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CHAPTER 18: SECTION 01:

MISSING PERSON FILE INTRODUCTION

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See Also:

Applies To: All ACCESS Users

CALEA:

I. PURPOSE OF THE MISSING PERSON FILE

- A. The Missing Person File assists in the location and identification of missing persons by providing a computerized file of individuals who have been reported as missing. The agency holding the missing person report has the responsibility of entering the missing person into the system and to maintain their record in a current, up-to-date status.
- B. All missing person records are entered into WACIC and NCIC.
- C. As of July 2026, Washington began participating in the Nlets Historical Missing Person File. This file provides historical inactive missing person record information. Different than the WACIC/NCIC Missing Person Files which only return active missing person records. The purpose of this file is to aid in locating missing persons by providing historical pattern information. For more information about this Nlets query please refer to the Nlets Online User Guide.

II. CRITERIA FOR ENTRY IN THE MISSING PERSON FILE

- A. Agencies must have a case file (electronic or hard copy) on file to support a missing person entry. A record for a missing person who is the age of 21 and over may be entered in the Missing Person File provided the entering agency has signed documentation in its possession supporting the stated conditions under which the person is declared missing. This documentation will aid in the protection of the individual's right to privacy.
 - 1. In the absence of documentation from a parent, legal guardian, next of kin, physician, or other authoritative source, including friend or neighbor in unusual circumstances, or when such documentation is not reasonably attainable, a signed report by the investigating officer will suffice.
 - 2. For agencies using Electronic Records Management Systems (ERMS), some forms of signatures that are acceptable are:
 - a. Digitized signatures (similar to method used by the United States Postal Service).
 - b. Manual signatures scanned into the ERMS.
 - c. The case officer's typed name into the report in the ERMS.
- B. A record for a missing person who is under the age of 21 must be entered into NCIC using one of the appropriate categories within two hours of

receipt of the minimum data required to enter the record. A missing person report filed with an agency is sufficient documentation for entering a juvenile in the Missing Person File. All adult missing person records should be entered as soon as possible after a missing person report has been taken.

- C. A missing person record may be entered using one of the following categories:
1. Disability (MKE/EMD): a person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting him/herself or others to personal and immediate danger.
 2. Endangered (MKE/EME): a person of any age who is missing under circumstances indicating that his/her physical safety may be in danger.
 3. Involuntary (MKE/EMI): a person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, such as abduction or kidnapping.
 4. Juvenile (MKE/EMJ): a person who is missing and not declared emancipated as defined by the laws of his/her state of residence and does not meet any of the entry criteria set forth in 1, 2, 3, or 5.
 - a. The MKE/EMJ may only be used for juveniles under the age of 18 that do not fit into any other category. The MKE/EMO must be used for juveniles between the age of 18 and 21 that do not fit into any other category, as defined by Suzanne's Law 42 USC 5779(c).
 5. Catastrophe Victim (MKE/EMV): a person of any age who is missing after a catastrophe.
 - a. Catastrophe victim records may be entered by any agency involved in identifying victims of a disaster, like an airplane crash. No written documentation is required for entry into this category.
 6. Other (MKE/EMO): a person not meeting the criteria for entry in any other category who is missing and 1) for whom there is a reasonable concern for his/her safety or 2) a person who is under age 21 and declared emancipated by the laws of his/her state of residence.
 - a. The MKE/EMO must be used for juveniles between the age of 18 and 21 that do not fit into any other category, as defined by Suzanne's Law 42 USC 5779(c). The MKE/EMJ must be used for juveniles under the age of 18 that do not fit into any other category.

III. AUTOMATIC CROSS-SEARCH WITH UNIDENTIFIED PERSON RECORDS

- A. When a missing person record is entered or modified, NCIC automatically compares the data in that record against all unidentified person records in NCIC. These comparisons are performed daily on the records that were entered/modified on the previous day. The identifiers used in the comparisons are the following:

Missing Person Record Identifiers	Unidentified Person Record Identifiers
Date of Birth	Estimated Year of Birth
Sex	Sex
Race	Race
Height	Estimated Height
Weight	Estimated Weight
Eye Color	Eye Color
Hair Color	Hair Color
Date of Last Contact	Estimated Date of Death
Date of Last Contact	Date Body Found
Scars, Marks, Tattoos, etc.	Scars, Marks, Tattoos, etc.
Fingerprint Classification	Fingerprint Classification
Jewelry Type	Jewelry Type
Originating Agency State Code	Originating Agency State Code
Blood Type	Blood Type
Dental Characteristics	Dental Characteristics

- B. Even though the search only compares the data as shown in the chart above, records should contain all available descriptive data to further aid in the identification process.
- C. Once the comparisons are made, all entering/updating agencies are notified of the results through administrative messages. The \$.M. administrative message advises an agency that a possible match(es) has been made on its record. This message is transmitted to the ORI of the new/modified record and the ORI(s) of the matched record(s).
1. Example:
\$.M.1NO1HEADER WA1230000
NCIC HAS 1 POSSIBLE MATCHES FOR YOUR INQUIRY ON:
AGE/30 SEX/M RAC/W ETN/H EYE/BRO HAI/BRO HGT/510
WGT/160 NAM/FRANK,MILES.
THE TWO HIGHEST SCORING RECORDS ARE LISTED
FOLLOWED BY THE NIC NUMBERS OF UP TO 20 OF THE HIGH
SCORE RECORDS.
MKE/MISSING PERSON INVOLUNTARY ORI/DC1014300
NAM/MILES, FRANK SEX/M RAC/W ETN/H POB/FL
DOB/19700112 HGT/509 WGT/153 EYE/BRO HAI/BRO

SKN/FAR SMT/TAT L LEG FPC/PMPICI14151617181920
SOC/211440001 MNP/MP DLC/19981001 OCA/CS12345
MIS/LAST SEEN AT THE TYSONS CORNER MALL ORI IS ANY
CITY PD DC 202 555-1111 NIC/M107650007 DTE/19981003 0000
EDT DLU/20071215 1600 EST IMMED CONFIRM MISSING
PERSON STATUS WITH ORI
- D. The message includes abbreviated records for up to 100 possible matches for the physical cross-search and 35 for the dental cross-search. A request for an NCIC off-line search with more limited parameters may also be requested at IOAU@FBI.gov. If the cross-search does not produce any match, all entering/updating agencies are notified through a \$.N. administrative message.

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

IV. ADDITIONAL ADMINISTRATIVE MESSAGES FOR MISSING PERSONS

A. \$.K. Missing Information Notification

1. An agency is required to verify and update NCIC missing person record entries with any additional information, including: Blood Type (BLT); Dental Characteristics (DCH); Fingerprint Classification (FPC); Jewelry Type (JWT); Scars, Marks, Tattoos, and Other Characteristics (SMT); and HGT and/or WGT within 60 days of entry. If a record has a date of entry older than 30 days and any of the above fields are blank, a \$.K. Missing Information Notification identifying the blank fields will be transmitted. The \$.K. Missing Information Notification will also include the record.
2. Example:
\$.K.
MD1012600
NCIC INCOMPLETE MISSING/UNIDENTIFIED PERSON
NOTIFICATION AT 1600
EST 19990830. YOUR ENTRY NIC/M000069216, OCA/56789
HAS INFORMATION MISSING FROM THE FOLLOWING KEY
DATA FIELDS: BLT, DCH, FPC, JWT, SMT, HGT.
IF ANY SUPPLEMENTAL INFORMATION IS AVAILABLE, THAT
DATA SHOULD BE ENTERED IMMEDIATELY. THIS WILL BE
YOUR ONLY NCIC NOTIFICATION.
MKE/MISSING PERSON OTHER
ORI/MD1012600 NAM/THOMAS, TOM SEX/M RAC/W ETN/H
POB/TX
DOB/19750606 HGT/UNK WGT/153 EYE/BRO HAI/BRO
FBI/12245AB9
SKN/FAR
SOC/123456789
DLC/19991201 OCA/56789
NOA/Y
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
NIC/M000069216 DTE/20090101 0930 EST DLU/20120128 0815
EST

