be a valid Gregorian date (YYYYMMDD).
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date or DSS. If the DOB is not the only numeric identifier, 00 is valid for the month and/or day when the actual date is unknown. More information in Personal Descriptors Codes, *NCIC Code Manual.*
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one day.
DPE	Date of Probation/Parole Expiration	Must be a valid Gregorian date (YYYYMMDD) or NONEXP. The DPE cannot be less than the current date.
DPR	Date Probation or Release Revoked	Must contain no data.
DSS	Date of Start of Supervision	Must be a valid Gregorian date (YYYYMMDD).
EDS	Date of Release from Supervision	Must be a valid Gregorian date (YYYYMMDD).
EML	E-mail Address	Free text. Must not contain a period (.).
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.*
EYE	Eye Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.

Code	Field	Edits
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 will 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 a valid NCIC-assigned code as 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. Embedded blanks are not permitted.
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*
IMN	Image NCIC Number	A self-checking number automatically assigned by the NCIC System to each accepted image record, consisting of 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.
INC	Place of Incarceration	Free text.

Code	Field	Edits
LIC	License Plate Number	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 code as listed in 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	Linking 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	Linking Agency Identifier	Must be a valid NCIC ORI.
LOC	Release Location	Free text.
MIS	Miscellaneous	SVIN must be the first four characters in the MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. If EXL code is 2 or B or is 5 or E, the MIS Field must contain additional information. Free text.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be a valid NCIC-assigned code as 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 is prohibited in positions 4 through 15. An originating agency police or identification number in MNU cannot be the only numeric identifier in the record. 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.

Code	Field	Edits
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. The Personal Descriptors Codes, *NCIC Code Manual*, provides coding instructions.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (C in the Supervised Release File) followed by nine numeric characters automatically assigned by the NCIC System to each accepted record. Must have valid check digits when used to identify the record in subsequent transactions.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, the word NONE, or the first seven characters of the ORI Field. The only valid character is the hyphen.
OLN	Operator's License Number	One zero only or a run of zeros only indicating a license is unknown may not be used. More information in Personal Descriptors Code, *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 or the alphabetics NX to represent nonexpiring, or the code UNKN for unknown. More information in Personal Descriptors Codes, *NCIC Code Manual*
OOC	Original Offense Code	Must be a valid NCIC-assigned code as listed in Uniform Offense Data Codes, *NCIC Code Manual*.
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.
POB	Place of Birth	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, *NCIC Code Manual*. More information in Personal Descriptors Codes, *NCIC Code Manual*.
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
RPR	Reason Probation or Release Revoked	Must contain no data.
SCI	Sentencing Court Identifier	Must be a valid NCIC-assigned ORI.
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.

Code	Field	Edits
SID	State Identification Number	First two characters must be a valid state code, territory code, and 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.*
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.*
SON	Name of Supervising Officer	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. The Personal Descriptors Codes, *NCIC Code Manual*, provides coding instructions.
SOT	Business Telephone of Supervising Officer	Must be three numerics, a space, three numerics, a hyphen, followed by four numerics.
VCO	Vehicle Color	Must be a valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual.* If two colors are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The Vehicle File chapter of this manual has additional edits on the VIN Field. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. Full VIN must then be shown in the MIS Field.
VLN	Name of Validator	Any valid characters representing validator.

Code	Field	Edits
VMA	Vehicle Make	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 blanks. 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 code must be ASVE.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the code must be AERO.
	(all-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYCL, or one of the approved VMA snowmobiles or motorcycles listed in 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 Vehicle Data Codes, *NCIC Code Manual*.
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), 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.

Code	Field	Edits
VMO (cont)	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in the 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.
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). VYR value must be less or equal to the current year plus two and greater than 0001. For entries of model year 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 Code, *NCIC Code Manual*.
WNO	Warrant Number	May be up to 15 alphabetic and/or numeric characters.

1.7 CRITERIA FOR ENTERING NAMES AND DATES OF BIRTH FOR STOLEN/FRAUDULENT IDENTIFIERS

- The general rule for the use of stolen/fraudulent (S/F) identifier fields is that they must be used whenever a supervised release subject is known to be using identification documents that are stolen/fraudulent. If the supervised release subject is using a made-up name or numerical identifier for which it is not known whether identification documents (Social Security card, operator's license, etc.) exist, these identifiers should be entered in the appropriate base record or supplemental identifier fields, such as the DOB Field.

- The base record NAM must be entered for each record. This field should contain the supervised release subject's true name. Listed below are guidelines for coding the "true" and S/F NAM Fields and the "true" and S/F DOB Fields.

- If the name is believed to be the supervised release subject's real name, the name should be entered in only the base record NAM. If the supervised release subject's date of birth is available, it should be entered in the base record DOB. Any known S/F identifiers should be entered in the S/F identifier fields.

