

*NCIC Operating Manual*  
**VEHICLE/BOAT PART FILE**

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## SECTION 1--INTRODUCTION

### 1.1 DEFINITION

A part is defined as any serially-numbered component from a vehicle or boat, and ownership documentation for a vehicle or boat.

### 1.2 CRITERIA FOR ENTRY

1. A stolen vehicle/boat part may be entered if a theft report has been made. The entering agency must maintain the entry in an up-to-date status. The agency holding the theft report should enter the record. An agency in the state of registry may enter a record for a vehicle/boat part stolen in another state only after an inquiry, conducted after a reasonable period of time, discloses no record in NCIC has been entered by the agency holding the theft report. In this instance, the agency in the state of registry must enter the identity of the agency holding the theft report in the Miscellaneous (MIS) Field.
2. A stolen vehicle identification number (VIN) plate, certificate of origin/certificate of title (blank or associated with a vehicle), or a serially-numbered backhoe, hay baler, engine, transmission, battery, carburetor, door, bumper, hubcap, etc., may be entered in the Vehicle/Boat Part File as stolen if a theft report is on file. AM/FM/CB radios, tape players, and other entertainment devices should not be entered in the Vehicle/Boat Part File but may be entered in the Article File.
3. Agencies must have a theft report (electronic or hard copy) on file to support a vehicle/boat part entry. All NCIC entries should be made only by the agency holding the theft report and having primary jurisdiction over the place of actual theft. An exception to this occurs when a criminal justice agency or regional dispatch center acts as holder of a record for another agency which has no telecommunications equipment. Only when there is a written agreement between the two agencies which delineates the legal responsibility for the record can the agency holding the record place its own ORI in the ORI Field when the entry is made. Additional information concerning these responsibilities can be found in the Introduction of this manual.
4. In addition, data of investigative interest pertaining to stolen vehicles/boat parts transported into the United States may be entered by an agency having sufficient documentation to be responsible for the record.

### 1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EP	STOLEN VEHICLE/BOAT PART
Modify	MP	
Cancel	XP	
Inquiry	QV	

	ZV	
	QVB	
	QB	
	ZB	
	QBB	
Locate	LP	LOCATED VEHICLE/BOAT PART
Clear	CP	

If it is desired that a stolen vehicle/boat part be held for latent fingerprint examination, -P should be entered as part of the MKE, for example, EP-P which translates as STOLEN VEHICLE/BOAT PART - HOLD FOR LATENTS.

#### **1.4 RECORD RETENTION PERIOD**

1. If a stolen vehicle/boat part record remains on file for 90 days and it does not contain a SER and OAN, the record is retired.
2. Stolen Vehicle/Boat Part File records which contain a SER or OAN will remain on file for the balance of the year entered plus 4 years. Following this retention period, the records in the Vehicle/Boat Part File are retired. For example, a Vehicle/Boat Part File record entered in 1996 would be retired January 1, 2001.
3. Exceptions to the record retention periods will occur in the event a serious error is detected in the record on file. Additional information on serious errors can be found in the Introduction chapter of this manual.
4. Ten days after a vehicle/boat part record is located, it is retired.

#### **1.5 VALIDATION**

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

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency, the CJIS Systems Agency of the entering agency, the FBI, and in the \$.C. Request for Validation Notification and fixed format validation files. For all other responses, the VLN Field will be suppressed.

## 1.6 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
BRA	Brand Name	Must be a valid NCIC -assigned BRA or VMA code as listed in Vehicular or Boat Data Codes, <i>NCIC Code Manual</i> . If the BRA is PART, the CAT cannot be CF, CT, EN, OB, or TN.
CAT	Category	Must be a valid NCIC assigned code as listed in Vehicular Data Codes, <i>NCIC Code Manual</i> . If the CAT is OB, then the VYR, the EPD, and the SER are mandatory
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) less than or equal to current date plus one day or equal to or less than current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOR	Date of Recovery	Must be valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
EPD	Engine Power or Displacement	Must be a valid NCIC assigned code as listed in Vehicular Data Codes, <i>NCIC Code Manual</i> . May be one to four numerics followed by one alphabetic which must be C, H, I, L, or P. This field can only be filled if the CAT is EN or OB. If the CAT is OB, then the EPD is mandatory.
IMN	Image NCIC Number	A self-checking number consisting of an alphabetic character (I in the Image File) followed by nine numeric characters automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent message.
IMT	Image Type	Must be a V representing a generic vehicle when associating a vehicle record to an image. May be a V or an I when deleting an association to an image.
IND	Image Indicator	Must be Y or N.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System).
LKI	Linkage Agency Identifier	Must be a valid NCIC-assigned ORI.

