**Mississippi
Department of Public Safety**

**Criminal
Information Center**

Cardscan

Applicant Fingerprint Transaction

Instruction Manual

Version 1.0 R09

updated

November 4, 2022

TABLE OF CONTENTS

CHANGE LOG

Date	Version	Change
December 31, 2010	1.0	New document.
January 31, 2014	1.0 R01	Change in how to handle unprintable fingers and partially amputated fingers. Updated POB, Country of Citizenship, and Driver's License Place of Issuance Codes. Reference to the Tenprint Transaction Reject Notice and Warning Notice Error Messages document. Revised use of codes to indicated partial amputations and fully unprintable fingers. Revised use of codes to indicated partial amputations and fully unprintable fingers.
November 12, 2014	1.0 R05	Revised valid values for SSN. Added Section 2.6 Palm Prints and added Appendix G. Updated POB and Country of Citizenship tables in Appendices B and C based on updated FBI tables.
November 27, 2019	1.0 R07	Updated samples of Reject Notices and examples of common errors; expanded description of FBI responses, and additional clarifications.
November 14, 2020	1.0 R08	Formatting changes
November 4, 2022	1.0 R09	Update for hair color and eye color.

FORWARD

This document is intended to be used in conjunction with documentation and training provided by your cardscan vendor. It presents the Mississippi Criminal History System (MCHS) requirements for each field in an applicant transaction for civil agencies and for law enforcement agencies. It is consistent with the MCHS Tenprint Interface Control Document (ICD) which describes the requirements for scanning stations which interface with and send applicant transactions to MCHS.

1.0 PURPOSE OF MISSISSIPPI CRIMINAL HISTORY SYSTEM

The Mississippi Criminal History System (MCHS) provides fingerprint-based identification services and Criminal History Record information to the criminal justice community within the State of Mississippi and throughout the country. It also supports background checks for authorized state agencies.

The background check process begins when an agency completes a fingerprint card for an applicant. The fingerprint impressions of the applicant and accompanying identification information concerning the person are recorded on the card and forwarded either to the CIC or a local agency for entry into a cardscan. The fingerprints are scanned and the identification data is recorded on the cardscan and forwarded to MCHS at the Criminal Information Center (CIC). The person's fingerprints will establish positive identification that will link the applicant to previous criminal history information.

If you have any questions regarding submitting an Applicant transaction, please call the Criminal Information Center at 601-933-2600.
Periodically, this document is updated. In the future, as required, updated versions of this document will be posted on the DPS website.

2.0 ENTERING APPLICANT DATA AND CAPTURING BIOMETRICS

Complete the Mississippi Criminal History applicant fingerprint transaction. This includes identification information and fingerprints. The instructions for entering the identification information are provided on the following pages. The instructions for each block on the card are presented in the order they appear on the card. Refer to the card sample in Appendix A1. The label on the block is followed by the label that may identify the field on the cardscan.

MCHS provides an up-to-date authoritative list of codes to each cardscan, as described in Appendix A2. Using any other codes will cause the transaction to be rejected. See Appendix A2 for an explanation of how MCHS and the cardscans obtain and provide an up-to-date list of valid codes.

Although many of the codes used by MCHS are the same as or similar to NCIC codes, do <u>not</u> use the NCIC Code book.

Do not use phrases or characters such as 'NONE', 'None', 'N/A', 'NA', '\', '/', or '.' to indicate that information is not applicable or unknown.

2.1 IDENTIFICATION INFORMATION

2.1.1 BLOCK 1. Last Name, First Name, Middle Name (NAM) / Names.

Record the full name (e.g., Doe, Jonathan, James, II).

- Record Last Name, First Name, Middle Name, and Suffix in their individual fields.
- Maximum field lengths are: Last Name - 35 characters, First Name - 20 characters, Middle Name - 20 characters.
- Last, First, and Middle Name may contain hyphens, apostrophes, and spaces.
- Last Name must be at least two characters.
- Middle Name should be a name. An initial can be specified if the name is not known.
- Do <u>not</u> put a middle initial at the end of the first name field
- Suffix must be Jr, Sr, II, III, or IV.
- Do <u>not</u> put the suffix in the last name, first name, or middle name fields.

Note that aliases including name variations, maiden names, and nicknames from Block 8 will also be entered in the Names field. The instructions for an alias differ from those for the full name. Refer to the instructions for Block 8.

The total number of Names from Blocks 1 and 8 that can be entered is ten.

2.1.2 BLOCK 3. Residence of Person Fingerprinted / Residence.

Record the street address in up to three fields, city, state code, and zip code in up to three fields. Maximum length of each field is 35 characters. Abbreviate as needed.

2.1.3 BLOCK 4. Date / Date Printed.

Record the date in the format YYYYMMDD (e.g., 19800205).

Note that the instructions on the card specify the format MM DD YYYY (e.g., 02 05 1980) whereas the cardscan will probably require entering the year first.

2.1.4 BLOCK 6. Employer and Address / Employment.

Record the occupation and employer information of the applicant.

Record occupation; employer's name; employer's address in their individual fields.

2.1.4.1 Occupation:

Maximum length is 50 characters. Abbreviate as needed.

If the information in this block indicates the person is unemployed, enter "Unemployed".

2.1.4.2 Employer name:

Maximum length is 29 characters. Abbreviate as needed.

2.1.4.3 Employer's address:

Record the street address, city, state code, and zip code in up to three fields. Maximum length of each field is 35 characters. Abbreviate as needed.

2.1.5 BLOCK 7. Reason Fingerprinted / Reason Fingerprinted.

All reasons fingerprinted are Federal and/or State statute supported. Use only the reason or reasons that apply to the function of the applicant organization and assigned by the CIC.

2.1.6 BLOCK 8. Aliases (AKA) / Names.

Record up to 9 aliases including name variations, maiden names, and nicknames.
Name variations and maiden names (e.g., Doe, John, J):

- Record Last Name, First Name, Middle Name, and Suffix in their individual fields.
- Maximum field lengths are: Last Name - 35 characters, First Name - 20 characters, Middle Name - 20 characters.
- Last, First, and Middle Name may contain hyphens, apostrophes, and spaces.
- Last Name must be at least two characters.
- Middle Name may be name or initial. Do <u>not</u> put a middle initial at the end of the first name field.
- Suffix must be Jr, Sr, II, III, or IV. Do <u>not</u> put the suffix in the last name, first name, or middle name fields.
- Do <u>not</u> type text such as 'Alias', 'AKA', 'Nickname, or 'Maiden' in any name field.

Nicknames (e.g., 'Slim' or 'JJ'):

- Record 'X' in the Last Name field.
- Record the nickname in the First Name field. Maximum length is 20 characters.
- Nickname name may contain hyphens, apostrophes, and spaces.
- Nickname must be at least two characters.
- Do <u>not</u> type text such as 'Alias', 'AKA', 'Nickname', or 'Maiden' in any name field.
- Do <u>not</u> record a Middle Name or Suffix.

Note that aliases are entered in the same Names field where the full name from Block 1 is entered. The instructions for a full name differ from those for an alias. Refer to the instructions for Block 1.

The total number of Names from Blocks 1 and 8 that can be entered is ten.

2.1.7 BLOCK 9. ORI / Applicant Agency.

Record the ORI of the agency that requested the background check.

Must be the agency ORI previously assigned by the CIC.

2.1.8 BLOCK 10. Date of Birth (DOB) Month Day Year / Date of Birth.

Record the date in the format YYYYMMDD (e.g., 19800205).

Note that the instructions on the card specify the format MM DD YYYY (e.g., 02 05 1980) whereas the cardscan will probably require entering the year first.

2.1.9 BLOCK 11. Citizenship (CTZ) / Country of Citizenship.

Specify the code representing the country of citizenship.

Valid codes are found in Appendix C.

It should not be necessary, but if the Country of Citizenship is not listed, specify 'YY' to indicate Other Non-US country.

2.1.10 BLOCK 12. SEX / Sex/Gender.

Specify one of the following: Male or Female.

2.1.11 BLOCK 13. RACE / Race.

Specify the race code. Valid race codes are:

Race Code	Abbreviated Code	Description
Amerind	I	American Indian, Eskimo, Alaskan native, or a person having origins in any of the 48 contiguous states who maintains cultural identification through tribal affiliation or community recognition.
Asian	A	Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or any other Pacific Islander.
Black	B	A person having origins in any of the black racial groups of Africa.
White	W	Caucasian, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
Other	U	Other or of indeterminate race.

Enter only the race code from the table above. Due to the small size of the block, an abbreviated code may have been used when filling out the card.

2.1.12 BLOCK 14. HGT / Height.

Record the height in feet and inches.

Convert height to the format FII where F is feet and II is inches. For example, record 6'1" as 601. The minimum height that can be specified is 4' (400) and the maximum height is 7'11" (711).

2.1.13 BLOCK 15. WGT / Weight.

Record the weight in pounds.

The minimum weight that can be specified is 70 pounds; the maximum weight that can be recorded is 600 pounds.

2.1.14 BLOCK 16. EYES / Eye Color.

Specify the eye color code. Valid eye color codes are:

Eye Color Code	Abbreviated Code
Black	BLK
Blue	BLU
Brown	BRN
Gray	GRY
Green	GRN
Hazel	HAZ
Maroon	MAR
Multicolored	MUL
Pink	PNK
Unknown	XXX

Enter only the eye color code from the table above. Due to the small size of the block, an abbreviated code may have been used when filling out the card.

2.1.15 BLOCK 17. HAIR / Hair Color.

Specify the hair color code. Valid hair color codes are:

Hair Color Code	Abbreviated Code
Bald	BAL
Black	BLK
Blond - use for Blonde or Strawberry	BLN
Blue	BLU
Brown	BRO
Gray - use for Gray or partially Gray	GRY
Green	GRN
Orange	ONG
Pink	PNK
Purple	PLE
Red - use for Red or Auburn	RED
Sandy	SDY
White	WHI

Hair Color Code	Abbreviated Code
Unknown	XXX

Enter only the hair color code from the table above. Due to the small size of the block, an abbreviated code may have been used when filling out the card.

2.1.16   BLOCK 18. Place of Birth (POB) / Place of Birth.

Specify the code representing the place of birth. Must be one of the following: a U.S. state, Washington DC, a single code representing any US territory, a Canadian province, or a country.

Valid codes are found in Appendix B. If the POB is a US territory (e.g., US Virgin Islands) specify 'US'.

It should not be necessary, but if the POB is a U.S. location that is not listed, specify 'US' for Other US locations. It should not be necessary, but if the POB is a foreign country that is not listed, specify 'YY' for Other Non-US country.

2.1.17   BLOCK 19. Your No (OCA) / Originating Agency Case Number.

Record the case number assigned by the applicant agency.

May contain letters, numbers, spaces, and hyphens.

Minimum length is 4 characters; maximum length is 15 characters.

2.1.18   BLOCK 21. Armed Forces No. (MNU) / Miscellaneous Id #.

Record <u>both</u> the type of miscellaneous identification number and the number.

Record up to 4 Miscellaneous Numbers. For each, specify the code that identifies the type of miscellaneous number and record the miscellaneous id number.

2.1.18.1 Miscellaneous Number Type Code:

Specify the type code. Valid codes are:

Miscellaneous Number Type	Type Code
Air Force Serial Number	USAF Serial Nr
Air National Guard or Army or National Guard Serial Number	USA Serial Nr
Alien Registration Number	Alien Reg Nr
Bureau Fugitive Index Number	Bureau Fugitive
Canadian Social Insurance Number	Canada Soc Ins
Identification Order Number	Ident Order Nr
Marine Corps Serial Number	USMC Serial Nr
Mariner's Document or Identification Number	Mariner ID Nr
National Agency Case Number	Natl Agency Nr
Navy Serial Number	USN Serial Nr

Miscellaneous Number Type	Type Code
Originating Agency Policy or ID Number	Orig.Agency ID
Passport Number (U.S. only)	Passport Nr
Personal Identification Number (State Issued Only)	Pers.ID State
Port Security Card Number	Port Sec Nr
RCMP Identification	RCMP ID Nr
Selective Service Number	Draft Card Nr
U.S. Coast Guard Serial Number	USCG Serial Nr
Veterans Administration Claim Number	VA Claim Nr

2.1.18.2 Miscellaneous Number:

If the type is Air Force Serial Number, the number must be all numeric. The number for all other types may include letters and hyphens.