- If the name is known to be S/F and the supervised release subject's true name is known, the S/F name should be entered in the S/F NAM Field. The supervised release subject's real name must be entered in the base record NAM. The date of birth from the S/F identification, if known, must be entered in the S/F DOB. If the supervised release subject's real date of birth is known, it should be entered in the base record DOB.

1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS

- If the following fields of a Supervised Release File entry message are the same as the corresponding fields of a Supervised Release record already on file, the second entry will be rejected with the message REJECT - ON FILE as found in the Introduction chapter of this manual: 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; and DOB, NAM, and ORI.

  Whenever the message REJECT - ON FILE is sent, 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 other than Supervised Release, such as Gang, Wanted Person, etc. A duplicate record will also be accepted if there are vehicle data in the Supervised Release record message that match data in the Vehicle File. In those cases, the duplicate record(s) will be furnished with the entry/modify acknowledgment.

1.9 IMAGE CAPABILITY

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

1.10 INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records.

2 ENTRY

2.1 EXAMPLE OF AN ENTRY

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1N01HEADER.EC.MD101260G.SMITH, JOHN J.M.B.AL.19620623.509.168.BRO.BLK.
494999W5.DRK.PRCD R EAR.121011CO141159TTCI13.AS-123456789.123456789.
34862561.MD.2003.  0907.612767853456.ON PAROLE, SUBJECT SHOULD REMAIN WITHIN
TOWN LIMITS OF BALTIMORE, NOT ALLOWED IN BARS.ABC123.MD.1996.
PC.2Y27H5L100009.1975.PONT.VEN.2D.BLU..MD123456J.
BALTIMORE PENITENTIARY.  19900615.20101009.20051009.FITZPATRICK, JOHN.301
555-3013..MD1012600... WORK FARM MD.........Y.FBI LAB, QUANTIC0, VA 703-
632-4000, VA1234567, MTDNA.JFITZPATRICK@DPS(DOT)MD(DOT)US.US.H...MD99999999
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Acknowledgment:

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1L01HEADER
MD101260G
NAM/SMITH, JOHN J NIC/C146203706
OCA/612767853456
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2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
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	CONDITIONAL	DOB	8-8	NUMERIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	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	CONDITIONAL	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	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4 4-4	ALPHABETIC (2), NUMERIC (4), ALPHABETIC (4)
ORIGINAL OFFENSE CODE	OPTIONAL	OOC	4-4	CODE AS DEFINED IN NCIC CODE MANUAL
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL 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	SET	VCO	3-3 7-7	CODE AS DEFINED IN *NCIC CODE MANUAL*
CAUTION AND MEDICAL CONDITIONS	CONDITIONAL	CMC	2-2	CODE AS DEFINED IN *NCIC CODE MANUAL*
SENTENCING COURT IDENTIFIER	OPTIONAL	SCI	9-9	ALPHABETIC, NUMERIC
PLACE OF INCARCERATION	OPTIONAL	INC	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF ARREST	OPTIONAL	DOA	8-8	NUMERIC
DATE OF PROBATION/PAROLE EXPIRATION	MANDATORY	DPE	6-6 8-8	ALPHABETIC, NUMERIC
DATE OF START OF SUPERVISION	MANDATORY	DSS	8-8	NUMERIC
NAME OF SUPERVISING OFFICER	MANDATORY	SON	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
BUSINESS TELEPHONE NUMBER OF SUPERVISING OFFICER	MANDATORY	SOT	12-12	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RELEASE FROM SUPERVISION	OPTIONAL	EDS	8-8	NUMERIC
ARRESTING AGENCY IDENTIFIER	OPTIONAL	ARI	9-9	ALPHABETIC, NUMERIC
DATE PROBATION OR RELEASE REVOKED		DPR	0	BLANK
REASON PROBATION OR RELEASE REVOKED		RPR	0	BLANK
RELEASE LOCATION	OPTIONAL	LOC	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
WARRANT NUMBER	OPTIONAL	WNO	1-15	ALPHABETIC, NUMERIC

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
ORI OF COURT ISSUING WARRANT	OPTIONAL	CRI	9-9	ALPHABETIC, NUMERIC
NAME	OPTIONAL	NAM*	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB*	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC*	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU*	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN*	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS*	2-2	ALPHABETIC
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY*	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
DNA PROFILE INDICATOR	OPTIONAL SET	DNA	1-1	ALPHABETIC
DNA LOCATION	SET	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
E-MAIL ADDRESS	OPTIONAL	EML	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS [except period (.)]
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN THE NCIC CODE MANUAL
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN THE NCIC CODE MANUAL
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE IDENTIFIER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

*Fraudulent data

2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory for the acceptance of a supervised release entry into the NCIC System: HDR, MKE, ORI, NAM (base record NAM must be included in all entry messages and must be the individual's true name), SEX, RAC, HGT, WGT, HAI, OCA, DPE, DSS, SON, SOT, and at least one of the following numeric identifiers: DOB (including year, month, and day); FBI; MNU (other than originating agency police or identification number); SOC; OLN with OLS and OLY; LIC with LIS, LIY, and LIT; or VIN with VYR, VMA, and VST.

