

*NCIC Operating Manual*  
***PROTECTION ORDER FILE***

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## SECTION 1--INTRODUCTION

### 1.1 BACKGROUND

The Protection Order File (POF) contains court orders that are issued to prevent acts of domestic violence against a person or to prevent a person from stalking, intimidating, or harassing another person. Orders are issued by both civil and criminal state courts. The types of protection orders issued and the information contained in them vary from state to state.

### 1.2 CRITERIA FOR ENTRY

Each record in the POF **must** be supported by a protection order (electronic or hard copy). Protection orders must meet the following criteria before an entry can be made into the file:

1. The protection order includes
  - a. any injunction, restraining order, or any other order issued by a civil or criminal court for the purpose of preventing violent or threatening acts or harassment against, sexual violence or contact or communication with, or physical proximity to another person including any temporary and final orders issued by civil or criminal courts whether obtained by filing an independent action or as a *pendente lite* order in another proceeding so long as any civil order was issued in response to a complaint, petition, or motion filed by or on behalf of a person seeking protection and
  - b. any support, child custody or visitation provisions, orders, remedies, or relief issued as part of a protection order, restraining order, or stay away injunction pursuant to local, state, tribal, or territorial law authorizing the issuance of protection orders, restraining orders, or injunctions for the protection of victims of domestic violence, dating violence, sexual assault, or stalking.

*Pendente Lite*--During the proceeding or litigation; in a manner contingent on the outcome of litigation. (*Black's Law Dictionary*, 8th ed. 2004)

2. Additionally, reasonable notice and opportunity to be heard must be given to the person against whom the order is sought; **or**, in the case of *ex parte* orders, notice and opportunity to be heard must be provided within the time required by state laws, and in any event within reasonable time after the order is issued, sufficient to protect the respondent's due process rights.

*Ex Parte*--Done or made at the instance and for the benefit of one party only, and without notice to, or argument by, any person adversely interested; of or relating to court action taken by one party without notice to the other, usu. for temporary or emergency relief. (*Black's Law Dictionary*, 8th ed. 2004)

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

3. A Military Protective Order (MPO) that serves the same general purpose of a court-issued protection order issued in a civilian court qualifies for entry. An MPO is issued by a commissioned officer as a lawful order under Title 10, United States Code (U.S.C.), Article 90, Assaulting or willfully disobeying superior commissioned officer, of the Uniform Code of Military Justice (UCMJ 10 [U.S.C. Chapter 47]).

### 1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EPO	PROTECTION ORDER
	ETO	TEMPORARY PROTECTION ORDER
Modify	MPO	
	MTO	
Cancel	XPO	
	XTO	
Inquiry	QPO	
	QW QWA QWE QWF QWS	
	ZW	
	QWB	
	QWI	
	QV	
	ZV	
Clear	CPO	CANCELED PROTECTION ORDER
	CTO	CANCELED TEMPORARY PROTECTION ORDER
Expired	IPO	EXPIRED PROTECTION ORDER
	ITO	EXPIRED TEMPORARY PROTECTION ORDER
Entry of supplemental	ENPO	
Cancel supplemental	XNPO	

A caution indicator should be added to the message key EPO or ETO when it is known that an individual is armed and dangerous, is a drug addict, or whatever is appropriate to the particular circumstances of the individual. The message key will translate with - CAUTION after the translation listed above if the caution indicator has been used.

## 1.4 RECORD RETENTION PERIOD

1. A POF record (EPO or ETO) will remain active until it is canceled or cleared by the entering agency or until the order expires. Five days prior to an order's expiration date, an unsolicited \$.P. administrative message will be sent to the ORI of record. This message will serve to notify the agency of the order's impending expiration date (EXP). It also serves to remind the agency that the record will have to be modified if the EXP is changed by the court.
2. If no action is taken by the entering agency to modify the EXP, the record will expire after the fifth day. Inactive records (cleared or expired) will be maintained on-line for the remainder of the year plus 5 years. At the end of that time, NCIC will not notify the ORI of record. Records that are in inactive status cannot be modified or cleared; however, inactive records can be canceled.

### 3. Nonexpiring Records:

Records for protection orders that have no expiration are referred to as nonexpiring records (NONEXP). These records will remain active until cleared or canceled by the entering agency.

### 4. Inactive Records:

Inactive records (expired or cleared) will be accessible, via the QPO message, for the remainder of the year in which the record was cleared or expired plus 5 years.

### Example of \$.P. Message - Inactive Status

\$.P.  
MD1012600

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

MKE/PROTECTION ORDER  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19701010  
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 SKN/FAR SMT/SC L EAR  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/N222333444 OLS/MD OLY/1995  
PNO/PO12345 BRD/Y ISD/20120728 EXP/20180728 CTI/MD056013J  
PPN/SMITH, JANE L PSX/F PPR/W PPB/19760107  
PCO/04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE,  
PCO/PROPERTY, SCHOOL OR PLACE OF EMPLOYMENT.  
PCO/OFF THE PROTECTED PERSON OR OTHER FAMILY OR HOUSEHOLD MEMBER  
OCA/14-017289  
MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR  
MIS/VISITATION, SUBJECT IS PROHIBITED FROM POSSESSING A HUNTING KNIFE  
LIC/ABC123 LIS/MD LIY/2000 LIT/PC  
VIN/2G2PM37A2G2208042 VYR/1992  
VMA/DODG VMO/INT VST/4T VCO/BLK

PCO/07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A  
PCO/FIREARM OR OTHER WEAPONS AS IDENTIFIED IN THE MISCELLANEOUS FIELD.  
NIC/H146203706 DTE 19970810 0000 EDT DLU/20120903 1600 EDT

## 1.5 AUTOMATIC RETIREMENT

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a POF base record or supplemental record for the year of entry plus 4 years from the date of entry of the base record regardless when the license plate data is entered. If the purged license plate is the only searchable identifier in the POF record, then the entire record will be removed.

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

## 1.6 VALIDATION

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

## 1.7 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Coding instructions can be found in Personal Descriptors, <i>NCIC Code Manual</i> .
BRD	Brady Indicator	Must be Y, N, or U. Must be N if MKE is ETO or ETOC. If MKE is ETO or ETOC and field is blank, it will default to N. (Optional—no default for MKE/EPO or EPOC.)
CTI	Court Identifier	Must be a valid NCIC-assigned ORI.
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Codes, <i>NCIC Code Manual</i> .
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.

