



Guidance on the Submission of Criminal Inquiries to the Next Generation Identification (NGI) System

Criminal inquiries provide a tool for law enforcement agencies to quickly determine whether a record is established in the NGI System and, if so, to ascertain the individual's identity. In most cases, criminal justice agencies can submit a criminal inquiry without assistance from the FBI's Criminal Justice Information Services (CJIS) Division.

- **For the most rapid criminal inquiry, submit fingerprints to the NGI System using the Criminal Tenprint Submission (Answer Required) (CAR) *Electronic Biometric Transmission Specification (EBTS) Type of Transaction (TOT) with the retention code set to "N."*** Federal and tribal agencies' CAR TOT submissions query the NGI System. State CAR submissions query the state's system first, then query the NGI System. In the case of National Fingerprint File states, the CAR submission queries the NGI System only if no identification occurs at the state level. Criminal inquiries **do not** create a criminal history record at either the state or the NGI System. To establish an arrest event, contributors should submit the CAR TOT with the retention code set to "Y."
- **The CJIS Division's Customer Service Group (CSG) can assist your agency with troubleshooting CAR submissions.** Contact the CSG to obtain assistance with transaction submission or to notify of system issues. The CSG will notify the appropriate CJIS Division business lines who depend on your state data.
- **The CJIS Division's Special Processing Center (SPC) is available to assist when an outage or other technical issue prevents a federal, state, or tribal agency's submission of criminal inquiries.** Agencies must submit criminal inquiries to the NGI System prior to contacting the SPC for assistance. Criminal inquiries to the SPC should be submitted as an SPC Special Request.
- **The SPC also supports the Deceased Persons Identification (DPI) Services, which provides a biometric (fingerprint-based) identification service to criminal justice agencies, medical examiners, and coroners for active and cold cases.** Federal agencies and states are encouraged to submit their deceased identification requests using the *EBTS* Known Deceased (DEK) TOT when biographic and biometric data is available and the Unknown Deceased (DEU) TOT when only biometric data is available. Federal agencies, states, and tribes not programmed to submit via the DEK or DEU TOTs may contact the SPC. Authorized federal, state, and tribal criminal justice agencies and authorized coroners and medical

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examiners may submit fingerprint-based deceased identification requests to the SPC to query the NGI System. The SPC uses the data to conduct an exhaustive search of the NGI System and additional data sources. Whether or not a deceased identification request results in an identification, biometric and biographic data (if submitted) are retained in the NGI System.

- **If no immediate identification occurs, enrolling a deceased individual's fingerprints can lead to an identification in the future.** The CJIS Division encourages submitting deceased identification requests to the NGI System, using the DEU and DEK TOTs, or directly to the SPC if not programmed to submit via DEK or DEU TOT.

For fingerprint submission assistance and programming for the DEU or DEK TOTs, contact the CSG at CK_CSG@fbi.gov. For fingerprint processing assistance during a system outage and fingerprint-based deceased identification requests, contact the SPC at SPC_Team@fbi.gov. For general assistance with deceased requests, contact the DPI Services via email at DPIServices@fbi.gov.



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