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# Vehicle File

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# 1 INTRODUCTION

## 1.1 DEFINITION

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

A part is defined as any serially numbered component from a vehicle or boat, and ownership documentation for a vehicle or boat. Additional information on stolen parts can be found in the Vehicle/Boat Part File chapter of this manual.

## 1.2 CRITERIA FOR ENTRY

- A stolen vehicle may be entered if a theft report has been made. The entering agency must maintain the entry in an up-to-date status. The agency holding the theft report should enter the record. An agency in the state of registry may enter a record for a vehicle stolen in another state only after an inquiry, conducted after a reasonable period of time, discloses no record has been entered in the NCIC System by the agency holding the theft report. In this instance, the agency in the state of registry must enter the identity of the agency holding the theft report in the Miscellaneous (MIS) Field.
- A loaned, rented, or leased vehicle that has not been returned may not be entered in the file unless an official police theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.
- A felony vehicle may be entered on file immediately providing the whereabouts of the vehicle is unknown.
- A vehicle subject to seizure may be entered based on a federally issued court order.
- Agencies must have documentation (electronic or hard copy) on file to support a vehicle entry. All NCIC entries should be made only by the agency holding the theft report and having primary jurisdiction over the place of actual theft. An exception to this occurs when a criminal justice agency or regional dispatch center acts as holder of a record for another agency that has no telecommunications equipment. Only when there is a written agreement between the two agencies which delineates the legal responsibility for the record can the agency holding the record place its own Originating Agency Identifier (ORI) in the ORI Field when the entry is made. Additional information concerning these responsibilities can be found in the Introduction chapter of this manual.
- In addition, data of investigative interest pertaining to stolen vehicles, or related vehicles stolen abroad and transported into the United States may be entered by an agency having sufficient documentation to be responsible for the record.

## 1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EV	STOLEN VEHICLE
	EV-A	STOLEN VEHICLE - OCCUPANT(S) ARMED
	EV-F	STOLEN VEHICLE - OCCUPANT(S) ARMED/HOLD FOR LATENTS
	EV-P	STOLEN VEHICLE - HOLD FOR LATENTS
	EVC	STOLEN VEHICLE IN CANADA
	EF	FELONY VEHICLE
	EF-A	FELONY VEHICLE - OCCUPANT(S) ARMED
	EF-F	FELONY VEHICLE - OCCUPANT(S) ARMED/HOLD FOR LATENTS

Message	MKE	Translation
Entry (cont)	EF-P	FELONY VEHICLE - HOLD FOR LATENTS
	EFC	FELONY VEHICLE IN CANADA
	EIC	ABANDONED VEHICLE IN CANADA
Modify	MV	
	MF	
Cancel	XV	CANCELED STOLEN VEHICLE
	XF	CANCELED FELONY VEHICLE
	XVC	CANCELED STOLEN VEHICLE IN CANADA
	XFC	CANCELED FELONY VEHICLE IN CANADA
	XIC	CANCELED ABANDONED VEHICLE IN CANADA
Inquiry	QV	
	ZV	
	QVB	
	QW	
	QWA	
	QWE	
Locate	QWF	
	QWS	
	LV	LOCATED STOLEN VEHICLE
		LOCATED STOLEN VEHICLE - OCCUPANT(S) ARMED
		LOCATED STOLEN VEHICLE - OCCUPANT(S) ARMED/HOLD FOR LATENTS
		LOCATED STOLEN VEHICLE - HOLD FOR LATENTS
	LF	LOCATED FELONY VEHICLE
		LOCATED FELONY VEHICLE - OCCUPANT(S) ARMED
		LOCATED FELONY VEHICLE - OCCUPANT(S) ARMED/HOLD FOR LATENTS
		LOCATED FELONY VEHICLE - HOLD FOR LATENTS
Clear	CV	
	CF	

- If it is desired that a stolen or felony vehicle be held for latent fingerprint examination, the caution indicator -P should be entered as part of the MKE; for example, EV-P would translate as STOLEN VEHICLE - HOLD FOR LATENTS, and EF-P would translate as FELONY VEHICLE - HOLD FOR LATENTS.
- If the occupant(s) of the vehicle in question is known to be armed, the caution indicator -A should be entered as part of the MKE; for example, EV-A would translate as STOLEN VEHICLE - OCCUPANT(S) ARMED and EF-A would translate as FELONY VEHICLE - OCCUPANT(S) ARMED.
- If a stolen or felony vehicle is to be held for latent fingerprint examination and the occupant(s) of the vehicle is known to be armed, the caution indicator -F should be entered as part of the MKE; for example, EV-F would translate as STOLEN VEHICLE - OCCUPANT(S) ARMED/HOLD FOR LATENTS or EF-F would translate as FELONY VEHICLE- OCCUPANT(S) ARMED/HOLD FOR LATENTS.

## 1.4 RECORD RETENTION PERIOD

- If a stolen vehicle record remains on file for 90 days and it does not contain a Vehicle Identification Number (VIN) or Owner-Applied Number (OAN), the record is retired. If a felony vehicle or vehicle subject to seizure record remains on file for 90 days, the record is retired. A \$.P. purge notification will be sent to the originating agency. Additional information concerning the \$.P. purge notification can be found in the Introduction chapter of this manual.

- Stolen vehicles which contain a VIN or OAN will remain on file for the balance of the year entered plus four. Following this retention period, the records are retired. For example, a vehicle record entered in 1996 would be retired December 31, 2000.
- Other exceptions to the record retention period will occur in the event a serious error is detected in the record on file. Additional information on serious error detection, \$.E. administrative message, can be found in the Introduction chapter of this manual.

## 1.5 AUTOMATIC RETIREMENT

The ORI of the record will be notified when the record has been located by a \$.L. administrative message. If the record remains in a located status for ten days after the DOR, the ORI of the record will be notified the record has been retired by a \$.P. administrative message.

## 1.6 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.

## 1.7 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one day.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
IMN	Image NCIC Number	A self-checking number consisting of an alphabetic character (I in the Image File) followed by nine numeric characters automatically assigned by the NCIC System to each accepted record. Must have valid check digits when used to identify a record in a subsequent message.
IMT	Image Type	Must be a V representing a generic vehicle when associating a vehicle record to an image. May be V or I when deleting an association to an image.
IND	Image Indicator	Must be Y or N.
LIC	License Plate Number	The characters UNK, UNKN, or UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI's CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds ten characters, only the first ten characters should be entered in the LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, <i>NCIC Code Manual</i> .

Code	Field	Edits
LIT	License Plate Type	Must be a valid NCIC-assigned code as listed in Vehicle Data Codes, <i>NCIC Code Manual</i> .
LIY	License Plate Year of Expiration	Must be a valid four-character year (YYYY) or the alphabetic NX to represent a nonexpiring registration.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System).
LKI	Linkage Agency Identifier	Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual.
MIS	Miscellaneous	<p>If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field for the felony vehicle record. More details can be found in the MESSAGE FIELD CODE EDITS FOR ENTRY section of this chapter.</p> <p>SVIN must be the first four characters in the MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN.</p>
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (V in the Vehicle File and R in the Canadian Vehicle Index) followed by nine numeric characters automatically assigned by the NCIC System to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction.
NOA	Notify Originating Agency	Must be Y or N. The NCIC System will default to N if field is left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating stolen and felony vehicle. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
NPF	Number of Missing Persons Found	First three characters must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in the NCIC System. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
OAN	Owner-Applied Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabets only cannot be used. The OAN cannot be identical to the VIN. If the MKE is EF, the SER is not allowed. Embedded spaces are prohibited.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, the word NONE, or the first seven characters of the ORI Field. The only valid special character is the hyphen.
OPT	Opt Type	Must be either IN, OUT, or a valid Gregorian date (YYYYMMDD) greater than current date. Embedded spaces are prohibited. The default value is OUT.

Code	Field	Edits
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual.
RCA	Recovering Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen.
RPP	Reason for Property Record Removal	Must be a valid NCIC-assigned code as listed in the Other Transactions Codes, <i>NCIC Code Manual</i> .
RRI	Recovering Agency Identifier	Must be a valid NCIC-assigned ORI as defined in the ORI chapter of this manual.
RSH	Related Search Hit	Must be Y or N.
VCO	Vehicle Color	Must be a valid NCIC-assigned code as listed in Vehicle Data Codes, <i>NCIC Code Manual</i> . If two color codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetic only, or spaces, cannot be used. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field. Cannot be identical to OAN.
VLN	Name of Validator	Any valid characters representing validator.
VMA	Vehicle Make	The VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid NCIC-assigned code as listed in Vehicle Data Codes, <i>NCIC Code Manual</i> . 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, <i>NCIC Code Manual</i> .
		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.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.
	(all-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles as listed in Vehicle Data Codes, <i>NCIC Code Manual</i> . 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, <i>NCIC Code Manual</i> .
VMO	Vehicle Model	Spaces cannot be skipped. Hyphens or symbols should not be used. More information in Vehicle Data Codes, <i>NCIC Code Manual</i> .
		The only valid VMO codes for vehicles with VST codes EB, EN, MV or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW or WHE.



