



**THE GEORGIA CRIME
INFORMATION CENTER**

OPERATING MANUAL

Rev. 2012

GCIC Operating Manual

The GCIC Operating Manual is designed to guide criminal justice and other authorized agencies in accessing the CJIS Network and Files. The GCIC Operating Manual should be used in conjunction with the NCIC Operating Manual.

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1 THE GEORGIA CRIME INFORMATION CENTER (GCIC)

GCIC was established in 1973 as an operating division within the Georgia Bureau of Investigation (GBI) to provide round-the-clock criminal justice information services. The principal mission of GCIC is to assist all officials and agencies of the criminal justice system in the fulfillment of their varied responsibilities.

GCIC is mandated by the Rules of the GCIC Council, the Georgia Board of Public Safety, state and federal statutes, federal regulations, and binding agreements with several federal agencies to monitor and enforce compliance by criminal justice and other authorized agencies in Georgia.

For more information about GCIC and the information services provided, visit the GBI website at www.ganet.org/gbi.

2 THE CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS)

GCIC manages the statewide data communications network known as CJIS. The CJIS network provides criminal justice and other authorized agencies direct access to computerized databases maintained by Georgia agencies, agencies in other states, the National Crime Information Center (NCIC), and the International Justice and Public Safety Network (Nlets).

3 GCIC OPERATING MANUAL

The GCIC Operating Manual is designed to guide criminal justice and other authorized agencies in accessing the CJIS network and files. The GCIC Operating Manual should be used in conjunction with the NCIC Operating Manual.

Each part of the manual provides message keys and data field codes necessary to perform CJIS network transactions. A table of contents is located at the beginning of each part of the manual. Each table of contents lists the parts by title. Appendices are included at the end of the appropriate parts to explain the use of data fields, codes, and additional information required to complete successful transactions.

The GCIC Operating Manual can **only** be used for the administration of criminal justice or as otherwise provided by law:

Introduction

This part of the manual provides information about the CJIS network and the responsibilities of agencies with access to the network.

Canada

Nlets supports an interface to Canada for exchanging criminal justice and criminal justice related information. Through this interface, a variety of information is available.

Criminal History

Criminal History Record Information (CHRI) – Information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising there from including acquittal, sentencing, correctional supervision and release. Such term also includes the age and sex of each victim as provided by criminal justice agencies. The term does not include identification information, such as fingerprint records not related to an arrest, to the extent that such information does not indicate involvement of the individual in the criminal justice system. (GCIC Council Rule 140-1-.02).

Data Communications QTerm/LEMS and LEMS/JX

This part of the GCIC Operating Manual explains the use of the following types of messages:

- Administrative
- Broadcast messages sent nationwide, statewide or to specific areas
- Information from Nlets HELP File
- The National Insurance Crime Bureau's (NICB) HELP File
- Hazardous Materials
- Road and Weather Conditions
- Inquiry by
 - (a) Terminal Code
 - (b) ORI
 - (c) Location or ORI

Driver's License

The driver's license registration and history information on all persons licensed to operate a vehicle is accessed through this file.

Driver's History requests for personal use or private/public employment must be referred to the Department of Driver Services (DDS).

Local fire department and law enforcement agencies may use the GCIC CJIS network to obtain an individual's Georgia driver's history record as part of an application for employment or for use relative to the performance of an employee's official duties.

HIT CONFIRMATION

The purpose of the hit confirmation process is to determine if the record in the hit response is current and valid and to alert the originating agency to the location of the person or property described in the GCIC/NCIC record. Hit confirmation requests and responses *must* be included with the record entry documentation.

NDPIX

The National Drug Pointer Index (NDPIX) is a nationwide, multi-jurisdictional automated information sharing system. A fully automated pointer information system, NDPIX provides participating state, local and federal law enforcement agencies the capability to determine if a current drug investigative suspect is under active investigation by any other participating agency.

NICB

The National Insurance Crime Bureau (NICB) is a crime prevention organization assisting law enforcement in the prevention, detection, and prosecution of the financial crimes of theft, fraud, and arson relating to personal property.

NICB maintains area offices in Des Plaines, Illinois; Irving, Texas; Melville, New York; Fife, Washington; Tampa, Florida; Fairfax, Virginia; Dublin, Ohio; Wethersfield, Connecticut; and Glendora, California. The Des Plaines office is open from 7:00 a.m. – Midnight (Monday through Friday). If there is an emergency, a representative is on call for after hours, holidays and weekends.

Special agents are assigned to provide assistance to law enforcement in the identification of vehicles under investigation, and in matters related to theft, fraud, and arson. These special agents are experts in identifying vehicles on which identifying numbers have been removed, changed, altered, or obliterated.

The NICB provides a Commercial Vehicle Identification Manual that covers truck tractors, light-duty trucks, diesel engines, commercial trailer, recreational vehicles, farm, construction, and off-road equipment. This publication is available free of charge.

Pawn Shop Investigation File

Local pawn ticket information can be entered into a centralized Pawn Shop File. This information is available to all Georgia law enforcement agencies that have full CJIS access authority (enter, supplemental entry, inquiry, modify, locate, clear and cancel records) and are authorized to access CHRI.

Recovered Abandoned Vehicles

Georgia law requires law enforcement agencies to enter records in the state Recovered/Abandoned Vehicle File. This pertains to vehicles which have been abandoned and impounded by law enforcement agencies or reported as impounded by operators of wrecker services or vehicle storage facilities. The names and addresses of last known owners *must* be provided to the wrecker/storage services. Vehicle owners *must* be notified within 72 hours of recoveries.

Georgia law (O.C.G.A. §35-3-33, 35-3-36 and §40-11-2) requires law enforcement agencies to:

- Enter abandoned vehicle records in the state Recovered Abandoned Vehicle File after the wrecker service or vehicle storage facility has given notice in writing.
- Furnish legitimate operators of wrecker services and vehicle storage facilities with the name and address of the last known registered owner of recovered abandoned vehicles.

Sexually Violent Offender Registry

GBI is responsible for maintaining the Georgia Sexually Violent Offender (SVO) Registry. This registry holds information pertaining to convicted sex offenders who are released from prison or placed on probation, parole, or supervised release.

U. S. Citizenship and Immigration Services (USCIS) Law Enforcement Support Center

U.S. Immigration and Naturalization Service (INS) service and benefit functions transitioned to the Department of Homeland Security (DHS) as USCIS in 2003.

USCIS is responsible for the administration of immigration and naturalization adjudication functions and establishing immigration services, policies and priorities.

Functions include:

- Adjudication of immigrant visa petitions
- Adjudication of naturalization petitions
- Adjudication of asylum and refugee applications
- Adjudications performed at the service centers
- All other adjudications performed by the INS

Validation of CJIS Files

All law enforcement and criminal justice agencies with wanted/missing/unidentified persons, protection order, gang, and/or stolen property record entries in NCIC computerized files are required to participate in the record validation program established and administered by GCIC and NCIC.

Validation requires the entering ORI to confirm that the record is valid, complete, accurate, and still outstanding or active.

Agency heads are legally responsible (O.C.G.A. §35-3-33, §35-3-36) for the validity, completeness and accuracy of agency record entries and may be held personally liable for the results of actions by other departments or agencies, when their actions are based on record entries.

Record entries subject to validation are:

- Wanted/Missing/Unidentified Persons
- Vehicles/License Plates
- Guns

- Boats
- Securities
- Protection Orders
- Gang File
- Convicted Persons on Supervised Release

Vehicle, Boat and Aircraft Registration

This section outlines registration inquiries common to vehicles, boats, and aircraft. Access to the information in this file is restricted. Information obtained from the Georgia vehicle registration file may be further disseminated by criminal justice agencies to (O.C.G.A §40-2-130, O.C.G.A §40-11-2):

- Prosecutors
- Courts
- Vehicle owners
- Persons(including all authorized representatives involved in motor vehicle accidents such as operators, passengers, or pedestrians according to state law)
- Licensed dealers of new or used motor vehicles
- Persons for purposes of manufacturer's recall
- Operators of wrecker services who store recovered/abandoned vehicles (O.C.G.A §40-11-2)

Ownership and identification information on registered vehicles (cars, trucks, motorcycles, etc.) boats and aircraft are accessed through this file.

When registration inquiries are performed on vehicles, other GCIC/NCIC files are automatically checked to determine if the vehicle has been stolen and if the owner is wanted or missing.

Information on the movement and location of private aircraft that is suspected of being used for felony activities is provided at <http://registry.faa.gov/arquery.asp>

4 **STANDARD CJIS ABBREVIATIONS AND TERMS**

The following is a brief list of standard abbreviations and terms used throughout this manual:

CHRI	<p>Criminal History Record Information</p> <p>Information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising there from including acquittal, sentencing, correctional supervision and release. Such term also includes the age and sex of each victim as provided by criminal justice agencies. The term does not include identification information, such as fingerprint records not related to an arrest, to the extent that such information does not indicate involvement of the individual in the criminal justice system. (GCIC Council Rule 140-1-.02).</p>
CJIS	<p>Criminal Justice Information System</p> <p>The Network on which the Law Enforcement Message Switch program (LEMS/JX) operates. An agency <i>must</i> be authorized by GCIC to access the CJIS Network. The CJIS Network is managed by GCIC.</p>
CPIC	<p>Canadian Police Information Centre</p> <p>Similar to the FBI/NCIC system, the CPIC provides hot file, vehicle registration, and driver license status information for several provinces and the two territories that do not maintain their own vehicle registration and driver license files.</p>

CSA	The GBI is the CJIS Systems Agency (CSA) for Georgia – formerly Control Terminal Agency (CTA).
CSO	The Director of GCIC is the CJIS Systems Officer (CSO) for Georgia – formerly Control Terminal Officer (CTO).
GCCC	Terminal Name for the Integrated CJIS Data Center (ICDC) – formerly Georgia Crime Communications Center.
GCIC	Georgia Crime Information Center
GTA	Georgia Technology Authority
HIT	Indicates that information contained in an inquiry may match information in GCIC/NCIC hot files.
HOT FILES	NCIC and GCIC files containing records of wanted/missing or unidentified persons and stolen or recovered serial numbered property.
ICDC	Integrated CJIS Data Center
INTERPOL	An information exchange agency between domestic and international law enforcement agencies.
INTERSTATE IDENTIFICATION INDEX (III) and NATIONAL FINGERPRINT FILE (NFF)	<p>The Triple I (III) is an automated system that provides interstate exchange of criminal history record information. The FBI and participating state agencies provide records available through the III.</p> <p>The National Fingerprint File (NFF) A NFF state submits a single fingerprint image to the FBI for each criminal offender to identify the offender at the national level and create a pointer record to the contributing state.</p> <p>NFF places primary responsibility for maintenance and dissemination of criminal history record information on each state repository, instead of the FBI.</p> <p>Subsequent arrest fingerprint images and related disposition and expungement documents for all arrests are used by the state to update its own records and are not forwarded to the FBI/III Program. A NFF state will only forward subsequent arrest and disposition data to the FBI if the state has not assumed control of the record (i.e. no State Identification Number or SID is available at the state level, even though state criminal history data may exist at the FBI.)</p>

TRIPLE I (III) STATES	All 50 States and the District of Columbia are participants in the Interstate Identification Index (III).	
NFF States	Colorado Florida Georgia Hawaii Idaho Kansas Montana	New Jersey North Carolina Oklahoma Oregon Tennessee Wyoming
LEMS or LEMS/JX	Law Enforcement Message Switch The software package that operates the Georgia CJIS Network.	
MESSAGE KEY (MKE)	Used to identify each CJIS Network file operation.	
NCIC	National Crime Information Center	
Nlets	The International Justice and Public Safety Network powered by the National Law Enforcement Telecommunications System.	
NOPR	LEMS function to remove the print function and to have messages go directly to your terminal monitor. Not valid with LEMS/JX.	

OPERATOR ID	An identification code associated with a user that is assigned by GCIC. This code <i>must</i> be used to access the CJIS network.
ORI	Originating Agency Identifier This identifier is assigned to each agency by the FBI CJIS Division.
PASSWORD	A confidential word or phrase that the user creates to use as a personal identification code to access the CJIS network. This <i>must</i> meet any specified requirements with regards to length and use of characters.
PID	Personal Identification Number A terminal identification number that identifies a terminal to GCIC. This number is assigned by GCIC.
PRNT	LEMS function to have terminal messages go directly to your printer. Not valid with LEMS/JX.
SESSION	The period of communication between two or more computers.
VALIDATION	A review of record entries to determine current validity for changes in extradition limits, if stolen property has been recovered, ownership has changed, arrest warrants are still active, persons reported missing have not returned, etc. and take appropriate actions.

5 CRIMINAL JUSTICE INFORMATION

Criminal justice information includes the following:

- Wanted Person
- Missing Person
- Unidentified Person
- Stolen Property
- Criminal History

6 RECORD TRANSACTIONS

INQUIRY

Inquiry messages can be made in the GCIC/NCIC files. Inquiries can be made on the following:

Persons:

- Subjects who are arrested or detained
- Arrested persons or inmates, prior to release from custody
- Subjects under investigation
- Wanted/missing persons prior to record entries
- Suspects or key witnesses in pending cases
- Unidentified dead bodies
- Driver's records prior to record entries
- Criminal history records prior to record entries
- Protection orders, sex offender and gang file records

Vehicles:

- Recovered vehicles, vehicle parts, trailers and license plates when found and prior to disposal to determine if stolen
- Stolen vehicles, vehicle parts, trailers, and license plates
- Abandoned vehicles, vehicle parts, trailers, and license plates
- Vehicles involved in felony crimes to determine if they are associated with warrants
- Vehicles associated with wanted persons
- Vehicle registration prior to record entries

Property (guns, articles, boats, and securities):

- Found
- Seized
- Recovered guns
- Pawned items
- Stolen, prior to entering the record

LOCATE

Locate messages are sent by recovering or apprehending agencies after receiving a **positive** hit confirmation response. Locate messages are used to notify originating agencies that the sending agency has control of the person or property described in their record. Arrangements for the transfer of recovered property or apprehended persons should be made after a locate message is sent. A locate message *must* be sent within one hour of receipt of the positive hit confirmation. If your agency sends a positive hit confirmation and does not receive a locate message within one hour, send a terminal message to the Georgia Crime Information Center, terminal GCCC.

ENTRY

Entry messages establish records in the GCIC/NCIC files. When entering a record, include all available information to increase the possibility of a hit.

MODIFY

Modify messages add, change, or remove information in records already in GCIC/NCIC files. Only the originating agency can authorize modification of a record entry. Records *must* be modified:

- To correct inaccurate information
- To add additional information as soon as it becomes available

CLEAR

Clear messages remove records from the GCIC/NCIC files when recoveries or apprehensions occur. Only the originating agency can authorize the clearance of a record. Clear records when:

- Wanted persons have been apprehended
- Missing persons have been found
- Stolen property has been recovered

CANCEL

Cancel messages remove entire records from GCIC/NCIC files that are no longer valid, cannot be supported by documentation, or cannot be modified to make the record correct. Only the originating agency can authorize the cancellation of a record. Cancel records when:

- A record is entered incorrectly and cannot be modified. The record *must* be re-entered using the correct information.
- Documentation (warrants, reports of missing persons, theft reports, etc.) no longer exists to support the record.

SUPPLEMENTAL RECORD ENTRY

A supplemental record is used to add additional identifiers to an existing record. Only the agency that entered the original record may add additional identifiers to a record.

7 Nlets

The International Justice and Public Safety Network (Nlets) sole purpose is to provide for the interstate and/or interchange of criminal justice related information.

Nlets is a computerized, high-speed message switching system created for and dedicated to the criminal justice community.

8 MAINTENANCE CONTRACTS

All agencies with CJIS network devices *must* have current maintenance contracts with appropriate vendors for the data communications equipment that connect to the CJIS network. Maintenance contracts ensure that equipment will be repaired as required and that malfunctions will not adversely affect the CJIS network service to your agency or other CJIS agencies.

9 CJIS DEVICE (TERMINAL) OR DATA CIRCUIT REQUESTS

To order, relocate, add, or replace CJIS network devices and/or data circuits, the agency head *must* send a written request to GCIC at least 60 days prior to the date of the proposed action.

Send the request to:

Georgia Crime Information Center
CJIS Performance & Connectivity Unit
PO Box 370748
Decatur, Georgia 30037-0748

Fax request to:

(404) 270-8635
Attention: CJIS Performance & Connectivity Unit

10 COMMUNICATIONS FAILURE

Procedures *must* be established for reporting problems with a device connected to the CJIS Network. The TAC should provide procedures to all terminal operators. These procedures should include steps to:

- Contact appropriate agency personnel in case of emergency
- Contact vendor
- Contact interface agency's support personnel
- Diagnose device problems

ICDC personnel can assist terminal operators in determining which components are in operating order. If a component is not in operating order, the ICDC will place a service call if the failure seems to be with the communications line, otherwise the agency will be advised to contact its vendor for assistance. Considerable time will be saved if each terminal operator will check all devices and answer the following questions before calling the ICDC.

- a. Are all plugs plugged into an electrical outlet, an Uninterruptible Power Source (UPS), or surge suppressor?
- b. Does the electrical outlet have power coming to it?
- c. Is the UPS or surge suppressor turned on?
- d. Do you have electrical devices, other than device components, sharing the device's electrical outlet? If so, disconnect them.

- e. If applicable, have you reset your power surge protector?
- f. Have you attempted to logoff and log back on system?
- g. Has the device been reset and/or system rebooted?
- h. Is the modem/router plugged in?
- i. Have you tried the DTST function to check the status of your device?
- j. Are messages pending? If so, press the message retrieval key.

Vendors may charge service fees when they are dispatched to an agency where the problem is determined to be an unplugged/switched-off communications device or an overloaded power circuit. These service calls may not be covered by maintenance contracts.

Contact the ICDC by terminal code GCCC or by calling 404-244-2770, (select option 1). The ICDC is operational 24 hours a day, seven days a week.

11 SEVERE WEATHER ACTION

To prevent severe damage to electronic equipment and devices when bad weather occurs in your area, follow these procedures:

1. Notify the ICDC by telephone at (404) 244-2770 (select option 1) to have your traffic rerouted for hit confirmation purposes.

The ICDC does not handle an agency's hit confirmations when that agency is down. The agency must provide the ICDC with an agency where the hit confirmations may be routed.

2. Power down the device according to the vendor's operations guide.

When the weather clears:

1. Power up the device according to the vendor's operations guide.
2. Contact the ICDC by phone or device to advise that you are back in service and terminal traffic can be routed back to your agency.
3. If necessary, queued messages will be forwarded to your terminal.

Canadian Files

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1 **INTRODUCTION**

Nlets supports an interface with Canada for the purpose of exchanging criminal justice and criminal justice related information. Through this interface, a variety of information is available.

Detailed specifications that allow Nlets members to implement the necessary programming and perform the required training to obtain and use information from Canada are found in this part of the GCIC Operating Manual.

It is important to understand that Canadian information is provided from several sources. The Canadian Police Information Centre (CPIC), a system somewhat similar to FBI/NCIC, provides hot files, vehicle registration and driver's license status information for several provinces and the two territories that do not maintain their own vehicle registration and driver's license files. Those provinces that maintain their own files provide their vehicle registration and driver's license information directly.

Note: Driver's license status information comes directly from CPIC.

As a part of this interface, users within Canada also obtain information from users in the United States. Since requests from Canada will conform to formats currently in use, states *must* be able to accept and send to Canadian ORIs.

2 **GENERAL INFORMATION AND HELP FILES**

The CPIC has both confidentiality and dissemination policies regarding the use of the information they provide.

Within the CPIC Policy Manual (Chapter 1.2, Section 7, Paragraph 7.1) it states: *Information contributed to, stored in, and retrieved from CPIC is supplied in confidence by the originating agency for the purpose of assisting in the detection, prevention or suppression of crime and in the enforcement of law. This information must be protected against disclosure to unauthorized agencies or individuals.* (Paragraph 7.1, a.) further states: *CPIC printouts or copies therefore pertaining to persons, vehicles, marine, and property files in the investigative data bank shall be disseminated only to those agencies approved by the CPIC Advisory Committee.*

Regarding this interface, CPIC provides information but requires that the states restrict access to criminal justice agencies for criminal justice purposes. The only exceptions are those agencies or categories of agencies that have been specifically approved by CPIC to access their files through Nlets. These restrictions are nearly identical with those the states currently have in place for controlling access to criminal history information over Nlets (IQ/FQ/AQ) by their users.

Finally, per Canadian policy, under no circumstances shall any data be released outside the criminal justice system without specific written approval of the CPIC Advisory Committee.

The following HELP information is provided by Canada:

FILE	INFORMATION
CNGENHELP	General help information on Canada
CNLICHELP	General vehicle registration help
CNOLNHELP	General driver's license help
CNPERHELP	Wanted person help
CNVEHHELP	Stolen vehicle help
CNSIRHELP	Criminal history help
CNGUNHELP	Stolen gun help
CNSECHELP	Stolen security help
CNARTHELP	Stolen article help
CNBOHELP	Stolen boat/motor help
XXLICHELP	General vehicle registration help from province/territory.*
XXOLNHELP	General driver's license help from Province/territory.*

**Refer to Appendix A for the Canadian Province/Territory ORI list or Appendix B for Province/Territory Codes.*

Requests to Canada should include:

- Reason for the request
- Agency and Requestor's name

Reason for Request (RSN)

Code

Narcotics	N
Fraud (includes counterfeit documents)	F
Violent Crimes (robbery, murder, rape, bombing, etc.)	V
Traffic Violations	T
Theft	S
Humanitarian	H

3 MESSAGE KEYS

MESSAGE KEY	OPERATION	PURPOSE
AM	ADMINISTRATIVE MESSAGE	General Administrative Messages Request information on Canadian Agency Identifier
TQ	INQUIRY Agency	To obtain the name, address and telephone number of an agency located in Canada by using CN or ON as the destination and either: <ul style="list-style-type: none"> • the agency's ORI or • the location (city or province) of the agency - will list all law enforcement agencies in that area and their ORI
XQ	INQUIRY Registration	To search the Canadian Province/Territory file for ownership data and vehicle identification information. An inquiry in this file will automatically generate a search of the Canadian Police Information Centre (CPIC) Stolen Vehicle.
VQ	INQUIRY Vehicle Check	To search the Canadian Police Information Centre (CPIC) Vehicle File for records pertaining to stolen vehicles, vehicles under observation, vehicles connected to a crime, and vehicles connected to a wanted/missing person.
UQ	INQUIRY Driver's License Status	To request driver's license status information from Canadian Driver's License file. Also searches the CPIC Persons file.

MESSAGE KEY	OPERATION	PURPOSE
WQ	INQUIRY Persons Check	To search the CPIC Persons File for records pertaining to wanted, charged, prohibited, paroled, probation, refused, observed, and missing persons.
IQ	INQUIRY Criminal History Search	To search computerized criminal history files to determine if a subject has a criminal record in Canada or on the FBI Interstate Identification Index (III).
FQ	REQUEST Complete Rap sheet	<p>To request the rapsheet (criminal record) from Georgia and other states on a subject by using the State Identification Number (SID) or the FBI Number provided by an IQ inquiry and if the subject is a multi-state offender, rapsheets from other states and the FBI Interstate Identification Index (III).</p> <p>Only purpose codes C, J, F, D, H & Z can be used for out-of-state inquiries.</p> <p>Some states allow purpose code E inquiries. Prior to performing an inquiry using purpose code E, run an SIR HELP to that state to obtain their requirements.</p>
AQ	REQUEST Supplemental Information Request	<p>To request supplemental data such as photographs, criminal records, identifiers, fingerprint cards, dispositions, and special file searches when the IQ and FQ inquiries do not provide the information needed.</p> <p>To request special searches when you have insufficient information to perform IQ messages.</p>

MESSAGE KEY	OPERATION	PURPOSE
AR	RESPONSE Supplemental Information	To transmit a response to a request for supplemental criminal history record information made to your agency in an AQ inquiry.
CGQ	INQUIRY Stolen Gun And Gun Registration	To search the Canadian Stolen Gun file for Stolen, Lost/Missing, Recovered, Pawned or Loaned; as well as the Canadian Gun Registration file.
CSQ	INQUIRY Security	To search the Canadian Stolen Security file which may be associated with other records on the CPIC system.
CAQ	INQUIRY Article	To search the Canadian Stolen Article file which may be associated with other records on the CPIC system.
CBQ	INQUIRY Boat	To search the Canadian Stolen/Abandoned/Missing Boat file. For registration information you <i>must</i> send an Administrative message to CPIC. ORI = ON1000000

4 ADMINISTRATIVE MESSAGES

The following three (3) types of administrative messages may be sent to Canada:

- **General Administrative Messages**

Intended for investigative reasons of a broad nature or for purposes of broadcasting messages of international interest.

- **Access Non-Automated Driver's License Information**

Driver's license information may be accessed by name, date of birth, and sex.

- **Request information on Canadian Agency Identifier**

If a Canadian agency's ORI is unknown, query the Canadian Agency Identifier file using an administrative message to obtain the Canadian address. Refer to Appendix A for a list of Canadian ORIs.

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
Administrative Message	AM	To send a free form text message to Canada for information and assistance in interpreting information from the help file.

4.1 REQUIRED FIELDS

AM	Message Key
ORI	Originating Agency Identifier
DST	Destination (<i>must use CN</i>)
OCF	Optional Control Field
	Included for special routing or control information which the sending agency <i>must</i> have returned in order to match a response to an earlier message.

TXT

Text of Message

Enter the reference number/message that should be included in all responses or future references to this message, the name of the originating agency, the date the message was originated, the name of the destination agency (the country), and the last name or initials of the terminal operator or author of the message and his/her location.

RSN

Reason for Request

N-Narcotics
 F-Fraud (includes counterfeit documents)
 V-Violent Crimes (robbery, murder, rape, bombing, etc.)
 T-Traffic Violations
 S-Theft
 H-Humanitarian

Requestor

Agency and Requestor's Name

For Non-Automated Driver's License Information include:

- Name
- Date of Birth
- Sex
- Driver's License Number
- Reason for the Request

5 **ORI, NAME, ADDRESS, & PHONE NUMBER**

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY Canada Agency ORI, Name, Address & Telephone Number by Agency ORI	TQ	To obtain the name, address and telephone number of an agency located in Canada.

If more than three agencies are located in an area of inquiry, you will receive a list of names and ORIs of all law enforcement agencies in that area.

5.1 **REQUIRED FIELDS**

TQ	Message Key
ORI	Originating Agency Identifier
DST	Destination Refer to Appendix B for the Canadian Province/Territory Codes.
	and
ORI	Originating Agency Identifier of the agency for which you are inquiring. Refer to Appendix A for the Canadian Province/Territory ORI list.

6 **VEHICLES REGISTERED IN CANADA**

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY Registration	XQ	To search the Canadian Province/Territory Vehicle Registration File for Canada ownership data and vehicle Identification information. An inquiry in this file will automatically generate a search of the Canadian Police Information Centre (CPIC) Stolen Vehicle File to determine if the vehicle has been stolen.

The following four (4) provinces in Canada have automated registration files:

- Quebec
- Alberta
- Ontario
- British Columbia

6.1 REQUIRED FIELDS

XQ	Message Key
ORI	Originating Agency Identifier
DST	Destination <i>Enter the appropriate two (2) letter province/territory code. Refer to Appendix B</i>
OCF	Optional Control Field Included for special routing or control information which the sending agency <i>must</i> have returned in order to match a response to an earlier message.
	either
LIC	License Plate Number
	or
VIN	Vehicle Identification Number
	followed by
RSN	Reason for Request N-Narcotics F-Fraud (includes counterfeit documents) V-Violent Crimes (robbery, murder, rape, bombing, etc.) T-Traffic Violations S- Theft H-Humanitarian
PPS	Person/Property In-Sight Code Indicates if the person or property is in-sight of the officer requesting the information. Enter Y (yes), N (no) or leave blank.

7 VEHICLE CHECK

<u>OPERATION</u>	<u>MESSAGE</u> <u>KEY</u>	<u>PURPOSE</u>
INQUIRY	VQ	To search the Canadian Police Information Centre (CPIC) Vehicle file for records pertaining to stolen vehicles, vehicles under observation, vehicles connected to a crime, and vehicles connected to a wanted/missing person.

7.1 INFORMATION AVAILABLE

- **Stolen (V or Vehicle)**
Refers to a vehicle which has been stolen or taken from its rightful owner for the purpose of committing a crime (i.e. a vehicle obtained from a dealer under false pretenses).
- **Observation (OBSERVED)**
Refers to a vehicle connected with criminal activities and may or may not be related to a specific individual. In the event a vehicle is reported as being under observation, absolutely no action is to be taken by the inquiring officer. This information is provided solely for officer safety. Subjects present or associated with the vehicle *must* not be notified that the vehicle is reported under observation by the CPIC. The inquiring agency should contact Washington INTERPOL for further instructions regarding the vehicle and/or occupant(s) of the vehicle.
- **Crime (CRIME)**
Refers to vehicles connected to the commission of a crime (i.e. hit & run, murder, robbery, etc). Vehicles are entered on the system by an agency wishing to examine the vehicle for possible evidence such as fingerprints, paint samples, bloodstains, disguises, empty shells, etc.
- **Abandoned (ABAN or ABANDONED)**
Refers to a vehicle that comes into possession through abandonment, seizure (including seizure by bailiff), or impounding by other means.
- **Pointer (PNTRV or POINTERVEH)**
Refers to a vehicle record whose sole function is to point to another record in the system. An individual wanted for a specific offense is the subject of a wanted person record and is known to drive a particular car. The vehicle's information (LIC, VIN, etc.) is entered in a PNTRV record to

point to the wanted person record, should an inquiry be received concerning the vehicle only.

7.2 REQUIRED FIELDS

VQ	Message Key
ORI	Originating Agency Identifier
DST	Destination VIN Inquiries – CN LIC Inquiries – <i>Enter the appropriate two (2) letter province/territory code. Refer to Appendix B</i>
OCF	Optional Control Field Include for special routing or control information which the sending agency <i>must</i> have returned in order to match a response to an earlier message.
LIC	and License Plate Number
VIN	or Vehicle Identification Number followed by
RSN	Reason for Request N-Narcotics F-Fraud (includes counterfeit documents) V-Violent Crimes (robbery, murder, rape, bombing, etc.) T-Traffic Violations S-Theft H-Humanitarian
PPS	and Person/Property In-Sight Code Y (Yes) or N (No)

8 DRIVER'S LICENSE INQUIRY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY Driver's License Status	UQ	To request driver's license status information from the Canadian

Driver's License file and the
Wanted/Missing Person file.

8.1 REQUIRED FIELDS

UQ	Message Key
ORI	Originating Agency Identifier
DST	Destination <i>Enter the appropriate two (2) letter province/territory code. Refer to Appendix B</i>
OCF	Optional Control Field Included for special routing or control information that the sending agency <i>must</i> have returned in order to match a response to an earlier message.
	and
NAM	Name
DOB	Date of Birth
SEX	Sex
OLN	Operators License Number
RSN	Reason Code N – Narcotics F – Fraud (includes counterfeit documents) V – Violent crimes (robbery, murder, rape, bombing, etc.) T – Traffic violations S – Theft H – Humanitarian
PPS	Person/Property In-Sight Enter Y (yes) or N (no)

9 PERSON CHECK

Take no official action on any response from the Canadian Persons file without obtaining specific instructions from Washington D.C., INTERPOL (DCINTER00).

Refer to Hit Confirmation section for procedures on using INTERPOL. Response information is provided for officer safety and is to be used only in conjunction with other available information.

9.1 REQUIRED FIELDS

WQ	Message Key
ORI	Originating Agency identifier
OCF	Optional Control Field Included for special routing or control information that the sending agency <i>must</i> have returned in order to match a response to an earlier message.

and

NAM	Name
DOB	Date of Birth
SEX	Sex
RSN	Reason Code N-Narcotics F-Fraud (includes counterfeit documents) V-Violent Crimes (robbery, murder, rape, bombing, etc.) T-Traffic Violations S-Theft H-Humanitarian
PPS	Person/Property In-Sight Code Enter Y (yes) or N (no)

9.2 INFORMATION AVAILABLE

Wanted (WANT)

Refers to a wanted person named in a Provincial, Canada-wide, or extraditable warrant.

Charged (CHGD)

Refers to a person against whom legal proceedings have commenced in relation to a criminal code offense or an offense under federal statute, who is awaiting final

disposition, including any appeal, and for whom a warrant to arrest is not in force for that offense.

Prohibited (PROHIB)

Refers to a person against whom an Order of Prohibition is in effect with regard to liquor, firearms, vehicle driving (and boat operation), hunting or any other court or statute-imposed prohibition. Responses pertaining to individuals with revoked/suspended licenses will be returned as PROHIB records by CPIC. British Columbia, however, keeps its own status information and therefore no status information will be provided by CPIC for British Columbia drivers.

Parolee (PAROL)

Refers to a person who has been convicted of a criminal offense and has been released on:

- Parole
- Day Parole
- Life Parole
- Mandatory Supervision, or
- Temporary absence over 24 hours from a federal penitentiary

Probation (PROB)

Refers to a person who has been convicted or found guilty of an offense and:

- Has been given a suspended sentence, or conditional discharge under section Canadian Law 736 (1) CC,
or
- Has been released on probation,
or
- Has been placed on peace bond, recognizance or restraining order,
or
- Is a young offender who is in Open Custody.
Open Custody is the same as juvenile probation in Georgia.

Refused (REF)

This category is used to record data on a person who has:

- Been refused the issuance of a Firearm Acquisition Certificate (FAC),
or
- Been refused the issuance of a Firearm Registration Certificate (FRC),
or
- Had a FRC revoked

Observation (OBS)

In the event a person is reported as being under observation, take no action based on this information and do not divulge the existence of this information to any non-criminal justice personnel.

This category is used to record data on a person who is:

- Suspected of committing criminal offenses and sufficient information is not available to prosecute,
or
- Known to be dangerous to himself/herself or to others,
or
- Involved in a serious criminal investigation, and confidential information as to his or her whereabouts is required.

Missing (MISS)

Refers to a person:

- Reported missing,
or
- Who has been admitted/committed to a mental institution or hospital psychiatric ward and has left without permission or formal discharge (designated as an eloper),
or
- For whom a police agency has undertaken to assist in locating on compassionate grounds.

10 CRIMINAL HISTORY RECORDS IN CANADA

The procedures for automated checks of criminal history record files in Canada maintained by the Royal Canadian Mounted Police (RCMP) are much like the procedures used to check Georgia files maintained by GCIC and federal files maintained by the FBI Identification Division.

The RCMP & FBI ID Division:

- The RCMP assigns persons arrested for fingerprintable offenses in Canada individual **FPS numbers**; these numbers serve the same purpose as FBI numbers assigned by the FBI Identification Division to individual violators whose post-arrest fingerprints are submitted to the FBI. The RCMP computers will transmit a

person's criminal history record only when an automated record request contains the record subject's FPS number.

- Just as name check inquiries can be transmitted via terminal to Georgia's criminal history records database, to determine whether Georgia SID numbers or FBI numbers have been assigned to specific individuals, name check inquiries can be transmitted to the RCMP database. Unless record check inquiry messages specifically request more than three possible Hits on the RCMP database, three or fewer possible Hits will be provided; each will contain the subject's FPS number.
- The Destination State (DST) for all name check inquiries and for all record requests sent to the RCMP data base *must* appear as CN.

You may request that more than three possible-match identification records be returned on the initial inquiry by including the number of records you want to see (up to 10) in the RAR field.

Or, you may receive the three highest scored records first, and then decide whether to request additional records. Once you check the RCMP identification record sent to you, it is your option to select the individual you are interested in and submit an FQ to retrieve the individual's full criminal history.

10.1 CANADIAN RECORD SEARCH

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY	IQ	To use when you do not have the Canadian Record Search Canadian Identification (FPS) Number. Canada will return the three records with the highest possible match scores.

10.2 REQUIRED FIELDS

IQ	Message Key
ORI	Originating Agency Identifier
DST	Destination (<i>must be CN</i>)
PUR	Purpose Code
	C-Administration of Criminal Justice

E-Employment and Licensing
F-Firearms and Related Permits
D-Civil Domestic Violence & Stalking
(must use court ORI)
(Purpose Code C for Criminal Domestic Violence)
J-Criminal Justice Employment

ATN

Attention Field

Enter the name of the actual requestor of the information and the terminal operator's name or initials.

ARN

Agency Reference Number *(Optional for Canada)*

Incident Report Numbers
Other Criminal Case Numbers
Docket Numbers
Inmate Numbers
Other significant numbers that link criminal history records requests to criminal investigations or specific files that establishes an audit trail leading to the location of the record

NAM

Name

DOB

Date of Birth

SEX

Sex

RAR

Request Additional Records

If there are more than three identification records that match your name inquiry only the three highest scoring records will be returned. To retrieve additional records, up to 10, you must send the standard IQ message with the optional RAR field as the last data field.

The following fields are blank in IQs to Canada

RAC

Race

SOC

Social Security Number

MNU

Miscellaneous Number

IMQ

Image Request

FPS

Identification Number

10.3 EXPLANATION OF RESPONSE FIELDS

QUERY VALUE - Maximum score that you receive based on the information in your inquiry.

RESPONDENT'S SCORE - The score that the computer calculated when it compared your input information to the record that was returned.

FPC - Codes that Canada employs are the Orion Auto-Class guidelines as published by Printrak International.

FPS -A unique number assigned to an individual based on fingerprints.

CAUTION - A cautionary warning will be followed by one of the four codes below. It will appear when the record subject is considered dangerous. Unlike the person record, this code will not be expanded.

Code	Caution	Explanation
V	Violence	Automatic caution for charges involving violence, robbery or offensive weapons.
E	Escape Custody	Generated when an attempt or actual escape is reported.
M	Mental Instability	Generated when there is a notation on the FPS file indicating mental instability
S	Attempted Suicide	Indicates that the subject has suicidal tendencies

FILE OPEN - A criminal record is called a file. You will only receive files that have this notation. The following qualifying statements may appear after the status description of FILE OPEN.

TRANSFERRED FROM FPS - Indicates that more than one record existed for the same person and these have been brought together under the one FPS number.

HISTORY UNDER REVIEW - Indicates that an attempt by Identification Services Operators to enter data into the subject history area was rejected by the system and has not been corrected.

SUBJECT REPORTED DEAD - Indicates that a notification was received that the subject has died but the notification was not accompanied by the required set of confirming fingerprints identifiable to the record subject.

PARDON APPLICANT - Indicates that the subject of the record has applied for a judicial pardon. Such a record *must* not be used for any purpose without the prior authority of the RCMP Identification Services, Pardons and Human Rights Section (ORI = ON1015400).

10.4 CANADIAN FULL RECORD REQUEST

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY	FQ	To obtain a criminal record when the Full Record Request (FPS) number is known.

10.5 REQUIRED FIELDS

FQ	Message Key
ORI	Originating Agency Identifier
DST	Destination (<i>must be CN</i>)
PUR	Purpose Code C-Administration of Criminal Justice E-Employment and Licensing F-Firearms and Related Permits D-Civil Domestic Violence & Stalking (<i>must use court ORI</i>) (<i>Purpose Code C for Criminal Domestic Violence</i>) J-Criminal Justice Employment
ATN	Attention Field Enter the name of the actual requestor of the information and the terminal operator's name or initials.
ARN	Agency Reference Number (<i>Optional for Canada</i>) Incident Report Numbers Other Criminal Case Numbers Docket Numbers Inmate Numbers Other significant numbers that link criminal history records requests to criminal investigations or specific files that establishes an audit trail leading to the location of the record
FPS	Identification Number (<i>Based on fingerprints and assigned by the RCMP</i>)

The following fields are blank in FQs to Canada

SID	State Identification Number
FBI	FBI Number
DPT	Department
BLD	Building
ADR	Address
CIS	City & State
ZIP	Zip Code

10.6 RESPONSE INFORMATION TO CANADIAN FULL RECORD REQUEST

Because RCMP Identification Services *must* review all records prior to sending them internationally, you may receive an interim message notifying you that a positive response is being verified by the RCMP Identification Services Directorate.