DLO	DNA Location	Free text. If the DNA field is N or defaulted to N, then the DLO must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO Field must contain data.
DOB	Date of Birth	Must be a valid Gregorian date if it is the only numeric identifier (YYYYMMDD). The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 is valid for the month and day when the actual date is unknown. More information available in Personal Descriptors, <i>NCIC Code Manual</i> .
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
EBS	Expanded Date of Birth Search	Must be 1, 2, 3, or blank. The default value is blank. If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less.
EXP	Expiration Date	Must be a valid Gregorian date (YYYYMMDD) or NONEXP. The year must be equal to or greater than the year of entry. Must be greater than the date of issue (ISD). NONEXP should be entered for nonexpiring orders or when the expiration date is unknown.
EYE	Eye Color	Must be a valid code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
FBI	FBI Number/UCN	<p>May be up to seven numerics or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabets followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C, D, or E; and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid.</p> <p>-OR-</p> <p>May be eight alphanumerics followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.</p>



FPC	Fingerprint Classification	Must be a valid code as listed in Personal Descriptors, <i>NCIC Code Manual</i> . If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.
HAI	Hair Color	Must be a valid code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
HGT	Height	The first character represents feet and the second and third characters represent inches. May be a minimum of 400 but not more than a maximum of 711. More information available in Personal Descriptors, <i>NCIC Code Manual</i> .
ISD	Date of Issue	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
LIC	License Plate	The characters UNK, UNKN, or UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds ten characters, only the first ten characters should be entered in the LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate Number	Must be a valid code as listed in State and Country Data Codes, <i>NCIC Code Manual</i> .
LIT	License Plate Type	Must be a valid code as listed in Vehicular Data Codes, <i>NCIC Code Manual</i> .
LIY	License Plate Year of Expiration	Must be a valid four-character year (YYYY) or the alphabetic NX to represent a nonexpiring registration.
MIS	Miscellaneous	SVIN must be entered in MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. Must contain explanation if PCO is 08. Free text.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be a valid code as listed in Personal Descriptors, <i>NCIC Code Manual</i> . The third character must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number or identification number (prefix code OA) in MNU cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.

NAM	Name	The name may include alphabetics, numerics, a comma, hyphen(s), and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The <i>NCIC Code Manual</i> , Personal Descriptors, provides coding instructions.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (H in the Protection Order File) followed by nine numeric characters which is automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
NOA	Notify Originating Agency	May contain a Y or an N. System will default to N if left blank.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OLN	Operator's License Number	One zero only or a run of zeros only indicating a license is unknown may not be used. More information available in Personal Descriptors, <i>NCIC Code Manual</i> .
OLS	Operator's License State	Must be a valid code as listed in State and Country Codes, <i>NCIC Code Manual</i> .
OLY	Operator's License Year of Expiration	Must represent the year the license expires (XXXX), the alphabetics NX to represent nonexpiring, or the code UNKN for unknown. More information in Personal Descriptors, <i>NCIC Code Manual</i>
ORI	Originating Agency Identifier	Must be a valid ORI.
PCO	Protection Order Conditions	Must be 01, 02, 03, 04, 05, 06, 07, 08 or 09.
PNO	Protection Order Number	A unique number assigned by the court. A hyphen is permitted in addition to alphabetics and numerics. Must not contain a single zero, a run of zeros only, or the word NONE.
POB	Place of Birth	Must be a valid code as listed in State and Country Codes, <i>NCIC Code Manual</i> . More information also available in Personal Descriptors, <i>NCIC Code Manual</i> .
PPB	Protected Person Date of Birth	Must be a valid Gregorian date (YYYYMMDD).

PPN	Protected Person Name	The name may include alphabetics, numerics, a comma, hyphen(s), and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The <i>NCIC Code Manual</i> , Personal Descriptors, provides coding instructions.
PPR	Protected Person Race	Must be a valid code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
PSN	Protected Person Social Security Number	Must not be less than 001010001 or have a value of 9 in the first position or have a value of 00 in the fourth and fifth position. Invalid and/or nonissue numbers are accepted but cause a SOC attention message. More information available in Personal Descriptors, <i>NCIC Code Manual</i> .
PSX	Protected Person Sex	Must be a valid code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
RAC	Race	Must be a valid code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
SEX	Sex	Must be a valid code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
SID	State Identification Number	First two characters must be a valid state code, territory code, or the code US. Embedded spaces are prohibited. The third and fourth characters may contain an asterisk. The tenth character may contain a hyphen.
SKN	Skin Tone	Must be a valid code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
SOC	Social Security Number	Must not be less than 001010001 or have a value of 9 in the first position or have a value of 00 in the fourth and fifth position. Invalid and/or nonissue numbers are accepted but cause a SOC attention message. More information available in Personal Descriptors, <i>NCIC Code Manual</i> .
VCO	Vehicle Color	Must be a valid code as listed in Vehicular Data Codes, <i>NCIC Code Manual</i> . If two color codes are used, they must be separated by a slash (/).

VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabets only, or spaces cannot be used. The Vehicle File Chapter of this manual has additional edits on the VIN Field. If state-assigned or a nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.
VMA	Vehicle Make	The VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions three and/or four should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYCL, FARM, SNOW, SPEC, TRLR, or TRUK.
		If the VMO is other than TL, the VMA code must be a valid code as listed in Vehicular Data Codes, <i>NCIC Code Manual</i> .
		If the VMO is TL, the VMA code must not be the characters ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ.
		For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE.
	(Jeep)	If the VMA code is JEP, the VYR must be 1969 or less. If the VMA code is AMER, the VYR must be 1988 or less. If the VMA code is JEEP, the VYR must be 1989 or greater.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO

	(all-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYCL or one of the approved VMA codes for snowmobiles or motorcycles listed in the <i>NCIC Code Manual</i> , Vehicular Data Codes. If VST is MV, the VMA code must be SPEC, ATV, CYCL or one of the approved VMA codes for snowmobiles or motorcycles listed in the <i>NCIC Code Manual</i> , Vehicular Data Codes. If VMA code is ATV or SPEC, the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the MIS Field.
VMO	Vehicle Model	Spaces cannot be skipped. Hyphens or symbols can be used. More information available in Vehicular Data Codes, <i>NCIC Code Manual</i> .
		The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.
	(assembled automobile)	If the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in Vehicular Data Codes, <i>NCIC Code Manual</i> , the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VST	Vehicle Style	Must be a valid code listed in Vehicular Data Codes, <i>NCIC Code Manual</i> .
VYR	Vehicle Year	Must be four numeric characters representing the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than one year beyond the current model year. For entries of model year 1981 or later, and when the VIN is 17 characters, the 10th position (vehicle year) of a VIN must represent the VYR.

