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**CHAPTER 04:
SECTION 01:**

**CANADIAN INQUIRIES
INTRODUCTION**

Procedure #: 03.01.000

Effective Date: January 1, 2012

Supersedes: WACIC Manual 2010 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

I. PURPOSE OF THE CANADIAN POLICE INFORMATION CENTRE (CPIC)

- A. For in-depth information regarding Canadian inquiries, please refer to the NLETS Manual. A copy of the NLETS Manual can be requested from the ACCESS Section or from NLETS directly at (623) 308-3500.
- B. Canadian information is provided from several sources. The CPIC system is similar to NCIC, it provides hot file, vehicle registration and driver license status information for several provinces and the two territories that do not maintain their own vehicle registration and driver license files. Those provinces that maintain their own files provide their vehicle registration and drivers license information directly.
- C. The general types of information available fall under the following categories. See the specific sections that follow for further details.
 - 1. Persons
 - 2. Vehicles
 - 3. Drivers License
 - 4. Vehicle Registration
 - 5. Articles
 - 6. Guns
 - 7. Securities
 - 8. Boats
 - 9. Criminal History
 - 10. Administrative
 - 11. ORI Tables
 - 12. HELP
- D. All location codes are 9 characters with the first 2 characters representing the province or territory and the last two characters zero. Note that although NCIC has assigned ORIs to Canadian agencies, these are not always used by Canada for this interface. These codes are listed in Canada's ORI file called SAFEFILE. It is accessed using the NLETS TQ message. At present, you cannot access Canadian ORIs by location.

Inquiries can be done by ORI only. Use the two character code "CN" as the destination address for the TQ.



CHAPTER 04: CANADIAN INQUIRIES
SECTION 02: COMMON CANADIAN INQUIRIES

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See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR COMMON CANADIAN INQUIRIES

Field Name	Required?	Message Field Code	Field Length	Data Type
MFCs required for all Canadian Inquiries				
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
Reason Code	Optional	RSN	1-1	Alphabetic
Person/Property Code	Optional	PPS	1-1	Alphabetic
Additional MFCs for Persons Inquiries				
Name	Mandatory	NAM	3-30	Alphabetic, special characters
Date of Birth	Mandatory	DOB	8-8	Numeric
Sex	Mandatory	SEX	1-1	Alphabetic
Operator License Inquiry	Optional	OLN	1-20	Alphabetic, numeric
Additional MFCs for Vehicle Inquiries				
License	Mandatory	LIC	1-10	Alphabetic, special characters
Vehicle Identification Number	Mandatory	VIN	1-17	Numeric
Additional MFCs for Article and Gun Inquiries				
Serial Number	Mandatory	SER	1-23	Alphabetic, numeric
Type	Mandatory	TYP	2-2	Alphabetic
Additional MFCs for Securities Inquiries				
Serial Number	Conditional	SER	1-23	Alphabetic, numeric
Name of Issuer of Security	Conditional	ISS	1-30	Alphabetic, numeric

Name of Corporation Registered as the Owner of the Security	Conditional	COR	1-30	Alphabetic
Type	Mandatory	TYP	2-2	Alphabetic
Additional MFCs for Boat Inquiries				
License	Conditional	LIC	1-10	Alphabetic, numeric
Boat Hull Number	Conditional	BHN	1-12	Alphabetic, numeric
Registration	Conditional	REG	1-7	Alphabetic, numeric
Name of Boat on Hull or Stern	Conditional	NAM	1-13	Alphabetic
Serial Number of Boat Motor	Conditional	SER	1-18	Alphabetic, numeric
Type	Mandatory	TYP	2-5	Alphabetic
Additional MFCs for Criminal History Inquiries				
Purpose	Mandatory	PUR	1-1	Alphabetic
Attention	Mandatory	ATN	1-30	Alphabetic, special characters
Name	Mandatory	NAM	3-30	Alphabetic, special characters
Date of Birth	Mandatory	DOB	8-8	Numeric
Sex	Mandatory	SEX	1-1	Alphabetic

