Mississippi Department of Public Safety

Criminal Information Center

Livescan

DOC Fingerprint Transaction

Instruction Manual

Version 1.0 R08

updated

November 14, 2020

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CHANGE LOG

Date	Version	Change
November 30, 2010	1.0	New document.
December 31, 2010	1.0 R01	Formatting changes and text clarifications.
January 31, 2014	1.0 R02	Change in how to handle unprintable fingers and partially amputated fingers. Updated POB, Country of Citizenship, and Driver's License Place of Issuance Codes. Addition of palm prints, facial photos, and SMT photos. Addition of Warning Notice. Reference to the Tenprint Transaction Reject Notice and Warning Notice Error Messages document. Revise use of codes to indicate partial amputations and fully unprintable fingers.
November 12, 2014	1.0 R05	Revised valid values for SSN. Updated Section 2.3 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.

FORWARD

This document is intended to be used in conjunction with documentation and training provided by your livescan vendor. It presents the Mississippi Criminal History System (MCHS) requirements for each field in a DOC Inmate Intake transaction. It is consistent with the MCHS Tenprint Interface Control Document (ICD) which describes the requirements for scanning stations which interface with and send DOC 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.

The process of adding a DOC Inmate Intake event to an inmate's criminal history begins when a person is goes through the inmate intake process. The fingerprint impressions and accompanying identification information concerning the person are recorded on the livescan and forwarded to MCHS at the Criminal Information Center (CIC). The inmate's fingerprints will establish positive identification that will link the intake to previous criminal history information.

If you have any questions regarding submitting a DOC Inmate Intake 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 DOC INMATE INTAKE DATA AND CAPTURE BIOMETRICS

During the inmate intake process, the DOC agency shall complete the Mississippi Criminal History DOC Inmate Intake (DOC) fingerprint transaction. This includes identification information and fingerprints. The instructions for recording the identification information are provided on the following pages.

MCHS provides an up-to-date authoritative list of codes to each livescan, as described in Appendix A. Using any other codes will cause the transaction to be rejected. See Appendix A for an explanation of how MCHS and the livescans 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 Field 1. Social Security #.

Record up to 4 social security numbers if more than one is associated with the inmate.

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

2.1.2 Field 2. 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.

2.1.2.1 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

Miscellaneous Number Type	Type Code
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

2.1.2.2 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.

2.1.3 Field 3. Names (including aliases).

Record the full name and up to 9 additional name variations if appropriate.

2.1.3.1 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.

2.1.3.2 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.

2.1.4 Field 4. 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.

2.1.5 Field 5. 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.

2.1.6 Field 6. Date of Birth.

Record up to 5 dates of birth if more than one is associated with the inmate.

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

DOB must be 14 or more yeas less than the current date.

2.1.7 Field 7. Sex/Gender.

Specify one of the following: Male or Female.

2.1.8 Field 8. Race.

Specify the race code. Valid codes are:

Race Code	Description
Amerind	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	Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or any other Pacific Islander.
Black	A person having origins in any of the black racial groups of Africa.
White	Caucasian, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
Other	Other or of indeterminate race.

2.1.9 Field 9. 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.

2.1.9.1 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.

2.1.9.2 SMT Description:

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

2.1.10 Field 10. 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).

2.1.11 Field 11. 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.

2.1.12 Field 12. Eye Color.

Specify the eye color code. Valid codes are:

Black	Hazel
Blue	Maroon
Brown	Pink
Gray	Multicolored
Green	Unknown

2.1.13 Field 13. Hair Color.

Specify the hair color code. Valid codes are:

Bald	Orange
Black	Pink
Blond - use for Blonde or Strawberry	Purple
Blue	Red - use for Red or Auburn
Brown	Sandy
Gray - use for Gray or partially Gray	White
Green	Unknown

2.1.14 Field 14. Palmprints Available.

Indicate whether or not palm prints were taken. Specify Yes or No.