B. \$.K. AMBER Alert Follow-Up Notifications

1. A \$.K. administrative message is sent to the National Center for Missing and Exploited Children (NCMEC) 72 hours after the AMBER Alert (AA) code is entered into the Missing Person (MNP) Field of the NCIC missing person record and a second \$.K. is produced 30 days after the AA code is entered into the MNP Field. Upon receipt of the \$.K. notifications, the NCMEC will coordinate with the respective NCIC record holder and the AMBER coordinator to verify the status of the AMBER Alert and ensure that the NCIC record is accurate and valid.
2. Example:

\$.K. 72 HOUR AMBER ALERT FOLLOW-UP
VA007019W
NOTIFICATION AT 1600 EST 20051121
MNP/AA HAS BEEN IN THE FOLLOWING RECORD FOR 72
HOURS
VERIFY STATUS OF AMBER ALERT WITH ORI
MKE/MISSING PERSON ENDANGERED
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W ETN/H
POB/MD
DOB/20001012 DOE/20181012 HGT/402 WGT/065 EYE/BRO
HAI/BRO
SKN/FAR SMT/SC R HND
SOC/123456789
MNP/AA DLC/20051117 OCA/EXAMPLE1
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT
MPC/ABDUCTED BY A STRANGER
LIC/555W555 LIS/VA LIY/2006 LIT/PC
VIN/1Q87H2N100001 VYR/2001
VMA/FORD VMO/TAU VST/4D VCO/BLK
BLT/OPOS FPA/N
BXR/P
DNA/N
NIC/M000069216 DTE/20051118 1600 EST DLU/20051118 1815
EST

V. HIT CONFIRMATION

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

VI. RETENTION PERIOD FOR MISSING PERSONS

- A. A missing person record is retained indefinitely until action is taken by the originating agency to clear or cancel the record.
 1. When a missing person has been positively identified by partial body parts, the entering agency may maintain the NCIC record for future identification in the event additional body parts are recovered.

VII. VALIDATION

- A. Missing person records will be validated monthly. Each record entered will be subject to validation three months after entry and annually thereafter.

VIII. DENTAL DATA

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

IX. IMAGE DATA

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



**CHAPTER 18:
SECTION 02:**

**MISSING PERSON FILE
MESSAGE KEYS, FIELD CODES,
AND EDITS**

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See Also:

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CALEA:

I. MESSAGE KEY (MKE) CODES FOR MISSING PERSON FILE

	Inquiry	Entry	Modify	Locate	Clear	Cancel
Missing Person Disability	QW/QM	EMD*	MM	LM	CM	XM
Missing Person Endangered	QW/QM	EME*	MM	LM	CM	XM
Missing Person Involuntary	QW/QM	EMI*	MM	LM	CM	XM
Missing Person Juvenile	QW/QM	EMJ*	MM	LM	CM	XM
Missing Person Catastrophe Victim	QW/QM	EMV*	MM	LM	CM	XM
Missing Person Other	QW/QM	EMO*	MM	LM	CM	XM
	Entry			Cancel		
Supplemental	EMN			XMN		

*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
AGE	Approximate Age	Must be one or two numerics.
AKA	Alias	May include alphabetics, 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.
ALE	Alert Issued	Must be either a Y or N. This field indicates if an alert has been issued for the missing person.
AMB	Amber Alert Issued	Must be either a Y or N. This field indicates if an Amber Alert has been issued for the missing person.
ARE	Area	Must be a valid code as listed in the State and Country Codes Section of the NCIC Code Manual.
BLT	Blood Type	Must be a valid code as listed in the Personal Descriptors Section of the NCIC Code Manual.

BXR	Body X-rays	Must be a valid code as listed in the Personal Descriptors Section of the NCIC Code Manual.
CCA	Recovering Agency Case Number	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 CCA cannot equal the first seven characters of the CRI. The only valid special character is the hyphen.
CEL	Missing Person's Cell Phone Number	Must be ten numerics separated by hyphens in the format NNN-NNN-NNNN.
CLO	Missing Person's Clothes Description	Free text to describe the clothing of the missing person. It may contain a maximum of 500 characters.
CMC	Cautions and Medical Conditions	Must be a valid code as listed in the Personal Descriptors Section of the NCIC Code Manual.
CRC	Circumcision	Must be left blank if SEX/F. Must be a valid code as listed in the Personal Descriptors Section of the NCIC Code Manual.
CRI	Recovering Agency Identifier	Must be a valid ORI.
CTZ	Citizenship	Must contain a two character alphabetic country code from the State and Country Data Codes of the NCIC Code Manual.
DATE	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) less than or equal to the current date.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than the current date.
DIS	Disposition	Must be Detained (DETN) or Released (RELD).
DLC	Date of Last Contact	Must be a valid Gregorian date (YYYYMMDD) equal to or less than the current date and equal to or greater than the DOB when the record contains a DOB. Agencies should enter the date that the missing person was last seen or heard from. Agencies should not enter the date that the missing person report was received or the date that the record is entered unless it is the same date that the missing person was last heard from or seen.
DLO	DNA Location	A 250 character free text field that explains the location of the DNA sample, contact information, ORI, type of DNA sample available, and the CODIS number. If the DNA field is N or defaulted to N, then the DLO field must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO field must be filled.
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.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOE	Date of Emancipation	The DOE indicates the exact day that an unemancipated juvenile will reach the age of emancipation (majority) as defined by the laws of his/her state of residence. Upon entry the DOE is automatically calculated and forwarded to NCIC.
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.
EMA	Missing Person's Email	Free text. It may contain a maximum of 255 characters.
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 Code Manual.
EYE	Eye Color	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.
FPA	Footprints Available	Must be Y or N.
FPC	Fingerprint Classification	Must be 20 numbers and/or characters, which are listed in the Personal Descriptors Section of the NCIC 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 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. If the height is unknown, UNK must be used.

HIT	Wanted/Missing Person Hit Results	Must be a valid code as listed in the Other Transactions Codes Section of the NCIC Code Manual. Can be entered only if RPS is entered. For Omnixx users, the second hit result must be entered in the HIT1 Field.
HIT1	Wanted/Missing Person Hit Results Second	Must be a valid code as listed in the Other Transactions Codes Section of the NCIC Code Manual. If entered, the HIT must also be entered.
HPO	Missing Person's Home Phone	Must be ten numerics separated by hyphens in the format NNN-NNN-NNNN.
IND	Image Indicator	Must be Y or N.
JWL	Jewelry Description	Free text. May include alphabetic, numerics, and/or any special character that may further describe the jewelry, such as engravings, color, number of stones, etc.
JWT	Jewelry Type	Must be a valid code listed in the Personal Descriptors Section of the NCIC Code Manual. Up to 17 codes separated by commas may be used.
LCA	Locating Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only.
LIC	License Plate Number	Vehicle and/or license plate data may be entered as part of a missing person record provided the location of the vehicle and/or license plate is unknown and the entering agency has reasonable grounds to believe that the missing person may be operating (or be a passenger in) the vehicle or a vehicle bearing the license plate. In instances where the vehicle or license plate of the subject of a missing person entry has been stolen, a notation that the vehicle or license plate is stolen should be placed in the MIS Field. If the vehicle in the record has been recovered, the vehicle data must be removed from the missing person record. 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 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 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	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. 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.
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.
LKN	Missing Person's Last Known Address	Free text. It may contain a maximum of 500 characters.
MIS	Miscellaneous	Free text. It may contain a maximum of 500 characters. 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-conforming 17-character VIN is entered. 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/EMN). The types of information that should be included in the MIS Field are: - Clothing description (size, color, style, laundry marks) - Shoes (size, style, color) - Smoker (pipe, cigar, cigarette; brand) - Tobacco chewer (brand) - Fingernails (polish, length, biter) - Possible destination - Amount of money in possession - Medication in possession - Left handed - Right handed - Explanation/description of scars, marks, tattoos, and physical characteristics - Conditions under which a juvenile is listed as missing - Child is missing under suspicious circumstances, and/or child is believed to be in a life-threatening situation - Missing Body parts recovered In the event of a criminal kidnapping of a juvenile by the noncustodial mother, it is recommended that the mother's maiden name be entered as a possible alias and the following information be added to the MIS Field: CHILD IS MISSING UNDER SUSPICIOUS CIRCUMSTANCES and/or CHILD IS BELIEVED TO BE IN A LIFE-THREATENING SITUATION. The mother's maiden name should also be entered if it is believed that a runaway juvenile is trying to avoid identification. A missing person record and any other record should be cross-referenced in the MIS Field if more than one record pertains to the same case. For example, the MIS Field of two missing persons reported missing from the same scene may include MAY BE ACCOMPANIED BY MISSING FRIEND-SEE NIC/M123456789, and the other record may contain a similar statement. When a missing person record for an individual that was previously identified by partial recovered body parts is left active, the entering agency should list the body parts that were recovered in the MIS Field.
MKE	Message Key	Must be a valid message key.