2.3.1 STOLEN/FRAUDULENT (S/F) IDENTIFIERS

The mandatory fields for entry of a record permit entry when the only known numerical identifier for an individual is a S/F identifier. Since S/F identifiers are processed as a supplemental record, and since at least one unique numerical identifier is required to enter a base record, the Supervised Release File record entry format allows an entering agency to transmit both the base record and one of each type of S/F identifier (NAM, DOB, MNU, SOC, and OLN with OLS and OLY) in one transaction. This provides for the inclusion of a numerical identifier for record entry purposes. If the S/F DOB is the only numerical identifier, the S/F NAM must be included as well, or the record will be rejected.

Any agency transmitting a base record entry message for an individual who is known to be using an S/F identification and whose real identifiers are unknown must include a minimum of one S/F numerical identifier, SOC, MNU, OLN with OLS and OLY, or NAM and DOB with the base record entry message.

For example:

```
1N01HEADER.EC-C.MD101260G.DOE,JOHN.M.W...510.150.BRO.BRO..
FAR.........99-15243.BELIEVED TO BE USING HOMICIDE VICTIM
PETER SMITH DRIVERS LICENSE AND SSN...........00....NONEXP.
20150409.JONES, QUINCY.555 555-5555........SMITH,PETER.19451212.
899001234..DC123456.DC.2002........MD99999999
```

The base record entry format includes one of each of the stolen/fraudulent (S/F) identifier fields. These fields immediately follow the CRI Field and are entered in the following order: S/F NAM; S/F DOB; S/F SOC; S/F MNU; and S/F OLN, OLS, and OLY. Any agency transmitting a base record entry message may optionally include one of each type of the S/F identifiers. The following is an example of an entry with base numerical identifiers as well as S/F data.

```
1N01HEADER.EC-C.MD101260G.DOE,JOHN.M.W..19450123.510.150.BRO.BRO..
FAR.SLVR TOOTH.11121314151514131211.AF-123456789.123456789.
MD18273645.MD.2002..99-00347.BELIEVED TO BE USING HOMICIDE VICTIM
PETER SMITH DRIVERS LICENSE AND SSN.18273645.MD.2003.PC. 19283746572728.

1996.CHEV.IMP.4T.BLU.05..ANYWHERE USA.20150201.NONEXP.20150409.
JONES, QUINCY.555 555-5555..DCFBIWA00......SMITH,PETER.19700712.
231185429..5478353G.WV.2015.N....H...MD99999999
```

Although the S/F fields are appended to the base record entry message, the NCIC System will process the data therein as a supplemental S/F identifier record entry message. Thus, S/F identifiers included in a base record entry message cannot be changed or deleted with a modify message, i.e., MKEs MC. Stolen/fraudulent identifiers can be changed or deleted only by using the supplemental S/F identifier record entry and cancel transactions, i.e., MKEs ECNS and XCNS, respectively.

To preclude the illogical association of a S/F name with a true date of birth, the NCIC System does not cross-index S/F names and dates of birth with base record names and dates of birth or supplemental aliases and dates of birth.

2.4 ADDITIONAL GUIDELINES FOR ENTRY

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

- For training and administrative purposes, agencies may enter test records in 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 a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.

- All numerical identifiers except 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 first two alphabetics from the number itself in the MNU Field. 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 caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error:

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

2.5 MESSAGE FIELD CODE EDITS FOR ENTRY

2.5.1 DESCRIPTORS

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

Codes for entering the POB, CTZ, LIS, and OLS can be found in State and Country Data Codes, *NCIC Code Manual*.

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

Codes for entering the OOC can be found in Uniform Offense Data Codes, *NCIC Code Manual*.

2.5.2 ORIGINAL OFFENSE CODE (OOC)

The OOC Field is used to describe the offense which occurred prior to the parole or probation status. The appropriate code for the particular offense should be entered in the OOC. The codes listed in Uniform Offense Data Codes, *NCIC Code Manual*, are the only codes approved for use in the OOC.

2.5.3 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 as a supplemental record (MKE/ECN) illustrated and explained in the SUPPLEMENTAL RECORD section of this chapter because this procedure increases the chances of a hit on the record.

- Cross-referencing with another subject record may be accomplished by placing the name and NIC of the other subject's record in the MIS Field of the other record with an appropriate explanatory notation.

