
Extreme Risk Protection Order File

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1 INTRODUCTION

An eLearning module for the Extreme Risk Protection Order (ERPO) File is located in the NCIC Community on JusticeConnect via the Law Enforcement Enterprise Portal, <http://justiceconnect.cjis.gov/jcstatic/erpov2/story.html>.

1.1 BACKGROUND

The ERPO File contains orders issued by a criminal or civil court for temporarily restricting an individual from purchasing or possessing a firearm, ammunition, or other related items, based on a finding that they may pose a significant danger of personal injury to themselves or others. The types of ERPOs and the information contained in them vary from state to state.

1.2 CRITERIA FOR ENTRY

Each record in the ERPO File must be supported by a court order (electronic or hard copy). ERPOs must meet the following criteria before an entry can be made into the file:

- The ERPO includes a court finding that the named respondent of the order poses a significant danger of causing personal injury to themselves or others by having a firearm, ammunition, or other related items as set forth in state law, in their custody or control.
- Reasonable notice and opportunity to be heard must be given to the person against whom the order is sought; or, in the case of *ex parte* orders, notice and opportunity must be provided within the time required by state laws, and in any event within reasonable time after the order is issued, sufficient to protect the respondent's due process rights.

Ex parte - without notice to the respondent or the opportunity of the respondent to be heard.

Please note: *Ex Parte* orders should be entered as temporary ERPO records.

- The named petitioner in the ERPO is a criminal justice agency or an employee of a criminal justice agency who is statutorily authorized to serve in such capacity and must be doing so within the scope of his or her official duties (e.g., law enforcement officer, state's attorney).

If the named petitioner is not a criminal justice agency or a statutorily authorized employee of a criminal justice agency (e.g., family member), the order must be issued by a court that is acting pursuant to its lawful authority to adjudicate criminal matters.

1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	ERO	EXTREME RISK PROTECTION ORDER
	EROC	EXTREME RISK PROTECTION ORDER - CAUTION
	ETRO	TEMPORARY EXTREME RISK PROTECTION ORDER
	ETRC	TEMPORARY EXTREME RISK PROTECTION ORDER - CAUTION
Modify	MRO	
	MTRO	
Cancel	XRO	
	XTRO	
Inquiry	QW	
	QWA	
	QWE	
	QWF	

Message	MKE	Translation
Inquiry	QWS	
	ZW	
	QWB	
	QWI	
	QV	
	ZV	
Clear	CRO	
	CTRO	
Entry of supplemental record	ENRO	
Cancellation of supplemental record	XNRO	

There is no specific MKE to query the ERPO 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/ERO when it is known that an ERPO File subject is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances. A caution indicator for temporary ERPOs should be entered with MKE/ETRC. The reason for the caution must be entered in the Caution and Medical Conditions (CMC) Field.

1.4 RECORD RETENTION

- An ERPO File record (ERO, ETRO) will remain active until it is canceled or cleared by the entering agency or until the order expires. Five days prior to an order's expiration date, an unsolicited \$.P. administrative message will be sent to the ORI of record. This message will serve to notify the agency of the order's impending expiration date (EXP). It also serves to remind the agency that the record will have to be modified if the EXP is changed by the court.
- If no action is taken by the entering agency to modify the EXP, the record will expire after the fifth day.
- Nonexpiring records: Records for ERPOs that have no expiration are referred to as nonexpiring records (NONEXP). These records will remain active until cleared or canceled by the entering agency.

Example of a \$.P. Purge Notification:

\$.P.
CO1000000

THE FOLLOWING RECORD WILL BE PLACED IN EXPIRED STATUS IN FIVE DAYS BY THE FBI COMPUTER BASED ON THE EXPIRATION DATE CONTAINED IN THE EXTREME RISK PROTECTION ORDER RECORD. UNLESS ACTION IS TAKEN TO INCREASE THE EXPIRATION DATE, MODIFICATION OR CANCELLATION OF THE RECORD WILL BE PROHIBITED AFTER THE FIFTH DAY.