WGT	Weight	Minimum of 050 and maximum of 499. More information is available in Personal Descriptors, <i>NCIC Code Manual</i> .
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## 1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the following fields of an NCIC POF or temporary POF entry message are the same as those field codes of an active POF record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI, PNO, and ORI; FBI, OCA, and ORI; NAM, MNU, PNO, and ORI; NAM, MNU, OCA, and ORI; NAM, SOC, PNO, and ORI; NAM, SOC, OCA, and ORI; OLN, OLS, PNO, and ORI; OLN, OLS, OCA, and ORI; NAM, PNO, and ORI; or NAM, OCA, and ORI. (The PNO and OCA are only part of the criteria if the fields contain a value other than spaces). Essentially, NCIC will accept records for multiple protection orders on one subject or one protection order with multiple subjects.
2. Whenever the message REJECT ON FILE is sent by NCIC, the record on file will also be transmitted.
3. A duplicate record will be accepted if the ORI in the second entry is different or the person type is other than Protection Order, e.g., Wanted or Missing Person Files, Gang File, etc. A duplicate record will also be accepted if there are vehicle data in the POF message that match data in the Vehicle File. In those cases, the duplicate record(s) will be furnished with the entry/modify acknowledgment.

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

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

## 1.10 IMAGE CAPABILITY

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

## 1.11 INVESTIGATIVE INTEREST

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

## SECTION 2--ENTRY

### 2.1 EXAMPLE OF PROTECTION ORDER FILE ENTRY

1N01HEADER.EPO.MD1012600.SMITH, JOHN J.M.W.MD.20180728.510.175.BRO.BRO.416249J4.FAR.SCL  
EAR.121011CO141159TTCI13.AS-123456789.123456789.N222333444.MD.1995.03.Y.20120728.14  
017289.100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR  
VISITATION.Y.ABC123.MD.2000.PC.2G2PM37A2G2208042.1996.DODG.INT.4T.RED.P012345.MD056013  
J.SMITH, JANE L.F.W.19700302..555225555.Y.FBI LAB, QUANTICO, VA 703-632-4000,  
VA1234567, MTDNA, CODIS NUMBER - ABC-UHR-123456789...1.20060403.20120903...MD99999999

#### Acknowledgment

1L01HEADER  
MD1012600  
NAM/SMITH, JOHN J NIC/H123456789  
OCA/14-017289

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

### 2.2 MESSAGE FIELD CODES FOR ENTRY

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

EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
HAIR COLOR	OPTIONAL	HAI	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
FBI NUMBER/UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (4) OR ALPHABETIC (2) OR NUMERIC (4)
PROTECTION ORDER CONDITIONS	MANDATORY	PCO	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
BRADY INDICATOR	OPTIONAL	BRD	1-1	ALPHABETIC
DATE OF ISSUE	MANDATORY	ISD	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC



LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
COURT IDENTIFIER	OPTIONAL	CTI	9-9	ALPHABETIC, NUMERIC
PROTECTED PERSON'S NAME	CONDITIONAL SET	PPN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTED PERSON'S SEX	OPTIONAL WITHIN SET	PSX	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
PROTECTED PERSON'S RACE	OPTIONAL WITHIN SET	PPR	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
PROTECTED PERSON'S DATE OF BIRTH	CONDITIONAL WITHIN SET	PPB	8-8	NUMERIC

CAUTION AND MEDICAL CONDITION	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
PROTECTED PERSON'S SOCIAL SECURITY NUMBER	CONDITIONAL WITHIN SET	PSN	9-9	NUMERIC
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
SERVICE INFORMATION	OPTIONAL	SVC	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
SERVICE DATE	OPTIONAL	SVD	8-8	NUMERIC
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

## 2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory in a POF record: MKE, ORI, NAM, SEX, RAC, EXP, PCO, and ISD. In addition, records must have either OCA or PNO for entry.

POF records must also have at least one of the following numeric identifiers: DOB, FBI, MNU, SOC, OLN (if OLN is used, OLS and OLY are also required), LIC (if LIC is used, LIY, LIS, and LIT are required), VIN (if VIN is used, VYR, VMA, and VST are required), or PPN (if PPN is used, either PPB or PSN are required).

## 2.4 ADDITIONAL GUIDELINES

1. The entering agency (ORI) must account for all fields in the POF record format. In the original entry, all available data called for in the record must be entered. In addition, all available critical data should be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MPO or MKE/MTO).

Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a POF record are located in Section 8 of this chapter.

2. For training and administrative purposes, agencies may enter test records into NCIC by using the header TN01. The test records will not generate any notifications, nor will batch processing be performed in the test system.
3. All numerical identifiers except the OCA, PNO, and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA and PNO, and a hyphen is used to separate the first two alphabetic characters from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
4. Records containing **only** the protected person's information as the numeric identifier will not be hit upon when the inquiry is on the subject of the record. Many protection orders disqualify the subject from possessing, purchasing, or receiving a firearm. To ensure that these individuals are prevented from purchasing a firearm, every effort should be made to obtain the numeric identifiers (specifically the date of birth) for the subject of the record.
5. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operator's license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

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

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

## **2.5 MESSAGE FIELD CODES FOR ENTRY**

### **1. DATE OF EXPIRATION (EXP)**

The EXP is the date the protection order (final, temporary, or emergency) expires. If the protection order does not have an expiration date, NONEXP should be entered.

## 2. PROTECTION ORDER CONDITIONS (PCO)

The terms and conditions of the protection order are indicated in the PCO Field. An additional eight conditions may be added by entering a supplemental record. Specific details of terms and conditions are placed in the MIS Field. PCO codes are the following:

PCO Code	Translation
01	01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING, HARASSING, FOLLOWING, INTERFERING WITH, OR STALKING THE PROTECTED PERSON AND/OR THE CHILD OF THE PROTECTED PERSON.
02	02 - THE SUBJECT MAY NOT THREATEN A MEMBER OF THE PROTECTED PERSON'S FAMILY OR HOUSE-HOLD.
03	03 - THE PROTECTED PERSON IS GRANTED EXCLUSIVE POSSESSION OF THE RESIDENCE OR HOUSEHOLD.
04	04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE, PROPERTY, SCHOOL, OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON OR OTHER FAMILY OR HOUSEHOLD MEMBER.
05	05 - THE SUBJECT IS RESTRAINED FROM MAKING ANY COMMUNICATION WITH THE PROTECTED PERSON, INCLUDING BUT NOT LIMITED TO, PERSONAL, WRITTEN OR TELEPHONE CONTACT, OR THEIR EMPLOYERS, EMPLOYEES, FELLOW WORKERS, OR OTHERS WITH WHOM THE COMMUNICATION WOULD BE LIKELY TO CAUSE ANNOYANCE OR ALARM THE VICTIM.
06	06 - THE SUBJECT HAS VISITATION OR CUSTODY RIGHTS OF THE CHILD(REN) NAMED.
07	07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A FIREARM OR OTHER WEAPONS AS IDENTIFIED IN THE MISCELLANEOUS FIELD.
08	08 - SEE THE MISCELLANEOUS FIELD FOR COMMENTS REGARDING THE TERMS AND CONDITIONS OF THE ORDER.
09	09 - THE PROTECTED PERSON IS AWARDED TEMPORARY EXCLUSIVE CUSTODY OF THE CHILD(REN) NAMED.

