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CHAPTER 12: IDENTITY THEFT FILE
SECTION 01: INTRODUCTION

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See Also:

Applies To: All ACCESS Users

CALEA:

I. PURPOSE OF THE IDENTITY THEFT FILE

- A. The Identity Theft File will serve as a means for law enforcement to "flag" stolen identities and identify the imposter when encountered by law enforcement.
- B. When an identity theft victim becomes aware that his/her identity has been stolen and reports the incident to law enforcement, the agency's handling of the identity theft case should parallel the criteria as outlined in this chapter.
 - 1. The police officer should complete an incident report and collect pertinent information from the victim to create a victim profile that is entered into the Identity Theft File. The agency enters the information only after the victim signs a consent waiver. The waiver states that the victim provides permission for the information to be entered in the Identity Theft File. It also acknowledges that the victim may withdraw the consent by providing a written request to the entering agency. At that time, the record will be canceled from the Identity Theft File. The profile should include information such as the victim's name, date of birth, Social Security number, and the type of identity theft.
 - 2. In addition, a password is established either by the victim or the police officer and entered into the Identity Theft File. The password will identify the person as the victim and should be provided to the victim when the police report is filed. The victim should retain the password to use during any potential future police encounters.
 - 3. Agencies may also enter a mugshot of the victim. The mugshot may be used as an additional form of identification for the victim. When the mugshot is retrieved, it must clearly specify that the mugshot is that of the victim and not that of the offender.
- C. During a subsequent encounter by law enforcement, including routine traffic stops, a Query Wanted Person (QW) will automatically search the Identity Theft File and, if positive, generate a condensed response to the inquiring agency listing the victim profile, including the password, thereby providing the officer with the information necessary to verify that the person encountered is the victim or that the person may be using a false

identity. To receive the full identity theft victim record, a Query Identity Theft (QIT) must be run.

- D. The officer should be cognizant that the individual should not be arrested or detained based solely upon the information provided in the positive response from the Identity Theft File. The response should be considered along with additional information or circumstances surrounding the encounter before the officer takes action.
- E. Information on deceased persons may also be entered into the Identity Theft File. If a police officer becomes aware of a deceased person's identity being stolen, that information can be entered into the file noting that the person is deceased.
- F. All identity theft records are entered into WACIC and NCIC.

II. CRITERIA FOR ENTRY IN THE IDENTITY THEFT FILE

- A. An entry in the Identity Theft File must be supported by an official complaint (electronic or hard copy) recorded by and on file at a law enforcement agency. Documentation for the identity theft complaint must meet the following criteria before an entry can be made into the Identity Theft File:
 - 1. Someone is using a means of identification of the victim (denoted in the Identity Theft and Assumption Deterrence Act of 1998 as any name or number that may be used, alone or in conjunction with any other information, to identify a specific individual).
 - 2. The identity of the victim is being used without the victim's permission.
 - 3. The victim's identity is being used or intended to be used to commit an unlawful activity.
 - 4. The victim must sign a consent waiver prior to the information being entered into the Identity Theft File. An example Identity Theft File Consent Document can be found on the ACCESS webpage.
 - 5. Information on deceased persons may be entered into the file if it is deemed by the police officer that the victim's information has been stolen. No consent form is required with the entry of deceased person information.
- B. Only the agency that takes the identity theft complaint may make an identity theft entry.
- C. Entry should be made as soon as possible after the official identity theft complaint has been received.
- D. If the identity of the thief is known and an arrest warrant has been issued, the agency should enter the victim information in the S/F Fields in the Wanted Person File.
- E. For information on the requirements for packing a record, please refer to the Introduction Chapter of this manual.

III. HIT CONFIRMATION

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

IV. RETENTION PERIOD FOR IDENTITY THEFT

- A. An identity theft record will remain active until the entering agency cancels it or until the Date of Purge (DOP) is equal to the current date. When the DOP is reached, a \$.P. administrative message will be sent to the originating agency by NCIC.
- B. The maximum retention period for an identity theft record is 5 years.

V. VALIDATION

- A. Identity theft records that are entered into NCIC will be validated monthly. Each record entered will be subject to validation three months after entry and annually thereafter.

VI. DENTAL DATA

- A. Refer to the Dental Data Chapter for information on querying, entering, modifying, and cancelling dental data.

VII. IMAGE DATA

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



CHAPTER 12: IDENTITY THEFT FILE
SECTION 02: MESSAGE KEYS, FIELD CODES, AND EDITS

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I. MESSAGE KEY (MKE) CODES FOR IDENTITY THEFT FILE

	Inquiry	Entry	Modify	Locate	Clear	Cancel
Identity Theft	QW/QIT	EIT*	MIT	N/A	N/A	XIT
	Entry			Cancel		
Supplemental		EN			XN	

*Fourth character "C" may be added to the entry MKE to indicate caution. When used, the reason for caution must be explained in the Cautions and Medical Conditions (CMC) field, and if necessary, further explained in the Miscellaneous Field (MIS).

II. MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
AKA	Alias	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.
ATN	Attention	This field may contain the first initial and last name of the person requesting the information. The information entered into the optional ATN will be furnished to the Department of Corrections supervising officer when the inquiry retrieves a record from the Supervised Person File.
CMC	Cautions and Medical Conditions	Must be a valid code as listed in the Personal Descriptors Section of the NCIC 2000 Code Manual.
CTZ	Citizenship	Must contain a two character alphabetic country code from the State and Country Data Codes of the NCIC 2000 Code Manual.
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD). The DOB cannot be later than the current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.

DOP	Date of Purge	Must be a valid Gregorian date (YYYYMMDD) greater than the current date, but not more than five years greater. If not entered, the DOP will be set to the current date plus five years.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD) equal to or less than the current date.
EBS	Expanded Date of Birth Search	Must be 1, 2, 3, or blank. If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less.
ENS	Expanded Name Search	Must be Y or N.
ETN	Ethnicity	Must be a valid code listed in the Personal Descriptors Section of the NCIC 2000 Code Manual.
EYE	Eye Color	Must be a valid code listed in the Personal Descriptors Section of the NCIC 2000 Code Manual.
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.
FPC	Fingerprint Classification	Must be 20 numbers and/or characters, which are listed in the Personal Descriptors Section of the NCIC 2000 Code Manual. Codes 00 and 50 may not be used.
HAI	Hair Color	Must be a valid code listed in the Personal Descriptors Section of the NCIC 2000 Code Manual.
HGT	Height	Must be three numbers, with the first number representing feet and the second and third representing inches. The second character must be 0 or 1. If the second character is 1, the third must be 0 or 1. It must indicate a minimum of 400 and a maximum of 711.
IDT	Identity Theft Type	Must be a valid code as listed in the Identity Theft File Codes Section of the NCIC 2000 Code Manual.
IND	Image Indicator	Must be Y or N.
INV	Investigation Field	Must be INV or ALL.
LIC	License Plate Number	Contains a maximum of ten alpha-numeric characters. It must not be the letters UNK, UNKN, UNKNOWN.