MNP	Missing Person	If the MKE is EMD, EMJ, or EMO, the MNP Field must be MP (Missing Person). If the MKE is EMV, the MNP Field must be DV (Disaster Victim). If the MKE is EME or EMI, the MNP Field must be either MP, CA (Child Abduction), or AA (Amber Alert). If MNP is CA, the missing person's age must be less than 21 years of age. The CA is to be used in the MNP Field when there is reasonable indication or suspicion that a child has been abducted and/or is missing under circumstances suggesting foul play or a threat to life. In all subsequent updates, if MNP is CA, victim's age must be under 21 years of age - record date of entry minus year of birth. While the CA code is discretionary, every effort should be made to use the code when the criteria are met. The use of this code will give the FBI and the National Center for Missing and Exploited Children (NCMEC) notification of urgent cases and enable them to provide assistance if needed. If MNP is CA or AA, then DOB must be filled with a valid Gregorian date. The MNP Field should be entered as AA when an AMBER Alert has been activated. Use of the AA code does not change the procedures or protocols for activating an AMBER Alert. The AA code provides a method of alerting law enforcement to the status of the missing child and generates immediate notifications to the FBI and the NCMEC, enabling them to deploy resources, when needed, in the most serious child abduction cases.
MNU	Miscellaneous Number	The first two characters must be a valid 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.
MPC	Missing Person Circumstances	Must be a valid code listed in the Personal Descriptors Section of the NCIC Code Manual. The MPC Field provides additional information concerning the nature of the disappearance.
NAM	Name	The name may include alphabetics, 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 (M in the Missing Person File) followed by either one alphabetic character and eight numeric (ex: MA12345678) or followed by nine numeric characters (ex: M123456789) automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction.
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 missing person is known, Y should be entered into the NOA Field. If the NOA is blank, the field will default to N.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating missing person. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three characters must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY LOCATED.
OAE	Email of Investigating Officer	Free text. It may contain a maximum of 100 characters.
OAQ	Name of Investigating Officer	Free text. It may contain a maximum of 100 characters.
OCA	Originating Agency Case Number	The entering agency should ensure the OCA is a unique number assigned to the case within the agency. Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OLN	Operator's License Number	Must not be one zero only or a run of zeros only. Omit any spaces, hyphens, or symbols (i.e. DOE**JJ12345 is entered DOEJJ12345). If OLN is entered, then OLS and OLY must be entered. More information can be found in the Personal Descriptors Section of the NCIC Code Manual.
OLS	Operator's License State	Must be a valid code as listed in the State and Country Codes Section of the NCIC Code Manual. It must be entered if OLN Field is filled. More information can be found in the Personal Descriptors Section of the NCIC Code Manual.

OLY	Operator's License Year	Must represent the year the license expires (XXXX), the alphabetics 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 Code Manual.
OPC	Other Physical Characteristics of the Missing Person	Free text. It may contain a maximum of 500 characters.
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.
PAR	Person Armed	Must be a valid code as listed in the Other Transactions Codes Section of the NCIC Code Manual. Can be entered only if RPS is entered.
PCN/TCN	Process Control Number/Transaction in Control Number	May contain up to eighteen alpha numeric characters.
PIC	Passport Issuing Country	This field indicates the country that issued the missing person's passport. Must be a valid two character NCIC Code.
POB	Place of Birth	Must be a valid code as listed in the State and Country Codes Section of the NCIC Code Manual. More information can be found in the Personal Descriptors Section of the NCIC Code Manual.
PYE	Missing Person's Passport Expiration Year	Must be a valid four character year (YYYY).
PYI	Missing Person's Passport Issue Year	Must be a valid four character year (YYYY).
RAC	Race	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
RLO	Recovery Location	Free text to describe where the missing person was recovered from. It may contain a maximum of 500 characters.
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.
RNO	Recovery Notes	Free text to provide additional information about the recovery of the missing person. It may contain a maximum of 500 characters.
RPS	Reason for Person Record Removal	Must be a valid code as listed in the NCIC Code Manual. If HIT NCIC, HIT STATE, or HIT LOCAL are entered, then the date of the hit must also be entered. For Omnix users, the date must be entered in the RPPS Field.

RPPS*	Reason for Person Record Removal Second	If HIT NCIC, HIT STATE, or HIT LOCAL are entered, then the date of the hit must be entered into the RPPS Field. If entered, the RPS must also be entered.
RSH	Related Search Hit	Must be Y or N.
SEX	Sex	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
SID	State Identification Number	Contains a maximum of ten alpha-numeric characters. The first two characters must be a valid state code as listed in the State and Country Codes Section of the NCIC Code Manual.
SKN	Skin Tone	Must be a valid code as listed in Personal Descriptors, NCIC Code Manual.
SLA	Missing Person's Spoken Languages	Free text to describe any language(s) the missing person speaks. It may contain a maximum of 100 characters.
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid 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.
TRB	Missing Person's Tribal Affiliations	Free text to describe any indigenous tribes the missing person belongs to. It may contain a maximum of 100 characters.
VCO	Vehicle Color	Must be valid code as listed in Vehicle Data Codes, NCIC 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 Code Manual representing the second color of the vehicle. If entered, the VCO must also be entered.
VDOB	Vehicle Owner's Date of Birth	Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 may be entered for the month and/or day when the actual date is unknown. If MKE is EMJ or MNP is CA, a valid Gregorian DOB is mandatory. Additional information available in Personal Descriptors Codes, NCIC Code Manual.

VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabets 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 Code Manual. 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. For every assembled vehicle that does not have manufacturer's assigned VIN, the VMA code must be ASVE. (Jeep) 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. (Aircraft) If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO. (All-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile) 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 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 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.

		It must be entered if VIN Field is filled.
VMAD*	Vehicle Make Description	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.
VMO	Vehicle Model	Spaces cannot be skipped. Hyphens or symbols should be used. More information in Vehicular Data Codes, NCIC 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.
	(Assembled automobile)	If the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(Construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(Farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(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 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.
VNAM	Vehicle Owner's Name	The name may include alphabetics, 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.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the recovered stolen property identified in the record. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY RECOVERED.

