



**TENNESSEE BUREAU OF INVESTIGATION
TENNESSEE FUSION CENTER
SEX OFFENDER REGISTRY
STANDARD OPERATING PROCEDURES**



NCIC Entry and Validation Requirements for Registering Agencies

PURPOSE: The purpose of this procedure is to establish guidelines for Registering Agencies to use when entering and validating Sex Offender Registry (SOR) information in the NCIC National Sex Offender Registry File (NSORF) within NCIC guidelines as defined in the NCIC 2000 Operating Manual.

NCIC entry is a detailed process. NCIC records, including Sex Offender Records, may only be entered and validated by persons who have completed the forty (40) hour TIES Basic Certification Course through TBI. Questions regarding NCIC entries or validations should be first directed to the Terminal Agency Coordinator (TAC) at the entering agency prior to contacting TBI. **Registering Agency personnel assigned to NCIC duties should be familiar with the chapter in the NCIC 2000 Manual dealing with the NSOR File.** That chapter is included at the end of this Standard Operating Procedure.

PROCEDURAL PROCESS FOR ENTRY OF TENNESSEE OFFENDERS:

- I. All newly registered sex offenders that register at Tennessee Registering Agencies shall be entered in the NCIC NSOR File by the Registering Agency. Registering Agencies, including the Tennessee Board of Probation and Parole (BOPP), shall be responsible for all NCIC functions (entry and validation) on offenders who register with them.
- II. Registering Agencies shall also enter a sex offender into the NCIC NSOR File in situations where the offender is already registered and entered in NCIC by another jurisdiction (within Tennessee or other state) and the offender moves into their city/county of jurisdiction and begins registering with them. This can occur when an offender moves from city to city within Tennessee or when an offender moves to Tennessee from another state.
- III. When an offender moves from city to city within Tennessee, the Registering / Entering Agency of the offender's old residence should send a NCIC SON message to both the city and county of the location where the offender is moving to ensure the proper agency is notified. Documentation of the notification should be placed within the offender's file at the last Registering/Entering Agency for audit purposes.
- IV. If the offender moves from city to city within Tennessee, the old Registering Agency shall confirm that the offender has arrived at the new location and registered within 48 hours, by verifying that the offender's updated information has been entered into the TBI SOR Database. Documentation of the new registration shall be placed within the offender file at the old Registering/Entering



**TENNESSEE BUREAU OF INVESTIGATION
TENNESSEE FUSION CENTER
SEX OFFENDER REGISTRY
STANDARD OPERATING PROCEDURES**



- Agency. If it cannot be confirmed that the offender has reported to the new agency within 48 hours, the old Registering Agency where the offender last reported shall immediately perform an “Information Update” in the SOR Database, changing the offender’s status to “Absconder” and shall obtain an arrest warrant for the offender for “Failure to Register or Report.” That warrant shall be entered into NCIC.
- V. If an offender is released from supervision by the Tennessee Board of Probation and Parole (BOPP), BOPP shall confirm that the offender has registered at the new local Registering Agency within 48 hours, by verifying that the offender’s updated information has been entered into the TBI SOR Database by the new Registering Agency. Documentation of the new registration shall be placed within the offender file at BOPP. If it cannot be confirmed that the offender has reported to the new local agency within 48 hours, BOPP shall immediately report the offender’s failure to register to the local agency with jurisdiction over the offender’s last known residence *and* to the TBI Sex Offender Registry Unit (888-837-4170). Upon notification from BOPP, TBI will notify the local agency with jurisdiction over the offender’s last known residence a second time and direct them to this Standard Operating Procedure. The local registering agency with jurisdiction over the offender’s last known residence shall immediately perform an “Information Update” in the SOR Database, changing the offender’s status to “Absconder” and shall obtain an arrest warrant for the offender for “Failure to Register or Report.” That warrant shall be entered into NCIC.
- VI. Once an offender moves to a new location in Tennessee, the new Registering Agency should query the record in NCIC using the QXS screen. The new Registering Agency shall enter the offender into the NCIC NSOR File using this Standard Operating Procedure and the NCIC Manual.
- VII. If the offender moves from city to city within Tennessee or is released from BOPP supervision, and the old Registering Agency has verified that the offender’s updated information has been entered into the TBI SOR Database, then and only then, the old Registering Agency shall clear (not cancel) the offender’s NCIC NSOR entry using the CXS screen in NCIC. **Registering Agencies should never cancel a sex offender entry (XXS screen) when a offender moves from city to city.**
- VIII. When an offender notifies a Registering Agency of their intent to move out of state, the Registering Agency should give e-mail notification within 72 hours to the Sex Offender Registry of the state where the offender is moving. E-mail addresses for state registries are available at the TBI Sex Offender Registry web page for law enforcement: <http://www.tbi.tn.gov/> .



**TENNESSEE BUREAU OF INVESTIGATION
TENNESSEE FUSION CENTER
SEX OFFENDER REGISTRY
STANDARD OPERATING PROCEDURES**



Click on “Law Enforcement Only”
User name: lawenforcement (all lower case / no space)
Password: Tennessee1
Click on the “TN Sex Offender Registry”
Click on “Contact Information”
Click on “Out of State Registry Contacts”

Documentation of the e-mail notification should be placed within the offender file at the Tennessee Registering Agency. This notification should be in the following format:

This agency is a sex offender registering agency for the Tennessee Sex Offender Registry. We have received information / documentation that the referenced convicted sex offender intends to or has moved from Tennessee to your state. Our procedures require us to notify other states when offenders relocate, since we do not track sex offenders who live outside of Tennessee.

The information on the offender is provided below:

*Name:
Race:
Sex:
DOB:
SSN:
FBI#:
SID#:
Conviction Offense:
Reported address in your state:*

For your convenience, a copy of the Tennessee Sex Offender Registry Law can be found at the Tennessee Bureau of Investigation website, <http://www.tbi.tn.gov/> under “Sex Offender Registry”.

If the offender moves out of state, the Tennessee Registering Agency should confirm that the offender has arrived at the new state by one of the following methods:

- a. Verifying that there is a new out of state NCIC entry on the offender or that the offender has registered / reported to the new out of state registering agency.
- b. The offender’s updated address information has been entered into the National Sex Offender Public Website (www.nsopw.gov) by the offender’s new state Sex Offender Registry.
- c. The offender’s updated address information has been entered into the offender’s new state Sex Offender Registry, or



**TENNESSEE BUREAU OF INVESTIGATION
TENNESSEE FUSION CENTER
SEX OFFENDER REGISTRY
STANDARD OPERATING PROCEDURES**



- d. By contacting the offender's new state Sex Offender Registry directly.

Documentation of the new registration should be placed within the offender file at the last Tennessee Registering Agency for audit purposes. If it cannot be confirmed that the offender has reported to the new state and in fact was required by that state's law to do so, the offender shall be listed as an absconder in the SOR Database by the Tennessee Registering Agency and a Tennessee arrest warrant should be obtained by the Registering Agency where the offender last reported. That warrant shall be entered into NCIC.

Once the Registering Agency has confirmed the offender has arrived at the new out of state location and registered properly, the Tennessee NCIC entry should be cleared using the CXS screen. If there is a situation where the offender frequently travels in and out of Tennessee, the Tennessee NCIC record should not be cleared. The offender's status in the Tennessee NCIC record may be changed to "Inactive/Moved" (code 79). In cases of frequent movement in and out of Tennessee, by simply changing the status code to "Inactive/Moved", when the offender returns to Tennessee, the code can simply be changed back to "Active". This practice however, should only be used when the offender frequently visits Tennessee, moves away, and continues to return. This will prevent the Registering Agency from having to re-enter the offender into NCIC each time the offender returns to Tennessee.

- IX. It is important to note that the OCA of a Tennessee NCIC sex offender entry is always the offender's TOMIS or SO number that is listed in the Tennessee Sex Offender Registry Database. No other number may be used.
- X. If the Entering Agency is not the Registering Agency (the Registering Agency does not have NCIC access and has entered into an agreement with another agency), the Entering Agency should consult with the Registering Agency to obtain information for entry purposes and to ensure the record is entered correctly.
- XI. If a Registering Agency receives new or updated information on a sex offender, they must forward that information to the entering agency of the record. New information must be entered into NCIC within 72 hours of receipt of the information by the Registering Agency.
- XII. When entering a record, the NCIC Entry and Validation Checklist should be completed and placed in the offender file at the Entering Agency for audit purposes. The NCIC Entry and Validation Checklist is included in this Standard Operating Procedure.



**TENNESSEE BUREAU OF INVESTIGATION
TENNESSEE FUSION CENTER
SEX OFFENDER REGISTRY
STANDARD OPERATING PROCEDURES**



- XIII. Query the QXS screen in NCIC to determine if there is an existing entry of the sex offender. If an entry exists from a prior Registering Agency in Tennessee, contact the prior Registering Agency by AM message to ensure they clear the existing record.
- XIV. When making an NCIC entry, run a criminal history of the offender via III and NLETS. Run a driver's license query on the offender to obtain possible address and name used. Copies of these queries (most recent) should be placed in the offender's file for audit purposes.
- XV. The first step in the NCIC Entry and Validation Checklist is for the Registering Agency to obtain a court judgment on the offender's sexual offense conviction. An attempt should always be made to obtain the Court Judgment. If there is a fee imposed for obtaining a judgment, a fee waiver request letter should be sent to the court clerk where the offender was convicted. An example of this type of letter is included in this Standard Operating Procedure. This letter should be placed in the offender file as proof of an attempt to obtain the judgment for audit purposes. Proof of conviction of the registerable offense must be obtained. The preferred, most accurate method for validating the conviction information is by having the court judgment for the offender's conviction in the offender's file. Sources for obtaining a court judgment are the Court Clerk where the offender was convicted, the offender's prior registering agency, an out of state Sex Offender Registry unit, the Prosecuting Attorney's Office or the TBI Sex Offender Registry Unit. If a court judgment cannot be obtained, documentation must be placed in the offender's file explaining why. Copies of all court judgments shall be forwarded to the TBI Sex Offender Registry Unit for inclusion in the offender's master file at TBI.
- XVI. If a Court Judgment is not available, the TOMIS database may have conviction information on the offender. If the entering agency has access to TOMIS:
- A. Run LSTQ (Tennessee Sentencing) for the Offender.
 - B. If there is no information in the LSTQ, run LCLJ (referral screen) for possible disposition information.
 - C. Run LIMD (Arrival/Departure Status) for the Offender.
 - D. If it is an out of state conviction and the offender has a TOMIS #, Run LSTP for out of state convictions.
- XVII. Query the offender in the TBI SOR Database. Verify that there have been no address changes and that the offense listed in the SOR Database matches the verified conviction offense. Verify the accuracy of the conviction information in the SOR Database.



**TENNESSEE BUREAU OF INVESTIGATION
TENNESSEE FUSION CENTER
SEX OFFENDER REGISTRY
STANDARD OPERATING PROCEDURES**



- A. Date of Offense
 - B. Conviction Offense
 - C. Date of Release
 - D. Classification Type (Sexual or Violent)
 - E. Determination if the victim was a minor
 - F. Verify that the offender's FBI and Tennessee SID # are in the SOR. Never enter an out of state SID # into the TBI SOR Database.
 - G. For NCIC purposes, a Sexual Offense is a Tier I and a Violent Sexual Offense is a Tier III. Tennessee does not have Tier II offenses.
 - H. DNA Availability: When entering a sex offender or validating a sex offender record in the NCIC NSORF relating to the field on the DNA status of the offender, the only source of information for this purpose may be the Sex Offender Registry Database. No other source of information may be used for completing this field. The Sex Offender Registry Database and NCIC must match.
- XVIII. When entering or validating a record in NCIC, it is imperative that accurate and complete information is used. Information on offenders is available from numerous sources that may be used to determine the most accurate information that should be entered in NCIC. Complete information is also a NCIC requirement. All available programmed fields in NCIC (whether classified as mandatory or non-mandatory) shall be completed if the information is available in the TBI SOR Database or elsewhere (see pages 4-5, and 26 of the NSOR Chapter of the NCIC Manual included in this Standard Operating Procedure).
- XIX. Every effort should be made to have the initial entry completed within three days per NCIC standards. If the entry is not completed within three days, supply an explanation as to why the entry was delayed as stated in the NCIC Sexual Offender Entry and Validation Checklist. In no event should an NCIC entry be delayed longer than five working days.
- XX. The NCIC OFS status field shall be entered upon initial entry and updated each time the offender's status is changed in the TBI SOR Database. Approved status codes for use in Tennessee NCIC sex offender entries are:
- Absconder
 - Active
 - Active-Incapacitated
 - Inactive-Deceased
 - Inactive-Deported
 - Inactive-Incarcerated
 - Inactive-Moved (to another state)



**TENNESSEE BUREAU OF INVESTIGATION
TENNESSEE FUSION CENTER
SEX OFFENDER REGISTRY
STANDARD OPERATING PROCEDURES**



XXI. Incarcerated offenders should not be entered into the NCIC NSOR File. If an active sex offender who is already entered into NCIC by a registering agency becomes incarcerated for an extended period of time, the entering agency may clear the offender from NCIC. This will avoid a later need for validation of the entry while the offender is incarcerated. Upon incarceration, the agency shall update the offender's status code in the TBI SOR Database to "Inactive-Incarcerated." Once the offender is released from incarceration, the offender's status shall be updated to "Active" in the TBI SOR Database, the Registering Agency where the offender reports after leaving jail/prison shall enter the offender in the NCIC NSOR File.