		If the VMA is AERO, LIS is US and LIT is PP or NP, the first character in the LIC field must be the letter N. If the license plate number exceeds ten characters, only the last ten should be entered. The full plate number must be shown in the MIS Field. If LIC is entered, then LIS, LIY, and LIT must be entered.
LIC-VCO	Remove Vehicle Data	To remove both the LIC and VIN sets from an entry, a modification message must be sent with MFC "LIC-VCO/."
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.
LIT	License Plate Type	Must be a valid code as listed in the Vehicle Data Codes Section of the NCIC 2000 Code Manual. It must be entered if LIC Field is filled.
LIY	License Plate Year	Must be a valid four character year (YYYY) or the letters NX to represent a non-expiring registration. It must be entered if LIC Field is filled.
LKA	Linkage Case Number	<p>Contains a maximum of 20 alphanumeric characters. It must not contain a single zero only, a run of zeros only, a single alphabetic only or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. There must be an ORI and matching OCA in the system.</p> <p>The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.</p>
LKI	Linkage Agency Identifier	Must be a valid ORI. The LKI and LKA cannot be identical to the ORI and OCA. For further explanation, see LKA above.
MIS	Miscellaneous	<p>Free text. It may contain a maximum of 500 characters.</p> <p>If a caution indicator is used in the message key, the reason for the caution must be entered as the first item in the MIS Field. An exception occurs when SVIN is entered first in the MIS Field to disable vehicle edits when an state-assigned, or non-</p>

		<p>conforming 17-character VIN is entered.</p> <p>Aliases, nicknames (monikers), vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered in a supplemental record (MKE/EN).</p> <p>If VMA is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK, then the MIS Field must include the name of the manufacturer.</p>
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.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (J in the Identity Theft File) followed by either one alphabetic character and eight numeric (ex: JA12345678) or followed by nine numeric characters (ex: J123456789) automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction.
NOA	Notify Originating Agency	When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the wanted person is known, Y should be entered into the NOA Field. If the NOA is blank, the field will default to N.
OCA	Originating Agency Case Number	<p>The entering agency should ensure the OCA is a unique number assigned to the case within the agency.</p> <p>Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid</p>

		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.
OLS	Operator's License 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 OLN Field is filled. More information can be found in the Personal Descriptors Section of the NCIC 2000 Code Manual.
OLY	Operator's License Year	Must represent the year the license expires (XXXX), the alphabetic NX to represent non-expiring, or the code UNKN for unknown. It must be entered if OLN Field is filled. 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.
ORI1*	Originating Agency Identifier	Must be a valid ORI. This field is used in the modify transaction only.
POB	Place of Birth	Must be a valid code as listed in the State and Country Codes Section of the NCIC 2000 Code Manual. More information can be found in the Personal Descriptors Section of the NCIC 2000 Code Manual.
PWD	Password	Free text. When possible, the password should be determined by the victim. The victim should select a password that he/she can readily recall during any subsequent encounter with law enforcement personnel. If the person is deceased, the agency must enter the characters DECEASED as the password.
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.
RPS	Reason for Person Record Removal	Must be a valid code as listed in the NCIC 2000 Code Manual.
RSH	Related Search Hit	Must be Y or N.
SEX	Sex	Must be a valid code as listed in Personal Descriptors, NCIC 2000 Code Manual.
SKN	Skin Tone	Must be a valid code as listed in Personal Descriptors, NCIC 2000 Code Manual.
SMT	Scars, Marks, Tattoos, and Other Characteristics	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.
SUSPSID	Suspect 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.
SUSPWAC	Suspect WACIC Number	A number consisting of the year of entry, an alphabetic, and seven numbers that are automatically assigned by WACIC to each accepted entry.
VCO	Vehicle Color	Must be valid code as listed in Vehicle Data Codes, NCIC 2000 Code Manual representing the first or only color of the vehicle. If two colors codes are used, they must be separated by a slash (/). For Omnixx users, the second vehicle color must be entered in the VCOS Field.
VCOS*	Vehicle Color Second	Must be valid code as listed in Vehicle Data Codes, NCIC 2000 Code Manual representing the second color of the vehicle. If entered, the VCO must also be entered.
VICTSID	Victim 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.
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. The full VIN must then be shown in the MIS Field. If VIN is entered, then VCO, VMA, VMO, VST, and VYR must be entered.
VMA	Vehicle Make	Contains a maximum of 24 characters. The first four characters must be a valid code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blanks. Characters 5-24 are free text and must contain the name of the manufacturer when the VMA is AERO, ATV, COEQ, CYCL, FARM, SNOW, SPEC, TRLR, or TRUK. For Omnixx users, the name of the manufacturer must be entered in the VMAD Field. If the VMO is other than TL, the VMA code must be a valid code as listed in Vehicle Data Codes, NCIC

		<p>2000 Code Manual.</p> <p>If the VMO is TL, the VMA code must not be the characters: ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ.</p> <p>For every assembled vehicle that does not have manufacturer's assigned VIN, the VMA code must be ASVE.</p> <p>(Jeep)</p> <p>If the VMA code is JEP, the VYR must be 1969 or earlier. If the VMA code is AMER, the VYR must be 1988 or earlier. If the VMA code is JEEP, the VYR must be 1989 or later.</p> <p>(Aircraft)</p> <p>If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.</p> <p>(All-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile)</p> <p>If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in Vehicular Data Codes, NCIC 2000 Code Manual. If VST is MV, the VMA code must be SPEC, ATV, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in Vehicular Data Codes, NCIC 2000 Code Manual. If VMA code is ATV or SPEC the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the MIS Field.</p> <p>It must be entered if VIN Field is filled.</p>
VMAD*	Vehicle Make Description	<p>If the VMA is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK, then the VMAD must contain the name of the manufacturer. If entered, the VMA must also be entered.</p>
VMO	<p>Vehicle Model</p> <p>(Assembled automobile)</p> <p>(Construction equipment)</p> <p>(Farm and garden equipment)</p>	<p>Spaces cannot be skipped. Hyphens or symbols should be used. More information in Vehicular Data Codes, NCIC 2000 Code Manual. The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP, are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.</p> <p>If the first four characters of the VMA are ASVE, the VMO must be AV or REP.</p> <p>If the first four characters of the VMA are COEQ, the VMO must be CE.</p> <p>If the first four characters of the VMA are FARM, the VMO must be FE.</p>

	(Motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(Snowmobile)	If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in Vehicular Data Codes, NCIC 2000 Code Manual, the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(Trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(Truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
		It must be entered if VIN Field is filled.
VST	Vehicle Style	Must be a valid code as listed in Vehicular Data Codes, NCIC 2000 Code Manual. It must be entered if VIN Field is filled.
VYR	Vehicle Year	Must represent the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than 1 year beyond the current year. For entries of model year 1981 or later, when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR. It must be entered if VIN Field is filled.
WAC	WACIC Number	A number consisting of the year of entry and the letter J, followed by seven numbers that are automatically assigned by WACIC to each accepted entry.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors, NCIC 2000 Code Manual.

