

NCIC Operating Manual
UNIDENTIFIED PERSON FILE

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SECTION 1--INTRODUCTION

1.1 CRITERIA FOR ENTRY

Agencies must have documentation (electronic or hard copy) on file to support an unidentified person entry. Only the agency holding the unidentified person report may make an NCIC entry. The only exception is that any criminal justice agency or regional dispatch center may act as holder of the record for another agency that has no telecommunications equipment. When such an entry is made, the agency holding the record may place its own Originating Agency Identifier (ORI) in the ORI Field only when there is a written agreement between the two agencies that delineates the legal responsibility of the record. Additional information concerning these responsibilities can be found in the Introduction of this manual.

An unidentified person record may be entered using one of the following categories:

1. Deceased (MKE/EUD): a person who is no longer living for whom the identity cannot be ascertained. This category also includes recovered body parts when a body has been dismembered.
2. Living (MKE/EUL): a person who is living and unable to ascertain his/her identity, e.g., amnesia victim, infant, etc. The information on unidentified living persons should only be included if the person gives his/her consent or if they are physically or mentally unable to give consent.
3. Catastrophe Victim (MKE/EUV): a person who is a victim of a catastrophe for whom the identity cannot be ascertained or body parts when a body has been dismembered as the result of a catastrophe.

1.2 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EUD	UNIDENTIFIED DECEASED PERSON
	EUL	UNIDENTIFIED LIVING PERSON
	EUV	UNIDENTIFIED CASTROPHE VICTIM
Entry of supplemental record	EUN	
Entry of dental information	ED	
Modify	MU	
Modification of dental information	MD	
Cancel	XU	
Cancellation of supplemental record	XUN	

Cancellation of dental information	XD	
Inquiry	QU	
Clear	CU	

1.3 RECORD RETENTION PERIOD

Unidentified Person File records will remain on file indefinitely or until action is taken by the originating agency to clear or cancel the record.

When an unidentified person has been positively identified by partial body parts, the entering agency may maintain the NCIC record for future identification in the event additional body parts are recovered.

1.4 VALIDATION

A portion of the Unidentified Person File records will be validated monthly as described in the Validation Schedule of the Introduction chapter of this manual. For NCIC validation, unidentified person records that are not validated by the entering agency should not be removed from NCIC. NCIC will not retire unidentified person records even if the Name of Validator (VLN) Field **is not** filled in.

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.

1.5 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
AGE	Approximate Age	Must be one or two numerics.
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 comma. The hyphen cannot be in the first position or directly precede the comma. Coding instructions in Personal Descriptors, <i>NCIC Code Manual</i> .
ARE	Area	Must be a valid NCIC -assigned code representing any state, the District of Columbia, Puerto Rico, U.S. Virgin Islands, or Canadian Provinces.
BLT	Blood Type	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .

BPS	Body Parts Status	Must be characters ALD, ALF, SKL, or 15 characters consisting of the alphabetic N, F, D, or S. For example, FFDDDDFFFDDDDFFF. Entry of 15 Ns is invalid
		Note: The BPS Field is mandatory only when the MKE Field contains the code EUD or EUV. The BPS Field must be blank if the MKE contains the code EUL.
		If the code ALF is entered, 15 Fs will be stored in the BPS Field. If the code ALD is entered, 15 Ds will be stored in the BPS Field. If the code SKL is entered, 15 Ss will be stored in the BPS Field. The Diagram for Body Parts Status Field contains a description. A copy of the diagram is in Section 2 of this chapter.
BXR	Body X-rays	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
CDA	Manner and Cause of Death	The first character entered in the field must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> . The code must be followed by a space. Any valid alphanumeric and the following special characters may follow in positions 3 through 30: the dollar sign, the ampersand, the comma, the space or blank, the hyphen, and the slash. The CDA Field is mandatory when the MKE Field contains the code EUD or EUV.
CRC	Circumcision	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> . Must be left blank if SEX equals F or U.
DBF	Date Body Found	Must be a valid Gregorian date (YYYYMMDD).
DCH	Dental Characteristics	May contain a maximum of 319 codes consisting of two numerics followed by one to seven alphabetic characters or one special character. The only exceptions are that the codes ALL or UNK will be permitted in the DCH Field. If the code ALL or UNK is entered, no additional information may be entered in the DCH Field. More details can be found in Section 9 of this chapter.
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.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DRE	Dentist's Remarks	Maximum of 50 alphanumeric and special characters (free text).
DXR	Dental X-rays Available	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
EDD	Estimated Date of Death	Must be a valid Gregorian date (YYYYMMDD). The month (MM) may contain zeros to indicate that the month cannot be estimated. If MM is not zeros, MM must contain a value of 01 through 12. If MM is zeros, then days (DD) must also be zeros. DD may contain zeros to indicate that the day cannot be estimated. If DD is not zeros, the day indicated cannot exceed the maximum number of days in the month (MM) indicated. If a complete date is entered, it cannot be more than 50 years prior to the date that the entry or modification message is transmitted. If a partial date is entered, the year cannot be more than 50 years prior to the year that the entry or modification message is transmitted. EDD must be blank if MKE is EUL.
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
EYB	Estimated Year of Birth	Must be four numerics followed by a hyphen and four additional numerics. Positions 1 through 4 must be less than or equal to the value of positions 6 through 9. The year indicated in positions 6 through 9 cannot be greater than the year of entry. The value of the range between positions 1 through 4 and 6 through 9 cannot be greater than 20 years.
		Note: The EYB Field is mandatory when the BPS Field contains the codes ALF or all Fs or ALD or all Ds.
EYE	Eye Color	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .

FPA	Footprints Available	Must be a valid NCIC - assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> . The FPA Field is mandatory if MKE equals EUD or EUV, and the BPS Field contains the codes ALD or ALF or if positions 12 and 15 contain the alphabetic D or F.
FPC	Fingerprint Classification	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
		If the MKE equals EUD or EUV and the BPS Field contains the codes ALD or ALF or if positions 6 and 9 contain the alphabetic D or F, the FPC Field is mandatory.
		If the MKE equals EUL, the FPC Field is mandatory.
HAI	Hair Color	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
HGT	Approximate Height	Must be UNK (unknown) or three numerics, a hyphen, and three additional numerics. Positions 1 and 5 must be 1, 2, 3, 4, 5, 6, or 7. Positions 2 and 6 must be a 0 or 1. If position 2 is a 1, position 3 must be a 0 or 1. If position 6 is a 1, position 7 must be a 0 or 1. Positions 1 through 3 must be less than or equal to positions 5 through 7. The range between positions 1 through 3 and 5 through 7 cannot be greater than 6 inches.
IMN	Image NCIC Number	A self-checking number consisting of alphabetic character I followed by nine numeric characters automatically assigned by NCIC to each accepted image record. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC assigned code as listed in Image File chapter of this manual.
IND	Image Indicator	Must be Y or N.
JWL	Jewelry Description	Free text.
JWT	Jewelry Type	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> . Up to 17 codes separated by commas may be used.

LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or the first seven characters of the Linkage Agency Field. The only valid special character is the hyphen. (There must be an ORI and matching OCA in the System.)
LKI	Linkage Agency Identifier	Must be a valid NCIC assigned ORI. The LKI and LKA cannot be identical to the ORI and OCA. Must be entered as a set with the LKA.
MAL	Medical Examiner/Coroner Locality	Free text to indicate the city and state.
MAN	Medical Examiner/Coroner Agency Name and Case Number	Free text to indicate the agency name and case number.
MAT	Medical Examiner/Coroner Telephone	Must be three numerics, a space, three numerics, a hyphen, and four numerics.
MIS	Miscellaneous	Free text.
MKE	Message Key	Must be a valid message key.
MPA	Dental Models and/or Photographs of Teeth Available	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (U in the Unidentified Person File) followed by nine numeric characters 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	Must be Y or N. The field 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, a single alphabetic only, 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.
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
RPS	Reason for Person Record Removal	Must be a valid NCIC-assigned code as listed in the Other Transaction Codes, <i>NCIC Code Manual</i> .

SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> . An unidentified person record can have up to 20 SMTs.
VLN	Name of Validator	Any valid characters representing validator.
VRX	Corrective Vision Prescription	Free text. More information in Personal Descriptors, <i>NCIC Code Manual</i> .
WGT	Approximate Weight	Must be UNK (unknown) or three numerics, a hyphen, and three additional numerics. Positions 1 through 3 cannot be 000 and positions 5 through 7 cannot be greater than 499. Positions 1 through 3 must be less than or equal to 5 through 7. The range between positions 1 through 3 and 5 through 7 cannot be greater than 50 lbs.

1.6 CRITERIA FOR REJECTING DUPLICATE RECORDS

If the ORI and OCA Fields in an Unidentified Person File entry are identical to the ORI and OCA Fields of an Unidentified Person File record already on file, the message will be rejected with the message REJECT ON FILE followed by the record already on file. In those situations when two or more unidentified persons are discovered and are being assigned one case number by the investigating agency, the case number entered in the OCA Field of the Unidentified Person File entries will have to be suffixed with a character to make each OCA unique.

1.7 FINGERPRINT IDENTIFICATION RECORDS SYSTEM

If fingerprints are available, a fingerprint card should be submitted to the FBI Criminal Justice Information Services Division to be searched against fingerprint cards in the Fingerprint Identification Records System.

1.8 IMAGE CAPABILITY

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

1.9 NOTIFICATION TO THE NATIONAL CENTER FOR MISSING AND EXPLOITED CHILDREN (NCMEC)

The NCMEC will automatically receive a "real time" \$.8. notification through NCIC of all Unidentified Person File records entered, modified, cleared, or canceled. This notification will enable NCMEC to provide assistance to local, state, and federal law enforcement agencies as needed.

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 EXAMPLE OF AN ENTRY

Following is an example of a base record entry in the Unidentified Person File for a deceased person:

```
1N01HEADER.EUD.DCFBIWA00.FFFFFFFFFDDDDFFF.M.W.19531958.19990201.19990210.508-511.175-190.BRO.BRO.SC UL ARM. 1210AADINATT6613SRPM.ABC32456...BODY FOUND WITH BLUE SHIRT,BLK SLACKS,BLK SOCKS AND SHOES,GRN ARMY JACKET,FOOT SIZE 10D,PERSON WAS LEFT HANDED.Y.BPOS.C.Y.F..H STABBED IN CHEST.BB,CL,CO,ER,WA.BB HAS NAME BUDDY, CL IS YEL BIC,CO IS BLK PLASTIC,ER GOLD,WAIS 17 JEWEL TIMEX.DC MEDICAL EXAMINER OCA/83-12345.WASHINGTON, DC.202 555-5555.Y.FBI LAB, QUANTICO, VA 703-632-4000, VA1234567, MTDNA, CODIS NUMBER - ABC-RMP-123456789.H
```

Acknowledgment:

```
1L01HEADER
DCFBIWA00
OCA/ABC32456 NIC/U123456789
```

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	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9- 9	ALPHABETIC, NUMERIC
BODY PARTS STATUS	MANDATORY	BPS	3-3 15-15	ALPHABETIC
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>

ESTIMATED YEAR OF BIRTH	OPTIONAL	EYB	9-9	NUMERIC, SPECIAL CHARACTERS
ESTIMATED DATE OF DEATH	CONDITIONAL	EDD	8-8	NUMERIC
DATE BODY FOUND	MANDATORY	DBF	8-8	NUMERIC
APPROXIMATE HEIGHT	MANDATORY	HGT	3 -3 7- 7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
APPROXIMATE WEIGHT	MANDATORY	WGT	3 -3 7- 7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	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	3-3 20-20	ALPHABETIC, ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING CASE NUMBER	OPTIONAL SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	SET	LKI	9-9	ALPHABETIC, NUMERIC
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY FLAG	OPTIONAL	NOA	1-1	ALPHABETIC

BLOOD TYPE	OPTIONAL	BLT	4-5	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
CIRCUMCISION	OPTIONAL	CRC	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
FOOTPRINT AVAILABLE	OPTIONAL	FPA	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
BODY X-RAYS	MANDATORY	BXR	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
CORRECTIVE VISION PRESCRIPTION	OPTIONAL	VRX	1-40	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MANNER AND CAUSE OF DEATH	OPTIONAL	CDA	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
JEWELRY TYPE	OPTIONAL	JWT	2-50	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
JEWELRY DESCRIPTION	OPTIONAL	JWL	1-100	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MED EXAMINER/ CORONER AGENCY NAME AND CASE NUMBER	OPTIONAL	MAN	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MED EXAMINER/ CORONER LOCALITY	OPTIONAL	MAL	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MED EXAMINER/ CORONER TELEPHONE NUMBER	OPTIONAL	MAT	12-12	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC

DNA LOCATION	OPTIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN NCIC CODE MANUAL

2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory to cause acceptance of an unidentified person entry into NCIC : HDR, MKE, ORI, BPS (mandatory blank for EUL), SEX, RAC, EYB (mandatory if the BPS Field contains the codes ALD or ALF), EDD (mandatory blank for EUL), DBF, HGT, WGT, EYE, HAI, FPC (mandatory when the MKE is EUL or when the MKE is EUD or EUV if the BPS contains the codes ALD or ALF or the alphabetic D or F in positions 6 and 9), OCA, FPA (mandatory if the BPS contains the codes ALD or ALF or the alphabetic D or F in positions 12 and 15), BXR, and CDA (mandatory when MKE is EUD or EUV). The entry will be rejected if one of the mandatory fields is left blank.

2.4 \$.K. ADMINISTRATIVE MESSAGE

An agency is required to verify and update the NCIC unidentified person record with any additional information, including Blood Type (BLT); Dental Characteristics (DCH); Fingerprint Classification (FPC); Jewelry Type (JWT); Scars, Marks, Tattoos, and Other Characteristics (SMT) within 60 days of entry. If a record has a date of entry older than 30 days and any of the above fields are blank, a \$.K. administrative message identifying the blank will be transmitted. The \$.K. administrative message will also include the record. An example of a \$.K. administrative message follows:

```
$.K.
MD1012600
NCIC INCOMPLETE MISSING/UNIDENTIFIED PERSON NOTIFICATION AT 1600
EST 19991030.YOUR ENTRY NIC/U105350284, OCA/ABC32456 HAS
INFORMATION MISSING FROM THE FOLLOWING KEY DATA
FIELDS: DCH, SMT
```

```
IF ANY SUPPLEMENTAL INFORMATION IS AVAILABLE, THAT DATA SHOULD BE
ENTERED IMMEDIATELY. THIS WILL BE YOUR ONLY NCIC NOTIFICATION
```

```
MKE/UNIDENTIFIED PERSON DECEASED
ORI/MD1012600 BPS/FFFFFFFFFFFFFFF SEX/F RAC/W ETN/H EYB/1953-1958 EDD/19980601
DBF/19980930 HGT/503-503 WGT/100-110 EYE/GRN HAI/BRO
FPC/12101116141109111713 OCA/ABC32456
MIS/WEARING CUT OFF JEANS YELLOW T SHIRT W/MIAMI AND BIRDS
MIS/BLU TENNIS SHOES YELLOW BIKINI UNDERPANTS
BLT/OPOS FPA/Y
BXR/P CDA/H STAB WOUNDS IN CHEST
JWT/RI
JWL/SIZE 6 STERLING SILVER W/TURQ STONE
MAN/DENVER PD CORONER CASE 83-012
```

2.5 ADDITIONAL GUIDELINES FOR ENTRY

1. The ORI must account for all fields in the unidentified person record format. All available data called for in the record format must be entered when the entry is made. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MU).
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.

