



## Fact Sheet | How to Enter Missing Person Records

### PURPOSE

A guide for entering missing person records for criminal justice agencies participating in the Tribal Access Program (TAP).

### NOTE

A complete set of instructions for entering missing person records in the National Crime Information Center (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 entering agency must:

- Have an active missing person report on file to support an entry in the NCIC Missing Person File, unless the entry is for a victim of a man-made or natural catastrophe in which case no documentation is required. The missing person report can be a report made by a third party or a signed report from the investigating officer, whether signed digitally, electronically, or manually.
  - If the missing person is 18 years of age or older, the record may be entered in the Missing Person File provided the entering agency has signed documentation in its possession supporting the stated conditions under which the person is declared missing. This documentation (electronic or hard copy) will aid in the protection of the emancipated adult's privacy.
  - If the missing person is under the age of 18 years, it is required that agencies enter the missing person record within two hours of the time of receipt of the report per 42 USC 5779(a) and 42 USC 5780(3). Tribal agencies do not fall under this requirement.
- Provide second party check after the record is entered into NCIC (a colleague must review the record for completeness, accuracy, and validity)
- 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.
- Validate all missing person records entered into NCIC within the time frame established by FBI CJIS. Missing person records that are not validated will be purged; otherwise, they are retained indefinitely until the record is cleared or canceled, or the person is located.
- Clear, cancel, modify, or add supplemental information to the missing person record when circumstances require it (i.e., clear the record when the entering agency has located the missing person; cancel the record when the record is no longer valid and the report has been withdrawn; modify the record to correct errors; or add supplemental information to the original record).

### ENTERING THE RECORD

**Step 1.** Select the Enter Missing Person (EM) transaction window in the Justice Web Interface to NCIC (JWIN).

**Step 2.** Verify that your agency's TAP Originating Agency Identifier (ORI) appears in the header information at the top of the transaction window.

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**Step 3.** Enter the appropriate Message Key (MKE) for the type of missing person:

- **Disability** (MKE/EMD): A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting him/ herself or others to personal and immediate danger
- **Endangered** (MKE/EME): A person of any age who is missing under circumstances indicating that his/her physical safety
- **Involuntary** (MKE/EMI): A person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, i.e., abduction or kidnapping
- **Juvenile** (MKE/EMJ): A person under 18 who is missing and not declared emancipated as defined by the laws of his/her state of residence and does not meet any other entry criteria
- **Catastrophe Victim** (MKE/EMV): A person of any age who is missing after a catastrophe
- **Other** (MKE/EMO): A person not meeting the criteria for entry in any other category who is missing and 1) for whom there is a reasonable concern for his/her safety or 2) a person who is under age 18 and declared emancipated by the laws of his/her state of residence. In accordance with 42 USC 5779(a), agencies are required to enter records into the NCIC Missing Person File for missing individuals under the age of 18.

**Step 4.** Fill in all mandatory fields: missing person's name, sex, race, height, weight, eye color, hair color, missing person status (AMBER Alert, child abduction, catastrophe victim, or missing person), date of last contact, agency case number.

- a. For juvenile records, enter the date of birth and date of emancipation (date of 21<sup>st</sup> birthday if not declared emancipated under state law).
- b. For adult records, at least one of the following must be entered: date of birth; FBI number or UCN number; miscellaneous number; social security number; operator's license number with state and license year; vehicle license plate with state, license year, and license type, or; vehicle identification number with vehicle year, make, and style.

**Step 5.** Enter the appropriate field code in the Caution/Medical Condition (CMC) field if circumstances warrant an entry.

**Step 6.** Provide 24/7 hit confirmation contact information in the miscellaneous section of the transaction window, including agency name and telephone number as well as any cautionary information such as medical conditions, violent tendencies, or armed and dangerous.

**Step 7.** If a record was entered more than 30 days ago and any of the fields listed above are blank, a \$.K. Missing Information Notification identifying the blank fields will be sent to the entering agency. Within 60 days of entry, the entering agency is required to verify and update NCIC missing person record entries with any additional information, including: blood type, dental characteristics, fingerprint classification, jewelry type, scars, marks, tattoos, and other characteristics and height or weight.

## SUBMITTING THE RECORD

- Review the information entered for completeness, accuracy, and validity and then select **Submit**.
- Wait for the **Message Accepted** response, copy down the NIC (NCIC) number, and run a Wanted Person (QWA) 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 Missing Person (EM)** transaction window and resubmit the transaction.
- For more information, please 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.

## ADDITIONAL CONSIDERATIONS

### CHILD ABDUCTION

If the **Missing Person** field (MNP) in the missing person record is **Child Abduction (CA)**, the missing person's age must be under 21 years of age. CA is to be used in the MNP field when there is reasonable indication or suspicion that a child has been abducted and/or is missing under circumstances suggesting foul play or a threat to life. While the CA code is discretionary, every effort should be made to use the code when the criteria are met. The use of this code will give the FBI and the National Center for Missing & Exploited Children (NCMEC) notification of urgent cases and enable them to provide assistance if needed.

### PERSON WITH INFORMATION (PWI) RECORD

A PWI is a person who can provide information on the whereabouts of the missing person such as a spouse, partner or other relative.

A PWI message key can only be entered and appended to the missing person record when it falls under one of the following message keys: EME (Endangered), EMI (Involuntary), EMEC (Endangered/Caution), or EMIC (Involuntary/Caution). The missing person record can be appended with up to two PWIs.

### 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 or modified on the previous day. If there is a match, the entering agency will receive a \$.M. administrative message.

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

### AMBER Alert

The entering of an NCIC missing person record for a person under 21 years of age using the AA code does not execute an AMBER Alert within your jurisdiction. Activation of an AMBER Alert is a separate process that is executed by the AMBER Alert coordinator within your state.

For a list of AMBER Alert coordinators, please navigate to the following link:

<https://amberalert.ojp.gov/amber-alert-contacts>

The **Missing Person Field (MNP)** of an NCIC missing person record can be entered or modified to the AA code when an AMBER Alert has been activated by the AMBER Alert coordinator. The AA code provides a method of alerting law enforcement to the status of the missing child and generates immediate notifications to the FBI and the National Center for Missing and Exploited Children (NCMEC), enabling them to deploy resources, when needed, in the most serious child abduction cases.