

# Texas and National Law Enforcement Telecommunications Systems

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## **OPERATING MANUAL**

**TLETS/NLETS OPERATING MANUAL  
REVISION RECORD**

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16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

# TABLE of CONTENTS

Section Title	Page
<b>1.0 SYSTEM DESCRIPTION</b> .....	<b>1-1</b>
1.1 TEXAS LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (TLETS) MESSAGE SWITCHER.....	1-1
1.2 NATIONAL LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (NLETS) MESSAGE SWITCHER.....	1-2
1.2.1 TREASURY ENFORCEMENT COMMUNICATIONS SYSTEM (TECS).....	1-2
1.2.2 INTERNATIONAL CRIMINAL POLICE ORGANIZATION (INTERPOL).....	1-2
1.3 TERMINALS.....	1-2
1.4 COMPUTER INTERFACES.....	1-3
1.5 DATABASES.....	1-3
1.5.1 DLD DATABASE.....	1-3
1.5.2 TCIC 2000 DATABASE.....	1-3
1.5.3 NCIC 2000 DATABASE.....	1-4
1.5.4 VTR DATABASE.....	1-4
1.5.5 WEATHER/ROAD DATABASE.....	1-4
1.6 GENERAL SYSTEM CONTROL AND USAGE.....	1-5
1.6.1 TLETS – Directors Staff.....	1-5
1.6.2 TLETS RESTRICTIONS.....	1-6
1.6.3 NLETS ADMINISTRATION.....	1-7
1.6.4 NLETS CONTROL TERMINAL AGENCY.....	1-7
1.6.5 NLETS RESTRICTIONS.....	1-8
1.7 SYSTEM ACCESS AND DISSEMINATION POLICIES.....	1-9
1.8 TLETS USER AGREEMENT.....	1-10
1.9 WARNING DISSEMINATION REQUIREMENTS.....	1-11
1.10 SANCTIONS FOR SYSTEM MISUSE.....	1-11
1.11 TERMINAL SECURITY – INTERNET ACCESS – CDPD, HANDHELD PDA’s, AND OTHER CONNECTIONS.....	1-12
1.11.1 CRIMINAL JUSTICE INFORMATION SERVICES (CJIS).....	1-12
1.11.2 VENDOR ACCESS.....	1-12
1.11.3 GUIDELINES FOR ACCESS TO FBI / CJIS SYSTEMS.....	1-13
1.12 SYSTEM TRAINING.....	1-14
<b>2.0 TERMINAL REPORTING PROCEDURES</b> .....	<b>2-1</b>
2.1 AREAS OF RESPONSIBILITY.....	2-2
2.1.1 METHOD OF CONTACT.....	2-4
2.2 TERMINAL MOVES.....	2-5
2.3 TERMINAL CHANGES/UPGRADING EXISTING SYSTEMS.....	2-6
2.3.1 NON-MEMBER AGENCIES.....	2-8
2.4 NOTIFICATION OF AGENCY CHANGES.....	2-8
2.5 TERMINAL TROUBLE REPORTING PROCEDURES.....	2-9
2.6 REQUESTS FOR ASSISTANCE.....	2-10
2.7 REPORTING SYSTEM VIOLATIONS.....	2-11
2.8 OFFLINE SEARCHES.....	2-11
2.8.1 OFFLINE SEARCH PROCEDURES – TLETS.....	2-12
2.8.2 OFFLINE SEARCH PROCEDURES – TCIC.....	2-13

<b>3.0 SYSTEM OPERATIONS .....</b>	<b>3-1</b>
3.1 OPERATIONAL CONTROL FUNCTIONS .....	3-2
3.2 TLETS ADDRESSING.....	3-4
3.3 NLETS ADDRESSING .....	3-4
3.3.1 NLETS MESSAGE IDENTIFICATION.....	3-5
3.4 SYSTEM ACCESS .....	3-5
3.4.1 OPTIONS MENU SCREEN .....	3-6
3.5 FORMAT PREPARATION.....	3-6
3.6 TERMINAL IDENTIFICATION.....	3-8
3.7 MESSAGE RECALL.....	3-8
3.8 MESSAGE RECEPTION AND PRINTER OPERATION .....	3-8
3.8.1 ALTERNATE ROUTING.....	3-9
3.9 OUTPUT HEADERS.....	3-10
3.9.1 NLETS OUTPUT HEADER.....	3-12
3.10 TRANSACTION CODE LIST.....	3-13
3.10.1 TLETS & NLETS FORMATS .....	3-13
3.10.2 TCIC/NCIC FORMATS.....	3-14
3.10.3 COMBINATION FORMATS .....	3-17
3.11 MENUS AND SUB-MENUS.....	3-17
<b>4.0 ADMINISTRATIVE MESSAGES .....</b>	<b>4-1</b>
4.1 TLETS CODING PROCEDURES .....	4-1
4.2 NLETS CODING PROCEDURES .....	4-1
4.3 MESSAGE FORMAT.....	4-1
4.4 FORMAL MESSAGES.....	4-2
4.5 INFORMAL MESSAGES .....	4-5
4.6 CHOICE OF MESSAGE FORMATS .....	4-6
4.7 ORDER OF DESCRIPTION.....	4-7
4.8 PROPER MESSAGE COMPOSITION .....	4-7
4.9 MESSAGE TYPES .....	4-8
4.10 CRIMINAL MESSAGES .....	4-8
4.11 RUNAWAY MESSAGES .....	4-9
4.12 MISSING PERSON MESSAGES.....	4-10
4.13 ATTEMPT TO LOCATE (ATL) MESSAGES .....	4-10
4.14 ADDED INFORMATION MESSAGES.....	4-11
4.15 CANCELLATION MESSAGES .....	4-12
4.16 CORRECTION MESSAGES.....	4-12
<b>5.0 BROADCAST PROCEDURES .....</b>	<b>5-1</b>
5.1 TLETS BROADCAST CODING.....	5-1
5.2 TLETS BROADCAST RESTRICTIONS .....	5-2
5.2.1 ACQUIRED IMMUNODEFICIENCY SYNDROME (AIDS) .....	5-3
5.3 TLETS BROADCAST CODE USAGE .....	5-4
5.4 NLETS BROADCAST PROCEDURES.....	5-4
5.4.1 STATE BROADCASTS.....	5-5
5.4.2 REGIONAL BROADCASTS.....	5-5
5.4.3 NATIONWIDE BROADCASTS.....	5-7
5.5 NLETS BROADCAST RESTRICTIONS.....	5-8
5.5.1 STATE BROADCAST RESTRICTIONS .....	5-8
5.5.2 REGIONAL BROADCAST RESTRICTIONS.....	5-8
5.5.3 NATIONWIDE BROADCAST RESTRICTIONS.....	5-10
5.6 TLETS/NLETS BROADCAST ADMINISTRATIVE MESSAGE CODING PROCEDURES.....	5-12
5.7 APB SUMMARY.....	5-12
5.8 TLETS NEWSLETTER.....	5-13
5.9 SPECIAL CRIMES BULLETIN.....	5-13

<b>6.0 DRIVER LICENSE INQUIRIES .....</b>	<b>6-1</b>
6.1 TEXAS DRIVER LICENSE INQUIRIES .....	6-2
6.2 TLETS INQUIRY FORMAT .....	6-3
6.3 PROPER DLD INQUIRY PROCEDURES .....	6-3
6.4 CLASS OF LICENSE .....	6-5
6.4.1 RESTRICTIONS CODES ON LICENSES .....	6-6
6.4.2 IDENTIFICATION CERTIFICATES .....	6-7
6.5 DLD MANUAL CHECKS .....	6-8
6.6 DLD COMPUTER ABBREVIATIONS AND STATUTORY CITES .....	6-9
6.6.1 NOTATIONS ON (DL) RETURN THAT ARE NOT CLEAR .....	6-10
6.7 NLETS (OUT-OF-STATE ) DRIVER LICENSE INQUIRIES .....	6-18
6.8 NLETS DRIVER STATUS INQUIRY .....	6-18
6.8.1 DRIVER LICENSE RESPONSE PREFIXES .....	6-18
6.9 NLETS DRIVER HISTORY INQUIRY .....	6-19
6.10 NLETS MANUAL CHECKS .....	6-19
6.11 NLETS MEXICAN FEDERAL LICENCIA FEDERAL INFORMATION SYSTEM (LIFIS) DQ INQUIRY .....	6-20
6.11.1 NLETS MEXICAN DRIVER LICENSE INQUIRIES .....	6-21
6.11.2 NLETS MEXICAN INQUIRY PROCEDURES .....	6-21
6.11.3 COMMERCIAL LICENSE CATEGORIES (CATEGORIA) .....	6-24
6.11.4 MEXICAN HELP .....	6-25
<b>7.0 VEHICLE REGISTRATION INQUIRIES .....</b>	<b>7-1</b>
7.1 TEXAS VEHICLE REGISTRATION INQUIRIES .....	7-2
7.2 TLETS INQUIRY FORMAT .....	7-3
7.3 VTR REGISTRATION RECORDS .....	7-3
7.3.1 REGISTRATION REMARKS .....	7-3
7.4 VTR MANUAL CHECKS .....	7-4
7.4.1 AUTOMATED INQUIRIES AND MANUAL CHECK GUIDELINES .....	7-5
7.4.2 TITLE HISTORIES .....	7-6
7.4.3 ALL-TERRAIN VEHICLE REGISTRATION .....	7-7
7.4.4 VTR REMARKS .....	7-7
7.5 MCD TEMPORARY PERMITS .....	7-12
7.6 MCD PERMIT INQUIRIES .....	7-12
7.7 NLETS (OUT-OF-STATE) VEHICLE REGISTRATION INQUIRIES .....	7-12
7.8 NLETS INQUIRY FORMAT .....	7-12
7.8.1 DIPLOMATIC LICENSE PLATE FILE .....	7-13
7.8.2 VEHICLE REGISTRATION RESPONSE PREFIXES .....	7-13
7.9 GOVERNMENT LICENSE PLATES .....	7-14
7.10 NLETS MANUAL CHECKS .....	7-18
<b>8.0 BOAT REGISTRATION INQUIRIES .....</b>	<b>8-1</b>
8.1 TEXAS BOAT REGISTRATION INQUIRIES .....	8-1
8.2 TEXAS INQUIRY FORMAT .....	8-1
8.3 NLETS (OUT-OF-STATE) BOAT REGISTRATION INQUIRIES .....	8-2
8.4 NLETS INQUIRY FORMAT .....	8-2
8.4.1 BOAT REGISTRATION RESPONSE PREFIXES .....	8-3
8.5 NLETS MANUAL CHECKS .....	8-4
<b>9.0 WEATHER AND ROAD INQUIRIES .....</b>	<b>9-1</b>
9.1 TEXAS WEATHER AND ROAD INQUIRIES .....	9-1
9.2 TLETS INQUIRY FORMAT .....	9-2
9.2.1 WEATHER/ROAD RESPONSES .....	9-2
9.3 NLETS (OUT-OF-STATE) WEATHER AND ROAD INQUIRIES .....	9-3
9.4 NLETS INQUIRY FORMAT .....	9-3

<b>10.0 CRIMINAL HISTORY RECORD INFORMATION (CHRI) INQUIRIES.....</b>	<b>10-1</b>
10.1 INITIAL CHRI INQUIRY (IQ).....	10-2
10.2 FULL CHRI RECORD INQUIRY (FQ) .....	10-2
10.3 ADDITIONAL CHRI INFORMATION (AQ).....	10-2
10.3.1 ADDITIONAL CHRI INFORMATION REPLIES (AR).....	10-3
10.4 "CR" RESPONSES .....	10-3
<b>11.0 HELP FILES .....</b>	<b>11-1</b>
11.1 GENERAL HELP FILES .....	11-1
11.1.1 HELP FILE PRINT COMMAND .....	11-2
11.1.2 DIRECTORY OF GENERAL HELP FILES .....	11-2
11.2 FORMAT HELP FILES .....	11-2
11.3 FIELD HELP FILES .....	11-3
11.4 NLETS HELP FILES .....	11-4
11.4.1 NLETS GENERAL HELP FILE CODES.....	11-5
11.4.2 NLETS STATE HELP FILES .....	11-6
<b>12.0 ADDITIONAL TLETS INFORMATION AND/OR SERVICES FOR CRIMINAL JUSTICE</b>	
<b>AGENCIES .....</b>	<b>12-1</b>
12.1 DRIVERS LICENSE PHOTOGRAPHS (DPS) .....	12-1
12.2 DRIVER IMPROVEMENT BUREAU (DPS) .....	12-2
12.3 VEHICLE INSPECTION STICKER INFORMATION (DPS) .....	12-2
12.4 MOTOR VEHICLE THEFT SERVICE (DPS) .....	12-3
12.5 SAFETY RESPONSIBILITY (DPS) .....	12-3
12.6 ACCIDENT RECORDS (DPS).....	12-4
12.7 TEXAS DEPARTMENT OF CRIMINAL JUSTICE (CORRECTIONS).....	12-5
12.8 TEXAS DEPARTMENT OF CRIMINAL JUSTICE (PARDONS AND PAROLE) .....	12-5
12.9 TEXAS DEPARTMENT OF HEALTH.....	12-6
12.10 ALCOHOL BEVERAGE COMMISSION.....	12-6
12.11 PARKS AND WILDLIFE DEPARTMENT .....	12-7
12.12 NATIONAL INSURANCE CRIME BUREAU .....	12-7
12.13 U. S. CUSTOMS SERVICE.....	12-8
12.14 U. S. BUREAU OF CUSTOMS AND BORDER PROTECTION (BCBP).....	12-9
12.15 INTERNAL REVENUE SERVICE .....	12-11
12.16 AFB SECURITY POLICE .....	12-11
12.17 U. S. ARMY PROVOST MARSHALS OFFICE .....	12-12
12.18 U. S. DEPARTMENT OF EDUCATION .....	12-13
12.19 U. S. SECRET SERVICE.....	12-13
12.20 BUREAU OF ALCOHOL, TOBACCO, FIREARMS .....	12-14
12.21 U. S. DEPARTMENT OF AGRICULTURE INSPECTOR GENERAL .....	12-15
12.22 TEXAS STATE BOARD OF PHARMACY (AUSTIN) .....	12-16
12.23 THE ATTORNEY GENERAL OF TEXAS .....	12-17
12.24 TEXAS STATE LOTTERY .....	12-17
12.25 NATIONAL DRUG POINTER INDEX (NDPIX).....	12-18
12.26 SOCIAL SECURITY ADMINISTRATION.....	12-18
12.27 U.S. DEPARTMENT OF LABOR INSPECTOR GENERAL .....	12-19
12.28 LAW ENFORCEMENT SERVICE CENTER (LESC).....	12-20

