



## Job Aid | Entering Wanted Person Records in NCIC

**Purpose:** A guide for entering Wanted Person records for criminal justice agencies participating in the Tribal Access Program (TAP). The entering agency should refer to the Tribe's National Crime Information Center (NCIC) Warrant Entry and Extradition policy for specific offenses the Tribe has elected to enter.

**Note:** A complete set of instructions for entering wanted person records in NCIC can be found in the NCIC Operating Manual at <https://csa.justice.gov/cjismanuals/index.pl> (scroll down and select the NCIC icon after navigating to the site).

### Requirements for the Entering Agency

The agency must:

- Have an active warrant on file to support an entry in the NCIC Wanted Person File
- Provide 24/7 hit confirmation and respond to requests depending on the priority level of the request. Agencies must also follow up by sending an International Justice and Public Safety Network (Nlets) hit confirmation response (YR) to the requesting agency.
- Set extradition limitations when entering the wanted person record in NCIC.
- Provide second party check after the record is entered into NCIC (a colleague must review the record for its completeness, accuracy, and validity).
- Validate all wanted person records within the required time frame established by FBI CJIS. Wanted person records that are not validated will be purged and will result in a **No NCIC Want** response when the subject is queried in NCIC.
- Clear, cancel, modify, or add supplemental information to the wanted person record when circumstances require it (i.e., clear the record when the subject is arrested, cancel the record when the criminal charges are dismissed, modify the record to correct errors, or add supplemental information to the original record).

### Entering the Record

- Select the **Enter Wanted Person (EW)** transaction window in the Justice Web Interface to NCIC (JWIN)
- Verify that your agency's TAP Originating Agency Identifier (ORI) appears in the header information at the top of the transaction window.
- Fill in all mandatory fields: subject's name, sex, race, height, weight, hair color, offense, date of warrant, agency case number, and select extradition limitations
- Fill in as much optional information as available: date of birth; FBI number or UCN; miscellaneous number; social security number; operator's license number with state and year; vehicle license plate number with state, year, and license type; vehicle identification number with vehicle year, make, and style;
- Provide 24/7 hit confirmation contact information in the miscellaneous section of the transaction window, including agency name, telephone number, and additional extradition instructions.

# Fact Sheet | Entering Wanted Person Records in NCIC

## Submitting the Record

- Review the information entered for completeness, accuracy, and validity and then select **Submit**.
- Wait for the **Message Accepted** response, copy the NIC (NCIC) number, and then query using the NIC number for the submitted record to ensure it is entered properly
- If you receive a **Message Rejected** response, correct the errors in the **Enter Wanted Person (EW)** transaction window and resubmit the transaction.

## Extradition Limitation (EXL) Instructions

The entering agency will determine extradition limitations if the individual is located in another state or jurisdiction, by selecting the appropriate code in the **Extradition Limitation** field at the time of entry (see Table 1). The entering agency will include any additional specific limitations in the **Miscellaneous (MIS)** field of the wanted person record. Tribes most commonly use the following guidelines:

- Extradition limitations are the same for felonies and misdemeanors
- Felonies are coded with numbers and misdemeanors are coded with alpha characters
- EXL-2 or 4 are commonly used for felonies
- EXL-B or D are commonly used for misdemeanors

Table 1 –NCIC Extradition Limitations

Felonies	Misdemeanors
1 -FULL EXTRADITION	A - FULL EXTRADITION
2 - LIMITED EXTRADITION SEE MIS FIELD	B - LIMITED EXTRADITION SEE MIS FIELD
3 - EXTRADITION - SURROUNDING STATES ONLY	C - EXTRADITION - SURROUNDING STATES ONLY
4 - NO EXTRADITION - INSTATE PICK-UP ONLY. SEE MIS FIELD FOR LIMITS	D - NO EXTRADITION - INSTATE PICK-UP ONLY. SEE MIS FIELD FOR LIMITS
5 - EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD	E - EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD
6 - PENDING EXTRADITION DETERMINATION	F - PENDING EXTRADITION DETERMINATION

## Other Considerations

NCIC will only accept one wanted person record per criminal subject and agency case number (OCA). It is recommended that the wanted person record with the most serious offense be entered. For additional offenses the message field code **ADO (Additional Offenses)** should be marked **Y**. These additional offenses can be listed in the **Miscellaneous (MIS)** field to indicate that there are other warrants of arrest on file for the same subject and agency case number.

## Related Materials

- 24x7 Hit Confirmation Fact Sheet
- 24x7 Hit Confirmation Policy Template
- NCIC Warrant Entry and Extradition Policy Template

These related materials can be found online at: <https://www.justice.gov/tribal/onboarding-and-vetting>.

For more information, email the Tribal Access Program: [tribalaccess@usdoj.gov](mailto:tribalaccess@usdoj.gov) and include your Tribe's name in the subject line of your email message.