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CHAPTER 05: CRIMINAL HISTORY
SECTION 01: INTRODUCTION

Procedure #: 05.01.000	Effective Date: August 1, 2013
Supersedes: ACCESS Manual, TAC Guide, Ready Reference Guide	See Also:
Applies To: All ACCESS Users	CALEA:

I. DEFINITIONS

- A. Washington State Identification System (WASIS)
 - 1. WASIS is a Criminal History Record Information (CHRI) database maintained by the Washington State Patrol (WSP) Criminal Records Division (CRD). The CHRI consists of fingerprint-based records and disposition information submitted by law enforcement agencies and courts throughout the state. These records include criminal history on convicted criminals, persons who have been arrested but not charged with a crime, applicants fingerprinted as a result of employment with a law enforcement agency, and fingerprint data retained for compromised identification purposes.
- B. Interstate Identification Index (III)
 - 1. The III provides for the decentralized interstate exchange of criminal history record information and functions as part of the Integrated Automated Fingerprint Identification System (IAFIS). The files are based on fingerprint cards that have been submitted to the Federal Bureau of Investigation (FBI). The III provides a means of conducting national criminal history record searches.
 - 2. When the FBI receives an online request for a record supported by a III participating state, the III automatically sends a message through the NCIC System to the participating state's computer system. The state responds directly to the requesting agency over the International Justice and Public Safety Information Sharing Network (NIets). The FBI's CJIS Division responds to requests for records of federal and foreign offenders; for persons arrested in non-III states, the District of Columbia, and U.S. Territories; and for criminal arrests that III states are unable to support.
- C. Washington Access to Criminal History (WATCH)
 - 1. The WSP has established a website as the official internet source providing criminal history conviction records to the general public for a fee.
 - 2. This database is comprised of records sent to WASIS by courts and criminal justice agencies throughout the state of Washington only. This database includes conviction information, arrests less than

one year old with dispositions pending, information regarding registered sex and kidnap offenders, and Department of Corrections custody status and history.

3. The WATCH website can be accessed at:

<https://fortress.wa.gov/wsp/watch/>

D. Washington Access to Criminal History for Criminal Justice Agencies (WATCH-CJ)

1. The WSP has established a website as the official internet source providing criminal history conviction records to the criminal justice agencies free of charge.
2. For information on what is available and how to establish a WATCH-CJ account, contact the WSP Identification and Criminal History Section at (360) 534-2000.
3. The WATCH-CJ website can be accessed at:

<http://watchcj.wsp.wa.gov/>

II. AUTHORIZED ACCESS TO CRIMINAL HISTORY

A. Criminal history records contain conviction and arrest data. The information contained within WASIS and III is available to criminal justice agencies and must be accessed for criminal justice purposes only.

B. Agencies may disseminate to other criminal justice agencies.

1. Examples of criminal justice agencies are:

- a. Prosecutor's offices
- b. Courts
- c. Corrections facilities
- d. Police departments and sheriff's offices

C. Agencies cannot disseminate criminal justice information to non-criminal justice agencies. These agencies are entitled to the same information the public may obtain and may inquire through the WATCH program.

1. Examples of agencies that are **not** criminal justice:

- a. Fire departments
- b. Defense attorneys/public defenders
- c. Security guards
- d. Guardian ad litem

III. CRIMINAL HISTORY OVERVIEW

A. Each criminal history record must be supported by a fingerprint submission to WSP and/or the FBI.

B. III has a process in place if you are a NFF state that you can get a criminal history but Washington State The III provides a method for requesting a criminal history record once a person has been associated with an III record, or when the person has been positively identified with a prior record through fingerprint comparison at the local or state level. Requests

made online via III result in automatic notification to the record holder(s) with sufficient information enabling the holder(s) to respond.

1. If the record is maintained only by the FBI, it will be automatically returned.
2. If the record is maintained by one or more states participating in the III record exchange, the state(s) will respond via Nlets.
3. When the record is on file in a participating state(s) and the federal offender and/or nonparticipating state data are on file at the FBI, the requester will receive multiple online responses (i.e., the FBI will furnish the federal and/or nonparticipating state data and the participating state[s] will furnish its data).

C. The following criminal history transactions are available to all III and WASIS users:

1. QH Inquiry to determine the existence of a criminal history record.
2. QWH Inquiry to determine the existence of a criminal history record. This inquiry also performs a search of all Washington Crime Information Center (WACIC) and National Crime Information Center (NCIC) person files.
3. QR Inquiry by the State Identification Number (SID) or FBI number/UCN to retrieve the criminal history record.
4. QI Inquiry by the SID number that will return the name, date of birth, aliases, and other descriptive information only.

IV. SEARCH AND MATCH CRITERIA

- A. An inquiry using NAM, SEX, RAC, and DOB must match on all four search fields in order to produce a positive response from III.
- B. An inquiry using NAM, SEX, RAC, and DOB will produce a positive response with an exact match and near hits from WASIS.
- C. The following is an explanation of the matching criteria for WASIS and III:
 1. Name (NAM)
 - a. WASIS
 - (1) The system phonetically converts all components (first, middle and last name) of the query name. A weighted score, based on the Soundex system, is assigned to each component based on whether there is an exact or phonetic match. Since all components of the name are scored, it is beneficial to include as much of the name as possible in the query.
 - (2) The top 25 candidates that pass the combined percentage of the set threshold are returned.
 - (3) In addition to these weighting factors used to narrow the search, other benefits of the name search routine are:

- (a) First and middle names are reversed and used in the search.
 - (b) Common nicknames are converted to full names that are then searched.
 - (c) Components of hyphenated last names are reversed and searched. Also, each component of hyphenated last names is used in the search.
- b. III
- (1) For matching purposes, the III compares the name included in a QH with the master names and aliases contained in the III.
 - (2) It is important that a QH contains last name, first name, and middle name or initial when available. If a QH contains only a last name and a first initial, or only a last name and a first and middle initial, insufficient comparisons may prevent the selection of matching records if the name is common. The requester should use the first initial only if the person does not have a given first name. In the event an individual has a single name as his/her entire name, the requesting agency must enter the name in the inquiry with the single name as the last name, comma, and "XX" as the first name/initial.
 - (3) The III name search uses a surname and a combination of a first name and middle initial. The III identifies nicknames and converts them to their true name before the search process begins, e.g., Bill equals William, Betty equals Elizabeth. The III compares names in the III database using a computer-coded phonetic technique that treats vowels (A, E, I, O, and U) equally and eliminates double consonants in order to provide hits on records with names that are not spelled exactly alike. Names are grouped according to the resulting phonetic code beginning with the first character of the coded name. A common surname will result in a wider search based on a combination of the first name and a generic middle initial.
 - (4) Compound surnames, such as PARADA-LOPEZ, should have hyphens separating surname components. The III will create separate searches on each component.
 - (5) The III does not search JANE DOE or JOHN DOE in the NAM Field. If used, the III will send the following reject message: UNSEARCHABLE IDENTIFIER NAM.

2. Sex (SEX)
 - a. WASIS
 - (1) An inquiry that includes a SEX and RAC increases the overall score on a hit and near hits in WASIS. However, if SEX and RAC are used, WASIS will continue to return possible matches on NAM and DOB if the matching candidate passes the set threshold.
 - b. III
 - (1) SEX must be an exact match. An inquiry with SEX/M will match only III records of males and inquiries with SEX/F will match only III records of females. An inquiry with SEX/U will match III records of males and females.
3. Race (RAC)
 - a. WASIS
 - (1) An inquiry that includes a SEX and RAC increases the overall score on a hit and near hits in WASIS. However, if SEX and RAC are used, WASIS will continue to return possible matches on NAM and DOB if the matching candidate passes the set threshold.
 - b. III
 - (1) Race specified in an inquiry will search records containing any of the race codes. A matching record(s) will be provided regardless of race code provided the name and date of birth score sufficiently high.
4. Date of Birth (DOB)
 - a. WASIS
 - (1) A weighted score is also applied to the components (month, day, and year) of the query DOB.
 - (2) Any matched record with DOB falling outside of plus or minus five years from the query DOB will not be included in the candidate list. Exact matches result in a full record response.
 - b. III
 - (1) When a complete DOB is used in an inquiry, the search will provide records that score sufficiently high based on matching:
 - (a) Name, sex, race;
 - (b) The same complete date of birth; and
 - (c) The same month and day of birth, and plus or minus three years from the year of birth.

- (d) An inquiry that contains an incomplete date of birth (e.g., 19600000, 19601200) will be rejected.
- D. The III conducts a search on all identifiers when the QH contains NAM, SEX, RAC, DOB, and either SOC or MNU. If the III finds a match on the SOC or MNU and on the NAM, SEX, RAC, and DOB, it will transmit the record only once (i.e., duplicates will be suppressed). For III and WASIS, QH transactions containing NAM and SOC, NAM and MNU, NAM and FBI, or NAM and SID will be searched on SOC, MNU, FBI, or SID only; however, the inclusion of NAM with SOC or MNU is mandatory. The inclusion of NAM with FBI or SID is optional.