2.6 MESSAGE FIELD CODE EDITS FOR ENTRY

1. ESTIMATED YEAR OF BIRTH (EYB)

The estimated year of birth provided by the medical examiner, coroner, or investigating officer should be entered. If the exact year of birth is known, it must be entered twice, e.g., 1948-1948.

If the estimated year of birth is expressed in a range, the range, e.g., 1948-1953, should be entered.

Note: This field is restricted to a range of 20 years (e.g., 1933-1953) and is mandatory when the BPS Field contains the codes ALD or ALF, or 15 Ds or Fs. If the medical examiner, coroner, or investigating officer report contains an estimated year of birth range of more than 20 years and the codes ALD or ALF, or 15 Ds or Fs are entered into the BPS Field, the earliest estimated year of birth followed by a hyphen and the earliest year of birth plus 20 years should be entered in the EYB Field.

The true range should be entered in the MIS Field. For example, if the report contains 1933-1958 as the estimated year of birth, EYB and MIS/EYB would be entered as EYB/1933-1953 and MIS/EYB IS 1933-1958.

2. BODY PARTS STATUS (BPS)

1. The BPS Field in an EUD or EUV record entry describes whether the whole body or only part(s) of the body has been recovered as well as the condition of those recovered parts; i.e., skeletal.
2. When only part(s) of a body or skeleton has been recovered, the NCIC diagram for the BPS Field should be used.

The diagram divides the body into 15 parts which correspond to the 15 positions (characters) in the field. The field should contain N (not recovered), S (recovered)

skeletal), D (recovered-decomposed), or F (recovered-fresh) in the positions corresponding to the body parts. For example, if a body is recovered missing both legs, the field should be coded: FFFFFFFFFNNNNNN.

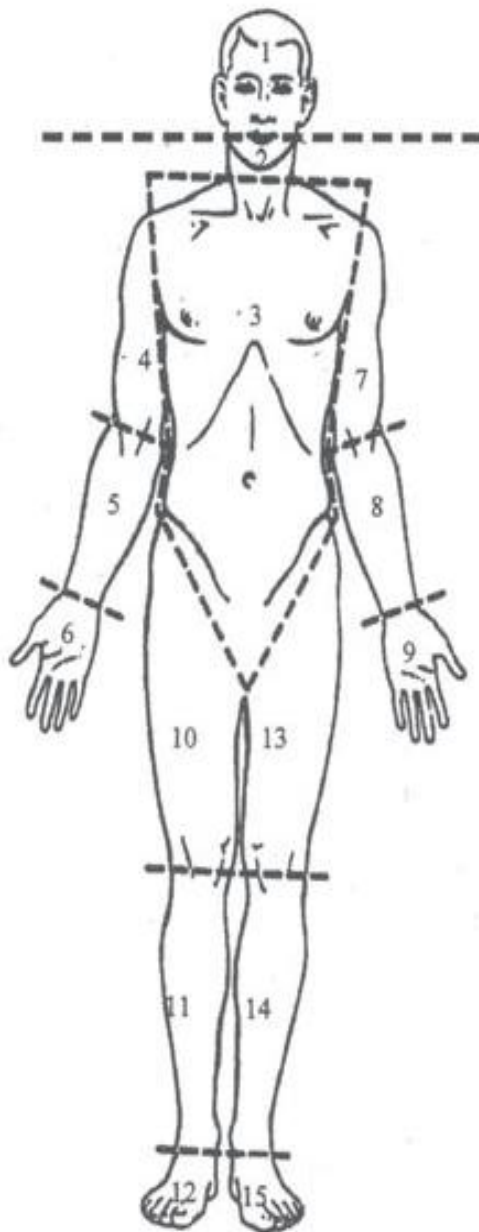
Note: Body parts which were amputated and healed prior to death (ante mortem) should be coded as recovered in the BPS Field. Body parts which were amputated ante mortem should be coded in the SMT Field using the missing body parts codes.

3. When all 15 major parts have been recovered as skeletal remains, instead of 15 Ss the code SKL may be entered in the BPS Field. NCIC will automatically convert the code SKL to 15 Ss.
4. When all 15 major body parts have been recovered, the codes ALD or ALF, instead of 15 Ds or Fs, may be entered in the BPS Field. NCIC will automatically convert the codes ALD or ALF to 15 Ds or Fs.

Note: The BPS Field, along with the BPS Field inquiry, is used to link two or more agencies that recover parts of one body. After an unidentified person record for an incomplete body is entered, a BPS Field inquiry should be made using the same BPS code that was entered in the record.

5. A copy of the **DIAGRAM FOR BODY PARTS STATUS FIELD** appears on the following page. The diagram may be reproduced and utilized by officers and coroners to aid in their investigations and assist in NCIC record entry.

DIAGRAM FOR BODY PARTS STATUS FIELD



N -- Not Recovered
D -- Recovered-Decomposed
F -- Recovered-Fresh
S -- Skeletal

1. CRANIUM
2. MANDIBLE
3. TORSO
4. RIGHT UPPER ARM
5. RIGHT FOREARM
6. RIGHT HAND
7. LEFT UPPER ARM
8. LEFT FOREARM
9. LEFT HAND
10. RIGHT UPPER LEG
11. RIGHT LOWER LEG
12. RIGHT FOOT
13. LEFT UPPER LEG
14. LEFT LOWER LEG
15. LEFT FOOT

Instructions:

The purpose of the body parts status is to link two or more agencies that recover parts of one body. Therefore, body parts which were amputated and healed prior to death (antemortem) should be coded as recovered in the Body Parts Status Field. Body parts which were amputated antemortem should be coded in the Scars, Marks, Tattoos, and Other Physical Characteristics Field using the missing body parts codes.

3. ESTIMATED DATE OF DEATH (EDD)

The most recent estimate of date of death provided by the medical examiner/coroner should be entered. For example, if the coroner estimates that death occurred between May and September 1995, then 19950900 should be entered in the EDD Field.

Estimated Date Of Death	Should be Entered as:
1995	19950000
June 1994	19940600
July 12, 1993	19930712

4. APPROXIMATE HEIGHT (HGT)

The estimated height of the individual (feet and inches) as reported by the medical examiner, coroner, or investigating officer should be entered. If the exact height is known, it must be entered twice, e.g., 510-510.

Note: This field is restricted to a range of six inches. If the height range is more than six inches, e.g., 5'00" to 5'08", a height which falls within a range of six inches, e.g., 5'01" to 5'07" should be obtained from the medical examiner, coroner, or investigating officer. The new range should be entered in the HGT Field, e.g., HGT/501-507, and the original height should be entered in the MIS Field, e.g., MIS/HGT IS 500-508. The code unknown (UNK) may be entered to indicate that the height cannot be determined.