*Omnix only



CHAPTER 12: IDENTITY THEFT FILE
SECTION 03: INQUIRY TRANSACTIONS

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See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR IDENTITY THEFT INQUIRY

Field Name	Required?	Message Field Code	Field Length	Data Type
QUERY WANTED (QW)				
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	Conditional	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
State Identification Number	Conditional	SID	10-10	Alphabetic, numeric
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
Investigation Field	Optional	INV	3-3	Alphabetic

Attention Field	Optional	ATN	1-30	Alphabetic, numeric, special characters
Image Indicator	Optional	IND	1-1	Alphabetic
Related Search Hit	Optional	RSH	1-1	Alphabetic
Expanded Name Search	Optional	ENS	1-1	Alphabetic
Expanded Date of Birth Search	Conditional	EBS	1-1	Numeric
Range	Optional	RNG	3-7	Alphabetic, numeric, special characters
QUERY IDENTITY THEFT (QIT)				
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	Conditional	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
FBI Number/UCN	Conditional	FBI	1-9	Alphabetic, numeric
Miscellaneous Number	Conditional	MNU	4-15	Alphabetic, numeric, special characters
Social Security Number	Conditional	SOC	9-9	Numeric
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
Image Indicator	Optional	IND	1-1	Alphabetic
Related Search Hit	Optional	RSH	1-1	Alphabetic
Expanded Name Search	Conditional	ENS	1-1	Alphabetic
Expanded Date of Birth Search	Conditional	EBS	1-1	Numeric
Operator's License Number	Optional	OLN	1-20	Alphabetic, numeric
Range	Optional	RNG	3-7	Alphabetic, numeric, special characters

II. QUERY WANTED (QW) INQUIRIES

A. Guidelines for QW Inquiries

1. Inquiries made with the NAM, SEX, RAC, and DOB are MFC driven and immediately follow the ORI in the inquiry. Inquiries using other

numerical identifiers (SOC, OLN, MNU, WAC, etc.) must have the MFCs preceding those identifiers.

2. If a positive response (hit) includes vehicle or license plate data, the Vehicle File should be queried to ascertain if the vehicle and/or license plate is stolen.
3. The INV, ATN, IND, RSH, ENS, and RNG Fields are optional and can be added to the end of each inquiry.
4. If used, INV must be INV or ALL.
 - a. INV/INV should be used if the inquiry is a non-field contact (i.e., office, squad room). This prevents a notice from being sent to a Department of Corrections supervising officer if the inquiry retrieves a record on the subject from the Supervised Persons File.
 - b. If INV/ALL is used, then all exact match and near-hit records will return.
5. The information entered into the optional ATN will be furnished to the Department of Corrections supervising officer when the inquiry retrieves a record from the Supervised Persons File.
6. Inquiries may also contain an Image Indicator (IND). If the image indicator is Y, image data related to each primary hit response will be returned from NCIC.
7. Inquiries may also contain a RSH Field. If RSH is Y, secondary hit responses will be returned for all linked records.
 - a. The system links records when:
 - (1) ORI/OCA matches the primary hit response.
 - (2) The LKI/LKA are the same as ORI/OCA contained in the primary hit response.
8. If the inquiry includes the ENS/Y, then additional searches are generated by using each input name part as a last name, interchanging the remaining name parts as given names.
 - a. Example:
Bryan, Morgan Lee; Bryan, Lee Morgan;
Morgan, Lee Bryan; Morgan, Bryan Lee;
Lee, Morgan Bryan; and Lee, Bryan Morgan
9. When the EBS Field is used, the inquiry will return additional records based on the following codes:
 - a. EBS/1 – Records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB will return.
 - b. EBS/2 – Records with the exact input DOB as well as records with the exact year of birth with the month and day transposed will return.
 - c. EBS/3 – Search will return the following: records with the exact input DOB, records with the exact month and day and

a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed.

10. Using the RNG Field will provide a specific response or a range of responses related to the inquiry.
 - a. 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.
 - b. 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.
 - c. If RNG/ALL is used, then all exact match and near-hit records will return.

B. Search and Match Criteria

1. The following is an explanation of the matching criteria for WACIC and NCIC:
 - a. Name (NAM)
 - (1) WACIC
 - (a) 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.
 - (b) The top 20 candidates that pass the combined percentage of the set threshold are returned.
 - (c) In addition to these weighting factors used to narrow the search, other benefits of the name search routine are:
 1. First and middle names are reversed and used in the search.
 2. Common nicknames are converted to full names that are then searched.
 3. Components of hyphenated last names are reversed and searched. Also, each component of hyphenated last names is used in the search.
 - (d) If an inquiry to WACIC on a wanted person results in a positive response (hit) and that record was initially entered with a SID or PCN, then the descriptor portion (and any alias information) from WASIS will be appended to the bottom of the WACIC record for viewing.

This descriptor information is not searchable because it was not part of the base record. The WASIS information is displayed because of the association with a SID or PCN. The WASIS information does not and will not automatically populate the fields in the base record.

(2) NCIC

- (a) Currently, all names and dates of birth are cross-indexed so as to produce a hit regardless of the name and date of birth combination used in an inquiry message. To preclude the illogical association of a S/F name with a true date of birth, the NCIC 2000 System will not cross-index S/F names and dates of birth with base record names and dates of birth or supplemental aliases and dates of birth. If the only numerical identifier being entered into the record is a DOB, then both the NAM and DOB must be entered as the same type of identifier, i.e., either both must be entered as a base record NAM and DOB or both must be entered as a S/F NAM and DOB.
- (b) When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., the SOC, FBI, MNU, or OLN, a name search is not generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search.

b. Sex (SEX)

(1) WACIC

- (a) An inquiry that includes a SEX and RAC increases the overall score on a hit and near hits in WACIC. However, if SEX and RAC are used, WACIC will continue to return possible matches on NAM and DOB if the matching candidate passes the set threshold.

(2) NCIC

- (a) SEX must be an exact match. An inquiry with SEX/M will match only records of males and inquiries with SEX/F will match only records of females. An inquiry with SEX/U will match records of males and females.

c. Race (RAC)

(1) WACIC

(a) An inquiry that includes a SEX and RAC increases the overall score on a hit and near hits in WACIC. However, if SEX and RAC are used, WACIC will continue to return possible matches on NAM and DOB if the matching candidate passes the set threshold.

(2) NCIC

(a) The inclusion of race in an inquiry can limit the search made by NCIC. When the RAC Field is included in an inquiry, the following will be searched:

Race Code in Inquiry		Race Codes Searched
A	Asian or Pacific Islander	All
I	American Indian or Alaskan Native	All
B	Black	All, except W
W	White	All, except B
U	Unknown	All

d. Date of Birth (DOB)

(1) WACIC

(a) A weighted score is also applied to the components (month, day, and year) of the query DOB.

(b) 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.

(2) NCIC

(a) When only one numeric identifier is used in a QW inquiry, the response will include only the record on file containing that specific numeric identifier. For example, if an inquiry contains only the social security number, the response(s) will include records on file with that social security number even though there may be other records on file for the same individual which do not contain that particular number.

(b) An NCIC inquiry containing a DOB will search on the exact date of birth; therefore, additional inquiries may be made varying the year. Some state systems employ a search method to automatically extend the search parameter to a period before and after the DOB in the inquiry (e.g., plus or minus 5 years). If a record from

the state system is received via this search method, the new DOB should be used in an NCIC inquiry.