V. CRIMINAL HISTORY LOGGING REQUIREMENTS

- A. The Privacy Act of 1974 requires that the FBI's CJIS Division maintain an audit trail of the purpose of each disclosure of a criminal history record and the recipient of that record. Therefore, all criminal history transactions must include the purpose for which the criminal history record information is to be used. In addition to the purpose code requirement, all users are required to provide the criminal justice reason for all criminal history transactions. Requiring the purpose code and criminal justice reason for all criminal history transactions assists in ensuring that the transactions are run for authorized purposes and that purpose codes are correctly used.
- B. All criminal history logs are maintained in an automated format by the Washington State Patrol (WSP).
- C. The criminal history inquiry must contain the following information:
 - 1. The Attention (ATN) Field must contain the following:
 - a. First initial and last name or unique identifier of the person requesting the information. A unique identifier of the requestor might be a personnel number that does not change throughout their career.
 - b. Specific criminal justice reason. The reason can be a case number or a literal criminal justice reason. If literal, the reason can be spelled out or abbreviated. If the agency uses abbreviations, there must be an agency generated abbreviations list. The list is required to be available during the audit process. Generic reasons such as investigation, employment, risk, ID verify are considered too generic and a compliance issue.
 - c. Examples:
ATN/S THOMPSON THEFT
ATN/S THOMPSON 13-00497B
ATN/S THOMPSON WAR (WARRANT ENTRY)
ATN/S THOMPSON CJA (CRIMINAL JUSTICE APPLICANT)

2. Proper purpose codes must be used.
 - a. Purpose Code C
 - (1) Purpose Code C is used for official duties in connection with the administration of criminal justice.
 - (2) The following examples provide clarification of authorized uses of Purpose Code C in situations that are not part of a criminal justice investigation but are duties of the agency where a criminal record check is necessary to accomplish the agency's mission. These examples are not all encompassing. Authorized uses of Purpose Code C in relation to the security of the criminal justice facility include:
 - (a) Vendors or contractors at the criminal justice agency who are *not* involved with the actual administration of criminal justice at the criminal justice agency, e.g., carpet cleaners, individuals responsible for maintaining vending machines, janitors, and cooks.
 - (b) Volunteers at a criminal justice agency who are *not* involved with the actual administration of criminal justice at the criminal justice agency, e.g., participants in community ride-along programs and volunteers at a confinement facility who are providing social, community, or inmate rehabilitation services.
 - (c) Confinement facility visitors.
 - (d) Inmates of a confinement facility.
 - (e) Inmate mail (a prisoner's list of names and addresses of those wishing to correspond with the prisoner). The III may be used when there is reason to believe that criminal activity is occurring or has occurred.
 - (f) Participants of law enforcement-sponsored firearms training classes held at a public firing range that are handling firearms, and individuals attending firearms training events held at law enforcement facilities.
 - (g) Site security for federal facilities, limited to contractor personnel (requires a follow-up fingerprint submission).
 - (h) Off-site protection of very important persons.
 - (i) Visitors to federal or state military facilities.
 - (3) Purpose Code C is used by the Washington State Department of Social and Health Services with child protection responsibilities and the National Center for Missing and Exploited Children to access FBI criminal history record information under Section 151 of the

Adam Walsh Child Protection and Safety Act of 2006 (Public Law 109-248).

- (a) The FBI's CJIS Division assigns ORIs which contain the letter F in the ninth position for use by authorized agencies.
- b. Purpose Code D
 - (1) Purpose Code D is used when the criminal history is being requested for a stalking or domestic violence case in a court hearing.
 - (a) The following examples provide clarification of authorized uses of Purpose Code D.
 - 1. A Prosecutor's Office, for a stalking or domestic violence case they are hearing.
 - 2. A Police Department or Sheriff's Office providing it to the court that is hearing a stalking or domestic violence case.
 - (2) The FBI's CJIS Division assigns ORIs which contain the letter D in the ninth position for use by authorized agencies.
 - c. Purpose Code F
 - (1) Purpose Code F is used by criminal justice agencies for the purpose of the issuance of silencers/suppressors and Federal Firearm Licenses.
 - d. Purpose Code H
 - (1) Purpose Code H is used when the criminal history inquiry is made under the authority of the Housing Opportunity Extension Act of 1996. In Washington, Purpose Code H is used when processing background checks for Housing and Urban Development (HUD). The use of this purpose code is limited to QH and QWH transactions.
 - (2) The FBI's CJIS Division assigns Public Housing Agencies ORIs, which contain the letter Q in the ninth position for use by authorized agencies.
 - (3) It is important to note that, based on Pub. L. 104-120, criminal history inquiry information is provided to Public Housing Authorities (PHAs) only to inform them of the probable existence or non-existence of a criminal history record. Criminal history inquiries for PHAs will be made using the name and personal descriptive information supplied by an adult applicant for, or tenant of, public housing. The PHA will use the results of the criminal history response as a factor in deciding if a fingerprint based search of criminal history records should be requested. Only with the

submission of fingerprints can a positive identification be made and a record provided, if such a record exists. Therefore, the result of the criminal history should not be used as the basis for disqualification, lease enforcement, or eviction.

- (4) To receive a copy of a criminal history record, the PHA must submit a civil applicant fingerprint card on the applicant for, or tenant of, public housing to the WSP CRD. This fingerprint card must contain the requesting PHA's ORI.

e. Purpose Code J

- (1) Purpose Code J is used when the criminal history transaction involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency is required to have management control.
- (2) Purpose Code J is used for initial background checks and five year rebackground checks of criminal justice agency personnel, as well as the following:
 - (a) Persons who are applying for or are potentially applying for employment with a criminal justice agency and are requesting a ride-along.
 - (b) Non-criminal justice agencies that are involved with the administration of criminal justice on behalf of the criminal justice agency.
 - (c) Vendors or contractors who are involved with the administration of criminal justice for the criminal justice agency, e.g., personnel involved with maintenance of computer systems, upgrading records systems, data entry clerks, etc.
 - (d) Volunteers at the criminal justice agency who are involved with the administration of criminal justice for the criminal justice agency, e.g., volunteer dispatchers, volunteer data entry clerks, etc.

f. Purpose Code X

- (1) Purpose Code X is used by the Washington State Department of Social and Health Services (DSHS) during an emergency situation when the health and safety of a specified group may be endangered. All requests for background checks for exigent purposes must be accompanied by fingerprints. Purpose Code X is used by DSHS under an approved statute allowing them to receive criminal history record information preceding the delayed submission of fingerprints.

- (a) The FBI's CJIS Division assigns ORIs which contain the letter T in the ninth position for use by authorized agencies.
3. The subject's information that you are querying:
 - a. Full name and date of birth.
 - b. State Identification (SID) number or Federal Bureau of Investigation (FBI) number/UCN.
4. Identify the specific type of request (QH, QWH, QR, QI).

VI. SECONDARY DISSEMINATION

- A. Secondary dissemination may occur when a criminal history is run for one criminal justice agency and then released to another criminal justice agency for their use.
- B. Secondary dissemination must be logged. The secondary dissemination log must contain the following information:
 1. The name of the person requesting the information.
 2. The full name of the agency.
 3. The date of the dissemination.
 4. A case number or specific reason.
- C. Agencies may disseminate criminal history to defense attorney **only** if they complete the discovery process.
- D. Secondary dissemination logs must be retained for a minimum of one year.

VII. INDIVIDUAL REVIEW AND CHALLENGE

- A. Criminal history shall not be used to access a record to be reviewed and/or challenged by the subject of the record. Record requests for this purpose must be submitted in writing either to the WSP Criminal Records Division (CRD) for WASIS records or to the FBI Criminal Justice Information Services (CJIS) Division for III records.
 1. WASIS Records
 - a. Any individual has the right to inspect criminal history record information or dependency record information on file with the WSP that refers to him/her. The individual desiring to inspect his/her own criminal history may do so by appearing at the WSP CRD during normal business hours and completing the request form. The WSP CRD is located at:

3000 Pacific Avenue Suite 202
Olympia, WA 98504-2619
 - (1) The individual shall permit his/her fingerprints to be taken by the WSP for identification purposes, if requested to do so. The WSP, in its discretion, may accept other identification in lieu of fingerprints.