MKE/EXTREME RISK PROTECTION ORDER
ORI/CO1000000 NAM/MORRIS, MARK M SEX/M RAC/W ETN/H POB/CO
DOB/19800808 HGT/511 WGT/185 EYE/BRO HAI/BRO FBI/411449J4 CTZ/US
SKN/FAR SMT/SC L ARM
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/N222333444 OLS/CO OLY/2005
SVC/1 - SERVED SVD/20200110
ORN/EO12345 ISD/201901218 EXP/20221218 CTI/CO043043J
PET/COLORADO BUREAU OF INVESTIGATION
OCA/15-124365 SID/CO99999999
LKI/CO1240000 LKA/CO-3366

MIS/RESTRICTED FROM POSSESSING FIREARMS AND ANY OTHER DEADLY
 MIS/WEAPON
 LIC/ABC123 LIS/CO LIY/2022 LIT/PC
 VIN/ABC123DEF45678901 VYR/2018
 VMA/FORD VMO/EXPL VST/4D VCO/WHI
 ORI IS COLORADO BUREAU OF INVESTIGATION CO 303 555-5555
 NIC/Q123456780 DTE/20210101 0000 EDT DLU/20210126 1600 EDT

1.5 AUTOMATIC RETIREMENT

Data in the License Plate (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in an ERPO File base record or supplemental record for the year of entry plus four years from the date of entry of the base record regardless when the license plate data is entered.

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

1.6 VALIDATION

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

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency, the CJIS Systems Agency (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 will be suppressed.

1.7 MESSAGE FIELD CODES (MFCs) 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. Coding instructions can be found in the Personal Descriptors Codes, <i>NCIC Code Manual</i> .
CMC	Caution and Medical Conditions	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
CTI	Court ORI	Must be a valid NCIC-assigned ORI.
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Data Codes, <i>NCIC Code Manual</i> .
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DLO	DNA Location	Free text. If the DNA field is N or defaulted to N, then DLO must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO Field must contain data.
DOB	Date of Birth	Must be a valid Gregorian date, (YYYYMMDD) 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, <i>NCIC Code Manual</i> .
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.

Code	Field	Edits
EBS	Expanded Date of Birth Search	Must be 1, 2, 3, or blank. The default value is blank. If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less.
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
EXP	Expiration Date	Must be a valid Gregorian date (YYYYMMDD) or NONEXP. The year must be equal to or greater than the year of entry. Must be greater than the date of issue (ISD). NONEXP should be entered for nonexpiring orders or when the expiration date is unknown.
EYE	Eye Color	Must be a valid code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
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 alphabets followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second cannot be O; and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid. Entry of one zero only, or a run of zeros only is prohibited. Embedded blanks are not permitted. -OR- May be eight alphanumerics followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.
FPC	Fingerprint Classification	Must be a valid code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> . If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.
HAI	Hair Color	Must be a valid code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
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 available in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
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.
ISD	Date of Issue	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.

Code	Field	Edits
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 code as listed in State and Country Data Codes, <i>NCIC Code Manual</i> .
LIT	License Plate Type	Must be a valid 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.
MIS	Miscellaneous	SVIN must be entered in MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. Should contain data of issuing court if not in CTI field. Should contain details regarding service of the order. Free text.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be a valid code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> . The third character must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number or identification number (prefix code OA) in MNU cannot be the only numeric identifier in the record. An air force serial number (prefix code AF) must contain numerics only in positions 4 thru 15. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
NAM	Name	The name may include alphabetic, numerics, a comma, hyphen(s), 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, <i>NCIC Code Manual</i> , provides coding instructions.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (Q in the Extreme Risk Protection Order File) followed by nine numeric characters which is automatically assigned by the NCIC System to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
NOA	Notify Originating Agency	May contain a Y or an N. System will default to N if left blank.