Note that other types of miscellaneous ids, from Block 23, will also be entered in the Miscellaneous Id field. The instructions for other miscellaneous ids differ from those for an armed forces id. Refer to the instructions for Block 23. The total number of Miscellaneous Ids from Blocks 21 and 23 that can be entered is four.

2.1.19 BLOCK 22. Social Security No. (SOC) / Social Security #.

Record the social security number.

The following SSN patterns are invalid, as the Social Security Administration does not issue numbers with these patterns:

- positions 1 through 3 (area) cannot be 000 or 666 or 900-999
- positions 4-5 (group) cannot be 00
- positions 6-9 (serial number) cannot be 0000
- cannot be 1111111

2.1.20 BLOCK 23. Miscellaneous No. (MNU) / Miscellaneous Id #.

Record both the type of miscellaneous identification number and the number.

Record up to 4 Miscellaneous Numbers. For each, specify the code that identifies the type of miscellaneous number and record the miscellaneous id number.

2.1.20.1 Miscellaneous Number Type Code:

Specify the type code. Valid codes are:

Miscellaneous Number Type	Type Code
Alien Registration Number	Alien Reg Nr
Bureau Fugitive Index Number	Bureau Fugitive
Canadian Social Insurance Number	Canada Soc Ins

Miscellaneous Number Type	Type Code
Identification Order Number	Ident Order Nr
National Agency Case Number	Natl Agency Nr
Originating Agency Policy or ID Number	Orig.Agency ID
Passport Number (U.S. only)	Passport Nr
Personal Identification Number (State Issued Only)	Pers.ID State
Port Security Card Number	Port Sec Nr
RCMP Identification	RCMP ID Nr

Note that these miscellaneous id types are entered in the same Miscellaneous Id field where the armed forces id, from Block 21 is entered. The instructions for an armed forces id differ from those for the miscellaneous ids listed above. Refer to the instructions for Block 21. The total number of Miscellaneous Ids from Blocks 21 and 23 that can be entered is four.

2.1.20.2 Miscellaneous Number:

May include letters and hyphens.

2.2   ADDITIONAL IDENTIFICATION INFORMATION

The following fields do not appear on an applicant card but can be recorded in the applicant transaction if available.

2.2.1   Driver's License.

Record both the place of issuance and the license number.

Specify the place of issuance and record the license number.

2.2.1.1 Driver's License State:

Specify the place of issuance. Must be one of the following: a U.S. state, Washington DC, a single code representing any US territory, a Canadian province, the country of Mexico, or a code indicating any other country.

Valid codes are found in Appendix D. If the place of issuance is a US territory (e.g., US Virgin Islands), specify 'US'. If the place of issuance is a country other than Canada, or Mexico, specify 'YY' to indicate Other Non-US location.

2.2.1.2 Driver's License #:

May contain hyphens.

2.2.2   Scars, Marks, and Tattoos.

Record the type/location of the SMT and a description of it. Record any of the following categories of SMTs: Aids, Artificial, Deaf, Deformities, Medical Condition, Missing, Moles, Other Characteristics, Removed Tattoos, Scars, Skin Discolorations, Tattoos.

Record up to 10 SMTs. For each, specify the type/location and record the description (e.g., SMT Code: TAT L ARM; SMT Description: Large Red Rose).

Always specify the SMT code. For tattoos, always provide the description of the tattoo. Optionally provide descriptions for any other SMT categories.

If a person has numerous SMTs, choose the most prominent ones and be specific about the location and description of each. That is, do not provide a general explanation that the person has multiple tattoos.

2.2.2.1 SMT Code:

Specify the code that identifies the type/location of the SMT. (E.g., TAT L ARM.) Valid codes are found in Appendix E.

2.2.2.2 SMT Description:

Include a narrative description of the SMT. (E.g., Large Red Rose.) Maximum length is 20 characters. Abbreviate as necessary.

2.3 ADDITIONAL TRANSACTION INFORMATION

There are no blocks on the applicant card for the following fields. However, they should be recorded in the applicant transaction.

2.3.1 Fee Paid.

Record the amount of the fee charged for this applicant background check.

Must be in whole dollars or dollars and cents.

2.3.2 Response Address.

Record the name, street address, city, state, zip code, and phone number of the person or organization to which the response will be sent.

2.4 BLOCKS ON CARD THAT ARE NOT ENTERED ON CARDSCAN

The following information blocks are required on the card, but are not recorded in the applicant transaction.
BLOCK 2. Signature of Person Fingerprinted
BLOCK 5. Signature of Official Taking Fingerprints
BLOCK 20. FBI No (FBI)

2.5 FINGERPRINTS, UNPRINTABLE FINGERS AND PARTIAL AMPUTATIONS

It is important that the applicant agency submit quality fingerprints with legible impressions. Submit the best set of fingerprints possible so that both MCHS AFIS and FBI NGI can accurately search the fingerprint databases. Poor quality fingerprints, or inconsistent specification of prints are the primary cause of rejections by the FBI and MCHS.

Each rolled finger position must have either a fingerprint or an amputated or bandaged code or both as follows:
- If a full fingerprint impression was captured: Do not include any information in the Amputated or Bandaged field.
- If a finger is partially amputated and a partial fingerprint impression was captured: Supply information in the Amputated or Bandaged field. Set the code to 'XX' to indicate a partial amputation. Do not include 'XX' in the finger block.

- If a finger is partially scarred and a fingerprint impression was captured: Do not include any information in the Amputated and Bandaged field.
- If a finger could not be captured: Supply information in the Amputated or Bandaged field. Set the code to 'UP' to indicate that a fingerprint impression could not be captured (is unprintable). Do not write anything other than 'UP' in the block.

The code 'UP' should be in the finger block. The code 'XX' should be recorded if the fingerprint impression is of a partially amputated finger.
The Amputated or Bandaged field must include the finger position:

Finger Position	Finger Number
Right thumb	1
Right index finger	2
Right middle finger	3
Right ring finger	4
Right little finger	5
Left thumb	6
Left index finger	7
Left middle finger	8
Left ring finger	9
Left little finger	10

In addition, all corresponding plain prints must be included:
- If a rolled thumb impression is included, the corresponding plain thumb impression must be included.
- If any of index, middle, ring, and little finger impressions are included, the corresponding plain four impressions must be included.
- The plain four impressions must include the same fingers that are included in the corresponding rolled finger impressions.

2.6 PALM PRINTS (FOR LAW ENFORCEMENT APP FOR SOR ONLY - IF AUTHORIZED)

Currently, palm prints are allowed only from a Law Enforcement agency for reason fingerprinted Sex Offender Reg.

Palm prints cannot be included in Applicant for SOR transactions until the agency has received training from the cardscan vendor and the agency, cardscan vendor and CIC have jointly conducted an on-site Phase 2 Palm Print Certification Tests.

There must be one FBI Standard Palm Print card FD-884 for each hand. The card must include the following for each hand:

- Full palm

- and -

- Writer's palm

Refer to the extracts from the FBI's "A Practical Guide for Palm Print Capture" in Appendix G. This describes the hand area that must be captured for each palm position and the proper orientation. The FBI has reported that the most

common problem that prevents palm prints from being enrolled in the National Palm Print Database is that the distals are incomplete in a full palm impression.

Scan only the front of each card. Be sure to indicate the correct hand for which a card is being scanned.

A partial amputation or an unprintable palm should have been indicated on the back side of the card.

The Amputated or Bandaged field discussed below is for palm prints. Do not include palm print amputated or bandaged information in the Amputated or Bandaged field for fingerprints.

Both full palm positions must have either a palm print or an amputated or bandaged code or both as follows:
- If a full palm impression was captured: Do not include any information in the Amputated or Bandaged field.
- If a palm is partially amputated and a partial palm print impression was captured: Supply information in the Amputated or Bandaged field. Set the code to 'XX' to indicate a partial amputation.
- If a palm is partially scarred and a palm prints impression was captured: Do not include any information in the Amputated and Bandaged field.
- If a palm impression could not be captured: Supply information in the Amputated or Bandaged field. Set the code to 'UP' to indicate that a palm prints impression could not be captured (is unprintable).

Both writer's palm positions must have either a palm print or an amputated or bandaged code or both as follows:
- If a writer's palm impression was captured: Do not include any information in the Amputated or Bandaged field.
- If a writer's palm is partially amputated and a partial palm prints impression was captured: Supply information in the Amputated or Bandaged field. Set the code to 'XX' to indicate a partial amputation.

The Amputated or Bandaged field must include the finger position:

Palm Position	Palm Number
Right full palm	21
Right writer's palm	22
Left full palm	23
Left writer's palm	24

Complete the Mississippi Criminal History applicant fingerprint transaction. This includes identification information and fingerprints. The instructions for entering the identification information are provided on the following pages. The instructions for each block on the card are presented in the order they appear on the card. Refer to the card sample in Appendix A1. The label on the block is followed by the label that may identify the field on the cardscan.

MCHS provides an up-to-date authoritative list of codes to each cardscan, as described in Appendix A2. Using any other codes will cause the transaction to be rejected. See Appendix A2 for an explanation of how MCHS and the cardscans obtain and provide an up-to-date list of valid codes.

Although many of the codes used by MCHS are the same as or similar to NCIC codes, do <u>not</u> use the NCIC Code book.

Do not use phrases or characters such as 'NONE', 'None', 'N/A', 'NA', '\', '/', or '.' to indicate that information is not applicable or unknown.

2.7   IDENTIFICATION INFORMATION

2.7.1   BLOCK 1. Last Name, First Name, Middle Name (NAM) / Names.

Record the full name (e.g., Doe, Jonathan, James, II).
- Record Last Name, First Name, Middle Name, and Suffix in their individual fields.
- Maximum field lengths are: Last Name - 35 characters, First Name - 20 characters, Middle Name - 20 characters.

- Last, First, and Middle Name may contain hyphens, apostrophes, and spaces.
- Last Name must be at least two characters.
- Middle Name should be a name. An initial can be specified if the name is not known.
- Do <u>not</u> put a middle initial at the end of the first name field
- Suffix must be Jr, Sr, II, III, or IV.
- Do <u>not</u> put the suffix in the last name, first name, or middle name fields.

Note that aliases including name variations, maiden names, and nicknames from Block 8 will also be entered in the Names field. The instructions for an alias differ from those for the full name. Refer to the instructions for Block 8. The total number of Names from Blocks 1 and 8 that can be entered is ten.

2.7.2 BLOCK 3. Residence of Person Fingerprinted / Residence.

Record the street address in up to three fields, city, state code, and zip code in up to three fields. Maximum length of each field is 35 characters. Abbreviate as needed.

2.7.3 BLOCK 4. Date / Date Printed.

Record the date in the format YYYYMMDD (e.g., 19800205).

Note that the instructions on the card specify the format MM DD YYYY (e.g., 02 05 1980) whereas the cardscan will probably require entering the year first.

2.7.4 BLOCK 6. Employer and Address / Employment.

Record the occupation and employer information of the applicant.

Record occupation; employer's name; employer's address in their individual fields.

2.7.4.1 Occupation:

Maximum length is 50 characters. Abbreviate as needed.

If the information in this block indicates the person is unemployed, enter "Unemployed".

2.7.4.2 Employer name:

Maximum length is 29 characters. Abbreviate as needed.

2.7.4.3 Employer's address:

Record the street address, city, state code, and zip code in up to three fields. Maximum length of each field is 35 characters. Abbreviate as needed.