- b. If the individual desiring to inspect CHRI appears at a local criminal justice agency, the agency may forward the request to the WSP CRD for processing. The request must be submitted on a fingerprint applicant card with the local agency's Originating Agency Identifier (ORI) indicating reason fingerprinted as RECORD REVIEW/CHALLENGE. The WSP will provide a transcript of all Washington State criminal history relating to the individual requester to the criminal justice agency submitting the request. Upon receipt, the agency shall notify the individual requester that the criminal history is available for inspection during normal business hours. The request must be sent to:

Washington State Patrol
Identification and Criminal History Section
PO Box 42633
Olympia, WA 98504-2633

- c. For all criminal history reviews (at WSP and at the local agency), a reasonable period of time, not to exceed 30 minutes, shall be allowed for the individual to examine his/her Washington State criminal history. Retention or reproduction of the criminal history is not allowed unless for the purpose of challenge or correction of entries submitted by criminal justice agencies of the state of Washington. Visual examination only shall be permitted of the criminal history, unless the individual asserts his/her belief that the information is inaccurate, incomplete, or in violation of the law and unless he/she requests correction or completion of the information on a form supplied by the WSP or requests expungement of the information.
- d. If any person who desires to examine his/her criminal history is unable to read or is otherwise unable to examine the information because of a physical disability, he/she may designate another person of his/her own choice to assist. The subject of the criminal history must mark the form provided by the WSP consenting to the inspection of the criminal history by another person for the purpose of it being read or otherwise described to him/her. The designated person shall then be permitted to read or otherwise describe or translate the criminal history to the person about whom it pertains.
- e. If the individual believes such information to be inaccurate or incomplete, he/she may request the WSP to purge, modify, or supplement the record and to advise such persons or agencies who have received his/her record and whom the individual designates to modify it accordingly. Per RCW 43.43.730, if the WSP declines to act, the individual may appeal such decision to (1) the superior court in the county of residence; (2) the county from which the disputed record emanated; or, (3) Thurston County.

- f. There is no fee associated with the request to review an individual criminal history. However, a \$10 fee is required if a copy of the complete criminal history, including non-conviction information, is requested by the individual.

2. III Records

- a. The United States Department of Justice Order (DO) 556-73 established the rules and regulations for the subject of an FBI Identification Record to obtain a copy of his or her own record for review or to challenge information on the record. In accordance with the DO, the FBI will release to the subject of an identification record a copy of such record upon submission of a written request, satisfactory proof of identity of the person whose identification record is requested, and a processing fee.
- b. The remote accessing of III for individual access and review is not allowed since states desire to follow individual state dissemination procedures for this purpose. The individual must be directed to the state of the record for review or challenge.
- c. The subject of an identification record may obtain a copy of his/her criminal history record maintained in the III by submitting a written request via mail directly to the FBI. Such request must be accompanied by satisfactory proof of identity consisting of name, date and place of birth, and a set of rolled-inked fingerprint impressions. Each written request for production of an identification record must be accompanied by a processing fee in the form of a certified check or money order, payable to the Treasury of the United States. Requests must be sent to the following address:

FBI Criminal Justice Information Services Division
Record Request
1000 Custer Hollow Road
Clarksburg, WV 26306

- d. Additional information and fee amounts may be obtained at:

<http://www.fbi.gov/hq/cjisd/fprequest.htm>

VIII. QUESTIONS RELATED TO CRIMINAL HISTORY

- A. For questions related to criminal history, contact:
 - 1. The WSP Identification and Criminal History Section during business hours
 - a. (360) 534-2000
 - 2. The Washington State Patrol Data Center after hours
 - a. (360) 705-5999
 - b. itdhelp@wsp.wa.gov
 - 3. The FBI CJIS Customer Service Group

a. (304) 625-5590



**CHAPTER 05:
SECTION 02:**

**CRIMINAL HISTORY
MESSAGE KEYS, FIELD CODES,
AND EDITS**

Procedure #: 05.02.000	Effective Date: August 1, 2013
Supersedes: ACCESS Manual, TAC Guide, Ready Reference Guide	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
ADR	Street Address	Mandatory when DPT, CIS, and ZIP Fields are used. Valid special characters are comma, dollar sign, ampersand, hyphen, slash, left and right parentheses, asterisk, semicolon, and plus sign.
ATN	Attention	This field must contain the first initial and last name of the person requesting the information. The criminal justice reason or case number for the inquiry must also be included in the ATN Field.
BLD	Building	Valid special characters are comma, dollar sign, ampersand, hyphen, left and right parentheses, asterisk, semicolon, plus sign, and slash.
CIS	City and State	A comma between city and state is required. At least one alphabetic character must precede the comma, and at least two alphabetic characters must follow the comma. The only additional valid special character is the hyphen. Mandatory when DPT, ADR, and ZIP Fields are used.
DOB	Date of Birth	Must be eight numbers representing year, month, and day in that order (YYYYMMDD). The numbers in the month positions cannot exceed 12. The numbers in the day positions cannot exceed the number of days in the month indicated. The month and date cannot exceed the date entered and cannot be ---0229 when the year is not a leap year.
DPT	Department	Mandatory when the ADR, CIS, and ZIP Fields are used. Valid special characters are comma, dollar sign, ampersand, hyphen, slash, left and right parentheses, asterisk, semicolon, and plus sign.
ENS	Expanded Name Search	Must be Y or N.
FBI	FBI Number/UCN	The field may be one to nine characters. It may be up to seven numbers; or one to six numbers followed by a letter A through H; or one to six numbers followed by a letter J through Z, followed by one or two check digits; or one to six numbers followed by

		<p>two letters followed by one check digit. If the number contains one letter (J-Z), the check digit(s) will be 1-11.</p> <p>If the number contains two letters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, or C; and the check digit will be 0 to 9. The letters I and O are always invalid.</p> <p>-Or-</p> <p>May be eight alphanumeric followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.</p>
INV	Investigation Field	Must be INV or ALL.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be a valid code as listed in Personal Descriptors, NCIC 2000 Code Manual. The third character must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number in MNU cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
NAM	Name	The name may include alphabetic, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Information on coding instructions can be found in the Personal Descriptors Section of the NCIC 2000 Code Manual.
ORI	Originating Agency Identifier	Must be a valid ORI.
PUR	Purpose Code	Must be a valid code as described in the Introduction Section of this chapter.
QUAL	Qualification Option	Must be Y or N.
RAC	Race	Must be a valid code as listed in Personal Descriptors Section of the NCIC 2000 Code Manual.
RNG	Range	RNG will provide a specific response or a range of responses related to the inquiry. Must be a specific number, range of numbers, or ALL.
SEX	Sex	Must be a valid code as listed in the Personal Descriptors Section of the NCIC 2000 Code Manual.
SID	State Identification Number	Contains a maximum of ten alpha-numeric characters. The first two characters must be a valid state code as listed in the State and Country Codes Section of the NCIC 2000 Code Manual.
SOC	Social Security Number	Must not be less than 001010001. Invalid and/or nonissue numbers are accepted but result in a SOC attention message. More information can be found in the Personal Descriptors Section of the NCIC

		2000 Code Manual.
ZIP	Zip Code	Mandatory when DPT, ADR, and CIS Fields are used. Must contain either 5 or 9 numeric characters.



CHAPTER 05: CRIMINAL HISTORY
SECTION 03: CRIMINAL HISTORY TRANSACTIONS

Procedure #: 05.03.000	Effective Date: August 1, 2013
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I. MESSAGE FIELD CODES FOR CRIMINAL HISTORY INQUIRY

Field Name	Required?	Message Field Code	Field Length	Data Type
CRIMINAL HISTORY INQUIRY (QH)				
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-2	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Mandatory	NAM	1-30	Alphabetic, special characters
Date of Birth	Conditional	DOB	8-8	Numeric
Race	Conditional	RAC	1-1	Alphabetic
Sex	Conditional	SEX	1-1	Alphabetic
Purpose Code	Mandatory	PUR	1-1	Alphabetic
Miscellaneous Number	Conditional	MNU	4-15	Alphabetic, numeric, special characters
Social Security Number	Conditional	SOC	9-9	Numeric
State Identification Number	Conditional	SID	10-10	Alphabetic, numeric
FBI Number/UCN	Conditional	FBI	1-9	Alphabetic, numeric
Attention Field	Mandatory	ATN	3-30	Alphabetic, numeric, special characters
Qualification Option	Optional	QUAL	1-1	Alphabetic
Expanded Name Search	Optional	ENS	1-1	Alphabetic
Field Name	Required?	Message Field Code	Field Length	Data Type
CRIMINAL HISTORY AND WANTED PERSON BY NAME INQUIRY (QWH)				
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters

Message Key	Mandatory	MKE	2-2	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Mandatory	NAM	1-30	Alphabetic, special characters
Date of Birth	Conditional	DOB	8-8	Numeric
Race	Conditional	RAC	1-1	Alphabetic
Sex	Conditional	SEX	1-1	Alphabetic
Purpose Code	Mandatory	PUR	1-1	Alphabetic
Miscellaneous Number	Conditional	MNU	4-15	Alphabetic, numeric, special characters
Social Security Number	Conditional	SOC	9-9	Numeric
State Identification Number	Conditional	SID	10-10	Alphabetic, numeric
FBI Number/UCN	Conditional	FBI	1-9	Alphabetic, numeric
Attention Field	Mandatory	ATN	3-30	Alphabetic, numeric, special characters
Qualification Option	Optional	QUAL	1-1	Alphabetic
Expanded Name Search	Optional	ENS	1-1	Alphabetic
Investigation Field	Optional	INV	3-3	Alphabetic
Range	Optional	RNG	3-7	Alphabetic, numeric, special characters
Field Name	Required?	Message Field Code	Field Length	Data Type
CRIMINAL HISTORY RECORD REQUEST INQUIRY (QR)				
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
State Identification Number	Conditional	SID	10-10	Alphabetic, numeric
FBI Number/UCN	Conditional	FBI	1-9	Alphabetic, numeric
Purpose Code	Mandatory	PUR	1-1	Alphabetic
Department or Agency Name	Conditional	DPT	3-30	Alphabetic, numeric, special characters
Building	Optional	BLD	3-30	Alphabetic, numeric, special characters
Street Address or PO Box	Conditional	ADR	3-30	Alphabetic, numeric, special characters
City and State	Conditional	CIS	4-30	Alphabetic, numeric, special characters

Zip Code	Conditional	ZIP	5-5 or 9-9	Numeric
Attention Field	Mandatory	ATN	3-30	Alphabetic, numeric, special characters
Field Name	Required?	Message Field Code	Field Length	Data Type
CRIMINAL HISTORY IDENTIFICATION DATA INQUIRY (QI)				
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
State Identification Number	Mandatory	SID	10-10	Alphabetic, numeric
Attention Field	Mandatory	ATN	3-30	Alphabetic, numeric, special characters
Purpose Code	Mandatory	PUR	1-1	Alphabetic

II. CRIMINAL HISTORY INQUIRY (QH)

B. Guidelines for QH Inquiries

1. The QH searches the WASIS/III using an individual's personal identifiers (NAM, SEX, RAC, DOB), and assigned SOC, MNU, SID, and FBI. The QH is used to determine if an index record for a person's criminal history record exists. A positive QH response will list how many record responses to expect when the inquirer uses the QR to request the specific criminal history record. If known, the inquirer should use the SID and/or FBI search fields to provide an exact hit and eliminate the possibility of multiple responses.
1. In response to a QH, the response will provide one of the following:
 - a. A single matching record response.
 - b. Multiple matching record responses (up to 15 for III and 25 for WASIS).
 - c. A no record response.
2. Based on the response(s), the user will determine if the record subject matches the person who is the subject of the inquiry.
3. A no record response does not mean that there is absolutely no criminal history record on the individual. The records indexed in the III include persons with an FBI record who were born in 1956 or later; persons born prior to 1956 whose first arrest fingerprint card was submitted to the FBI on July 1, 1974, or later; and numerous older records. Therefore, if an agency receives a no record response, the agency may send a fingerprint submission to the FBI for further searching. In addition, there may be records at the local

or state level for which arrest fingerprint submissions are not on file with the FBI.

4. The positive QH response from III provides the requester with the following types of information:
 - a. The individual's name(s), physical descriptors, and numeric identifiers.
 - b. The identity of the database(s) maintaining the criminal history record information.
 - c. Guidance on how to obtain the record(s).
5. The positive QH response from WASIS provides the requestor with the following types of information:
 - a. The individual's name(s), physical descriptors, and numerical identifiers.
 - b. The SID to be used for obtaining the record.
6. When applicable, a positive QH response will also provide the requester with a Sex Offender Registry Notice and Identification for Firearms Sales (IFFS) information.
7. The following information applies to III records:
 - a. The III provides one of the following responses when a record has been removed from the III due to its consolidation with another record, deletion, expungement, retirement, or the subject's death. These responses will be provided only when the QH is made using an FBI Field or NAM and FBI Fields.
 - (1) A III record can be deleted either permanently (e.g., when a record was established in error or if the subject has reached 99 years of age) or temporarily (e.g., when internal corrections are needed and the record will be reentered).
 - (2) Example:

THIS NCIC INTERSTATE IDENTIFICATION INDEX
RESPONSE IS THE RESULT OF YOUR INQUIRY
ON FBI/9015174 PUR/C

RECORD NO LONGER ON FILE - CONSOLIDATED
WITH FBI/9026285 19901201 END

OR

RECORD NO LONGER ON FILE - DELETED
19901201 END

OR

RECORD NO LONGER ON FILE - EXPUNGED
19901201 END

OR

RECORD NO LONGER ON FILE - RETIRED
19901201

OR

RECORD NO LONGER ON FILE - DECEASED PER
POLICE DEPARTMENT SUMTER SC 19901201
END

- b. The QH response will include one or two types of categories of fingerprint classifications, FINGERPRINT CLASS or PATTERN CLASS, dependent upon when the record was established at the FBI's CJIS Division. For records established after July 28, 1999, the QH response will contain only the PATTERN CLASS category.
- (1) The III furnishes the FINGERPRINT CLASS category on two lines in its messages. The first line represents the fingerprint classification of the right hand; the second line represents the fingerprint classification of the left hand.
 - (2) The PATTERN CLASS category may be up to three lines. The first line represents all ten fingers and each finger's pattern classification. The second and third lines of the PATTERN CLASS represent additional reference points.
- c. The notation "IDENTIFICATION DATA UPDATED" provides the date of the latest addition, modification, or cancellation of data contained in an FBI record.
- d. The word DECEASED will appear in conjunction with a III state's SID Number when the record is multi-source and one of the states has received information that the individual is deceased.
- e. When a QH includes an SOC that contains an 8 or 9 in the first position and/or 00 in the fourth and fifth positions, the III will append the following warning caveat to the QH response immediately preceding the word END:
ATTENTION -- THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION, PLEASE CHECK FOR A DATA ENTRY ERROR IN YOUR QUERY AND RESUBMIT IF NECESSARY.
- f. In a multiple-record response, the end of the first record furnished is identified by END - 1ST NCIC III RECORD FOR MULTIPLE RESPONSE. The subsequent records will be numbered consecutively except for the final record which will be identified with END - LAST NCIC III RECORD FOR MULTIPLE RESPONSE.

- g. A maximum of 15 records will be provided in a multiple record response. When 16 or more records match the QH, the following caveat will be appended to the multiple record response containing the FBI Number(s) of the additional matching records.

NOTICE: AS A RESULT OF YOUR INQUIRY THE III PROVIDED A MAXIMUM OF 15 MATCHING RECORDS. TO OBTAIN ADDITIONAL MATCHING RECORD(S), USE A SEPARATE III INQUIRY(S), CONTAINING THE FOLLOWING FBI NUMBER(S):
1234561 1234562 1234563

C. Requirements for QH Inquiries

- 1. The following fields are mandatory for a QH inquiry:
 - a. HDR, MKE, ORI, PUR, ATN, NAM, and one of the following groups:
 - (1) SEX, RAC, and DOB
 - (a) Example:
HDR.QH.WAWSP00J7.NAM/NAME, III TEST.
DOB/19500101.RAC/W.SEX/M.PUR/C.
ATN/J SMITH TEST
 - (2) SEX, RAC, DOB, and SOC
 - (a) Example:
HDR.QH.WAWSP00J7.NAM/NAME, III TEST.
DOB/19300101.RAC/W.SEX/M.PUR/C.
SOC/331011111.ATN/J SMITH TEST
 - (3) SEX, RAC, DOB, and MNU
 - (a) Example:
HDR.QH.WAWSP00J7.NAM/NAME, III TEST.
DOB/19300101.RAC/W.SEX/M.PUR/C.
MNU/PI-123456.ATN/J SMITH TEST
 - (4) SOC
 - (a) Example:
HDR.QH.WAWSP00J7.NAM/NAME, III TEST.
PUR/C.SOC/331011111.ATN/J SMITH TEST
 - (5) MNU
 - (a) Example:
HDR.QH.WAWSP00J7.NAM/NAME, III TEST.
PUR/C.MNU/PI-123456.ATN/J SMITH TEST
 - (6) SID
 - (a) Example:
HDR.QH.WAWSP00J7.NAM/NAME, III TEST.
PUR/C.SID/WA10150089.ATN/J SMITH TEST

(7) FBI

(a) Example:

HDR.QH.WAWSP00J7.NAM/NAME, III TEST.
PUR/C.FBI/9028000.ATN/J SMITH TEST

b. The QUAL and ENS Fields are optional.

c. The inquiry will be rejected if one of the mandatory fields is left unfilled.