VOA	Vehicle Owner's Address	Free text. It may contain a maximum of 500 characters.
VOD	Additional Vehicle Description	Free text. It may contain a maximum of 500 characters.
VOLN	Vehicle Owner's Driver'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.
VOLS	Vehicle Owner's State	Must be a valid code as listed in the State and Country Codes Section of the NCIC Code Manual. It must be entered if OLN Field is filled. More information can be found in the Personal Descriptors Section of the NCIC Code Manual.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating the missing person identified in the record. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY RECOVERED.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating the missing person which is identified in the record. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY RECOVERED.
VRX	Corrective Visions Prescription	Free text. If more than 40 characters, the left lens information should be placed in the MIS Field. More information can be found in the Personal Descriptors Section of the NCIC Code Manual.
VST	Vehicle Style	Must be a valid code as listed in Vehicular Data Codes, NCIC 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.
WGT	Weight	Minimum of 001 and maximum of 499. More information in Personal Descriptors, NCIC Code Manual.

*Omnixx only



**CHAPTER 18:
SECTION 03:**

**MISSING PERSON FILE
INQUIRY TRANSACTIONS**

Procedure #: 18.03.000

Effective Date: May 1, 2021

Supersedes: ACCESS Operations Manual
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See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR MISSING PERSON 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
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
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
QUERY MISSING (QM)				
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
Approximate Age	Mandatory	AGE	1-2	Numeric
Sex	Mandatory	SEX	1-1	Alphabetic
Race	Mandatory	RAC	1-1	Alphabetic
Eye	Mandatory	EYE	3-3	Alphabetic
Hair	Mandatory	HAI	3-3	Alphabetic
Approximate Height	Mandatory	HGT	3-3	Numeric
Approximate Weight	Mandatory	WGT	3-3	Numeric
Ethnicity	Optional	ETN	1-1	Alphabetic
Name	Optional	NAM	3-30	Alphabetic, special characters
Expanded Name Search	Conditional	ENS	1-1	Alphabetic
Area	Optional	ARE	2-3	Alphabetic, 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, NIC, 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 IND, RSH, and ENS, 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.

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.
 - (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

- b. NAM and DOB (or other fields, like SOC, MNU, etc.) and optional fields INV, RSH, and ENS

D. Example of Missing Person Inquiry Response

1. WACIC No Record Response

WASHINGTON STATE CRIMINAL FILE SYSTEM (W3)
RESPONSE

WAWSP0007

NO RECORDS FOUND NAM/PERSON, TEST
DOB/20000101

07/06/2026, 11:47:51 - MKE: QW - Source: WACIC - To:
WSPJ7 - ISN: 07H000TBK5 - REF: 07H000TBFR

2. NCIC No Record Response

1L0107H000TFBXQW

WAWSP0007

NO NCIC WANT NAM/PERSON, TEST DOB/20000101

***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.

07/06/2026, 11:50:18 - MKE: QW - SOURCE: NCIC –
TO:WSPJ7 - ISN: 07H000TFDF - REF: 07H000TFBX

3. WACIC Positive Response

WASHINGTON STATE CRIMINAL FILE SYSTEM (W3)
RESPONSE

WAWSP0007

TOTAL MATCHES: 1

RECORD NUMBER: 1

***** MISSING PERSON INVOLUNTARY *****

MISSING PERSON BASED ON MATCH TYPE/EXACT_MATCH

MKE/EMI ORI/WAWSP0007 WSP SYSTEM ADMINISTRATOR
NAM/MISSING, TEST PERSON SEX/F RAC/W
DOB/19831120 HGT/508 WGT/125 EYE/HAZ HAI/BRO
SMT/SC HEAD SOC/123456789 MNP/MP DLC/20260704
OCA/1234TESTOCA
CLO/LSW BLACK CARGO PANTS, BLUE SHIRT WITH
UNICORN, BLACK NIKE AIR FORCE 1 SNEAKERS WEARS SIZE
7, GREY ZIP UP HOODIE
OPC/LIKES TO WEAR RINGS ON EACH FINGER AND PAINTS
NAILS BLACK
LKN/123 MAIN STREET OLYMPIA WA
CEL/360-444-5555 EMA/MISSINGTESTPERSON@AOL.COM
NOA/N
MIS/TEST RECORD CONFIRM 360-111-2222 SC RIGHT
TEMPLE, LAST SEEN ON 41ST & MAIN STREET RIGHT
HANDED
MPC/ABDUCTED BY A STRANGER
BLT/ONEG
DNA/N
VIN/123456789101112 VMA/ACUR VMO/INT VYR/2000 VST/2D
VCO/WHI

WAC/26M0051744 NIC/M320082904

ENT/7/6/2026 13:44 07/06/2026, 13:45:01 - MKE: QW - Source:
WACIC - To: WSPJ7 - ISN: 07H0000AVN - REF: 07H0000AVJ

4. NCIC Positive Response

1L0107H0000AWGQW

WAWSP0007

***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.

MKE/MISSING PERSON INVOLUNTARY

ORI/WAWSP0007 NAM/MISSING, TEST PERSON SEX/F RAC/W
POB/WA

DOB/19831120 HGT/508 WGT/125 EYE/HAZ HAI/BRO

SMT/SC HEAD

SOC/123456789

MNP/MP DLC/20260704 OCA/1234TEST0CA

NOA/N

MIS/TEST RECORD CONFIRM 360-111-2222 SC RIGHT TEMPLE,
LAST SEEN ON 41ST & MAIN

MIS/STREET, RIGHT HANDED

MPC/ABDUCTED BY A STRANGER

VIN/123456789101112 VYR/2000

VMA/ACUR VMO/INT VST/2D VCO/WHI

BLT/ONEG

DNA/N

ORI IS WASHINGTON STATE PATROL OLYMPIA 360 705-5999

NIC/M320082904 DTE/20260706 1644 EDT DLU/20260706 1644

EDT 07/06/2026, 13:47:50 - MKE: QW - Source: NCIC - To:
WSPJ7 - ISN: 07H0000AWM - REF: 07H0000AWG

III. QUERY MISSING (QM) INQUIRIES

A. Guidelines for QM Inquiries

1. When a non-unique identifier inquiry is received, NCIC searches the Missing Person File for possible matches, i.e., candidate records. The sex, race, ethnicity, eye, and hair color codes in the candidate records must be identical to the sex, race, eye, and hair color codes in the inquiry. However, age, height, and weight in the candidate records may vary from the age, height, and weight in the inquiry.
2. The approximate age of the individual may be one or two numeric characters representing the age in years. The age must fall within a range of 0 to 99. The age in the inquiry plus or minus 1 year will be searched. If the person inquired upon is 100 years old or older, the first character (1) should be dropped.
3. Approximate height in the inquiry plus or minus 3 inches will be searched.
4. Approximate weight in the inquiry plus or minus 10 pounds will be searched. Inclusion of a name in the inquiry will limit the response.
5. To determine if a hit has been made, the inquiring agency must review all of the identification data in the candidate records and contact the agency that entered the record(s) to confirm a match.
6. When an inquiry contains ARE/ followed by a valid code and an asterisk, the NCIC response to the inquiry will be limited to records containing the same code and/or US in the first two positions of the ORI Field. Any code may be followed by an asterisk. If the asterisk

is not used, the search will be conducted on a specific region associated with the state, territory, or province code as detailed in the table below.