<b>13.0 ADDITIONAL NLETS INFORMATION AND/OR SERVICES FOR CRIMINAL JUSTICE AGENCIES .....</b>	<b>13-1</b>
13.1 ON-LINE ORI AGENCY IDENTIFIER LOOKUP FILE (ORION).....	13-1
13.1.1 ORION INQUIRY FORMAT.....	13-2
13.1.2 AGENCY TYPE CODES.....	13-3
13.1.3 FEDERAL AGENCY CODES.....	13-3
13.1.4 ORION MODIFY FORMAT.....	13-4
13.2 AIRCRAFT REGISTRATION .....	13-5
13.2.1 INQUIRY FORMAT.....	13-5
13.2.2 RESPONSES.....	13-5
13.3 AIRCRAFT TRACKING SYSTEM .....	13-6
13.3.1 INQUIRY FORMAT.....	13-6
13.3.2 AIRCRAFT TYPE CODES.....	13-6
13.3.3 RESPONSES.....	13-7
13.3.4 AIRPORT CODE TRANSLATION.....	13-7
13.4 INTERNATIONAL CRIMINAL POLICE ORGANIZATION (INTERPOL).....	13-8
13.4.1 INTERPOL MEMBER COUNTRIES.....	13-8
13.5 SNOWMOBILE REGISTRATION INQUIRIES .....	13-9
13.5.1 SNOWMOBILE REGISTRATION RESPONSE PREFIXES.....	13-9
13.5.2 MANUAL CHECKS.....	13-10
13.6 NATIONAL CENTER FOR MISSING AND EXPLOITED CHILDREN (NCMEC).....	13-10
13.7 FEDERAL AGENCY MEMBERSHIP.....	13-11
13.7.1 TREASURY ENFORCEMENT COMMUNICATIONS SYSTEM (TECS).....	13-11
13.7.2 US DEPARTMENT OF JUSTICE (JUST).....	13-12
13.8 HAZARDOUS MATERIAL FILE (HAZMAT) .....	13-12
13.8.1 INQUIRY FORMAT.....	13-12
13.9 HIT CONFIRMATION TRANSACTIONS.....	13-13
13.10 CANADIAN ACCESS.....	13-13
13.10.1 CANADIAN ADDRESSING CODES.....	13-14
13.10.2 REASON CODES (RSN).....	13-15
13.10.3 PERSONS INQUIRY FORMAT.....	13-15
13.10.4 VEHICLE INQUIRY FORMAT.....	13-16
13.10.5 DRIVER LICENSE INQUIRY FORMAT.....	13-17
13.10.6 VEHICLE REGISTRATION INQUIRY FORMAT.....	13-18
13.10.7 ADMINISTRATIVE MESSAGES.....	13-19
13.10.8 STOLEN ARTICLE INQUIRY FORMAT.....	13-19
13.10.9 STOLEN BOAT INQUIRY FORMAT.....	13-20
13.10.10 STOLEN GUN INQUIRY FORMAT.....	13-21
13.10.11 STOLEN SECURITY INQUIRY FORMAT.....	13-22
13.10.12 CRIMINAL HISTORY RECORD INFORMATION (CHRI) INQUIRIES.....	13-23
13.10.13 OFF-LINE SEARCHES.....	13-24
13.11 NATIONAL INSURANCE CRIME BUREAU (NICB).....	13-24
13.11.1 INQUIRY FORMAT.....	13-24
13.11.2 RESPONSES.....	13-25
13.11.3 PARTIAL VIN INQUIRIES.....	13-26
<b>14.0 COMBINATION FORMATS.....</b>	<b>14-1</b>
14.1 INDIVIDUAL INQUIRY FORMATS.....	14-1
14.2 MULTI-PURPOSE COMBINATION INQUIRY FORMAT.....	14-1

## APPENDIXES

1. TLETS SYSTEM DESCRIPTION
2. TLETS GROUP BROADCAST ARIAL OUTLINE MAPS
3. NLETS REGIONAL MAP
4. PUBLIC INFORMATION REQUESTS
5. REFERENCE MATERIALS FOR COMMUNICATION CENTERS
6. COMMON TELECOMMUNICATIONS ABBREVIATIONS
7. TLETS USER AGREEMENT  
ROUTING DIRECTORY  
INDEX

## INTRODUCTION

The Texas Law Enforcement Telecommunications System (TLETS) is a statewide telecommunications network that is composed of numerous city, county, state, federal, and military law enforcement and criminal justice agencies in Texas. The Texas Department of Public Safety (DPS) has been charged with the responsibility for operation of the computerized electronic message switching system located at the DPS Headquarters in Austin, Texas. All agencies subscribing to the Texas Law Enforcement Telecommunications System are reminded that the system is designed exclusively for use by criminal justice agencies in conducting their lawfully authorized duties within their respective jurisdictions and between agencies as required.

The following pages contain complete instructions for system operation and for the preparation of various types of messages to be transmitted. The procedures, as outlined, make for an accurate and efficient information and communications network. However, efficient operation requires a high degree of professional skill on the part of its participants. The success of the system will be in direct proportion to the quality of operation at each terminal. Operators should study this material thoroughly and repeatedly, if necessary, until it is clearly understood. Standard abbreviations used in this manual are located in Appendix 6.

Participating agencies are provided access to a highly technical, complex, and sophisticated system consisting of TLETS, NLETS, VTR, DLD, TCIC, NCIC, and other databases. With this access, each member agency is responsible for the content and accuracy of any records and messages they originate, and also, for the interpretation of database transactions received by their terminal. Member agencies shall be responsible for assuring the adequacy of training of all persons authorized to operate the terminal. Each agency shall make every reasonable effort to acquaint their personnel with the rules, regulations, capabilities, and services offered by the TLETS. Each member agency is supplied with a copy of this operating manual, directories, operating guidelines, newsletters and other material necessary for the operation of this system. The TLETS/NLETS Operating Manual contains complete coding procedures and operating guidelines for all aspects of the Texas and National Law Enforcement Telecommunications Systems except the two databases of TCIC and NCIC. The Department's Crime Records Service provides TLETS members with a copy of the National Crime Information Center's (NCIC) Operating Manual and Code Manual which contain complete coding and operational procedures for the TCIC and NCIC systems. Each member agency shall insure that these manuals and other materials are made available to all their authorized operating personnel and that they be kept current and readily available to their operators.

Any suggestions or questions regarding the content of this manual should be directed to the Information Management Service, Texas Department of Public Safety in Austin.

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## **1.0 SYSTEM DESCRIPTION**

The Texas Law Enforcement Telecommunications System (TLETS) is a statewide telecommunications network that is composed of terminals/databases/computer interfaces representing numerous city, county, state, federal, and military law enforcement and criminal justice agencies in Texas. This network is controlled by a computerized, electronic message switching system located in the Headquarters of the Texas Department of Public Safety in Austin.

Member agencies have the capability of exchanging administrative type messages. Also, these agencies (when qualified) have access to various databases that enables them to retrieve and enter certain computerized information and records. Other law enforcement/criminal justice agencies, systems, files and services are available to TLETS members through the National Law Enforcement Telecommunications System (NLETS). NLETS provides qualified TLETS members with access to law enforcement/criminal justice agencies and other informational files and services in the contiguous 48 states, Alaska, Hawaii, Puerto Rico, and the Virgin Islands, and a number of foreign countries. (See Appendix 1).

### **1.1 TEXAS LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (TLETS) MESSAGE SWITCHER**

The TLETS Message Switcher is an automatic, computerized, electronic store and forward message switching system. This system is located at the DPS Headquarters in Austin and its day to day operation is under the control of the DPS Information Management Service. Every message/transaction generated by a terminal/database/computer interface on the TLETS network is initially transmitted to the switcher over a dedicated circuit or satellite wireless connection where it is validated for proper codes and formats. A record copy of each message/transaction is made on electronic logging devices and then forwarded to its addressed destination. In the event conditions exist that prevent the proper delivery of the message/transaction to its addressed destination, the message switcher will automatically store this message/transaction until such time delivery is possible or notify the originator it was discarded.

## **1.2 NATIONAL LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (NLETS) MESSAGE SWITCHER**

The NLETS Message Switcher is an automatic, computerized, electronic store and forward message switching system. Although the NLETS message-switching equipment is physically located at the Arizona Department of Public Safety in Phoenix, Arizona, it is under the administrative control of the National Law Enforcement Telecommunications System Incorporated. The system has the capability to receive, store, and forward message traffic from and to all its members. Message traffic includes free form administrative data from one point to one or more points. In addition, it supports inquiry into state motor vehicle, driver's license, and other databases and systems. It also provides format edits and message storage similar to the TLETS message-switching system. The ORION and HAZMAT files are supported in the NLETS switching equipment.

### **1.2.1 TREASURY ENFORCEMENT COMMUNICATIONS SYSTEM (TECS)**

The TECS is an automated message switching system located in Washington, D. C. and is directly interfaced with the NLETS Switcher. TECS provides users in Texas access to various Federal agencies and is host to the Federal Aviation Administration (FAA) aircraft registration files. (See Chapter 13, Sections 13.2 and 13.3)

### **1.2.2 INTERNATIONAL CRIMINAL POLICE ORGANIZATION (INTERPOL)**

Interpol is also interfaced with NLETS and provides information services and exchange of certain law enforcement/criminal justice information with a number of foreign countries regarding criminal investigations.

## **1.3 TERMINALS**

The majority of the terminals on the TLETS are of the cathode ray tube or CRT/PC type with an associated printer. Operators prepare messages/database transactions on a video monitor screen from a typewriter type keyboard utilizing a pre-formatted screen retrieved, on demand, from the switcher. Once a message/database transaction has been properly prepared, the operator activates a "enter" or send function on the terminal, which causes the message to be transmitted to the switcher for delivery.

## **1.4 COMPUTER INTERFACES**

A number of agencies have internal computer systems that are interfaced into the TLETS Switcher and provide TLETS & NLETS telecommunications message switching capabilities to various terminal devices within that agency. (See Appendix 1.) Many of these computer systems also provide in-house Information Management Services, as well as permitting authorized local agencies access to certain local files and records maintained by these agencies.

## **1.5 DATABASES**

In addition to local agency computer system interfaces, there are additional computer systems known as databases that are directly interfaced with the TLETS Message Switcher. These databases provide computerized record information on driver's license, vehicle registration, stolen and wanted information, and criminal history record information to authorized users on the TLETS.

### **1.5.1 DLD DATABASE**

The DPS Driver License Division computer system in Austin is the repository for all drivers' license record information with data that has been entered and is the responsibility of the DPS License Issuance and Driver Records (DLD) Bureau.

### **1.5.2 TCIC 2000 DATABASE**

The DPS computer system in Austin contains the Texas Crime Information Center (TCIC) 2000. TCIC 2000 is the Texas equivalent of NCIC 2000(Section 1.5.3). Stolen vehicles, wanted persons, and related records are placed into this system directly by the agency where the record originated. The DPS Crime Records Service in Austin maintains quality control and administrative responsibility for TCIC 2000.

### **1.5.3 NCIC 2000 DATABASE**

The Federal Bureau of Investigation (FBI) in Washington, D.C. maintains the National Crime Information Center (NCIC) 2000. This system provides the repository and inquiry and entry access to stolen vehicles, license plates, boats, guns, articles, securities, wanted-missing-unidentified persons, and criminal history information to law enforcement/criminal justice agencies nationwide and Canada. Users should refer to the NCIC 2000 Operating Manual for complete system description and operation.

### **1.5.4 VTR DATABASE**

The VTR database is operated and controlled by the Vehicle Titles and Registration (VTR) of the Texas Department of Transportation (DOT) in Austin. VTR is the repository for all records pertaining to motor vehicle registration in Texas. Also certain information concerning commercial over-width/weight/height permits is maintained in the VTR database.

### **1.5.5 WEATHER/ROAD DATABASE**

An additional database in the DPS computer system is a file containing weather and road condition reports that are entered and routinely updated by the DPS communications facilities throughout the state.

## 1.6 GENERAL SYSTEM CONTROL AND USAGE

All agencies subscribing to the Texas Law Enforcement Telecommunications System are reminded that the system has been designed and funded exclusively for use by criminal justice agencies in conducting their lawfully authorized duties within their respective jurisdictions and between agencies as required. **PL99-169 made use available for agencies involved in National Security.** Use of the system for any other purpose is in violation of the User Agreement (Section 1.8) and funding regulations which could result in the termination of service to any agency found responsible for such offenses (Section 1.7 and 1.10). Non-criminal justice personnel and agencies such as tax offices, municipal offices, insurance and trucking firms and the general public can obtain CENTRAL PUBLIC RECORD INFORMATION by following the instructions contained in Appendix 4 of this manual. Effective September 1, 1997, Senate Bill 1069 went into effect. This bill codified as Chapters 730 and 731 of the Texas Transportation Code. This bill make personal information found in motor vehicle records confidential. "Personal Information" is information that identifies a person including photographs, social security number, driver license and/or ID card numbers, names, addresses, telephone numbers, and medical or disability information. "Motor Vehicle Record" means any record that pertains to a driver's license or permit, motor vehicle registration, motor vehicle title, or identification document issued by a state agency. Personal information is contained in the information transmitted over the Texas Law Enforcement Telecommunications System (TLETS) and the National Law Enforcement Telecommunications Systems (NLETS). Information can still be shared with law enforcement but request for any information from the public should be directed to the Texas Department of Public Safety and the Texas Department of Transportation. Failure to comply with this law can lead to civil and criminal liability for the agency and operator (pursuant to TRC Sections 730.015, 731. 004, and 731. 005 and 18 U.S.C. Sections 2722-2724).

The system is monitored periodically at the control point and violations of the adopted rules and regulations will result in corrective action being taken against the offending agency. (See Section 1.10)

### 1.6.1 TLETS – Directors Staff

The administrative control, access, and operation of the Texas Law Enforcement Telecommunications System is the direct responsibility of the Director of the Texas Department of Public Safety. DPS Information Management Service provides and controls the daily operations of the above systems and services.

The Assistant Chief of Directors Staff, Information Management Service, is responsible for the technical operation of the DPS computer system which includes the TLETS message switcher, databases of DLD, and TCIC, and the design, operation, circuit/VSAT (very small antenna terminal) configuration and technical network control of the message switching equipment that controls the TLETS.

The Information Management Service coordinates new agency membership, user agreements, system management responsibilities, and other related administrative matters pertaining to the TLETS. An individual from this service also serves as the Texas State representative for the National Law Enforcement Telecommunications System (NLETS). (See Section 1.6.3)

The Assistant Chief of Administration, Crime Records Service, is responsible for all administrative matters pertaining to the Texas Crime Information Center (TCIC) and serves as the Texas State Control Agency for the National Crime Information Center (NCIC).

Specific areas of responsibilities and methods of contact for the Information Management Service, and Crime Records Service is contained in Chapter 2.

## 1.6.2 TLETS RESTRICTIONS

Messages including, but not necessarily limited to the following, are STRICTLY PROHIBITED from ANY type of transmission on the Texas Law Enforcement Telecommunications System.

- PERSONAL COMMUNICATIONS
- MESSAGES SEEKING EMPLOYMENT OR RECRUITING OF PERSONNEL
- MESSAGES IN WHICH THE COMPLAINANT IS INTERESTED ONLY IN THE RECOVERY OF PROPERTY No attempts to locate vehicle (breach of trust) without warrant. For the protection of the arresting officer, messages should not be dispatched until a warrant is secured
- SOCIAL ANNOUNCEMENTS (See Section 5.8)
- HOLIDAY GREETING MESSAGES/DIAGRAMS
- ANNOUNCEMENTS OF PROPERTY FOR SALE OR REQUESTS TO PURCHASE PROPERTY.

- MESSAGE PERTAINING TO POLITICAL OR LABOR MANAGEMENT ISSUES.
- MESSAGES CONCERNING SALARY, SURVEYS, UNIFORMS, PERSONNEL OR RELATED ITEMS WHICH CAN BE Routinely OBTAINED BY CORRESPONDENCE OR MEANS OTHER THAN TLETS
- MESSAGES THAT DO NOT PERTAIN TO VALID LAW ENFORCEMENT/CRIMINAL JUSTICE MATTERS.

### **1.6.3 NLETS ADMINISTRATION**

The National Law Enforcement Telecommunications Systems, Inc. (NLETS) is made up of representatives of law enforcement agencies from each of the 50 states, District of Columbia Police, Puerto Rico and the Virgin Islands. NLETS is incorporated under the laws of the state of Delaware and is a non-profit organization whose purpose is to provide for an improved interstate law enforcement and criminal justice communications system.

Organizationally, NLETS is comprised of eight regions. (See APPENDIX 3) Each region represents six to seven states that are grouped together in a manner that represents a regional community of interest. The chief executive officer of each control terminal agency for a state or other member agency appoints an individual to provide representation in the NLETS organization. The state representatives of each region elect a Chairman and Vice-Chairman each year. The Chairman represents the region as a member of the NLETS Board of Directors.

The Board of Directors meets at least one time each year to conduct the organization's business. All policy decisions are made by the Board of Directors. Also, the NLETS state representatives elect a President, First Vice-President, and Second Vice-President each year. The President serves as Chairman of the Board of Directors.

### **1.6.4 NLETS CONTROL TERMINAL AGENCY**

In each state, a criminal justice agency is defined as the control terminal agency. This agency is responsible for maintaining operational surveillance over the state end of the line and for providing dissemination services in and out of the NLETS network. The Texas control terminal agency is the Texas Department of Public Safety, Information Management Service.

### 1.6.5 NLETS RESTRICTIONS

NLETS policy dictates that the system MUST not be used for the following types of messages:

1. No social announcements, i.e. Christmas messages, retirements, convention notices.
2. No recruiting of personnel.
3. Messages in which the complainant is interested only in the recovery of property.
4. No attempts to locate vehicle (breach of trust) without warrant. For the protection of the arresting officer, messages should not be dispatched until a warrant is secured.
5. No excessively long messages.
6. No transmission of subpoenas.
7. Use of vehicle registration or drivers license information obtained via NLETS is limited to law enforcement, criminal justice or VTR purposes only. Curiosity inquiries are forbidden.
8. No solicitation of funds.