D. Example of QH Inquiry Response

1. WASIS No Record Response

WWCIC TIME: 1349 DATE: 051513 TO: SP8H
QH.WAWSP00J7.NAM/NAME, III TEST.
DOB/19300101.RAC/W.SEX/M.PUR/C.ATN/J SMITH TEST

ATN/ J SMITH TEST
BASED ON DESCRIPTORS PROVIDED ABOVE WASIS
RESULTED IN THE FOLLOWING:

SEARCH USING NAM/NAME,III TEST DOB/19300101
RAC/W SEX/M

ZERO HITS FOUND
END OF SEARCH RESULT

2. WASIS Positive Response

WWCIC TIME: 1347 DATE: 051513 TO: SP8H
QH.WAWSP00J7.NAM/NAME, III TEST.
DOB/19500101.RAC/W.SEX/M.PUR/C.ATN/J SMITH TEST

ATN/J SMITH TEST
BASED ON DESCRIPTORS PROVIDED ABOVE WASIS
RESULTED IN THE FOLLOWING:

SEARCH USING NAM/NAME,III TEST DOB/19500101
RAC/W SEX/M

SID NO	NAME	DOB	S R	HT	WT	EYE	SOC
WA10150089	*NAME,TESTIII	01/01/1950	M W	510	210	BRO	

3. III No Record Response

NCIC TIME: 1350 DATE: 051513 TO: SP8H
WAWSP00J7

NO IDENTIFIABLE RECORD IN THE NCIC INTERSTATE
IDENTIFICATION INDEX(III) FOR NAM/NAME,III TEST.
DOB/19300101.SEX/M.RAC/W.PUR/C.

NOTICE -- A LARGE NUMBER OF RECORDS FOR
PERSONS BORN PRIOR TO 1956 ARE NOT AUTOMATED

AT THE FBI. IF A SEARCH OF THE NONAUTOMATED FILES IS DESIRED, A FINGERPRINT CARD SHOULD BE SUBMITTED.
END

4. III Positive Response

NCIC TIME: 1348 DATE: 051513 TO: SP8H
WAWSP00J7

THIS NCIC INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR INQUIRY ON
NAM/NAME,III TEST SEX/M RAC/W DOB/19500101 PUR/C
NAME FBI NO. INQUIRY DATE
NAME,IIITEST 9028000 2013/05/15

SEX RACE BIRTH DATE HEIGHT WEIGHT EYES HAIR PHOTO
M W 1950/01/01 510 200 BRO BRO N

BIRTH PLACE
NAME STATE

FINGERPRINT CLASS
PO PM AA 12 PO
AA PM AA PO PM

ALIAS NAMES
NAME,IIITEST

OTHER	SCARS-MARKS-	
BIRTH DATES	TATTOOS	SOCIAL SECURITY
1947/01/15	MISS R EAR	123-45-6767
	SC R EAR	

IDENTIFICATION DATA UPDATED 2013/01/28

THE CRIMINAL HISTORY RECORD IS MAINTAINED AND AVAILABLE FROM THE FOLLOWING:
WASHINGTON STA - STATE ID/WA10150089

THE RECORD(S) CAN BE OBTAINED THROUGH THE INTERSTATE IDENTIFICATION INDEX BY USING THE APPROPRIATE NCIC TRANSACTION.

END

IX. CRIMINAL HISTORY AND WANTED PERSON BY NAME INQUIRY (QWH)

A. Guidelines for QWH Inquiries

2. The QWH inquiry is a combined query comprised of a QH and QW transaction. The QWH searches the WASIS/III and WACIC/NCIC using an individual's personal identifiers (NAM, SEX, RAC, DOB),

and assigned SOC, MNU, SID, and FBI. The QWH is used to determine if an index record for a person's criminal history record exists or if there is a hot file hit on the person. A positive QWH response will list how many record responses to expect when the inquirer uses the QR to request the specific criminal history record. If known, the inquirer should use the SID and/or FBI search fields to provide an exact hit and eliminate the possibility of multiple responses.

3. Refer to the Criminal History Inquiry (QH) portion of this chapter for more information.

B. Requirements for QWH Inquiries

1. The following fields are mandatory for a QWH inquiry:
 - a. HDR, MKE, ORI, PUR, ATN, NAM, and one of the following groups:
 - (1) SEX, RAC, and DOB
 - (a) Example:
HDR.QWH.WAWSP00J7.NAM/NAME, III
TEST.DOB/19500101.RAC/W.SEX/M.PUR/C.
ATN/J SMITH TEST
 - (2) SEX, RAC, DOB, and SOC
 - (a) Example:
HDR.QWH.WAWSP00J7.NAM/NAME, III
TEST.DOB/19300101.RAC/W.SEX/M.PUR/C.
SOC/331011111.ATN/J SMITH TEST
 - (3) SEX, RAC, DOB, and MNU
 - (a) Example:
HDR.QWH.WAWSP00J7.NAM/NAME, III
TEST.DOB/19300101.RAC/W.SEX/M.PUR/C.
MNU/PI-123456.ATN/J SMITH TEST
 - (4) SOC
 - (a) Example:
HDR.QWH.WAWSP00J7.NAM/NAME, III
TEST.PUR/C.SOC/331011111.ATN/J SMITH
TEST
 - (5) MNU
 - (a) Example:
HDR.QWH.WAWSP00J7.NAM/NAME, III
TEST.PUR/C.MNU/PI-123456.ATN/J SMITH
TEST

(6) SID (Will not search NCIC)
(a) Example:
HDR.QWH.WAWSP00J7.NAM/NAME, III
TEST.PUR/C.SID/WA10150089.ATN/J SMITH
TEST

(7) FBI
(a) Example:
HDR.QWH.WAWSP00J7.NAM/NAME, III
TEST.PUR/C.FBI/9028000.ATN/J SMITH
TEST

- b. The QUAL, ENS, INV, and RNG Fields are optional.
- c. The inquiry will be rejected if one of the mandatory fields is left unfilled.

C. Example of QWH Inquiry Response

1. For no record and positive responses from WASIS and III, refer to the Criminal History Inquiry (QH) portion of this chapter for more information.

2. WACIC No Record Response

WWCIC TIME: 1045 DATE: 052213 TO: SP8H
QWH.WAWSP00J7.NAM/WOMAN,
WONDER.DOB/19590228.RAC/W.SEX/F.PUR/C.
ATN/J SMITH TEST
NO WACIC WANTED, MISSING, PROTECTION ORDER,
DOC CUSTODY STATUS, SOR, OR VEHICLE/VEHICLE
PART OR WATCH YOUR CAR RECORDS FOUND

3. WACIC Positive Response

WWCIC TIME: 1044 DATE: 052213 TO: SP8H
QWH.WAWSP00J7.NAM/WOMAN,
WONDER.DOB/19530228.RAC/W.SEX/F.PUR/C.
ATN/J SMITH TEST

----- RECORD NUMBER 1 OF 1 -----

EXACT MATCH
PROTECTION ORDER (BASED ON NAM,DOB)
*** NOT A WARRANT ***
MKE/EPO ORI/WAWSP0021 NAM/WOMAN,WONDER
.F.W.WA.02/28/1953
HGT/601 WGT/150 EYE/BLU HAI/BLN SKN/FAR
OCA/TEST02192013
RTP/PO ORDER NUMBER/TEST0213 SERVED/YES
TYPE OF SERVICE/PERSONALLY SERVED
PCO/07-THE SUBJECT IS PROHIBITED FROM
POSSESSING AND/OR PURCHASING A FIREARM
OR OTHER WEAPON.
DOI/02/19/2013 EXD/02/19/2023 ORC/WA034015A
BRADY/Y

MIS/TEST RECORD ONLY-DO NOT LOCATE-MIS FIELD
MUST CONTAIN CONFIRMATION PHONE NUMBER AND
ALL CAUTION AND PERTINENT INFORMATION
PROTECTED PERSON/KENT,CLARK.M.W.01/01/1953.

ENT: 02/19/2013 AT 1409 FROM BILLM BY/SP ACCESS
TRAINER (ACCS6)
UPD: 03/07/2013 AT 1049 FROM ACCR5
WAC/13R0009179 NIC/H590845486

4. NCIC No Record Response

NCIC TIME: 1045 DATE: 052213 TO: SP8H
WAWSP00J7

NO NCIC WANT NAM/W0MAN, W0NDER D0B/19590228
RAC/W SEX/F
***MESSAGE KEY QW SEARCHES WANTED PERSON
FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS
INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S
LOCATION. ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.