II. OPTIONAL FIELDS FOR CANADIAN INQUIRIES

- A. Every fixed format hot file inquiry directed to Canada must have a Reason Code (RSN) that indicates the general purpose of the request. The following is a list of the authorized reason codes:
1. N – Narcotics
 2. F – Fraud (includes counterfeit documents)
 3. V – Violent crimes (includes robbery, murder, rape, bombing, etc.)
 4. T – Traffic violations
 5. S – Theft
 6. H – Humanitarian
- B. Every fixed format hot file inquiry directed to Canada must indicate whether the subject of the message is Present or "In Sight" (PPS). The user will indicate "in sight" by inserting a "Y" in this field (ex: PPS/Y). If the inquiry is for investigative purposes or the subject of the message, for whatever reason, is not present or available place an "N" in this field (ex: PPS/N).
- C. The following are the province/territory codes:
1. AB – Alberta
 2. BC – British Columbia
 3. MB – Manitoba

4. NK – New Brunswick
5. NF – Newfoundland
6. NT – Northwest Territories
7. NS – Nova Scotia
8. ON – Ontario
9. PE – Prince Edward Island
10. PQ – Quebec
11. SN – Saskatchewan
12. YT – Yukon Territory
13. CN – Canada (for VIN queries, some wanted person inquiries, and country-wide AM messages)

III. PERSON INQUIRIES

A. Driver License Inquiry (UQ)

1. The OLN field is optional on inquiries to Alberta, British Columbia, Quebec and Ontario. If the OLN is not included in the inquiries to these provinces, the search of the driver license file will be by name and DOB.
2. If the OLN is included, the search of the driver license file for these four provinces will be by OLN.
3. Example:
HDR.UQ..BC.NAM/MASSEY, BRADLEY J.DOB/19480711.SEX/M.
OLN/123456789.RSN/V.PPS/Y

B. Wanted Person Inquiry (WQ)

1. Users should be aware that when running a WQ, they may receive additional records associated with the person record. These may reference vehicles, articles, guns, securities, or boats and will be appended to the person record.
2. Example:
HDR.WQ..CN.NAM/MASSEY, ROBERT J.DOB/19480711.SEX/M.
RSN/V.PPS/Y

IV. VEHICLE INQUIRIES

A. Vehicle Registration (XQ)

1. Only four provinces in Canada house their vehicle registration files. They are:
 - a. Quebec
 - b. Ontario
 - c. Alberta
 - d. British Columbia
2. All other provincial and territorial vehicle registration files are automated by CPIC thus inquiries to these provinces or territories

will result in automated responses from CPIC rather than the provinces or territories.

3. Examples:
By LIC: HDR.XQ..AB.LIC/ABC123.RSN/T.PPS/Y
By VIN: HDR.XQ..AB.VIN/119004052.RSN/T.PPS/Y

B. Stolen Vehicle (VQ)

1. For VIN inquiries only "CN" is allowed for the destination code.
2. For LIC inquiries, a province or territory destination code must be used.
3. Examples:
By VIN: HDR.VQ..CN.VIN/123456789987654321.
RSN/S.PPS/Y
By LIC: HDR.VQ..ON.LIC/ABC123.RSN/V.PPS/Y

V. ARTICLE INQUIRIES

- A. The serial number must be a unique number and not simply a model, stock, style, or part number. Do not enter "UNKNOWN" in this field.
- B. If you type in more than 16 characters, the system only searches on the last 16 characters, not the first 16. Therefore, if an article has more than 16 characters, the last 16 characters must be used for inquiring to the CPIC system in order to receive a valid search.
- C. The following are the type codes:
 1. AA – Domestic appliances, ex: stoves, washers
 2. BI – Non-motorized bicycles, ex: mountain bikes, tandems, 10-speeds. NOTE: Motorized bikes are in the Vehicle File
 3. HH – Household property, ex: rugs, furniture
 4. JE – Jewelry, ex: watches, rings
 5. MI – Musical instruments, ex: violins, guitars
 6. MT – Machinery and tools, ex: electrical motors, lawn mowers. NOTE: Lawn mowers capable of carrying an operator are in the Vehicle File
 7. OM – Office machines and equipment, ex: computers
 8. PA – Personal accessories, ex: hearing aids, luggage
 9. PE – Photographic equipment, ex: camera, enlargers
 10. RA – Radio, TV, soundreproducing equipment, ex: VCRs
 11. SC – Scientific, optical and measuring devices, ex: binoculars
 12. SP – Sporting goods, hobby equipment, ex: skis, model aircraft, scuba equipment
 13. OT – All other articles, ex: animals, vending machines, precious metals such as gold bars, uniquely identifiable gun barrels