## 3. BRADY RECORD INDICATOR (BRD)

1. Protection orders meeting certain criteria disqualify an individual from possessing, purchasing, or receiving a firearm per Federal Law 18, USC 922.
2. An order that restrains an individual from harassing, stalking, threatening, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or a child of the partner disqualifies that individual from possessing, purchasing, or receiving a firearm providing that the order:

- 1a. Was issued after a hearing, of which the subject received actual notice, and at which such person had an opportunity to participate, and;
- 2a. Includes a finding that the subject represents a credible threat to the physical safety of an intimate partner or child.
  - b. Explicitly prohibits the use, attempted use, or threatened use of physical force against an intimate partner or child that would reasonably be expected to cause bodily injury.
3. If the criteria are met and the subject is considered Brady disqualified, Y should be entered in the BRD Field. This will cause a caveat to be generated as part of a response to an NCIC inquiry. The caveat follows the protection order alert but precedes the NCIC record and reads:

\*\*\*\*THE SUBJECT OF THIS RECORD IS PROHIBITED FROM RECEIVING OR POSSESSING A FIREARM UNDER FEDERAL LAW (TITLE 18, U.S.C., SECTION 922)\*\*\*\*

4. Only a final protection order record (MKE/EPO or EPOC) can contain a Brady indicator of Y or U (unknown). Emergency or temporary orders (MKE/ETO or ETOC) issued *ex parte* do not meet the criteria specified by law, and, therefore, N must be entered in the field.
5. Prior to entering the record, an entering agency should make every attempt to determine the firearm disqualification status. The U code should be used when the status remains unknown after reviewing all available documentation. When no attempt is made to determine the disqualification status, a BRD code should not be included in the record (MKE/EPO or EPOC).
6. The federal firearm prohibition does not apply unless the relationship between the subject of a protection order (respondent) and the protected person (petitioner) is that of an intimate partner or child of an intimate partner.

*Intimate Partner*--with respect to a person, the spouse of the person, a former spouse of the person, an individual who is a parent of a child of the person, and an individual who cohabit or has cohabited with the person.

*Cohabitation*--requires a live-in relationship (or former live-in relationship) between two (2) individuals (can be same sex) which, in essence, is a sexual/romantic relationship, **NOT** merely a roommate.

The following chart contains relationships frequently encountered on protection orders and the corresponding value for the BRD Field.

PROTECTED PERSON	SUBJECT	BRD
Spouse	Spouse	Y
Former spouse	Former spouse	Y
Unmarried Child in Common	Unmarried Child in Common	Y
Unmarried Currently or formerly living together unless documentation of cohabitation exists	Unmarried Currently or formerly living together unless documentation of cohabitation exists	U
Child	Parent	Y
Stepchild	Stepparent	Y
Currently or formerly cohabiting	Currently or formerly cohabiting	Y
Parent	Child	N
Nephew/Niece	Uncle/Aunt	N
Uncle/Aunt	Nephew/Niece	N
Grandchild	Grandparent	N
Grandparent	Grandchild	N
Brother/Sister	Brother/Sister	N
Cousins	Cousins	N
Roommates	Roommates	N
Neighbors	Neighbors	N
Stepparent	Stepchild	N
Boyfriend/Girlfriend unless cohabitation exists	Boyfriend/Girlfriend unless cohabitation exists	N
Same sex cohabiting, intimate relationship	Same sex, cohabiting, intimate relationship	Y
Stranger	Stranger	N

#### 4. PROTECTED PERSON NAME (PPN)

The PPN contains the name of the person protected by the order. If the name of the protected person and his/her date of birth and/or Social Security number is known, the data should be placed in the corresponding fields. The *NCIC Code Manual*, Personal Descriptors, provides detailed instructions on the coding of a name. When only the name of the protected person is known, it can be placed in the MIS Field.

#### 5. PROTECTED PERSON DATE OF BIRTH (PPB)

For NCIC-formatted messages, this field is mandatory if information is placed in the PPN Field.

#### 6. MISCELLANEOUS (MIS) FIELD

1. Aliases, nicknames (monikers), vehicle data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional

searchable data should be entered as a supplemental record (MKE/EPNO) illustrated and explained in Section 8 of this chapter, as this procedure increases the chances of a hit on the record.

2. If the entry contains an FBI Number/UCN, the entering agency may obtain a copy of the subject's manual identification record by entering the alphabetic code Send Identification Record (SIR) as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field.
3. When an agency enters a POF record with a protection order condition of 08, the terms and conditions must be entered in the MIS Field.
4. This field should be used to further explain the conditions of an order. For example, if the terms and conditions of the PCO state that the subject is restrained from entering the residence, property, school, or place of employment of the protected person(s) or of the other family or household members of the protected person, then such information is shown in the MIS Field. For example:

MIS/100 FEET OFF MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN  
MIS/FOR VISITATION

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

5. When an agency enters a POF record with a protection order condition of 07 and the weapon is not a firearm, the weapon must be identified in the MIS Field.
6. When an agency enters a POF record with an MPO, protection order condition 08 will be used with the following mandatory caveat in the MIS Field:

“THIS IS A MILITARY PROTECTIVE ORDER AND MAY NOT BE ENFORCEABLE BY NON-MILITARY AUTHORITIES. IF SUBJECT IS IN POSSIBLE VIOLATION OF THE ORDER, ADVISE THE ENTERING AGENCY (MILITARY LAW ENFORCEMENT).”

7. When an agency enters a POF records with a Criminal Bail Protection Order, protection order condition 08 will be used with the following mandatory caveat in the MIS Field: “CRIMINAL BAIL PROTECTION ORDER”

## 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. SERVICE INFORMATION DATA (SVC and SVD)

When the SVD Field is populated with the date the protection order was served; the SVC Field must contain 1.

## 9. STATE IDENTIFICATION NUMBER (SID)

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

## 10. CAUTION AND MEDICAL CONDITIONS (CMC)

When a POF record is entered with a caution indicator, the MKE ends with C, and the CMC Field must contain a valid caution and medical code. Section 8 of this chapter describes the process for entry of additional CMC codes as supplemental records to a POF record. The following are the allowable CMC codes and their translations.

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

## 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 subject of the POF record is known, Y should be entered into the NOA Field.