5. NCIC Positive Response

NCIC TIME: 1043 DATE: 052213 TO: SP8H
WAWSP00J7

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

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

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

MKE/PROTECTION ORDER
ORI/WAWSP0021 NAM/W0MAN,W0NDER SEX/F RAC/W
POB/WA
DOB/19530228 HGT/601 WGT/150 EYE/BLU HAI/BLN
SKN/FAR

PNO/TEST0213 BRD/Y ISD/20130219 EXP/20230219
CTI/WA034015A
PPN/KENT,CLARK PSX/M PPR/W PPB/19530101
PCO/07 - THE SUBJECT IS PROHIBITED FROM
POSSESSING AND/OR PURCHASING A FIREARM OR
OTHER WEAPON.
OCA/TEST02192013
NOA/N
MIS/TEST RECORD ONLY-DO NOT LOCATE-MIS FIELD
MUST CONTAIN CONFIRMATION PHONE NUMBER AND
ALL CAUTION AND PERTINENT INFORMATION
DNA/N
ORI IS WASHINGTON STATE PATROL OLYMPIA 360 705-
5999
NIC/H590845486 DTE/20130219 1709 EST DLU/20130307
1349 EST

X. CRIMINAL HISTORY RECORD REQUEST INQUIRY (QR)

A. Guidelines for QR Inquiries

1. To obtain a specific criminal history record via the WASIS or III, a QR containing either the subject's SID or FBI number/UCN is used. The SID or FBI number/UCN may be obtained from a positive response to a QH or QWH, matching fingerprints, or from other sources available to the inquiring agency (i.e., local investigative file). WASIS and/or III responds with either a positive response (indicating that a record is available via WASIS and/or III) or a negative response (indicating that a record may exist but is not indexed in WASIS and/or III). A positive QR response will provide the complete criminal history record (also known as a rap sheet) of the subject based on the SID or FBI number/UCN used in the QR.
2. When a record is available via the SID or FBI, the III will send the requester an initial response providing a listing of the states/agencies responsible for providing the criminal history response. The III will also notify each state/agency that maintains a portion of the subject's record to respond to the requester with the criminal history contained in its criminal history database. These records will be provided via the Nlets. When state-maintained records are not provided immediately, an acknowledgement will be sent via the Nlets advising when the record will be provided. Should a user receive a state record that requires clarification, the Nlets Help Files include a state contact that can answer questions regarding that state's record. The Nlets Help Files can be accessed by sending an administrative message. Refer to the Nlets Manual for more information.
3. When the state's database is temporarily out of service or otherwise unable to accept a record request from the III, there is a delayed response. When a response is delayed, the agency requesting the record should not make additional requests because this would result in multiple responses providing the same record when the

affected state system resumes full service. When a record request has been queued for more than 20 minutes, the following is an example of the response III sends:

THIS INTERSTATE IDENTIFICATION INDEX RESPONSE
IS THE RESULT OF YOUR REQUEST FOR FBI/9001100.
THE NCIC HAS BEEN UNABLE TO NOTIFY THE
FOLLOWING BUT WILL CONTINUE TO RETRY:
TEXAS - STATE ID/TX01346790 END

4. When a record request has been queued for four hours, it will be destroyed. The following is an example of the response the III sends.

THIS INTERSTATE IDENTIFICATION INDEX RESPONSE
IS THE RESULT OF YOUR REQUEST FOR FBI/9001100.
THE NCIC HAS BEEN UNABLE TO NOTIFY THE
FOLLOWING AND WILL NO LONGER CONTINUE TO
RETRY:
TEXAS - STATE ID/TX01346790
YOUR RECORD REQUEST MAY BE RESUBMITTED IF
THE RECORD IS STILL NEEDED.
END

5. When a subject is identified based on the fingerprints from the arrest submissions, WASIS automatically searches for warrants, protection orders, missing persons, and other records from WACIC based on the SID number confirmed by the Automated Fingerprint Identification System (AFIS). Records found from this search are appended to the WSP Notice of Arrest. If the person record does not have a SID number in WACIC, those records will not append to the Notice of Arrest.
6. When an FBI Number/UCN is entered in the NCIC Wanted Person File, select data from the subject's wanted notice will append to the criminal history record in the III. The wanted data will display on the FBI record response from the FBI's CJIS Division. Various types of wanted notices, including local, state, and federal notices can be entered in the Wanted Person File; the data fields in these notices vary, but the basic information is the same. Each Wanted Person File notice contains an NCIC number (NIC) that is included in the wanted data appended to the III and displayed in the FBI record. Record recipients can use the NIC to query the Wanted Person File to obtain the complete record.
 - a. In the case of state-maintained III records that contain a wanted notice, the state will respond to requesters with the criminal history portion of the record, and the CJIS Division will respond with the wanted data via the FBI record.
 - b. The following is an example of a wanted notice contained in the identification section of a record response:
Caution WANTED - CONFIRM THAT WANT IS STILL
OUTSTANDING. AGENCY-FBI CLEVELAND (OHFBICV00)

WANTED-NCIC #W048400000 MULDER,FOX X
CONSPIRACY TO OBSTRUCT ALIENS CASE#X234789XX
DATE OF WARRANT 01/05/1998 NOTIFY OHFBICV00 FBI
CLEVELAND OHIO(FBI;1998-01-05)

7. When a subject has a record in the NCIC's National Sex Offender Registry, a sex offender notice is appended to the criminal history record in III. The sex offender data will display on the FBI record response from the FBI's CJIS Division. Each sex offender notice contains an NIC that is included in the sex offender data appended to the III and displayed in the FBI record. Record recipients can use the NIC to query the NCIC's National Sex Offender Registry to obtain the complete sex offender record.
 - a. In the case of state-maintained III records that contain a sex offender notice, the state will respond to requesters with the criminal history portion of the record, and the CJIS Division will respond with the sexual offender data via the FBI record.
 - b. The following is an example of a sex offender notice contained in the identification section of the record response:
REGISTERED SEX OFFENDER POLICE DEPARTMENT
NEW YORK (NY0303000) 2000-01-25 AGENCY CASE
333333 NIC/X12345678 REGISTERED AS - DUCK,
DONALD CEE REGISTRY EXPIRATION - NONEXP

B. Requirements for QR Inquiries

1. The following fields are mandatory for a QR inquiry:
 - a. HDR, MKE, ORI, PUR, ATN, and one of the following:
 - (1) SID
 - (a) Example:
HDR.QR.WAWSP00J7.SID/WA10150086.
PUR/C.ATN/J SMITH TEST
 - (2) FBI
 - (a) Example:
HDR.QR.WAWSP00J7.FBI/9039000.PUR/C.
ATN/J SMITH TEST
 - b. The DPT, BLD, ADR, CIS, and ZIP Fields are optional.
 - c. The inquiry will be rejected if one of the mandatory fields is left unfilled.

C. Example of QR Inquiry Response

1. WASIS Positive Response

WVCIC TIME: 1014 DATE: 052213 TO: SP8H
PAGE 1
QR.WAWSP00J7.SID/WA10150089.PUR/C.ATN/J SMITH TEST

ATN/J SMITH TEST
WASHINGTON STATE CRIMINAL HISTORY RECORD FOR SID/WA10150089
WASHINGTON STATE PATROL
IDENTIFICATION AND CRIMINAL HISTORY SECTION

CRIMINAL HISTORY INFORMATION AS OF 05/22/2013

NOTICE

THE FOLLOWING TRANSCRIPT OF RECORD IS FURNISHED FOR OFFICIAL USE ONLY.
SECONDARY DISSEMINATION OF THIS CRIMINAL HISTORY RECORD INFORMATION IS
PROHIBITED UNLESS IN COMPLIANCE WITH THE WASHINGTON STATE CRIMINAL RECORDS
PRIVACY ACT, CHAPTER 10.97 RCW.

POSITIVE IDENTIFICATION CAN ONLY BE BASED UPON FINGERPRINT COMPARISON.
BECAUSE ADDITIONS OR DELETIONS MAY BE MADE AT ANY TIME, A NEW COPY SHOULD BE
REQUESTED FOR SUBSEQUENT USE. WHEN EXPLANATION OF A CHARGE OR DISPOSITION IS
NEEDED, COMMUNICATE DIRECTLY WITH THE AGENCY THAT SUPPLIED THE INFORMATION TO
THE WASHINGTON STATE PATROL.