- Records for individuals charged but released on their own recognizance should include a notation in the MIS Field indicating this type of record.

2.5.4 VEHICLE OR LICENSE PLATE DATA

A vehicle and/or license plate belonging to the subject may be entered as part of a Supervised Release File record (EC, EC-C) provided the entering agency has reasonable grounds to believe the subject of the record may be operating the vehicle or vehicle bearing the license plate.

Mere knowledge or verification with the appropriate motor vehicle department that a vehicle and/or license plate is registered to the supervised release subject does not meet the criteria for entry of part of his/her record.

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

When the vehicle in the record has been recovered, the vehicle data must be removed from the Supervised Release File record.

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

An agency making a Supervised Release File entry containing data on a vehicle or license plate registered in another state must advise the CSA in the state of registry about such an entry if the state of registry is not a $.8. Program participant. Additional information on the $.8. administrative message can be found in the Introduction chapter of this manual.

2.5.6 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).

2.5.7 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.

2.5.8 E-MAIL ADDRESS (EML)

The E-mail Address (EML) Field should contain the primary e-mail address of the agency or if known, the e-mail address of the supervising official. (DOT) represents a period (.) in the EML Field [e.g., EML/MNMHP@MN(DOT)STATE(DOT)US].

2.5.9 DATE PROBATION OR RELEASE REVOKED (DPR)

The DPR Field must not contain data. However, it must be accounted for in the period formatted transaction. If the DPR Field contain data, the transaction will be rejected.

2.5.10 REASON PROBATION OR RELEASE REVOKED (RPR)

The RPR Field must not contain data. However, it must be accounted for in the period formatted transaction. If the RPR Field contain data, the transaction will be rejected.

2.5.11 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.

2.5.12 STATE IDENTIFICATION NUMBER (SID)

Guidelines for the entry of additional SIDs as a supplemental record to a Supervised Release 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 a Supervised Release File base record. A modification message is also used to validate a record.

A modification message to delete information in a field of the base record will cause the oldest data with that MFC, except for vehicle and license data, in the supplemental record to move up to the base record.

3.2 EXAMPLE OF A MODIFICATION MESSAGE

The modification example contains header (1N01HEADER), message key (MC), Originating Agency Identifier (MD101260G), two record identifiers (NAM/SMITH, JOHN J and NIC/C146203706), the fields being modified, and the data being changed (SOC/123456789 and OLY/1996).

```
1N01HEADER.MC.MD101260G.NAM/SMITH, JOHN J.NIC/C146203706.SOC/123456789.OLY/1996
```

Acknowledgment:

```
1L01HEADER
MD101260G
MODIFY NAM/SMITH, JOHN J NIC/C146203706
```

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

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
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

Further instructions to modify an alias and/or an additional identifier previously appended to a Supervised Release File record by means of a supplemental record are provided in the SUPPLEMENTAL RECORD section of this chapter.

If an entering agency subsequently learns that the person is using one of the S/F identifiers with one of his "true" identifiers, the record must be modified to add the S/F identifier to the appropriate "true" identifier field.

3.5.1 MODIFICATION TO REMOVE ALL VEHICULAR DATA

If there is a need to delete all vehicular data from a Supervised Release File record, a special modification message may be used to remove all vehicular data from the base record without identifying each individual field. The characters LIC-VCO/. following the two record identifiers cause the NCIC System to delete the following fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO.

For example:

The modification example to remove all vehicular data contains: header (1N01HEADER), message key (MC), Originating Agency Identifier (MD101260G), two record identifiers (NAM/SMITH, JOHN J and NIC/C146203706), and the fields being removed (LIC-VCO) immediately followed by slash period (/.).

```
1N01HEADER.MC.MD101260G.NAM/SMITH, JOHN J.NIC/C146203706.LIC-VCO/.
```

Acknowledgment:

```
1L01HEADER
MD101260G
MODIFY NAM/SMITH, JOHN J NIC/C146203706
```

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 a Supervised Release File base record. For example, if only the four fields of license plate data (LIC, LIS, LIY, LIT) are to be deleted from the record, the usual modifying procedure must be followed, with each field to be deleted explicitly set forth in the modify message.

For example:

```
1N01HEADER.MC.MD1012600.NAM/DOE, JOHN J.NIC/C146203706.LIC/.LIS/.LIY/.LIT/.
```

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 a Supervised Release File 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 modification 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:

```
1N01HEADER.MC.MD101260G.NAM/SMITH, JOHN J.NIC/C000069216.
SOC/144557911.VLN/JONES, DAVID E
```

Acknowledgment:

```
1L01HEADER
MD101260G
VALIDATE NAM/SMITH, JOHN NIC/C000069216
```

In the example, the record is modified at the same time it is validated.