2.1.15 Field 15. Photo Available.

Indicate whether or not a photo was taken. Specify Yes or No.

2.1.16 Field 16. Caution Comments.

Record any additional information that may be helpful on the inmate's rap sheet. Maximum length 50 characters.

2.1.17 Field 17. DOC Agency.

Record the ORI of the DOC agency. Must be the agency ORI previously assigned by the CIC.

2.1.18   Field 18. Driver's License.

Record both the place of issuance and the license number.

Record up to 4 driver's licenses if more than one is associated with the inmate. For each, specify the place of issuance and record the license number.

2.1.18.1   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.

2.1.18.2   Driver's License #:

May contain hyphens.

2.1.19   Field 19. DOC Number.

Record the assigned Department of Corrections id number.

2.2   FINGERPRINTS, UNPRINTABLE FINGERS AND PARTIAL AMPUTATIONS

It is important that the Department of Corrections 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 can be captured: Capture the impression but do not include any information in the Amputated or Bandaged field.
- If a finger is partially amputated and a partial fingerprint impression can be captured: Capture the impression and supply information in the Amputated or Bandaged field. Set the code to 'XX' to indicate a partial amputation.
- If a finger is partially scarred and a fingerprint impression can be captured: Capture the impression but do not include any information in the Amputated and Bandaged field.
- If a finger cannot be captured: Supply information in the Amputated or Bandaged field. Set the code to 'UP' to indicate that a fingerprint impression cannot be captured (is unprintable).

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

Finger Position	Finger Number
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 impression must be included.
- The plain four impression must include the same fingers that are included in the corresponding rolled finger impressions.

2.3   PALM PRINTS (IF AUTHORIZED)

Currently, palm prints are not allowed for DOC transactions.

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

If palm prints are captured, include the following for each hand:
- Full palm if supported by the livescan, otherwise an upper/lower palm pair, and
- A writer's palm

2.3.1   Capturing Full Palms and Writer's Palms

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.

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 can be captured: Capture the impression. Do not include any information in the Amputated or Bandaged field.
- If a palm is partially amputated and a partial palm print impression can be captured: Capture the impression and 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 print impression can be captured: Capture the impression but do not include any information in the Amputated and Bandaged field.
- If a palm cannot be captured: Supply information in the Amputated or Bandaged field. Set the code to 'UP' to indicate that a palm print impression cannot 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 can be captured: Do not include any information in the Amputated or Bandaged field.
- If a writer's palm is partially amputated and a partial palm print impression can be 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

2.3.2 Capturing Upper/Lower Palm Pairs and Writer's Palms

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 an upper palm impression.

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.

All upper and lower palm positions must have either a palm print or an amputated or bandaged code or both as follows:
- If an upper or lower palm impression can be captured: Capture the impression. Do not include any information in the Amputated or Bandaged field.
- If an upper or lower palm is partially amputated and a partial palm print impression can be captured: Capture the impression and supply information in the Amputated or Bandaged field. Set the code to 'XX' to indicate a partial amputation.
- If an upper or lower palm is partially scarred and a palm print impression can be captured: Capture the impression but do not include any information in the Amputated and Bandaged field.
- If a upper or lower palm cannot be captured: Supply information in the Amputated or Bandaged field. Set the code to 'UP' to indicate that a palm print impression cannot be captured (is unprintable).

If writer's palms are included, 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 can be captured: Do not include any information in the Amputated or Bandaged field.
- If a writer's palm is partially amputated and a partial palm print impression can be 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 writer's palm	22

Palm Position	Palm Number
Left writer's palm	24
Right lower palm	25
Right upper palm	26
Left lower palm	27
Left upper palm	28

2.4 FACIAL PHOTOS (FUTURE)

If facial photos are captured:

- At least one frontal image is required.
- Up to three additional facial photos may be included. Generally this would include two profile photos.

Some textual information must also be entered to describe each photo. If required fields are missing or if field values are invalid, a Transaction Warning Notice will be returned (see section 3.1.3).