ARE Inquiry Code	ORI of Records Returned in Response
AL	AL, FL, GA, LA, MS, NC, TN, & US
AK	AK, BE, YT, & US
AZ	AZ, CA, CO, NV, NM, UT, & US
AR	AR, IL, KS, KY, LA, MS, MO, OK, TN, TX, & US
CA	AZ, CA, NV, OR, & US
CO	AZ, CO, KS, NB, NM, OK, TX, UT, WY, & US
CT	CT, ME, MA, NH, NJ, NY, PA, RI, VT, & US
DE	DE, DC, MD, NY, PA, VA, & US
DC	DE, DC, MD, NY, PA, VA, WV, & US
FL	AL, FL, GA, MS, & US
GA	AL, FL, GA, NC, SC, TN, & US
HI	HI & US
ID	ID, MT, NV, OR, UT, WA, WY, AB, BC, & US
IL	AR, IL, IN, IA, KY, MI, MN, MO, TN, WI, & US
IN	IL, IN, KY, MI, OH, WI, ON, & US
IA	IL, IA, KS, MN, MO, NB, SD, WI, & US
KS	AR, CO, IA, KS, MO, NB, NM, OK, TN, & US
KY	AR, IL, IN, KY, MO, NC, OH, TN, VA, WV, & US
LA	AL, AR, LA, MS, OK, TX, & US
MA	CT, MA, ME, NH, NJ, NY, PA, RI, VT, & US
ME	CT, MA, ME, NH, RI, VT, NK, NS, PQ, & US
MD	DE, DC, MD, NJ, OH, PA, VA, WV, & US
MI	IL, IN, MI, MN, OH, WI, ON, & US
MN	IL, IA, MI, MN, NB, ND, SD, WI, MB, ON, & US
MS	AL, AR, FL, LA, MS, MO, TN, & US
MO	AR, IL, IA, KS, KY, MS, MO, NB, OK, TN, & US
MT	ID, MT, ND, SD, WA, WY, AB, BC, MB, SN, & US
NB	CO, IA, KS, MN, MO, NB, SD, WY, & US
NV	AZ, CA, ID, NV, OR, UT, & US
NH	CT, ME, MA, NH, NY, RI, VT, ON, PQ, & US
NJ	CT, DE, DC, MD, MA, NJ, NY, PA, RI, VA, & US
NM	AZ, CO, KS, NM, OK, TX, UT, & US
NY	CT, MA, NH, NJ, NY, OH, PA, RI, VT, ON, PQ, & US
NC	AL, GA, KY, NC, SC, TN, VA, WV, & US
ND	MN, MT, ND, SD, WY, MB, SN, & US
OH	IN, KY, MD, MI, NY, OH, PA, WV, ON, & US
OK	AR, CO, KS, LA, MO, NM, OK, TX, & US
OR	CA, ID, NV, OR, WA, & US
PA	CT, DE, DC, MD, MA, NJ, NY, OH, PA, RI, VA, WV, ON, & US
RI	CT, ME, MA, NH, NJ, NY, PA, RI, VT, & US
SC	GA, NC, SC, TN, & US
SD	IA, MN, MT, NB, ND, SD, WY, & US
TN	AL, AR, GA, IL, KY, MS, MO, NC, SC, TN, VA, WV, & US
TX	AR, CO, KS, LA, NM, OK, TX, & US

UT	AZ, CO, ID, NV, NM, UT, WY, & US
VT	CT, ME, MA, NH, NY, RI, VT, ON, PQ, & US
VA	DE, DC, KY, MD, NJ, NC, PA, TN, VA, WV, & US
WA	ID, MT, OR, WA, BC, & US
WV	DC, KY, MD, NC, OH, PA, TN, VA, WV, & US
WI	IL, IN, IA, MI, MN, WI, & US
WY	CO, ID, MT, NB, ND, SD, UT, WY, & US
AB	CD, ID, MT, AB, BC, NT, SN, & US
BC	CD, AK, ID, MT, WA, AB, BC, NT, YT, & US
CD	CD, AB, BC, CD, IC, MB, NF, NK, NS, NT, ON, PE, PQ, SN, YT, & US
MB	CD, MN, MT, ND, MB, NT, ON, SN, & US
NF	CD, NF, PQ, & US
NK	CD, ME, NK, NS, PE, PQ, & US
NS	CD, ME, NK, NS, PE, & US
NT	CD, AB, BC, MB, NT, PQ, SN, YT, & US
ON	CD, IN, MI, MN, NH, NY, OH, PA, VT, MB, ON, PQ, & US
PE	CD, NK, NS, PE, & US
PQ	CD, ME, NH, NY, VT, NF, NK, NT, ON, PQ, & US
SN	CD, MT, ND, AB, MB, NT, SN, & US
YT	CD, AK, BC, NT, YT, & US
PR	PR, VI, & US
VI	PR, VI, & US

B. Requirements for QM Inquiries

1. The following fields are mandatory for a nonunique identifier inquiry:
 - a. HDR, MKE, ORI, AGE, SEX, RAC, EYE, HAI, HGT, and WGT.
 - b. The NAM, ENS, ETN, and ARE Fields are optional.
 - c. The inquiry will be rejected if one of the mandatory fields is left unfilled.

C. Example of Missing Person Inquiry Response

1. WACIC Inquiry Acknowledgment
 WASHINGTON STATE CRIMINAL FILE SYSTEM (W3)
 RESPONSE

 WAWSP00J7

 TOTAL MATCHES: 1
 ***** MISSING PERSON OTHER *****
 SCORE: 7
 TOTAL_SCORE_PERCENT: 100
 MISSING PERSON BASED ON MATCH TYPE/EXACT_MATCH
 CMC/10 - MARTIAL ARTS EXPERT

MKE/EMO ORI/WAWSP0007 WASHINGTON STATE PATROL
ALE/N AMB/N

NAM/ TEST, PERSON SEX/F RAC/U ETN/N

DOB/ 20000107 HGT/406 WGT/165 EYE/BLK HAI/BRO

SKN/LBR

SMT/SC ABDOM SOC/132854561 MNP/MP DLC/20260118
OCA/1234

CLO/BLACK BOWLER HAT, LONG WHITE GLOVES, BLACK
BOOTS, TAN BODY SUIT, ROUND BLACK EYEGLASSES

NOA/N

MIS/TEST RECORD CONFIRM AT 360-111-2222

VRX/00 PK00 P50 05 0S P100 050 P22 BLT/ABPOS FPA/Y
FPC/151315PM150910172012 BXR/P

JWT/WA

JWL/SILVER POCKET WATCH WITH STEAM TRAIN ENGRAVED
ON FRONT

DNA/Y DLO/HSB CRIME LAB 4TH FLOOR

VOD/MINT CONDITION, BLACK LEATHER INTERIOR

***** SUPPLEMENTAL DATA *****

DOB/19680508

SOC/116585323

SMT/DISC BACK

SMT/SC R WRIST

SMT/SC NOSE

WAC/ 26M0051744 NIC/ M320082904

ENT/7/7/2026 12:31

2. NCIC Inquiry Acknowledgment

1L0107GY00Z5X4QM

WAWSP0007

QUERY MISSING PERSON RECEIVED

D. Example of No Record Response

1. WACIC No Record Response

WASHINGTON STATE CRIMINAL FILE SYSTEM (W3)
RESPONSE

WAWSP00R6

NO MISSING PERSON RECORDS FOUND NAM/TEST, PERSON
MISSING SEX/M RAC/W HGT/602 WGT/250 HAI/BRO EYE/BRO
AGE/36

07/06/2026, 15:35:44 - MKE: QM - SOURCE: WACIC - TO: WSPJ7
- ISN: 07H0000BYW - REF: 07H0000BYQ

2. NCIC No Record Response

\$.M.1N01063Q00RV8FQM
WAWSP0007

NO NCIC MISSING PERSON RECORD FOR YOUR
INQUIRY ON:
AGE/30 SEX/M RAC/B EYE/BRO HAI/BLU HGT/400
WGT/499 ETN/H

E. Example of Positive Response

1. WACIC Postive Response

WASHINGTON STATE CRIMINAL FILE SYSTEM (W3)
RESPONSE

2. WAWSP0007

TOTAL MATCHES: 1

***** MISSING PERSON INVOLUNTARY *****

SCORE: 38.75

TOTAL_SCORE_PERCENT: 100

MISSING PERSON BASED ON MATCH TYPE/EXACT_MATCH

MKE/EMI ORI/WAWSP0007 WSP SYSTEM ADMINISTRATOR

NAM/MISSING, IM SEX/M RAC/W

DOB/20000101 HGT/602 WGT/250 EYE/BRO HAI/BRO

MNP/MP DLC/20260707 OCA/113TEST

NOA/N

MIS/TEST RECORD CONFIRM 123-456-7777

MPC/ABDUCTED BY A STRANGER

DNA/N

WAC/26M0051750 NIC/M530083114

ENT/7/8/2026 15:14 07/08/2026, 15:15:13 - MKE: QM - Source:
WACIC - To: ACCR6 - ISN: 07H2000BTS - REF: 07H2000BTL

3. NCIC Positive Response

\$.M.1N01063Q00RNG0QM

WAWSP0007

NCIC HAS 1 POSSIBLE MATCHES FOR YOUR INQUIRY
ON:

AGE/50 SEX/M RAC/W EYE/GRN HAI/BR0 HGT/400
WGT/499

NAM/TESTERMAN, TESTER V ETN/N

THE TWO HIGHEST SCORING RECORDS ARE LISTED
FOLLOWED BY THE NIC NUMBERS
OF UP TO 20 OF THE HIGH SCORE RECORDS.

MKE/MISSING PERSON ENDANGERED - CAUTION

CMC/65 - EPILEPSY

ORI/WAWSP0000 NAM/TESTERMAN, TESTER V SEX/M
RAC/W

DOB/19710101 HGT/400 WGT/499 EYE/GRN HAI/BR0
SMT/SC ABD0M

FPC/XXXXXXXXXXXXXXXXXXXXXXX MNU/MC-1234567

SOC/533999999

OLN/WDLTEST12345 OLS/WA OLY/2021

MNP/MP DLC/20210818 OCA/TEST1234 SID/WA99999999
NOA/N

MIS/TEST TEST TEST

BLT/BP0S CRC/C FPA/Y

BXR/F VRX/20/34

JWT/AB,KC,MC

JWL/ALL GOLD

DNA/Y DLO/TEST CRIME LAB

ORI IS WASHINGTON STATE PATROL OLYMPIA 360 705-
5999

NIC/M156400315 DTE/20210827 1556 EDT DLU/20210827
1556 EDT

M156400315 090

IV. OPERATIONAL INQUIRY

- A. The NCIC database is available **for direct inquiries only**. The NCIC inquiry format requires use of full MKE, ORI, and Message Field Codes.

**CHAPTER 18:
SECTION 04:****MISSING PERSON FILE
ENTRY TRANSACTIONS****Procedure #:** 18.04.000**Effective Date:** May 1, 2021**Supersedes:** ACCESS Operations Manual
2020 Edition**See Also:****Applies To:** All ACCESS Users**CALEA:****I. MESSAGE FIELD CODES FOR MISSING PERSON 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	Optional	POB	2-2	Alphabetic
Date of Birth	Conditional	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
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

Missing Person	Mandatory	MNP	2-2	Alphabetic
Date of Last Contact	Mandatory	DLC	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	Conditional	MIS	1-500	Alphabetic, numeric, special characters
Notify Originating Agency	Optional	NOA	1-1	Alphabetic
Missing Person Circumstances	Optional	MPC	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
Blood Type	Optional	BLT	4-5	Alphabetic
Circumcision	Optional	CRC	1-1	Alphabetic
Footprints Available	Optional	FPA	1-1	Alphabetic
Body X-rays	Optional	BXR	1-1	Alphabetic
Corrective Vision Prescription	Optional	VRX	1-40	Alphabetic, numeric, special characters
Jewelry Type	Optional	JWT	2-50	Alphabetic
Jewelry Description	Optional	JWL	1-100	Alphabetic, numeric, special characters
DNA Profile Indicator	Optional	DNA	1-1	Alphabetic
DNA Location	Conditional	DLO	1-250	Alphabetic, numeric, special characters
Citizenship	Optional	CTZ	2-2	Alphabetic
Ethnicity	Optional	ETN	1-1	Alphabetic

State Identification Number	Optional	SID	10-10	Alphabetic, numeric
Alert Issued	Optional	ALE	1-1	Alphabetic
Amber Alert Issued	Optional	AMB	1-1	Alphabetic
Missing Person's Cell Phone	Optional	CEL	10-10	Numeric, special characters
Missing Person's Clothes	Optional	CLO	1-500	Alphabetic, numeric, special characters
Missing Person's Email	Optional	EMA	1-255	Alphabetic, numeric, special characters
Missing Person's Home Phone	Optional	HPO	10-10	Numeric, special characters
Missing Person's Last Known Address	Optional	LKN	1-500	Alphabetic, numeric, special characters
Email Of Investigating Officer	Optional	OAE	1-100	Alphabetic, numeric, special characters
Name Of Investigating Officer	Optional	OAQ	1-100	Alphabetic, numeric, special characters
Other Physical Characteristics Of Missing Person	Optional	OPC	1-500	Alphabetic, numeric, special characters
Process Control Number/Transaction Control Number	Optional	PCN/TCN	1-18	Alphabetic, numeric
Missing Person's Passport Number	Optional	PIC	2-2	Alphabetic
Missing Person's Passport Expiration Year	Optional	PYE	4-4	Numeric
Missing Person's Passport Issue Year	Optional	PYI	4-4	Numeric
Missing Person's Spoken Languages	Optional	SLA	1-100	Alphabetic, numeric, special characters
Missing Person's Tribal Affiliations	Optional	TRB	1-100	Alphabetic, numeric, special characters
Vehicle Owner's Date Of Birth	Optional	VDOB	8-8	Numeric
Vehicle Owner's Name	Optional	VNAM	1-30	Alphabetic, numeric, special characters
Vehicle Owner's Address	Optional	VOA	1-500	Alphabetic, numeric, special characters
Additional Vehicle Description	Optional	VOD	1-500	Alphabetic, numeric, special characters
Vehicle Owner's Driver's License Number	Optional	VOLN	1-20	Alphabetic, numeric

Vehicle Owner's State	Optional	VOLS	2-2	Alphabetic
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*Omnixx only

II. GUIDELINES FOR MISSING PERSON ENTRY

- A. The originating agency must account for all fields in the missing person 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 a missing person record is for a child who is removed from the United States, known to be in another country, and the issue of return has not been resolved, place the following caveat in the MIS Field:

RECORD IS FOR A MISSING CHILD BELIEVED TO BE IN (name of country) REFER TO NCIC MANUAL MISSING PERSON FILE CHAPTER FOR FURTHER INFORMATION BEFORE PLACING A LOCATE
- D. An initial missing person record may be entered when the HGT, WGT, HAI, and EYE values are unknown if the FBI Field contains data or the MIS Field contains PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS. When HGT or WGT contain UNK and the FBI Number or the MIS Field text is not present, the transaction will be rejected.
- E. 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)
 2. A duplicate record will be accepted if the ORI in the second message is different or the person file is other than missing, e.g., Gang File, Protection Order, etc. A duplicate record will also be accepted if there are vehicle data in the missing person message that match data in the Vehicle File. In those cases, the duplicate record will be furnished with the acknowledgment.

III. REQUIREMENTS FOR MISSING PERSON ENTRY

- A. The following fields are mandatory for acceptance of a missing person entry in WACIC and NCIC:
 1. HDR, MKE, ORI, NAM, SEX, RAC, DOB and DOE if MKE/EMJ, HGT, WGT, EYE, HAI, MNP, DLC, OCA, and at least one of the

following numerical identifiers when the MKE is other than EMJ:
DOB; FBI; MNU; SOC; OLN with OLS and OLY; LIC with LIS, LIY,
and LIT; or VIN with VYR, VMA, and VST.

- B. The entry will be rejected if one of the mandatory fields is left unfilled.

IV. EXAMPLE OF MISSING PERSON ENTRY ACKNOWLEDGMENT

- A. WACIC Acknowledgement

WASHINGTON STATE CRIMINAL FILE SYSTEM (W3) RESPONSE

WAWSP0007

ENTERED EMI NAM/MISSING, TEST PERSON DOB/19831120

WAC/26M0051744 OCA/1234TESTOCA

07/06/2026 AT 13/44

07/06/2026, 13:44:30 - MKE: EM - Source: WACIC - To: WSPJ7 - ISN:
07H0000AV7 - REF: 07H0000AV3

- B. NCIC Acknowledgment

1L0107H0000AV3EMI

WAWSP0007

NAM/MISSING, TEST PERSON NIC/M320082904 OCA/1234TESTOCA

07/06/2026, 13:44:40 - MKE: EMI - Source: NCIC - To: WSPJ7 - ISN:
07H0000AVC - REF: UNKNOWN



**CHAPTER 18:
SECTION 05:**

**MISSING PERSON FILE
ENTRY SUPPLEMENTAL
TRANSACTIONS**

Procedure #: 18.05.000

Effective Date: May 1, 2021

Supersedes: ACCESS Operations Manual
2020 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR MISSING PERSON SUPPLEMENTAL

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
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
Citizenship	Optional	CTZ	2-2	Alphabetic

*Omnixx only

II. GUIDELINES FOR MISSING PERSON SUPPLEMENTAL

- 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 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	19
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Caution and Medical Conditions	CMC	10
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

- D. Supplemental entries on AKA, DOB, SMT, MNU, SOC, CMC, and CTZ must be identified only one time in each supplemental entry.

- E. Items which are entered as a set must be identified before each set.
- F. 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, CTZ, or CMC is counted as one identifier. Each set of data relating to an OLN, LIC, or VIN is likewise counted as one identifier.
- G. The supplemental entry may be made only by the agency that entered the person record.

III. REQUIREMENTS FOR MISSING PERSON SUPPLEMENTAL

- 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 a missing person can be made by:
 - 1. NAM and OCA
 - 2. NAM and NIC

IV. EXAMPLE OF MISSING PERSON SUPPLEMENTAL ACKNOWLEDGMENT

- A. WACIC Acknowledgement

WASHINGTON STATE CRIMINAL FILE SYSTEM (W3) RESPONSE

WAWSP0007

ENTERED EMN NAM/MISSING, TEST PERSON

WAC/26M0051744

07/06/2026 AT 14/47 07/06/2026, 14:47:46 - MKE: EMN - SOURCE:
WACIC - TO: WSPJ7 - ISN: 07H0000BG9 - REF: 07H0000BG3

- B. NCIC Acknowledgment

1L0107H0000BG3EMN

WAWSP0007

SUPP

NAM/MISSING,TEST PERSON NIC/M320082904

07/06/2026, 14:47:47 - MKE: EMN - Source: NCIC - To: WSPJ7 - ISN:
07H0000BGB - REF: UNKNOWN



**CHAPTER 18:
SECTION 06:**

**MISSING PERSON FILE
MODIFY TRANSACTIONS**

Procedure #: 18.06.000

Effective Date: May 1, 2021

Supersedes: ACCESS Operations Manual
2020 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR MISSING PERSON MODIFY

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
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Originating Agency Case Number	Conditional	OCA	1-20	Alphabetic, numeric, special characters
Any field(s) from entry transaction				

II. GUIDELINES FOR MISSING PERSON MODIFY

- A. Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a missing person 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. When a missing person record is modified to contain HGT, WGT, HAI, and EYE values of unknown, the FBI Field must contain data or the MIS Field must contain PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS. When HGT or WGT contain UNK and

the FBI Number or the MIS Field text is not present, the transaction will be rejected.

- F. A record cannot be modified if the record is in a located status.
- G. 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.

III. REQUIREMENTS FOR MISSING PERSON 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 a missing person can be made by:
 - 1. NAM and OCA
 - 2. NAM and NIC

IV. EXAMPLE OF MISSING PERSON MODIFY ACKNOWLEDGMENT

- A. WACIC Acknowledgement

WASHINGTON STATE CRIMINAL FILE SYSTEM (W3) RESPONSE

MODIFIED MM NAM/MISSING, TEST PERSON

WAC/26M0051744

MODIFIED FIELDS: OCA,

07/06/2026 AT 14/51 07/06/2026, 14:51:13 - MKE: MM - Source: WACIC -
To: WSPJ7 - ISN: 07H0000BHI - REF: 07H0000BHC

- B. NCIC Acknowledgment

1L0107H0000BHUMM

WAWSP0007

MODIFY

NAM/MISSING,TEST PERSON NIC/M320082904

07/06/2026, 14:51:55 - MKE: MM - Source: NCIC - To: WSPJ7 - ISN:
07H0000BI3 - REF: UNKNOWN



**CHAPTER 18:
SECTION 07:**

**MISSING PERSON FILE
LOCATE TRANSACTIONS**

Procedure #: 18.07.000

Effective Date: May 1, 2021

Supersedes: ACCESS Operations Manual
2020 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR MISSING PERSON LOCATE

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
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Date of Recovery	Mandatory	DATE	8-8	Numeric
Recovering Agency Case Number	Optional	LCA	1-20	Alphabetic, numeric, special characters
Disposition	Mandatory	DIS	4-4	Alphabetic
Reason for Person Record Removal	Optional	RPS	10-21	Alphabetic, numeric
Reason for Person Record Removal Second*	Conditional	RPPS	8-8	Numeric
Person Armed	Conditional	PAR	1-1	Alphabetic
Wanted/Missing Person Hit Results	Conditional	HIT	1-2	Numeric
Wanted/Missing Person Hit Results Second*	Conditional	HIT1	1-1	Numeric
Number of Persons Apprehended	Conditional	NPA	1-3	Numeric
Number of Missing Persons Found	Conditional	NPF	1-20	Alphabetic, numeric

Value of Recovered Property	Conditional	VNP	1-8	Numeric
Value of Other Recovered Property	Conditional	VOR	1-8	Numeric
Value of Recovered Contraband	Conditional	VRC	1-8	Numeric
Recovery Location	Optional	RLO	1-500	Alphabetic, numeric, special characters
Recovery Notes	Optional	RNO	1-500	Alphabetic, numeric, special characters

*Omnix only

II. GUIDELINES FOR MISSING PERSON LOCATE

- A. A locate message is used by an agency other than the entering agency to indicate the missing person has been recovered. The locate message flags the missing person record and causes a notice to be sent to the entering agency.
- B. When an agency receives a record or multiple records in response to an inquiry, the agency that makes contact with the missing person must contact the ORI of each record possibly identical with the missing person in question to confirm the hit.
- C. Following confirmation with the originating agency, a locate message must be transmitted for the hit and confirmed with the ORI of the record.
 1. **DO NOT** transmit a locate message on the missing person record of a child removed from the United States and located in another country until the child has been returned or the issue of return has been resolved.
- D. When a locate is transmitted for a Missing Person File record, the message key translation changes (see example below) and the date of recovery, recovering agency ORI, and recovering agency case number are added to the record.
 1. Example:
When locating a missing juvenile record, the message key translation is changed from "MISSING PERSON JUVENILE" to "CLEARED MISSING PERSON JUVENILE."
- E. The locate acknowledgment will be sent to the terminal entering the locate and to the agency that entered the record.
- F. Immediately after a record is located, it is retired in NCIC.

III. REQUIREMENTS FOR MISSING PERSON LOCATE

- A. The locate transaction consists of the message key, ORI, two record identifiers, the date of recovery, and the recovering agency case number.
- B. Locates on a missing person can be made by:
 1. NAM and OCA

2. NAM and NIC

IV. EXAMPLE OF MISSING PERSON LOCATE ACKNOWLEDGMENT

A. WACIC Acknowledgement

WASHINGTON STATE CRIMINAL FILE SYSTEM (W3) RESPONSE

WAWSP0007

LOCATED LM NAM/ MISSING, TEST PERSON

WAC/26M0051744

07/06/2026 AT 16/03

B. NCIC Acknowledgment

1L0107H000VGHDLM

WAWSP0007

1ST LOCATE NAM/MISSING, TEST PERSON OCA/1234TESTOCA

RECORD BEING CANCELED



**CHAPTER 18:
SECTION 08:**

**MISSING PERSON FILE
CLEAR TRANSACTIONS**

Procedure #: 18.08.000

Effective Date: May 1, 2021

Supersedes: ACCESS Operations Manual
2020 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR MISSING PERSON CLEAR

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
NCIC Number	Conditional	NIC	10-10	Alphabetic, numeric
Date of Clear	Mandatory	DCL	8-8	Numeric
Recovering Agency Identifier	Conditional	CRI	9-9	Alphabetic, numeric
Recovering Agency Case Number	Conditional	CCA	1-20	Alphabetic, numeric, special characters
Reason for Person Record Removal	Optional	RPS	10-21	Alphabetic, numeric
Reason for Person Record Removal Second*	Conditional	RPPS	8-8	Numeric
Person Armed	Conditional	PAR	1-1	Alphabetic
Wanted/Missing Person Hit Results	Conditional	HIT	1-2	Numeric
Wanted/Missing Person Hit Results Second*	Conditional	HIT1	1-1	Numeric
Number of Persons Apprehended	Conditional	NPA	1-3	Numeric
Number of Missing Persons Found	Conditional	NPF	1-20	Alphabetic, numeric

Value of Recovered Property	Conditional	VNP	1-8	Numeric
Value of Other Recovered Property	Conditional	VOR	1-8	Numeric
Value of Recovered Contraband	Conditional	VRC	1-8	Numeric
Recovery Location	Optional	RLO	1-500	Alphabetic, numeric, special characters
Recovery Notes	Optional	RNO	1-500	Alphabetic, numeric, special characters

*Omnixx only

II. GUIDELINES FOR MISSING PERSON CLEAR

- A. Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:
 1. When the agency recovering the missing person is the agency that entered the record.
 - a. If the agency that entered the record recovers the missing person, the Date of Clear (DCL), which cannot be prior to the date of last contact, must be entered following the two record identifiers.
 2. When the agency that entered the record is officially advised that the missing person has been located and the record has not already been purged by a locate message placed by the locating agency.
 3. **DO NOT** transmit a clear message on the missing person record of a child removed from the United States and located in another country until the child has been returned or the issue of return has been resolved.
- B. Following the DCL, CRI, and CCA, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent.
- C. NCIC removes cleared records entirely upon receipt of the clear message.

III. REQUIREMENTS FOR MISSING PERSON CLEAR

- A. The clear transaction consists of the message key, ORI, two record identifiers, the date of clear, and the recovering agency's ORI and case number.
- B. Clears on a missing person can be made by:
 1. NAM and OCA
 2. NAM and NIC

IV. EXAMPLE OF MISSING PERSON CLEAR ACKNOWLEDGMENT

- A. WACIC Acknowledgement
WASHINGTON STATE CRIMINAL FILE SYSTEM (W3) RESPONSE

V.

WAWSP00N9

CLEARED CM NAM/ MISSING, TEST PERSON

WAC/ 26M0051744

A. NCIC Acknowledgment

1L0107G80009SECM

WAWSP0000

CLEAR

NAM/ MISSING, TEST PERSON NIC/M320082904



**CHAPTER 18:
SECTION 09:**

**MISSING PERSON FILE
CANCEL SUPPLEMENTAL
TRANSACTIONS**

Procedure #: 18.09.000

Effective Date: May 1, 2021

Supersedes: ACCESS Operations Manual
2020 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

**I. MESSAGE FIELD CODES FOR MISSING PERSON CANCEL
SUPPLEMENTAL**

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
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 MISSING PERSON CANCEL SUPPLEMENTAL

- A. A cancel supplemental 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 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 cancel supplemental message.

Field	MFC	Max Number
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	19
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Caution and Medical Conditions	CMC	10
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

- A. 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.
- B. 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, CTZ, or SOC is counted as one identifier. Each OLN, LIC, VIN, set (multiple data element fields) is counted as one identifier.
- C. Individual images can be cancelled using the Cancel Image (XIM) transaction. Refer to the Image File Chapter for more information.
- D. The cancel supplemental transaction may be made only by the agency that entered the person record.

III. REQUIREMENTS FOR MISSING PERSON CANCEL SUPPLEMENTAL

- A. The cancel supplemental 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. Cancel supplemental transactions on a missing person can be made by:
 - 1. NAM and OCA
 - 2. NAM and NIC

IV. EXAMPLE OF MISSING PERSON CANCEL SUPPLEMENTAL ACKNOWLEDGMENT

- A. WACIC Acknowledgment

WASHINGTON STATE CRIMINAL FILE SYSTEM (W3) RESPONSE

WAWSP0007

CANCELLED XMN NAM/MISSING, TEST PERSON

WAC/26M0051744

07/06/2026 AT 15/20 07/06/2026, 15:20:01 - MKE: XMN - Source: WACIC
- To: WSPJ7 - ISN: 07H0000BRB - REF: 07H0000BR2

B. NCIC Acknowledgment

1L0107H000F79PXMN

WAWSP0007

CANCEL SUPP NAM/ MISSING, TEST PERSON

NIC/26M0051744 SMT/SC FACE



**CHAPTER 18:
SECTION 10:**

**MISSING PERSON FILE
CANCEL TRANSACTIONS**

Procedure #: 18.10.000

Effective Date: May 1, 2021

Supersedes: ACCESS Operations Manual
2020 Edition

See Also:

Applies To: All ACCESS Users

CALEA:

I. MESSAGE FIELD CODES FOR MISSING PERSON 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
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
Reason for Person Record Removal Second*	Conditional	RPPS	8-8	Numeric

*Omnixx only

II. GUIDELINES FOR MISSING PERSON 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.
 - 1. **DO NOT** transmit a cancellation message on the missing person record of a child removed from the United States and located in another country until the child has been returned or the issue of return has been resolved.
- B. The Date of Cancel (DOC) 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.

III. REQUIREMENTS FOR MISSING PERSON CANCEL

- A. The cancel transaction consists of the message key, ORI, two record identifiers, and the date of cancel.
- B. Cancellation on a missing person can be made by:
 - 1. NAM and OCA
 - 2. NAM and NIC

IV. EXAMPLE OF MISSING PERSON CANCEL ACKNOWLEDGMENT

- A. WACIC Acknowledgement

WASHINGTON STATE CRIMINAL FILE SYSTEM (W3) RESPONSE

WAWSP0007

CANCELLED XM NAM/MISSING, TEST PERSON

WAC/26M0051744

07/06/2026 AT 15/24 07/06/2026, 15:24:49 - MKE: XM - Source: WACIC -
To: WSPJ7 - ISN: 07H0000BSX - REF: 07H0000BSR

- B. NCIC Acknowledgment

1L0107H000GL6VXM

WAWSP0007

CANCEL NAM/ MISSING, TEST PERSON NIC/M320082904