Agency Case #_____

NCIC Initial Entry Report

Message Key (MKE) (See Categories, page 2)
- ☐ Disability (EMD)
- ☐ Catastrophe Victim (EMV)
- ☐ Other (EMO)
- ☐ Juvenile (EMJ)
- ☐ Involuntary (EMI)
- ☐ Endangered (EME)
- ☐ Caution

Date

Reporting Agency (ORI)

Name of Missing Person (NAM)

Sex (SEX) ☐ Male (M) ☐ Female (F)

Aliases

Race (RAC)
- ☐ Asian or Pacific Islander (A)
- ☐ American Indian/Alaskan Native (I)
- ☐ Black (B)
- ☐ White (W)
- ☐ Unknown (U)

Place of Birth (POB)

Date of Birth (DOB)

Date of Emancipation (DOE)

Height (HGT)

Weight (WGT)

Eye Color (EYE)
- ☐ Black (BLK)
- ☐ Blue (BLU)
- ☐ Brown (BRO)
- ☐ Gray (GRY)
- ☐ Green (GRN)
- ☐ Hazel (HAZ)
- ☐ Maroon (MAR)
- ☐ Pink (PNK)
- ☐ Unknown (XXX)
- ☐ Multicolored (MUL)

Hair Color (HAI)
- ☐ Brown (BRO)
- ☐ Black (BLK)
- ☐ White (WHT)
- ☐ Sandy (SDY)
- ☐ Gray or Partially Gray (GRY)
- ☐ Red/Auburn (RED)
- ☐ Blond/Strawberry (BLN)
- ☐ Blue (BLU)
- ☐ Green (GRE)
- ☐ Orange (ONG)
- ☐ Pink (PNK)
- ☐ Purple (PLE)
- ☐ Unknown or Completely Bald (XXX)

Ethnicity (ETN)
- ☐ Hispanic or Latino (H)
- ☐ Not Hispanic or Not Latino (N)

FBI Number (FBI)

Skin Tone (SKN)
- ☐ Albino (ALB)
- ☐ Black (BLK)
- ☐ Dark (DRK)
- ☐ Yellow (YEL)
- ☐ Dk. Brown (DBR)
- ☐ Fair (FAR)
- ☐ Light (LGT)
- ☐ Lt. Brown (LBR)
- ☐ Medium (MED)
- ☐ Medium Brown (MBR)
- ☐ Olive (OLV)
- ☐ Ruddy (RUD)
- ☐ Sallow (SAL)

Scars, Marks, Tattoos, and Other Characteristics (SMT) (See Checklist, page 8)

Has the missing person ever been fingerprinted?
- ☐ No
- ☐ Yes, by whom?_____

Other Identifying Numbers (MNU)

Fingerprint Classification (FPC)*

☐☐☐☐☐☐☐☐☐☐
☐☐☐☐☐☐☐☐☐☐

Social Security Number (SOC)

Operator's License Number (OLN)

Operator's License State (OLS)

License Expiration (OLY)

Missing Person (MNP)
- ☐ Missing Person (MP)
- ☐ Child Abduction (CA)
- ☐ Catastrophe Victim (DV)
- ☐ AMBER Alert (AA)

Date of Last Contact (DLC)

Originating Agency Case Number (OCA)

Miscellaneous (MIS) Information such as build, handedness, any illness or diseases, clothing description, hair description, should be included. If more space is needed, attach additional sheet.**

Missing Person Circumstances (MPC)
- ☐ Abducted By Stranger (S)
- ☐ Runaway (R)
- ☐ Abducted By Non-custodial Parent (N)

License Plate Number (LIC)

State (LIS)

Year Expires (LIY)

License Plate Type (LIT)

Vehicle Identification Number (VIN)

Year (VYR)

Make (VMA)

Model (VMO)

Style (VST)

Color (VCO)

Rev 04/13 * Fingerprints, if available, may be submitted electronically via the CJIS Wide Area Network or in hard copy to the FBI, CJIS Division, Post Office Box 4142, Clarksburg, West Virginia 26302-9929.

** All dental information should be recorded on the NCIC Missing Person Dental Report and entered into NCIC as supplemental information.

Agency Case #_____

Caution and Medical Conditions (CMC)

Code	Description	Code	Description	Code	Description
00	Armed and dangerous	30	Sexually violent predator - contact ORI for detailed information	65	Epilepsy
05	Violent tendencies	40	International Flight Risk	70	Suicidal
10	Martial arts expert	50	Heart condition	80	Medication required
15	Explosives expertise	55	Alcoholic	85	Hemophiliac
20	Known to abuse drugs	60	Allergies	90	Diabetic
25	Escape risk			01	Other

Has the missing person ever donated blood? (MIS)
Yes
No

Blood Type (BLT)
A Positive (APOS) B Positive (BPOS) AB Positive (ABPOS) O Positive (OPOS) Unknown (UNKWN)
A Negative (ANEG) B Negative (BNEG) AB Negative (ABNEG) O Negative (ONEG)
A Unknown (AUNK) B Unknown (BUNK) AB Unknown (ABUNK) O Unknown (OUNK)

Circumcision? (CRC)
Was (C) Was Not (N) Unknown (U)

Footprints available? (FPA)
Yes (Y) No (N)

Body X-Rays? (BXR)
Full (F) Partial (P) None (N)

Does the missing person have corrected vision? (SMT)
Yes Glasses
No Con Lenses

Corrective Vision Prescription (VRX)

Jewelry Type (JWT) (See Checklist, page 20)

Jewelry Description (JWL) (See Checklist, page 20)

DNA Profile Indicator (DNA)
Yes (Y) No (N)

DNA Location (DLO)

Complainant's Name

Complainant's Address

Complainant's Telephone Number

Relationship of Complainant to Missing Person

Missing Person's Occupation (MIS)

Missing Person's Address

Close friends/relatives

Places Missing Person Frequented (MIS)

Possible destination (MIS)

Reporting Officer

Reporting Agency Telephone Number

Investigating Officer and Telephone Number (MIS)

Complainant's Signature

Date

NCIC Number (NIC)