2.7.5 BLOCK 7. Reason Fingerprinted / Reason Fingerprinted.

All reasons fingerprinted are Federal and/or State statute supported. Use only the reason or reasons that apply to the function of the applicant organization and assigned by the CIC.

2.7.6 BLOCK 8. Aliases (AKA) / Names.

Record up to 9 aliases including name variations, maiden names, and nicknames.

Name variations and maiden names (e.g., Doe, John, J):

- Record Last Name, First Name, Middle Name, and Suffix in their individual fields.
- Maximum field lengths are: Last Name - 35 characters, First Name - 20 characters, Middle Name - 20 characters.
  - Last, First, and Middle Name may contain hyphens, apostrophes, and spaces.
  - Last Name must be at least two characters.
  - Middle Name may be name or initial. Do <u>not</u> put a middle initial at the end of the first name field.
  - Suffix must be Jr, Sr, II, III, or IV. Do <u>not</u> put the suffix in the last name, first name, or middle name fields.
  - Do <u>not</u> type text such as 'Alias', 'AKA', 'Nickname, or 'Maiden' in any name field.

Nicknames (e.g., 'Slim' or 'JJ'):

  - Record 'X' in the Last Name field.
  - Record the nickname in the First Name field. Maximum length is 20 characters.
  - Nickname name may contain hyphens, apostrophes, and spaces.
  - Nickname must be at least two characters.
  - Do <u>not</u> type text such as 'Alias', 'AKA', 'Nickname', or 'Maiden' in any name field.
  - Do <u>not</u> record a Middle Name or Suffix.

Note that aliases are entered in the same Names field where the full name from Block 1 is entered. The instructions for a full name differ from those for an alias. Refer to the instructions for Block 1.

The total number of Names from Blocks 1 and 8 that can be entered is ten.

2.7.7   BLOCK 9. ORI / Applicant Agency.

Record the ORI of the agency that requested the background check.

Must be the agency ORI previously assigned by the CIC.

2.7.8   BLOCK 10. Date of Birth (DOB) Month Day Year / Date of Birth.

Record the date in the format YYYYMMDD (e.g., 19800205).

Note that the instructions on the card specify the format MM DD YYYY (e.g., 02 05 1980) whereas the cardscan will probably require entering the year first.

2.7.9   BLOCK 11. Citizenship (CTZ) / Country of Citizenship.

Specify the code representing the country of citizenship.

Valid codes are found in Appendix C.

It should not be necessary, but if the Country of Citizenship is not listed, specify 'YY' to indicate Other Non-US country.

2.7.10   BLOCK 12. SEX / Sex/Gender.

Specify one of the following: Male or Female.

2.7.11   BLOCK 13. RACE / Race.

Specify the race code. Valid race codes are:

Race Code	Abbreviated Code	Description
Amerind	I	American Indian, Eskimo, Alaskan native, or a person having origins in any of the 48 contiguous states who maintains cultural identification through tribal affiliation or community recognition.
Asian	A	Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or any other Pacific Islander.
Black	B	A person having origins in any of the black racial groups of Africa.
White	W	Caucasian, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
Other	U	Other or of indeterminate race.

Enter only the race code from the table above. Due to the small size of the block, an abbreviated code may have been used when filling out the card.

2.7.12 BLOCK 14. HGT / Height.

Record the height in feet and inches.

Convert height to the format FII where F is feet and II is inches. For example, record 6'1" as 601. The minimum height that can be specified is 4' (400) and the maximum height is 7'11" (711).

2.7.13 BLOCK 15. WGT / Weight.

Record the weight in pounds.

The minimum weight that can be specified is 70 pounds; the maximum weight that can be recorded is 600 pounds.

2.7.14 BLOCK 16. EYES / Eye Color.

Specify the eye color code. Valid eye color codes are:

Eye Color Code	Abbreviated Code
Black	BLK
Blue	BLU
Brown	BRN
Gray	GRY
Green	GRN
Hazel	HAZ
Maroon	MAR
Multicolored	MUL
Pink	PNK

Eye Color Code	Abbreviated Code
Unknown	XXX

Enter only the eye color code from the table above. Due to the small size of the block, an abbreviated code may have been used when filling out the card.

2.7.15 BLOCK 17. HAIR / Hair Color.

Specify the hair color code. Valid hair color codes are:

Hair Color Code	Abbreviated Code
Bald	BAL
Black	BLK
Blond - use for Blonde or Strawberry	BLN
Blue	BLU
Brown	BRO
Gray - use for Gray or partially Gray	GRY
Green	GRN
Orange	ONG
Pink	PNK
Purple	PLE
Red - use for Red or Auburn	RED
Sandy	SDY
White	WHI
Unknown	XXX

Enter only the hair color code from the table above. Due to the small size of the block, an abbreviated code may have been used when filling out the card.

2.7.16 BLOCK 18. Place of Birth (POB) / Place of Birth.

Specify the code representing the place of birth. Must be one of the following: a U.S. state, Washington DC, a single code representing any US territory, a Canadian province, or a country.

Valid codes are found in Appendix B. If the POB is a US territory (e.g., US Virgin Islands) specify 'US'.

It should not be necessary, but if the POB is a U.S. location that is not listed, specify 'US' for Other US locations. It should not be necessary, but if the POB is a foreign country that is not listed, specify 'YY' for Other Non-US country.

2.7.17 BLOCK 19. Your No (OCA) / Originating Agency Case Number.

Record the case number assigned by the applicant agency.

May contain letters, numbers, spaces, and hyphens.

Minimum length is 4 characters; maximum length is 15 characters.

2.7.18   BLOCK 21. Armed Forces No. (MNU) / Miscellaneous Id #.

Record <u>both</u> the type of miscellaneous identification number and the number.

Record up to 4 Miscellaneous Numbers. For each, specify the code that identifies the type of miscellaneous number and record the miscellaneous id number.

2.7.18.1 Miscellaneous Number Type Code:

Specify the type code. Valid codes are:

Miscellaneous Number Type	Type Code
Air Force Serial Number	USAF Serial Nr
Air National Guard or Army or National Guard Serial Number	USA Serial Nr
Alien Registration Number	Alien Reg Nr
Bureau Fugitive Index Number	Bureau Fugitive
Canadian Social Insurance Number	Canada Soc Ins
Identification Order Number	Ident Order Nr
Marine Corps Serial Number	USMC Serial Nr
Mariner's Document or Identification Number	Mariner ID Nr
National Agency Case Number	Natl Agency Nr
Navy Serial Number	USN Serial Nr
Originating Agency Policy or ID Number	Orig.Agency ID
Passport Number (U.S. only)	Passport Nr
Personal Identification Number (State Issued Only)	Pers.ID State
Port Security Card Number	Port Sec Nr
RCMP Identification	RCMP ID Nr
Selective Service Number	Draft Card Nr
U.S. Coast Guard Serial Number	USCG Serial Nr
Veterans Administration Claim Number	VA Claim Nr

2.7.18.2 Miscellaneous Number:

If the type is Air Force Serial Number, the number must be all numeric. The number for all other types may include letters and hyphens.

Note that other types of miscellaneous ids, from Block 23, will also be entered in the Miscellaneous Id field. The instructions for other miscellaneous ids differ from those for an armed forces id. Refer to the instructions for Block 23. The total number of Miscellaneous Ids from Blocks 21 and 23 that can be entered is four.

2.7.19   BLOCK 22. Social Security No. (SOC) / Social Security #.

Record the social security number.
The following SSN patterns are invalid, as the Social Security Administration does not issue numbers with these patterns:

- positions 1 through 3 (area) cannot be 000 or 666 or 900-999
- positions 4-5 (group) cannot be 00
- positions 6-9 (serial number) cannot be 0000
- cannot be 1111111

2.7.20   BLOCK 23. Miscellaneous No. (MNU) / Miscellaneous Id #.

Record <u>both</u> the type of miscellaneous identification number and the number.

Record up to 4 Miscellaneous Numbers. For each, specify the code that identifies the type of miscellaneous number and record the miscellaneous id number.

2.7.20.1   Miscellaneous Number Type Code:

Specify the type code. Valid codes are:

Miscellaneous Number Type	Type Code
Alien Registration Number	Alien Reg Nr
Bureau Fugitive Index Number	Bureau Fugitive
Canadian Social Insurance Number	Canada Soc Ins
Identification Order Number	Ident Order Nr
National Agency Case Number	Natl Agency Nr
Originating Agency Policy or ID Number	Orig.Agency ID
Passport Number (U.S. only)	Passport Nr
Personal Identification Number (State Issued Only)	Pers.ID State
Port Security Card Number	Port Sec Nr
RCMP Identification	RCMP ID Nr

Note that these miscellaneous id types are entered in the same Miscellaneous Id field where the armed forces id, from Block 21 is entered. The instructions for an armed forces id differ from those for the miscellaneous ids listed above. Refer to the instructions for Block 21. The total number of Miscellaneous Ids from Blocks 21 and 23 that can be entered is four.

2.7.20.2   Miscellaneous Number:

May include letters and hyphens.

2.8 ADDITIONAL IDENTIFICATION INFORMATION

The following fields do not appear on an applicant card but can be recorded in the applicant transaction if available.

2.8.1 Driver's License.

Record both the place of issuance and the license number.

Specify the place of issuance and record the license number.

2.8.1.1 Driver's License State:

Specify the place of issuance. Must be one of the following: a U.S. state, Washington DC, a single code representing any US territory, a Canadian province, the country of Mexico, or a code indicating any other country.
Valid codes are found in Appendix D. If the place of issuance is a US territory (e.g., US Virgin Islands), specify 'US'. If the place of issuance is a country other than Canada, or Mexico, specify 'YY' to indicate Other Non-US location.

2.8.1.2 Driver's License #:

May contain hyphens.

2.8.2 Scars, Marks, and Tattoos.

Record the type/location of the SMT and a description of it. Record any of the following categories of SMTs: Aids, Artificial, Deaf, Deformities, Medical Condition, Missing, Moles, Other Characteristics, Removed Tattoos, Scars, Skin Discolorations, Tattoos.

Record up to 10 SMTs. For each, specify the type/location and record the description (e.g., SMT Code: TAT L ARM; SMT Description: Large Red Rose).

Always specify the SMT code. For tattoos, always provide the description of the tattoo. Optionally provide descriptions for any other SMT categories.

If a person has numerous SMTs, choose the most prominent ones and be specific about the location and description of each. That is, do not provide a general explanation that the person has multiple tattoos.

2.8.2.1 SMT Code:

Specify the code that identifies the type/location of the SMT. (E.g., TAT L ARM.) Valid codes are found in Appendix E.

2.8.2.2 SMT Description:

Include a narrative description of the SMT. (E.g., Large Red Rose.) Maximum length is 20 characters. Abbreviate as necessary.

2.9 ADDITIONAL TRANSACTION INFORMATION

There are no blocks on the applicant card for the following fields. However, they should be recorded in the applicant transaction.

2.9.1 Fee Paid.

Record the amount of the fee charged for this applicant background check.

Must be in whole dollars or dollars and cents.

2.9.2 Response Address.

Record the name, street address, city, state, zip code, and phone number of the person or organization to which the response will be sent.

2.10   BLOCKS ON CARD THAT ARE NOT ENTERED ON CARDSCAN

The following information blocks are required on the card, but are not recorded in the applicant transaction.
BLOCK 2. Signature of Person Fingerprinted
BLOCK 5. Signature of Official Taking Fingerprints
BLOCK 20. FBI No (FBI)

2.11   FINGERPRINTS, UNPRINTABLE FINGERS AND PARTIAL AMPUTATIONS

It is important that the applicant agency submit quality fingerprints with legible impressions. Submit the best set of fingerprints possible so that both MCHS AFIS and FBI NGI can accurately search the fingerprint databases. Poor quality fingerprints, or inconsistent specification of prints are the primary cause of rejections by the FBI and MCHS.

