Table of Contents

Procedure #: 21.01.000	**Effective Date:** October 1, 2012
Supersedes: ACCESS Manual 2012 Edition	**See Also:**
Applies To: All ACCESS Users	**CALEA:**

I. PURPOSE OF THE NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS)

A. The National Instant Criminal Background Check System (NICS) is a computerized system designed to immediately determine if a person is disqualified from receiving or possessing firearms by conducting a search of available records. The NICS was implemented as a result of the attempted assassination of former President Ronald Reagan on March 30, 1981, in which former Press Secretary James Brady and two other law enforcement officials were wounded. Since the shooting, Mr. Brady and his wife, Sarah, have spent much time lobbying for stronger gun laws. On November 30, 1993, President William J. Clinton signed the Brady Handgun Violence Prevention Act of 1993 (Brady Act) into law. The Brady Act required the Attorney General to establish the NICS so that Federal Firearms Licensees (FFL) may convey if a potential firearm purchaser is prohibited from receiving or possessing firearms in accordance with state or federal law. Through a cooperative effort with local and state law enforcement agencies, the Department of Justice, and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), the FBI developed the NICS, which was implemented on November 30, 1998.

II. AUTHORIZED ACCESS TO THE NICS

A. The use of the NICS is only authorized for the transfer of a firearm, for the issuance/renewal of a Concealed Pistol License (CPL), issuance of Alien Firearm Licenses (AFL), processing "Other" and for the Disposition of a Firearm (DOF) from evidence.

  1. If you work for a law enforcement agency, you are likely familiar with and may utilize the Interstate Identification Index (III) or the National Crime Information Center (NCIC). In addition to those two databases, the NICS Indices, Washington Crime Information Center (WACIC), and Washington State Identification System (WASIS) are searched when conducting background checks for the transfer of a firearm or for a firearm-related permit. The NICS Indices contains information provided by local, state, tribal, and federal agencies of persons prohibited from receiving firearms under state and federal law. The NICS Indices contains prohibiting information that may not be found in the III, NCIC, WACIC or

WASIS. Furthermore, the data in the NICS Indices is highly sensitive and guarded by state and federal laws.

2. Access to the NICS Indices for law enforcement and criminal justice agencies unrelated to Brady Act background checks is limited to certain circumstances: Pursuant to Title 28, Code of Federal Regulations (C.F.R.), 25.6 (j)(1), to provide information to local, state, or federal criminal justice agencies only in connection with the issuance of a firearm-related permit or license or a firearm transfer.

III. FEDERAL AND STATE LAWS RELATED TO THE NICS

A. An individual can be federally prohibited from purchasing and/or possessing a firearm for a number of reasons. The prohibitors are described in full detail in Title 28, United States Code, Section 922 (g). A brief description of each federal prohibitor is listed below:

1. 922 (g)(1) – Felony prohibition: A person who has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year or any state offense classified by the state as a misdemeanor and is punishable by a term of imprisonment of more than two years.

2. 922 (g)(2) – Active warrant: A person who is a fugitive from justice.

3. 922 (g)(3) – Drug prohibition: Persons who are unlawful users of or addicted to any controlled substance as defined in 21 U.S.C. § 802 and Title 21, Code of Federal Regulations, Part 1308.

4. 922 (g)(4) – Mental health prohibition: Persons who have been adjudicated as mental defectives or have been committed to a mental institution.

5. 922 (g)(5) – Illegal unlawful alien prohibition: An alien who is illegally or unlawfully in the United States; or has been admitted to the United States under a nonimmigrant visa, except as provided in subsection (y)(2).

6. 922 (g)(6) – Dishonorable discharge prohibition: An individual who has been dishonorably discharged from the U.S. Armed Forces.

7. 922 (g)(7) – Renounced citizenship prohibition: A person who has renounced their U.S. citizenship.

8. 922 (g)(8) – Protection order prohibition: A person who is the subject of a court order that (A) was issued after a hearing of which such person received actual notice, and at which such person had an opportunity to participate; (B) restrains such person from harassing, stalking, or threatening an intimate partner of such person or child of such intimate partner or person, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child; and (C)(i) includes a finding that such person represents a credible threat to the physical safety of such intimate partner or child; or (ii) by its terms explicitly prohibits the use, attempted use, or threatened use of physical force against such intimate partner or child that would reasonably be expected to cause bodily injury.

9.   922 (g)(9) – Misdemeanor crime of domestic violence (MCDV) prohibition: A person who has been convicted in any court of a MCDV which has an element of the use or attempted use of physical force, or the threatened use of a deadly weapon, and was committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with, or has cohabited with, the victim as a spouse, parent, or guardian or by a person similarly situated as a spouse, parent or guardian of the victim.

10.   922 (n) – Indictment/information prohibition: A person who is under current indictment or information for a felony crime.

B.   An individual can be prohibited at the state level from purchasing and/or possessing a firearm and from obtaining a firearm-related permit for a number of reasons. The prohibitors are described in full detail in RCW 9.41.

IV.   RETENTION REQUIREMENTS FOR THE NICS

A.   Logging of NICS transactions (QNP and QNR) is prohibited. NICS checks for firearm transfers are purged from the NICS system 24 hours after the inquiry.

B.   All proceed NICS transactions must be destroyed within 24 hours of running the NICS inquiry, including all identifying information about the purchaser.

C.   For the return of firearms from evidence or safekeeping (DOF) the NICS Transaction Number (NTN) must be retained for six years after the return of the firearm and one year after the disposal of the case file (if not disposed during the six year period after the return occurred).

V.   NICS TRAINING

A.   The WSP conducts NICS Training throughout Washington State.

1.   All persons conducting NICS checks are recommended to attend the WSP/FBI NICS Training once a year.

B.   An overview of NICS can be found on the ACCESS webpage under Training Modules.

http://www.wsp.wa.gov/_secured/access/manuals.htm#modules

VI.   QUESTIONS RELATED TO THE NICS

A.   For questions related to the NICS, please contact:

1.   The Washington State Patrol Firearms Background Division (FBD) during business hours

a.   (360) 704-7840
b.   firearms@wsp.wa.gov

2.   The Washington State Patrol Data Center after hours

a.   (360) 705-5999
b.   itdhelp@wsp.wa.gov

3.   The FBI NICS Section

a.   (844) 265-6716
b.   NICSLiaison@fbi.gov

Procedure #:	21.02.000	**Effective Date:**	October 1, 2012
Supersedes:	ACCESS Manual 2012 Edition	**See Also:**	
Applies To:	All ACCESS Users	**CALEA:**	

I. MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
AKA	Also Known As	May include alphabetics, numerics, 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 Code Manual.
ARI	Agency Record Identifier	This is the record number created and assigned to a NICS Indices record by the data source entering or providing the record data. May include alphabetics, numerics, hyphens, and spaces.
ARN	Alien Registration Number	Number assigned by US Customs. This is a key ICE file identifier and should be used if known. Maximum length of 10. If length is less than 10, then the first character may be either the letter "A" or numeric (0 or 1 through 9 inclusive) and the remaining characters must be numeric only. If length is exactly 10, then the first character may only be the letter "A", and the remaining characters must be numeric only.
ATN	Attention	This field may contain the first initial and last name of the person requesting the information.
BKN	Booking Number	Required for inquiries from correctional or jail facilities. Must be between 1 and 15 characters.
COC	Country of Citizenship	Specifies the country or countries, up to three, in which the subject claims citizenship. Must be a valid code as listed in the State and Country Data Section of the NCIC Code Manual.

CTZ	Citizenship	An optional field in a NICS background check indicating whether or not the subject is a citizen of the United States. C – US Citizen F – Non US Citizen N – Non US Citizen, No IAQ Requested
CUS	Custody Status	Indicates if the subject is in custody. Must be Y or N.
DND	Date of NICS Denial	Indicates the date that the subject was denied a firearm or concealed pistol license.
DNY	Denying Agency	Information on the denying agency for a disqualified person record.
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.
EXP	Expiration Date	Must be eight numbers representing year, month, and day in that order (YYYYMMDD). The last date (either current or future date) for which the disqualifying information in a NICS Indices record will be valid. Mandatory when PCA/A2 or C.
EYE	Eye	Must be a valid code listed in the Personal Descriptors Section of the NCIC 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.
FFL	Federal Firearms License Number	Must be a valid federal firearms license number. This field is required when the Purpose ID is 01, 03, 27, 28, 29, 30, 31 or 32.
FFN	Father's First Name	First name of subject's father.
FLN	Father's Last Name	Last name of subject's father.
HAI	Hair	Must be a valid code listed in the Personal Descriptors Section of the NCIC 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 100 and a maximum of 711.
MFN	Mother's First Name	First name of subject's mother.
MIS	Miscellaneous	Free text. It may contain a maximum of 1000 characters. Entering agencies are encouraged to utilize the MIS field to provide additional information regarding their record entry. Information such as the date of arrest, arresting agency, and case number can be extremely valuable to the NICS user when processing an appeal.
MKE	Message Key	Must be a valid message key.
MMN	Mother's Maiden Name	Maiden name of subject's mother.
MNU	Miscellaneous Number	The first two characters must be a valid NCIC assigned code as listed in Personal Descriptors, NCIC 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 alphabetics, numerics, 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 Code Manual.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character followed by nine numeric characters 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.
NRI	NICS Record Identifier	Unique 10-digit number generated by NICS upon an NICS Indices entry.
NTN	NICS Transaction Number	A unique number assigned to every search request submitted to NICS. All associated transactions (ex: record requests, status updates, etc.) are related to the original search through the NTN.