- D. Example:
HDR.CAQ.YOUR ORI.BC.SER/TEST12345.TYP/RA.RSN/N.PPS/Y

VI. BOAT INQUIRIES

- A. When an inquiry is made on any of the five items (LIC, BHN, REG, NAM or SER) the computer will search all five indices. For example, if the query is on LIC/1234 and there is a boat with a hull number of "1234" it will be returned. The two character destination code will be as follows:
1. For VIN inquiries only "CN" is allowed
 2. For LIC inquiries, a providence or territory code must be used
- B. Canada uses the prefix "HIN" for hull number. In the United States "BHN" is used. They are synonymous.
- C. Example:
- By LIC: HDR.CBQ.YOUR ORI.CN.LIC/EAC704.RSN/N.PPS/Y
- By BHN: HDR.CBQ.YOUR ORI.CN.BHN/BLB12345H384.
RSN/N.PPS/Y
- By REG: HDR.CBQ.YOUR ORI.CN.REG/AB9658CG.RSN/N.PPS/Y
- By NAM: HDR.CBQ.YOUR ORI.CN.NAM/SEAGULL.RSN/N.PPS/Y
- By SER: HDR.CBQ.YOUR ORI.CN.SER/TEST12.TYP/INB.
RSN/N.PPS/Y

VII. GUN INQUIRIES

- A. Each inquiry will interrogate both the stolen gun file as well as the Canadian gun registration file.
- B. There may also be occasions when the gun record is associated with other records on the CPIC system.
- C. The serial number field will accept 23 characters but only 11 characters are stored on the CPIC file. When inquiring with more than 11 characters, the CPIC system will search on only the last 11 characters submitted, not the first 11.
- D. The following are the type codes:
1. SG Shotgun
 2. RI Rifle
 3. RW Restricted Weapon
 4. OT Other
- E. Example:
HDR.CGQ.YOUR ORI.CN.SER/TESTGUN123.TYP/SG.RSN/N.PPS/Y

VIII. SECURITIES INQUIRIES

- A. The type field must be included on all inquiries however only certain types are allowed depending on what you are searching the file on. For example, for a query on "issuer" only the type "ST" (TYP/ST) is permissible.

- B. The following are the type codes:
1. BD – Corporate bonds and debentures issued by corporations, including banks, trust companies, charitable/religious groups, credit unions and co-operatives
 2. CC – Canadian issued currency
 3. CU – Foreign issued currency
 4. ID – Stolen, lost or fraudulent identification documents
 5. MO – Money orders and traveler's checks
 6. PP – Canadian and foreign passports
 7. SB – Federal, provincial and municipal bonds and debentures
 8. ST – Stocks
 9. VD – Vehicle documents
 10. OT – All other security documents
- C. Below is a list of various data elements for the query along with the allowable types in parentheses.
- a. Serial number and type (all codes listed above)
 - b. Corporation name and type (SB, BD, MO, OT)
 - c. Issuer and type (ST)
 - d. Owner name and type (BD, ID, MO, PP, SB, VD, OT)
- D. The serial number field will accept 23 characters but only 16 characters are stored on the CPIC file. When inquiring with more than 16 characters, the CPIC system will search on only the last 16 characters submitted, not the first 16.
- E. Example:
- By SER: HDR.CSQ.YOURORI.CN.SER/TEST12.
TYP/BD.RSN/N.PPS/Y
- By COR: HDR.CSQ.YOURORI.CN.COR/B OF A.TYP/SB.
RSN/N.PPS/Y
- By ISS: HDR.CSQ.YOURORI.CN.ISS/B OF A.TYP/ST.
RSN/N.PPS/Y
- By NAM: HDR.CSQ.YOURORI.CN.NAM/VILLA.TYP/BD.
RSN/N.PPS/Y



**CHAPTER 04:
SECTION 03:**

**CANADIAN INQUIRIES
COMMON HELP FILES**

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See Also:

Applies To: All ACCESS Users

CALEA:

I. PURPOSE OF THE HELP FILES

- A. There have been several HELP files assigned to Canada to assist the users in accessing this interface. The user should recognize that the RCMP supports many of the files that are accessible through the interface thus there will only be a single HELP file for these. There will, however, be a HELP file for each province and territory for driver license and vehicle registration information.
- B. Each province/territory in Canada has the following HELP files:
1. xxLICHELP Vehicle License Help
 2. xxOLNHELP Driver License Help
 - a. xx is where the province or territory is placed that you are inquiring on.
 3. Example:
T.NLTAP;AM..BCOLNHELP
- C. Single HELP records exist for the following information:
1. CNGENHELP General help information on Canada
 2. CNLICHELP General Vehicle registration information
 3. CNOLNHELP General Driver License information
 4. CNPERHELP Wanted Persons information
 5. CNVEHHELP Stolen Vehicle information
 6. CNSIRHELP Criminal History information
 7. CNGUNHELP Stolen Gun information
 8. CNSECHHELP Stolen Securities information
 9. CNARTHELP Stolen article help

10. CNBOTHELP Boat/Motor help

a. Example:
T.NLTAP;AM..CNnnnHELP

(1) nnn is where the type of help file is placed that you are inquiring on.