Each rolled finger position must have either a fingerprint or an amputated or bandaged code or both as follows:
- If a full fingerprint impression was captured: Do not include any information in the Amputated or Bandaged field.
- If a finger is partially amputated and a partial fingerprint impression was captured: Supply information in the Amputated or Bandaged field. Set the code to 'XX' to indicate a partial amputation. Do not include 'XX' in the finger block.
- If a finger is partially scarred and a fingerprint impression was captured: Do not include any information in the Amputated and Bandaged field.
- If a finger could not be captured: Supply information in the Amputated or Bandaged field. Set the code to 'UP' to indicate that a fingerprint impression could not be captured (is unprintable). Do not write anything other than 'UP' in the block.

The code 'UP' should be in the finger block. The code 'XX' should be recorded if the fingerprint impression is of a partially amputated finger.

The Amputated or Bandaged field must include the finger position:

Finger Position	Finger Number
Right thumb	1
Right index finger	2
Right middle finger	3
Right ring finger	4
Right little finger	5
Left thumb	6
Left index finger	7

Finger Position	Finger Number
Left middle finger	8
Left ring finger	9
Left little finger	10

In addition, all corresponding plain prints must be included:

- If a rolled thumb impression is included, the corresponding plain thumb impression must be included.
- If any of index, middle, ring, and little finger impressions are included, the corresponding plain four impressions must be included.
- The plain four impressions must include the same fingers that are included in the corresponding rolled finger impressions.

2.12 PALM PRINTS (FOR LAW ENFORCEMENT APP FOR SOR ONLY - IF AUTHORIZED)

Currently, palm prints are allowed only from a Law Enforcement agency for reason fingerprinted Sex Offender Reg.

Palm prints cannot be included in Applicant for SOR transactions until the agency has received training from the cardscan vendor and the agency, cardscan vendor and CIC have jointly conducted an on-site Phase 2 Palm Print Certification Tests.

There must be one FBI Standard Palm Print card FD-884 for each hand. The card must include the following for each hand:

- Full palm

- and -

- Writer's palm

Refer to the extracts from the FBI's "A Practical Guide for Palm Print Capture" in Appendix G. This describes the hand area that must be captured for each palm position and the proper orientation. The FBI has reported that the most common problem that prevents palm prints from being enrolled in the National Palm Print Database is that the distals are incomplete in a full palm impression.

Scan only the front of each card. Be sure to indicate the correct hand for which a card is being scanned.

A partial amputation or an unprintable palm should have been indicated on the back side of the card.

The Amputated or Bandaged field discussed below is for palm prints. Do not include palm print amputated or bandaged information in the Amputated or Bandaged field for fingerprints.
Both full palm positions must have either a palm print or an amputated or bandaged code or both as follows:

- If a full palm impression was captured: Do not include any information in the Amputated or Bandaged field.
- If a palm is partially amputated and a partial palm print impression was captured: Supply information in the Amputated or Bandaged field. Set the code to 'XX' to indicate a partial amputation.
- If a palm is partially scarred and a palm prints impression was captured: Do not include any information in the Amputated and Bandaged field.
- If a palm impression could not be captured: Supply information in the Amputated or Bandaged field. Set the code to 'UP' to indicate that a palm prints impression could not be captured (is unprintable).

Both writer's palm positions must have either a palm print or an amputated or bandaged code or both as follows:

- If a writer's palm impression was captured: Do not include any information in the Amputated or Bandaged field.
- If a writer's palm is partially amputated and a partial palm prints impression was captured: Supply information in the Amputated or Bandaged field. Set the code to 'XX' to indicate a partial amputation.

The Amputated or Bandaged field must include the finger position:

Palm Position	Palm Number
Right full palm	21
Right writer's palm	22
Left full palm	23
Left writer's palm	24

3.0 RAP SHEETS AND ERROR RESPONSES

Every applicant fingerprint transaction generates one or more responses as described in the following sections. They are sent to the transmitting agency. The agency may elect to receive them via a printer on the cardscan or a Outlook email account.

3.1 MISSISSIPPI RESPONSES

3.1.1 Transaction Reject Notice

If MCHS detects an error in the identification data or there is a problem with the fingerprints, MCHS generates a **Transaction Reject Notice**. If you get a Reject Notice, either correct the data and/or recapture the prints and resubmit the transaction or create a new transaction and submit it to MCHS.

The following is a sample of a Transaction Reject Notice, for an Applicant transaction, due to errors other than problems with fingerprints.

MISSISSIPPI CRIMINAL HISTORY SYSTEM TRANSACTION REJECT NOTICE	
Type of Transaction:	Applicant
Subject Name:	SMITH, JOHN
Subject Date of Birth:	19650215
Transmitting Agency (from TCN):	MS0140123 - Dept of Gaming
Station/Operator Id (Email "From"):	ls140123 - Gaming LS 1
Station Id From TCN: Station Location and Type:	ls140123 - Gaming LS 1 Local Agency Livescan
Station Vendor: Transaction Control Number:	Moore Biometrics ls140123-20020901-0001
Applicant Agency:	MS0000001 - Gaming Region A
Print Agency:	MS0140123 - Dept of Gaming
Date Transaction Created:	20020901
Received at MCHS Prescreening:	20020901 10:40
Version Number:	0502
Equipment:	Scanners Inc JS-920 112-346
Originating Agency Case Number:	2002-16329F
Reason Fingerprinted:	Gaming App 75-76-33
V - Vendor software or configuration errors	

FIELD/VALUE IDC OCC	PROBLEM
Social Security # 1 '111111111'	V511 Invalid field value
Hair Color 'Blueberry'	V701 Value not on MCHS edit table Hair Color
Further information about messages listed above is found in the MCHS Tenprint Transaction Reject Notice and Warning Notice Error Messages document.	

More information regarding the Transaction Reject Notice, along with a description of each error message is described in the Tenprint Transaction Reject Notice and Warning Notice Error Messages document. This document is available on the DPS website.

The following is a sample of a Transaction Reject Notice due to problems with fingerprints (rejected by AFIS).

```
                    MISSISSIPPI CRIMINAL HISTORY SYSTEM
                       TRANSACTION REJECT NOTICE


 Type of Transaction:                Arrest
 Subject Name:                       POTTER,HARRY
 Subject Date of Birth:              19900315
 Transmitting Agency (from TCN):       MS0000000 - SMALLVILLE SO
 Station/Operator Id (Email "From"): ls990001 - SMALLVILLE SO LIVESCAN 1
 Station Id From TCN:                ls990001 - SMALLVILLE SO LIVESCAN 1
 Station Location and Type:          Local Agency Livescan
 Station Vendor:                     Concord Inc
 Transaction Control Number:         ls990001-20140901-1234


 Arrest Agency:                      MS0990000 - SMALLVILLE PD
 Print Agency:                       MS0000000 - SMALLVILLE SO
 Date Transaction Created:           20140901
 Arrest Tracking Number:             9010000009
 Highest Severity:                   Felony
 Archive ID:                         9999999
 Transaction Entered Workflow:       20140901 14:14
 Transaction Completed Workflow:     20140901 14:45


 Your transaction was canceled with the message '<afis error message>'.


 Please retake the fingerprints and resubmit the transaction.
```

3.1.2 Transaction Warning Notice (for Palm Prints Only)

If a transaction contains palm prints and errors are detected, MCHS generates a **Transaction Warning Notice**. A Transaction Warning Notice is similar to the Transaction Reject Notice but the title on the notice is "TRANSACTION WARNING NOTICE".

If there are no errors in the applicant data, the transaction will be accepted by MCHS even if a Warning Notice is generated. In this case, it is not possible to correct the errors in the palm print data.

If there are errors in the applicant data and errors related to palm prints, correct all errors before resubmitting the transaction.

Each warning message is described in the Tenprint Transaction Reject Notice and Warning Notice Error Messages document. This document is available on the DPS website.

3.1.3 Mississippi Rap Sheet

When an applicant transaction is successfully processed, MCHS generates an in-state **Mississippi Rap Sheet**.

3.2 FBI RESPONSES

3.2.1 FBI Error Response

Occasionally the FBI detects an error in the identification data or has a problem with the fingerprints. In this case, the FBI generates an **FBI Response** that describes the **Error**.

If the transaction is from a civil agency:
- If the error is about fingerprints, the APP transaction can be resubmitted. If the transaction is from a civil agency, recapture the fingerprints and submit the transaction as a No-Charge Resubmit. This transaction must include the TCN from the SRE of the rejected transaction in the No Charge Indicator.
- If the error is not about fingerprints, contact the CIC because the error may be something that they can correct and then resend the transaction to the FBI.

If the transaction is one of the Law Enforcement agency reasons fingerprinted:
- If the error is about fingerprints, recapture the fingerprints and submit a new transaction. (Do not populate the No Charge Indicator.)
- If the error is not about fingerprints, contact the CIC because the error may be something that they can correct and then resend the transaction to the FBI.

3.2.2 FBI Rap Sheet

MCHS electronically forwards all applicants to the FBI. When an applicant transaction is successfully processed, the FBI generates an **FBI Response** that contains an **FBI Rap Sheet**. The FBI Rap Sheet may include rap sheets from one or more individual states.

If palm prints were included in the transaction but the FBI does not accept the palm prints, this will not impact the FBI's processing of the tenprint transaction. If the FBI does not accept the palm prints, the reason is indicated in the error message next to the "Message" label just above the "Electronic Rap Sheet" heading.

4.0 COMMON APPLICANT TRANSACTION ERRORS

The following are common reasons that applicant transactions are rejected with Reject Notices returned to the applicant agency.

1. Reason Fingerprinted: Use only the reason or reasons fingerprinted that relate to the function(s) of the agency's organization. This reason must be authorized by the CIC.
2. Problems with the fingerprints. The most common errors include:
    - Fingerprints not included in transaction.
    - Overall poor fingerprint quality including prints that are too dark or too light.
    - Fingers out of sequence.
    - The same finger printed twice.
    - Fingers not fully rolled.

5.0 RESUBMITTING REJECTED CARDS

If you get a Transaction Reject Notice, refer to Section 3.1.1 Transaction Reject Notice.

If you get an FBI Error Response, refer to Section 3.2.1 FBI Error Response.

6.0 CORRECTING BIOGRAPHIC AND ARREST DATA ON MCHS

To correct biographic and arrest data that has been added to the person's MCHS criminal history, contact the CIC's Special Processing Unit at 601-933-2600.

7.0 TEST TRANSACTIONS

The cardscan vendor, and occasionally a cardscan operator, may submit a test transaction to verify that the transaction is successfully transmitted and has no errors.

In order to guarantee that a test transaction does not get into the MCHS workflow, the following invalid values are allowed by the cardscan software, but MCHS Prescreening will reject the transaction:

Date of Birth: 19000101
SSN: 123456789
Hair Color: ZZDoNotUse
Last Name: a last name beginning with "ZZ-TEST" is preferable; alternatively use a last name that includes "TEST"

8.0 APPENDIX A.1 - EDIT TABLE DOWNLOADS FROM MCHS

MCHS periodically downloads the current list of codes to be used for the blocks listed below. This is called the 'Edit Table Download'.

Block 1 Last Name, First Name, Middle Name / Suffix
Block 11 Citizenship
Block 12 Sex
Block 13 Race
Block 16 Eyes
Block 17 Hair
Block 18 Place of Birth
Block 21 Armed Forces No. / Miscellaneous Number Type
Block 23 Miscellaneous No. / Miscellaneous Number Type
Section 2.2 Driver's License / Driver's License State
Section 2.2 Scars, Marks, and Tattoos
Amputated or Bandaged Code

The cardscan uses the list of codes in the Edit Table Download to ensure that an operator transmits transactions that contain only valid codes. How this is implemented will vary from one cardscan vendor to the next.

To ensure the cardscan has a current list of codes, go to the Hair Color field and view the list of values. The last entry, 'ZZDoNotUse' contains a date. If the date is more than 20 days old, the list is likely to be out of date. This can be verified by contacting the CIC. If it is not the most recent, contact the cardscan vendor to have the problem corrected.

