

Table of Contents

SECTION 01: INTRODUCTION	2
I. PURPOSE OF THE DENTAL DATA FILE	2
II. CRITERIA FOR ENTRY IN THE DENTAL DATA FILE	2
III. AUTOMATIC CROSS-SEARCH WITH UNIDENTIFIED PERSON RECORDS	2
IV. RETENTION PERIOD FOR DENTAL DATA	3
V. VALIDATION	3
SECTION 02: MESSAGE KEYS, FIELD CODES, AND EDITS	4
I. MESSAGE KEY (MKE) CODES FOR DENTAL DATA FILE	4
II. MESSAGE FIELD CODES AND EDITS	4
SECTION 03: INQUIRY TRANSACTIONS	8
I. MESSAGE FIELD CODES FOR DENTAL DATA INQUIRY	8
II. GUIDELINES FOR DENTAL DATA INQUIRIES	9
III. REQUIREMENTS FOR DENTAL DATA INQUIRIES	9
SECTION 04: ENTRY TRANSACTIONS	11
I. MESSAGE FIELD CODES FOR DENTAL DATA ENTRY	11
II. GUIDELINES FOR DENTAL DATA ENTRY	11
III. REQUIREMENTS FOR DENTAL DATA ENTRY	12
IV. EXAMPLE OF DENTAL DATA ENTRY	12
V. EXAMPLE OF DENTAL DATA ENTRY ACKNOWLEDGMENT	12
SECTION 05: MODIFY TRANSACTIONS	13
I. MESSAGE FIELD CODES FOR DENTAL DATA MODIFY	13
II. GUIDELINES FOR DENTAL DATA MODIFY	13
III. REQUIREMENTS FOR DENTAL DATA MODIFY	13
IV. EXAMPLE OF DENTAL DATA MODIFY ACKNOWLEDGMENT	14
SECTION 06: CANCEL TRANSACTIONS	15
I. MESSAGE FIELD CODES FOR DENTAL DATA CANCEL	15
II. GUIDELINES FOR DENTAL DATA CANCEL	15
III. REQUIREMENTS FOR DENTAL DATA CANCEL	15
IV. EXAMPLE OF DENTAL DATA CANCEL ACKNOWLEDGMENT	15



CHAPTER 06: DENTAL DATA FILE
SECTION 01: INTRODUCTION

Procedure #: 06.01.000

Effective Date: January 1, 2014

Supersedes:

See Also:

Applies To: All ACCESS Users

CALEA:

I. PURPOSE OF THE DENTAL DATA FILE

- A. The entering agency must forward all dental data to the Washington State Patrol Missing and Unidentified Persons Unit (MUPU) for coding and entry into the person record (missing, unidentified, wanted, protection order, supervised persons, etc.). Agencies should contact the MUPU for assistance with dental data comparisons.
- B. The agency must enter (MKE/EDD) separately from the base record and other supplemental data.

II. CRITERIA FOR ENTRY IN THE DENTAL DATA FILE

- A. Agencies must have entered a person record (missing, unidentified, wanted, protection order, supervised persons, etc.) prior to dental data being entered.
- B. Documentation (electronic or hard copy) of dental records must be on file to support the dental entry.
- C. For information on the requirements for entering a record (wanted, missing, etc.), please refer to the respective chapter of this manual.

III. AUTOMATIC CROSS-SEARCH WITH UNIDENTIFIED PERSON RECORDS

- A. When dental data is entered or modified, NCIC automatically compares the data in that record against all unidentified person records in NCIC. These comparisons are performed daily on the records that were entered/modified on the previous day.
- B. Once the comparisons are made to the unidentified person records, the system sends \$.M. administrative messages to all entering agencies, including MUPU. The \$.M. administrative message advises an agency that a possible match has been made on its record. This message is transmitted to the ORIs of the matched records. The message includes abbreviated records for up to 35 possible matches for the dental cross-search. If there are more than 35 matches using dental characteristics for the cross-search, the remaining records can be obtained by contacting FBI CJIS staff at (304) 625-3000.