10.7 CRIMINAL HISTORY FORMAT

Criminal history record information is arranged in three columns:

Column 1	Column 2	Column 3
Date (YYYYMMDD)	Charges CC-Criminal Code	Disposition
Place of Incident	Toronto PF (1234-88) <i>Toronto Police Force</i> OPP <i>Ontario Provincial Police</i>	

10.8 CANADIAN SUPPLEMENTAL INQUIRY

Requests for supplemental information on criminal history records may be accessed using the standard AQ format.

These should be sent to CN to obtain additional information, not available through the IQ/FQ process.

AQ may also be sent to individual provinces to obtain additional information on dispositions, or other information at the local agency level.

11 GENERAL INFORMATION FOR GUN INQUIRIES TO CANADA

The term gun means any barreled weapon that can discharge a bullet or other missile, or any imitation of such a weapon.

Types of weapons include:

- Revolver or pistol
- Rifle
- Shotgun
- Flint/cap/matchlock muzzleloader
- Automatic weapons, e.g. machine guns/pistols
- Signal flare, rocket or gas guns
- Air guns (rifle or pistol).

Once you have confirmed that the gun is the correct gun reported to be in question and the status is current and correct, it can be impounded pending specific instructions from the Canadian agency that entered the gun into the CPIC system. The locating agency may contact Washington INTERPOL for assistance regarding disposition of the gun.

For questions on information received from the registration file, contact:

RCMP Firearms Registration and Administration Section
P.O. Box 8885, Ottawa, Ontario K1G3M8
ORI ON1008100
Phone (613) 998-6365
Fax (613) 993-0218

11.1 STOLEN GUN AND GUN REGISTRATION

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY	CGQ	To search the Canadian Stolen Gun File for Stolen, Lost/Missing, Recovered, Pawned or Loaned: as well as the Canadian Gun Registration file.

11.2 REQUIRED FIELDS

CGQ	Message Key
ORI	Originating Agency Identifier
OCF	Optional Control Field <i>Included for special routing or control information which the sending agency must have returned in order to match a response to an earlier message.</i>
SER	Serial Number
TYP	Type SG - Shotgun RI - Rifle RW - Restricted Weapon OT - Other Only
RSN	Reason for Request N-Narcotics F-Fraud (includes counterfeit documents) V-Violent Crimes (robbery, murder, rape, bombing, etc.) T-Traffic Violations S-Theft H-Humanitarian
PPS	Person/Property In-Sight Code Enter Y (yes) or N (no)

12 GENERAL INFORMATION FOR SECURITIES INQUIRIES TO CANADA

Types of Securities include:

- Stolen
- Lost or Missing
- Pawned or loaned
- Counterfeit
- Fraudulent and recovered securities such as bonds, currency, credit cards,
- ID's, traveler's checks and passports.

Once you have confirmed that the security is the correct security in question and the status is current and correct, it can be impounded pending specific instructions from the Canadian agency that entered the security into the CPIC system. The locating agency may contact Washington INTERPOL for assistance regarding disposition of the security.

12.1 SECURITY INQUIRY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY	CSQ	To search the Canadian Stolen Security file which may be associated with other records on the CPIC system.

12.2 REQUIRED FIELDS

CSQ	Message Key
ORI	Originating Agency Identifier
OCF	Optional Control Field
	Included for special routing or control information which the sending agency <i>must</i> have returned in order to match a response to an earlier message.

Enter one or more of the following:

SER	Serial Number
------------	---------------

ISS
COR
NAM

Issuer
Corporation Name
Name of Owner

and

TYP

Type

BD - Corporate bonds and debentures issued by corporations, banks, trust companies, charitable/religious groups, credit unions and cooperatives.

CC - Canadian-issued currency.

CU - foreign-issued currency.

ID - stolen, lost, or fraudulent identification documents.

MO - money orders and traveler's checks.

PP - Canadian and foreign passports.

SB - federal, provincial and municipal bonds and debentures

ST - stocks.

VD - vehicle documents.

OT - all other security documents.

RSN

Reason for Request

N-Narcotics

F-Fraud (includes counterfeit documents)

V-Violent Crimes (robbery, murder, rape, bombing, etc.)

T-Traffic Violations

S-Theft

H-Humanitarian

PPS

Person/Property In-Sight Code
Enter Y (yes) or N (no)

13 GENERAL INFORMATION FOR ARTICLE INQUIRIES TO CANADA

Types of Articles include:

- Stolen
- Lost or Missing

- Recovered, Found, or Seized
- Pawned or loaned

Pawned or Loaned status is defined as follows:

Items of property which have been accepted from individuals as collateral for loans and for the purposes of the CPIC Property File, articles obtained by direct purchases where there is reason to believe they may have been stolen.

Once you have confirmed that the security is the correct article in question and the status is current and correct, it can be impounded pending specific instructions from the Canadian agency that entered the article into the CPIC system. The locating agency may contact Washington INTERPOL for assistance regarding disposition of the security.

13.1 ARTICLE INQUIRY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY	CAQ	To search the Canadian Stolen Article file which may be associated with other records on the CPIC system.

13.2 REQUIRED FIELDS

CAQ	Message Key
ORI	Originating Agency Identifier
OCF	Optional Control Field <i>Included for special routing or control information which the sending agency must have returned in order to match a response to an earlier message.</i>
SER	Serial Number
TYP	Type AA - Domestic appliances, e.g. stoves, washers. BI - Non-motorized bicycles, e.g. mountain

bikes, tandems, 10-speeds.

Note: Motorized bikes are in the Vehicle File.

HH - Household property, e.g. rugs, furniture.

JE - Jewelry, e.g. watches, rings.

MI - Musical instruments, e.g. violins, guitars.

MT - Machinery and tools, e.g. electrical motors, lawn mowers.

Note: Lawn mowers capable of carrying an operator are in the Vehicle File.

OM - Office machines and equipment, e.g. computers.

PA - Personal accessories, e.g. hearing aids, luggage.

PE - Photographic equipment, e.g. camera, enlargers.

RA - Radio, TV, sound-reproducing equipment, e.g. VCR's.

SC - Scientific, optical and measuring devices, e.g. binoculars.

SP - Sporting goods, hobby equipment, e.g. skis, model aircraft, scuba equipment.

OT - All other articles, e.g. animals, vending machines, precious metals such as gold bars, uniquely identifiable gun barrels.

RSN

Reason for Request

N-Narcotics

F-Fraud (includes counterfeit documents)

V-Violent Crimes (robbery, murder, rape, bombing, etc.)

T-Traffic Violations

S-Theft

H-Humanitarian

PPS

Person/Property In-Sight Code

Enter Y (yes) or N (no)

14 GENERAL INFORMATION FOR BOAT INQUIRIES TO CANADA

A boat is defined as a watercraft, which may be a small open vessel, a large vessel, or ship, propelled by oars, sails or engines(s).

Types of Boat Information Available:

- Stolen
- Abandoned
- Missing

Once you have confirmed that the boat is the correct boat in question and the status is current and correct, it can be impounded pending specific instructions from the Canadian agency that entered the boat into the CPIC system. The locating agency may contact Washington INTERPOL for assistance regarding disposition of the security.

14.1 BOAT INQUIRY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY	CBQ	To search the Canadian Stolen/Abandoned/Missing Boat File. For registration information you <i>must</i> send an Administrative message to CPIC, ORI ON1000000.

14.2 REQUIRED FIELDS

CBQ	Message Key
ORI	Originating Agency Identifier
DST	Destination <i>for BHN inquiries use CN</i>

*for LIC inquiries use Providence/Territory Code
(see Appendix B)*

OCF Optional Control Field
*Included for special routing or control information
which the sending agency must have returned in
order to match a response to an earlier message.*

Enter one or more of the following:

LIC License Plate Number
BHN Boat Hull Number
REG Registration Number
*(for large vessels that do not have to be licensed
but must be registered)*

NAM Boat Name *(name of boat on hull or stern)*
SER Boat Motor Serial Number

TYP Type

INB
OUTB
INOUT
OT

RSN Reason for Request

N-Narcotics
F-Fraud (includes counterfeit documents)
V-Violent Crimes (robbery, murder, rape, bombing,
etc.)
T-Traffic Violations
S-Theft
H-Humanitarian

PPS Person/Property In-Sight Code
Enter Y (yes) or N (no)

APPENDIX A

Canadian Province/Territory ORI

Province/Territory	ORI	Hours of Service
Southern Alberta (Red Deer) Northern Alberta (Edmonton)	AB1011500 AB1012000	24 Hour Operation - 7 Days a Week
British Columbia	BC1028700	24 Hour Operation - 7 Days a Week
Manitoba	MB1007000	24 Hour Operation - 7 Days a Week
New Brunswick	NK1004000	24 Hour Operation - 7 Days a Week
Newfoundland	NF1004900	24 Hour Operation - 7 Days a Week
Northwest Territory	NT1003500	24 Hour Operation - 7 Days a Week
Nova Scotia	NS1005300	24 Hour Operation - 7 Days a Week
Ontario	ON4540000	24 Hour Operation - 7 Days a Week
Prince Edward Island	PE1000800	24 Hour Operation - 7 Days a Week
Quebec	PQ4001500 PQ4004700	24 Hour Operation - 7 Days a Week Terminal Messages
Saskatchewan	SN1012600	24 Hour Operation - 7 Days a Week
Yukon Territory	YT1001500	24 Hour Operation - 7 Days a Week
Nunavut Territory	NT1005300	24 Hour Operation - 7 Days a Week

APPENDIX B

Canadian Province/Territory Codes

Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NK
Newfoundland	NF
Northwest Territory	NT
Nova Scotia	NS
Ontario	ON
Prince Edward Island	PE
Quebec	PQ
Saskatchewan	SN
Yukon Territory	YT

Criminal History

GCIC Operating Manual Message Keys must be used for Criminal History Inquiries and not III Message Keys provided in the NCIC Operating Manual

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1 **INTRODUCTION**

GCIC serves as the central repository for Georgia criminal history record information (CHRI) and operates and maintains the Automated Fingerprint Identification System (AFIS) and the state computerized criminal history (CCH) database, which currently contains records on more than 3, 500,000 persons. Operation and maintenance includes, as examples: collection, retention and dissemination of CHRI; ensuring the quality of CHRI; submitting CHRI to the FBI for uses by criminal justice agencies nationwide as well as for homeland security and firearms background check purposes; and, providing access for administration of criminal justice and for employment/licensing purposes.

Criminal History Record Information (CHRI) – Information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising there from including acquittal, sentencing, correctional supervision and release. Such term also includes the age and sex of each victim as provided by criminal justice agencies. The term does not include identification information, such as fingerprint records not related to an arrest, to the extent that such information does not indicate involvement of the individual in the criminal justice system. (GCIC Council Rule 140-1-.02).

Personally Identifiable Information (PII) is information which can be used to distinguish or trace an individual's identity, such as name, social security number, or biometric records, alone or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, or mother's maiden name. Any FBI CJIS provided data maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history may include PII. A criminal history record for example inherently contains PII as would an N-DEx case file.

PII shall be extracted from Criminal Justice Information (CJI) for the purpose of official business only. Agencies shall develop policies, based on state and local privacy rules, to ensure appropriate controls are applied when handling PII extracted from CJI. Due to the expansive nature of PII, this policy does not specify auditing, logging, or personnel security requirements associated with the life cycle of PII. (CJIS Security Policy Section 4.3).

2 COMPUTERIZED CRIMINAL HISTORY FILE

- A. The Computerized Criminal History (CCH) file for the State of Georgia is maintained by GCIC.
- B. GCIC maintains the official log for the State of Georgia. GCIC logs all criminal history record inquiries (IQ) and record requests (FQ) transmitted to GCIC via CJIS network devices or NCIC/Nlets data lines.
- C. The following minimum information shall be maintained in GCIC CJIS computer system logs:
- Date, time, and purpose of each inquiry or request;
 - Identification of each requester;
 - The actual name or initials of the terminal operator making the inquiry;
 - Identification of each person inquired upon in the record inquiry messages;
 - Each record subject's GCIC assigned state identification (SID) and/or FBI number in record request messages;
 - Agency Reference Numbers (ARN) shall be incident report numbers, other criminal case numbers, docket numbers, inmate numbers, or any other numbers which link criminal history record requests to criminal investigations or specific files.
- D. Agencies with direct CJIS network access may elect to maintain paper or computerized logs to routinely control and document criminal history record inquiries and record requests. Agencies may also request printouts of GCIC computer system logs when required for internal investigations or other special operational purposes. Contact the GCIC Investigative Support Unit at (404) 270-8422 or (404) 270-8421 for this service.
- E. Any secondary dissemination (internal or external) of CHRI *must* be logged at the local agency, if the name of the secondary recipient is not entered into the Attention (ATN) field of the request.

NOTE: All CHRI documents, when not under the supervision of criminal justice employees, *must* be kept in secured storage such as locking metal file cabinets (GCIC Council Rule 140-2-.02).

3 PURPOSE CODES

Purpose Codes are used to indicate the intended use of requested CCH records. All inquiries *must* include one of the following purpose codes:

PUR CODE	DESCRIPTION	RULES
C	Administration of Criminal Justice (CJ)	<p>Authorized for detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. Used for criminal investigations of domestic violence or stalking cases by law enforcement agencies.</p> <p>Under the provisions of the Adam Walsh Act, DHR, including county DFCS offices may access criminal histories using an ‘F’ ending ORI <i>only</i> when making criminal history record inquiries for the purpose of investigating or responding to reports of child abuse, neglect, or exploitation.</p> <ul style="list-style-type: none"> ▪ Displays complete Georgia criminal history except restricted and destroyed juvenile records. ▪ Disseminates III criminal history. ▪ Authorized for criminal justice use only. ▪ No consent required. <p>Security of a criminal justice facility:</p> <ul style="list-style-type: none"> ▪ Vendors or contractors at the CJ agency, who are <i>NOT</i> involved with the actual administration of criminal justice at the CJ agency, e.g. carpet cleaner, individuals responsible for maintaining vending machines, janitors, cooks, etc. ▪ Volunteers at the CJ agency who are <i>NOT</i> involved with the actual administration of criminal justice at the CJ agency, e.g. participants in community ride along programs, volunteers at a confinement facility who are providing social or community services rather than rehabilitative services, etc. ▪ Confinement facility visitors. ▪ Inmates of a confinement facility. ▪ Inmate’s mailing list where there is reason to believe that criminal activity is occurring or has occurred.

D	Domestic Violence and Stalking	<p>Authorized for uses by civil or criminal courts in domestic violence or stalking cases (<i>must</i> submit query with ORI ending in A, D, J)</p> <ul style="list-style-type: none"> ▪ Displays complete Georgia criminal history except restricted and juvenile records. ▪ Disseminates III criminal history. ▪ No consent required.
E	Non-criminal justice	<p>Authorized for non-criminal justice purposes where consent is provided. Employment, military, firefighters, licensing, international travel, inspection of one's own criminal history record and prospective adoption/foster parents.</p> <ul style="list-style-type: none"> ▪ Displays complete Georgia criminal history except restricted and juvenile records. ▪ Requires consent of individual.
F	Concealed Carry Permits and Weapon release/transfer checks	<p>Concealed Carry Permits – Authorized for use by Probate Courts for issuing concealed permits.</p> <ul style="list-style-type: none"> ▪ Displays complete Georgia criminal history to include restricted records that contain completed first offender sentences for drug offenses. ▪ Does not display other restricted or juvenile records. ▪ Disseminates III criminal history. ▪ Probate Court ORI <i>must</i> be used to receive complete records and NICS checks. ▪ Requires consent of individual (permit application is acceptable as consent). <p>Weapon release/transfer checks – Authorized for use by Police Departments and Sheriff's Offices to check persons that pawned firearms and before returning weapons from evidence.</p> <ul style="list-style-type: none"> ▪ Displays complete Georgia criminal history except restricted and juvenile records. ▪ No consent required. <p>➤ As of July 1, 2006, any person prohibited</p>

		<p>from possessing firearms pursuant to federal law may not be issued a pistol permit or temporary renewal permit (O.C.G.A. § 16-11-129). The amended statute requires a background check of the FBI's National Instant Criminal Background Check System (NICS) prior to issuance of permits and renewals as well as a check of the U.S. Immigration and Customs Enforcement (ICE) records for non-citizen applicants.</p> <p>➤ For both license applications and renewals, the probate court judge shall direct the law enforcement agency to request a fingerprint-based criminal history records check from the Georgia Crime Information Center (GCIC) and the FBI for purposes of determining the suitability of the applicant and return an appropriate report to the court.</p>
H	Housing Authority	<p>Public Housing Authority (PHA) use allowed for IQ only. Public Housing Authority ORI ending in Q is required.</p> <ul style="list-style-type: none"> ▪ The IQ responses will provide a list of three subjects whose name and personal descriptors match or are close to those of the inquiry. The local law enforcement agency is authorized to inform the PHA that the applicant may have a criminal history within Georgia and the FBI's Interstate Identification Index. ▪ If the PHA wants to obtain the full FBI criminal history record, the applicant's fingerprints <i>must</i> be submitted through an approved channeling agency or the GAPS. ▪ If the FBI makes a positive identification, the matching record from the III file will be provided to the PHA. If no matching identification is made, the FBI will advise the PHA that the subject has no criminal history record on file. ▪ Requires consent of individual. ▪ <i>The option of using Purpose Code E with a signed consent form or fingerprint cards for a</i>

		<i>Georgia record has not changed.</i>
J	Criminal Justice (CJ) Employment – Civilian or Non-Sworn Personnel	<p>Authorized for civilian employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency maintains management control.</p> <ul style="list-style-type: none"> ▪ Displays complete Georgia criminal history except restricted and juvenile records. ▪ Disseminates III criminal history. ▪ Requires consent of individual. <p>This code is also used for the following:</p> <ul style="list-style-type: none"> ▪ Security of a criminal justice facility: <ul style="list-style-type: none"> ➤ Vendors or contractors at the CJ agency who ARE involved with the actual administration of criminal justice at the CJ agency, e.g. personnel involved with maintenance of computer systems, upgrading records system, data entry clerk, etc. ➤ Volunteers at the CJ agency, who ARE involved with the actual administration of criminal justice at the CJ agency, e.g. volunteer dispatcher, volunteer data entry clerk, volunteers at a confinement facility who are providing inmate rehabilitative services, etc.
L	Lawyer	<ul style="list-style-type: none"> ▪ Displays complete Georgia criminal history except juvenile records. ▪ Local criminal justice agencies may process CHRI requests from a Public Defender’s Office when that Office has a State assigned ORI (ends in S). When processing those CHRI requests, the local agency <i>must</i> use the Public Defender’s ORI and purpose code L. Consent of the individual (criminal defendant or witness) is not required.
M	Individual applying for employment with a facility, as defined in O.C.G.A. §37-3-1 or O.C.G.A. §37-4-2, that provides	<p>Applicants seeking employment with facilities per statute.</p> <ul style="list-style-type: none"> ▪ Displays complete Georgia criminal history to include completed first offender sentences for certain offenses when the offender was

	services to persons that are mentally ill, as defined in O.C.G.A. §37-3-1, or developmentally disabled, as defined in O.C.G.A. §37-4-2.	<p>discharged on or after July 1, 2004.</p> <ul style="list-style-type: none"> ▪ Requires consent of individual.
N	Individual applying for employment with a nursing home, personal care home or a person or entity that offers day care for elderly persons.	<p>Applicants seeking employment with facilities per statute.</p> <ul style="list-style-type: none"> ▪ Displays complete Georgia criminal history to include completed first offender sentences for certain offenses when the offender was discharged on or after July 1, 2004. ▪ Requires consent of individual.
O	Insurance Commissioners	<p>Authorized for use by Georgia Insurance Commissioner (GA922954Z).</p> <ul style="list-style-type: none"> ▪ Displays complete Georgia history to include completed first offender sentences when the offender was discharged on or after April 18, 2006. ▪ Must be fingerprint-based and electronically submitted to GCIC
P	Public Records	<ul style="list-style-type: none"> ▪ Displays Georgia felony convictions only. ▪ No consent required.
S	Security Clearance	<p>Authorized for use by Federal SCIA agencies with an ORI that ends with an R</p> <ul style="list-style-type: none"> ▪ Displays complete Georgia criminal history except restricted and juvenile records. ▪ Disseminates III criminal history.
V	Visa Applicants	<p>Authorized for use when the III transaction is made for the purpose of determining eligibility for visa application. Limited to IQ inquiries by the Department of State, Consolidated Immigrant Processing Visa Center.</p> <ul style="list-style-type: none"> ▪ Disseminates III criminal history. ▪ Requires consent of individual.

W	Individual applying for employment with a public school, private school, child welfare agency or a person or entity that provides day care for minor children or after school care for minor children.	<p>Applicants seeking employment with facilities per statute.</p> <ul style="list-style-type: none"> ▪ Displays complete Georgia criminal history to include completed first offender sentences for certain offenses when the offender was discharged on or after July 1, 2004. ▪ Requires consent of individual.
X	Exigent Purposes	<p>Authorized for use by DHR Office of Investigative Services (GA060019T) for emergency placement of children under exigent circumstances. There is a requirement to follow up with submission of fingerprints within 15 days, unless there is no placement and then that <i>must</i> be logged by DHR.</p> <ul style="list-style-type: none"> ▪ Displays complete Georgia criminal history except restricted and juvenile records. ▪ Disseminates III criminal history. ▪ No consent required.
Z	Criminal Justice Employment	<p>Authorized for criminal justice employment checks when the request for information is an inquiry about a person who has applied for employment in a certified position or a person who is an applicant, candidate, or peace officer as defined in O.C.G.A. § 35-8-2.</p> <ul style="list-style-type: none"> ▪ Displays complete Georgia criminal history to include restricted records that contain completed first offender sentences for any offense. ▪ Disseminates III criminal history. ▪ Requires consent of individual. <p>Other employees that are POST-certified and/or designated as peace officers:</p> <ul style="list-style-type: none"> ▪ Employees of the Department of Transportation in the Office of Permits and Enforcement ▪ Employees of the Department of Juvenile

		<p>Justice who are designated by the commissioner to investigate and apprehend unruly and delinquent children</p> <ul style="list-style-type: none"> ▪ Employees of the Department of Corrections or municipal correctional institutions that employ 300 or more correctional officers, county probation systems, and county correctional institutions who are authorized to exercise powers of arrest. ▪ Employees of the State Board of Pardons and Parole ▪ Administrative investigators who are agents, operatives, investigators, or officers of this state whose duties include the prevention, detection and investigation of violations of law and the enforcement of administrative, regulatory, licensing, or certification requirements of his or her respective employing agency ▪ POST-certified jail and juvenile corrections officers ▪ POST-certified communications officers
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ATTORNEY ACCESS TO CHRI:

Access to CHRI by attorneys varies depending upon whether the attorney is requesting information in a criminal or civil case:

CHRI from local and GCIC files pertaining to a *defendant or witness in a CRIMINAL case* may be disseminated to the *defendant's attorney* upon written request to GCIC for each person on which a record is requested using purpose code L. The written request must contain the type of case (i.e. State vs. John Doe) and the name and identifying information (sex, race, date of birth, and social security number if available) for each person on which a record is requested. A \$15.00 fee payable to GCIC by business check or money order is required for each request. In *CIVIL cases*, only felony conviction criminal history information is disseminated in compliance with public information law. Access to the III information maintained by the FBI may not be requested in criminal cases or disseminated to the criminal defense attorney, except by prosecutors in certain specific situations.

Such disseminations may only be made by GCIC per O.C.G.A § 35-3-34(a)(2).

Written requests along with a \$15.00 business check or money order should be mailed to:

Georgia Crime Information Center

CCH/Identification Services Unit
ATTN: Attorney Request
P.O. Box 370808
Decatur, GA 30037-0808

Requests for criminal history record information from attorneys in CIVIL cases may be processed by local criminal justice agencies. When attorneys provide the signed consent of the persons whose records are sought, the full Georgia record is provided. Access to the III information maintained by the FBI may not be requested in civil cases or disseminated to attorneys.

➤ PRIVATE ATTORNEY ACCESS

The criminal defense attorney may obtain this information from GCIC based on submission of a written request which must contain the type of the case (i.e. State vs. John Doe) and the name and identifying information (sex, race, date of birth, and social security number) for each person on which a record is requested.

➤ PUBLIC DEFENDERS

Assignment of an ORI number enables a Public Defender's Office to:

- 1) Make arrangements with any local law enforcement agency or court to run criminal history records on its behalf. Inquiries must contain the ORI of the Public Defender's Office and ran using Purpose Code "L". Consent of the individual (criminal defendant or witness) is not required. Agencies should create a system for audit purposes, i.e. a log that contains, at a minimum, the criminal defense attorney's name, address, type of case (State vs. John Doe), and the name and identifying information (sex, race, date of birth, and social security number) for each person for whom a record is requested.
- 2) Obtain access to the CCH UI to run its own Georgia criminal history records.

Definitions:

1. Completed First Offender Act - O.C.G.A. § 42-8-62. Restricts dissemination of specific charge(s) for which the offender received, and was successfully discharged under, the First Offender Act. Does not include exclusions noted in O.C.G.A. § 35-3-34.1 when the offender was discharged under the First Offender Act on or after July 1, 2004. All other charges and dispositions will be released.

2. Restricted Record – O.C.G.A. § 35-3-37 (a) (6). 'Restrict,' 'restricted,' or 'restriction' means that the criminal history record information of an individual relating to a particular charge shall be available only to judicial officials and criminal justice agencies for law enforcement or criminal investigative purposes or to criminal justice agencies for purposes of employment in accordance with procedures established by the center and shall not be disclosed or otherwise made available to any private persons or businesses pursuant to Code Section 35-3-34. All other charges and dispositions will be released.

3. Juvenile - An offender who was 16 years of age or younger at the time of arrest, charged with a felony offense and not being treated as an adult. Active juvenile records are available to law enforcement for administration of criminal justice purposes. Active juvenile records are not disseminated for employment and licensing purposes. Restricted juvenile records are available to law enforcement via a court order for the administration of criminal justice.

The following chart indicates the files that are checked and which purpose codes require consent:

Purpose Codes	Consent Form Required*	Checks Georgia CCH	Checks FBI III	Disseminates Georgia First Offender Information
C		X	X	X
F	X	X	X	X**
J	X	X	X	
E	X	X		
P		X		
H	X	X	X	
D		X	X	
L		X		X
M	X	X		X**
N	X	X		X**
O	X	X		X
S		X	X	
V	X	X	X	
W	X	X		X**
X		X	X	
Z	X	X	X	X

**A set of applicant fingerprint cards may be used instead of a signed consent form.*

***Only certain types of offenses will be disseminated.*

3.1 PUBLIC HOUSING AUTHORITY (PHA) INQUIRY

Purpose Code H is used for Public Housing Authority (PHA) inquiries only. The PHA will have an ORI ending with Q and this ORI *must* be used when making IQ inquiries. FQ inquiries are not permitted for Purpose Code H.

The PHA is **not** authorized to receive full criminal history record information from the local law enforcement agency. If the PHA wants a full criminal history record from the FBI's Interstate Identification Index (III) after receiving the IQ information, the PHA *must* submit fingerprint cards to the FBI via an approved channeling agency or the GAPS.

If the PHA does not have an ORI, the law enforcement agency may run the inquiry with a signed consent form using Purpose code E.

3.2 CRIMINAL RECORD CHECK FOR PROVIDERS OF CARE TO CHILDREN, THE ELDERLY AND PERSONS WITH DISABILITIES (INCLUDING VOLUNTEERS)

Code Section § 35-3-34.2 authorizes the exchange of national criminal history record checks on providers of care to children, the elderly, and persons with disabilities, including but not limited to, volunteers with youth sports organizations and other youth activities.

The purpose of this code section is to authorize and facilitate, *but not require*, the exchange of national criminal history record checks with authorized agencies on behalf of qualified entities as authorized under federal law.

Authorized Agency: any local government agency designated to report, receive, or disseminate information under the National Child Protection Act (NCPA) and Volunteers for Children Act (VCA).

Qualified Entity: a business or organization, whether public, private, for profit, not for profit, or volunteer, that provides care or care placement services, including a business or organization that licenses or certifies others to provide care or care replacement services.

An authorized agency, other than a criminal justice agency as defined in O.C.G.A. § 35-3-30, must request an ORI from the FBI for the express purpose of submitting national criminal history record checks under this code section.

Requests for an ORI must be made in writing to the FBI through the Georgia Crime Information Center (GCIC).

Requests for national criminal history record checks **must be fingerprint based and submitted directly to GCIC**. GCIC will perform a state records check and forward the fingerprint cards to the FBI for a national check. Responses from both the state and national criminal history record checks will be returned to the authorized agency.

The state criminal history response may be provided in its entirety directly to the qualified entity; however, federal law and regulations do not permit the qualified entity full access to the national criminal history record. Therefore, the authorized agency is responsible for review of the national criminal history record to make a fitness determination of the applicant or volunteer based on the national record. Only the final fitness determination decision, and not the national record, may be provided to the qualified entity.

3.3 DOMESTIC VIOLENCE & STALKING INQUIRY

Purpose Code D is for court use only. The FBI is required to maintain an accounting of the nature and purpose of each record disclosure. The FBI has established Purpose Code D for civil cases relating to domestic violence and stalking. Information in records that have been restricted by the state will not be included in the response. Run purpose code 'D' with a Court ORI only.

For criminal domestic violence and stalking investigations by law enforcement, use Purpose Code C.
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3.4 FBI INTERSTATE IDENTIFICATION INDEX (III) INQUIRY

Information from the FBI Interstate Identification Index (III) file can only be used for criminal investigations and criminal justice employment. It is a violation of FBI policy and the GCIC Council Rules to access the FBI III file to check criminal history record information for licensing or other non-criminal justice employment purposes (GCIC Council Rule 140-2-.04).

When performing a criminal history inquiry for criminal investigation or criminal justice employment, your check of Georgia records will also generate an automatic check of records listed in the FBI's III.

All fifty states and the District of Columbia participate in the III and will automatically furnish their records.

3.5 NATIONAL FINGERPRINT FILE (NFF)

The FBI's III program provides for the decentralized interstate exchange of criminal history record information and is part of the FBI's Criminal Justice Information Services (CJIS) Division's Integrated Automated Fingerprint Identification System (IAFIS). When the III concept was adopted in 1978, the ultimate goal was to develop the NFF, which places primary responsibility for maintenance and dissemination of criminal history record information on each state repository, instead of the FBI.

The current NFF states are: Colorado, Florida, Georgia, Hawaii, Idaho, Kansas, Maryland, Minnesota, Montana, New Jersey, North Carolina, Oklahoma, Oregon, Tennessee and Wyoming.

A NFF state submits a single fingerprint image to the FBI for each criminal offender to identify the offender at the national level and create a pointer record to the contributing state. Subsequent arrest fingerprint images and related disposition and expungement documents for all arrests are used by the state to update its own records and are not forwarded to the FBI/III Program. A NFF state will only forward subsequent arrest and disposition data to the FBI if the state has not assumed control of the record, i.e. no State Identification Number (SID) is available at the state level, even though state criminal history data may exist at the FBI.

As a NFF State, the Georgia Crime Information Center's (GCIC) Computerized Criminal History (CCH) database has become the primary source of state criminal history records, for both criminal justice and non-criminal justice purposes.

If an individual has a criminal history record in Georgia as well as other states, you will receive the Georgia record and a III response listing other states with information on the requested individual when using the Full Query (FQ) message key with a SID and purpose codes that permit access to III. Those states will automatically respond, via III or independently with a full record. If the individual only has a Georgia criminal history record, you will receive a response from III saying that no additional data is available beyond what your state has already provided.

If an individual only has a criminal history record in another state or was arrested by a federal agency, i.e. ATTF, DEA, FBI you will receive the FBI/III record containing out-of state and federal criminal history information when using the Full Query (FQ) message key with a Federal Identification Number (FBI Number) and purpose codes that permit access to III

Please note that the FBI/III record will not include Georgia criminal history record information except where Georgia has not assumed control of the Georgia record at the FBI.

When you submit live scan arrest fingerprints and request a rapsheet response or use the “Search Only” feature, you will receive the standard live scan response with the subject’s SID and FBI numbers. As with CJIS FQ inquiries, you will receive a full Georgia record but only receive the FBI/III record if the individual has a federal or out-of-state criminal history record or the Georgia criminal history record if Georgia has not assumed control of the record.

NFF Information regarding the return of CHRI for applicant fingerprint-based checks is available in the Non-Criminal Justice User Guide.

4 **MESSAGE KEYS**

A Message Key is used to identify each type of criminal history inquiry. Criminal history message keys are as follows:

MESSAGE KEY	OPERATION	PURPOSE
IQ	<p style="text-align: center;">INQUIRY Criminal History Search</p> <ul style="list-style-type: none"> • Georgia • Out-of-State • Canada 	<p>To search computerized criminal history files to determine if a subject has a criminal record in Georgia and other states or on the FBI III.</p> <p>If a record exists, a SID and/or FBI Number is provided.</p> <p>Only purpose codes C, D, F, H, J, S, X and Z can be used for out-of-state inquiries.</p> <p>Some states allow purpose code E inquiries. Prior to performing an inquiry using purpose code E, run a SIRHELP to that state to obtain its requirements.</p>

FQ	<p style="text-align: center;">REQUEST</p> <p>Complete Rapsheet</p> <ul style="list-style-type: none"> • Georgia • Out-of-State • Canada • Mug Shots (via LEMS/JX) 	<p>To request the rapsheet (criminal record) from Georgia and other states on a subject by using the SID or the FBI Number provided by an IQ inquiry and if the subject is a multi-state offender, rapsheets from other states and the FBI III.</p> <p>Only purpose codes C, D, F, J, S, X and Z can be used for out-of-state inquiries.</p> <p>Some states allow purpose code E inquiries. Prior to performing an inquiry using purpose code E, run an SIRHELP to that state to obtain its requirements.</p> <p>To request an image along with the criminal history, perform a Criminal History Inquiry (FQ) and include a 'Y' in the Image Request (IMQ) data field. If the IMQ is left blank, it will default to 'N'.</p>
AQ	<p style="text-align: center;">REQUEST</p> <p>Supplemental Information Request</p>	<p>To request supplemental data such as photographs, criminal records, identifiers, fingerprint cards, dispositions, and special file searches when the IQ and FQ inquiries do not provide the information needed.</p> <p>To request special searches when you have insufficient information to perform IQ messages.</p>
AR	<p style="text-align: center;">RESPONSE</p> <p>Supplemental Information</p>	<p>To transmit a response to a request for supplemental criminal history record information made to your agency in an AQ inquiry.</p>
COR	<p>Georgia Corrections Case History Files</p>	<p>To obtain an inmate's Case History File</p>

5 GEORGIA & OUT-OF STATE CRIMINAL HISTORY SEARCH

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY Criminal Record Search (Georgia and Out-of-state)	IQ	To search computerized criminal history files to determine if a subject has a criminal record in Georgia and other states on the FBI III. If a record exists, a SID and/or FBI Number is provided.

Note: Only purpose codes C, D, F, H, J, S, X and Z can be used for out-of-state inquiries. Some states allow purpose code E inquiries. Prior to performing an inquiry using purpose code E, run a SIRHELP to that state to obtain their requirements.

5.1 REQUIRED FIELDS

IQ	Message Key
ORI	Originating Agency Identifier
DST	Destination Up to five 2-character state or regional codes
PUR	Purpose Code
ATN	Attention field Enter the name of the actual requester of the information and the terminal operator's name or initials.
ARN	Agency Reference Numbers (Required with purpose codes C, F, L, and X) <ul style="list-style-type: none"> • Incident Report Numbers • Other Criminal Case Numbers • Docket Numbers • Inmate Numbers • Other significant numbers that link criminal history records requests to criminal investigations or specific files that establish an audit trail leading to the location of the record

NAM Name

one or more of the following fields or group of fields

DOB Date of Birth
Refer to SIR HELP File for state format requirement

SEX Sex
RAC (optional) Race

or

SOC (optional) Social Security Number

and/or

MNU (optional) Miscellaneous Number

6 GEORGIA & OUT OF STATE FULL RECORD REQUEST

<u>OPERATION</u>	<u>MESSAGE</u>	<u>PURPOSE</u>
REQUEST Full Record Request	<u>KEY</u> FQ	To request the rapsheet (criminal history) from Georgia and other states on a subject by using the SID or FBI Number provided by the IQ inquiry <i>and</i> if the subject is a multi-state offender, rapsheets from other states and the FBI III.

Note: Only purpose codes C, D, F, J, S, X and Z can be used for out-of-state inquiries. Some states allow purpose code E inquiries. Prior to performing an inquiry using purpose code E, run an SIRHELP to that state to obtain its requirements.

6.1 REQUIRED FIELDS

FQ	Message Key
ORI	Originating Agency Identifier
DST	Destination Up to five 2-character state or regional codes Not required with FBI Number

PUR	Purpose Code
ATN	Attention field Enter the name of the actual requestor of the information and the terminal operator's name or initials.
ARN	Agency Reference Number (Required with purpose codes C, F, L and X) <ul style="list-style-type: none"> • Other Criminal Case Numbers • Incident Report Numbers • Docket Numbers • Inmate Numbers • Other significant numbers that link criminal history records requests to criminal investigations or specific files that establish an audit trail leading to the location of the record
SID	State Identification Number
	or
FBI	FBI Number optional (for receiving Agency)
DPT	Department
BLD	Building
ADR	Address
CIS	City & State
ZIP	Zip Code

7 SUPPLEMENTAL CRIMINAL RECORD REQUEST

<u>OPERATION</u>	<u>MESSAGE</u>	<u>PURPOSE</u>
REQUEST Supplemental Criminal History Information	<u>KEY</u> AQ	To request supplemental information such as photographs, criminal records, identifiers, fingerprint cards, dispositions, and special file searches from agencies when the IQ and FQ inquiries do not provide the information needed

7.1 REQUIRED FIELDS

AQ	Message Key
ORI	Originating Agency Identifier
DST	Destination Enter up to five 2-character state codes
PUR	Purpose Code
ATN	Attention field Enter the name of the actual requestor of the information and the operator's name or initials and the case number, if available.

The text of your message should include appropriate information to identify the subject and specify the type of information that your agency is requesting.

8 SUPPLEMENTAL CRIMINAL RECORD RESPONSE

<u>OPERATION</u>	<u>MESSAGE</u>	<u>PURPOSE</u>
RESPONSE Supplemental Criminal History Information	KEY AR	To transmit a response to a request for supplemental criminal history information made to your agency in an AQ inquiry

8.1 REQUIRED FIELDS

AR	Message Key
ORI	Originating Agency Identifier
DST	Destination
PUR	Purpose Code
ATN	Attention field Enter the name of the actual requestor of the information and the terminal operator's name or initials and the case number if available.
TEXT	Text Area Enter response to supplemental request

9 DEPARTMENT OF CORRECTIONS CASE HISTORY FILE

Questions in regard to file content for this Corrections file should be made to the Georgia Department of Corrections Communication Center at 404-651-6511.