Only photos that are SAP Level 40 will be accepted by the FBI. Please refer to the MCHS Tenprint Interface Control Document (ICD) and discuss the requirements with your livescan vendor.

2.5 SMT PHOTOS (FUTURE)

If photos of scars, marks, and tattoos are captured:

- Up to three images may be included.

Some textual information must also be entered to describe each photo. If required fields are missing or if field values are invalid, a Transaction Warning Notice will be returned (see section 3.1.3).

Note that the SMT Descriptor codes for SMT Photos are not the same as those used in Field 10 Scars, Marks, and Tattoos. The SMT Descriptor codes are included in Appendix F.

3.0 RAP SHEETS AND ERROR RESPONSES

Every DOC 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 livescan 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 a DOC Inmate Intake transaction, due to errors other than problems with fingerprints.

MISSISSIPPI CRIMINAL HISTORY SYSTEM TRANSACTION REJECT NOTICE	
Type of Transaction:	Arrest
Subject Name:	SMITH, JOHN
Subject Date of Birth:	19650215
Transmitting Agency (from TCN):	MS0140123 - CLARKSDALE PD
Station/Operator Id (Email "From"):	ls140123 - CLARKSDALE PD LS 1
Station Id From TCN: Station Location and Type:	ls140123 - CLARKSDALE PD LS 1 Local Agency Livescan
Station Vendor: Transaction Control Number:	Moore Biometrics ls140123-20020901-0001
Arrest Agency:	MS0000001 - FULLER PD
Print Agency:	MS0140123 - CLARKSDALE PD
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
Arrest Tracking Number:	125356789X
Highest Severity:	Felony

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, Facial Photos, and SMT Photos Only)

If a transaction contains palm prints, facial photos, or SMT photos 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 identification/DOC Intake 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, facial photos, or SMT data.

If there are errors in the identification/DOC Intake data and errors related to palm prints, facial photos, or SMT photos, 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 a DOC transaction is successfully processed, MCHS generates an in-state **Mississippi Rap Sheet**.

3.2 FBI RESPONSES

3.2.1 FBI Error Response

If 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 error is about fingerprints, do not resubmit the transaction because the duplicate transaction will not be processed by MCHS.

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 an FBI NGI Criminal Inquiry transaction to the FBI when it processes a DOC transaction. When a Criminal Inquiry 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 DOC TRANSACTION ERRORS

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

1. More than one transaction is submitted for than same person (verified by an AFIS fingerprint match) with the same intake date. The dates on which the transactions are transmitted might be the same or may be days apart, but the intake date (the transaction date) is the same. The identification data may be identical or slightly different.
   - When this occurs the most recent transaction will always be rejected with the message "The transaction was unsuccessful because another DOC transaction was previously processed with the same fingerprints (based on AFIS match) and the same intake date." followed by information about the earlier transaction including last name, first name, date of birth, DOC number, SID, MCHS archive id, and intake date.
   - Please see section 6 of this document for instructions on how to correct identification data submitted in DOC transactions.

2. Problems with the fingerprints. The most common errors include:
   - 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 RETRANSMITTING REJECTED TRANSACTIONS

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 DATA ON MCHS

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

Do <u>not</u> revise and resubmit the original transaction. Also, do <u>not</u> create a new transaction for the same intake event.

- If two transactions are submitted on the same day for the same event (same transaction date), the second one will be rejected.
- If two transactions are submitted on different days for the same event (two different transaction dates), the second one will be added to the criminal history as a second intake event.