MASTER INFORMATION

NAME: WASHINGTON, IIITEST DOB: 01/01/1950
SID NUMBER: WA10150089 FBI NUMBER/UCN:
DOC NUMBER:

PERSON INFORMATION

SEX	RACE	HEIGHT	WEIGHT	EYES	HAIR	PLACE OF BIRTH	CITIZENSHIP
M	W	510	210	BRO	BRO	WA	

OTHER NAMES USED	OTHER DATES OF BIRTH USED	SOC SEC NUMBER	MISC NUMBER
WASHINGTON, CHARLES			
WASHINGTON, HENRY	01/01/1945	111-22-3333	
WASHINGTON, TESTIII	01/01/1946	123-45-6767	
	01/16/1947	444-55-6666	

DNA TAKEN: N DNA TYPED: N

COMMENTS: THIS IS AN NCIC/III TEST RECORD

SCARS, MARKS, TATTOOS, AMPUTATIONS

LOCATION	DESCRIPTION	LOCATION	DESCRIPTION
MISS R EAR		SC L ARM	
SC R EAR		SC R LEG	
TAT L LEG		TAT R ARM	

CONVICTION AND/OR ADVERSE FINDING SUMMARY

	DISPOSITION DATE
0 FELONY(S)	
1 GROSS MISDEMEANOR(S) DRIVING UNDER THE INFLUENCE	12/01/1993
0 MISDEMEANOR(S)	
1 CLASSIFICATION(S) UNKNOWN ASSAULT	08/01/1995

DOC SUMMARY

ASSAULT

ABSCOND

02/02/1995

CRIMINAL HISTORY INFORMATION

THE ARRESTS LISTED MAY HAVE BEEN BASED ON PROBABLE CAUSE AT THE TIME OF ARREST OR ON A WARRANT. PROBABLE CAUSE ARRESTS MAY OR MAY NOT RESULT IN THE FILING OF CHARGES. CONTACT THE ARRESTING AGENCY FOR INFORMATION ON THE FORMAL CHARGES AND/OR DISPOSITIONS.

ARREST 4

DATE OF ARREST: 04/23/1995

NAME USED: WASHINGTON, IITEST
CONTRIBUTING AGENCY: WA0210000 LEWIS COUNTY SHERIFF OFFICE
LOCAL ID: TEST0CA011 PCN: N/A TCN: N/A

ARREST OFFENSES	DISPOSITION
00300 ASSAULT RCW: 9A.36.000 CLASS UNKNOWN ORIGINATING AGENCY: WA0210000 LEWIS COUNTY SHERIFF OFFICE OIN: OIN02950 DISPO RESPONSIBILITY: WA021013J DATE OF OFFENSE: 04/23/1995	CONTRIBUTOR OR RESPONSIBLE AGENCY: WA021013J LEWIS COUNTY DISTRICT COURT COURT CASE NO: CASE-15 STATUS: GUILTY 01000 ASSAULT RCW: 9A.36.000 DOMESTIC VIOLENCE CLASS UNKNOWN STATUS DATE: 08/01/1995 SENTENCE: JAIL: 30 DAYS, JAIL SUS.: 24 DAYS FINE: \$750.00, FINE SUS.: \$100.00 SUBSEQUENT DISPOSITION: RIGHT TO POSSESS A FIREARM RESTORED DATE: 09/24/2008 ORI: WA021013J COMMENT: RCW 9.41.040(4)

ARREST 3

DATE OF ARREST: 07/10/1993

NAME USED: WASHINGTON, IITEST
CONTRIBUTING AGENCY: WA0290100 ANACORTES POLICE DEPARTMENT
LOCAL ID: TESTOCA010 PCN: N/A TCN: N/A

ARREST OFFENSES	DISPOSITION
07644 DRIVING UNDER THE INFLUENCE RCW: 46.61.502 GROSS MISDEMEANOR ORIGINATING AGENCY: WA0290100 ANACORTES POLICE DEPARTMENT OIN: OIN029400 DISPO RESPONSIBILITY: WA0290100 DATE OF OFFENSE: 07/10/1993	CONTRIBUTOR OR RESPONSIBLE AGENCY: WA0290100 ANACORTES POLICE DEPARTMENT STATUS: DISPOSITION NOT RECEIVED CONTRIBUTOR OR RESPONSIBLE AGENCY: WA029031J MOUNT VERNON MUNICIPAL

07644 DRIVING UNDER THE INFLUENCE
RCW: 46.61.502
GROSS MISDEMEANOR
ORIGINATING AGENCY: WA0290100
ANACORTES POLICE DEPARTMENT
OIN: OIN029299
DISPO RESPONSIBILITY: WA029031J
DATE OF OFFENSE: 07/02/1993

COURT
COURT CASE NO: CAUSE-0002

STATUS: GUILTY
07644 DRIVING UNDER THE INFLUENCE
RCW: 46.61.502
GROSS MISDEMEANOR
STATUS DATE: 12/01/1993

STATUS: NOT FILED
07644 DRIVING UNDER THE INFLUENCE
RCW: 46.61.502
GROSS MISDEMEANOR
STATUS DATE: 02/01/1993

ARREST 2

DATE OF ARREST: 06/21/1993

NAME USED: WASHINGTON, IITEST
CONTRIBUTING AGENCY: WA0320000 SPOKANE COUNTY SHERIFFS OFFICE
LOCAL ID: TESTOCA005 PCN: N/A TCN: N/A

ARREST OFFENSES

01004 ASSAULT-1
RCW: 9A.36.011(1)(A)
CLASS A FELONY
ORIGINATING AGENCY: WA0320000
SPOKANE COUNTY SHERIFFS OFFICE
OIN: 0325678
DISPO RESPONSIBILITY: WA032013A
DATE OF OFFENSE: 06/01/1993

DISPOSITION

CONTRIBUTOR OR RESPONSIBLE AGENCY:
WA032013A SPOKANE COUNTY ATTORNEY
STATUS: DISPOSITION NOT RECEIVED

ARREST 1

DATE OF ARREST: 01/17/1993

NAME USED: WASHINGTON, IITEST
CONTRIBUTING AGENCY: WAWSP0000 WASHINGTON STATE PATROL
LOCAL ID: TESTOCA001 PCN: N/A TCN: N/A

ARREST OFFENSES

02500 THEFT
RCW: 9A.56.000
CLASS UNKNOWN
WARRANT NO: XYZ900
ORIGINATING AGENCY: WAWSP0000
WASHINGTON STATE PATROL
OIN: OIN001
DISPO RESPONSIBILITY: WAWSP0000
COURT CASE NO: ABC123
DATE OF OFFENSE: 01/16/1993

DISPOSITION

CONTRIBUTOR OR RESPONSIBLE AGENCY:
WAWSP0000 WASHINGTON STATE PATROL
STATUS DATE: 01/17/1993
STATUS: NO ACTION
CONTRIBUTOR OR RESPONSIBLE AGENCY:
WA021013J LEWIS COUNTY DISTRICT
COURT
COURT CASE NO: CASE-24
STATUS: NO CHARGE FILED
02500 THEFT
RCW: 9A.56.000
CLASS UNKNOWN

END OF PAGE 1 - PAGE 2 TO FOLLOW

WVCIC TIME: 1014 DATE: 052213 TO: SP8H

ATN/J SMITH TEST

WASHINGTON STATE CRIMINAL HISTORY RECORD FOR SID/WA10150089

STATUS DATE: 01/17/1993

STATE DEPARTMENT OF CORRECTIONS

CUSTODY HISTORY

ABSCOND DATE: 02/02/1995
NAME USED: WASHINGTON,IIITEST DOC NUMBER: DOC222
CONTRIBUTING AGENCY: WA0170000 KING COUNTY SHERIFFS OFFICE
COURT CASE NO: 123 COUNTY/STATE: KING
CHARGE: 01000 ASSAULT CLASS UNKNOWN
9A.36.000
DOO: 01/10/1989

NO KNOWN CUSTODY STATUS INFORMATION

NO KNOWN SEX/KIDNAPPING OFFENDER REGISTRATIONS

NO KNOWN APPLICANT DETAILS

GLOSSARY OF TERMS IS AVAILABLE IN THE CRIMINAL JUSTICE TRAINING MANUAL (CJTM)
LOCATED AT http://www.wsp.wa.gov/crime/crimhist.htm

RESOURCES

ADMINISTRATIVE OFFICE OF THE COURTS (AOC)-----WWW.COURTS.WA.GOV
WSP CHRU -----CRIMHIS@WSP.WA.GOV OR
(360) 534-2000
DEPARTMENT OF CORRECTIONS (DOC)-----WWW.DOC.WA.GOV
WSP SOR UNIT----- (360) 534-2000
WSP CRIME LAB CODIS----- (206) 262-6020
RCW-----HTTP://APPS.LEG.WA.GOV/RCW/
LEGISLATION-----HTTP://APPS.LEG.WA.GOV
END OF RECORD

2. III Positive Response

NLETS TIME: 1107 DATE: 052213 TO: SP8H

CR.WVFBINF00
11:07 05/22/2013 20842
11:07 05/22/2013 22755 WAWSP00J7
TXT
HDR/2L01SP8H V
ATN/J SMITH TEST
***** CRIMINAL HISTORY RECORD *****
Data As Of 2013-05-22

***** Introduction *****

This rap sheet was produced in response to the following request:

FBI Number/UCN 9039000

Request Id

Purpose Code C

Attention J SMITH TEST

The information in this rap sheet is subject to the following caveats:

This record is based only on the FBI number/UCN in your request-9039000.