A newly convicted sex offender, who becomes incarcerated immediately upon being convicted, must be registered in the TBI SOR Database within 48 hours of entering the facility and listed as "Inactive-Incarcerated." The newly convicted sex offender should not be entered into NCIC until he is released from incarceration and registers with a Registering Agency.

- XXII. Once a NCIC entry is complete, print the QXS screen from NCIC and add to the offender file at the NCIC Entering Agency. Complete the NCIC Sexual Offender Entry and Validation Checklist and add to the offender file at the NCIC Entering Agency.
- XXIII. The entry should have a Second Party Check according to NCIC standards.

(continued)



**TENNESSEE BUREAU OF INVESTIGATION
TENNESSEE FUSION CENTER
SEX OFFENDER REGISTRY
STANDARD OPERATING PROCEDURES**



PROCEDURAL PROCESS FOR VALIDATION OF NCIC NSOR ENTRIES:

I. When validating NSOR entries in NCIC, all standards mentioned above for NCIC NSOR entries should be followed in addition to the following procedures. All personnel should be thoroughly familiar with the entry process before proceeding to the validation process.

- A. Each month a list of NSOR File Validations is submitted to the NCIC contact person for the Registering Agency. Once the NCIC contact person has received the list, he or she has approximately thirty (30) days in which to validate the information using a variety of intelligence information and this Standard Operating Procedure.
- B. TBI has completed its NCIC ORI changeover process. Under no circumstance should TBI or a TAC (Terminal Agency Coordinator) modify an ORI.***
- C. These guidelines from NCIC should be followed when validating offender entries.
 1. Validation obliges the originating agency to confirm that the record is complete, accurate, and still outstanding or active. Validation is accomplished by reviewing the entry and current supporting documents (offender file), and by recent consultation with any appropriate complainant, victim, prosecutor, court, nonterminal agency, or other appropriate source (TBI SOR Database) or individual.
 2. Each month, the CJIS System Agency (CSA) receives a file of records to be validated. The CSA in turn distributes the records to be validated to the ORIs as appropriate.
 3. All validations are entered using the modify transaction in which the Name of Validator (VLN) Field is filled out. This constitutes validation and the NCIC System inserts a date of Last Validation (VLD) in the record.

Note: It should become standard practice that the VLN field is completed not only during scheduled validations, but each and every time the offender's record in NCIC is modified.

NSOR 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



**TENNESSEE BUREAU OF INVESTIGATION
TENNESSEE FUSION CENTER
SEX OFFENDER REGISTRY
STANDARD OPERATING PROCEDURES**



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 NCIC for validation for at least another year. Records that have not been validated within the last 11 months would represent noncompliant, out of state, incarcerated, and deceased offenders. This allows the jurisdiction to validate its NSOR records on its schedule, and not the NCIC System's schedule.

Therefore, when simply modifying a record, the entire validation process may be completed, thereby re-setting the validation cycle for another year.

4. Records that have been validated within the last calendar month are not retrieved for validation during the next validation cycle.

II. Once an agency receives their list of validations, the following steps shall be performed:

- A. When validating a record, the offender's criminal history shall be run and printed for inclusion in the validating agency file for audit purposes. The QXS screen shall also be printed and added to the offender file at the Validating Agency as proof of validation.
- B. The person validating the record shall review all fields the NCIC NSOR File entry for accuracy, completeness, and validity.
- C. The NCIC OFS status field should be updated each time the offender's status is changed in the TBI SOR Database. Approved status codes for use in Tennessee NCIC sex offender entries are:

Absconder

Active

Active-Incapacitated

Inactive-Deceased

Inactive-Deported

Inactive-Incarcerated (*Note: see section XXI above for information on incarcerated offenders*)

Inactive-Moved (to another state)

- D. Those records that are no longer valid in NCIC will then be cleared and all others validated. If the offender is deceased, change the offender's status to Inactive- Deceased in the SOR Database and the TBI Sex Offender Registry Unit will automatically be notified. After verification, TBI will remove the record from SOR and NCIC. **Registering Agencies are not authorized to**



TENNESSEE BUREAU OF INVESTIGATION
TENNESSEE FUSION CENTER
SEX OFFENDER REGISTRY
STANDARD OPERATING PROCEDURES



remove offender entries from NCIC on offenders who are deceased or deleted or offenders whose registration requirements have been terminated. Please contact the SOR Hotline (888-837-4170) to have these offenders removed.

- E. If the Validating Agency is not the Registering Agency (the Registering Agency does not have NCIC access and has entered into an agreement with another agency) the Validating Agency should consult with the Registering Agency to obtain information for validation purposes and to ensure the record is validated / modified correctly.
- F. If a Registering Agency receives new or updated information on a sex offender, they must forward that information to the validator of the record for that agency. New information must be entered into NCIC within 72 hours of receipt of the information by the Registering Agency.
- G. When validating a record, the NCIC Entry and Validation Checklist should be completed and placed in the offender file at the Registering Agency. The NCIC Entry and Validation Checklist is included in this Standard Operating Procedure.
- H. The first step in the NCIC Entry and Validation Checklist is ensuring a court judgment on the offender's sexual offense conviction(s) has been obtained. If there is a fee imposed for obtaining a judgment, a fee waiver request letter should be sent to the court clerk where the offender was convicted. An example of this type of letter is included in this Standard Operating Procedure. This letter should be placed in the offender file as proof of an attempt to obtain the judgment. The Validating Agency must maintain a copy of the judgment or fee waiver request letter for audit purposes. If a court judgment cannot be obtained, documentation must be placed in the offender's file explaining why. Copies of all court judgments shall be forwarded to the TBI Sex Offender Registry Unit for inclusion in the offender's master file at TBI.

(Continued)



**TENNESSEE BUREAU OF INVESTIGATION
TENNESSEE FUSION CENTER
SEX OFFENDER REGISTRY
STANDARD OPERATING PROCEDURES**



CHECKLIST: NCIC Entry and VALIDATION For Registering Agencies

TOMIS / SO # _____ Offender's Name _____ Date _____

Check one (1): This is an: Entry _____ Validation _____

Query the offender in the NCIC NSOR File. Information from the QXS printout should be compared to the following:

_____ NCIC OCA number of offender matches the offender's TN Sex Offender Registry TOMIS or SO number. No other number may be used.

Court Documents:

_____ Court Judgment Order in file (the preferred, most accurate method for validating the charge) (If not able to obtain judgment, explain. If fee based, attach letter to clerk.)

Information from the SOR Database:

_____ SOR Database matches NCIC for addresses, physical description, sex, race, DOB/SSN, place of birth/citizenship, e-mail addresses/internet identifiers, etc.

_____ Offense information in SOR Database matches NCIC (date of offense/conviction, classification, was victim a minor)

_____ Classification of offender (sexual / violent) in SOR Database is correct.

NCIC Classifications: Tier I = Sexual / Tier III = Violent

_____ Offender Status listed in SOR Database matches NCIC offender status field (OFS)

Information from TOMIS (only to be used if unable to obtain a Court Judgment):

_____ Complete sexual conviction information from TOMIS matches both the SOR Database and NCIC

_____ If offender is listed as incarcerated in TOMIS and not in the SOR Database, the SOR Database should be updated once the incarceration is verified. NCIC entries of incarcerated offenders may be cleared if the offender is incarcerated for an extended period of time.

_____ If TOMIS has a different conviction than that listed in the SOR Database and/or NCIC, pull the offender file to see if there is a court judgment order or additional information to determine the source of the discrepancy. **Court Judgments take precedence in determining conviction information.**

_____ If conviction information cannot be confirmed within the offender file, confirmation must be made and documented prior to entering/validating the file. This is accomplished by obtaining a court judgment, or documentation by the Entering Agency that a verbal disposition was given by the court clerk, probation officer, or district attorney office, and a judgment will later be added to the file. A printout from an out of state SOR may also be used for conviction information if a court judgment is not immediately available.



**TENNESSEE BUREAU OF INVESTIGATION
 TENNESSEE FUSION CENTER
 SEX OFFENDER REGISTRY
 STANDARD OPERATING PROCEDURES**



Criminal History

- Criminal History checked for additional sex offenses or new information (alias names, dates of birth, social security numbers, scars, marks, tattoos, etc.).
- FBI # listed on the QXS printout matches the offender criminal history.
- SID # listed on the QXS printout matches the offender criminal history.
- Verify that the offender's FBI and Tennessee SID #s are in the SOR Database. Never enter an out of state SID # into the Tennessee SOR Database.
- New criminal history printed and placed in Entering Agency file.

Driver's License

- Driver's license number on QXS printout belongs to offender.
- Driver's license checked for changes in expiration date.

(Check each one that exists)

- | | | |
|---|---|--|
| <input type="checkbox"/> Court Judgment | <input type="checkbox"/> LCLJ (TOMIS) | <input type="checkbox"/> Driver's License |
| <input type="checkbox"/> LSTQ (TOMIS) | <input type="checkbox"/> LIMD (TOMIS) | <input type="checkbox"/> LSTP (TOMIS) |
| <input type="checkbox"/> LCLR (TOMIS) | <input type="checkbox"/> Criminal History | <input type="checkbox"/> Out of state SOR printout |
| <input type="checkbox"/> QXS Printout | | |

Finalizing the Entry or Validation

- Upon completion of NCIC entry, query the offender in NCIC to obtain the original QXS. A copy of the original QXS printout showing the NCIC entry should be added to the offender file as proof of entry.
- Upon completion of subsequent NCIC validations, Registering Agencies shall add a new QXS printout of the NCIC validation to the offender file as proof of validation.
- A copy of this checklist should be added to the offender file at the entering/validating agency upon entry and each subsequent validation.

Date all conviction information was available for entry into NCIC _____

Date entered into NCIC _____ Entered by (print) _____

*NCIC 2nd Party Check (entries only) performed by: (print) _____

If all information is not available in order for NCIC entry to be made within 3 days, please explain below.

_____ COPIES OF COURT JUDGMENTS OBTAINED ON OFFENDERS SHALL BE MAILED TO THE TBI SEX OFFENDER REGISTRY UNIT UPON RECEIPT.



TENNESSEE BUREAU OF INVESTIGATION
TENNESSEE FUSION CENTER
SEX OFFENDER REGISTRY
STANDARD OPERATING PROCEDURES



Example of a fee waiver request letter to court clerk:

Dear Court Clerk,

Agencies who register Tennessee sex offenders are required by national standards from the FBI and NCIC to verify and validate conviction information on convicted sex offenders who are registered with the Tennessee Sex Offender Registry. A major part of the validation process is accomplished when an officer from a registering agency obtains a copy of the court judgment from the court where the sex offender was convicted. Without a copy of the court judgment showing the conviction offense of the offender, an offender's record within the Tennessee Sex Offender Registry remains incomplete.

These records are used by local law enforcement agencies who register sex offenders on a daily basis. When the registering agency and the TBI has a copy of the judgment on a convicted sex offender, we are able to forward that information to any in-state or out-of-state registering agency that the offender comes in contact with, thereby alleviating repeated requests from multiple agencies to a court clerk on the same offender. These records are also used in the prosecution of offenders who violate both state and federal registry laws.

Recently, an employee with this registering agency attempted to obtain a copy of a court judgment on conviction information for: Name / Date of Birth / Case Information of Offender

The employee was advised by your staff that your office charges a fee for this information, including fee charges to other governmental agencies. I am requesting that you waive the fee to this agency for the collection of these records so that together, we may continue to serve the citizens of this state and nation and continue our endeavors toward public safety.