MIS	Miscellaneous	Must contain a description of the boat or vehicle part. If a generic BRA code is used, the MIS Field must include the manufacturer's name.
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (V for vehicle/boat part and R for Canadian Vehicle Index records) followed by nine numeric characters automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction.
NOA	Notify Originating Agency	Must be Y or N. NCIC will default to N if the field is left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating the stolen part in record being located. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three characters must be numeric. The fourth must be J for Juvenile, or O for other missing person. The fifth character must be I or N for individual indexed or not indexed in NCIC. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
OAN	Owner-Applied Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetics only cannot be used. The OAN cannot be identical to the SER.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, the word NONE, or the first seven characters of the ORI Field. The only valid special character is the hyphen.
ORI	Originating Agency Identifier	Must be a valid NCIC -assigned ORI.
RCA	Recovery Agency Case Number	Must not contain a single zero only, run of zeros only, alphabetic only, or the word NONE. The only valid special character is the hyphen. The first seven characters of the RCA cannot equal the first seven characters of the RRI.
RPP	Reason for Property Record Removal	Must be a valid NCIC -assigned code as listed in the Introduction chapter of this manual.
RRI	Recovering Agency Identifier	Must be a valid NCIC -assigned ORI.
RSH	Related Search Hit	Must be Y or N.

SER	Serial Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabets only cannot be used. Cannot be identical to the OAN. If the CAT is OB, then the SER is mandatory.
VLN	Name of Validator	Any valid character representing validator.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the part when it was recovered. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of the property recovered in addition to the stolen part identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of recovering the stolen part which is identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VYR	Vehicle Year	If the CAT is OB, then the VYR is mandatory. If the year is unknown, UNKN must be entered.

## 1.7 CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the OAN, OCA, and ORI Fields of a stolen vehicle/boat part message are the same the second entry will be rejected with the message REJECT ON FILE.
2. If the SER, BRA, CAT, and ORI Fields or the OAN, BRA, CAT, OCA, and ORI Fields of a stolen vehicle/boat are the same as those field codes of a part record already on file, the second record entry will be rejected.
3. Whenever the message REJECT ON FILE is sent, the record on file will also be transmitted.

## 1.8 AUTOMATIC NOTIFICATION OF ENTRY

When an agency enters, clears, cancels, modifies, or locates, or the System purges a stolen vehicle/boat part record (except VMA=AERO), NCIC will automatically notify the NICB through a \$.8. administrative message. If the VMA is AERO, NCIC will automatically notify the Department of Justice through a \$.8. JUST/EPIC Aircraft administrative message. Additional information on administrative messages can be found in the Introduction chapter of this manual.

If a vehicle has license data, a \$.8. Out-of-State Notification will be sent automatically as necessary.

## 1.9 IMAGE CAPABILITY

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

## 1.10 -- INVESTIGATIVE INTEREST

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

## SECTION 2--ENTRY

### 2.1 EXAMPLES OF VEHICLE/BOAT PART ENTRIES

#### 1. Example of a Stolen Vehicle/Boat Part Entry With Serial Number (SER)

```
1N01HEADER.EP.MD1012600.1563229C.FORD.CT..19990922.1999-1234...REC/MUSTANG  
TITLE/VIN-7F02Y00997.N
```

##### **Acknowledgment:**

```
1L01HEADER  
MD1012600  
NIC/V761479101 SER/1563229C  
OCA/1999-1234
```

#### 2. Example of a Stolen Vehicle/Boat Part Entry with Owner-applied Number (OAN)

```
1N01HEADER.EP.MD1012600..MASS.HY.EF026452016.19990922.1999-2345...MASSEY-  
FERGUSON HAY BALER.
```

##### **Acknowledgment:**

```
1L01HEADER  
MD1012600  
NIC/V761480064 OAN/EF026452016  
OCA/1999-2345
```

#### 3. Example of a Stolen Vehicle/Boat Part Entry with SER and OAN

```
1N01HEADER.EP.MD1012600.1J6543H81.EVIN.OB.SM2468387.19990922.1999-  
3456...EVINRUDE BOAT MOTOR.Y.15P.1974
```