Because additions or deletions may be made at any time, a new copy

should be requested when needed for subsequent use. (US; 2013-05-22)

All arrest entries contained in this FBI record are based on

fingerprint comparisons and pertain to the same individual. (US; 2013-05-22)

The use of this record is regulated by law. It is provided for official

use only and may be used only for the purpose requested. (US; 2013-05-22)

***** IDENTIFICATION *****

Subject Name(s)

KILLER, COPY CAT

KILLER, KITTY (AKA)

LITTER, KITTY (AKA)

KILLER, COPY C (AKA)

Subject Description

FBI Number/UCN State Id Number

9039000 Unknown (XX)

Sex Race

Female Black

Height Weight Date of Birth

5'05" 140 1968-08-22

Hair Color Eye Color Fingerprint Pattern

Brown Brown AAAAAAAAAAAAAAAAAAAAAA (FPC)

Place of Birth

TX

Fingerprint Images

***** CRIMINAL HISTORY *****

==== Cycle 001 =====

Earliest Event Date 1997-07-11

Arrest Date 1997-07-11

Arrest Case Number

Arresting Agency DCFBIIIIIZ III STAFF ROOM 9904 WASHINGTON

Charge 01

Charge Literal BANK ROBBERY

Agency DCFBIIIIIZ III STAFF ROOM 9904 WASHINGTON

Severity

***** INDEX OF AGENCIES *****

Agency FBI-CJIS DIV-CLRKSBG CLARKSBURG; WVFBINF00;

Address 1000 CUSTER HOLLOW RD
CLARKSBURG, WV 26306

Agency III STAFF ROOM 9904 WASHINGTON; DCFBIIIIIZ;

Address III STAFF ROOM 9904
WASHINGTON, DC 205379700

* * * END OF RECORD * * *

4. III Additional Responses

- a. When the FBI's CJIS Division, or the FBI's CJIS Division and One or More III States, Provides the Record

THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR RECORD REQUEST FOR FBI/9021100. INDIVIDUAL'S RECORD WILL BE COMPLETE WHEN ALL RESPONSES ARE RECEIVED FROM THE FOLLOWING SOURCES EXCEPT FOR THOSE INDICATED AS DECEASED:

FBI - FBI/9021100

NORTH CAROLINA - STATE ID/NC00000008 -
DECEASED

TEXAS - STATE ID/TX00000007

AN ADDITIONAL RECORD MAY BE OBTAINED FROM FILES WITHIN YOUR STATE.
END

b. When a III State(s) Provides the Record

THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR RECORD REQUEST FOR FBI/9011100. INDIVIDUAL'S RECORD WILL BE COMPLETE WHEN ALL RESPONSES ARE RECEIVED FROM THE FOLLOWING SOURCES EXCEPT FOR THOSE INDICATED AS DECEASED:

NORTH CAROLINA - STATE ID/NC00000005

TEXAS - STATE ID/TX00000003

END

The phrase "EXCEPT FOR THOSE INDICATED AS DECEASED:" will be appended when a multi-source record contains a SID number that has been flagged by the state as deceased.

The phrase "AN ADDITIONAL RECORD MAY BE OBTAINED FROM FILES WITHIN YOUR STATE" will be appended when a QR originates from a state whose SID Number is indexed in the subject's record; an exception exists for record requests from federal agencies.

c. When the Record is Not Indexed in the III

Other than Firearms-Related Record Requests

NO IDENTIFIABLE RECORD IN THE INTERSTATE IDENTIFICATION INDEX (III) FOR FBI/9126285.PUR/C. NOTICE -- THIS DOES NOT PRECLUDE THE POSSIBLE EXISTENCE OF MATCHING RECORDS IN LOCAL, STATE, OR FBI CJIS DIVISION FILES THAT ARE NOT INDEXED IN THE NCIC/III. IF YOU DESIRE A SEARCH OF THE FBI CJIS DIVISION FILES, A FINGERPRINT CARD SHOULD BE SUBMITTED.
END

Firearms-Related Record Requests

ATN/DET JOHN PUBLIC THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR RECORD REQUEST FOR FBI/9126285. SUBJECT RECORD WILL BE AUTOMATED AS A RESULT OF YOUR REQUEST AND WILL BE MADE AVAILABLE VIA INTERSTATE IDENTIFICATION INDEX 2 BUSINESS DAYS AFTER YOUR RECEIPT OF THIS MESSAGE.
END

d. When the Record has Been Removed from the III

The following is an example of a QR response when the record has been removed from the III because it has been consolidated with another record, deleted, expunged, retired, or the subject is deceased. This type of response will be provided only when the record request is made using the FBI Field, or NAM and FBI Fields. III records can be deleted permanently (e.g., when a record was established in error or when the subject has reached 99 years of age) or temporarily (e.g., if internal corrections are needed and the record must be reentered).

THIS NCIC INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR RECORD REQUEST FOR FBI/9015174 PUR/C ATN/DET J Q PUBLIC RECORD NO LONGER ON FILE - CONSOLIDATED WITH FBI/9000001 19901201
END

OR

RECORD NO LONGER ON FILE - DELETED 19901201
END

OR

RECORD NO LONGER ON FILE - EXPUNGED 19901201
END

OR

RECORD NO LONGER ON FILE - RETIRED 19901201
END

OR

RECORD NO LONGER ON FILE - DECEASED PER POLICE DEPARTMENT SUMTER SC 19901201
END

XI. CRIMINAL HISTORY IDENTIFICATION DATA INQUIRY (QI)

A. Guidelines for QI Inquiries

1. To obtain identification information on a subject based off of a specific criminal history record via WASIS, a QI containing the subject's SID is used. The SID may be obtained from a positive response to a QH or QWH, matching fingerprints, or from other sources available to the inquiring agency (i.e., local investigative file). WASIS responds with either a positive response (indicating that a record is available via WASIS) or a negative response (indicating that a record may exist but is not indexed in WASIS). A positive QI response will provide the subject's identifying information, such as the AKAs, SMTs, DOBs, etc. that are associated with the subject's criminal history rap sheet.

B. Requirements for QI Inquiries

1. The following fields are mandatory for a QI inquiry:
 - a. HDR, MKE, ORI, SID, ATN, and PUR.
 - (1) Example:
HDR.QI.WAWSP00J7.SID/WA10150089.PUR/C.
ATN/J SMITH TEST

C. Example of QI Response

1. WASIS Positive Response

WWCIC TIME: 1412 DATE: 052213 TO: SP8H
QI.WAWSP00J7.SID/WA10150089.PUR/C.ATN/J SMITH TEST

MASTER INFORMATION

NAME: WASHINGTON, IIITEST DOB: 01/01/1950
SID NUMBER: WA10150089 FBI NUMBER/UCN:
DOC NUMBER:

PERSON INFORMATION

SEX	RACE	HEIGHT	WEIGHT	EYES	HAIR	PLACE OF BIRTH	CITIZENSHIP
M	W	510	210	BRO	BRO	WA	

OTHER NAMES USED	OTHER DATES OF BIRTH USED	SOC SEC NUMBER	MISC NUMBER
WASHINGTON, CHARLES	01/01/1945	111-22-3333	
WASHINGTON, HENRY	01/01/1946	123-45-6767	
WASHINGTON, TESTIII	01/16/1947	444-55-6666	

DNA TAKEN: N DNA TYPED: N

COMMENTS: THIS IS AN NCIC/III TEST RECORD

SCARS, MARKS, TATTOOS, AMPUTATIONS

LOCATION	DESCRIPTION	LOCATION	DESCRIPTION
MISS R EAR		SC L ARM	
SC R EAR		SC R LEG	

XII. OUT OF STATE CRIMINAL HISTORY TRANSACTIONS

- A. Identity Query (IQ)
 - 1. The IQ is used to request identification information on a subject using the subject's name, date of birth, sex, race, social security number, and/or miscellaneous number.
 - 2. For more information on the IQ, refer to the Nlets Manual.
- B. Full Record Query (FQ)
 - 1. The FQ is used to retrieve a full record from a state. Normally this message is used after an IQ has been sent and the requestor has reviewed the hits and made a selection.
 - 2. For more information on the FQ, refer to the Nlets Manual.
- C. Additional Query (AQ)
 - 1. The AQ is used to request supplemental or other information not available through the normal IQ or FQ queries. This includes requests for mailed records, photos, fingerprint cards, dispositions, special handling of the inquiry when only a partial date of birth is known, etc. This message may also be used to request information from a local agency.
 - 2. For more information on the AQ, refer to the Nlets Manual.
- D. Additional Response (AR)
 - 1. The AR is used to respond to an AQ message.
 - 2. For more information on the AR, refer to the Nlets Manual.