A common implementation is to present a pick list, such as in a drop down menu, of valid values for each field that requires a code. Some cardscans allow the operator to type in the value instead. The cardscan should validate the entered value against the list of codes and statutes, but if it does not, it is possible to transmit invalid codes. As a result, many transactions are rejected, with a Transaction Reject Notice sent to the transmitting agency.

9.0 APPENDIX A.2 - APPLICANT CARD SAMPLE

A sample of the Applicant Fingerprint Card is shown below.

10.0 APPENDIX B - PLACE OF BIRTH CODES

The following codes are used by MCHS as of the date of this manual.

- If the POB is in the United States, specify the state, 'DC' for District of Columbia, 'PR' for Puerto Rico, or 'US' for any US territory (e.g., US Virgin Islands).
- If the POB is in Canada, specify the Canadian province.
- If the POB is a foreign country other than Canada, specify the country or possession/territory if it is in this list.
- If the POB is a foreign country but is not in this list, specify 'YY' for Other Non US.
- If the POB is unknown, specify 'XX' for Unknown.

Place of Birth	Code
Afghanistan	AF
Alabama	AL
Alaska	AK
Albania	AA
Alberta, Canada	AB
Algeria	AN
Andorra	AD
Angola	AO
Antigua and Barbuda (formerly Antigua)	AI
Argentina	AT
Arizona	AZ
Arkansas	AR
Armenia (formerly part of Soviet Union)	AP
Aruba (formerly part of Netherlands Antilles)	AJ
Australia	AS
Austria	AU
Azerbaijan (formerly part of Soviet Union)	AV
Bahamas, The	BD
Bahrain	BE
Bangladesh	BL
Barbados	BB
Belarus (formerly part of Soviet Union)	BY
Belgium	BG
Belize (formerly British Honduras)	BH

Place of Birth	Code
Benin (formerly Dahomey)	DH
Bermuda (possession of United Kingdom)	BM
Bhutan	BN
Bolivia	BV
Bosnia-Herzegovina (formerly part of Yugoslavia)	BP
Botswana	BT
Brazil	BZ
British Columbia, Canada	BC
British Virgin Islands (possession of United Kingdom)	VB
Brunei	BX
Bulgaria	BU
Burkina Faso (formerly Upper Volta)	UV
Burma	BR
Burundi	BI
California	CA
Cambodia (formerly Kampuchea)	CJ
Cameroon	CM
Canary Islands	ZI
Cape Verde Islands	CV
Caroline Islands	CG
Cayman Islands (possession of United Kingdom)	CP
Central African Republic	CW
Chad	CF
Chile	CQ
China, Peoples Republic of	RC
Colombia	CB
Colorado	CO
Comoros, Federal Republic of the	DG
Congo, Democratic Republic of (formerly Zaire)	ZR
Congo, Republic of the (Brazzaville)	RB

Place of Birth	Code
Connecticut	CT
Costa Rica	CR
Croatia (formerly part of Yugoslavia)	KC
Cuba	CC
Cyprus	CS
Czech Republic (formerly part of Czechoslovakia)	EZ
Delaware	DE
Denmark	DK
District of Columbia	DC
Djibouti	DN
Dominica	DM
Dominican Republic	DR
Ecuador	EU
Egypt	EY
El Salvador	EL
England	EN
Equatorial Guinea	EK
Eretria	ET
Estonia (formerly part of Soviet Union)	ES
Ethiopia	EO
Faroe Islands	FO
Fiji Islands	FJ
Finland	FD
Florida	FL
France	FN
French Guiana (possession of France)	FG
French Polynesia	FP
Gabon	GB
Gambia	GK
Gaza	GZ

Place of Birth	Code
Georgia	GA
Georgia/Gruzinskaya (formerly part of Sov. Union)	GD
Germany (formerly East and West Germany)	GE
Ghana	GG
Gibraltar (possession of United Kingdom)	RG
Greece	GC
Greenland	GN
Grenada	GJ
Guadeloupe (possession of France)	GP
Guatemala	GT
Guernsey (possession of United Kingdom)	GF
Guinea	GI
Guinea-Bissau (formerly Portuguese Guinea)	PG
Guyana (includes French Guiana)	GY
Haiti	HT
Hawaii	HI
Honduras	HD
Hong Kong	HK
Hungary	HU
Iceland	IC
Idaho	ID
Illinois	IL
India	II
Indiana	IN
Indonesia	IO
Iowa	IA
Iran	IR
Iraq	IQ
Ireland (does not include Northern Ireland)	IE
Israel	IS

Place of Birth	Code
Italy	IT
Ivory Coast (Cote d'Ivoire)	IY
Jamaica	JM
Japan	JA
Jerssey (possession of United Kingdom)	JE
Jordan	JO
Kansas	KS
Kazakhstan (formerly part of Soviet Union)	KT
Kentucky	KY
Kenya	KE
Kiribati (formerly Gilbert Islands)	KB
Korea, North	KN
Korea, South	KO
Kosovo (formerly part of Serbia)	KV
Kuwait	KU
Kyrgyzstan (formerly part of Soviet Union)	KZ
Laos	LS
Latvia (formerly part of Soviet Union)	LT
Lebanon	LN
Lesotho	LE
Liberia	LB
Libya	LY
Liechtenstein	LI
Lithuania (formerly part of Soviet Union)	LH
Louisiana	LA
Luxembourg	LX
Macau (Macao)	OC
Macedonia	ZD
Madagascar (Malagasy Republic)	MP
Madiera Islands (possession of Portugal)	IM

Place of Birth	Code
Maine	ME
Malawi	MF
Malaysia	MZ
Maldives	MV
Mali	ML
Malta	MY
Man, Isle of (possession of United Kingdom)	IB
Manitoba, Canada	MB
Marshall Islands	MH
Martinique	ZB
Maryland	MD
Massachusetts	MA
Mauritania	MU
Mauritius	UM
Mexico	MM
Michigan	MI
Micronesia, Federated States of	FS
Minnesota	MN
Mississippi	MS
Missouri	MO
Moldova (formerly part of Soviet Union)	LD
Monaco	MJ
Mongolia	MG
Montana	MT
Montenegro (formerly part of Yugoslavia)	XB
Morocco	MQ
Mozambique	ZO
Namibia (formerly South-West Africa)	SJ
Nebraska	NB
Nepal	NP

Place of Birth	Code
Netherlands (Holland)	NE
Netherlands Antilles (includes Bonaire, Curacao)	NX
Nevada	NV
New Brunswick, Canada	NK
New Caledonia (possession of France)	NQ
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
New Zealand	NZ
Newfoundland, Canada (and Labrador)	NF
Nicaragua	NU
Niger	NN
Nigeria	NG
North Carolina	NC
North Dakota	ND
Northern Ireland (part of United Kingdom)	NI
Northwest Territories, Canada	NT
Norway	NW
Nova Scotia, Canada	NS
Ohio	OH
Oklahoma	OK
Oman	OM
Ontario, Canada	ON
Oregon	OR
Pakistan	PK
Palau, Republic of	PD
Panama	PM
Papua New Guinea (formerly New Guinea)	NO
Paraguay	PV

Place of Birth	Code
Pennsylvania	PA
Peru	PU
Philippines	PI
Poland	PO
Portugal	PT
Prince Edward Island, Canada	PE
Puerto Rico	PR
Qatar	QA
Quebec, Canada	PQ
Reunion (possession of France)	RE
Rhode Island	RI
Romania (same as Rumania/Roumania)	RU
Russia (Russian Federation) (formerly part of Soviet Union)	RA
Rwanda	RW
Saint Kitts and Nevis	TS
Saint Lucia	LU
Saint Vincent and the Grenadines	VV
San Marino	SH
Sao Tome and Principe	TP
Saskatchewan, Canada	SN
Saudi Arabia	SB
Scotland	SS
Senegal	SG
Serbia and Montenegro (formerly part of Yugoslavia)	XA
Seychelles	SE
Sierra Leone	SA
Singapore	SR
Slovakia (formerly part of Czechoslovakia)	LF
Slovenia (formerly part of Yugoslavia)	LO
Solomon Islands (formerly British Solomon Is.)	BS

Place of Birth	Code
Somalia	SM
South Africa	SF
South Carolina	SC
South Dakota	SD
Spain	SP
Sri Lanka (formerly Ceylon)	CY
Sudan	SU
Suriname	ZC
Swaziland	SW
Sweden	SQ
Switzerland	SZ
Syria	SY
Taiwan, Republic of China	TW
Tajikistan (formerly part of Soviet Union)	TJ
Tanzania	TZ
Tennessee	TN
Texas	TX
Thailand	TH
Togo	TO
Tonga	TG
Trinidad and Tobago	TT
Tunisia	TU
Turkey	TY
Turkmenistan (formerly part of the Soviet Union)	UR
Turks and Caicos Islands	TR
Uganda	UG
Ukraine (formerly part of Soviet Union)	UK
United Arab Emirates (formerly Trucial States)	TC
Uruguay	UY
Utah	UT

Place of Birth	Code
Uzbekistan	UZ
Vanuata (formerly New Hebrides)	HN
Vatican City	VY
Venezuela	VZ
Vermont	VT
Vietnam, Soviet Republic of	RV
Virginia	VA
Wales	WL
Washington	WA
West Bank	WB
West Indies	WN
West Virginia	WV
Western Sahara (formerly Spanish Sahara)	RS
Western Samoa	WS
Wisconsin	WI
Wyoming	WY
Yemen, Democratic Republic of	ST
Yukon Territory, Canada	YT
Zambia	ZM
Zimbabwe (formerly Rhodesia)	RH
Other US (e.g., territories)	US
Other Canadian (any Canadian territory not included in list)	CD
Other United Kingdom (any UK possession not included in list)	UN
Other Non US (any foreign country not included in list)	YY
Unknown	XX

11.0 APPENDIX C - COUNTRY OF CITIZENSHIP CODES

The following codes are used by MCHS as of as of the date of this manual.

- If the country of citizenship is the United States, specify 'US' for United States of America.
- If the country of citizenship is a foreign country, specify the country. (Note that some locations that are valid as a place of birth are not a country of citizenship. For example, Ontario is a place of birth but the corresponding country of citizenship is Canada; Guadeloupe is a place of birth but the corresponding country of citizenship is France.)
- If the country of citizenship is a foreign country but is not in this list, specify 'YY' for Other Non US.
- If the country of citizenship is unknown, specify 'XX' for Unknown.