##### **Acknowledgment:**

```
1L01HEADER  
MD1012600  
NIC/V761480370 SER/1J6543H81  
OCA/1999-3456
```



## 2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
BRAND NAME	MANDATORY	BRA	2-4	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
CATEGORY	MANDATORY	CAT	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	MANDATORY	MIS	1-200	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY FLAG	OPTIONAL	NOA	1-15	ALPHABETIC

ENGINE POWER OR DISPLACEMENT	CONDITIONAL	EPD	2-5	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
VEHICLE YEAR	CONDITIONAL	VYR	4-4	ALPHABETIC, NUMERIC

## 2.3 MANDATORY FIELDS FOR ENTRY

Stolen vehicle/boat part entries require the following fields: HDR, MKE, ORI, BRA, CAT, DOT, OCA, a brief description of the stolen part in the MIS Field, and at least one of the following numeric identifiers: SER or OAN.

## 2.4 ADDITIONAL GUIDELINES FOR ENTRY

1. The agency entering the record must account for all fields in the Vehicle/Boat Part File record format. All available data should be entered when the original entry is made. If there are data known that do not fit into a specific data field, then the MIS Field should be used. The MIS Field should only be used for information that cannot be placed in another data field. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MP).
2. Serialized truck-mounted campers (including shell type) should be entered in the Vehicle/Boat Part File. In NCIC the mounted camper should be entered as a part (EP) with the same OCA as that in the Vehicle File truck record. Unmounted serialized campers should be entered as a base part (EP) record. When a truck-mounted camper is not serialized, only a record for the truck should be entered in the Vehicle File with data in the MIS Field that describe the camper and state that it was mounted on the truck at the time of theft.
3. For training and administrative purposes, agencies may enter test records into NCIC using the header TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.
4. When a stolen vehicle record is entered into NCIC, a vehicle/boat part record should not be entered when the part serial number has the same last eight characters as the VIN. When a stolen vehicle is partially located, users are encouraged to enter separate stolen part records for the unrecovered parts. In instances when a stolen vehicle part serial number does not have the same last eight characters as the VIN of the stolen vehicle, separate entries can be made into the Vehicle/Boat Part File.

## 2.5 MESSAGE FIELD EDITS FOR ENTRY

### 1. SERIAL NUMBER (SER)

When a stolen vehicle/boat part is entered, the serial number of the part must be entered in the SER Field. If an entry is for a stolen certificate of title, the title number should be entered in the SER Field. If the part is a nonmotorized forklift, the serial number should be entered in the SER Field. The vehicle identification number should be entered in the SER Field when the stolen part is a VIN plate. If the CAT is OB, then the SER is mandatory.

### 2. BRAND NAME (BRA)

1. Valid brand name codes for vehicle/boat parts are listed in Vehicular Data Codes, *NCIC Code Manual*. Valid brand name codes for boat parts are listed in Boat Data Code, *NCIC Code Manual*. BMA codes cannot be used in the BRA Field of a boat part record. If the brand name for a part is not listed, the part may be entered using the generic code PART, listing the true manufacturer's name in the MIS Field.
2. The BRA codes ENGN (engine) and TRMN (transmission) should be used for entry of stolen engines and transmissions manufactured by companies other than vehicle manufacturers. When the codes ENGN and TRMN are used in part records, the complete brand name must be entered in the MIS Field.
3. For entry of a vehicle/boat part record for a stolen certificate of origin (CTO) or certificate of title (CTT), the BRA code for the manufacturer of the vehicle which is identified on the certificate should be used. For entry of a stolen blank CTO or CTT with a preassigned serial number, the BRA code CERF should be used. For entry of a stolen VIN plate, engine, or transmission, the BRA code for the make of the vehicle from which the part was stolen, e.g., FORD, CHEV, PLYM, etc., should be used. The same is true for any part entry for construction and/or farm and garden equipment such as a bucket/scoop or harrow. These should be entered using the BRA code for manufacturer of the equipment from which the part was stolen, e.g., DEER or MASS.