5. APPROXIMATE WEIGHT (WGT)

The estimated weight of the individual (in pounds) as reported by the medical examiner, coroner, or investigating officer should be entered. If the exact weight is known, it must be entered twice, e.g., 175-175.

Note: This field is restricted to a range of 50 pounds. If the weight range is more than 50 pounds, e.g., 120-190, a weight which falls within a range of 50 pounds, e.g., 132-182, should be obtained from the medical examiner, coroner, or investigating officer. The new range should be entered in the WGT Field, e.g., WGT/132-182, and the original weight should be entered in the MIS Field, e.g., MIS/WGT IS 125-190. The code UNK may be entered to indicate that the estimated weight cannot be determined.

6. FINGERPRINT CLASSIFICATION (FPC)

1. The code NA is used when a finger cannot be printed because it has been amputated and not found with the body and the amputation of the finger was related to the death of the individual. Antemortem amputations that are not related to the death of the individual are indicated by using the code XX (missing/amputated).
2. The code NA is also used when a finger cannot be printed because it is burned or mutilated, and the burning or mutilation was related to the death of the individual.

Antemortem burns, mutilations, and scars that are not related to the death of the individual are indicated by using the code SR (scarred/mutilated).

3. If all ten of the deceased's fingers have been 1) amputated and not found with the body, 2) burned, or 3) mutilated and the amputation, burning, or mutilation is related to the death of the individual, the code NFP may be entered in the FPC Field. NCIC will convert the code NFP to ten NAs for insertion in the FPC Field.

7. MANNER AND CAUSE OF DEATH (CDA)

The manner of death should be indicated by a one-character code as listed in Personal Descriptors, *NCIC Code Manual*. The code is followed by a space and then the cause of death, e.g., N CARDIAC ARREST, is identified. The manner of death is mandatory for EUD and EUV records. The cause of death is not mandatory but should be included.

8. MISCELLANEOUS (MIS) DATA

When an agency makes unidentified person entries on two or more unidentified persons who appear to be associated with each other, the agency should cross-reference each unidentified person record entry to the other. This can be done by placing the NIC of each person record in the MIS Field of the other person record with an appropriate explanatory note. An agency receiving the record on one of the unidentified persons will have the necessary information to obtain any other pertinent record(s).

9. ORIGINATING AGENCY CASE NUMBER (OCA)

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

10. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the identity of the subject of the unidentified person record is known, Y should be entered into the NOA Field. If the NOA is 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.

11. 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 and to link missing and/or unidentified person

records when an identification is made but only part of the body has been recovered. An agency entering a record which does not share the ORI and OCA of records associated with the same incident can enter the ORI and OCA of the associated records by including their values in the LKI and LKA Fields. 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 LKI.

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.

2.7 AUTOMATIC CROSS-SEARCH WITH MISSING PERSON RECORDS

1. When an unidentified person record is entered or modified, NCIC automatically compares the data in that record against all missing person records in NCIC. These comparisons are performed daily on the records that were entered/modified on the previous day. The identifiers used in the comparisons are as follows:

Missing Person Record Identifiers		Unidentified Person Record Identifiers
Date of Birth	-	Estimated Year of Birth
Sex	-	Sex
Race	-	Race
Ethnicity	-	Ethnicity
Height	-	Estimated Height
Weight	-	Estimated Weight
Eye Color	-	Eye Color
Hair Color	-	Hair Color
Date of Last Contact	-	Estimated Date of Death
Date of Last Contact	-	Date Body Found
Scars, Marks, Tattoos, etc.	-	Scars, Marks, Tattoos, etc.
Fingerprint Classification	-	Fingerprint Classification
Jewelry Type	-	Jewelry Type
Originating Agency State Code	-	Originating Agency State Code
Blood Type	-	Blood Type
Dental Characteristics	-	Dental Characteristics

2. Even though the search only compares the data as shown in the chart above, records should contain all available descriptive data to further aid in identification.
3. Once the comparisons are made to the missing person records, the system sends \$.M. administrative messages to all entering agencies. The \$.M. administrative message advises an agency that a possible match has been made on its record. This message is transmitted to the ORIs of the matched records. The message includes abbreviated records for up to 100 possible matches for the physical cross-search and 35 for the dental cross-search.

Once the comparisons are made to the wanted person records, the system sends \$.M. administrative messages to all entering agencies. The \$.M. administrative message advises an agency that a possible match has been made on its record. This message is transmitted to the ORIs of the matched records. The message includes abbreviated records for up to 35 possible matches for the dental cross-search.

If more than 100 records are matched using physical characteristics or 35 using dental characteristics for the missing/unidentified cross-search or more than 35 using dental characteristics for the wanted/unidentified cross-search, the remaining records can be obtained by contacting FBI CJIS staff at 304-625-3000.

4. If the cross-search does not produce any match, all entering/updating agencies are notified through a \$.N. administrative message. Additional information on administrative messages can be found in the Introduction chapter of this manual.

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. Data cannot be deleted from a mandatory field.

3.2 EXAMPLE OF A MODIFICATION MESSAGE

```
1N01HEADER.MU.DCFBIWA00.NIC/U123456789.OCA/ABC345678.EYE/GRN
```

Acknowledgment:

```
1L01HEADER  
DCFBIWA00  
MODIFY NIC/U123456789 OCA/ABC345678
```

The above modification example contains: header (1N01HEADER), message key (MU), Originating Agency Identifier (DCFBIWA00), two record identifiers (NIC/U123456789 and OCA/ABC345678), the field being modified, and the modification (EYE/GRN).

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

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The record being modified must be identified by the NIC and OCA, in that order.

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 an unidentified person record to indicate that the record has been validated. When data are entered into the VLN Field, 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 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.MU.MD1012600.NIC/U123456789.OCA/ABC32456.VLN/JONES, DAVID E

Acknowledgment:

```
1L01HEADER  
MD1012600  
VALIDATE NIC/U123456789 OCA/ABC32456
```

3.6 AUTOMATIC CROSS-SEARCH WITH MISSING PERSON RECORDS

Modifying an unidentified person record will generate an automatic cross-search of the updated record with missing person records in NCIC as explained in Section 2 of this chapter.

SECTION 3.7 ADDITIONAL GUIDELINES FOR MODIFICATION

In NCIC, an error message will be generated if the BPS Field is modified to include an R. Only S, F, D, ALF, and ALD are allowed.

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. A cancellation message will cause the entire record, including all supplemental data, to be retired.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

```
1N01HEADER.XU.DCFBIWA00.NIC/U123456789.OCA/ABC32456.20000312.PREVIOUSLY LOCATED
```

Acknowledgment:

```
1L01HEADER  
DCFBIWA00  
CANCEL NIC/U123456789 OCA/ABC32456
```

The above cancellation example contains: header (1N01HEADER), message key (XU), Originating Agency Identifier (DCFBIWA00), two record identifiers (NIC/U123456789 and OCA/ABC32456), date of cancellation (20000312), and reason for person record removal (PREVIOUSLY LOCATED).

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

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

The record to be canceled must be identified by NIC and OCA, in that order, with each data element preceded by the proper MFC. The Date of Cancellation (DOC) is mandatory and must follow the two record identifiers and be the current date or the current date minus one.

4.5 ADDITIONAL GUIDELINE CANCELLATION

When canceling a record, the user is expected to enter benefits and effectiveness data. The RPS Field is entered directly after the DOC Field. For a cancel, the RPS value will be either CASE DROPPED or PREVIOUSLY IDENTIFIED.