Country of Citizenship	Code
Afghanistan	AF
Albania	AA
Algeria	AN
Andorra	AD
Angola	AO
Antigua and Barbuda (formerly Antigua)	AI
Argentina	AT
Armenia (formerly part of Soviet Union)	AP
Aruba (formerly part of Netherlands Antilles)	AJ
Australia	AS
Austria	AU
Azerbaijan (formerly part of Soviet Union)	AV
Bahamas, The	BD
Bahrain	BE
Bangladesh	BL
Barbados	BB
Belarus (formerly part of Soviet Union)	BY
Belgium	BG
Belize (formerly British Honduras)	BH
Benin (formerly Dahomey)	DH
Bhutan	BN
Bolivia	BV
Bosnia-Herzegovina (formerly part of Yugoslavia)	BP

Country of Citizenship	Code
Botswana	BT
Brazil	BZ
Brunei	BX
Bulgaria	BU
Burkina Faso (formerly Upper Volta)	UV
Burma	BR
Burundi	BI
Cambodia (formerly Kampuchea)	CJ
Cameroon	CM
Canada	CD
Canary Islands	ZI
Cape Verde Islands	CV
Central African Republic	CW
Chad	CF
Chile	CQ
China, Peoples Republic of	RC
Colombia	CB
Comoros, Federal Republic of the	DG
Congo, Democratic Republic of (formerly Zaire)	ZR
Congo, Republic of the (Brazzaville)	RB
Costa Rica	CR
Croatia (formerly part of Yugoslavia)	KC
Cuba	CC
Cyprus	CS
Czech Republic (formerly part of Czechoslovakia)	EZ
Denmark	DK
Djibouti	DN
Dominica	DM
Dominican Republic	DR
Ecuador	EU

Country of Citizenship	Code
Egypt	EY
El Salvador	EL
England	EN
Equatorial Guinea	EK
Eretria	ET
Estonia (formerly part of Soviet Union)	ES
Ethiopia	EO
Faroe Islands	FO
Fiji Islands	FJ
Finland	FD
France	FN
French Polynesia	FP
Gabon	GB
Gambia	GK
Gaza	GZ
Georgia/Gruzinskaya (formerly part of Sov. Union)	GD
Germany (formerly East and West Germany)	GE
Ghana	GG
Greece	GC
Greenland	GN
Grenada	GJ
Guatemala	GT
Guinea	GI
Guinea-Bissau (formerly Portuguese Guinea)	PG
Guyana (includes French Guiana)	GY
Haiti	HT
Honduras	HD
Hong Kong	HK
Hungary	HU
Iceland	IC

Country of Citizenship	Code
India	II
Indonesia	IO
Iran	IR
Iraq	IQ
Ireland (does not include Northern Ireland)	IE
Israel	IS
Italy	IT
Ivory Coast (Cote d'Ivoire)	IY
Jamaica	JM
Japan	JA
Jordan	JO
Kazakhstan (formerly part of Soviet Union)	KT
Kenya	KE
Kiribati (formerly Gilbert Islands)	KB
Korea, North	KN
Korea, South	KO
Kosovo (formerly part of Serbia)	KV
Kuwait	KU
Kyrgyzstan (formerly part of Soviet Union)	KZ
Laos	LS
Latvia (formerly part of Soviet Union)	LT
Lebanon	LN
Lesotho	LE
Liberia	LB
Libya	LY
Liechtenstein	LI
Lithuania (formerly part of Soviet Union)	LH
Luxembourg	LX
Macau (Macao)	OC
Macedonia	ZD

Country of Citizenship	Code
Madagascar (Malagasy Republic)	MP
Malawi	MF
Malaysia	MZ
Maldives	MV
Mali	ML
Malta	MY
Martinique	ZB
Mauritania	MU
Mauritius	UM
Mexico	MM
Micronesia, Federated States of	FS
Moldova (formerly part of Soviet Union)	LD
Monaco	MJ
Mongolia	MG
Montenegro (formerly part of Yugoslavia)	XB
Morocco	MQ
Mozambique	ZO
Namibia (formerly South-West Africa)	SJ
Nepal	NP
Netherlands (Holland)	NE
Netherlands Antilles (includes Bonaire, Curacao)	NX
New Zealand	NZ
Nicaragua	NU
Niger	NN
Nigeria	NG
Norway	NW
Oman	OM
Pakistan	PK
Palau, Republic of	PD
Panama	PM

Country of Citizenship	Code
Papua New Guinea (formerly New Guinea)	NO
Paraguay	PV
Peru	PU
Philippines	PI
Poland	PO
Portugal	PT
Qatar	QA
Romania (same as Rumania/Roumania)	RU
Russia (formerly part of Soviet Union)	RA
Rwanda	RW
Saint Kitts and Nevis	TS
Saint Lucia	LU
Saint Vincent and the Grenadines	VV
San Marino	SH
Sao Tome and Principe	TP
Saudi Arabia	SB
Scotland	SS
Senegal	SG
Serbia (formerly part of Yugoslavia)	XA
Seychelles	SE
Sierra Leone	SA
Singapore	SR
Slovakia (formerly part of Czechoslovakia)	LF
Slovenia (formerly part of Yugoslavia)	LO
Solomon Islands (formerly British Solomon Is.)	BS
Somalia	SM
South Africa	SF
Spain	SP
Sri Lanka (formerly Ceylon)	CY
Sudan	SU

Country of Citizenship	Code
Suriname	ZC
Swaziland	SW
Sweden	SQ
Switzerland	SZ
Syria	SY
Taiwan, Republic of China	TW
Tajikistan (formerly part of Soviet Union)	TJ
Tanzania	TZ
Thailand	TH
Togo	TO
Tonga	TG
Trinidad and Tobago	TT
Tunisia	TU
Turkey	TY
Turkmenistan (formerly part of the Soviet Union)	UR
Turks and Caicos Islands	TR
Uganda	UG
Ukraine (formerly part of Soviet Union)	UK
United Arab Emirates (formerly Trucial States)	TC
United Kingdom	UN
United States	US
Uruguay	UY
Uzbekistan	UZ
Vanuata (formerly New Hebrides)	HN
Venezuela	VZ
Vietnam, Soviet Republic of	RV
Wales	WL
West Bank	WB
West Indies	WN
Western Sahara (formerly Spanish Sahara)	RS

Country of Citizenship	Code
Western Samoa	WS
Yemen, Democratic Republic of	ST
Zambia	ZM
Zimbabwe (formerly Rhodesia)	RH
Other Non US (any foreign country not included in list)	YY
Unknown	XX

12.0 APPENDIX D - DRIVER'S LICENSE PLACE OF ISSUANCE CODES

The following codes are used by MCHS as of the date of this manual.

- If the DL Place of Issuance is in the United States, specify the state, 'DC' for District of Columbia, 'PR' for Puerto Rico, or 'US' for any US territory (e.g., US Virgin Islands).
- If the DL Place of Issuance is in Canada, specify the Canadian province.
- If the DL Place of Issuance is in Mexico, specify 'MM' for Mexico.
- If the DL Place of Issuance is a foreign country other than Canada or Mexico, specify 'YY' for Other Non US.

Driver's License Place of Issuance	Code
Alabama	AL
Alaska	AK
Alberta, Canada	AB
Arizona	AZ
Arkansas	AR
British Columbia, Canada	BC
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Manitoba, Canada	MB
Maryland	MD
Massachusetts	MA

Driver's License Place of Issuance	Code
Mexico	MM
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NB
Nevada	NV
New Brunswick, Canada	NK
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
Newfoundland, Canada (and Labrador)	NF
North Carolina	NC
North Dakota	ND
Northwest Territories, Canada	NT
Nova Scotia, Canada	NS
Ohio	OH
Oklahoma	OK
Ontario, Canada	ON
Oregon	OR
Pennsylvania	PA
Prince Edward Island, Canada	PE
Puerto Rico	PR
Quebec, Canada	PQ
Rhode Island	RI
Saskatchewan, Canada	SN
South Carolina	SC
South Dakota	SD

Driver's License Place of Issuance	Code
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY
Yukon Territory, Canada	YT
Other US (e.g., possessions/territories)	US
Other Non US (any foreign country not included in list)	YY

13.0 APPENDIX E - SCARS, MARKS, AND TATTOOS CODES

The following codes are used by MCHS as of the date of this manual. (They are a subset of the full set of SMT Codes used by NCIC.)

Codes are grouped by category in the following order: Aids, Artificial, Deaf, Deformities, Medical Condition, Missing, Moles, Other Characteristics, Removed Tattoos, Scars , Skin Discolorations, Tattoos.

Scars, Marks, Tattoos, etc.	Code
Aids, Denture, lower only	DENT LOW
Aids, Denture, upper and lower	DENT UP LO
Aids, Denture, upper only	DENT UP
Aids, Glasses (prescription)	GLASSES
Aids, Gold tooth	GOLD TOOTH
Aids, Silver tooth	SLVR TOOTH
Artificial, Arm, left	ART L ARM
Artificial, Arm, right	ART R ARM
Artificial, Ear, left	ART L EAR
Artificial, Ear, right	ART R EAR
Artificial, Eye, left	ART L EYE
Artificial, Eye, right	ART R EYE
Artificial, Foot, left	ART L FT
Artificial, Foot, right	ART R FT
Artificial, Hand, left	ART L HND
Artificial, Hand, right	ART R HND
Artificial, Leg, left	ART L LEG
Artificial, Leg, right	ART R LEG
Deaf, left and right ears	DEAF
Deaf, left ear	DEAF L EAR
Deaf, one ear, nonspecific	DEAF EAR
Deaf, right ear	DEAF R EAR
Deaf-mute	DEAF MUTE
Deformities, Cauliflower ear, left	CAUL L EAR
Deformities, Cauliflower ear, right	CAUL R EAR
Deformities, Cleft lip	CL LIP

Scars, Marks, Tattoos, etc.	Code
Deformities, Cleft palate	CLEFT PAL
Deformities, Crippled arm, left	CRIP L ARM
Deformities, Crippled arm, right	CRIP R ARM
Deformities, Crippled finger(s), left hand	CRIP L FGR
Deformities, Crippled finger(s), right hand	CRIP R FGR
Deformities, Crippled foot, left	CRIP L FT
Deformities, Crippled foot, right	CRIP R FT
Deformities, Crippled hand, left	CRIP L HND
Deformities, Crippled hand, right	CRIP R HND
Deformities, Crippled leg, left	CRIP L LEG
Deformities, Crippled leg, right	CRIP R LEG
Deformities, Crippled toe(s), left	CRIP L TOE
Deformities, Crippled toe(s), right	CRIP R TOE
Deformities, Extra breast, nonspecific	EXTRA BRST
Deformities, Humpbacked	HUMPBACKED
Deformities, Protruding lower jaw	PROT L JAW
Deformities, Protruding upper jaw	PROT U JAW
Deformities, Shorter left leg	SHRT L LEG
Deformities, Shorter right leg	SHRT R LEG
Eye Disorders, Blind, both eyes	BLIND
Eye Disorders, Blind, left eye	BLND L EYE
Eye Disorders, Blind, right eye	BLND R EYE
Eye Disorders, Cataract, left eye	CATA L EYE
Eye Disorders, Cataract, right eye	CATA R EYE
Eye Disorders, Cross-eyed	CROSSEYED
Eye Disorders, Glaucoma	GLAUCOMA
Medical Condition, Down Syndrome	MC DOWNSYN
Medical Condition, Paraplegic	MC PARPLGC
Medical Condition, Quadriplegic	MC QUADPLG
Medical Condition, Skin disorders (incl. eczema)	MC SKIN

Scars, Marks, Tattoos, etc.	Code
Medical Condition, Tourette's syndrome	MC TOURETE
Missing Arm, left	MISS L ARM
Missing Arm, lower left	MISS LLARM
Missing Arm, lower right	MISS LRARM
Missing Arm, right	MISS R ARM
Missing Breast, left	MISS LBRST
Missing Breast, right	MISS RBRST
Missing Breasts	MISS BRSTS
Missing Ear, left	MISS L EAR
Missing Ear, right	MISS R EAR
Missing Eye, left	MISS L EYE
Missing Eye, right	MISS R EYE
Missing Finger joint(s), left hand	MISS L FJT
Missing Finger joint(s), right hand	MISS R FJT
Missing Finger(s), left hand	MISS L FGR
Missing Finger(s), right hand	MISS R FGR
Missing Foot, left	MISS L FT
Missing Foot, right	MISS R FT
Missing Hand, left	MISS L HND
Missing Hand, right	MISS R HND
Missing Larynx	MISS LRYNX
Missing Leg, left	MISS L LEG
Missing Leg, lower left	MISS LLLEG
Missing Leg, lower right	MISS LRLEG
Missing Leg, right	MISS R LEG
Missing Nose	MISS NOSE
Missing Toe(s), left foot	MISS L TOE
Missing Toe(s), right foot	MISS R TOE
Missing Tongue	MISS TONG
Moles, Abdomen	MOLE ABDOM