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY Record Search	COR	To obtain an inmate's Case History File

9.1 REQUIRED FIELDS

COR	Message Key
ORI	Originating Agency Identifier
ATN	Attention Field Enter the name of the actual requestor of the information and the terminal operator's name or initials and the case number if available.
	either
CSE	Corrections/Parole Number The corrections/parole number can be found in the Georgia Criminal History and Final Disposition. An inmate number will be a maximum of six characters. A probation number will be a maximum of ten characters
	or
NAM	Name
DOB	Date of Birth
SEX	Sex
RAC	Race
	or
SOC	Social Security Number

APPENDIX A

Criminal History Data Field Codes

Code	Description	Length	Characters Allowed
ADR	Address	1-30	Letters & Numbers
ARN	Agency Reference Number	1-20	Letters & Numbers
ATN	Attention Field	1-30	Letters
BLD	Building	1-30	Letters & Numbers
CIS	City & State	1-30	Letters
CSE	Corrections/Parole Number	6-10	Letters & Numbers
DOB	Date of Birth	8-8	Numbers
DPT	Department	1-30	Letters & Numbers
DST	Destination State	9-9	Letters & Numbers
FBI	FBI Number	1-9	Letters & Numbers
FPS	Canadian Identification Number	1-7	Letters & Numbers

Code	Description	Length	Characters Allowed
MNU	Miscellaneous Identifying Number	1-15	Letters & Numbers
NAM	Name	30-50	Letters
ORI	Originating Agency Identifier	9-9	Letters & Numbers
PUR	Purpose Code	1	Letter
RAC	Race	1	Letter
RAR	Request Additional Records	1-13	Letters & Numbers
SEX	Sex	1	Letter
SID	State Identification Number	1-9	Letters & Numbers
SOC	Social Security Number	9-9	Numbers
ZIP	Postal ZIP Code	5-9	Numbers

APPENDIX B
Criminal History Data Fields, Edits and Rules

ADR	Address	The address of the agency requesting the criminal history record.
ARN	Agency Reference Number	Agency Reference Numbers (Required with purpose codes C, L, X and F) shall be incident report numbers, other criminal case numbers, docket numbers, inmate numbers, and other significant numbers that link criminal history record requests to criminal investigations or specific files that establish an audit trail leading to the location of the record.
ATN	Attention	Must contain the name of the actual requestor of the information and the terminal operator's name or initials.
BLD	Building	The name of the building in which the agency is located
CIS	City and State	The city and state of the requesting agency. Separate the city and state with a comma.
CSE	Corrections/Parole Number	The number can be found in the Georgia Criminal History or the Department of Correction's website: http://www.dcor.state.ga.us/
DOB	Date of Birth	Must be entered in year, month and day order. (July 4, 1980 would be entered as DOB <u>19800704</u>).
DPT	Department	The name of the requesting agency.

DST	Destination State	Indicates the destination of the inquiry. It can be an ORI, two-letter State Code, Region Code, or Canadian Province Code (CN).
FBI	FBI Number	A unique number assigned to the subject by the FBI Identification Division.
FPS	Canadian Identification Number	This is the unique number assigned to an individual based on fingerprints (similar to the FBI number in the United States).
MNU	Miscellaneous Identifying Number	This field contains a two-letter identifying code which specifies the type of identification number, followed by a hyphen and the identification number. See Persons, Section 15, of the NCIC Code Manual, or use the NCIC On-Line Code Manual.
NAM	Name	Must be entered as last name, mandatory comma, space (optional), first name or Initial, mandatory space, middle name(s) or initial(s) if any, mandatory space and suffix denoting seniority, if any. Example: SMITH, JOHN DOE JR
ORI	Originating Agency Identifier	Unique identification number assigned to criminal justice agencies by the FBI. If you are requesting a criminal history record for a non-terminal agency, e.g. DA, Court, etc., use their ORI in the inquiry. See the ORI section of the NCIC Operating Manual for more information.
PUR	Purpose Code Refer to Section 3 for more detailed information on purpose codes.	Purpose codes are used to indicate the intended use of requested CHRI. Your inquiry/request must include one of these appropriate codes.

RAC	Race	<p>Must be one of the following:</p> <p>W White</p> <p>B Black</p> <p>I American Indian or Alaskan Native</p> <p>A Asian or Pacific Islander</p> <p>U Unknown</p>
RAR	Request Additional Records; Canadian Inquiry	<p>Request additional records using data from the last record received or request additional records in the original inquiry in the following format: XX,YYYYYYY,ZZ where: XX = number of additional records (up to 10)</p> <p>This is the only part of the RAR field needed if used on the initial inquiry. YYYYYYY = FPS # of last record received.</p> <p>ZZ = score of last record received.</p>
SEX	Sex	Must be either F (female) or M (male).
SID	State Identification Number	Number that is assigned by GCIC or appropriate state bureau (when referring to another state's record) when a criminal record is established.
SOC	Social Security Number	Must not be less than 001010001 or have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth positions.
ZIP	ZIP Code	The zip code of the requesting agency's address.

APPENDIX C

EXAMPLE OF CONSENT FORMS

Georgia Bureau of Investigation Georgia Crime Information Center

Consent Form

I hereby give my consent for the _____
(criminal justice agency)

to receive any Georgia or III criminal history record information pertaining to me, as authorized under state and federal law for individuals seeking employment with a criminal justice agency.

Full Name (print)

Address

Sex

Race

Date of Birth

Social Security Number

Signature

Date

Special employment provisions (check if applicable):

- Employment with criminal justice agency – civilian (Purpose code ‘J’)
- Employment with criminal justice agency – P.O.S.T. certified (Purpose code ‘Z’)

One of the following must be checked:

- This authorization is valid for 90/180/____ (circle one) days from date of signature.
- I, _____ give consent to the above named to perform periodic criminal history background checks for the duration of my employment with this agency.

**Georgia Bureau of Investigation
Georgia Crime Information Center**

Consent Form

I hereby authorize _____
to receive any Georgia criminal history record information pertaining to me which may be in the files of
any state or local criminal justice agency in Georgia.

Full Name (print)

Address

Sex

Race

Date of Birth

Social Security Number

Signature

Date

Special employment provisions (check if applicable):

- Employment with mentally disabled (Purpose code 'M')
- Employment with elder care (Purpose code 'N')
- Employment with children (Purpose code 'W')

One of the following must be checked:

- This authorization is valid for 90/180/____ (circle one) days from date of signature.
- I, _____ give consent to the above named
to perform periodic criminal history background checks for the duration of my employment with
this company.

Data Communications LEMS

(not LEMS/JX)

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1 **INTRODUCTION**

This part of the CJIS Network Operations Manual explains the use of the following types of messages:

- Administrative Messages
- Broadcast messages sent nationwide, statewide or to specific areas
- Information from Nlets HELP File
- The National Insurance Crime Bureau's (NICB) HELP File
- Hazardous Materials
- Road and Weather Conditions
- Inquiry by
 - (a) Terminal Code
 - (b) ORI
 - (c) Location or ORI

2 MESSAGE KEYS

Message keys used to perform each of the data communications operations are as follows:

MESSAGE KEY	OPERATION	PURPOSE
AM	ADMINISTRATIVE MESSAGE	<p>To send a freeform text message to:</p> <ul style="list-style-type: none"> • other agencies in Georgia • other states • other countries including Canada <p>To send a broadcast message:</p> <ul style="list-style-type: none"> • within Georgia • throughout the nation <p>To receive a list of agencies participating in the Nlets Help Files.</p>
MQ	INQUIRY Hazardous Materials	To obtain information on the dangers and handling of hazardous materials.
HQ	INQUIRY Road and Weather Conditions	To obtain information regarding severe weather conditions and travelers' advisories throughout the nation.
TQ	INQUIRY By Location or ORI	<p>To obtain the ORI, name, address, and telephone number when you know the state and either:</p> <ul style="list-style-type: none"> • the city or county where the agency is located • the ORI of the agency

<u>MESSAGE KEY</u>	<u>OPERATION</u>	<u>PURPOSE</u>
TQ	INQUIRY Federal Agency NCIC Representative Nlets Representative By Location	To obtain the ORI of a federal agency or a state's NCIC or Nlets representative in a specific state
QO	INQUIRY By ORI	To obtain the telephone number, address, and name based on the agency's ORI
ZO	INQUIRY By ORI	To obtain the name of an agency by entering the agency's ORI

3 **ADMINISTRATIVE MESSAGE**

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
Administrative Message	AM	<p>To send a freeform text message to:</p> <ul style="list-style-type: none"> • other agencies in Georgia • other states • other countries including Canada <p>Sends a broadcast message:</p> <ul style="list-style-type: none"> • within Georgia • nationwide <p>To receive a list of agencies that participate in the Nlets HELP Files.</p>

3.1 WHEN TO SEND AN ADMINISTRATIVE MESSAGE

Administrative Messages are for official criminal justice business only.

- Use Administrative Messages to transmit the following types of messages:
- Information on a suspect wanted in conjunction with the death or aggravated battery of a law enforcement official
- Information on armed fugitives
- Escapees from custody when the fugitives are considered to be dangerous
- Severe weather or disaster alerts
- Death notices of actively employed and retired law enforcement officials
- Other information that has statewide law enforcement significance

3.2 WHERE TO SEND AN ADMINISTRATIVE MESSAGE

An Administrative Message may be sent:

- To one terminal only
- To groups of terminals
- As area broadcasts
- As statewide broadcasts
- As nationwide broadcasts

3.3 **ADMINISTRATIVE MESSAGE RESTRICTIONS**

Transmitting the following types of Administrative Messages is strictly **prohibited**.

DO NOT use an Administrative Message for the following purposes:

- Personal or private interests
- Social announcements
- Recruitment of personnel
- Messages in which the victim is only interested in the recovery of property
- Attempts to locate a person or vehicle *without* a warrant
- Messages of excessive length
- Subpoenas
- Curiosity
- Political or labor activities
- Messages relating to requests for information concerning salary, uniforms, or personnel
- Hit confirmation requests and responses (YQ/YR)
- Messages relating to the advertisement or sale of equipment
- Messages regarding wanted persons or stolen vehicles if they can be entered in GCIC/NCIC files.

Transmitting unauthorized terminal messages is strictly prohibited.

3.4 GEORGIA AND NATIONAL BROADCAST

A Georgia and/or National Broadcast sends an Administrative Message to multiple agencies within a particular region.

Refer to Appendix A for a list of Georgia Area Broadcast codes and Appendix B for a list of Nlets Regional Broadcast codes.

DO NOT use broadcast messages for the following purposes:

1. Attempt-to-locate messages without a warrant. Information on **wanted/missing persons, unidentified deceased and stolen property must** be entered in the GCIC/NCIC Hot File.
2. Messages regarding wanted/missing persons or stolen vehicles if they can be entered in GCIC/NCIC.
3. Messages on runaways if they can be entered in GCIC/NCIC
4. A message relating to requests for information concerning salary, uniforms, personnel, or related items that can be routinely obtained by correspondence or means other than statewide or national broadcasts.

The Georgia and National broadcast restrictions may be waived when:

1. A record cannot be entered in the GCIC/NCIC file.
2. Important additional information exists that cannot be entered in records entered in the GCIC/NCIC files.
3. A serious threat exists to law enforcement officers or other persons who may encounter the subject without warning.

Remember to send an Administrative Message to cancel 'be on the lookout' (BOLO) warnings if the person or property is located. Messages with BOLO warnings do not remain on the system and do not generate Hits.

3.5 REQUIRED FIELDS

AM Message Key
ORI Sender's Originating Agency Identifier
DRI Destination Routing Identifier

one of the following:

- Enter the ORI of the agency or agencies to which you are sending the message
- Enter the two (2) character state code to send the message. Refer to Appendix E
- Enter the appropriate Area Broadcast *Code(s)* Refer to Appendix A and B
- Enter the four (4) character terminal identifier of the sending agency to receive a copy of the message.

CTL (optional) Control Field

Included for special routing or control Information that the sending agency *must* have returned in order to match a response to an earlier message.

If you receive an Administrative Message containing a control field, you *must* ensure that the same control field information is included in all responses to that message.

TXT Text of Message

Enter the name of the originating agency, the date message was originated, the name of destination agency (the country), and the last name or initials of the terminal operator or author of the message and his/her location.

4 HOMELAND SECURITY MESSAGE

Since the attacks on the United States in September 2001, Nlets has been used to disseminate important security related information throughout the nation. The Administrative Message (AM), while a valuable tool, is a low priority message that in most cases requires state CJIS Systems Officers (CSO) to manually pass along the message within their jurisdictions. This manual intervention has caused delays in the dissemination of important messages.

To prevent further delay, Nlets has created a Homeland Security message specifically for emergency messages. Only approved agencies (Example: FBI, Homeland Security) will be allowed to create and send these messages.

A Homeland Security message is an *EMERGENCY ALERT* point to point free form message. This message is used for emergency situations for Homeland Security purposes *ONLY*. Although the same structure as the Administrative Message (AM) applies, the Homeland Security message is sent at a higher priority and has broader dissemination capabilities.

4.1 INFORMATION RECEIVED BY AN ORI

- Message Type
- Sending ORI
- Time and Date when message was received by Nlets
- Number of messages sent from the sending Point of Entry (POE)
- Destination ORI
- The three characters, "TXT"
- ****EMERGENCY ALERT**** (inserted by the Nlets system)
- Narrative portion of the text

4.2 SAMPLE MESSAGE

RECEIVE: HS.GAFBIAT00
09:50 05/01/08 00143
09:50 05/01/08 00014 GA0350200
TXT
****EMERGENCY ALERT****
EXAMPLE
ATTENTION POSSIBLE THREAT TO TALL BUILDINGS
(CONTINUE WITH TEXT)

5

Nlets HELP FILES

HELP Files provide information from states with information on Nlets and also provide assistance in interpreting and retrieving the contents of the files. Inquiries can be made in the following Nlets HELP Files:

FILE	DST CODE	DESCRIPTION
Criminal History	NLSIRHELP	Contains a list of states providing automated responses to IQ or FQ queries.
License Plate Number	NLLICHELP	Contains a list of states providing vehicle registration information.
Driver's License Number	NLOLNHELP	Contains a list of states providing automated driver's license information and a test record available to other users over Nlets.
Driver's License and Vehicle Registration	NLNOQHELP	Contains a list of states that support name only driver's license and vehicle registration inquiries.
Gun	NLGUNHELP	Contains a list of states that support inquiries to their Concealed Carry of Weapon Permit file.
Parole, Probation and Corrections	NLPPCHELP	Contains a list of states that support inquiries to their parole, probation and corrections file.
Sex Offender Registration	NLSORHELP	Contains a list of states that support inquiries to the Sex Offender Registry.
Boat and Snowmobile	NLBASHELP	Contains a list of states providing a boat/snowmobile HELP File and a test record to other users over Nlets.
Road/Weather Conditions	NXWTHHELP	Contains information on states that provide road/weather information on an automated and non-automated basis.
ORI Identifier	NLORHELP	Contains a list of states that accept Nlets assigned "S" ORIs. Nlets file only.
Federal Codes	FNORHELP	Contains a list of the federal codes that are converted to ORION Fed search codes in the ORION File.

5.1 INQUIRY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
Administrative Message Nlets HELP Files	AM	To receive a list of agencies participating in the Nlets File.

5.2 REQUIRED FIELDS

AM	Message Key
ORI	Originating Agency Identifier
DRI	Destination Routing Identifier

When requesting information from the HELP File, first query by placing NL in the DRI field to determine which state participates in the desired Nlets HELP File. When the participating state is identified, replace the first two (2) letters of the DRI field with the appropriate two (2) letter state code. Refer to Appendix E for a list of state codes.

6 REQUEST TO A FOREIGN COUNTRY

INTERPOL is an information exchange agency between domestic and international law enforcement agencies that forward messages to the foreign country. Requests should be made via the CJIS devices through Nlets. Provide as much information as possible in your request. The more information INTERPOL has, the faster your request can be processed. However the response from the foreign country may take several days. Include the country from which you want information and the reason for the request, which *must* be for investigative purposes. To contact INTERPOL, send an Administrative Message to DCINTER00 or call (202) 616-9000.

6.1 INQUIRY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
Administrative Messages to a Foreign Country	AM	To send a free form text message to a foreign country for information or assistance in interpreting information.

6.2 REQUIRED FIELDS

AM Message Key
ORI Sender's Originating Agency Identifier

DRI Destination Routing Identifier
DCINTER00 (via INTERPOL in
Washington, DC)

CTL (optional) Control Field

Included for special routing or control information which the sending agency *must* have returned in order to match a response to an earlier message.

If you receive an Administrative Message containing a control field, you *must* ensure that the same control field information is included in all responses to that message.

TXT Text of Message

Enter the reference number/message that should be included in all responses or future references to this message, the name of the originating agency, the date message was originated, the name of destination agency (the country, and the last name or initials of the terminal operator or author of the message and his/her location.

7 HAZARDOUS MATERIALS (HAZMAT)

The Hazardous Material File provides users with on-line information on hazardous materials. Inquiry is made on a four (4) digit internationally recognized code called a UNN. The UNN is normally found on the diamond-shaped sign attached to the vehicle or railroad car that will relate directly to the hazardous material therein.

The response to a hazardous material inquiry will indicate the following information:

- Chemical name
- Personal safety precautions
- General handling procedures
- Disposal methods
- Degree of hazard to public health
- Availability of countermeasure materials

If an actual emergency exists, contact CHEMTREC, Department of Transportation Emergency Response at (800) 424-9300. CHEMTREC is not directly involved with the

hazardous material file, but can provide additional and/or more detailed information on chemicals.

7.1 INQUIRY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY Hazardous Materials	MQ	To obtain information on the dangers and handling of hazardous materials.

7.2 REQUIRED FIELDS

MQ	Message Key
ORI	Originating Agency Identifier
DRI	Destination Routing Identifier Always enter NL.
UNN	Material Identification Code The four (4) digit code can normally be found on the diamond shaped sign attached to the outside of the vehicle.
CTL (optional)	Control Field Included for special routing or control information which the sending agency <i>must</i> have returned in order to match a response to an earlier message.

8 ROAD AND WEATHER CONDITIONS

Weather inquiries provide information regarding severe road conditions and travel advisories in participating states. Each state's road and weather file *must* contain enough information to be helpful and is updated on a regular basis to provide the most current information. Up to five (5) two character state codes are permitted per inquiry. Refer to Appendix E for a list of state codes.

Several states have chosen not to participate in the Road/Weather Inquiry and Response Program. Do not send weather inquiries to these states. A listing of states participating in the Road and Weather Program may be obtained by sending an Administrative Message to the NXWTHHELP HELP File.

EXAMPLE:

1. Use the **AM** operations message key.
2. Enter NXWTHHELP as the DRI Address to determine which states participate in the road and weather condition response reports.
3. Once you find out which states participate, replace the **NX** with the two (2) letter code of the desired participating state to retrieve the road and weather conditions from that state.

8.1 INQUIRY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY Road and Weather Condition	HQ	To obtain information regarding severe weather conditions and travelers' advisories throughout the nation.

8.2 REQUIRED FIELDS

HQ	Message Key
ORI	Originating Agency Identifier
DRI	Destination Routing Identifier The two (2) letter state code(s) that you are inquiring about. Enter a maximum of five (5) states per inquiry. Refer to Appendix E.

9 AGENCY TELEPHONE & ADDRESS BY ORI

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY	QO	To obtain the telephone number, address, and name based on the agency's ORI.

9.1 REQUIRED FIELDS

QO	Message Key
ORI	Originating Agency Identifier of sender
ORI	Originating Agency Identifier of the agency for which you are inquiring.

9.2 RESPONSE FIELDS

AN1	Agency Name	FPP	Foreign Postal Code
AN2	Agency Name	ORI	Originating Agency Identifier
AN3	Agency Name	SNA	Street Name
ATR	Agency Translation	SNU	Street Number
COU	County	STA	State Name
CRY	Country	TNO	Telephone Number
CTY	City Name	ZIP	ZIP Code
NLC	Newsletter Count		

10 AGENCY NAME BY ORI

<u>OPERATION</u>	MESSAGE <u>KEY</u>	<u>PURPOSE</u>
INQUIRY	ZO	To obtain the name of an agency by entering the agency's ORI.

10.1 REQUIRED FIELDS

ZO	Message Key
ORI	Originating Agency Identifier of sender
ORI	Originating Agency Identifier of the agency for which you are inquiring

11 ORI, NAME, ADDRESS, & PHONE BY LOCATION OR ORI

<u>OPERATION</u>	MESSAGE <u>KEY</u>	<u>PURPOSE</u>
INQUIRY	TQ	To obtain the ORI, name, address and telephone number when you know the state and either: <ul style="list-style-type: none">• The city or county the agency is located• The ORI of the agency

If more than three agencies are located in an area of inquiry, you will receive a list

of names and ORIs of all law enforcement agencies in that area. If you need assistance in determining which states provide this information, or to interpret information in TQ responses, refer to the NLORHELP file.

11.1 REQUIRED FIELDS

TQ Message Key
ORI Originating Agency Identifier
DRI Destination Routing Identifier.
 Enter the two-letter state code of the state in which the agency is located. Refer to Appendix E.

and one of the following:

ORI Originating Agency Identifier of the agency for which you are inquiring
LOC Location
 The city or county where the agency is located.
TYP (optional) When using location, if the type of agency is known, use the appropriate TYP code.

Type Code Agency Type

PD	Agency of city government
SO	Agency of county government
SA	Agency employed by a state with statewide jurisdiction
LE	Agency not fitting the above criteria
FE	Federal agency
JA	Prosecutor
JC	Corrections agency

JG	Probation agency
JJ	Court agency
JF	Federal non-law enforcement criminal justice agency
CJ	All defined non-law enforcement criminal justice agencies. Use as a general type for ORIs ending in B, M, N, or Y.
NJ	Non-criminal justice agencies

12 FEDERAL AGENCY, NCIC/Nlets REPRESENTATIVE ORI BY LOCATION

<u>OPERATION</u>	<u>MESSAGE</u>	<u>PURPOSE</u>
INQUIRY	KEY TQ	To obtain the ORI of a federal agency or a state's NCIC or Nlets representative in a specific state.

12.1 REQUIRED FIELDS

TQ	Message Key
ORI	Sender's Originating Agency Identifier
DRI	Destination Routing Identifier. Enter the two-letter state code of the state in which the agency is located. Refer to Appendix E.

and one of the following:

FED	Federal Agency Code Refer to Appendix C for the list of federal agency codes or the FNORHELP file. If you know the city in which the agency is located, enter a dash (-) followed by the name of the city.
------------	---

or

REP	Representative Code Enter NCIC or NLETS
------------	--

13 LEMS

LEMS is the software that presently operates the Georgia CJIS Network to enable GCIC to provide the best service to its users and to keep pace with future innovations and concepts.

Certain symbols are used to represent specific functions. Observe the following:

- <XXXX> Press the associated key
- “XXXX” Type as is (without the quotes)
- (XXXX) User supplies information (without the parenthesis)

When a + (plus) sign is in the lower right corner of a LEMS screen, there is an additional page. When a – (minus) sign is in the top right corner of a LEMS screen, there is a previous page.

13.1 KEYBOARDS AND FUNCTIONS

Before operating in LEMS, the keyboard type *must* be identified. Different keyboards and computer equipment configurations use different function keys.

Each agency TAC is responsible for assuring that ALL operators know their function key mapping. To identify the function keys on your keyboard, consult your:

- TAC
- Vendor
- LAN/Interface Manager
- Software/Hardware Manuals
- Software/Hardware Customer Support Personnel

Use the following table to map the functions and keys on your keyboard:

FUNCTION/KEY	DESCRIPTION
BACK TAB	Moves cursor to the left
CLEAR SCREEN	Clears the screen
DELETE	Delete
ERASE INPUT	Erases from cursor to end of line
HOME <HOME>	Moves cursor to top left corner of screen
INSERT	Put terminal in Insert Mode
NEWLINE	Moves cursor to the beginning of the next line
QUIT EMULATOR	Disconnects the user from the GO session
PA1	Retrieves Incoming Messages
PF2	Retrieves previous formatted screen used
PF3	Displays Network File’s Status (see also DFST <XMIT>)
PF4	Displays Terminal Status (see also DTST <XMIT>)

PRINT SCREEN	Prints the data on the screen
RESET	Resets terminal when keys are locked
SYSTEM REQUEST	Disconnects user from the LEMS session
TAB	Moves cursor to the right or next field
TRANSMIT <XMIT>	Sends a transaction to GCIC/NCIC

*Some of the above functions or keys may not be available on some terminals.

13.2 TERMINAL/AGENCY IDENTIFIERS

The following identifiers are important when discussing a terminal or communication problem with the Georgia Crime Communications Center (GCCC):

- ORI
- Terminal Code
- Operator ID
- Net Name
- Personal Identification Number (PID) that identifies the device
- Vendor
- Equipment Type
- For TCP/IP connections the IP address of the terminal is necessary to assist GCCC in identifying communications problems.

14 OPENING LEMS

Follow the instructions below:

1. Access the GO screen
Your vendor is responsible for showing you how to access the GO screen.
2. Clear the screen (optional)
The cursor should be in the <HOME> position.
3. Type "TIPGCIC" <XMIT>
The GCIC screen will appear
4. Clear the screen (optional)
The cursor should be in the <HOME> position.
5. Type "OPEN " <XMIT>.
6. Enter your Operator ID and Password <XMIT>
The LEMS screen will appear. You are now in the LEMS Session.
7. While you are in the LEMS session, a LEMS prompt (>) will appear in the HOME position. You *must* start at the prompt before you type any LEMS request.
8. Press your <PF4> key or type "DTST" <XMIT> and check your terminal status. Do you have messages pending?
9. If messages are pending, press <PA1> to release them and go to step 10. If no messages are pending, go on to step 10.
10. If you use the PRNT function to send all messages to the printer, type "PRNT" <XMIT>.

14.1 CLOSING LEMS

Before closing LEMS, be sure that all messages are retrieved. Press the <PF4> key or type DTST<XMIT> to check the status of the terminal.

Each time an operator exits LEMS; the following procedures should be followed:

1. Clear the screen (optional)
The cursor should be in the <HOME> position.
2. From the prompt (>) Type “CLOS” <space> (your operator ID) <XMIT>. ‘SIGNED OUT A’ will appear on the monitor.
3. Clear the screen (required) (The prompt will no longer appear)
The cursor should be in the <HOME> position.
4. Type “LOGOFF”<XMIT>
The GO screen will appear on your monitor.
If an operator exits LEMS without properly closing out, the session will become backlogged with messages. LEMS will close the session due to no response. To bring your terminal back on-line, you *must* contact GCCC at (404) 244-2770.

15 MENU CATEGORIES

Before initiating any transaction, the screen should be cleared and the cursor in the home position. To access the LEMS Menu, **at the prompt**, (>) type “MENU”<XMIT>

16 BYPASS LEMS MENU (FS-FORMAT SCREEN)

Operators who are familiar with the CJIS Network message keys may bypass the LEMS Menu. To retrieve a pre-formatted screen, **at the prompt**, type FS <Space> the message key and <XMIT>. The pre-formatted screen will appear. Use your TAB or RETURN key to fill in the necessary fields and press <XMIT>.

Example - To retrieve the Driver License Inquiry screen:

```
>FS DQ <XMIT>
```

17 AUTO PRINTING

To print messages automatically, use the PRNT function. This will allow all messages to be automatically acknowledged and directed to a printer. When the PRNT function is utilized, the <PA1> key is no longer needed unless messages are already pending when PRNT is turned on. Use DTST or PF4 key to check terminal status and see if messages are pending.

PRNT FORMAT

```
>PRNT <XMIT>
```

FUNCTION COMPLETED will appear on the monitor after the PRNT function has been applied.

To turn off the PRNT function, use the NOPR function. All messages will be delivered to the screen by pressing the PA1 key. To print with the PRNT Function off, press the <PRINT SCREEN> key.

Each time LEMS is closed, opened or re-opened the PRNT function is automatically turned OFF.

NOPR FORMAT

```
>NOPR <XMIT>
```

18 LEMS FUNCTIONS

The LEMS functions do not have preformatted screens. You *must* begin each operation from a blank screen at the prompt (>).

Function	Operation	Purpose
DFST	Display File Status	To display the network status of the NCIC and GCIC files.
DGRP	Display Group List	To display all agencies that are included in a specified group routing list or broadcast code.
DMEM	Display Members	To allow an agency to display all the group routing lists or broadcast codes the agency belongs to.

Function	Operation	Purpose
DMOR	Display Multiple ORIs	To allow an agency to display all other terminals if an ORI can be used by more than one terminal.
DORI	Display ORI	To display and define a Georgia ORI. This is not a preformatted screen. You <i>must</i> begin from a blank screen at the prompt (>).
DTST	Display Terminal Status	To display an agency's terminal status.
LORI	LIST ORIs	To list a range of ORIs.
RET	LEMS Retrieval Program	To retrieve a message that has been sent or received by your terminal within the past 24 hours. You begin from a blank screen at the prompt (>).
SEND	LEMS Administrative Message	To send freeform text messages and broadcast messages to any or all agencies within Georgia.
SRP	Georgia System Retrieval Program	To retrieve a message your terminal has received within the past 24 hours and sends it to another terminal within Georgia. This function <i>must not be used to transmit criminal history records.</i>

22 GEORGIA RETRIEVAL PROGRAM

<u>OPERATION</u>	<u>FUNCTION</u>	<u>PURPOSE</u>
Georgia System Retrieval Program	SRP	To retrieve a message your terminal has received within the past 24 hours and sends it to another terminal within Georgia.

Restriction: This function *must* not be used to transmit criminal history records.

22.1 REQUIRED FIELDS

SRP LEMS Function

1. The month and day on which the message; was received by your terminal. This *must* be entered in month day format (i.e. MMDD) and cannot include any slashes(/), dashes(-), or spaces
Example: for a message received on 02/09/2008, enter 0209
2. The four-character terminal identifier of the terminal on which the message was originally received.
3. The LEMS outlog message sequence number of the message you want to retrieve. This number is the first four-digit number that appears in the LEMS header line.
4. The four character terminal identifier of the terminal to which you are sending the message.

22.2 SAMPLE FORMAT

Function	(1)	(2)	(3)	(4)
>SRP	0209	YOUR	2668	THEM

The number above each field of data corresponds to the listed required fields. If your SRP message is successful, ACK and MESSAGE RECALLED is automatically sent to your terminal. If your SRP is unsuccessful, NO MSGS TO RECALL or CANNOT FIND INPUT LDI will return to your terminal.

22.3 SAMPLE HEADER

YOUR-2668 PERSONS 2008/02/09 14:14:55-2008/02/09 14:14:54 8D7JWRKFHNCK	
<u>DEFINITION</u>	
YOUR	TERMINAL WHICH RECEIVED MESSAGE
2668	OUTLOG MESSAGE SEQUENCE NUMBER FROM LEMS
PERSONS	FILE NAME
2008/02/09	DATE LEMS DELIVERED THE MESSAGE
14:14:55	TIME LEMS DELIVERED THE MESSAGE
2008/02/09	DATE LEMS RECEIVED THE MESSAGE
14:14:54	TIME LEMS RECEIVED THE MESSAGE
8D7JWRKFHNCK	SAN NUMBER (TRANSACTION / TIME / TERMINAL)

22.4 LEMS RETRIEVAL SYSTEM

OPERATION

LEMS Retrieval

FUNCTION

RET

PURPOSE

To retrieve a message that has been sent or received by your terminal within the past 24 hours. You must begin from a blank screen at the prompt (>).

Restriction: This function *must not be used to transmit criminal history records.*

22.5 REQUIRED FIELDS

RET

LEMS Function

and

TYPE

Retrieval Option:

- I** Inlog message (message *going out* from a terminal)
- O** Outlog Message (message *coming in* to a terminal)
- B** Both inlog and outlog messages

and either

TIME 1	First or only date/time in the LEMS time range (MMDDHHMM)
TIME 2	Last date/time in the time range (MMDDHHMM)
	or
MESSAGE NUMBER	Message sequence number from LEMS Header or DTST screen.

22.6 SAMPLE FORMAT

Retrieves all outlog messages between 0800 and 1030 on March 1

```
>RET O 03010800 03011030
```

23 DISPLAY ORI

OPERATION

Display ORI

FUNCTION

DORI

PURPOSE

To display and define a Georgia ORI. This is not a preformatted screen. You *must* begin from a blank screen at the prompt (>).

23.1 FORMAT

DORI <space> (GATHATORI) <XMIT>

or

DORI <XMIT> After the DORI screen appears, type in the ORI you are inquiring on and <XMIT>.

24 DISPLAY GROUP LIST

OPERATION

Display Group List

FUNCTION

DGRP

PURPOSE

To display all agencies that are included in a specified group routing list or broadcast code. This is not a preformatted screen. You *must* begin from a blank screen at the prompt (>).

24.1 SAMPLE FORMAT

DGRP <space> (BROADCAST CODE) <XMIT>

25 DISPLAY MEMBERS

OPERATION

Display Members

FUNCTION

DMEM

PURPOSE

To allow an agency to display all the group routing lists or broadcast codes the agency belongs to. This is not a preformatted screen. You *must* begin from a blank screen at prompt (>).

25.1 FORMAT

DMEM <space> (Your four letter terminal code) <XMIT>

26 DISPLAY MULTIPLE ORI

OPERATION

Display Multiple ORI

FUNCTION

DMOR

PURPOSE

To allow an agency to display all other terminals if an ORI can be used by more than one terminal. This is not a preformatted screen. You *must* begin from a blank screen at the prompt (>).

26.1 FORMAT

DMOR <space> (ORI you are inquiring on) <XMIT>

27 LIST ORI RANGE

OPERATION

List ORI Range

FUNCTION

LORI

PURPOSE

To list a range of ORIs.
This is not a preformatted screen.
You *must* begin from a blank
screen at the prompt (>).

27.1 FORMAT

LORI <space> (FIRST ORI) <space> (SECOND ORI) <XMIT>

APPENDIX A
Georgia Area Broadcast Region Codes

Broadcast Code	Area
NEGA	Northeast Georgia
NWGA	Northwest Georgia
ECGA	East Central Georgia
WCGA	West Central Georgia
SWGA	Southwest Georgia
SEGA	Southeast Georgia
ARO3	Atlanta Metro Area
AGSP	All Georgia State Patrol Posts
GSPA	Troop A, Georgia State Patrol
GSPB	Troop B, Georgia State Patrol
GSPC	Troop C, Georgia State Patrol
GSPD	Troop D, Georgia State Patrol
GSPE	Troop E, Georgia State Patrol
GSPF	Troop F, Georgia State Patrol
GSPG	Troop G, Georgia State Patrol
GSPH	Troop H, Georgia State Patrol
GSPK	Troop K, Georgia State Patrol
SPHQ	Headquarters, Georgia State Patrol
AGBI	GBI Headquarters and Region Offices
I16E	Agencies Along I-16
I95S	Agencies Along I-95
IS75	Agencies Along I-75
IS85	Agencies Along I-85
IS20	Agencies Along I-20
BCST	All-Points Broadcast (Georgia Only)

APPENDIX B
Nlets Regional Broadcast Codes

**Regional
Code**

State & Federal Agencies

A1	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, FBI, Department of Treasury, Department of State, FBI, Air Force OSI, and Postal Inspection Service
B1	Delaware, District of Columbia PD, Maryland, New Jersey, New York, Pennsylvania, FBI, Department of Treasury, Postal Inspection Service, and Air Force OSI
C1	Kentucky, North Carolina, South Carolina, Tennessee, Virginia, West Virginia, FBI, Department of Treasury, Postal Inspection Service, Department of Justice, and Air Force OSI
D1	Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Puerto Rico, Department of Treasury, U.S. Coast Guard, FBI, and Air Force OSI
E1	Illinois, Indiana, Michigan, Missouri, Ohio, Wisconsin, FBI, Department of Treasury, FBI, and Air Force OSI
F1	Iowa, Minnesota, Montana, Nebraska, North Dakota, South Dakota, Wyoming, FBI, Department of Treasury, and Air Force OSI
G1	Arizona, Colorado, Kansas, New Mexico, Oklahoma, Texas, FBI, Department of Treasury, and Air Force OSI
H1	Alaska, California, Hawaii, Idaho, Nevada, FBI, Department of Treasury, and Air Force OSI
AP	ALL POINTS Sends a broadcast to each Federal and State CJIS System Agency, not to each device in every state. The CJIS System Agency (ICDC in Georgia) determines which broadcasts should be disseminated statewide.