Code	Field	Edits
OCA	Originating Agency 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 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 a run of zeros only indicating a license is unknown may not be used. More information available in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
OLS	Operator's License State	Must be a valid code as listed in State and Country Data Codes, <i>NCIC Code Manual</i> .
OLY	Operator's License Year of Expiration	Must represent the year the license expires (XXXX), the alphabetic NX to represent nonexpiring, or the code UNKN for unknown. More information in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.
ORN	Order Number	A unique number assigned by the court. A hyphen is permitted in addition to alphabetic and numerics. Must not contain a single zero, a run of zeros only, or the word NONE.
PET	Petitioner	Free text.
POB	Place of Birth	Must be a valid code as listed in State and Country Data Codes, <i>NCIC Code Manual</i> . More information also available in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
RAC	Race	Must be a valid code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
SEX	Sex	Must be a valid code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
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 code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
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. In valid and/or unissued numbers are accepted but cause a SOC attention message. More information in Personal Descriptors Codes, <i>NCIC Code Manual</i> .
SVC	Service Information	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <i>NCIC Code Manual</i> . If the SVC is 1, the SVD must be a valid Gregorian date.
SVD	Service Date	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date. The SVD must be equal to or greater than the date of issue (ISD). The SVD must be equal to or less than the expiration date (EXP).

Code	Field	Edits
VCO	Vehicle Color	Must be a valid 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 alphabets only, or spaces cannot be used. The Vehicle File Chapter of this manual has additional edits on the VIN Field. If state-assigned or a 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 then be shown in the MIS Field.
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 three and/or four should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, CMPR, COEQ, CYCL, FARM, MBHM, MDCN, MFHM, SNOW, SPEC, TRLR, or TRUK.
		If the VMO is other than TL, the VMA code must be a valid code as listed in Vehicle Data Codes, <i>NCIC Code Manual</i> .
		If the VMO is TL, the VMA code must be a valid 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.
		For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.
	(all-terrain vehicle, dune buggy, go-cart, golf cart, and 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 listed in the 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 the Vehicle Data Codes, <i>NCIC Code Manual</i> . 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 cannot be used. More information available in the 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.
	(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.

Code	Field	Edits
VMO (cont)	(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 the 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.
VST	Vehicle Style	Must be a valid code listed in Vehicle Data Codes, <i>NCIC Code Manual</i> .
VYR	Vehicle Year	Must be four numeric characters representing the production (model) year during which the vehicle was manufactured (YYYY). VYR value must be less than or equal to the current year plus two and greater than 0001. For entries of model year 1981 or later, and when the VIN is 17 characters, the 10th position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 050 and maximum of 499. More information is available in Personal Descriptors Codes, <i>NCIC Code Manual</i> .

1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS

- If the following fields of an NCIC ERPO File or temporary ERPO File entry message are the same as those field codes of an active ERPO File record already on file, the second entry will be rejected with the message REJECT - ON FILE: NAM, ORN, and ORI; or NAM, OCA, and ORI. (The ORN and OCA are only part of the criteria if the fields contain a value other than spaces.) Essentially, the NCIC System will accept records for multiple ERPOs on one subject or one ERPO with multiple subjects.
- Whenever the message REJECT - ON FILE is sent by the NCIC System, the record on file will also be transmitted.
- A duplicate record will be accepted unless the NAM, ORI, and OCA in the second entry are the same or the NAM, ORI, and ORN in the second entry are the same. A duplicate record will also be accepted if there are vehicle data in the ERPO File message that match data in the Vehicle File. In those cases, the duplicate record(s) will be furnished with the entry/modify acknowledgment.

1.9 \$.8. OUT-OF-STATE MESSAGE

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

1.10 IMAGE CAPABILITY

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

1.11 INVESTIGATIVE INTEREST

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

2 ENTRY

2.1 EXAMPLE OF AN ENTRY

```
1N01HEADER.ERO.CO1000000.MORRIS, MARK M.M.W.CO.19800808.20221218.511.185.
BRO.BRO..FAR.SC L ARM.121011CO141159TTCT13.AS-123456789.123456789.
N222333444.CO.2015.20180728.15-124265.SUBJECT MAY NOT POSSESS WEAPONS
OF ANY KIND.Y.ABC123.CO.2010.PC.2G2PM37A2G2208042.2018.FORD.EXP.4T.WHT.
P012345.CO056013J.COLORADO BUREAU OF INVESTIGATION..Y.FBI LAB, QUANTICO, VA
703-632-4000, VA1234567, MTDNA, CODIS NUMBER - ABC-UHR-123456789...1.
20190903...CO99999999
```

Acknowledgment

```
IL01HEADER
CO1000000
NAM/MORRIS, MARK M NIC/Q123456780
OCA/15-124265
```

Note: For records that do not include OCA data, ORN data will be used.