Sincerely,

NCIC 2000
NATIONAL SEX OFFENDER REGISTRY

TABLE OF CONTENTS

INTRODUCTION	1
1.1 CRITERIA FOR ENTRY	1
1.2 MESSAGE KEY (MKE) CODES	1
1.3 RECORD RETENTION PERIOD	2
1.4 AUTOMATIC RETIREMENT	3
1.5 VALIDATION	3
1.6 SCOPE OF THE NATIONAL SEX OFFENDER REGISTRY AUDIT	4
1.7 MESSAGE FIELD CODES AND EDITS	6
1.8 CRITERIA FOR REJECTING DUPLICATE RECORD ENTRIES	18
1.9 UNSOLICITED NOTIFICATIONS	18
1.10 §.8. OUT-OF-STATE MESSAGE	21
1.11 IMAGE CAPABILITY	21
1.12 INVESTIGATIVE INTEREST	21
1.13 STATE AND TERRITORY SEXUAL OFFENDER REGISTERING AGENCIES	21
ENTRY	22
2.1 EXAMPLE OF A SEX OFFENDER RECORD ENTRY	22
2.2 MESSAGE FIELD CODES FOR ENTRY	22
2.3 MANDATORY FIELDS FOR ENTRY	26
2.4 ADDITIONAL GUIDELINES FOR ENTRY	26
2.5 MESSAGE FIELD CODE EDITS FOR ENTRY	27
MODIFICATION	35
3.1 WHEN TO USE A MODIFICATION MESSAGE	35
3.2 EXAMPLE OF A MODIFICATION MESSAGE	35
3.3 MESSAGE FIELD CODES FOR MODIFICATION	35
3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED	36
3.5 ADDITIONAL GUIDELINES FOR MODIFICATION	36
3.6 VALIDATION GUIDELINES FOR MODIFICATION	38
CANCELLATION	39
4.1 WHEN TO USE A CANCELLATION MESSAGE	39
4.2 EXAMPLE OF A CANCELLATION MESSAGE	39
4.3 MESSAGE FIELD CODES FOR CANCELLATION	39
4.4 IDENTIFICATION OF A RECORD TO BE CANCELED	40
4.5 ADDITIONAL GUIDELINES FOR CANCELLATION	40

INQUIRY	41
5.1 INQUIRY AND DISCLOSURE STANDARDS	41
5.2 EXAMPLE OF QXS INQUIRIES	41
5.3 MESSAGE FIELD CODES FOR AN INQUIRY	43
5.4 REQUIREMENTS FOR INQUIRY	44
5.5 ADDITIONAL GUIDELINES FOR INQUIRY	45
5.6 PROCEDURES FOR HANDLING A HIT	49
LOCATE	50
CLEAR	51
7.1 WHEN TO USE A CLEAR MESSAGE	51
7.2 EXAMPLE OF A CLEAR MESSAGE	51
7.3 MESSAGE FIELD CODES FOR CLEAR	51
7.4 IDENTIFICATION OF A RECORD TO BE CLEARED	52
7.5 ADDITIONAL GUIDELINES FOR CLEAR	52
SUPPLEMENTAL RECORD	53
8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY	53
8.2 ENTRY OF A SUPPLEMENTAL RECORD	54
8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY	55
8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY	55
8.5 FIELDS IN A SUPPLEMENTAL RECORD	55
8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY	57
8.7 ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL RECORD ENTRY	58
8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY	59
8.9 MODIFICATION OF ALIAS(ES) AND/OR OTHER IDENTIFIERS IN A SUPPLEMENTAL RECORD	63
8.10 EXAMPLE OF SUPPLEMENTAL RECORD ALIASES AND OTHER IDENTIFIERS CANCELLATION	63
8.11 IDENTIFICATION OF RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS	64
8.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE	64
8.13 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION	64
IAFIS SEX OFFENDER REGISTRY NOTICE	66
9.1 SEX OFFENDER REGISTRY (SOR) NOTICE	66
9.2 CRIMINAL HISTORY RECORD ACTIVITY	66

NCIC 2000
NATIONAL SEX OFFENDER REGISTRY

SECTION 1--INTRODUCTION

1.1 CRITERIA FOR ENTRY

1. A sex offender or any other person required to register under a jurisdiction's sex offender registry program.

Individuals required to register under other registration programs (e.g., Arson and Violent Felon) do not qualify for entry in the National Sex Offender Registry (NSOR).

2. Records for offenders who have moved internationally may be included in the NSOR even when the registering jurisdiction no longer maintains the records in their sex offender registry.

1.2 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EXS	SEXUAL OFFENDER or SEXUALLY VIOLENT PREDATOR
Modify	MXS	
Cancel	XXS	
Inquiry	QXS QW QWA QWE QWF QWS QWB QWI ZW QV ZV	
Clear	CXS	CLEARED SEXUAL OFFENDER or CLEARED SEXUALLY VIOLENT PREDATOR

Message	MKE	Translation
Expired		EXPIRED SEXUAL OFFENDER
Enter supplemental record	EXSN	
Cancel supplemental record	XXSN	

The message key is translated as SEXUALLY VIOLENT PREDATOR if the Sexual Predator Indicator (SXP) Field is set to Y.

A caution indicator (C) may be entered as part of the message key code (EXSC) in which case the MKE is translated as SEXUAL OFFENDER - CAUTION or SEXUALLY VIOLENT PREDATOR - CAUTION.

1.3 RECORD RETENTION PERIOD

1. NSOR records will remain active until they are cleared or canceled by the entering agency or until the Ending Registration Date (ERD) is reached. Sex offender records with the ERD Field containing NONEXP are retained as active records until they are cleared or canceled by the entering agency. Records for sexual predators must have an ERD value of NONEXP.
2. When the ERD is reached (ERD is equal to current date), the expired record MKE is changed to IXS, and the entering agency is notified with an unsolicited S.P. administrative message. Expired records are retained in an inactive status (historical file) indefinitely. Expired records can be removed from the historical file using the cancel transaction.
3. Sex offender records that have been cleared are retained in an inactive status (historical file) indefinitely. Cleared records can be removed from the historical file using the cancel transaction.
4. Records that are canceled are retired immediately.
5. In addition to active records, records in an inactive status (cleared or expired) can be retrieved using the QXS transaction. A QW, QWA, QWE, QWF, QWS, QWI, or ZW transaction will retrieve active records only. Canceled records can only be retrieved through a Global Inquiry (SPRQ). Additional information on SPRQ can be found in the Other Transactions chapter.

1.4 AUTOMATIC RETIREMENT

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a NSOR base record for the year of entry plus 4 years, provided the license information has expired.

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

1.5 VALIDATION

1. A portion of the NSOR records will be validated monthly based on the Offender Registration Date (ORD) Field. The validation schedule is as follows:

Validation:	Month in ORD Field:
January.....	October
February.....	November
March.....	December
April.....	January
May.....	February
June.....	March
July.....	April
August.....	May
September.....	June
October.....	July
November.....	August
December.....	September

2. NSOR 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 NCIC for validation for at least another year. Records that have not been validated within the last 11 months would represent noncompliant, out of state, incarcerated, and deceased offenders. This allows the jurisdiction to validate its NSOR records on its schedule, and not the NCIC System's schedule.
3. For validation purposes, the appropriate source of the information in the NSOR record is considered the jurisdiction's registry.

4. For offenders who move/travel internationally and remove their record from their state registry but keep the NCIC entry, validation may be accomplished by verifying that no new information has been received by the registry/agency since the removal from the state registry. The registry/agency should make an inquiry into the NSOR to ensure the offender has not been registered in another jurisdiction.
5. The VLN Field will be returned in responses when the requester of the record is the entering agency and in the S.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.
6. For additional validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

1.6 SCOPE OF THE NATIONAL SEX OFFENDER REGISTRY AUDIT

1. **Record Maintenance** - NCIC records must be kept accurate and up-to-date. Agencies that enter records in the NCIC System are responsible for their accuracy, timeliness, and completeness.
 - a) **Accuracy** - The accuracy of NCIC records is an integral part of the NCIC System. For NSOR records, the CJIS audit will ensure that key searchable fields and other significant fields are accurate.
 - b) **Timeliness of Entry** - To ensure maximum system effectiveness, NCIC records must be entered immediately when the conditions for entry are met, not to exceed 3 days, upon receipt by the entering agency. The only exceptions to immediate entry are when otherwise prescribed by federal law or when documentation exists to support delayed entry. For NSOR records, the CJIS audit will review that records are entered within 3 days of receipt of the information by the entering agency.
 - c) **Completeness** - Complete records include all information that was available on the person or property at the time of entry. Validation should include a review of whether additional information, which is missing from the original entry that could be added, has become available for inclusion to the record.

For NSOR records, the following fields must be included for completeness, if **available*** and if the state has programmed for the listed fields: Name (NAM); Alias (AKA); Sex (SEX); Race (RAC); Place of Birth (POB); Citizenship (CTZ); Date of Birth (DOB); Height (HGT); Weight (WGT); Eye Color (EYE); Hair Color (HAI); Scars, Marks, Tattoos, and Other Characteristics (SMT); Caution and Medical Conditions (CMC); FBI Number (FBI); Miscellaneous Number (MNU) - to include Passport, Personal Identification, and Alien Registration Numbers only; Social Security Number (SOC); Operator's License Number (OLN), Operator's License State (OLS), and

Operator's License Year of Expiration (OLY); License Plate Number (LIC), License Plate State (LIS), License Plate Year of Expiration (LIY), and License Plate Type (LIT); Vehicle Identification Number (VIN), Vehicle Year (VYR), Vehicle Make (VMA), Vehicle Model (VMO), and Vehicle Style (VST); Conviction Resulting in Registration (CRR); Date of Conviction (CON); Sexual Predator Indicator (SXP); Offender Registration Date (ORD); Ending Registration Date (ERD); Originating Agency Case Number (OCA); Street Number (SNU); Street Name (SNA); City Name (CTY); County (COU); State Name (STA); ZIP Code (ZIP); Telephone Number (TNO); Address Type (ADD); State Identification Number (SID); Offender Status (OFS); Email Address (EML); Internet Identifiers (IID); Tier Level (TIR); Juvenile Offender Indicator (JUV); and Boat Color (BCO), Hull Serial Number (BHN), Overall Length (BLE), Boat Make (BMA), Model Name (BMO), Boat Name (BNM), Boat Type (BTY), Boat Model Year (BYR), Coast Guard Document Number (CGD), Home Port (HPT), Hull Shape (HSP), Outer Hull (HUL), Propulsion (PRO), Registration Number (REG), Registration State (RES), and Registration Year (REY).

** If a jurisdiction does not capture these data elements as part of the registration program, it is not required to do so for a NSOR entry.*

2. **Second-Party Check** - The accuracy of NCIC records is an integral part of the NCIC System. NCIC policy requires all entries into the NCIC be checked by a second party for accuracy of information included in the record. For NSOR records, all entered fields should be verified against the source document to ensure that the data in the NSOR record match the data in the registration report.
3. **Record Removal** - Every agency is responsible for the removal of an NCIC record as soon as it is aware that the record is no longer valid.
 - a) **Clear** - A NSOR record should be cleared when an offender has relocated and another jurisdiction has registered the offender; when a previously valid record is removed from the jurisdiction's registry; or as otherwise defined by jurisdiction policy/procedures.
 - b) **Cancel** - A cancellation message is used when it is determined that the record is invalid, the original criminal offense is expunged or pardoned, or as otherwise defined by state policy/procedures.

For NSOR records, the CJIS audit will ensure that records are removed within 3 days of receipt of the information by the entering agency. In addition, the CJIS audit will include a sampling of cleared and canceled records to ensure that the records were removed using the appropriate transaction.

4. **Validation** - Validation obliges the originating agency to confirm that the record is complete, accurate, and still outstanding or active. Validation is accomplished by reviewing the entry and current supporting documents, and by recent consultation with any appropriate complainant, victim, prosecutor, court, nonterminal agency, or other appropriate source or individual. Validation procedures must be formalized and copies of these procedures must be on file for review during an FBI CJIS audit. In addition, documentation and validation efforts must be maintained for review during such audit.

For NSOR records, the source of the information in the NSOR record is considered the jurisdiction's registry.

5. **Criteria for Entry** - For NSOR records, the CJIS audit will ensure that records meet the NCIC entry criteria.
6. **Record Modification** - Modification of information is completed as soon as possible after information is available and information is processed and transmitted in accordance with standards as established by the CJIS Advisory Policy Board.

For NSOR records, the CJIS audit will review that records are modified within 3 days of receipt of the information by the entering agency.

1.7 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
ADD	Address Type	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <i>NCIC 2000 Code Manual</i> .
AKA	Alias	May include alphabetic, 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, <i>NCIC 2000 Code Manual</i> , provides coding instructions.
AOV	Age of Victim	May be up to 99 years of age.
BCO	Boat Color	Must be a valid color code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> . If two color codes are used, they must be separated with a slash (/).

Code	Field	Edits
BDA	Beginning Date at Address	Must be a valid Gregorian date (YYYYMMDD). Must be prior to EDA and is mandatory if ADD contains 09.
BHN	Boat Hull Serial Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabets indicating that the hull serial is not known cannot be used. Cannot be identical to the OAN. If the BYR is 1985 or later and MISC is not entered in the BMA, the BHN must be at least 12 characters. If it is a nonconforming BHN, the BMA should be MISC.
BLE	Overall Boat Length	Must be two numeric characters representing feet, not inches.
BMA	Boat Make	The first four characters must be a valid NCIC-assigned BMA code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> , or the generic code MISC. If the generic code is used in an NCIC-formatted message, the MIS Field must include the manufacturer's full name. If the generic code is used, positions 5 through 24 must include the manufacturer's full name. The generic code MISC should be used if the BHN is nonconforming.
BMO	Boat Model Name	Free text.
BNM	Boat Name	Free text.
BTY	Boat Type	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> .
BYR	Boat Model Year	Represents the production (model) year during which the boat was manufactured. Year cannot be more than 1 year beyond the current model year. When the entry has a model year between 1972 and 1984 and positions 9-12 of the BHN contain numeric characters, the last two characters of the BYR Field

Code	Field	Edits
		will match the characters in positions 11 and 12 of the BHN; or if the BHN has the alphabetic character "M" in position 9, the last two characters of the BYR must match the same characters in positions 10 and 11 of the BHN. For entries of model year 1985 or later and the BHN entry of 12 or more characters, the last two characters of the BYR must be the same as positions 11 and 12 of the BHN.
CGD	Coast Guard Document Number	Single zero only or run of zeros only indicating that the document number is not known, cannot be used. Cannot be identical to REG.
CMC	Caution and Medical Conditions	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
CON	Date of Conviction	Must be a valid Gregorian date (YYYYMMDD).
COU	County	Free text (alphabetic).
CRR	Conviction Resulting in Registration	Must be listed in Offense Codes, <i>NCIC 2000 Code Manual</i> .
CTY	City Name	Free text (alphabetic).
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Codes, <i>NCIC 2000 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 the 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) and cannot be later than the current date.

