Violent Person File

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1 INTRODUCTION

An eLearning module for the Violent Person File (VPF) is in the NCIC Community on JusticeConnect via the Law Enforcement Enterprise Portal, https://justiceconnect.cjis.gov/jcstatic/vpf/story.html.

1.1 BACKGROUND

The VPF was designed to alert law enforcement officers that an individual they are encountering may have the propensity for violence against law enforcement.

1.2 CRITERIA FOR ENTRY

An entry into the VPF should be made when at least one of the following criteria has been met:

- Offender has been convicted for assault or murder/homicide of a law enforcement officer, fleeing, resisting arrest, or any such statute which involves violence against law enforcement.

- Offender has been convicted of a violent offense against a person to include homicide and attempted homicide.

- Offender has been convicted of a violent offense against a person where a firearm or weapon was used.

- A law enforcement agency, based on its official investigatory duties, reasonably believes that the individual has seriously expressed his or her intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community.

1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EVP	VIOLENT PERSON
	EVPC	VIOLENT PERSON - CAUTION
Modify	MVP	
Cancel	XVP	
Entry of supplemental record	ENVP	
Cancellation of supplemental record	XNVP	

There is no specific MKE to query the Violent Person File; however, a wanted person inquiry will return a hit response on this file if a match occurs. A caution indicator should be added to the MKE EVP when it is known that a VPF subject is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances. The reason for the caution must be entered in the Caution and Medical Conditions (CMC) Field.

1.4 RECORD RETENTION PERIOD

VPF records have an unlimited retention period. A VPF record will remain on file indefinitely or until action is taken by the entering agency to cancel the record.

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

1.5 AUTOMATIC RETIREMENT

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a VPF record or supplemental record for the year of entry plus four years from the date of entry of the base record regardless of when the license plate data is entered. Entering agencies are not notified of records from which expired license data are retired. If the purged license plate is the only searchable identifier in the VPF record, the entire record will be removed, and the originating agency will not be notified.

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

1.6 VALIDATION

A portion of the VPF records will be validated monthly based on the Date of Entry (DTE) Field. Records are selected for validation if the DTE is the previous month. For example, in March any record entered in February of any year would be selected for validation.

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

The VLN Field will be returned in responses 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 VLN Field is suppressed.

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

1.7 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Personal Descriptors Codes, *NCIC Code Manual*, provides coding instructions.
CMC	Caution and Medical Conditions	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Data Codes, *NCIC Code Manual*.
DLO	DNA Location	Free text. If the DNA field is N or defaulted to N, then the DLO must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y Indicator is entered, then the DLO Field must contain data.

Code	Field	Edits
DOB	Date of Birth	Must be a valid Gregorian date, (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 may be entered for the month and/or day when the actual date is unknown. More information in Personal Descriptors Codes, *NCIC Code Manual*.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one day.
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.*
EYE	Eye Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.*
FBI	FBI Number/UCN	May be up to seven numerics; or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetics followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second cannot be O; and the check digit must be 0 to 9. The alphabetic characters I and O are always invalid. Entry of one zero only, or a run of zeros only is prohibited. Embedded blanks are not permitted. -OR- May be eight alphanumerics followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.
FPC	Fingerprint Classification	Must be listed in Personal Descriptors Codes, *NCIC Code Manual.* If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used. Embedded blanks are not permitted.
HAI	Hair Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*.
HGT	Height	The first character represents feet and the second and third characters represent inches. May be a minimum of 400 but not more than a maximum of 711. More information in Personal Descriptors Codes, *NCIC Code Manual.*
IMN	Image NCIC Number	A self-checking number automatically assigned by the NCIC System to each accepted image record and consists of the alphabetic character I followed by nine numeric characters. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC-assigned code as listed in the Image File chapter of this manual.