### 3. CATEGORY (CAT)

A valid two-character category code must be entered in the CAT Field of a stolen vehicle/boat part entry. Valid codes can be found in Vehicular Data Codes, *NCIC Code Manual*.

### 4. MISCELLANEOUS (MIS) DATA

If a stolen vehicle/boat part entry contains either the code PART, ENGN, or TRMN in the BRA Field, the manufacturer's complete name must be entered in the MIS Field. A brief description of the part must also appear in the MIS Field as shown in the examples below:

- CAR RECOVERED VIN PLATE MISSING
- ONLY VIN PLATE STOLEN
- POWERGLIDE AUTOMATIC MISSING
- CERTIFICATE OF TITLE STOLEN

#### 5. OWNER-APPLIED NUMBER (OAN)

The OAN Field is a 20-character searchable field. If the record entry also contains a SER, it cannot be the same as the OAN.

Another use of the OAN Field occurs when the stolen vehicle/boat part has a unique identification number which has been assigned in connection with a theft prevention program. In such a case, the OAN may be entered as the only numeric identifier or in addition to a SER.

#### 6. ENGINE POWER OR DISPLACEMENT (EPD)

The EPD Field may only be used for part entries when the CAT Field code is EN (engine) or OB (outboard motor). If the CAT Field is OB, then the EPD is mandatory. The EPD Field is used to describe the size of the engine or motor, e.g., 750C for 750 cubic centimeters. Other units of measure are cubic inches -I, liters -L, horsepower -H, and pounds of thrust -P.

When the engine power or displacement contains a fraction or decimal, the whole number should be placed in the EPD Field, and the whole number plus the fraction or decimal should be placed in the MIS Field.

#### 7. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

#### 8. VEHICLE YEAR (VYR)

The VYR must represent the production (model) year during which the vehicle/boat part was manufactured. If the year of manufacture is unknown, the entering agency should enter UNKN. If the CAT is OB, then the VYR Field is mandatory.

#### 9. IMAGE DATA (IMN AND IMT)

The Image NCIC Number (IMN) must begin with an I and the Image Type (IMT) must be V. If the IMT is not V, the message will be rejected as a field error. NCIC will verify the generic image is an active record in the System by inquiring with the IMN. If the

image is not found or the image is not stored as a generic type, the message will be rejected.

## 10. LINKAGE DATA (LKI AND LKA)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. In the entry message, the LKI and LKA Fields immediately follow the OCA Field entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

## 11. NOTIFY ORIGINATING AGENCY (NOA)

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

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

# SECTION 3--MODIFICATION

## 3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active vehicle/boat part record. A vehicle/boat part record cannot be modified if the record is in a located status (MKE/LOCATED PART).

## 3.2 EXAMPLE OF A MODIFICATION MESSAGE

```
1N01HEADER.MP.MD1012600.NIC/V000032699.OCA/A222.BRA/HON.EPD/750C
```

### **Acknowledgment:**

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

The above modification example contains: header (1N01HEADER), message key (MP), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/A222), the fields being modified, and the data being changed (BRA/HON, EPD/750C).

### 3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

### 3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The modification transaction must contain two record identifiers. For a stolen vehicle/boat part record, the first identifier must be NIC or SER. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

### 3.5 VALIDATION GUIDELINES FOR NCIC MODIFICATION

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

1N01HEADER.MP.MD1012600.NIC/V126431001.OCA/2501.VLN/JONES, DAVID E

**Acknowledgment:**

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

**SECTION 4--CANCELLATION****4.1 WHEN TO USE A CANCELLATION MESSAGE**

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid; for example, it is determined that a record resulted from a fictitious or false theft report.

**4.2 EXAMPLE OF A CANCELLATION MESSAGE**

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

**Acknowledgment:**

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

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

**4.3 MESSAGE FIELD CODES FOR CANCELLATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC

ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC

#### **4.4 IDENTIFICATION OF A RECORD TO BE CANCELED**

The cancellation transaction must contain two record identifiers. For a stolen vehicle/boat part record, the first identifier must be NIC or SER. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. Date of Cancellation (DOC) must follow the two record identifiers. DOC must be the current date or the current date minus one.

#### **4.5 ADDITIONAL GUIDELINE FOR CANCELLATION**

When a record is canceled in an NCIC format, the user is expected to enter the reason for property record removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancellation, the RPP value will be either CASE DROPPED or NOT STOLEN.