APPENDIX C Federal Agency Codes

Agency	3-Letter Code
Air Force	AFO
Alcohol, Tobacco, and Firearms	ATF
Army	USA
Bureau of Indian Affairs	BIA
Capitol Police	MSC
Coast Guard	MSC
Commerce Department	MSC
Customs Agency	USC
Department of Agriculture	MSC
Department of Defense	MSC
Department of Interior	DOI
Defense Investigative Service	MSC
Department of Justice	DOJ
Department of Labor	MSC
Department of State	DOS
Drug Enforcement Agency	DEA
Ronald Reagan Airport (Washington, DC)	MSC
Federal Aviation Administration	FAA
Federal Bureau of Investigation	FBI
Federal Protective Service	MSC
Food and Drug Administration	FDA
Health and Human Services	MSC
Immigration and Naturalization	INS
Internal Revenue Service	IRS
Marine Corps	USM
Naval Investigative Service	NIS
Navy	MSC
Office of Special Investigation	OSI
Park Police Department	MSC
Postal Inspection Service	PIS
Secret Service	SSA
Veterans Administration	MSC
Ronald Reagan National Airport	MSC

APPENDIX D
State Control Terminals

STATE	AGENCY	ORI
Alabama	Alabama Criminal Justice Information Center	AL003065Y
Alaska	Department of Public Safety Alaska State Troopers	ADAST0100
Arizona	Arizona Criminal Justice Information System Division Department of Public Safety	AZCCHPX00
Arkansas	Arkansas Crime Information Center	AR060015Y
California	Identification and Information Branch, California Department of Justice	CA0349400
Colorado	Crime Information Center Colorado Bureau of Investigation	COCBI0000
Connecticut	Department of State Police	CTCSP0000
Delaware	Communications Center Delaware State Police Department of Public Safety	DEDSP0000
District of Columbia	Data Processing Division Metropolitan Police Department	DCMPD0000
Florida	Division of Criminal Justice Information Systems Department of Law Enforcement	FL0370100
Georgia	Crime Information Center Georgia Bureau of Investigation	GAGBI0051
Hawaii	Research and Development Honolulu Police Department	HI0020000

STATE	AGENCY	ORI
Idaho	Criminal Identification and Telecommunications Bureau Idaho Department of Law Enforcement	ID001015Y
Illinois	Data Processing Bureau Illinois Department of Law Enforcement	IL0849600
Indiana	Indiana State Police	INISP0000
Iowa	Field Services Bureau Iowa Department of Public Safety	IADPS0000
Kansas	Kansas Highway Patrol	KSKHPQ000
Kentucky	Kentucky State Police	KYKSP0000
Louisiana	Louisiana State Police Department of Public Safety	LALSP0010
Maine	Maine State Police	MEMSP0000
Maryland	Telecommunications Division Maryland State Police	MDMSP0000
Massachusetts	Office of Public Safety Criminal History Systems Board	MAMSP0054
Michigan	LEIN Policy Council	MI3300203
Minnesota	Criminal Justice Information Systems Section Bureau of Criminal Apprehension	MNBCA0000
Mississippi	Management Information Systems Criminal Justice Information Center Department of Public Safety	MSMHP0000
Missouri	Information Systems Division Missouri State Highway Patrol Department of Public Safety	MOMHP0040

STATE	AGENCY	ORI
Montana	Data Processing Division	M025015Y
Nebraska	Communications Division Nebraska State Patrol	NBNSPOD00
Nevada	Automated Services Section Nevada Highway Patrol	NV0139900
New Hampshire	State Police Headquarters	NHNSP0000
New Jersey	Division of State Police Department of Law and Public Safety	NJNSP0000
New Mexico	Records Bureau New Mexico State Police	NMNSP0000
New York	Data Processing New York State Police	NY1010000
North Carolina	Division of Criminal Information State Bureau of Investigation	NCDCI0000
North Dakota	North Dakota Radio Communications	NDRCD0000
Ohio	Ohio State Highway Patrol	OHOHP0000
Oklahoma	Oklahoma Law Enforcement Telecommunications Systems	OKOLETS00
Oregon	Law Enforcement Data Systems	OR024015Y
Pennsylvania	Bureau of Technical Services Pennsylvania State Police	PAPSP0000

STATE	AGENCY	ORI
Rhode Island	Rhode Island State Police	RIRSP0000
South Carolina	Law Enforcement Division	SCLED0000
South Dakota	Attorney General's Office Criminal Justice Training Center	SDDCI0000
Tennessee	Tennessee Crime Information Center Tennessee Bureau of Investigation	TNTBI0000
Texas	Crime Records Division Texas Department of Public Safety	TX0000000
Utah	Bureau of Criminal Identification Utah Department of Public Safety	UTBCI0000
Vermont	Records Management Division Department of Public Safety	VTVSP0000
Virginia	Records Management Division Department of Public Safety	VAVSP0000
Washington	Criminal Records Division Washington State Patrol	WA034015Y
West Virginia	West Virginia State Police Department of Public Safety	WWWSP0000
Wisconsin	Crime Information Bureau Division of Law Enforcement Services Wisconsin Department of Justice	WI013015Y
Wyoming	Criminal Investigation Division Criminal Justice Information Section	WY0110400

APPENDIX E

State Codes

Two Letter State Code	State
AL	Alabama
AK	Alaska
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia
FL	Florida
GA	Georgia
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NB	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio
OK	Oklahoma

Two Letter State Code	State
OR	Oregon
PA	Pennsylvania
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VA	Virginia
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming

Data Communications LEMS/JX

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1 **INTRODUCTION**

This part of the CJIS Network Operations Manual explains the use of the following types of messages:

- Administrative
- Messages sent nationwide, statewide or to specific areas
- Information from Nlets HELP File
- The National Insurance Crime Bureau's (NICB) HELP File
- Hazardous Materials
- Road and Weather Conditions
- Inquiry by
 - (a) Terminal Code
 - (b) ORI
 - (c) Location or ORI

2 MESSAGE KEYS

Message keys used to perform each of the data communications operations are as follows:

MESSAGE KEY	OPERATION	PURPOSE
AM	ADMINISTRATIVE MESSAGE	To send a freeform text message to: <ul style="list-style-type: none">• other agencies in Georgia• other states• other countries including Canada To send a broadcast message: <ul style="list-style-type: none">• within Georgia• throughout the nation
AM – HELP FILE REQUEST	ADMINISTRATIVE MESSAGE TO THE Nlets CONTROL CENTER	Provides a list of states participating in the Nlets HELP Files and also provides assistance in interpreting and retrieving the contents of the files.
MQ	INQUIRY Hazardous Materials	To obtain information on the dangers and handling of hazardous materials.

HQ	INQUIRY Road and Weather Conditions	To obtain information regarding severe weather conditions and travelers' advisories throughout the nation.
TQ	INQUIRY By Location or ORI	To obtain the ORI, name, address, and telephone number when you know the state and either: <ul style="list-style-type: none"> the city or county where the agency is located the ORI of the agency
TQ	INQUIRY Federal Agency NCIC/Nlets Representative By Location	To obtain the ORI of a federal agency or a state's NCIC or Nlets representative in a specific state
QO	INQUIRY By ORI	To obtain the telephone number, address and name based on the agency's ORI
ZO	INQUIRY By ORI	To obtain the name of an agency by entering the agency's ORI

3 **ADMINISTRATIVE MESSAGE**

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
Administrative Message	AM	To send a freeform text message to: <ul style="list-style-type: none"> other agencies in Georgia other states other countries including Canada <p>Sends a broadcast message:</p> <ul style="list-style-type: none"> within Georgia nationwide

3.1 WHEN TO SEND AN ADMINISTRATIVE MESSAGE

Administrative Messages are for official criminal justice purposes only.

- Use Administrative Messages to transmit the following types of messages:
- Information on a suspect wanted in conjunction with the death or aggravated battery of a law enforcement official
- Information on armed fugitives
- Escapees from custody when the fugitives are considered to be dangerous
- Severe weather or disaster alerts
- Death notices of actively employed and retired law enforcement officials
- Other information that has statewide law enforcement significance

3.2 WHERE TO SEND AN ADMINISTRATIVE MESSAGE

- To one terminal only
- To groups of terminals
- As area broadcasts
- As statewide broadcasts
- As nationwide broadcasts

3.3 ADMINISTRATIVE MESSAGE RESTRICTIONS

Transmitting the following types of Administrative Messages is strictly **prohibited.**

DO NOT use an Administrative Message for the following purposes:

- Personal or private interests
- Social announcements
- Recruitment of personnel
- Messages in which the victim is only interested in the recovery of property
- Attempts to locate a person or vehicle *without* a warrant
- Messages of excessive length
- Subpoenas
- Curiosity
- Political or labor activities
- Messages requesting information concerning salary, uniforms, or personnel.
- Hit confirmation requests and responses (YQ/YR)
- Messages relating to the advertisement or sale of equipment
- Messages regarding wanted persons or stolen vehicles if they can be entered in GCIC/NCIC files.

Transmitting unauthorized terminal messages is strictly prohibited.

3.4 GEORGIA AND NATIONAL BROADCAST

A Georgia and/or National Broadcast sends an Administrative Message to multiple agencies within a particular region.

Refer to Appendix A for a list of Georgia Area Broadcast codes and Appendix B for a list of Nlets Regional Broadcast codes.

DO NOT use broadcast messages for the following purposes:

1. Attempt-to-locate messages without a warrant. Information on **wanted/missing persons, unidentified deceased and stolen property** *must* be entered in the NCIC Hot File.
2. Messages regarding wanted/missing persons or stolen vehicles if they can be entered in NCIC.
3. Messages on runaways if they can be entered in NCIC.
4. A message relating to requests for information concerning salary, uniforms, personnel, or related items that can be routinely obtained by correspondence or means other than statewide or national broadcasts.

The Georgia and National broadcast restrictions may be waived when:

1. A record cannot be entered in the NCIC file.
2. Important additional information exists that cannot be entered in records entered in the NCIC files.
3. A serious threat exists to law enforcement officers or other persons who may encounter the subject without warning.

Remember to send an Administrative Message to cancel 'be on the lookout' (BOLO) warnings if the person or property is located. Messages with BOLO warnings do not remain on the system and do not generate hits.

3.5 REQUIRED FIELDS

AM	Message Key
ORI	Originating Agency Identifier
DST	Destination

Any one or any combination of the following:

- Enter the ORI of the agency or agencies to which you are sending the message.
- Enter the two character state code to send the message. Refer to Appendix E.
- Enter the appropriate Area Broadcast Code(s). Refer to Appendix A and B.
- Enter the four (4) character terminal identifier of the sending agency to receive a copy of the message.

OCF

Optional Control Field

Included for special routing or control information which the sending agency *must* have returned in order to match a response to an earlier message.

TXT

Text of Message

Enter the name of the originating agency, the date message was originated, the name of destination agency (the country), and the last name or initials of the terminal operator or author of the message and his/her location.

4 HOMELAND SECURITY MESSAGE

Since the attacks on the United States in September 2001, Nlets has been used to disseminate important security related information throughout the nation. The Administrative Message (AM), while a valuable tool, is a low priority message that in most cases requires state CJIS Systems Officers (CSO) to manually pass along the message within their jurisdictions. This manual intervention has caused delays in the dissemination of important messages.

To prevent further delay, Nlets has created a Homeland Security message specifically for emergency messages. Only approved agencies (Example: FBI, Homeland Security) will be allowed to create and send these messages.

A Homeland Security message is an *EMERGENCY ALERT* point to point free form message. This message is used for emergency situations for Homeland

Security purposes *ONLY*. Although the same structure as the Administrative Message (AM) applies, the Homeland Security message is sent at a higher priority and has broader dissemination capabilities.

4.1 INFORMATION RECEIVED BY AN ORI

- Message Type
- Sending ORI
- Time and Date when message was received by Nlets
- Number of messages sent from the sending Point of Entry (POE)
- Destination ORI
- The three characters, "TXT"
- ****EMERGENCY ALERT**** (inserted by the Nlets system)
- Narrative portion of the text

4.2 SAMPLE MESSAGE

```
RECEIVE:      HS.GAFBIAT00
              09:50 05/01/08      00143
              09:50 05/01/08      00014      GA0350200
              TXT
              ****EMERGENCY ALERT****

              ***EXAMPLE***
              ATTENTION POSSIBLE THREAT TO TALL
              BUILDINGS
              (CONTINUE WITH TEXT)
```

5 Nlets HELP FILES

The Nlets HELP Files provide information from states with information on Nlets and also provide assistance in interpreting and retrieving the contents of the files. Inquiries can be made in the following Nlets HELP Files:
Nlets HELP file information may be requested from a single state, Nlets Region, Canadian Province or other agencies. DST codes are used to determine the destination of the inquiry. Refer to Appendix F for a list of DST codes.

To determine which states participate in a particular HELP file, place NL in the DST field. When the participating state is identified, replace the two letters in the

DST field with the appropriate two letter state code. Refer to Appendix E DST Codes for a list of state and other agency codes.

Note: You may also place a (?) question mark in the field in question to access the On-line Code Manual.

5.1 INQUIRY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
Administrative Message	AM-Help File Request	To receive a list of agencies participating in the Nlets File.

5.2 REQUIRED FIELDS

AM	Message Key
ORI	Originating Agency Identifier
DST	Destination
HLP	Help File

FILE	HELP (HLP) CODES	DESCRIPTION
Criminal History	SIR	Contains a list of states providing automated responses to IQ or FQ queries.
License Plate Number	LIC	Contains a list of states providing vehicle registration information.
Driver's License Number	OLN	Contains a list of states providing automated driver's license information and a test record available to other users over Nlets.
Driver's License and Vehicle Registration	NOQ	Contains a list of states that support name only driver's license and vehicle registration inquiries.
Gun	GUN	Contains a list of states that support inquiries to their Concealed Carry of Weapon Permit file.
Parole, Probation and	PPC	Contains a list of states that support inquiries to

Corrections		their parole, probation and corrections file.
Sex Offender Registration	SOR	Contains a list of states that support inquiries to the Sex Offender Registry.
Boat and Snowmobile	BAS	Contains a list of states providing a boat/snowmobile HELP File and a test record to other users over Nlets.
Road/Weather Conditions	WTH	Contains information on states that provide road/weather information on an automated and non-automated basis.
ORI Identifier	ORI	Contains a list of states that accept Nlets assigned "S" ORIs. Nlets file only.
Federal Codes	ORI	Contains a list of the federal codes that are converted to ORION Fed search codes in the ORION File.

6 REQUEST TO A FOREIGN COUNTRY

INTERPOL is an information exchange agency between domestic and international law enforcement agencies that forwards messages to the foreign country. Requests should be made via the CJIS device through Nlets. Provide as much information as possible in your request. The more information INTERPOL has, the faster your request can be processed. However, the response from the foreign country may take several days. Include the country from which you want information and the reason for the request, which *must* be for investigative purposes. To contact INTERPOL, send an Administrative Message to DCINTER00 or call (202) 616-9000.

6.1 INQUIRY

OPERATION

Administrative Messages to a Foreign Country

MESSAGE

KEY

AM

PURPOSE

To send a free form text message to a foreign country for information or assistance in interpreting information.

6.2 REQUIRED FIELDS

AM

Message Key

ORI	Originating Agency Identifier
DST	Destination DCINTER00 (via INTERPOL in Washington, DC)
OCF	Optional Control Field Included for special routing or control information which the sending agency <i>must</i> have returned in order to match a response to an earlier message.
TXT	Text of Message Enter the name of the originating agency, the date message was originated, the name of destination agency (the country), and the last name or initials of the terminal operator or author of the message and his/her location.

7 **HAZARDOUS MATERIALS (HAZMAT)**

The Hazardous Material File provides users with on-line information on hazardous materials. Inquiry is made on a four (4) digit internationally recognized code called a UNN, Material Identification Code. The UNN is normally found on the diamond-shaped sign attached to the vehicle or railroad car that will relate directly to the hazardous material therein.

The response to a hazardous material inquiry will indicate the following information:

- Chemical name
- Personal safety precautions
- General handling procedures
- Disposal methods
- Degree of hazard to public health
- Availability of countermeasure materials.

If an actual emergency exists, contact CHEMTREC, Department of Transportation Emergency Response at (800) 424-9300. CHEMTREC is not directly involved with the hazardous material file, but can provide additional and/or more detailed information on chemicals.

7.1 **INQUIRY**

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
-------------------------	-------------------------------	-----------------------

INQUIRY
Hazardous Materials

MQ

To obtain information
on the dangers and handling
of hazardous materials.

7.2 REQUIRED FIELDS

MQ	Message Key
ORI	Originating Agency Identifier
DST	Destination will always be NL
UNN	Material Identification Code The four (4) digit code can normally be found on the diamond shaped sign attached to the outside of the vehicle.
OCF	Optional Control Field Included for special routing or control information which the sending agency <i>must</i> have returned in order to match a response to an earlier message.

8 ROAD AND WEATHER CONDITIONS

Weather inquiries provide information regarding severe road conditions and travel advisories in participating states. Each state's road and weather file *must* contain enough information to be helpful and is updated on a regular basis to provide the most current information. Up to five (5) two character state codes are permitted per inquiry. Refer to Appendix E for a list of state codes.

Several states have chosen not to participate in the Road/Weather Inquiry and Response Program. Do not send weather inquiries to these states. A listing of states participating in the Road and Weather Program may be obtained by sending an Administrative Message to the NXWTHHELP HELP File.

8.1 INQUIRY

<u>OPERATION</u>	<u>MESSAGE</u> <u>KEY</u>	<u>PURPOSE</u>
INQUIRY Road and Weather Condition	HQ	To obtain information regarding severe weather conditions and travelers' advisories throughout the nation.

8.2 REQUIRED FIELDS

HQ	Message Key
ORI	Originating Agency Identifier
DST	Destination Enter the two-letter state code

9 AGENCY TELEPHONE & ADDRESS BY ORI

<u>OPERATION</u>	MESSAGE	<u>PURPOSE</u>
INQUIRY	<u>KEY</u> QO	To obtain the telephone number, address, and name based on the agency's ORI.

9.1 REQUIRED FIELDS

QO	Message Key
ORI	Originating Agency Identifier of sender
ORI	Originating Agency Identifier of the agency for which you are inquiring.

9.2 RESPONSE FIELDS

AN1	Agency Name	FPP	Foreign Postal Code
AN2	Agency Name	ORI	Originating Agency Identifier
AN3	Agency Name	SNA	Street Name
ATR	Agency Translation	SNU	Street Number
COU	County	STA	State Name
CRY	Country	TNO	Telephone Number
CTY	City Name	ZIP	Zip Code
NLC	Newsletter Count		

10 AGENCY NAME BY ORI

MESSAGE

OPERATION
INQUIRY

KEY
ZO

PURPOSE
To obtain the name of an agency by entering the agency's ORI.

10.1 REQUIRED FIELDS

ZO	Message Key
ORI	Originating Agency Identifier of sender
ORI	Originating Agency Identifier of the agency for which you are inquiring

11 ORI, NAME, ADDRESS, & PHONE BY LOCATION OR ORI

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY	TQ	To obtain the ORI, name, address, and telephone number when you know the state and either: <ul style="list-style-type: none">• The city or county the agency is located• The ORI of the agency

If more than three agencies are located in an area of inquiry, you will receive a list of names and ORIs of all law enforcement agencies in that area. If you need assistance in determining which states provide this information, or to interpret information in TQ responses, refer to the NLORHELP file.

11.1 REQUIRED FIELDS

TQ	Message Key
ORI	Originating Agency Identifier
DST	Destination Enter the two-letter state code of the state in which the agency is located. Refer to Appendix E.

ORI Originating Agency Identifier of the agency on which you are inquiring

 or

LOC Location
The city or county where the agency is located

TYP (optional) When using location, if the type of agency is known, use the appropriate TYP code. (listed below)

Type Code	Agency Type
PD	Agency of city government
SO	Agency of county government
SA	Agency employed by a state with statewide jurisdiction
LE	Agency not fitting the above criteria
FE	Federal agency
JA	Prosecutor
JC	Corrections agency
JG	Probation agency
JJ	Court agency
JF	Federal non-law enforcement criminal justice agency
CJ	All defined non-law enforcement criminal justice agencies. Use as a general type for ORIs ending in B, M, N, or Y.
NJ	Non-criminal justice agencies

12 FEDERAL AGENCY, NCIC/Nlets REPRESENTATIVE, ORI BY LOCATION

<u>OPERATION</u>	MESSAGE	<u>PURPOSE</u>
INQUIRY	<u>KEY</u> TQ	To obtain the ORI of a federal agency or a state's NCIC or Nlets

representative in a specific state.

12.1 **REQUIRED FIELDS**

TQ	Message Key
ORI	Sender's Originating Agency Identifier
DST	Destination Enter the two-letter state code of the state in which the agency is located. Refer to Appendix E.
FED	Federal Agency Code Refer to Appendix C for the list of federal agency codes or the FNORHELP file. If you know the city in which the agency is located, enter a dash (-) followed by the name of the city.
or	
REP	Representative Code Enter NCIC or Nlets

13 **LEMS/JX PRINTING**

There are four different ways to print from the LEMS/JX Portal:

- First is the standard internet print command, using the print icon on the toolbar. The cursor *must* be in the window you want to print. For example, if a response message is to be printed, place the cursor in the message display window. If an inquiry or an entry needs to be printed, place the cursor in the entry window and click on the print icon.
- Second is to right click and select Print. Make sure the cursor is in the correct window.
- Third is to click on File and select Print. Make sure the cursor is in the correct window.
- Fourth option is the:

Continuous or Unattended Print Function

For continuous unattended printing, the continuous printing client software *must* be downloaded to your workstation. The software is free and may be downloaded from the GCIC website.

Using the LINKS folder on the LEMS/JX Portal, access the GCIC website and follow the steps below:

1. Enter your agency ORI, click Submit
2. Click the link titled “**LEMS/JX DOCUMENTATION**”
3. Then click the link titled “**LEMS/JX PORTAL PRINT CLIENT INSTRUCTIONS**”
4. Print the step by step download instructions by clicking the link titled: “**CLICK HERE TO PRINT THE LEMS/JX DOWNLOAD PRINTING INSTRUCTIONS (PDF)**”
5. Begin the software download by clicking the link titled: “**CLICK HERE TO DOWNLOAD THE PORTAL PRINTING CLIENT (DOWNLOAD ZIP FILE)**”

If assistance is required during the installation of the Portal Printing Client download, contact GCIC ICDC at 404-244-2770, select option 1.

14 LEMS/JX FUNCTIONS

LEMS/JX Command Line Formats:

Note the message key is followed by a period (.)

Message Key	Description	Format
CLOS	Logoff Command	CLOS.
CLOSE	Logoff Command	CLOSE.
DDBST	Display Database Status	DDBST.
DDST	Display Terminal Status	DDST. Device id
DFA	Display Functions Available for Device	DFA. Device id
DFO	Display Functions Available for ORI	DFO. ORI

DFST	Display Database Status	DFST.
DFU	Display Functions Available for User	DFU. Userid
DGRP	Display devices in broadcast group	DGRP. Group id
DMEM	Display broadcast group where device is a member	DMEM. Device id
DMOR	Display devices associated with ORI	DMOR. ORI
DORI	Display ORI information	DORI. ORI
DTRM	Display device record	DTRM. Device id
DTST	Display terminal status	DTST. Device id
LDO	List device ORI's	LDO. Device id
LOGOFF	Logoff Command	LOGOFF.
LORI	List ORI Range	LORI.ORI <SPACE> ORI
SEND	Send Intrastate Message by Device	SEND. Device id, Text
* RET	Message Retrieval	See example below
SALT	Route 4-Letter Terminal Code to another 4-letter Terminal	SALT. 4-Letter Terminal Code<space> 4-Letter Terminal Code transferring to
SRP	System Retrieval Program	SRP. DATE(MM/DD). 4-Letter Terminal Code. Message Number. 4-Letter Terminal Code
RALT	Return Terminal Code back to your device	RALT.4-Letter Terminal Code (your terminal code)

*Message Retrieval (RET)

This command recalls messages for the previous 14 days for the specific logged on device by date/time and or message number. The format is as follows:

- Retrieve by Date/Time
RET.TYP/B.DAT/CCYY-MM-DD HH:MM:SS CCYY-MM-DD HH:MM:SS
- Retrieve by Message Sequence Number
RET.TYP/B.MSN/<MSN>

APPENDIX A
Georgia Area Broadcast Region Codes

Broadcast Code	Area
NEGA	Northeast Georgia
NWGA	Northwest Georgia
ECGA	East Central Georgia
WCGA	West Central Georgia
SWGA	Southwest Georgia
SEGA	Southeast Georgia
ARO3	Atlanta Metro Area
AGSP	All Georgia State Patrol Posts
GSPA	Troop A, Georgia State Patrol
GSPB	Troop B, Georgia State Patrol
GSPC	Troop C, Georgia State Patrol
GSPD	Troop D, Georgia State Patrol
GSPE	Troop E, Georgia State Patrol
GSPF	Troop F, Georgia State Patrol
GSPG	Troop G, Georgia State Patrol
GSPH	Troop H, Georgia State Patrol
GSPK	Troop K, Georgia State Patrol
SPHQ	Headquarters, Georgia State Patrol
AGBI	GBI Headquarters and Region Offices
IS16 or I16E	Agencies Along I-16
IS95 or I95S	Agencies Along I-95
IS75	Agencies Along I-75
IS85	Agencies Along I-85
IS20	Agencies Along I-20
BCST	All-Points Broadcast (Georgia Only)

APPENDIX B

Nlets Regional Broadcast Codes

Regional Code	State & Federal Agencies
A1	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, FBI, Department of Treasury, Department of State, Air Force OSI, and Postal Inspection Service
B1	Delaware, District of Columbia PD, Maryland, New Jersey, New York, Pennsylvania, FBI, Department of Treasury, Postal Inspection Service, and Air Force OSI
C1	Kentucky, North Carolina, South Carolina, Tennessee, Virginia, West Virginia, FBI, Department of Treasury, Postal Inspection Service, Department of Justice, and Air Force OSI
D1	Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Puerto Rico, Department of Treasury, U.S. Coast Guard, FBI, and Air Force OSI
E1	Illinois, Indiana, Michigan, Missouri, Ohio, Wisconsin, FBI, Department of Treasury, and Air Force OSI
F1	Iowa, Minnesota, Montana, Nebraska, North Dakota, South Dakota, Wyoming, FBI, Department of Treasury, and Air Force OSI
G1	Arizona, Colorado, Kansas, New Mexico, Oklahoma, Texas, FBI, Department of Treasury, and Air Force OSI
H1	Alaska, California, Hawaii, Idaho, Nevada, FBI, Department of Treasury, and Air Force OSI
AP	ALL POINTS Sends a broadcast to each Federal and State CJIS System Agency, not to each device in every state. The CJIS System Agency (ICDC in Georgia) determines which broadcasts should be disseminated statewide.

APPENDIX C Federal Agency Codes

Agency	3-Letter Code
Air Force	AFO
Alcohol, Tobacco, Firearms and Explosives	ATF
Army	USA
Bureau of Indian Affairs	BIA
Capitol Police	MSC
Coast Guard	MSC
Commerce Department	MSC
Customs Agency	USC
Department of Agriculture	MSC
Department of Defense	MSC
Department of Interior	DOI
Defense Investigative Service	MSC
Department of Justice	DOJ
Department of Labor	MSC
Department of State	DOS
Drug Enforcement Agency	DEA
Ronald Reagan Airport (Washington, DC)	MSC
Federal Aviation Administration	FAA
Federal Bureau of Investigation	FBI
Federal Protective Service	MSC
Food and Drug Administration	FDA
Health and Human Services	MSC
Immigration and Naturalization	INS
Internal Revenue Service	IRS
Marine Corps	USM
Naval Investigative Service	NIS
Navy	MSC
Office of Special Investigation	OSI
Park Police Department	MSC
Postal Inspection Service	PIS
Secret Service	SSA
Veterans Administration	MSC

APPENDIX D
State Control Terminals

STATE	AGENCY	ORI
Alabama	Alabama Criminal Justice Information Center	AL003065Y
Alaska	Department of Public Safety Alaska State Troopers	ADAST0100
Arizona	Arizona Criminal Justice Information System Department of Public Safety	AZCCHPX00
Arkansas	Arkansas Crime Information Center	AR060015Y
California	Identification and Information Branch, California Department of Justice	CA0349400
Colorado	Crime Information Center Colorado Bureau of Investigation	COCBI0000
Connecticut	Department of State Police	CTCSP0000
Delaware	Communications Center Delaware State Police Department of Public Safety	DEDSP0000
District of Columbia	Data Processing Division Metropolitan Police Department	DCMPD0000
Florida	Division of Criminal Justice Information Systems Department of Law Enforcement	FL0370100
Georgia	Crime Information Center Georgia Bureau of Investigation	GAGBI0051
Hawaii	Research and Development Honolulu Police Department	HI0020000

STATE	AGENCY	ORI
Idaho	Criminal Identification and Telecommunications Bureau Idaho Department of Law Enforcement	ID001015Y
Illinois	Data Processing Bureau Illinois Department of Law Enforcement	IL0849600
Indiana	Indiana State Police	INISP0000
Iowa	Field Services Bureau Iowa Department of Public Safety	IADPS0000
Kansas	Kansas Highway Patrol	KSKHPQ000
Kentucky	Kentucky State Police	KYKSP0000
Louisiana	Louisiana State Police Department of Public Safety	LALSP0010
Maine	Maine State Police	MEMSP0000
Maryland	Telecommunications Division Maryland State Police	MDMSP0000
Massachusetts	Office of Public Safety Criminal History Systems Board	MAMSP0054
Michigan	LEIN Policy Council	MI3300203
Minnesota	Criminal Justice Information Systems Section Bureau of Criminal Apprehension	MNBCA0000
Mississippi	Management Information Systems Criminal Justice Information Center Department of Public Safety	MSMHP0000
Missouri	Information Systems Division Missouri State Highway Patrol Department of Public Safety	MOMHP0040

STATE	AGENCY	ORI
Montana	Data Processing Division	M025015Y
Nebraska	Communications Division Nebraska State Patrol	NBNSPOD00
Nevada	Automated Services Section Nevada Highway Patrol	NV0139900
New Hampshire	State Police Headquarters	NHNSP0000
New Jersey	Division of State Police Department of Law and Public Safety	NJNSP0000
New Mexico	Records Bureau New Mexico State Police	NMNSP0000
New York	Data Processing New York State Police	NY1010000
North Carolina	Division of Criminal Information State Bureau of Investigation	NCDCI0000
North Dakota	North Dakota Radio Communications	NDRCD0000
Ohio	Ohio State Highway Patrol	OHOHP0000
Oklahoma	Oklahoma Law Enforcement Telecommunications Systems	OKOLETS00
Oregon	Law Enforcement Data Systems	OR024015Y
Pennsylvania	Bureau of Technical Services Pennsylvania State Police	PAPSP0000

STATE	AGENCY	ORI
Rhode Island	Rhode Island State Police	RIRSP0000
South Carolina	Law Enforcement Division	SCLED0000
South Dakota	Attorney General's Office Criminal Justice Training Center	SDDCI0000
Tennessee	Tennessee Crime Information Center Tennessee Bureau of Investigation	TNTBI0000
Texas	Crime Records Division Texas Department of Public Safety	TX0000000
Utah	Bureau of Criminal Identification Utah Department of Public Safety	UTBCI0000
Vermont	Records Management Division Department of Public Safety	VTVSP0000
Virginia	Records Management Division Department of Public Safety	VAVSP0000
Washington	Criminal Records Division Washington State Patrol	WA034015Y
West Virginia	West Virginia State Police Department of Public Safety	WWVSP0000
Wisconsin	Crime Information Bureau Division of Law Enforcement Services Wisconsin Department of Justice	WI013015Y
Wyoming	Criminal Investigation Division Criminal Justice Information Section	WY0110400

APPENDIX E DST CODES

DST Code	State or Agency
AL	Alabama
AK	Alaska
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia
FL	Florida
GA	Georgia
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NB	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio
OK	Oklahoma

DST Code	State or Agency
OR	Oregon
PA	Pennsylvania
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VA	Virginia
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming
NL	NLETS Control Center
NX	NLETS Weather Information
FN	Orion Federal Codes
NX	NLETS Weather Information
FN	Orion Federal Codes
AI	Air Force OSI
AT	ATF's Gun Tracing System
DJ	Department of Justice (JUST)
DS	Department of State
FI	FBI/Identification
FB	FBI/National Crime Information Center (NCIC)
AX	INS's Law Enforcement Support System
DX	National Drug Pointer Index System (NDPIX)
DN	Naval Investigative Service
PS	Postal service
SS	Secret Service
TC	Treasury Enforcement Communications System (TECS)
GS	Government Services Admin. (RQ, RQG queries only)
H1	Nlets Region (AK, CA, HI, ID, NV, OR, WA)
D1	Nlets Region (AL, AR, FL, GA, LA, MS, PR, VI)
G1	Nlets Region (AZ, CO, KS, NM, OK, TX, UT)
A1	Nlets Region (CT, ME, MA, NH, RI, VT)

DST Code	State or Agency
B1	Nlets Region (DC, DE, MD, NJ, NY, PA)
F1	Nlets Region (IA, MN, MT, NB, ND, SD, WY)
E1	Nlets Region (IN, IL, MI, MO, OH, WI)
C1	Nlets Region (KY, NC, SC, TN, VA, WV)
AB	Alberta
BC	British Columbia
CN	Canada
MB	Manitoba
NK	New Brunswick
NF	Newfoundland
NT	Northwest Territories
NS	Nova Scotia
ON	Ontario
PE	Prince Edward Island
PQ	Quebec
IC	RCMP-Ottawa Terminals
SN	Saskatchewan
YT	Yukon Territory

Driver's License

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7.1	<i>Required Fields</i>
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Appendix C	State Codes
Appendix D	Georgia Driver's History Consent Form

1 INTRODUCTION

The Driver's License registration and History information on all persons licensed to operate a vehicle is accessed through this file.

Driver's History requests for personal use or private/public employment must be referred to the Department of Driver Services (DDS).

Local fire department and law enforcement agencies may use the GCIC CJIS network to obtain an individual's Georgia Driver's History record as part of an application for employment or for use relative to the performance of an employee's official duties.

2 REGISTRATION & HISTORY INFORMATION

- If you are unable to transmit inquiries to or interpret responses from other states, use the NLOLNHELP File for specific formats and codes used by each state. Refer to Data Communications for procedures to access the Nlets Help Files.
- Data field codes are used to describe the item(s) being entered in the inquiry formats (example: SEX F = Female). See Appendices A and B for data field codes and rules.

3 SECONDARY CHECKS

Each inquiry for driver's license information and driver's history information generates secondary inquiries.

FILES CHECKED	DQ	DS	KQ
Foreign Fugitive	X	X	X
Wanted/Missing Person	X	X	X
Gang	X	X	X
KST (Known or Appropriately Suspected Terrorist File)	X	X	X
NCIC Protection Order	X	X	X
Immigration Violator	X	X	X
Sex Offender Registry	X	X	X
Supervised Release	X	X	X
Identity Theft	X	X	X
U.S. Secret Service Protective Files	X	X	X
Georgia Department of Corrections Probation & Parole	X	X	X

4 **MESSAGE KEYS**

A message key is used to identify each type of driver's license inquiry. Driver's License message keys are as follows:

<u>MESSAGE KEY</u>	<u>OPERATION</u>	<u>PURPOSE</u>
DQ	INQUIRY License Registration Photograph	To search Georgia and other state files for a person's driver's license status, identification data and driver's license photograph.
DS	INQUIRY Georgia Driver's License Suspension & Revocation	To search the Georgia file and return only license suspension and revocation information. Use this file only when you receive a message that the KQ and DQ files are unavailable.
KQ	INQUIRY Georgia and Out-Of-State Driver's History	To search Georgia and out-of-state files for a person's driver's license status, driver's history and identification data.
AM	REQUEST Outside the United States Driver's Registration & History	To request driver's history information from foreign countries other than Canada through INTERPOL (DCINTER00).

5 INQUIRY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
<u>INQUIRY</u> Driver's License Status	<u>DQ</u>	To search Georgia and other state files for a person's driver's license status, identification data and driver's license photograph.
<u>INQUIRY</u>	<u>DS</u>	To search the Georgia file and return only license suspension and revocation information. Use this file only when you receive a message that the KQ and DQ files are unavailable.

5.1 REQUIRED FIELDS

DQ, DS	Message Key DQ Driver's License Status DS Georgia Suspensions & Revocations
ORI	Originating Agency Identifier
DST	Destination <ul style="list-style-type: none">• Georgia Registration (GA)• Out-of-State Registration Enter the 2-letter state code. Up to five 2-character state codes allowed. Refer to Appendix C.
OCF	Optional Control Field Included for special routing or control information that the sending agency <i>must</i> have returned in order to match a response to an earlier message. and one of the following fields or group of fields
OLN	Operator's License Number or
NAM	Name
DOB	Date of Birth

SEX
IMQ

Sex
Image Request (Y) Photograph returned with DQ response.

6 DRIVER'S HISTORY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY Driver's History	KQ	To search Georgia and out-of-state files for driver's license status, driver's history and identification data.

6.1 REQUIRED FIELDS

KQ	Message Key
ORI	Sender's Originating Agency Identifier
DST	Destination Enter the two-letter state code. Only one 2-character state code allowed. Refer to Appendix C.
OCF	Optional Control Field Included for special routing or control information that the sending agency <i>must</i> have returned in order to match a response to an earlier message.

and

NAM	Name
DOB	Date of Birth
SEX	Sex

or

OLN	Operator's License Number
------------	---------------------------

and

PUR	Purpose Code C - Administration of criminal justice J - Criminal Justice Employment <i>(Local fire department and law enforcement agencies may use the GCIC CJIS network to obtain an individual's Georgia Driver's History record as part of an application for employment or for use relative to the performance of an employee's official duties.)</i>
------------	--

ATN

Requestor's Name

7 INQUIRY TO FOREIGN COUNTRIES

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY To Foreign Countries	AM	To request driver's history information from foreign countries other than Canada through INTERPOL (DCINTER00).

7.1 REQUIRED FIELDS

AM	Message Key
ORI	Originating Agency Identifier
DST	Destination DCINTER00 Refer to Data Communications for procedures on how to use INTERPOL.
OCF	Optional Control Field Included for special routing or control information that the sending agency <i>must</i> have returned in order to match a response to an earlier message.
TXT	The Text of Your Message You <i>must</i> indicate the following: <ul style="list-style-type: none">• The name of the country you need the inquiry sent to and include any of the subject's applicable identifiers. <p style="text-align: center;">and</p> <ul style="list-style-type: none">• Specify in your message that you are requesting wanted/missing person information as well as driver's registration and history information.

APPENDIX A
Driver's License Registration and History Data Field Codes

Code	Description	Length	Characters Allowed
ATN	Attention Field	1-30	Letters
DOB	Date of Birth	8-8	Numbers
DST	Destination	2-9	Letters & Numbers
NAM	Name	1-26	Letters & Numbers
OCF	Optional Control Field	1-10	Letters & Numbers
OLN	Operator's License Number	1-20	Letters & Numbers
ORI	Originating Agency Identifier	9-9	Letters & Numbers
PPS	Person/Property In-Sight Code	1	Letter
PUR	Purpose Code	1	Letter
RSN	Reason Code	1	Letter
SEX	Sex	1	Letter

APPENDIX B
Driver's License Registration and History Data Field Codes, Edits and Rules

ATN	Attention Field	The name of the person requesting the driver's history information.
DOB	Date of Birth	Represents a person's date of birth. <i>Must</i> be entered in year, day and month order. Example: January 13, 1961 should be entered as DOB <u>19610113</u> . Only ages 10 through 99 years, 365 days, are allowed. The date February 29 will not be allowed unless the year is a leap year.
DST	Destination	Indicates the destination of the inquiry. Can be an ORI, two-letter State Code or Region Code.
NAM	Name	<i>Must</i> be entered as Last Name, mandatory comma, space(optional), First Name or Initial, mandatory space, Middle Name(s) or Initial(s) if any, mandatory space and suffix denoting seniority, if any. Titles or degrees should not be used as part of the name. Example: SMITH, JOHN DOE JR
OCF	Optional Control Field	A control field that may be included for special routing or control information that the sending agency <i>must</i> have returned in order to match a response to an earlier message.
OLN	Operator's License Number	Enter an individual's driver's license number in this field. Do not use a single zero or all zeros.
ORI	FBI CJIS Assigned Originating Agency Identifier	FBI CJIS-assigned originating agency identification number.

PPS	Person/Property In-Sight Code	Used in inquiries to Canada indicating whether the person or property is in-sight of the officer requesting the information. Enter Y (Yes) or N (No).														
PUR	Purpose Code	<i>Must</i> be the following: C-Administration of Criminal Justice J-Criminal Justice Employment														
RSN	Reason Code	Every format inquiry to Canada <i>must</i> have a reason code that indicates the general purpose of the request. Following is a list of the authorized reason codes: <table border="0"> <thead> <tr> <th><u>Reason for Request</u></th> <th><u>Code</u></th> </tr> </thead> <tbody> <tr> <td>Narcotics</td> <td>N</td> </tr> <tr> <td>Fraud</td> <td>F</td> </tr> <tr> <td>Violent Crimes</td> <td>V</td> </tr> <tr> <td>Traffic Violations</td> <td>T</td> </tr> <tr> <td>Theft</td> <td>S</td> </tr> <tr> <td>Humanitarian</td> <td>H</td> </tr> </tbody> </table>	<u>Reason for Request</u>	<u>Code</u>	Narcotics	N	Fraud	F	Violent Crimes	V	Traffic Violations	T	Theft	S	Humanitarian	H
<u>Reason for Request</u>	<u>Code</u>															
Narcotics	N															
Fraud	F															
Violent Crimes	V															
Traffic Violations	T															
Theft	S															
Humanitarian	H															
SEX	Sex	<i>Must</i> be either F (female) or M (male).														

APPENDIX C State Codes

2 – Letter State Code	State
AL	Alabama
AK	Alaska
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia
FL	Florida
GA	Georgia
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NB	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio
OK	Oklahoma

2 – Letter State Code	State
OR	Oregon
PA	Pennsylvania
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VA	Virginia
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming

APPENDIX D

**Georgia Bureau of Investigation
Georgia Crime Information Center**

Georgia Driver's History Consent Form

I hereby authorize the _____
(fire department/law enforcement agency name)
to receive a copy of my Georgia driver's history information as part of my application for
criminal justice employment, or for use relative to the performance of my official duties
with this agency.