Code	Field	Edits
VMO (cont)	(assembled automobile)	If the VYR is less than 1988 and the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in Vehicle Data Codes, <i>NCIC Code Manual</i> , the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the recovered stolen or felony vehicle identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating the stolen or felony vehicle identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating stolen or felony vehicle which is identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
VST	Vehicle Style	Must be a valid NCIC-assigned code as listed in Vehicle Data Codes, <i>NCIC Code Manual</i> . If the VMA code is ATV or SPEC then the VST must be OP, EB, EN, or MV, and the MIS Field must contain the name of the manufacturer.
VYR	Vehicle Year	Must represent the production (model) year during which the vehicle was manufactured (YYYY). 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, when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.

## 1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS

- If the complete VIN, VMA, and ORI Fields; the LIC, LIS, LIY, LIT, and ORI Fields; or the complete OAN, VMA, OCA, and ORI Fields of a stolen vehicle message are the same as those field codes of a vehicle record already on file in the NCIC System, the second entry will be rejected with the message REJECT - ON FILE as found in the Introduction chapter of this manual.
- If the complete VIN, VMA, and ORI Fields or the LIC, LIS, LIY, LIT, and ORI Fields of a felony vehicle message are the same as those field codes of a vehicle record already on file in the NCIC System, the second entry will be rejected with the message REJECT - ON FILE as found in the Introduction chapter of this manual.

- 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 message is different or if it matches vehicle data in a person file record.

## 1.9 AUTOMATIC NOTIFICATION OF ENTRY

When an agency enters, clears, cancels, modifies, or locates, or the System purges a stolen/felony vehicle record (except VMA = AERO), the NCIC System will automatically notify the National Insurance Crime Bureau (NICB), the National Vehicle Service (NVS), the International Justice and Public Safety Network (Nlets), and the National Motor Vehicle Title Information System (NMVTIS) through a \$.8. administrative message. If the VMA is AERO, the NCIC System will automatically notify the Department of Justice through a \$.8. JUST/EPIC Aircraft administrative message. If a vehicle record has license data, a \$.8. Out-of-State Notification will be sent automatically as necessary. Additional information on \$.8. administrative messages can be found in the Introduction chapter of this manual.

## 1.10 IMAGE CAPABILITY

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

## 1.11 INVESTIGATIVE INTEREST

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

# 2 ENTRY

## 2.1 EXAMPLES OF STOLEN VEHICLE RECORD ENTRIES

Example of a Stolen Vehicle Entry with a License (LIC)

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

### Acknowledgment:

```
1L01HEADER
MD1012600
NIC/V761416156 LIC/ABC123
OCA/CSE123
```

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

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

### Acknowledgment:

```
1L01HEADER
MD1012600
NIC/V761423763 OAN/MD1234PGC567
OCA/CSC123
```

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

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

**Acknowledgment:**

1L01HEADER  
MD1012600  
NIC/V761476792 VIN/JD123456789T  
OCA/CSC123

**Example of a Felony Vehicle Entry**

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

**Acknowledgment:**

1L01HEADER  
MD1012600  
NIC/V761478288 LIC/ABC123  
OCA/CSC567

**2.2 MESSAGE FIELD CODES FOR ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL* SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1- 20	ALPHABETIC, NUMERIC
VEHICLE YEAR	MANDATORY*	VYR	4-4	NUMERIC
VEHICLE MAKE	MANDATORY	VMA	2-24	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE STYLE	MANDATORY*	VST	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKAGE AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
LINKAGE CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTER
MISCELLANEOUS	OPTIONAL	MIS	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC
OWNER-APPLIED NUMBER	CONDITIONAL	OAN <sup>1</sup>	1-20	ALPHABETIC, NUMERIC
VEHICLE OWNERSHIP DATA	OPTIONAL	VOD <sup>1</sup>	1-1	ALPHABETIC
IMAGE NCIC NUMBER	OPTIONAL SET	IMN	10-10	ALPHABETIC, NUMERIC
IMAGE TYPE	SET	IMT	1-1	ALPHABETIC
OPT TYPE	MANDATORY	OPT	2-3 8-8	ALPHABETIC NUMERIC (DEFAULT=OUT)

<sup>1</sup>Stolen vehicles only

\*Optional for felony vehicles

## 2.3 MANDATORY FIELDS FOR ENTRY

### 2.3.1 MANDATORY FIELDS FOR STOLEN VEHICLE ENTRY

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

### 2.3.2 MANDATORY FIELDS FOR FELONY VEHICLE ENTRY

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

## 2.4 ADDITIONAL GUIDELINES FOR ENTRY

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

- When the information being entered in the felony vehicle record is for a vehicle subject to seizure, the fact that the vehicle is subject to federal seizure and the date the court order expires must be stated in the MIS Field. The expiration date should be shown as year, month, and day (YYYYMMDD). The MIS Field should read as follows:

MIS/SUBJ TO SEIZURE-COURT ORDER EXPIRES YYYYMMDD

- For NCIC purposes, an assembled vehicle is one which is homemade or is rebuilt using components from different vehicles or is made from kits provided by a manufacturer for specialty cars and replicas. There are four ways to enter these vehicles in the NCIC System depending on how the vehicle was assembled.
  - When a vehicle is homemade and does not have a manufacturer-assigned VIN, the VMA Field code ASVE is used. When the code ASVE is used, the VMO Field must contain the code AV or REP. If a state issues or assigns a unique VIN to this type of vehicle, the state-assigned VIN should be entered in the OAN Field. If the car is a replica, then the words REPLICIA OF (year, make, and model replicated) should appear in the MIS Field. Those states that do not have an OAN Field should put the state-assigned VIN in the VIN Field and place SVIN as the first item in the MIS Field followed by REPLICIA OF (year, make, and model replicated).
  - When a manufacturer-assigned VIN is present but no longer conforms with the rebuilt vehicle, the vehicle should be entered under its major make code, e.g., AMER, CHEV, FORD, etc., with the code AV in the VMO Field. For example, a salvaged Pontiac Bonneville rebuilt using as the VIN of a Pontiac Catalina would be entered as PONT.
  - A rebuilt vehicle bearing its original VIN plate should be entered using the appropriate VMA and VMO codes. For example, a rebuilt Chevrolet Impala would be entered with VMA/CHEV and VMO/IMP.
  - If the vehicle is assembled using a manufacturer's kit and the manufacturer's name is not displayed on the kit or assembled vehicle, no VMA code will be assigned by NCIC staff and entry should be as follows: VYR/(year assembled), VMA/ASVE, VMO/AV or REP, and OAN/(number under which titled). If the car is a replica, then the words REPLICIA OF (year, make, and model replicated) should appear in the MIS Field. States that do not allow an OAN Field should enter the number under which the vehicle is titled in the VIN Field and SVIN as the first item in the MIS Field. If the manufacturer's name is displayed on the kit, upon request to the FBI's CJIS Division staff, a VMA code will be assigned and entry should be as follows: VYR/(year assembled), VMA/(NCIC-assigned VMA code), VMO/AV or REP, and OAN/(number under which vehicle is titled). If the car is a replica, then the words REPLICIA OF (year, make, and model replicated) should appear in the MIS Field. States that do not allow an OAN Field should enter the number under which the vehicle is titled in the VIN Field and SVIN as the first item in the MIS Field.
- Vehicles that have two identifying numbers, e.g., motorcycles which have a VIN and an engine number, should be entered by placing the VIN in the VIN Field and the additional identifying number in the OAN Field. Except for the states that do not have an OAN Field, the additional identifier should not be placed in the MIS Field. If the additional identifier is placed in the OAN Field and is not an OAN, the number should be described in the MIS Field, e.g., OAN IS ENGN NO.
- Serialized truck-mounted campers (including shell type) should be entered in the Vehicle/Boat Part File. An unmounted serialized camper should be entered in the Vehicle/Boat Part File (EP) record. When a truck-mounted camper is not serialized, only the truck should be entered with

data in the MIS Field describing the camper and indicating that it was mounted on the truck at the time of theft. A camping trailer should be entered in the Vehicle File as a base trailer (EV) record.

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

## **2.5 MESSAGE FIELD CODE EDITS FOR ENTRY**

### **2.5.1 DESCRIPTORS**

Entering instructions and valid codes for CAT; EPD; LIT; VMA; VMO; VST; and VCO can be found in the Vehicle Data Codes, *NCIC Code Manual*.