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

## 12. DNA PROFILE INDICATOR (DNA) and DNA LOCATION (DLO)

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



information deemed appropriate by the agency. If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

### 13. LINKAGE DATA (LKA and LKI)

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 with 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 ETN Field. The message will be rejected if the first seven characters of the LKA are the same as the first even characters of the LKI.

## 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 the base record.

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

### 3.2 EXAMPLE OF A MODIFICATION MESSAGE

```
1N01HEADER.MPO.MD1012600.NAM/SMITH, JOHN J.NIC/H146203706.SOC/123456789.  
PNO/P012354
```

#### **Acknowledgment:**

```
1L01HEADER  
MD1012600  
MODIFY NAME/SMITH, JOHN J NIC/H146203706
```

The above modification example contains: header (1N01HEADER), message key (MPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/H146203706), the fields being modified, and the data being changed (SOC/123456789 and PNO/P012354).

### 3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION	OPTIONAL			

### 3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

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

### **3.5 ADDITIONAL GUIDELINES FOR MODIFICATION**

1. Further instructions to modify an alias and/or an additional identifier previously appended to a POF record by means of a supplemental record are provided in Section 8 of this chapter.
2. If an agency has entered a temporary protection order record, it can be modified (MKE/MTO) to a regular protection order record by modifying the MKE to EPO.
3. An agency modifying a POF record to insert the FBI Number/UCN may also request a copy of the subject's identification record by adding SIR as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field. Only the agency that entered the record may request a copy of the identification record through this means.
4. If a court should make a change to a protection order that is the basis for a POF record and is not the entering agency, that court must notify the agency that entered the record of the change.
5. If a court changes the expiration date of an order, but the change does not occur until after a record expires, the record must be reentered.
6. Five days prior to the expiration of a protection order (date shown in the EXP), the ORI of record will receive a \$.P. message. This unsolicited message from NCIC is a reminder to the agency to make any needed modifications to the EXP in the event that the date was changed by a court.
7. POF records that have been cleared or expired and are in an inactive status cannot be modified.
8. LINKAGE DATA (LKI and LKA)
  1. The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. A record which shares the same incident of a record entered with a different ORI and/or OCA can be modified to link the records by entering the associated ORI and OCA into the linkage fields (LKI and LKA) of both records. If a modify transaction is used to add a linkage to another record, then both LKI and LKA must be entered.
  2. LKI and LKA Fields already existing in the protection order can be modified individually.
  3. The LKI and LKA Fields must be deleted as a pair; otherwise, the message will be rejected.

### 3.6 MODIFICATION TO REMOVE VEHICULAR DATA FROM A RECORD

#### 1. TO REMOVE ALL VEHICULAR DATA

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

```
1N01HEADER.MPO.MD1012600.NAM/SMITH, JOHN J.NIC/H123456780.LIC-VCO/.
```

#### **Acknowledgment:**

```
1L01HEADER  
MD1012600  
MODIFY NAM/SMITH, JOHN J NIC/H123456780
```

The above modification example to remove all vehicular data contains: header (1N01HEADER), message key (MPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/H123456780), and the fields being removed (LIC-VCO) immediately followed by slash period (/.).

#### 2. TO REMOVE PART OF VEHICULAR DATA

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

```
1N01HEADER.MPO.MD1012600.NAM/SMITH, JOHN J.NIC/H123456780.LIC/.LIS/.LIY/.LIT/.
```

### 3.7 VALIDATION GUIDELINES FOR NCIC MODIFICATION

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

```
1N01HEADER.MPO.MD1012600.NAM/SMITH, JOHN J.NIC/H123456780.VLN/JONES, DAVID E
```

#### **Acknowledgment:**

```
1L01HEADER  
MD1012600  
VALIDATE NAM/SMITH, JOHN J NIC/H123456780
```

## 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 will immediately retire the POF record. These records are not available in the inactive database. POF records that have been expunged or are determined to be inaccurate should be canceled. Active, expired, and cleared records can be canceled.

### 4.2 EXAMPLE OF A CANCELLATION MESSAGE

```
1N01HEADER.XPO.MD1012600.NAM/SMITH, JOHN J.NIC/H146203706.19991205
```

#### Acknowledgment:

```
1L01HEADER  
MD1012600  
CANCEL NAM/SMITH, JOHN J NIC/H146203706
```

The above cancellation example contains: header (1N01HEADER), message key (XPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/H146203706), and date of cancellation (19991205).

### 4.3 MESSAGE FIELD CODES FOR CANCELLATION

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

PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC

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

The record to be canceled must be identified by NAM and NIC, in that order; NAM and OCA, in that order; NIC and OCA, in that order; or NAM and PNO, in that order, preceded by the proper MFCs. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. Cancellation date must follow the two record identifiers.

#### **4.5 ADDITIONAL GUIDELINES**

When a POF record is canceled, any supplemental information or images appended to that record will be canceled automatically.

Inactive records (expired and cleared) can be canceled. If the two record identifiers used in the cancellation message are NAM and OCA or NAM and PNO, the NCIC System will cancel the oldest matching record on file, which could be an inactive record.

#### **4.6 ADDITIONAL GUIDELINE FOR NCIC CANCELLATION**

Benefits and effectiveness data are not applicable to the POF record.

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

#### **5.1 EXAMPLE OF AN INQUIRY FOR RECORD SUBJECT**

The message key QPO is used for Protection Order File (POF) inquiries. It will search the Protection Order File and will retrieve POF records which are active, expired, or cleared. If the QPO includes MNU, SOC, or OLN, the NCIC System will search them against the SER of the Article File personal identifier records.

```
1N01HEADER.QPO.MD0100010.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19701010
```

#### **Negative Response:**

```
1L01HEADER
MD0100010
```

```
NO NCIC PROTECTION ORDER DOB/19701010 NAM/SMITH, JOHN J SEX/M RAC/W
```

## Positive Response:

(Response will contain any active, cleared, or expired records that may be identical with the subject of the query.)