Furthermore, no information delivered from the NLETS is to be used for any purposes than what was originally intended. Exceptions to this rule allow:

The review of message traffic for quality control.

The usage of traffic for statistical analysis purposes.

## 1.7 SYSTEM ACCESS AND DISSEMINATION POLICIES

Access to data obtained from the following systems: Texas Law Enforcement Telecommunications System (TLETS), Texas Crime Information Center (TCIC), National Crime Information Center (NCIC), and National Law Enforcement Telecommunications System (NLETS) via your agency's terminal/interface on the network is authorized under the following guidelines:

1. NCIC Policy – The NCIC 2000 Operating Manual states, "The data stored in the NCIC 2000 System and the III File are documented criminal justice information and must be protected to ensure correct, legal and efficient dissemination and use. It is incumbent upon an agency operating an NCIC 2000 terminal to implement the necessary procedures to make that terminal secure from any unauthorized use. Any departure from this responsibility warrants the removal of the offending terminal from further NCIC 2000 participation."
2. TCIC - The same access policy guidelines in NCIC apply to TCIC.
3. TLETS/NLETS - Chapter 1, Section 1.6 of the Texas and National Law Enforcement Telecommunications Systems Operating Manual defines system use as follows: "All agencies subscribing to the Texas Law Enforcement Telecommunications System are reminded that the system is designed exclusively for use by criminal justice agencies in conducting their lawfully authorized duties within their respective jurisdictions and between agencies as required. Use of the system for any other purpose is in violation of State Statutes and Federal Regulations as well as a user agreement which could result in the termination of service to any agency found responsible for such offenses. In addition, each agency must insure that TLETS terminals and/or terminals on local systems, which have access to TLETS, are secure from unauthorized use."

Criminal Justice Agency is defined in Regulations in the "Federal Register", Vol. 40, No. 98, May 20, 1975, "Title 28 - Judicial Administration, Chapter 1 - Department of Justice, Part 20 - Criminal Justice Information System." Criminal justice agencies include courts and government agencies or any sub-unit thereof which performs the administration of criminal justice pursuant to a statute or executive order, and which allocated a substantial part of its annual budget to the administration of criminal justice.

The "administration of criminal justice" means performance of any of the following activities: detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. The administration of criminal justice shall include criminal identification activities and the collection, storage, and dissemination of criminal history record information.

**Data obtained over these systems via the Texas Law Enforcement Telecommunications System may only be disseminated to criminal justice agencies as defined in State Statute and Federal Regulations. Secondary dissemination by those agencies is permissible when authorized for a specific purpose by state and federal laws.**

Individuals, businesses, organizations and governmental entities not defined as criminal justice agencies or authorized access under the above regulations may obtain certain information and data by following the procedures outlined in Appendix 4. This section provides step by step instruction on how they may obtain data directly from agencies responsible for keeping the files such as auto, boat registration information and driver's license data.

## 1.8 TLETS USER AGREEMENT

A TLETS User Agreement will be executed between DPS and each TLETS user. This agreement includes and covers all aspects of the TLETS, NLETS, VTR, DLD, TCIC, and NCIC systems to qualified terminal users of the system, but, also extends that agency's responsibility should they desire to offer TLETS service to another agency that is eligible for information, but, does not have a terminal. This agreement outlines the responsibilities that DPS has to the member agencies to provide them telecommunications services and related support functions as well as the responsibilities agencies have, as members of TLETS, to abide by the adopted rules and regulations of the system. A sample copy of this document is located in Appendix 7.

When an administrator of an agency changes for any reason, he/she will be notified that their agency has an existing agreement with the Department for service, along with a copy of the existing agreement. The current administrator will then have the option to cancel that service upon thirty (30) days notice in writing, or he/she may re-execute the agreement under their signature.

This all inclusive user agreement was also recommended by the NCIC Advisory Policy Board as well as the NLETS Board of Directors.

## **1.9 WARNING DISSEMINATION REQUIREMENTS**

When a TLETS terminal user is identified as providing services to a non-terminal agency through a written agreement or through the TLETS Routing Directory the terminal user has certain emergency obligations to the non-terminal agency. Upon receipt of emergency messages distributed by the Department of Public Safety Communications Facilities that relate to public warnings of potential or actual man-made or natural disasters the TLETS terminal user will immediately notify the non-terminal agency of the warning.

## **1.10 SANCTIONS FOR SYSTEM MISUSE**

Every agency must operate its TLETS terminal/interface in a professional manner, adhering to the rules, regulations, procedures, and policies. Administration of these rules is the responsibility of the Texas Department of Public Safety. Violations of the rules, regulations, policies, and procedures or any other misuse or abuse of the system, will result in the following sanctions:

1. The first violation will result in a notification letter to the administrator of the offending agency.
  - a) This letter will outline the infraction and will request future compliance.
  - b) The Department of Public Safety will retain a copy of the letter on file.
2. The second violation will result in an agency notification to the administrator of the offending agency.
  - a) This letter will outline the infraction and request future compliance.
  - b) The Department of Public Safety will retain a copy of the letter on file.
3. Continued serious violations will result in notification of the agency administrator to discuss the possibility of more severe sanctions including, but not necessarily limited to, termination of service to the offending agency.
4. In those situations where clear violations of the law have occurred, criminal prosecution of the offender may occur.

## **1.11 TERMINAL SECURITY – INTERNET ACCESS – CDPD, HANDHELD PDA’S, AND OTHER CONNECTIONS**

Security of the terminal site and information printed at the terminal location is the responsibility of the participating agency.

Federal and state laws that govern the privacy and security of communications apply to all messages transmitted over this system. The existence, contents, or meaning of messages and data transmitted or received shall not be divulged, except through authorized channels of transmission or reception, to any person other than the addressee, or to persons employed or authorized to forward such communications.

Terminal locations must be secure from unauthorized access, and all employees authorized to access TLETS must receive instruction on the proper use and dissemination of information.

All printers and CRT terminals must be in locations that eliminate the possibility of access by unauthorized persons to this information, and that protect equipment from unauthorized tampering.

### **1.11.1 CRIMINAL JUSTICE INFORMATION SERVICES (CJIS)**

Recent changes in the Criminal Justice Information Service CJIS Security Policy have prompted DPS to establish new guidelines and approval procedures for agencies that choose to interconnect with the Texas Law Enforcement Telecommunications Systems (TLETS). These new guidelines also require DPS to apply the requirements of the CJIS Security Policy to TLETS members. The CJIS Security Policy can be found at:

[www.txdps.state.tx.us/tcic2000](http://www.txdps.state.tx.us/tcic2000). The user name is TCIC2000 and the case sensitive password is mel18can2.

### **1.11.2 VENDOR ACCESS**

Many TLETS members agencies contract with private vendors to provide interface connectivity. Interface connectivity to include; Record Management Systems (RMS), mobile data terminals, handheld computers, PDAs, tablet PCs, laptop and other devices that connect to TLETS using the LU6.2 connections.

All new installations and installation being reconfigured are required to undergo a review process. DPS will require those agencies to undergo the process when migrating from TLETS III to TLETS IV. (See 1.11.3 for more information.)TLETSIV, which will transition TLETS from SNA to TCP/IP, is currently in the procurement process.

### 1.11.3 GUIDELINES FOR ACCESS TO FBI / CJIS SYSTEMS

IS / IT Managers, Non-Law Enforcement, Security is the responsibilities at the local agency level shall be managed by whomever the state designates, e.g., a Terminal Agency Coordinator (TAC). It is the responsibility of the TAC to ensure that background screenings are conducted on all personnel with access to FBI CJIS systems information.

As directed by the FBI CJIS Security Policy:

- State and national fingerprint-based record checks must be conducted within 30 days upon initial employment or assignment for all personnel, including appropriate Information Technology personnel, having access to FBI CJIS systems information.
- Appropriate background investigations must be conducted on personnel with access to FBI CJIS Division's record information.
- In cases where an applicant already has access from another law enforcement agency, temporary access may be granted prior to confirmation of the new identification check

If a record of any kind is found, access will not be granted until the Department of Public Safety can review the matter to decide if access is appropriate. If a felony conviction of any kind is found, access will not be granted. To obtain a copy of the Application for TLETS Connectivity (Security Review) visit:

[www.txdps.state.tx.us/securityreview](http://www.txdps.state.tx.us/securityreview)

Questions or concerns may be emailed to: [security.committee@txdps.state.tx.us](mailto:security.committee@txdps.state.tx.us)

## 1.12 SYSTEM TRAINING

Contingent upon legislative funding, the DPS Information Management Service and Crime Records Service conduct forty-hour TLETS terminal operator certification training schools statewide on a scheduled basis.

These schools cover all operating procedures, coding and message formats, and system management responsibilities of the Texas and National Law Enforcement Telecommunications Systems (TLETS & NLETS) and the Texas and National Crime Information Centers (TCIC & NCIC). However, these schools do not include any specific terminal/interface functional operations.

Terminal/interface functional operations include cursor and screen controls, specific terminal/interface troubleshooting/testing procedures, printer paper and ribbon changes, etc. This terminal/interface functional training is the individual agency's responsibility.

Effective January 1, 2000, DPS mandated training for TLETS/NLETS was implemented.

For all TLETS member agencies, there is mandated training for persons who use TLETS. There must be three (3) fully trained DPS TLETS Operator's (one per shift.) A schedule of these schools is announced in the monthly TLETS Newsletter and is available from the systems help files outlined in Chapter 11, Section 11.1. The TLETS Training Officer outlined in Chapter 2, Section 2.1 coordinates these schools.

## **2.0 TERMINAL REPORTING PROCEDURES**

Chapter 1, Section 1.6.1 outlines two DPS Services that are responsible for the control and operation of the TLETS network and the various systems and databases accessible through TLETS. The following outlines additional information and specific areas of responsibilities and methods of contact to obtain assistance and information necessary for an agency's participation as a member of the TLETS.

Under the Assistant Chief of the Director's Staff, Information Management Service, is the Telecommunications Section Manager who is responsible for the day to day operations and functions of the TLETS system. Within the Telecommunications Section are the TLETS data circuit order center, network control center, TLETS training and management, and programming staff.

Specific to TCIC/NCIC/CCH, the Crime Records Service is staffed by a Chief, a Manager of the Crime Information Bureau (CIB) and Control Center, Audit, Training, and Analyst employees. This Service is responsible for all matters pertaining to the Texas Crime Information Center (TCIC) and serves as the Texas State Control Agency for the National Crime Information Center (NCIC). It provides TLETS users with coding and format procedures, system management responsibilities and other assistance pertaining to the TCIC and NCIC system's stolen and wanted files, and computerized criminal history records. Coordination is also made with the Information Management Service in providing terminal operator training for the TCIC/NCIC databases.

The Emergency Management Service, Operations Section, controls the Austin SOC (State Operations Center). The SOC also reviews and disseminates severe warnings; either natural or man made, enters data in the automated weather/road files (Chapter 9, Section 9.1), and coordinates and disseminates the APB daily summary (Chapter 5, Section 5.7).

## 2.1 AREAS OF RESPONSIBILITY

- Coding procedures and format problems for TLETS, NLETS, VTR, DLD systems and databases. TLETS TRAINING OFFICER (During normal office hours) or STATE OPERATIONS CENTER (After hours, weekends, and holidays)
- Coding procedures and format problems for TCIC and NCIC databases. TCIC CONTROL CENTER
- TCIC/NCIC hit confirmation problems. TCIC CONTROL CENTER
- Terminal troubleshooting, VSAT, data circuit, ADB problems. NETWORK CONTROL CENTER
- Terminal moves. TLETS ORDER CENTER
- New terminal/agency membership applications or information. TLETS TRAINING OFFICER
- TLETS User Agreements. TLETS TRAINING OFFICER
- Changes/enhancements to existing terminals, systems, and applications. TELECOMMUNICATIONS MANAGER
- Technical assistance for planning changes/enhancements. TELECOMMUNICATIONS ASSISTANT MANAGER
- System management responsibilities and/or violations of policy or system abuse. (TLETS and NLETS) TLETS TRAINING OFFICER
- System management responsibilities and/or violations of policy or system abuse. (TCIC and NCIC) CHIEF, CRIME RECORDS AND/OR CIB MANAGER
- TCIC/NCIC access. CHIEF, CRIME RECORDS AND/OR CIB MANAGER

- Manuals and related publications for the TLETS, NLETS, VTR, or DLD systems and databases. TLETS TRAINING OFFICER
- Manuals and related publications for the TCIC and NCIC databases. TCIC STAFF
- Training requests and related information concerning the TLETS and NLETS systems. TLETS TRAINING OFFICER
- Training requests and related information concerning the TCIC and NCIC systems. TCIC STAFF
- Weather/road information, APB daily summary, and severe/adverse weather warning dissemination. OPERATIONS CENTER

**2.1.1 METHOD OF CONTACT**

DIVISION/SECTION	PHONE	TLETS/MA
<b>ASST. CHIEF, INFORMATION MGNT SVC.</b> Department of Public Safety P. O. Box 4087 Austin, Texas 78773-0215	512 424-2270	
TELECOMMUNICATIONS MANAGER	512.424-2254	
TELECOMMUNICATIONS ASST. MANAGER	512 424-2384	JJ04
NETWORK CONTROL CENTER	512 424-2139*	TEXP
Toll Free Watts Line	1-800-63-TLETS	
TLETS ORDER CENTER	512 424-2256	JL0P
TLETS TRAINING OFFICER	512 424-2419	JJ04
FAX 512 424-2282		
 <b>ASST. CHIEF, CRIME RECORDS SERVICE</b> Department of Public Safety P. O. Box 4143 Austin, Texas 78765-4143	 512 424-2077	 CRDP
CRIME INFORMATION BUREAU (CIB) MANAGER	512 424-2734	CRDP
TCIC CONTROL CENTER SUPERVISOR	512 424-2152	CRDP
TCIC CONTROL CENTER	512 424-2088*	CRDP
Toll Free Watts Line	1-866-266-TCIC (8242)	
TCIC TRAINING SUPERVISOR	512 424-2982	CRDP
TCIC AUDIT SUPERVISOR	512 424-2809	CRDP
FAX 512 424-7164		
 STATE OPERATIONS CENTER (MESSAGE) CENTER	 512 424-2277*	 AZAA

\*24 hour operation (Messages/phone calls to all other numbers should ONLY be made during normal office hours.) Contact via email:

DPS AUSTIN HEADQUARTERS [txdps.state.tx.us](http://txdps.state.tx.us)  
DPS AUSTIN TLETS [tlets@txdps.state.tx.us](mailto:tlets@txdps.state.tx.us)  
DPS AUSTIN TCIC [tcic.training@txdps.tx.us](mailto:tcic.training@txdps.tx.us)

For TLETS Operating manuals, newsletters and mnemonic address lists:

[http://www.txdps.state.tx.us/director\\_staff/information\\_management/tlets/tletsindex.htm](http://www.txdps.state.tx.us/director_staff/information_management/tlets/tletsindex.htm)

A security screen will appear, enter:

The login username is: **tlets**, Password: **#5Et3a**

Click on the following link to obtain Driver License Alarms, Administrative Codes and Safety ResponsibilityPoint System chart and Vehicle Revocation.