1. Example:

\$.M.1NO1HEADER WA1230000
NCIC HAS 1 POSSIBLE MATCHES FOR YOUR INQUIRY ON:
AGE/30 SEX/M RAC/W ETN/H EYE/BRO HAI/BRO HGT/510
WGT/160 NAM/FRANK,MILES.
THE TWO HIGHEST SCORING RECORDS ARE LISTED
FOLLOWED BY THE NIC NUMBERS OF UP TO 20 OF THE HIGH
SCORE RECORDS.
MKE/MISSING PERSON INVOLUNTARY ORI/DC1014300
NAM/MILES, FRANK SEX/M RAC/W ETN/H POB/FL
DOB/19700112 HGT/509 WGT/153 EYE/BRO HAI/BRO

SKN/FAR SMT/TAT L LEG FPC/PMPICI14151617181920
SOC/211440001 MNP/MP DLC/19981001 OCA/CS12345
MIS/LAST SEEN AT THE TYSONS CORNER MALL ORI IS ANY
CITY PD DC 202 555-1111 NIC/M107650007 DTE/19981003 0000
EDT DLU/20071215 1600 EST IMMED CONFIRM MISSING
PERSON STATUS WITH ORI

- C. If the cross-search does not produce any match, all entering/updating agencies are notified through a \$.N. administrative message.

1. Example:

\$.N. UNIDENTIFIED/WANTED COMPARE RESULTS
MD1012600
YOUR RECORD WITH NIC/W562489512 OCA/98569852 HAS
BEEN SEARCHED.
THE DENTAL SEARCH DID NOT PRODUCE ANY POSSIBLE
MATCHES.

IV. RETENTION PERIOD FOR DENTAL DATA

- A. Dental data that is associated with records are subjected to the same retention periods as those records.

V. VALIDATION

- A. Dental data that is associated with records are subjected to the same validation as those records.



CHAPTER 06: DENTAL DATA FILE
SECTION 02: MESSAGE KEYS, FIELD CODES, AND EDITS

Procedure #: 06.02.000	Effective Date: January 1, 2014
Supersedes:	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE KEY (MKE) CODES FOR DENTAL DATA FILE

	Inquiry	Entry	Modify	Locate	Clear	Cancel
Dental Data	QDD	EDD	MDD	N/A	N/A	XDD

II. MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
ALLFLAG	All Teeth Unrestored Flag	Must be Y or N.
COM	Comments	Maximum of 75 characters (free text). Must not contain single or double quotation marks.
DCH01- DCH32	Dental Characteristics	<p>The DCH Field describes the status of each tooth, restorations for each surface of the tooth (MODFL), missing (X), virgin (V), no information remembered (/), root canal (R), or crown (C).</p> <p>If all 32 permanent teeth are present with no restorations, the agency can enter the code ALL in the DCH Field.</p> <p>If dental characteristics are not available for coding, then the agency should enter UNK in the DCH Field.</p> <p>May contain a maximum of 319 codes consisting of two numerics followed by one to seven alphabetic characters or one special character. The only exceptions are that the codes ALL or UNK will be permitted in the DCH Field. If the code ALL or UNK is entered, no additional information may be entered in the DCH Field. Must be a valid code as listed in the Personal Descriptors Section of the NCIC 2000 Code Manual.</p>
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.
DRE	Dentist's Remarks	Maximum of 50 alphanumeric and/or special characters (free text).
DXR	Dental X-rays Available	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 two letters followed by one check digit. If the number contains one letter (J-Z), the check digit(s) will be 1-11. 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. -Or- May be eight alphanumerics followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.
FLAG	Report Received	Must be Y or N.
LIC	License Plate Number	Contains a maximum of ten alpha-numeric characters. It must not be the letters UNK, UNKN, UNKNOWN.
LIS	License Plate State	Must be a valid code as listed in the State and Country Codes Section of the NCIC 2000 Code Manual. It must be entered if LIC Field is filled.
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.
MOD	Dental Models Available	Must be Y or N.
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.