1L01HEADER  
MD0100010

\*\*\*\*WARNING - THE FOLLOWING IS AN NCIC PROTECTION ORDER RECORD. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER\*\*\*\*

MKE/PROTECTION ORDER  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/MD  
DOB/19701010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 CTZ/US  
SKN/FAR SMT/SC L EAR  
FPC/121011CO141159TTTCI13 MNU/AS-123456789 SOC/123456789  
OLN/N222333444 OLS/MD OLY/1995  
SVC/1 - SERVED SVD/20120903  
PNO/PO12345 BRD/N ISD/20120728 EXP/20180728 CTI/MD056013J  
PPN/SMITH, JANE L PSX/F PPR/W PPB/19710101 PSN/777665555  
PCO/01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING, HARASSING, FOLLOWING, INTERFERING, OR STALKING THE PROTECTED PERSON AND/OR THE CHILD OF THE PROTECTED PERSON.  
OCA/14-017289 SID/MD99999999  
LKI/MD1240000 LKA/MD-2255  
MIS/100 FEET FROM RESIDENCE EXCEPT WHEN PICKING UP CHILDREN FOR MIS/VISITATION  
LIC/ABC123 LIS/MD LIY/2000 LIT/PC  
VIN/2G2PM37A2G2208042 VYR/1992  
VMA/DODG VMO/INT VST/4T VCO/BLK  
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555  
NIC/H146203706 DTE 19980801 0000 EDT DLU/20120728 1600 EDT

\*\*\*\*WARNING - THE FOLLOWING IS AN EXPIRED NCIC PROTECTION ORDER RECORD. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER\*\*\*\*

MKE/EXPIRED PROTECTION ORDER  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/MD  
DOB/19701010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A  
SKN/FAR SMT/SC L EAR  
FPC/121011CO141159TTTCI13 MNU/AS-123456789 SOC/123456789  
PNO/PO33333 BRD/N ISD/19980517 EXP/19990517 CTI/MD010023D  
PPN/SMITH, RITA R PSX/F PPR/W PPB/19730319 PSN/111223333  
PCO/01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING, HARASSING, FOLLOWING, INTERFERING, OR STALKING THE PROTECTED PERSON AND/OR THE CHILD OF THE PROTECTED PERSON  
OCA/14-556678 SID/MD99999999  
MIS/SUBJECT IS PROHIBITED FROM CONTACTING PROTECTED PERSON AND MUST MIS/VACATE RESIDENCE  
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555  
NIC/H147359010 DTE 19980521 0000 EDT DLU/20080301 1600 EDT

## 5.2 MESSAGE FIELD CODES FOR AN INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER/UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1 -20	ALPHABETIC, NUMERIC
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC SPECIAL CHARACTER
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC



IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH	OPTIONAL	EBS	1-1	NUMERIC

### 5.3 REQUIREMENTS FOR AN INQUIRY

1. An inquiry of the Protection Order File may be made by name and one, more than one, or all of the following alphanumeric identifiers: complete DOB (including year, month, and day), FBI, MNU, SOC, and OLN, with each data element preceded by the proper MFC. Additionally, inquiries may be made using vehicle data, NAM and OCA only, NAM and PNO only, or NIC only, with each data element preceded by the proper MFC.

**Note:** Exact spelling of the name as contained in the entry is required when inquiring with only NAM and OCA or NAM and PNO. An inquiry with NAM and DOB will also search the PPN and PPB Fields, respectively. Additionally, an inquiry with SOC will search the PSN Field.

2. When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the exact date of birth in a record before a record will be retrieved. When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC will search for all matching records that contain the exact DOB and a surname that is a New York State Identification and Intelligence System match to the surname in the inquiry.

Sex and race should be included to minimize multiple hits by limiting the scope of the name search. Including sex will cause NCIC to search only those records containing the same SEX code as the SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search made by NCIC. A list of the Race Field codes and the race codes that will be searched when each is included in an inquiry follows.

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

3. When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., SOC, FBI, MNU, or OLN, a name search is **not** generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search.

4. If an alphanumeric identifier is not available, an alphabetical search by NAM can be performed by requesting a Global Inquiry (SPRQ) from the CTA/FSC if additional descriptive identifiers are known.
5. An inquiry can provide a secondary hit response only from within the Protection Order File when the primary hit contains a SOC, FBI, or VIN, and those fields were not part of the original search criteria. A second computer search is automatically generated on the SOC, FBI, and VIN contained in the primary record response. A QPO transaction will not cause a cross-search of any other file.
6. An inquiry of the Wanted Person (QW, QWA, QWE, QWF, QWS, ZW, QWB, and QWI) and/or Vehicle (QV, ZV, QVB) Files will result in the automatic cross-search of the POF. Active records will be returned in a positive response; inactive records will not. QW queries based on NAM and DOB will also search the PPN and PPB Fields. Additionally, QW inquiries on SOC will also search the PSN Field. The Wanted Person and Vehicle File Chapters contain details regarding use of the above MKEs.
7. If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included after the first 20 hit responses to indicate a file is being created with up to an additional 100 hit responses.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

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

8. If an inquiry hits on more than 100 records, the NCIC System will discontinue processing the response and return the first 100 records with the following caveat.

MAXIMUM RECORD COUNT EXCEEDED FOR AN ON-LINE  
SEARCH. RESUBMIT MODIFIED SEARCH PARAMETERS OR  
SUBMIT A GLOBAL INQUIRY TO RETRIEVE ALL RECORDS.

To modify the search parameters to possibly prevent excessive hits, omit DOB and use NAM and a different numeric identifier. Also, using SEX and RAC with NAM and DOB may reduce the number of hits. To request a Global Inquiry, contact your CSA or the FBI's CJIS Division.

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

## 5.4 EXAMPLE OF A QW USING NAME OF PROTECTED PERSON

1N01HEADER.QW.MD0100010.NAM/SMITH, JANE L.SEX/F.RAC/W.DOB/19710101

### Negative Response:

1L01HEADER  
MD0100010

NO NCIC WANT DOB/19710101 NAM/SMITH, JANE L SEX/F RAC/W  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE  
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS  
FILES ARE SEARCHED WITHOUT LIMITATIONS.

### Positive Response: (with supplemental information)

1L01HEADER  
MD0100010

\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE  
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS  
FILES ARE SEARCHED WITHOUT LIMITATIONS.

\*\*\*\*WARNING - THE FOLLOWING IS AN NCIC PROTECTION ORDER RECORD. DO NOT  
SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING  
AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER\*\*\*\*

\*\*\*\*THE SUBJECT OF THIS RECORD IS PROHIBITED FROM RECEIVING OR POSSESSING  
A FIREARM UNDER FEDERAL LAW (TITLE 18, U.S.C., SECTION 922)\*\*\*\*

MKE/PROTECTION ORDER  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/MD  
DOB/1971010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A  
SKN/FAR SMT/SC L EAR  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/N222333444 OLS/MD OLY/1995  
SVC/1 - SERVED SVD/20120903  
PNO/PO12345 BRD/Y ISD/20120728 EXP/20180728 CTI/MD056013J  
PPN/SMITH, JANE L PSX/F PPR/W PPB/19710101 PSN/777665555  
PCO/04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE, PROPERTY,  
PCO/SCHOOL OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON OR OTHER  
PCO/FAMILY OR HOUSEHOLD MEMBER  
OCA/14-017289  
MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR  
MIS/VISITATION, SUBJECT IS PROHIBITED FROM POSSESSING A HUNTING KNIFE  
LIC/ABC123 LIS/MD LIY/2000 LIT/PC  
VIN/2G2PM37A2G2208042 VYR/1992  
VMA/DODG VMO/INT VST/4T VCO/BLK  
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555  
PCO/07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A  
PCO/FIREARM OR OTHER WEAPONS AS IDENTIFIED IN THE MISCELLANEOUS FIELD.  
NIC/H146203706 DTE 19980728 0000 EDT DLU/20120728 1600 EST