<http://www.txdps.state.tx.us/DIFLE> A security screen will appear, enter

Username: **difle** Password: **xm3692TL**

To review and retrieve the current TLETS Security Application go to:

<http://www.txdps.state.tx.us/securityreview> User name: **tcic2000**

Password: **mel18can2** ( M E L 1 8 C A N 2 )

## 2.2 TERMINAL MOVES

All agencies planning to move must fill out and return a CJIS Security Review packet, see <http://www.txdps.state.tx.us/securityreview/>. User ID is tcic2000 and case sensitive password is mel18can2 (MEL18CAN2 typed as lower case). If you have any question regarding the packet, contact Pam Pierce at (512) 424-2898 or [pam.pierce@txdps.state.tx.us](mailto:pam.pierce@txdps.state.tx.us)

DPS is required to initiate an order to the appropriate provider for satellite equipment moves including complete system relocation as well as in-house moves, such as relocating the indoor unit to another room or moving the dish for re-roofing. Under certain circumstances, the indoor unit (PES and ADB modem) may be moved by the agency, but contact DPS prior to any attempt to move the equipment to prevent possible damage or excessive down-time. When planning to move, provide a letter to the TLETS Order Center 30 days in advance of the anticipated move date. The letter should be e-mailed or submitted on office letterhead and signed by a communications supervisor, Chief, Sheriff, etc. Include in the letter:

- 1) Old physical address (location you are moving from).
  - 2) New physical address. (If street numbers are not used, identify the intersection where building is located.)
  - 3) New mailing address.
  - 4) Room number where the TLETS equipment will be located.
  - 5) Room name (example: Dispatch).
  - 6) Floor number where the TLETS equipment will be located.
  - 7) Number of floors in building.
  - 8) New telephone number closest to TLETS terminal.
  - 9) New telephone number for the Auto Dial Backup Modem.
  - 10) Type of terminal(s) used for TLETS including servers, controllers, etc.
  - 11) List two contact personnel that will be on premise during working hours of 8:00 a.m. to 5:00 p.m. Give phone numbers for both individuals. Please indicate which one is primary and which one is the alternate.
  - 12) Type of roof at new building (flat, pitched, metal, shingles, etc.)
- If you have a flat or gently sloped roof, a non-penetrating mount will be installed. A non-penetrating mount rests on a rubber pad and will be secured by concrete block ballasts. Dish sizes are 1.0 to 1.2 meters; total weight: 450# to 720#.
  - If your roof will not accommodate a non-penetrating mount, pole mount installation is also available. A pole mount is a steel mast extending up to 6 feet from the ground and anchored by a concrete pier. Visual clearance to the sky will be necessary (no obstructions such as trees, other buildings, service trucks that may park in front of the dish, etc.). Check with your city/county for possible underground utilities (gas, electric) and easements that may be jeopardized by ground mount installation. **Also, consider any security issues you may have at your location.**
  - If a pole mount is best for your location, what is your minimum pole height requirement (up to 6')?
    - 13) Is the roof structurally sound?
    - 14) Do you OWN or RENT the new building?
      - If your building is rented, will the landlord permit a satellite dish on the roof?
    - 15) Is the building a HISTORICAL building?

- 16) Will any special permits be required to install the dish at the new building?
- 17) Anticipated date for move. **Notify us ASAP if the date changes.**
- 18) Note any concerns you may have regarding satellite installation at your new location.

The letter should be mailed to: Texas Department of Public Safety  
IMS - TLETS Order Center  
P. O. Box 4087  
Austin, Texas 78773-0215

Or Faxed to: (512) 424-2282  
Or e-mailed to: [TLETS\\_order\\_center@txdps.state.tx.us](mailto:TLETS_order_center@txdps.state.tx.us)

#### **Agency responsibilities:**

- 1) **Notify DPS regarding your move as soon as possible; plan ahead to avoid last minute requests.**
- 2) **If the due date needs to be changed, notify DPS as soon as possible. We can be reached at (512) 424-2256 or by email at [TLETS\\_order\\_center@txdps.state.tx.us](mailto:TLETS_order_center@txdps.state.tx.us) . Delaying notice to DPS could result in cancellation of the move order and a \$500 charge to the State. Due dates can be extended, but cannot be changed to an earlier date without special approval.**
- 3) **Issue an order to your local telephone company to move the auto dial backup telephone line. DPS is not responsible for this telephone line.**
- 4) **Moving the terminal equipment is the agency's responsibility. DPS is not responsible for moving any terminals or printers.**

#### **2.3 TERMINAL CHANGES/UPGRADING EXISTING SYSTEMS**

If you are planning to add additional TERMINALS/PCs and/or PRINTERS, you will need to do the following:

- (1) Get with your vendor to see if you have the proper equipment.
- (2) Send us a letter, floor plans, and a revised Terminal Device Information Sheet.

In the Letter: Explain to us what you want to add and where it will be located. In the event you are adding an LU6.2 connection, you will also need to provide secondary addresses, indicate which of the terminals will need CCH. If this additional connection is a MDT system, then no diagram will be needed. A thorough explanation of what this connection consists of will need to be provided - including the security system of both hardware and software and location of where the main controller is located.

Floor Plans: Indicate where your current terminals are located and where the new TERMINAL/PC's and/or PRINTER will be located.

Terminal Device Information Sheet: Indicate the port your new TERMINAL/PC's and/or Printer will be using. If you are adding a TERMINAL, you will have to include what printer port the TERMINAL will be associated with. Tell us what TCIC/NCIC authorization codes you are requesting.

Please send the information to:

Texas Department of Public Safety  
Information Management Service-TLETS Order Center  
Telecommunications Section  
P. O. Box 4087  
Austin, Texas 78773-0215  
Attention: TLETS Order Staff  
Fax: (512) 424-2282  
[tlets@txdps.state.tx.us](mailto:tlets@txdps.state.tx.us)

When approved, we will send you a copy of your revised Terminal Device Information Sheet showing the new addition.

### **2.3.1 NON-MEMBER AGENCIES**

If the request, outlined in Section 2.3, is to provide TLETS terminal service to a separate autonomous agency, the following conditions must be met. The non-member agency will be required to meet the same training requirements, terminal security, and system access and dissemination policies required of a direct TLETS member.

Once approval is granted, DPS will coordinate training and provide the agency with all required operating manuals and materials. After the agency has met the minimum training requirements, DPS will authorize activation of that agency's terminal on the TLETS.

### **2.4 NOTIFICATION OF AGENCY CHANGES**

In order to keep records current and up-to-date, it is each agency's responsibility to notify the Department of Public Safety if a change in any of the following occurs:

- -The agency administrator (Chief, Sheriff, etc.).
- -The phone number of your agency.
- -The mailing or physical street address for your agency.
- -The primary contact person.
- -The secondary contact person.

Notification can be made by mail to the TLETS Training Officer at the address listed in Section 2.1.1 or by teletype to mnemonic address "JL0P OR JJ04". A copy of this notification should also be forwarded to the Crime Information Bureau at the address listed in Section 2.1.1 or by teletype to mnemonic address "CRDP".

## 2.5 TERMINAL TROUBLE REPORTING PROCEDURES

Those agencies experiencing trouble in the operation of their data terminals should first check power cables, printer paper supply, and proper coding and format procedures. Additionally, the operator should follow trouble shooting procedures recommended in the terminal's operating manual/vendors guidelines. If these initial procedures fail to correct the problem, then contact the TLETS Message Switcher network control operations in Austin for further assistance at 1-800-63-TLETS. This WATS line should be used only to report terminal and line malfunctions. **The WATS line should not be used by the service person in the performance of his duties.**

When calling the Austin switcher site, the network control operators must first obtain certain information about your agency's terminal. This information is necessary to perform line monitoring and other tests necessary for resolving your problem. To assist the network control personnel in more rapidly obtaining this information, you should immediately provide them with the following information.

1. YOUR TERMINAL'S MNEMONIC ADDRESS
2. THE NAME OF YOUR AGENCY
3. THE NAME OF THE CITY WHERE YOUR TERMINAL IS PHYSICALLY LOCATED
4. DESCRIBE, SPECIFICALLY, THE SYMPTOMS OF THE MALFUNCTION
5. IF YOU RECEIVE ANY ERROR MESSAGES, RECORD THEM VERBATIM

Virtually all terminal outages that result from actual terminal equipment malfunctions require the operator or service technician to perform tests or repairs to one or more of the various parts of your terminal. It is important that each operator become familiar with the names and locations of the various parts of your terminal equipment. It is CRITICAL that each of the various parts of your terminal (modem, printer, etc.) are located where the operator has ready access to them for performing test functions during trouble shooting activities.

If, after working with the network control personnel, the problem appears to be in the Satellite (VSAT) or the switcher site, the network control personnel will be responsible for notifying the appropriate maintenance personnel. If the problem appears to be with the agency's terminal equipment, then the agency's operator will be responsible for notifying the appropriate vendor for corrective action. Should there be a possibility of an extended period of outage the operator should consider requesting alternate routing to a nearby agency. (Refer to Chapter 3, Section 3.8.1). Agencies are encouraged to make sure their operating personnel thoroughly understand all trouble-shooting techniques on the user end, since most maintenance contracts do not cover errors that are made by agencies in their trouble-shooting. Examples are: Unplugged electrical cord; CRT or other unit is turned off; electrical source or ground not dedicated to terminal equipment. In most cases, these types of trouble calls will result in an additional charge outside of the regular maintenance charge.

Users are cautioned not to turn off their terminals during severe weather conditions as it causes the Message Switcher to spend the majority of its time trying to deliver messages to the down terminal(s). However, the most important reason is that the switcher is unable to deliver messages, such as weather, that may affect the public safety of citizens in your area. In order to avoid damage to your terminal equipment due to severe weather conditions or power surges, it's recommended that your equipment be protected with the proper power surge protectors and/or UPS (uninterruptable power source) equipment.

## **2.6 REQUESTS FOR ASSISTANCE**

All requests for assistance and information concerning TLETS and NLETS (except TCIC/NCIC) coding, format, operational procedures, requests for training, TLETS operating manuals and operator guidelines, and any other information concerning the TLETS/NLETS systems or this manual, should be directed by teletype or phone to the TLETS Training Officer, during normal office hours. (See Section 2.1.1). After hours, weekends, and holidays, requests for TLETS/NLETS coding and format assistance should be directed to the State Operations Center at (512) 424-2277, or mnemonic address AZAA.

All requests for TCIC/NCIC entry-inquiry format problems, TCIC/NCIC manuals and any other information concerning TCIC and NCIC should be directed to mnemonic address "CRDP" and addressed to DPS AUSTIN ATTN: Crime Records Service. (See Section 2.1.1).

## 2.7 REPORTING SYSTEM VIOLATIONS

Agency administrators should report any serious violation (such as disciplinary action, suspension, termination, or if court proceedings were filed to correct the infraction) of the adopted rules, regulations, or policies of the TLETS network and User Agreement. This report should be in writing and mailed to the TLETS Training Officer at the address in Section 2.1.1 or email to [tlets@txdps.state.tx.us](mailto:tlets@txdps.state.tx.us). Include the following:

- WHAT TYPE OF VIOLATION OCCURRED
- THE DATE, TIME AND PLACE THE VIOLATION OCCURRED
- WHO WAS INVOLVED
- WHAT ACTION WAS TAKEN TO CORRECT THE PROBLEM

## 2.8 OFFLINE SEARCHES

All messages, database inquiries and other transactions sent over the TLETS network are copied to magnetic tape. These TLETS log tapes are retained for twelve months before recycling. In addition, portions of each TCIC computerized criminal history (CCH) inquiry and responses are saved on a separate file. These CCH transaction logs are retained for three years. Each TCIC stolen and wanted transaction is saved to another tape file and is retained for twelve months. The Department of Public Safety's Information Management Service has the ability to conduct offline searches of these tapes for any data processed by TLETS. The Crime Records Service has the ability to conduct offline searches for any TCIC transaction. This capability provides a powerful investigative tool for law enforcement officials in dealing with possible misuse of TLETS, official misconduct, and criminal investigations.

Conducting offline tape searches require considerable consumption of both man-hours and other Department resources. To conserve limited Department resources and preserve the integrity of on-going criminal investigations, offline searches will ONLY be conducted under the guidelines outlined in Sections 2.8.1, 2.8.2, and 2.8.3.

1. Only requests concerning an on-going criminal investigation will be honored. Evidence or allegations of illegal use or abuse of the TLETS or TCIC system obtained by user agencies other than DPS must be presented to the Department of Public Safety for investigation and possible action.
2. Requests must be in written form on the requesting agency's letterhead signed by the ADMINISTRATIVE HEAD of the agency or his designee. Facsimile requests are acceptable.

Include in your request:

The nature of the investigation including the specific offense involved. (Major Felonies will take priority over lesser offenses).

Specify the time period to be searched. Unless extraordinary circumstances exist, searches are limited to a MAXIMUM of 14 days.

Data to be searched for. Acceptable searchable elements include full name and date of birth, driver's license or DPS ID card numbers, vehicle license numbers, vehicle identification numbers, serial numbers, owner applied identification numbers, or NCIC designators (NIC numbers).

The name, mailing address, and phone number of the person to whom the search results are to be mailed.

NOTE: If the search indicates the inquiry/transaction originated outside the jurisdiction of the requestor, DPS will notify the administrative head of the originating agency and ask that he contact the requestor. In these cases, DPS will not return the information directly to the requestor.

#### **2.8.1 OFFLINE SEARCH PROCEDURES – TLETS**

Requests concerning any TLETS (including NLETS) inquiries or transactions should be directed to the Texas Department of Public Safety, Manager of Telecommunications, Information Management, P. O. Box 4087, Austin, Texas 78773-0215. Fax: (512) 424-2282. Additional information may be obtained from the Telecommunications Assistant Manager outlined in Section 2.1.1.

## **2.8.2 OFFLINE SEARCH PROCEDURES – TCIC**

Requests concerning any TCIC CCH inquiries or other TCIC/NCIC transactions should be directed to the Texas Department of Public Safety, Assistant Chief of Administration, Crime Records Service, P. O. Box 4143, Austin, Texas 78765-4143 Fax: (512) 424-7164. Requests concerning any TCIC (including NCIC) stolen/wanted person inquiries or transactions should be directed to the TCIC Quality Control Analysts mnemonic CR24. Additional information may be obtained from the TCIC Control Center outlined in Section 2.1.1.

### 3.0 SYSTEM OPERATIONS

As outlined in Chapter 1, the TLETS and NLETS systems provide the capability for users to exchange administrative messages with each other in Texas as well as nationwide. TLETS users also have the capability of inquiring into various database systems in Texas and in other states through the NLETS network. Agencies exercise these capabilities via computer terminal devices that are directly interfaced into the TLETS Message Switcher in Austin or from remote computer terminal devices that access mainframe computer systems that are interfaced into the switcher.

**It is IMPORTANT to NOTE that the instructions, operational function keys and controls, coding procedures, and definitions outlined in Section 3.1 are designed and formulated using a standard IBM type network architecture (SNA/SDLC) and IBM compatible type terminal keyboards and function keys.**

Some TLETS member agencies may utilize terminal devices that do not have the various function keys/keyboards as labeled/named in this manual. **It will be each individual agency's responsibility to obtain, from their vendor, instructions and methods for generating the necessary functions/controls that are compatible to the standard IBM terminology as outlined in this manual.**

TLETS member agencies that access TLETS through remote terminal devices interfaced to their agency's mainframe computer system (LU6.2) may have different and/or additional requirements for message formatting. **These users should contact their agency's computer programming/system operational staff to obtain instructions on any additional or different formatting/operational requirements unique to their agency's system.**

### 3.1 OPERATIONAL CONTROL FUNCTIONS

<u>TERM</u>	<u>DEFINITION</u>
<b>OPTIONS MENU SCREEN</b>	The menu appearing on the CRT that is the starting point for all operations of the system. (See Section 3.4.1)
<b>"CLEAR" KEY</b>	Used to clear/erase all data displayed on the CRT. Using the "CLEAR" key will normally return your terminal to the OPTIONS MENU SCREEN mode. Some terminals may not have a key labeled as "CLEAR". In this case, users must contact their vendor and ascertain what key/function on their terminal is equivalent to the IBM standard "CLEAR" function.
<b>"PF" KEYS</b>	<p>Program function keys. Also referred to on some terminals as "F" keys. PF keys are used to activate and control certain system functions, retrieve certain formats and access system "help" files and menus.</p> <p>The OPTIONS MENU SCREEN displays a menu of twenty-four (24) PF keys and their associated function. These keys are labeled "PF1/F1" through "PF24".</p>
<b>TRANSACTION CODE</b>	Also referred to as a TRAN CODE. A unique two (2) to ten (10) alpha and/or numeric character code that is assigned to each inquiry/entry/transaction format, "help" files, and other functions for the system's operation.
<b>"ENTER" KEY</b>	Used to retrieve formats, transmit inquiries, and other system usage's. Some terminals may not have a key labeled as "ENTER". In this case, users must contact their vendor and ascertain what key function on their terminal is equivalent to the IBM standard "ENTER" function.