Code	Field	Edits
LIC	License Plate Number	The characters UNK, UNKN, 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 last ten characters should be entered in the LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, *NCIC Code Manual*.
LIT	License Plate Type	Must be a valid NCIC-assigned code as listed in the Vehicle Data Codes, *NCIC Code Manual*.
LIY	License Plate Year of Expiration	Must be a valid four-character year (YYYY) or the alphabetics NX to represent a nonexpiring registration.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros a single alphabetic only, or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System.)
LKI	Linkage Agency Identifier	Must be a valid ORI.
MIS	Miscellaneous	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. More details can be found in the "MESSAGE FIELD CODES FOR ENTRY" Section of this chapter. SVIN must be entered in MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. Free text.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual*. The third character must be a hyphen. Entry of one zero only, or a run of zeros only is prohibited in positions 4 through 15. An originating police agency or identification number (prefix code OA) in MNU Field cannot be the only numeric identifier in the record. An air force serial number (prefix code AF) or a national guard serial number (prefix code AS) must contain numerics only in positions 4 thru 15. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.

Code	Field	Edits
NAM	Name	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The Personal Descriptors Codes, *NCIC Code Manual*, provides coding instructions.
NIC	NCIC Number	A self-checking number automatically assigned by the NCIC System to each accepted record and consists of an alphabetic character (L in the Violent Person File) followed by nine numeric characters. Must have valid check digits when used to identify record in a subsequent transaction.
NOA	Notify Originating Agency	Must be Y or N. The NCIC System will default N if left blank.
OCA	Originating Agency Case Number	Must not contain a single zero only, run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OLN	Operator's License Number	One zero only or run of zeros only may not be used. More information in Personal Descriptors Codes, *NCIC Code Manual*.
OLS	Operator's License State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes *NCIC Code Manual.*
OLY	Operator's License Year of Expiration	Must represent the year the license expires (YYYY) Year of Expiration or the alphabetics NX to represent a nonexpiring or the code UNKN for unknown. More information in Personal Descriptors Codes, *NCIC Code Manual*.
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.
POB	Place of Birth	Must be a valid NCIC-assigned code as listed in the State and Country Data Codes, *NCIC Code Manual.* More information also in Personal Descriptors Codes, *NCIC Code Manual.*
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.*
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.*
SID	State Identification Number	First two characters must be a valid state code, territory code, or the code US. Embedded spaces are prohibited. The third and fourth characters may contain an asterisk. The tenth character may contain a hyphen.
SKN	Skin Tone	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.*
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, *NCIC Code Manual.*

Code	Field	Edits
SOC	Social Security Number	Must not be less than 001010001. A run of zeros only is prohibited. The SOC cannot have a value of 9 in the first position or have a value of 00 in the fourth and fifth positions. The SOC cannot have a value of 666 in the first, second, and third positions or have a value of 0000 in the sixth, seventh, eighth, and ninth positions. Invalid and/or unissued numbers are accepted but cause a SOC attention message. More information in Personal Descriptors Codes, *NCIC Code Manual*.
VCO	Vehicle Color	Must be valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual*. If two color codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The Vehicle File chapter has additional edits on the VIN Field. If state-assigned or nonconforming 17-character VIN, SVIN, must be entered in the first four characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must them be shown in the MIS Field.
VLN	Name of Validator	Any valid characters representing validator.
VMA	Vehicle Make	The VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual*. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be 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 Code, *NCIC Code Manual*. If the VMO is TL, the VMA code must not be the characters: ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ. For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.

Code	Field	Edits
VMA (cont)	(all-terrain vehicle, dune buggy, go-cart codes approved golf cart and snowmobiles)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYCL, or one of the VMA codes for snowmobiles or motorcycles as listed in the Vehicle Data Codes, *NCIC Code Manual*. If VST is MV, the VMA code must be SPEC, ATV, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the Vehicle Data Codes, *NCIC Code Manual*. If VMA code is ATV or SPEC, the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the MIS Field.
VMO	Vehicle Model	Spaces cannot be skipped. Hyphens or symbols should not be used. More information in Vehicle Data Codes, *NCIC Code Manual.* The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW or WHE.
	(assembled automobile)	If the vehicle year is less than 1988 and the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid manufacturer's codes as listed in Vehicle Data Codes, *NCIC Code Manual* the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VPC	Violent Person Criteria	Must be a numeric 1, 2, 3, or 4.
VST	Vehicle Style	Must be a valid NCIC-assigned code as listed in Vehicle Data Codes, *NCIC Code Manual*. If the VMA is ATV or SPEC, then the VST must be OP, EB, EN or MV, and the MIS Field must contain a nonblank character.
VYR	Vehicle Year	Must represent the product (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than two years beyond the current model year. For entries 1981 or later, and when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors Codes, *NCIC Code Manual.*

1.8 CRITERIA FOR REJECTING DUPLICATE RECORD ENTRIES

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

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

- A duplicate record will be accepted if the ORI in the second entry is different or the person type is different, e.g., Wanted Person, etc. A duplicate record will also be accepted if there are vehicle data in the violent person message which match data in the Vehicle File. In those cases, the first entry will be furnished as a response to the second entry.