## 5.5 ADDITIONAL GUIDELINES FOR NCIC INQUIRY

### 1. IMAGE INDICATOR (IND)

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

1N01HEADER.QPO.WA1230000.NAM/SMITH,JOHN J.  
SEX/M.RAC/W.DOB/19691012.IND/Y

2. The following would be returned for a POF record with a mug shot image:

IMR/MNAM:SMITH, JOHN J DOB:19691012  
RAC:W HGT:510 WGT:165 DOI:19821210  
NIC:H000069216 IMN:I000001233  
MIS:MUGSHOT FROM 1982 ARREST

00256  
<image>.

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

### 2. RELATED SEARCH HIT (RSH)

1. QPO inquiries may also contain a Related Search Hit (RSH) Field. If the RSH is Y, secondary hit responses will be returned for all linked POF 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 up to an additional 100 hit responses.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

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

### 3. EXPANDED NAME SEARCH (ENS)

A QPO inquiry may also contain an Enhanced Name Search indicator (ENS) to specify that when the NAM and DOB identifiers are used, the enhanced name search function should be performed. If the ENS is Y, primary hits will be determined using each entered name part as a last name, interchanging the remaining name parts as given names.

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

The following hit response based on ENS would be returned:

```
****WARNING - THE FOLLOWING IS AN NCIC PROTECTION ORDER RECORD. DO NOT  
SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING  
AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER****
```

```
MKE/PROTECTION ORDER  
ORI/MD1012600 NAM/MILES, FRANK L SEX/M RAC/W ETN/H POB/MD  
DOB/19691012 HGT/550 WGT/155 EYE/BRO HAI/BRO  
SKN/FAR SOC/123456789  
SVC/1 - SERVED SVD/20120903  
PNO/PO34512345 BRD/N ISD/19980728 EXP/19990728 CTI/MD056013J  
PPN/SMITH, JANE L PSX/F PPR/W PPB/19710101  
PCO/04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE,  
PCO/PROPERTY, SCHOOL, OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON  
PCO/OR OTHER FAMILY OR HOUSEHOLD MEMBER  
OCA/14-017289  
MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR  
MIS/VISITATION  
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555  
NIC/H134566706 DTE 19980728 0000 EDT DLU/20120728 1600 EST
```

### 4. EXPANDED DATE OF BIRTH SEARCH (EBS)

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

### 5. DELAYED-INQUIRY HIT NOTIFICATION (\$.H.)

1. A \$.H. is sent only to the entering/modifying agency for POF records.
2. A \$.H. will be returned only if the entering/modifying and inquiring agencies are different.

## 6. MISCELLANEOUS NUMBER FIELD

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

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

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

## 5.6 PROCEDURES FOR HANDLING A HIT

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

Requirements for hit confirmation responses are based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.

2. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(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.
3. For MPOs hit confirmation would not be required, as NCIC policy only requires hit confirmation when taking official action based on the order. However, local, state, federal, and tribal authorities would be aware of the military protective order which would enhance officer safety, and could then notify the entering agency (military law enforcement) that would take appropriate action.

In addition, the entering military law enforcement agency should include a Y in the Notify Originating Agency (NOA) Field of the POF record so they will be notified of all hits via a \$.H. Originating Agency Notification.

## SECTION 6--LOCATE

There are no locate procedures for the Protection Order File.

## SECTION 7--CLEAR

### 7.1 WHEN TO USE A CLEAR MESSAGE

When a court notifies the owner of the record that the protection order has been canceled, the entire corresponding POF record must be cleared. The clear transaction will change the status of the POF record from active to inactive. Clearance of a POF record is restricted to the agency that entered the record.

Expired records cannot be cleared.

### 7.2 EXAMPLE OF A CLEAR MESSAGE

```
1N01HEADER.CPO.MD1012600.NAM/SMITH, JOHN J.NIC/H146203706.20000531
```

#### Acknowledgment:

```
1L01HEADER  
MD1012600  
CLEAR NAM/SMITH, JOHN J NIC/H146203706
```

The above clear example contains: header (1N01HEADER), message key (CPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/H146203706), and date of clear (20000531).

### 7.3 MESSAGE FIELD CODES FOR RECORD CLEAR

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

ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC

#### **7.4 IDENTIFICATION OF A RECORD TO BE CLEARED**

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

#### **7.5 ADDITIONAL GUIDELINES**

When a Protection Order File record is cleared, any supplemental information appended to that record will be cleared automatically.

When a POF record is cleared, its status will be changed to inactive. During this period of time, the record can be accessed via the QPO transaction. Inactive records cannot be modified. The record will remain on file for the remainder of the year plus 5 years at which time the record will be retired.

Benefits and effectiveness data are not applicable to the POF record.

### **SECTION 8--SUPPLEMENTAL DATA**

#### **8.1 MESSAGE FIELD CODES FOR A SUPPLEMENTAL RECORD**

<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	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC



NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN <sup>1</sup>		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC <sup>2</sup>		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN <sup>3</sup>		
PROTECTED PERSON SET	OPTIONAL SET	PPN <sup>4</sup>		
PROTECTION ORDER CONDITIONS	OPTIONAL	PCO	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
IMAGE NCIC NUMBER	OPTIONAL SET	IMN <sup>5</sup>		

CAUTION AND MEDICAL CONDITION	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
CITIZENSHIP	OPTIONAL	CTZ	9-9	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

<sup>1</sup>OLN/<OLN>.<OLS>.<OLY>

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

<sup>2</sup>LIC/<LIC>.<LIS>.<LIY>.<LIT>

<sup>4</sup>PPN/<PPN>.<PSX>.<PPR>.<PPB><PSN\*>

<sup>5</sup>IMN/<IMN>.<IMT>

## 8.2 ENTRY OF A SUPPLEMENTAL RECORD

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

## 8.3 EXAMPLE OF A SUPPLEMENTAL ENTRY

```
1N01HEADER.ENPO.MD1012600.NAM/SMITH, JOHN J.OCA/14-017289.
DOB/19681010.19711109.VIN/2G2PM39B2J2208195.1986.PONT..4T..PPN/SMITH,
PRINCESS...19900102.432567890.PPN/SMITH, PRINCE...19900102.432483232
```

The above entry example contains: header (1N01HEADER), message key (ENPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and OCA/14-017289), two additional dates of birth (19681010.19711109), vehicle identification number (2G2PM39B2J2208195), vehicle year (1986), vehicle make (PONT), vehicle style (4T), protected person name (SMITH, PRINCESS), protected person date of birth (19900102), protected person Social Security number (432567890), second protected person name (SMITH, PRINCE), and second protected person date of birth (19900102), and second protected person Social Security number (432483232).