Full Name (Print)

Sex

Date of Birth

Driver's License Number

Signature

Date

Hit Confirmation

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1 INTRODUCTION

The purpose of the hit confirmation process is to determine if the record in the hit response is current and valid and to alert the originating agency to the location of the person or property described in the GCIC/NCIC record. Hit Confirmation requests and responses *must* be included with the record entry documentation.

Hit Message Definition

These messages indicate that information contained in an inquiry may match one or more GCIC/NCIC hot file records.

Probable Cause

A GCIC/NCIC Hit may not, by itself, be probable cause for arrest of an individual, seizure of property or detaining a missing person. You *must* first receive confirmation from the originating agency that the record is current and valid, verifiable identification of the subject or property, and the age of the record returned in response to your inquiry.

2 HIT CONFIRMATION REQUEST

A hit confirmation request is a process that *must be initiated by the inquiring agency* after receiving a positive hit response. Whenever the information in a response describes the person or property in question and the inquiring agency has control of the person or property, you *must contact the entering agency by using message key YQ*.

An exception occurs when a wanted person record contains a no extradition indication or other extradition limitations and the agency finding the wanted person is outside the geographic area of extradition indicated. The record does not need to be confirmed and the record should not be located.

There are two levels of **priority** allowed when requesting a hit confirmation:

➤ ***Urgent - Within 10 minutes.***

When a hit is the only basis for detaining a suspect, or the nature of a case requires urgent confirmation of a hit, the highest level of priority is specified.

➤ ***Routine - Within 1 hour.***

Used when the person or property is being held on local charges or when an urgent confirmation is not required.

Priorities are always established by the agency requesting confirmation and are a required field for all hit confirmations.

Although it may seem easier to make every request an urgent, agencies must use the routine priority when an urgent response is not required.

3 HIT CONFIRMATION RESPONSE

A response to a Hit Confirmation request is based on the PRI (Priority Designation) used by the requesting agency.

You *must* respond in one of the following ways:

- **Confirm the Hit:** Advise the requesting agency that the information included in the record in question is accurate, current, and valid.
- **Deny the Hit:** Advise the requesting agency that the information included in the hit message is no longer valid or that it does not match the information your agency has on file. If it is no longer valid, it *must* be cancelled immediately.
- **More time is needed:** If more time is needed to obtain or review the case file in order to determine the validity of the record, respond to the requesting agency specifying the amount of time needed. (*Keep in mind, however, that if the request is Urgent that the request may be the only basis for detaining a suspect*).

If your agency receives a hit confirmation request (YQ) on a record that indicates no extradition or other extradition limitations and the agency requesting the confirmation is outside the geographic area of extradition indicated, you may respond by message key (YR) indicating the person is wanted but outside the extradition limits.

4 FAILURE TO RESPOND TO A HIT CONFIRMATION REQUEST

When an agency fails to respond to a hit confirmation request the risk of injury to law enforcement officers and liability for law enforcement agencies increases.

The following procedures are established to ensure compliance with GCIC policies and procedures for responding to hit confirmation requests:

- GCIC will monitor network activity and record all incidents of hit confirmation failure.
- When a significant pattern of hit confirmation failure is found within an agency, written notification will be sent to the agency head from the GCIC Director requesting a written response within 30 days on actions that have been or will be taken to resolve the problem.

- Continuing problems will result in formal notification to the GCIC Council with recommendation for sanctions as prescribed in GCIC Council Rules.
- Possible sanctions include purging of GCIC/NCIC Wanted/Missing Person, Protection Order, Gang, and Stolen Property records, restricting access to specific GCIC/NCIC files, and the suspension/revocation of access to the Georgia CJIS Network.
- Agency heads will receive written notification of all formal sanctions to be taken.
- All correspondence will become part of an agency audit file and have a direct bearing on it's compliance with GCIC/NCIC audit standards.

5 PROCEDURES FOR HANDLING A HIT

Although hit confirmation request relies primarily on the cooperation of the entering agency, the agency making the **request** should also provide detailed information, in the proper format, to assure an efficient and accurate exchange of information.

5.1 HIT CONFIRMATION REQUEST PROCEDURE

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
Hit Confirmation Request	YQ	To send a hit confirmation request to the originating agency to determine if a record is active and valid.

5.2 REQUIRED FIELDS

YQ	Message Key
ORI	Originating Agency Identifier
DST	Destination
OCF	Optional Control Field

Include for special routing or control
Information that the sending agency *must*
have returned in order to match a response
to an earlier message.

RNO	Request Number <i>Must</i> be 1, 2, or 3
PRI	Priority Designation U – Urgent R – Routine
OCA	Originating Agency Case Number
NIC	NCIC Number

and

When Hit Confirmation Request is for Wanted Person

NAM (Required)	Last name, first name, middle initial
DOB (Required)	Date of Birth = YYYYMMDD
SEX (Required)	Sex
WNO	Warrant Number

When Hit Confirmation Request is for Missing Person

NAM (Required)	Last name, first name, middle initial
DOB (Required)	Date of Birth = YYYYMMDD
SEX (Required)	Sex

When Hit Confirmation Request is for Protection Order

NAM (Required)	Last name, first name, middle initial
DOB (Required)	Date of Birth = YYYYMMDD
SEX (Required)	Sex

When Hit Confirmation Request is for Stolen Vehicle

LIC <i>enter LIC or VIN or both</i>	License Number
VIN <i>enter VIN or LIC or both</i>	Vehicle Identification Number
VYR (Required)	Vehicle Year
VMA (Required)	Vehicle Make

When Hit Confirmation Request is for Stolen License Plate

LIC (Required)	License Number
LIS (Required)	License State
LIY (Required)	License Year
LIT (Required)	License Type

When Hit Confirmation Request is for Stolen Part

SER (Required)	Stolen Part Serial Number
BRA (Required)	Brand
CAT (Required)	Category

When Hit Confirmation Request is for Stolen Gun

SER (Required)	Serial Number
CAL (Required)	Caliber
MAK (Required)	Gun Make
MOD	Model

When Hit Confirmation Request is for Stolen Article

TYP (Required)	Article Type
SER (Required)	Serial Number (or OAN Number)
BRA (Required)	Article Brand

When Hit Confirmation Request is for Stolen Boat

REG <i>enter REG or BHN or both</i>	Boat Registration Number
BHN <i>enter BHN or REG or both</i>	Boat Hull Number
BMA (Required)	Boat Make

When Hit Confirmation Request is for Stolen Security

TYP (Required)	Security Type
SER (Required)	Serial Number
DEN (Required)	Denomination

And for all Hit Confirmation Request enter the following information:

RNA (Required)	Name of the Requestor
RAG (Required)	Requesting Agency
REM (Required)	Any remarks that may assist in the process

Optional (but if available should be entered)

PHO	Phone Number
EXT	Extension
FAX	Fax Number

5.3 RESPONDING TO A HIT CONFIRMATION REQUEST

Your response to the hit confirmation request is based on the Priority Designation (PRI) used by the requesting agency.

- If the request is *Urgent*, you *must* respond within 10 minutes.
- If the request is *Routine*, you *must* respond within 1 hour.

Respond in one of the following ways:

- **Y = Yes. Confirm the Hit.**
Advise the requesting agency that the information included in the record in question is accurate, current, and valid.
- **N= No. Deny the Hit.**
Advise the requesting agency that the information included in the record in question is no longer valid nor does it match the information your agency has on file. If it is no longer valid it *must* be cancelled immediately.
- **P = In the Process of Being Confirmed. More Time is Needed.**
If more time is needed to obtain or review the case file in order to determine the validity of the record, respond to the requesting agency specifying the amount of time needed.

If the request is Urgent, the request may be the only basis for detaining the suspect.

- **E = Valid but awaiting a decision on extradition** (persons record only).

5.4 HIT CONFIRMATION RESPONSE PROCEDURE

<u>OPERATION</u>	<u>MESSAGE</u>	<u>PURPOSE</u>
Hit Confirmation Response	<u>KEY</u> YR	To send a hit confirmation response to the requesting agency.

5.5 REQUIRED FIELDS

YR	Message Key
ORI	Originating Agency Identifier
DST	Destination
OCF	Optional Control Field Include for special routing or control information that the sending agency <i>must</i> have returned in order to match a response to an earlier message.
CON	Confirmation Status Y = Yes N = No P = In the process of being confirmed E = Valid but awaiting a decision on extradition (persons record only)
HRS	Hours for Confirmation Required when the CON is P or E.
OCA	Originating Agency Case Number
NIC	NCIC Number

and

When Hit Confirmation Response is for Wanted Person

NAM (Required)	Last name, first name, middle initial
DOB (Required)	Date of Birth = YYYYMMDD
SEX (Required)	Sex

When Hit Confirmation Response is for Missing Person

NAM (Required)	Last name, first name, middle initial
DOB (Required)	Date of Birth = YYYYMMDD
SEX (Required)	Sex

When Hit Confirmation Response is for Protection Order

NAM (Required)	Last name, first name, middle initial
DOB (Required)	Date of Birth = YYYYMMDD
SEX (Required)	Sex

When Hit Confirmation Response is for Stolen Vehicle

LIC <i>enter LIC or VIN or both</i>	License Number
VIN <i>enter VIN or LIC or both</i>	Vehicle Identification Number
VYR (Required)	Vehicle Year
VMA (Required)	Vehicle Make

When Hit Confirmation Response is for Stolen License Plate

LIC (Required)	License Number
LIS (Required)	License State
LIY (Required)	License Year
LIT (Required)	License Type

When Hit Confirmation Response is for Stolen Part

SER (Required)	Stolen Part Serial Number
BRA (Required)	Brand
CAT (Required)	Category

When Hit Confirmation Response is for Stolen Gun

SER (Required)	Serial Number
CAL (Required)	Caliber
MAK (Required)	Gun Make
MOD	Model

When Hit Confirmation Response is for Stolen Article

TYP (Required)	Article Type
SER (Required)	Serial Number (or OAN Number)
BRA (Required)	Article Brand

When Hit Confirmation Response is for Stolen Boat

REG <i>enter REG or BHN or both</i>	Boat Registration Number
BHN <i>enter BHN or REG or both</i>	Boat Hull Number
BMA (Required)	Boat Make

When Hit Confirmation Response is for Stolen Security

TYP (Required)	Security Type
SER (Required)	Serial Number
DEN (Required)	Denomination

And for all Hit Confirmation Request enter the following information:

CNA (Required)	Name of the Confirmer
CAG (Required)	Confirming Agency
REM (Required)	Any remarks that may assist in the process

Optional (but if available should be entered)

PHO	Phone Number
EXT	Extension
FAX	Fax Number

5.6 NO RESPONSE TO HIT CONFIRMATION REQUEST

A. If the record was entered by a Georgia agency:

If an agency fails to respond to a hit confirmation request, send a second request to the agency of record by placing a two (2) in the Request Number (RNO) field. The message will be addressed to both the given destination as well as the CJIS Systems Agency (GCIC).

If you still do not receive a response, send a third request by placing a three (3) in the Request Number (RNO) field. The message will be

addressed to the given destination, the CJIS Systems Agency (GCIC), and NCIC.

B. If the hit is an out-of-state record:

If an agency fails to respond to a hit confirmation request, send a second request to the agency of record by placing a two (2) in the Request Number (RNO) Field. The message will be addressed to both the given destination as well as the CJIS Systems Agency (GCIC).

If you still do not receive a response, send a third request by placing a three (3) in the Request Number (RNO) Field. The message will be addressed to the given destination, the CJIS Systems Agency (GCIC), and NCIC.

Placing the appropriate state code in the third Destination (DST) space is optional.

Note: Per NCIC guidelines it is not mandatory for other states to use the YQ/YR format for the HIT Confirmation process. If an agency receives an AM message within the designated time frame in lieu of the expected YR, a second request is not necessary. The AM is recognized as a substantive response by NCIC from other states.

6 HIT ON A U.S. SECRET SERVICE RECORD

The U.S. Secret Service (USSS) enters records in NCIC on individuals who may pose a threat to the President and authorized protectees. When an agency makes an inquiry and receives a hit on a USSS entry, the agency is advised that the USSS is interested in the whereabouts of the person in question and no arrest should be made based on the information contained in the record. The USSS will also be advised of the inquiry on the person in question. The USSS will initiate the process of any further investigation involving the person in question.

If a positive response includes vehicle or license plate data in the USSS record, the vehicle should be inquired on to determine if the vehicle or license plate is stolen. Further dissemination of information in this record is controlled by restrictions established by the U.S. Secret Service.

7 HIT ON NCIC FOREIGN FUGITIVE FILE

If an inquiry produces a response from the NCIC Foreign Fugitive file, you *must* contact INTERPOL to confirm that the foreign arrest warrant is valid. **DO NOT ARREST** a subject based on a hit from the NCIC Foreign Fugitive File until you

have confirmed the warrant information with INTERPOL. (Refer to the Data Communications section for procedures in using INTERPOL.)

8 HANDLING OF FOREIGN NATIONALS

Federal law requires that law enforcement and criminal justice personnel who arrest and detain an individual, including a juvenile, who is identified as a foreign national *must*:

- Determine the foreign national's country. Normally this is the country on whose passport, visa, or other documents (i.e., foreign driver's license) the individual is traveling

NOTE: The immigration status of the individual is immaterial.

In the absence of evidence (documents or a statement by the individual) that an individual is a foreign national, it will be assumed that the arrestee is a U.S. citizen. A person's name, skin pigmentation, accent, or lack of familiarity with the English language is NOT evidence of foreign nationality. Consular notification is not required for routine traffic or similar cases where the foreign national is given a citation and released without being booked into jail.

If the foreign national's country is NOT on the mandatory notification list, without delay, ask the foreign national if he or she wants to have the consulate or embassy of his or her country notified of their arrest.

If the foreign national asks that the consulate or embassy be notified, without delay, notify the nearest consulate for the individual's country of the arrest and detention. (This may be done by phone but fax is better, especially if the arrest occurs outside normal business hours. A listing of the phone and fax numbers for foreign consulates in Georgia may be obtained from the Prosecuting Attorneys' Council of Georgia. The U.S. Dept. of State maintains a listing for all foreign consulates in the U.S. on its web site:

http://www.state.gov/www/travel/consular_offices/fco_index.html

If the foreign national does NOT want the consulate notified, document that fact in writing in the case file. If the consulate IS contacted, keep a written record of the date, time, and name of consulate representative notified.

If the foreign national is from one of the following countries, notification is mandatory regardless of the wishes of the arrestee.

Albania *	Malta
Antigua	Mauritius
Armenia	Moldova
Azerbaijan	Mogolia
Bahamas	Nigeria
Barbados	Philippines
Belarus	Poland
Belize	Romania
Brunei	Russian Federation
Bulgaria	St. Kitts/Nevis
China (Peoples Republic) **	St. Lucia
Costa Rica	St. Vincent/Grenadines
Cyprus	Seychelles
Czech Republic	Sierra Leone
Dominican	Singapore
Fiji	Slovak Republic
Gambia	South Korea
Georgia	Tajikistan
Ghana	Tanzania
Grenada	Tonga
Guyana	Trinidad/Tobago
Hungary	Turkmenistan
Jamaica	Tuvalu
Kazakhstan	Ukraine
Kiribati	United Kingdom****
Kuwait	U.S.S.R ***
Kyrgyzstan	Uzbekistan
Malaysia	Zambia

Foreign consular officials have the right under U.S. law to communicate with and visit their nationals, who are in a jail, a Youth Detention Center (YDC) or other custody unless the individual objects to such visits.

* Arrangements with these countries provide that U. S. authorities shall notify responsible representatives within 72 hours of the arrest or detention of one of their nationals.

** When Taiwanese nationals (who carry Republic of China passports) are detained, notification should be made to the nearest office of the Coordination Council for North American Affairs, the unofficial entity representing Taiwan's interests in the U.S.

*** All U.S.S.R. successor states- Armenia, Azerbaijan, Belarus, Georgia, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan are covered by this agreement. These residents carry British passports

**** British dependencies are also covered by this agreement. They are: Anguilla, British Virgin Islands, Bermuda, Montserrat, and the Turks and Caicos Islands. Their residents carry British passports.

For additional information, call the U.S. Department of State at (202) 647-4415, FAX (202) 736-7559. Telephone inquiries after normal business hours may be directed to the Command Center of the Bureau of Diplomatic Security at (202) 663-0812.

You may also write to the Office of the Assistant Legal Adviser for Consular Affairs, U.S. Department of State, Washington, D.C., 20520.

9 HANDLING OF WANTED PERSON WITH SUPPLEMENTAL STOLEN/FALSE RECORD

If an inquiry in the NCIC Persons File results in a Possible Hit on a Wanted Person record with a Supplemental (S/F) record, the response will begin with a warning that the record subject is known to have used stolen or false identification documents.

Directly after the warning, all stolen/false identifiers will be listed. Each of these identifiers will be preceded by S/F, for example: S/F NAM/GOODFELLOW, JOE. The wanted person record will follow.

Whenever a terminal operator receives a possible hit on a Wanted Person record containing S/F identifiers, the operator should immediately inform any officer in contact with the person inquired on that the person may be a wanted person using stolen/false identification.

National Drug Pointer Index System (NDPIX)

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Appendix A NDPIX Data Field Codes

Appendix B NDPIX Data Field Codes, Edits and Rules

***THIS INFORMATION IS USED BY ENTERING LAW ENFORCEMENT
AGENCIES ONLY***

1 INTRODUCTION

NDPIX is a nationwide, multi-jurisdictional automated information sharing system. A fully automated pointer information system, NDPIX provides participating state, local and federal law enforcement agencies the capability to determine if a current drug investigative suspect is under active investigation by any other participating agency.

Participating agencies are required to submit active case information to NDPIX in order to receive pointer information from NDPIX. It is a true pointer system, not an intelligence system. The actual case information is shared only when telephone contact is made.

An entry is retained in NDPIX for 180 days unless the data owner renews the entry for another 180 days.

The Drug Enforcement Administration (DEA) at the Department of Justice (DOJ) manages NDPIX. Participating law enforcement agencies access NDPIX through the Nlets network which provides access 24 hours per day seven days a week.

1.1 AGENCY QUALIFICATIONS

NDPIX is available to all state, local, and federal law enforcement agencies that:

1. Posses law enforcement or criminal investigative authority
2. Investigate drug violations
3. Have the ability and authority to initiate an active criminal case investigation and pursue that case to prosecution
4. Have a FBI assigned ORI
5. Have listed the name(s) and social security number(s) of authorized users, and
6. Have signed a Participation Agreement.

1.2 PARTICIPATION AGREEMENT

Participation in NDPIX requires that an agreement be executed between the DEA and the applying agency. The DEA assigns a user ID and password to each individual named by the applying agency as an NDPIX user. Each user *must* be associated with one or more ORIs registered with NDPIX.

Steps to Participation in NDPIX:

- The applying agency requests and receives a participation agreement from NDPIX.
- The applying agency submits the participation agreement to NDPIX that includes the name(s) and social security numbers of all NDPIX users.
- NDPIX forwards the participation agreement to the Georgia Crime Information Center to load all appropriate agency identifiers and message keys.

NDPIX transmissions *must* originate from an ORI approved by NCIC and registered with the DEA.

For more information regarding participation in the NDPIX program, contact DEA at 1-800-276-5558.

1.3 NDPIX OPERATIONS

NDPIX provides an automated response to the point of contact for active cases at participating state, local, and federal law enforcement agencies.

NDPIX operates as follows:

- A law enforcement agency submits an entry on an individual who is under investigation of drug laws. An entry may be updated or renewed at any time.
- NDPIX validates the entry to ensure that it contains an authorized ORI, user ID, and password.
- NDPIX validates the entry to ensure that it contains the mandatory fields and that the data fields are valid. NDPIX will notify the entering agency of any errors found.
- NDPIX adds the valid entry to the database or updates an earlier entry.

- NDPIX then searches the database for any matches to the entry.
- NDPIX sends point of contact information to the entering agency with up to 50 matches containing the name of the individual, case number, expiration date of record, NDPIX number, initial entry date, modify date, and renewal date. If no possible matches are found, NDPIX returns a negative response.
- NDPIX sends the point of contact information of the entry or update to owners of matching records.

2 **MESSAGE KEYS**

A message key is used to identify each file operation. Message keys for the NDPIX file are as follows:

MESSAGE KEY	OPERATION	PURPOSE
DEX	ENTRY	<p>To enter new records in the NDPIX database with mandatory information that <i>must</i> be present for records to be accepted.</p> <p>To also include optional information to provide more possible matches.</p>
DEA	NDPIX RESPONSE TO DEX	<p>A response from NDPIX for every transaction received, whether accepted or rejected, and point of contact on any record matches that might have been detected.</p> <p>Responses for valid records contain an NDPIX Number that the record owner would use to either update or renew the record.</p>

MESSAGE KEY	OPERATION	PURPOSE
DUX	UPDATE	To enter user ID, password, NDPIX Number, target name and alias (es), and all data elements to be changed in an existing record. An update renews a record for 180 days.
DUA	NDPIX RESPONSE TO DUA	A response from NDPIX for every transaction either accepted or rejected. Point of contact will be provided on all entries matching any records in the database.
DRX	RENEW	To renew an existing record on the NDPIX system for another 180 days.
DRR	NDPIX RESPONSE TO DRX	A response from NDPIX for every transaction either accepted or rejected. Point of contact will be provided on all entries matching to any records in the database.
DTX	REQUEST USER REPORTS	To request copies of your records in the NDPIX database.
DTR	NDPIX RESPONSE TO DTR	A response from NDPIX to return reports requested by participant(s).

3 ENTRY

OPERATION
ENTRY
New Record

MESSAGE

KEY
DEX

PURPOSE

To enter new records in the NDPIX database with mandatory information that *must* be present for the records to be accepted.

To also include optional information to provide more possible matches.

3.1 REQUIRED FIELDS

DEX	Message Key
ORI	Originating Agency Identifier
DRI	Destination Agency Identifier
UID	User ID <i>Identifies the user making the entry</i>
PWD	Password <i>Allows the user access to the system</i>
OCA	Originating Agency Case Number
POC	Point of Contact <i>Name of case investigator/agent/officer Enter the name as last, first and middle initial or middle name</i>
PPN	Point of Contact-Phone <i>Phone number of the point of contact</i>
PTL	Point of Contact-Title <i>Title of the point of contact</i>
NAM	Target's Name <i>Enter suspect's name as last, first and middle initial or middle name. AKA (alias) and MON (moniker/nickname) are acceptable substitutes, but all three are allowed.</i>

AKA	Target's alias name <i>Enter suspect's alias as last, first and middle initial or name.</i>
MON	Moniker <i>Enter target's nickname, if available.</i>
SEX	Target's Sex <i>Enter M (male) or F (female), unknown not valid.</i>
DOB	Target's date of birth or Estimated Age <i>Enter as YYYYMMDD. Must be at least 16 years old and not over 100 years of age.</i>
FOR	Individual for whom the entry is made. <i>To identify the individual for whom the transaction is entered if different from the one whose user ID and Password initiates the transaction.</i>

3.2 OPTIONAL DATA FIELDS

The following data are optional but should be added to an entry to achieve a greater possibility in making a match.

CODE	FIELD
HGT	HEIGHT
WGT	WEIGHT
EYE	EYE COLOR BLK-Black HAZ-Hazel BLU-Blue MAR-Maroon BRO-Brown PNK-Pink GRE-Green MUL-Multicolored GRY-Gray Unknown-Leave Blank

HAI	<p style="text-align: center;">HAIR COLOR</p> <p>BLK-Black RED-Red or Auburn BLN-Blond or Strawberry SDY-Sandy BRO-Brown WHI-White GRY-Gray/Partly Gray Unknown-Leave Blank</p>
RAC	<p style="text-align: center;">RACE</p> <p>I-American Indian A-Asian B-Black W-White U-Unknown</p>
SMT	<p style="text-align: center;">SCARS, MARKS, TATTOOS</p> <p>Refer to the NCIC Code Manual for valid codes.</p>
ADR	<p style="text-align: center;">COMPLETE STREET ADDRESS</p>
CIT	<p style="text-align: center;">CITY</p>
STE	<p style="text-align: center;">STATE</p> <p>Enter 2 character state code.</p>
ZIP	<p style="text-align: center;">ZIP CODE</p>
TEL	<p style="text-align: center;">TELEPHONE NUMBER</p> <p>Enter the target's telephone number including the area code.</p>
SCN	<p style="text-align: center;">CELLULAR NUMBER</p> <p>Enter the target's cellular phone number including the area code.</p>
PAG	<p style="text-align: center;">PAGER NUMBER</p> <p>Enter the target's pager number.</p>
DAL	<p style="text-align: center;">LOCATION-DRUG ACTIVITY</p> <p>Enter general location of drug activity using NCIC standards.</p>

ADF	<p style="text-align: center;">ARMED & DANGEROUS CAUTION</p> <p>Enter Y (yes) to indicate if target is armed or dangerous or leave blank.</p>
FBI	FBI NUMBER
SOC	SOCIAL SECURITY NUMBER
LIC	VEHICLE LICENSE NUMBER
LIS	<p style="text-align: center;">VEHICLE REGISTRATION STATE</p> <p>Enter the 2 character state code.</p>
BSN	<p style="text-align: center;">VESSEL NUMBER/NAME</p> <p>Enter the vessel number or name.</p>
RES	<p style="text-align: center;">VESSEL REGISTRATION STATE</p> <p>Enter the 2 character state code where the vessel is registered.</p>
CAN	<p style="text-align: center;">AIR CRAFT NUMBER</p> <p>Enter the aircraft's registration number.</p>

3.3 RESPONSE ONLY

OPERATION
NDPIX RESPONSE

MESSAGE
KEY
DEA

PURPOSE
A response from NDPIX for every transaction received, whether accepted or rejected, and point of contact on any record matches that might have been detected.

Responses for valid records will contain an NDPIX Number that the record owner would use to either update or renew the record.

4 UPDATE

OPERATION

UPDATE

Existing Record

MESSAGE

KEY

DUX

PURPOSE

To enter user ID, password, NDPIX Number, target name and aliases, and all data to be changed in an existing record. An update renews a record for an additional 180 days.

4.1 REQUIRED FIELDS

DUX

Message Key

ORI

Originating Agency Identifier

UID

User ID

PWD

Password

NAM

Target's Name

Enter as last, first and middle initial or middle name. AKA for alias and MON for moniker/nickname are acceptable substitutes, but all three are allowed.

NDP

NDPIX Number

and

ALL DATA TO BE UPDATED

4.2 RESPONSE ONLY

NDPIX RESPONSE

DUA

PURPOSE

A response from NDPIX for every transaction whether accepted or rejected. Point of contact information will be provided on all entries matching any records in the database.

5 RENEW

OPERATION

RENEW
Existing Record

MESSAGE

KEY

DRX

PURPOSE

To renew an existing record on the NDPIX System for another 180 days. (These transactions require user ID, password, NDPIX number, and Name, alias, or moniker of suspect).

To also include optional information to provide more possible matches.

5.1 REQUIRED FIELDS

DRX
ORI
UID
PWD
NAM

Message Key
Originating Agency Identifier
User ID
Password
Target's Name
Enter as last, first and middle initial or middle name. AKA for alias and MON for moniker/nickname are acceptable substitutes, but all three are allowed.

NDP

NDPIX Number

5.2 RESPONSE ONLY

NDPIX RESPONSE

DRR

PURPOSE

A response from NDPIX for every transaction whether accepted or rejected. Point of contact information will be provided on all entries matching any records in the database.

Record matching is performed in the same manner as update transactions except that no data elements are required.

Transaction Accepted

DRR.

NDP/5203/DLR/20020111/NAM/ABILA, LISA LOUISE.

MSG/20-RENEWAL ACCEPTED - NO MATCHES

6 NDPIX REPORTS

In addition to point of contact information, NDPIX provides a variety of other information to its participants. Some services are handled directly over the Nlets network while others are handled through the mail.

Participants may request copies of all of their records currently in the database that have not been purged. Requests for records belonging to a User ID or an ORI are handled via Nlets.

Requests for larger volume lists such as those belonging to:

- an investigative unit
- an entire law enforcement agency (LEA)
- other multiple user ID selections are submitted to the DEA NDPIX Support Staff.

Responses to the larger requests are recorded on diskette or tape cassette and delivered via U.S. mail.

6.1 TO REQUEST USER REPORTS

<u>OPERATION</u>	<u>MESSAGE</u>	<u>PURPOSE</u>
<u>REQUEST</u> User Reports	<u>KEY</u> DTX	To request copies of your records in the NDPIX database.

6.2 REQUIRED FIELDS

DTX	Message key
ORI	Originating Agency Identifier
DRI	Destination Agency Identifier
UID	User ID <i>ORI of originating participant</i>
PWD	Password <i>Password of originating participant</i>

6.3 **RESPONSE ONLY**

<u>OPERATION</u>	MESSAGE	<u>PURPOSE</u>
NDPIX RESPONSE	<u>KEY</u> DTR	To return requested reports to the user.

NDPIX will return an abbreviated version of all records received from your ORI. Returned records will contain the following:

- Name of the Target
- Case Number
- Expiration Date of the Record
- NDPIX Number
- Initial Entry Date
- Modify Date
- Renewal Date

7 **PURGING RECORDS**

Records entered by law enforcement agencies are kept in the database for 180 days and purged unless updated or renewed. The “purge” clock is reset when the record is either updated or renewed and the record will remain on the database for another 180 days. The system performs this aging and purging operation one time per day.

NDPIX notifies record owners of pending purges by sending a DRR notification 30 days and again 15 days before the records are actually purged. A final DRR notification is made when the actual purge of the record has been performed.

APPENDIX A
NDPIX Data Field Codes

Code Allowed	Description	Length	Characters
CAN	Air craft Number	1-8	Letters & Numbers
ADF	Caution Indicator	1	Letter
ADR	Street Address	2-30	Letters
AKA	Alias	1-30	Letters
BSN	Vessel Number or Name	1-20	Letters & Numbers
CIT	City	1-30	Letters Only
DAL	Drug Activity Location (State or Country Code)	2-2	Letters
DOB	Date of Birth	8-8	Numbers
DRI	Destination Agency Identifier	9-9	Letters & Numbers
EYE	Eye Color	3-3	Letters
FBI	FBI Number	1-9	Letters & Numbers
FOR	For	5-30	Letters & Numbers
HAI	Hair	3-3	Letters
HGT	Height	3-3	Numbers
LIC	License Number	1-8	Letters & Numbers
LIS	License State	2-2	Letters
MON	Moniker/Nickname	1-30	Letters
NAM	Name	1-30	Letters
NDP	NDPIX Number	8-8	Numbers

OCA	Originating Case Number	1-20	Letters & Numbers
ORI	Originating Agency Identifier	9-9	Letters & Numbers
PAG	Pager Number	10-10	Numbers
POC	Point of Contact	1-30	Letters & Numbers
PPN	Phone Number	10-10	Numbers
PTL	Title/Organization of Contact	1-20	Letters & Numbers
PWD	Password	8-8	Letters & Numbers
RAC	Race	1	Letter
SEX	Sex	1	Letter
SCN	Cellular Number	10-10	Numbers
SMT	Scars, Marks, & Tattoos	3-10	Letters
SOC	Social Security Number	9-9	Numbers
STE	State	2-2	Letters
TEL	Telephone Number	10-10	Numbers
UID	User ID	8-8	Letters & Numbers
WGT	Weight	3-3	Numbers
ZIP	Zip Code	5 or 9	Numbers

APPENDIX B
NDPIX Data Field Codes, Edits and Rules

ACN	Air Craft Number	Registration Number of the Aircraft
ADF	Caution Indicator	Enter Y (yes) to indicate Armed & Dangerous.
ADR	Street Address	Enter address of the target. Numeric entries will reject.
AKA	Alias	Aliases are valid alternatives. Numeric entries are rejected.
BSN	Vessel Number or Name	Enter the vessel number or name. Up to 10 occurrences are allowed.
CIT	City	Numeric entries are rejected.
DAL	Drug Activity Location	Enter the 2-character state or country code of the drug activity.
DOB	Date of Birth	Enter as YYYYMMDD. If the estimated age is entered, <i>must</i> be >16 and <100 years.
DRI	Destination Agency Identifier	Enter the destination ORI of the entry. ORIs <i>must</i> be listed in the NDPIX participant registration table.
EYE	Eye Color	Enter the eye color as 3 characters: BLK-Black HAZ-Hazel BLU-Blue MAR-Maroon BRO-Brown PNK-Pink GRE-Green MUL-Multicolored GRY-Gray Unknown-Leave Blank
FBI	FBI Number	Enter FBI number.
FOR	For	Enter the name of the record owner if different from the one whose user ID and password initiated the transaction.

HAI	Hair Color	Enter the hair color as 3 characters: BLK-Black RED-Red RED-Red (Auburn) BLN-Blond or Strawberry SDY-Sandy BRO-Brown WHI-White GRY-Gray/Partly Gray Unknown-Leave Blank
HGT	Height	Enter as 3 digits. For example, 5'9" is entered as 509. The range is 3' to 9'.
LIC	License Number	Enter the tag number of the target. Up to 10 occurrences are allowed.
LIS	License State	Enter the vehicle registration state of the target. Up to 10 occurrences are allowed.
MON	Moniker	Enter any nickname that the target uses. Numeric entries are rejected.
NAM	Name	Enter the name of the target as last name, <space>first name<space>and then the middle initial.
NDP	Number	Generated by NDPIX to identify a record for updates and renewals.
OCA	Originating Agency Case Number	Do not enter a single zero, all zeros, the word NONE, or the first seven characters of the ORI field.
ORI	Originating Agency Identifier	A unique identification number assigned by the FBI to criminal justice agencies. ORIs <i>must</i> be listed in the NDPIX participant registration table.
PAG	Pager Number	Enter the target's pager number. Multiple occurrences are allowed.
POC	Point of Contact	Name of the point of contact as last name, <space>first name<space>and then the middle initial.

PPN	Phone Number	Enter the phone number for the point of contact. Include the area code.
PTL	Title of Point of Contact	Enter the title of the point of contact.
PWD	Password	Enter the password that allows the user to gain access to the system.
RAC	Race	Enter the race of the target: I-American Indian A-Asian B-Black W-White U-Unknown
SEX	Sex	Enter the sex of the target as M (male) or F (female). U for "Unknown" is not a valid entry.
SCN	Cellular Phone	Enter the target's cellular phone number. Include the area code.
SMT	Scars, Marks, and Tattoos	Refer to Personal Descriptors, Section 13, of the NCIC Code Manual for valid codes.
SOC	Social Security Number	Enter the target's social security number.
STE	State	Enter the 2 character state code where the target resides.
TEL	Telephone Number	Enter the target's telephone number.
UID	User ID	Enter the assigned identification number to identify the user making the entry.
WGT	Weight	Enter as 3 digits. Example: Enter 98 lbs. as <u>098</u>
ZIP	Zip Code	Enter the zip code of the location where the target resides.

National Insurance Crime Bureau (NICB)

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Appendix A Vehicle Data Field Codes

Appendix B Vehicle Data Field Codes, Edits and Rules

1 **INTRODUCTION**

The National Insurance Crime Bureau (NICB) is a crime prevention organization assisting law enforcement in the prevention, detection, and prosecution of the financial crimes of theft, fraud, and arson relating to personal property.

NICB maintains area offices in Des Plaines, Illinois; Irving, Texas; Melville, New York; Fife, Washington; Tampa, Florida; Fairfax, Virginia; Dublin, Ohio; Wethersfield, Connecticut; and Glendora, California. The Des Plaines office is open from 7:00 a.m. – Midnight (Monday through Friday). If there is an emergency a representative is on call for after hours, holidays and weekends.

Special agents are assigned to provide ready assistance to law enforcement in the identification of vehicles under investigation, and in matters related to theft, fraud, and arson. These special agents are experts in identifying vehicles on which identifying numbers have been removed, changed, altered, or obliterated.

The NICB provides a Commercial Vehicle Identification Manual that covers truck tractors, light-duty trucks, diesel engines, commercial trailer, recreational vehicles, farm, construction, and off-road equipment. This publication is available free of charge.

Contact NICB at the following locations:

Headquarters

1111 East Touhy Avenue Suite 400
Des Plaines, IL. 60018
Phone: (800) 447-6282
FAX: (847) 544-7101

National Office

12701 Fairlakes Circle Suite 380
Fairfax, Va. 22033
Phone: (888) 241-7159
FAX: (703) 222-6410

Website: www.nicb.org

The NICB provides automated access to the following files:

Manufacturer's Shipping File	Pre-Inspection File
Salvage File	Vehicle Claim File
Impound File	Rental File
Export File	Theft File
International Index File	Theft Recovery File
Auction File	NCIC/CPIC Canceled File

2 **MESSAGE KEYS**

A message key is used to identify each file operation. NICB message keys are as follows:

MESSAGE KEY	OPERATION	PURPOSE
NIQ	INQUIRY National Insurance Crime Bureau	To search the Impound and Export Files of the NICB.
NAQ	INQUIRY National Insurance Crime Bureau	To search all files of the NICB.
NEI	ENTRY National Insurance Crime Bureau Impound	To place a new record in the Impound File of the NICB.
NUI	MODIFY National Insurance Crime Bureau Impound	To add, change, or remove information in an existing impound record.
NCI	CANCEL National Insurance Crime Bureau Impound	To remove an entire record from the Impound File of the NICB when it is no longer valid.

3 INQUIRY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY	NIQ	To search the Impound and Export Files of the NICB.
INQUIRY	NAQ	To search all files of the NICB.

3.1 REQUIRED FIELDS

NIQ, NAQ	Message Key
ORI	Originating Agency Identifier
OCF	Optional Control Field
VIN	Vehicle Identification Number

3.2 RESPONSE

Contact NICB if a hit is received on NICB records.

1. Manufacturer Shipping File Response

If no shipping, salvage, impound, international index or export matches are found, the following message will be displayed: *NO RECORD NICB*.

Shipping responses indicate to whom, when, and where a vehicle has been shipped.

2. Salvage File Response

If no shipping, salvage, impound, international, or export matches are found, the following message will be displayed: *NO RECORD NICB*.

Salvage responses indicate that the vehicle has been damaged (cause of loss) and the cash value prior to the loss, the received value and the appraised value.

3. Impound File Response

If no shipping, salvage, impound, international index, or export matches are found, the following message will be displayed: *NO RECORD NICB*.

Impound responses indicate that the vehicle has been impounded, but do not tell whether the vehicle has been claimed or remains on the lot.

4. Export File Response

If no shipping, salvage, impound, international index, or export matches are found, the following message will be displayed: *NO RECORD NICB*.

Export responses indicate that the vehicle has been exported out of the country, but do not indicate if the vehicle has been returned to the country.

5. International Index Response

NICB maintains records of stolen or salvaged vehicles for Canada, Germany, France, and Sweden. NAQ inquiries will check this index and return any hits.

6. Auction File Response

Auction file responses include those vehicle records that are processed through auction houses prior to the sale and sent to NICB.

7. Pre-Inspection File Response

Pre-Inspection responses occur when vehicles are run through an authorized inspection center in several states and pictures are taken of the vehicle including the VIN plate. The photos are then sent to a specific company for examination and run through the NICB VINASSIST Program. If the VINs do not pass this edit, the records are entered in the NICB system.

8. Vehicle Claims File Response

Vehicle claim responses contain information on physical damage to a vehicle. After the insurance adjuster or appraiser files his report, a copy is sent to a vendor used specifically for physical damage estimates. They in turn process the claim and forward it to NICB. This will alert the appraiser if a claim has been duplicated.

