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**CHAPTER 03:  
SECTION 01:**

**BOAT FILE  
INTRODUCTION**

**Procedure #:** 03.01.000

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**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. PURPOSE OF THE BOAT FILE**

- A. The Boat File assists in the recovery of stolen boats. Any stolen boat that has a registration number (REG), Coast Guard Document number (CGD), permanently attached Boat Hull Number (BHN), or OAN, may be entered in the file if a theft report has been made. Loaned, rented, or leased boats not returned may be entered by an authorized agency if an official police theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft etc.
- B. For NCIC purposes, a boat is defined as a vessel for transport by water, constructed to provide buoyancy by excluding water and shaped to give stability and permit propulsion.
- C. Refer to the Vehicle/Boat Part File for entry of stolen boat parts and the Vehicle File for entry of boat trailers stolen in conjunction with a boat theft. The associated records can be linked by using the same ORI and OCA in these entries, or by entering the appropriate ORI and case number in the LKI and LKA if entered by another agency. The related search hit function will cause these associated records to be returned on any hit on the boat record.
- D. WACIC does not contain a Boat File. All Boat File transactions are forwarded to NCIC.

**II. CRITERIA FOR ENTRY IN THE BOAT FILE**

- A. Agencies must have a theft report (electronic or hard copy) on file to support a boat entry. Only the agency holding the theft report and having primary jurisdiction over the place of actual theft may make an NCIC entry.
- B. Once the theft report has been taken, boat records should be entered as soon as possible.
- C. A stolen boat may be entered using one of the following categories:
  - 1. **Armed:** If the occupant(s) of the boat are known to be armed, then the letter "A" should be added to the MKE. For example, MKE/EBSA would translate as STOLEN BOAT – OCCUPANT(S) ARMED.

2. Hold for Prints: If the entering agency desires to have a stolen boat held for fingerprint examination, the letter "P" should be added to the MKE. For example, MKE/EBSP would translate as STOLEN BOAT – HOLD FOR PRINTS.
3. Armed and Hold for Prints: If the entering agency desires to have a stolen boat held for fingerprint examination and the occupant(s) of the boat are known to be armed, then the letter "F" should be added to the MKE. For example, MKE/EBSF would translate as STOLEN BOAT – OCCUPANT(S) ARMED/HOLD FOR PRINTS.

### **III. HIT CONFIRMATION**

- A. Refer to the Introduction Chapter for information on how to handle hit confirmation.

### **IV. RETENTION PERIOD FOR BOATS**

- A. If a record remains on file 90 days and it does not contain a BHN, CGD or OAN, the record is retired. Stolen boat records which contain a BHN, CGD or an OAN are retained on file for the balance of the year entered, plus four years. Following this retention period, the records in the Boat File are retired.

### **V. VALIDATION**

- A. Boat File records are subject to validation 60-90 days after entry. For more information on validations refer to the Introduction Chapter.

### **VI. IMAGE DATA**

- A. Refer to the Image File Chapter for information on querying, entering, modifying, and cancelling image data.



**CHAPTER 03: BOAT FILE**  
**SECTION 02: MESSAGE KEYS, FIELD CODES, AND EDITS**

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<b>Applies To:</b> All ACCESS Users	<b>CALEA:</b>

**I. MESSAGE KEY (MKE) CODES FOR BOAT FILE**

	<b>Inquiry</b>	<b>Entry</b>	<b>Modify</b>	<b>Locate</b>	<b>Clear</b>	<b>Cancel</b>
Stolen Boat	QB	EBS*	MBS	LBS	CBS	XBS
Stolen Boat Armed	QB	EBSA	MBS	LBS	CBS	XBS
Stolen Boat Hold for Prints	QB	Ebsp	MBS	LBS	CBS	XBS
Stolen Boat Armed & Hold for Prints	QB	EBSF	MBS	LBS	CBS	XBS

**II. MESSAGE FIELD CODES AND EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
BCO	Boat Color	Must be valid code as listed in the Vehicle Data Codes of the NCIC 2000 Code Manual representing the first or only color of the article. If two colors codes are used, they must be separated by a slash (/). For Omnixx users, the second boat color must be entered in the BCOS Field. The BCO Field remains in the WACIC File only.
BCOS*	Boat Color Second	Must be valid code as listed in the Vehicle Data Code of the NCIC 2000 Code Manual representing the second color of the boat. If entered, the BCO must also be entered.
BHN	Hull Serial Number	The field contains a maximum of 20 characters. A single zero only, run of zeros only, single alphabetic only, or run of alphabetic characters indicating that the hull serial is not known, cannot be used. The Code of Federal Regulations, Title 33, Section 181 requires that hull identification numbers affixed to boats manufactured as of August 1973 must consist of 12 characters. A manufacturer may display additional characters after the required 12; however, they must be separated by a hyphen. The complete hull number, including any alphabetic character(s), must be entered in the BHN field. Any spaces, hyphens, or special characters which may appear as