Code	Field	Edits
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
EBS	Expanded Date of Birth Search	Must be either 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.
EDA	Ending Date at Address	Must be a valid Gregorian date (YYYYMMDD). Must be after the BDA and is mandatory if ADD contains 09.
ENS	Expanded Name Search	Must be Y or N.
EML	E-mail Address	Free text. Must not contain a period (.).
EMP	Employer Name	Free text.
ERD	Ending Registration Date	Must be either NONEXP or a valid Gregorian date (YYYYMMDD) greater than current date.
EYE	Eye Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FBI	FBI Number	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 must be A, B, C, D, or E; and the check digit must be 0 to 9. The alphabetic characters I and O are always invalid. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

Code	Field	Edits
FPC	Fingerprint Classification	Must be listed in Personal Descriptors, <i>NCIC 2000 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 NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 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 in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
HPT	Boat Home Port	Free text.
HSP	Boat Hull Shape	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> .
HUL	Boat Outer Hull Material	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> .
IID	Internet Identifier	Free text. Must not contain a period (.).
IMN	Image NCIC Number	A self-checking number automatically assigned by the NCIC 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.
IND	Image Indicator	Must be Y or N.
JUV	Juvenile Offender Indicator	Must be Y or N.
LIC	License Plate Number	The characters UNK, UNKN, or UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI CJIS Division staff. If VMA is

Code	Field	Edits
		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, <i>NCIC 2000 Code Manual</i> .
LIT	License Plate Type	Must be a valid NCIC-assigned code as listed in the Vehicular Data Codes, <i>NCIC 2000 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 ORI. The LKI and LKA cannot be identical to the ORI and OCA.
MIS	Miscellaneous	May include alphabetic, numerics, and special characters. The letters SVIN must be entered in the first four characters in the MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be listed in Personal Descriptors, <i>NCIC 2000 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

Code	Field	Edits
		through 15. An originating agency police or identification number in MNU Field cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
NAM	Name	The name may include alphabets, 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, <i>NCIC 2000 Code Manual</i> , provides coding instructions.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (X in this file) followed by nine numeric characters assigned automatically by NCIC to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
OCA	Originating Agency Case	Must not contain a single zero only, run of zeros only, the word NONE, or a single alphabetic only. The Number first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OCP	Occupation	Free text.
OFS	Offender Status Field	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
OLN	Operator's License Number	One zero only or run of zeros only indicating that a license is unknown may not be used. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
OLS	Operator's License State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, <i>NCIC 2000 Code Manual</i> .

Code	Field	Edits
OLY	Operator's License Year of Expiration	Must represent the year the license expires (YYYY) or the alphabets NX to represent a nonexpiring license. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
ORD	Offender Registration Date	Must be a valid Gregorian date (YYYYMMDD) less than or equal to the current date.
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.
PLC	Place of Crime	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
PLN	Professional License Number	Free text.
PLT	Professional License Type	Free text.
POB	Place of Birth	Must be a valid NCIC-assigned code as listed in the State and Country Codes, <i>NCIC 2000 Code Manual</i> . Also more information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
PRO	Boat Propulsion	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> .
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
REG	Boat Registration Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabets only, indicating that the registration number is not known, cannot be used. Cannot be identical to CGD. For entries coded with "US" in RES Field, REG must be "DO" with six numeric characters or "D" with seven numeric characters.

INTRODUCTION

Code	Field	Edits
RES	Boat Registration State	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
REY	Boat Registration Year Expiration	Must be current year, current year minus one, or greater than current year, or the alphabetic NX to represent a nonexpiring registration.
RSH	Related Search Hit	Must be Y or N.
ROV	Relationship to Victim	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SHN	School Name	Free text.
SID	State Identification Number	First 2 characters must be valid state code. Embedded spaces are prohibited.
SKN	Skin Tone	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SNA	Street Name	Free text (alphanumeric and special characters).
SNU	Street Number	Free text (alphanumeric and special characters).
SOC	Social Security Number	Should not be less than 001010001 or have a value of 8 or 9 in the first position or have a value of 0 in the fourth and fifth positions. Invalid and/or nonissue numbers are accepted but cause an SOC attention message. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

Code	Field	Edits
SOS	Sex Offender Status	Must be Y or N.
SOV	Sex of Victim	Must be M or F.
STA	State Name	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
SXP	Sexual Predator Indicator	Must be either Y or N. Defaults to N. If SXP is Y, then ERD must be NONEXP, and the CMC Field must contain a valid code.
TIR	Tier Level	Must be a valid NCIC-assigned code as listed in Personal Descriptor, <i>NCIC 2000 Code Manual</i> .
TNO	Telephone Number	Must be three numerics, a space, followed by three numerics, followed by a hyphen, followed by four numeric characters.
TNT	Telephone Type	Must be a valid NCIC-assigned code as listed in Personal Descriptor, <i>NCIC 2000 Code Manual</i> .
VCO	Vehicle Color	Must be listed in Vehicular Data Codes, <i>NCIC 2000 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 has additional edits on the VIN Field. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in 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.
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 a valid NCIC-assigned

Code	Field	Edits
		<p>code. 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 blank. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK.</p> <p>If the VMO is other than TL, the VMA code must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i>.</p> <p>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.</p> <p>For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE.</p>
	(Jeep)	If the VMA code is JEP, the VYR must be 1969 or less. If the VMA code is AMER, the VYR must be 1988 or less. If the VMA code is JEEP, the VYR must be 1989 or greater.
	(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 snowmobiles)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYL, or one of the approved VMA codes for snowmobiles or motorcycles as listed in the Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If VST is MV, the VMA code must be SPEC, ATV, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the Vehicular Data Codes, <i>NCIC 2000 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.

Code	Field	Edits
VMO	Vehicle Model	Must be alphanumeric characters. Spaces cannot be skipped. Hyphens or symbols should be used. More information in Vehicular Data Codes, <i>NCIC 2000 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 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 Vehicular Data Codes, <i>NCIC 2000 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.
VOW	Vehicle Ownership	Must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
VST	Vehicle Style	Must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . 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.

Code	Field	Edits
VYR	Vehicle Year	Must represent the product (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than one year 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, <i>NCIC 2000 Code Manual</i> .
ZIP	ZIP Code	Must be either five numerics or ten characters with five numerics followed by a hyphen and another four numerics.

1.8 CRITERIA FOR REJECTING DUPLICATE RECORD ENTRIES

1. If the following fields of a NSOR entry message are the same as the corresponding fields of an active NSOR 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.
2. Whenever the message REJECT ON FILE is received, the record on file will also be transmitted.
3. 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. In this case, the first entry will be furnished as a response to the second entry.

1.9 UNSOLICITED NOTIFICATIONS

1. \$.Q. SEX OFFENDER NOTIFICATION

A \$.Q. Sex Offender Notification notifies the ORI of the NSOR record that another sex offender record has been entered or modified to include matching identifiers. A match is determined by: 1) FBI, 2) SOC, or 3) NAM [or AKA] and DOB. Upon receipt of the notification, the first ORI should ensure their NSOR record is still valid and update as appropriate.

\$.Q.

MD1012600

INDIVIDUAL OF YOUR RECORD WITH NIC/X000034560 HAS BEEN MATCHED BY
FBI NUMBER TO THE FOLLOWING NEWLY ENTERED/MODIFIED
SEX OFFENDER RECORD WITH NIC/X123400563 IN NCIC. PLEASE REVIEW
YOUR RECORD AND UPDATE RECORD AS APPROPRIATE.

IN01HEADER.MXS.MI0090000.NIC/X123400563.OCA/1998-12345A.FBI/99999AB9

In the above message, FBI NUMBER will be replaced by SOC FIELD or
NAM/DOB FIELDS as required.

2. \$.K.SOR. NSOR MISSING INFORMATION NOTIFICATION

A \$.K.SOR. NSOR Missing Information Notification is transmitted to the ORI of
record when a NSOR record has been on file for 30 days and does not contain an
FBI Number. If the offender's FBI Number is unknown, the entering agency
should follow recognized procedures to determine, verify, or establish the FBI
Number. Inclusion of the FBI Number ensures that sex offender registry
information is
available through criminal and civil fingerprint submissions. Therefore, it is
imperative that every effort is made to determine if the offender has an FBI
Number and to include it in the NSOR record.

\$.K.SOR. NSOR MISSING INFORMATION

MD1230000

NCIC INCOMPLETE NSOR NOTIFICATION AT 0515 EDT ON 05012011. THE FOLLOWING
NSOR RECORD IS MISSING THE FBI NUMBER. EVERY EFFORT SHOULD BE MADE
TO IDENTIFY THE OFFENDER'S FBI NUMBER AND INCLUDE IT IN THE RECORD.
MKE/SEXUALLY VIOLENT PREDATOR - CAUTION
VIOLENT TENDENCIES

OFS/A2 - NON-COMPLIANT - ABSCONDED

ORI/MD1230000 NAM/SMITH, JOHN SEX/M RAC/W POB/MD DOB/19620530

HGT/601 WGT/209 EYE/BLU HAI/BRO CTZ/US SKN/ALB

SMT/SC R HND

FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789

OLN/98765432 OLS/MD OLY/2013

ORD/19980923 ERD/NONEXP SXP/Y CRR/HOMICIDE - WILLFUL KILL - WEAPON

CON/19810510 PLC/MD AOV/12 SOV/M

OCA/92312665

MIS/ADDITIONAL CHARGES OF KIDNAPPING AND SEX ASSAULT - MINOR

MIS/INFO RE PREDATOR DETERMINATION AVAILABLE FROM

MIS/MD ST BUREAU OF PRISONS 301 555-1234

SNU/112 SNA/ELM STREET

CTY/SILVER CITY STA/MD ZIP/99999

COU/ESSEX

TNO/301 555-5555

NIC/X123456789 DTE/20110401 0430 EDT DLU/20110401 0430 EDT

INTRODUCTION

3. NSOR OUT OF STATE REGISTRATION NOTIFICATIONS

When the STA Field is entered or modified to contain a state code that is different from the state of the ORI, the NCIC System will transmit notifications to the jurisdictions' Sex Offender Registry Points of Contact (POCs). The POC's ORIs are listed in the Introduction of this manual.

The following notification will be sent to the POC for the new jurisdiction:

\$.Q.STA. OFFENDER WITHIN STATE
NCDCI0000
NCIC OUT OF STATE REGISTRATION NOTIFICATION AT 0545 EST 20101214.
RECORD NIC/X123456789 ENTERED BY FLORIDA CONTAINS AN
ADDRESS FOR THE SEX OFFENDER WITHIN YOUR JURISDICTION.
MKE/SEXUAL OFFENDER
ORI/FL1230000 NAM/SMITH, JOHN SEX/M RAC/W POB/MD DOB/19620530
HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/123456A SKN/ALB
SMT/SC R HND
FPC/121011C01159TTCI13TT MNU/AS 123456789 SOC/123456789
OLN/98765432 OLS/FL OLY/2014
ORD/19980923 ERD/NONEXP CRR/SEX OFFENSE
CON/19810510 PLC/MD AOV/12 SOV/M DNA/N
OCA/92312665
MIS/CONVICTED OF INDECENT LIBERTIES WITH A MINOR
ADD/01 - RESIDENCE (LAST KNOWN)
SNU/112 SNA/ELM STREET
CTY/ANY CITY STA/FL ZIP/99999
COU/WASHINGTON
TNO/555 555-5555
ADD/09 - TEMPORARY LODGING BDA/20101221 EDA/20110103
SNU/987 SNA/MAIN STREET
CTY/ANOTHER TOWN STA/NC ZIP/99999
COU/JEFFERSON
NIC/X123456789 DTE/19990930 0430 EDT DLU/20101214 EST

The following notification will be sent to the POC for the jurisdiction of record:

\$.Q.OUT. OUT OF STATE REGISTRATION
FL0370100
NCIC OUT OF STATE REGISTRATION NOTIFICATION AT 0545 EST 20101214.
YOUR RECORD NIC/X123456789 CONTAINS AN ADDRESS FOR THE SEX OFFENDER
IN ANOTHER JURISDICTION.
MKE/SEXUAL OFFENDER
OFS/23 - COMPLIANT
ORI/FL1230000 NAM/SMITH, JOHN SEX/M RAC/W POB/MD DOB/19620530
HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/123456A CTZ/US SKN/ALB
SMT/SC R HND
FPC/121011C01159TTCI13TT MNU/AS 123456789 SOC/123456789
OLN/98765432 OLS/FL OLY/2014
ORD/19980923 ERD/NONEXP SXP/N CRR/SEX OFFENSE
CON/19810510 PLC/MD AOV/12 SOV/M DNA/N
OCA/92312665
MIS/CONVICTED OF INDECENT LIBERTIES WITH A MINOR
ADD/01 - RESIDENCE (LAST KNOWN)
SNU/112 SNA/ELM STREET
CTY/ANY CITY STA/FL ZIP/99999
COU/WASHINGTON
TNO/555 555-5555

ADD/09 - TEMPORARY LODGING BDA/20101221 EDA/20110103
SNU/987 SNA/MAIN STREET
CTY/ANOTHER TOWN STA/NC ZIP/99999
COU/JEFFERSON
NIC/X123456789 DTE/19990930 0430 EDT DLU/20101214 EST

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

NCIC will not transmit a \$.8. message when there is an entry, modification, clearance, or cancellation of a NSOR record containing data on a vehicle or boat 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.