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

### **2.5.2 LICENSE PLATE NUMBER (LIC)**

- Only alphabetic and/or numeric characters may be entered in the LIC Field; therefore, the information must be entered omitting any hyphens, spaces, or symbols. For instance, when a hyphen or symbol is a substantive part of the license number, information concerning the location and design of each should be included in the MIS Field. Further information relevant to the construction of the number can be obtained by contacting the CSA in the state of registry.
- If the license plate number exceeds ten characters, only the first ten characters should be entered. The entire number must be shown in the MIS Field. Partial license plate numbers must not be entered.
- Where one character appears over another, the top character should be entered first, immediately followed by the bottom character, that is, A/B as AB.
- License Plate Number Data for Vehicles Other Than Automobiles:
  - U.S. Military Vehicles: These vehicles are externally identifiable by an alphanumeric registration number displayed on the vehicle. This number should be used as the license plate number when no license plate is displayed.
  - Civilian Aircraft: The aircraft registration number including all alpha-numeric characters should be entered. The registration number usually appears on each side of the rear section of the fuselage or on the vertical fin (vertical part of the tail assembly) of civilian aircraft. The registration number of aircraft registered in the United States is commonly referred to as the N number since the alphabetic N must be the first character in all U.S.-issued registration numbers. Registration numbers of foreign civilian aircraft may consist of all alphabets. For example, CF-TVU denotes civil aircraft of Canadian registry.
  - Military Aircraft: U.S. Military aircraft registration numbers usually appear on the vertical fin of the tail assembly. Verification of the correct number to be used as the registration number of any military aircraft being entered should be made with the military representative reporting the theft. (Squadron, group, or military type designators such as VF-142, F-111A, etc., should be entered in the MIS Field.)
  - All-Terrain Vehicles and Snowmobiles: The license plate or registration number should be entered. A registration number should be entered only in instances where the required place of display provides identification of the snowmobile or all-terrain vehicle when viewed from the outside.

### 2.5.3 LICENSE PLATE STATE (LIS)

- The appropriate code for the state, territorial possession, province, or country that issued the license plate must be used in the LIS. The codes listed in State and Country Data Codes, *NCIC Code Manual*, are the only codes approved for use in the LIS.
- Military Vehicles and Other U.S. Government Vehicles: The code US for the license plate of U.S. Military vehicles and vehicles with plates displaying the inscription "U.S. Government" should be entered.
- Aircraft: For United States aircraft, the code US should be entered in the LIS. For foreign aircraft, the appropriate code from the country code listing in State and Country Data Codes, *NCIC Code Manual*, should be entered.

### 2.5.4 LICENSE PLATE YEAR OF EXPIRATION (LIY)

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

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

### 2.5.5 LICENSE PLATE TYPE (LIT)

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

### 2.5.6 VEHICLE IDENTIFICATION NUMBER (VIN)

- The complete identification number of the vehicle should be placed in the VIN Field.
- The NCIC VIN search method uses the rightmost eight characters of the VIN. Thereby, records that are entered with eight or more characters will be included in the response to an inquiry. This search method may return a record response even if the first characters of that record response do not match the first characters in the inquiry. In this instance, users

should compare all available information and determine if a mistake may have been made in either the entry or inquiry. When VINs have less than eight characters, the System will search only those characters.

- Entries of model year 1981 or later vehicle records with 17-character VINs will be edited by the NCIC System as follows: the ninth position (check digit) must conform to the check-digit formula and the tenth position (vehicle year) must represent the Vehicle Year Field of the record.
- Records for 1981 or later vehicles manufactured with nonconforming 17-character VINs (as supported by the manufacturers' certificates of origin), may be entered using the OAN Field for the nonconforming VINs. Agencies in those states that do not have an OAN Field should enter the nonconforming VIN in the VIN Field and place the word SVIN as the first item in the MIS Field.
- For stolen automobiles that have been assigned a unique serial number by a state agency, the state-assigned VIN should be entered in the OAN Field. Agencies in those states that do not have an OAN Field should enter the state-assigned VIN in the VIN Field and place the word SVIN as the first item in the MIS Field.

#### 2.5.6.1 1970 through 1980 Ford, Lincoln, and Mercury VINs

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

#### 2.5.6.2 Motorcycle VINs

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

#### 2.5.6.3 1972-1980 VIN Field Edits

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

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

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



listed. Entering other NCIC VMO Codes assigned for trucks will subject those records to automobile edits. These edits do not apply to foreign production makes, such as Opel, which should be entered into the NCIC System using the VMA code OPEL, and Capris made prior to 1979, which should be entered into the NCIC System using the VMA/CAP. Any Capri made in 1979 or later should be entered using VMA/MERC and VMO/CAP.

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

#### 2.5.6.3.1 VIN Field Edits for 1972-1980 American Motors Automobiles

If the VYR is greater than 1971 and less than 1981 and VMA equals 'AMER', then the length of the VIN must be 13 characters in length.

If the VMA equals 'AMER', the following VIN edits apply:

Sample VIN: A7A167H100917

VIN POSITION	SYMBOL	YEAR	EDIT REQUIRES
First	Manufacturer	1972-1980	The alphabetic A
Second	Model Year	1972-1980	Numeric; SHALL agree with the fourth character in the VYR Field, e.g., if the VYR Field contains 1977, the second character of the VIN SHALL be 7.
Third	Transmission	1972-1980	The alphabetic A, C, D, E, F, M, or S or numeric 0 (zero).
Fourth	Series	1972-1980	The numeric 0, 1, 3, 4, 6, 7, or 8.
Fifth	Body Style	1972-1980	The numeric 3, 5, 6, 8, or 9.
Sixth	Body Class	1972-1980	The alphabetic P or T, or the numeric 0, 2, 3, 5, 7, 8, or 9.
Seventh	Engine	1972-1980	Alphabetic.
Eighth through Thirteenth	Sequential Production Number	1972-1980	Numeric greater than 000000.

#### 2.5.6.3.2 VIN Field Edits for 1972-1980 Buick Automobiles

If the VYR is greater than 1971 and less than 1981 and VMA equals 'BUIC', then the length of the VIN must be 13 characters in length.

If the VMA equals 'BUIC', then the following VIN edits apply:

Sample VIN: 4B27H5L100228

VIN POSITION	SYMBOL	YEAR	EDIT REQUIRES:
First	Manufacturer	1972-1980	The numeric 4.
Second	Car Line/Series	1972-1980	Alphabetic or the numeric 0.
Third and Fourth	Body Type	1972-1980	Numeric.
Fifth	Engine	1972-1977	Alphabetic or the numeric 0.
		1978-1979	Alphabetic or the numeric 0, 1, 2, or 3.
		1980	An alphabetic or the numeric 0, 1, 2, 3, 4, 5, or 7.
Sixth	Model Year	1972-1979	Numeric; SHALL agree with the fourth character in the VYR Field, e.g., if the VYR Field contains 1975, the sixth character of the VIN SHALL be 5.
		1980	The alphabetic A.

VIN POSITION	SYMBOL	YEAR	EDIT REQUIRES:
Seventh	Assembly Plant	1972-1978	An alphabetic or the numeric 2.
		1979-1980	An alphabetic or the numeric 2 or 7.
Eighth through Thirteenth	Sequential Production Number	1972-1980	SHALL be numeric greater than 100000.

#### 2.5.6.3.3 VIN Field Edits for 1972-1980 Cadillac Automobiles

If the VYR is greater than 1971 and less than 1981 and VMA equals 'CADI', then the length of the VIN must be 13 characters in length.

If the VMA equals 'CADI', then the following VIN edits apply:

Sample VIN: 6S69R4Q481222

VIN POSITION	SYMBOL	YEAR	EDIT REQUIRES:
First	Manufacturer	1972-1980	The numeric 6.
Second	Car Line/Series	1972-1980	The alphabetic B, C, D, F, L, S, or Z.
Third and Fourth	Body Type	1972-1980	The numeric 23, 33, 47, 49, 57, 67, 69, or 90.
Fifth	Engine	1972-1976	The alphabetic B, R, or S.
		1977	The alphabetic B, R, S, or T.
		1978-1979	The alphabetic B, N, R, S, or T.
		1980	The alphabetic B, N, R, S, T, or the numeric 4, 6, 8, or 9.
Sixth	Model Year	1972-1979	Numeric; SHALL agree with the fourth character in the VYR Field, e.g., if the VYR Field contains 1974, the sixth character SHALL be the numeric 4.
		1980	The alphabetic A4.
Seventh	Assembly Plant	1972-1978	The alphabetic E or Q.
		1979-1980	The alphabetic C, E, Q, or the numeric 9.
Eighth through Thirteenth	Sequential Production Number	1972-1980	Numeric greater than 100000, unless the second character of the VIN is S (for Seville). If the second character is S, the eighth through thirteenth characters SHALL be greater than 450000.

#### 2.5.6.3.4 VIN Field Edits for 1972-1980 Chevrolet Automobiles

If the VYR is greater than 1971 and less than 1981 and VMA equals 'CHEV', then the length of the VIN must be 13 characters in length.