2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
DATE OF BIRTH	MANDATORY	DOB	8-8	NUMERIC
EXPIRATION DATE	MANDATORY	EXP	6-6 8-8	ALPHABETIC, NUMERIC
HEIGHT	OPTIONAL	HGT	3-3	NUMERIC
WEIGHT	OPTIONAL	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
HAIR COLOR	OPTIONAL	HAI	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
FBI NUMBER/UCN	OPTIONAL	FBI	1-9	ALPHABETIC, NUMERIC

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2), NUMERIC (4), ALPHABETIC (4)
DATE OF ISSUE	MANDATORY	ISD	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC
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 SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	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	SET	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>
ORDER NUMBER	CONDITIONAL	ORN	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
COURT ORI	OPTIONAL	CTI	9-9	ALPHABETIC, NUMERIC

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
PETITIONER	OPTIONAL	PET	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CAUTION AND MEDICAL CONDITION	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
SERVICE INFORMATION	OPTIONAL	SVC	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
SERVICE DATE	OPTIONAL	SVD	8-8	NUMERIC
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory in an ERPO File record: MKE, ORI, NAM, SEX, RAC, DOB, EXP, and ISD. In addition, records must have either OCA or ORN for entry.

2.4 ADDITIONAL GUIDELINES

- The entering agency (ORI) must account for all fields in the ERPO File record format. In the original entry, all available data called for in the record must be entered. In addition, all available critical data should be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MRO or MKE/MTRO). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to an ERPO File record are located in the SUPPLEMENTAL DATA 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.
- All numerical identifiers except the OCA, ORN, and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA and ORN, and a hyphen is used to separate the first two alphabets from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
- When additional numeric identifiers and personal descriptors regarding the subject of record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known

criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operator's license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

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

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

2.5 MESSAGE FIELD CODES FOR ENTRY

2.5.1 EXPIRATION DATE (EXP)

The EXP is the date the extreme risk protection order (final, temporary, or ex parte) expires. If the extreme risk protection order does not have an expiration date, NONEXP should be entered. Agencies should ensure the accurate expiration date, as established by the issuing court, is entered into the EXP Field.

2.5.2 PETITIONER (PET)

The PET contains the name of the agency or individual that petitioned the court to issue the ERPO.

2.5.3 MISCELLANEOUS (MIS)

- Aliases, nicknames (monikers), vehicle data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered as a supplemental record (ENRO) illustrated and explained in the SUPPLEMENTAL DATA section of this chapter, as this procedure increases the chances of a hit on the record.
- When an agency enters an ERPO File record, any terms and conditions identified by the issuing court, other than firearm restriction, should be entered in the MIS Field.
- This field should be used to explain conditions of an order other than firearm restriction. For example, if the terms and conditions of the ERPO state that the subject is restrained from possessing a knife, then such information is shown in the MIS Field.

For example:

MIS/SUBJECT IS RESTRICTED FROM PURCHASING OR POSSESSING WEAPONS OF
MIS/ANY KIND

Additionally, the MIS Field should contain details regarding service of the order.

- If the issuing court does not have an ORI, and therefore the CTI Field cannot be populated, the entering agency should enter court information into the MIS Field.

2.5.4 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).

2.5.5 SERVICE INFORMATION DATA (SVC and SVD)

When the SVD Field is populated with the date the ERPO was served, the SVC Field must contain 1.

2.5.6 STATE IDENTIFICATION NUMBER (SID)

Guidelines for the entry of supplemental SIDs as a supplemental record to an ERPO File record are located in the SUPPLEMENTAL DATA section of this chapter.

2.5.7 CAUTION AND MEDICAL CONDITIONS (CMC)

When an ERPO record is entered with a caution indicator, the MKE ends with C, and the CMC Field must contain a valid caution and medical code. The SUPPLEMENTAL DATA section of this chapter describes the process for entry of additional CMC codes as supplemental records to an ERPO File record. The following are the allowable CMC codes and their translations.