		<p>part of the hull number should be omitted from the BHN field. If the hull number exceeds 20 characters, the last 20 characters must be entered in the BHN field. The complete BHN must be entered in the MIS field. Cannot be identical to the OAN.</p> <p>The first three characters are the identification assigned to the manufacturer: positions one and two are alphabetic, position three is alphabetic or the numeric 1 or 2.</p> <p>Characters four through eight are assigned by the manufacturer and are either alphabetic or numeric except for the alphabetic characters I, O, and Q.</p> <p>Characters nine through twelve indicate the date of certification or date of manufacture. The characters are either:</p> <ol style="list-style-type: none"> <li>a. All numeric with positions nine and ten indicating the month and positions eleven and twelve indicating the year; or</li> <li>b. The ninth character is the alphabetic M, the tenth and eleventh characters are numeric indicating the model year, and the twelfth character is an alphabetic indicating the month of the model year. August is designated by the alphabetic A, September by B, October by C, etc.; or</li> <li>c. Characters nine and ten indicate month and year of the date of certification or date of manufacture. Character nine is an alphabetic: the first month of the year, January, is A and the last month of the year, December, is L. Character ten is the last digit of the year of certification or manufacture, such as 2 for 1992 or 4 for 1994. Characters eleven and twelve are the model year, such as 94 for 1994 or 95 for 1995.</li> </ol>
BLE	Overall Length	<p>Must be two numeric characters representing feet, not inches.</p> <p>Generally, overall length is measured in a straight line from the foremost part of the bow (front) to the aftermost part of the stern (back). Fractions of a foot should be rounded off to the nearest foot.</p>
BMA	Make	<p>The first four characters must be a valid code as listed in Boat Data Codes section in the NCIC 2000 Code Manual, or the generic code MISC. If the generic code MISC is used, position 4 must be a blank and positions 5 through 24 must contain the</p>

		name of the manufacturer. For Omnixx users, the name of the manufacturer must be entered in the BMAD Field.
BMAD*	Make Description	If the generic code MISC is used, then the BMAD must contain the name of the manufacturer. If entered, the BMA must also be entered.
BMO	Model Name	Free text. The boat model may appear anywhere on the boat but generally appears on either of the sides. The model name including any numeric characters should be entered.
BNM	Boat Name	Free text. The complete boat name, if available, including any numeric characters should be entered
BTY	Type	Must be a valid code as listed in the Boat Data Codes, NCIC 2000 Code Manual.
BYR	Model Year	Must be four numeric characters representing the production (model) year during which the boat was manufactured. Year cannot be more than one year beyond the current model year. When the entry has a model year between 1972 and 1984 and positions 9-12 of the BHN contain numeric characters, the last two characters of the BYR field will match the characters in positions 11-12 of the BHN; or if the BHN has the alphabetic character "M" in position 9, the last two characters of the BYR must match the same characters in positions 10-11 of the BHN. For entries of model year 1985 or later and the BHN entry of 12 or more characters, the last two characters of the BYR must be the same as positions 11-12 of the BHN unless MISC is entered in the BMA Field.
CGD	Coast Guard Document Number	<p>Single zero only or run of zeros only indicating that the document number is not known, cannot be used. Cannot be identical to REG.</p> <p>The field contains a maximum of eight characters. Commercial vessels and certain motor yachts over five tons are documented as vessels of U.S. registration under navigation laws administered by the U.S. Coast Guard. An official identifying number is assigned to the vessel, and a valid marine document reflecting the assigned number is issued. This unique number (commonly referred to as a document number) is permanently marked on the main beam of the documented vessel in addition to appearing on the official marine document issued to the owner of the vessel.</p> <p>If the document number is the only numeric identifier, it must be entered in the REG Field of the base boat record. All characters of a document number will be numeric.</p>

DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
HPT	Home Port	The field contains a maximum of 20 alpha-numeric characters. The homeport of the boat should be entered in free form text. The name of the homeport will be located at the back end of the boat.
HSP	Hull Shape	Must be a valid code as listed in Boat Data Codes, NCIC 2000 Code Manual. Must be a two character alphabetic code.
HUL	Outer Hull	Must be a valid code as listed in Material Boat Data Codes, NCIC 2000 Code Manual. The code best describing the material of which the boat's outer hull is made.
IMN	Image NCIC Number	A self-checking number consisting of an alphabetic character (I in the Image File) followed by nine numeric characters automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent message.
IMT	Image Type	Must be a B representing a generic boat when associating a boat record to an image. May be B or I when deleting an association to an image.
IND	Image Indicator	Must be Y or N.
LKA	Linkage Case Number	<p>Must not contain a single zero only, a run of zeros only, a single alphabetic only or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. There must be an ORI and matching OCA in the system.</p> <p>The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). In the entry message the LKI and LKA Fields immediately follow the OCA Field entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.</p>

LKI	Linkage Agency Identifier	Must be a valid ORI. The LKI and LKA cannot be identical to the ORI and OCA. For further explanation, see LKA above.
MIS	Miscellaneous	<p>Contains a maximum of 200 characters. If the BMA is MISC, the MIS Field must contain the complete identity of the boat manufacturer.</p> <p>Serialized home-built boats (except those built from boat kits) should be identified by entering the words HOME BUILT. The words KIT BUILT should be entered to identify boats constructed from a kit where the manufacturer's identity is not displayed on the boat. For example: HOME BUILT-NAME VALERIE ON TRANSOM KIT BUILT-NAME BLACK RAT ON STERN</p> <p>Additional descriptive information may be entered in the MIS Field. This data should be entered in easily readable abbreviated language.</p> <ol style="list-style-type: none"> <li>1. Number of hulls. For example: SINGLE HULL</li> <li>2. Number of person's boat sleeps. For Example: SLEEPS 3; BERTHS</li> <li>3. Color of trim, cabin, deck, interior. For example: BRO DECK RED CANVAS COCKPIT COVER</li> <li>4. Number of sails, color of mainsail with lettering or design appearing thereon. For example: 2/SAI LS, MAINSAIL YEL CRAB AND US 491 ON MAINSAIL</li> </ol>
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number	<p>A self-checking number consisting of an alphabetic character "B" followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted record.</p> <p>Must have valid check digits when used to identify a record in a subsequent transaction.</p>
NOA	Notify Originating Agency	Must be Y or N. Field will default to N if left blank. When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the article is known, Y should be entered into the NOA Field. If the NOA is blank, the field will default to N.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating stolen boat. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three characters must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC 2000. Can be

		entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
OAN	Owner-Applied Number	<p>Single zero only, run of zeros only, single alphabetic only, or a run of repeated alphabets cannot be used. Must be entered omitting spaces, hyphens, and symbols. Cannot be identical to the BHN.</p> <p>The OAN field should contain an identification number assigned by the owner of the property in connection with a theft prevention program or a state-assigned BHN.</p>
OCA	Originating Agency Case Number	<p>The entering agency should ensure the OCA is a unique number assigned to the case within the agency.</p> <p>Must not contain a single zero only, a run of zeros only, the word NONE, or the first seven characters of the ORI field. The only valid special character is the hyphen. The OCA field contains a maximum of twenty alphabetic and/or numeric characters.</p>
ORI	Originating Agency Identifier	Must be a valid ORI.
ORI1*	Originating Agency Identifier	Must be a valid ORI. This field is used in the modify transaction only.
PRO	Propulsion	Must be a valid code as listed in Boat Data Codes, NCIC 2000 Code Manual.
RCA	Recovering Agency Case Number	<p>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 RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen.</p>
REG	Registration Number	<p>Contains a maximum of eight characters. Single zero only, run of zeros only, single alphabetic only, or run of alphabets only, indicating that the registration number is not known, cannot be used. Cannot be identical to CGD. The message will be rejected if the REG field and CGD field are the same. For entries coded with "US" in RES Field, REG must be "DO" with six numeric characters or "D" with seven numeric characters.</p> <p>A REG should be available for all boats except those stolen prior to their registration. The REG is to be entered omitting spaces, hyphens, and symbols. All letters and numerals which are part of the REG must be included. Partial numbers are not to be entered. If the REG is entered, the RES and the REY must be filled.</p>