If the VMA equals 'CHEV', then the following VIN edits apply:

Sample VIN: 1D35H3K401527

VIN POSITION	SYMBOL	YEAR	EDIT REQUIRES
First	Manufacturer	1972-1980	The numeric 1.
Second	Car Line/Series	1972-1980	Alphabetic or the numeric 0.
Third and Fourth	Body Type	1972-1980	Numeric.
Fifth	Engine	1972-1977	Alphabetic or the numeric 0.
		1978	Alphabetic or the numeric 0, 1, 4.
		1979-1980	Alphanumeric.

VIN POSITION	SYMBOL	YEAR	EDIT REQUIRES
Sixth	Model Year	1972-1979	Numeric; SHALL agree with the fourth character in the VYR Field, e.g., if the VYR Field contains 1973, the sixth character SHALL be the numeric 3.
		1980	The alphabetic A.
Seventh	Assembly Plant	1972-1974	The numeric 0, 1, or 2, or an alphabetic.
		1975-1976	Alphabetic or the numeric 0, 1, 2, or 4.
		1977-1978	Alphabetic or the numeric 0, 1, 2, 3, 4, or 6.
		1979-1980	Alphabetic or the numeric 0, 1, 2, 3, 4, 5, 6, or 7.
Eighth through Thirteenth	Sequential Production Number	1972-1980	Numeric greater than 100000.

#### 2.5.6.3.5 VIN Field Edits for 1972-1980 Chrysler Automobiles

If the VYR is greater than 1971 and less than 1981 and VMA equals 'CHRY', then the length of the VIN must be 13 characters in length.

If the VYR equals 'CHRY', then the following VIN edits apply:

Sample VIN: CL4M2C100243

VIN POSITION	SYMBOL	YEAR	EDIT REQUIRES
First	Car Make	1972-1978	The alphabetic C, F, S, or Y.
		1979-1980	The alphabetic C, F, S, T, or Y.
Second	Decor/Series	1972-1980	The alphabetic G, H, K, L, M, P, S, or T.
Third and Fourth	Body Style	1972-1980	Numeric.
Fifth	Engine	1972-1977	The alphabetic C, D, G, H, J, K, L M, N, P, T, or U.
		1978-1980	The alphabetic C, D, G, H, J, K, L M, N, P, R, T, or U.
Sixth	Model Year	1972-1979	Numeric; SHALL agree with the fourth character in the VYR Field, e.g., if the VYR Field contains 1972, the sixth character SHALL be the numeric 2.
		1980	The alphabetic A.
Seventh	Assembly Plant	1972-1980	Alphabetic.
Eight through Thirteenth	Sequential Production Number	1972-1980	Numeric greater than 100000.

#### 2.5.6.3.6 VIN Field Edits for 1972-1980 Dodge Automobiles

If the VYR is greater than 1971 and less than 1981 and VMA equals 'DODG', then the length of the VIN must be 13 characters in length.

If the VMA equals 'DODG', then the following VIN edits apply:

Sample VIN: XS22K6R118455

VIN POSITION	SYMBOL	YEAR	EDIT REQUIRES
First	Make	1972-1978	The alphabetic D, G, J, L, N, W, X, Z, or the numeric 2, 4, 6, or 8.
		1979-1980	The alphabetic D, E, G, J, L, N, W, X, Z, or the numeric 2, 4, 6, or 8.

VIN POSITION	SYMBOL	YEAR	EDIT REQUIRES
Second	Decor/Line	1972-1980	The alphabetic E, G, H, K, L, M, P, S, or T.
Third and Fourth	Body Style	1972-1980	Numeric
Fifth	Engine	1972-1980	Alphabetic.
Sixth	Model Year	1972-1979	Numeric; SHALL agree with the second character in the VYR Field, e.g., if the VYR Field contains 1979, the sixth character SHALL be the numeric 9.
		1980	The alphabetic A.
Seventh	Assembly Plant	1972-1980	Any numeric except 0 or the alphabetic A, B, C, D, E, F, G, H, or R.
Eighth through Thirteenth	Sequential Production Number	1972-1980	Numeric.

#### 2.5.6.3.7 VIN Field Edits for 1972-1980 Ford Automobiles

If the VYR is greater than 1971 and less than 1981 and VMA equals 'FORD', then the length of the VIN must be 11 characters in length.

If the VMA equals 'FORD', then the following VIN edits apply:

Sample VIN: 5J83F105300

VIN POSITION	SYMBOL	YEAR	EDIT REQUIRES
First	Model Year	1972-1980	Numeric; SHALL agree with the fourth character in the VYR Field, e.g., if the VYR Field contains 1975, the first character of the VIN SHALL be the numeric 5. The first character of the VIN may be the numeric 8 when the second character of the VYR is the numeric 7 and the third and fourth characters of the VIN are the numeric 02, 03, 04, 05, 10, 11, or 12.
Second	Assembly Plant	1972-1980	Alphabetic or the numeric 0.
Third and Fourth	Series/Body Style	1972-1980	Numeric.
Fifth	Engine	1972-1980	The numeric 2, 3, 6, or an alphabetic.
Sixth through Eleventh	Sequential Production Number	1972-1980	SHALL be numeric greater than 100000 and less than 500000. The sixth through eleventh characters SHALL be numeric greater than 400000 and less than 500000 when the first character of the VIN is the numeric 8 and the fourth character of the VYR is the numeric 7 and the third and fourth characters are the numeric 02, 03, 04, 05, 10, 11, or 12.

#### 2.5.6.3.8 VIN Field Edits for 1972-1975 Imperial Automobiles

If the VYR is greater than 1971 and less than 1981 and VMA equals 'IMPE', then the length of the VIN must be 13 characters in length.

If the VMA equals 'IMPE', then the following VIN edits apply:

Sample VIN: YM23T4C123456

VIN POSITION	SYMBOL	YEAR	EDIT REQUIRES
First	Make	1972-1975	The alphabetic Y.
Second	Decor/Series	1972-1975	The alphabetic G, H, K, L, M, P, S, or T.
Third and Fourth	Body Style	1972-1975	Numeric.
Fifth	Engine	1972-1975	The alphabetic C, D, G, J, K, L, M, N, P, T, or U.
Sixth	Model Year	1972-1975	Numeric; SHALL agree with the fourth character in the VYR Field, e.g., if the VYR Field contains 1974, the sixth character SHALL be the numeric 4.
Seventh	Assembly Plant	1972-1975	Alphabetic or the numeric 0.
Eighth through Thirteenth	Sequential Production Number	1972-1975	Numeric greater than 100000.

\*Imperials were not manufactured from 1976-1980.

#### 2.5.6.3.9 VIN Field Edits for 1972-1980 Lincoln Automobiles

If the VYR is greater than 1971 and less than 1981 and VMA equals 'LINC', then the length of the VIN must be 11 characters in length.

If the VMA equals 'LINC', then the following VIN edits apply:

Sample VIN: 3Y82A804491

VIN POSITION	SYMBOL	YEAR	EDIT REQUIRES
First	Model Year	1972-1980	Numeric; SHALL agree with the fourth character in the VYR Field, e.g., if the VYR Field contains 1973, the first character SHALL be the numeric 3.
Second	Assembly Plant	1972-1976	The alphabetic S or Y.
		1977-1980	The alphabetic S, W, or Y.
Third and Fourth	Series/Body Style	1972-1976	The numeric 81, 82, or 89.
		1977-1979	The numeric 81, 82, 84, or 89.
		1980	The numeric 81, 82, 84, 89, or 90.
Fifth	Engine	1972-1976	The alphabetic A.
		1977-1978	The alphabetic A, F, H, or S.
		1979	The alphabetic A, F, H, L, S, T, W, Y, or Z.
		1980	The alphabetic A, B, C, D, F, G, H, L, S, T, W, Y, or Z or numeric 0 (zero).
Sixth through Eleventh	Sequential Production Number	1972-1978	Numeric greater than 800000.
		1979-1980	SHALL be numeric greater than 600000 when the VYR Field contains 1979 or 1980.

\* Alphabetic O in 1980 Engine (fifth character) is converted at input to zero, therefore zero is an accepted value for this character.

#### 2.5.6.3.10 VIN Field Edits for 1972-1980 Mercury Automobiles

If the VYR is greater than 1971 and less than 1981 and VMA equals 'MERC', then the length of the VIN must be 11 characters in length.

If the VMA equals 'MERC', then the following VIN edits apply:

Sample VIN: 2H16H505793

VIN POSITION	SYMBOL	YEAR	EDIT REQUIRES
First	Model Year	1972-1980	Numeric; SHALL agree with the fourth character in the VYR Field, e.g., if the VYR Field contains 1972, the first character of the VIN SHALL be the numeric 2. The first character may be the numeric 8 when the second character of the VYR Field is the numeric 7 and the third and fourth characters of the VIN are the numeric 20 or 22.
Second	Assembly Plant	1972-1980	Alphabetic or the numeric 0.
Third and Fourth	Series/Body Style	1972-1980	Numeric.
Fifth	Engine	1972-1980	Alphabetic or the numeric 0, 3, or 6.
Sixth through Eleventh	Sequential Production Number	1972-1980	Numeric greater than 500000 and less than 800000. The sixth through eleventh characters SHALL be numeric greater than 750000 and less than 800000 when the first character of the VIN is the numeric 8, the fourth character of the VYR Field is the numeric 7 and the third and fourth characters of the VIN are the numeric 20 or 22.