- (c) When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the exact date of birth in a record before a record will be retrieved.
- (d) When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC will search for all matching records that contain the exact DOB and a surname that is a phonetic match to the surname in the inquiry.

C. Requirements for QW Inquiries

1. Inquiries can be made by:

- a. NAM and at least one of the following: DOB with optional SEX and RAC, SOC, FBI, MNU, OLN, LIC with optional LIS, VIN, VMA/VMAD and/or OCA
 - (1) Example:
HDR.QW.WAWSP00J7.NAM/TEST, SUBJECT ONE.DOB/19040101. SEX/M.RAC/W

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

HDR.QW.WAWSP00J7.NAM/TEST, SUBJECT ONE. DOB/19040101.OLN/TESTOLN171QB.LIC/123TEST. LIS/WA

HDR.QW.WAWSP00J7.NAM/TEST, SUBJECT ONE. DOB/19040101. VIN/12345678901234567890
- b. NAM and DOB (or other field, like SOC, MNU, etc.) and optional fields INV, ATN, IND, RSH, ENS, and RNG
 - (1) Example:
HDR.QW.WAWSP00J7.NAM/TEST, SUBJECT ONE. DOB/19040101.INV/INV.ATN/OFFICER JON JONES. RSH/Y.ENS/Y
- c. SID
 - (1) Example:
HDR.QW.WAWSP00J7.SID/WA10150089
- d. WAC
 - (1) Inquiries made by WAC only receive a WACIC response for an exact match.
 - (2) Example:
HDR.QW.WAWSP00J7.WAC/12H0004478

e. NIC

(1) Inquiries made by NIC will receive both a WACIC and NCIC response for an exact match.

(2) Example:
HDR.QW.WAWSP00J7.NIC/W716273253

D. Example of Wanted Person Inquiry Response

1. WACIC No Record Response

WWCIC TIME: 1149 DATE: 071713 TO: SP8H
QW.WAWSP00J7.NAM/TEST, SUBJECT
ONE.DOB/19400101.SEX/M.RAC/W
NO WACIC WANTED, MISSING, PROTECTION ORDER,
DOC CUSTODY STATUS, SOR, OR VEHICLE/VEHICLE
PART OR WATCH YOUR CAR RECORDS FOUND

2. WACIC Positive Response

WWCIC TIME: 0819 DATE: 100213 TO: SP8H
QW.WAWSP00J7.WAC/13J0000089

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

EXACT MATCH

-- POSSIBLE IDENTITY THEFT VICTIM - - - - - (BASED
ON WAC)

*** DO NOT ARREST ON THIS INFORMATION ***

FOR FULL IDENTITY THEFT VICTIM RECORD, INQUIRE
WITH:

QIT.WAC/13J0000089

MKE/EIT ORI/WAWSP00J7 NAM/TEST,SUBJECT ONE
SEX/M RAC/W DOB/08/08/1908
HGT/505 WGT/130 EYE/BLU HAI/BRO
OCA/TEST007 SMT/TAT NECK
SOC/123011234
MNU/PI-123456 OLN/TESTYSO171QB.WA.2014
PWD/LAFFY TAFFY IDT/CREDIT CARD
WAC/13J0000089 NIC/J180043192

3. NCIC No Record Response

NCIC TIME: 1149 DATE: 071713 TO: SP8H
WAWSP00J7

NO NCIC WANT NAM/TEST, SUBJECT EIGHT
DOB/19140101 RAC/W SEX/M
***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.

4. NCIC Positive Response

NCIC TIME: 0826 DATE: 100213 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 IDENTITY OF THE SUBJECT
IDENTIFIED IN THIS RECORD
HAS BEEN REPORTED STOLEN. REVIEW THE VICTIM
PROFILE AND USE CAUTION IN
VERIFYING THE IDENTITY OF THIS PERSON. THE
PASSWORD INCLUDED IN THIS
RESPONSE HAS BEEN ASSIGNED TO THE IDENTITY
THEFT VICTIM. VERIFY THAT THE
SUBJECT OF INQUIRY CAN CONFIRM THE PASSWORD.

MKE/IDENTITY THEFT PERSON
CMC/00 - ARMED AND DANGEROUS
ORI/WAWSP00J7 NAM/TEST,SUBJECT ONE SEX/M
RAC/W POB/WA
DOB/19080808 HGT/505 WGT/130 EYE/BLU HAI/BRO
SMT/TAT NECK
DOP/20141231 MNU/PI-123456 SOC/123011234
OLN/TESTYS0171QB OLS/WA OLY/2014
OCA/TEST007
NOA/N
MIS/TEST RECORD ONLY IDENTITY POSSIBLY STOLEN
BY TWIN BROTHER USING CREDIT
MIS/CARDS, PASSPORT, AND STOLEN VEHICLE
CONFIRM 360-555-1234
PWD/LAFFY TAFFY IDT/CFRD DOT/20130903
ORI IS WASHINGTON STATE PATROL OLYMPIA 360 705-
5999
NIC/J180043192 DTE/20131002 1119 EDT DLU/20131002
1119 EDT
*****WARNING - STANDING ALONE, NCIC IDENTITY
THEFT FILE INFORMATION
DOES NOT FURNISH GROUNDS FOR THE SEARCH AND
SEIZURE OF ANY
INDIVIDUAL, VEHICLE OR DWELLING.*****

III. QUERY IDENTITY THEFT (QIT) INQUIRIES

A. Guidelines for QIT Inquiries

1. QIT inquiries will only return Identity Theft File records.
2. Inquiries made with the NAM, SEX, RAC, and DOB are MFC driven and immediately follow the ORI in the inquiry. Inquiries using other numerical identifiers (SOC, OLN, MNU, WAC, etc.) must have the MFCs preceding those identifiers.
3. The IND, RSH, ENS, and RNG Fields are optional and can be added to the end of each inquiry.
4. Inquiries may also contain an Image Indicator (IND). If the image indicator is Y, image data related to each primary hit response will be returned from NCIC.
5. Inquiries may also contain a RSH Field. If RSH is Y, secondary hit responses will be returned for all linked records.
 - a. The system links records when:
 - (1) ORI/OCA matches the primary hit response.
 - (2) The LKI/LKA are the same as ORI/OCA contained in the primary hit response.
6. If the inquiry includes the ENS/Y, then additional searches are generated by using each input name part as a last name, interchanging the remaining name parts as given names.
 - a. Example:
Bryan, Morgan Lee; Bryan, Lee Morgan;
Morgan, Lee Bryan; Morgan, Bryan Lee;
Lee, Morgan Bryan; and Lee, Bryan Morgan
7. When the EBS Field is used, the inquiry will return additional records based on the following codes:
 - a. EBS/1 – Records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB will return.
 - b. EBS/2 – Records with the exact input DOB as well as records with the exact year of birth with the month and day transposed will return.
 - c. EBS/3 – Search will return the following: records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed.
8. Using the RNG Field will provide a specific response or a range of responses related to the inquiry.
 - a. 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.

- b. 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.
- c. If RNG/ALL is used, then all exact match and near-hit records will return.