3.5.4 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. A record which shares the same incident of a record entered with a different ORI and/or OCA can be modified to link the records by entering the associated ORI and OCA into the linkage fields (LKI and LKA) of both records. If a modify transaction is used to add a linkage to another record, then both LKI and LKA must be entered.

- LKI and LKA Fields already existing in the record can be modified individually.

- The LKI and LKA Fields must be deleted as a pair; otherwise, the message will be rejected.

4 CANCELLATION

4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid and was entered in error.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

The cancellation example contains header (1N01HEADER), message key (XC), Originating Agency Identifier (MD101260G), two record identifiers (NAM/ SMITH, JOHN J and NIC/C146203706), and date of cancellation (19991205).

```
1N01HEADER.XC.MD101260G.NAM/SMITH, JOHN J.NIC/C146203706.19991205
```

Acknowledgment:

```
1L01HEADER
MD101260G
CANCEL NAM/SMITH, JOHN J NIC/C146203706
```

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

4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
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 CANCEL	MANDATORY	DOC	8-8	NUMERIC

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

The record to be canceled must be identified by either NAM and NIC, in that order; or 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. Cancellation date (which must be the current date or yesterday's date) must follow the two record identifiers.

4.5 ADDITIONAL GUIDELINES FOR CANCELLATION

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

Benefits and effectiveness data are not collected for the Supervised Release File.

5 INQUIRY

5.1 REQUIREMENTS FOR INQUIRY

When an agency transmits an NCIC wanted person inquiry, the data in the Supervised Release File will be searched in addition to all other NCIC person files (except the Unidentified Person File) as well as the Article, Boat, License Plate, Vehicle, and Vehicle/Boat Part Files. As a part of a positive Supervised Release File response, the receiving agency is advised that the subject cannot be arrested solely upon

the basis of the information provided. Additional information can be found in the Wanted Person File chapter.

5.2 EXAMPLE OF AN INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

The message keys QW, QWA, QWE, QWF, QWS, ZW, QWB, and QWI are used for Wanted Person File inquiries. A Wanted Person File inquiry will also cause an automatic cross-search of the Foreign Fugitive, Missing Person, Gang, Threat Screening Center, Protection Order, Immigration Violator, Identity Theft, Supervised Release, Violent Person, Protective Interest, and Extreme Risk Protection Order Files and the National Sex Offender Registry. If vehicle identifiers are included in the inquiry, the Vehicle, Boat, Vehicle/Boat Part, and License Plate Files will also be searched. If MNU, SOC, or OLN is included in the inquiry, the Article File personal identifier records will also be searched.

```
1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19511012.
VIN/ABC123DEF45678901
```

Negative Response:

```
1L01HEADER
WA1230000

NO NCIC WANT NAM/SMITH, JOHN J DOB/19511012 RAC/W SEX/M
NO NCIC WANT VIN/ABC123DEF45678901
***VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.
```

Positive Response:

```
1L01HEADER
WA1230000

***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION.  ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.
WARNING - DO NOT ARREST BASED ON THIS INFORMATION
MKE/PROBATION OR SUPERVISED RELEASE STATUS
ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A CTZ/US
SKN/DRK SMT/SC R HD
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/MD OLY/2000
OCA/611112131 SID/VA99999999
OOC/ROBBERY
LKI/MD1240000 LKA/MD-2255
MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO
MIS/FREQUENT BARS
LIC/ABC123 LIS/VA LIY/1999 LIT/PC
VIN/2F37Z7P051519 VYR/1977
VMA/PONT VMO/LEM VST/2D VCO/WHI
DPE/20101009 SCI/VA123456J LOC/ANY COUNTY VA PAROLE OFFICE
DSS/20050509 SON/FITZPATRICK, JOHN SOT/703 555-3013
ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234
IMN/I435461801 IMT/M
NIC/C146203706 DTE/19991020 0001 EDT DLU/19991215 0001 EST
```

```
REPEAT - PROBATION OR SUPERVISED RELEASE STATUS RECORD - DO NOT ARREST
BASED ON THIS INFORMATION - PLEASE CONTACT SUPERVISING AGENCY VIA NLETS,
TELEPHONE OR EMAIL TO ADVISE OF CONTACT WITH SUPERVISED INDIVIDUAL.
PLEASE BE ADVISED THAT SUPERVISING AGENCY MAY NOT BE
OPERATIONAL 24/7.
NO NCIC WANT VIN/ABC123DEF45678901
***VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
```