#### 2.5.6.3.11 VIN Field Edits for 1972-1980 Oldsmobile Automobiles

If the VYR is greater than 1971 and less than 1981 and VMA equals 'OLDS', then the length of the VIN must be 13 characters in length.

If the VMA equals 'OLDS', then the following VIN edits apply:

Sample VIN: 3K57R6R109954

VIN POSITION	SYMBOL	YEAR	EDIT REQUIRES
First	Manufacturer	1972-1980	The numeric 3.
Second	Car Line/Series	1972-1980	Alphabetic or the numeric 0.
Third and Fourth	Body Type	1972-1980	Numeric.
Fifth	Engine	1972-1977	Alphabetic or the numeric 0.
		1978	Alphabetic or the numeric 0, 1, 3, 5, or 7.
		1979	An alphabetic or the numeric 0, 1, 2, 3, 5, or 7.
		1980	An alphabetic or the numeric 0, 1, 3, 5, or 7.
Sixth	Model Year	1972-1979	Numeric; SHALL agree with the fourth character in the VYR Field, e.g., if the VYR Field contains 1976, the sixth character SHALL be the numeric 6.
		1980	The alphabetic A.
Seventh	Assembly Plant		

VIN POSITION	SYMBOL	YEAR	EDIT REQUIRES
Eighth through Thirteenth	Sequential Production Number	1972-1980	Numeric greater than 100000.

#### 2.5.6.3.12 VIN Field Edits for 1972-1980 Plymouth Automobiles

If the VYR is greater than 1971 and less than 1981 and VMA equals 'PLYM', then the length of the VIN must be 13 characters in length.

If the VMA equals 'PLYM', then the following VIN edits apply:

Sample VIN: VH41G5R114688

VIN POSITION	SYMBOL	YEAR	EDIT REQUIRES
First	Make	1972-1977	The alphabetic B, H, J, N, P, R, V, or the numeric 1, 3, 4, 5, or 7.
		1978-1980	The alphabetic B, H, J, M, N, P, R, V, or the numeric 1, 3, 4, 5, or 7.
Second	Decor/Series	1972-1980	Alphabetic or the numeric 0.
Third and Fourth	Body Style	1972-1980	Numeric.
Fifth	Engine	1972-1980	Alphabetic or the numeric 0.
Sixth	Model Year	1972-1979	Numeric; SHALL agree with the fourth character in the VYR Field, e.g., if the VYR Field contains 1975, the sixth character SHALL be the numeric 5.
		1980	The alphabetic A or the numeric 0.
Seventh	Assembly Plant	1972-1980	The alphabetic A, B, C, D, F, G, or R, or one of the numeric 1-9.
Eighth through Thirteenth	Sequential Production Number	1972-1980	Numeric.

#### 2.5.6.3.13 VIN Field Edits for 1972-1980 Pontiac Automobiles

If the VYR is greater than 1971 and less than 1981 and VMA equals 'PONT', then the length of the VIN must be 13 characters in length.

If the VMA equals 'PONT', then the following VIN edits apply:

Sample VIN: 2Z27M4L101873

VIN POSITION	SYMBOL	YEAR	EDIT REQUIRES
First	Manufacturer	1972-1980	The numeric 2 or 7.
Second	Car Line/Series	1972-1980	Alphabetic or the numeric 0.
Third and Fourth	Body Type	1972-1980	Numeric.
Fifth	Engine	1972-1977	Alphabetic or the numeric 0.
		1978	Alphabetic or the numeric 0, 1, 5, or 7.
		1979-1980	Alphabetic or the numeric 0, 1, 2, 5, 7, or 9.
Sixth	Model Year	1972-1979	Numeric; SHALL agree with the fourth character in the VYR Field, e.g., if the VYR Field contains 1974, the sixth character SHALL be the numeric 4.
		1980	The alphabetic A.

VIN POSITION	SYMBOL	YEAR	EDIT REQUIRES
Seventh	Assembly Plant	1972-1978	Alphabetic or the numeric 0, 1, or 2.
		1979-1980	Alphabetic or the numeric 0, 1, 2, 5, 6, or 7.
Eighth through Thirteenth	Sequential Production Number	1972-1980	Numeric greater than 100000.

#### 2.5.6.3.14 VIN Field Edits for 1972-1980 Volkswagen Automobiles

If the VYR is greater than 1971 and less than 1981 and VMA equals 'VW' or 'VOLK', then the length of the VIN must be 10 characters in length.

If the VMA equals 'VW' or 'VOLK', then the following VIN edits apply:

Sample VIN: 175A390809

VIN POSITION	SYMBOL	YEAR	EDIT REQUIRES
First and Second	Model	1972-1980	The numeric 11, 13, 14, 15, 16, 17, 18, 21, 22, 23, 25, 26, 27, 28, 31, 32, 33, 34, 36, 41, 42, 46, or 53.
Third	Year	1972-1979	Numeric; SHALL agree with the fourth character in the VYR Field, e.g., if the VYR Field contains 1975, the third character of the VIN SHALL be the numeric 5.
		1980	The alphabetic A.
Fourth through Tenth	Sequential Production Number	1972-1980	Numeric greater than 0000000.

#### 2.5.6.4 1981 Through Current Year VIN Field Edits

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



### Check Digit Formula

The check digit will always be the ninth character in the VIN. Each numeric in the VIN is assigned its actual mathematical value and each alphabetic is assigned the value specified in the following table:

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

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

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

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

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

#### Example:

VIN characters:	1 G 4 A H 5 9 H 9 H G 1 1 8 3 4 1
Assigned values:	1 7 4 1 8 5 9 8 9 8 7 1 1 8 3 4 1
Multiplied by:	8 7 6 5 4 3 2 10 0 9 8 7 6 5 4 3 2
Added:	$8+49+24+5+32+15+18+80+0+72+56+7+6+40+12+12+2 = 438$
Divided:	$438/11 = 39 \text{ } 9/11$
Check digit:	9 (compare to character in 9th position)

#### 2.5.6.5 VIN Field Edits for 1981 and Later Automobiles

- The NCIC search method uses the rightmost eight characters of VINs that exceed eight characters in length. These characters include the assembly plant code, the model year code, and the six-character sequential product number. Thereby, records that are entered with eight or more characters will be included in the response to an inquiry. This search method may return a record response even if the first characters of that record response do not match the first characters in the inquiry. In this instance, users should compare all available information and determine if a mistake has been made in either the entry or inquiry. VINs of less than eight characters will be searched only by those characters.
- The NCIC System edits the VIN of vehicles beginning with the model year 1981 in all entry and modification transactions. This is done by examination of the VIN's ninth (check digit) and tenth (vehicle year) positions. The check digit must conform to the formula found in this chapter. The tenth position designates the vehicle year and is represented by either a letter or a number. Vehicle years and their corresponding letter or number are shown in the table below. It should be noted that the letters I, O, Q, U, and Z are not used.

<b>Position</b>	<b>Symbol</b>	<b>Year</b>	<b>Edit Requires</b>
Ninth	Check Digit	1981 - current year	Use either numeric or the letter X
Tenth	Model Year	1981*	The letter B.
		1983	The letter D.
		1984	The letter E.
		1985	The letter F.
		1986	The letter G.
		1987	The letter H.
		1988	The letter J.
		1989	The letter K.
		1990	The letter L.
		1991	The letter M.
		1992	The letter N.
		1993	The letter P.
		1994	The letter R.
		1995	The letter S.
		1996	The letter T.
		1997	The letter V.
		1998	The letter W.
		1999	The letter X.
		2000	The letter Y.
		2001	The numeric 1.
		2002	The numeric 2
		2003	The numeric 3.
		2004	The numeric 4.
		2005	The numeric 5.
		2006	The numeric 6.
		2007	The numeric 7.
		2008	The numeric 8.
		2009	The numeric 9.
		2010	The letter A.
		2011	The letter B.
		2012	The letter C.
		2013	The letter D.
		2014	The letter E.
		2015	The letter F.
		2016	The letter G.
		2017	The letter H.
		2018	The letter J.
		2019	The letter K.
		2020	The letter L.
		2021	The letter M.
		2022	The letter N.
		2023	The letter P.
		2024	The letter R.
		2025	The letter S.
		2026	The letter T.
		2027	The letter V.
		2028	The letter W.