9. Rental File Response

Several rental car agencies provide and maintain a complete inventory on the NICB system. When an impound or export is processed, it is automatically checked against this file. Reasons vehicles are entered:

- Added to fleet
- Missing
- Never returned
- Located
- Taken out of fleet

10. NICB Theft/Recovery Response

NICB receives theft records from member companies. While NCIC 2000 and the Canadian Police Information Centre (CPIC) active thefts are not available to law enforcement through NICB, member company thefts, (active and inactive) and vehicle recovery information are displayed when a VIN inquiry is made to NICB. Your agency can deal directly with the member company when appropriate.

**The recovery information mirrors the theft record except that vehicle recovery information is also displayed in the response.*

11. NCIC/CPIC Canceled Records

NICB maintains NCIC 2000 canceled records online dating back to 1972. Instead of asking for an off-line search of NCIC 2000 records, an inquiry to NICB will provide an immediate response. The CPIC cancels records back to 1996. Both NCIC 2000 and CPIC have authorized the release of canceled records by NICB.

4 EXPLANATION OF VEHICLE STATUS CONDITION

Some manufacturers provide the NICB with the status of vehicles that have special circumstances pertaining to them. NICB then enters a status condition in the status field. NICB may or may not have additional information regarding a status condition. Therefore, if a vehicle has a status condition, NICB should be contacted by sending an administrative message. Enter ILNATBC11 as the ORI.

CONDITION	DEFINITION
Undefined	The situation about the vehicle or VIN plate is not clearly defined.
Unused	The VIN plate and its embossed or stamped number will not be installed or assigned.
Stolen From Lot	The vehicle was stolen from a factory or dealer lot.
Destroyed	The vehicle has been completely destroyed.
Scrapped	The vehicle is not usable.
Incorrect	The VIN found on the vehicle is incorrect. This number does not conform to the Federal Motor Vehicle Standard.
Stamping Error	Hidden numbers found on the vehicle, i.e., engine, transmission and/or chassis numbers are not correct. This situation relates to domestic built vehicles that denote a VIN derivative stamped, embossed, or labeled on component parts.
Stolen Plate	Manufacturer advises that only the VIN plate was stolen.
Flood Damage	The vehicle has had water damage and is not to be sold.
Unscrapped	The vehicle previously reported as a scrapped vehicle has been repaired and is being sold.
Fire Damaged	The vehicle is reported as having fire damage and is not to be sold.
Replacement	Replacement VIN plate: The vehicle's original VIN plate was damaged or is missing and the manufacturer issued a replacement plate. Replacement Parts: The vehicle's component part has been replaced and the part has a new number.
Donated Vehicle	The vehicle was donated and removed from commerce.
Test Vehicle	The vehicle is used for testing purposes and is not to be sold.

5 NICB IMPOUND FILE

States may enter impound records into the NICB Impound file. The VIN will be compared to the NICB theft file. If a matching record is found, the hit is forwarded to the proper NICB division for processing.

The entering agency will be contacted. All new thefts are also checked against the Impound file when entered. Impound records will be maintained and returned by NICB for a period of six months from the date received.

In cases where the VIN does not pass the NICB edits, quality control at NICB will review and attempt to correct these, and will notify the sender of any corrections to the VIN. If they are not able to correct a VIN error the entering agency will be notified.

6 IMPOUND ENTRY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
ENTRY NICB Impound File	NEI	To place a new record in the Impound File of the NICB.

6.1 REQUIRED FIELDS

NEI		Message Key
ORI		Sender Originating Agency Identifier
	and	
DST		Destination
	and	
VIN		Vehicle Identification Number
ORI		Originating Agency Identifier of the Impounding Agency
OCA		Originating Agency Case Number
DOI		Date of Impound YYYYMMDD Can be modified.
PND		Name of Impound lot holding the vehicle

6.2 OPTIONAL FIELDS

OCF	Optional Control Field
VMA	Vehicle Make
VMO	Vehicle Model
VYR	Vehicle Year
VST	Vehicle Style
LIC	License Plate Number
LIS	License State
LIY	License Year
LIT	License Type
MIS	Miscellaneous
INV	Inventory Impound Number
PHO	Phone number of the Impound
DER	New York Derelict Vehicle Enter Y if New York Derelict

7 MODIFY IMPOUND

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
MODIFY NICB Impound File	NUI	To add, change, or remove information in an existing impound record.

7.1 REQUIRED FIELDS

NUI	Message Key
ORI	Sender Originating Agency Identifier
FIL	NICB Impound Record Number
ORI	Originating Agency Identifier of the Impounding Agency
	and
OCA	Originating Agency Case Number
DOI	Date of Impound YYYYMMDD

7.2 FIELDS THAT MAY BE MODIFIED

PND	Name of Impound Lot Holding the Vehicle
VMA	Vehicle Make
VMO	Vehicle Model
VYR	Vehicle Year
VST	Vehicle Style
LIC	License Plate Number
LIS	License State
LIY	License Year
LIT	License Type
MIS	Miscellaneous Free Form Message
INV	Impound Inventory Number
PHO	Phone Number of Impound Lot
DER	New York Derelict Enter Y if New York Derelict
OCA	Originating Agency Case Number
DOI	Date of Impound YYYYMMDD
PND	Name of Impound Lot Holding the Vehicle

7.3 FIELDS THAT MAY BE REMOVED

To remove a field, use the pound (#) sign after the field, i.e., VMA #.

VMA	Vehicle Make
VMO	Vehicle Model
VST	Vehicle Style
VYR	Vehicle Year
LIC	License Plate Number
LIY	License Year
LIT	License Plate Type
MIS	Miscellaneous Free Form Message
INV	Impound Inventory Number
PHO	Phone Number of the Impound Lot
DER	New York Derelict

8 CANCEL IMPOUND

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
CANCEL NICB Impound File	NCI	To cancel an impound record in the NICB Impound File.

8.1 REQUIRED FIELDS

NCI	Message Key
ORI	Sender Originating Agency Identifier
DST	Destination
FIL	NICB Impound Record Number
ORI	Originating Agency Case Number of the Impounding Agency

APPENDIX A
Vehicle Data Field Codes

Code	Description	Length	Characters Allowed
BRA	Brand Name	2-4	Letters
CAT	Category	2-2	Letters
CDE	Canadian Date of Entry	8-8	Numbers
CON	Confirmation Status	1	Letter
CTL	Control Field (optional)	10-10	Letters & Numbers
DCL	Date of Clear	8-8	Numbers
DER	New York Derelict	1	Letter
DOC	Date of Cancellation	8-8	Numbers
DOI	Date of Impound	8-8	Numbers
DOR	Date of Recovery	8-8	Numbers
DOT	Date of Theft	8-8	Numbers
DST	Destination	2	Letters & Numbers
EPD	Engine Power or Displacement	2-5	Letters & Numbers
FIL	NICB Impound Record Number	11-11	Letters & Numbers
HRS	Hours of Confirmation	3	Numbers
IMN	Image NCIC Number	10-10	Letters & Numbers
IMT	Image Type	1	Letter
IND	Image Indicator	1	Letter

Code	Description	Length	Characters Allowed
INV	Inventory Number	1-12	Letters & Numbers
LIC	License Plate Number	1-10	Letters & Numbers
LIS	License Plate State	2-2	Letters
LIT	License Type	2-2	Letters
LIY	License Decal Issue Year	4-4	Numbers
LKA	Linkage Case Number	1-20	Letters & Numbers
LKI	Linkage Agency Identifier	9-9	Letters & Numbers
MIS	Miscellaneous	1-200	Letters & Numbers
NIC	NCIC Number	10-10	Letters & Numbers
NOA	Notify Originating Agency	1	Letter
OAN	Owner-Applied Number	1-20	Letters & Numbers
OCA	Originating Agency Identifier	1-20	Letters & Numbers
ORI	NCIC Assigned Agency Identification Number	9-9	Letters & Numbers
PHO	Impound Lot Phone Number	10	Numbers
PND	Impound Lot Name	1-24	Letters & Numbers
PPS	Person/Property In-Sight Code	1	Letter
PRI	Priority Designation	1	Letter
RCA	Recovering Agency Case Number	1-20	Letters & Numbers

Code	Description	Length	Characters Allowed
RPP	Reason For Property Record Removal	10-21	Letters & Numbers
RRI	Recovering Agency Identifier	9-9	Letters & Numbers
RSH	Related Search Hit	1	Letter
RSN	Reason Code	1	Letter
RTY	Request Type	2-2	Letters
SER	Serial Number	1-20	Letters & Numbers
SRN	System Record Number	8-8	Numbers
VCO	Vehicle Color	7-7	Letters & Numbers
VIN	Vehicle Identification Number Canada Inquiry	1-20 1-17	Letters & Numbers
VLN	Name of Validator	3-30	Letters & Numbers
VMA	Vehicle Make	2-24	Letters
VMO	Vehicle Model	2-3	Letters
VST	Vehicle Style	2-2	Letters & Numbers
VYR	Vehicle Year	4-4	Numbers

CTL	Control Field (optional)	A control field that may be included for special routing or control information which the sending agency must have returned in order to match a response to an earlier message.
DCL	Date of Clear	Date that the record is cleared. The date must be the current date or the current date minus one day. It must be in YYYYMMDD format.
DER	New York Derelict	Indicates if the vehicle was impounded under the New York Derelict program. In NICB file, enter Y if New York Derelict. (Abandoned from New York)
DOC	Date of Cancellation	Indicates the date that the record was cancelled. The date must be the current date or the current date minus one day. It must be in YYYYMMDD format.
DOI	Date of Impound	In the NICB file, the date the vehicle was impounded. It must be in YYYYMMDD format.
DOR	Date of Recovery	Date the vehicle was recovered. The date must be the current date or the current date minus one day. It must be in YYYYMMDD format.
DOT	Date of Theft	Indicates the date on which the vehicle or vehicle part was reported as stolen. It must be in YYYYMMDD format.
DST	Destination	Indicates the destination of the inquiry or Canadian Province Code.
EPD	Engine Power or Displacement	EPD is only used for vehicle part entries when the CAT is EN or OB. Refer to Vehicles, Section 7, of the NCIC Code Manual or use the NCIC <i>On-Line</i> Code Manual, for EPD codes. Example: EPD <u>312H</u>
FIL	NICB Impound File (Record) Number	A unique NICB file (record) number assigned to each impound record.

HRS	Hours for Confirmation	Hours to complete confirmation of record. Required when CON=E or P. Use the NCIC <i>On-Line</i> Code Manual
IMN	Image NCIC Number	A self-checking number assigned by NCIC 2000 to each accepted record. Must have a valid check digit when used to identify a record in a subsequent message.
IMT	Image Type	Must be a V representing a vehicle when associating a vehicle to an image. May be V or I when deleting an association to an image.
IND	Image Indicator	Must be Y or N.
INV	Inventory Number	Impound Inventory Number
LIC	License Plate Number (Refer to Appendix 5C)	<u>Must not be</u> the following characters: UNK, UNKN, or UNKNOWN. The first character in the LIC field must be the letter N if: <ul style="list-style-type: none"> • VMA is AERO • LIS is US • LIT is PP (Civilian Passenger Plane) or NP (Civilian Non-Passenger Plane)
LIS	License Plate State	Enter <u>only</u> a valid two character state code. Use the code US in the LIS field for U.S. Military vehicles, Government vehicles, and U.S. aircraft.
LIT	License Type	Refer to Vehicle Data Codes in the NCIC Code Manual or use the NCIC <i>On-Line</i> Code Manual for specific license types.

LIY	License Plate Year of Expiration	<p>Enter last four characters of the highest year in which license plate is valid or NX. <u>NX</u> is used for non-expiring license plates when the following conditions exist:</p> <ul style="list-style-type: none"> • No year sticker is on the license plate or windshield. • No year is embossed on the plate. • The plate number is never reissued. • The registration supporting the plate indicates no expiration. <p>Example: U.S. Government; U.S. Military; and some state, county, and municipal vehicle plates are non-expiring. When the registration number is permanently affixed to the vehicle and does not indicate a year of expiration (i.e. registration on an airplane), enter the last four digits of the highest valid year. Civilian aircraft registration certificates in the U.S. are permanent and must be entered as LIY <u>NX</u>.</p>
LKA	Linkage Case Number	<p>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.)</p>
LKI	Linkage Agency Identifier	<p>Must be a valid ORI. The LKI and LKA cannot be identical to the ORI and OCA.</p>
MIS	Miscellaneous	<p>Free text, total of (1-500) characters accepted.</p>
NIC	NCIC Record Number	<p>A unique number automatically assigned to each record successfully entered in the NCIC files.</p>
NOA	Notify Originating Agency	<p>Must be Y or N. NCIC will default to N if left blank.</p>

OAN	Owner Applied Number	Do not use only a single zero, all zeros, a single letter, or all letters. For vehicles that have a VIN and an engine number, the VIN should be placed in the VIN field and the engine number in the OAN field. When the additional number is not an Owner-Applied Number, the phrase <u>OAN IS ENGIN</u> must be placed in the MIS field. When entering a vehicle with a OAN number a LIC or VIN must be present. OAN is normally used for Homemade Vehicles or Replica Vehicles.
OCA	Originating Agency Case Number	Do not enter a single zero, all zeros, the word NONE, or the first seven characters of the ORI field.
ORI	Originating Agency Identifier	A unique identification number assigned by the FBI to criminal justice agencies.
PHO	Impound Phone Number	The phone number for the impound lot.
PND	Impound Name	The name of the impound lot.
PPS	Person/Property In-Sight Code	Used in inquiries to Canada indicating whether the person or property is in-sight of the officer requesting the information. Enter Y (Yes) or N (No).
PRI	Priority Designation	Used when making a hit confirmation request. There are two levels of priority allowed: U=Urgent R=Routine Use the NCIC <i>On-Line</i> Code Manual.
RCA	Recovering Agency Case Number	Must not contain a single zero, all zeros, and the word NONE, or a single letter. The first seven characters of the RCA cannot equal the first seven characters of the RRI.

RNO	Request Number	Used when making a hit confirmation request to indicate if it is the 1st, 2nd or 3rd request. Use the NCIC <i>On-Line</i> Code Manual.
RRI	Recovering Agency Identifier	Must be a valid FBI assigned ORI.
RSH	Related Search Hit	Must be Y(yes) or N(no).
RSN	Reason Code	Every format inquiry to Canada must have a reason code that indicates the general purpose of the request. N = Narcotics F = Fraud (includes counterfeit documents V = Violent Crimes (includes robbery, murder, rape, bombing, etc.) T = Traffic Violations S = Theft H = Humanitarian
RTY	Request Type	Identifies the type of hit confirmation request. Use the NCIC <i>On-Line</i> Code Manual.
SER	Serial Number	Do not use a single zero, all zeros, a single letter, or all letters. The serial number of a stolen vehicle part must be entered in the SER field.
SRN	System Record Number	This number is automatically assigned by GCIC after each successful Recovered/Abandoned vehicle entry. The SRN must be included when using the modify, clear, and cancel messages. The SRN can be used for inquiry messages.

VCO	Vehicle Color	<p>Refer to Vehicle Data Codes, Section 3, of the NCIC Code Manual or use the NCIC <i>On-Line</i> Code Manual for valid vehicle color codes.</p> <p>If a vehicle has one color, enter the appropriate three-character code.</p> <p style="text-align: center;">Example: VCO <u>red</u></p> <p>If a vehicle has two colors, enter the vehicle colors in order of top to bottom or front to rear of the vehicle.</p> <p style="text-align: center;">Example: VCO <u>Whi/Blu</u></p> <p>If a vehicle has more than two colors, enter the code for multicolored (Mul-Col) in the VCO field <u>and</u> in the MIS field list the actual colors.</p> <p style="text-align: center;">Example: VCO <u>Mul/Col</u> MIS <u>VCO red/white/blue</u></p>
VIN	Vehicle Identification Number	<p>Do not use a single zero, all zeros, a single letter, or letters only to indicate that a vehicle identification number is not known. The State-assigned VIN should be entered in the VIN field, beginning with the two letter state code. For an assembled vehicle when the OAN (owner applied number) is not known place SVIN (state-assigned vehicle identification number) as the first item in the MIS field followed by the appropriate year, make, and model replicated.</p>
VIN	Vehicle Identification Number Canadian Inquiry	<p>Do not use a single zero, all zeros, a single letter, or letters only to indicate that a vehicle identification number is not known.</p>

VLN	Name of Validator	<p>Can be in any form that will uniquely identify the individual responsible for the validation of the record.</p> <p>Example: Employee name, initials or user ID</p> <p>The VLN may be added to a record to indicate that the record has met criteria for validation. When the VLN is entered, the system enters the current date in the record as the Date Last Validated (VLD). If the user attempts to delete or modify the VLN to all blanks, the message will be rejected.</p>
VMA	Vehicle Make	<p>Refer to Vehicle Data Codes, Section 4, of the NCIC Code Manual or use the NCIC <i>On-Line</i> Code Manual. If a <u>trailer</u> entry contains the code <u>TRLR</u> in the VMA Field, the manufacturer's complete name must be entered in the MIS Field. Also include any unique marking(s) or point(s) of identification in the MIS Field.</p>
VMO	Vehicle Model	<p>Special rules for VMA and VMO codes apply to unique vehicles. Refer to Vehicles, in the NCIC Code Manual, or use the NCIC <i>On-Line</i> Code Manual.</p>
VST	Vehicle Style	<p>Vehicle Style. Refer to Vehicle Data Codes, NCIC Code Manual or the NCIC <i>On-Line</i> Code Manual.</p>
VYR	Vehicle Year	<p>Identifies the vehicle's model year. It cannot be more than one year beyond the current year and must not be NX. If the vehicle year is unknown, it should be estimated and the wording VYR ESTIMATED should be placed in the MIS field.</p>

Pawn Shop Investigation File Georgia

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1 INTRODUCTION

Local pawn ticket information can be entered into a centralized Pawn Shop File. This information is available to all Georgia law enforcement agencies that are authorized to access Criminal History Record Information (CHRI).

2 GUIDELINES

Each pawn ticket entry received by GCIC will generate a Wanted Person inquiry to NCIC files from customer ticket information. If an entry contains a Serial Number and/or an Owner Applied Number, a stolen property inquiry will be generated. A gun entry into the GCIC Pawn Shop files will generate a Georgia criminal history record check based on customer information. Whenever a *stolen article or gun entry* is made into the NCIC stolen files, it will search against the Pawn Shop database.

Inquiries by name, sex, race, date of birth, age, social security number, driver's license number, miscellaneous number or SRN, will search the entire Pawn Shop database and return information on all system pawn activity. Inquiries by pawn shop identification number/pawn ticket number, date, and entering agency identifier (ORI) will return all items for a single pawn ticket. The Pawn System will retain all pawn data for the current year plus one year.

Any agency that has full authority, access to the CJIS Network and the Georgia Criminal History File can access the Georgia Pawn Shop Investigation File. ***The agency and all authorized representatives must agree to use these files for law enforcement purposes only.***

Participating agencies are responsible for entering pawn ticket information on transactions occurring in their jurisdictions. The name of each pawn shop, an agency assigned pawn shop identification number, the address of the pawn shop, and the pawn shop phone number *must* be entered before any customer or pawn ticket records can be entered. Pawn shops will be identified only by the pawn shop number assigned by the entering agency.

An agency inquiring into the Pawn Shop File that receives a pawn shop match should contact the entering agency by phone or administrative message. The originating agency will contact the pawn shop in its jurisdiction to place items on hold. The inquiring agency will take the supporting documents (i.e. incident report) to the originating agency that entered the record to pick up a release before going to the pawn shop to pick up the property, pawn ticket, or information needed from the pawnbroker.

Complete all required fields before attempting to enter a Pawn Shop record. Before transmitting your record, print a copy of the screen for your case files, and after transmitting your record, attach the successful entry response. (Agency created worksheets may be used if preferred). Update the case file when changes are made to the record and attach all responses.

There are four basic operations common to Pawn Shop records:

- Inquiry
- Entry
- Modify
- Delete

NCIC Codes are not required for entry of a pawn shop record, however, the NCIC On-Line Code manual may be used by placing a “?” in the appropriate data field (double click in LEMS/JX). The chance of receiving a hit is much greater if NCIC Codes are used).

3 MESSAGE KEYS

A message key is used to identify each of the file operations. Pawn Shop File message keys are as follows.

MESSAGE KEY	OPERATION	PURPOSE
QPD	INQUIRY Pawn Shop Dealer	To inquire on pawn shop dealer information. To receive a positive response, when inquiring by pawn shop name, the name <i>must</i> be exact. <i>Used only by the Agency that entered the original pawn shop dealer record.</i>
QPT	INQUIRY Pawn Shop Ticket	To inquire on a pawn shop ticket.
QPP	INQUIRY Pawn Shop Property	To inquire on property that has been pawned (articles or guns).
QPC	INQUIRY Pawn Shop Customer	To inquire on a pawn shop customer.
EPD	ENTER Pawn Shop Dealer	To enter pawn shop dealer information.
EPC	ENTER Customer/Property	To enter pawn shop customer and property information.
EPAP	ENTER Additional Property	To add <i>additional</i> property information to a <i>customer</i> pawn ticket record. (Up to ten items per customer)
MPD	MODIFY Pawn Shop Dealer	To modify a pawn shop dealer record.
MPI	MODIFY Property Items	To modify a pawn shop property record (articles or guns).
MPC	MODIFY Customer Information	To modify a pawn shop customer record.

MESSAGE KEY	OPERATION	PURPOSE
XPI	DELETE Property Record	To delete a pawn shop property record.
XPC	DELETE Customer Record	To delete a customer information record.
XPD	DELETE Pawn Shop Dealer Record	To delete a pawn shop dealer record (Only if no customer or property records exist).

4 INQUIRY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY	QPD	To inquire on pawn shop information. To receive a response, when inquiring by pawn shop name, the Name <i>must</i> match exactly. <i>Used only by the agency that entered the original pawn shop dealer record.</i>
INQUIRY	QPT	To inquire on a pawn shop ticket.
INQUIRY	QPP	To inquire on property that has been pawned
INQUIRY	QPC	To inquire on a pawn shop customer.

4.1 **REQUIRED FIELDS**

QPD Message Key
ORI Originating Agency Identifier
(Agency ORI that entered Pawn Ticket)

and either of the following

Pawn Shop ID Number
Name (Pawn Shop)

4.2 **REQUIRED FIELDS**

QPT Message Key
ORI Originating Agency Identifier

and

SRN System Record Number

or

Entering Agency Identifier
Pawn Shop ID Number
Pawn Ticket Number
Pawn Date (YYYYMMDD)

4.3 **REQUIRED FIELDS**

QPP Message Key
ORI Originating Agency Identifier

Type A = Article, G = Gun

and either of the following

Serial Number Article or Gun

Owner Applied Number Article Only

4.4 **REQUIRED FIELDS**

QPC Message Key
ORI Originating Agency Identifier

and one or more of the following

System Record Number

Name, Race (optional), Sex, Date of Birth (YYYYMMDD)

Name, Race (optional), Sex, Age

Social Security Number

Driver's License Number, State

Miscellaneous Number

or

Last Name, First Letter of the First Name, Race, Sex
(May produce up to 150 responses in no specific order)

5 **ENTRY**

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
ENTRY	EPD	To enter pawn shop dealer information.
ENTRY	EPC	To enter pawn shop customer or property information.
ENTRY	EPAP	To enter additional property information to a customer pawn ticket record. (Up to ten items per customer).

5.1 REQUIRED FIELDS

EPD Message Key
ORI Originating Agency Identifier

and

Pawn Shop Identification Number
Name
Address
City, State, Zip
Telephone

5.2 REQUIRED FIELDS

EPC Message Key
ORI Originating Agency Identifier

and

Pawn Shop Identification Number
Ticket Number
Pawn Date (YYYYMMDD)
Name
Sex
Race
Date of Birth
Address
City, State, ZIP
Type (G = Gun, A = Article)

If Type is G = Gun

Serial Number (*If not known, use 9's*)
Make (*If not known, enter UNKNOWN*)
Model
Caliber

and

*if Make and Model are not known
add a description*

If Type is A = Article

Serial Number or OAN (if known)
(*IF NOT KNOWN, LEAVE BLANK*)
Brand (if known)
Model (if known)
Article Type

and

*if Brand and Model are not known
add a description*

and

Social Security Number

or

Driver's License Number, State, Year

(If Driver's License Number is entered, State is Required)

or

Miscellaneous Number

Optional Fields

Height

Weight

Apartment Number

Value

5.3 REQUIRED FIELDS

EPAP

Message Key

ORI

Originating Agency Identifier

and

Pawn Shop Identification Number

Pawn Ticket Number

Pawn Date (YYYYMMDD)

Type (G = Gun, A = Article)

If Type is G = Gun

Serial Number *(If not known, use 9's)*

Make *(If not known, enter UNKNOWN)*

Model

Caliber

If Type is A = Article

Serial Number or OAN (if known)

(IF NOT KNOWN, LEAVE BLANK)

Brand (if known)

Model (if known)

Article Type

and

*if Make and Model are not known
add a description*

and

*if Brand and Model are not known
add a description*

6 MODIFY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
MODIFY	MPD	To modify a pawn shop dealer record.
MODIFY	MPI	To modify a pawn shop Property record
MODIFY	MPC	To modify a pawn shop Customer record.

6.1 REQUIRED FIELDS

MPD Message Key
 ORI Originating Agency Identifier

Pawn Shop Identification Number

any of the following fields may be modified

Name

Address

City

State

ZIP

Telephone

6.2 REQUIRED FIELDS

MPI Message Key
 ORI Originating Agency Identifier

Pawn Shop Identification Number

Pawn Ticket Number

Pawn Date (YYYYMMDD)

Item Number

Type (G = Gun, A = Article)

any of the following fields may be modified

Serial Number

Model

Owner Applied Number

Brand

Article Type

Make

Caliber

Description

Value

6.3 REQUIRED FIELDS

MPC Message Key
ORI Originating Agency Identifier

Pawn shop Identification number
Pawn Ticket number
Pawn date (YYYYMMDD)

any of the following fields may be modified

Name of customer

Sex

Race

Date of birth

Height

Weight

Social Security Number
 Driver's license number, State, Year
 Miscellaneous number
 Address
 Apartment number
 City, State, Zip

To delete a field place a # in the optional field. Only fields that were optional at entry of the record may be deleted.

7 DELETE

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
DELETE	XPI	To delete a pawn shop property record.
DELETE	XPC	To delete a pawn shop customer record.
DELETE	XPD	To delete a pawn shop dealer record (Only if no customer or property records exist).

7.1 REQUIRED FIELD

XPI Message Key
ORI Originating Agency Identifier

Pawn Shop Identification Number
 Pawn Ticket Number
 Pawn Date (YYYYMMDD)
 Item Number

7.2 **REQUIRED FIELD**

XPC Message Key
ORI Originating Agency Identifier

Pawn Shop Identification Number
Pawn Ticket number
Pawn Date (YYYYMMDD)

7.3 **REQUIRED FIELDS**

XPD Message Key
ORI Originating Agency Identifier

Pawn Shop Identification Number
Name (Pawn Shop)

- * If any customer/property records exist with the same ORI and pawn shop Identification number, the dealer record cannot be deleted.

APPENDIX A

Pawn Shop Data Field Codes

NCIC Codes are not required for entry of a pawn shop record, however, the NCIC On-Line Code manual may be used by placing a “?” in the appropriate data field (double click in LEMS/JX). The chance of receiving a hit is much greater if NCIC Codes are used).

DESCRIPTION	LENGTH	CHARACTERS ALLOWED
Address	1-30	Letters & Numbers
Age	2-2	Numbers
Apartment Number	1-6	Letters & Numbers
Article Type	4-15	Letters
Brand (Article)	1-20	Letters & Numbers
Caliber	2-5	Numbers
City	1-20	Letters
Date of Birth	8-8	Numbers (YYYYMMDD)
Description	1-50	Letters & Numbers
Driver's License Number	1-20	Letters & Numbers
Driver's License State	2-2	Letters
Driver's License Year	4-4	Numbers
Entering Agency Identifier	9-9	Letters & Numbers
Height	3-3	Numbers
Item Number	1-2	Numbers
Make	1-20	Letters

Miscellaneous Number	4-20	Letters & Numbers
Name (customer)	5-30	Letters
Name (pawn shop)	1-30	Letters & Numbers
Originating Agency Identifier	9-9	Letters & Numbers
Owner Applied Number (article)	1-20	Letters & Numbers
Pawn Date	8-8	Numbers (YYYYMMDD)
Pawn Shop ID Number	1-6	Letters & Numbers
Pawn Ticket Number	1-10	Letters & Numbers
Race	1	Letter
Serial Number	1-20	Letters & Numbers
Sex	1	Letter
Social Security Number	9-9	Numbers
System Record Number	8-8	Numbers
State	2-2	Letters
Telephone	10-10	Numbers
Type	1	Letter
Value	3-5	Numbers
Weight	3-3	Numbers
Zip Code	5-9	Numbers

APPENDIX B
Pawn Shop Data Field Codes, Edits, and Rules

Address	Enter either the address of a pawn shop or the address of a pawn shop customer.
Age	Used in (QPC) Query pawn shop customer. <i>Must</i> be greater than 17.
Apartment Number	If applicable, include with the address of a pawn shop customer record.
Article Type	For articles entered into the pawn shop file, enter the type of article. Example: Computer or television, etc.
Brand	Enter the brand of the article. Example: Kenmore or Panasonic.
Caliber	The gun caliber is a required field. Include the caliber of the gun when you are entering a gun record in the Pawn Shop File.
City	The city field is entered in a pawn shop dealer record or a pawn shop customer record.
Date of Birth	The date of birth of the pawn shop customer. It <i>must</i> be entered in year, month, and day format (YYYYMMDD). Example: Date of Birth 04/29/80 would be entered <u>19800429</u>
Description	When entering a gun record, description is required when make and model are not known. When entering an article record, description is required when brand and model are not known.
Driver's License Number	The driver's license number of a pawn shop customer. If entered, the Driver's License State is required.

Driver's License State	The driver's license state of a pawn shop customer. Required when driver's license number is entered.
Driver's License Year	Year of expiration on the pawn shop customer's driver's license.
Entering Agency Identifier	A FBI assigned number that identifies the agency which entered or caused a record to be entered. <i>Will appear on a response.</i>
Height	<i>Must</i> be a three-digit entry; no punctuation marks Example: a height of six feet, two inches = <u>602</u> .
Item Number	Number of individual items entered. Example: If more than one item is entered: Item 1, Item 2, Item 3, etc.
Make	Enter the make of a gun or article. If it is not known for a gun, enter <u>UNKNOWN</u> . If it is not known for an article, <i>LEAVE BLANK</i> .
Miscellaneous Number	Used when entering a pawn shop customer record. Use the NCIC On-Line Code Manual.
Model	Model is a required field when entering a gun record into the pawn shop property file. It is not a required field when entering an article record but should be entered if known.
Name	This field is for a pawn shop customer name or a pawn shop dealer name. (LAST, FIRST, MIDDLE)
Originating Agency Identifier	A FBI assigned number which identifies the agency which entered or caused a record to be entered.
Owner Applied Number	An owner-applied identification number which has been permanently applied to an article.
Pawn Date	Enter the date when an article or gun is pawned. (YYYYMMDD)

Pawn Shop Identification Number	When a pawn shop dealer record is entered, the entering agency will assign an identification number to that pawn shop.
Pawn Ticket Number	A numbered ticket that is issued by the pawn shop dealer for property that is pawned and entered into a pawn shop property or customer record.
Race	Use NCIC On-Line Code Manual, for Race Code
Sex	F=Female M=Male
Social Security Number	Enter the Social Security Number of the pawn shop customer. Cannot be less than 001010001. Cannot begin with 8 or 9. Position 4 and 5 cannot be 00.
SRN	System Record Number automatically assigned by GCIC after each successful entry. Used when an inquiry is made on a pawn shop customer or a pawn shop ticket record.
State	When entering the State for a pawn shop customer and dealer use a valid State Code. Use the NCIC On-Line Code Manual.
Telephone	A pawn shop dealer telephone number.
Type	The type of property that is pawned. A = Article G = Gun
Value	The dollar amount that the pawned property is worth. Example: <u>300</u> for three hundred dollars.
Weight	The weight of the pawn shop customer. Use numbers between 000 and 500.
ZIP	The Zip Code of the pawn shop dealer or the pawn shop customer.

Georgia Protective Order Registry

Please refer to the NCIC Operating Manual regarding the NCIC Protection Order File.

Pursuant to Georgia Code Section 19-13-50, the Georgia Crime Information Center (GCIC) created the Georgia Protective Order Registry (GPOR) in July 2002. The registry is intended to enhance victim safety by providing law enforcement officers, prosecuting attorneys and the courts access to protective orders, issued by the courts of this state and foreign courts, 24 hours of the day and seven days of the week.

The GPOR is a web-based system that tracks protective orders. The registry contains scanned images of protection orders and data entered by Georgia Superior Court Clerks. The images and data are transmitted electronically from the court clerk's office to the Georgia Superior Court Clerk's Cooperative Authority (GSCCCA) server. GSCCCA transfers the information to the Georgia Protective Order Registry (GPOR) nightly. Protective order records and images are processed and published on the GPOR website.

Once records are established on the Georgia Protective Order Registry, those meeting data requirements of the National Crime Information Center (NCIC) are transmitted to the NCIC Protection Order file. Protection orders are sent to NCIC using the Sheriff's ORI number for hit confirmation and validation purposes. GCIC requires all Sheriff's Offices to enter into a Holder of Record Agreement with their counties Superior Court Clerks office. A sample POR agreement can be downloaded from the GCIC website at <http://gciweb.gbi.state.ga.us/cjis/ori>.

Not all active protective orders will be accepted by NCIC due to missing or inaccurate information on the order. The Georgia Protective Order Registry was created to give users the opportunity to view ALL protective orders issued by the courts (active and inactive) regardless of whether the NCIC required data fields are present. The GPOR program allows users to search for an existing order, print copies of an order and check the status of an order. Vital information, such as the service date or information the Sheriff may acquire while serving the protective order, can be entered on the web page. Additional user information and registry features can be found in Georgia's Protective Order Registry User's Guide. This user guide can be downloaded from the GCIC website at <http://gciweb.gbi.state.ga.us/cjis/ori>.

The Georgia Protective Order Registry utilizes standardized forms established by the Uniform Superior Court Rules committee. These forms contain information on the petitioner, respondent, children (if any) and all court ordered conditions. There are

currently 12 standardized forms that are accepted by the Georgia Protective Order Registry.

These forms are:

- Family Violence Ex Parte (PT)
- Family Violence Six Month (P6)
- Family Violence Twelve Month (PY)
- Family Violence Three Year / Permanent (PP)
- Stalking Ex Parte (ST)
- Stalking Six Month (S6)
- Stalking Twelve Month (SY)
- Stalking Three Year / Permanent (SP)
- Stalking Permanent Pursuant to Criminal Conviction (SC)
- Continuance (C)
- Modification (M)
- Dismissal (D)

A copy of these forms can be downloaded from the Georgia Superior Court Clerks Cooperative Authority website at <http://www.gsccca.org> .

There are two ways to access the GPOR program. One is via the GTA Portal, the Protective Order Registry link can be found under GCIC Applications. The other is directly from the internet at <http://por.gbi.state.ga.us>. Users will need to complete a Protective Order Registry User Authorization form to get a unique user id and password assigned to them. To download a copy of the authorization form, go to the GCIC website at <http://gcicweb.gbi.state.ga.us/cjis/ori>, the form can be found under GCIC Support Services, or requests can be emailed to gapor@gbi.state.ga.us .

Recovered Abandoned Vehicles

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1 **INTRODUCTION**

A vehicle is any motor driven means of transportation (except boats) designed to carry its operator.

Georgia law requires law enforcement agencies to enter located vehicle records in the state Recovered/Abandoned Vehicle file. This pertains to vehicles which have been abandoned and impounded by law enforcement agencies or reported as impounded by operators of wrecker services or vehicle storage facilities. The names and address of last known owners *must* be provided to the wrecker/storage services. Vehicle owners *must* be notified within 72 hours after recoveries.

Georgia law (O.C.G.A. §35-3-33, §35-3-36 and § 40-11-2) requires law enforcement agencies to:

- Enter abandoned vehicle records in the Recovered Abandoned Vehicle File after the wrecker service or vehicle storage facility has given notice in writing.
- Furnish legitimate operators of wrecker services and vehicle storage facilities with the name and address of the last known registered owner of recovered abandoned vehicles.

If an agency determines that a vehicle reported as stolen has already been entered in the Recovered Abandoned Vehicle File, the agency *must* notify the vehicle's owner as to the vehicle's location.

If an agency determines that the reported abandoned vehicle is stolen, DO NOT enter the vehicle in the Recovered Abandoned Vehicle File.

Abandoned vehicles are entered on GCIC files only and remain on file for 90 days.

2 **MESSAGE KEYS**

A message key is used to identify each file operation:

MESSAGE KEY	OPERATION	PURPOSE
QVGA	INQUIRY Recovered/ Abandoned Vehicle	To search the GCIC files for vehicles that have been abandoned and impounded by law enforcement agencies or reported as impounded by operators of wrecker services or vehicle storage facilities.
EVGA	ENTRY Recovered/ Abandoned Vehicle	To place a new recovered/abandoned vehicle record in the Georgia Vehicle File. Recovered/Abandoned vehicles are automatically entered in the NICB Impound file.
MVGA	MODIFY Recovered/ Abandoned Vehicle	To add, change, or remove information from a vehicle record that has been abandoned and impounded by law enforcement agencies or reported as impounded by operators of wrecker services or vehicle storage facilities in the Georgia Vehicle File.
CVGA	CLEAR Recovered/ Abandoned Vehicle	To remove a recovered/abandoned vehicle record from the Georgia Vehicle File.
XVGA	CANCEL Recovered/ Abandoned Vehicle	To remove an entire recovered/abandoned vehicle record from the Georgia Vehicle File when it is no longer valid.

3 INQUIRY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY	QVGA	To search the GCIC files on vehicles that have been recovered and impounded by law enforcement agencies or reported as impounded by operators of wrecker services or vehicle storage facilities.

3.1 REQUIRED FIELDS

QVGA	Message Key
ORI	Originating Agency Identifier

and one of the following fields

SRN	System Record Number
LIC	License Plate Number
OCA	Originating Agency Case Number
LIS	License State

optional

3.2 RESPONSE

If you receive a NOT ON FILE response to a record inquiry and you have reason to enter the vehicle record refer to entry procedures.

If you receive a POSITIVE response to a record inquiry and you know the location of or have the vehicle in your custody or vehicle part identified, follow the hit confirmation procedures.

4 ENTRY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
ENTRY	EVGA	To place a new recovered/abandoned vehicle record in the Georgia Vehicle File. Recovered/Abandoned vehicles are automatically entered in the NICB Impound file.

REMINDER: System Record Number (SRN) will be assigned to all successful Recovered/Abandoned Vehicle Entries.

4.1 REQUIRED FIELDS

EVGA	Message Key
ORI	Originating Agency Identifier
OCA	Originating Agency Case Number
VMA	Vehicle Make
MIS	Miscellaneous

one of the following fields or groups of fields

LIC	License Plate Number
LIY (Required with LIC)	License Year
LIS (Required with LIC)	License State
LIT (Required with LIC)	License Type (<i>Use NCIC codes</i>)

and/or

VIN	Vehicle Identification Number
VST	Vehicle Style
VYR	Vehicle Year
VMO	Vehicle Model
DOR	Date of Recovery
VCO	Vehicle Color

optional

5 MODIFY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
MODIFY	MVGA	To add, change, or remove information from a vehicle record that has been abandoned and impounded.