NIC	NCIC Number	A self-checking number consisting of an alphabetic character followed by either one alphabetic character and eight numeric (ex: MA12345678) or followed by nine numeric characters (ex: M123456789) automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction.
OCA	Originating Agency Case Number	The entering agency should ensure the OCA is a unique number assigned to the case within the agency. Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OLN	Operator's License Number	Must not be one zero only or a run of zeros only. Omit any spaces, hyphens, or symbols (i.e. DOE**JJ12345 is entered DOEJJ12345). If OLN is entered, then OLS and OLY must be entered. More information can be found in the Personal Descriptors Section of the NCIC 2000 Code Manual.
ORI	Originating Agency Identifier	Must be a valid ORI.
PHO	Photographs of Teeth Available	Must be Y or N.
RAC	Race	Must be a valid code as listed in Personal Descriptors, 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 Personal Descriptors, 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.
UNKFLAG	Dental Characteristics Unknown	Must be Y or N.
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetic only, or spaces cannot be used. The Vehicle File has additional edits on the VIN Field. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field.

WAC	WACIC Number	A number consisting of the year of entry, a letter, followed by seven numbers that are automatically assigned by WACIC to each accepted entry.
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CHAPTER 06: DENTAL DATA FILE
SECTION 03: INQUIRY TRANSACTIONS

Procedure #: 06.03.000

Effective Date: January 1, 2014

Supersedes:

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR DENTAL DATA INQUIRY

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-3	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Optional	NAM	3-30	Alphabetic, special characters
Date of Birth	Conditional	DOB	8-8	Numeric
Sex	Conditional	SEX	1-1	Alphabetic
Race	Conditional	RAC	1-1	Alphabetic
Social Security Number	Conditional	SOC	9-9	Numeric
FBI Number/UCN	Conditional	FBI	1-9	Alphabetic, numeric
Miscellaneous Number	Conditional	MNU	4-15	Alphabetic, numeric, special characters
Operator's License Number	Conditional	OLN	1-20	Alphabetic, numeric
License Plate Number	Conditional	LIC	1-10	Alphabetic, numeric
License Plate State	Conditional	LIS	2-2	Alphabetic
Vehicle Identification Number	Conditional	VIN	1-20	Alphabetic, numeric
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Range	Optional	RNG	3-7	Alphabetic, numeric, special characters

II. GUIDELINES FOR DENTAL DATA INQUIRIES

- A. Inquiries made on dental data will return from WACIC only. These inquiries are not forwarded to NCIC.
- B. Using the RNG Field will provide a specific response or a range of responses related to the inquiry.
 - 1. If RNG is used and is one number then only return the response in the record list that matches that number. For example, RNG/4 will return record response number 4.
 - 2. If two numbers are entered as RNG, then only return the candidates that match the two numbers and that are between the two numbers in the candidate list. For example, RNG/13-17 will return record responses 13 through 17.
 - 3. If RNG/ALL is used, then all exact match and near-hit records will return.

III. REQUIREMENTS FOR DENTAL DATA INQUIRIES

- A. Inquiries can be made by:
 - 1. At least one of the following fields is required: DOB, SOC, FBI, MNU, OLN, LIC, LIS, OCA, WAC, or NIC. If DOB, SEX, or RAC are entered, then NAM is required. If LIS is entered, then LIC is required.
 - a. Example:
HDR.QDD.WAWSP00J7.NAM/TEST, SUBJECT ONE.
DOB/19040101.SEX/M.RAC/W

HDR.QDD.WAWSP00J7.NAM/TEST, SUBJECT ONE.
SOC/123223210

HDR.QDD.WAWSP00J7.OLN/TESTOLN171QB.
LIC/123TEST.LISWA
 - 2. WAC
 - a. Inquiries made by WAC only receive a WACIC response for an exact match. The WAC must have a character identifier of W, M, H, C, J, or R.
 - b. Example:
HDR.QDD.WAWSP00J7.WAC/12H0004478
 - 3. NIC
 - a. Inquiries made by NIC will receive information associated with a WACIC record for an exact match. NCIC will not respond.
 - b. Example:
HDR.QDD.WAWSP00J7.NIC/W716273253