00	Armed and Dangerous
05	Violent Tendencies
10	Martial Arts Expert
15	Explosive Expertise
20	Known to abuse drugs
25	Escape Risk
30	Sex 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

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 subject of the ERPO File record is known, Y should be entered into the NOA Field.

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 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.

2.5.10 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 entered more than 30 days after the original record entry. The message will be rejected if the seven characters of the LKA are the same as the first seven characters of the LKI.

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 base record.

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

3.2 EXAMPLE OF A MODIFICATION MESSAGE

The modification example contains header (IN01HEADER), message key (MRO), Originating Agency Identifier (CO1000000), two record identifiers (NAM/MORRIS, MARK M and NIC/Q123456780), the fields being modified, and the data being changed (SOC/123456789 and ORN/R012354).

```
1N01HEADER.MRO.CO1000000.NAM/MORRIS, MARK M.NIC/Q123456780.
SOC/123456789.ORN/R012354
```

Acknowledgment

```
1L01HEADER
CO1000000
MODIFY NAM/MORRIS, MARK M NIC/Q123456780
```

3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORDER NUMBER	CONDITIONAL	ORN	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
NAME OF VALIDATOR	OPTIONAL	VLN	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION	OPTIONAL			

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

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

3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

- Further instructions to modify an alias and/or an additional identifier previously appended to an ERPO record by means of a supplemental record are provided in the SUPPLEMENTAL DATA section of this chapter.
- If an agency has entered a temporary ERPO record, it can be modified (MKE/MTRO) to a regular ERPO record by modifying the MKE to ERO.
- If a court should make a change to an ERPO that is the basis for an ERPO record and is not the entering agency, that court must notify the agency that entered the record of the change.
- If a court changes the expiration date of an order, but the change does not occur until after a record expires, the record must be reentered.
- Five days prior to the expiration of an extreme risk protection order (date shown in the EXP), the ORI of record will receive a \$.P. message. Additional information concerning the \$.P. administrative message can be found in the Introduction chapter of this manual. This unsolicited message from the NCIC System is a reminder to the agency to make any needed modifications to the EXP in the event that the date was changed by the court.

3.5.1 LINKAGE DATA (LKI and LKA)

- The Linkage ORI and OCA Field 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 ERPO record can be modified individually.
- The LKI and LKA Fields must be deleted as a pair; otherwise, the message will be rejected.

3.6 MODIFICATION TO REMOVE VEHICULAR DATA FROM A RECORD

3.6.1 TO REMOVE ALL VEHICULAR DATA

When vehicular data are included in an ERPO record, a special modification message may be used to remove all the vehicular data without identifying each individual field. The characters LIC-VCO/. follow the two record identifiers. LIC-VCO/. causes the NCIC System to delete the fields LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO.

The modification example to remove all vehicular data contains header (1N01HEADER), message key (MRO), Originating Agency Identifier (CO1000000), two record identifiers (NAM/MORRIS, MARK M and NIC/Q123456780), and the fields being removed (LIC-VCO) immediately followed by slash period (/).

```
1N01HEADER.MRO.CO1000000.NAM/MORRIS, MARK M.NIC/Q123456780.LIC-VCO/.
```

Acknowledgment

```
1L01HEADER  
CO1000000  
MODIFY NAM/MORRIS, MARK M NIC/Q123456780
```

3.6.2 TO REMOVE PART OF VEHICULAR DATA

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

For example:

```
1N01HEADER.MRO.CO1000000.NAM/MORRIS, MARK M.NIC/Q123456780.LIC/.LIS/.LIY/.LIT/.
```

3.7 VALIDATION GUIDELINES FOR NCIC MODIFICATION

For NCIC validation, a name of validator may be added to the VLN Field of an ERPO File record to indicate that the record has been validated. When data is entered into the VLN Field, the NCIC System enters the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modification message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record.