5.1 REQUIRED FIELDS

MVGA		Message Key
ORI		Originating Agency Identifier
OCA		Originating Agency Case Number
SRN		System Record Number
	optional	
LIC		License Plate Number
VIN		Vehicle Identification Number

5.2 FIELDS THAT MAY BE MODIFIED

LIS	License State
LIY	License Year
LIT	License Plate Type
VYR	Vehicle Year
VMA	Vehicle Make
VMO	Vehicle Model
VST	Vehicle State
VCO	Vehicle Color
DOR	Date of Recovery
MIS	Miscellaneous

5.3 FIELDS THAT MAY BE REMOVED

LIS	License State
LIY	License Year
LIT	License Plate Type
VYR	Vehicle Year

VMA	Vehicle Make
VMO	Vehicle Model
VST	Vehicle State
VCO	Vehicle Color
DOR	Date of Recovery
MIS	Miscellaneous

6 CLEAR

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
CLEAR	CVGA	To remove a recovered/abandoned record from the Georgia Vehicle File.

6.1 REQUIRED FIELDS

CVGA	Message Key
ORI	Originating Agency Identifier
SRN	System Record Number
OCA	Originating Agency Case Number
DCL	Date of Clear

one of the following fields

LIC	License Plate Number
VIN	Vehicle Identification Number

7 CANCEL

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
CANCEL	XVGA	To remove an entire recovered

abandoned vehicle record from the Georgia Vehicle file when it is no longer valid.

7.1 REQUIRED FIELDS

XVGA	Message Key
ORI	Originating Agency Identifier
SRN	System Record Number
OCA	Originating Agency Case Number
DOC	Date of Cancellation

one of the following fields

LIC	License Plate Number
VIN	Vehicle Identification Number

APPENDIX A
Vehicle Data Field Codes

Code	Description	Length	Characters Allowed
BRA	Brand Name	2-4	Letters
CAT	Category	2-2	Letters
CDE	Canadian Date of Entry	8-8	Numbers
CON	Confirmation Status	1	Letter
CTL	Control Field (optional)	10-10	Letters & Numbers
DCL	Date of Clear	8-8	Numbers
DER	New York Derelict	1	Letter
DOC	Date of Cancellation	8-8	Numbers
DOI	Date of Impound	8-8	Numbers
DOR	Date of Recovery	8-8	Numbers
DOT	Date of Theft	8-8	Numbers
DST	Destination	2	Letters & Numbers
EPD	Engine Power or Displacement	2-5	Letters & Numbers
FIL	NICB Impound Record Number	11-11	Letters & Numbers
HRS	Hours of Confirmation	3	Numbers
IMN	Image NCIC Number	10-10	Letters & Numbers
IMT	Image Type	1	Letter
IND	Image Indicator	1	Letter
INV	Inventory Number	1-12	Letters & Numbers

LIC	License Plate Number	1-10	Letters & Numbers
LIS	License Plate State	2-2	Letters
LIT	License Type	2-2	Letters
LIY	License Decal Issue Year	4-4	Numbers
LKA	Linkage Case Number	1-20	Letters & Numbers
LKI	Linkage Agency Identifier	9-9	Letters & Numbers
MIS	Miscellaneous	1-200	Letters & Numbers
NIC	NCIC Number	10-10	Letters & Numbers
NOA	Notify Originating Agency	1	Letter
OAN	Owner-Applied Number	1-20	Letters & Numbers
OCA	Originating Agency Identifier	1-20	Letters & Numbers
ORI	NCIC Assigned Agency Identification Number	9-9	Letters & Numbers
PHO	Impound Lot Phone Number	10	Numbers
PND	Impound Lot Name	1-24	Letters & Numbers
PPS	Person/Property In-Sight Code	1	Letter
PRI	Priority Designation	1	Letter
RCA	Recovering Agency Case Number	1-20	Letters & Numbers
RNO	Request Number	1	Number
RPP	Reason For Property Record Removal	10-21	Letters & Numbers
RRI	Recovering Agency Identifier	9-9	Letters & Numbers

RSH	Related Search Hit	1	Letter
RSN	Reason Code	1	Letter
RTY	Request Type	2-2	Letters
SER	Serial Number	1-20	Letters & Numbers
SRN	System Record Number	8-8	Numbers
VCO	Vehicle Color	7-7	Letters & Numbers
VIN	Vehicle Identification Number Canada Inquiry	1-20 1-17	Letters & Numbers
VLN	Name of Validator	3-30	Letters & Numbers
VMA	Vehicle Make	2-24	Letters
VMO	Vehicle Model	2-3	Letters
VST	Vehicle Style	2-2	Letters & Numbers
VYR	Vehicle Year	4-4	Numbers

CTL	Control Field (optional)	A control field that may be included for special routing or control information which the sending agency <i>must</i> have returned in order to match a response to an earlier message.
DCL	Date of Clear	Date that the record is cleared. YYYYMMDD format. The date <i>must</i> be the current date or the current date minus one day.
DER	New York Derelict	Indicates if the vehicle was impounded under the New York Derelict program. In NICB file, enter Y if New York Derelict. (Abandoned from New York)
DOC	Date of Cancellation	Indicates the date that the record was cancelled. The date <i>must</i> be the current date or the current date minus one day. It <i>must</i> be in YYYYMMDD format.
DOI	Date of Impound	In NICB file, the date the vehicle was impounded. It <i>must</i> be in YYYYMMDD format.
DOR	Date of Recovery	Date the vehicle was recovered. The date <i>must</i> be the current date or the current date minus one day. It <i>must</i> be in YYYYMMDD format.
DOT	Date of Theft	Indicates the date on which the vehicle or vehicle part was reported as stolen. It <i>must</i> be in YYYYMMDD format.
DST	Destination	Indicates the destination of the inquiry or Canadian Province Code.
EPD	Engine Power or Displacement	EPD is only used for vehicle part entries when the CAT is EN or OB. Refer to Vehicles, Section 7, of the NCIC Code Manual or use the NCIC <i>On-Line</i> Code Manual, for EPD codes. Example: EPD <u>312H</u>
FIL	NICB Impound File (Record) Number	A unique NICB file (record) number assigned to each impound record.
HRS	Hours for Confirmation	Hours to complete confirmation of record. Required when CON=E or P. Use the NCIC <i>On-Line</i> Code Manual

IMN	Image NCIC Number	A self-checking number assigned by NCIC 2000 to each accepted record. <i>Must</i> have a valid check digit when used to identify a record in a subsequent message.
IMT	Image Type	<i>Must</i> be a V representing a vehicle when associating a vehicle to an image. May be V or I when deleting an association to an image.
IND	Image Indicator	<i>Must</i> be Y or N.
INV	Inventory Number	Impound Inventory Number
LIC	License Plate Number (Refer to Appendix 5C)	<u><i>Must not be</i></u> the following characters: UNK, UNKN, or UNKNOWN. The first character in the LIC field <i>must</i> be the letter N if: <ul style="list-style-type: none"> • VMA is AERO • LIS is US • LIT is PP (Civilian Passenger Plane) or NP (Civilian Non-Passenger Plane)
LIS	License Plate State	Enter <u>only</u> a valid two character state code. Use the code US in the LIS field for U.S. Military vehicles, Government vehicles, and U.S. aircraft.
LIT	License Type	Refer to Vehicle Data Codes in the NCIC Code Manual or use the NCIC <i>On-Line</i> Code Manual for specific license types.

LIY	License Plate Year of Expiration	<p>Enter last four characters of the highest year in which license plate is valid or NX. <u>NX</u> is used for non-expiring license plates when the following conditions exist:</p> <ul style="list-style-type: none"> • No year sticker is on the license plate or windshield. • No year is embossed on the plate. • The plate number is never reissued. • The registration supporting the plate indicates no expiration. <p>Example: U.S. Government; U.S. Military; and some state, county, and municipal vehicle plates are non-expiring. When the registration number is permanently affixed to the vehicle and does not indicate a year of expiration (i.e. registration on an airplane), enter the last four digits of the highest valid year. Civilian aircraft registration certificates in the U.S. are permanent and <i>must</i> be entered as LIY <u>NX</u>.</p>
LKA	Linkage Case Number	<p><i>Must</i> 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 <i>must</i> be valid for the LKI. (There <i>must</i> be an ORI and matching OCA in the System.)</p>
LKI	Linkage Agency Identifier	<p><i>Must</i> be a valid ORI. The LKI and LKA cannot be identical to the ORI and OCA.</p>
MIS	Miscellaneous	<p>Free text, total of (1-500) characters accepted.</p>
NIC	NCIC Record Number	<p>A Unique number automatically assigned to each record successfully entered in the NCIC files.</p>
NOA	Notify Originating Agency	<p><i>Must</i> be Y or N. NCIC will default to N if left blank.</p>

OAN	Owner Applied Number	Do not use only a single zero, all zeros, a single letter, or all letters. For vehicles that have a VIN and an engine number, the VIN should be placed in the VIN field and the engine number in the OAN field. When the additional number is not an Owner-Applied Number, the phrase <u>OAN IS ENGIN</u> <i>must</i> be placed in the MIS field. When entering a vehicle with an OAN number a LIC or VIN <i>must</i> be present. OAN is normally used for Homemade Vehicles or Replica Vehicles.
OCA	Originating Agency Case Number	Do not enter a single zero, all zeros, the word NONE, or the first seven characters of the ORI field.
ORI	Originating Agency Identifier	A unique identification number assigned by the FBI to criminal justice agencies.
PHO	Impound Phone Number	The phone number for the impound lot.
PND	Impound Name	The name of the impound lot.
PPS	Person/Property In-Sight Code	Used in inquiries to Canada indicating whether the person or property is in-sight of the officer requesting the information. Enter Y (Yes) or N (No).
PRI	Priority Designation	Used when making a hit confirmation request. There are two levels of priority allowed: U=Urgent R=Routine Use the NCIC <i>On-Line</i> Code Manual.
RCA	Recovering Agency Case Number	<i>Must</i> not contain a single zero, all zeros, and the word NONE, or a single letter. The first seven characters of the RCA cannot equal the first seven characters of the RRI.

RNO	Request Number	Used when making a hit confirmation request to indicate if it is the 1st, 2nd or 3rd request. Use the NCIC <i>On-Line</i> Code Manual.
RRI	Recovering Agency Identifier	<i>Must</i> be a valid FBI assigned ORI.
RSH	Related Search Hit	<i>Must</i> be Y (yes) or N (no).
RSN	Reason Code	Every format inquiry to Canada <i>must</i> have a reason code that indicates the general purpose of the request. N = Narcotics F = Fraud (includes counterfeit documents V = Violent Crimes (includes robbery, murder, rape, bombing, etc.) T = Traffic Violations S = Theft H = Humanitarian
RTY	Request Type	Identifies the type of hit confirmation request. Use the NCIC <i>On-Line</i> Code Manual.
SER	Serial Number	Do not use a single zero, all zeros, a single letter, or all letters. The serial number of a stolen vehicle part <i>must</i> be entered in the SER field.
SRN	System Record Number	This number is automatically assigned by GCIC after each successful Recovered/Abandoned vehicle entry. The SRN <i>must</i> be included when using the modify, clear, and cancel messages. The SRN can be used for inquiry messages.

VCO	Vehicle Color	<p>Refer to Vehicle Data Codes, Section 3, of the NCIC Code Manual or use the NCIC <i>On-Line</i> Code Manual for valid vehicle color codes.</p> <p>If a vehicle has one color, enter the appropriate three-character code.</p> <p style="text-align: center;">Example: VCO <u>red</u></p> <p>If a vehicle has two colors, enter the vehicle colors in order of top to bottom or front to rear of the vehicle</p> <p style="text-align: center;">Example: VCO <u>Whi/Blu</u></p> <p>If a vehicle has more than two colors, enter the code for multicolored (Mul-Col) in the VCO field <u>and</u> in the MIS field list the actual colors.</p> <p style="text-align: center;">Example: VCO <u>Mul/Col</u> MIS <u>VCO red/white/blue</u></p>
VIN	Vehicle Identification Number	<p>Do not use a single zero, all zeros, a single letter, or letters only to indicate that a vehicle identification number is not known. The State-assigned VIN should be entered in the VIN field, beginning with the two letter state code. For an assembled vehicle when the OAN (owner-applied number) is not known; place SVIN (state-assigned vehicle identification number) as the first item in the MIS field followed by the appropriate year, make, and model replicated.</p>
VIN	Vehicle Identification Number Canadian Inquiry	<p>Do not use a single zero, all zeros, a single letter, or letters only to indicate that a vehicle identification number is not known.</p>
VLN	Name of Validator	<p>Can be in any form that will uniquely identify the individual responsible for the validation of the record.</p> <p style="text-align: center;">Example: Employee name, initials or user ID</p> <p>The VLN may be added to a record to indicate that the record has met criteria for validation. When the VLN is entered, the system enters the current date in the record as the Date Last Validated (VLD). If the user attempts to delete or modify the VLN to all blanks, the message will be rejected.</p>

VMA	Vehicle Make	Refer to Vehicle Data Codes, Section 4, of the NCIC Code Manual or use the NCIC <i>On-Line</i> Code Manual. If a <u>trailer</u> entry contains the code <u>TRLR</u> in the VMA Field, the manufacturer's complete name <i>must</i> be entered in the MIS Field. Also include any unique marking(s) or point(s) of identification in the MIS Field.
VMO	Vehicle Model	Special rules for VMA and VMO codes apply to unique vehicles. Refer to Vehicles, Section 4 and 5 in the NCIC Code Manual, or use the NCIC <i>On-Line</i> Code Manual.
VST	Vehicle Style	Vehicle Style. Refer to Vehicle Data Codes, Section 6, NCIC Code Manual or the NCIC <i>On-Line</i> Code Manual.
VYR	Vehicle Year	Identifies the vehicle's model year. It cannot be more than one year beyond the current year and <i>must</i> not be NX. If the vehicle year is unknown, it should be estimated and the wording VYR ESTIMATED should be placed in the MIS field.

Sexually Violent Offender Registry

**GCIC Operating Manual Message Keys must
be used for all Sexually Violent Offender
Registry Transactions and not those
provided in the NCIC Operating Manual**

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1 INTRODUCTION

The GBI is responsible for maintaining the Georgia Sexually Violent Offender (SVO) Registry. This registry holds information pertaining to convicted sex offenders who are released from prison or placed on probation, parole, or supervised release.

2 GENERAL INFORMATION

- The GBI has the authority to establish policies and procedures that are utilized by agencies accessing the SVO Registry. The Georgia Department of Corrections (GDC) and The Georgia Board of Pardons and Paroles enter information pertaining to convicted sex offenders who are released from prison, or placed on probation, parole, or supervised release into the SVO registry. The GDC or the Georgia Board of Pardons and Parole informs the offender of their responsibility to register within 72 hours after release from prison, parole, probation, etc. with the sheriff of their county of residence, employment (if different) or school (if different). The offender is informed of their duty to report any changes in their address, employment or school within 72 hours of such changes, to the sheriff or sheriffs with whom they last registered and the new sheriff of residence for the duration of their registration.
- When the offender is entered into the registry, a CJIS network message is generated to the sheriff's ORI of the county where the offender will be residing, employed or attending school. The offender has 72 hours from the date of registration stated in the message to report to the sheriff's department of the county of residence.
- All sexual offenders and sexually dangerous predators will remain on the registry for life. *Note: Persons sentenced under the first offender act will be deleted from the registry upon completion of their sentence.*
- Sexual offenders shall renew the required registration information with the sheriff of the county in which the sexual offender resides by reporting to the sheriff within 72 hours prior to the offender's birthday each year to be photographed and fingerprinted. In addition to the requirements of registration for all sexual offenders, a sexually dangerous predator shall report to the sheriff of the county where such predator resides six months following his or her birthday to update the required registration information.

- As of July 1, 2005 sex offenders moving to Georgia:

Shall be subject to the registration requirements of Georgia regardless of when the conviction occurred.
- As of July 1, 2005 persons sentenced under the first offender act are subject to the registration requirements until they successfully complete their sentence.
- As of July 1, 2006 all sex offenders currently incarcerated and all offenders sentenced after July 1, 2006 are required to be reviewed by the Sexual Offender Review Board and to be designated as a Level 1, 2, or sexually dangerous predator based on an assessment of their risk to recidivate.
- With the 2006 amendment to O.C.G.A. § 42-1-12 – 42-1-15 the following legislative changes are in effect:
 - Sexual offender means any individual: (A) who has been convicted of a criminal offense against a victim who is a minor or any dangerous sexual offense; or (B) Who has been convicted under the laws of another state or territory, under the laws of the United States, under the Uniform Code of Military Justice, or in a tribal court of a criminal offense against a victim who is a minor or a dangerous sexual offense.
 - Sexually dangerous predator means a sexual offender: (A) Who was designated as a sexually violent predator between July 1, 1996, and June 30, 2006; or (B) Who is determined by the Sexual Offender Registration Review Board to be at risk of perpetrating any future dangerous sexual offense.
 - GCIC has completed programming to ensure notices are sent to sheriffs within 72 hours of initial registration and/or when changes and updates are made to the offender's record.
 - GCIC has modified the following forms to reflect changes which became effective July 1, 2006:
 - (a) Georgia Sex Offender Registration Notification Form
 - (b) Annual Verification Form – Mailed 10 days prior to the offender's birthday
 - (c) Semi-annual Verification Form (for predators only) – Mailed 10 days prior to the offender's birthday and six months following his birthday

- The dissemination of sex offender information is left up to the discretion of each Sheriff.
- Statewide sex offender record information can be obtained through the Internet at www.ganet.org/gbi.
- Contact Tonia Welch with the Sheriff's Association if you have questions or to request training (twelch@georgiasheriffs.org or 770-914-1076).
- Contact GCIC - David House (david.house@gbi.ga.gov or 404-270-8316) to request training on issues related to operation and maintenance of the sex offender registry.
- Contact CJIS Operations at 404-270-8465 if you have any questions in reference to a sex offender's record.

3 **INQUIRY**

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY	SOQ	To inquire into the GCIC/NCIC Sexually Violent Offender Registry

3.1 **REQUIRED FIELDS**

SOQ	Message Key
ORI	Originating Agency Identifier
DST	Destination Refer to Appendix C.
CTL	Control Field (optional) Refer to Appendix B.
PUR	Purpose Code C for <i>Criminal Justice</i>
ATN	Attention Field Enter the name of the person

requesting the information *and* the terminal operator's initials.

and one or more of the following groups or fields

NAM Name
SEX Sex (required with NAM)
RAC Race (required with NAM)
DOB Date of Birth (required with NAM)

and/or
SID State Identification Number

and/or
FBI FBI Identification Number

and/or
SOC Social Security Number

and/or
MNU Miscellaneous Number

4 VERIFY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
VERIFY	VSO	To verify the record of a sex offender and to keep records current. (<i>Only Sheriff Offices have access to this screen</i>)

4.1 REQUIRED FIELDS

VSO	Message Key
ORI	Originating Agency Identifier
SRN	System Record Number <i>Obtain by running a SOQ inquiry or from the message that was generated when the offender was initially entered on the registry.</i>
DOB	Date of Birth
Last Name	Last name of sex offender
Verification Date	Date sex offender reported to Sheriff or date Warrant was issued

Failed to Report

Enter 1, 2, or 3

Number of times offender has been arrested for failure to report

If the offender fails to report to the Sheriff's office within 72 hours, enter address unknown in the address field and the offender will be flagged as an absconder. Leave in the county, city, state and zip code.

The remaining fields are used to make changes to the offender's address, employer or school.

Current Address

The new address where the offender is moving. Include **City (CTY)**, **State (STA)** and **Zip Code (ZIP)**.

Residence County

The three digit county code of the county where the offender is moving.

Incarcerated

You *must* enter a Y (yes) in this field if the offender is placed in prison, jail, or a detention center.

Employer

The name of the offender's new employer.

Employer Address

The address of the offender's new employer. Include **City (CTY)**, **State (STA)** and **Zip Code (ZIP)**.

School

The name of the institution of higher education that the offender is attending.

School Address

The address of the institution of higher education that the offender is attending.

Fingerprint Location

When taking a new set of fingerprints, enter your three digit county code.

Photograph Location

When taking a new photograph, enter your three digit county code.

APPENDIX A
Sexually Violent Offender Registry Data Field Codes

Code	Description	Length	Characters Allowed
ATN	Attention Field	1-30	Letters
DOB	Date of Birth	8-8	Numbers
CTL	Control Field	1-10	Letters & Numbers
CTY	City	1-15	Letters
Current Street Number	Current Street Number	1-7	Numbers
Current Street Name	Current Street Name	1-25	Letters & Numbers
DST	Destination	2-9	Letters & Numbers
Employer	Employer	1-30	Letters & Numbers
Employer Street Number	Employer Street Number	1-7	Numbers
Employer Street Name	Employer Street Name	1-25	Letters & Numbers
School	School	1-30	Letters & Numbers
School Street Number	School Street Number	1-7	Numbers
School Street Name	School Street Name	1-25	Letters & Numbers
Failed to Report	Failed to Report	1	Number
FBI	FBI Identification Number	1-9	Letters & Numbers
Fingerprint Location	Fingerprint Location	3-3	Numbers
Incarcerated	Incarcerated	1	Letter
Last Name	Last Name of Sex Offender	3-15	Letters
MNU	Miscellaneous Number	1-15	Letters & Numbers
NAM	Name of Sex Offender	3-30	Letters
ORI	Originating Agency Identifier	9-9	Letters & Numbers

Photograph Location	Photograph Location	3-3	Numbers
PUR	Purpose Code	1	Letter
RAC	Race	1	Letter
Residence County	Residence County	3-3	Numbers
Sex	Sex	1	Letter
SID	State Identification Number	10	Letters & Numbers
SOC	Social Security Number	9-9	Numbers
SRN	System Record Number	8-8	Numbers
STA	State	2-2	Letters
Verification Date	Verification Date	8-8	Numbers
ZIP	Zip Code	5-9	Numbers

APPENDIX B
Sexually Violent Offender Registry Data Field Codes, Edits and Rules

ATN	Attention Field	Enter the name of the person requesting the information and the terminal operator's initials.
DOB	Date of Birth	The sex offender's date of birth. <i>Must</i> be entered in year, month, and day format. Example: YYYYMMDD
CTL	Control Field	This optional field may be included for special routing or control information which the sending agency <i>must</i> have returned in order to match a response to an earlier message.
CTY	City	City where the offender is moving, working or attending an institution of higher education. Required with current address.
Current Address	Current Address	The address where the offender is residing.
DRI	Destination Routing Identifier	If you are performing an inquiry to a state other than Georgia, enter the appropriate two-letter state code.
Employer	Employer	The name of the sex offender's employer.
Employer Address	Employer Address	The address of the sex offender's employer.
School	School	The name of the institution of higher education that the offender is attending.
School Address	School Address	The address of the institution of higher education that the offender is attending.

Failed to Report	Failed to Report	Enter 1, 2, or 3. (Number of times the offender has been arrested for failure to report).
FBI	FBI Identification Number	A unique number assigned to an offender by the FBI Identification Division.
Fingerprint Location	Fingerprint Location	When taking a new set of fingerprints, enter your three digit county code.
Incarcerated	Incarcerated	Enter a Y (yes) in this field if the offender is placed in prison, jail, or a detention center.
Last Name	Last Name of Sex Offender	Last name of sex offender
MNU	Miscellaneous Number	This field contains a two-letter identifying code that specifies the type of identification, followed by a hyphen and the identification number. Refer to the NCIC Code Manual or the NCIC On-line Code Manual for two-letter identification codes.
NAM	Name of Sex Offender	<i>Must</i> be entered as last name, mandatory comma, space (optional), first name or initial, mandatory space, middle name(s) or initials(s) if any, mandatory space and suffix denoting seniority, if any. Example: SMITH, JOHN DOE JR

ORI	Originating Agency Identifier	The entering agency's unique FBI assigned identification number.
Photograph Location	Photograph Location	When taking a new photograph, enter your three digit county code.
PUR	Purpose Code	Enter C for criminal justice.
RAC	Race	<i>Must</i> be I, A, B, W or U. Refer to the NCIC Code Manual or the NCIC On-Line Code Manual.
Residence County	Residence County	The three digit county code of the county where the offender is residing. Enter 000 in the county field if the offender moves out of state.
Sex	Sex	<i>Must</i> be F (female), M (male) or U (unknown).
SID	State Identification Number	Represents a person's State Identification Number that is assigned by the GCIC or appropriate state bureau (when referring to another state's record) when a criminal record is entered into criminal history files.
SOC	Social Security Number	Do not use an 8 or 9 as the first character or 00 in the fourth and fifth positions. Do not use dashes when entering this field.
SRN	System Record Number	A unique number assigned to a sex offender by the GCIC.

STA	State	Two-letter state code where the offender is residing, working, or attending an institution of higher education. Required with current address.
Verification Date	Verification Date	Date the offender reported to the Sheriff's Office or date warrant issued.
ZIP	Zip Code	Zip code where the offender is residing, working, or attending an institution of higher education. Required with current address.

APPENDIX C State Codes

2 – Letter State Code	State
AL	Alabama
AK	Alaska
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia
FL	Florida
GA	Georgia
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NB	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio
OK	Oklahoma

2 – Letter State Code	State
OR	Oregon
PA	Pennsylvania
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VA	Virginia
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming

APPENDIX D – Georgia County Codes

001	APPLING	056	FAYETTE	111	PEACH
002	ATKINSON	057	FLOYD	112	PICKENS
003	BACON	058	FORSYTH	113	PIERCE
004	BAKER	059	FRANKLIN	114	PIKE
005	BALDWIN	060	FULTON	115	POLK
006	BANKS	061	GILMER	116	PULASKI
007	BARROW	062	GLASCOCK	117	PUTNAM
008	BARTOW	063	GLYNN	118	QUITMAN
009	BEN HILL	064	GORDON	119	RABUN
010	BERRIEN	065	GRADY	120	RANDOLPH
011	BIBB	066	GREENE	121	RICHMOND
012	BLECKLEY	067	GWINNETT	122	ROCKDALE
013	BRANTLEY	068	HABERSHAM	123	SCHLEY
014	BROOKS	069	HALL	124	SCREVEN
015	BRYAN	070	HANCOCK	125	SEMINOLE
016	BULLOCH	071	HARALSON	126	SPALDING
017	BURKE	072	HARRIS	127	STEPHENS
018	BUTTS	073	HART	128	STEWART
019	CALHOUN	074	HEARD	129	SUMTER
020	CAMDEN	075	HENRY	130	TALBOT
021	CANDLER	076	HOUSTON	131	TALIAFERRO
022	CARROLL	077	IRWIN	132	TATTNALL
023	CATOOSA	078	JACKSON	133	TAYLOR
024	CHARLTON	079	JASPER	134	TELFAIR
025	CHATHAM	080	JEFF DAVIS	135	TERRELL
026	CHATTAHOOCHEE	081	JEFFERSON	136	THOMAS
027	CHATTOOGA	082	JENKINS	137	TIFT
028	CHEROKEE	083	JOHNSON	138	TOOMBS
029	CLARKE	084	JONES	139	TOWNS
030	CLAY	085	LAMAR	140	TREUTLEN
031	CLAYTON	086	LANIER	141	TROUP
032	CLINCH	087	LAURENS	142	TURNER
033	COBB	088	LEE	143	TWIGGS
034	COFFEE	089	LIBERTY	144	UNION
035	COLQUITT	090	LINCOLN	145	UPSON
036	COLUMBIA	091	LONG	146	WALKER
037	COOK	092	LOWNDES	147	WALTON
038	COWETA	093	LUMPKIN	148	WARE
039	CRAWFORD	094	MCDUFFIE	149	WARREN
040	CRISP	095	MCINTOSH	150	WASHINGTON
041	DADE	096	MACON	151	WAYNE
042	DAWSON	097	MADISON	152	WEBSTER
043	DECATUR	098	MARION	153	WHEELER
044	DEKALB	099	MERIWETHER	154	WHITE
045	DODGE	100	MILLER	155	WHITFIELD
046	DOOLY	101	MITCHELL	156	WILCOX
047	DOUGHERTY	102	MONROE	157	WILKES
048	DOUGLAS	103	MONTGOMERY	158	WILKINSON
049	EARLY	104	MORGAN	159	WORTH
050	ECHOLS	105	MURRAY		
051	EFFINGHAM	106	MUSCOGEE		
052	ELBERT	107	NEWTON		
053	EMANUEL	108	OCONEE		
054	EVANS	109	OGLETHORPE		
055	FANNIN	110	PAULDING		

U.S. Citizenship and Immigration Services (USCIS) Law Enforcement Support Center (LESC)

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- 1 Introduction
- 2 General Information and Help Files
- 3 Overview of LESL Query/Response (IAQ/IAR)
- 4 Inquiry
- 5 Required Fields

Appendix A LESL Query Field Requirements (IAQ)

1 **INTRODUCTION**

U.S. Immigration and Naturalization Service (INS) service and benefit functions transitioned into the Department of Homeland Security (DHS) as U.S. Citizenship and Immigration Services (USCIS) in 2003.

USCIS is responsible for the administration of immigration and naturalization adjudication functions and establishing immigration services policies and priorities.

Functions include:

- Adjudication of immigrant visa petitions
- Adjudication of naturalization petitions
- Adjudication of asylum and refugee applications
- Adjudications performed at the service centers
- All other adjudications performed by the INS

2 **LAW ENFORCEMENT SUPPORT CENTER (LESC)**

The purpose of the Law Enforcement Support Center (LESC) is to provide timely information on aliens suspected of criminal activity and status information of aliens under arrest. A query transaction (IAQ) searches the eight service databases, NCIC, and Triple I. The LESG staff responds to the requesting law enforcement agency (IAR).

The information may be used for the following purposes:

- to assist with investigations.
- to provide identification and background data on subjects for correctional departments.
- to notify INS of a subject's incarceration or placement on probation.

The Center operates on a 24 hour, seven day a week basis.

The LESG is currently located in South Burlington, Vermont.

For additional information, direct requests to:

Director
Law Enforcement Support Center
188 Harvest Lane
Williston, VT 05495
ORI: VTINS07S0
Phone: (802) 872-6000 FAX: (802) 288-1222

Note: Due to the sensitive nature of the information to be provided by the LESG, only agencies authorized to request criminal record information over NLETS will be authorized to access the LESG. The LESG maintains a HELP file to provide additional information. It may be accessed by sending an "AM" message to AXADMHELP. Assistance is also available through an "AM" message sent to "AX."

3 OVERVIEW OF LESC QUERY/RESPONSE (IAQ/IAR)

- A. All queries sent to the LESC MUST contain the required fields of information. Any optional information supplied in the query will increase the probability of finding a positive record and enable a more informative response to be returned. Response times will vary dependent upon the return of individual state criminal histories and the extensiveness of the query.

Immediately upon receipt of your inquiry, a computer-generated message acknowledging receipt will be automatically returned to your ORI.

- B. When an inquiry goes to LESC via NLETS, the LESC will search the following databases:

Central Index System (CIS)

CIS is a centralized, computer-based information system that contains data on lawful permanent residents, naturalized citizens, violators of immigration laws, and aliens with Employment Authorization Document (EAD) information.

Computer Linked Application Information Management System (CLAIMS)

CLAIMS is an application processing system which provides information concerning the receipt, adjudication, and notification process for applicants and petitioners of INS benefits, such as employment authorization documents, permanent residency and information on the current status of pending applications for INS benefits.

Deportable Alien Control System (DACCS)

DACCS provides information on the status and disposition of deportation cases and on statistics and summary data representing cases by status type and other activities.

Non-Immigrant Information System (NIIS)

NIIS contains arrival, departure and additional information pertaining to non-immigrant aliens entering the United States.

National Automated Immigration Lookout System II (NAILS II)

NAILS II is a lookout enforcement system that contains information about persons of interest to INS for law enforcement purposes. It expedites the determination of traveler admissibility into the United States and identifies individuals who may have overstayed and provides statistical information to INS.

Student and School System (STSC)

STSC contains information that helps to identify and locate the status or benefits eligibility of non-immigrant students and their dependents. This information includes requests for extensions, change of status, transfers, and employment authorization. It also maintains records on approved schools, school officials, and current or past violations.

- C. The use of surnames from different countries can be confusing. Following is an explanation of the construction of names often checked on the INS databases.

Hispanic (first names)

When a first name consists of more than one word and written out in a phrase, i.e., Maria de la Luz, the name should be treated as one first name. When there is not a phrase, i.e., Maria Luz, it is considered a first and middle name.

Hispanic (last names)

Spanish and Hispanic names customarily include the use of the last name of both parents. For recording purposes, all double last names are listed with the father's last name followed by the mother's last name. For example, Juan Gomez Conde has Juan as a first name, Gomez as the last name of the father, and Conde as the last name of the mother. This name would be recorded as Juan Gomez Conde.

Hispanics (married for women)

Hispanic women drop the last name of their mother and add the last name of their husband, preceded by *de*, which indicates she is the wife of that person. Maria Gomez Garcia, when married to Juan Martinez Ramirez, would become Maria Gomez de Martinez and would be recorded as Gomez de Martinez, Maria.

Asian (Chinese)

When a sequence of two, three or four names appear, no part of which can be recognized as the first name, middle name or last name, the first part only is identified as the last name and the next parts used as the first name and middle name. When one or more names follow the last name, use only the first as the last name. At times the last name will be in capital letters and the other names will be connected by a hyphen. In this case the last name will be written either before or after the other names. Examples:

<u>Name</u>	<u>Last Name</u>
Low Tai Yat	Low
Harry Yat Bun Sing	Yat
Soong Mei Ling	Soong

Middle Eastern

When a sequence of two, three or four names appear, no part of which can be recognized as the first, middle or last name, the last part only is identified as the last name and the first part the first name. Example:

<u>Name</u>	<u>Last Name</u>
Mohammed Ali Jafir	Jafir

When the last name is preceded by phrases such as El or Al, they should be considered part of the last name. Example:

<u>Name</u>	<u>Last Name</u>
Yousef Ben El Gazar	El Gazar

4 INQUIRY

<u>OPERATIONS</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY	IAQ	To inquire on aliens suspected of criminal activity and the status information of aliens under arrest.

Users should recognize that the search process is not fully automated and response time may be slow. Twenty minutes is not unusual. The system will provide a computer generated message acknowledging receipt of an inquiry within 15 seconds of receipt by the LESC.

5 REQUIRED FIELDS

IAQ	Message Key
ORI	Originating Agency Identifier
DST	Destination
PUR	Purpose Code (C)
ATN	Attention Field (<i>name of actual requestor and initials of the operator</i>)

and

NAM	Name of Subject
PHN	Phone Number of Inquirer
DOB	Date of Birth
POB	Place of Birth
SEX	Sex
CUS	Custody - use Y (Yes) for in custody, N (No) for not in custody
OFF	Offense Code (<i>most serious charge</i>)

The following fields are optional, but if the information is available it should be included increasing the probability of a positive record match and enabling a more complete response.

ARN	Alien Registration Number <i>(a key INS file identifier, use if known)</i>
FBI	FBI Number
SID	State ID Number
OLN	Operator License Number
HGT	Height
WGT	Weight
EYE	Eye Color
MMN	Mother's Maiden Name
MFN	Mother's First Name
FLN	Father's Last Name
FFN	Father's First Name
MNU	Miscellaneous Number
SOC	Social Security Number
PPN	Passport Number
BKN	Booking Number <i>(required for inquiries from correctional or jail facilities.)</i>
REM	Remarks

Response times may take 20 minutes because human intervention is required to complete the record checks and format responses. However, the LESC will provide an automated acknowledgment that reads as follows:

YOUR MESSAGE WAS RECEIVED BY THE INS LAW ENFORCEMENT SUPPORT CENTER. WE WILL PROCESS YOUR INQUIRY AND RETURN A RESPONSE UPON COMPLETION OF THE INS DATABASE SEARCH. END

There are several possible responses to your inquiry. These are not inclusive of all the possible responses sent out by the LESC:

- Subject has Previously been Deported
- Subject Appears to be Legally in the United States
- Subject Appears to be in the United States Illegally
- Subject Wanted by INS for Removal
- Subject Appears to be a Legal Permanent Resident
- No Match on Subject
- Subject is a Naturalized United States Citizen
- Subject Appears to be Deportable but not Currently Wanted
- INS may have Information on Subject; Additional File Review Necessary

Subject Has Previously Been Deported

THIS IS NOT AN IMMIGRATION DETAINER! THIS INFORMATION IS FOR LAW ENFORCEMENT USE AND IS BEING PROVIDED FOR INFORMATIONAL PURPOSES ONLY. THIS RESPONSE IS NOT SUPPORTED BY FINGERPRINTS.

SUBJECT APPEARS TO HAVE BEEN PREVIOUSLY DEPORTED

BASED ON THE INFORMATION PROVIDED, THE FOLLOWING INS RECORD APPEARS TO RELATE:

NAME/

DOB/

POB/

ARN/

FCO/

DOE/

FBI/MAY RELATE TO SUBJECT

SID/MAY RELATE TO SUBJECT

LKA/

SOC/

FFN/

MFN/

INS RECORDS INDICATE THAT THIS SUBJECT WAS DEPORTED FROM THE UNITED STATES ON 00/00/00 AT (_____). HE/SHE WAS DEPORTED FOR (REASON FOR DEPORTATION). NO RECORD OF LEGAL RE-ENTRY HAS BEEN FOUND.

THIS PERSON MAY BE AMENABLE TO ARREST FOR VIOLATION OF THE FEDERAL CRIMINAL STATUTES AND/OR FOR IMMIGRATION ACT VIOLATIONS.

REM/

APPENDIX A

LESC Query Field Requirements (IAQ)

Below are explanations of the required fields and optional fields that must be completed for an LESC inquiry (IAQ).

Data Field	Prefix	Field Size	Requirements
Purpose code	PUR	1	Must be "C" or "F".
Attention Field	ATN	30	Name of actual requestor followed by operator's initials
Phone number of inquirer	PHN	20	Area code followed by telephone #
Full name of subject.	NAM	30	See NCIC Manual.
Date of birth	DOB	8	ccyy-mm-dd
Sex	SEX	1	M or F
Place of birth	POB	2	Standard NCIC code; see NCIC Manual.
Indicates if subject is in custody	CUS	1	Must be Y or N.
NCIC offense code, most serious charge.	OFF	4	See NCIC manual. * If no code is available use generic code of "0399".
Alien registration number.	ARN	8 or 9	Alphanumeric. IMPORTANT! This is a key INS file identifier; use if known.
FBI Number	FBI	30	See NCIC Manual.
State ID	SID	10	See NCIC Manual.
Operator's License Number	OLN	20	See NCIC Manual.
Height	HGT	6-8	See NCIC Manual.
Weight	WGT	1	See NCIC Manual.
Eye Color	EYE	2	Standard NCIC code; see NCIC Manual.
Mother's maiden name	MMN	1-15	See NCIC Manual.

Data Field	Prefix	Field Size	Requirements
Mother's first name	MFN	1-10	See NCIC Manual.
Father's last name	FLN	1-15	See NCIC Manual.
Father's first name	FFN	1-10	See NCIC Manual.
Miscellaneous number	MNU	1-15	See NCIC Manual.
Social security number	SOC	9	See NCIC Manual.
Passport number	PPN	1-15	See NCIC Manual.
Booking number	BKN	1-15	See NCIC Manual IMPORTANT! Booking numbers are required for inquires from correctional or jail facilities
Remarks	REM	1-300	Free text. Remarks section to include relevant information.