<b>"RESET" KEY</b>	Used to restore keyboard operation following an error condition such as a locked keyboard. Some terminals may not have a key labeled as "RESET". In this case, users must contact their vendor and ascertain what key/function on their terminal is equivalent to the IBM standard "RESET" function.
<b>"PA2" KEY</b>	Used to toggle the PF7/PF8 functions between the top and bottom half of the CRT screen while preparing an administrative message. Some terminals may not have a key labeled "PA2". In this case you must contact your vendor and ascertain what key/function is equivalent to the "PA2" function. (See Section 4.1).
<b>CURSOR</b>	A small bright, underline, square, or rectangle indicator on the screen (CRT). Whenever you press a character-generating key, its corresponding character appears at the cursor position. The cursor then moves one character position to the right.
<b>CURSOR TAB</b>	A key used to move the cursor from one field or position to another field or position on a formatted screen. Some terminals are also equipped with a cursor back-tab key that performs the above function in reverse. Users must contact their vendor and ascertain which key(s) perform this function.
<b>"ERASE EOF" KEY</b>	A key that will erase all data located to the right of the cursor. Users must contact their vendor and ascertain what key/function on their terminal is equivalent to the IBM standard "ERASE EOF" function.

Most terminals should have other edit keys such as "character insert" and "character delete" that are used in editing, correcting, and changing displayed data. Users must contact their vendor and ascertain what key(s) perform these edit functions.

### **3.2 TLETS ADDRESSING**

Each TLETS member agency has a unique three or four character alpha/numeric code assigned to their terminal device, printer device, and/or computer interface system. This code is called a "mnemonic address" and is used to address or direct messages to a specific computer interface/terminal/printer. Each user agency is periodically provided with a mnemonic address list that lists the addresses for all agencies on the TLETS network. The MNEMONIC ADDRESS LIST BY CITY lists each agency, alphabetically, by the name of the city that the agency is located in. Sheriff's departments and other county criminal justice agencies that have a terminal on TLETS is listed according to the name of the city that is the county seat of the county they represent. Attached to this list is the MNEMONIC ADDRESS LIST OF COUNTY SHERIFF'S OFFICES that list each of the 254 Texas counties, alphabetically, by county name. The center column lists the county seat and the right hand column lists the mnemonic address for the sheriff's department for that county. Sheriff's departments that do not have a terminal on TLETS have the mnemonic address listed for the agency that does have a terminal that will relay messages to that particular sheriff's office. For routing information for agencies that are not members of the TLETS, refer to the Routing Directory in this manual. NOTE: As outlined in Section 3.3, Texas agencies are also issued ORI's. The addressing of messages to Texas agencies M U S T be accomplished by using that agency's mnemonic address. UNDER NO CIRCUMSTANCES SHOULD MESSAGES BE ADDRESSED TO ANOTHER TEXAS AGENCY USING THAT AGENCY'S ORI.

### **3.3 NLETS ADDRESSING**

The NLETS control terminal agency is defined in Chapter 1, Section 1.6.4. Each state will have a Point of Entry (POE). This is the location where the NLETS line actually terminates. The POE for Texas is the TLETS message switcher in Austin. In addition, individual agencies in each state are assigned a unique nine- (9) character code, known as the Originating Agency Identifier (ORI). See Section 13.10.1 for Canadian ORI and POE code assignments.

All messages on NLETS must be routed using the appropriate NCIC ORI or the two- (2) character state POE code. A list of the state and Canadian POE codes can be obtained from the "STATES" help file outlined in Chapter 11, Section 11.1. The ORI for routing messages to a specific agency can be obtained from the NLETS ORION system outlined in Chapter 13, Section 13.1. NOTE: Although Texas agencies are issued ORI's, the addressing of messages to Texas agencies MUST be accomplished by using that agency's mnemonic address outlined in Section 3.2. UNDER NO CIRCUMSTANCES should messages be addressed to another Texas agency using that agency's ORI.

### 3.3.1 NLETS MESSAGE IDENTIFICATION

AM.	ADMINISTRATIVE MESSAGE	RR.	VEHICLE REGISTRATION REPLY
DR.	DRIVER LICENSE REPLY	BR.	BOAT REGISTRATION REPLY
KR.	DRIVER HISTORY REPLY	SR.	SNOWMOBILE REGISTRATION REPLY
HR.	WEATHER AND ROAD REPLY	VR.	CANADIAN VEHICLE REPLY
IR.	CHRI IDENTITY REPLY	CAR.	CANADIAN STOLEN ARTICLE REPLY
FR.	CHRI FULL RECORD REPLY	CBR.	CANADIAN STOLEN BOAT REPLY
AQ.	CHRI SUPPLEMENTAL INQUIRY	CGR.	CANADIAN STOLEN GUN REPLY
AR.	CHRI SUPPLEMENTAL REPLY	CSR.	CANADIAN STOLEN SECURITY REPLY
CR.	CHRI-NCIC III REPLY	UR.	CANADIAN DRIVER LICENSE REPLY
TR.	ORION REPLY	XR.	CANADIAN VEHICLE REGISTRATION REPLY
JR.	AIRCRAFT TRACKING REPLY	YQ.	NCIC HIT CONFIRMATION REQUEST
GR.	AIRCRAFT REGISTRATION REPLY	YR.	NCIC HIT CONFIRMATION REPLY
MR.	HAZMAT REPLY	NAR.	NICB ALL FILES RESPONSES
WR.	CANADIAN PERSONS REPLY	SM.	STATUS MESSAGE
IAR.	RESPONSE LESC	ER.	ERROR MESSAGE

### 3.4 SYSTEM ACCESS

The starting point for all system access is the "Options Menu Screen" which is displayed on the first twenty-four lines of the CRT. (Refer to Section 3.4.1.) The twenty fourth line is always used to display various system operational information such as the TLETS output header, certain error statements, Julian date (yyddd), time (hh:mm), number of messages waiting, etc. The twenty fifth line, on some terminals, is a status line that will display various terminal status information. Interpretation of data displayed on this line must be obtained from the vendor that supplied your particular terminal.

In an operational mode, the system utilizes a "split screen". All requested formats will be displayed on the top twelve lines of the CRT. Entry of data in these formats is accomplished by entering data from the keyboard at the location indicated by the cursor. All "help" file information, received messages, error/status messages/statements, recalled messages, etc., will be displayed on the bottom eleven lines of the CRT. In the event data exceeds eleven lines, then an indication of more than one page will be displayed on the 24th line. Example: "PAGE 1 OF 3". To view the next page of data, depress the PF8 key. To view the previous page of data, depress the PF7 key.

### 3.4.1 OPTIONS MENU SCREEN

```
*****
*      TEXAS LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM "TLETS"      *
*****
```

ENTER TRANSACTION CODE OR PF KEY: \_\_\_\_\_

PF1 HELP	PF13 STOLEN VEHICLE INQUIRY
PF2 RECALL PREVIOUS MESSAGE	PF14 TEXAS DRIVER LICENSE INQUIRY
PF3 ERASE LOWER SCREEN	PF15 WANTED PERSON INQUIRY
PF4 REROUTE TO ALTERNATE DESTINATION	PF16 TEXAS WEATHER/ROAD INQUIRY
PF5 PROGRAMMABLE	PF17 MANUAL CRIMINAL HISTORY REQ
PF6 PROGRAMMABLE	PF18 CRIMINAL HISTORY INQ SUBMEN
PF7 DISPLAY PREVIOUS PAGE	PF19 TCIC/NCIC INQUIRIES SUBMENU
PF8 DISPLAY NEXT PAGE	PF20 OUT-OF-STATE VEHICLE REG
PF9 DISPLAY WAITING MESSAGE	PF21 OUT-OF-STATE DRIVERS LICENSE
PF10 PRINT LAST MESSAGE	PF22 TCIC/NCIC FORMAT SUBMENUS
PF11 ADMINISTRATIVE MESSAGE	PF23 TLETS/NLETS FORMAT SUBMENUS
PF12 TEXAS VEHICLE REGISTRATION	PF24 MULTI-PURPOSE COMBO INQUIRY

CLEAR KEY -- RETURN TO THIS SCREEN

```
*****
SCREEN FORMATTED          yyddd          hh:mm          NO MSGS WAITING
*****
```

### 3.5 FORMAT PREPARATION

Access to all files, systems, databases, and other capabilities of the TLETS and NLETS networks is accomplished by utilizing formatted screens. All formats and "TLETS" general help files are assigned a unique 2 to 10 character "transaction code". A list of all available formats and their associated transaction codes is outlined in Section 3.10. Help files are outlined in Chapter 11.

All formats can be retrieved by entering its transaction code (Section 3.10) in the Options Menu Screen and pressing the ENTER key. The requested format will appear on the top 12 lines of the CRT. Once a format has been requested and displayed, enter data in the fields as indicated by the cursor. After all required data has been entered, simply depress the ENTER key to transmit. If the transmission is successful, then the statement "INPUT ACCEPTED" will appear on the 24th line. If the message switcher detects any errors in the transmitted data, then an error statement or statements will appear on the bottom 11 lines of the CRT. Also, each field where an error was detected will be highlighted in the format displayed on the top 12 lines. After the erroneous data has been corrected, depress the ENTER key to retransmit.

Certain selected inquiry formats have been assigned a "PF" key function as displayed on the Options Menu Screen. An alternate way to retrieve these formats is to simply depress the appropriate PF key. Once the requested format is displayed on the top 12 lines of the CRT, proceed as outlined in the above paragraph.

NOTE: PF5 and PF6 keys on the Options Menu Screen are listed as programmable. Any format transaction code can be programmed into these keys. For example: An operator needs to make stolen inquiries on numerous articles. This involves utilizing the TCIC/NCIC stolen article inquiry format using transaction code QA. Enter **QA** in the Options Menu Screen and depress the PF5 key. You have now programmed the QA format into the PF5 key. Each time the PF5 key is depressed it will retrieve the TCIC/NCIC stolen article format. To change the programmable keys to another format, simply enter the new transaction code desired, from the Options Menu Screen, and depress the PF5 or PF6 key and they will now be programmed for that specific format.

Some terminals are not equipped with all twenty-four PF keys. In this event, the same information/function for the appropriate "PF" key can be obtained by entering that PF key name/number in the Options Menu Screen and pressing the ENTER key. Example: To display the data for "PF22", enter **PF22** in the Options Menu Screen and depress the ENTER key. Note: These procedures are valid only for PF1/F1 through PF24 and will not work for PF1/F1 through PF1/F1.

The "help" files outlined in the GENERAL HELP FILE DIRECTORY (Chapter 11) are retrieved by entering the specific help file transaction code in the Options Menu Screen and pressing the PF1/F1 key. The requested help file information will be displayed on the lower 11 lines of the CRT. If data in the help file exceeds 11 lines, then the 24th line of the CRT will indicate it is a multi-page file such as PAGE 1 of ? (? = number of pages). To view the remaining pages, depress the PF8 key to view the next page or the PF7 key to view the previous page. **NOTE:** Before using the system, all users should review the data entered in the TLETSHelp file by entering the transaction code **TLETSHelp** and pressing the PF1/F1 key. This help file outlines procedures for accessing and using the three types of "help" available from the system.

### 3.6 TERMINAL IDENTIFICATION

If a user is not sure of the mnemonic address assigned to a specific CRT terminal, enter **WHOAMI** in the Options Menu Screen and depress the ENTER key. The mnemonic address assigned to that terminal will be displayed on the lower screen.

### 3.7 MESSAGE RECALL

The TLETS system allows a user to recall the last four (4) messages sent from that terminal, the last four (4) messages received by that terminal, and the last four (4) messages received at that terminal's assigned printer. This is accomplished by pressing the PF2 key. The TLETS "Recall" format will appear on the top 12 lines of the CRT. If you do not understand the procedures for using this format, depress the PF1/F1 key. The help file information for using the format will appear on the bottom 11 lines of the CRT.

### 3.8 MESSAGE RECEPTION AND PRINTER OPERATION

In a normal system operational mode, incoming (received) messages are not printed. When the Options Menu Screen is displayed and a message is received at the terminal, the bottom 11 lines of the Options Menu Screen will be erased and the message displayed. If a printed copy of the message is needed, depress the PF1/F1key. If you do not desire to save or print the message, depress the CLEAR or PF3 key. If other messages are received while a message is displayed on the bottom 11 lines of the CRT, an indication of messages waiting will be displayed on the right side of the 24th line. Example: "3 MESSAGES WAITING". Each time an additional message is queued up as "waiting", an audible tone/alarm in your terminal will sound. To view the next message waiting, depress the PF9 key. **CAUTION:** If the PF 9 key or the CLEAR key is depressed when a message is displayed on the bottom 11 lines, that message will be lost. (However, it can be recalled using the message retrieval procedures outlined in Section 3.7).

If a format is displayed on the top 12 lines of the CRT, incoming messages are processed according to the procedures outlined in the above paragraph with the following exception. If ANY "help" file is displayed on the bottom 11 lines of the CRT, THERE WILL BE NO INDICATION OF ANY MESSAGES WAITING. **WARNING:** Users should always clear "help" file data from the bottom of the CRT IMMEDIATELY after the desired information has been obtained from it. This can be accomplished by pressing the PF3 key or the CLEAR key to return to the Options Menu Screen.

To program your terminal to have all incoming messages automatically directed to the terminal's assigned printer, depress the PF4 key. The statement REROUTING STARTED TO PRINTER XXXX (XXXX = mnemonic address of the printer) will appear on the bottom of the screen. All incoming messages directed to your terminal will now be printed on the printer and will NOT be displayed on the CRT. To cancel this reroute function, depress the PF4 key. **Do not initiate reroute with messages waiting. All "Waiting" messages must be processed prior to initiating reroute.**

All incoming messages can also be rerouted to any other alternate terminal or printer. Enter **REROUTE, XXXX** (XXXX is the mnemonic address of the terminal/printer you desire all messages to be automatically directed to) and depress the ENTER key. To cancel this reroute function, depress the PF4 key.

NOTE: Help file information concerning the reroute function can be obtained by entering **REROUTE** in the Options Menu Screen and depress the PF1/F1 key. ALL users should review this help file before using the reroute function.

WARNING: Once the initial reroute function has been initiated, the only indication that your CRT has been rerouted is the statement "REROUTED" appearing on the right side of the 24th line of the screen. There is no indication of where the messages are being rerouted to. If messages are being rerouted to another terminal/printer and the operator that initiated the reroute fails to inform other operators of the rerouted destination, then confusion, message delays, or other serious consequences could possibly occur.

NOTE: Help file information cannot be rerouted. To obtain printed copies of help file information, utilize the help file print command format accessed using transaction code "HELPPRINT".

### 3.8.1 ALTERNATE ROUTING

As outlined in the instructions for the "reroute" function, users can reroute traffic to other terminals/printers. However, if a terminal malfunctions or other conditions cause it to quit functioning without warning, the TLETS Network Control operators have the ability to reroute traffic to an alternate destination.

Rerouting by the TLETS Network Control operators will normally be done ONLY at the request of the agency during troubleshooting procedures (Section 2.5). Before requesting Network Control reroute your terminal to another terminal or agency, prior arrangements should be made with the alternate terminal or agency to receive your traffic and relay to you by other means.

Once your terminal has been repaired and is operational, you **MUST** contact Network Control and have them restore your terminal to normal routing.

### 3.9 OUTPUT HEADERS

All messages received at a terminal will have certain statements (output headers) appended to them by the TLETS Message Switcher. There are three type of output headers, depending on the user's terminal system.

The switcher appends the following output headers to administrative messages originated by other Texas (TLETS) agencies.

The top line of the administrative message will have the following statement:

EXAMPLE:

**ADMINISTRATIVE MESSAGE FROM: XXXX TIME/DATE OF MESSAGE INPUT:HH:MM  
MM/DD/YY**

XXXX = Mnemonic address of the originating terminal.

HH:MM = Time message was received expressed in hours and minutes using the 24 hour clock.

MM/DD/YY = Date message was received expressed in month, day, year.

The following statement will also be appended to the bottom of all administrative messages.

**OUTPUT MSG nnn, PAGE 1 OF ?, FROM XXXX yyddd hh:mm**

nnn = Sequence number indicating the number of messages received by your terminal. (This sequence number is normally reset to zero every four hours.)

? = Number of pages in the message (eleven lines per page). If message is one page the statement would indicate PAGE 1 of 1.

XXXX = Mnemonic address of the originating (sending) terminal.

yyddd = Julian date shown on CRT (Gregorian date shown on printed copies).

hh:mm = Time.