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.
OFF	Offense Code	For IAQ transactions related to a gun transfer or the issuance of a gun permit, the code "0399" must be used.
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 Code Manual.
ORI	Originating Agency Identifier	Must be a valid NCIC assigned ORI.
PCA	Category of Prohibited Persons	A code representing the reason(s) for the denial or the reason for a NICS Indices submission. Mandatory for EDP and NDN submissions. Must be one of the following: A1 – 18 USC 922(g)(1) Conviction of a crime punishable by more than one year or a misdemeanor punishable by more than two years A2 – 18 USC 922(n) Indictment B – 18 USC 922(g)(2) Fugitive from justice C – 18 USC 922(g)(3) Controlled substance prohibitor D – 18 USC 922(g)(4) Mental defective E – 18 USC 922(g)(5) Illegal/unlawful alien F – 18 USC 922(g)(6) Dishonorable discharge G – 18 USC 922(g)(7) Citizenship renounced H – 18 USC 922(g)(8) Domestic violence restraining order I – 18 USC 922(g)(9) Misdemeanor crime of domestic violence J – State Prohibitor M – Federally Denied Persons File
PHN	Phone Number of Inquirer	The telephone number is entered as all numeric with no spaces or special characters. For example, the phone number of (502) 555-1212 should be entered 5025551212.
POB	Place of Birth	Must be a valid NCIC assigned code as listed in State and Country Codes, NCIC Code Manual.

		More information can be found in the Personal Descriptors Section of the NCIC Code Manual.
PPN	Passport Number	Maximum 15 alphanumeric characters of the subject's passport number.
PUR	Purpose Code	For IAQ transactions related to a gun transfer or the issuance of a gun permit, Purpose Code F must be used.
PUR	Purpose ID	For QN/QNP Transactions: Must be one of the following: 01 – Handgun Transfer/Sale 02 – Long gun Transfer/Sale 03 – Other (Receiver, frame, both, etc.) 05 – Pre-pawn of a Handgun 06 – Pre-pawn of a Long Gun 07 – Pre-pawn Other (Receiver, frame, both, etc.) 09 – Redemption of a Handgun 10 – Redemption of a Long Gun 11 – Redemption of Other (Receiver, frame, both, etc.) 13 – Administrative Test 14 – CPL/AFL New/ Renewal/Permit 22 – Return of a Handgun 23 – Return of a Long Gun 24 – Return of Other 25 – Rental of a Handgun 26 – Rental of a Long Gun 27 – Private Sale Handgun 28 – Private Sale Long Gun 29 – Private Sale Other 30 – Return to Seller Handgun 31 – Return to Seller Long Gun 32 – Return to Seller Other 34 – Permit Recheck or Revocation
RAC	Race	Must be a valid NCIC assigned code as listed in Personal Descriptors, NCIC Code Manual.
RDQ	Relief from Disabilities Question	A required question that must be submitted when attempting to cancel a NICS Indices record. The question is: Is the deletion of this NICS Indices record due to an ATF-approved state relief from disabilities program? Must be Y or N.
REM	Remarks	Free text. Remarks section to include relevant information to the IAQ transaction.
RTV	Relationship to Victim	The relationship of the defendant to the victim of a misdemeanor crime of domestic violence.

		Mandatory when PCA/I. Must be one of the following: 01 – Current or former spouse of victim (can be same sex) 02 – Parent/step-parent of victim 03 – Guardian of victim 04 – Child in common (child must be born) 05 – Person is cohabiting or has cohabited as spouse of victim (can be same sex) 06 – Person is cohabiting or has cohabited as parent of victim 07 – Person is cohabiting or has cohabited as guardian of victim 08 – Person similarly situated to spouse (can be same sex) 09 – Person similarly situated to parent of victim 10 – Person similarly situated to guardian of victim
SEX	Sex	Must be a valid NCIC assigned code as listed in Personal Descriptors, NCIC Code Manual.
SFL	State Firearm License Identifier	Must be a valid state firearms license number. This field is required when the Purpose ID is 01, 03, 27, 28, 29, 30, 31 or 32.
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 Code Manual.
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC assigned code as listed in Personal Descriptors, NCIC 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 Code Manual.
SOR	State of Residence	Must be a valid NCIC assigned code as listed in State and Country Codes, NCIC Code Manual. More information can be found in the Personal Descriptors Section of the NCIC Code Manual.
SPC	State Prohibited Category Code	Six character alphanumeric assigned to a specific state firearm prohibition or firearms permit prohibition. Codes are approved and created by NICS. Refer to the corresponding RCW for exact

		verbiage. Mandatory for NICS Indices submissions when PCA/J. Must be one of the following:
		WA0001 – 9.41.040(2)(a)(i) [FELONY] A person, whether an adult or juvenile, is guilty of the crime of unlawful possession of a firearm in the second degree, if the person does not qualify under subsection (1) of this section for the crime of unlawful possession of a firearm in the first degree and the person owns, has in his or her possession, or has in his or her control any firearm (i) After having previously been convicted or found not guilty by reason of insanity in this state or elsewhere of any felony not specifically listed as prohibiting firearm possession under subsection (1) of this section.
		WA0002 – 9.41.040(1)(a) A person, whether an adult or juvenile having been convicted in this state or elsewhere of any serious offense or been found guilty by reason of insanity.
		WA0003 – 9.41.040(2)(a)(i), (ii) and (iii) [MCDV] A person, whether an adult or juvenile, is guilty of the crime of unlawful possession of a firearm in the second degree, if the person owns, has in his or her possession, or has in his or her control any firearm: (i) After having previously been convicted or found not guilty by reason of insanity in this state of any of the following crimes when committed by one family or household member against another or by one intimate partner against another, as those terms are defined by the statutes in effect at the time of the commission of the crime, committed on or after July 1, 1993: Assault in the fourth degree, coercion, stalking, reckless endangerment, criminal trespass in the first degree, or violation of the provisions of a protection order or no-contact order restraining the person or excluding the person from a residence (RCW 10.99.040 or any of the former RCW 26.50.060, 26.50.070, and 26.50.130); (ii) After having previously been convicted or found not guilty by reason of insanity in this state or elsewhere of harassment when

committed by one family or household member or intimate partner against another, committed on or after June 7, 2018, or, (iii) After having previously been convicted or found not guilty by reason of insanity in this state or elsewhere of a violation of the provisions of a protection order under chapter 7.105 RCW restraining the person or excluding the person from a residence, when committed by one family or household member against another or by one intimate partner against another, committed on or after July 1, 2022.

WA0004 – 9.41.040(2)(a)(v)
Been involuntarily committed based on a mental disorder under RCW 71.05.240, 71.05.320, 71.34.740, 71.34.750, chapter 10.77 RCW, or equivalent statutes of another jurisdiction, unless his or her right to possess a firearm has been restored as provided in RCW 9.41.047.

WA0005 – 9.41.040(2)(viii)
If the person is free on bond or personal recognizance pending trial, appeal, or sentencing for a serious offense as defined in RCW 9.41.010.

WA0006 – 9.41.045
Under the supervision of the department of corrections pursuant to chapter 9.94A RCW, as a sentence condition and requirement.

WA0007 – 9.41.040(2)(a)(iv)
During any period of time that the person is subject to a court order issued under chapter 7.105, 9A.46, 10.99, 26.09, 26.26A, or 26.26B RCW or any of the former chapters 7.90, 7.92, 10.14, and 26.50 RCW that: (A) Was issued after a hearing of which the person received actual notice, and at which the person had an opportunity to participate;
(B) Restrains the person from harassing, stalking, or threatening the person protected under the order or child of the person or protected person, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child; and