### **SECTION 5--INQUIRY**

#### **5.1 REQUIREMENTS FOR INQUIRY**

Inquiries can be made using the NIC or VIN Fields. The VIN Field contains the OAN or SER information. An inquiry of this type will search the VIN, SER, and OAN Fields of all Vehicle/Boat Part File records and the VIN Field of all person records. Additional information on inquiry can be found in the Vehicle File chapter.

#### **5.2 MESSAGE FIELD CODES FOR INQUIRY (QV)**

<b>FIELD NAME</b>	<b>REQUIREMENTS</b>	<b>MESSAGE FIELD CODE</b>	<b>FIELD LENGTH</b>	<b>DATA TYPE</b>
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC



VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN*	1 -20	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC

\* The value of MFCs SER or OAN must be represented with the MFC VIN.

### 5.3 REQUIREMENTS FOR INQUIRY

In a stolen vehicle/boat part inquiry, the complete stolen vehicle/boat part serial number and owner-applied number value must be entered as a VIN. For example:

```
1N01HEADER.QV.WA1230000.VIN/1563229C
```

#### Negative Response:

```
1L01HEADER
WA1230000
```

```
NO RECORD VIN/1563229C
```

#### Positive Response:

```
1L01HEADER
WA1230000
```

```
MKE/STOLEN PART
ORI/MD1012600 SER/1563229C BRA/FORD CAT/CT
DOT/19990922
OCA/1999-1234
MIS/REC/MUSTANG TITLE/VIN-7F02Y00997
NIC/V111115317 DTE/19990922 1340 EDT DLU/19991215 1600 EST
ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI
```

### 5.4 ADDITIONAL GUIDELINES FOR INQUIRY

#### 1. IMAGE INDICATOR (IND)

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

## 2. RELATED SEARCH HIT (RSH)

1. Inquiries may also contain a Related Search Hit (RSH) Field. If the RSH is Y, secondary hit responses will be returned for all linked records. The NCIC System links records when: 1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other and 2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response.
2. If the hit response contains more than ten secondary hit responses, the following will be included in the hit response to indicate a file is being created with the additional hits.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

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

## 5.5 BATCH INQUIRY (QVB)

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

## 5.6 PROCEDURES FOR HANDLING A HIT

1. An NCIC hit may not be probable cause to arrest. A hit confirmed with the ORI may be adequate grounds to recover a vehicle/boat part.
2. When an agency receives a record in response to an NCIC inquiry, and the whereabouts of the stolen vehicle/boat part inquired upon is known and the vehicle/boat part inquired upon appears to be identical with one or more of the records, the agency that can seize the stolen vehicle/boat part must contact the ORI of each record(s) possibly identical with the vehicle/boat part in question to confirm the hit(s) prior to seizing the vehicle/boat part.
3. When an agency receives a record in response to an NCIC inquiry, and the whereabouts of the stolen vehicle/boat part inquired upon is not known, the hit should not be confirmed.
4. "To confirm the hit" means to verify that the theft report is still outstanding; to verify that the vehicle/boat part inquired upon is identical to the vehicle/boat part described in the record; and to obtain information concerning the return of the vehicle/boat part to the

rightful owner.

5. This system is based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.
6. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

## **5.7 CANADIAN VEHICLE INDEX INFORMATION**

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

### **Positive Response:**

YOUR TRANSACTION IS A POSSIBLE MATCH WITH AN INDEX RECORD FOR A STOLEN VEHICLE/BOAT PART IN CANADA WITH THE FOLLOWING IDENTIFIERS: ORI/MB1012600 SER/12345678. ADDITIONAL INFORMATION MAY BE OBTAINED VIA NLETS USING A VQ OR CBQ TRANSACTION. INTERNATIONAL USERS CONTACT INTERPOL OTTAWA.

## **SECTION 6--LOCATE**

### **6.1 WHEN TO USE A LOCATE MESSAGE**

Any agency, except the agency that entered the record, that recovers a vehicle/boat part which is indexed in NCIC must place a locate message on the active vehicle/boat part record(s). When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen vehicle/boat part must contact the ORI of each record possibly identical with the vehicle/boat part in question to confirm the hit.

Following confirmation with the originating agency, a locate message must be transmitted for each record on file for the vehicle/boat part.