**CHAPTER 04:
SECTION 04:**

**CANADIAN INQUIRIES
CRIMINAL HISTORY**

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See Also:

Applies To: All ACCESS Users

CALEA:

I. PURPOSE OF THE CRIMINAL HISTORY FILE

- A. The process for accessing Canadian criminal history records from the RCMP is the same as accessing criminal records in the United States, IQ/FQ/AQ. There are a few differences in the formats however.
 - 1. The unique number assigned to an individual based on fingerprints is the "FPS" number.
 - 2. There is an optional field to access additional records when multiple hits on name inquiries are received.
 - 3. The destination is always "CN".
- B. Only agencies that are allowed access to the Triple I file are allowed access to the Canadian criminal history file.
- C. The full criminal record, containing conviction history, a summary of police-related information and a list of police agencies who have contributed information to the subject's criminal record will be on the criminal history.
- D. If you have questions about the accuracy or timeliness of the information in a criminal record file, contact the RCMP Records Compilation Section at ORI = ON1007100.

II. CRIMINAL NAME INDEX QUERY (IQ)

- A. The "IQ" is utilized when the agency does not have the FPS Canadian identification number. (The FPS number is Canada's version of the FBI number; a unique number assigned to each criminal record and backed up by fingerprints.) A response to this type of inquiry will provide personal identification information on one or multiple individuals. Normally, CPIC will return the three records that achieved the highest score. The user may request that more than three records be returned on the initial inquiry by including the "RAR" field in the initial inquiry with the number of records (up to 10) the user wishes to see.
- B. Example:
HDR.IQ.YOUR ORI.CN.PUR/C.ATN/A TAYLOR.NAM/SMITH, JOHN E.
DOB/19500904.SEX/M.RAR/5,749048A,32

III. FULL CRIMINAL RECORD QUERY (FQ)

- A. This query will check CPIC criminal history file and return all criminal history that matches the FPS number. All fields are required. The destination code must be "CN."
- B. Example:
HDR.FQ.YOUR ORI.CN.PUR/C.ATN/A TAYLOR.FPS/749048A

IV. NON-RETRIEVALBE CRIMINAL HISTORY RECORD INFORMATION

- A. The RCMP has some unique dissemination requirements for records transmitted internationally. Therefore, it is possible to retrieve a valid identity record, request the full record using the FPS number and receive a message that states that the record matching the FPS number submitted contains only information that cannot be disseminated outside of Canada.



**CHAPTER 04:
SECTION 05:**

**CANADIAN INQUIRIES
ADMINISTRATIVE MESSAGES**

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Supersedes: WACIC Manual 2010 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

I. PURPOSE OF ADMINISTRATIVE MESSAGES

- A. These messages will generally be for investigative reasons of a broad nature, to request driver license information from non-automated provinces or to send broadcast messages of international interest. These messages will be reviewed by the U.S. National Central Bureau of INTERPOL (Washington, D.C. INTERPOL). Each message must contain the reason for the request and the requestor's name. If an address is unknown, ORION may be used to obtain the Canadian address code.
- B. To broadcast an "AM" message, it must be addressed to "CN" for a country-wide broadcast. Only narrative messages dealing with urgent operational police matters will be considered for nationwide broadcast in Canada. Canada has NO facility for broadcasting messages to individual provinces therefore "AM" messages to 2- character provinces or territories should not be sent. These will be reviewed by INTERPOL in the U.S. prior to forwarding to Canada. Administrative messages must include:
 - 1. Reason for the request
 - 2. Name of the requestor

II. ACCESS NON-AUTOMATED DRIVER LICENSE INFORMATION

- A. Driver license information may be accessed by name, date of birth, and sex from the six provinces and two territories that do not provide automated responses by name and DOB. This non-automated information must be requested using an "AM" message.