			(C)(I) Includes a finding that the person represents a credible threat to the physical safety of the protected person or child; or by its terms explicitly prohibits the use, attempted use, or threatened use of physical force against the intimate partner or child that would reasonably be expected to cause bodily injury; or (C)(II) includes an order under RCW 9.41.800 requiring the person to surrender all firearms and prohibits them from the possession or purchase of firearms. **Full Faith and Credit does not apply.**
		WA0008 –	9.41.090(4) In any case under this section where the applicant has an outstanding warrant for his or her arrest from any court of competent jurisdiction for a felony or misdemeanor, the dealer shall hold the delivery of the pistol or semiautomatic assault rifle until the warrant for arrest is served and satisfied by appropriate court appearance.
		WA0009 –	9.41.049 (1) A person who under RCW 71.05.0150 or 71.05.153 has been detained at a facility for a one hundred-twenty hour evaluation and treatment on the grounds that the person presents a likelihood of serious harm, may not have in his or her possession or control any firearm for a period of six months after the date the person is detained. Upon discharge, the person may petition the superior court to have his or her right to possess a firearm restored before the six-month suspension period has elapsed by following the procedures provided in RCW 9.41.047(3).
		WA0011 –	9.41.350(1) A person may file a voluntary waiver of firearm rights with the clerk of the court in any county in Washington state. By the end of the business day, the clerk of the court must transmit the accepted form to the Washington State Patrol. Within 24 hours the Washington State Patrol must enter the voluntary waiver of firearm rights into the national instant criminal background check system and any other

			federal or state computer-based systems.
			WACR01 – WA Court-ordered restriction Currently under court-ordered provisions prohibiting firearm possession based on state statute. **Full faith and credit does not apply.**
			WACR02 – 7.105.330 and .335 Upon hearing the matter, if the court finds there is reasonable cause to believe that the respondent poses a significant danger of causing personal injury to self or others by having in his or her custody or control, purchasing, possessing, or receiving a firearm, the court shall issue a temporary extreme risk protection order. A full extreme risk protection order issued after notice and a hearing must include additional requirements listed in RCW 7.105.335.
			CRTORD – Court-ordered restriction Currently subject to an active and valid court order containing firearm restrictions. Full, temporary, and ex-parte orders may apply. **Full faith and credit applies.**
			WAP001 – 9.41.070(1)(d) The applicant is ineligible to possess a concealed pistol license as their constitutional right to bear arms would be denied because: they are subject to a court order or injunction regarding firearms pursuant to chapter 7.105 RCW, or RCW 9A.46.080,10.99.040,10.99.045, 26.09.050, 26.09.060, 26.10.040, 26.26B.020 or 26.26A.470 or any of the former 10.14.080, 26.10.115, 26.50.060, and 26.50.070.
			WAP002 – 9.41.070(1)(e) The applicant is ineligible to possess a concealed pistol license as their constitutional right to bear arms would be denied because: (e) He or she is free on bond or personal recognizance pending trial, appeal, or sentencing for a felony offense.
			WAP003 – 9.41.070(1)(f) The applicant is ineligible to possess a concealed pistol license as their constitutional right to bear arms would be

denied because: there is an outstanding warrant for his or her arrest from any court of competent jurisdiction for a felony or misdemeanor.

WAP004 – 9.41.070(1)(g)

The applicant is ineligible to possess a concealed pistol license as their constitutional right to bear arms would be denied because: they are ordered to forfeit a firearm under RCW 9.41.098(1)(e) within one year before filing for a CPL.

WAP005 – 9.41.070(1)(a)

The applicant is ineligible to possess a concealed pistol license as their constitutional right to bear arms would be denied because: he or she is ineligible to possess a firearm under the provisions of RCW 9.41.040 or 9.41.045, or is prohibited from possessing a firearm under federal law.

WAPC01 – 7.105.305

(1) Where it appears from the petition and any additional evidence that the respondent has engaged in conduct against the petitioner that serves as a basis for a protection order under this chapter, and the petitioner alleges that serious immediate harm or irreparable injury could result if an order is not issued immediately without prior notice to the respondent, the court may grant an ex parte temporary protection order, pending a full hearing. The court has broad discretion to grant such relief as the court deems proper, including the forms of relief listed in RCW 7.105.310, provided that the court shall not order a form of relief listed in RCW 7.105.310 if it would not be feasible or appropriate for the respondent to comply with such a requirement before a full hearing may be held on the petition for a protection order. If the court does not order all the relief requested by the petitioner in an ex parte temporary protection order, the court shall still consider ordering such relief at the full hearing on the petition for a protection order. In issuing the order, the court shall consider the provisions of

		RCW 9.41.800, and order the respondent to surrender, and prohibit the respondent from accessing, having in his or her custody or control, possessing, purchasing, attempting to purchase or receive, or receiving, all firearms, dangerous weapons, and any concealed pistol license, as required in RCW 9.41.800.
		WAPR01 – 9.95.210 Probation restriction: conditions of probation may include firearm restrictions.
SRI	State Record Identifier	State identifier submitted to NICS that is used to deny NTNs. Examples of SRIs are: SID numbers; the OCA of a warrant, protection order, or court case number; WAC number; etc.
SST	State Statute and Subsection	The state statute and subsection of the crime entered as a prohibiting record in the NICS Indices. Mandatory when PCA/I.
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.
WGT	Weight	Minimum of 001 and maximum of 499. More information in Personal Descriptors, NCIC Code Manual.

Procedure #: 21.03.000	**Effective Date:** October 1, 2012
Supersedes: ACCESS Manual 2012 Edition	**See Also:**
Applies To: All ACCESS Users	**CALEA:**

I. MESSAGE KEYS AND FIELD CODES FOR NICS CHECKS AND NOTIFICATIONS

Field Name	Required?	Message Field Code	Field Length	Data Type
QUERY NICS BY NAME/DOB (QNP)				
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Federal Firearms License Number	Conditional	FFL	15-15	Alphabetic, numeric
Purpose ID	Mandatory	PUR	2-2	Numeric
Name	Mandatory	NAM	3-138	Alphabetic, special characters
Sex	Mandatory	SEX	1-1	Alphabetic
Race	Mandatory	RAC	1-1	Alphabetic
Date of Birth	Mandatory	DOB	8-8	Numeric
Height	Optional	HGT	3-3	Numeric
Weight	Optional	WGT	3-3	Numeric
Social Security Number	Optional	SOC	9-9	Numeric
Miscellaneous Number	Optional	MNU	4-15	Alphabetic, numeric, special characters
Place of Birth	Optional	POB	2-2	Alphabetic
State of Residence	Mandatory	SOR	2-2	Alphabetic
Attention	Optional	ATN	1-30	Alphabetic, numeric, special characters
Citizenship	Optional	CTZ	1-1	Alphabetic
Country of Citizenship	Conditional	COC	2-2	Alphabetic

QUERY NICS RECORD (QNR)

Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
NICS Transaction Number	Mandatory	NTN	1-10	Alphabetic, numeric
FBI Number/UCN	Conditional	FBI	1-9	Alphabetic, numeric
NICS Record Identifier	Conditional	NRI	10-10	Numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
WACIC Number	Conditional	WAC	10-10	Alphabetic, numeric
State Identification Number	Conditional	SID	10-10	Alphabetic, numeric
Attention	Optional	ATN	1-30	Alphabetic, numeric, special characters

IMMIGRATION ALIEN QUERY (IAQ)

Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Purpose Code	Mandatory	PUR	1-1	Alphabetic
Attention	Mandatory	ATN	1-30	Alphabetic, numeric, special characters
Phone Number of Inquirer	Mandatory	PHN	10-20	Numeric
Name	Mandatory	NAM	3-30	Alphabetic, special characters
Date of Birth	Mandatory	DOB	8-8	Numeric
Sex	Mandatory	SEX	1-1	Alphabetic
Place of Birth	Mandatory	POB	2-2	Alphabetic
Custody Status	Mandatory	CUS	1-1	Alphabetic
Offense Code	Mandatory	OFF	4-4	Numeric
Alien Registration Number	Optional	ARN	8-9	Alphabetic, numeric
FBI Number/UCN	Optional	FBI	1-9	Alphabetic, numeric
State Identification Number	Optional	SID	10-10	Alphabetic, numeric
Operator's License Number	Optional	OLN	1-20	Alphabetic, numeric
Height	Optional	HGT	3-3	Numeric
Weight	Optional	WGT	3-3	Numeric
Eye	Optional	EYE	3-3	Alphabetic
Mother's Maiden Name	Optional	MMN	1-15	Alphabetic

Mother's First Name	Optional	MFN	1-10	Alphabetic
Father's Last Name	Optional	FLN	1-15	Alphabetic
Father's First Name	Optional	FFN	1-10	Alphabetic
Miscellaneous Number	Optional	MNU	4-15	Alphabetic, numeric, special characters
Social Security Number	Optional	SOC	9-9	Numeric
Passport Number	Optional	PPN	1-15	Alphabetic, numeric
Booking Number	Optional	BKN	1-15	Alphabetic, numeric, special characters
Remarks	Optional	REM	1-300	Alphabetic, numeric, special characters
NICS DELAY NOTIFICATION (NLN)				
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
NICS Transaction Number	Mandatory	NTN	1-10	Alphabetic, numeric
Miscellaneous	Optional	MIS	1-1000	Alphabetic, numeric, special characters
NICS DENIAL NOTIFICATION (NDN)				
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
NICS Transaction Number	Mandatory	NTN	1-10	Alphabetic, numeric
FBI Number/UCN	Conditional	FBI	1-9	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
NICS Record Identifier	Conditional	NRI	10-10	Numeric
State Record Identifier	Conditional	SRI	1-15	Alphabetic, numeric
Miscellaneous	Optional	MIS	1-1000	Alphabetic, numeric, special characters
Category of Prohibited Persons	Mandatory	PCA	1-2	Alphabetic, numeric
NICS PROCEED NOTIFICATION (NPN)				
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
NICS Transaction Number	Mandatory	NTN	1-10	Alphabetic, numeric

Miscellaneous	Optional	MIS	1-1000	Alphabetic, numeric, special characters
NICS DENIAL OVERTURNED NOTIFICATION (NDO)				
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
NICS Transaction Number	Mandatory	NTN	1-10	Alphabetic, numeric
Miscellaneous	Optional	MIS	1-1000	Alphabetic, numeric, special characters

II.   GUIDELINES FOR NICS CHECKS

A.   For non-semiautomatic rifles and shotguns (including Private Sales): Federal Firearms Licensee (FFL) must contact NICS directly to conduct the background check. The FBI NICS Staff will conduct the NICS check and provide the NTN to the firearms dealer.