"AM" output header will look like the like the following:

**FROM: JJ01, TO: REG2 SN01 IH30**  
**NLETS ROUTING:**  
**DATE/TIME: 11/17/01 14:40**

"AM" output header with NLETS routing ORI's:

**FROM: JJ01, TO: REG2 SN01 IH30**  
**NLETS ROUTING: FL0230000 LA1010000 OHDPS0100**  
**DATE/TIME: 11/17/01 14:40**

This is an output messages header using the ADMIN (Short Form) Format:

**FROM: JJ01, TO: REG2 SN01 IH30 HVDP, DATE/TIME: 11/17/01 14:21**

All responses from the databases of DLD, TCIC, NCIC, VTR, and the NLETS system will have the following statement at the bottom of the response.

**OUTPUT MSG nnn, PAGE 1 of ?, FROM XXXX MM/DD/YY HH:MM**

nnn = Sequence number indicating the number of messages received by your terminal. (This sequence number is normally reset to zero (000) every four hours).

? = Number of pages in the message (eleven lines per page). If message is one page the statement would indicate PAGE 1 OF 1.

XXX# = Responses from the DLD database will have **LID#**.  
Responses from the TCIC database will have **TIC#**.  
Responses from the NCIC database will have **NIC#**.  
Responses from the VTR database will have **MVD#**.  
Responses from the Criminal History database will have **CCH#**.  
Responses from the NLETS system will have **NLT#**.  
Responses from the TCIC\*NCIC 2000 will have **TCC#**

yyddd = **Julian date shown on CRT** (\*\*Gregorian date shown on printed copies).

hh:mm = Time.

\* **Julian date** is a calendar that establishes a twelve month year of 365 days.  
Example: 03004 – the first two numbers indicate the year. This example indicates the year 2003. The 004 stands for the fourth day of the new year.  
Example January 4<sup>th</sup>.

\*\* **Gregorian date** indicates month, day and year. Example: 01/04/01

### 3.9.1 NLETS OUTPUT HEADER

As outlined above, all responses from the NLETS system will have the TLETS output header indicating the output message was received from "NLET". All messages received from the NLETS system will have an additional output header placed on them by the NLETS Message Switcher. The following illustrates the information contained in the NLETS output header.

```
LINE 1-----AM.CA1230000  
LINE 2-----07:29 10/19/00 533  
LINE 3-----07:29 10/19/00 168 TX1230000  
LINE 4-----*UNIT2244XX  
                (MESSAGE)
```

#### EXPLANATION:

LINE 1 - Message type (AM) and the ORI of the agency that originated the message (CA1230000). See Section 3.3.1 for NLETS message types.

LINE 2 - Time (07:29) message received at the NLETS Switcher. Date (10/19/00) message received at the NLETS Switcher. (00533) is the number of messages sent by the State of California to the NLETS Switcher this date.

LINE 3 - Time (07:29) message sent by the NLETS Switcher to the TLETS Switcher. Date (10/19/00) message sent by the NLETS Switcher to the TLETS Switcher. (00168) is the number of messages received by Texas from the state of California. TX1230000 is the ORI of the receiving agency.

LINE 4 - The (\*UNIT2244XX) is the control field that was used by the originating agency in California. If the optional control field was not used then the NLETS output header would only have the first three lines shown.

NOTE: The examples of time are in Mountain Standard time and NLETS does not participate in Day Light Savings Time.

### 3.10 TRANSACTION CODE LIST

The following is a listing of all the formats available to TLETS users and their associated Transaction Codes used in the Options Menu Screen to retrieve them. Section 3.10.1 outlines the TLETS (Texas) and the NLETS (Out-of-state) system formats. Section 3.10.2 outlines the TCIC and NCIC (Stolen-wanted-criminal history) systems formats. Section 3.10.3 outlines the "combination" formats that combine certain TLETS, NLETS and TCIC/NCIC formats that allow TLETS users to make inquiries into more than one database system by utilizing a single format.

#### 3.10.1 TLETS & NLETS FORMATS

ADMINISTRATIVE MESSAGE (TLETS & NLETS) .....	AM	(PF 11)
ADMINISTRATIVE MESSAGE - "SHORT FORM" - (TLETS ONLY).....	ADMIN	
AIRCRAFT REGISTRATION INQUIRY FORMAT (NLETS) .....	GQ	
AIRCRAFT TRACKING INQUIRY FORMAT (NLETS) .....	JQ	
BOAT REGISTRATION FORMAT FOR OUT-OF-STATE INQUIRY (NLETS) .....	BQ	
CANADIAN CHRI CRIMINAL NAME INDEX INQUIRY .....	IQ	
CANADIAN CHRI FULL RECORD INQUIRY.....	FQ	
CANADIAN STOLEN ARTICLE INQUIRY (NLETS).....	CAQ	
CANADIAN STOLEN BOAT INQUIRY (NLETS) .....	CBQ	
CANADIAN STOLEN GUN INQUIRY (NLETS) .....	CGQ	
CANADIAN WANTED PERSON INQUIRY (NLETS) .....	WQ	
CANADIAN STOLEN SECURITY INQUIRY (NLETS).....	CSQ	
CANADIAN STOLEN VEHICLE INQUIRY (NLETS).....	VQ	
CRIMINAL HISTORY INITIAL INQUIRY FORMAT (NLETS) .....	IQ	
CRIMINAL HISTORY FULL RECORD INQUIRY FORMAT (NLETS) .....	FQ	
CRIMINAL HISTORY ADDITIONAL INFORMATION INQUIRY FORMAT (NLETS) .....	AQ	
CRIMINAL HISTORY ADDITIONAL INFORMATION REPLY FORMAT (NLETS) .....	AR	
DRIVER LICENSE INQUIRY FOR CANADA (NLETS) .....	UQ	
DRIVER LICENSE INQUIRY FOR TEXAS (TLETS) .....	DL	(PF14)
DRIVER LICENSE STATUS INQUIRY FOR OUT-OF-STATE (NLETS).....	DQ	(PF21)
DRIVER LICENSE HISTORY INQUIRY FOR OUT-OF-STATE (NLETS).....	KQ	
HAZARDOUS MATERIAL INQUIRY FORMAT - HAZMAT - (NLETS) .....	MQ	
HELP FILE INQUIRY FORMAT (NLETS) .....	NHF	
WEATHER AND ROAD CONDITION REPORTS (NLETS) .....	HQ	
HELP FILE PRINT COMMAND FORMAT (TLETS) .....	HELPPRINT	
LAW ENFORCEMENT SERVICE CENTER (LESC) <b>AUTHORIZED USERS ONLY</b> .....	IAQ	
NATIONAL DRUG POINTER INDEX (NLETS) <b>AUTHORIZED USERS ONLY</b> .....	DEX	
NATIONAL DRUG POINTER INDEX (NLETS) <b>UPDATE RECORD</b> .....	DUX	
NATIONAL DRUG POINTER INDEX (NLETS) <b>RENEW RECORD (180 DAYS)</b> .....	DRX	
NATIONAL DRUG POINTER INDEX (NLETS) <b>REQUEST RECORD</b> .....	DTX	
MULTI-PURPOSE COMBINATION INQUIRY FORMAT .....	RSDW	(PF24)
NICB ALL FILES INQUIRY FORMAT.....	NAQ	
ORION INQUIRY FORMAT (NLETS).....	TQ	
ORION MODIFY FORMAT (NLETS).....	TU	
REGIONAL DATABASE FREE FORM - <b>AUTHORIZED AGENCIES O N L Y</b> .....	RDB	
VEHICLE REGISTRATION INQUIRY FOR CANADA (NLETS) .....	XQ	
VEHICLE REGISTRATION INQUIRY FOR TEXAS (TLETS) .....	REG	(PF12)
VEHICLE REGISTRATION INQUIRY FOR OUT-OF-STATE (NLETS) .....	RQ	(PF20)
VEHICLE TEMPORARY PERMIT INQUIRY FOR TEXAS DMV (TLETS) .....	PMT	
WEATHER AND ROAD INQUIRY FOR TEXAS (TLETS).....	WBX	(PF16)
LOJACK INQUIRY FORMAT (NLETS).....	LQ	

### 3.10.2 TCIC/NCIC FORMATS

#### ARTICLE FILE

CANCEL CONSECUTIVELY SERIALIZED..... XAA INQUIRE ARTICLE..... QA  
CANCEL ARTICLE .....XA LOCATE CONSECUTIVELY SERIALIZED .....LAA  
CLEAR CONSECUTIVELY SERIALIZED .....CAA LOCATE ARTICLE ..... LA  
CLEAR ARTICLE .....CA MODIFY CONSECUTIVELY SERIALIZED .....MAA  
ENTER CONSECUTIVELY SERIALIZED..... EAA MODIFY ARTICLE ..... MA  
ENTER ARTICLE ..... EA TEST INQUIRE STOLEN ARTICLE..... ZA

#### BOAT FILE

CANCEL ADD-ON PART .....XBP ENTER ABANDONED/RECOVERED  
BOAT.....ERB  
CANCEL BOAT.....XB MODIFY ABANDONED/RECOVERED  
BOAT.....MRB  
CANCEL SUPPLEMENTAL BOAT TRAILER .....XBT TEST/INQUIRE STOLEN BOAT ..... ZB  
CLEAR BOAT .....CB INQUIRE STOLEN BOAT .....QB  
MODIFY BOAT ..... MB LOCATE ADD-ON PART ..... LBP  
CANCEL ABANDONED/RECOVERED  
BOAT.....XRB LOCATE BOAT ..... LB  
ENTER BOAT ..... EB LOCATE SUPPLEMENTAL TRAILER ..... LBT

#### CRIMINAL HISTORY (TCIC/NCIC III) FILES

INITIAL INQUIRY .....QH FULL NCIC III RECORD INQUIRY..... QR  
TCIC CONVICTION RECORD.....QRH MANUAL CRIMINAL HISTORY INQ.MCCH (PF17)  
CORRECTIONS TRACKING SYSTEM INQUIRY CTSI CRIMINAL HISTORY FILES..... RAP

#### GUN FILE

STOLEN GUN		FELONY GUN	
ENTRY .....	EG	ENTRY .....	EFG
MODIFY.....	MG	MODIFY .....	MFG
CANCEL.....	XG	CANCEL.....	XFG
LOCATE .....	LG	LOCATE .....	LFG
CLEAR.....	CG	CLEAR .....	CFG
LOST GUN		RECOVERED GUN	
ENTRY .....	ELG	ENTRY .....	ERG
MODIFY.....	MLG	MODIFY .....	MRG
CANCEL.....	XLG	CANCEL.....	XRG
LOCATE .....	LLG	CLEAR .....	CRG
CLEAR.....	CLG	TEST INQUIRY ZG	INQUIRY QG

#### LICENSE PLATE FILE

CANCEL STOLEN LICENSE PLATE ..... XL LOCATE STOLEN LICENSE PLATE .....LL  
CLEAR STOLEN LICENSE PLATE..... CL MODIFY STOLEN LICENSE PLATE.....ML  
ENTER STOLEN LICENSE PLATE..... EL

MISCELLANEOUS FILES

DATE OF ENTRY INQUIRY FORMAT ..... ZE    ORI MODIFY FORMAT ..... MO  
INQUIRE ANY FILE BY "NIC" NUMBER ..... NIC    ORI INQUIRY FORMAT ..... QO  
HIT CONFIRMATION REQUEST FORMAT ..... YQ    HIT CONFIRMATION RESPONSE FORMAT ... YR  
ENTER INTERESTED AGENCY RECORD        EIA    NAME BASED DISPOSITON INQUIRY        QD  
CANCEL INTERESTED AGENCY RECORD        XIA

MISSING PERSON FILE

CANCEL MISSING PERSON ..... XM    ENTER SUPPLEMENTAL DATA (OTHER)..EMN2  
CANCEL SUPPLEMENTAL DATA ..... XMN    ENTER SUPPLEMENTAL DENTAL DATA .... EDD  
CANCEL SUPPLEMENTAL DENTAL DATA ..... XDD    INQUIRE MISSING PERSON..... QM  
CLEAR MISSING PERSON ..... CM    LOCATE MISSING PERSON ..... LM  
ENTER MISSING PERSON ..... EM    MODIFY MISSING PERSON..... MM  
ENTER SUPPLEMENTAL DATA (NAM & DOB) EMN1    MODIFY SUPPLEMENTAL DENTAL DATA.. MDD

SECURITIES FILE

CANCEL CONSECUTIVELY SERIALIZED..... XSS    CLEAR CONSECUTIVELY SERIALIZED ..... CSS  
CANCEL STOLEN SECURITY ..... XS    CLEAR STOLEN SECURITY ..... CS  
INQUIRE STOLEN SECURITY ..... QS    MODIFY STOLEN SECURITY ..... MS  
MODIFY CONSECUTIVELY SERIALIZED ..... MSS    LOCATE CONSECUTIVELY SERIALIZED ..... LSS  
ENTER CONSECUTIVELY SERIALIZED ..... ESS    LOCATE STOLEN SECURITY ..... LS  
ENTER STOLEN SECURITY ..... ES    TEST INQUIRE STOLEN SECURITY ..... ZS

UNIDENTIFIED PERSON FILE

CANCEL UNIDENTIFIED PERSON ..... XU    ENTER SUPP SMT DATA RECORD ..... EUN  
CANCEL SUPPLEMENTAL SMT RECORD ..... XUN    INQUIRE UNIDENTIFIED ..... QU  
CLEAR UNIDENTIFIED PERSON ..... CU    MODIFY UNIDENTIFIED PERSON ..... MU  
ENTER UNIDENTIFIED PERSON ..... EU    MODIFY DENTAL INFORMATION        MDD  
CANCEL DENTAL INFORMATION        XDD

VEHICLE FILE

CANCEL ADD-ON VEHICLE ..... XVS    ENTER VEHICLE PART ..... EP  
CANCEL ADD-ON VEHICLE PART ..... XPS    INQUIRE STOLEN VEHICLE.. QV ..... (PF13)  
CANCEL FELONY VEHICLE ..... XF    INQUIRE VEHICLE PART ..... QP  
CANCEL STOLEN VEHICLE ..... XV    LOCATE ADD-ON VEHICLE ..... LVS  
CANCEL STOLEN VEHICLE PART ..... XP    LOCATE ADD-ON VEHICLE PART ..... LPS  
CLEAR FELONY VEHICLE ..... CF    LOCATE FELONY VEHICLE ..... LF  
CLEAR STOLEN VEHICLE ..... CV    LOCATE STOLEN VEHICLE ..... LV  
CLEAR STOLEN VEHICLE PART ..... CP    LOCATE VEHICLE PART ..... LP  
MODIFY ABANDONDED / STORED VEH..... MRV    MODIFY FELONY VEHICLE ..... MF  
ENTER FELONY VEHICLE ..... EF    MODIFY STOLEN VEHICLE ..... MV  
ENTER RECOVERED VEHICLE ..... ERV    MODIFY VEHICLE PART ..... MP  
ENTER STOLEN VEHICLE ..... EV    TEST INQUIRE STOLEN VEHICLE ..... ZV  
CANCEL RECOVERED VEHICLE ..... XRV    TEST INQUIRE VEHICLE PART ..... ZP  
LOCATE STORED VEHICLE ..... XRV

WANTED PERSONS FILE

CANCEL SUPPLEMENTAL RECORD.....	XN	ENTER JUVENILE WANTED .....	EWJ
CANCEL SUPP. STOLEN/FRAUD IDENT.....	XNS	ENTER STOLEN/FRAUD IDENT .....	ENS
CANCEL TEMPORARY WANTED .....	XT	ENTER WANTED PERSON .....	EW
CANCEL WANTED PERSON .....	XW	INQUIRE WANTED PERSON .....	QW (PF15)
CLEAR TEMPORARY WANTED.....	CT	LOCATE TEMPORARY WANTED .....	LT
CLEAR WANTED PERSON.....	CW	LOCATE WANTED PERSON.....	LW
ENTER SUPPLEMENTAL DATA.....	EN1	MODIFY TEMPORARY WANTED.....	MT
ENTER SUPPLEMENTAL DATA.....	EN2	MODIFY WANTED PERSON .....	MW
ENTER TEMPORARY WANTED.....	ET	TEST INQUIRE WANTED PERSON.....	ZW
ENTER TCIC ONLY WANTED .....	EE	QUERY SEX OFFENDER.....	QXS
ENTER WANTED DETAINER	DW	CANCEL SUPP STOLEN/FRAUD ID	XNS