Example of Notification Sent to Parole or Probation Officer:

```
$.O.
VA013123G
ORI/WA1230000 IS ANY CITY PD WA 555-555-1234

AS A RESPONSE TO THE FOLLOWING TRANSACTION:
1N01HEADER.QW.WA1230000.NAM/SMITH,
JOHN.DOB/19650220.SEX/M.RAC/W
A HIT OCCURRED ON A PROBATION OR SUPERVISED RELEASE
STATUS RECORD.  PLEASE CONTACT REQUESTING ORI FOR DETAILS.

ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19650220 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A
SKN/DRK SMT/SC R HD
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/MD OLY/2000
OOC/ROBBERY OCA/611112131 SID/VA99999999
LKI/MD1240000 LKA/MD-2255
VLD/20000521
MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO
MIS/FREQUENT BARS
LIC/ABC123 LIS/VA LIY/1999 LIT/PC
VIN/2F37Z7P051519 VYR/1977
VMA/PONT VMO/LEM VST/2D VCO/WHI
DPE/20031009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE
DSS/19930509 SON/FITZPATRICK, JOHN SOT/703 555-3013
ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234
IMN/I435461801 IMT/M
NIC/C146203706 DTE/19991020 0001 EDT DLU/20000215 1600 EST
```

This notification is used to inform the parole or probation officer that an inquiry has been made on a subject this officer supervises. The first ORI in the notification is the ORI of the supervising agency. The second ORI is the ORI of the agency initiating the transaction which resulted in the hit response (enter, modify, inquiry). Following this is the transaction which resulted in the hit response and the record for the supervised subject.

5.3 ADDITIONAL GUIDELINES FOR INQUIRY

- 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.
  ```

- A Supervised Release File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, SID, operator's license data, license plate data, vehicle identification 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, and image data by IMN.

5.4 PROCEDURES FOR HANDLING A HIT

- No arrest or detention should be made based solely on a Supervised Release File record response.

  If a positive response (hit) includes license plate data in the Supervised Release File record, the Vehicle File should be queried to ascertain if the vehicle and/or license plate is stolen.

- 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(s). 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.

6 LOCATE

There are no locate procedures for the Supervised Release File.

7 CLEAR

7.1 WHEN TO USE A CLEAR MESSAGE

The use of a clear transaction results in the immediate removal of the subject record and all associated identifiers. Clearance of a record is restricted to the agency that entered the record. A clear message should be transmitted when a subject is no longer under a status of supervised release, such as when the probation has expired, has been rescinded, etc.

7.2 EXAMPLE OF A CLEAR MESSAGE

The clear example contains header (1N01HEADER), message key (CC), Originating Agency Identifier (MD101260G), two record identifiers (NAM/SMITH, JOHN J and NIC/C146203706), and the date of clear (19991205).

```
1N01HEADER.CC.MD101260G.NAM/SMITH, JOHN J.NIC/C146203706.19991205
```

Acknowledgment:

```
1L01HEADER
MD101260G
CLEAR NAM/SMITH, JOHN J NIC/C146203706
```

7.3 MESSAGE FIELD CODES FOR CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
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 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 to be cleared must be set forth with the exact spelling and spacing as shown in the record on file.

7.5 ADDITIONAL GUIDELINES FOR CLEAR

The date of clear (which must be the current date or less than the current date) must follow the two record identifiers.

There are no benefits and effectiveness data collected for Supervised Release File records.

8 SUPPLEMENTAL RECORD

8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD TRANSACTION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODES	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
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

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODES	FIELD LENGTH	DATA TYPE
OPERATOR'S LICENSE NUMBER	OPTIONAL SET	OLN [1]		
LICENSE PLATE NUMBER	OPTIONAL SET	LIC[2]		
VEHICLE IDENTIFICATION NUMBER	OPTIONAL SET	VIN[3]		
IMAGE NCIC NUMBER	OPTIONAL SET	IMN[4]		
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*
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

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

8.2 WHEN TO ENTER A SUPPLEMENTAL RECORD

Entry of an alias and/or other additional identifiers as a supplemental record to a Supervised Release File record (to be placed in the NCIC System by an entry separate from the Supervised Release entry) may be made only by the agency that entered the Supervised Release record.

8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

The supplemental record entry example contains header (1N01HEADER), message key (ECN), Originating Agency Identifier (MD101260G), two record identifiers (NAM/ SMITH, JOHN J and OCA/123456789), and the supplemental data added to the record: two aliases (AKA/DEER, JIM and BUCK, ROBERT J), two dates of birth (DOB/19521012 and 19520912), two sets of license plate data (LIC/ABC654.MD.1999.PC and LIC/ABC 123.MD.1999.PC), vehicle information (VIN/3J57K5D0112345. 1975. OLDS. CUT. 2T. BLU), and two sets of scars, marks, and tattoos data (SMT/CAUL L EAR and TAT R ARM).