Scars, Marks, Tattoos, etc.	Code
Moles, Ankle, left	MOLE L ANK
Moles, Ankle, right	MOLE R ANK
Moles, Arm, left	MOLE L ARM
Moles, Arm, right	MOLE R ARM
Moles, Back	MOLE BACK
Moles, Breast, left	MOLE LBRST
Moles, Breast, right	MOLE RBRST
Moles, Buttock, left	MOLE L BUT
Moles, Buttock, right	MOLE R BUT
Moles, Cheek (face), left	MOLE L CHK
Moles, Cheek (face), right	MOLE R CHK
Moles, Chest	MOLE CHEST
Moles, Chin	MOLE CHIN
Moles, Ear, left	MOLE L EAR
Moles, Ear, right	MOLE R EAR
Moles, Eyebrow, left/left eye area	MOLE L EYE
Moles, Eyebrow, right/right eye area	MOLE R EYE
Moles, Finger(s), left hand	MOLE L FGR
Moles, Finger(s), right hand	MOLE R FGR
Moles, Foot, left	MOLE L FT
Moles, Foot, right	MOLE R FT
Moles, Forehead	MOLE FHD
Moles, Groin area	MOLE GROIN
Moles, Hand, left	MOLE L HND
Moles, Hand, right	MOLE R HND
Moles, Head, nonspecific	MOLE HEAD
Moles, Hip, left	MOLE L HIP
Moles, Hip, right	MOLE R HIP
Moles, Knee, left	MOLE L KNE
Moles, Knee, right	MOLE R KNE

Scars, Marks, Tattoos, etc.	Code
Moles, Leg, left	MOLE L LEG
Moles, Leg, right	MOLE R LEG
Moles, Lip, lower	MOLE L LIP
Moles, Lip, upper	MOLE U LIP
Moles, Neck	MOLE NECK
Moles, Nose	MOLE NOSE
Moles, Shoulder, left	MOLE L SHD
Moles, Shoulder, right	MOLE R SHD
Moles, Thigh, left	MOLE L THG
Moles, Thigh, right	MOLE R THG
Moles, Wrist, left	MOLE L WRS
Moles, Wrist, right	MOLE R WRS
Needle Marks, Arm, left	NM L ARM
Needle Marks, Arm, right	NM R ARM
Needle Marks, Buttock, left	NM L BUTTK
Needle Marks, Buttock, right	NM R BUTTK
Needle Marks, Finger(s), left hand	NM L FGR
Needle Marks, Finger(s), right hand	NM R FGR
Needle Marks, Foot, left	NM L FOOT
Needle Marks, Foot, right	NM R FOOT
Needle Marks, Hand, left	NM L HND
Needle Marks, Hand, right	NM R HND
Needle Marks, Leg, left	NM L LEG
Needle Marks, Leg, right	NM R LEG
Needle Marks, Thigh, left	NM L THIGH
Needle Marks, Thigh, right	NM R THIGH
Needle Marks, Wrist, left	NM L WRIST
Needle Marks, Wrist, right	NM R WRIST
Other Characteristics, Cleft chin	CLEFT CHIN
Other Characteristics, Dimple, chin	DIMP CHIN

Scars, Marks, Tattoos, etc.	Code
Other Characteristics, Dimples, left cheek (face)	DIMP L CHK
Other Characteristics, Dimples, right cheek (face)	DIMP R CHK
Other Characteristics, Freckles	FRECKLES
Other Characteristics, Hair implants	HAIR IMPL
Other Characteristics, Pierced abdomen	PRCD ABDMN
Other Characteristics, Pierced back	PRCD BACK
Other Characteristics, Pierced ears	PRCD EARS
Other Characteristics, Pierced eyebrow, left	PRCD L EYE
Other Characteristics, Pierced eyebrow, right	PRCD R EYE
Other Characteristics, Pierced left ear	PRCD L EAR
Other Characteristics, Pierced lip, lower	PRCD LLIP
Other Characteristics, Pierced lip, upper	PRCD ULIP
Other Characteristics, Pierced nipple, left	PRCD L NIP
Other Characteristics, Pierced nipple, right	PRCD R NIP
Other Characteristics, Pierced nose	PRCD NOSE
Other Characteristics, Pierced right ear	PRCD R EAR
Other Characteristics, Pierced tongue	PRCD TONGU
Other Characteristics, Stutters	STUTTERS
Other Characteristics, Transsexual	TRANSSXL
Other Characteristics, Transvestite	TRANSVST
Removed Tattoos, Abdomen	RTAT ABDM
Removed Tattoos, Ankle, left	RTAT LANKL
Removed Tattoos, Ankle, right	RTAT RANKL
Removed Tattoos, Arm, left	RTAT L ARM
Removed Tattoos, Arm, left upper	RTAT ULARM
Removed Tattoos, Arm, right	RTAT R ARM
Removed Tattoos, Arm, right upper	RTAT URARM
Removed Tattoos, Back	RTAT BACK
Removed Tattoos, Breast, left	RTAT LBRST
Removed Tattoos, Breast, right	RTAT RBRST

Scars, Marks, Tattoos, etc.	Code
Removed Tattoos, Buttock, left	RTAT LBUTK
Removed Tattoos, Buttock, right	RTAT RBUTK
Removed Tattoos, Calf, left	RTAT LCALF
Removed Tattoos, Calf, right	RTAT RCALF
Removed Tattoos, Cheek (face), left	RTAT L CHK
Removed Tattoos, Cheek (face), right	RTAT R CHK
Removed Tattoos, Chest	RTAT CHEST
Removed Tattoos, Chin	RTAT CHIN
Removed Tattoos, Ear, left	RTAT L EAR
Removed Tattoos, Ear, right	RTAT R EAR
Removed Tattoos, Elbow, left	RTAT L ELB
Removed Tattoos, Elbow, right	RTAT R ELB
Removed Tattoos, Finger(s), left hand	RTAT L FGR
Removed Tattoos, Finger(s), right hand	RTAT R FGR
Removed Tattoos, Foot, left	RTAT LFOOT
Removed Tattoos, Foot, right	RTAT RFOOT
Removed Tattoos, Forearm, left	RTAT LFARM
Removed Tattoos, Forearm, right	RTAT RFARM
Removed Tattoos, Forehead	RTAT FHD
Removed Tattoos, Full body	RTAT FLBOD
Removed Tattoos, Groin area	RTAT GROIN
Removed Tattoos, Hand, left	RTAT L HND
Removed Tattoos, Hand, right	RTAT R HND
Removed Tattoos, Head, nonspecific	RTAT HEAD
Removed Tattoos, Hip, left	RTAT L HIP
Removed Tattoos, Hip, right	RTAT R HIP
Removed Tattoos, Knee, left	RTAT LKNEE
Removed Tattoos, Knee, right	RTAT RKNEE
Removed Tattoos, Leg, left	RTAT L LEG
Removed Tattoos, Leg, right	RTAT R LEG

Scars, Marks, Tattoos, etc.	Code
Removed Tattoos, Lip, lower	RTAT LWLIP
Removed Tattoos, Lip, upper	RTAT UPLIP
Removed Tattoos, Neck	RTAT NECK
Removed Tattoos, Nose	RTAT NOSE
Removed Tattoos, Shoulder, left	RTAT LSHLD
Removed Tattoos, Shoulder, right	RTAT RSHLD
Removed Tattoos, Thigh, left	RTAT LTHGH
Removed Tattoos, Thigh, right	RTAT RTHGH
Removed Tattoos, Wrist, left	RTAT LWRS
Removed Tattoos, Wrist, right	RTAT RWRS
Scars, Abdomen	SC ABDOM
Scars, Ankle, left	SC L ANKL
Scars, Ankle, right	SC R ANKL
Scars, Arm, left	SC L ARM
Scars, Arm, left upper	SC UL ARM
Scars, Arm, right	SC R ARM
Scars, Arm, right upper	SC UR ARM
Scars, Back	SC BACK
Scars, Breast, left	SC L BRST
Scars, Breast, right	SC R BRST
Scars, Buttock, left	SC L BUTTK
Scars, Buttock, right	SC R BUTTK
Scars, Calf, left	SC L CALF
Scars, Calf, right	SC R CALF
Scars, Cheek (face), left	SC L CHK
Scars, Cheek (face), right	SC R CHK
Scars, Chest	SC CHEST
Scars, Chin	SC CHIN
Scars, Ear, left	SC L EAR
Scars, Ear, right	SC R EAR

Scars, Marks, Tattoos, etc.	Code
Scars, Elbow, left	SC L ELB
Scars, Elbow, right	SC R ELB
Scars, Eyebrow, left/left eye area	SC L EYE
Scars, Eyebrow, right/right eye area	SC R EYE
Scars, Finger(s), left hand	SC L FGR
Scars, Finger(s), right hand	SC R FGR
Scars, Foot, left	SC L FT
Scars, Foot, right	SC R FT
Scars, Forearm, left	SC LF ARM
Scars, Forearm, right	SC RF ARM
Scars, Forehead	SC FHD
Scars, Groin area	SC GROIN
Scars, Hand, left	SC L HND
Scars, Hand, right	SC R HND
Scars, Head, nonspecific	SC HEAD
Scars, Hip, left	SC L HIP
Scars, Hip, right	SC R HIP
Scars, Knee, left	SC L KNEE
Scars, Knee, right	SC R KNEE
Scars, Leg, left	SC L LEG
Scars, Leg, right	SC R LEG
Scars, Lip, lower	SC LOW LIP
Scars, Lip, upper	SC UP LIP
Scars, Neck	SC NECK
Scars, Nose	SC NOSE
Scars, Pockmarks	POCKMARKS
Scars, Shoulder, left	SC L SHLD
Scars, Shoulder, right	SC R SHLD
Scars, Thigh, left	SC L THGH
Scars, Thigh, right	SC R THGH

Scars, Marks, Tattoos, etc.	Code
Scars, Wrist, left	SC L WRIST
Scars, Wrist, right	SC R WRIST
Skin Discolorations, Abdomen	DISC ABDOM
Skin Discolorations, Ankle, left	DISC L ANK
Skin Discolorations, Ankle, right	DISC R ANK
Skin Discolorations, Arm, left	DISC L ARM
Skin Discolorations, Arm, right	DISC R ARM
Skin Discolorations, Back	DISC BACK
Skin Discolorations, Breast, left	DISC L BRS
Skin Discolorations, Breast, right	DISC R BRS
Skin Discolorations, Buttock, left	DISC L BUT
Skin Discolorations, Buttock, right	DISC R BUT
Skin Discolorations, Cheek (face), left	DISC L CHK
Skin Discolorations, Cheek (face), right	DISC R CHK
Skin Discolorations, Chest	DISC CHEST
Skin Discolorations, Chin	DISC CHIN
Skin Discolorations, Ear, left	DISC L EAR
Skin Discolorations, Ear, right	DISC R EAR
Skin Discolorations, Eyebrow, left/left eye area	DISC L EYE
Skin Discolorations, Eyebrow, right/right eye area	DISC R EYE
Skin Discolorations, Finger(s), left hand	DISC L FGR
Skin Discolorations, Finger(s), right hand	DISC R FGR
Skin Discolorations, Foot, left	DISC L FT
Skin Discolorations, Foot, right	DISC R FT
Skin Discolorations, Forehead	DISC FHD
Skin Discolorations, Hand, left	DISC L HND
Skin Discolorations, Hand, right	DISC R HND
Skin Discolorations, Head	DISC HEAD
Skin Discolorations, Hip, left	DISC L HIP
Skin Discolorations, Hip, right	DISC R HIP

Scars, Marks, Tattoos, etc.	Code
Skin Discolorations, Knee, left	DISC LKNEE
Skin Discolorations, Knee, right	DISC RKNEE
Skin Discolorations, Leg, left	DISC L LEG
Skin Discolorations, Leg, right	DISC R LEG
Skin Discolorations, Lip, left	DISC L LIP
Skin Discolorations, Lip, upper	DISC U LIP
Skin Discolorations, Neck	DISC NECK
Skin Discolorations, Nose	DISC NOSE
Skin Discolorations, Shoulder, left	DISC LSHLD
Skin Discolorations, Shoulder, right	DISC RSHLD
Skin Discolorations, Thigh, left	DISC LTHGH
Skin Discolorations, Thigh, right	DISC RTHGH
Skin Discolorations, Wrist, left	DISC L WRS
Skin Discolorations, Wrist, right	DISC R WRS
Tattoos, Abdomen	TAT ABDOM
Tattoos, Ankle, left	TAT L ANKL
Tattoos, Ankle, right	TAT R ANKL
Tattoos, Arm, left	TAT L ARM
Tattoos, Arm, left upper	TAT UL ARM
Tattoos, Arm, right	TAT R ARM
Tattoos, Arm, right upper	TAT UR ARM
Tattoos, Back	TAT BACK
Tattoos, Breast, left	TAT L BRST
Tattoos, Breast, right	TAT R BRST
Tattoos, Buttock, left	TAT L BUTK
Tattoos, Buttock, right	TAT R BUTK
Tattoos, Calf, left	TAT L CALF
Tattoos, Calf, right	TAT R CALF
Tattoos, Cheek (face), left	TAT L CHK
Tattoos, Cheek (face), right	TAT R CHK