7.0 TEST TRANSACTIONS

The livescan vendor, and occasionally a livescan 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 livescan 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 - UPDATED EDIT TABLES FROM MCHS

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

> Field 2 Miscellaneous Id # / Miscellaneous Number Type
> Field 3 Names / Suffix
> Field 4 Place of Birth
> Field 5 Country of Citizenship
> Field 7 Sex/Gender
> Field 8 Race
> Field 9 Scars, Marks, and Tattoos / SMT Code
> Field 12 Eye Color
> Field 13 Hair Color
> Field 14 Palmprints Available
> Field 15 Photo Available
> Field 18 Driver's License / Driver's License State
> Amputated or Bandaged Code

The livescan 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 livescan vendor to the next.

To ensure the livescan has a current list of codes, go to Field 14, Hair Color 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 livescan 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 livescans allow the operator to type in the value instead. The livescan 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 - RESERVED

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

Place of Birth	Code
Bangladesh	BL
Barbados	BB
Belarus (formerly part of Soviet Union)	BY
Belgium	BG
Belize (formerly British Honduras)	BH
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

Place of Birth	Code
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
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

Place of Birth	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
Florida	FL
France	FN
French Guiana (possession of France)	FG
French Polynesia	FP
Gabon	GB
Gambia	GK
Gaza	GZ
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

Place of Birth	Code
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
Italy	IT

Place of Birth	Code
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

Place of Birth	Code
Luxembourg	LX
Macau (Macao)	OC
Macedonia	ZD
Madagascar (Malagasy Republic)	MP
Madiera Islands (possession of Portugal)	IM
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

Place of Birth	Code
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
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

Place of Birth	Code
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
Pennsylvania	PA
Peru	PU
Philippines	PI
Poland	PO
Portugal	PT
Prince Edward Island, Canada	PE
Puerto Rico	PR

Place of Birth	Code
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
Somalia	SM

Place of Birth	Code
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

Place of Birth	Code
Uganda	UG
Ukraine (formerly part of Soviet Union)	UK
United Arab Emirates (formerly Trucial States)	TC
Uruguay	UY
Utah	UT
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

Place of Birth	Code
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

Country of Citizenship	Code
Belize (formerly British Honduras)	BH
Benin (formerly Dahomey)	DH
Bhutan	BN
Bolivia	BV
Bosnia-Herzegovina (formerly part of Yugoslavia)	BP
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

Country of Citizenship	Code
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
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

Country of Citizenship	Code
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
India	II
Indonesia	IO
Iran	IR
Iraq	IQ
Ireland (does not include Northern Ireland)	IE
Israel	IS
Italy	IT

Country of Citizenship	Code
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
Madagascar (Malagasy Republic)	MP

Country of Citizenship	Code
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

Country of Citizenship	Code
Norway	NW
Oman	OM
Pakistan	PK
Palau, Republic of	PD
Panama	PM
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

Country of Citizenship	Code
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
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

Country of Citizenship	Code
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
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

Country of Citizenship	Code
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

Driver's License Place of Issuance	Code
Kentucky	KY
Louisiana	LA
Maine	ME
Manitoba, Canada	MB
Maryland	MD
Massachusetts	MA
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

Driver's License Place of Issuance	Code
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
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

Driver's License Place of Issuance	Code
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

Scars, Marks, Tattoos, etc.	Code
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
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

Scars, Marks, Tattoos, etc.	Code
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
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

Scars, Marks, Tattoos, etc.	Code
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
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

Scars, Marks, Tattoos, etc.	Code
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

Scars, Marks, Tattoos, etc.	Code
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
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

Scars, Marks, Tattoos, etc.	Code
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
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

Scars, Marks, Tattoos, etc.	Code
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
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

Scars, Marks, Tattoos, etc.	Code
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, Marks, Tattoos, etc.	Code
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, 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

Scars, Marks, Tattoos, etc.	Code
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
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

Scars, Marks, Tattoos, etc.	Code
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
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

Scars, Marks, Tattoos, etc.	Code
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