1.11 IMAGE CAPABILITY

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

1.12 INVESTIGATIVE INTEREST

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

1.13 STATE AND TERRITORY SEX OFFENDER REGISTERING AGENCIES

FBI CJIS has developed and continues to maintain a POC list for state, territory, and the District of Columbia sex offender registries. This list can be used when notifying another jurisdiction of an offender's change of residence and can be accessed through the CJIS home page on the Law Enforcement Online (LEO) Intranet. Information concerning access to LEO can be obtained from FBI CJIS.

SECTION 2--ENTRY

2.1 EXAMPLE OF A SEX OFFENDER RECORD ENTRY

1N01HEADER.EXSC.MD1012600.SMITH, JOHN J.M.W.TX.19521012.19980521.
 NONEXP.Y.510.175.BRO.BRO.123456A.DRK.SC R HND.121011CO141159TTCI13.
 AS-123456789.123456789.98765432.MD.2014.1101.19910120.1998-12345789.
 FELONY RAPE AND KIDNAPPING.ABC1234.MD.2014.PC.3J57K5D012345.1975.OLDS.
 CUT.2T.BLU.30.DC.42.F.Y.1234.ELM STREET.SILVER TOWN.ESSEX.MD.99999.
 301 555-1212.Y.FBI LAB, QUANTICO, VA 703 632-4000, VA1234567.US.17.
 N.DC-1234567.1...ST.P.01.19980521..H.BADGUYSMITH@YAHOO(DOT)COM.BADGUY.
 7-11.CASHIER.123456.CARPENTER.UNIV OF MARYLAND SILVER CITY CAMPUS.
 MD12345.MD.2014.123XXX789.2000.SEAR.YYY.CAM.JOHN BOAT 2000.ML.FB.OB.
 12..GONE FISHIN..

Acknowledgment:

1L01HEADER
 MD1012600
 NAM/SMITH, JOHN J NIC/X000039206
 CCA/1998-12345789

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 NCIC 2000 CODE MANUAL
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
DATE OF BIRTH	MANDATORY	DOB	8-8	NUMERIC
OFFENDER REGISTRATION DATE	MANDATORY	ORD	8-8	NUMERIC
ENDING REGISTRATION DATE	MANDATORY	ERD	6-6 8-8	ALPHABETIC NUMERIC
SEXUAL PREDATOR INDICATOR	OPTIONAL	SXP	1-1	ALPHABETIC

HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER	OPTIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 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	OPTIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) OR NUMERIC (4)
CONVICTION RESULTING IN REGISTRATION	MANDATORY	CRR	4-4	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF CONVICTION	MANDATORY	CON	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	CONDITIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LICENSE PLATE NUMBER	OPTIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LJY	2-2 4-4	ALPHABETIC (2) OR NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

ENTRY

VEHICLE IDENTIFICATION NUMBER	OPTIONAL 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 2000 CODE MANUAL</i>
VEHICLE MODEL	SET	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PLACE OF CRIME	OPTIONAL	PLC	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
AGE OF VICTIM	OPTIONAL	AOV	1-2	NUMERIC
SEX OF VICTIM	OPTIONAL	SOV	1-1	ALPHABETIC
STREET NUMBER	OPTIONAL	SNU	1-7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STREET NAME	OPTIONAL	SNA	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITY NAME	OPTIONAL	CTY	1-20	ALPHABETIC
COUNTY	OPTIONAL	COU	1-20	ALPHABETIC
STATE	MANDATORY	STA	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ZIP CODE	OPTIONAL	ZIP	5-5 10-10	NUMERIC NUMERIC, SPECIAL CHARACTERS
TELEPHONE NUMBER	OPTIONAL	TNO	12-12	NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATOR	OPTIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OFFENDER STATUS	OPTIONAL	OFS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
JUVENILE OFFENDER INDICATOR	OPTIONAL	JUV	1-1	ALPHABETIC

STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
TIER LEVEL	OPTIONAL	TIR	1-1	NUMERIC
LINKAGE AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
RELATIONSHIP OF VICTIM	OPTIONAL	ROV	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
VEHICLE OWNERSHIP	OPTIONAL	VOW	1-1	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
ADDRESS TYPE	OPTIONAL	ADD	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
BEGINNING DATE AT ADDRESS	CONDITIONAL	BDA	8-8	NUMERIC
ENDING DATE AT ADDRESS	CONDITIONAL	EDA	8-8	NUMERIC
TELEPHONE TYPE	CONDITIONAL	TNT	1-1	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
EMAIL ADDRESS	OPTIONAL	EML	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
INTERNET IDENTIFIER	OPTIONAL	IID	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
EMPLOYER NAME	OPTIONAL	EMP	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OCCUPATION	OPTIONAL	OCF	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROFESSIONAL LICENSE NUMBER	OPTIONAL	PLN	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROFESSIONAL LICENSE TYPE	OPTIONAL	PLT	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SCHOOL NAME	OPTIONAL	SHN	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
BOAT REGISTRATION NUMBER	OPTIONAL	REG	1-8	ALPHABETIC, NUMERIC
BOAT REGISTRATION STATE	OPTIONAL	RES	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
BOAT REGISTRATION YEAR OF EXPIRATION	OPTIONAL	REY	2-2 4-4	ALPHABETIC NUMERIC
BOAT HULL SERIAL NUMBER	OPTIONAL	BHN	1-20	ALPHABETIC, NUMERIC
BOAT MODEL YEAR	OPTIONAL	BYR	4-4	NUMERIC
BOAT MAKE	OPTIONAL	BMA	3-24	ALPHABETIC, NUMERIC

ENTRY

BOAT TYPE	OPTIONAL	BTY	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
BOAT COLOR	OPTIONAL	BCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
BOAT MODEL NAME	OPTIONAL	BMO	1-20	ALPHABETIC, NUMERIC
OUTER HULL MATERIAL	OPTIONAL	HUL	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HULL SHAPE	OPTIONAL	HSP	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PROPULSION	OPTIONAL	PRO	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OVERALL BOAT LENGTH	OPTIONAL	BLE	2-2	NUMERIC
HOME PORT	OPTIONAL	HPT	1-20	ALPHABETIC, NUMERIC
BOAT NAME	OPTIONAL	BNM	1-20	ALPHABETIC, NUMERIC
COAST GUARD DOCUMENT NUMBER	OPTIONAL	CGD	1-8	ALPHABETIC, NUMERIC

2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory to cause acceptance of a NSOR entry into NCIC: HDR, MKE, ORI, NAM, SEX, RAC, DOB, ORD, ERD, HGT, WGT, EYE, HAI, CRR, CON, OCA, and STA.

The entry of vehicle information is optional but if entered should be entered as a set; i.e., OLN with OLS and OLY; LIC with LIS, LIY, and LIT; VIN with VYR, VMA, and VST; or VMA with VYR and VST (VMO, VCO, and VOW are optional within the set). The entry will be rejected if one of the mandatory fields is left blank, or the transaction is not completed.

2.4 ADDITIONAL GUIDELINES FOR ENTRY

1. The entering agency must account for all fields in the NSOR 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/MXS). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a NSOR record are located in Section 8 of this chapter.
2. For training and administrative purposes, agencies may enter test records into NCIC by using the header TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.
3. If the MKE used in the NSOR data entry is EXSC (Enter Sexual Offender - Caution), then the CMC Field must contain a valid code.

4. When a NSOR record includes information in the FBI Field, the NCIC will transmit information to the Integrated Automated Fingerprint Identification System (IAFIS) for flagging of the criminal history record. The IAFIS will notify the registering agency and the state/territory registry of activity on the criminal history record (examples of these notifications are in Section 9 of this chapter).
5. 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.
6. 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, operators 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.

2.5 MESSAGE FIELD CODE EDITS FOR ENTRY

1. ORIGINATING AGENCY IDENTIFIER (ORI)

The ORI represents the agency responsible for maintaining the NSOR record. The ORI can be the agency that operates the jurisdiction's registry or the local law enforcement agency where the offender is registered.

2. DESCRIPTORS

Entry instructions for NAM, SEX, RAC, DOB, HGT, WGT, EYE, HAI, FBI, SKN, SMT, FPC, MNU, SOC, and OLN can be found in Personal Descriptors, *NCIC 2000 Code Manual*. Entry instructions for POB, PLC, CTZ, and STA can be found in State and Country Codes, *NCIC 2000 Code Manual*.

3. OFFENDER REGISTRATION DATE (ORD)

The ORD is the date of the initial registration under the current registration requirement within the jurisdiction. If the offender's registration requirements change based on subsequent convictions, the ORD may contain the initial date of registration under the new requirements. If any other date is used, the MIS Field should include appropriate comments. For example:

1. Retroactive requirements for which the offender has never registered-
MIS/ORD IS REGISTRATION REQUIRED DATE.
2. State registry only maintains date when registration was last updated -
MIS/ORD IS LAST REGISTRATION UPDATE.

4. ENDING REGISTRATION DATE (ERD)

The ERD is the date the registration ends. When the ERD is met, the NCIC System will inactivate the NSOR record. If the ERD Field contains the value NONEXP, then the record is kept indefinitely. If the end of registration has not been determined (e.g., subject to mental evaluation), NONEXP should be used with appropriate comments in the MIS Field. For example, MIS/ERD NOT ESTABLISHED.

5. SEXUAL PREDATOR INDICATOR (SXP)

If the SXP contains a Y, then the ERD Field must contain the value NONEXP, and data must be entered into the CMC Field.

6. FBI NUMBER (FBI)

If the FBI has established a criminal history record for the offender, the FBI Number must be included in the NSOR record unless sharing the sex offender registration information for noncriminal justice background checks violates a jurisdiction's laws or policies. If the offender's FBI Number is unknown, the entering agency should follow recognized procedures to determine, verify, or establish the FBI Number. Inclusion of the FBI Number ensures that sex offender registry information is available through criminal and civil fingerprint submissions. Therefore, it is imperative that every effort is made to determine if the offender has an FBI Number and to include it in the NSOR record.

7. CONVICTION RESULTING IN REGISTRATION (CRR)

1. The valid NCIC-assigned codes appropriate for this field can be found in Uniform Offense Codes, *NCIC 2000 Code Manual*. Any offense code can be used. For example, the conviction charge may have been "assault," although the crime was "sexual assault." The offender may still have to register per plea bargaining, etc.
2. The MIS Field should be used to further describe the offense, especially when codes are for general offenses and require explanation. If the registering agency cannot determine the appropriate code, a generic offense code should be used with specific information in the MIS Field. For example, MIS/CRR IS LEWD/LASCIVIOUS ACT W/MINOR.

3. If registration is for civil commitment, the CRR Field should contain the offense code for the criminal act that led to the offender's commitment.

8. DATE OF CONVICTION (CON)

The CON is the date of the conviction which resulted in registration. Due to lack of disposition reporting, the date of conviction may not be available. In such cases, another date associated with the conviction (e.g., that of arrest) may be used with comments in the MIS Field. For example, MIS/CON IS DATE OF ARREST and MIS/CON IS DATE OF SENTENCE. In the case of civil commitments, the CON Field should contain the date of the commitment with appropriate comments in the MIS Field.

9. 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).

10. MISCELLANEOUS (MIS) DATA

1. 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/EXSN), as illustrated and explained in Section 8 of this chapter, as this procedure increases the chance of a hit on this record. Information in the MIS Field is not searchable.
2. 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.

11. VEHICLE OR LICENSE PLATE DATA

Entry instructions for vehicle and license plate information can be found in the Vehicle File chapter of this manual, Vehicular Data Codes, *NCIC 2000 Code Manual*, and State and Country Codes, *NCIC 2000 Code Manual*.

12. CAUTION AND MEDICAL CONDITIONS (CMC)

When a NSOR record is entered with a caution indicator (MKE/EXSC) and/or the SXP flag is set to Y, the CMC Field must contain data. Valid caution and medical codes can be found in Personal Descriptors, *NCIC 2000 Code Manual*. Section 8 of this chapter describes the process for entry of additional CMC codes as supplemental records to a NSOR record. The CMC code specifically applicable to Sexual Predator records is 30, translated as: SEXUALLY VIOLENT PREDATOR - CONTACT ORI FOR DETAILED INFORMATION.