## 6.2 EXAMPLE OF A LOCATE MESSAGE

```
1N01HEADER.LP.WA1230000.NIC/V000032699.OCA/2325.19991205.5865.HIT NCIC  
19991204...500.4000.9000
```

### Acknowledgment:

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

The above locate example contains: header (1N01HEADER), message key (LP), recovering agency identifier (WA1230000), two record identifiers (NIC/V000032699 and OCA/2325), date of recovery (19991205), recovering agency case number (5865), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991204), value of recovered property (500), value of other recovered property (4000), and value of recovered contraband (9000).

When a locate message is transmitted for a Vehicle/Boat Part File record, the message key translation changes from STOLEN PART to LOCATED STOLEN PART, and the date of recovery, recovering agency ORI, and recovering agency OCA are added to the record.

## 6.3 MESSAGE FIELD CODES FOR LOCATE

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC

RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

#### **6.4 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE**

The locate transaction must contain two record identifiers. For a stolen vehicle/boat part record, the first identifier must be NIC or SER. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. The OCA used as an identifier will be that of the agency that entered the record as shown in the record received from NCIC in reply to the apprehending/locating agency's inquiry. The date of recovery and recovering agency case number must be entered, in that order, and are not preceded by the MFC.

#### **6.5 LOCATE PROCEDURES**

1. Ten days after a record is located, it is retired.
2. The FBI CJIS permits the NICB to locate an NCIC Vehicle/Boat Part File record (MKE/LOCATED PART) when NICB receives information concerning the recovery of a stolen vehicle/boat part and an inquiry reveals that the NCIC record is in active status (MKE/STOLEN PART).
3. There are no locate procedures for CVI records.

## **6.6 ADDITIONAL GUIDELINE FOR NCIC LOCATE**

Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

## **6.7 AUTOMATIC NOTIFICATION OF LOCATE**

When an agency places a locate against another agency's record, NCIC will automatically notify the entering agency through a \$.L. administrative message.

NCIC will automatically search the appropriate NCIC databases for duplicate vehicle/boat part records. A \$.D. administrative message will be sent to the ORI of the duplicate record.

## **SECTION 7--CLEAR**

### **7.1 WHEN TO USE A CLEAR MESSAGE**

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

1. When the agency recovering the vehicle/boat part is the agency that entered the record.
2. When the agency that entered the record is officially advised that the vehicle/boat part has been recovered by another agency.

### **7.2 EXAMPLE OF A CLEAR MESSAGE**

```
1N01HEADER.CP.MD1012600.NIC/V000032699.OCA/A222.19991105.WA1230000.5865.HIT NCIC
19991105.4..1500..1000
```

#### **Acknowledgment:**

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

The above clear example contains: header (1N01HEADER), message key (CP), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/A222), date of recovery (19991105), the recovering agency identifier (WA1230000), the recovering agency case number (5865), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991105), number persons apprehended (4), value of recovered property (1500), and value of recovered contraband (1000).

### 7.3 MESSAGE FIELD CODES FOR CLEAR

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

VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC
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#### **7.4 IDENTIFICATION OF A RECORD TO BE CLEARED**

The clear transaction must contain two record identifiers. For a stolen vehicle/boat part record, the first identifier must be NIC or SER. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

#### **7.5 CLEAR PROCEDURES**

There are two circumstances that require unique record formats to clear a Vehicle/Boat Part File record.

1. If the agency that entered the record recovers the vehicle/boat part, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Additionally benefits and effectiveness data should be included.
2. If the Vehicle/Boat Part File record is located by an agency other than the entering agency and:
  1. The record being cleared is in a located status (MKE/LOCATED VEHICLE/ BOAT PART); only the date of clear would be entered following the two record identifiers.
  2. The record being cleared is in an active status (MKE/STOLEN VEHICLE/ BOAT PART), the date of clear followed by the recovering agency's identifier and the recovering agency's case number in this order without field codes would be entered after the two record identifiers. Additionally, benefits and effectiveness data should be included.

#### **7.6 ADDITIONAL GUIDELINE FOR NCIC CLEAR**

Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period.

#### **7.7 AUTOMATIC NOTIFICATION OF CLEAR**

NCIC will automatically search the appropriate NCIC databases for duplicate vehicle/boat part records. A \$.D. administrative message will be sent to the ORI of the duplicate record.