Position	Symbol	Year	Edit Requires
Tenth (cont)	Model Year (cont)	2029	The letter X.
		2030	The letter Y.
		2031	The numeric 1.
		2032	The numeric 2.
		2033	The numeric 3.
		2034	The numeric 4.
		2035	The numeric 5.
		2036	The numeric 6.
		2037	The numeric 7.
		2038	The numeric 8.
		2039	The numeric 9.

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

- For inquiry transactions that contain a 17-character VIN, the check- digit edit will be performed. Matching record(s) are provided. However, if the VIN does not conform with the edit, a Verify VIN Caveat will be returned advising that the VIN may contain erroneous data.

For example, an inquiry on VIN/12345678901234567 may return a positive or negative response as well as the following:

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

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

### 2.5.7 VEHICLE YEAR (VYR)

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

### 2.5.8 VEHICLE MAKE (VMA)

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

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

- Every aircraft make must be coded AERO, and the known manufacturer's name should be entered in positions 5 through 24 of the VMA Field.
- An all-terrain vehicle (ATV) is a vehicle that is designed to be driven over rough, difficult terrain including mud, sand, snow, rocks, etc., and does not fit into any other NCIC vehicle category. An ATV may be used for both recreational and work-related purposes; however, items such as bulldozers which are clearly construction equipment should be coded as such. ATVs should be entered with the motorcycle VMA code listed in the Vehicle Data Codes, *NCIC Code Manual*, the VMO code CYL, and VST code MV. If a motorcycle make is not listed for the ATV manufacturer, the VMA code ATV must be entered in the VMA Field, and the manufacturer's name must be entered in positions 5 through 24 of the VMA Field.
- Construction equipment VMA codes are listed in Vehicle Data Codes, *NCIC Code Manual*. If a construction equipment make is not listed, the code COEQ must be entered in the VMA Field. The make of the construction equipment should be entered in positions 5 through 24 of the VMA Field.
- The VMA code for every dune buggy, go-cart, golf cart, motorized wheelchair, and motorized ride-on toy must be SPEC. The make of the dune buggy, go-cart, golf cart, motorized wheelchair, or motorized ride-on toy must be entered in positions 5 through 24 of the VMA Field.
- Farm and garden equipment VMA codes are listed in Vehicle Data Codes, *NCIC Code Manual*. If a farm or garden equipment make is not listed, the code FARM must be entered in the VMA Field. The make of the farm or garden equipment should be entered in positions 5 through 24 of the VMA Field.
- Motorcycle VMA codes are listed in Vehicle Data Codes, *NCIC Code Manual*. If a motorcycle make is not listed, the code CYCL must be entered in the VMA Field, and the manufacturer's name must be entered in positions 5 through 24 of the VMA Field.
- If a motorcycle is homemade, (built from commercial, homemade, or altered parts that are personalized or customized), the code HOMD must be entered in the VMA Field.
- If a motorcycle is reconstructed, (assembled from parts or various similar vehicles and the parts are not altered or customized), the code RECO must be entered in the VMA Field.
- Snowmobile VMA codes are listed in Vehicle Data Codes, *NCIC Code Manual*. If a snowmobile make is not listed, the code SNOW must be entered in the VMA Field. The make of the snowmobile must be entered in positions 5 through 24 of the VMA Field.
- Trailer VMA codes are listed in Vehicle Data Codes, *NCIC Code Manual*. If a trailer make is not listed, the code TRLR must be entered in the VMA Field. The make of the trailer must be entered in positions 5 through 24 of the VMA Field. If a trailer is homemade, the code HMDE must be entered in the VMA Field. A homemade trailer is a trailer built from commercial, homemade, or altered parts that are personalized or customized. If a trailer is reconstructed, the code RCON must be entered in the VMA Field. A reconstructed trailer is one that is assembled from parts of various similar vehicles and the parts are not altered or customized.
- Truck VMA codes are listed in Vehicle Data Codes, *NCIC Code Manual*. If a truck (including bus, motorized home, etc.) make is not listed, the code TRUK must be entered in the VMA Field. The make of the truck must be entered in positions 5 through 24 of the VMA Field. A reconstructed motor home must be entered with the code REMH in the VMA Field. A reconstructed motor

home is one that is assembled from parts of various similar vehicles and the parts are not altered or customized.

### **2.5.9 VEHICLE MODEL (VMO)**

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

### **2.5.10 VEHICLE STYLE (VST)**

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

### **2.5.11 VEHICLE COLOR (VCO)**

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

### **2.5.12 MISCELLANEOUS (MIS)**

- License plate numbers exceeding ten characters must be shown completely in the MIS Field. The first ten characters of the plate number must be entered in the LIC Field.

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

- When a symbol is used as a separator, the number should be entered in the MIS Field with a hyphen indicating the position of the symbol. Or
- When a symbol is used as a decoration, the number should be entered only in the LIC Field disregarding the symbol.
- VINs exceeding 20 characters must be shown completely in the MIS Field. The last 20 characters must be entered in the VIN Field.
- For records containing the generic VMA codes AERO, ATV, COEQ, CYCL, FARM, SNOW, SPEC, TRLR, and TRUCK, the manufacturer's complete name must be entered into the MIS Field. Also, the model number and/or model name (usually contained on the bill of sale) should be entered when available. If the vehicle is homemade, VMA/HOMEMADE should be included in the MIS Field, and any additional descriptive information which might aid in identification should be entered in easily readable, abbreviated language.
- With regard to a felony vehicle record, a brief description of the felony should appear in the MIS Field.

- In instances where a vehicle is not registered and the VYR is unknown, such as for a minibike, snowmobile, or assembled or homemade vehicle, the VYR should be estimated and VYR-ESTIMATED should be placed in the MIS Field.
- States that do not have an OAN Field and have entered a nonconforming 17-character VIN or state-assigned serial number in the VIN Field must place the word SVIN as the first item in the MIS Field.
- If the record-entering agency chooses to indicate the existence of a state-activated Blue Alert in the NCIC System, BLUE ALERT must be entered as the first ten characters in the MIS Field for the felony vehicle record. The following caveat will appear immediately below the MKE translation on the record response:

BLUE ALERT WARNING. USE EXTREME CAUTION IN APPROACHING THIS VEHICLE.

### **2.5.13 OWNER-APPLIED NUMBER (OAN)**

- The OAN Field is a 20-character searchable field. If the record entry also contains a VIN, it cannot be the same as the OAN.
- The OAN Field can also be used when the stolen vehicle has a unique identification number which has been assigned in connection with a theft prevention program. In such a case, the OAN may be entered as the only numeric identifier or in addition to a VIN. An OAN is not permitted in a felony vehicle entry.

### **2.5.14 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).

### **2.5.15 IMAGE NCIC NUMBER SET**

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

The IMN must begin with an I and the IMT must be V. If the Image Type is not V, the message will be rejected with the message REJECT - FIELD ERROR <MFC> as found in the Introduction chapter of this manual. The NCIC System will verify that the generic image is an active record in the System.

### **2.5.16 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.

### **2.5.17 NOTIFY ORIGINATING AGENCY (NOA)**

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the vehicle is known, Y should be entered into the NOA Field. If the NOA is blank, the field will default to N.

The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications (\$. messages) to the ORI of record.

### 2.5.18 OPT TYPE (OPT)

The OPT Field is used to indicate whether a record should be made available for public dissemination. Entering an IN will indicate that the record should be made available for public dissemination. Entering an OUT will indicate that the record should not be made available for public dissemination. If an agency enters a date in the OPT Field, the record will not be made available for public dissemination until that date. All record entries that do not contain an OPT value will automatically be defaulted to OUT.

## 2.6 VEHICLE OR LICENSE PLATE DATA AND THE \$.8. PROGRAM

An agency making a vehicle record entry containing a vehicle or license plate registered in another state must advise the NCIC control terminal in the state of registry about such an entry if the state of registry is not a \$.8. Program participant. Additional information concerning the \$.8. Program can be found in the Introduction chapter of this manual.

## 3 MODIFICATION

### 3.1 WHEN TO USE A MODIFICATION MESSAGE

- Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active vehicle record. If a vehicle record has been located (MKE/LOCATED VEHICLE) or retired, it cannot be modified and, therefore, must be reentered. For online validation, a modification message is also used to validate a record.
- The MKE MV should be used to modify a stolen vehicle record and the MKE MF should be used to modify a felony vehicle record.

### 3.2 EXAMPLES OF MODIFICATION MESSAGES

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

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

#### Acknowledgment:

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

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

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

#### Acknowledgment:

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

### 3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-10	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

### 3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The modify transaction must contain two record identifiers. For a stolen vehicle or felony vehicle record, the first identifier must be one of the following: NIC, LIC, or VIN. The second identifier must always be the OCA. All fields, other than NDR, MKE, and ORI, must be preceded by the proper MFC followed by a slash (/).