		<p>After an application for registration of a boat with a state or the United States Coast Guard has been approved, the applicant is issued a Certificate Number (a registration certificate authorizing the boat's use primarily for pleasure) setting forth the identification number assigned to the boat. The applicant is required to display this number (commonly called the boat registration number) on each side of the bow of the vessel. REG will be no more than eight characters; however, it may be less.</p> <p>The Code of Federal Regulations, Title 33, Section 174.23 sets out the requirements for boat registration numbers. Each REG must consist of two capital letters denoting the state of the issuing authority. These two alphabetic's should be followed by not more than four numeric's and two alphabetic's or not more than three numeric's and three alphabetic's.</p>
RES	Registration State	Must be a valid code as listed in State and Country Codes, NCIC 2000 Code Manual. The appropriate code for the state, province, etc., which issued the registration/ documentation certificate must be entered. If the REG is a document number, the country of issue, e.g., US for the United States, must be identified.
REY	Registration Year	Must be a valid four-character year (YYYY) or the alphabetic's NX to represent a nonexpiring registration. The highest year in which the boat's registration or documentation certificate is valid must be entered in the REY Field. REY is required if REG field is filled.
RPP	Reason for Property Record Removal	Must be a valid code as listed in the NCIC 2000 Code Manual. If HIT NCIC, HIT STATE, or HIT LOCAL are entered, then the date of the hit must also be entered. For Omnixx users, the date must be entered in the RPPS Field.
RPPS*	Reason for Property Record Removal Second	If HIT NCIC, HIT STATE, or HIT LOCAL are entered, then the date of the hit must be entered into the RPPS Field. If entered, the RPP must also be entered.
RRI	Recovering Agency Identifier	Must be a valid ORI.
RSH	Related Search Hit	Must be Y or N.
SER	Serial Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetic only cannot be used.

VNP	Value of Recovered Property	Fair market value (in whole dollars) of the recovered stolen boat identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating the stolen boat identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating a stolen boat which is identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

\*Omnixx only



**CHAPTER 03: BOAT FILE**  
**SECTION 03: INQUIRY TRANSACTIONS**

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**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. MESSAGE FIELD CODES FOR BOAT INQUIRY**

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Registration	Conditional	REG	2-8	Alphabetic, numeric
Boat Hull Serial Number	Conditional	BHN	1-20	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Image Indicator	Optional	IND	1-1	Alphabetic
Related Search Hit	Optional	RSH	1-1	Alphabetic

**II. GUIDELINES FOR BOAT INQUIRY**

- A. Inquiries of the Boat File may also be made using the OAN, LIC, VIN, CGD, and/or SER. An inquiry containing a REG, LIC, or CGD should be identified by the MFC/REG. An inquiry containing a BHN, OAN, VIN, and/or SER should be identified by the MFC/BHN.
- B. When a record(s) is received in response to an inquiry, it is essential to match all identifying data in the System with the boat in question before taking further action.
- C. A QB inquiry using REG as an identifier will search the following: REG of Boat File (EB) records and CGD of Boat File (EB) records.
- D. A QB inquiry using BHN as an identifier will search the following: BHN and OAN of base Boat File (EB) records.
- E. If the positive response (hit) includes information in the MIS Field indicating boat trailer and/or boat motor was stolen along with the boat, the Vehicle and Vehicle/Boat Part Files should be queried using the identifiers cross-referenced in the stolen boat record to ascertain if the trailer and/or motor in question is still in an active stolen status.
- F. Inquiries may also contain an Image Indicator (IND). If the image indicator is Y, image data related to each primary hit response will be returned.

- G. Inquiries may also contain a RSH Field. If RSH is Y, secondary hit responses will be returned for all linked records.
  - 1. The system links records when:
    - a. ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other and
    - b. The LKI/LKA are the same as ORI/OCA contained in the primary hit response.

### III. REQUIREMENTS FOR BOAT INQUIRY

- A. Inquiries on a boat can be made by:
  - 1. REG (REG, LIC, and/or CGD)
    - a. Example:  
HDR.QB.WAWSP00J7.REG/REG12345
  - 2. BHN (BHH, OAN, VIN and/or SER)
    - a. Up to three numbers may be included in an inquiry after the MFC/BHN; however, the numbers must be separated by a comma and may not contain any spaces.
    - b. Example:  
HDR.QB.WAWSP00J7.BHN/12345H384  
HDR.QB.WAWSP00J7.BHN/12345H384,REG12345,  
BOATOAN000
  - 3. NIC
    - a. Inquiries made by NIC only receive an NCIC response for an exact match.
    - b. Example:  
HDR.QB.WAWSP00J7.NIC/B260182729
- B. Complete registration number should be used although it may exceed eight characters. The complete hull serial number should be used if it does not exceed 20 characters. If the hull serial number exceeds 20 characters, the first 20 should be used. The state of registration (RES) cannot be used in an inquiry.

### IV. OPERATIONAL INQUIRY

- A. The NCIC database is available **for direct inquiries only** when WACIC is down. Since the ACCESS system splits inquiries to NCIC, it is not necessary to send a direct NCIC inquiry when WACIC is down. Therefore, the following information on NCIC inquiries is provided for reference only. The NCIC inquiry format requires use of full MKE (QB), ORI, and Message Field Codes.