For example:

```
1N01HEADER.MRO.CO1000000.NAM/MORRIS, MARK M.NIC/Q123456780.VLN/JONES, DAVID E
```

Acknowledgment

```
1L01HEADER  
CO1000000  
VALIDATE NAM/MORRIS, MARK M NIC/Q123456780
```

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 will immediately retire the ERPO File record. ERPO File records that have been expunged or are determined to be inaccurate should be canceled.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

The cancellation example contains header (1N01HEADER), message key (XRO), Originating Agency Identifier (CO1000000), two record identifiers (NAM/MORRIS, MARK M and NIC/Q123456780), and date of cancellation (20201205).

```
1N01HEADER.XRO.CO1000000.NAM/MORRIS, MARK M.NIC/Q123456780.20201205
```

Acknowledgment

1L01HEADER
 CO1000000
 CANCEL NAM/MORRIS, MARK M NIC/Q123456780

4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NAM	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NIC	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORDER NUMBER	CONDITIONAL	ORN	3-15	ALPHABETIC, NUMBER, 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; NIC and OCA, in that order; NIC and ORN, in that order; NAM and ORN, in that order, preceded by the proper MFCs and a slash (/). The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. Cancellation date must follow the two record identifiers.

4.5 ADDITIONAL GUIDELINES FOR CANCELLATION

When an ERPO File record is canceled, any supplemental information or images appended to that record will be canceled automatically.

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 ERPO 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 in the inquiry, the Article File records will also be searched. Additional information can be found in the Wanted Person File chapter.

5.2 EXAMPLE OF AN INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

5.2.1 Wanted Person File Inquiry (QW/ZW)

1N01HEADER.QW.WV1230000.NAM/MORRIS, MARK
M.SEX/M.RAC/W.DOB/19800808.VIN/ABC123DEF45678901

Negative QW/ZW Response

1L01HEADER
WA1230000
NO NCIC WANT NAM/MORRIS, MARK DOB/19800808 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
WV1230000
***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 FOLLOWING IS AN NCIC EXTREME RISK PROTECTION ORDER RECORD.
APPROACH WITH CAUTION. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS
RECORD. CONTACT ENTERING AGENCY TO CONFIRM STATUS AND TERMS OF ORDER****
****THE SUBJECT OF THIS RECORD IS PROHIBITED FROM RECEIVING OR POSSESSING A
FIREARM. REFER TO THE MIS FIELD FOR ANY OTHER ADDITIONAL COURT ORDERED
PROHIBITIONS****
MKE/EXTREME RISK PROTECTION ORDER
ORI/CO1000000 NAM/MORRIS, MARK M SEX/M RAC/W ETN/H POB/CO
DOB/19800808 HGT/511 WGT/185 EYE/BRO HAI/BRO FBI/411449J4 CTZ/US
SKN/FAR SMT/SC L ARM
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/N222333444 OLS/CO OLY/2005
SVC/1 - SERVED SVD/20200110 ORN/EO12345 ISD/201901218 EXP/20221218 CTI/CO043043J
PET/COLORADO BUREAU OF INVESTIGATION
OCA/15-124365 SID/CO999999999
LKI/CO1240000 LKA/CO-3366
MIS/RESTRICTED FROM POSSESSING FIREARMS AND ANY OTHER DEADLY
MIS/WEAPONS
LIC/ABC123 LIS/CO LIY/2022 LIT/PC
VIN/ABC123DEF45678901 VYR/2018
VMA/FORD VMO/EXPL VST/4D VCO/WHI
ORI IS COLORADO BUREAU OF INVESTIGATION CO 303 555-5555
NIC/Q123456780 DTE/20210101 0000 EDT DLU/20210126 1600 EDT

5.3 REQUIREMENTS FOR AN INQUIRY

- The capability to query only the ERPO File does not exist; however, procedures used to search the Wanted Person File will also search the ERPO File. Complete details can be found in the Wanted Person File chapter.
- In a positive response, Wanted Person and Foreign Fugitive 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, Guns, Article and Securities File records.

- As part of a positive ERPO File response, the receiving agency is advised that the person in question cannot be arrested solely upon the basis of the information provided.
- As part of a positive ERPO File response, the receiving agency is advised that the person in question is prohibited from purchasing or possessing firearms.
- An ERPO 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 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 do 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.