B.   For the following situations, the Law Enforcement Agency (LEA) processing the request, will need to adhere to RCW 9.41.090(3)(a) and *check with the national instant criminal background check system, provided for by the Brady handgun violence prevention act (18 U.S.C. Sec. 921 et seq.), the Washington state patrol electronic database, the health care authority electronic database, and with other agencies or resources as appropriate, to determine whether the applicant is ineligible under RCW* **9.41.040** *to possess a firearm.*

1.   Semiautomatic Assault Rifles (SARs) and handguns (including Private Sales):

a.   The FFL must forward the Firearm Transfer Application (FTA) to the LEA where the transferee resides.

b.   The agency conducting the background check must contact the FFL within ten business days to provide the NTN and a determination as to whether the check was proceeded, delayed, or denied.

c.   If a gun buyer is denied during the background check, the FFL cannot be informed of the reason for the denial.

d.   The gun buyer has the right to appeal the decision made by the agency processing the background check. All law enforcement agencies conducting NICS checks must have an appeal process in place. The law enforcement agency is also responsible for notifying the gun buyer that an appeal also be made through the NICS directly.

2.   Concealed Pistol License (CPL) issuances or renewals

3.   Alien Firearms Licenses (AFL):

a.   All AFLs are processed by the county sheriff's office

b.   All AFLs require an Immigration Alien Query (IAQ) via Nlets in addition to the other checks. See RCWs 9.41.171, 173, 175.

4.   Return of firearms from evidence or safekeeping, also known as 'Disposition of Firearms' (DOF) or safekeeping

5.   Pawn Redemptions

6.   Pre-Pawn:

a.   Prior to agreeing to the pawn of a firearm, the pawn broker may request a background NICS check by their local LEA sheriff's office or police department. If a pre-pawn check is conducted, the local sheriff's office or police department must also run all local checks.

7.   Other:

a.   The ATF form 4473 defines "Other" as frames and receivers. For the sale of "Other", the FFL may contact NICS directly up until 30 days after the Washington State Patrol issues a notification to dealers that a state thirty days after the Washington State Patrol issues a notification to dealers that a state firearms background check system is established within the Washington State Patrol (WSP), after which point, sales of an "Other" will be processed by the WSP FBD.

III.   REQUIREMENTS FOR NICS CHECKS

A.   Query NICS by Name/DOB (QNP) transactions

1.   During a NICS check, a QNP transaction must be submitted.

2.   The following files are searched during a QNP transaction:
   a.   NCIC
   b.   NCIC III
   c.   NICS Indices
   d.   WACIC
   e.   WASIS

   (1)   Any WASIS response will automatically be provided as part of the QNP check; a separate QNR with a Washington State SID is not necessary

3.   During a QNP transaction, a unique number will be assigned to each inquiry. This is called the NICS Transaction Number (NTN).

4.   The following fields are mandatory for a QNP transaction:
   a.   HDR, MKE, ORI, NAM, SEX, RAC, DOB, SOR, and PUR.
   b.   FFL or SFL is mandatory, except when a Purpose ID of 14 and 34 is given and the agency is a permit agency, when a Purpose ID of 13 is used for a test record or when Purpose ID's 22, 23 and 24 are used for the release of a firearm from evidence.
   c.   SOR must match the State of Purchase (derived from the first two characters of the ORI) when a Purpose ID of 01

(Sale of hand gun), 03 (Sale of other - Frame, Receiver, etc.), 27 (Private Sale of a hand gun) or 29 Private Sale of other - Frame, Receiver, etc.) is given.

d. SOC and MNU cannot be used at the same time.

e. At least one Purpose ID code is required but up to six Purpose ID's can be used for multiple purchases in the combinations listed below:

Combinations Allowed	Combinations Allowed	Combinations Allowed	Combinations Allowed
1,10	1,3,6,7	2,5,9	3,9
1,10,11	1,5	2,6	3,9,10
1,11	1,6	2,6,10	30,31
1,2	1,7	2,7	5,10
1,2,10	1,9	2,9	5,6
1,2,3	1,9,10	2,9,10	5,6,7
1,2,3,10,11	10,11	2,9,10,11	5,9
1,2,3,7,9,10	2,10	2,9,11	6,10
1,2,3,9	2,10,11	22,23	6,7
1,2,3,9,10	2,11	22,23,24	6,7,11
1,2,3,9,10,11	2,3	22,24	6,9
1,2,5,6	2,3,10,11	23,24	7,10
1,2,5,6,9,10	2,3,7	27,28	7,9
1,2,6	2,3,9	3,10	7,9,10
1,2,7	2,3,9,10,11	3,11	9,10
1,2,9	2,5	3,5	9,10,11
1,2,9,10	1,6	3,6	9,11
1,3	2,5,6	3,7	

5. Example:
```
<OFML>
<HDR>
<ID>06BR00009L</ID>
```

```
<DAC>FBD02</DAC>
<DAT>20220613082424</DAT>
<REF>06BR00009L</REF>
<MKE>QNP</MKE>
<SUM>QNP: 13, TEST, JOSEPH T, M, W, 19521005,
WA</SUM>
</HDR>
<TRN>
<ORI>WAWSP0502</ORI>
<PUR>13</PUR>
<ATN>J SMITH  HANDGUN TRANSFER</ATN>
<NAM>TEST, JOSEPH T</NAM>
<SEX>M</SEX>
<RAC>W</RAC>
<DOB DTE="Y">19521005</DOB>
<SOR>WA</SOR>
<TRANS_OVERRIDE>N</TRANS_OVERRIDE>
</TRN>
</OFML>
```

B.   Query NICS Record (QNR) transactions

1.   During a NICS check, a QNR transaction must be submitted if the QNP transaction returned an FBI number/UCN for any state other than Washington

a.   The FBI number/UCN should return all non-Washington State criminal history records, however, some states do not respond to the QNR, in which case agencies should submit an FQ transaction via Nlets with purpose code "F" and using the non-Washington State SID

2.   The following fields are mandatory for a QNR transaction:

a.   HDR, MKE, ORI, NTN, and the record number (NRI, FBI/UCN, NIC).

b.   Only one record number can be requested per message. The record number must have been previously returned in the QNP transaction associated with the specified NTN.

3.   Example:
```
<OFML>
<HDR>
<ID>06BR00009Q</ID>
<DAC>FBD02</DAC>
<DAT>20220613082757</DAT>
<REF>06BR00009Q</REF>
<MKE>QNR</MKE>
<SUM>QNR: 102HY24CC, 9001100, J SMITH  HANDGUN
TRANSFER</SUM>
</HDR>
<TRN>
<ORI>WAWSP0502</ORI>
```

```
<NTN>102HY24CC</NTN>
<FBI>9001100</FBI>
<ATN>J SMITH  HANDGUN TRANSFER</ATN>
<TRANS_OVERRIDE>N</TRANS_OVERRIDE>
</TRN>
</OFML>
```

C.   As indicated in II.B above, the following local checks must also be conducted by the law enforcement agency when processing a firearms based background check:

1.   NCIC to check that the firearm is not stolen.

2.   Local records/records management system

3.   Washington State Department of Licensing Firearms

4.   Washington State Health Care Authority

5.   Local mental health

6.   Immigration Alien Query (IAQ) – for non US Citizens

   a.   The following fields are mandatory for an IAQ transaction:

      (1)   HDR, MKE, ORI, PUR, ATN, PHN, NAM, DOB, SEX, POB, CUS, and OFF.
      (2)   The PUR must be F.
      (3)   The OFF must be 0399.
      (4)   The REM field must contain the NTN from the QNP
      (5)   Use the MNU field to run the Alien Registration Number (AR) or Nonimmigration Admission Number (AN).

7.   Example:
```
<OFML>
<HDR>
<ID>06BR00009Z</ID>
<DAC>FBD02</DAC>
<DAT>20220613111241</DAT>
<REF>06BR00009Z</REF>
<MKE>IAQ</MKE>
<SUM>IAQ: J SMITH  TEST FIREARM TRANSFER,
3605551212, TEST, JOSEPH T, 19521005, M, WA</SUM>
</HDR>
<TRN>
<ORI>WAWSP0502</ORI>
<ATN>J SMITH  TEST FIREARM TRANSFER</ATN>
<PHN>3605551212</PHN>
<OFF>0399</OFF>
<CUS>N</CUS>
<PUR>F</PUR>
<NAM>TEST, JOSEPH T</NAM>
<SEX>M</SEX>
<DOB DTE="Y">19521005</DOB>
<POB>WA</POB>
```

```
<REM>NTN 102HY24CC</REM>
<TRANS_OVERRIDE>N</TRANS_OVERRIDE>
</TRN>
</OFML>
```

8.   Any other local checks that the law enforcement agency deems appropriate.

IV.   REQUIREMENTS FOR NICS NOTIFICATION MESSAGES

A.   NICS Denial Notification (NDN) transactions

1.   The NDN notification must be sent if the gun buyer is considered ineligible to receive a gun based on the response data from the NICS check. NICS uses this notification to retain all records associated with a denied transaction based on the NTN, in accordance with the Brady Act.

a.   An NDN message is optional but recommended for the issuance/renewal of CPLs, AFLs and DOF.