B. Search and Match Criteria

- 1. The search and match criteria for the QIT inquiry are the same as for the QW. Refer to the Query Wanted (QW) Inquiries Section above.

C. Requirements of QIT Inquiries

- 1. Inquiries can be made by:
 - a. NAM and at least one of the following: DOB with optional SEX and RAC, SOC, FBI, MNU, OLN, and/or OCA
 - (1) Example:
HDR.QIT.WAWSP00J7.NAM/TEST, SUBJECT ONE.
DOB/19040101.SEX/M.RAC/W

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

HDR.QIT.WAWSP00J7.NAM/TEST, SUBJECT ONE.
OLN/TESTOLN171QB
 - b. NAM and DOB (or other field, like SOC, MNU, etc.) and optional fields IND, RSH, ENS, and RNG
 - (1) Example:
HDR.QIT.WAWSP00J7.NAM/TEST, SUBJECT ONE.
DOB/19040101. RSH/Y.ENS/Y
 - c. WAC
 - (1) Inquiries made by WAC only receive a WACIC response for an exact match.
 - (2) Example:
HDR.QIT.WAWSP00J7.WAC/13J0000089
 - d. NIC
 - (1) Inquiries made by NIC will receive both a WACIC and NCIC response for an exact match.
 - (2) Example:
HDR.QIT.WAWSP00J7.NIC/J180043192

D. Example of Identity Theft Inquiry Response

- 1. WACIC No Record Response

WWCIC TIME: 0846 DATE: 090413 TO: SP8H
 QIT.WAWSP00J7.NAM/TEST, SUBJECT
 ONE.DOB/19850101
 NO WACIC WANTED, MISSING, PROTECTION ORDER,

DOC CUSTODY STATUS, SOR, OR VEHICLE/VEHICLE
PART OR WATCH YOUR CAR RECORDS FOUND

2. WACIC Positive Response

WWCIC TIME: 0844 DATE: 090413 TO: SP8H
QIT.WAWSP00J7.NAM/TEST, SUBJECT
ONE.DOB/19080808

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

EXACT MATCH

*** DO NOT ARREST ON THIS INFORMATION ***

- - - - IDENTITY THEFT VICTIM - - - - (BASED ON
NAM,DOB)

MKE/EIT ORI/WAWSP00J7 NAM/TEST,SUBJECT ONE.
M.W.WA.08/08/1908
HGT/505 WGT/130 EYE/BLU HAI/BRO
OCA/TEST007 SMT/TAT NECK
SOC/123011234
MNU/PI-123456 OLN/TESTYSO171QB.WA.2014
LIC/TEST007.WA.2013.PC
VIN/12345678901234567890.1969.FORD.ESC.2D.BLK/WHI
DOT/09/03/2013 DOP/12/31/2014
PWD/LAFFY TAFFY IDT/CREDIT CARD
MIS/TEST RECORD ONLY IDENTITY POSSIBLY STOLEN
BY TWIN BROTHER USING CREDIT CARDS, PASSPORT,
AND STOLEN VEHICLE CONFIRM 360-555-1234
CMC/ARMED AND DANGEROUS
ENT: 09/04/2013 AT 0843 FROM SP8H BY/WSP ACCESS
ISO (SP8H)
WAC/13J0000077 NIC/J220043566

3. NCIC No Record Response

NCIC TIME: 0847 DATE: 090413 TO: SP8H
WAWSP00J7

NO NCIC IDENTITY THEFT FILE RECORD
NAM/TEST,SUBJECT ONE DOB/19850101

4. NCIC Positive Response

NCIC TIME: 0846 DATE: 090413 TO: SP8H
WAWSP00J7

WARNING - THE IDENTITY OF THE SUBJECT
IDENTIFIED IN THIS RECORD
HAS BEEN REPORTED STOLEN. REVIEW THE VICTIM
PROFILE AND USE CAUTION IN
VERIFYING THE IDENTITY OF THIS PERSON. THE
PASSWORD INCLUDED IN THIS

RESPONSE HAS BEEN ASSIGNED TO THE IDENTITY
THEFT VICTIM. VERIFY THAT THE
SUBJECT OF INQUIRY CAN CONFIRM THE PASSWORD.

MKE/IDENTITY THEFT PERSON
CMC/00 - ARMED AND DANGEROUS
ORI/WAWSP00J7 NAM/TEST,SUBJECT ONE SEX/M
RAC/W POB/WA
DOB/19080808 HGT/505 WGT/130 EYE/BLU HAI/BRO
SMT/TAT NECK
DOP/20141231 MNU/PI-123456 SOC/123011234
OLN/TESTYS0171QB OLS/WA OLY/2014
OCA/TEST007
NOA/N
MIS/TEST RECORD ONLY IDENTITY POSSIBLY STOLEN
BY TWIN BROTHER USING CREDIT
MIS/CARDS, PASSPORT, AND STOLEN VEHICLE
CONFIRM 360-555-1234
PWD/LAFFY TAFFY IDT/CFRD DOT/20130903
ORI IS WASHINGTON STATE PATROL OLYMPIA 360 705-
5999
NIC/J220043566 DTE/20130904 1143 EDT DLU/20130904
1143 EDT
*****WARNING - STANDING ALONE, NCIC IDENTITY
THEFT FILE INFORMATION
DOES NOT FURNISH GROUNDS FOR THE SEARCH AND
SEIZURE OF ANY
INDIVIDUAL, VEHICLE OR DWELLING.*****



CHAPTER 12: IDENTITY THEFT FILE
SECTION 04: ENTRY TRANSACTIONS

Procedure #: 12.04.000

Effective Date: October 1, 2013

Supersedes: WACIC Manual 2010 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR IDENTITY THEFT ENTRY

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	3-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Mandatory	NAM	3-30	Alphabetic, special characters
Sex	Mandatory	SEX	1-1	Alphabetic
Race	Mandatory	RAC	1-1	Alphabetic
Place of Birth	Mandatory	POB	2-2	Alphabetic
Date of Birth	Mandatory	DOB	8-8	Numeric
Height	Mandatory	HGT	3-3	Numeric
Weight	Mandatory	WGT	3-3	Numeric
Eye	Mandatory	EYE	3-3	Alphabetic
Hair	Mandatory	HAI	3-3	Alphabetic
FBI Number/UCN	Optional	FBI	1-9	Alphabetic, numeric
Skin Tone	Optional	SKN	3-3	Alphabetic
Scars, Marks, Tattoos, and Other Characteristics	Optional	SMT	3-10	Alphabetic
Date of Purge	Optional	DOP	8-8	Numeric
Fingerprint Classification	Optional	FPC	20-20	Alphabetic, numeric
Miscellaneous Number	Optional	MNU	4-15	Alphabetic, numeric, special characters
Social Security Number	Optional	SOC	9-9	Numeric
Operator's License Number	Optional	OLN	1-20	Alphabetic, numeric
Operator's License State	Conditional	OLS	2-2	Alphabetic