### 3.5 NAME OF VALIDATOR (VLN)

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a vehicle 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 (MV), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V126431001 and OCA/2501), data being modified (MIS/CAR WAS BUILT AS A KIT.), and name of validator (VLN/JONES, DAVID E).

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

#### Acknowledgment:

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



## 4 CANCELLATION

### 4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid, for example, a record that resulted from a fictitious or false theft report. The MKE XV must be used to cancel a stolen vehicle record; the MKE XF must be used to cancel a felony vehicle record.

### 4.2 EXAMPLE OF A CANCELLATION MESSAGE

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

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

#### Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL NIC/V000032699
```

### 4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC

### 4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

The cancel transaction must contain two record identifiers. For a stolen vehicle or felony vehicle record, the first identifier must be one of the following: NIC, LIC, or VIN. The second identifier must always be the OCA. Each identifier must be preceded by the proper MFC and a slash (/). The Date of Cancellation (DOC) must follow the two record identifiers. DOC must be the current date or the current date minus one day.

## 4.5 ADDITIONAL GUIDELINES FOR CANCELLATION

When canceling a record in the NCIC System, the user is expected to enter the Reason for Property Record Removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancel transaction, the RPP value will be either CASE DROPPED, ADMIN CLOSING, or NOT STOLEN.

## 4.6 AUTOMATIC NOTIFICATION OF RECORD CANCELLATION

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

## 5 INQUIRY

### 5.1 EXAMPLES OF INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

Vehicle data contained in QV, ZV, QW, QWA, QWE, QWF, QWS, QWI, or ZW inquiries will automatically search all NCIC files that may include LIC and VIN data.

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

#### Negative Response:

```
1L01HEADER
WA1230000
```

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

#### Positive Response:

```
1L01HEADER
WA1230000
```

```
MKE/STOLEN VEHICLE
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC
VIN/2P4555P026483 VYR/1995
VMA/PONT VMO/BON VST/SW VCO/BRO DOT/19990921
OCA/2325
MIS/DENT IN REAR LEFT FENDER
OAN/1234567891234S
OPT/IN AS OF 20120806
NIC/V000032699 DTE/19990930 1432 EDT DLU/20120806 1600 EST
ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI
```

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

For any inquiry transaction containing a 17-character VIN, the check-digit edit will be performed and matching record(s) will be provided. However, if the VIN does not conform with the edit, a Verify VIN Caveat will be returned advising that the VIN may contain erroneous data.

For example, in addition to a positive or negative response, the following caveat may also be received:

```
***VERIFY VIN/1K742G0D5432123; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
```

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

For example:

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

#### Negative Response:

```
1L01HEADER
WA1230000
```

```
NO RECORD VIN-SER-OAN/WG723K1K6E7654321,1K742B2GOD5432123,1GB8272KOF1234567
***VERIFY VIN/1K742B2GOD5432123; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
***VERIFY VIN/1GB8272KOF1234567; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
```

#### Positive Response:

```
1L01HEADER
WA1230000
```

```
MKE/STOLEN VEHICLE
ORI/MD1012600 LIC/ABC123 LIS/WY LIY/1997 LIT/PC
VIN/WG723K1K6E7654321 VYR/1996
VMA/FORD VMO/MUS VST/2D VCO/BLU DOT/19991010
OCA/18273645
MIS/DENT IN REAR LEFT FENDER
OAN/0192837465VA
OPT/IN AS OF 20120806
NIC/V723005317 DTE/19991012 EST DLU/20120806 1400 EST
ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI
```