Scars, Marks, Tattoos, etc.	Code
Tattoos, Chest	TAT CHEST
Tattoos, Chin	TAT CHIN
Tattoos, Ear, left	TAT L EAR
Tattoos, Ear, right	TAT R EAR
Tattoos, Elbow, left	TAT LELBOW
Tattoos, Elbow, right	TAT RELBOW
Tattoos, Finger(s), left hand	TAT L FGR
Tattoos, Finger(s), right hand	TAT R FGR
Tattoos, Foot, left	TAT L FOOT
Tattoos, Foot, right	TAT R FOOT
Tattoos, Forearm, left	TAT LF ARM
Tattoos, Forearm, right	TAT RF ARM
Tattoos, Forehead	TAT FHD
Tattoos, Groin area	TAT GROIN
Tattoos, Hand, left	TAT L HND
Tattoos, Hand, right	TAT R HND
Tattoos, Head, nonspecific	TAT HEAD
Tattoos, Hip, left	TAT L HIP
Tattoos, Hip, right	TAT R HIP
Tattoos, Knee, left	TAT L KNEE
Tattoos, Knee, right	TAT R KNEE
Tattoos, Leg, left	TAT L LEG
Tattoos, Leg, right	TAT R LEG
Tattoos, Lip, lower	TAT LW LIP
Tattoos, Lip, upper	TAT UP LIP
Tattoos, Neck	TAT NECK
Tattoos, Nose	TAT NOSE
Tattoos, Shoulder, left	TAT L SHLD
Tattoos, Shoulder, right	TAT R SHLD
Tattoos, Thigh, left	TAT L THGH

Scars, Marks, Tattoos, etc.	Code
Tattoos, Thigh, right	TAT R THGH
Tattoos, Wrist, left	TAT L WRS
Tattoos, Wrist, right	TAT R WRS

14.0 APPENDIX F - PALM PRINT CARD SAMPLE

FBI Standard Palm Print Card FD-884

FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE
1000 CUSTER HOLLOW ROAD, CLARKSBURG, WEST VIRGINIA 26306

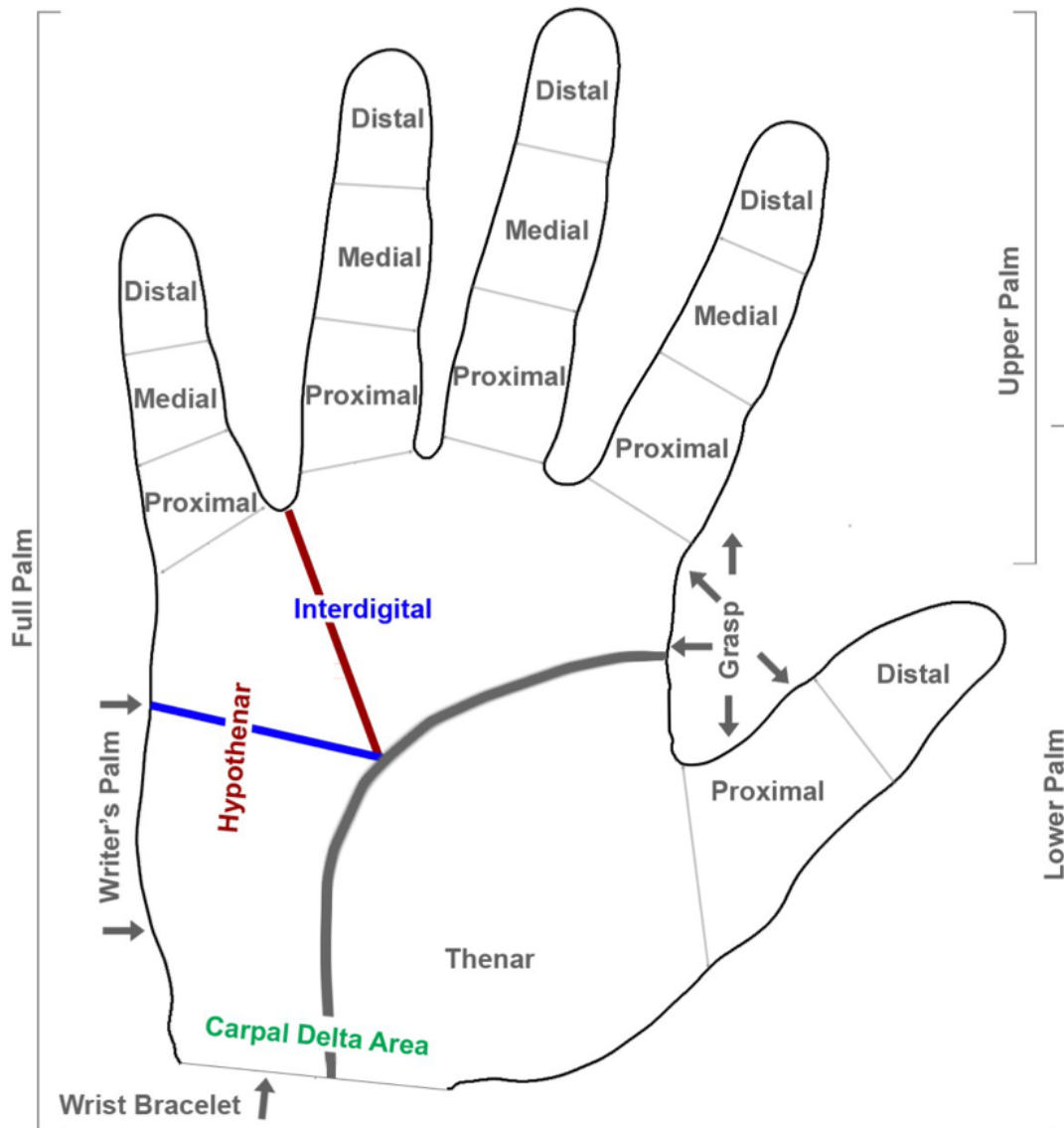| THUMB	INDEX	MIDDLE	RING	LITTLE

15.0 APPENDIX G_EXTRACTS FROM FBI'S "A PRACTICAL GUIDE FOR PALM PRINT CAPTURE"

Parts of the Palm

The entire area of the full palm (See Figure 1) is defined as that area extending from the top of the *wrist bracelet* to the tips of the fingers and can be represented as one or two scanned images. If two images are used to represent the full palm, the lower image shall extend from the top of the *wrist bracelet* to the top of the *interdigital* area (*proximal* finger joint) and shall include the *thenar* and *hypothenar* areas of the palm. The upper image shall extend from the bottom of the *interdigital* area to the upper tips of the fingers. This provides an adequate amount of overlap between the two images to facilitate subject verification. By matching the ridge structure and details contained in the common *interdigital* area, an examiner can confidently state that both images came from the same palm. The inclusion of the finger impressions, particularly the distal segments, allows the palm print to be verified against a tenprint record for confirmation of identity.
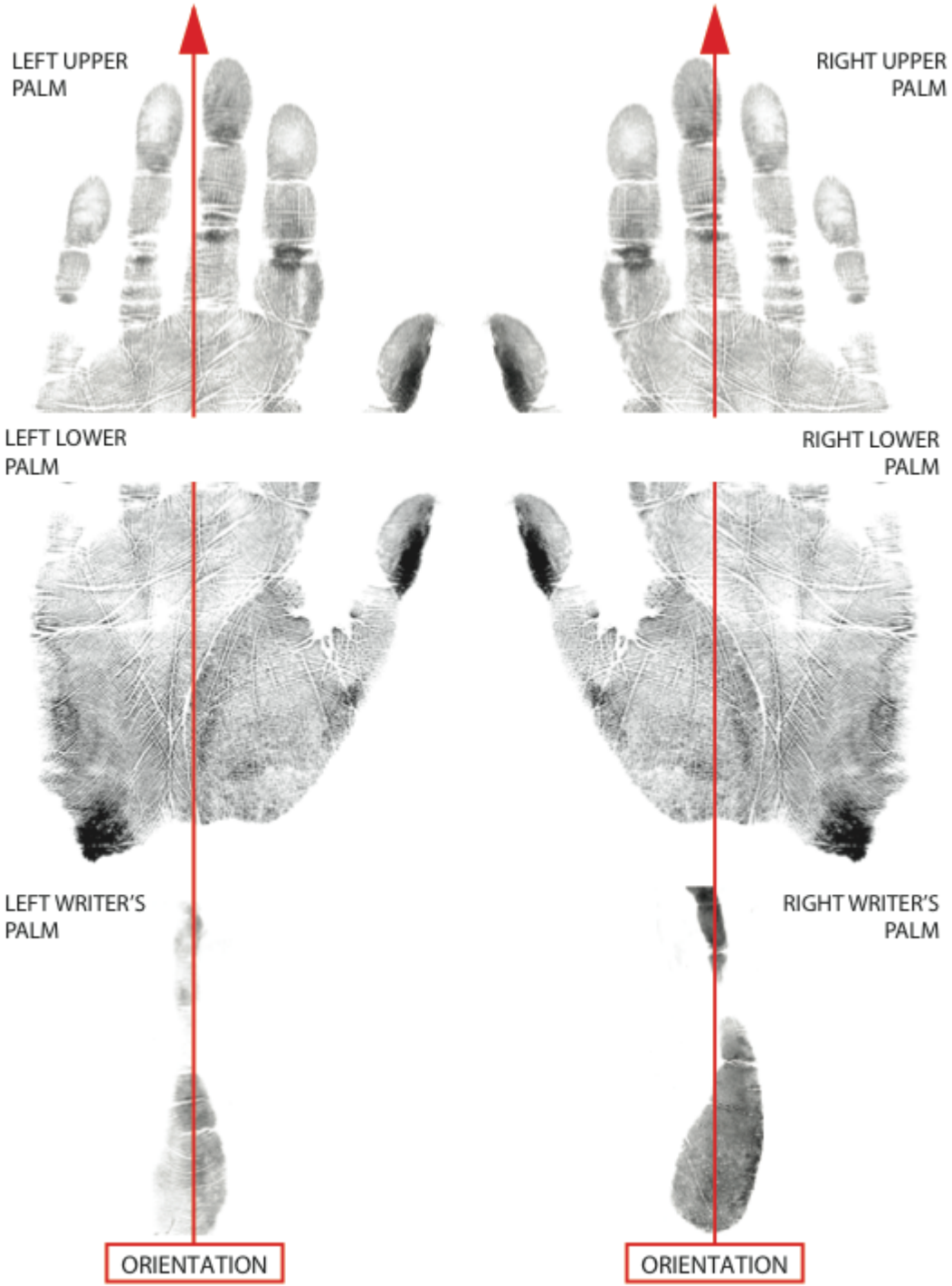
Figure 1 - Finger and Palm Segment Positions

Full Palm Capture - 4 Image Capture

LEFT FULL
PALM

RIGHT FULL
PALM

LEFT WRITER'S
PALM

RIGHT WRITER'S
PALM

ORIENTATION

ORIENTATION

Upper/Lower Palm Capture - 6 Image Capture

LEFT UPPER PALM

RIGHT UPPER PALM

LEFT LOWER PALM

RIGHT LOWER PALM

LEFT WRITER'S PALM

RIGHT WRITER'S PALM

ORIENTATION

ORIENTATION

16.0 APPENDIX H - RESERVED