Operator's License Year of Expiration	Conditional	OLY	4-4	Alphabetic, numeric
Date of Theft	Optional	DOT	8-8	Numeric
Originating Agency Case Number	Mandatory	OCA	1-20	Alphabetic, numeric, special characters
Linkage Agency Identifier	Optional	LKI	9-9	Alphabetic, numeric
Linkage Case Number	Conditional	LKA	1-20	Alphabetic, numeric, special characters
Miscellaneous	Optional	MIS	1-500	Alphabetic, numeric, special characters
Notify Originating Agency	Optional	NOA	1-1	Alphabetic
License Plate Number	Optional	LIC	1-10	Alphabetic, numeric
License Plate State	Conditional	LIS	2-2	Alphabetic
License Plate Year	Conditional	LIY	4-4	Alphabetic, numeric
License Plate Type	Conditional	LIT	2-2	Alphabetic
Vehicle Identification Number	Optional	VIN	1-20	Alphabetic, numeric
Vehicle Year	Conditional	VYR	4-4	Numeric
Vehicle Make	Conditional	VMA	2-24	Alphabetic
Vehicle Make Description*	Conditional	VMAD	1-20	Alphabetic
Vehicle Model	Conditional	VMO	2-3	Alphabetic, numeric
Vehicle Style	Conditional	VST	2-2	Alphabetic, numeric
Vehicle Color	Conditional	VCO	3-3 or 7-7	Alphabetic
Vehicle Color Second*	Conditional	VCOS	7-7	Alphabetic
Caution and Medical Conditions	Optional	CMC	2-2	Numeric
Password	Mandatory	PWD	1-20	Alphabetic, numeric, special characters
Identity Theft Type	Mandatory	IDT	4-4	Alphabetic
Victim State Identification Number	Optional	VICTSID	10-10	Alphabetic, numeric
Suspect State Identification Number	Optional	SUSPSID	10-10	Alphabetic, numeric
Suspect WAC	Optional	SUSPWAC	10-10	Alphabetic, numeric
Citizenship	Optional	CTZ	2-2	Alphabetic
Ethnicity	Optional	ETN	1-1	Alphabetic

*Omnixx only

II. GUIDELINES FOR IDENTITY THEFT ENTRY

- A. The originating agency must account for all fields in the identity theft record. All available data called for by the record format must be entered when the original entry is made. Missing data obtained at a later time should be promptly added through the use of a modify message.
- B. A 24/7 hit confirmation phone number must be placed in the MIS Field.
- C. If the person is deceased, agencies must enter the characters DECEASED in the PWD Field. The password DECEASED must never be used for a live victim.
- D. Duplicate Record Reject
 - 1. Any record matching by record type (wanted, temporary wanted, missing, unidentified, etc.) and ORI and any of the following field combinations are returned from the search as duplicate record:
 - a. FBI
 - b. NAM and SOC
 - c. NAM and MNU
 - d. OLN and OLS (do not check for identity theft victims)
 - e. NAM and DOB
 - f. NAM and OCA (for wanted persons, identity theft victim only)
 - g. NAM, VIN, and VMA (do not check for identity theft victims)
 - h. NAM, LIC, LIS, LIY, and LIT (do not check for identity theft victims)

III. REQUIREMENTS FOR IDENTITY THEFT ENTRY

- A. The following fields are mandatory for acceptance of an identity theft entry in WACIC/NCIC:
 - 1. HDR, MKE, ORI, NAM, SEX, RAC, POB, DOB, HGT, WGT, EYE, HAI, OCA, PWD, and IDT.
- B. The entry will be rejected if one of the mandatory fields is left unfilled.

IV. EXAMPLE OF IDENTITY THEFT ENTRY

- A. Identity Theft Entry
HDR.EIT.WAWSP00J7.TEST, SUBJECT ONE.M.W.WA.19080808.
505.130.BLU.BRO...TAT NECK.20141231..PI-123456.123011234.
TESTYSO171QB.WA.2014.20130903.TEST007...TEST RECORD
ONLY IDENTITY POSSIBLY STOLEN BY TWIN BROTHER
USING CREDIT CARDS, PASSPORT, AND STOLEN VEHICLE
CONFIRM 360-555-1234..TEST007.WA.2013.PC.
12345678901234567890.1969.FORD.ESC.2D.BLK/WHI.00.LAFFY
TAFFY.CFRD....

V. EXAMPLE OF IDENTITY THEFT ENTRY ACKNOWLEDGMENT

- A. WACIC Acknowledgment
WWCIC TIME: 0843 DATE: 090413 TO: SP8H
WAWSP00J7
ENTERED EIT NAM/TEST,SUBJECT ONE

WAC/13J0000077 OCA/TEST007
09/04/2013 AT 08/43

B. NCIC Acknowledgment

NCIC TIME: 0843 DATE: 090413 TO: SP8H
WAWSP00J7
NAM/TEST,SUBJECT ONE NIC/J220043566
OCA/TEST007



CHAPTER 12: IDENTITY THEFT FILE
SECTION 05: ENTRY SUPPLEMENTAL TRANSACTIONS

Procedure #: 12.05.000	Effective Date: October 1, 2013
Supersedes: WACIC Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR IDENTITY THEFT SUPPLEMENTAL ENTRY

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-2	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Mandatory	NAM	3-30	Alphabetic, special characters
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
Alias	Optional	AKA	3-30	Alphabetic, special characters
Date of Birth	Optional	DOB	8-8	Numeric
Scars, Marks, Tattoos, and Other Characteristics	Optional	SMT	3-10	Alphabetic
Miscellaneous Number	Optional	MNU	4-15	Alphabetic, numeric, special characters
Social Security Number	Optional	SOC	9-9	Numeric
Operator's License Number	Optional	OLN	1-20	Alphabetic, numeric
Operator's License State	Conditional	OLS	2-2	Alphabetic
Operator's License Year of Expiration	Conditional	OLY	4-4	Alphabetic, numeric
License Plate Number	Optional	LIC	1-10	Alphabetic, numeric
License Plate State	Conditional	LIS	2-2	Alphabetic
License Plate Year	Conditional	LIY	4-4	Alphabetic, numeric
License Plate Type	Conditional	LIT	2-2	Alphabetic

Vehicle Identification Number	Optional	VIN	1-20	Alphabetic, numeric
Vehicle Year	Conditional	VYR	4-4	Numeric
Vehicle Make	Conditional	VMA	2-24	Alphabetic
Vehicle Make Description*	Conditional	VMAD	1-20	Alphabetic
Vehicle Model	Conditional	VMO	2-3	Alphabetic, numeric
Vehicle Style	Conditional	VST	2-2	Alphabetic, numeric
Vehicle Color	Conditional	VCO	3-3 or 7-7	Alphabetic
Vehicle Color Second*	Conditional	VCOS	7-7	Alphabetic
Caution and Medical Conditions	Optional	CMC	2-2	Numeric
Protection Order Condition	Optional	PCO	2-2	Numeric
Protected Person Name	Optional	PPN	3-30	Alphabetic, special characters
Protected Person Sex	Conditional	PSX	1-1	Alphabetic
Protected Person Race	Conditional	PPR	1-1	Alphabetic
Protected Person Date of Birth	Conditional	PPB	8-8	Numeric
Protected Person Social Security Number	Conditional	PSN	9-9	Numeric
Citizenship	Optional	CTZ	2-2	Alphabetic
Telephone Number Type	Optional	TNT	1-1	Alphabetic
Telephone Number	Conditional	TNO	12-12	Numeric, special characters

*Omnix only

II. GUIDELINES FOR IDENTITY THEFT SUPPLEMENTAL ENTRY

- A. A supplemental entry is utilized when additional identifiers, such as an alias or scars, marks, tattoos, and other characteristics etc., need to be added to a person record.
- B. To enter information into a supplemental record, that field must first be filled in the base record. That is, if an attempt is made to enter a SOC as a supplemental data entry, a reject will occur if no SOC exists in the base record.
- C. The only fields that can be entered with a supplemental entry transaction are those allowed by the specified file type. For example, a Protection Order File record will accept supplemental entry transactions including the PCO or PPN set if the information has been entered into the base record. For all other file types, the PCO and PPN set will not be applicable.