13. VICTIMS DATA

The AOV, SOV, and ROV Fields can provide valuable information to law enforcement regarding the offender's preferences or lack of preferences. The valid NCIC-assigned codes for the ROV Field can be found in Personal Descriptors, *NCIC 2000 Code Manual*.

14. ADDRESS DATA

1. The SNU, SNA, CTY, COU, STA, ZIP, ADD, BDA, and EDA Fields should include all addresses for the offender.
2. The street number and street name may be combined and included in the SNA Field if the jurisdiction's registry captures data in one field.
3. If offender has been deported or moved/traveled internationally, the NCIC- assigned country code, as listed in the *NCIC 2000 Code Manual*, should be entered into the STA Field.
4. Punctuation should be omitted from the CTY and COU Fields. For example: St. Louis would be entered as ST LOUIS or SAINT LOUIS.
5. The use of standard address abbreviations are recommended (e.g., Street: ST).
6. Additional address components such as Apartment Number should be included in the SNA Field.
7. Post Office Box address information should be included in the SNA Field as PO BOX and the number.
8. The type of address is entered into the ADD Field. The ADD Field is a valid NCIC-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*. If code "05 – Other" is used, agencies should include additional information in the MIS Field. If code "09 – Temporary Lodging" is used, the BDA and EDA Fields must be included.

9. Guidelines for the entry of additional addresses as a supplemental record to a NSOR record are located in Section 8 of this chapter.

15. TELEPHONE DATA

The TNO and TNT Fields should include the telephone numbers for the offender, not the entering agency's telephone number. The TNT Field must be a valid NCIC-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*. Guidelines for the entry of additional telephone numbers as a supplemental record to a NSOR record are located in Section 8 of this chapter.

16. DNA DATA

The DNA Field has a default value of N, meaning no DNA data are available. When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding the location of the DNA sample must be included 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.

17. OFFENDER STATUS (OFS)

1. The OFS Field must be a valid NCIC-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
2. Registering agencies are encouraged to use the appropriate OFS code to indicate that the offender is affiliated with a federal agency to assist the federal agency with identifying and tracking the offender. For example, the Department of Defense may restrict a sex offender who is a military dependent from accompanying a service member during overseas duty.
3. Guidelines for the entry of additional statuses as a supplemental record to a NSOR record are located in Section 8 of this chapter.

18. JUVENILE OFFENDER INDICATOR (JUV)

The JUV Field should include a "Y" to indicate the offender is required to register based on a juvenile adjudication. If the offender was convicted as an adult, regardless of age, an "N" should be included in the JUV Field. If unknown, the field should be left blank.

19. STATE IDENTIFICATION NUMBER (SID)

Guidelines for the entry of additional SIDs as a supplemental record to a NSOR record are located in Section 8 of this chapter.

20. TIER LEVEL (TIR)

The TIR Field represents the federal tier level as defined in Public Law 109-248, Section 111. The values for the TIR Field are as follows:

- 1 - TIER I SEX OFFENDER - The term 'tier I sex offender' means a sex offender other than a tier II or tier III sex offender.
- 2 - TIER II SEX OFFENDER - The term 'tier II sex offender' means a sex offender other than a tier III sex offender whose offense is punishable by imprisonment for more than 1 year and--
- (A) is comparable to or more severe than the following offenses, when committed against a minor, or an attempt or conspiracy to commit such an offense against a minor:
 - (i) sex trafficking (as described in section 1591 of title 18, United States Code);
 - (ii) coercion and enticement (as described in section 2422(b) of title 18, United States Code);
 - (iii) transportation with intent to engage in criminal sexual activity (as described in section 2423(a) of title 18, United States Code);
 - (iv) abusive sexual contact (as described in section 2244 of title 18, United States Code);
 - (B) involves--
 - (i) use of a minor in a sexual performance;
 - (ii) solicitation of a minor to practice prostitution; or
 - (iii) production or distribution of child pornography; or
 - (C) occurs after the offender becomes a tier I sex offender.
- 3 - TIER III SEX OFFENDER - The term 'tier III sex offender' means a sex offender whose offense is punishable by imprisonment for more than 1 year and--
- (A) is comparable to or more severe than the following offenses, or an attempt or conspiracy to commit such an offense:
 - (i) aggravated sexual abuse or sexual abuse (as described in sections 2241 and 2242 of title 18, United States Code); or
 - (ii) abusive sexual contact (as described in section 2244 of title 18, United States Code) against a minor who has not attained the age of 13 years;
 - (B) involves kidnapping of a minor (unless committed by a parent or guardian); or
 - (C) occurs after the offender becomes a tier II sex offender.

21. LINKAGE DATA

To link a NSOR record to another NCIC record, the LKI and LKA Fields should contain the ORI and OCA Fields from the related record. The message will be rejected if the LKI/LKA Fields are the same as the ORI/OCA Fields or if the first seven characters of the LKA Field are the same as the first seven characters of the LKI Fields.

22. E-MAIL ADDRESS (EML)

The E-mail Address (EML) Field contains the e-mail address for the sex offender. The NCIC 2000 formats do not permit inclusion of periods (.) in the EML Field. To represent a period, use open parenthesis DOT close parenthesis [e.g., EML/ JOHNDOE@YAHOO(DOT)COM]. If using NCIC XML formats, periods may be included in the EML Field. Guidelines for the entry of additional EMLs as a supplemental record to a NSOR record are located in Section 8 of this chapter.

23. INTERNET IDENTIFIERS (IID)

The IID Field contains any designation used by the offender for purposes of routing or self-identification in Internet communications or postings, excluding e-mail addresses which are captured in the EML Field. The NCIC 2000 formats do not permit inclusion of periods (.) in the IID Field. To represent a period use open parenthesis DOT close parenthesis [e.g., IID/999(DOT)999(DOT)999(DOT)9]. If using NCIC XML formats, period may be included in the EML Field. Guidelines for the entry of additional IIDs as a supplemental record to a NSOR record are located in Section 8 of this chapter.

24. EMPLOYER NAME (EMP)

The EMP Field contains the company name of the offender's employer. Guidelines for the entry of additional EMPs as a supplemental record to a NSOR record are located in Section 8 of this chapter.

25. OCCUPATION (OCP)

The OCP Field contains the occupation of the offender. Guidelines for the entry of additional OCPs as a supplemental record to a NSOR record are located in Section 8 of this chapter.

26. PROFESSIONAL LICENSE DATA

The PLN and PLT Fields contain any professional licenses held by the offender such as commercial driver, contractor, beautician, etc. Guidelines

for the entry of additional OCPs as a supplemental record to a NSOR record are located in Section 8 of this chapter.

27. SCHOOL NAME (SHN)

The SHN Field contains the name of any school attended by the offender. The SHN should include any branch identification (e.g., SHN/INDIANA UNIVERSITY - PURDUE UNIVERSITY AT INDIANAPOLIS). Guidelines for the entry of additional SHNs as a supplemental record to a NSOR record are located in Section 8 of this chapter.

28. BOAT DATA

Entry instructions for boat information can be found in the Boat File chapter of this manual, Boat Data Codes, *NCIC 2000 Code Manual*, and State and Country Codes, *NCIC 2000 Code Manual*. Guidelines for the entry of additional boat information as a supplemental record to a NSOR record are located in Section 8 of this chapter.

SECTION 3--MODIFICATION

3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a NSOR record. A NSOR record cannot be modified if the record is in an expired or cleared status. For online validation, a modification message is also used to validate a record. Upon receipt of a modification message, the NCIC System will send a notification to the IAFIS. IAFIS will modify the sex offender flag in the criminal history record accordingly.

An MXS message to delete information in the MNU, SOC, SMT, CMC, CTZ, OFS, EML, IID, SID, EMP, OCP, and SHN Fields of the base record will cause the oldest data in the supplemental record to move up to the base record. An MXS message to delete all fields in the OLN, ADD, TNO, AOV, and PLN datasets of the base record will cause the oldest dataset in the supplemental record to move up to the base record. Because the DOB is a mandatory field, it cannot be deleted even when supplemental DOBs exist. A modification message to change data in the DOB Field in the base record to the same as data in a supplemental DOB Field will place that data in the DOB Field in the base record and eliminate it from the supplemental record.

3.2 EXAMPLE OF A MODIFICATION MESSAGE

```
1N01HEADER.MXS.MD1012600.NIC/X000039206.OCA/1234567.PLC/MD
```

Acknowledgment:

```
1L01HEADER
MD1012600
MODIFY NIC/X000039206 OCA/1234567
```

The above modification example contains: header (1N01HEADER), message key (MXS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/X000039206 and OCA/1234567), and the field being modified and the data being changed (PLC/MD).

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

MODIFICATION

NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION	OPTIONAL			

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The record to be modified must be identified by NAM and NIC, in that order; 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 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

Section 8 of this chapter contains information on modifying an alias and/or additional identifiers previously appended to a NSOR record by means of a supplemental record.

1. MODIFICATION TO REMOVE ALL VEHICULAR DATA

If there is a need to delete all vehicular data from a NSOR 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, VCO, and VOW.

```
1N01HEADER.MXS.MD1012600.NAM/SMITH, JOHN J.NIC/X000069216.  
LIC-VCO/.
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
MODIFY NAM/SMITH, JOHN J NIC/X000069216
```

The above modification example to remove all vehicular data from the record contains: header (1N01HEADER), message key (MXS), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/X000069216), and the fields being removed (LIC-VCO) immediately followed by slash period (/).

2. MODIFICATION TO REMOVE PART OF VEHICULAR DATA

The special modification message explained above cannot be used to remove less than all of the vehicular data from a NSOR base record. For example, if only the four fields of license plate data (LIC, LIS, LIY, and 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.MXS.MD1012600.NAM/SMITH, JOHN J.NIC/X000069216.
LIC/.LIS/.LIY/.LIT/.
```

3. MODIFICATION TO REMOVE ALL ADDRESS DATA

If there is a need to delete all address data from a NSOR base record, a special message field code may be used to remove all address data without identifying each individual field. When the characters ADD-ZIP/ are included in the modification transaction, the NCIC System will delete the following fields: ADD, SNU, SNA, CTY, COU, STA, ZIP, BDA, and EDA.

```
1N01HEADER.MXS.MD1012600.NAM/SMITH, JOHN J.NIC/X000069216.
ADD-ZIP/.
```

Acknowledgment:

```
1L01HEADER
MD1012600
MODIFY NAM/SMITH, JOHN J NIC/X000069216
```

The above modification example to remove all address data from the record contains: header (1N01HEADER), message key (MXS), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/X000069216), and the fields being removed (ADD-ZIP) immediately followed by slash period (/).

4. MODIFICATION TO REMOVE ALL BOAT DATA

If there is a need to delete all boat data from a NSOR base record, a special message field code may be used to remove all boat data without identifying each individual field. When the characters REG-CGD/ are included in the modification transaction, the NCIC System will delete the following fields: REG, RES, REY, BHN, BYR, BMA, BTY, BCO, BMO, HUL, HSP, PRO, BLE, HPT, BNM, and CGD.

```
1N01HEADER.MXS.MD1012600.NAM/SMITH, JOHN J.NIC/X000069216.
REG-CGD/.
```

Acknowledgment:

```
1L01HEADER
MD1012600
MODIFY NAM/SMITH, JOHN J NIC/X000069216
```

The above modification example to remove all boat data from the record contains: header (1N01HEADER), message key (MXS), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/X000069216), and the fields being removed (REG-CGD) immediately followed by slash period (/).

3.6 VALIDATION GUIDELINES FOR NCIC MODIFICATION

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a NSOR record to indicate that the record has been validated. When data are included in the VLN Field, the NCIC 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.MXS.MD1012600.NAM/SMITH, JOHN J.NIC/X000069216.
VLN/JONES, DAVID E
```

Acknowledgment:

```
1L01HEADER
MD1012600
VALIDATE NAM/SMITH, JOHN J NIC/X000069216
```

SECTION 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, the original criminal offense is expunged or pardoned, or as otherwise defined by the registering jurisdiction's policy or procedures. The cancellation message is used to retire expired and cleared records. The NCIC System will notify the IAFIS of the cancellation, and the IAFIS will remove the sex offender flag from the criminal history record.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

1N01HEADER.XXS.MD1012600.NIC/X000039206.OCA/1234567.20000423

Acknowledgment:

1L01HEADER
MD1012600
CANCEL NIC/X000039206 OCA/1234567

The above cancellation example contains: header (1N01HEADER), message key (XXS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/X000039206 and OCA/1234567), and date of cancellation (20000423).

When a NSOR 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	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
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. 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.

4.5 ADDITIONAL GUIDELINES FOR CANCELLATION

Inactive records (expired and cleared) can be canceled.

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

SECTION 5--INQUIRY

5.1 INQUIRY AND DISCLOSURE STANDARDS

1. The message key QXS is used for NSOR inquiries. It searches the NSOR and may retrieve a NSOR record that is active, expired, or inactive. If the QXS includes MNU, SOC, or OLN, the NCIC System will search them against the SER of Article File personal identifier records.