### V. EXAMPLE OF BOAT INQUIRY RESPONSE

- A. NCIC No Record Response  
NCIC TIME: 1043 DATE: 041912 TO: SP8H  
WAWSP00J7  
NO RECORD REG/REG12345

B. NCIC Positive (Hit) Response

NCIC TIME: 1046 DATE: 041912 TO: SP8H  
WAWSP00J7

MKE/STOLEN BOAT  
ORI/WAWSP00R4 REG/REG12345 RES/WA REY/2012 HUL/WD  
BHN/12345H384 BYR/1984 PRO/0B BMA/BLB BTY/UTL BLE/20  
BCO/BLU/BLK OAN/B0AT0AN000 DOT/20120419  
OCA/TEST007  
HPT/SEATTLE HSP/RB BMO/TEST NAME BNM/HIGH SEAS  
NOA/N  
MIS/TEST RECORD  
NIC/B260182729 DTE/20120419 1346 EDT DLU/20120419 1346  
EDT  
ORI IS WASHINGTON STATE PATROL OLYMPIA 360 705-5999



**CHAPTER 03: BOAT FILE**  
**SECTION 04: ENTRY TRANSACTIONS**

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**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. MESSAGE FIELD CODES FOR BOAT ENTRY**

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Registration Number	Optional	REG	1-8	Alphabetic, numeric
Registration State	Conditional	RES	2-2	Alphabetic
Registration Year of Expiration	Conditional	REY	2-6	Alphabetic, numeric, special characters
Outer Hull Material	Optional	HUL	2-2	Alphabetic
Boat Hull Serial Number	Conditional	BHN	1-20	Alphabetic, numeric
Propulsion	Optional	PRO	2-2	Alphabetic
Boat Model Year	Mandatory	BYR	4-4	Numeric
Boat Make	Mandatory	BMA	3-24	Alphabetic, numeric
Boat Make Description*	Conditional	BMAD	1-20	Alphabetic, numeric
Boat Type	Optional	BTY	3-3	Alphabetic
Overall Boat Length	Optional	BLE	2-2	Numeric
Boat Color	Optional	BCO	3-3 or 7-7	Alphabetic, special characters
Boat Color Second*	Conditional	BCOS	3-3	Alphabetic, special characters
Date of Theft	Mandatory	DOT	8-8	Numeric
Originating Agency Case Number	Mandatory	OCA	1-20	Alphabetic, numeric, special characters
Linkage Agency Identifier	Optional	LKI	9-9	Alphabetic, numeric
Linkage Case Number	Conditional	LKA	1-20	Alphabetic, numeric, special characters
Miscellaneous	Optional	MIS	1-200	Alphabetic, numeric, special characters
Notify Originating Agency	Optional	NOA	1-1	Alphabetic
Owner Applied Number	Conditional	OAN	1-20	Alphabetic, numeric
Coast Guard Document	Conditional	CGD	1-8	Alphabetic, numeric

Home Port	Optional	HPT	1-20	Alphabetic, numeric
Hull Shape	Optional	HSP	2-2	Alphabetic
Model Name	Optional	BMO	1-20	Alphabetic, numeric
Boat Name	Optional	BNM	1-20	Alphabetic, numeric
Image NCIC Number	Optional	IMN	1-10	Alphabetic, numeric
Image Type	Conditional	IMT	1-1	Alphabetic

\*Omnixx only

## II. GUIDELINES FOR BOAT ENTRY

- A. The originating agency must account for all fields in the boat record. All available data called for by the record format must be entered when the original entry is made. Missing data obtained at a later time should be promptly added through the use of a modify message.
- B. A 24/7 hit confirmation phone number must be placed in the MIS Field.
- C. An agency entering a boat registered in another state must advise the NCIC control terminal in the state of registry about such an entry by separate communication.
- D. In instances in which a boat, trailer, and any accessories have been stolen, a record(s) should be entered in the appropriate files for the stolen boat and any accessories taken with it.
  1. The boat must be entered in the Boat File, its outboard motor must be entered in the Parts File as a stolen part (MKE/EPS), and the boat trailer must be entered in the Vehicle File (MKE/EVS).
  2. Each separate entry should be cross-referenced to the other(s) by entering the NIC of the other related record(s) in the MIS field of each entry
- E. Duplicate Record Reject
  1. Any record matching by record type (boat) and ORI and any of the following field combinations are returned from the search as duplicate record:
    - a. BHN, BMA, and ORI
    - b. REG, RES, REY, and ORI
    - c. OAN, BMA, OCA, and ORI
    - d. A duplicate record will return if the CGD and ORI Fields of a boat record message are identical to the REG and ORI Fields or CGD and ORI Fields of a stolen boat.
    - e. A duplicate record will return if the REG and ORI Fields of a boat record message are identical to the CGD and ORI Fields or REG and ORI Fields of a stolen boat.

