



National Crime Information Center

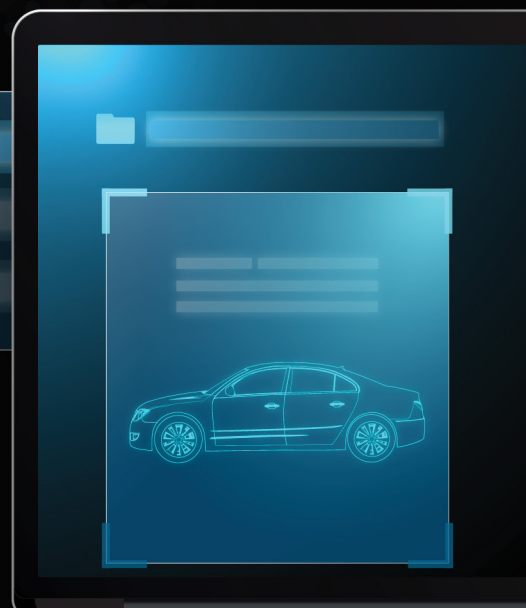
QUICK REFERENCE CARD

Vehicle File

The National Crime Information Center (NCIC) Vehicle File was established in 1967 as one of the first five NCIC Files. The purpose of the NCIC Vehicle File is to aid in locating and recovering:

- Stolen vehicles
- Vehicles involved in the commission of a crime
- Vehicles subject to seizure based on a **federally issued** court order

Although the use of the NCIC System is voluntary, participation is vital. Information must be entered into the Vehicle File before it can benefit law enforcement. The complete, accurate, and timely entry and maintenance of records ensures system integrity and keeps the NCIC System free of outdated and incorrect information. It is important to remember, an NCIC hit alone is not probable cause for arrest.



Record Entry

For NCIC purposes, a vehicle is defined as any motor driven conveyance designed to carry its operator, to include aircraft. Although trailers do not meet this definition, they should also be entered in the Vehicle File.

Vehicles that get entered into the NCIC Vehicle File are classified as either: (1) stolen vehicles or (2) felony vehicles.

Stolen Vehicles

- Vehicle taken during a theft
- Unreturned loaned, rented, or leased vehicle



Felony Vehicles

- Vehicle used in the commission of a felony
- Vehicle subject to seizure based on a federally issued court order

Vehicle File Fast Facts

- To maintain consistency across files, electric bicycles, electric scooters, boats, and vehicle/boat parts do not get entered into the Vehicle File.
- The Vehicle File can be directly queried and is cross searched when an inquiry of an NCIC Person File includes vehicle data.
- Stolen vehicle records that do not contain a Vehicle Identification Number (VIN) or Owner-Applied Number will be retired after 90 days.

When creating any NCIC File record, including an NCIC Vehicle File record, all available data should be included even if it is not mandatory. If missing or additional data becomes available later, the record should be modified to include that additional information.

Notify Originating Agency (NOA) Field

The NOA Field can be used to support investigative leads. By opting in, the NOA Field allows the record entering agency to receive an automatic notification anytime there is a hit on their record.

Miscellaneous (MIS) Field

The MIS Field is an optional data field and although the data it contains isn't searchable with an online inquiry of the NCIC System, it is very valuable.

The MIS Field should be used when:

- Data cannot be completely entered in its designated field based on established character limits or data type restrictions
- There is not a designated field to enter the data
- Data entered in another field requires further explanation
- When otherwise required or requested by NCIC policy

Locate, Clear, and Cancel Functions

Use of the following functions is critical in keeping the NCIC System free of outdated and incorrect information.



Locate

A locate must be placed on a record when an **agency that did not enter the record** recovers the vehicle in the record.



Clear

A record must be cleared when the **record entering agency** recovers the vehicle in the record.



Cancel

A record must be canceled when the **record entering agency** determines the record is invalid.

Check out the Vehicle File e-Learning module in the NCIC Community on JusticeConnect accessed through the Law Enforcement Enterprise Portal (LEEP).

www.cjis.gov

Additional information is available in the NCIC Community of JusticeConnect or by contacting your CJIS Systems Agency.

For information regarding training, contact the NCIC Training Team:

Phone: 877-FBI-NCIC (324-6242) Email: ncictraining@fbi.gov