A QW, QWA, QWE, QWF, QWS, or ZW inquiry searches the NSOR in addition to other identifiable person, Vehicle, and Article Files and retrieves active records only. The QV and ZV inquiry searches the NSOR in addition to Vehicle, License Plate, and Vehicle/Boat Part Files and other identifiable person records. The QB and ZB inquiry search the NSOR in addition to the Boat File.

2. All NSOR records are based on documented criminal history information and can only be disseminated in accordance with Title 28, USC, Section 534, or other federal statutes. Information in the NSOR should not be disclosed to the public. Publicly available information is accessible on the jurisdictions' websites or by searching the Dru Sjodin National Sex Offender Public Website at <www.nsopw.gov>.
3. The NSOR can be used to enhance the jurisdiction's process to locate noncompliant offenders. The following scenario is provided to demonstrate how NSOR can be used in these processes:

Upon issuance of new operator licenses, the motor vehicle department could initiate a check on the NSOR. Results would be provided to an authorized criminal justice agency. Any possible hits would require an investigation to determine the individual's identity and ascertain if the individual is required to register under the new jurisdiction's laws. If the individual failed to comply with registration requirements, he or she could be charged with that crime. Despite whether the individual is charged, the state could now register the offender.

5.2 EXAMPLES OF QXS INQUIRIES

1. Personal Identifiers

1N01HEADER.QXS.MD0100010.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19620530

2. ZIP Code

1N01HEADER.QXS.MD0100010.ZIP/99999.SOS/N

Negative Response:

1L01HEADER
MD0100010

NO NCIC SEX OFFENDER FILE NAM/SMITH, JOHN DOB/19620530 SEX/M RAC/W

Positive Response:

1L01HEADER
MD0100010

*** SEX OFFENDER REGISTRY INFORMATION ***
THE SUBJECT IDENTIFIED IN THE FOLLOWING RECORD WITH NIC/X123456789
IS REGISTERED AS A SEX OFFENDER. DO NOT SEARCH, DETAIN, OR
ARREST BASED SOLELY ON THIS RECORD. ADDITIONAL INFORMATION REGARDING
SUBJECT MAY BE AVAILABLE FROM THE INTERSTATE IDENTIFICATION INDEX.

MKE/SEXUAL OFFENDER
VIOLENT TENDENCIES
CFS/A2 - NON-COMPLIANT - ABSCONDED
ORI/MD1230000 NAM/SMITH, JOHN SEX/M RAC/W POB/MD DOB/19620530
HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/123456A CTZ/US SKN/ALB
SMT/SC R HND
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789
OLN/987654321 OLS/MD OLY/2012
ORD/20080923 ERD/NONEXP SXP/N CRR/HOMICIDE - WILLFUL KILL - WEAPON
CON/19810510 TIR/1 JUV/N PLC/MD
AOV/12 SOV/M ROV/ST - VICTIM WAS STRANGER
OCA/92312665 SID/MD9999999 LKI/VA0010000 LKA/1998-99999
VLD/20100530
MIS/SUBJECT COULD BE A THREAT TO YOUNG CHILDREN WEAPON USED WAS
STRAIGHT
MIS/RAZOR ADDITIONAL CHARGES OF KIDNAPPING AND SEX ASSAULT - MINOR
MIS/BOAT IS A JOHNBOAT
LIC/ABC1234 LIS/MD LIY/2014 LIT/PC
VIN/123456789ABCD VYR/1972
VMA/CHEV VMO/MAL VST/2D VCO/BLU
VOW/P - PERSONAL
DNA/Y DLO/MARYLAND STATE LAB 301-555-1111
ADD/01 - RESIDENCE (LAST KNOWN) BDA/20040401
SNU/1234 SNA/MAIN ST
CTY/ANY TOWN STA/MD ZIP/99999
COU/PRINCE GEORGE
TNO/301 555-2222 TNT/H - HOME
EML/BADGUY@AOL(DOT)COM
IID/BADGUY
SHN/UNIVERSITY OF MARYLAND MAIN CAMPUS
EMP/A & A CONSTRUCTION OCP/LABORER
PLN/123456789 PLT/GENERAL CONTRACTING
REG/MD123456 RES/MD REY/2014
BHN/123ABC456789 BMA/BSM BYR/1986 BTY/YYY
BMO/JB123456 BCO/CAM BLE/14 PRO/OB HUL/ML HSP/FB
BNM/GONE FISHIN
ORI IS ANY TOWN MD 301 555-3333
DOB/19630205

AKA/JONES, JOHN JAY
 SMT/BALD
 SID/VA1111111
 AOV/11 SOV/M ROV/ST - STRANGER
 AOV/9 SOV/M ROV/NE - VICTIM WAS NEIGHBOR
 LIC/XYZ9876 VA 2014 C0
 VIN/987654321987 1980 FORD F25 FB RED W - WORK
 IMN/I123456789 IMT/M
 IMN/I987654321 IMT/I
 ADD/02 - EMPLOYER BDA/20090909
 SNU/98765 SNA/HIGHWAY 1
 CTY/ALEXANDRIA STA/VA ZIP/99999
 ADD/03 - RELATIVE
 SNU/8989 SNA/HIGH ST
 CTY/ANY TOWN STA/MD ZIP/99999
 COU/PRINCE GEORGE
 TNO/703 555-1212 TNT/W - WORK
 PLN/987654321 PLT/PLUMBING
 NIC/X123456789 DTE/20080924 0430 EDT DLU/20100530 0112 EDT

***** END OF SEX OFFENDER REGISTRY INFORMATION *****

5.3 MESSAGE FIELD CODES FOR AN INQUIRY

1. Personal Identifiers

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER	CONDITIONAL	FBI	1-9	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	OLN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC

INQUIRY

LICENSE PLATE STATE	OPTIONAL WITHIN SET	LIS	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1 -20	ALPHABETIC, NUMERIC
VEHICLE MAKE	OPTIONAL WITHIN SET	VMA	2-24	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
BOAT REGISTRATION NUMBER	CONDITIONAL	REG	1-8	ALPHABETIC, NUMERIC
BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH	OPTIONAL	EBS	1-1	NUMERIC

2. ZIP Code

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
ZIP CODE	MANDATORY	ZIP	5-5 5-10	NUMERIC NUMERIC, SPECIAL CHARACTERS
SEXUAL OFFENDER STATUS	OPTIONAL	SOS	1-1	ALPHABETIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC

5.4 REQUIREMENTS FOR INQUIRY

1. A QXS inquiry of the NSOR may be made by name and one, more than one, or all of the following alphanumeric identifiers: DOB (including year, month, and day), FBI, MNU, SOC, OLN, LIC, VIN, REG, and/or BHN with

each data element preceded by the proper MFC. Additionally, inquiries may be made using ZIP only, preceded by the proper MFC.

2. When a QXS using name and an identifier is performed, active, expired, and cleared records will be returned.
3. When a QXS using ZIP is performed, the Sex Offender Status (SOS) Field can be used to specify whether expired and inactive records should be returned. If the SOS Field contains Y or is blank, only active NSOR records will be returned. If the SOS Field contains N, then active, expired, and cleared records will be returned.
4. A direct retrieval of an active NSOR record can be made using NAM and OCA only. Exact spelling of the name as contained in the entry is required when inquiring with only NAM and OCA.
5. To directly retrieve a NSOR record using NIC, a wanted person inquiry (QW, QWA, QWE, QWF, QWS, or ZW) must be performed. Additional information on these transactions can be found in the Wanted Person File chapter.

5.5 ADDITIONAL GUIDELINES FOR INQUIRY

1. When the inquiry contains NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the exact date of birth in a record before a record will be retrieved. When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC will search for all matching records that contain the exact DOB and a surname that is a New York State Identification and Intelligence System (NYSIIS) match to the surname in the inquiry.
2. Sex and race should be included to minimize multiple hits by limiting the scope of the name search. Including sex will cause NCIC to search only those records containing the same (or unknown) SEX code as the SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search made by the NCIC. A list of the Race Field codes and the race codes that will be searched when each is included in an inquiry are:

Race Code In Inquiry		Race Codes Searched
A	Asian or Pacific Islander	All
I	American Indian or Alaskan Native	All
B	Black	All except W
W	White	All except B
U	Unknown	All

3. When the inquiry contains a name and an alphanumeric identifier other than DOB, (i.e., the SOC, FBI, MNU, OLN, LIC, VIN, RES, or BHN) a name search is not generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search.
4. 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. 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. If an alphanumeric identifier is not available, an alphabetical search by NAM can be performed by requesting a Global Inquiry (SPRQ) from the CSA if additional descriptive identifiers are known. Additional information on the SPRQ can be found in the Other Transactions chapter.
6. An inquiry can provide a secondary hit response only from within the NSOR when the primary hit contains an SOC, FBI, VIN, or BHN and those fields were not part of the original search criteria. A second computer search is automatically generated on the SOC, FBI, VIN, and BHN contained in the primary record response. If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included after the first 20 hit responses to indicate a file is being created with up to an additional 100 hit responses.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

7. A QXS transaction will not cause a cross-search of any other file except if the QXS includes MNU, SOC, or OLN, then the NCIC System will search against the SER of Article File personal identifier records.
8. An inquiry of the Wanted Person (QW, QWA, QWE, QWF, QWS, ZW, QWB, or QWI), Vehicle (QV, ZV, or QVB), and/or Boat (QB, ZB, or QBB) Files will result in the automatic cross-search of the NSOR. Active records will be returned in a positive response; inactive records (expired and cleared) will not. Additional information concerning the above MKEs can be found in the Wanted Person File, Vehicle File, and/or Boat File chapters.
9. **IMAGE INDICATOR (IND)**

QXS inquiries may also contain an Image Indicator (IND) to specify whether an image should be returned if available. If the image indicator is Y, image data related to each primary hit response will be returned if available.

IN01HEADER.QXS.WA1230000.NAM/SMITH,JOHN.SEX/M.RAC/W.
DOB/19680530.IND/Y

The following would be returned after the NIC information for a NSOR record with a mugshot image:

IMR/MNAM:SMITH, JOHN DOB:19680530
RAC:W HGT:510 WGT:165 DOI:19981210
NIC:X001269216 IMN:I000001233
MIS:LEFT SIDE PHOTO

00256

<image>).

The Image Response (IMR) is composed of the following data: the Image Type (M for mugshot) and standard person MFCs (NAM, DOB, RAC, HGT, and WGT). The Date of Image (DOI) is next, followed by the NIC of the base record and the Image NCIC Number (IMN). Following the IMN is the Image MIS Field, then image size in bytes (00256), and, last, <image> would be replaced with the actual image. Information in the Image Response, prior to the image, is in a fixed-length format.

10. RELATED SEARCH HIT (RSH)

QXS inquiries may also contain a Related Search Hit (RSH) Field. If the RSH is Y, secondary hit responses will be returned for all linked NSOR records. The NCIC System links records when: 1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other and 2) the LKI/LKA are the same as the ORI/OCA contained in the primary hit response.

If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included in the hit response to indicate a file is being created with up to an additional 100 hit responses.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

11. EXPANDED NAME SEARCH (ENS)

A QXS inquiry may also contain an Expanded Name Search (ENS) indicator to specify that if the NAM and DOB identifiers are used, the ENS function should be performed. If the ENS is Y, primary hits will be determined using

each input name part as a last name, interchanging the remaining name parts as given names.

1N01HEADER.QXS.WA1230000.NAM/FRANK, MILES.
SEX/M.RAC/W.DOB/19691012.ENS/Y

The following hit response based on ENS would be returned:

1L01HEADER
WA1230000

*** SEX OFFENDER REGISTRY INFORMATION ***
THE SUBJECT IDENTIFIED IN THE FOLLOWING RECORD WITH
NIC/X000056789
IS REGISTERED AS A SEX OFFENDER. DO NOT SEARCH, DETAIN, OR
ARREST BASED SOLELY ON THIS RECORD. ADDITIONAL INFORMATION REGARDING
SUBJECT MAY BE AVAILABLE FROM THE INTERSTATE IDENTIFICATION INDEX.

MKE/SEXUAL OFFENDER
ORI/IL1230000 NAM/MILES, FRANK SEX/M RAC/W POB/IL DOB/19691012
HGT/505 WGT/149 EYE/BLU HAI/BRO FBI/7856567 SKN/LGT
SOC/123456789
ORD/19981231 ERD/20101231 SXP/N CRR/PROCURE FOR PROSTITUTE
CON/19981231 TIR/2 JUV/N PLC/MD
AOV/30 SOV/F ROV/AQ - VICTIM WAS ACQUAINTANCE
OCA/92312665 SID/IL001122
MIS/MULTIPLE CONVICTIONS
DNA/Y DLO/MARYLAND STATE LAB 301 555-1212, DNA SAMPLE TAKEN BY PD
DLO/NOT YET TYPED
ADD/01 - RESIDENCE (LAST KNOWN)
SNU/112 SNA/LAKESHORE DRIVE
CTY/CHICAGO STA/IL ZIP/00312
COU/COOK
TNO/312 555-5555 TNT/H - HOME
ORI IS CHICAGO PD IL 312 555-1234
NIC/X000056789 DTE/19991110 1001 EST DLU/20121125 1600 EST

**** END OF SEXUAL OFFENDER REGISTRY INFORMATION ****

12. EXPANDED DATE OF BIRTH SEARCH (EBS)

When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB. When an inquiry transaction includes the numeric 2 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact year of birth with the month and day transposed. When the inquiry transaction includes the numeric 3 in the EBS Field, the expanded date of birth search will return the following: records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed.