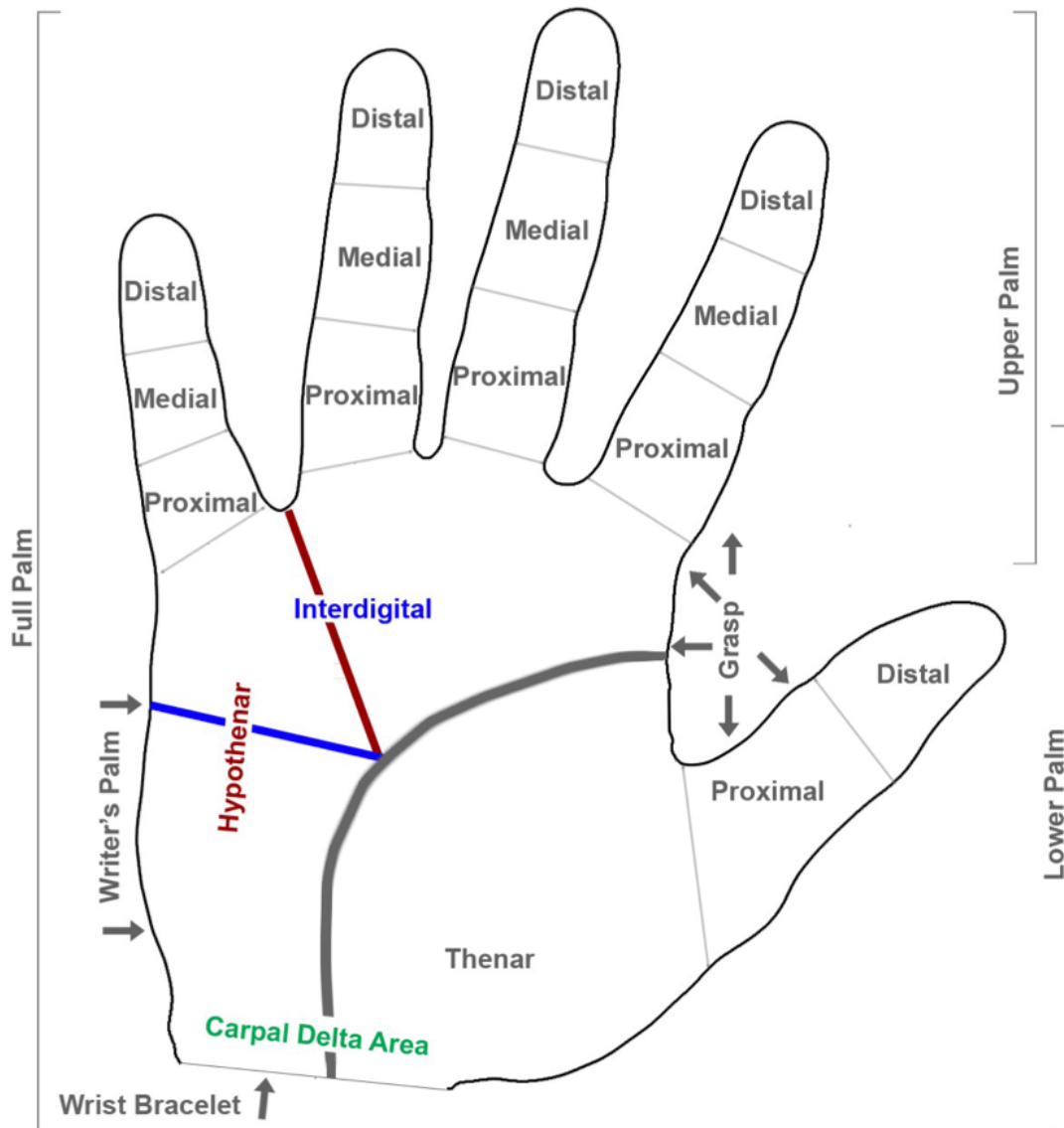| Scars, Marks, Tattoos, etc.	Code
Tattoos, Thigh, right	TAT R THGH
Tattoos, Wrist, left	TAT L WRS
Tattoos, Wrist, right	TAT R WRS