2.   All documentation related to the denied NICS check must be retained by the agency processing the NICS check.

3.   The following fields are mandatory for a NDN transaction:

a.   HDR, MKE, ORI, PCA, NTN, and the record number (NRI, NIC, FBI, or SRI).
b.   The PCA provides the reason that an individual was denied the purchase/possession of a firearm.
c.   The record number used in the NDN must reflect the reason for the denial.
d.   The record numbers provided with an SRI will pertain only to state-held records, such as a misdemeanor warrant or agency case number.

4.   Example:
```
<OFML>
<HDR>
<ID>06BR0000AA</ID>
<DAC>FBD02</DAC>
<DAT>20220613111832</DAT>
<REF>06BR0000AA</REF>
<MKE>NDN</MKE>
<SUM>NDN: 102HY24CC, 1612957506</SUM>
</HDR>
<TRN>
<ORI>WAWSP0084</ORI>
<NTN>102HY24CC</NTN>
<NRI>1612957506</NRI>
<PCA>D</PCA>
<TRANS_OVERRIDE>N</TRANS_OVERRIDE>
</TRN>
</OFML>
```

B.   NICS Delay Notification (NLN) transactions

1. The NLN notification must be sent if the agency conducting the transaction must do further research on the transaction in order to make a determination on the gun purchase. An NTN can only be delayed if it has not already been purged from the NICS.

    a. An NLN message is optional but recommended for the issuance/renewal of CPLs, AFLs and Disposition of Firearms.

2. All paperwork related to the delayed NICS check may be retained by the agency processing the NICS check until a final decision to proceed or delay the transaction has been made.

3. The following fields are mandatory for a NLN transaction:

    a. HDR, MKE, ORI, and NTN.

4. Example:
    ```
    <OFML>
    <HDR>
    <ID>06BR0000A3</ID>
    <DAC>FBD02</DAC>
    <DAT>20220613111608</DAT>
    <REF>06BR0000A3</REF>
    <MKE>NLN</MKE>
    <SUM>NLN: 102HY24CC</SUM>
    </HDR>
    <TRN>
    <ORI>WAWSP0084</ORI>
    <NTN>102HY24CC</NTN>
    <MIS>FURTHER RESEARCH REQUIRED ON DRUG
    ARREST</MIS>
    <TRANS_OVERRIDE>N</TRANS_OVERRIDE>
    </TRN>
    </OFML>
    ```

C. NICS Proceed Notification (NPN) transactions

1. The NPN notification must be sent if a previously delayed NTN has been approved by the agency.

    a. An NPN message is optional but recommended for the issuance/renewal of CPLs, AFLs and Disposition of Firearms.

2. The following fields are mandatory for a NPN transaction:

    a. HDR, MKE, ORI, and NTN.

3. Example:
    ```
    <OFML>
    <HDR>
    <ID>06BR0000AI</ID>
    <DAC>FBD02</DAC>
    <DAT>20220613111958</DAT>
    <REF>06BR0000AI</REF>
    ```

```
<MKE>NPN</MKE>
<SUM>NPN: 102HY24CC</SUM>
</HDR>
<TRN>
<ORI>WAWSP0084</ORI>
<NTN>102HY24CC</NTN>
<TRANS_OVERRIDE>N</TRANS_OVERRIDE>
</TRN>
</OFML
```

D. NICS Denial Overturned Notification (NDO) transactions

   1. The NDO notification must be sent if a previous NTN denial has been overturned.

      a. An NDO message is optional but recommended for the issuance/renewal of CPLs, AFLs and Disposition of Firearms.

   2. The following fields are mandatory for an NDO transaction:

      a. HDR, MKE, ORI, and NTN.

   3. Example:
```
<OFML>
<HDR>
<ID>06BR0000AE</ID>
<DAC>FBD02</DAC>
<DAT>20220613111919</DAT>
<REF>06BR0000AE</REF>
<MKE>NDO</MKE>
<SUM>NDO: 102HY24CC</SUM>
</HDR>
<TRN>
<ORI>WAWSP0084</ORI>
<NTN>102HY24CC</NTN>
<TRANS_OVERRIDE>N</TRANS_OVERRIDE>
</TRN>
</OFML>
```

V.   EXAMPLE OF NICS CHECK RESPONSES

A. QNP Response

```
NCIC TIME: 1630 DATE: 100212 TO: ACC11
WAWSP0019
DATE:  10/02/12    TIME:  19:30
ATN/J SMITH HANDGUN TRANSFER   STN/12WA00000863
FFL/123456789FA66        SFL/
NAM/QTEST, EUGENE     SEX/M    RAC/W    DOB/19470611
SOC/123-01-1234           PUR/13   SOR/WA  CTZ/
POB/WEST VIRGINIA
RACE FLAG: W

     S T A T E   S E A R C H   R E S P O N S E -- C O M P L E T E
```

NCIC - HITS
III - HITS
NICS - HITS
NTN/23SH-84P

NICS-INDEX-BEGIN
========= N I C S   I N D E X =========

NTN: 23SH-84P

====================== (1 OF 1) 25.020100

RECORD FOUND BY: PRIMARY NAME
NRI: 1567760945   STATUS: ACTIVE   EXPIRATION DATE: N/A
PCA: I   - Misdemeanor Crime of Domestic Violence Conviction
NAM: QTEST, EUGENE C
SEX: M RAC: W HGT: N/A WGT: 0 EYE: N/A HAI: N/A
POB: WEST VIRGINIA   SOR: WV
DOB: 06/11/1947
SSN: N/A
AKA: N/A
SMT: N/A
MNU: N/A

MIS: CONVICTED OF STRIKING SPOUSE
ORI: WVNICS001   OCA: N/A
DNY: N/A
DATA-SRC: FBI
ARI: WVFE000000000000000001507
CREATED DATE: 04/15/2010
UPDATED DATE: 07/09/2012
NICS-INDEX-END
NCIC-BEGIN
========= N C I C ========= (1 OF 1) 450.000000

MKE/FEDERAL BUREAU OF PRISONS SUPERVISION RECORD
NAM/QTEST, EUGENE C
SEX/M   RAC/W   DOB/19470611
HGT/509   WGT/150   EYE/BR0   HAI/BR0
SSN/308-77-6544
MNU/PI-890087
OFF/3911
MIS/THIS IS A TEST REC0RD F0R NICS
OCA/TEST   ORI/DCFBIWAQ1
NIC/D710000268

NCIC-END

III-BEGIN

```
========== I I I ==========
DL0123SH84P00032000
WVNICS000
THIS NCIC INTERSTATE IDENTIFICATION INDEX RESPONSE
IS THE RESULT OF YOUR
INQUIRY ON NAM/QTEST,EUGENE SEX/M RAC/W
DOB/19470611 SOC/123011234
PUR/F
NAME                    FBI NO.      INQUIRY DATE
QTEST,EUGENE C          9027000      2012/10/02


SEX RACE BIRTH DATE  HEIGHT WEIGHT EYES HAIR PHOTO
M    W     1947/06/11    405    200      BRO  RED  N


BIRTH PLACE
ALASKA


FINGERPRINT CLASS
DO PO AA 11 15
DI PI 12 13 14


ALIAS NAMES
O QTEST,EUGENE D       Q TEST,EUGENE
QTEST,EUGENE G         QTEST,EXOFF
QTEST,FRANK            QTEST,NUGENE C
SMITH,EUGENE C         TEST,EUGENE Q BORRERO
TEST,GENE              XTEST,EUGENE Q IV
ZTEST,EUGENE Q IV
```

OTHER BIRTH DATES	SCARS-MARKS- TATTOOS	SOCIAL SECURITY	MISC NUMBERS
1950/01/01	SC L LEG	000-00-2056	AS-33322111
1978/01/01	SC R ARM	000-00-5333	
1956/03/22	TAT L ARM	000-00-5443	
1975/06/11	TAT L SHLD	017-65-5443	
1950/06/12	TAT NECK	117-65-5443	
1949/06/13	TAT R ARM	123-56-9874	
1947/06/16	TAT R LEG	133-50-4444	
1985/06/19		133-50-9333	
1950/07/21		352-77-2056	
		666-55-4444	

```
IDENTIFICATION DATA UPDATED 2012/09/19


THE CRIMINAL HISTORY RECORD IS MAINTAINED AND
AVAILABLE FROM THE FOLLOWING:
ALASKA - STATE ID/AK00999663 - DISQUALIFICATION FOR
FIREARMS
```