SECTION 5--INQUIRY

5.1 EXAMPLE OF A BODY PARTS STATUS (BPS) FIELD INQUIRY WITH POSITIVE AND NEGATIVE RESPONSES

1N01HEADER.QU.DCFBIWA00.BPS/FFNNNNNNNNNNNNN.SEX/F.ARE/PA

Negative Response:

1L01HEADER
DCFBIWA00

NO UPER REC BPS/FFNNNNNNNNNNNNN.SEX/F.ARE/PA

Positive Response:

1L01HEADER
DCFBIWA00

FOLLOWING ARE ABBREVIATED RECORDS WHICH MATCH YOUR INQUIRY ON:
BPS/FFNNNNNNNNNNNNN, SEX/F, ARE/PA

BPS	SEX/RAC	EYB	EDD	DBF	ORI	NIC
NNFNFNFNFNFNFNFNFN	F/W	1960-1967	19940000	19980415	MDMSP3100	U124909090
NNFNNNNNNFNNFNFN	F/W	1955-1959	19970525	19970527	PAPSP1800	U123890329
NNFNNNNNNNNNNNNNN	F/W	1959-1969	19990600	19990614	NY0370000	U127550322
NNNNNNNNNDDDNNNN	U/U	1968-1972	19960604	19960618	PA0630500	U126729953

*MAKE INQUIRY ON NIC NUMBER TO RETRIEVE COMPLETE RECORD.

5.2 MESSAGE FIELD CODES FOR BPS FIELD 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
BODY PARTS STATUS	MANDATORY	BPS	15-15	ALPHABETIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC

RACE	OPTIONAL	RAC	1-1	ALPHABETIC
AREA	OPTIONAL	ARE	2-3	ALPHABETIC, SPECIAL CHARACTERS
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC

5.3 REQUIREMENTS FOR INQUIRY USING THE BPS FIELD

An agency which recovers a partial unidentified body should transmit an inquiry and in the BPS Field identify all body parts which have been and have not been recovered. An inquiry using BPS requires that at least one body part be missing, but that not all are missing. Optionally SEX, RAC, and ARE can be used in the inquiry to limit the search.

1. BODY PARTS STATUS (BPS)

1. NCIC compares the BPS Field code in the inquiry with the BPS Field code of records on file that contain at least one N (for not recovered) in any of the 15 positions of the BPS Field, i.e., all records for incomplete bodies. The following checks are conducted on each of the 15 positions of the BPS Field in the inquiry and records on file:
 1. If the codes are equal, they must be N.
 2. If the codes are not equal, one of the codes must be N.
2. If any position of the BPS Field in the inquiry and BPS Field in the record on file does not meet these checks, the record on file is eliminated as a possible match. For example, if an inquiry contains FFFNNNFFFFFFFFF, only those records having an N in positions 1, 2, 3, and 7 through 15, and any combination of Ns, Ds or Fs, and Ss in positions 4 through 6 will be returned as possible matches.
3. The response to an inquiry on the BPS Field contains all abbreviated records on file that pass the above checks. The abbreviated record will contain the following fields: BPS, SEX, RAC, EYB, EDD, DBF, ORI, and NIC.

2. SEX (SEX)

The SEX Field can be either F, M, or U. Records will be considered a match if they have the same code or have U (unknown).

3. RACE (RAC)

The RAC code can be either A, B, I, W, or U. A list of the Race Field codes and the race codes that will be searched when each is included in an inquiry are the following:

Race Code In Inquiry	Race Code Searched
A - Asian or Pacific Islander	A, B, I, U (Unknown), and W

B - Black	A, B, I, and U
I - American Indian or Alaskan Native	A, B, I, U, and W
W - White	A, I, U, and W

4. AREA (ARE)

The ARE Field must be a valid state and country code as listed in the *NCIC Code Manual*. NCIC will search all records for that state, territory, or province and will also do so by region. When an inquiry contains ARE/ followed by a valid code and an asterisk, the response to the inquiry will be limited to records containing the same code and/or US in the first two positions of the ORI Field. Any code may be followed by an asterisk. The following list identifies the region associated with each state, territory, and province code.

Area (ARE) Field Inquiry Code	ORI of Records Returned in Response
AL	AL, FL, GA, LA, MS, NC, TN, & US
AK	AK, BC, YT, & US
AZ	AZ, CA, CO, NV, NM, UT, & US
AR	AR, IL, KS, KY, LA, MS, MO, OK, TN, TX, & US
CA	AZ, CA, NV, OR, & US
CO	AZ, CO, KS, NB, NM, OK, TX, UT, WY, & US
CT	CT, ME, MA, NH, NJ, NY, PA, RI, VT, & US
DE	DE, DC, MD, NJ, PA, VA, & US
DC	DE, DC, MD, NJ, PA, VA, WV, & US
FL	AL, FL, GA, MS, & US
GA	AL, FL, GA, NC, SC, TN, & US
HI	HI & US
ID	ID, MT, NV, OR, UT, WA, WY, AB, BC, & US
IL	AR, IL, IN, IA, KY, MI, MN, MO, TN, WI, & US
IN	IL, IN, KY, MI, OH, WI, ON, & US
IA	IL, IA, KS, MN, MO, NB, SD, WI, & US
KS	AR, CO, IA, KS, MO, NB, NM, OK, TX, & US
KY	AR, IL, IN, KY, MO, NC, OH, TN, VA, WV, & US
LA	AL, AR, LA, MS, OK, TX, & US
MA	CT, MA, ME, NH, NJ, NY, PA, RI, VT, & US
ME	CT, MA, ME, NH, RI, VT, NK, NS, PQ, & US
MD	DE, DC, MD, NJ, OH, PA, VA, WV, & US
MI	IL, IN, MI, MN, OH, WI, ON, & US
MN	IL, IA, MI, MN, NB, ND, SD, WI, MB, ON, & US
MS	AL, AR, FL, LA, MS, MO, TN, & US
MO	AR, IL, IA, KS, KY, MS, MO, NB, OK, TN, & US

MT	ID, MT, ND, SD, WA, WY, AB, BC, MB, SN, & US
NB	CO, IA, KS, MN, MO, NB, SD, WY, & US
NV	AZ, CA, ID, NV, OR, UT, & US
NH	CT, ME, MA, NH, NY, RI, VT, ON, PQ, & US
NJ	CT, DE, DC, MD, MA, NJ, NY, PA, RI, VA, & US
NM	AZ, CO, KS, NM, OK, TX, UT, & US
NY	CT, MA, NH, NJ, NY, OH, PA, RI, VT, ON, PQ, & US
NC	AL, GA, KY, NC, SC, TN, VA, WV, & US
ND	MN, MT, ND, SD, WY, MB, SN, & US
OH	IN, KY, MD, MI, NY, OH, PA, WV, ON, & US
OK	AR, CO, KS, LA, MO, NM, OK, TX, & US
OR	CA, ID, NV, OR, WA, & US
PA	CT, DE, DC, MD, MA, NJ, NY, OH, PA, RI, VA, WV, ON, & US
RI	CT, ME, MA, NH, NJ, NY, PA, RI, VT, & US
SC	GA, NC, SC, TN, & US
SD	IA, MN, MT, NB, ND, SD, WY, & US
TN	AL, AR, GA, IL, KY, MS, MO, NC, SC, TN, VA, WV, & US
TX	AR, CO, KS, LA, NM, OK, TX, & US
UT	AZ, CO, ID, NV, NM, UT, WY, & US
VT	CT, ME, MA, NH, NY, RI, VT, ON, PQ, & US
VA	DE, DC, KY, MD, NJ, NC, PA, TN, VA, WV, & US
WA	ID, MT, OR, WA, BC, & US
WV	DC, KY, MD, NC, OH, PA, TN, VA, WV, & US
WI	IL, IN, IA, MI, MN, WI, & US
WY	CO, ID, MT, NB, ND, SD, UT, WY, & US
AB	ID, MT, AB, BC, NT, SN, & US
BC	AK, ID, MT, WA, AB, BC, NT, YT, & US
MB	MN, MT, ND, MB, NT, ON, SN, & US
NF	NF, PQ, & US
NK	ME, NK, NS, PE, PQ, & US
NS	ME, NK, NS, PE, & US
NT	AB, BC, MB, NT, PQ, SN, YT, & US
ON	IN, MI, MN, NH, NY, OH, PA, VT, MB, ON, PQ, & US
PE	NK, NS, PE, & US
PQ	ME, NH, NY, VT, NF, NK, NT, ON, PQ, & US
SN	MT, ND, AB, MB, NT, SN, & US
YT	AK, BC, NT, YT, & US
PR	PR, VI, & US