1.9 IMAGE CAPABILITY

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

1.10 INVESTIGATIVE INTEREST

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

2 ENTRY

2.1 EXAMPLE OF AN ENTRY

```
1N01HEADER.EVPC.MDUSM0123.SMITH, JOHN J.M.W.TX.US.19511012.510.175.
BRO.BRO..DRK.SC R HND.121011C0141159TTC113..204111111.
C313456.MD.NX.123456789.VAUSM0100.987654321.N..00.ABC123.MD.2014.PC.
2Y27H5L000009.1975.PONT.SUN.2D.BLU.KNOWN TO BE VERY AGGRESSIVE WITH LAW
ENFORCEMENT OFFICERS.N.1.MD99999999.Y
```

Acknowledgment:

```
1L01HEADER
MDUSM0123
NAM/SMITH, JOHN J NIC/L123456789
OCA/123456789
```

Note: When vehicular data have been entered, all entries and modifications will cross-search all person files (except the Unidentified Person File), and Vehicle, Vehicle/Boat Part, and License Plate Files.

2.2 MESSAGE FIELD CODES FOR ENTRY

The following is a list of the VPF data fields and the order of the fields for an entry transaction.

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
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN NCIC CODE MANUAL
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN NCIC CODE MANUAL
FBI NUMBER/UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN NCIC CODE MANUAL
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN NCIC CODE MANUAL
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2), NUMERIC (4), OR ALPHABETIC (4)

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKAGE AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	OPTIONAL	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN NCIC CODE MANUAL
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN NCIC CODE MANUAL
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
VEHICLE COLOR	OPTIONAL	VCO	3-3	CODE AS DEFINED IN NCIC CODE MANUAL
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
VIOLENT PERSON CRITERIA	MANDATORY	VPC	1-1	CODE AS DEFINED IN NCIC CODE MANUAL
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC

2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory to cause acceptance of a VPF entry into the NCIC System: HDR, MKE, ORI, NAM, SEX, RAC, HGT, WGT, EYE, HAI, OCA, VPC, and at least one of the following numeric identifiers: DOB (including year, month, and day); FBI; MNU (other than originating agency police or identification number); SOC; OLN with OLS and OLY; LIC with LIS, LIY, and LIT; VIN with VYR, VMA, and VST.

2.4 ADDITIONAL GUIDELINES FOR ENTRY

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

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

- If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.

- All numerical identifiers except the OCA and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen is used to separate the first two alphabetics from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.

- A record in the VPF may contain a minimum number of personal descriptors, license, and vehicular data because little was known of the individual at the time of entry. The lack of information limits the chance of a hit on the record.

  One possible source of additional identification data may be the Next Generation Identification (NGI) Interstate Identification Index (III). Thus, an inquiry (MKE/QH) should be made prior to or soon after making the violent person entry to determine if the criminal history record of the subject is in NGI/III. A positive response to this inquiry may reveal not only physical descriptors, identifying numbers, and aliases not known to the inquirer, but also arrest, court, and/or custody-supervision data which might provide investigative leads.

  When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operator's license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

- An ORI attempting to enter a record on a person it already has entered will receive a reject message. An entry on the same individual will be accepted providing the originating agencies are different. The agency making the second entry will receive the record already on file at the time the second entry is acknowledged. This notification should lead to some form of communication between the two agencies, as valuable lead information might be available.

- The entry of invalid and/or unissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error.

  For example:

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

2.5 MESSAGE FIELD CODE EDITS FOR ENTRY

The ORI represents the agency responsible for maintaining the VPF record.

2.5.1 DESCRIPTORS

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

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

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

2.5.2 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).

2.5.3 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.

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

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

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

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

An agency making a violent person entry containing data on a vehicle or license plate registered in another state must advise the NCIC CSA 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. administrative message can be found in the Introduction chapter of this manual.