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

END

III-END

NICS-END

B.   QNR Response

NCIC TIME: 1632 DATE: 100212 TO: ACC11
WAWSP0019
ATN/J SMITH HANDGUN TRANSFER
DATE: 10/02/12   TIME: 19:33
NTN: 23SH-84P

S T A T E   R E C O R D   R E S P O N S E
==

NRI: 1567760945

NRI: 1567760945   STATUS: ACTIVE   EXPIRATION DATE: N/A
PCA: I   - Misdemeanor Crime of Domestic Violence Conviction
NAM: QTEST, EUGENE C
SEX: M RAC: W HGT: N/A WGT: 0 EYE: N/A HAI: N/A
POB: WEST VIRGINIA   SOR: WV
DOB: 06/11/1947
SSN: N/A
AKA: N/A
SMT: N/A
MNU: N/A
MIS: CONVICTED OF STRIKING SPOUSE
ORI: WVNICS001   OCA: N/A
DNY: N/A
DATA-SRC: FBI
ARI: WVFE000000000000000001507
CREATED DATE: 04/15/2010
UPDATED DATE: 07/09/2012

NICS-END

C.   IAQ Response

****
QUERY MESSAGE TEXT ENDS – L.E.S.C. RESPONSE BEGINS**
THIS INFORMATION IS FOR LAW ENFORCEMENT USE AND IS BEING PROVIDED FOR INFORMATIONAL PURPOSES ONLY.
THIS RESPONSE IS NOT SUPPORTED BY FINGERPRINTS.
****BASED ON THE INFORMATION PROVIDED****

THE FOLLOWING I.C.E. RECORD APPEARS TO RELATE:
NAM/XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
DOB/YYYYMMDD
POB/XX
ARN/XXXXXXXXXXXXX
FCO/XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
FFN/XXXXXXXXXXXXXXXXXXXXXXXXX
MFN/XXXXXXXXXXXXXXXXXXXXXXX
CLASS OF ADMISSION/YYYYMMDD
REM/YYYYMMDD

THE INFORMATION CONTAINED IN THIS RESPONSE RELATES
SOLELY TO THE NUMERIC IDENTIFIERS PROVIDED.

THE SUBJECT OF THIS INQUIRY WAS LAWFULLY ADMITTED
INTO THE UNITED STATES FOR PERMANENT RESIDENCE
BY AN IMMIGRATION AND CUSTOMS ENFORCEMENT
OFFICER.
****

D.   NDN Response

NCIC TIME: 1702 DATE: 100212 TO: ACC11
WAWSP0019
ACCEPT MKE/NDN
NTN/23SH84P
NAM/QTEST, EUGENE
SRI(S)/12-0089564

E.   NLN Response

NCIC TIME: 1716 DATE: 100212 TO: ACC11
WAWSP0019
ACCEPT MKE/NLN
NTN/23SH84P
NAM/QTEST, EUGENE

F.   NPN Response

NCIC TIME: 1716 DATE: 100212 TO: ACC11
WAWSP0019
ACCEPT MKE/NPN
NTN/23SH84P
NAM/QTEST, EUGENE

G.   NDO Response

NCIC TIME: 1715 DATE: 100212 TO: ACC11
WAWSP0019
ACCEPT MKE/NDO
NTN/23SH84P
NAM/QTEST, EUGENE

Procedure #: 21.04.000	**Effective Date:** October 1, 2012
Supersedes: ACCESS Manual 2012 Edition	**See Also:**
Applies To: All ACCESS Users	**CALEA:**

I.   MESSAGE KEY (MKE) CODES FOR NICS INDICES

	Inquiry	Entry	Modify	Supplemental	Cancel
NICS Indices	QDP	EDP	MDP	SDP	XDP

II.   MESSAGE FIELD CODES AND EDITS FOR NICS INDICES

Field Name	Required?	Message Field Code	Field Length	Data Type
QUERY NICS INDICES DENIED PERSON (QDP)				
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
NICS Record Identifier	Conditional	NRI	10-10	Numeric
Agency Record Identifier	Conditional	ARI	1-25	Alphabetic, numeric
NICS INDICES ENTER DENIED PERSON (EDP)				
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Mandatory	NAM	3-138	Alphabetic, special characters
Sex	Mandatory	SEX	1-1	Alphabetic
Race	Optional	RAC	1-1	Alphabetic
Date of Birth	Conditional	DOB	8-8	Numeric
Date of Birth	Optional	DOB	8-8	Numeric
State of Residence	Optional	SOR	2-2	Alphabetic
Expiration Date	Conditional	EXP	8-8	Numeric
Denying Agency	Optional	DNY	1-50	Alphabetic, numeric, special characters

Category of Prohibited Persons	Mandatory	PCA	1-2	Alphabetic, numeric
State Prohibited Category Code	Conditional	SPC	6-6	Alphabetic, numeric
Agency Record Identifier	Mandatory	ARI	1-25	Alphabetic, numeric
Originating Agency Case Number	Optional	OCA	1-20	Alphabetic, numeric, special characters
Height	Optional	HGT	3-3	Numeric
Weight	Optional	WGT	3-3	Numeric
Place of Birth	Optional	POB	2-2	Alphabetic
Eye	Optional	EYE	3-3	Alphabetic
Hair	Optional	HAI	3-3	Alphabetic
Miscellaneous Number	Conditional	MNU	4-15	Alphabetic, numeric, special characters
Miscellaneous Number	Optional	MNU	4-15	Alphabetic, numeric, special characters
Social Security Number	Conditional	SOC	9-9	Numeric
Social Security Number	Optional	SOC	9-9	Numeric
Scars, Marks, Tattoos, and Other Characteristics	Optional	SMT	3-10	Alphabetic
Scars, Marks, Tattoos, and Other Characteristics	Optional	SMT	3-10	Alphabetic
Also Known As	Optional	AKA	3-150	Alphabetic
Also Known As	Optional	AKA	3-150	Alphabetic
Relationship to Victim	Conditional	RTV	2-2	Numeric
State Statute and Subsection	Conditional	SST	1-50	Alphabetic, numeric, special characters
Miscellaneous	Optional	MIS	1-1000	Alphabetic, numeric, special characters
NICS INDICES MODIFY DENIED PERSON (MDP)				
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Mandatory	NAM	3-138	Alphabetic, special characters
NICS Record Identifier	Conditional	NRI	10-10	Numeric
Agency Record Identifier	Conditional	ARI	1-25	Alphabetic, numeric
Any field(s) from entry transaction				
NICS INDICES SUPPLEMENT DENIED PERSON (SDP)				

Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
NICS Record Identifier	Conditional	NRI	10-10	Numeric
Agency Record Identifier	Conditional	ARI	1-25	Alphabetic, numeric
Name	Mandatory	NAM	3-138	Alphabetic, special characters
Miscellaneous Number	Optional	MNU	4-15	Alphabetic, numeric, special characters
Social Security Number	Optional	SOC	9-9	Numeric
Also Known As	Optional	AKA	3-150	Alphabetic
Scars, Marks, Tattoos, and Other Characteristics	Optional	SMT	3-10	Alphabetic
Date of Birth	Optional	DOB	8-8	Numeric
Miscellaneous	Optional	MIS	1-1000	Alphabetic, numeric, special characters
NICS INDICES CANCEL DENIED PERSON (XDP)				
Header	Mandatory	HDR	9-19	Alphabetic, numeric, special characters
Message Key	Mandatory	MKE	2-4	Alphabetic
Originating Agency Identifier	Mandatory	ORI	9-9	Alphabetic, numeric
Name	Mandatory	NAM	3-138	Alphabetic, special characters
NICS Record Identifier	Conditional	NRI	10-10	Numeric
Agency Record Identifier	Conditional	ARI	1-25	Alphabetic, numeric
Relief from Disabilities Question	Mandatory	RDQ	1-1	Alphabetic

III.   NICS INDICES OVERVIEW

A.   The NICS Indices contains information provided by local, state, tribal, and federal agencies of persons prohibited from receiving firearms which may not be found in the III, NCIC, WACIC or WASIS database.

B.   Guidelines for viewing NICS Indices records

1.   Washington State LEAs will see a NICS Indices record under the following scenarios:

a.   If entered by another Washington State LEA using an SPC code that starts with "WA"

b.   If entered by any LEA, if using PCA codes A1, A2, B, C, D, E, F, G, H, or I

2. Non-Washington State LEAs will see a NICS Indices record if a record is entered by a Washington LEA using an SPC code that starts with "WA" and the applicant's state of residence is WA

3. All states will see a NICS Indices record entered by any LEA using PCA code J with SPC code ERPOAV and CRTORD

C. Prohibiting categories of the NICS Indices are:

1. Felony convictions of one year or more or misdemeanors punishable by more than two years

2. Under indictment/information

3. Fugitives from justice

4. Unlawful user/addicted to a controlled substance

5. Adjudicated mental/committed to a mental institution

6. Illegal/unlawful aliens

7. Dishonorable Discharge

8. Renounced U.S. citizenship

9. Protection/restraining order

10. Misdemeanor crimes of domestic violence (MCDV)

11. State prohibitions

D. Prohibiting information possessed by law enforcement may not qualify for the III/WASIS or the NCIC/WACIC depending on the requirements and information available. LEAs may submit prohibiting information to the NICS Indices when applicable. Examples of prohibitions which may not qualify for the III/WASIS or the NCIC/WACIC entry, , would be positive drug tests, involuntary mental health commitments, warrants and protection orders, MCDV, indictment/information data and state-only prohibitors.