5.4 EXAMPLE OF A NONUNIQUE IDENTIFIER INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

1N01HEADER.QU.DCFBIWA00.SEX/M.RAC/W.AGE/19.HGT/600.WGT/170.EYE/BRO.HAI/BRO

Negative Response:

1L01HEADER
 DCFBIWA00
 NO NCIC UNIDENTIFIED PERSON RECORD
 AGE/19.SEX/M.RAC/W.EYE/BRO.HAI/BRO.HGT/600.WGT/170

Positive Response:

1L01HEADER DCFBIWA00
 NCIC HAS 4 POSSIBLE MATCHES FOR YOUR INQUIRY. THE TWO HIGHEST SCORING RECORDS ARE LISTED FOLLOWED BY THE NIC NUMBERS OF UP TO 20 OF THE HIGH SCORE RECORDS. CONTACT NCIC FOR OFF-LINE SEARCH FOR ALL RECORDS.
 MKE/UNIDENTIFIED PERSON DECEASED
 ORI/MD1201600 BPS/DDDDDDDDDDDDDDSEX/M RAC/W ETN/H EYB/1964-1966 EDD/19970908
 DBF/19970910 HGT/508-511 WGT/160-170 EYE/BRO HAI/BRO SMT/SC UR ARM
 FPC/12101116141109111713
 MIS/THE VICTIM WAS WEARING A BLUE DRESS SHIRT, WHITE V-NECK TSHIRT, MIS/BLUE AND WHITE PLAID DRESS SLACKS, BLUE BOXER SHORTS, A BLACK BELT, MIS/BLACK NYLON DRESS SOCKS, AND BROWN SLIP-ON SHOES, SIZE 9, VICTIM WAS MIS/LEFT-HANDED,HAD A DARK SUNTAN,AND SMOKED SALEMS
 BLT/BPOS CRC/C FPA/Y
 BXR/F VRX/OD-2D50E-D25X90 OS-2DOOE-D25X95 CDA/H VICTIM WAS STABBED WITH A KNIFE
 JWT/ER
 JWL/DIAMOND STUD LEFT EAR
 MAN/BALTIMORE MED EXAM OCA/ABC32456
 MAL/BALTIMORE MD MAT/301 555-1234
 ORI IS ANY CITY PD MD 310 555-7896
 SMT/SC UL ARM
 DENTAL CHARACTERISTICS
 DXR/Y MPA/N DRE/VICTIM HAS NUMEROUS CARIES TOOTH

- | | |
|------|-----|
| 01X | 32X |
| 02MO | 31F |
| 03V | 30V |
| 04O | 29V |
| 05V | 28V |
| 06V | 27V |
| 07V | 26X |
| 08F | 25V |
| 09V | 24V |
| 10V | 23V |
| 11V | 22V |
| 12V | 21V |
| 13V | 20V |
| 14V | 19V |

15V 18V
 16X 17V
 NIC/U000003016 DTE/19970920 0000 EDT

MKE/UNIDENTIFIED PERSON DECEASED
 ORI/DCFBIWA00 BPS/DDDDDDDDDDDDDDDD SEX/M RAC/W ETN/H EYB/1963-1966 EDD/19981113
 DBF/19981113 HGT/509-511 WGT/160-170 EYE/BRO HAI/BRO
 FPC/1210AADINATT6613SRPM OCA/ABC32456
 MIS/THE VICTIM WAS WEARING BLUEJEANS AND TSHIRT, NO SHOES OR
 MIS/SOCKS,VICTIM WAS RIGHT-HANDED,AND HAD A DARK COMPLEXION
 BLT/APOS CRC/N FPA/Y
 BXR/F VRX/OD-2D50E-D25X90 OS-2DOOE-D25X95 CDA/H VICTIM WAS STABBED WITH A KNIFE
 JWT/WA
 JWL/ROLEX
 MAN/DC MED EXAM CASE 34-927AF
 MAL/WASH DC MAT/202 555-1234
 ORI IS FBI HEADQUARTERS WASHINGTON DC 202 555-0000
 NIC/U002113224 DTE/19981113 0000 EST DLU/19990115 1600 EST
 U000003016 095 U002113224 095 U112345891 090 U894539002 070

*The NICs are listed in descending order by score.

5.5 MESSAGE FIELD CODES FOR NONUNIQUE IDENTIFIER 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
AGE	MANDATORY	AGE	2-2	NUMERIC
SEX	MANDATORY	SEX	1-1	ALPHABETIC
RACE	MANDATORY	RAC	1-1	ALPHABETIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN THE NCIC CODE MANUAL
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN THE NCIC CODE MANUAL
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC

AREA	OPTIONAL	ARE	2-3	ALPHABETIC, SPECIAL CHARACTERS
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>

5.6 REQUIREMENTS FOR NONUNIQUE IDENTIFIER INQUIRY

1. The following fields are mandatory for a nonunique identifier inquiry: HDR, MKE, ORI, AGE, SEX, RAC, EYE, HAI, HGT, and WGT.
2. The approximate age of the individual may be one or two numeric characters representing the age in years. The age must fall within a range of 0 to 99. The age in the inquiry plus or minus 1 year will be searched. If the person inquired upon is 100 years old or older, the first numeric (1) should be dropped.
3. Sex, race, eye color, and hair color should be coded following the instructions set forth in the *NCIC Code Manual*. A search on each of these fields will retrieve any record with a corresponding code.
4. Approximate height in the inquiry plus or minus 3 inches will be searched.
5. Approximate weight in the inquiry plus or minus 10 pounds will be searched.

5.7 ADDITIONAL GUIDELINES FOR NONUNIQUE IDENTIFIER INQUIRY

1. When a nonunique identifier inquiry is received, NCIC searches the Unidentified Person File for possible matches, i.e., candidate records. The sex, race, eye, and hair color codes in the candidate records must be identical to the sex, race, eye, and hair color codes in the inquiry. However, age, height, and weight in the candidate records may vary from the age, height, and weight in the inquiry as indicated above.
2. A score is assigned to each candidate record. The score is computed based upon the variance between the inquiry age, height, and weight, and the corresponding data in the candidate records. The score is an abstract numerical representation of the relative similarity between the inquiry data and the data in the candidate records. The score is used by NCIC to select up to the 20 most likely candidate records for the response to the inquiring agency.
3. To determine if a hit (identification) has been made, the inquiring agency must review all of the identification data in the candidate records and contact the agency that entered the record to confirm a possible match.
4. The ARE Field must be a valid state, territory, or province code as listed in the *NCIC Code Manual*. NCIC will search all records for a particular state, territory, province, or

region. When an inquiry contains ARE/ followed by a valid code and an asterisk, the response to the inquiry will be limited to records containing the same code and/or US in the first two positions of the ORI Field. Any code may be followed by an asterisk.