B. Example of Dental Data Inquiry Response

1. WACIC No Record Response

WWCIC TIME: 1702 DATE: 121813 TO: SP8H
QDD.WAWSP00J7.WAC/13W0226217
NO WACIC WANTED, MISSING, PROTECTION ORDER,
DOC CUSTODY STATUS,
SOR, OR VEHICLE/VEHICLE PART RECORDS FOUND

2. WACIC Positive Response

WWCIC TIME: 1700 DATE: 121813 TO: SP8H
QDD.WAWSP00J7.WAC/13W0226175

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

EXACT MATCH
FELONY WARRANT (BASED ON WAC)

MKE/EWF ORI/WAWSP00J7 NAM/TEST,SUBJECT ONE
.M.W. .08/08/1908
HGT/500 WGT/150 HAI/BRO CTZ/AO
OCA/TEST007
OFF/1402
OFL/ABORTIONAL ACT ON SELF
DOW/11/20/2013 ORC/WA027015J
TOW/FN AOB/299999
MIS/TEST RECORD ONLY
EXL/1-FULL EXTRADITION UNLESS NOTED IN THE MIS
FIELD EXD/NONEXP

DENTAL CHARACTERISTICS

DXR/Y MPA/Y DRE/TEST

01M	32O
02M	31O
03M	30M
04M	29M
05M	28M
06M	27M
07O	26M
08O	25M
09O	24M
10O	23O
11O	22O
12D	21O
13D	20O
14D	19M
15D	18D
16D	17D

ENT: 12/18/2013 AT 1632 FROM ACCR4 BY/WSP
ACCESS ISO (SP8H)
WAC/13W0226175 NIC/W009046503



CHAPTER 06: DENTAL DATA FILE
SECTION 04: ENTRY TRANSACTIONS

Procedure #: 06.04.000

Effective Date: January 1, 2014

Supersedes:

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR DENTAL DATA ENTRY

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-3	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
WACIC Number	Mandatory	WAC	10-10	Alphabetic, numeric
Originating Agency Case Number	Mandatory	OCA	1-20	Alphabetic, numeric, special characters
Dental X-rays Available	Mandatory	DXR	1-1	Alphabetic
Dental Models Available	Mandatory	MOD	1-1	Alphabetic
Photographs of Teeth Available	Mandatory	PHO	1-1	Alphabetic
Dentist Remarks	Optional	DRE	1-50	Alphabetic, numeric, special characters
Dental Characteristics	Optional	DCH01-DCH32	3-319	Alphabetic, numeric, special characters
Report Received	Mandatory	FLAG	1-1	Alphabetic
Comments	Optional	COM	1-75	Alphabetic, numeric, special characters
All Teeth Unrestored Flag	Mandatory	ALLFLAG	1-1	Alphabetic
Dental Characteristics Unknown	Mandatory	UNKFLAG	1-1	Alphabetic

II. GUIDELINES FOR DENTAL DATA ENTRY

- A. The entering agency must forward all dental data to the Washington State Patrol Missing and Unidentified Persons Unit for coding and entry into the person record (missing, unidentified, wanted, protection order, supervised persons, etc.).

- B. The entry of a dental record to a Missing Person File record will cause a cross-search by NCIC of all Unidentified Person File records.
- C. The originating agency must account for all fields in the dental data entry. 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.

III. REQUIREMENTS FOR DENTAL DATA ENTRY

- A. The following fields are mandatory for acceptance of dental data entry in WACIC/NCIC:
 1. HDR, MKE, ORI, WAC, OCA, DXR, MOD, PHO, FLAG, DCH01-DCH32, ALLFLAG, and UNKFLAG.
 2. The entry will be rejected if one of the mandatory fields is left unfilled.