1. Supporting documentation of NICS Indices entries must be maintained by the entering agency in order to confirm the validity and accuracy of the entries and for audit purposes.

E. Pursuant to the Brady Act, access to use of the information contained within the NICS and the NICS Indices may only be used for purposes authorized by the Brady Act. Any other use of the NICS and the NICS Indices information is considered unauthorized.

IV. NICS INDICES QUERY

A. Requirements for Querying a NICS Indices Record (QDP)

1. The following fields are mandatory for acceptance of a NICS Indices query:

a. HDR, MKE, ORI, and NRI or ARI.

2. Example:
   <OFML>
   <HDR>

```
<ID>06BR0000AM</ID>
<DAC>FBD02</DAC>
<DAT>20220613115614</DAT>
<REF>06BR0000AM</REF>
<MKE>QDP</MKE>
<SUM>QDP: 22-2000</SUM>
</HDR>
<TRN>
<ORI>WAWSP0084</ORI>
<ARI>22-2000</ARI>
<TRANS_OVERRIDE>N</TRANS_OVERRIDE>
</TRN>
</OFML>
```

V.   NICS INDICES ENTRY

A.   Guidelines for a NICS Indices Entry (EDP)

1.   The originating agency must account for all fields in the NICS Indices 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.   Duplicate Record Reject

1.   Any record matching by record type (NICS Indices entry) and ORI and the following field combination are returned from the search as duplicate record:

a.   ORI and ARI

C.   Requirements for a NICS Indices Entry (EDP)

1.   The following fields are mandatory for acceptance of a NICS Indices entry:

a.   HDR, MKE, ORI, NAM, SEX, PCA, DOB, and ARI. DOB may be replaced by either the MNU or SOC.

2.   The entry will be rejected if one of the mandatory fields is left blank or the transaction is not completed.

3.   Example:
```
<OFML>
<HDR>
<ID>06BR0000AQ</ID>
<DAC>FBD02</DAC>
<DAT>20220613120413</DAT>
<REF>06BR0000AQ</REF>
<MKE>EDP</MKE>
<SUM>EDP: TEST2022, TEST POLICE DEPARTMENT,
22-2000, G, TESTERMAN, TESTER V, M, 19710</SUM>
</HDR>
<TRN>
<ORI>WAWSP0084</ORI>
```

```
<OCA>TEST2022</OCA>
<DNY>TEST POLICE DEPARTMENT</DNY>
<ARI>22-2000</ARI>
<PCA>G</PCA>
<NAM>TESTERMAN, TESTER V</NAM>
<SEX>M</SEX>
<DOB DTE="Y">19710101</DOB>
<MIS>TESTERMAN RENOUNCED HIS CITIZENSHIP TO
THE US CONSULATE IN VANCOUVER CANADA ON
JANUARY 1 2020</MIS>
<TRANS_OVERRIDE>N</TRANS_OVERRIDE>
</TRN>
</OFML>
```

VI.   NICS INDICES MODIFY

A.   Guidelines for Modifying a NICS Indices Record (MDP)

1.   Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data.

2.   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.

3.   Required fields can be modified; however, they cannot be deleted by the use of a modify transaction.

4.   To delete information from a field, use the MFC followed by a hyphen (e.g., SOR/-). You cannot delete data from a required field.

B.   Requirements for Modifying a NICS Indices Record (MDP)

1.   The following fields are mandatory for acceptance of a NICS Indices modification:

a.   HDR, MKE, ORI, NAM, and either the NRI or ARI.

2.   The modification will be rejected if one of the mandatory fields is left blank or the transaction is not completed.

a.   For Omnixx users, if the information in the NAM field is to be modified, make the change in the NAM field and select another field from the entry (SEX, DOB, etc.)

3.   For AKA, SMT, MNU, SOC, and DOB Fields, the proper modification format is:

a.   MFC/xxxxxxxxxxx;zzzzzzzzzzz
where X is the current data and Z is the new data

4.   Example:
```
<OFML>
<HDR>
<ID>06BR0000AU</ID>
<DAC>FBD02</DAC>
```

```
<DAT>20220613120518</DAT>
<REF>06BR0000AU</REF>
<MKE>MDP</MKE>
<SUM>MDP: 22-2000, TESTERMAN, TESTER X,
M</SUM>
</HDR>
<TRN>
<ORI>WAWSP0084</ORI>
<ARI>22-2000</ARI>
<NAM>TESTERMAN, TESTER X</NAM>
<SEX>M</SEX>
<TRANS_OVERRIDE>N</TRANS_OVERRIDE>
</TRN>
</OFML>
```

VII. NICS INDICES SUPPLEMENTAL

A. Guidelines for Supplementing a NICS Indices Record (SDP)

1. 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 the NICS Indices record.

2. 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.

3. Any number of AKA, SMT, MNU, SOC, and DOB Fields can be specified in the supplemental entry.

B. Requirements for Supplementing a NICS Indices Record (SDP)

1. The following fields are mandatory for acceptance of a NICS Indices supplemental:

a. HDR, MKE, ORI, NAM, either the NRI or ARI, and at least one other descriptor (SOC, AKA, SMT, DOB, or MNU).

2. The supplemental will be rejected if one of the mandatory fields is left blank or the transaction is not completed.

3. Example:
```
<OFML>
<HDR>
<ID>06BR0000AY</ID>
<DAC>FBD02</DAC>
<DAT>20220613120827</DAT>
<REF>06BR0000AY</REF>
<MKE>SDP</MKE>
<SUM>SDP: 22-2000, TESTERMAN, TESTER X</SUM>
</HDR>
<TRN>
<ORI>WAWSP0084</ORI>
<ARI>22-2000</ARI>
<NAM>TESTERMAN, TESTER X</NAM>
```

```
<MNU>CI-938509899</MNU>
<TRANS_OVERRIDE>N</TRANS_OVERRIDE>
</TRN>
</OFML>
```

VIII. NICS INDICES CANCEL

A. Guidelines for Cancelling a NICS Indices Record (XDP)

1. Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid.

B. Requirements for Cancelling a NICS Indices Record (XDP)

1. The following fields are mandatory for acceptance of a NICS Indices cancellation:

a. HDR, MKE, ORI, RDQ, NAM, and either the NRI or ARI.

2. The cancellation will be rejected if one of the mandatory fields is left blank or the transaction is not completed.

3. Example:
```
<OFML>
<HDR>
<ID>06BR0000B2</ID>
<DAC>FBD02</DAC>
<DAT>20220613120923</DAT>
<REF>06BR0000B2</REF>
<MKE>XDP</MKE>
<SUM>XDP: 22-2000, TESTERMAN, TESTER X</SUM>
</HDR>
<TRN>
<ORI>WAWSP0084</ORI>
<ARI>22-2000</ARI>
<NAM>TESTERMAN, TESTER X</NAM>
<RDQ>N</RDQ>
<TRANS_OVERRIDE>N</TRANS_OVERRIDE>
</TRN>
</OFML>
```

IX. EXAMPLE OF NICS INDICES RESPONSES

A. NICS Indices Record Query (QDP)

NCIC TIME: 1137 DATE: 100312 TO: ACC11
WAWSP00J7

DATE: 10/03/2012   TIME: 14:37:16

A G E N C Y   N I C S   I N D E X   D I S P L A Y   R E S P O N S E
==

NRI: 1599102816   STATUS: ACTIVE   EXPIRATION DATE: N/A

PCA: A1 - Convicted of a crime punishable by more than 1 year or a misdemeanor punishable by more than 2
NAM: TESTER, CHESTER
SEX: M RAC: W
HGT: 504 WGT: 165 EYE: BLU HAI: BLN
POB: WASHINGTON   SOR: WA
RTV: 0   SST: N/A
SOC: 123011234
SMT: SC L ARM;TAT BACK;TAT CHEEK
AKA: CHEST, TEST;TESTER, CHEESY;TESTER, CHESSY
MNU: PI-1234TESTMNU
DOB: 19480804
MIS: TESTER HAS A FELONY CONVICTION OUT OF WA STATE FOR MORE INFORMATION CONTACT WSP 360-555-1212
ORI: WAWSP00J7   OCA: C12-9914
DNY: WASHINGTON STATE PATROL
DATA-SRC: WA
ARI: TESTER001
CREATED-BY: WAWSP00J7   CREATED-DATE: 10/03/2012
UPDATED-BY: WAWSP00J7   UPDATED-DATE: 10/03/2012
NICS-END