5.4.1 MISCELLANEOUS NUMBER (MNU)

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

5.4.2 VEHICLE IDENTIFICATION NUMBER (VIN)

An inquiry can contain up to a maximum of three 20-character VINs, and a comma must separate each VIN. The System will compute the check digit for each 17-character VIN.

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 ERPO 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

No arrest or detention should be made based solely on an ERPO File record response.

The entering agency must be able to confirm the status and terms of an ERPO to any criminal justice agency that makes an inquiry. If the entering agency does not operate 24 hours a day, seven days a week, it must make arrangement with another agency through a written agreement to provide responses to hit confirmation requests.

Requirements for hit confirmation responses are 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 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.

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

6 LOCATE

There are no locate procedures for the Extreme Risk Protection Order File.

7 CLEAR

7.1 WHEN TO USE A CLEAR MESSAGE

When a court notifies the owner of the record that the extreme risk protection order has been canceled, the entire corresponding ERPO File record must be cleared. Clearance of an ERPO File record is restricted to the agency that entered the record.

7.2 EXAMPLE OF A CLEAR MESSAGE

The clear example contains header (1N01HEADER), message key (CRO), Originating Agency Identifier (CO1000000), two record identifiers (NAM/MORRIS, MARK M. and NIC/Q123456780), and date of clear (20200531).

```
1N01HEADER.CRO.CO1000000.NAM/MORRIS, MARK M.NIC/Q123456780.20200531
```

Acknowledgment

```
1L01HEADER
CO1000000
CLEAR NAM/MORRIS, MARK M NIC/Q123456780
```

7.3 MESSAGE FIELD CODES FOR RECORD CLEAR

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

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORDER NUMBER	CONDITIONAL	ORN	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC

7.4 IDENTIFICATION OF A RECORD TO BE CLEARED

The record to be cleared must be identified by NAM and NIC, in that order; NAM and OCA, in that order; NIC and OCA, in that order; NAM and ORN, in that order, preceded by the proper MFC and a slash (/). The name used in identifying the record to be cleared must be set forth with the exact spelling and spacing as shown in the record on file. The date of clear must follow the two record identifiers.

7.5 ADDITIONAL GUIDELINES FOR CLEAR

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

8 SUPPLEMENTAL DATA

8.1 MESSAGE FIELD CODES FOR A SUPPLEMENTAL RECORD

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, NUMERIC, SPECIAL CHARACTERS
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
ORDER NUMBER	CONDITIONAL	ORN	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARK, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN NCIC CODE MANUAL

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN ¹		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC ²		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN ³		
IMAGE NCIC NUMBER	OPTIONAL SET	IMN ⁴		
CAUTION AND MEDICAL CONDITION	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
CITIZENSHIP	OPTIONAL	CTZ	9-9	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

¹ OLN/<OLN>.<OLS>.<OLY>.

² LIC/<LIC>.<LIS>.<LIY>.<LIT>

³ VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>

⁴ IMN/<IMN>.<IMT>.

8.2 ENTRY OF A SUPPLEMENTAL RECORD

Only the agency that entered the original record may add additional identifiers to a record. This applies to either permanent or temporary ERPO File records.

8.3 EXAMPLE OF A SUPPLEMENTAL ENTRY

The entry contains header (1N01HEADER), message key (ENRO), Originating Agency Identifier (CO1000000), two record identifiers (NAM/MORRIS, MARK M and OCA/14-017289), two additional dates of birth (19800809.19711109), vehicle identification number (2G2PM39B2J2208195), vehicle year (2006), vehicle make (PONT), vehicle style (4T).

```
1N01HEADER.ENRO.CO1000000.NAM/MORRIS, MARK M.OCA/14-017289.DOB/19800809.
19711109.VIN/2G2PM39B2J2208195.2006.PONT..4T..
```

Acknowledgment

```
1L01HEADER
CO1000000
SUPP NAM/MORRIS, MARK M OCA/14-017289
```

8.4 IDENTIFICATION OF A RECORD FOR ENTRY OF A SUPPLEMENTAL RECORD

The ERPO File record to which a supplemental record alias and/or another additional identifier is to be added must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; NAM and ORN, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC and a slash (/). Identifiers used in the above example are name and originating agency case number. 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. The entry of supplemental data will only be accepted on active records.