## III. REQUIREMENTS FOR BOAT ENTRY

- A. The following fields are mandatory to enable a stolen boat entry in NCIC:
  1. HDR, MKE, ORI, REG, or document number with RES and REY or BHN, or OAN, BYR, BMA, DOT, and OCA.
- B. The entry will be rejected if one of the mandatory fields is left unfilled.

#### **IV. EXAMPLE OF BOAT ENTRY**

##### **A. Stolen Boat Entry**

HDR.EBS.WAWSP00J7.REG12345.WA.2012.WD.12345H384.OB.  
1984.BLB.UTL.20.BLU/BLK.20120419.TEST007...TEST RECORD.  
N.BOATOAN000...SEATTLE.RB.TEST NAME.HIGH SEAS..

#### **V. EXAMPLE OF BOAT ENTRY ACKNOWLEDGMENT**

##### **A. NCIC Acknowledgment**

NCIC TIME: 1055 DATE: 041912 TO: SP8H  
WAWSP00J7  
NIC/B930175667 REG/REG12345  
OCA/TEST007



**CHAPTER 03: BOAT FILE**  
**SECTION 05: MODIFY TRANSACTIONS**

**Procedure #:** 03.05.000

**Effective Date:** January 1, 2012

**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. MESSAGE FIELD CODES FOR BOAT MODIFY**

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Boat Hull Number	Conditional	BHN	1-20	Alphabetic, numeric
Registration Number	Conditional	REG	1-8	Alphabetic, numeric
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
Any field(s) from entry transaction				

**II. GUIDELINES FOR BOAT MODIFY**

- A. Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a stolen boat record.
- B. A modification message to the base record to delete information in a field will cause the same data in the supplemental record to move up to the base record, except for vehicle and license data.
- C. Required fields can be modified; however, they cannot be deleted by the use of a modify transaction.
- D. When modifying the MIS Field, all the information you desire to be shown in the MIS Field must be entered (additional information cannot be added on to what is already contained in the MIS Field).
- E. A record cannot be modified if the record is in a located status.
- F. To delete information from a field, use the MFC followed by a period (e.g., OAN/.). You cannot delete data from a required field.

1. For Omnix users, the Mark for Delete feature must be used to delete information from a field. For more information, refer to the Omnix Force Training Manual.

### **III. REQUIREMENTS FOR BOAT MODIFY**

- A. The modify transaction consists of the message key, ORI, two record identifiers, and the fields being modified. The fields being modified must be identified by their appropriate Message Field Codes.
- B. Modifications on a boat can be made by:
  1. BHN and OCA
    - a. Example:  
HDR.MBS.WAWSP00J7.BHN/12345H384.OCA/TEST007.  
BLE/25.BNM/SMOOTH SAILING
  2. REG and OCA
    - a. Example:  
HDR.MBS.WAWSP00J7.REG/REG12345.OCA/TEST007.  
BLE/25.BNM/SMOOTH SAILING
  3. NIC and OCA
    - a. Example:  
HDR.MBS.WAWSP00J7.NIC/B770182878.OCA/TEST007.  
BLE/25.BNM/SMOOTH SAILING

### **IV. EXAMPLE OF BOAT MODIFY ACKNOWLEDGMENT**

- A. NCIC Acknowledgment  
NCIC TIME: 1101 DATE: 041912 TO: SP8H  
WAWSP00J7  
MODIFY REG/REG12345



**CHAPTER 03: BOAT FILE**  
**SECTION 06: LOCATE TRANSACTIONS**

**Procedure #:** 03.06.000

**Effective Date:** January 1, 2012

**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. MESSAGE FIELD CODES FOR BOAT LOCATE**

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Registration	Conditional	REG	1-8	Alphabetic, numeric
Boat Hull Number	Conditional	BHN	1-20	Alphabetic, numeric
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
Date of Recovery	Mandatory	DOR	8-8	Numeric
Recovering Agency Case Number	Optional	RCA	1-20	Alphabetic, numeric, special characters
Reason for Property Record Removal	Optional	RPP	10-21	Alphabetic, numeric
Reason for Property Record Removal Second*	Conditional	RPPS	8-8	Numeric
Number of Persons Apprehended	Conditional	NPA	1-3	Numeric
Number of Missing Persons Found	Conditional	NPF	1-20	Alphabetic, numeric
Value of Recovered Property	Conditional	VNP	1-8	Numeric
Value of Other Recovered Property	Conditional	VOR	1-8	Numeric
Value of Recovered Contraband	Conditional	VRC	1-8	Numeric