14.0 APPENDIX F - RESERVED

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
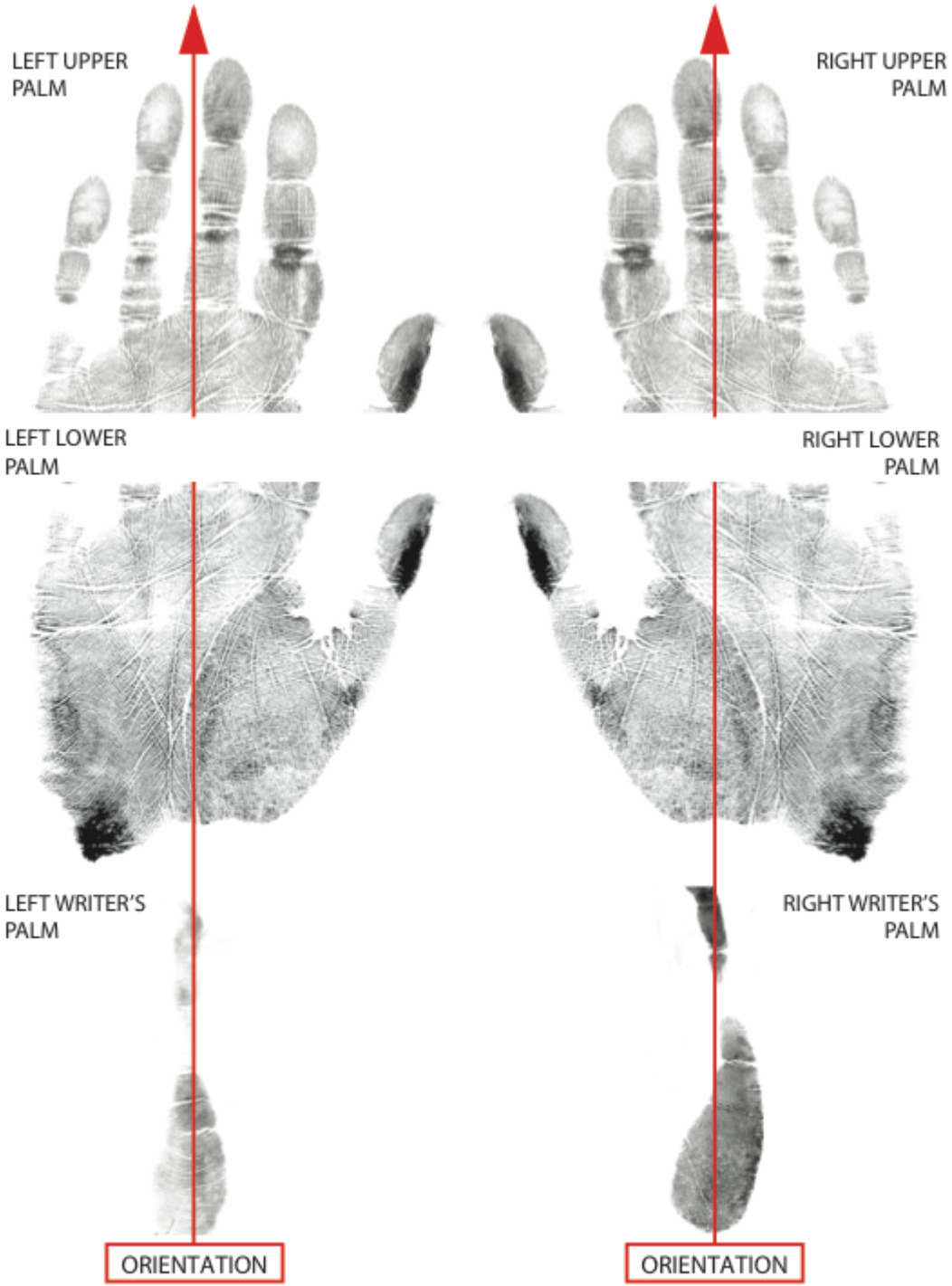
16.0 APPENDIX H - SMT DESCRIPTOR CODES FOR SMT PHOTOS

SMT Descriptors / Tattoo Class

Class description	Class code
Human Forms and Features	HUMAN
Animals and Animal Features	ANIMAL
Plants	PLANT
Flags	FLAG
Objects	OBJECT
Abstractions	ABSTRACT
Insignias & Symbols	SYMBOL
Other Images	OTHER

Tattoo subclasses for each class code are listed in the following tables.