2.5.6 VIOLENT PERSON CRITERIA (VPC)

The Violent Person Criteria Field must be a numeric 1, 2, 3, or 4 to indicate which criteria listed in the Criteria for Entry section of this chapter justifies entry into the file.

The VPC codes are the following:

VPC Code Translation

1 - ASSAULT ON LAW ENFORCEMENT
2 - VIOLENT CRIME HOMICIDE/ATTEMPTED HOMICIDE
3 - VIOLENT CRIME WITH WEAPON
4 - THREAT TO LAW ENFORCEMENT

2.5.7 MISCELLANEOUS (MIS)

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

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

- If the 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. The following caveat will appear immediately below the MKE translation on the record response:

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

2.5.8 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 wanted person is known, Y should be entered into the NOA Field. If NOA is left 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.

2.5.9 STATE IDENTIFICATION NUMBER (SID)

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

2.5.10 CAUTION AND MEDICAL CONDITIONS (CMC)

When a violent person record is entered with a caution indicator (the MKE ends with C), the CMC Field must contain a valid caution and medical code. The SUPPLEMENTAL RECORD section of this chapter describes procedures for entry of additional CMC codes as supplemental record to a violent person record. The allowable CMC codes and their translations are the following:

00	Armed and Dangerous
05	Violent Tendencies
10	Martial Arts Expert
15	Explosive Expertise
20	Known to abuse drugs
25	Escape Risk
30	Sexually Violent Predator - Contact ORI for Detailed Information
35	Sex Offender
40	International Flight Risk
50	Heart Condition
55	Alcoholic
60	Allergies
65	Epilepsy
70	Suicidal
80	Medication Required
85	Hemophiliac
90	Diabetic
01	Other (Explain in MIS Field)

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 violent person record. If a violent person record has been retired, it cannot be modified and therefore, must be reentered.

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

For online validation, a modification message is also used to validate a record.

3.2 EXAMPLE OF A MODIFICATION MESSAGE

The modification example contains header (1N01HEADER), message key (MVP), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH JOHN J and NIC/L146203706), and the fields being modified, and the data being changed (SOC/375145249 and OLY/2014).

```
1N01HEADER.MVP.MDUSM0123.NAM/SMITH, JOHN J.NIC/L146203706.SOC/375145249.OLY/2014
```

Acknowledgment:

```
1L01HEADER
MDUSM0123
MODIFY NAM/SMITH, JOHN J NIC/L146203706
```

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	2-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
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 record to be modified must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, followed by the fields to be modified. All fields, other than the HDR, MKE, and ORI, must be preceded by the proper MFC and a slash (/). The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

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

3.5.1 MODIFICATION TO REMOVE ALL VEHICULAR DATA

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

The modification example to remove all vehicular data from the record contains: header (1N01HEADER), message key (MVP), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH, JOHN J and NIC/L146203706), and the fields being removed (LIC-VCO) immediately followed by slash period (/.).

```
1N01HEADER.MVP.MDUSM0123.NAM/SMITH, JOHN J.NIC/L146203706.LIC-VCO/.
```

Acknowledgment:

```
1L01HEADER
MDUSM0123
MODIFY NAM/SMITH, JOHN J NIC/L146203706
```

3.5.2 MODIFICATION TO REMOVE PART OF VEHICULAR DATA

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

For example:

```
1N01HEADER.MVP.MDUSM0123.NAM/SMITH, JOHN J.NIC/L146203706.LIC/.LIS/.LIY/.LIT/.
```

3.5.3 NAME OF VALIDATOR (VLN)

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

For example:

```
1N01HEADER.MVP.MDUSM0123.NAM/SMITH, JOHN J.NIC/L0000069216.
VLN/JONES, DAVID E
```

Acknowledgment:

```
1L01HEADER
MDUSM0123
VALIDATE NAM/SMITH JOHN J NIC/L0000069216
```

3.5.4 LINKAGE DATA (LKI and LKA)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. A record which shares the same incident of a record entered with a different ORI and/or OCA can be modified to link the records by entering the associated ORI and OCA into the linkage fields (LKI and LKA) of both records. If a modify transaction is used to add a linkage to another record, then both LKI and LKA must be entered.