If the asterisk is not used, the search will be conducted on a specific region associated with the state, territory, or province code. The list detailed in the Unidentified Person File chapter, Section 5.3, subsection 4 identifies the region associated with each state, territory, and province code.

5. An Unidentified Person File response can contain supplemental SMT and image data. Supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the image data fields will be sorted by IMN.

5.8 REQUIREMENTS FOR INQUIRY USING NIC OR OCA

Inquiries may be made using NIC or OCA. For inquiries on OCA, NCIC will return a record only if the OCA and first three positions of the ORI in the inquiry are identical to the OCA and the first three positions of the ORI in a record on file. Inquiries may also be made using the BPS Field only or using AGE, SEX, RAC, HGT, WGT, EYE, and HAI.

5.9 ADDITIONAL GUIDELINE FOR NCIC INQUIRY

QW/ZW inquiries may contain the Image Indicator (IND), Related Search Hit (RSH), and Expanded Name Search (ENS) Fields. Additional information on the use of these fields can be found in the Wanted Person File chapter of this manual.

5.10 BATCH INQUIRY

The batch inquiry allows users to create a file of individual QW/ZW 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 Wanted Person File chapter.

SECTION 6--LOCATE

There are no locate procedures for the Unidentified Person File.

SECTION 7--CLEAR

7.1 WHEN TO USE A CLEAR MESSAGE

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

1. When the agency identifying a person is the agency that entered the record.
2. When the agency that entered the record is officially advised that the person has been identified by another agency.

The clear message will cause the entire record, including supplemental data, to be removed from file.

7.2 EXAMPLE OF A CLEAR MESSAGE

```
1N01HEADER.CU.DCFBIWA00.NIC/U123456789.OCA/ABC32456.20000312.HIT LOCAL 20000310
```

Acknowledgment:

```
1L01HEADER
DCFBIWA00
CLEAR NIC/U123456789 OCA/ABC32456
```

The above clear example contains: header (1N01HEADER), message key (CU), Originating Agency Identifier (DCFBIWA00), two record identifiers (NIC/U123456789 and OCA/ABC32456), the date that the person was identified (20000312), and the reason for person record removal (HIT LOCAL 20000310).

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	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS	10-21	ALPHABETIC, NUMERIC

7.4 IDENTIFICATION OF A RECORD TO BE CLEARED

The record to be cleared must be identified by NIC and OCA, in that order, with each data element preceded by the proper MFC. The date of clear is mandatory and must follow the two record identifiers and must be the current date or the current date minus one.

7.5 ADDITIONAL GUIDELINE FOR CLEAR

Users are expected to enter benefits and effectiveness data for all clear transactions. The entry of benefits data is not MFC-dependent. The values for the MFC RPS are the following: HIT LOCAL YYYYMMDD; HIT STATE YYYYMMDD; HIT NCIC YYYYMMDD; OTHER MEANS; or PREVIOUSLY IDENTIFIED.

SECTION 8--SUPPLEMENTAL RECORD

8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	CONDITIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
IMAGE NCIC NUMBER SET	CONDITIONAL	IMN ¹		ALPHABETIC, NUMERIC

¹IMN/<IMN>.<IMT>

8.2 WHEN TO ENTER A SUPPLEMENTAL RECORD

Supplemental scars, marks, tattoos, and other characteristics may be appended to a base unidentified person record. In order to append additional scars, marks, tattoos, and other characteristics, the SMT Field in the base record must already contain information.

8.3 EXAMPLE OF A SUPPLEMENTAL SMT ENTRY

```
1N01HEADER.EUN.DCFBIWA00.NIC/U123456789.OCA/ABC32456.SMT/SC FACE.SC L ELB
```

Acknowledgment:

```
1L01HEADER  
DCFBIWA00  
SUPP NIC/U123456789 OCA/ABC32456  
SMT/SC FACE  
SMT/SC L ELB
```

The above supplemental entry contains: header (1N01HEADER), message key (EUN), Originating Agency Identifier (DCFBIWA00), two identifiers (NIC/U123456789 and OCA/ABC32456), and the supplemental SMTs (SMT/SC FACE.SC L ELB).

8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY

The unidentified person record to which supplemental data are to be added must be identified by NIC and OCA, in that order, followed by the MFCs and the supplemental information. Supplemental dental data are entered with MKE/ED. Additional details concerning entry of dental information can be found in Section 9 of this chapter.

8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

Field	Field Code	Maximum Number Permitted
Scars, Marks, Tattoos, and Other Characteristics	SMT	19
Image NCIC Number and Image Type (entered as a set)	IMN	12

8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

A maximum of nine additional SMTs may be entered in one supplemental record entry message. Additional messages are required if more SMTs are to be entered.

8.7 MODIFICATION OF SUPPLEMENTAL DATA

Supplemental data cannot be modified. They must be canceled and reentered.

8.8 EXAMPLE OF A SUPPLEMENTAL SMT RECORD CANCELLATION

```
1N01HEADER.XUN.DCFBIWA00.NIC/U123456789.OCA/ABC32456.SMT/SC  
FACE.IMN/I000000111.F.IMN/I000002222.M
```

Acknowledgment:

```
1L01HEADER  
DCFBIWA00  
CANCEL SUPP NIC/U123456789 OCA/ABC32456  
SMT/SC FACE  
IMN/I000000111.F  
IMN/I000002222.M
```

8.9 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS

When a supplemental record is canceled, the unidentified person record to which the supplemental record is appended must be identified by NIC and OCA with each data element preceded by the proper MFC.

8.10 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL CANCELLATION

A maximum of nine identifiers of various kinds may be canceled in one message. Additional messages are required if more than nine identifiers are to be canceled. Each SMT is counted as one identifier. Each IMN set (multiple data element field) is counted as one identifier.

8.11 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL CANCELLATION

Supplemental data to be canceled should 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.

When an unidentified person record is canceled, its entire supplemental record is automatically canceled.

8.12 ADDITIONAL GUIDELINES FOR NCIC SUPPLEMENTAL CANCELLATION

1. IMAGE

Up to nine images can be canceled in a supplemental cancel transaction: one signature, one mugshot, or nine identifying images (up to ten identifying images can be stored for an unidentified person record). The format is IMN/<IMN>.<IMT>. The IMN is the NCIC number of the image, and the image type must be either S, M, or I. If the image type of

the record is not the same type as defined by the IMT, the supplemental data will be rejected.

2. SUPPLEMENTAL ACKNOWLEDGMENT MESSAGE

A supplemental cancel transaction can contain up to nine supplemental data. All supplemental data will be processed except data that do not meet field edits or data that do not already exist in the record. The cancel supplemental message will list all supplemental data that were successfully canceled, all supplemental data not on file, and all supplemental data that failed due to a REJ SUPP MFC ERROR. For example:

```
1N01HEADER.XUN.MD1012600.NIC/U000069216.OCA/ABC32456.SMT/EXTR L TOE.SC
FACT.IMN/I000032331.F
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL SUPP NIC/U000069216 OCA/ABC32456
SMT/EXTR L TOE
REJ SUPP MFC ERROR
SMT/SC FACT
REJ SUPP NOT ON FILE
IMN/I000032331.F
```

SECTION 9--SUPPLEMENTAL DENTAL RECORD

9.1 MESSAGE FIELD CODES FOR DENTAL RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DENTAL X-RAYS AVAILABLE	MANDATORY	DXR	1-1	ALPHABETIC
DENTAL MODELS	MANDATORY	MPA	1-1	ALPHABETIC

DENTIST'S REMARKS	OPTIONAL	DRE	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DENTAL CHARACTERISTICS	MANDATORY	DCH		ALPHABETIC, NUMERIC, SPECIAL CHARACTERISTICS

9.2 WHEN TO USE A SUPPLEMENTAL DENTAL RECORD ENTRY

The Unidentified Person File may include dental characteristics for matching purposes against records in the NCIC Missing Person File.