SMT Descriptors / Tattoo Subclass

Human tattoo subclasses

Subclass	Subclass code
Male Face	MFACE
Female Face	FFACE
Abstract Face	ABFACE
Male Body	MBODY
Female Body	FBODY
Abstract Body	ABBODY
Roles (Knight, Witch, man, etc.)	ROLES
Sports Figures (Football Player, Skier, etc.)	SPORT
Male Body Parts	MBPART
Female Body Parts	FBPART

Subclass	Subclass code
Abstract Body Parts	ABBPART
Skulls	SKULL
Miscellaneous Human Forms	MHUMAN

Animal tattoo subclasses

Subclass	Subclass code
Cats & Cat Heads	CAT
Dogs & Dog Heads	DOG
Other Domestic Animals	DOMESTIC
Vicious Animals (Lions, etc.)	VICIOUS
Horses (Donkeys, Mules, etc.)	HORSE
Other Wild Animals	WILD
Snakes	SNAKE
Dragons	DRAGON
Birds (Cardinal, Hawk, etc.)	BIRD
Spiders, Bugs, and Insects	INSECT
Abstract Animals	ABSTRACT
Animal Parts	PARTS
Miscellaneous Animal Forms	MANIMAL

Plant tattoo subclasses

Subclass	Subclass code
Narcotics	NARCOTICS
Red Flowers	REDFL
Blue Flowers	BLUEFL
Yellow Flowers	YELFL

Subclass	Subclass code
Drawings of Flowers	DRAW
Rose	ROSE
Tulip	TULIP
Lily	LILY
Miscellaneous Plants, Flowers, Vegetables	MPLANT

Flag tattoo subclasses

Subclass	Subclass code
American Flag	USA
State Flag	STATE
Nazi Flag	NAZI
Confederate Flag	CONFED
British Flag	BRIT
Miscellaneous Flags	MFLAG

Object tattoo subclasses

Subclass	Subclass code
Fire	FIRE
Weapons(Guns, Arrows, etc.)	WEAP
Airplanes	PLANE
Boats, Ships, & Other Vessels	VESSEL
Trains	TRAIN
Cars, Trucks, and Vehicles	VEHICLE
Mythical (Unicorns, etc.)	MYTH
Sporting Objects (Football, Ski, Hurdles, etc.)	SPORT
Water & Nature Scenes(Rivers, Sky, Trees, etc.)	NATURE

Subclass	Subclass code
Miscellaneous Objects	MOBJECTS

Abstract tattoo subclasses

Subclass	Subclass code
Figure(s)	FIGURE
Sleeve	SLEEVE
Bracelet	BRACE
Anklet	ANKLET
Necklace	NECKLC
Shirt	SHIRT
Body Band	BODBND
Head Band	HEDBND
Miscellaneous Abstract	MABSTRACT

Symbol tattoo subclasses

Subclass	Subclass code
National Symbols	NATION
Political Symbols	POLITIC
Military Symbols	MILITARY
Fraternal Symbols	FRATERNAL
Professional Symbols	PROFESS
Gang Symbols	GANG
Miscellaneous Symbols	MSYMBOLS

Other tattoo subclasses

Subclass	Subclass code
Wording (Mom, Dad, Mary, etc.)	WORDING

Subclass	Subclass code
Freeform Drawings	FREEFRM
Miscellaneous Images	MISC