IV. EXAMPLE OF DENTAL DATA ENTRY

- A. Dental Data Entry

HDR.EDD.WAWSP00J7.WAC/13W0232708.OCA/TEST007.
 DXR/Y. MOD/Y.PHO/Y.DRE/VICTIM HAS NUMEROUS CARIES.
 DCH01/M.DCH02/O.DCH03/D.DCH04/M.DCH05/O.DCH06/D.
 DCH07/M.DCH08/O.DCH09/D.DCH10/M.DCH11/O.DCH12/D.
 DCH13/M.DCH14/O.DCH15/D.DCH16/M.DCH17/O.DCH18/D.
 DCH19/M.DCH20/O.DCH21/D.DCH22/M.DCH23/O.DCH24/D.
 DCH25/M.DCH26/O.DCH27/D.DCH28/M.DCH29/O.DCH30/D.
 DCH31/M.DCH32/O.FLAG/Y.COM/DENTAL MOLDS, XRAYs,
 AND PHOTOS ARE AVAILABLE CONTACT 360-555-1212.
 ALLFLAG/N.UNKFLAG/N

V. EXAMPLE OF DENTAL DATA ENTRY ACKNOWLEDGMENT

- A. WACIC Acknowledgment

WWCIC TIME: 1340 DATE: 123113 TO: SP8H
 DENTAL DATA ENTERED WAC/13W0232708 OCA/TEST007
 12/31/2013 AT 13/41

- B. NCIC Acknowledgment

1L01SP8H V
 WAWSP00J7
 ENTRY DENTAL DATA NIC/W919096502 OCA/TEST007



CHAPTER 06: DENTAL DATA FILE
SECTION 05: MODIFY TRANSACTIONS

Procedure #: 06.05.000

Effective Date: January 1, 2014

Supersedes:

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR DENTAL DATA MODIFY

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-3	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
WACIC Number	Mandatory	WAC	10-10	Alphabetic, numeric
Originating Agency Case Number	Mandatory	OCA	1-20	Alphabetic, numeric, special characters
Any field(s) from entry transaction				

II. GUIDELINES FOR DENTAL DATA 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 dental data record. The information to be modified should be sent to the Washington State Patrol Missing and Unidentified Persons Unit.
- B. Required fields can be modified; however, they cannot be deleted by the use of a modify entry.
- C. To delete information from a field, use the MFC followed by a period (e.g. MNU/.). 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 DENTAL DATA MODIFY

- A. The modify transaction consists of the message key, ORI, WAC, OCA, and the fields being modified. The fields being modified must be identified by their appropriate Message Field Codes.

- B. Modifications on a dental data record can be made by:
 - 1. WAC and OCA
 - a. Example:
HDR.MDD.WAWSP00J7.WAC/13W0232708.
OCA/TEST007.DCH09/L.PHO/N

IV. EXAMPLE OF DENTAL DATA MODIFY ACKNOWLEDGMENT

A. WACIC Acknowledgment

WWCIC TIME: 1356 DATE: 123113 TO: SP8H
DENTAL DATA MODIFIED RECORD WAC/13W0232708
OCA/TEST007
MODIFIED FIELDS: PHO,DCH09
12/31/2013 AT 13/56

B. NCIC Acknowledgment

1L01SP8H V
WAWSP00J7
MODIFY DENTAL DATA NIC/W919096502 OCA/TEST007



CHAPTER 06: DENTAL DATA FILE
SECTION 06: CANCEL TRANSACTIONS

Procedure #: 06.06.000

Effective Date: January 1, 2014

Supersedes:

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR DENTAL DATA CANCEL

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-3	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
WACIC Number	Mandatory	WAC	10-10	Alphabetic, numeric
Originating Agency Case Number	Mandatory	OCA	1-20	Alphabetic, numeric, special characters

II. GUIDELINES FOR DENTAL DATA 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.

III. REQUIREMENTS FOR DENTAL DATA CANCEL

- A. The cancel transaction consists of the message key, ORI, WAC, and OCA.
- B. Cancellation on a dental data record can be made by:
 - 1. WAC and OCA
 - a. Example:
HDR.XDD.WAWSP00J7.WAC/13W0232708.OCA/TEST007

IV. EXAMPLE OF DENTAL DATA CANCEL ACKNOWLEDGMENT

- A. WACIC Acknowledgment

WWCIC TIME: 1400 DATE: 123113 TO: SP8H
DENTAL DATA CANCELED WAC/13W0232708 OCA/TEST007

B. NCIC Acknowledgment

1L01SP8H V

WAWSP00J7

CANCEL DENTAL DATA NIC/W919096502 OCA/TEST007