\*Omnix only

## II. GUIDELINES FOR BOAT LOCATE

- A. A locate message is used by an agency other than the entering agency to indicate the boat has been recovered. The locate message flags the boat record and causes a notice to be sent to the entering agency.
- B. When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen boat must contact the ORI of each record possibly identical with the boat in question to confirm the hit.
- C. Following confirmation with the originating agency(s), a locate message must be transmitted for each record that was hit and confirmed with the ORI of the record.
- D. When a locate is transmitted for a Boat File record, the message key translation changes from "STOLEN BOAT" to "LOCATED BOAT" and the date of recovery, recovering agency ORI, and recovering agency case number are added to the record.
- E. Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period.
- F. The locate acknowledgment will be sent to the terminal entering the locate and to the agency that entered the record.
- G. Ten days after a record is located, it is retired in NCIC.
- H. Supplemental Trailer Record
  - 1. If the trailer, but not the boat, is recovered, it is necessary to locate the supplemental trailer record.
  - 2. Following confirmation of the hit, a locate message (LBT) will place a locate on the supplemental trailer record only. If an LBS (locate boat) message is placed on the base Boat File record, the entire record (including the supplemental trailer record) will also be located. If the trailer has not been recovered, a record must then be entered for the trailer as a base Vehicle File record (EVS).
- I. Add-On Boat Part Record
  - 1. It should be noted that the add-on boat part record(s) will also be located if the base Boat File record has been located (MKE/LBS). If the boat part(s) has not been recovered the entering agency must re-enter the part as a base part record.

## III. REQUIREMENTS FOR BOAT LOCATE

- A. The locate transaction consists of the message key, ORI, two record identifiers, the date of locate, the locating agency's case number.
- B. Locates can be made by:
  - 1. REG and OCA
    - a. Example:  
HDR.LBS.WA0340000.REG/REG12345.OCA/TEST007.  
20120718..HIT LOCAL 20120718.2..120000.4500.99000

2. BHN and OCA
  - a. Example:  
HDR.LBS.WA0340000.BHN/12345H384.OCA/TEST007.  
20120718..HIT LOCAL 20120718.2..120000.4500.99000
3. NIC and OCA
  - a. Example:  
HDR.LBS.WA0340000.NIC/B650192044.OCA/TEST007.  
20120718..HIT LOCAL 20120718.2..120000.4500.99000

#### IV. EXAMPLE OF BOAT LOCATE ACKNOWLEDGMENT

##### A. NCIC Acknowledgment

NCIC TIME: 1609 DATE: 071812 TO: SP8H  
WA0340000  
LOCATE NIC/B650192044

##### B. This NCIC message will be sent to the agency that entered the record:

NCIC XMIT MSG#: 81118 TIME: 1608 DATE: 071812  
RCV MSG#: 250 TIME: 1608 TO: SP8H  
\$.L.  
WAWSP00J7  
LOCATE NOTIFICATION AT 1908 EDT 20120718  
1N01SP8H  
L.LB.WA0340000.BHN/12345H384.OCA/TEST007.20120718..  
HIT LOCAL 20120718.2..120000.4500.99000  
LOCATING ORI IS THURSTON CO SO OLYMPIA

MKE/LOCATED BOAT  
ORI/WAWSP00J7 REG/REG12345 RES/WA REY/2012 HUL/WD  
BHN/12345H384 BYR/1984 PRO/0B BMA/BLB BTY/UTL BLE/20  
BCO/BLU/BLK OAN/B0AT0AN000 DOT/20120419  
OCA/TEST007 20120718 WA0340000  
HPT/SEATTLE HSP/RB BMO/TEST NAME BNM/HIGH SEAS  
NOA/N  
NIC/B720188555 DTE/20120718 1907 EDT DLU/20120718 1908  
EDT  
20120718 WA0340000