PROTECTIVE ORDER FILE MENU

ENTER PROTECTIVE ORDER .....	EPO	MODIFY PROTECTIVE ORDER .....	MPO
QUERY PROTECTIVE ORDER .....	QPO	CANCEL PROTECTIVE ORDER .....	XPO
ENTER SUPPLEMENTAL IDENTIFIERS .....	ENPO	CANCEL PROTECTIVE ORDER .....	XNPO
ENTER SUPPLM. PROTECTED PERSON .....	ENPT	CANCEL SUPPLM PROTECTED PER.....	XNPT
ADMINISTRATIVE / TEST QUERY .....	ZPO		
CLEAR PROTECTIVE ORDER.....	CPO		

TCIC THREAT TO PEACE OFFICER FILE

ENTER THREAT TO PEACE OFFICER RECORD.....	EOT
ENTER THREAT TO PEACE OFFICER NAME/ADDRESS .....	ENTA
ENTER THREAT TO PEACE OFFICER SUPPLEMENTAL DATA .....	ENTO
MODIFY THREAT TO PEACE OFFICER RECORD .....	MOT
CANCEL THREAT TO PEACE OFFICER RECORD.....	XOT
CANCEL THREAT TO PEACO OFFICER ADDRESS/PHONE .....	XNTA
CANCEL TEXAS THREAT TO PEACE OFFICE SUPPLEMENTAL DATA .....	XNTO
INQUIRE THREAT TO PEACO OFFICER.....	QOT
INQUIRY.....	QW
TEST INQUIRY .....	ZW

TCIC INDIVIDUAL IDENTITY RECORD FILE

ENTER TEXAS INDIVIDUAL IDENTITY RECORD .....	EIR
MODIFY TEXAS THREAT TO PEACE OFFICER RECORD.....	MIR
CANCEL TEXAS THREAT TO PEACE OFFICER RECORD .....	XIR
INQUIRY.....	QW
TEST INQUIRY .....	ZW

TCIC TEMPORARY FELONY WANT

TEMPORARY FELONY WANT ENTRY.....	ET
CANCEL TEMPORARY WANT .....	XT
LOCATE TEMPORARY FELONY .....	LT
IMODIFY TEMPORARY WANT.....	MT
CLEAR TEMPORARY FELONY WANT .....	CT

H. E. A. T. ( HELP END AUTO THEFT ) FILE

ENTER H.E.A.T. VEHICLE .....	EHV
MODIFY H.E.A.T. VEHICLE.....	MHV

CANCEL H.E.A.T. VEHICLE..... XHV  
 INQUIRE H.E.A.T. VEHICLE..... QHV

FOR ADDITIONAL INFORMATION, CONTACT, H.E.A.T. PROGRAM SUPERVISOR (512) 424-2962 OR TCIC CONTROL CENTER (512) 424-2088. OR 1 866-TCIC (8242)

TEXAS RECOVERY & ID PROGRAM	QTV	COMMERCIAL OR FARM EQUIPMENT
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**3.10.3 COMBINATION FORMATS**

TLETS\NLETS\TCIC\NCIC COMBINATION FORMATS

TEXAS DRIVER LICENSE AND WANTED PERSON INQUIRY BY NAME ..... DWN  
 OUT-OF-STATE DRIVER LICENSE AND WANTED PERSON INQUIRY BY NAME..... DQWN  
 TEXAS VEHICLE REGISTRATION AND STOLEN INQUIRY BY LICENSE ..... RSL  
 TEXAS VEHICLE REGISTRATION AND STOLEN INQUIRY BY VIN..... RSV  
 OUT-OF-STATE VEHICLE REGISTRATION AND STOLEN INQUIRY BY LICENSE..... RQSL  
 MULTI-PURPOSE COMBINATION INQUIRY FORMAT ..... RSDW (PF24)

**3.11 MENUS AND SUB-MENUS**

The options menu screen outlines four PF keys that indicate menus and sub-menus. All the transaction codes outlined in Section 3.10 can be immediately accessed from the options menu screen utilizing the PF18, PF19, PF22, and PF23.

To access these menus and sub-menus, simply depress the appropriate PF key. If your terminal is not equipped with the full 24 PF keys, the same menu/sub-menu for these four PF keys can be obtained by following the procedures outlined in Section 3.5.

## 4.0 ADMINISTRATIVE MESSAGES

An administrative message is a free form point to point message that concerns law enforcement and criminal justice matters. Administrative messages may be directed to a single destination or to multiple destinations.

### 4.1 TLETS CODING PROCEDURES

To send an administrative message on the TLETS network to another Texas agency depress the "PF1/F1" key, or enter the Transaction Code **AM** in the options menu screen and depress the "ENTER" key. The Administrative Message multi-route/multi-page format will appear on the top half of the screen. Complete format operational instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

### 4.2 NLETS CODING PROCEDURES

To send an administrative message on the NLETS network to an agency in another state, depress the "PF1/F1" key or enter the Transaction Code "AM" in the options menu screen and depress the ENTER key. The Administrative Message multi-route/multi-page format will appear in the top half of the screen. Complete format operational instructions are outlined in the format and field help files. See Chapter 11, Sections 11.2 and 11.3.

### 4.3 MESSAGE FORMAT

Message format is an established form of sending information from one agency to another or from one person to another. Use of proper message format in administrative messages is necessary to provide a standardized method for exchanging law enforcement and criminal justice information between the many agencies on the TLETS and NLETS systems.

Block form is used in message formatting just as it is used in letter formats with each part beginning at the extreme left margin. Messages transmitted on the system will have single-line spacing between each part of the message.

Message format is divided into two different message types; (1) Formal Messages and (2) Informal Messages.

#### 4.4 FORMAL MESSAGES

A formal message contains five distinct parts: (1) Preamble, (2) Address, (3) Reference, (4) Text, and (5) Signature. Note that these five parts spell the words "PARTS".

##### **PREAMBLE**

The PREAMBLE consists of the agency's message number, name of agency, and the date. The message number is always the first part of the formal message and is placed at the left margin. The message number is used for reference and also for filing purposes. Large message numbers should be avoided because of the possibility of miss copying and miss-filing errors. The second part of the preamble is the name of the department or division (PD, SO, DPS), city/county and state. The third part of the preamble is the date. The date should be expressed numerically and not written out.

(Example 030807) The date of a formal message is used for filing purposes and for faster location of messages in files. The date is the last segment in the preamble and ends the right hand margin.

The preamble should begin at the extreme left margin of the first line of a message and the individual parts of the preamble; that is, the message number, name of agency, and the date should be only one space apart. A correct preamble should appear as follows:

100 PD AUSTIN 060807

##### **ADDRESS**

The ADDRESS is used to direct a formal message to an agency that has been selected by the sender and it is composed of (1) the agency, which may be abbreviated (Example - PD for police department), (2) the city or county\*, which is never abbreviated, and (3) the state\*\*. It is often desirable to send a message to the attention of a specific person or division within an agency in order to speed up the handling of the message. The address should begin at the extreme left margin, one line below the preamble.

\*If a county name is used it should have the word "county" or "co." after the name.

\*\*Texas may be omitted on messages within the state, but messages sent out-of-state must have the state included.

EXAMPLE

103 PD AUSTIN 060807      PREAMBLE  
PD PARIS ATTN: SGT PEPPER

OR

103 PD AUSTIN 060807  
PD PARIS ATTN: HOMICIDE DIVISION

**REFERENCE**

The third part of the formal message is the REFERENCE. It is applicable when there has been previous information on the same subject matter exchanged between agencies. The reference is composed of the requesting agency's message number, the agency name and the date of their message. The reference line may also be used to identify the subject or topic of the material in the text. (Runaway, missing person, attempt to locate, bank robbery, etc.) This part, like the message preamble and address, begins at the extreme left margin. The following is an example of the preamble, address, and reference.

156 PD AUSTIN 050208..... PREAMBLE  
PD PARIS ATTN SGT SPARKS ..... ADDRESS  
345 PD PARIS 0150208.....REFERENCE

OR

136 PD AUSTIN 060808..... PREAMBLE  
ALL REGION 2 ..... ADDRESS  
BANK ROBBERY 1300CST 060802 IN HUTTO .....REFERENCE

**TEXT**

The fourth and main part of a formal message is the TEXT. The text should begin one line below the address or if a reference is used one line below the reference line. Each line of the text should begin at the left margin. The text of the formal message should be kept as brief as possible without sacrificing clarity and accuracy. A few seconds of thought spent on composition can speed up message handling, eliminate misinterpretation and help accomplish the goal of message brevity without losing the meaning of the message. Telecommunications messages must be restricted to matters pertaining to valid law enforcement, criminal justice and other official police business items. Messages should be limited to pertinent and essential information. Short and easily understood words and phrases and common abbreviations should be used. Never use ten signals or brevity codes. Words and phrases that convey no information such as; "PICK UP AND HOLD", "MODE AND DIRECTION OF TRAVEL UNKNOWN", "BOLO", and courtesies should be avoided. Also, avoid the use of slang and racial/ethnic terms (See Section 4.8).

EXAMPLE:

254 PD AUSTIN 101008..... PREAMBLE  
PD PARIS ATTN SGT SPARKS .....ADDRESS  
345 PD PARIS 101008 ..... REFERENCE  
UNABLE TO LOCATE RUNAWAY JANE DOE AT 15 BRIDE ..... TEXT  
STREET. ADDRESS IS VACANT BUSINESS BUILDING

**SIGNATURE/AUTHORITY**

The last part of a formal message is the SIGNATURE/AUTHORITY. The signature consists of the agency, the city, and the state and operators service. The signature begins at the extreme left margin one line below the last line of the message text. The agency should be first and can be abbreviated. This is followed by the city/county and should NEVER be abbreviated. The next part, the state, is used only on messages that are sent outside the State of Texas. It is often desirable to include an officer's title and name or a specific division within an agency as an authority in order that replies to the original message will be directed back to them. If so, this should be the first line of the signature. The final part of the signature is the operator's service. The operator service consists of the last name or initials of the operator, the day of the month in two-digit form, the time by 24-hour clock system, and the time zone.

EXAMPLE:

100 PD AUSTIN 060909..... PREAMBLE  
PD PARIS ATTN SGT SPARKS .....ADDRESS  
345 PD PARIS 060909 .....REFERENCE  
UNABLE TO LOCATE RUNAWAY JANE DOE AT 105 BRIDE ..... TEXT  
STREET. ADDRESS IS VACANT BUSINESS BUILDING  
DETECTIVE JONES  
PD AUSTIN BM 01183CDT..... SIGNATURE/AUTHORITY

A formal message should always be used when a permanent record is to be kept, when further reference will be made, or anytime a delay in reply is expected. The formal message could be thought of as three types which are almost identical (1) Requests, (2) Replies and (3) Messages of information normally broadcast to groups of agencies. The following are examples of a "request" and "reply" formal message.

EXAMPLE (REQUEST):

100 DPS SAN ANTONIO 102208..... PREAMBLE  
PD SAN ANTONIO ATTN IDENTIFICATION.....ADDRESS  
REQUEST LOCAL CRIMINAL RECORD ON LEROY J SMITH .....TEXT  
CHARGE BURG  
DPS SAN ANTONIO TG 222030CST ..... SIGNATURE

EXAMPLE (REPLY):

200 PD SAN ANTONIO 102208 ..... PREAMBLE  
DPS SAN ANTONIO .....ADDRESS  
100 DPS SAN ANTONIO 102208.....REFERENCE  
LEROY J SMITH WM DOB GIVEN MAY BE SAME AS SAPD .....TEXT  
NBR R382156. HAS ARREST FOR BURG, THEFT AND /INTERSTATE  
TRANSPORTATION OF STOLEN PROPERTY.  
LAST ARREST 030594 BURG 6 MONTHS COUNTY JAIL NO WANTED.  
PD SAN ANTONIO RM 222121CST ..... SIGNATURE

It is noted that formal messages requesting information do not necessarily contain a reference since it usually is the first message originated.

**4.5 INFORMAL MESSAGES**

The Informal Message contains four parts (1) Address, (2) Reference, (3) Text and (4) Signature/Authority. Note that these four parts spell the word "ARTS". Informal messages are also in block form as each part begins on the left margin.

**ADDRESS**

The first part of an informal message is the Address. The address of the informal message, like the formal message, is used to direct the message to the desired agency and is composed of the agency, which may be abbreviated, and the city/county, which is NEVER abbreviated. Like the formal messages, the informal message may be directed to a specific person or division within an agency in order to route it to the addressee faster. Informal message format should not be used for out- of-state messages.

## REFERENCE

The Reference line is used the same as in the formal message format.

## TEXT

The Text is the main part of the informal message. As in the formal message format, the same guidelines for the text apply to the informal message. To avoid misinterpretation, ten-dash signals and other brevity codes should not be used.

## SIGNATURE/AUTHORITY

The Signature/Authority used in the informal message format is identical to the signature/authority used in the formal message.

An informal message should be used when no permanent record is to be kept. Its main advantage is the time saved in preparation and processing.

The following is an example of an informal request and reply sent from one agency to another agency. The example shows the proper spacing and lines between individual parts.

### EXAMPLE (REQUEST)

PD LUBBOCK ATTN COMMUNICATIONS .....ADDRESS  
ADV CONDITION PATRICK J GOODMAN .....TEXT  
ADMITTED METHODIST HOSP 101608. INJURED THREE  
CAR ACCIDENT IN LUBBOCK ..... 01602  
PD SLATON WH 201640CDT ..... SIGNATURE

### EXAMPLE (REPLY)

PD SLATON .....ADDRESS  
WH 201640CDT .....REFERENCE  
PATRICK J GOODMAN IN CRITICAL CONDITION ..... TEXT  
PD LUBBOCK RL 202030CDT ..... SIGNATURE

## 4.6 CHOICE OF MESSAGE FORMATS

In summary, there are two distinct types of message FORMATS used in teletype operations, Formal and Informal. If an agency has not formulated guidelines and operational procedures to be used in the selection of a format, the decision is the individual operators responsibility. In either event the primary criteria for the selection should be which format can best be applied to the information sent to bring the most efficient response from the addressee.

#### 4.7 ORDER OF DESCRIPTION

When describing vehicles and persons in messages there is a standardized order of description. In using this order, omit without comment, items that are not known.

Vehicles: COLOR, YEAR, MAKE, MODEL, BODY STYLE, LICENSE NUMBER (include year and state) and VIN.

Persons: NAME, RACE, SEX, DOB, HEIGHT, WEIGHT, HAIR COLOR, EYE COLOR, SKIN TONE (COMPLEXION), PHYSICAL IMPERFECTIONS, CLOTHING (described from top to bottom), and OTHER PERTINENT INFORMATION. \*(Such as habits, weapons, or traits that might help identify the individual.)

#### 4.8 PROPER MESSAGE COMPOSITION

The "TEXT" of the formal and informal messages should be composed according to guidelines outlined in Section's 4.4 and 4.5. Messages should be limited to ONLY essential and pertinent information and OMIT, without comment, items and information that are not known.

- **DO NOT** use words and phrases that convey no information, SUCH AS "BOLO", "PICK UP AND HOLD", "NOTIFY THIS AUTHORITY IF APPREHENDED OR LOCATED", "DETAIN FOR THIS DEPARTMENT", etc.
- **DO NOT** use courtesy phrases such as: "THANK YOU IN ADVANCE", "PLEASE", "ALL HELP APPRECIATED", etc.
- **DO NOT** compose messages using "fancy" borders, underlines and other symbols and extraneous characters such as: "\*\*\*\*\*", "!!!!!!", "////////\\\\\\\\", etc.
- **DO NOT** compose messages beginning with one or more lines of repeated statements such as: "RUNAWAY-RUNAWAY-RUNAWAY-RUNAWAY", "WANTED WANTED WANTED".
- **DO NOT** compose messages by utilizing a database computer response, such as using the DMV Computer response to describe a vehicle or a DLD Computer response to describe a person. Refer to Section 4.7 for the proper method for describing persons and vehicles. Also AVOID using the TCIC/NCIC Computer Entry format for wanted person messages. Refer to Section 4.10 for the proper method to compose messages on wanted persons.

The above items do not enhance the system. They only degrade service time on the message-switching network.

## 4.9 MESSAGE TYPES

Many types of messages are used daily by law enforcement agencies. A message may be defined as an announcement or notice to agencies within a specific area. It may be in regards to some CRIMINAL ACT or any matter concerning OFFICIAL POLICE BUSINESS that is of interest to agencies other than the originator. The object of these messages is to bring the information to the immediate attention of the agencies concerned. Each type of message will require certain basic information placed in a specific order, and clarity and brevity in the text of the message cannot be discounted as unimportant. The purpose of the following sections is to point out the specific order by which information is to be placed and to show the proper format to follow.