- D. The following is a list of fields that can be appended to a record on file and the maximum number that can be added to a record. A maximum of nine additional identifiers can be added with each supplemental data entry message.

Field	MFC	Max Number
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Caution and Medical Conditions	CMC	9
Protection Order Conditions	PCO	7
Citizenship	CTZ	9
Operator's License Number, State, and Year of Expiration (Entered as a Set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (Entered as a Set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (Entered as a Set)	VIN	9
Protected Person Name, Sex, Race, Date of Birth, and Social Security Number (Entered as a Set)	PPN	9
Telephone Number and Type (Entered as a Set)	TNT	9

- E. Supplemental entries on AKA, DOB, SMT, MNU, SOC, CMC, PCO, and CTZ must be identified only one time in each supplemental entry.
1. Example:
AKA/SMITH, JOHN J.JOHNSON, JOHN J
DOB/19490804.19510101
- F. Items which are entered as a set must be identified before each set.
1. Example:
OLN/TESTYBA171QB.WA.2014.OLN/123TESTOLN.CA.2014
- G. When entering sets of information, all fields must be accounted for. If a field is not available or unknown, then no information can be entered for that set. A field separator (.) must be used to identify the missing field.
- H. A maximum of nine additional identifiers of various kinds may be entered in one supplemental entry message. Additional messages are required if more identifiers are to be entered. Each AKA, DOB, SMT, MNU, SOC, CMC, PCO, or CTZ is counted as one identifier. Each set of data relating to an OLN, LIC, VIN, PPN, or TNT is likewise counted as one identifier.
- I. The supplemental entry may be made only by the agency that entered the person record.

III. REQUIREMENTS FOR IDENTITY THEFT SUPPLEMENTAL ENTRY

- A. The supplemental transaction consists of the message key, ORI, two record identifiers, and the fields being supplemented. The fields being supplemented must be identified by their appropriate Message Field Codes.

B. Supplemental transactions on an identity theft record can be made by:

1. NAM and OCA

a. Example:

HDR.EN.WAWSP00J7.NAM/TEST,SUBJECT TWO.
OCA/TEST007.DOB/19440101.19400804.
OLN/TESTOLN171QB.WA.2014

2. NAM and WAC

a. Example:

HDR.EN.WAWSP00J7.NAM/TEST,SUBJECT TWO.
WAC/13J0000077.DOB/19440101.19400804.
OLN/TESTOLN171QB.WA.2014

3. NAM and NIC

a. Example:

HDR.EN.WAWSP00J7.NAM/TEST,SUBJECT TWO.
NIC/J220043566.DOB/19440101.19400804.
OLN/TESTOLN171QB.WA.2014

IV. EXAMPLE OF IDENTITY THEFT SUPPLEMENTAL ENTRY ACKNOWLEDGMENT

A. WACIC Acknowledgment

WWCIC TIME: 1513 DATE: 070214 TO: SP8H

WAWSP00R4

SUPP RECORD NAM/TEST,SUBJECT TWO OCA/TEST007

MODIFIED FIELDS: DOB,OLN

07/02/2014 AT 15/13

B. NCIC Acknowledgment

NCIC TIME: 1513 DATE: 070214 TO: SP8H

WAWSP00R4

SUPP NAM/TEST, SUBJECT TWO OCA/TEST007



**CHAPTER 12:
SECTION 06:**

**WANTED PERSON FILE
MODIFY TRANSACTIONS**

Procedure #: 12.06.000

Effective Date: October 1, 2013

Supersedes: WACIC Manual 2010 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR IDENTITY THEFT 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
Name	Mandatory	NAM	3-30	Alphabetic, special characters
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
Any field(s) from entry transaction				

II. GUIDELINES FOR IDENTITY THEFT 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 an identity theft record.
- B. A modification message to the base record to delete information in a field will cause the same data in the supplemental record to move up to the base record, except for vehicle and license data.
- C. Required fields can be modified; however, they cannot be deleted by the use of a modify transaction.
- D. When modifying the MIS Field, all the information you desire to be shown in the MIS Field must be entered (additional information cannot be added on to what is already contained in the MIS Field).

- E. 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 Omnixx users, the Mark for Delete feature must be used to delete information from a field. For more information, refer to the Omnixx Force Training Manual.
 - 2. To remove all operator license data a modification message must be sent with the MFC "OLN/." This will remove the OLN, OLY, and OLS Fields.
 - 3. To remove all license plate data a modification message must be sent with the MFC "LIC/." This will remove the LIC, LIS, LIY, and LIT Fields.
 - 4. To remove all vehicle data a modification message must be sent with the MFC "VIN/." This will remove the VIN, VYR, VMA/VMAD, VMO, VST, and VCO/VCOS.
 - 5. To remove both the LIC and VIN sets, a modification message must be sent with MFC "LIC-VCO/."

III. REQUIREMENTS FOR IDENTITY THEFT MODIFY

- A. The modify transaction consists of the message key, ORI, two record identifiers, and the fields being modified. The fields being modified must be identified by their appropriate Message Field Codes.
- B. Modifications on an identity theft record can be made by:
 - 1. NAM and OCA
 - a. Example:
HDR.MIT.WAWSP00J7.NAM/TEST,SUBJECT ONE.
OCA/TEST007.EYE/BRO.MNU/PI-654321
 - 2. NAM and WAC
 - a. Example:
HDR.MIT.WAWSP00J7.NAM/TEST,SUBJECT ONE.
WAC/13J0000077.EYE/BRO.MNU/PI-654321
 - 3. NAM and NIC
 - a. Example:
HDR.MIT.WAWSP00J7.NAM/TEST,SUBJECT ONE.
NIC/J220043566.EYE/BRO.MNU/PI-654321
- C. Modify to Add NIC Number
 - 1. If you receive a notice from WACIC that the NIC number was not added to your WACIC record, you must modify your WACIC record to add the NIC. When modifying a WACIC record, use the WAC and OCA to identify the record.