**CHAPTER 03: BOAT FILE**  
**SECTION 07: CLEAR TRANSACTIONS**

**Procedure #:** 03.07.000

**Effective Date:** January 1, 2012

**Supersedes:** WACIC Manual 2010 Edition

**See Also:**

**Applies To:** All ACCESS Users

**CALEA:**

**I. MESSAGE FIELD CODES FOR BOAT CLEAR**

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Registration	Conditional	REG	1-8	Alphabetic, numeric
Boat Hull Number	Conditional	BHN	1-20	Alphabetic, numeric
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
Date of Clear	Mandatory	DCL	8-8	Numeric
Recovering Agency Identifier	Conditional	RRI	9-9	Alphabetic, numeric
Recovering Agency Case Number	Conditional	RCA	1-20	Alphabetic, numeric, special characters
Reason for Property Record Removal	Optional	RPP	10-21	Alphabetic, numeric
Reason for Property Record Removal Second*	Conditional	RPPS	8-8	Numeric
Number of Persons Apprehended	Conditional	NPA	1-3	Numeric
Number of Missing Persons Found	Conditional	NPF	1-20	Alphabetic, numeric
Value of Recovered Property	Conditional	VNP	1-8	Numeric
Value of Other Recovered Property	Conditional	VOR	1-8	Numeric
Value of Recovered Contraband	Conditional	VRC	1-8	Numeric

\*Omnix only

## II. GUIDELINES FOR BOAT CLEAR

- A. Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:
  - 1. When the agency recovering the boat is the agency that entered the record.
    - a. If the agency that entered the record recovers the boat, only the Date of Clear (DCL), which cannot be prior to the date of theft, must be entered following the two record identifiers.
  - 2. When the agency that entered the record is officially advised that the boat has been recovered by another agency.
    - a. If the stolen boat record is located by an agency other than the entering agency and:
      - (1) The record being cleared is in a located status (MKE/LOCATED BOAT), only the DCL would be entered following the two record identifiers.
      - (2) The record being cleared is in an active status (MKE/STOLEN BOAT), the DCL followed by the Recovering Agency Identifier (RRI) and the Recovering Agency Case Number (RCA) in this order without field codes would be entered after the two record identifiers.
- B. Following the DCL, RRI, and RCA, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period.
- C. NCIC removes cleared records entirely upon receipt of the clear message.

## III. REQUIREMENTS FOR BOAT CLEAR

- A. The clear transaction consists of the message key, ORI, two record identifiers, the date of clear, the recovering agency's ORI and case number.
- B. Clears on a boat can be made by:
  - 1. REG and OCA
    - a. Example:  
HDR.CBS.WAWSP00J7.REG/REG12345.OCA/TEST007.  
20120823...HIT LOCAL 20120823.2..120000.4500.99000
  - 2. BHN and OCA
    - a. Example:  
HDR.CBS.WAWSP00J7.BHN/12345H384.OCA/TEST007.  
20120823...HIT LOCAL 20120823.2..120000.4500.99000
  - 3. NIC and OCA
    - a. Example:  
HDR.CBS.WAWSP00J7.NIC/B810194038.OCA/TEST007.  
20120823...HIT LOCAL 20120823.2..120000.4500.99000

**IV. EXAMPLE OF BOAT CLEAR ACKNOWLEDGMENT**

NCIC TIME: 1138 DATE: 082312 TO: SP8H  
WAWSP00J7  
CLEAR REG/REG12345



**CHAPTER 03: BOAT FILE**  
**SECTION 08: CANCEL TRANSACTIONS**

<b>Procedure #:</b> 03.08.000	<b>Effective Date:</b> January 1, 2012
<b>Supersedes:</b> WACIC Manual 2010 Edition	<b>See Also:</b>
<b>Applies To:</b> All ACCESS Users	<b>CALEA:</b>

**I. MESSAGE FIELD CODES FOR BOAT CANCEL**

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Boat Hull Number	Conditional	BHN	1-20	Alphabetic, numeric
Registration Number	Conditional	REG	1-20	Alphabetic, numeric
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
Date of Cancellation	Mandatory	DOC	8-8	Numeric
Reason for Property Record Removal	Optional	RPP	10-20	Alphabetic, numeric

**II. GUIDELINES FOR BOAT CANCEL**

- A. Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid.
- B. Following the DOC, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period.

**III. REQUIREMENTS FOR BOAT CANCEL**

- A. The cancel transaction consists of the message key, ORI, two record identifiers, the date of cancel, and optional benefits data field.
- B. Cancels can be made by:
  - 1. BHN and OCA
    - a. Example:  
HDR.XBS.WAWSP00J7.BHN/12345H384.OCA/TEST007.  
20120827.NOT STOLEN

2. REG and OCA
  - a. Example:  
HDR.XBS.WAWSP00J7.REG/REG12345.OCA/TEST007.  
20120827.NOT STOLEN
3. NIC and OCA
  - a. Example:  
HDR.XBS.WAWSP00J7.NIC/B660183866.OCA/TEST007.  
20120827.NOT STOLEN

**IV. EXAMPLE OF BOAT CANCEL ACKNOWLEDGMENT**

NCIC TIME: 1046 DATE: 082712 TO: SP8H  
WAWSP00J7  
CANCEL REG/REG12345