B.   NICS Indices Record Entry (EDP) Acknowledgment

NCIC TIME: 1136 DATE: 100312 TO: ACC11
WAWSP00J7
ACCEPT MKE/EDP
NAM/TESTER, CHESTER
ARI/TESTER001
NRI/1599102816

C.   NICS Indices Modify Record (MDP) Acknowledgment

NCIC TIME: 1136 DATE: 100312 TO: ACC11
WAWSP00J7
ACCEPT MKE/MDP
NAM/TESTER, CHESTER
ARI/TESTER001
NRI/1599102816

D.   NICS Indices Supplemental Record (SDP) Acknowledgment

NCIC TIME: 1136 DATE: 100312 TO: ACC11
WAWSP00J7
ACCEPT MKE/SDP
NAM/TESTER, CHESTER
ARI/TESTER001
NRI/1599102816

E.   NICS Indices Cancel Acknowledgment (XDP)

NCIC TIME: 1137 DATE: 100312 TO: ACC11
WAWSP00J7
ACCEPT MKE/XDP
NAM/TESTER, CHESTER
ARI/TESTER001
NRI/1599102816

Procedure #:	21.05.000	**Effective Date:**	October 1, 2012
Supersedes:	ACCESS Manual 2012 Edition	**See Also:**	
Applies To:	All ACCESS Users	**CALEA:**	

I.   MESSAGE FIELD CODES FOR NICS DENIED TRANSACTION FILE 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 NICS DENIED TRANSACTION FILE (QND)				
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	Optional	SEX	1-1	Alphabetic
Race	Optional	RAC	1-1	Alphabetic
Miscellaneous Number	Conditional	MNU	4-15	Alphabetic, numeric, special characters
Social Security Number	Conditional	SOC	9-9	Numeric
NICS Transaction Number	Conditional	NTN	1-20	Alphabetic, numeric
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric

II.   PURPOSE OF THE NICS DENIED TRANSACTION FILE

A.   The NICS Denied Transaction File (NDTF) in NCIC is designed to share information regarding individuals who, having been determined to be prohibited persons according to the Brady Handgun Violence Prevention Act of 1993 (Brady Act), have been denied as a result of a NICS check. The data in the NDTF will enhance officer and public safety and provide investigative assistance.

III.   RETENTION

A.   If the status of a NICS denied transaction is subsequently changed due to an appeal which shows the person should not have been denied at the time of purchase, then the corresponding NDTF record will be removed from NCIC. If the individual has appealed and has subsequently rectified the denied prohibitor, the NDTF will remain because it was a true denial at the time of purchase.

B.   To ensure that NICS deny transactions which have subsequently incurred a status change are not stored in NCIC, in accordance with the purge requirements of the Brady Act as defined by the United States Congress

and federal regulation, NDTF information will not be maintained on the NCIC system logs.

    C.   A QW will return all NDTF records where the date of NICS denial is less than 180 days.

    D.   A QND response will return regardless of the date of denial.

    E.   NDTF records are entered and cancelled through an interface between NCIC and NICS. Cancelled records will be purged on the day of the cancellation transaction.

IV. 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 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.

(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:

```
<OFML>
<HDR>
<ID>06BR0000BE</ID>
<DAC>FBD02</DAC>
<DAT>20220613123522</DAT>
<REF>06BR0000BE</REF>
<MKE>QW</MKE>
<SUM>QW: TESTERMAN, TESTER V,
19710101, M, W, WDL123456789, 555121212,
PP-1278375098</SUM>
</HDR>
<TRN>
<ORI>WAWSP0502</ORI>
<NAM>TESTERMAN, TESTER V</NAM>
<DOB DTE="Y">19710101</DOB>
<SEX>M</SEX>
<RAC>W</RAC>
<OLN>WDL123456789</OLN>
<SOC>555121212</SOC>
```

```
<MNU>PP-1278375098</MNU>
<IND>Y</IND>
<TRANS_OVERRIDE>N</TRANS_OVERRID
E>
</TRN>
```

    b.   </OFML> NIC

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

       (2)   Example:

```
<OFML>
<HDR>
<ID>06BR0000BO</ID>
<DAC>FBD02</DAC>
<DAT>20220613123726</DAT>
<REF>06BR0000BO</REF>
<MKE>QW</MKE>
<SUM>QW: W128798309</SUM>
</HDR>
<TRN>
<ORI>WAWSP0502</ORI>
<NIC>W128798309</NIC>
<IND>Y</IND>
<TRANS_OVERRIDE>N</TRANS_OVERRID
E>
</TRN>
</OFML>
```

V.   QUERY NICS DENIED (QND) TRANSACTION FILE
    A.   Guidelines for QND Inquiries

       1.   A QND transaction containing a DOB will search on the exact date of birth.

       2.   The SEX and RAC Fields should be included in the QND to minimize hits by limiting the scope of the name search.

       3.   When the inquiry contains a name and an alphanumeric identifier other than DOB (SOC or MNU) 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.

          a.   Example:

```
<OFML>
<HDR>
<ID>06BR0000BT</ID>
<DAC>FBD02</DAC>
<DAT>20220613123919</DAT>
<REF>06BR0000BT</REF>
<MKE>QND</MKE>
<SUM>QND: TESTERMAN, TESTER V, 19700101,
M, W</SUM>
```

```
</HDR>
<TRN>
<ORI>WAWSP0502</ORI>
<NAM>TESTERMAN, TESTER V</NAM>
<DOB DTE="Y">19700101</DOB>
<SEX>M</SEX>
<RAC>W</RAC>
<TRANS_OVERRIDE>N</TRANS_OVERRIDE>
</TRN>
</OFML>
```

B.   Requirements for QND inquiry

    1.   Inquiries can be made by:

        a.   NAM, and one, more than one, or all of the following: DOB, MNU, and SOC

        b.   NAM and NTN

        c.   Note: Exact spelling of the name as contained in the record is required

            (1)   Example:

```
<OFML>
<HDR>
<ID>06BR0000C1</ID>
<DAC>FBD02</DAC>
<DAT>20220613124057</DAT>
<REF>06BR0000C1</REF>
<MKE>QND</MKE>
<SUM>QND: TESTERMAN, TESTER V,
19700101, M, W</SUM>
</HDR>
<TRN>
<ORI>WAWSP0502</ORI>
<NTN>102HY21TH</NTN>
<NAM>TESTERMAN, TESTER V</NAM>
<DOB DTE="Y">19700101</DOB>
<SEX>M</SEX>
<RAC>W</RAC>
<TRANS_OVERRIDE>N</TRANS_OVERRID
E>
</TRN>
        </OFML>
```

        d.   NIC

            (1)   Example:

```
<OFML>
<HDR>
<ID>06BR0000C5</ID>
<DAC>FBD02</DAC>
<DAT>20220613124157</DAT>
<REF>06BR0000C5</REF>
```

<MKE>QND</MKE>
<SUM>QND: N159305898</SUM>
</HDR>
<TRN>
<ORI>WAWSP0502</ORI>
<NIC>N159305898</NIC>
<TRANS_OVERRIDE>N</TRANS_OVERRID
E>
</TRN>
</OFML>

VI. EXAMPLE OF NICS DENIED TRANSACTION FILE INQUIRY

A. Negative QND Response

1L01HEADER
WA1230000
NO NCIC NICS DENIED TRANSACTION FILE RECORD
NAM/SMITH, JOHN J DOB/19511012 SEX/M
NO NCIC NICS DENIED TRANSACTION FILE RECORD
SOC/987654321
ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS
NOT BEEN ASSIGNED BY THE SOCIAL SECURITY
ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY
ERROR.

B. Positive QND Response

1L01HEADER WA1230000
***** NOTICE: DO NOT DETAIN OR ARREST BASED ON THIS
HIT. THE DATE OF NATIONAL INSTANT CRIMINAL
BACKGROUND CHECK SYSTEM (NICS) DENIAL (DND)
PROVIDED IN THIS RECORD IS THE DATE THE SUBJECT WAS
DENIED BY THE NICS FROM THE PURCHASE/POSSESSION
OF A FIREARM PURSUANT TO STATE AND/OR FEDERAL LAW.
HOWEVER, IT IS POSSIBLE THIS SUBJECT MAY NO LONGER
BE PROHIBITED FROM PURCHASING/POSSESSING
FIREARMS.

MKE/NICS DENIED TRANSACTION FILE
ORI/WVNICS000 NAM/SMITH, JOHN J SEX/M RAC/W POB/RI
DOB/19511012 HGT/511 WGT/230 CTZ/US
SOC/123456789
SOP/NV SOR/NV DND/20120909
NTN/ABC1234567
NIC/E123456789 DTE/20120909 23150401 EDT DLU/20120909
23150404 EDT

*** THE INFORMATION DISPLAYED IN THIS RECORD IS A
POSSIBLE MATCH TO THE INDIVIDUAL QUERIED. THIS
MATCH IS BASED ON NAME AND DESCRIPTIVE DATA ONLY.
NO LAW ENFORCEMENT ACTION SHOULD BE INITIATED
BASED SOLELY ON THIS INFORMATION.

NO NCIC NICS DENIED TRANSACTION FILE RECORD
SOC/987654321
ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS
NOT BEEN ASSIGNED BY THE SOCIAL SECURITY
ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY
ERROR.