Only the agency that entered the unidentified person record may enter dental data into that record. The agency must enter (MKE/ED) separately from the base record and other supplemental data.

9.3 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD ENTRY

The following is an example of a supplemental data entry adding dental characteristics data to the base record:

```
1N01HEADER.ED.DCFBIWA00.NIC/U000019216.OCA/ABC324569.Y.N.INDIVIDUAL HAS NUMEROUS
CARIES.01X,02M,03V,04O,05V,06V,07V,08F,09V,10V,11V,12V,13V,14V,15V,16X,17X,18/,19V,
20V,21V,22V,23V,24V,25V,26V,27V,28V,29V,30V,31D,32V
```

Acknowledgment:

```
1L01HEADER
DCFBIWA00
ENTRY DENTAL DATA NIC/U000019216 OCA/ABC324569
```

The above supplemental record entry contains: header (1N01HEADER), message key (ED), Originating Agency Identifier (DCFBIWA00), two record identifiers (NIC U000019216 and OCA ABC324569), and the dental information to be added to the record.

9.4 IDENTIFICATION OF A RECORD FOR ENTRY OF DENTAL DATA

The unidentified person record to which dental data are to be added must be identified by NIC and OCA, in that order, followed by the dental information.

9.5 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DENTAL RECORD ENTRY

Supplemental dental information and other supplemental identifiers cannot be transmitted in the same message. Dental information must be entered with MKE/ED.

The entry of a supplemental dental record to a Unidentified Person File record will cause a cross-search of all Missing Person File and Wanted Person File records containing dental data.

1. The DXR Field must contain Y or N.
2. The MPA Field must contain Y or N.
3. The DRE Field can hold up to 50 characters. This field should contain dental remarks which cannot be coded in the DXR, MPA, or DCH Fields.

9.6 DENTAL CHARACTERISTICS (DCH) FIELD

1. The DCH Field describes the status of each tooth, restorations for each surface of the tooth (MODFL), missing (X), virgin (V), no information remembered (/), root canal (R), or crown (C).
 1. An NCIC Unidentified Person Dental Report, or one similar, can be completed by a forensic odontologist and returned to the user for entry.
 2. If all 32 permanent teeth are present with no restorations, the agency can enter the code ALL in the DCH Field. If the agency enters ALL in the DCH Field, it cannot add information, and the system transmits the following after the DRE Field in a positive response:

ALL 32 PERMANENT TEETH ARE PRESENT WITH NO RESTORATIONS

Note: If an agency enters ALL in the DCH Field, the code V will be used for all 32 teeth, and the system will generate a dental cross-search comparison.

3. If dental characteristics are not available for coding, then the agency should enter UNK in the DCH Field. If the agency enters the code UNK in the DCH Field, the system transmits the following after the DRE Field in a positive response:
DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE

Note: If an agency enters UNK in the DCH Field, NCIC will not generate a dental cross-search comparison.

2. The codes must be entered using a comma as a separator with the exception of the last code which must be followed by a period (field delimiter) or logical end of transmission.
3. If the agency does not enter the code ALL or UNK, the only valid codes shall be 01 through 32. Each code shall be used only once. These codes shall be followed by the appropriate letter(s) or special character (e.g., 01M).

A modification of any code for the 01 through 32 tooth codes will replace any coding for that specific tooth, (for example, 01MO was initially entered, 01FL was modified into the record, the record will then list only 01FL). If new codes must be added to the existing codes for a tooth, the existing codes must be reentered along with the new codes, (for

example, 01MO was initially entered for tooth number 1 and FL must be added, then 01MOFL should be entered to list 01MOFL).

4. The DCH Field shall contain a maximum of 32 codes consisting of two numerics followed by option 1, 2, or 3:
 1. One special character /, or one special character / followed by R.
 2. One alphabetic character M, O, D, F, L, X, or V.
 3. Two to seven alphabetic characters M, O, D, F, L, C, and R.
5. Any combination of M, O, D, F, or L should be entered in the sequence of M, O, D, F, L.
6. The R character should follow any combination of M, O, D, F, L, C or the / character.
7. The C character should follow any combination of M, O, D, F, or L.
8. The only character that should be used with / is the R character.
9. The characters V and X should not be used with any combination of characters.
10. The characters M, O, D, F, L, C, R, /, V, and X may only be used once per numeric.

9.6.a NDIR DATA AVAILABLE (NDI) FIELD

The NDI Field is a one-character field included in the MD transaction that allows the FBI to add an indicator to NCIC records that have corresponding dental information available on Law Enforcement Online in the National Dental Image Repository (NDIR). The field has a default value of N and can be modified to Y. If the NDI Field contains Y, NCIC will notify the FBI of all subsequent modify, cancel, locate, or clear transactions so the FBI can make appropriate changes to the corresponding NDIR records. The following caveat will follow the DCH Field data in a positive record response:

DENTAL IMAGES FOR THE SUBJECT OF THIS RECORD ARE AVAILABLE ON THE LEO NDIR

9.7 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD MODIFICATION

1N01HEADER.MD.DCFBIWA00.NIC/U000011216.OCA/ABC324569.DCH/08V,16V

Acknowledgment:

1L01HEADER
DCFBIWA00
MODIFY DENTAL DATA NIC/U0000112216 OCA/ABC324569

The above modify supplemental example contains: header (1N01HEADER), message key (MD), Originating Agency Identifier (DCFBIWA00), the NCIC Number

(NIC/U000011216), the case number (OCA/ABC324569), and the dental field to be modified (DCH/08V,16V).

9.8 REQUIREMENTS FOR SUPPLEMENTAL DENTAL RECORD MODIFICATION

A supplemental dental record may be modified (MKE/MD) to:

1. Change the code entered in DXR and/or MPA Fields. Since these fields are mandatory, the codes cannot be deleted using a modify message.
2. Change or delete the information entered in the DRE Field.
3. Change any coding for the 32 tooth codes of the DCH Field.
4. Change the NDI value to Y. The NDI Field may be modified by authorized FBI ORIs only.

9.9 EXAMPLE OF SUPPLEMENTAL DENTAL RECORD CANCELLATION

```
1N01HEADER.XD.DCFBIWA00.NIC/U000011216.OCA/ABC324569
```

Acknowledgment:

```
1L01HEADER  
DCFBIWA00  
CANCEL DENTAL DATA NIC/U000011216 OCA/ABC324569
```

The above cancel supplemental example contains: header (1N01HEADER), message key (XD), Originating Agency Identifier (DCFBIWA00), and two record identifiers (NIC/U000011216 and OCA/ABC324569).

9.10 ADDITIONAL GUIDELINE FOR SUPPLEMENTAL DENTAL RECORD CANCELLATION

A supplemental dental cancellation message will delete all dental information from the record identified. When an Unidentified Person File record is canceled or cleared, all supplemental dental information is retired.