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

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

4 CANCELLATION

4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid, or the entering agency determines the subject no longer poses a threat to law enforcement officers.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

The cancellation example contains header (1N01HEADER), message key (XVP), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH JOHN J and NIC/L146203706), and date of cancellation (20120923).

```
1N01HEADER.XVP.MDUSM0123.NAM/SMITH, JOHN J.NIC/L146203706.20120923
```

Acknowledgment:

```
1L01HEADER
MDUSM0123
CANCEL NAM/SMITH, JOHN J NIC/L146203706
```

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

4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

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

4.5 ADDITIONAL GUIDELINES FOR CANCELLATION

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

5 INQUIRY

5.1 NCIC INQUIRY PROCESSING

When an agency transmits an NCIC wanted person inquiry (QW, QWA, QWE, QWF, QWS, ZW, or QWI), the data in the Violent Person File will be searched in addition to all other NCIC person files (except the Unidentified Person File). If vehicle identifiers are included in the inquiry, the Boat, License Plate, Vehicle, and Vehicle/Boat Part Files will be searched as well. If MNU, SOC, or OLN is included, the Article File records will also be searched. Additional information can be found in the Wanted Person File chapter.

5.2 EXAMPLE OF INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

5.2.1 Wanted Person File Inquiry (QW/ZW)

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

Negative QW/ZW Response

```
1L01HEADER
WA1230000


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

Positive QW Response

```
1L01HEADER
VASP01000


WARNING-A SUBJECT IN THIS RESPONSE HAS BEEN IDENTIFIED AS A VIOLENT
OFFENDER OR A SERIOUS THREAT TO LAW ENFORCEMENT OFFICERS. REVIEW THIS
RESPONSE IN ITS ENTIRETY TO OBTAIN ADDITIONAL INFORMATION ON THIS SUBJECT.
USE EXTREME CAUTION IN APPROACHING THIS INDIVIDUAL.
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.
WARNING-THE SUBJECT IN THIS RECORD HAS BEEN IDENTIFIED AS A VIOLENT
OFFENDER. THE SUBJECT HAS A CRIMINAL HISTORY OF ASSAULTING LAW
ENFORCEMENT OFFICERS. USE CAUTION IN APPROACHING THIS INDIVIDUAL.
DO NOT ARREST OR DETAIN BASED SOLELY ON THIS INFORMATION.
MKE/VIOLENT PERSON - CAUTION
CMC/05 - VIOLENT TENDENCIES
VPC/1 - ASSAULT ON LAW ENFORCEMENT
```