8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

- The data fields which may be included in a supplemental record with their field codes and the maximum number allowable for an ERPO File record are the following:

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

- Supplemental entry of an IMN/IMT set is used to link the base ERPO record with an existing image record in the NCIC System. The subject of an ERPO 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.

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

8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias (or variation of name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; citizenship; state identification numbers; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, a license plate, vehicle, or image is likewise counted as one identifier.

8.7 ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL RECORD ENTRY

- After the ERPO File record has been identified, each field included in a supplemental record entry, except those entered in sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period, and each field must end with a period. Fields that are not a part of sets of data may be entered in any order in a supplemental record entry.
- The 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 main record must contain information before any supplemental entry for that same field will be accepted, excluding alias, license plate data, vehicle data, and image data. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the main record does not contain a Social Security number in the SOC Field. Additional information concerning the REJECT – BASE DATA DOES NOT EXIST FOR SUPPLEMENTAL FIELD – XXX format error message can be found in the Introduction chapter of this manual.
- All numeric identifiers excluding originating agency case number, order number, and miscellaneous number are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA and ORN Fields, and a hyphen must be used to separate the two alphabetic 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 license and vehicle data.

8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY

8.8.1 ALIAS FIELD (AKA)

- Field code AKA followed by a slash is used to identify an alias(es). An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.
- 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 meaning 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 extreme risk protection order record. The term nickname in the NCIC System is defined as a name added to or substituted for the proper name of a person, such as their street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.

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

8.8.2 OPERATOR'S LICENSE NUMBER SET

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

For example:

OLN/L234526677238.VA.1976

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

8.8.3 LICENSE PLATE NUMBER SET

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

For example:

LIC/CBA321.MD.1999.TK.

In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data 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 set contains six data elements: VIN, VYR, VMA, VMO, VST, and VCO.
- The 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 data element must be accounted for.

For example:

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

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

8.8.5 ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

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

For example:

DOB/19370102.19350823.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 cancel 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 INFORMATION IN A SUPPLEMENTAL RECORD

No one-step procedure is available to modify fields in an ERPO File supplemental record.

To modify, the incorrect field should be canceled and reentered. Cancellation procedures are set forth in this section which also contains instructions on entering the correct data.

8.10 EXAMPLE OF SUPPLEMENTAL RECORD INFORMATION CANCELLATION

The example of a cancellation of information in a supplemental record to an ERPO File record contains header (1N01HEADER), message key (XNRO), Originating Agency Identifier (CO1000000), two record identifiers (NAM/MORRIS, MARK M and NIC/Q123456780), and data to be canceled (AKA/ROE, EDWARD.JONES, EDWARD and DOB/19651012.19630912).

```
1N01HEADER.XNRO.CO1000000.NAM/MORRIS, MIKE M.NIC/Q123456780.AKA/ROE, EDWARD.
JONES, EDWARD.DOB/19651012.19630912
```

Acknowledgment

```
1L01HEADER
CO1000000
CANCEL SUPP NAM/MORRIS, MARK M NIC/Q123456780
AKA/ROE, EDWARD
AKA/JONES, EDWARD
DOB/19651012
DOB/19630912
```

8.11 IDENTIFICATION OF RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS

When canceling information contained in a supplemental record, the ERPO File record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; NAM and OCA, in that order; or NAM and ORN, in that order, with each data element preceded by the proper MFC and a slash (/). The example shown uses NAM and NIC and supplemental data to be canceled, with each field preceded by the proper MFC and a slash (/).

8.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

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

8.13 ADDITIONAL GUIDELINES FOR CANCELLATION OF SUPPLEMENTAL DATA

- Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; caution and medical conditions; citizenships; state identification numbers; and/or Social Security numbers to be canceled are to be set out in the cancel message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.
- Each set of operator's license, license plate data, 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 vehicle data, only the vehicle identification number and make are required following VIN/, with a period to account for the intervening VYR Field.

For example:

VIN/1L69X6JO23456..CHEV

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