



March 2, 2021

**NATIONAL CRIME INFORMATION CENTER (NCIC)  
TECHNICAL AND OPERATIONAL UPDATE (TOU) 21-1**

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**SECTION 1 -- MESSAGE TO CJIS SYSTEMS OFFICERS (CSO)**

Section 2.1 provides a modification to the SER Field edits in the Gun File.

Section 2.2 supplies a modification of off-line search contact information related to cross-search results of the NCIC Wanted Person, Missing Person, and Unidentified Person Files.

Section 2.3 removes inaccurate guidance from the SER Field edits in the Gun File.

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TOUs are also available via the Law Enforcement Enterprise Portal (LEEP). To access the TOUs on the LEEP, go to JusticeConnect, then, under Communities, join the NCIC Community. Users with questions concerning access to LEEP should contact the LEEP Help Desk at 888-334-4536.

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## SECTION 2 -- SYSTEM CHANGES

### 2.1 MODIFICATION TO THE GUN SERIAL NUMBER (SER) FIELD EDITS TO ALLOW ENTRY OF GUNS WITH ONLY ALPHABETIC SERIAL NUMBERS INTO THE NCIC SYSTEM

AFFECTED BY CHANGE: **Gun File**  
EFFECTIVE DATE: **March 2, 2021**

#### **Background**

This TOU documents a modification to NCIC Gun File Gun SER Field edits.

The Montana Department of Justice requested consideration to lift Gun SER Field edits to allow entry of guns with only alphabetic serial numbers into the NCIC System. The NCIC Gun File criteria for entry is based largely on the standards of the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). The ATF was contacted to determine if guns containing only alphabetic serial numbers are recognized. The ATF was aware of these types of serial numbers and considers them valid. Because requests of this nature do not require the approval of the Advisory Policy Board, the NCIC Operations and Policy Unit is moving forward with modifying the Gun SER Field edits to conform to ATF standards.

#### **System Changes**

The NCIC System is being modified to remove Gun SER Field edit restrictions currently in place that prohibit the entry of guns with only alphabetic characters. The *NCIC Operating Manual* is also being updated to reflect this change.

#### ***NCIC Operating Manual Changes***

Additions to the *NCIC Operating Manual* are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

**GUN FILE****1 - INTRODUCTION****1.6 MESSAGE FIELD CODES (MFCs) AND EDITS**

SER	Serial Number	<p>Must not contain a single zero only, a run of zeros only, or a single alphabetic only, or run of alphabets only, indicating the gun serial number is not known.</p> <p>If the MAK Field is SW or GLC, the serial number may contain a string of alphabets together with a single zero or a string of zeros. GLC weapons manufactured with the sequential production number 000 will be accepted if the MAK Field contains GLC.</p> <p>All inquiries (QG and ZG) that contain a string of zeros grouped with a string of alphabets, regardless of the MAK, will be accepted. Embedded spaces are prohibited.</p>
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**5 – INQUIRY****5.4 ADDITIONAL GUIDELINES FOR INQUIRY**

- It is essential that all identifying data in a positive response be compared with the weapon in question before further action is taken.
- In the event that more than one number appears on a weapon, the number on the frame should be inquired on first. If the response is negative, the agency should query the remaining numbers.
- If the serial number exceeds 20 characters, the rightmost 20 characters should be inquired upon first. If the response is negative, the leftmost characters should be queried.
- If the serial number queried contains all alphabetic characters, only exact matches will be returned.
- Alphabetic characters appearing between numeric characters (embedded alphabetic characters) in a serial number are not considered for matching purposes since some agencies formerly placed records on file after deleting the embedded alphabetic characters.

Thus, a search of serial number 369J257 would retrieve records with serial numbers 369257, 369M257, and 369J257. Letters appearing as a prefix or suffix to the numerics in a serial number are considered in the matching process and, therefore, are not affected by the rule applicable to embedded alphabetic characters.

- If the hit response contains at least one primary hit response and more than 10 secondary hit responses, the following will be included after the 10 secondary hit responses.

TO OBTAIN ADDITIONAL SECONDARY HITS, INQUIRE ON FBI, SOC,  
OR VIN FROM PRIMARY HITS. TO OBTAIN ADDITIONAL RELATED  
RECORDS, USE THE ONE CRIME INQUIRY (OI) TRANSACTION.

- An agency making an inquiry on a gun with data that matches only the data contained in a Quality Control Attention message will be the REJECT = SERIAL NUMBER NOT UNIQUE caveat and a NO RECORD response as follows. Additional information concerning the Quality Control Attention caveat message can be found in the Introduction chapter of this manual.

\*\* ATTENTION \*\*  
IF SER/XXXXXXXX-20-XXXXXXXX IS FOR MAK/XXX,  
CAL/XXXX, AND TYP/XX, IT IS NOT UNIQUE ACCORDING  
TO NCIC QUALITY CONTROL. ASCERTAIN CORRECT NUMBER

NO RECORD SER/XXXXXXXX-20-XXXXXXXX

OR

\*\*ATTENTION\*\*  
IF SER/XXXXXXXX-20-XXXXXXXX IS FOR MAK/XXX,  
CAL/XXXX, AND TYP/XX, IT IS NOT UNIQUE ACCORDING  
TO NCIC QUALITY CONTROL. ASCERTAIN CORRECT NUMBER

NO RECORD SER/XXXXXXXX-20-XXXXXXXX MAK/XXX

- If other records are found in the search of the SER, they will be furnished following the ATTENTION caveat. These records will have the same SER but may have different data in the MAK, CAL, and TYP Fields.
- If a gun SER is more than 20 characters, the NCIC gun SER search method uses the rightmost 11 characters of the gun SER. Complete gun SERs should be used for inquiry whenever available. A caveat will appear to warn agencies that receive a positive gun response that any match(s) is not exact as to all SER characters. The following will appear at the beginning of the record immediately before the message key translation:

RECORD NIC/G123456789 IS BASED ON PARTIAL SER SEARCH - VERIFY ALL DATA BEFORE  
TAKING FURTHER ACTION BASED ON THIS RESPONSE

- NCIC will search a Gun File inquiry in the following manner:
  - An inquiry that contains serial number only or serial number and caliber will retrieve any record on file with a matching serial number.
  - An inquiry that contains make, serial number, and CAL/45 will retrieve any record on file with a matching serial number regardless of the MAK Field code or CAL code.
  - An inquiry that contains serial number, a make other than CLT, REM, SW, or WIN, with a caliber other than 45 or without caliber, will retrieve any record on file with a make other than CLT, REM, SW, or WIN, and a matching serial number.
  - Any inquiry that contains serial number, with caliber other than 45 or without caliber, and MAK/CLT, REM, SW, or WIN will retrieve any record on file with a matching serial number and the same make (CLT, REM, SW, or WIN), or MAK/US or USA.

**2.2 MODIFICATION OF OFF-LINE SEARCH CONTACT INFORMATION RELATED TO CROSS-SEARCH RESULTS OF THE NCIC WANTED PERSON, MISSING PERSON, AND UNIDENTIFIED PERSON FILES**

AFFECTED BY CHANGE:

**Missing Person File  
Unidentified Person File  
Wanted Person File**

EFFECTIVE DATE:

**March 2, 2021****Background**

This TOU documents the modification of FBI's CJIS Division contact information when conducting an NCIC off-line search related to results provided by a cross-search of the Wanted Person, Missing Person, and Unidentified Person Files. Currently, a \$.M administrative message advises an agency there is a possible match to their record. The message includes abbreviated records for up to 35 possible matches for the dental cross-search and up to 100 possible matches for the physical cross-search. If more records are matched, it is now being recommended to request an off-line search with more limited parameters.

**System Changes**

The *NCIC Operating Manual* is revised to update the NCIC off-line search point of contact information. This is only an update to the *NCIC Operating Manual* and has no technical impact to NCIC System users.

***NCIC Operating Manual Changes***

Additions to the *NCIC Operating Manual* are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

**MISSING PERSON FILE****2 – ENTRY****2.7 AUTOMATIC CROSS-SEARCH WITH UNIDENTIFIED PERSON RECORDS**

- 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:

<b>Missing Person Record Identifiers</b>		<b>Unidentified Person Record Identifiers</b>
Date of Birth	-	Estimated Year of Birth
Sex	-	Sex
Race	-	Race
Ethnicity	-	Ethnicity
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

- 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.
- 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). Additional information concerning the \$.M. administrative message can be found in the Introduction chapter of this manual.

- The message includes abbreviated records for up to 100 possible matches for the physical cross-search and 35 for the dental cross-search. ~~If more than 100 records were matched using physical characteristics or if 35 were matched using dental characteristics, the remaining records can be obtained by contacting FBI CJIS staff at 304-625-3000.~~ A request for an NCIC off-line search with more limited parameters may also be requested at [IOAU@fbi.gov](mailto:IOAU@fbi.gov). If the cross-search does not produce any match, all entering/updating agencies are notified through a \$.N. administrative message. Additional information concerning the \$.N. administrative message can be found in the Introduction chapter of this manual.

## 9 – SUPPLEMENTAL DENTAL RECORD

### 9.3 AUTOMATIC CROSS-SEARCH WITH UNIDENTIFIED PERSON RECORDS

Once the comparisons are made to the unidentified person records, the system sends \$.M. administrative messages to all entering agencies. The \$.M. administrative message advises an agency that a possible match has been made on its record. This message is transmitted to the ORIs of the matched records. The message includes abbreviated records for up to 35 possible matches for the dental cross-search. ~~If there are more than 35 matches using dental characteristics for the missing/unidentified cross-search, the remaining records can be obtained by contacting FBI CJIS staff at 304-625-3000.~~ A request for an NCIC off-line search with more limited parameters may also be requested at [IOAU@fbi.gov](mailto:IOAU@fbi.gov). If the cross-search does not produce any match, all entering/updating agencies are notified through a \$.N. administrative message. Additional information concerning the \$.M. and \$.N. administrative messages can be found in the Introduction chapter of this manual.

**UNIDENTIFIED PERSON FILE****2 – ENTRY****2.7 AUTOMATIC CROSS-SEARCH WITH MISSING PERSON RECORDS**

- When an unidentified person record is entered or modified, NCIC automatically compares the data in that record against all missing 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 as follows:

<b>Missing Person Record Identifiers</b>		<b>Unidentified Person Record Identifiers</b>
Date of Birth	-	Estimated Year of Birth
Sex	-	Sex
Race	-	Race
Ethnicity	-	Ethnicity
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

- 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 identification.
- Once the comparisons are made to the missing person records, the system sends \$.M. administrative messages to all entering agencies. The \$.M. administrative message

advises an agency that a possible match has been made on its record. This message is transmitted to the ORIs of the matched records. The message includes abbreviated records for up to 100 possible matches for the physical cross-search and 35 for the dental cross-search.

Once the comparisons are made to the wanted person records, the system sends \$.M. administrative messages to all entering agencies. The \$.M. administrative message advises an agency that a possible match has been made on its record. This message is transmitted to the ORIs of the matched records. The message includes abbreviated records for up to 35 possible matches for the dental cross-search. A request for an NCIC off-line search with more limited parameters may also be requested at [IOAU@fbi.gov](mailto:IOAU@fbi.gov).

~~If more than 100 records are matched using physical characteristics or 35 using dental characteristics for the missing/unidentified cross-search or more than 35 using dental characteristics for the wanted/unidentified cross-search, the remaining records can be obtained by contacting FBI CJIS staff at 304-625-3000.~~

- If the cross-search does not produce any match, all entering/updating agencies are notified through a \$.N. administrative message. Additional information on administrative messages can be found in the Introduction chapter of this manual.

## **9 – SUPPLEMENTAL DENTAL RECORD**

### **9.3 AUTOMATIC CROSS-SEARCH WITH UNIDENTIFIED PERSON RECORDS**

Once the comparisons are made to the missing and wanted person records, the system sends \$.M. administrative messages to all entering agencies. The \$.M. administrative message advises an agency that a possible match has been made on its record. This message is transmitted to the ORIs of the matched records. The message includes abbreviated records for up to 35 possible matches for the dental cross-search. ~~If there are more than 35 matches using dental characteristics for the missing/unidentified or wanted/unidentified cross-search, the remaining records can be obtained by contacting FBI CJIS staff at 304-625-3000.~~ A request for an NCIC off-line search with more limited parameters may also be requested at [IOAU@fbi.gov](mailto:IOAU@fbi.gov). If the cross-search does not produce any match, all entering/updating agencies are notified through a \$.N. administrative message. Additional information concerning the \$.M. and \$.N. administrative messages can be found in the Introduction chapter of this manual.

**WANTED PERSON****11 – SUPPLEMENTAL DENTAL RECORD****11.3 AUTOMATIC CROSS-SEARCH WITH UNIDENTIFIED PERSON RECORDS**

Once the comparisons are made to the unidentified person records, the system sends \$.M. administrative messages to all entering agencies. The \$.M. administrative message advises an agency that a possible match has been made on its record. This message is transmitted to the ORIs of the matched records. The message includes abbreviated records for up to 35 possible matches for the dental cross-search. ~~If there are more than 35 matches using dental characteristics for the wanted/unidentified cross-search, the remaining records can be obtained by contacting FBI CJIS staff at 304-625-3000.~~ A request for an NCIC off-line search with more limited parameters may also be requested at [IOAU@fbi.gov](mailto:IOAU@fbi.gov). If the cross-search does not produce any match, all entering/updating agencies are notified through a \$.N. administrative message. Additional information concerning the \$.M. and \$.N. administrative messages can be found in the Introduction chapter of this manual.

**2.3 REMOVAL OF INACCURATE GUIDANCE FROM THE GUN SERIAL NUMBER (SER) FIELD EDITS IN THE NCIC GUN FILE**

AFFECTED BY CHANGE: **Gun File**  
EFFECTIVE DATE: **Immediately**

**Background**

This TOU documents the modification of the Gun SER Field edits within the Gun File chapter of the *NCIC Operating Manual*.

NCIC staff received a submission requesting the removal of inaccurate guidance related to a gun with the make of Smith & Wesson (SW) or Glock, Inc. (GLC) and with a serial number that may contain a string of alphabetic together with a single zero or string of zeros. The functionality was removed from the NCIC System; however, the *NCIC Operating Manual* was not modified at that time.

**System Changes**

The *NCIC Operating Manual* is being modified to update the Gun SER Field description and reflect current functionality. This is only an update to the *NCIC Operating Manual* and has no technical impact to NCIC System users.

***NCIC Operating Manual Changes***

Additions to the *NCIC Operating Manual* are indicated by **highlighting**, and deletions are indicated by ~~strikeout~~.

**GUN FILE****1 - INTRODUCTION****1.6 MESSAGE FIELD CODES (MFCs) AND EDITS**

SER	Serial Number	<p>Must not contain a single zero only, a run of zeros only, or a single alphabetic only.</p> <p><del>If the MAK Field is SW or GLC, the serial number may contain a string of alphabets together with a single zero or a string of zeros. GLC weapons manufactured with the sequential production number 000 will be accepted if the MAK Field contains GLC.</del></p> <p>All inquiries (QG and ZG) that contain a string of zeros grouped with a string of alphabets, regardless of the MAK, will be accepted. Embedded spaces are prohibited.</p>
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