```
NO RECORD VIN-SER-OAN/1K742B2GOD5432123,1GB8272KOF1234567
***VERIFY VIN/1K742B2GOD5432123; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
***VERIFY VIN/1GB8272KOF1234567; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
```

## 5.2 MESSAGE FIELD CODES FOR INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1 -20	ALPHABETIC, NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN NCIC CODE MANUAL

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC

### 5.3 REQUIREMENTS FOR INQUIRY

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

### 5.4 ADDITIONAL GUIDELINES FOR INQUIRY

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

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

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

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

- A QV, QVB, ZV, QW, QWA, QWE, QWF, QWS, QWB, or ZW inquiry that contains LIC or VIN will retrieve a Boat File record with a matching LIC or VIN in the boat supplemental trailer record. Inquiries with VIN will also retrieve any part record with a matching SER or OAN.
- An inquiry containing only license plate data can provide a secondary hit response from other NCIC files when the primary hit contains VIN. When this happens, another computer search is automatically generated on the VIN contained in the record response. The automatic second search may retrieve up to 15 records from the Vehicle, Vehicle/Boat Part Files and/or person files if they contain a matching VIN, SER, or OAN, regardless of the LIC data used in the original inquiry.
- If the initial inquiry on license plate data retrieves a person record with identical license data, a second search will be performed on the base VIN (or the oldest supplemental VIN if there is no base VIN), the base SOC, or the FBI Number/UCN.
- An inquiry containing VIN or LIC can provide a secondary hit response from the NCIC person files when the primary hit contains a SOC or FBI Number/UCN. When this happens, another search is

automatically generated on the SOC and/or FBI Number/UCN contained in the record response. The automatic second search may retrieve up to 15 matches of each from the person files for SOC or FBI Number/UCN regardless of the VIN or LIC data used in the original inquiry.

- An inquiry that results in a positive hit response on a vehicle record with expired license plate data will generate a warning caveat as part of the response to agencies. The following will appear at the beginning of the record before the message key translation:

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

- If the hit response contains at least one primary hit response and more than 10 hit responses, the following will be included after the first 10 secondary hit responses.

TO OBTAIN ADDITIONAL SECONDARY HITS, INQUIRE ON FBI, SOC, OR VIN FROM PRIMARY HITS. TO OBTAIN ADDITIONAL RELATED RECORDS, USE THE ONE CRIME INQUIRY (QI) TRANSACTION.

- 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.

- The following caveat will be included in a felony vehicle response when the inquiry is made on LIC or LIC/LIS:

RECORD NIC/V123456789 IS BASED ON LIC SEARCH ONLY (LIS NOT SEARCHED)  
VERIFY ALL DATA BEFORE TAKING FURTHER ACTION BASED ON THIS RESPONSE.

#### 5.4.1 IMAGE INDICATOR (IND)

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

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

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

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

IMR/V VST:SW VYR:1995  
VMO:BON VMA:PONT  
IMN:I000001222 GENERIC VEHICLE  
MIS: PHOTO PROVIDED BY MANUFACTURER

00256  
<image>.

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

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

IMR/I VIN:2P4555P026483 LIC:ABC123 LIS:MD  
 VYR:1995 VMA:PONT  
 NIC:V000032699 IMN:I000031222  
 MIS: PHOTO SHOWING UNIQUE PAINT SCHEME

00512  
 <image>.

#### 5.4.2 RELATED SEARCH HIT (RSH)

Inquiries may also contain a RSH Field. If the RSH is Y, secondary hit responses will be returned for all linked records. The NCIC System links records when:

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

If the hit response contains more than ten secondary hit responses, the following will be included in the hit response after the ten secondary hit responses.

TO OBTAIN ADDITIONAL SECONDARY HITS, INQUIRE ON FBI, SOC,  
 OR VIN FROM PRIMARY HITS. TO OBTAIN ADDITIONAL RELATED  
 RECORDS, USE THE ONE CRIME INQUIRY (QI) TRANSACTION.

#### 5.5 BATCH INQUIRY (QVB)

- The NCIC batch inquiry allows users to create a file of individual QV/ZV inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiry from which they were generated. Prior to each response SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number.

For example:

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

##### Acknowledgment:

1L01HEADER  
 DC1014300  
 BATCH INQUIRY RECEIVED

- The sequence numbers, as shown in the example, do not have to be sequential (001, 002, 005, 010), but they have to be unique. The HDR, ORI, MKE, and sequence number are entered without the MFC. The identifiers available in the QV/ZV inquiry are available for use in the QVB message, including the IND and the RSH indicators, and are preceded by the proper MFC and a slash (/).
- There is a limit of 1,800 characters for a batch inquiry, including the header and all control characters.
- The results of the batch inquiry are transmitted via a file to be retrieved by the user. The maximum number of inquiry batched records is 2,000. If the maximum number is exceeded, the Introduction chapter of this manual provides the necessary message translation. The user is notified of the file by the \$.B. administrative message. The following is an example of the contents of a file:

1L01HEADER  
DC1014300

SEQUENCE NUMBER: 001.VIN/WG723K1K6E7654321  
NO RECORD VIN/WG723K1K6E7654321

SEQUENCE NUMBER: 002.LIC/ABC123.LIS/MD.VIN/2P4555PO2683  
MKE/STOLEN VEHICLE  
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC  
VIN/2P4555PO2683 VYR/1996  
VMA/FORD VMO/MUS VST/2D VCO/BLU DOT/20000110  
OCA/ABC123  
MIS/DENT IN LEFT REAR FENDER  
OAN/0192837465VA  
NIC/V723005317 DTE/20000112 1400 EST DLU/20000115 1400 EST  
ORI IS ANY CITY PD MD 301 555-1212  
IMMED CONFIRM RECORD WITH ORI

SEQUENCE NUMBER: 005.VIN/1K74B2GOD5432123  
NO RECORD VIN/1K74B2GOD5432123  
\*\*\*VERIFY VIN/1K74B2GOD5432123; IT DOES NOT CONFORM TO  
VIN STANDARDS FOR 1981 AND LATER VEHICLES

SEQUENCE NUMBER: 010.NIC/V123456789  
NO RECORD NIC/V123456789

## 5.6 PROCEDURES FOR HANDLING A HIT

- An NCIC hit may not be probable cause to arrest. However, a hit confirmed with the ORI may be adequate grounds to take possession of a vehicle.
- When an agency receives a record(s) in response to an NCIC System inquiry, and the whereabouts of the stolen vehicle inquired upon is known, and the vehicle inquired upon appears to be identical with one or more of the records, the agency that can seize the stolen vehicle must contact the ORI of each record(s) to confirm the hit(s) prior to seizing the vehicle.
- "To confirm the hit" means to verify that the theft report is still outstanding, to verify that the vehicle inquired upon is identical to the vehicle in the record, and to obtain information concerning the return of the vehicle to the rightful owner.
- Standard hit confirmation procedures should be followed when a hit is received on a record for a vehicle subject to seizure. When the vehicle is located within the United States, the law enforcement officer should take possession of the vehicle. The officer must also contact either the entering agency or the office of the United States Marshals Service to execute the seizure order. When the vehicle is located outside of the United States, the law enforcement officer should contact the entering agency to determine if that agency will retrieve the vehicle.
- This system is based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.
- 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.

## 5.7 CANADIAN VEHICLE INDEX INFORMATION

- The NCIC System maintains an interface with the Canadian Police Information Centre (CPIC) that allows searchable identifiers in CPIC records to be transmitted to the NCIC System for storage and access, creating the Canadian Vehicle Index (CVI). The CVI contains stolen boat, part, vehicle, and license plate records, including U.S. registered vehicles and boats stolen in Canada. Based on the CVI response, the inquiring agency should perform an Nlets transaction to obtain current record information in CPIC, then perform any required hit confirmation. Canadian agency names, addresses, and telephone numbers may be obtained through a QO inquiry.
- When a U.S. user queries the NCIC System and the query hits on a CPIC record, the user will receive the following message as a hit response:

### Positive Response:

YOUR TRANSACTION IS A POSSIBLE MATCH WITH AN INDEX RECORD FOR FELONY  
VEHICLE IN CANADA  
WITH THE FOLLOWING IDENTIFIERS: ORI/BC1234567 LIC/ABC123 LIS/AB  
VIN/CAN1234567890.  
ADDITIONAL INFORMATION MAY BE OBTAINED VIA NLETS USING A VQ OR XQ  
TRANSACTION.  
INTERNATIONAL USERS CONTACT INTERPOL OTTAWA.

## 6 LOCATE

### 6.1 WHEN TO USE A LOCATE MESSAGE

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

### 6.2 EXAMPLE OF A LOCATE MESSAGE

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

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

### Acknowledgment:

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



When a locate message is transmitted for a Vehicle File record, the message key translation changes as follows, and the date of recovery, recovering agency ORI, and recovering agency OCA are added to the record.

ORIGINAL TRANSLATION	TRANSLATION AFTER LOCATE
STOLEN VEHICLE	LOCATED STOLEN VEHICLE
STOLEN VEHICLE – OCCUPANT(S) ARMED	LOCATED STOLEN VEHICLE – OCCUPANT(S) ARMED
STOLEN VEHICLE – OCCUPANT(S) ARMED/HOLD FOR LATENTS	LOCATED STOLEN VEHICLE – OCCUPANT(S) ARMED/HOLD FOR LATENTS
STOLEN VEHICLE – HOLD FOR LATENTS	LOCATED STOLEN VEHICLE – HOLD FOR LATENTS
FELONY VEHICLE	LOCATED FELONY VEHICLE
FELONY VEHICLE – OCCUPANT(S) ARMED	LOCATED FELONY VEHICLE – OCCUPANT(S) ARMED
FELONY VEHICLE – OCCUPANT(S) ARMED/HOLD FOR LATENTS	LOCATED FELONY VEHICLE – OCCUPANT(S) ARMED/HOLD FOR LATENTS
FELONY VEHICLE – HOLD FOR LATENTS	LOCATED FELONY VEHICLE – HOLD FOR LATENTS

### 6.3 MESSAGE FIELD CODES FOR LOCATE

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

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

## 6.4 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE

The locate transaction must contain two record identifiers. For a stolen vehicle or felony vehicle record, the first identifier must be one of the following: NIC, LIC, or VIN. The second identifier must always be the OCA. Each identifier must be preceded by the proper MFC and a slash (/). The OCA used to identify the record must be the OCA of the agency that entered the record. This OCA is contained in the NCIC System response to the apprehending/locating agency inquiry. The date of recovery and recovering agency case number must be entered, in that order, and are not preceded by the MFC.

## 6.5 ADDITIONAL GUIDELINES FOR LOCATE

- Ten days after a record is located, it is retired.
- Any agency that receives a notification message based upon an NICB locate should contact the recovering agency to obtain details concerning the recovery. The NICB should be considered a secondary contact.
- There are no locate procedures for CVI records.
- Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. These fields include RPP, NPA, NPF, VNP, VOR, and VRC. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.
- When recovering/locating a record in the NCIC System, the user is expected to enter benefits and effectiveness data. For a locate message, the RPP value will be either OTHER MEANS or PREVIOUS RECOVERY.

## 6.6 AUTOMATIC NOTIFICATION OF LOCATE

- When an agency places a locate against another agency's record, the NCIC System will automatically notify the entering agency through a \$.L. administrative message. Additional information concerning the \$.L. administrative message can be found in the Introduction chapter of this manual.
- The NCIC System will automatically search the appropriate NCIC databases for duplicate vehicle records. If the VIN and VMA Fields of the record being located match another record or the LIC and either LIS, LIY, or LIT Fields match another record, a \$.D. Originating-Agency-Duplicate-Vehicle notification message will be sent to the ORI of the duplicate record. Additional information concerning the \$.D. administrative message can be found in the Introduction chapter of this manual.

# 7 CLEAR

## 7.1 WHEN TO USE A CLEAR MESSAGE

- Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:
  - When the agency recovering the vehicle is the agency that entered the record.

- When the agency that entered the record is officially advised that the vehicle has been recovered by another agency.
- The appropriate MKE must be used to clear a vehicle record. MKE/CV must be used to clear a stolen vehicle record; MKE/CF must be used to clear a felony vehicle record.

## 7.2 EXAMPLE OF A CLEAR MESSAGE

The clear example contains: header (1N01HEADER), message key (CV), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/ A222), date of clear (19991005), the recovering agency identifier (WA1230000), the recovering agency case number (5865), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991003), number of persons apprehended (4), value of recovered property (1500), and value of recovered contraband (1000).

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

### Acknowledgment:

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

## 7.3 MESSAGE FIELD CODES FOR CLEAR

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

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

## 7.4 IDENTIFICATION OF A RECORD TO BE CLEARED

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

## 7.5 ADDITIONAL GUIDELINES FOR CLEAR

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

- If the agency that entered the record recovers the vehicle, only the DCL (which cannot be prior to the DOT) must be entered following the two record identifiers. Additionally, benefits and effectiveness data should be included.
- If the vehicle file record is located by an agency other than the entering agency and:
  - The record being cleared is in a located status (MKE/LOCATED VEHICLE or MKE/LOCATED FELONY VEHICLE), only the DCL would be entered following the two record identifiers.
  - The record being cleared is in an active status (MKE/STOLEN VEHICLE or MKE/FELONY VEHICLE), the DCL followed by the RRI and the RCA, in that order, without MFCs would be entered after the two record identifiers. Following the DCL, RRI, and RCA, users are expected to enter benefits and effectiveness data. These fields include RPP, NPA, NPF, VNP, VOR, and VRC. The entry of benefits data is not MFC-dependent. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.
- Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period.
- When clearing a record in the NCIC System, the user is expected to enter benefits and effectiveness data. For a clear message, the RPP value will be either OTHER MEANS or PREVIOUS RECOVERY.

## 7.6 AUTOMATIC NOTIFICATION OF CLEAR

The NCIC System will automatically search the appropriate NCIC databases for duplicate vehicle records. If the VIN and VMA Fields of the record being cleared match another record or the LIC and either the LIS, LIY, or LIT match another record, a \$.D. Originating-Agency-Duplicate-Vehicle Notification message will be sent to the ORI of the duplicate record. Additional information concerning the \$.D. administrative message can be found in the Introduction chapter of this manual.