```
ORI/VASP01000 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456789 CTZ/US
SKN/DRK SMT/SC R HND
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/11111111 OLS/MD OLY/1999
VLD/20151204 VLN/JONES, DAVID E NOA/Y
OCA/123456273 SID/VA99999999
MIS/KNOWN TO THREATEN POLICE OFFICERS
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2Y27H5LI00009 VYR/1975
VMA/PONT VMO/VEN VST/2D VCO/BLU
ORI IS VA STATE POLICE ROANOKE OFFICE 703-555-1212
NIC/L146203706 DTE/20121204 DLU/20151204
```

5.3 REQUIREMENTS FOR INQUIRY

- The capability to query only the Violent Person File does not exist; however, the same procedures used to search the Wanted Person File will also search the Violent Person File. Complete details can be found in the Wanted Person File chapter.

- In a positive response, Wanted Person and Foreign Fugitive File records will appear first, followed by Extreme Risk Protection Order, Missing Person, Gang, Threat Screening Center, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, NICS Denied Transaction File, License Plate, Vehicle, Vehicle/Boat Part, Boat, Gun, Article and Securities File records.

- As part of a positive Violent Person File response, the receiving agency is advised that the person in question cannot be arrested solely upon the basis of the information provided.

- A Violent Person File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, SID, operator's license data, license plate data, vehicle identification data, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license data by OLS, license plate data by LIS, vehicle data by VIN, and image data by IMN.

5.4 ADDITIONAL GUIDELINES FOR INQUIRY

When only one numeric identifier is used in an inquiry, the response(s) will include the record(s) on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response will include the record(s) on file with that Social Security number, even though there may be other records on file for the same individual which does not contain that particular number.

Following a positive response to an inquiry with limited personal descriptors, an agency should make a second inquiry using all identifiers contained in the response record(s). The second inquiry should ensure the receipt of all records which could possibly pertain to the person in question.

This message appears when a hit response contains expired license plate data.

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

5.5 INQUIRY USING VEHICULAR DATA

A QV, ZV, QW, QWA, QWE, QWF, QWS, or ZW inquiry by license plate number or vehicle identification number will retrieve all person files as well as the Violent Person File in which the vehicle and/or license has been entered. Additionally, such an inquiry will retrieve data from the Boat, Vehicle, Vehicle/Boat Part, and License Plate Files. It is not necessary to include a name in this type of inquiry.

5.6 PROCEDURES FOR HANDLING A HIT

There are no hit confirmation procedures for the Violent Person File.

6 LOCATE

There are no locate procedures for the Violent Person File.

7 CLEAR

There are no clear procedures for the Violent Person File.

8 SUPPLEMENTAL RECORD

8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY

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

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC[2]		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN[3]		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN NCIC CODE MANUAL
IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN[4]		
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

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

8.2 WHEN TO ENTER A SUPPLEMENTAL RECORD

An enter supplemental record is used when additional identifiers, such as an alias or scars, marks, tattoos, and other characteristics etc., need to be added to a violent person record. The enter supplemental record message may be made only by the agency that entered the violent person record.

8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

The supplemental record entry example contains: header (1N01HEADER), message key (ENVP), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH, JOHN J and OCA/1234523), and the supplemental data added to the record: two aliases (AKA/DEER, JIM and BUCK, ROBERT J), two dates of birth (DOB/19521012 and 19520912), two sets of license plate data (LIC/ABC123.MD.2015.PC and LIC/123ABC.MD.2015.PC), one set of vehicle information (VIN/3J57K5D112345.1975.OLDS. CUT.2T.BLU), and two scars, marks, and tattoos (SMT/CAUL L EAR and TAT R ARM).

```
1N01HEADER.ENVP.MDUSM0123.NAM/SMITH, JOHN J.OCA/1234523.
AKA/DEER, JIM.BUCK, ROBERT J.DOB/19521012.19520912.
LIC/ABC123.MD.2015.PC.LIC/123ABC.MD.2015.PC.VIN/3J57K5D112345.1975.OLDS.CUT.2T.BLU.
SMT/CAUL L EAR.TAT R ARM
```

Acknowledgment:

```
1L01HEADER
MDUSM0123
SUPP NAM/SMITH, JOHN J OCA/1234523
```

8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY

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

8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

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

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Identifying Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC	10
Image NCIC Number and Image Type (entered as a set)	IMN	1
Citizenship	CTZ	9
State Identification Number	SID	9

8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

- A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each AKA; DOB; SMT; MNU; SOC; CTZ; SID; or CMC is counted as one identifier. Each set of data relating to an OLN, LIC, VIN, or IMN is likewise counted as one identifier.

- For example, a record relating to JOHN HARRY DOE might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, two miscellaneous numbers (e.g., army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession. Entry of these additional data would require several supplemental record entry messages, as all these additional identifiers could not be included in one supplemental record entry message.

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

  IMN and IMT Fields (up to 12: 1 mugshot, 1 signature, 10 identifying images) are added to the supplemental record when an image is entered and the NIC of the base record is included in the entry transaction. Additional information can be found in the Image File chapter of this manual.

8.7 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY

- After the violent person record has been identified, each field included in a supplemental record entry, except those entered as sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data, e.g., AKA/<AKA>.SOC/<SOC>.DOB/<DOB>. The data elements must be separated by a period, and each field must end with a period. Fields that are not part of sets of data may be entered in any order in a supplemental record entry.

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

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

- The field in the base record must be filled before any supplemental entry for that same field will be accepted except AKA, Image, Vehicle and License Set. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the base record does not contain a Social Security number in the SOC Field.

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

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

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

8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY

8.8.1 ALIAS (AKA)

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

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

- Nicknames (monikers) are to be entered in the AKA Field of the Violent Person File record. The term nickname in the NCIC System is defined as a name added to or substituted for the proper name of a person, such as a street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.

  The nickname is to be entered in the AKA Field, followed by a comma (space after comma is optional), then an X (i.e., Peanut, X).

Further guidelines for the coding of aliases are provided in Personal Descriptors Codes, *NCIC Code Manual*.

8.8.2 OPERATOR'S LICENSE NUMBER SET

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

For example:

```
OLN/L234526677238.VA.2014
```

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

8.8.3 LICENSE PLATE NUMBER SET

LIC followed by a slash is used to identify additional license plate number set in an entry. This set contains four MFCs: LIC, LIS, LIY, and LIT. MFCs must be entered in the order listed in the format and must be separated by a period.

For example:

```
LIC/CBA321.MD.2014.TK
```

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

8.8.4 VEHICLE IDENTIFICATION NUMBER SET

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

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

  For example:

  ```
  VIN/1L69X6J023456.1976.CHEV.IMP.4D.BLK.
  Or
  VIN/1D37Q6R001225.1976.CHEV..2D..
  ```

8.8.5 ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

The MFCs followed by a slash are used to identify additional data to be included in a supplemental record, i.e., DOB/, SMT/, MNU/, and SOC/. Multiples can be entered without repeating the MFC and separated only by periods.

For example, an entry might include:

```
DOB/19570102.19550823.SMT/SC L CHK.POCKMARKS.MNU/AF-2252333.SOC/303055378
```

8.8.6 IMAGE NCIC NUMBER SET

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

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

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

- To modify (change) an alias or other identifier in a supplemental record, the incorrect alias or other identifier must be canceled and reentered.

8.10 EXAMPLE OF A SUPPLEMENTAL RECORD ALIAS AND OTHER IDENTIFIERS CANCELLATION

The example of a cancellation of an alias and other additional identifiers in a supplemental record contains: header (1N01HEADER), message key (XNVP), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH, JOHN J and NIC/L146203706), and data to be canceled (AKA/BUCK, ROBERT J), (DOB/19520912), and (LIC/ABC654.MD.2013.PC).

```
1N01HEADER.XNVP.MDUSM0123.NAM/SMITH, JOHN J.NIC/L146203706.
AKA/BUCK, ROBERT J.DOB/19520912.LIC/ABC654.MD.2013.PC
```

Acknowledgment:

```
1L01HEADER
MDUSM0123
CANCEL SUPP NAM/SMITH, JOHN J NIC/L146203706
AKA/BUCK, ROBERT J
DOB/19520912
LIC/ABC654.MD.2013.PC.
```

8.11 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS

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

8.12 NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

A maximum of nine identifiers of various kinds may be canceled in one message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA, DOB, SMT, MNU, CTZ, CMC, SID, or SOC is counted as one identifier. Each set of OLN, LIC, VIN, or IMN (multiple data element fields) is counted as one identifier.

8.13 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION

- AKA; DOB; SMT; MNU; SOC; CTZ; SID; and CMC to be canceled should be set out in the cancellation message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However,

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

- Each set of operator's license, license plate, or image data (multiple data element fields) must be preceded by OLN/, LIC/, or IMN/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicular data, only the VIN and VMA are required following VIN/, with a period to account for the intervening VYR.

  For example:

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

  This transaction would result in deletion of the entire VIN set.

- When a Violent Person File record is canceled, its entire supplemental record is automatically canceled.

- A cancel supplemental transaction can contain up to nine supplemental data. All supplemental data will be processed except data that do not meet field edits or do not exist. The cancel supplemental message will list all supplemental data that were successfully canceled, list all supplemental data that failed due to a REJ SUPP MFC ERROR, and then list all supplemental data not on file.

  For example:

  The example of a supplemental cancellation acknowledgment message indicates that the AKA (ROE, EDWARD) and DOB (19651012) were successfully canceled. However, the DOB (19300932) was rejected due to a field edit error, as was the AKA (DOE, EDWARD) which was not on file.

  ```
  1N01HEADER.XNVP.MD1012600.NAM/DOE, JOHN J.NIC/W000069216.AKA/ROE, EDWARD.DOE,
  EDWARD.DOB/19651012.19300932
  ```

  Acknowledgment:

  ```
  1L01HEADER
  MD1012600
  CANCEL SUPP NAM/DOE, JOHN NIC/W000069216
  AKA/ROE, EDWARD
  DOB/19651012
  REJ SUPP MFC ERROR
  DOB/19300932
  REJ SUPP NOT ON FILE
  AKA/DOE, EDWARD
  ```