13. If a hit response contains expired license plate information, the following caveat will be included:

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

14. If a hit response is based on partial VIN match (last 8 characters), the following caveat will be included :

RECORD NIC/X123456789 IS BASED ON PARTIAL VIN SEARCH - VERIFY ALL DATA BEFORE TAKING FURTHER ACTION BASED ON THIS RESPONSE

15. If a hit response is based on partial LIC match (first 8 characters), the following caveat will be included :

RECORD NIC/X987654321 IS BASED ON PARTIAL LIC SEARCH - VERIFY ALL DATA BEFORE TAKING FURTHER ACTION BASED ON THIS RESPONSE

16. If a hit response is based on partial BHN match (first 8 characters), the following caveat will be included :

RECORD NIC/X123456789 IS BASED ON PARTIAL BHN SEARCH - VERIFY ALL DATA BEFORE TAKING FURTHER ACTION BASED ON THIS RESPONSE

5.6 PROCEDURES FOR HANDLING A HIT

1. The existence of an NCIC NSOR record does not require action by the inquiring agency. If information obtained during the encounter indicates that the offender has failed to fulfill registration requirements (i.e., change of address), the NSOR record is not probable cause for arrest or detainment. However, the NSOR record can be used as the basis for initiating an investigation.
2. 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(ies). 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.

SECTION 6--LOCATE

There are no locate procedures for the NSOR.

SECTION 7--CLEAR

7.1 WHEN TO USE A CLEAR MESSAGE

A NSOR record should be cleared when an offender has relocated and another jurisdiction has registered the offender; when a previously valid record is removed from the jurisdiction's registry; or as otherwise defined by the jurisdiction's policy/procedures. When offenders are relocating, jurisdictions are encouraged to keep their record active in NCIC until the new jurisdiction has entered a new record for the offender in the NSOR. The clear transaction will change the status of the NSOR record from active to inactive. Only the ORI that entered the record can clear the record.

Expired records cannot be cleared.

If the record being cleared contains an FBI Number, the NCIC System will notify the IAFIS of the clearance, and the IAFIS will remove the sex offender flag from the criminal history record.

7.2 EXAMPLE OF A CLEAR MESSAGE

```
1N01HEADER.CXS.WA1230000.NIC/X000039206.OCA/123456726.20101030
```

Acknowledgment:

```
1L01HEADER
WA1230000
CLEAR NIC/X000039206 OCA/123456726
```

The preceding clear example contains: header (1N01HEADER), message key (CXS), Originating Agency Identifier (WA1230000), two record identifiers (NIC/X000039206 and OCA/123456726), and the date of clear (20101030).

7.3 MESSAGE FIELD CODES FOR CLEAR

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

CLEAR

NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC

7.4 IDENTIFICATION OF A RECORD TO BE CLEARED

The record to be cleared must be identified by NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. 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. Clear date (which must be the current date or less than the current date) without MFC must follow the two record identifiers.

7.5 ADDITIONAL GUIDELINES FOR CLEAR

1. When a NSOR record is cleared, any supplemental information appended to that record will be cleared automatically.
2. When a NSOR record is cleared, its status will be changed to inactive. During this period of time, the record can be accessed via the QXS transaction. Inactive records cannot be modified; however, they can be canceled. Cleared records will remain in an inactive status until the agency cancels the record.
3. Benefits and effectiveness data are not applicable to the NSOR record.

SECTION 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 2000 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		
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 2000 CODE MANUAL
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
OFFENDER STATUS FIELD	OPTIONAL	OFS	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL

SUPPLEMENTAL RECORD

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	1-10	ALPHABETIC, NUMERIC
VICTIM DATASET	OPTIONAL SET	ROV ⁴		
ADDRESS DATASET	OPTIONAL SET	ADD ⁵		
TELEPHONE NUMBER SET	OPTIONAL SET	TNO ⁶		
EMAIL ADDRESS	OPTIONAL	EML	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
INTERNET IDENTIFIER	OPTIONAL	IID	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
EMPLOYER	OPTIONAL	EMP	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OCCUPATION	OPTIONAL	OCF	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROFESSIONAL LICENSE NUMBER SET	OPTIONAL SET	PLN ⁷		
SCHOOL NAME	OPTIONAL	SHN	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
BOAT DATASET	OPTIONAL SET	REG ⁸		

¹ OLN/<OLN>.<OLS>.<OLY>

² LIC/<LIC>.<LIS>.<LIY>.<LIT>

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

⁴ ROV/<ROV>.<AOV>.<SOV>

⁵ ADD/<ADD>.<BDA>.<EDA>.<SNU>.<SNA>.<CTY>.<COU>.<STA>.<ZIP>

⁶ TNO/<TNO>.<TNT>

⁷ PLN/<PLN>.<PLT>

⁸ REG/<REG><RES><REY><BHN>.<BYR>.<BMA>.<BTY>.<BCO>.<BMO>.<HUL>.<HSP>.<PRO>.<BLE>.<HPT>.<BNM>.<CGD>

8.2 ENTRY OF A SUPPLEMENTAL RECORD

Entry of alias(es) and/or other additional identifiers as a supplemental record to a NSOR record may be made only by the ORI that entered the NSOR base record.

8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

1N01HEADER.EXSN.MD1012600.NAM/SMITH, JOHN J.OCA/5439.AKA/ROE, EDWARD.
 JONES,EDWARD.DOB/19650912.19630912.SMT/CAUL L EAR.TAT R ARM.
 EML/USER1234@AOL(DOT)COM.USER1234@YAHOO(DOT)COM.IID/CHAT NAME

Acknowledgment:

1L01HEADER
 MD1012600
 SUPP NAM/SMITH, JOHN J OCA/5439

The above supplemental record entry example contains: header (1N01HEADER), message key (EXSN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/ SMITH, JOHN J and OCA/5439) and the supplemental data added to the record: two aliases (AKA/ROE, EDWARD and JONES, EDWARD); two dates of birth (DOB/19650912 and 19630912); two scars, marks, and tattoos (SMT/CAUL L EAR and TAT R ARM); two e-mail addresses (USER1234@AOL(DOT)COM and USER1234@YAHOO(DOT)COM); and one Internet identifier (CHAT NAME).

8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY

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

8.5 FIELDS IN A SUPPLEMENTAL RECORD

1. The AKA Field and all additional data fields that may be included in a supplemental record are listed below with their field codes and the maximum number of occurrences for each field in the NSOR supplemental record.

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	19
Miscellaneous Number	MNU	9

SUPPLEMENTAL RECORD

Field	Field Code	Maximum Number Permitted
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, and Ownership (entered as a set; model, color and ownership are not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC	10
Citizenship	CTZ	9
Offender Status	OFS	9
State Identification Number	SID	55
Relationship of Victim, Age of Victim, Sex of Victim	ROV	9
Address Type, Beginning Date at Address, Ending Date at Address, Street Number, Street Name, City, County, State, Zip Code	ADD	99
Telephone Number and Type	TNO	9
E-mail Address	EML	99
Internet Identifier	IID	99

Field	Field Code	Maximum Number Permitted
Employer	EMP	9
Occupation	OCP	9
Professional License Number and Type	PLN	9
School Name	SHN	9
Boat Registration Number, State, Year of Expiration, Boat Hull Number, Year, Make, Type, Color, Model, Hull Material, Hull Shape, Propulsion, Length, Home Port, Name, and Coast Document Number	REG	9

3. A maximum of 99 AKAs, ADDs, EMLs, and IIDs; 55 SIDs; 19 SMTs; 10 CMCs; and 9 of each of the following: DOBs, MNUs, SOCs, OLNs, LICs, VINs, OFSs, ROVs, TNOs, EMPs, OCPs, PLNs, SHNs, and REGs may be added to a NSOR record.

For example, a record relating to JOHN HARRY SMITH might have an appended supplemental record of aliases and other additional identifiers consisting of three other names (AKAs), nine DOBs, five SMTs, two MNUs (an Army serial number and a mariner's document number), three EMLs, 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 be used by the offender, one set of data concerning an automobile known to be used by the offender; and one set of data concerning a boat used by the offender.

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; offender status; State Identification Number; e-mail address; Internet identifier; employer; occupation; school name; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, a license plate, vehicle,

victim's information, address, telephone number, professional license, or boat is likewise counted as one identifier.

8.7 ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL RECORD ENTRY

1. After the NSOR 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. Fields that are not a part of sets of data may be entered in any order in a supplemental record entry.
2. The field in the main record must contain data before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the base record does not contain a Social Security number in the SOC Field.
3. All numeric identifiers excluding OCA and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the two alphabets from the number itself in the MNU Field.
4. The NCIC 2000 formats do not permit inclusion of periods (.) in the EML and IID Fields. To represent a period, use open parenthesis DOT close parenthesis. The period is used to separate data elements. For example:
EML/JOHN(DOT)SMITH@YAHOO(DOT)COM.JSMITH@AOL(DOT)COM.
IID/BIG JOHN.999(DOT)999 (DOT)999(DOT)9. If using NCIC XML formats, periods may be included in the EML and IID Fields.
5. When a supplemental record entry contains data on a person, a vehicle, a license plate, or a boat already contained in a person (e.g., Missing or Wanted) file, Vehicle, License Plate, or Boat Files records, the agency making the supplemental record entry will be furnished with the record on file at the time the supplemental record entry message is acknowledged.
6. Additional information for the coding of personal identifiers can be found in Personal Descriptors, *NCIC 2000 Code Manual*.

8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY**1. ALIAS (AKA) FIELD**

1. 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.
2. Aliases are to be listed with the last name, comma (space after the 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.
3. Nicknames (monikers) are to be entered in the AKA Field of the NSOR record. The term nickname in the NCIC 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., AKA/PEANUT, X).
4. Additional information for the coding of aliases can be found in Personal Descriptors, *NCIC 2000 Code Manual*.

2. OPERATOR'S LICENSE SET (OLN)

Field code OLN followed by a slash is used to identify additional operator's license data in an entry. The three data elements making up this field are OLN, OLS, and OLY. All three elements must be included in the order listed in the format and must be separated by a period. For example:

OLN/L234526677238.VA.1976.

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

3. LICENSE PLATE SET (LIC)

Field code LIC followed by a slash is used to identify additional license plate data in an entry. This field contains four data elements: LIC, LIS, LIY, and LIT. Elements must be entered in the order listed in the format and must be separated by a period. For example:

LIC/CBA321.MD.1977.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/.

4. VEHICULAR DATA IN A SUPPLEMENTAL RECORD ENTRY (VIN)

1. Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This field contains the following six data elements: VIN, VYR, VMA, VMO, VST, VCO, and VOW.
2. The VIN, VYR, VMA, and VST are required for entry. However, model, color, and ownership must 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.W.

or

VIN/1D37Q6R001225.1976.CHEV..2D..

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

5. ADDRESS SET

1. Field code ADD followed by a slash is used to identify additional address information in a supplemental entry. This field contains the following nine data elements: ADD, BDA, EDA, SNU, SNA, CTY, COU, STA, and ZIP.
2. The STA is required for entry. However, all fields must be entered in proper order when available. Elements must be separated by periods, and each data element must be accounted for. For example:

ADD/09.20120415.20120430.123.OCEAN DRIVE.DAYTONA BEACH.
VOLUSIA.FL.99999

or

ADD/...123.OCEAN DRIVE.DAYTONA BEACH..FL..

3. In the event data related to other addresses are entered at the same time, each set of data must be preceded by MFC ADD/.

6. VICTIM SET

1. Field code ROV followed by a slash is used to identify additional victim information in a supplemental entry. This field contains the following three data elements: ROV, AOV, and SOV.
2. All fields are optional within the ROV set. However, all fields must be entered in proper order when available. Elements must be separated by periods, and each data element must be accounted for. For example:

ROV/AQ.12.F

or

ROV/.12.F.

3. In the event data related to other victims are entered at the same time, each set of data must be preceded by MFC ROV/.

7. TELEPHONE NUMBER SET

1. Field code TNO followed by a slash is used to identify additional telephone number in a supplemental entry. This field contains the following two data elements: TNO and TNT.
2. All fields are optional within the TNO set. However, all fields must be entered in proper order when available. Elements must be separated by periods, and each data element must be accounted for. For example:

TNO/304 555-1212.C.

or

TNO/304 555-1212..

3. In the event data related to other telephone numbers are entered at the same time, each set of data must be preceded by MFC TNO/.

8. PROFESSIONAL LICENSE SET

1. Field code PLN followed by a slash is used to identify additional professional license information in a supplemental entry. This field contains the following two data elements: PLN and PLT.
2. All fields are optional within the PLN set. However, all fields must be entered in proper order when available. Elements must be separated by periods, and each data element must be accounted for. For example: