

Module 1

GENERAL INQUIRIES



DCIN/NCIC/NLETS

Provided by
Criminal Information & Identification Section

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Module 1 Title:	DCIN/NCIC GENERAL INQUIRIES
Purpose:	To present an overview of the: • Information available through DCIN-NCIC-Nlets • How the information is accessed • Rules and regulations regarding use and dissemination of DCIN-NCIC-Nlets information
Training Objectives:	At the end of this instruction to achieve the following objectives: 1. Discuss the different computer systems that can be accessed by using any device with DCIN connectivity. 2. Perform inquiries on persons and property using the necessary available information. 3. Identify and understand the type of responses received because of inquiries made. 4. Describe the proper procedures when a hit is received. 5. Perform inquiries into DMV files in NC and other states.
Hours:	Six (6)
Instructional Method:	Lecture—Discussion—Live Demo—Workbook Exercises
Training Materials:	Training Manual Computer Web Browser High-Speed Internet Connection Power Point Presentation
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I. COMPUTER SYSTEMS AVAILABLE IN THE DCI NETWORK

A. Criminal Information & Identification Section (CIIS)

1. Division of the [State Bureau of Investigation](#) (SBI) maintains North Carolina's statewide computer network for the exchange of law enforcement/criminal justice information: the Division of Criminal Information Network (DCI/DCIN).
2. SBI Files
 - a. Concealed Handgun Permits — Status information on individuals who have applied for or have been issued NC concealed handgun permits.
 - b. Sex Offender Registration — Persons who have been convicted of certain sex offenses and are required to register in North Carolina.

B. North Carolina Government Computerized Files

1. NC Department of Transportation/Division of Motor Vehicles (DMV) provides NC Driver Issuance/History and NC Vehicle Registration.
2. NC Wildlife Resources Commission provides NC Boat Registration.
3. NC Department of Adult Corrections (DAC) responses can include photo, probation/parole status, and other descriptive information.

C. National Crime Information Center (NCIC)

1. Division of the Federal Bureau of Investigation (FBI) maintains national law enforcement/criminal justice computer system.
2. NCIC Files
 - a. Person Files — Include Wanted, Missing, Violent Person, NICS Denied Transaction, Protection Order, Sexual Offender, Unidentified, Foreign Fugitive, Protective Interest, Immigration Violator, Gang, Threat Screening Center, Convicted Person on Supervised Release, Extreme Risk Protection Order, and Identity Theft.
 - b. Property Files — Include Vehicle (Stolen & Felony), License Plate, Article, Boat, Gun (Stolen, Felony, Lost, and Recovered), Securities, and Vehicle & Boat Part.
 - c. ORI File — Used to obtain the ORI, address, and telephone number of law enforcement/criminal justice agencies.
 - d. Image File — Pictures of people or property in all NCIC files (except Securities) entered as mugshots, signatures, or identifying images.

D. International Justice & Public Safety Information Sharing Network

1. **Nlets** is a non-profit organization of law enforcement agencies which partner with public safety companies to provide a national computer switching center for the exchange of law enforcement and criminal justice information between states and/or Canada. www.nlets.org
2. Sources of Information
 - a. Other States and Federal Government Agencies — Nlets

- b. Canadian Police Information Center — CPIC
 - c. National Insurance Crime Bureau — NICB
3. Types of Information available
- a. Other States Sex Offender Registration files
 - b. Other States/Canadian Driver Issuance files
 - c. Other States Driver History and Boat Registration files
 - d. Other States/Canadian Vehicle Registration files
 - e. Other States/Canadian Criminal History files
 - f. Nlets ORI and Hazardous Material files
 - g. Canadian Wanted/Stolen files
 - h. NICB Vehicle files
 - i. Other States Weather and Road Conditions
 - j. Administrative Messages — free text messages which can be addressed to agencies in other states or Canada.
 - k. Hit Confirmation — requests and/or responses to confirm matches obtained from the Wanted/Stolen files.
4. Nlets Help Files Transaction - **HL**
- a. Provides help on determining which states participate in certain transactions and in some cases what the requirements of the state may be.
 - b. Available in Omnixx Force, Forms, Utilities, Informational Messages, Nlets/Out-of-State Help.

II. INQUIRIES FOR PERSONS

A. Inquiry/Query

1. Transaction used to initiate a search of a file(s) using the identifier(s) provided.
2. Obtain as much information as possible to increase the chance of obtaining a hit.
3. Several queries by different identifiers may be needed to obtain a match.
4. Some queries will cause a multiple file search.
5. NCIC Options
 - a. Expanded Name Search (ENS) - Allows each name part to be searched as a surname if a 'Y' is placed in this field. An inquiry on "SMITH,JOHN HENRY" would search for records on every possible name combination using the three name parts. This field defaults to 'N' if left blank.
 - b. Related Search Hit (RSH) - Allows retrieval of related NCIC linked records, such as multiple guns taken in the same larceny, having the same ORI and same OCA. This field will work with any inquiry option and defaults to 'Y.'
 - c. Image Indicator (IND) - Allows images (if any) to be received from NCIC. This field defaults to 'Y.'

B. Wanted Person File – QW

1. Individuals with outstanding felony or misdemeanor warrants (extraditable or non-extraditable).
2. Juveniles who are adjudged delinquent who have escaped from an institution with legal custody or have absconded probation or parole, and those who are charged with the commission of a delinquent act that would be a crime if committed by an adult and have fled from the state where the act was committed.
3. Query Search Guidelines
 - a. If name and numeric identifier other than a DOB is used, records(s) containing that specific identifier are returned and the name is not searched.
 - b. If name and DOB are used, records(s) will be returned in the following manner:
 - c. NCIC Wanted Person: soundex on last name, any first name.
 - d. DOB must be exact.
 - e. If query is by NIC, leave all other fields blank. Will return the specific NCIC record requested
4. Extradition Procedures
 - a. NCIC defines extradition as the surrender by one state to another state.
 - b. In North Carolina, extradition is determined by the prosecuting attorney of jurisdiction (District Attorney). — NCGS § 15A-743
 - c. Extradition is expected unless otherwise noted in the record.
 - d. Extradition limitations are found at the top of the record, in the miscellaneous field, or in both places.
 - e. If your agency is not included in the extradition area, then do not send a hit confirmation request.
 - f. An administrative message (AM) may be used to inform agency the person is in your jurisdiction.
5. Responses associated with the wanted person search may be from one or more of the following files:
 - a. Wanted Persons — persons entered with extraditable or non-extraditable felony or misdemeanor warrants.
 - b. Missing Persons — persons reported as missing.
 - c. Violent Persons — persons who have a violent criminal history or a person who has previously threatened law enforcement.
 - d. NICS Denied Transaction — persons who are federally and state prohibited from purchasing and possessing firearms.
 - e. Foreign Fugitives — persons entered by Interpol and wanted in other countries which may be in the US.
 - f. Protective Interest — persons who may pose a threat to a protectee.
 - g. Immigration Violators — includes deported felons (aliens who have been convicted of a felony and deported), absconders (alien absconders for whom a warrant of removal from the country has been issued), and individuals who have violated national security entry/exit registration laws.
 - h. Gang — person identified as a member of a violent gang.
 - i. Threat Screening Center — person identified as threat to national security or a member/associate of terrorists.

- j. Protection Orders — protection orders issued in NC or other states recorded in the national file; these records include both protection orders (Domestic Violence Protective Orders) and temporary protection (Ex Parte Domestic Violence Protective Orders) entered by NC Sheriffs' Offices as required by law. Only active records are searched when a wanted/missing person query is performed.
- k. Sex Offender Registry — sex offenders registered in NC or other states recorded in the national file.
- l. Supervised Release — individuals convicted of crimes, having to report to state or federal probation/parole officers, and are under specific conditions related to restricted activities and are to remain in designated geographical area.
- m. Extreme Risk Protection Order (ERPO) — person restricted temporarily from possession of firearm/s by court order.
- n. Identify Theft — information about victims of identity theft to flag stolen identities and identify imposters encountered by law enforcement.
- o. NC DAC Records — responses can include photo, parole status, and other descriptive information.
- p. NC Concealed Handgun Permits — persons issued a permit to carry a concealed handgun in NC.
- q. NC Sex Offender Registration — persons convicted of certain sex offenses required by law to register in NC.

C. NICS Denied Transaction File

- 1. The National Instant Criminal Background Check System (NICS) provides to NCIC "denied transaction" on individuals who are prohibited from purchasing and possessing a firearm.
- 2. Any QW may result in a response from the NICS Denied Transaction File (NDTF).
- 3. A NDTF response does NOT require a hit confirmation.
- 4. It may be helpful to contact the denying agency for additional information.
- 5. Knowledge of the NICS denial will alert agencies to the subject's tendency to possess, attempt to possess, or use firearms. Awareness of prohibited persons is a critical officer safety issue during an encounter with the individual as well as public safety.

D. Query Corrections Transaction — CPQ

- 1. This transaction is utilized to access other states and NC correction records.
- 2. Responses may include photo, probation/parole status and other descriptive information.
- 3. Query Options
 - a. DOC Number
 - b. FBI Number

- c. SID Number
- d. Name & Other Numerical Identifier
- 4. DAC file is automatically searched with a QW.
- 5. Any responses received are for law enforcement/criminal justice use only. No public dissemination is allowed of these record responses.
- 6. Response information can be relayed over the radio. Agencies receiving the hit should contact DAC to determine conditions of the individual's probation or parole.

E. Identity Theft File – QIDN

- 1. Individuals who are victims of identity theft.
- 2. Query Options
 - a. Name and one or more of the following alphanumeric identifiers: DOB, FBI, MNU and SOC. When Name and DOB are used, soundex is performed on the Name.
 - b. NAM and OCA
 - c. NIC only
- 3. Identity theft file is automatically searched with a QW.
- 4. Law enforcement agencies are provided with information necessary to determine whether an individual in question (such as in a traffic stop) is the victim of the identity theft or the actual offender.
- 5. This information is beneficial in either preventing a false arrest of the actual victim or in effecting the arrest of the suspect.
- 6. A password is coordinated and decided upon between the investigating law enforcement agency and the actual victim. The password is used for identity confirmation and appears in the response.

F. Violent Person File – VPF

- 1. Designed to provide law enforcement officers with immediate notification when encountering a person with a violent criminal history or a person who has previously threatened law enforcement.
- 2. The Violent Person Criteria code, including the translation, is returned in a positive record response.
- 3. The VPF is cross searched in response to a QW or inquiry of the Vehicle File.
- 4. There is no specific query directly into the VPF.
- 5. Blue Alert Notification
 - a. Quickly notifies law enforcement about a subject on the run who has killed or seriously injured a law enforcement officer.

- b. Detailed information regarding the Blue Alert System is available at <http://nccmp.ncdps.gov> which is the NC Center of Missing Persons.
- c. NCIC record response will have a Blue Alert caveat at the top of a Wanted Person, Missing Person, Violent Person, or Stolen Vehicle response when a NC agency enters "BLUE ALERT" in the Miscellaneous Field.

G. Missing Person File – QM

1. Individuals reported missing to a law enforcement agency.
2. Query Search Guidelines
 - a. If a name and numerical identifier are available, use a QW.
 - b. If physical descriptors are the only information available, use QM.
 - c. Some fields search a range: height +/- 3 inches, weight is +/- 10 pounds, and age is +/- 1 year.
 - d. May respond with up to 20 highest scoring matches.
3. Missing person matches would indicate one of the following categories:
 - a. Disabled — proven mental/physical disability who is subjecting self or others to danger.
 - b. Endangered — missing under circumstances indicating physical safety may be in danger.
 - c. Involuntary — missing under circumstances indicating disappearance may not have been voluntary.
 - d. Catastrophe Victim — missing after a disaster such as an airplane crash, flood, hurricane, tornado, etc.
 - e. Other — a person 18 years of age or older not meeting criteria for entry in any other category who is missing and for whom there is reasonable concern for his/her safety (can be younger if declared emancipated).
 - f. Juvenile — Runaway
 - 1) A person 17 years of age or younger, not declared emancipated, and does not meet entry criteria for any other category.
 - 2) Date and time juvenile first determined to be a runaway should be placed in the Miscellaneous Field to assist law enforcement officials who may encounter the juvenile to determine possible custody based on the statutory requirement of being a runaway for more than 24 hours.
— [NCGS § 143B-805 \(20\)](#) Undisciplined Juvenile
4. AMBER Alert
 - a. America's Missing: Broadcast Emergency Response.
 - b. Issued when a child 17 years of age or younger is abducted.
 - c. Routed statewide to all terminals on routing list (SO PD SHP OTHLAW).
 - d. Users receiving this alert should forward it to mobiles and follow agency radio-broadcast policy.
5. Ashanti Alert
 - a. Named for Ashanti Billie, a 19-year-old abducted and killed in 2017.
 - b. For missing adults ages 18–64 who do not qualify for an AMBER Alert or Missing Endangered Alert
 - c. Provides rapid dissemination to law enforcement, media, and the public.

6. Missing Endangered Alert
 - a. For missing individuals 64 or younger, including children, who are believed to suffer from dementia, Alzheimer's, or another cognitive impairment causing irreversible intellectual deterioration. The condition must render the individual unable to meet their own needs or seek help, and the person must not be a risk to the general public.
 - b. Routed statewide to all terminals on routing list (SO PD SHP OTHLAW).
7. Silver Alert
 - a. For a missing adult 65 years of age or older with a diagnosed or suspected cognitive impairment such as Alzheimer's or dementia.
 - b. Must be reported missing within 72 hours and believed to be at risk of abuse, physical harm, neglect, or exploitation.
 - c. Routed statewide to all terminals on routing list (SO PD SHP OTHLAW).
8. Weather Alert
 - a. For individuals who go missing during extreme heat or extreme cold, who are not in a vehicle, or who disappear immediately following a significant weather event.
 - b. Requests must be received within 72 hours of the person being reported missing.
 - c. The Center rapidly disseminates alert information statewide, including possible use of Wireless Emergency Alerts (WEA).
9. Additional alert program information is available online:
[Home - NC Center for Missing Persons](#)

H. Unidentified Person File — QU

1. Individual whose identity cannot be established. Examples include amnesia victim, infant, or deceased individual.
2. Query Options
 - a. Body Part Status
 - b. Physical Descriptors
3. Responses may indicate one or more of the following files:
 - a. Unidentified Deceased — person who is no longer living for whom identity cannot be determined. Includes recovered body parts when a body has been dismembered.
 - b. Unidentified Catastrophe Victim — victim of a disaster or tragedy for whom identity cannot be discovered or body parts when a body has been dismembered as the result of a disaster or tragedy.
 - c. Unidentified Living — person who is living and unable to ascertain his/her identity, e.g., amnesia victim, infant, etc.
4. Direct inquiry is not available on mobile devices.

I. Gang File & Threat Screening Center File — QGG/QGM

1. Officer safety is enhanced by alerting officers of the potential danger posed by members of violent gangs from the Gang File and terrorist organizations/cells from

the Threat Screening Center File (TSC) which includes Transnational Organized Crime (TOC) members.

2. Includes Transnational Organized Crime (TOC) members who are deemed to pose a threat to national security. Limited exclusively to non-US persons.
3. Allows for the exchange of identifying information on these groups and their members.
4. Query Options
 - a. By Group and/or Subgroup Names (QGG)
 - 1) If gang name is not listed in drop down box, operator can key in free text gang name and transmit. Click override button and the inquiry will be transmitted.
 - b. By Name & Numeric Identifier or Vehicle Identifier (QGM)
 - 1) Search guidelines same as QW.
 - 2) May receive multiple records on one individual.
5. Responses received are for law enforcement/criminal justice use only. The unauthorized disclosure of information is prohibited. Non-criminal justice personnel should not receive responses.
6. When a positive response is received the individual must not be alerted.
7. The receiving agency will be instructed to contact the Threat Screening Center for further details and instructions. The contact number will be provided in the response.
8. Different levels of threat are indicated in response with specific instructions.

J. Protective Order File – QPO

1. Allows nationwide access to all states' protection orders for enforcement as required by federal full faith and credit law.
2. All orders will expire at 11:59 PM on the date of expiration.
3. Types of NC Domestic Violence Orders
 - a. Ex Parte Domestic Violence Order of Protection
 - 1) Protects alleged victim and minor children prior to a domestic violence court hearing and may provide limited emergency relief.
 - 2) Valid for time period specified in Order. If issued by a magistrate valid for 72 hours from filing or the end of the next day in which District Court is in session, whichever is earlier, in the county where the action was filed.
 - b. Domestic Violence Order of Protection
 - 1) Issued after a domestic violence court hearing has been conducted.
 - 2) May provide relief and/or assistance to spouse and/or minor children.
 - 3) Typically, valid for up to one (1) year initially, but a judge may issue an order for up to two (2) years after renewing an order.

- c. Military Protection Order — MPO
 - 1) MPOs are not enforceable by civilian law enforcement officers.
 - 2) The entering military law enforcement agency should be contacted for enforcement action. These orders are entered to enhance officer safety and to allow communication between military and civilian law enforcement officers.
 - d. Permanent Civil No-Contact Order Against Human Trafficker or Sex Offender
 - 1) Prohibits any contact by the offender with the victim of a sex offense which the offender is convicted and is non-expiring.
 - 2) The offense would be any offense that requires registration under the NC Sex Offender Registration laws.
4. Query Options
- a. Inquiry by name and numeric identifier will provide a response from NCIC and could include a status of one of the following:
 - 1) Active
 - 2) Expired
 - 3) Cleared — Dismissed by the Court
 - b. Responses from the Protection Order File are not probable cause to detain, search, or arrest an individual based solely on the record.
 - c. Release of information in these records is left in the sound determination of the agency.
 - d. Direct inquiry not available on mobile devices, but active POF records are displayed when QW is performed.

K. Sex Offender Registration & Public Protection File — QSO

- 1. The purpose of the Sexual Offender Registration and Public Protection File is to assist local law enforcement efforts to protect their communities by requiring sex offenders to register.
- 2. This file facilitates the exchange of relevant information about sexual offenders among law enforcement agencies in order to conduct investigations and quickly apprehend sex offenders.
- 3. NC Sex Offender Registration
 - a. Offenders are required to register for a period of 10-30 years following the date of initial registration.
 - b. After 10 years of active registration, an offender may petition for termination of the registration requirements.
 - c. Some offenders require lifetime registrations:
 - 1) Sexually Violent Predators
 - 2) Aggravated Offenders
 - 3) Recidivists
- 4. NC Registered Sex Offender Possible Violations
 - a. Any of the violations listed below are chargeable as a Class F Felony:
 - 1) Failed to Register —FTR
 - 2) Failed to Change Address —FTC
 - 3) Failed to Verify Address — FTV

- 4) Failure to Inform Student Status — FTS
 - 5) Failure to Inform Work Status — FTW
 - 6) Falsify/Forge Data — FFD
 - 7) Failure to Report Changes of Intended Move Outside NC — FMS
 - 8) Failure to Report Out of County Employment with Temporary Residence — FOC
 - 9) Failure to Report in Person to Sheriff as Requested — FRP
 - 10) Failure to Notify of Online Identifier Change(s) — FID
5. Hit Confirmation Procedures
 - a. If the sex offender in violation has been entered as a Wanted Person, follow regular hit confirmation procedures found in this manual.
 - b. NC Sex Offender Registration Program authorizes law enforcement to make felony and warrantless arrests.
 - c. Prior to a warrantless arrest, the officer must confirm the registration/violation status with the record-holding sheriff's office.
 - 1) Violation confirmation is different from hit confirmation for crime against persons or property.
 - 2) Currently, only sheriffs' offices can access DCIN hit confirmation transaction forms for SOR violations (YQSO/YRSO). Other law enforcement agencies should call to confirm.
 6. Dissemination of Adult Sex Offender Records
 - a. All public requests for information from the Sex Offender Registration file maintained in DCIN must be referred to the Sheriff's Office. At no time should another law enforcement agency provide this information to the public from the DCIN system.
 - b. The public should be encouraged to directly access the online NC Sex Offender Registration information. Go to homepage for NC State Bureau of Investigation website and click Search Sex Offenders button.
<http://sexoffender.ncsbi.gov>
 7. Juvenile Sex Offender Registration
 - a. Juvenile must be at least 11 years old at time of the commission of the offense.
 - b. Juveniles who are 16 or 17 years old will be bound over to superior court and would register as an adult, not as a juvenile sex offender.
 - c. If the court determines that the juvenile is a danger to the community and should be ordered to register, the presiding judge will enter an order requiring the juvenile to register. If no court order is issued, the juvenile will not be required to register.
 - d. No violations can be enforced for a juvenile sex offender registration.
 8. Dissemination of Juvenile Sex Offender Records
 - a. Juvenile registration records are only available to law enforcement agencies.
 - b. This information is not public record and cannot be released to the public.
 - c. Juvenile registration records will not be placed on the NC Sex Offender Registry website, public query results (QSOP), or displayed on any county or statewide registry printouts.
 - d. Juvenile registration records will not be sent to the NCIC Sexual Offender Registration file.

9. Query Options

a. Detailed Record Search

- 1) Sex Offender Number (SRN) or Division of Adult Correction Number (DAC)
- 2) Responses contain the following information:
- 3) Identification Data (SMTs, Aliases, DOB, SID, FBI, etc.)
- 4) Registration Status (Pending, Registered Sex Offender, Registered Predator, Registered Juvenile, Recidivist, Aggravated Offender & Nonresident Student or Worker)
- 5) Violation Status (FTR, FTC, FTV, FTS, FTW, FFD, FMS, FOC or NVL — No Verification Letter received for Juvenile)
- 6) Any additional sections maintained in the base record.

b. Individual Search

- 1) By NAME and/or optional fields
- 2) Response contains the following information:
 - a) Basic Physical Description
 - b) SRN or DOC
 - c) Registration Status
 - d) Violation Status

c. Area or Status Search

- 1) County, City, Zip Code, or a Statewide Listing
- 2) Inquiries by area will provide a response for all status types.
- 3) Responses may be limited by selecting one or more status types.
- 4) Statewide listing will show all status types except registered.

10. Statewide Registry

- a. Statewide registry will include all registration status and violation status types.
- b. For a statewide report, contact the Sex Offender Coordination Unit by email at SORHelp@ncsbi.gov

11. Direct inquiry is not available on mobile devices, but records are displayed when a QW is performed.

L. NC Concealed Handgun Permit File — QCG

1. NC residents who have met issuance criteria may carry a concealed handgun if they have received a concealed handgun permit from the Sheriff of their residence county.
2. Permittee must carry the permit and a valid identification whenever in possession of a concealed handgun.
3. When approached by a law enforcement officer, the permittee must indicate he has a valid permit and is carrying a concealed handgun. If officer requests, permittee must show both the permit and the valid identification.
4. Permits may be used statewide except where prohibited.
5. Permits are valid for 5 years. An emergency temporary permit is valid for only 45 days. The expiration date is indicated on the permit.

6. Query Options — QCG
 - a. Permit Number
 - 1) Individual record
 - 2) Will provide complete history of permit.
 - b. Driver License/ID Number
 - 1) Will provide index response indicating permittee's name, permit number, address, and status.
 - c. Name
 - 1) May provide multiple responses
 - 2) Optional fields should be used when available to narrow search.
7. County Listing (using County with Start and End Date) will provide a county list of a specific permit status with identifying information.
8. Responses may indicate status as Pending, Valid, Denied, Surrendered, Application Withdrawn, Suspended, Revoked, Reinstated, or Expired.
9. Direct inquiry is not available on mobile devices, but records are displayed when QW is performed.
10. Dissemination
 - a. Responses received are only for law enforcement and criminal justice use only and may not be given to the public.
 - b. The Sheriff of the county is required to maintain a confidential listing of who is issued a concealed handgun permit. The information is available to all State and local law enforcement agencies pursuant to NCGS 14-415.17(c).
11. Notification: Possible Concealed Handgun Permit Violation — **NCGV**
 - a. Used by any law enforcement agency when they have arrested or charged a concealed handgun permittee with an offense which could possibly cause revocation of a concealed handgun permit (includes DWI charges).
 - b. Once transmitted, an automatic notification message is sent to the Sheriff that is the current "contact agency" for permit.
 - c. It is the responsibility of the Sheriff receiving this notification to follow-up on the charges to determine if a revocation hearing is appropriate.
 - d. Important transaction to assist Sheriffs in assuring compliance with the concealed handgun permit's law.
 - e. The NCGV transaction can only be performed on standard in-house devices.
12. Concealed Handgun Reciprocity
 - a. Concealed handgun permits in active or valid status issued by other states are valid in NC.
 - b. Other states may or may not recognize a North Carolina permit.
 - c. Information regarding agreements with other states can be found both on Omnixx Links in the Concealed Handgun Permits category and the NC Department of Justice website www.ncdoj.gov
13. Query Out-of-State Concealed Weapon Permits — **CWQ**
 - a. Used to obtain a permit record from certain participating states. Use Nlets

- Help Files (HL) or visit Nlets to determine participating states.
- b. Query Options
 - 1) Name & DOB
 - 2) Permit Number
 - 3) Social Security Number
 - c. Any responses received are for law enforcement/criminal justice use only. No public dissemination is allowed of these responses.

III. INQUIRES FOR PROPERTY

A. Stolen Gun Inquiry – QG

1. Stolen Gun — A serially numbered weapon for which a stolen report has been filed.
2. Recovered Guns — A serially numbered weapon that has been abandoned, seized, or found for which no stolen or lost gun report is on file and the owner is unknown or cannot be located.
3. Lost Guns — A serially numbered weapon for which a lost or missing report has been filed.
4. Felony Guns — A serially numbered weapon believed to have been used in the commission of a felony and the location is unknown.
5. Query Options
 - a. Serial Number
 - 1) If more than one number appears on the weapon, use the frame number, or perform separate inquiries on all the numbers.
 - 2) Optional fields should be used if available (gun make, caliber, model)
 - 3) Will search all NCIC Gun files.
 - 4) May produce several serial number matches; always check the make, caliber, and type on all responses that are received.
 - b. NIC
 - 1) Leave all other fields blank.
 - 2) Will return only specific record requested.

B. Stolen Vehicle/License Plate/Part Inquiry – QV

1. Stolen Vehicle — Any motor driven conveyance designed to carry its operator except boats. Includes cars, trucks, tractors, trailers, mopeds, airplanes, etc.
2. Felony Vehicle — Vehicle not reported stolen, used in the commission of a felony, and its whereabouts is unknown.
3. Recovered Vehicle — NC State only file for vehicles in the possession of law enforcement, not reported stolen, and the owner is unknown or cannot be contacted.
4. Stolen License Plate — License plate stolen separately from a vehicle, including lost plates.

5. Stolen Part — Any serially numbered component from a vehicle or boat and ownership documentation for a vehicle or boat. Includes engines, axles, bumpers, outboard motors, etc.
6. Query Options
 - a. Used to query any vehicle, license plate, or part.
 - b. Inquire by LIC, VIN, and/or OAN
7. Multiple file search includes the Vehicles, Plate, Part, Person, Boat, and Canadian Vehicle Index files.
8. Direct inquiry not available on mobile device but is displayed through vehicle registration inquiry.

C. Hazardous Materials Query — MQ

1. Queries are performed by the four (4) digit “UN” number (placard number) displayed on the vehicle.
2. Leave Optional Control field blank
3. Responses may include chemical name, personal safety precautions, general handling/disposal procedures, and public health hazards.
4. Responses are nearly identical to the information available in the [US DOT’s Emergency Response Guidebook](#).

D. Stolen Boat Query — QB

1. A vessel designed for transport by water, constructed to provide buoyancy by excluding water, and shaped to give stability and permit propulsion.
2. Inquire by one of the following:
 - a. Boat Hull Number
 - b. Registration Number
3. Searches Stolen Boats and, in some cases, Stolen Vehicles and/or Parts.
4. Direct inquiry not available on mobile device but is displayed through boat registration inquiry.

E. Stolen Article Query — QA

1. Stolen property identified by unique serial number and/or owner applied number except items entered in the boats, guns, vehicles, license plates, parts, or securities files. Includes bicycles, appliances, livestock, etc.
2. Query Options
 - a. SER and/or OAN
 - 1) Searches by article type with either a serial number or owner applied number.

- 2) May inquire using both SER and OAN at the same time if both are available.
- 3) Searches "self-made" category for matches.
- 4) Searches single or group records.
- 5) May produce several number matches.
- b. NIC
 - 1) Will return the specific NCIC record.
 - 2) Leave all other fields blank.

F. Stolen Security Query – QS

Securities are defined as currency, Federal Reserve Notes, Silver Certificates, U.S. Notes, Canadian Notes, and other foreign currency. Documents or certificates that are generally considered to be evidence of debt (Treasury issued bills, bonds, and notes, municipal and corporate bonds; debentures; other non-personal notes; etc.) or ownership of property (common or preferred stock) excluding vehicle and boat ownership documents.

1. Securities include documents which represent subscription rights (stock warrants, stock rights); other types traded in securities exchanges in the United States, except for commodities futures; postal and other types of money orders; traveler's check warehouse receipts, savings certificates, and interest coupons on stocks and bonds.
2. Stolen Securities are negotiable and exchangeable for cash and can be identified by a serial number. They may include money orders, currency, traveler's checks, bonds, etc.
3. Some items such as credit cards, government checks, and personal checks do not meet NCIC criteria for any file.
4. Query Options
 - a. Type, serial number, denomination, and issuer. If TYP codes are not available, use AO (All Other) which will search all types.
 - b. Type and Owner
 - c. Owner (SOC or OCA can also be used)
 - d. Social Security Number
 - e. NIC
 - 1) Will return the specific record
 - 2) Leave all other fields blank.

IV. CANADIAN POLICE INFORMATION CENTRE – CPIC

A. Query Options

1. Persons (WQ) — Response may indicate wanted, charged, prohibited, parolee, probation, missing, etc.
2. Vehicles (VQ) — Response may be stolen, observation, abandoned, etc.
3. Boats (CBQ) — Response may show stolen, abandoned, or missing boat.

4. Guns (CGQ) — Response may indicate stolen, missing, recovered, etc. Canadian Firearms Registration are also checked.
5. Articles (CAQ) — Response may show stolen, missing, pawned, etc.
6. Securities (CSQ) — Response may indicate stolen, counterfeit, recovered, etc.

B. Requirements

Requires a reason code and if the person or property is in-sight.

Canadian Hit Confirmations

1. Agencies are to take NO direct action on a hit from Canada.
2. INTERPOL in Washington, DC will perform the hit confirmation with Canada on behalf of the NC agency and advise the finding agency.
3. Contact INTERPOL by AM text message to DCINTEROO **or** by phone at 202-616-3900.

V. HIT CONFIRMATION PROCEDURES

A. Requirements

1. NCIC/DCIN requires that agencies be able to confirm their hot file records 24 hours a day, 7 days a week.
2. Confirming a hit means to contact the agency that entered the record to:
 - a. Ensure that the person or property inquired upon is identical to the person or property identified in the record.
 - b. Ensure that the warrant, missing person report, protection order, or theft report is still outstanding.
 - c. Obtain a decision regarding:
 - 1) Extradition of the wanted person when applicable.
 - 2) Information regarding the return of the missing person to the appropriate authorities.
 - 3) Information regarding the return of stolen property to its rightful owner.
 - 4) Information regarding the terms, conditions, and service of a protection order.

B. Hit Confirmation Request — YQ

1. Performed by agency that receives a hit that on queried person or property not entered by their agency.
2. Notifies originating (entering) agency that their record needs to be confirmed.
3. Requesting agency should choose appropriate priority below as either:
 - a. Urgent — within 10 minutes. In those instances where the hit is the only basis for detaining a suspect, or the nature of a case requires urgent confirmation of a hit; -or-
 - b. Routine — within 1 hour. Generally, this will be used when the person or

property is being held on local charges or when an urgent confirmation is not required.

4. If confirmation is not received after the specified time frame expires, requesting agency may send a second hit confirmation request. Second request (place 2 in RNO field) will also notify the state control terminal agency. If no response after the second request time expires, a third request may be needed which will notify the state control terminal agency again and the FBI (place 3 in RNO field).
5. An agency detaining an individual on local charges where the individual appears identical to the subject of the wanted person record and is within the geographical area of extradition must confirm the hit.
6. Hit confirmations will be processed by the appropriate section or personnel designated by your agency.

C. Hit Confirmation Response – YR

1. Upon receipt of a hit confirmation request, the record-holding agency must respond within the designated time frame.
2. The response should indicate a positive or negative confirmation or the specific amount of time necessary to confirm or reject the hit.
3. Complete the hit confirmation response form (YR), which will inform the requesting agency of the confirmation status.

D. Locate

1. After the hit confirmation is completed, the requesting agency should perform a Locate transaction to be done by the agency's designated personnel.
2. Indicates the location of stolen property or apprehension of a wanted person until originating agency clears the record.
3. Also indicates whereabouts of missing person, in which case the record is immediately retired from NCIC file.
4. Cannot be performed by the entering agency ORI.
5. Exception: It is not possible for a finding agency to place a locate on a confirmed record from the Immigration Violator File.
 - a. Hit confirmation must first be performed.
 - b. Then the finding agency would follow directions in the LESC response from DHS-ICE.

E. Additional Guidelines

1. Contact by telephone can be made in addition to the hit confirmation transactions.
2. A copy of all hit confirmation transactions should be maintained in the case file pertaining to that record.

3. While a NC warrant may be served from eWarrants, if the warrant was entered in NCIC, the hit confirmation process must still be completed in NCIC.
4. NC Law allows for a “warrantless arrest” of a sex offender in violation status after the correct hit confirmation procedure is completed. See Sex Offender Registration reviewed earlier in this outline.
5. Canadian hit confirmations are different from the NCIC/DCIN process.
6. See Canadian Police Information Center reviewed earlier in this outline.
7. A confirmed hit is probable cause to obtain a fugitive warrant.

F. Delayed Hit Inquiry Response

1. All NCIC inquiries are stored for 5 days and compared against entries and modifications occurring during that time frame.
2. Both the original inquiring agency and the entering agency receive a notice.

VI. DRIVER ISSUANCE/HISTORY INFORMATION

Information is available in [Omnixx Links—NC DMV Info—Driver’s License Information](#).

A. NC Driver Issuance/History — QDF

1. Query Options
 - a. By Customer ID — also known as Operator License Number
 - 1) Issuance Only (No History) option may be used to obtain driver issuance information only; and/or
 - 2) Vehicle Registration option may be used to request NC vehicle registration linked to the customer ID.
 - 3) Customer Merged Records – If DMV has detected an individual was issued more than one Customer ID, the records will be combined to a “Primary Customer ID.”
 - 4) The automatic wanted/missing person search is made with the primary Name, DOB, and Customer Number obtained from the DMV response.
 - 5) To ensure a thorough Wanted Person search is done, perform additional Wanted Person inquiries on the additional names, DOBs, and customer numbers provided in the response for the Customer Merged record.
 - b. By Name
 - 1) Last, first, and middle name may use “?” in the query.
 - 2) Single match will provide NC Driver Issuance response.
 - 3) Multiple responses will provide a listing of possible matches.
 - 4) Additional fields can be used such as DOB, Age, Race, Sex, City, and/or County.
 - 5) Number of Pages field defaults to 50. Can be increased to 105.
 - 6) Multi-segmented names should be performed with a ‘?’ between each segment. Example: DE?LA?CRUZ,MARIA

2. A single response from a NC Driver License query will generate a QW search.
3. "Multiple or No Record" response will not cause a QW search.
4. To receive digital image with NC Driver License response, place 'Y' in the Image (IMG) field. DCIN default is no.
5. If this NCIC error message is received: "REJECT – LENGTH ERROR – NAM," a QW search will not be performed. Perform a QW transaction.

B. Out-of-State Driver Issuance Query – DQ

1. The two-character state code must be placed in the NLETS Destination Code (DRI) field.
2. Will provide Driver Issuance information from state requested. Responses will vary by state.
3. Query Options
 - a. By Name, DOB, and Sex
 - 1) Will also perform QW, excluding NC files.
 - 2) If this NCIC error message is received: "REJECT – LENGTH ERROR – NAM," a QW search will not be performed. Perform a QW transaction.
 - 3) Regional codes allowed.
 - b. By OLN only
 - 1) Will not perform QW.
 - 2) Mexico Driver Issuance information is available for commercial drivers only.
 - 3) Destination ORI (DRI) will be MX.
 - 4) OLN and category code on driver license must be used.
 - 5) Responses may be delayed due to manual processing.
4. To request image, place a 'Y' in the Image (IMG) field.

C. Out-of-State Driver History Query –KQ

1. Query Options
 - a. Name, DOB and Sex
 - b. OLN – allowed by some states
2. To request image, place a 'Y' in the image (IMG) field.
3. Some states require Purpose & Attention fields to be completed with the person's name requesting the driver history.
4. Regional codes are not allowed.
5. Will not perform a QW.
6. Not all states support this transaction.

D. Out-of-State Driver Issuance Unknown DOB Query – DNQ

1. Name only and may use optional fields.
2. Will not perform a QW.
3. Not all states support this transaction and optional fields vary.

E. Canadian Driver Information – UQ

1. Must indicate Canadian province or territory.
2. Name, DOB, & Sex are mandatory.
3. Must give reason and if person is in sight.
4. Provides Driver Issuance and Wanted status.

F. Dissemination of Driver History/Issuance

1. Driver History data can only be given to authorized law enforcement/criminal justice personnel unless requests are for approved non-criminal justice uses.
2. Non-Criminal Justice Uses of Driver History Data
 - a. Defense attorneys have access to NC DMV records if the following criteria are met:
 - 1) Request is for a defendant represented in a criminal or infraction court case. (No civil court cases)
 - 2) Defense Attorney Access Form has been completed and properly notarized.
 - 3) Defense attorneys may receive Out-of-State Driver History if meeting criteria.
 - 4) Agency performing inquiry should maintain Defense Attorney Access form on file for one year. (See Defense Attorney Form page 49.)
 - b. Authorized licensing/non-criminal justice employment checks such as taxi permit, ABC license, etc.
 - c. Government employees or applicants who will be required to operate a government owned vehicle.
 - d. Driver History data used for non-criminal justice purposes listed above is required to be logged for 1 year.

VII. VEHICLE REGISTRATION INFORMATION

Information is available in [Omnixx Links—NC DMV Info—Vehicle Registration Information](#).

A. NC Vehicle Registration File – QVR

1. Query Options
 - a. License Plate Number
 - 1) Complete license plate number must be used. Omit any hyphens, spaces, and special characters.

- 2) Partial license plate data cannot be obtained by DCIN.
- 3) Will generate Stolen/QW check on the LIC used.
- 4) Options that may be used with license plate number:
 - a) License Plate Year - defaults to current year if blank
 - b) Selecting "All Years" option provides history of all vehicles associated with that license plate back to 1996.
- b. VIN
 - 1) May use entire VIN or partial VIN with question mark (?).
 - 2) Will generate Stolen/QW check if entire VIN used.
 - 3) Options that may be used with VIN include Year, Make and Style.
- c. Name
 - 1) Last, first, or middle name may be questioned (?).
 - 2) Name query will not generate Stolen/QW check.
 - 3) Options that may be used with Name include DOB, City, County, Business.
 - 4) If inquiring on a business name, place a "Y" in this field; otherwise leave blank.
- d. Customer ID (OLN)
 - 1) Driver's history and/or issuance can be requested.
 - 2) QW will be performed using Name, DOB, and OLN.
- e. Title Number
 - 1) NC DMV Title Number may be up to 15 alpha-numeric characters.
 - 2) Will not search any Stolen/QW files.
- f. Handicap Placard Number
 - 1) NC DMV placard number may be up to 8 digits.
 - 2) Will not search any Stolen/QW files.
- g. Lien
 - 1) May be used with the LIC, VIN, Name, or Title.
 - 2) Lien information can only be returned with a vehicle detail response.

B. Seized Vehicles — VSEZ

1. Information sent to terminal LTBG to notify NC DMV of the vehicle seizure.
2. If the information is incomplete, incorrect, or was entered in error, contact DMV using the SEND transaction to terminal LTBG with the explanation of errors.
3. Reason for Seizure/Miscellaneous Field: This is a free text field to enter the specific General Statute for the seizure. It is recommended to use this field to meet the notification requirements of NC DMV
 - a. NCGS § 20-28.3: Vehicles seized under DWI laws.
 - b. NCGS § 20-141.5(b) or (b1): Vehicles seized under Felony Speeding to Elude Arrest law.
 - c. NCGS § 20-108: Seized vehicles or Component Parts Without Manufacturer's Numbers.
 - d. NCGS § 20-114: Duty Officers Immediate Notification for Other Unlawful Purposes.

C. Seized Tags — TSEZ

1. DCIN provides law enforcement a way to quickly notify NC DMV of seized tags as required by [NCGS § 20-45](#). Information sent to terminal LTBG to notify NC DMV of the tag seizure.
2. If the information is incomplete, incorrect, or was entered in error, contact DMV using the SEND transaction to terminal LTBG with the explanation of errors.
3. Stop Information — DMV may add stop information to a NC registration. The following vehicle stops are possible: Insurance, DWI, Child Support, Tax, and Multi.

D. Fatal Crash Information Reporting — VFAT

DCIN provides law enforcement a way to quickly notify NC DMV of a fatality in a crash within 24 hours as required by [NCGS § 20-166.1](#). Information is sent to terminal LTBG to notify DMV.

1. If the information is incomplete, incorrect or was entered in error, contact DMV using the SEND transaction to terminal LTBG with the explanation of errors.
2. After the VFAT is sent to NC DMV, law enforcement must follow-up within 10 days with the completed DMV-349 form available online at <https://connect.ncdot.gov/business/DMV/Pages/Law-Enforcement.aspx>

E. Out-of-State Vehicle Registration Inquiry — RQ

1. Inquiry Options
 - a. LIC, LIY and LIT
 - b. VIN
2. Some states require VMA code.
3. Regional inquiries allowed by LIC and VIN.
4. Will search Stolen/QW files.

F. Out-of-State Vehicle Registration Inquiry by Name/DOB — RNQ

1. Name and DOB are mandatory.
2. Will search QW.
3. Regional inquiries not allowed.
4. Not all states support this transaction.

G. Canadian Vehicle Registration Query — XQ

1. Canadian Province Code must be selected for province or territory.
2. Query by LIC or VIN

3. Must give reason for request and if person/property is in sight.
4. Provides Vehicle Registration and Stolen status responses.

VIII. NATIONAL INSURANCE CRIME BUREAU

The National Insurance Crime Bureau (NICB) is a not-for-profit organization that assists US and Canadian law enforcement in the prevention, detection, and prosecution of insurance fraud and insurance crimes (theft, fraud, arson). Inquiries may provide information on the entire "life cycle" of a vehicle from manufacture to salvage and disposal. — www.nicb.org

A. NICB files:

1. Auction File — vehicles processed through auction houses prior to sale and includes online auction information such as eBay.
2. Export File — indicates that the vehicle has been exported out of the country.
3. Impound File — indicates the name and contact information for the impound lot holding the vehicle.
4. Vehicle Lien Holder File — indicates a finance company has an interest in VIN.
5. Manufacturer's Shipping File — indicates to whom, when, and where a vehicle has been shipped.
6. Rental Fleet File — vehicles maintained as part of a rental company fleet.
7. Salvage File — indicates that the vehicle has been damaged (cause of loss) and information relating to the claim.
8. Vehicle Claim — vehicles where physical damage claim has been filed with insurer; prevents duplicate claims being filed.
9. Vehicle Theft File — vehicles reported stolen that are no longer maintained by NCIC or CPIC (canceled or purged) dating back to 1972 for NCIC records and dating back to 1996 for CPIC vehicle theft records. This file also includes information of vehicles that have been recovered listed in NICB's records.
10. Key Code Transaction File — indicates a key code and/or an immobilizer reset has been requested by the manufacturer.
11. NICB exchanges information with Mexico's OCRA databases on Mexican stolen vehicles and exported vehicles. The Oficina Coordinador De Riesgos Asegurados (OCRA "Coordinating Office of Insured Risks") is a not-for-profit corporation organized to detect, investigate, and deter vehicle theft and insurance fraud in Mexico.

B. Query for All Files at NICB – NAQ

1. NICB transactions are located in Omnixx Force in the Vehicle category.
2. Query by VIN only.
3. NAQ transaction allows the query of a partial VIN as long as the final 8 characters are included.
 - a. Characters must be preceded with the word PARTIAL.
 - b. Example: VIN/PARTIAL12345678

IX. BOAT REGISTRATION INFORMATION

A. NC Boat Registration Information – QBR

1. Inquiry Options
 - a. Registration Number
 - 1) Will provide owner information and boat type.
 - 2) Will provide Stolen Boat check.
 - b. Boat Hull Number
 - 1) Will provide boat type.
 - 2) Will provide Stolen Boat check.
 - 3) Will provide owner information.
 - c. Name of Owner
 - 1) Inquiry by name will provide a list of names, address, name type, registration numbers, and hull numbers.
 - 2) Will not provide Stolen Boat check.
2. If further information for NC Boat Registration is needed, contact the NC Wildlife Communications Center (24-hours availability) at (919) 707-0040 for assistance.

B. Out-of-State Boat Registration Information – BQ

1. Inquiry Options
 - a. Registration Number
 - 1) Will provide Boat Registration information.
 - 2) Will provide Stolen Boat check.
 - b. Boat Hull Number
 - 1) Will provide Boat Registration information.
 - 2) Will provide Stolen Boat check.
 - c. Name of Owner
 - 1) If name is used, the DOB is mandatory.
 - 2) Use 8 digits for DOB - if unknown, use 8 zeros (00000000).
 - 3) Will not provide Stolen Boat check.
2. Responses vary by state.

X. AIRCRAFT REGISTRATION

A. Aircraft Registration Inquiry — GQ

1. Query Options
 - a. Registration Number & Aircraft Sighted
 - 1) Will provide detailed response of aircraft information as well as owner information.
 - 2) Aircraft Sighted is a Yes or No code.
 - 3) If Aircraft Sighted is a Yes, must indicate Date Sighted.
 - 4) Any sightings will be added to the tracking data.
 - b. Serial Number – Provides detailed response of aircraft information.
 - c. Name of Owner – Listing of Aircraft information associated by Name.
2. Basic registration information is also available on the Federal Aviation Administration's website. www.faa.gov/aircraft/

Module 1

GENERAL INQUIRIES

INDEPENDENT EXERCISES



NCIC/DCI Files Review

1. A Wanted Persons query may generate a response from which of the following files?
 - a. Wanted Persons
 - b. Missing Persons
 - c. A NC Registered Sex Offender
 - d. Any of the above
2. A "hit" from the NCIC Missing Persons file may indicate which of the following categories?
 - a. Disabled
 - b. Endangered
 - c. Runaway Juvenile
 - d. Any of the above
3. A utility trailer that has been found abandoned is believed to be stolen. The operator should perform a _____ query to determine if it has been entered into NCIC.
 - a. Stolen Part
 - b. Stolen Article
 - c. Stolen Vehicle
 - d. None of the above
4. An NCIC Gun query must be made using:
 - a. An Owner-Applied Number
 - b. A Serial Number
 - c. Model number when serial number is not available
 - d. Any of the above
5. If your agency is **not** included in the extradition area on a Wanted Person response, you should:
 - a. Send a hit confirmation.
 - b. Not send a hit confirmation.
 - c. Arrest the individual and detain until further instruction.
 - d. Send an email to your Training Specialist.
6. What type of alert is received when a law enforcement officer has been killed or seriously injured in the line of duty?
 - a. Amber Alert
 - b. Missing Endangered Alert
 - c. Blue Alert
 - d. Violent Person Caution

DMV Review Questions

1. A NC Driver License query may be made using which of the following?
 - a. Customer ID (Operator's License Number)
 - b. Name only
 - c. Name and optional data (such as DOB or Age, Race, Sex)
 - d. Any of the above
2. A single response from an NC Driver License query generates a QW search.
 - a. True
 - b. False
3. An Out-of-State Driver License query may be made using which of the following?
 - a. Operator's License Number (OLN)
 - b. Name, DOB, and Sex
 - c. Name only in some states
 - d. Any of the above
4. An Out-of-State Driver License query using Name/DOB/Sex will perform a QW search.
 - a. True
 - b. False
5. An NC Vehicle Registration query using a license plate will perform a Stolen/QW search.
 - a. True
 - b. False
6. An Out-of-State Vehicle Registration query may be made using which of the following?
 - a. License Plate (along with year of expiration and type)
 - b. Vehicle Identification Number (VIN)
 - c. Owner's Name/DOB in some states
 - d. Any of the above
7. A NC Vehicle Registration query using the owner's name will perform a Stolen/QW search.
 - a. True
 - b. False

Module 1

GENERAL INQUIRIES

FORMS & INFO



DCIN/NCIC/Nlets – GENERAL INQUIRIES TRANSACTIONS

PERSONS TRANSACTIONS	
QW	<i>Wanted and Missing Person by Name/DOB Inquiry</i>
CPQ	<i>Out-of-State Corrections Record Inquiry</i>
QIDN	<i>Identity Theft Inquiry</i>
QM	<i>Missing Person by Descriptors Inquiry</i>
QU	<i>Unidentified Person Inquiry</i>
QGG	<i>Gang Group Inquiry</i>
QGM	<i>Gang Member Inquiry</i>
QPO	<i>Protection Order Inquiry</i>
QSO	<i>NC Sex Offender Registration Inquiry</i>
QCG	<i>NC Concealed Handgun Permit Inquiry</i>
NCGV	<i>Notification of CHP Violation</i>
CWQ	<i>Out-of-State Concealed Handgun Permit Inquiry</i>
PROPERTY TRANSACTIONS	
QG	<i>Stolen Gun Inquiry</i>
QV	<i>Stolen Vehicle/License Plate/ Part Inquiry</i>
MQ	<i>Hazardous Material Inquiry</i>
QB	<i>Stolen Boat Inquiry</i>
QA	<i>Stolen Article Inquiry</i>
QS	<i>Stolen Securities Inquiry</i>
HIT CONFIRMATION TRANSACTIONS	
YQ	<i>HIT Confirmation Request</i>
YR	<i>HIT Confirmation Response</i>
DMV TRANSACTIONS	
QDF	<i>NC Driver's Issuance/History Inquiry</i>
DQ	<i>Out-of-State Driver Issuance Inquiry</i>
KQ	<i>Out-of-State Driver History Inquiry</i>
DNQ	<i>Out-of-State Driver Issuance - Unk DOB Inquiry</i>
QVR	<i>NC Vehicle Registration Inquiry</i>
RQ	<i>Out-of-State Vehicle Registration Inquiry</i>
VSEZ	<i>Seized Vehicle Notification to DMV</i>
TSEZ	<i>Seized Tag Notification to DMV</i>
VFAT	<i>Vehicle Fatality Crash Report Notification to DMV</i>
NAQ	<i>NICB Files Inquiry</i>
QBR	<i>NC Boat Registration Inquiry</i>
BQ	<i>Out-of-State Boat Registration Inquiry</i>
GQ	<i>Aircraft Registration Inquiry</i>
CANADIAN (CPIC) TRANSACTIONS	
WQ	<i>Persons</i>
XQ	<i>Vehicle Registration</i>
UQ	<i>Canadian Driver Information</i>
VQ	<i>Stolen Vehicle</i>
CBQ	<i>Boat Files</i>
CGQ	<i>Gun Files</i>
CAQ	<i>Stolen Article Files</i>
CSQ	<i>Stolen Securities Inquiry</i>
OTHER TRANSACTIONS	
HL	<i>Nlets Help Files</i>

CODE SHEET

State Codes		
AL Alabama	KY Kentucky	ND North Dakota
AK Alaska	LA Louisiana	OH Ohio
AZ Arizona	ME Maine	OK Oklahoma
AR Arkansas	MD Maryland	OR Oregon
CA California	MA Massachusetts	PA Pennsylvania
CO Colorado	MI Michigan	RI Rhode Island
CT Connecticut	MN Minnesota	SC South Carolina
DE Delaware	MS Mississippi	SD South Dakota
DC Dist. of Columbia	MO Missouri	TN Tennessee
FL Florida	MT Montana	TX Texas
GA Georgia	NB Nebraska	UT Utah
HI Hawaii	NV Nevada	VT Vermont
ID Idaho	NH New Hampshire	VA Virginia
IL Illinois	NJ New Jersey	WA Washington
IN Indiana	NM New Mexico	WV West Virginia
IA Iowa	NY New York	WI Wisconsin
KS Kansas	NC North Carolina	WY Wyoming

NLETS Regional Codes			
Region	Code	Region	Code
A – Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	A1	E – Illinois, Indiana, Michigan, Missouri, Ohio, Wisconsin	E1
B – Delaware, D.C., Maryland, New Jersey, New York, Pennsylvania	B1	F – Iowa, Minnesota, Montana, Nebraska, North Dakota, South Dakota, Wyoming	F1
C – Kentucky, North Carolina, South Carolina, Virginia, Tennessee, West Virginia	C1	G – Arizona, Colorado, Kansas, New Mexico, Oklahoma, Texas, Utah	G1
D – Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Puerto Rico	D1	H – Alaska, California, Hawaii, Idaho, Nevada, Oregon, Washington	H1
NL – 50 State Search (only returns positive responses)			NL

DEFENSE ATTORNEY ACCESS TO SBI/DCI NETWORK

14B NCAC 18B .0409

For North Carolina CHRI and/or Driver's Issuance/History Data

[*Click here for fillable form*](#)

I, _____, of _____ Law Firm, in accordance with N.C.G.S. § 15A-141, represent the defendant identified below and have entered the named criminal/infraction case:

Identifying Information			
Defendant's Name			
Date of Birth		Race:	Sex:
Operator's License #	Issuing State:	* Social Security #: * Social Security Number is optional.	
Case Docket #	NC County:	Court Date:	

Information Requested	
NC Criminal History Record Information** (QHNC/QRNC & Purpose Code PA) ** Requires original signature of Defense Attorney and must be Notarized.	☐
NC Driving History ** Requires original signature of Defense Attorney and must be Notarized.	☐
Out-of-State Driving History*** *** Requires original signatures of Defense Attorney and Defendant/Driver. Both signatures must be Notarized. *** Requires Defendant/Driver's written consent.	☐

***** AGENCY USE ONLY *****
DCIN Operator's Name: _____
Date Processed: _____

DEFENDANT / DRIVER'S WRITTEN CONSENT FOR RELEASE OF PERSONAL INFORMATION

I, _____ (printed name of motorist), authorize the _____ (name of agency) to disclose or otherwise make available to my attorney, _____ (name of attorney), personal and highly restricted information including: Identifying Information; Photographs; Images; Social Security Number; Driver Identification Number; Name; Address; Phone Number; Medical and Disability Information about me in connection to my Motor Vehicle Operator's Permit and/or License; Motor Vehicle Title; Motor Vehicle Registration; Driver Safety Record; and Identification Card issued by a department of motor vehicles.

Defendant/Driver Original Signature

Date

NOTARY PUBLIC

COUNTY OF _____

STATE OF _____

SWORN AND SUBSCRIBED BEFORE ME THIS THE _____ DAY OF _____, 20____.

NOTARY PUBLIC'S SIGNATURE
(SEAL)

MY COMMISSION EXPIRES: _____

I understand that the use of this information for any purpose other than those outlined above, any misuse of this information obtained through the SBI/DCIN System, or fraudulent completion of this document may result in criminal, civil, or administrative penalties – 14B NCAC 18B .0409

Requesting Defense Attorney Information (ONLY ONE ATTORNEY PER FORM)	
Attorney's Printed Name	NC State Bar #:
Attorney's Original Signature No Stamps, No Faxed Copies, No Computer Generated Signatures	Date:
Address	Telephone #:

NOTARY PUBLIC

COUNTY OF _____

STATE OF _____

SWORN AND SUBSCRIBED BEFORE ME THIS THE _____ DAY OF _____, 20____.

NOTARY PUBLIC'S SIGNATURE
(SEAL)

MY COMMISSION EXPIRES: _____

Module 1

LOCAL AGENCY'S INSTRUCTION

INTRODUCTION AND OVERVIEW



I. ACCESS AND POLICIES

A. Originating Routing Identifier (ORI)

1. Unique identifier assigned by the FBI to each agency.
2. Law enforcement agencies are assigned a full access ORI.
3. Non-governmental law enforcement and private police agencies are assigned a limited access ORI.
 - a. Limited access ORIs will normally end with the letter "P".
 - b. These agencies are prohibited from accessing state/national criminal history information, Gang, Threat Screening Center, and Immigration Violator files.

B. Terminal Identifiers (TID)

Unique identifier assigned to terminals by the SBI to route DCIN (in-state) messages.

C. Log In Procedures for Omnixx

1. User Identifier (User ID) - A unique identifier assigned to each certified operator consisting of the user's first name initial, last name up to 15 characters, and 4 digits of any agency assigned number (*not to be associated to SSN*).
2. Password
 - a. Security code maintained by each certified operator to complete the operator log on.
 - b. See DCIN Password Requirements on Omnixx Links under the IT Assistance category.
 - c. Password must be changed every 90 days. When changing passwords, more than just a couple of characters must be changed. Failing to do so will cause the User to be eventually locked out of the system. Desktop users receive an automatic prompt 15 days before password expires.
 - d. If password change needed, contact TAC/ATAC.

D. Log Out Procedures for Omnixx

Omnixx users must log out to terminate individual authorization and to enhance system security.

II. MESSAGE TRANSACTIONS

A. Query Originating Routing Identifier (ORI) — QO

1. Used to identify an agency to which an ORI has been assigned.
2. Will identify if agency is in retired status.
3. Provides agency contact information (phone number and address).

B. In-State Text Messages — SEND

1. An in-state text message is a message to another terminal(s) within North Carolina for the exchange of law enforcement or criminal justice information.

2. Messages may be sent (routed) using [NC Routing List Identifiers](#) and [Agencies in North Carolina](#) available in Omnixx Links under Resources. If sending a message to multiple TIDs, separate with a space (no commas).
3. Messages must be for appropriate law enforcement-related purposes only. Using an in-state text message for inappropriate purposes is a violation of state regulations and may subject the operator and agency to sanctions by the SBI.

C. Out-of-State Administrative Text Messages — AM

1. Out-of-State/Canadian text message used to exchange law enforcement or criminal justice related information.
2. This message may be sent to one or up to five different agencies using state/agency name.
3. Mobiles do not have the ability to send AM.

D. Omnixx Message Display Components

1. Message Window — Allows the user to view all messages sent or received during the current Omnixx Force session.
2. Message Display — Allows the user to view a specific message or transaction.
3. Message Mobiles do not have the ability to send AM.

E. Omnixx Help Information

1. General I Help can be obtained by selecting the Omnixx Links category from the Menu Bar.
2. Form Help — Right-click anywhere **within the blue area** of the transaction screen and select Form Help. This will provide specific instructions on how to utilize the appropriate screen.
3. Field Help — Right-click **within the white area of a specific field** and select Field Help. This will provide an explanation or listing of codes for a specific field.
4. SBI IT Service Desk and On-Call DCIN Trainer are available 27/7/365 (including weekends and state holidays. Contact by telephone or email.
 - a. Telephone: Local Wake County: 919.773.7900
Toll free statewide: 866.867.7106
 - b. Email: ServiceDesk@ncsbi.gov

EXERCISES FROM LOCAL AGENCY INSTRUCTION

1. The unique identifier assigned to a terminal with DCIN access, which is used to route in-state messages is a/an:
 - a. ORI
 - b. TID
 - c. UID
 - d. PID

2. The unique identifier assigned by the FBI to every law enforcement and criminal justice agency nationwide is a/an:
 - a. ORI
 - b. TID
 - c. UID
 - d. PID

3. To send an in-state text message to another agency/terminal within North Carolina for the exchange of law enforcement/criminal justice related information, the operator would use a/an _____ transaction.
 - a. SEND
 - b. Administrative Message (AM)
 - c. Message header
 - d. Utility message

4. The Omnixx feature that allows a user to search for and view messages that were sent and received during previous sessions of Omnixx Force is the:
 - a. Message Display
 - b. Message Window
 - c. Message Log
 - d. None of the above

5. An operator can receive field help for a specific field (such as name format) in an Omnixx form by:
 - a. Placing a "?" in the field and transmitting
 - b. Right-clicking within the specific field and selecting Field Help.
 - c. Pressing the F1 key with the cursor inside the field.
 - d. None of the above

ANSWER KEY

Independent Exercises Module 1 – General Inquiries

NCIC/DCIN Files Review

1. **D** Any of the above
2. **D** Any of the above
3. **C** Stolen Vehicle
4. **B** A serial number
5. **B** Not send a hit confirmation
6. **C** Blue Alert

DMV Review Questions

1. **D** Any of the above
2. **A** True
3. **D** Any of the above
4. **A** True
5. **A** True
6. **D** Any of the above
7. **B** False

LOCAL AGENCY INSTRUCTION: Introduction & Overview Questions

1. **B** TID
2. **A** ORI
3. **A** SEND
4. **C** Message Log
5. **B** Right-clicking within the specific field and selecting Field Help

DCIN DIRECTORY FOR ASSISTANCE

Available on **Omnixx Links** is the

* **Click Here** *

CONTACT US

During Business Hours (Monday-Friday, 8-5 pm)

CONTACT DIRECTLY

Email Unit for Most Efficient Response



TOPIC	SBI Unit	Email	Phone
Access Agreements	Access Integrity Unit	AIUHelp@ncsbi.gov	(919) 582 - 8639
Audits	Compliance Unit	ARAHelp@ncsbi.gov	(919) 582 - 8640
Criminal History Corrections	CCH / NICS Unit	CCHSHelp@ncsbi.gov	(919) 582 - 8690
Crime Reporting, UCR, NIBRS	Crime Reporting Unit	SBCrimeReport@ncsbi.gov	(919) 582 - 8680
DCIN-NCIC-NLETS Usage	Training Unit	TACHelp@ncsbi.gov	(919) 773 - 7900
DCIN Notification ListServ	NCSBI Service Desk	ServiceDesk@ncsbi.gov	(919) 773 - 7900
E Purpose Codes	Access Integrity Unit	EcodeHelp@ncsbi.gov	(919) 582 - 8639
EVOLVE - Validations	Compliance Unit	EVOLVEHelp@ncsbi.gov	(919) 582 - 8640
FBI - NICS Dispositions	CCH / NICS Unit	CCHSHelp@ncsbi.gov	(919) 582 - 8690
Fingerprint Results	CIIS Customer Service Unit	CIISHelp@ncsbi.gov	(919) 582 - 8660
LASO - Local Agency Security	Compliance Unit	ARAHelp@ncsbi.gov	(919) 582 - 8640
ORI - Request NEW ORI	Compliance Unit	ORI@ncsbi.gov	(919) 582 - 8640
Permits Concealed Gun	Compliance Unit	CHPHelp@ncsbi.gov	(919) 582 - 8640
Sex Offender Registration	Sex Offender Coordination Unit	SORHelp@ncsbi.gov	(919) 582 - 8670
Security Awareness Training	Compliance Unit	SATHelp@ncsbi.gov	(919) 582 - 8640
TAC Support	Training Unit	TACHelp@ncsbi.gov	(919) 773 - 7900
Technical + VPN Issues	NCSBI Service Desk	ServiceDesk@ncsbi.gov	(919) 773 - 7900



SBI District Trainer Map

Division of Criminal Information Network

NEED HELP ?

Omnia

Log In

Forgot Password

Sign In

Help during the DAY – Monday-Friday 8am-5pm

Email / Call : **Your District Trainer**

Email : TACHelp@ncsbi.gov

Call : **(919) 773 - 7900**

Leave Voice Message on DCIN Help Line

Email : ServiceDesk@ncsbi.gov

Help after 5:00 pm (Evenings, Holidays, Weekends)

1st) Contact NCSBI Service Desk

Within Raleigh Area: **(919) 773 - 7900**

Toll Free : **(866) 867 - 7106**

Email : ServiceDesk@ncsbi.gov

Send Message : **Terminal PIB**

2nd) Only if you need emergency assistance

Service Desk will forward you to the DCIN Help Line.

YOU MUST LEAVE A CLEAR VOICE MESSAGE for the system

to notify the On Call Trainer to contact you ASAP.

***** ALL NON-EMERGENCY REQUESTS *****

Receive Response on NEXT Business Day

Monday-Friday 8 am – 5 pm

> New VPN Requests **must** be made online <

<https://docs.ncsbi.gov/vpnrequest>

Enter Username & Password (same for both): **loadid**

Excel Spreadsheet **Still** Required

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NC State Bureau of Investigation
Law Enforcement/Criminal Justice Use Only

05/05/2026
DCIN/NCIC/NLETS

INSTRUCTIONS FOR CERTIFICATION TESTING ONLINE

1. Users must:

- a. Attend 90% of classroom instruction to be authorized to test.
- b. Coordinate testing with their Terminal Agency Coordinator (TAC) or Assistant TAC (ATAC). The TAC/ATAC will schedule a date/time for the testing and may specify a location where the testing is to occur. If a user takes a certification test without coordination with agency TAC/ATAC, the score will be deleted, and the user must retake the test. The user may be sanctioned by the SBI. A subsequent violation, after having been sanctioned, may result in revocation of the user's DCIN certification.
- c. Test within 15 consecutive calendar days at end of class instruction (includes weekends and holidays). Otherwise, test will expire and the user is required to attend class again.
- d. Score at least 80%. Users who score 80% or higher are immediately able to transmit the appropriate certification transactions.
 - 1) Any user that scores below 80% may take the test up to three (3) times at any time convenient for the user and the TAC/ATAC.
 - 2) If the user fails all three (3) attempts over the 15-consecutive-calendar-day test period, the user must attend DCIN class again.
- e. Confirm that they reviewed test results by clicking on the "I acknowledge reviewing my test results" at the bottom of the page. Their certification status will then be updated to reflect the new 2-year certification.
 - 1) Acknowledgement step must be completed BEFORE the Test Results page can be printed or the test status will not be saved.
 - 2) When the test is submitted for grading, the user will immediately receive a Test Results page displaying the test score and all questions and answers from the test. This allows users the ability to review missed test questions.
- f. Print, sign and date the test results. Give results to the TAC/ATAC for them to sign, date, and maintain on file for 2 years.

1. Test info:

- a. Includes 25 true/false and/or multiple-choice questions pulled at random from a pool of test questions.
- b. Timed at 40 minutes. After 40 minutes, the test will automatically submit for grading, even if unfinished.
- c. Users may use their training manual and class notes, but cannot receive assistance from any person.
- d. Cheating or assisting is cheating FRAUD and may result in certification revocation. Results of the investigation will be turned over to NC Department of Justice Training & Standards Division which may revoke other certification as well (law enforcement officer, criminal justice instructor, telecommunicator, and/or correctional officer certifications).

2. Recertification:

- a. Certification is good for two (2) years.
- b. Users can recertify within 30 days of expiration.
- c. Users can take recertification tests up to 365 days after their expiration dates have passed.
 - 1) Although users can access Omnixx Force, they cannot transmit transaction unless they successfully complete the specific test for each certification's transactions.
 - 2) If users do not have a passing score of 80% or higher on or before the 365th day, they will be required to attend DCIN class again and complete testing to obtain certification in appropriate module(s).