```
1N01HEADER.ECN.MD101260G.NAM/SMITH, JOHN J.OCA/123456789.AKA/DEER,JIM.BUCK,ROBERT
J.DOB/19521012.19520912.LIC/ABC654.MD.1999.PC.LIC/ABC123.MD.1999.PC.VIN/3J57K5D012345.
1975.OLDS.CUT.2T.BLU.SMT/CAUL L EAR.TAT R ARM
```

Acknowledgment:

```
1L01HEADER
MD101260G
SUPP NAM/SMITH, JOHN J OCA/123456789
```

8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY

The Supervised Release File record to which a supplemental record of alias(es) and/or other additional identifiers 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 (/). Identifiers used in the above example are NAM and OCA Fields. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

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

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Identifying Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC	10
Image NCIC Number and Image Type (entered as a set)	IMN	12
Citizenship	CTZ	9
State Identification Number	SID	9

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

A maximum of 99 AKAs,10 CMCs, 9 DOBs, SMTs, MNUs, SOCs, OLNs, LICs, SIDs, CTZs, and VINs may be added to a Supervised Release File record.

For example, a record relating to JOHN HARRY DOE 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), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession.

Entry of these additional data would require several supplemental record entry messages because all 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 AKA (or variation of name spelling), DOB, SMT, MNU, SOC, CTZ, SID, or CMC Field is counted as one identifier. Each set of data relating to an operator's license, a license plate, or a vehicle is likewise counted as one identifier.

8.7 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY

- After the Supervised Release File 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, i.e., AKA/<AKA>.SOC/<SOC>.DOB/<DOB. The data elements must be separated by a period, and each field must be ended with a period. Fields that are not a part of sets of data may be entered in any order in a supplemental record entry.

- The field in the base record must be filled 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 alpha characters from the number itself in the MNU Field.

- When a supplemental record entry contains data on a person, a vehicle, or a license plate already in file in a person file (Missing Person, etc.), Vehicle, or License Plate File record, the agency making the supplemental record entry will be furnished 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.

- Personal Descriptors Codes, State and Country Data Codes, and Vehicle Data Codes, *NCIC Code Manual*, contain appropriate coding of personal identifiers and vehicular data.

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, e.g., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.

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

- Nicknames (monikers) are to be entered in the AKA Field of the Supervised Release File 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., 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 in an entry. The three MFCs making up this field 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.1980.`

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 in an entry. This set contains four MFCs: LIC, LIS, LIY, and LIT. MFCs must be entered in the order listed in the format and must be separated by a period.

For example:

`LIC/CBA321.MD.2000.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 VEHICLE IDENTIFICATION NUMBER SET

- VIN followed by a slash is used to identify an additional vehicle identification number set in a supplemental entry. This set contains six MFCs: VIN, VYR, VMA, VMO, VST, and VCO. MFCs must be entered in the order listed in the format and must be separated by a period.

- The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available.

  For example:

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

  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 ADDITIONAL IDENTIFYING DATA IN SUPPLEMENTAL RECORD ENTRY

Additional dates of birth; scars, marks, and tattoos, etc.; miscellaneous numbers; Social Security numbers; and caution and medical conditions follow the field codes DOB/, SMT/, MNU/, and SOC/, CTZ/, SID/, and CMC/, respectively, without repeating the MFC and separated only by periods.

For example:

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

8.8.6 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 AN 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 a Supervised Release File record.

- To modify an AKA or other identifier in a supplemental record, the incorrect AKA or other identifier must be canceled and reentered. Once canceled, the correct alias or other identifier can be entered.

8.10 EXAMPLE OF A SUPPLEMENTAL RECORD ALIAS AND OTHER IDENTIFIERS CANCELLATION

The example of cancellation of an alias and other additional identifiers in a supplemental record contains header (1N01HEADER), message key (XCN), Originating Agency Identifier (MD101260G), two record identifiers (NAM/SMITH, JOHN J and NIC/ C146203706), data to be canceled: an alias (AKA/BUCK, ROBERT J), date of birth (DOB/19520912), and four fields of license plate data (LIC/ABC654.MD.2000.PC).

```
1N01HEADER.XCN.MD101260G.NAM/SMITH, JOHN J.NIC/C146203706.AKA/BUCK, ROBERT
J.DOB/19520912.LIC/ABC654.MD.2000.PC
```

Acknowledgment:

```
1L01HEADER
MD101260G
CANCEL SUPP NAM/SMITH, JOHN J NIC/C146203706
AKA/BUCK, ROBERT J
DOB/19520912
LIC/ABC654.MD.2000.PC
```

8.11 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS

When canceling an alias and/or other additional identifiers contained in a supplemental record, the Supervised Release 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 (/). The supplemental data to be canceled, with each field preceded by the proper MFC followed by a slash (/), are then entered.

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, SID, or CMC is counted as one identifier. Each set of OLN, LIC, VIN, or IMN (multiple data element fields) is counted as one identifier.

8.13 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION

- Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers, citizenships, state identification numbers, 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 or license plate data must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicle data, only the VIN and VMA are required following VIN/, with a period to account for the intervening VYR.

  For example:

  VIN/1L69X6JO23456..CHEV.

- When a Supervised Release File record is canceled, its entire supplemental record is automatically canceled.

- 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.

9 SUPPLEMENTAL STOLEN/FRAUDULENT RECORD

9.1 MESSAGE FIELD CODES FOR FRAUDULENT RECORD ENTRY/CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODES	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
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

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODES	FIELD LENGTH	DATA TYPE
(FRAUDULENT) NAME	OPTIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER	OPTIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	ALPHABETIC
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)

9.2 ENTRY OR CANCELLATION OF SUPPLEMENTAL STOLEN/FRAUDULENT RECORDS

A supplemental stolen/fraudulent (S/F) identifier record may be appended to or removed from a base record only by the agency that entered the base record.

9.2.1 EXAMPLE OF A SUPPLEMENTAL S/F RECORD ENTRY/CANCELLATION

An example of a supplemental S/F identifier record entry message follows. This example appends two S/F names, three dates of birth, two Social Security numbers, and two operator's license numbers:

```
1N01HEADER.ECNS.MD101260G.NAM/JONES,RANDY.OCA/9015243.DOB/19451231.19460101.
19440631.NAM/BROOKS,PETER.SMITH,THOMAS.SOC/123456789.777777777.OLN/4567890.MD.
199.OLN/VA111111111.VA.1992
```

Acknowledgment:

```
1L01HEADER
MD101260G
S/F SUPP NAM/JONES, RANDY OCA/9015243
```

An example of a supplemental S/F identifier record cancellation message follows. This example removes two S/F dates of birth, one Social Security number, and one operator's license number:

```
1N01HEADER.XCNS.MD101260G.JONES, RANDY.OCA/9015243.DOB/19451231.19460101.
SOC/123456789.OLN/9876543.MD.1993
```

Acknowledgment:

```
1L01HEADER
MD101260G
CANCEL S/F SUPP NAM/JONES, RANDY OCA/9015243
S/F DOB/19451231
S/F DOB/19460101
S/F SOC/123456789
S/F OLN/9876543.MD.1993
```

9.2.2 IDENTIFICATION OF A RECORD FOR S/F RECORD ENTRY/CANCELLATION

The base record to which a supplemental S/F identifier record is being added or canceled must be identified by either the base record NAM and NIC, in that order; the base record 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 to identify the base record must be typed with the exact spelling and spacing as shown in the base record on file.

9.2.3 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL S/F RECORD

The identifiers which may be included in a supplemental S/F identifier record entry or cancel message are listed below with their MFCs and the maximum number that may be appended to a base record:

Field	Field Code	Maximum Number Permitted
Stolen/Fraudulent Name	NAM	99
Stolen/Fraudulent Date of Birth	DOB	9
Stolen/Fraudulent Miscellaneous Identifying Number	MNU	9
Stolen/Fraudulent Social Security Number	SOC	9
Stolen/Fraudulent Operator's License Number, Operator's License State, and Operator's License Year of Expiration	OLN	9

9.2.4 ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL S/F RECORD

- The S/F identifiers being entered or canceled follow the two base record identifiers. Each type of identifier included in a supplemental S/F record entry or cancel, except OLS and OLY, must be identified by the proper MFC followed by a slash and the identifier(s).

- Multiple identifiers may be entered following the MFC. The identifiers must be separated by a period and each field must end with a period. All fields except the operator's license fields may be entered in any order in a supplemental record entry.

  For example, two SOCs and two DOBs contained in an entry or cancel message might appear as the following:

  ```
  SOC/123456789.777777777.DOB/19710101.19711231
  ```

- The OLN in the supplemental S/F record format is a multiple element data field; there is more than one data element following the field code and slash. Each OLN must be preceded by the MFC OLN and a slash (/). The OLS and OLY must immediately follow the OLN and are entered without a MFC.

  For example, the entry or cancellation of two OLNs might include the following:

  ```
  OLN/98765432.MD.1993.OLN/VA111111111.VA.1992
  ```

- A maximum of nine additional identifiers of various kinds may be entered or canceled in one supplemental record message. Additional messages are required if more identifiers are to be entered. Each S/F NAM, DOB, SOC, and MNU is counted as one identifier. Each set of data relating to an OLN (i.e., OLN, OLS, and OLY) is counted as one identifier.

9.3 MODIFICATION OF A STOLEN/FRAUDULENT IDENTIFIER RECORD

Supplemental S/F identifier records cannot be modified. To change an existing identifier, it must be canceled using the supplemental S/F identifier record cancellation message (MKE/XCNS). The correct information can then be entered using the supplemental S/F identifier record entry message (MKE/ECNS).