HDR.MIT.WAWSP00J7.WAC/13J0000077.OCA/TEST007.
NIC/J220043566

IV. EXAMPLE OF IDENTITY THEFT MODIFY ACKNOWLEDGMENT

A. WACIC Acknowledgment

WWCIC TIME: 1019 DATE: 090413 TO: SP8H
WAWSP00J7
MODIFIED RECORD EIT NAM/TEST,SUBJECT ONE
WAC/13J0000077 OCA/TEST007
MODIFIED FIELDS: EYE,MNU
09/04/2013 AT 10/19

B. NCIC Acknowledgment

NCIC TIME: 1019 DATE: 090413 TO: SP8H
WAWSP00J7
MODIFY NAM/TEST,SUBJECT ONE NIC/J220043566



CHAPTER 12: IDENTITY THEFT FILE
SECTION 07: CANCEL SUPPLEMENTAL TRANSACTIONS

Procedure #: 12.07.000	Effective Date: October 1, 2013
Supersedes: WACIC Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR IDENTITY THEFT SUPPLEMENTAL 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
Name	Mandatory	NAM	3-30	Alphabetic, special characters
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
Image NCIC Number	Optional	IMN	10-10	Alphabetic, numeric
Image Type	Conditional	IMT	1-1	Alphabetic
Any field(s) from supplemental transaction				

II. GUIDELINES FOR IDENTITY THEFT SUPPLEMENTAL CANCEL

- A. A supplemental cancel is utilized when additional identifiers that were added using a supplemental transaction, such as an alias or scars, marks, tattoos, and other characteristics etc., need to be removed from a person record.
- B. To remove information from a supplemental record, that field must first be filled in the base record. That is, if an attempt is made to remove a SOC as a supplemental data entry, a reject will occur if no SOC exists in the supplemental record.
- C. The only fields that can be cancelled with a supplemental cancel transaction are those allowed by the specified file type. For example, a Protection Order File record will accept supplemental cancel transactions including the PCO or PPN set if the information has been entered into the

base record. For all other file types, the PCO and PPN set will not be applicable.

- D. The following is a list of fields that can be removed from a supplemental record on file and the maximum number that can be removed from a record. A maximum of nine additional identifiers can be removed with each supplemental cancel message.

Field	MFC	Max Number
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Caution and Medical Conditions	CMC	9
Protection Order Conditions	PCO	7
Citizenship	CTZ	9
Operator's License Number, State, and Year of Expiration (Entered as a Set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (Entered as a Set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (Entered as a Set)	VIN	9
Protected Person Name, Sex, Race, Date of Birth, and Social Security Number (Entered as a Set)	PPN	9
Image Number and Image Type (Entered as a Set)	IMN	9
Telephone Number and Type (Entered as a Set)	TNT	9

- E. Each set (multiple data element fields) must be preceded by the MFC (OLN, VIN, etc.) and all data elements of the set must appear exactly as they appear in the supplemental record on file.

1. Example:

LIC/ABC123.WA.1986.PC

VIN/12345678901234567890.2000.ACUR.INT.2D.BLK/RED

- F. A maximum of nine identifiers of various kinds can be cancelled in one message. Additional messages are required if more than nine identifiers are to be cancelled. Each AKA, DOB, SMT, MNU, SOC, CMC, PCO, or CTZ is counted as one identifier. Each OLN, LIC, VIN, PPN, IMN, or TNT set (multiple data element fields) is counted as one identifier.
- G. Up to nine images may be cancelled using the XN transaction. Individual images can be cancelled using the Cancel Image (XIM) transaction. Refer to the Image File Chapter for more information.
- H. The supplemental cancel transaction may be made only by the agency that entered the person record.

III. REQUIREMENTS FOR IDENTITY THEFT SUPPLEMENTAL CANCEL

- A. The supplemental cancel transaction consists of the message key, ORI, two record identifiers, and the fields being cancelled. The fields being cancelled must be identified by their appropriate Message Field Codes.
- B. Supplemental cancel transactions on an identity theft record can be made by:
 - 1. NAM and OCA
 - a. Example:
HDR.XN.WAWSP00J7.NAM/TEST,SUBJECT TWO.
OCA/TEST007.DOB/19440101.OLN/TESTOLN171QB.WA.
2014
 - 2. NAM and WAC
 - a. Example:
HDR.XN.WAWSP00J7.NAM/TEST,SUBJECT TWO.
WAC/14F0004478.DOB/19440101.OLN/TESTOLN171QB.
WA.2014
 - 3. NAM and NIC
 - a. Example:
HDR.XN.WAWSP00J7.NAM/TEST,SUBJECT TWO.
NIC/M271262429.DOB/19440101.OLN/TESTOLN171QB.
WA.2014

IV. EXAMPLE OF IDENTITY THEFT SUPPLEMENTAL CANCEL ACKNOWLEDGMENT

- A. WACIC Acknowledgment
 - WWCIC TIME: 1513 DATE: 070214 TO: SP8H

 - WAWSP00R4
CANCELED SUPP NAM/TEST,SUBJECT TWO OCA/TEST007
DOB/01-01-1944
OLN/TESTOLN171QB 2014 WA
- B. NCIC Acknowledgment
 - NCIC TIME: 1513 DATE: 070214 TO: SP8H
 - WAWSP00R4
CANCEL SUPP NAM/TEST, SUBJECT TWO OCA/TEST007
DOB/19440101
OLN/TESTOLN171QB.WA.2014



CHAPTER 12: IDENTITY THEFT FILE
SECTION 08: CANCEL TRANSACTIONS

Procedure #: 12.08.000	Effective Date: October 1, 2013
Supersedes: WACIC Manual 2010 Edition	See Also:
Applies To: All ACCESS Users	CALEA:

I. MESSAGE FIELD CODES FOR IDENTITY THEFT CANCEL

Field Name	Required?	Message Field Code	Field Length	Data Type
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-2	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Mandatory	NAM	3-30	Alphabetic, special characters
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
Date of Cancellation	Optional	DOC	8-8	Numeric
Reason for Person Record Removal	Optional	RPS	10-20	Alphabetic, numeric

II. GUIDELINES FOR IDENTITY THEFT CANCEL

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

III. REQUIREMENTS FOR IDENTITY THEFT CANCEL

- A. The cancel transaction consists of the message key, ORI, two record identifiers, and the date of cancel.

- B. Cancellation on an identity theft record can be made by:
 - 1. NAM and OCA
 - a. Example:
HDR.XIT.WAWSP00J7.NAM/TEST,SUBJECT ONE.
OCA/TEST007.20130904.CASE DROPPED
 - 2. NAM and WAC
 - a. Example:
HDR.XIT.WAWSP00J7.NAM/TEST,SUBJECT ONE.
WAC/13J0000077.20130904.CASE DROPPED
 - 3. NAM and NIC
 - a. Example:
HDR.XIT.WAWSP00J7.NAM/TEST,SUBJECT ONE.
NIC/J220043566.20130904.CASE DROPPED

IV. EXAMPLE OF IDENTITY THEFT CANCEL ACKNOWLEDGMENT

- A. WACIC Acknowledgment
WWCIC TIME: 1034 DATE: 090413 TO: SP8H
WAWSP00J7
CANCELED EIT NAM/TEST,SUBJECT ONE
WAC/13J0000077 OCA/TEST007
- B. NCIC Acknowledgment
NCIC TIME: 1034 DATE: 090413 TO: SP8H
WAWSP00J7
CANCEL NAM/TEST,SUBJECT ONE NIC/J220043566