## 8.4 IDENTIFICATION OF A RECORD FOR ENTRY OF A SUPPLEMENTAL RECORD

The POF record to which a supplemental record alias and/or another additional identifier is to be added must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; NAM and PNO, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC. Identifiers used in the above example are name and originating agency case number. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

## 8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

1. The data fields which may be included in a supplemental record with their field codes and the maximum number allowable for a POF record are the following:

Field	Field Code	Maximum Number Permitted
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Protected Person Name, Sex, Race, Date of Birth, and Social Security Number * (entered as a set; either date of birth or social security number are required; sex and race are not required but should be entered if known)	PPN	9
Protection Order Condition	PCO	8
Caution and Medical Conditions	CMC	10
Image NCIC Number and Image Type (entered as a set)	IMN	12
Citizenship	CTZ	9
State Identification Number	SID	9

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

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

## **8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY**

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

## **8.7 ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL RECORD ENTRY**

1. After the POF record has been identified, each field included in a supplemental record entry, except those entered in sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period and each field must end with a period. Fields that are not a part of sets of data may be entered in any order in a supplemental record entry.
2. The field in the main record must contain information before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the main record does not contain a Social Security number in the SOC Field.
3. All numeric identifiers excluding originating agency case number, protection order number, and miscellaneous number are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA and PNO Fields, and a hyphen must be used to separate the two alphabets from the number itself in the MNU Field.
4. Personal Descriptors, State and Country Codes, and Vehicular Data Codes, *NCIC Code Manual*, contain appropriate coding of personal identifiers and license and vehicle data.

## 8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY

### 1. ALIAS FIELD (AKA)

1. Field code AKA followed by a slash is used to identify an alias(es). An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.
2. An alias is to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial if any, space, and suffix meaning seniority, if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the MFC AKA.
3. Nicknames (monikers) are to be entered in the AKA Field of the protection order record. The term nickname in NCIC is defined as a name added to or substituted for the proper name of a person, such as their street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.

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

### 2. OPERATOR'S LICENSE SET (OLN)

Field code OLN followed by a slash is used to identify additional operator's license data in an entry. The three data elements making up this set are operator's license number, state of issue, and year of expiration. All three elements must be included in the order listed and must be separated by a period. For example:

OLN/ L234526677238.VA.1976.

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

### 3. LICENSE PLATE SET (LIC)

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

LIC/CBA321.MD.1999.TK.

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

#### 4. VEHICLE IDENTIFICATION NUMBER (VIN) SET

1. Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This set contains six data elements: VIN, VYR, VMA, VMO, VST, and VCO.
2. The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods and each data element must be accounted for. For example:

VIN/1L69X6J023456.1976.CHEV.IMP.4D.BLK.

Or

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

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

#### 5. PROTECTED PERSON SET (PPN)

1. Field code PPN followed by a slash is used to identify an additional protected person in a supplemental entry. This set contains four data elements: for NCIC formatted messages: PPN, SEX, RAC, and DOB or five data elements for NCIC formatted messages: PPN, SEX, RAC, DOB, and PSN. The PPN and DOB or PSN are required for entry. However, all fields should be entered in proper order when available.
2. Elements must be separated by periods and each data element must be accounted for. For example:

PPN/DALE, ROGER J.M.W.19930917. 123456789

Or

PPN/DALE, ROGER J...19930917

Or

PPN/DALE, ROGER J...123456789

3. In the event that data related to other protected persons are entered at the same time, each set of protected person data must be preceded by MFC PPN/. If a protection order lists the names of more than ten protected persons, the additional names should be placed in the MIS Field.

## 6. PROTECTION ORDER CONDITIONS (PCO)

An additional seven protection order conditions can be entered in a supplemental record. The details of the conditions should be included in the MIS Field of the base record.

If condition number 08 is entered, the MIS Field is mandatory. PCO codes entered in a supplemental record will be translated in the NCIC response.

## 7. ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

Additional dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; protection order conditions; citizenships; and caution and medical conditions follow the field codes DOB/, SMT/, MNU/, SOC/, PCO/, CTZ/, and CMC/, respectively, without repeating the MFC and separated only by periods. For example:

DOB/19370102.19350823.SMT/SC L CHK.POCKMARKS.MNU/AF-2252333.SOC/303055378.

## 8.9 MODIFICATION OF INFORMATION IN A SUPPLEMENTAL RECORD

No one-step procedure is available to modify fields in a POF supplemental record.

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

## 8.10 EXAMPLE OF SUPPLEMENTAL RECORD INFORMATION CANCELLATION

1N01HEADER.XNPO.MD1012600.NAM/SMITH, JOHN J.NIC/H000069216.AKA/ROE, EDWARD.JONES,  
EDWARD.DOB/19651012.19630912

### **Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL SUPP NAM/SMITH, JOHN NIC/H000069216  
AKA/ROE, EDWARD  
AKA/JONES, EDWARD  
DOB/19651012  
DOB/19630912

The above example of a cancellation of information in a supplemental record to a POF record contains: header (1N01HEADER), message key (XNPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/H000069216), and data to be canceled (AKA/ROE, EDWARD.JONES, EDWARD and DOB/19651012.19630912).

### **8.11 IDENTIFICATION OF RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS**

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

### **8.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE**

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

### **8.13 ADDITIONAL GUIDELINES FOR CANCELLATION OF SUPPLEMENTAL DATA**

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; protection order conditions; caution and medical conditions; citizenships, state identification numbers; and/or Social Security numbers to be canceled are to be set out in the cancel message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.
2. Each set of operator's license, license plate data, image data or protected person data (multiple data element fields) must be preceded by OLN/, LIC/, IMN/, or PPN/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicle data, only the vehicle identification number and make are required following VIN/, with a period to account for the intervening VYR Field. For example:

VIN/1L69X6JO23456..CHEV

When canceling information on a protected person, only the PPN and both PPB and PSN (when entered) are required after the MFC/; however, a period must be entered to account for the intervening PSX and PPR and PPB (if blank). For example:

PPN/SMITH, PRINCESS...19931121.432567890

Or

PPN/SMITH, PRINCESS....432567890



Or

PPN/SMITH, PRINCESS...19931121

3. When a POF record is canceled, its entire supplemental record is automatically canceled.