Validation of CJIS Files

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4	Validation Process
5	Validation Notification and Reminder Messages
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7	Purging of Records
8	CJIS On-Line Validations – Tutorial
9	CJIS On-Line Validations – CJIS Launch Pad

1 INTRODUCTION

All law enforcement and criminal justice agencies with record entries in NCIC computerized files are required to participate in the record validation program established and administered by GCIC and NCIC.

Agency heads are legally responsible (O.C.G.A. §§ 35-3-33, 35-3-36) for the validity, completeness and accuracy of their agency's record entries and may be held personally liable for the results of actions by other departments or agencies, when those actions are based on record entries.

Record entries subject to validation are:

- Wanted/Missing/Unidentified Persons
- Vehicles/License Plates
- Guns
- Boats
- Securities
- Protection Orders
- Gang
- Convicted Persons on Supervised Release

2 ACCESS

CJIS Network record entries are validated via **GCIC CJIS On-line Validation System**. This system requires internet access to the GTA Portal using a SSL/VPN User ID and Password. The Validation link is on the portal menu. A separate User ID and Password is required to access the Validation program. Information for requesting these User IDs and Passwords is available on the GCIC website at <http://gcicweb.gbi.state.ga.us/cjis/ori/> under the CJIS Validation System. If you need further assistance, send an email to validation@gbi.ga.gov with your request for help and contact information.

3 **VALIDATIONS**

A list of record entries to be validated is posted in the CJIS On-line Validation System each month and agencies are notified by email and AM message that their records are available for validation. Records are available to the ORI of the record entry. If a criminal justice agency enters records for another agency, both agencies may access the records. If an agency has internet access and an SSL/VPN User ID and Password, that agency may validate its own records even if it does not enter its own records. It is the responsibility of each agency to notify the GCIC Validation Unit if it will validate records for another agency.

On a monthly basis, NCIC extracts active records on file and GCIC uploads the record information into the CJIS On-line Validation program. The validation includes records that are 60-90 days old, 14-15 months old, 26-27 months old, 38-39 months old, etc. In other words, when your agency enters a record, that record will appear on your validation listing within 90 days and every year thereafter until cancelled or cleared. Your agency will be notified via email and administrative message when your validation records are available. A check list of validation records may be printed from the On-line Validation System.

The validation schedule is as follows:

Entry Month	Validation Month
October	January
November	February
December	March
January	April
February	May
March	June
April	July
May	August
June	September
July	October
August	November
September	December

4 VALIDATION PROCESS

Agencies of record shall review validation listings by:

- Comparing records to all supporting documentation. (For example: arrest warrants, criminal case files, missing person reports, available criminal history records.)
- Checking for changes in extradition limits for wanted person records.
- Determining if warrants remain valid by checking with issuing authorities.
- Checking with investigators and prosecutors to determine if cases can be prosecuted.
- Determining from the owners of stolen serial-numbered property if recoveries have been made or if ownership has changed.
- Verifying that persons reported missing have not returned or been located.

Upon completion of the validation process, agencies shall select one of the following actions for each record in the validation list:

- Cancel – Agencies should cancel record entries that are no longer valid via the CJIS Network. However, if it is determined during the validation process that the record should be cancelled, this action can be performed via the On-line Validation System. **Selecting “Cancel” in the On-line Validation System will result in the record being cancelled in the CJIS Network.** If you accidentally cancel a record from the On-line Validation System, you must re-enter that record on the CJIS Network.

Note: If a Protection Order record has been dismissed but is still showing active on NCIC you will need to clear the record using either a CPO or CTO transaction. You would then select “Modify” as the action in the On-line Validation System. If you “Cancel” the record via the On-line Validation system it will completely remove the entry off of NCIC, taking away the order history.

- Modify – Agencies must modify record entries which contain erroneous or incomplete information and create supplemental record entries as required. Although “Modify” will be selected in the On-line Validation System, the record must be modified via the CJIS Network.

- As Is - The record is valid and may be left alone. Selecting “As Is” for a particular record in the On-line system will place a validation name and date on the record. The validation name will only appear to the entering agency, the validation date will appear on all responses.

Failure to validate records by the due date will result in the record(s) being automatically purged from the CJIS Network. GCIC will no longer be able to provide extensions. If a record is valid but is purged for failure to validate, it must be re-entered by the agency.

5 VALIDATION NOTIFICATION AND REMINDER MESSAGES

Agencies will receive an email and an AM message advising that their records are available for validation in the On-line Validation System. Additionally, a weekly reminder message will be sent to each agency until the validation due date has expired. It is the agency’s responsibility to notify GCIC of changed email addresses. It is advised that each agency set up a Validation email address that more than one person at the agency can access.

Note: If your agency enters records under multiple ORIs, you will receive a notice for each ORI with records to be validated.

6 Failure to Validate

\$.F. Failure-to-Validate Notification

This message is transmitted to the ORI of record when a record has not been validated within a month from the request for validation.

The following is an example of a \$.F. administrative message:

```
$.F. FAILURE TO VALIDATE
MD1012600
THE FOLLOWING RECORD WILL BE
RETIRED BY THE FBI DURING THE NEXT PURGE CYCLE
UNLESS THE RECORD IS VALIDATED PRIOR TO THE FIRST SUNDAY OF
NEXT MONTH.
MKE/STOLEN VEHICLE
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC
VIN/9876543345210 VYR/1972 VMA/PONT VMO/BON VST/SW VCO/RED
DOT/19990803
OCA/56789
NOA/Y
```

OAN/12345678
NIC/V123456789 DTE/19990805 2000 EDT

The copy of the nonvalidated record is included after the initial message. The full message is repeated for each nonvalidated record.

7 Purging of Records

When an agency fails to validate a record by the validation due date, the record will be automatically purged. NCIC will send a \$.P message advising that the record has been purged.

\$.P. Purge Failure to Validate Notification

For those state/federal agencies using the on-line validation process, the NCIC System will automatically retire all records that have not been validated in the required time frame. The NCIC System generates a \$.P. Purge Failure to Validate Notification that is sent to the ORI for records retired due to the failure to validate.

The following is an example of a \$.P. administrative message:

```
$.P. PURGE FOR FAILURE TO VALIDATE  
MD1012600  
NCIC VALIDATION PURGE 20060206. THE FOLLOWING RECORD HAS  
BEEN PURGED  
BY THE FBI DUE TO YOUR FAILURE TO VALIDATE. YOU MAY REENTER  
IF YOU DETERMINE  
THE INFORMATION IS VALID, ACCURATE AND COMPLETE.  
MKE/STOLEN VEHICLE  
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/2007 LIT/PC  
VIN/9876543345210 VYR/1972 VMA/PONT VMO/BON VST/SW VCO/RED  
DOT/20050909  
NOA/Y  
OCA/56789  
OAN/12345678  
NIC/V123456789 DTE/20050908 0938 EDT
```

Points to Remember

If your agency has had records that have been purged in recent validation cycles, please review these points to ensure that records are validated correctly.

Aside from failing to validate agency records at all, the most frequent causes of records being purged by NCIC are (1) failure to enter a name in the VLN field on the CJIS device when modifying a record; (2) failure to address records located in the Pending File in the on-line validation system; and (3) clicking the “Do Not Send” button in the on-line validation system.

1. Modifying Records

To modify a record, the operator must utilize the CJIS system. To validate the modified record, the operator must utilize the on-line validation system. If the record is not addressed in *both* systems, it will be purged.

a. Modifying Records via CJIS Device

To modify a record, the operator must utilize the CJIS device. When modifying the record, the operator must enter the Validator Name in the VLN field. The name in the Validator Name (VLN) Field will only be seen by the originating agency. For all other agencies or inquiries, the name in the VLN Field will be suppressed. The entry of the name in the VLN Field will automatically update the Validator Date (VLD) field. If the operator does not put a name in this field, the record will not be updated and will be purged by NCIC.

In order to ensure the modification was accepted by NCIC, the operator should query the NIC number on the CJIS device.

b. Validating Modified Records in the On-Line Validation System

After the record has been modified via the CJIS device, the record must be validated in the on-line validation system. When validating a record that has been modified, click on “Modify.”

In some cases, records that were validated as modified may be moved into a pending file status. This is because the on-line validation system contains the old information that existed prior to modification via the CJIS device. The operator must check the Summary Report and look for any pending records. The operator must then click on the ‘Confirm’ button to confirm these records were validated via your CJIS device. Only after both steps have been completed is the record modified in the on-line validation system.

2. Pending Records

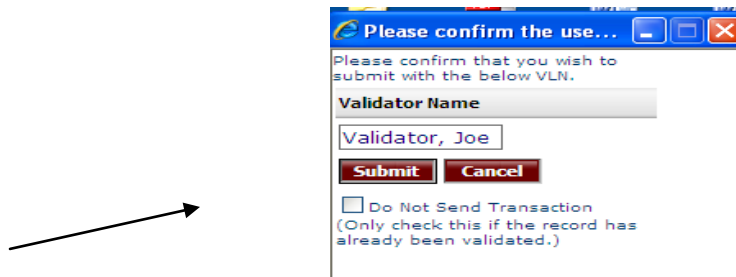
When the operator completes the validation for all records in the on-line validation system, the operator should then check the Summary Report to ensure that there are no pending records. If there are pending records, the operator must take the appropriate action (i.e. As Is, Cancel/Cancel Elsewhere, File Not Found, or Unknown NCIC Response) for each record identified as pending. If no action is taken, the record identified as pending will be purged by NCIC.

If uncertain how to handle a record identified as pending, the operator should click on the yellow information icon. A message will be displayed that explains why the record rejected.

In addition to information about pending records, the Summary Report shows all activity for the agency. The Audit Log will provide a status report on each record that was submitted to NCIC. Utilizing the steps above will ensure that records are not purged by NCIC.

3. Do Not Send Transaction

Do NOT select “Do Not Send Transaction” otherwise the “AS IS” or “MODIFY” record(s) will not be validated with NCIC. (Screen shot below)



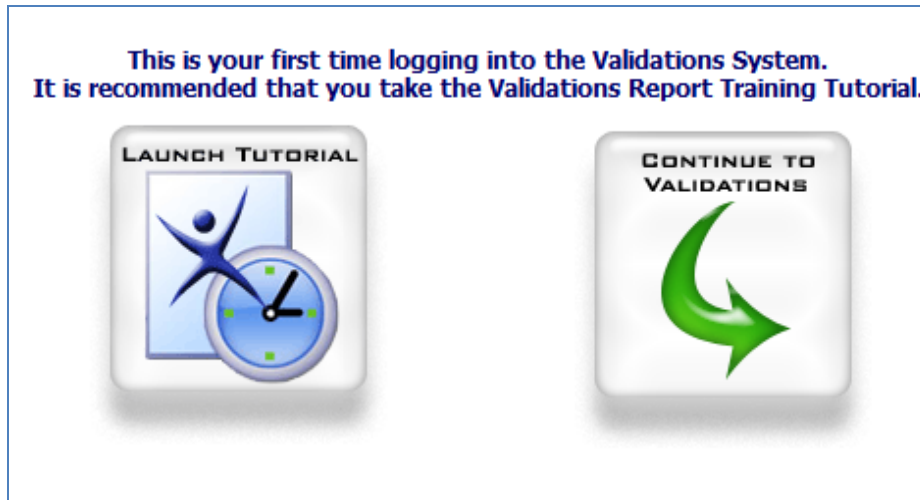
4. Notification

NCIC and GCIC notifications are sent to agencies regarding on-line validation deadlines via the CJIS device. The on-line validation system also generates an email message every Monday to the identified agency user that includes important information such as the pending records. Please notify GCIC if the identified agency user changes so the agency will receive these messages.

For additional information or to update the agency user contact, please call the GCIC Validation Team (Oevia Bing, Daryl Beggs or Mary King) at (404) 270-8490 or via email at validation@gbj.ga.gov or contact your GCIC Customer Support Representative.

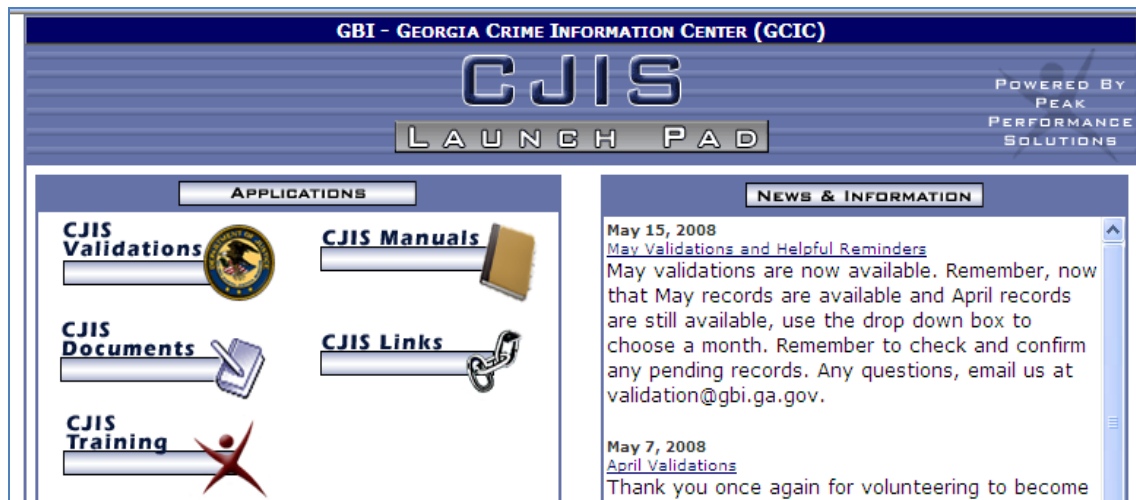
8 CJIS On-Line Validations – Tutorial

Upon logging in to the CJIS On-Line Validation System for the first time, the user will be offered a chance to take an on-line tutorial. This tutorial **MUST** be completed to understand how to operate the On-line Validation system. You may take the tutorial at a later time by clicking **CJIS Training** on the CJIS Launch Pad.



9 CJIS On-Line Validations – CJIS Launch Pad

The News and Information window on the CJIS Launch Pad contains helpful information and notifications of when new validations have been placed in the system.



Vehicle, Boat & Aircraft Registration

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1 INTRODUCTION

This section outlines registration inquiries common to vehicles, boats, and aircraft. Access to the information in this file is restricted. Information obtained from the Georgia vehicle registration file may be further disseminated by criminal justice agencies to (O.C.G.A §40-2-130, O.C.G.A §40-11-2):

- Prosecutors
- Courts
- Vehicle owners
- Persons (including all authorized representatives involved in motor vehicle accidents such as operators, passengers, or pedestrians according to state law)
- Licensed dealers of new or used motor vehicles
- Persons for purposes of manufacturer's recall
- Georgia Environmental Protection Agency
- Operators of wrecker services who store recovered/abandoned vehicles (O.C.G.A §40-11-2)

Ownership and identification information on registered vehicles (cars, trucks, motorcycles, etc.) boats and aircraft are accessed through this file.

Identification information on motor vehicles operated by federal government agencies can also be accessed through this file. This information is provided through the collaboration of The International Justice and Public Safety Information Sharing Network (Nlets) and General Services Administration (GSA) and will provide contact information as well as a description of the government vehicle inquired upon.

When registration inquiries are performed on vehicles, other GCIC/NCIC files are automatically checked to determine if the vehicle has been stolen and if the vehicle is attached to a felony warrant.

Information on the movement and location of private aircraft that is suspected of being used for felony activities is provided at <http://registry.faa.gov/arquery.asp>

2 GRATIS

GRATIS (Georgia Registration and Title Information System) provides up-to-date motor vehicle registration information including insurance and lien holder data when available.

- The registration cards are wallet size and include the following:
 - (1) Vehicle description
 - (2) Owner's information
 - (3) License plate number along with the license plate expiration date.

- All certificates of registration should agree with the GCIC motor vehicle inquiry data.
- The GRATIS county issued decal will reflect the license plate number.

3 MESSAGE KEYS

A message key is used to identify each type of registration inquiry.

MESSAGE KEY	OPERATION	PURPOSE
RQ	INQUIRY Vehicle Registration	To search the vehicle registration files for ownership and vehicle identification information. To search the Georgia file only for insurance information, lien holder, ownership information, legal owner and the county where the tag was issued. An inquiry in this file will automatically generate a search of the NCIC Vehicle and NCIC Wanted/Missing Persons file to determine if the vehicle is stolen or associated with a wanted or missing person.
AM	Vehicles & Boats Registered in Foreign Countries	To request vehicle registration information from a foreign country via INTERPOL. To request boat registration information from a foreign country via INTERPOL.
BQ	INQUIRY Boat Registration	To search the registration files for boat ownership data and boat identification information. An inquiry in this file will automatically generate a search of the NCIC Stolen Boat file to determine if the boat is stolen.
GQ	INQUIRY Aircraft Registration	To search the registration files for information on commercial and private aircraft.

4 VEHICLE REGISTRATION INQUIRY

NOTE: To determine which states provide automated vehicle registration Help file information or assistance in translating information you receive from another state, send an administrative message to NLLICHELP File.

<u>OPERATION</u> <u>INQUIRY</u>	<u>MESSAGE</u> <u>KEY</u> <u>RQ</u>	<u>PURPOSE</u>
Vehicle Registration File		To search the Georgia and other states vehicle registration for ownership data and vehicle identification information and to determine if the vehicle is stolen. This message key also searches Georgia's registration file only for insurance information, lien holder, ownership information, legal owner, and the county where the tag was issued. To search the vehicle registration file for vehicle identification information and primary point of contact for federal government vehicles.

4.1 REQUIRED FIELDS

RQ	Message Key
ORI	Originating Agency Identifier
DST	Destination Up to five 2-character state or regional codes allowed. Note: If requesting information on a federal government vehicle the two-character destination code "GS" must be used.
OCF	Optional Control Field Included for special routing or control information that the sending agency <i>must</i> have returned in order to match a response to an earlier message.

and one of the following groups of fields

By License Plate for vehicles registered in Georgia and Out-of-State Vehicles

Refer to Appendix C for a list of Georgia license plate types, the on-line help file and the NLLICHELP File for out-of-state LIT types.

LIC	License Plate Number
LIT	License Type
LIY	License Year

or

By Vehicle Identification Number for vehicles registered in Georgia

VIN	Vehicle Identification Number
------------	-------------------------------

or

By Vehicle Identification Number for vehicles registered out-of-state

VIN	Vehicle Identification Number
VMA	Vehicle Make
VYR	Vehicle Year

By Vehicle Identification Number for vehicles operated by Federal Agencies

VIN	Vehicle Identification Number
------------	-------------------------------

By License Plate for vehicles operated by Federal Agencies

LIC	License Plate Number
------------	----------------------

Format: (GXX-XXXXX) "G" is mandatory followed by seven numeric digits excluding the hyphen.

LIT	License Type
LIY	License Year

For Federal Vehicles:

You will get a "no hit" in one of the following situations:

1. If the vehicle entered does not exist in the GSA database. This may be due to the vehicle actually not being in the database, or may be due to user entering the wrong VIN or tag.

2. If the system is temporarily down due to nightly maintenance.

If you still receive a “no hit” and you believe you have typed in the correct VIN or Tag, contact one of the following individuals:

Administrative POCS:

- 1) Claudia Miks: (703) 308-1441
- 2) Nick Wiskerchen: (703) 605-0533

For a manual search:

- A. Send an administrative message (AM) to terminal code DREV with the license number to request the vehicle registration information.

This terminal is operational only between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday, excluding state holidays.

- B. Call the Department of Revenue at (678) 413-8650. Provide the license type and number. A manual record check will be performed.

This number can only be used to request assistance between 8:00 a.m. and 4:30 p.m. Monday through Friday, excluding state holidays.

5 **BOAT INQUIRY**

MESSAGE

OPERATION

INQUIRY

Stolen Boat

KEY

BQ

PURPOSE

To search the file for boat ownership data and boat information.

An inquiry in this file will automatically generate a search of the NCIC Stolen Boat file to determine if the boat is stolen.

5.1 **REQUIRED FIELDS**

BQ

Message Key

ORI

Originating Agency Identifier

DST

Destination

When performing an inquiry to a state other than Georgia, enter the appropriate two-letter state code. Refer to Appendix D for a list of state codes. Up to five 2-character state codes may be used.

OCF Optional Control Field
Included for special routing or control information that the sending agency *must* have returned in order to match a response to an earlier message.

and one of the following groups of fields

For Georgia Only

REG Registration Number
and/or
***BHN** Boat Hull Number

For Out-Of-State Only

REG State Registration Number
Enter the state code before the REG number
or
***BHN** Boat Hull Number
or
****NAM** Name
DOB Date of Birth

*If the boat hull number exceeds 20 alphanumeric characters, enter the last 20 characters.

** Inquiries made on the name may result in multiple hits. When a list of names and abbreviated information is returned, a selection and second inquiry should be made. Instructions for making a second inquiry should be stated in the multiple hit responses.

Example: Select and Send in Registration Number

6 VEHICLES & BOATS REGISTERED IN A FOREIGN COUNTRY

When requesting vehicle or boat registration information from a foreign country, use the Nlets administrative message directed through INTERPOL to the foreign country.

To contact INTERPOL, send an administrative message (AM) to DCINTER00 or call (202) 616-9000.

6.1 INQUIRY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY Vehicles & Boats	AM	To request vehicle and boat registration information from a foreign country via INTERPOL.

6.2 REQUIRED FIELDS

AM	Message Key
ORI	Sender's Originating Agency Identifier
DST	Destination Routing Identifier DCINTER00 (via INTERPOL in Washington D.C.) and/or The ORI of the sending agency to receive a copy of the message.
OCF	Optional Control Field Included for special routing or control information which the sending agency <i>must</i> have returned in order to match a response to an earlier message.

If you receive an administrative message containing

a control field, you *must* ensure that the same control field information is included in all responses to that message.

TXT

Text of Message

Enter reference numbers/message that should be included in all responses or future references to this message. Enter the name of the originating agency. Enter the date the message was originated. Enter name of destination agency (the country). Enter the last name or initials of the terminal operator or author of the message and his/her location.

7 AIRCRAFT REGISTRATION SYSTEM

The Aircraft Registration System (ACRS) is an on-line inquiry capability that provides information about commercial and private aircraft registered with the Federal Aviation Administration (FAA).

Aircraft registration data is provided and maintained by the Treasury Enforcement Communications System (TECS). The file is kept up-to-date by TECS through magnetic tapes received from the FAA every 2-4 weeks.

7.1 INQUIRY

<u>OPERATION</u>	<u>MESSAGE KEY</u>	<u>PURPOSE</u>
INQUIRY Aircraft Registration	GQ	To search the registration files for information on commercial and private aircraft.

7.2 REQUIRED FIELDS

GQ	Message Key
ORI	Originating Agency Identifier
DST	Destination Always enter FA

ATN Attention Field
Include the name of the individual making the inquiry in all GQ inquiries.

OCF Optional Control Field
Included for special routing or control information that the sending agency *must* have returned in order to match a response to an earlier message.

If you receive an administrative message containing a control field, you *must* ensure that the same control field information is included in all responses to message.

and one of the following fields or groups of fields

REG/Tail # Registration Number/Tail Number
One number per inquiry

SIT Sighting
Indicates whether the aircraft has been sighted. Enter Y (yes) or N (no). Use only on REG inquiries.

DOS Date of Sighting
Indicates the date the aircraft was sighted. Use when SIT is Y.

or

SER or VIN Serial Number or Vehicle Identification Number
One number per inquiry

or

NAM Name of Individual Registrant (last name, first name, middle initial and/or suffix)
Example: SMITH, JOHN D JR
or
Name of Business
One name per inquiry

NOTE: An inquiry containing a positive sighting will automatically update the aircraft record in the tracking file.
<http://registry.faa.gov/arquery.asp>

APPENDIX A
Vehicle, Boat, and Aircraft Registration and Tracking Data Field Codes

Code	Description	Length	Characters Allowed
ATN	Attention Field	1-30	Letters
BHN	Boat Hull Serial Number	1-20	Letters & Numbers
COD	Airport Code	1-4	Letters
CTL	Control Field	1-10	Letters & Numbers
DAR	Date Range	1-13	Numbers
DOB	Date of Birth	8-8	Numbers
DOS	Date of Sighting	8-8	Numbers
DST	Destination	2-2	Letters & Numbers
LIC	License Plate Number	1-8	Letters & Numbers
LIT	License Type	2-2	Letters
LIY	License Plate Year	4-4	Numbers
NAM	Name (Aircraft)	1-40	Letters & Numbers
NAM	Name (Owner)	5-30	Letters
ORI	Originating Agency Identifier	9-9	Letters & Numbers
PPS	Person/Property In-Sight Code	1	Letter
REG	Registration	1-8	Letters & Numbers
RES	Registration State	2-2	Letters
RSN	Reason Code	1	Letter

Code	Description	Length	Characters Allowed
SER	Serial Number	1-16	Letters & Numbers
SIT	Sighting	1	Letter
TYP	Type	1-4	Letters & Numbers
VIN	Vehicle Identification Number	1-20	Letters & Numbers
VMA	Vehicle Make	2-4	Letters
VYR	Vehicle Year	4-4	Numbers

APPENDIX B
Vehicle, Boat, and Aircraft Registration and Tracking Data Field Codes, Edits and Rules

ATN	Attention Field	The name of the individual requesting the information.
BHN	Boat Hull Serial Number	Do not enter a single zero, zeros only, a single letter only, or letters only. Enter the complete hull serial number, including any letters. Do not enter any spaces, hyphens, or special characters that may appear as part of the serial number. If the serial number exceeds 20 characters, enter the last 20 and place the complete number in the MIS Field. Example: MIS BHN/111222333444555666777
COD	Airport Code	Codes in response to aircraft tracking inquiries for Departure Airport/Destination Airport. <i>Must</i> be used after CTL field. All fields between CTL and COD <i>must</i> be blank.
DAR	Date Range	The Date Range limits the search by a single date or two dates. Separate the two dates by a dash Example: DAR 20020101-20020304
DOB	Date of Birth	<i>Must</i> be entered in year, month, and day order. Only ages 10 through 99 years, 365 days, are allowed. The date February 29 will not be allowed unless the year is a leap year.
DOS	Date of Sighting	Indicates the date the aircraft was sighted. The DOS is required if the sighting (SIT) is yes.
DST	Destination	Indicates the state or destination of the inquiry.
LIC	License Plate Number	The license plate number <i>must</i> be entered without dashes and special characters. If the number contains more than eight characters, enter the last eight and place the complete license plate number in the MIS Field. Example: MIS LIC/123456789

LIT	License Type	Refer to Appendix 3C for a list of license types for vehicles registered in Georgia. Refer to the NLLICHELP File for out-of-state license types.
LIY	License Plate Year	Enter the current year of the license plate. For non-expiring license plates, enter NX when the following conditions exist: <ul style="list-style-type: none"> • No year sticker is on the license plate or windshield • No year is embossed on the plate • The plate number is never reissued • The registration supporting the plate indicates no expiration
NAM	Name (Owner)	Enter the owner's full name in the following format: <i>Must</i> be entered as Last Name, mandatory comma, space(optional), First Name or Initial, mandatory space, Middle Name(s) or initial(s) if any, mandatory space and suffix denoting seniority, if any. Titles or degrees should not be used as part of the name. Example: SMITH, JOHN DOE JR
NAM	Name (Aircraft)	Enter the complete name of the aircraft.
OCF	Optional Control Field	A control field that may be included for special routing or control information which the sending agency <i>must</i> have returned in order to match a response to an earlier message.
ORI	Originating Agency Identifier	NCIC-assigned originating agency identification number.
PPS	Person/Property In-Sight	Used in inquiries to Canada indicating whether the person or property is in-sight of the officer requesting the information. Enter Y (yes) or N (no).

REG	Registration Document Number (Boat)	Identifies a boat's registration (pleasure craft) or document (commercial vessel) number. The number cannot be a single zero, all zeros, or letters only.														
REG	Registration Document Number (Aircraft)	The Registration Number is on the tail of the aircraft. The letter "N" precedes all US aircraft numbers.														
RES	Registration Document State	Use applicable 2 letter state code. Refer to Appendix D for a list of applicable state codes.														
RSN	Reason Code	Every format inquiry to Canada <i>must</i> have a reason code that indicates the general purpose of the request. Following is a list of the authorized reason codes: <table border="0"> <thead> <tr> <th><u>Reason for Request</u></th> <th><u>Code</u></th> </tr> </thead> <tbody> <tr> <td>Narcotics</td> <td>N</td> </tr> <tr> <td>Fraud</td> <td>F</td> </tr> <tr> <td>Violent Crimes</td> <td>V</td> </tr> <tr> <td>Traffic Violations</td> <td>T</td> </tr> <tr> <td>Theft</td> <td>S</td> </tr> <tr> <td>Humanitarian</td> <td>H</td> </tr> </tbody> </table>	<u>Reason for Request</u>	<u>Code</u>	Narcotics	N	Fraud	F	Violent Crimes	V	Traffic Violations	T	Theft	S	Humanitarian	H
<u>Reason for Request</u>	<u>Code</u>															
Narcotics	N															
Fraud	F															
Violent Crimes	V															
Traffic Violations	T															
Theft	S															
Humanitarian	H															
SER	Serial Number	The Serial Number may be referred to as the VIN.														
SIT	Sighting	Enter either Y (yes) or N (no) to indicate whether the plane has been sighted. If the aircraft has been sighted, an automatic entry will be made into the tracking file. Use only on inquiries by (REG) Registration Number.														
TYP	Type of Aircraft	Indicates the type of aircraft. This is an optional field used to limit the search.														

VIN	Vehicle Identification Number	Do not use a single zero, all zeros, a single letter, or letters only.
VMA	Vehicle Make	See Vehicles, Section 2, of the NCIC Code Manual for a list of vehicle makes, or use the On-Line Code Manual.
VYR	Vehicle Year	Identifies the vehicle's model year. Example: VYR/1995

APPENDIX C License Plates (LIT)

Use the following License Type codes for *Vehicle Registration in Georgia Only*

Tag Category Table (Sorted by Description)	
Description	Code
Abraham Baldwin Agricultural College	AB
Agnes Scott College	AS
African American History & Tourism in GA	AT
AIDS Survival Project	AP
Air Force Reserves	RF
Albany State University	AL
Alpha Kappa Alpha	GK
ALS Association of GA a/k/a Lu Gehrig's Disease	GD
Alzheimer's Association, GA Chapter	AG
Alternate Fuel	AF
Amateur Radio	AR
Armstrong Atlantic State University	AQ
University of ALA Atlanta Alumni	AU
For Future Use	AW
Army Reserves	RA
Atlanta Clemson Club	CU
Atlanta Gator Club	UF
Atlanta Braves Foundation	BF
Atlanta Falcons Foundation	FF
Auburn Club	TZ
Augusta State University	JQ
Authentic Historical	AH
Auto Dealer	DL
Beautification Projects in Cobb County	BP
Beautification Projects in GA	BG
Benevolent & Protective Order of Elks	ZB
Berry College	BV
Bob White Quail Restoration Initiative	BW
Boy Scouts – 'In God We Trust'	BA
Brain Related Disorders	BD
Breast Cancer Awareness	BC
Brenau University	BR

Bronze Star	BN
Buddy (Spay-Neuter)	GL
Certified/Retired Firefighter	CF
Child Abuse Prevention	CP
Children's Healthcare of Atlanta	HW
Chosin Korea	CH
Choose Life	CB
Chosin Reservoir Campaign of 1950 in North Korea	CH
Civil War Battlefields & Historic Sites	CW
Clark Atlanta University	CL
Coast Guard Reserves	RC
Columbus State University	CC
Commemorating Civil War	CW
Commercial Straight Truck	HX
Commercial Truck 0k-18k	JA
Commercial Truck 1800k-26k	
Commercial truck 63K	HK
Commercial Truck 26K-30K	HF
Commercial Truck 30K-36K	HG
Commercial Truck 36K-44K	HH
Commercial Truck 44K-55K	HI
Commercial Truck 55K-63K	HJ
Commercial Truck 63281K-Maximum	HK
County Sheriff	SF
Court of Appeals	CA
Cure Kid's Cancer	PC
Deliberators	DB
Delta Sigma Theta	DE
Desert Storm Air Force	SV
Desert Storm Army	SY
Desert Storm Coast Guard	SG
Desert Storm Navy	SN
Desert Storm Marine	SM
Disabled Athlete	DA
Disabled Person	DP
Disabled Veteran	DV
Disabled Veteran Motorcycle	HM
Distributor	HT
Dog & Cat Sterilization	DC
Educators	ED
Emergency Medical Technician	EU
Emory University	EM

Family Member Serving	HN
Foreign Organization	FO
Forest Product Truck	FA
Forest Product Truck/Tractor	EA
Former Prisoner of War	FP
Fort Valley State University	FV
Foster Parents Program	FG
Garden Club	GA
Georgia Association of Realtors	GR
Georgia Center of the Book	GC
Georgia College and State University	GU
Georgia Emergency Medical Technicians	EU
Georgia Equines Industry	GE
Georgia Institute of Technology	GT
Georgia Jr. Golf Foundation	JO
Georgia Sea Turtle Center	JL
Georgia Southern University	GS
Georgia State University	ST
Georgia State Soccer Association	SJ
Georgia War Veterans Nursing Home	GN
Global War on Terrorism & Iraqi Freedom	IF
Global War on Terrorism & Operation Enduring Freedom	GF
Gold Star	TG
Golden Labrador Retriever	GL
Government	GO
Government Motorcycle	GM
Governor	GV
Habitual Violator	AI
Hearse/Ambulance	HB
Historic Preservation Efforts in GA	EF
Hobby Antique	HA
Hobby Antique Motorcycle	HD
Honorary Consul	HC
Honor Educators	ED
Honoring All Veterans	AL
Honoring Family Member Service	HN
Honoring Georgia Municipal Clerks	CM
House Speaker	SH
Humming bird	HU
In God We Trust Boy Scouts	BA
IRP Commercial	IC
IRP Permanent Trailer	IA

IRP Private	IP
IRP Replacement Permanent Trailer	IX
IRP Temp Authorization	TA
IRP Restricted	IR
Joana Tag – Pediatric Cancer Research	CR
Kappa Alpha Psi	NP
Kennesaw State University	KU
Korean War Air Force Vet	KF
Korean War Army Vet	KA
Korean War Coast Guard Vet	KG
Korean War Marine Vet	KM
Korean War Navy Vet	KN
LaGrange College	LG
Licensed Georgia Physicians	LQ
Life University	LF
Limited Bus	LT
LSU Atlanta Alumni Chapter	LU
LT. Governor	LN
Low Speed Vehicle	LS
Macon State College	MA
Marine Reserves	RM
Maritime History – History of Georgia Coast	MG
Medal of Honor	MH
Medical College of Georgia	MC
Mercer University	ME
Minority Child Care Industry	MI
Mobile Home Manufacturer	MF
Morehouse College	MR
Morris Brown	MB
Motorcycle Dealer	DM
Motorcycle Disabled	MD
Motorcycle Distributor	DZ
Motorcycle Manufacturer	YF
NASCAR	NK
National Guard/Retired	NT
National Rifle Association	NR
Navy Reserves	RN
North Georgia College	NG
Officially Licensed NASCAR Registration Plate	NK
Oglethorpe University	TH
Omega Psi Phi	OP
Passenger Car/Light Trucks	AA

Pearl Harbor Survivor	PL
Pediatric Cancer/J McAfee Fund	CR
Pediatric Cancer Treatment	PC
Permanent Trailer	PT
Permanent Trailer Replacement	RP
Persons With Diabetes	DI
Police Officer Wounded in Line of Duty	YP
Prevent Child Abuse	CP
Prestige Automobile	PR
Prestige Motorcycle	PM
Private Motorcycle	CY
Private School Bus	PB
Private Straight Truck	PX
Private Truck 63K	PK
Private Truck 14K-18K	JA
Private Truck 18K-26K	JN
Private Truck 26K-30K	PF
Private Truck 30K-36K	PG
Private Truck 36K-44K	HP
Private Truck 44K-55K	PI
Private Truck 55K-63K	PJ
Project Lifesaver	LP
Promote Child Care	MI
Promoting Arts In Georgia	PA
Public Safety	PS
Purple Cone Tag	WC
Purple Heart	PH
Purple Heart Motorcycle	ZP
Race Car Hall of Fame	RQ
Reinhardt College	RE
Reserves	RS
Retired Air Force	XF
Retired Army	XA
Retired Coast Guard	XG
Retired Marine	XM
Retired Navy	XN
Rotary International	RI
Savannah College of Arts & Design	VK
Savannah State	SA
School Health & Physical Education Programs	PE
Seminole Club	SE
Share the Road – Bicycle Safety	RD

Shrine Hospitals	SB
Sons of Confederate Veterans	CV
Spelman College	SP
State Representative	SR
State University of West	XW
State Senator	SS
Straight Truck Fertilizer/AG	PW
Stroke Awareness	VS
Support Agriculture in GA	FH
Support Cobb County Schools	BB
Support GA Troops	GZ
Support Our Troops	TS
Supporting Agriculture FFA 4H	FH
Supporting Foster Parents	FG
Supreme Court	CS
Temporary Operating Permit	TP
Thanks Mom & Dad	TM
Trailer	TR
Trailer Dealer	TD
Transporter	PO
Treatment Of Autism	TI
Trout Unlimited	TU
Truck Tractor Fertilizer/Milk	PZ
U.S. Disabled Athletes Fund a/k/a Blazesport	DA
University of Georgia	GA
Unlimited Bus A	UA
Unlimited Bus B	UB
Unlimited Bus C	UC
Unlimited Bus D	UD
University Of Tennessee Atl Alumni	UT
Used Independent Dealer	UI
Used Wholesale Dealer	UW
US Representative	FR
US Senator	FS
Valdosta State College	VA
Vehicle Manufacturer	DF
Veterans Awarded Bronze Star	BN
Vietnam Vet Air Force	VF
Vietnam Vet Army	VY
Vietnam Vet Coast Guard	VG
Vietnam Vet Marine	VM
Vietnam Vet Navy	VV

Wesleyan College	WE
Wildflower Tag	WF
Wildlife	WL
Wildlife Tag	WL
WWII Army Vet	WA
WWII Coast Guard Vet	WG
WWII Marine Vet	WM
WWII Navy Vet	WN
50 Mile Bus A	LA
50 Mile Bus B	LB
50 Mile Bus C	LC
50 Mile Bus D	LD
100 Years of Scouting In US	SU

APPENDIX D State Codes

2 – Letter State Code	State
AL	Alabama
AK	Alaska
AZ	Arizona
AR	Arkansas
CA	*California
CO	*Colorado
CT	Connecticut
DE	*Delaware
DC	District of Columbia
FL	Florida
GA	Georgia
HI	*Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	*Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	*Massachusetts
MI	*Michigan
MN	Minnesota
MS	*Mississippi
MO	Missouri
MT	Montana
NB	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio
OK	Oklahoma

2 – Letter State Code	State
OR	Oregon
PA	Pennsylvania
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VA	Virginia
WA	*Washington
WV	West Virginia
WI	*Wisconsin
WY	Wyoming

* This code should not be used in the Boat File RES field for these states.

The following codes *must* be used in the Boat File RES Field:

2- Letter State Code	State
CF	California
CL	Colorado
DL	Delaware
HA	Hawaii
KA	Kansas
MS	Massachusetts
MC	Michigan
MI	Mississippi
WN	Washington
WS	Wisconsin