## 4.10 CRIMINAL MESSAGES

Major crimes include murder, arson, robbery, rape, kidnapping, extortion, escaped felons, etc. These types of criminal acts are of serious enough nature that it may be the desire of the agency in whose jurisdiction the crime occurred to immediately advise surrounding agencies of the information. This immediate message should be directed to agencies that surround the area in which the offense occurred. After the initial investigation has been conducted and more information has been obtained, the originating agency should direct any additional information in a message to the geographic region(s)/areas(s) of concern (See Chapter 5 for broadcast message routing procedures.)

The administrative message on a major crime should include, in order, the following information in the text: (1) type of offense, (2) time and place of occurrence, (3) warrant number and extradition information (extradition information is necessary if the message is to be directed out-of-state), (4) name and description of wanted person(s). (if more than one suspect, each should be listed as 1, 2, etc.) (5) mode and direction of travel (6) other pertinent information. Omit, without comment, items that are unknown, and avoid the use of slang and racial/ethnic terms.

### EXAMPLE MAJOR CRIME MESSAGE

155 PD WACO 010207

ALL REGION 6

BANK ROBBERY WACO 1100 010207

1. WM 25 5/10/ 175 BRO BRO WEARING TAN SHIRT BRO TROUSERS  
ARMED WITH 45 AUTOMATIC
2. WM 30/ 5/8 165 BRO BLU WEARING BLU SHIRT TAN TROUSERS ARMED  
WITH 45 AUTOMATIC
3. WM 40/ REMAINED IN CAR DRIVING GRN 98 BUICK SDN TX LICENSE  
PREFIX JJF OBTAINED ABOUT \$25, 000/ IN SMALL BILLS  
PD WACO JB 021300CDT

Routine crimes include crimes that are not as serious as major crimes and time is not an important factor. These include such crimes as forgery and passing, wife and child desertion, theft, etc. Offenses such as these normally require that a complaint is signed and warrants are issued prior to sending a message in order that an officer or agency may avoid being subjected to a false arrest suit. After charges have been filed, warrants issued, and as much information as is available is obtained about the suspect and crime, an administrative message may be sent. This message may be sent to one or several agencies, as the circumstances necessitate. Information concerning crimes where the suspects are unknown fall into this category. Messages giving information on burglaries should be addressed to a specific area and be as brief as possible. If numerous articles were taken, a brief listing of the property involved may be sent to the region(s) of concern. They should also be entered into TCIC/NCIC if qualified.

#### EXAMPLE ROUTINE CRIME MESSAGE

102 PD MIDLAND 010608  
REGION 4 & 5  
THEFT WARIS 34567 JOHN L DOE WM 30/ 5-9 175 BLK BLU RED  
SWEATSHIRT BLUE JEANS DRIVING BLK/YEL 66 FORD MUSTANG  
02 BJJ13H. LAST SEEN WEST BOUND IH 20. OBTAINED LARGE QUANTITY  
OF RINGS AND WATCHES.  
PD MIDLAND JP 061150CST

#### 4.11 RUNAWAY MESSAGES

For message sending purposes, to be considered a Runaway in Texas the individual must be sixteen (17) years old or younger. Persons seventeen (18) and over are considered Missing Persons.

Messages on runaways should be handled by a local broadcast message or directed to the area in which the runaway is believed to be going. The messages should contain the following information: (1) name and age, (2) physical description, (3) mode and direction of travel, (if unknown, omit), (4) any other pertinent information that could be used to locate subject, (5) disposition of runaway if apprehended; such as, "parent will pick-up" or "hold for Juvenile Officer", etc. They should also be entered into TCIC or NCIC if qualified.

#### EXAMPLE RUNAWAY MESSAGE

201 PD IRVING 012308  
DALLAS FT WORTH AREA  
RUNAWAY SINCE 012308 JAMIE SUE JENKINS WF 16 5-4 110/ BLO GRN  
DRIVING BLU 94 CHEV 02 TX DDJ66A. TRANSPORTATION WILL BE  
FURNISHED.  
PD IRVING JJG 230230CST

#### 4.12 MISSING PERSON MESSAGES

This type of broadcast should normally be confined to the area the person is reported missing from (See Chapter 5). This type of message may be used for any of the following reasons. They should also be entered into TCIC/NCIC if qualified.

1. Missing a reasonable time without reason.
2. Evidence of foul play.
3. Person missing is mentally or physically incapable.

MISSING PERSONS MESSAGES SHOULD CONTAIN THE FOLLOWING INFORMATION:

- A. Date, time, and location last seen.
- B. Detailed description of the person.
- C. Include any vehicle information.
- D. Brief summary of circumstances surrounding disappearance.

#### EXAMPLE OF MISSING PERSON MESSAGE

1234 PD IRVING 030409  
STATIONS DALLAS-FT WORTH AREA  
MISSING PERSON SINCE 1600 030209  
JOE ROBINSON WM 030746 5-8 1700/ BLK BRO WEARS GLASSES  
LAST SEEN AT TEXAS STADIUM  
PD IRVING RR 041700CST

#### 4.13 ATTEMPT TO LOCATE (ATL) MESSAGES

This type of message may be used for any of the following reasons after it has been determined that the complainant has made every effort to contact the person(s) by telephone or other readily available means. This type of message is used for "public service", meaning the person is **NOT**: wanted/stolen, missing or a runaway.

1. Death or serious illness in the immediate family.
2. Delivery of emergency message.
3. Urgent police business, example: Locating a witness to a crime or other events or an officer in a private vehicle or to locate a witness.
4. Overdue travelers / separated motorist- Welfare concern- (consider time and distance involved).

ATTEMPT TO LOCATE MESSAGES SHOULD CONTAIN THE FOLLOWING INFORMATION:

- A. Nature or reason of emergency.
- B. Name of person(s) to be contacted.
- C. Mode of travel.
- D. General area of concern.
- E. Message to be delivered.

EXAMPLE ATTEMPT TO LOCATE MESSAGE

13 PD BAYTOWN 010207  
PD VICTORIA  
ATL DEATH MESSAGE JOHN J JONES WM 35 DRIVING RED 91  
MERCURY COUGAR 02 TX SBD23B. STAYING AT MOTEL IN  
VICTORIA. IF LOCATED ADVISE HIM CALL BROTHER JAMES JONES  
IN BAYTOWN 713 555-1212 REFERENCE DEATH OF FATHER  
PD BAYTOWN OE 021418CST

NOTE: This type of message is normally SELF-CANCELING 3  
DAYS AFTER ORIGINATING TIME unless conditions  
warrant otherwise.

**4.14 ADDED INFORMATION MESSAGES**

This type of message is used to update previous messages with additional pertinent information as it becomes available. Always refer to the previous message(s) in the reference part of the formal message format.

EXAMPLE OF ADDED INFORMATION MESSAGE

1248 PD IRVING 0306090  
STATIONS DALLAS-FT WORTH AREA  
ADDED INFORMATION 1234 PD IRVING 030402 MISSING PERSON  
JOE ROBINSON MAY BE RIDING RED 1 SPEED SCHWIN BICYCLE  
PD IRVING RR 060800CST

#### 4.15 CANCELLATION MESSAGES

Cancellations are used to invalidate any message which is not self-canceling after a given time period. The information in a cancellation should include only specific parts of the original message. These specific parts must include: (1) preamble of the message. These specific parts must include: (1) preamble of the original message, (2) names of persons included, (3) license number or identification numbers of vehicle involved, and (4) a brief statement about the reason for cancellation. The brief statement could be one of the following depending on the type of the original message. (1) apprehended, (2) no longer wanted, (3) returned home, or (4) located. Cancellations must be directed to the same agencies as the original message.

##### EXAMPLE OF CANCELLATION MESSAGE

```
ALL REGION 6
CANCEL 155 PD WACO 010207
3 WM'S INVOLVED IN BANK ROBBERY WACO HAVE BEEN
APPREHENDED.
PD WACO JB 030130CST
```

#### 4.16 CORRECTION MESSAGES

Correction messages are used to correct typing errors or other erroneous data sent in a previous message. If an error is made in a message, **NEVER** simply correct the mistake and resend the entire message. Always refer to the previous message in the reference line and identify it as a "correction" message.

##### EXAMPLE OF CORRECTION MESSAGE

```
14 PD BAYTOWN 010207
PD VICTORIA
CORRECTION 13 PD BAYTOWN 010202
LICENSE NUMBER SBD23B ON VEHICLE DRIVEN BY JOHN J. JONES
SHOULD BE CORRECTED TO SBD21B.
PD BAYTOWN OE 021500CST
```

## 5.0 BROADCAST PROCEDURES

An effective communications system depends heavily on proper message routing. Improper routing can create delays in the delivery of messages and cuts down on the overall effectiveness of the system. A frequent complaint from many agencies revolves around the receipt of messages that are of no concern to the agency. Sending operators have the responsibility to their agency and other agencies on the system to route messages properly.

Messages shall be routed either by single coding and by multiple coding (Chapter 4, Section 4.1 and 4.2) or by group broadcast coding.

### 5.1 TLETS BROADCAST CODING

There are forty-five(45) broadcast Mnemonic Addresses (group codes) available and the proper one or combination should be used to direct messages that are of interest to a group of agencies in a particular geographic area or region. Use the Administrative Message format by entering transaction code "AM" in the options menu screen. (See Chapter 4, Section 4.1 for coding procedures.) The following is the list of group codes and should be used in conjunction with the maps in Appendix 2 showing the area that terminals are activated in by each group broadcast code.

<u>GROUP CODE</u>	<u>AREA INVOLVED</u>
APB	ALL POINTS BULLETIN (ALL TERMINALS)
ABS	ALL TERMINALS BORDERING MEXICO
AGC	ALL GULF COAST TERMINALS
APD	ALL POLICE DEPARTMENTS
ASO	ALL SHERIFF'S DEPARTMENTS
DPS	ALL DPS TERMINALS
AAS	ALL AUSTIN AREA TERMINALS
RGV	ALL RIO GRANDE VALLEY TERMINALS
HOG	ALL HOUSTON/GALVESTON METRO AREA TERMINALS
DFW	ALL DALLAS/FT WORTH METRO AREA TERMINALS
DAL	ALL DALLAS COUNTY TERMINALS
FTW	ALL TARRANT COUNTY TERMINALS
HOU	ALL HARRIS COUNTY TERMINALS
SAN	ALL BEXAR COUNTY TERMINALS
WCA	ALL WEST CENTRAL AREA (17 COUNTIES)
REG1	ALL TERMINALS IN DPS REGION ONE
REG2	ALL TERMINALS IN DPS REGION TWO
REG3	ALL TERMINALS IN DPS REGION THREE
REG4	ALL TERMINALS IN DPS REGION FOUR
REG5	ALL TERMINALS IN DPS REGION FIVE
REG6	ALL TERMINALS IN DPS REGION SIX
REG7	DPS CAPITOL ONLY
REG8	ALL TERMINALS IN DPS REGION EIGHT
H287	ALL TERMINALS ON US287
IH10	ALL TERMINALS ON IH10 BETWEEN EL PASO & ORANGE
I10E	ALL TERMINALS ON IH10 BETWEEN SAN ANTONIO & ORANGE
I10W	ALL TERMINALS ON IH10 BETWEEN SAN ANTONIO & EL PASO
IH20	ALL TERMINALS ON IH20 BETWEEN MARSHALL & EL PASO

I20E ALL TERMINALS ON IH20 BETWEEN DALLAS/FT WORTH & MARSHALL  
 I20W ALL TERMINALS ON IH20 BETWEEN DALLAS/FT WORTH & EL PASO  
 IH30 ALL TERMINALS ON IH30 BETWEEN DALLAS/FT WORTH & TEXARKANA  
 H35 ALL TERMINALS ON IH35 BETWEEN GAINESVILLE & LAREDO  
 IH27 ALL TERMINALS ON IH27 BETWEEN DALHART & HOUSTON  
 IH37 ALL TERMINALS ON IH37 BETWEEN CORPUS CHRISTI & SAN ANTONIO  
 IH40 ALL TERMINALS ON IH40 BETWEEN SHAMROCK & VEGA  
 IH45 ALL TERMINALS ON IH45 BETWEEN SHERMAN & GALVESTON  
 N183 ALL TERMINALS ON SH183 BETWEEN AUSTIN & VERNON  
 S183 ALL TERMINALS ON SH183 BETWEEN REFUGIO & AUSTIN  
 NH59 ALL TERMINALS ON SH59 BETWEEN HOUSTON & TEXARKANA  
 SH59 ALL TERMINALS ON SH59 BETWEEN LAREDO & HOUSTON  
 NH83 ALL TERMINALS ON HW83 BETWEEN ABILENE & PERRYTON  
 SH83 ALL TERMINALS ON HW83 BETWEEN BROWNSVILLE & ABILENE  
 N277 ALL TERMINALS ON US277 BETWEEN ABILENE & WICHITA FALLS  
 S277 ALL TERMINALS ON US277 BETWEEN DEL RIO & ABILENE  
 H281 ALL TERMINALS ON HW281 BETWEEN GIDALGO & WICHITA FALLS

All broadcast codes are routed automatically by the switcher to the addressed destination(s). A maximum of **THREE (3) GROUP CODE MNEMONIC ADDRESSES** may be sent in a single message header.

The Information Management Service MONITORS ALL BROADCAST CODES. Messages sent on the system that do not pertain to valid law enforcement/criminal justice matters and/or violate the rules and regulations of the Texas Law Enforcement Telecommunications System as outlined in this manual will be brought to the attention of proper authorities for corrective action. (See Chapter 1, Section 1.10.)

## 5.2 TLETS BROADCAST RESTRICTIONS

The APB (All Points Bulletin) mnemonic address will automatically and immediately direct a message to ALL law enforcement/criminal justice agencies in Texas that have a terminal on the TLETS. However, the use of the "APB" or other coding methods for an immediate "statewide broadcast" should be restricted to **URGENT ITEMS** regarding the **safety of lives and/or apprehension of dangerous felons**. Users should be aware of the policies and restrictions concerning statewide broadcasts. To further clarify the statement "statewide broadcast", this means the dissemination of messages statewide. In addition to the use of the broadcast mnemonic address "APB", statewide broadcast of messages can also be accomplished by other methods. For example, sending a message to "REG1", "REG2", "REG3", and "REG4" and then readdressing it to "REG5", "REG6", "REG7 and "REG8"" also disseminates it statewide. Likewise, using "DPS", "APD", and "ASO" accomplishes basically the same dissemination. The restrictions and policies concerning statewide broadcasts of data pertain to "STATEWIDE BROADCAST" regardless of whether the message was coded to "APB" or any other method to achieve a statewide broadcast. Other items-events-incidents that would be of interest and concern to all agencies should be disseminated to them using the procedures outlined in Section 5.7. Messages in this category would include but not necessarily be limited to the following:

- Death and/or funeral announcements of law enforcement/criminal justice personnel.
- Announcements of law enforcement/criminal justice schools and training seminars. (Normally limited to a twice-monthly broadcast.).
- Routine criminal matters (of interest and concern to all Texas agencies).

Messages in the following categories are prohibited from statewide broadcast. These type messages should be directed to only the area/region(s) of concern, **NOT TO EXCEED THREE (3) GEOGRAPHICAL AREAS/REGIONS.**

MISSING PERSONS  
 RUNAWAYS  
 ATTEMPT TO LOCATES  
 STOLEN VEHICLES

Reply Only if criminal Record (ROIR) messages are STRICTLY PROHIBITED FROM ANY TYPE OF SYSTEM BROADCAST. These type messages may be addressed to a specific agency if a TCIC/NCIC inquiry proves negative.

Reply Only if Wanted (ROIW) messages are restricted to transmission to a SINGLE region/area and are STRICTLY PROHIBITED FROM STATEWIDE BROADCAST.

#### 5.2.1 ACQUIRED IMMUNODEFICIENCY SYNDROME (AIDS)

**NOTICE\*** The Department of Public Safety's legal staff has advised that the mention of AIDS (Acquired Immunodeficiency Syndrome) or being HIV positive information must not be disseminated in any administrative/broadcast message or entered into TCIC/NCIC until further notice, or until a formal policy concerning the transmission of AIDS and HIV related messages over TLETS.

### 5.3 TLETS BROADCAST CODE USAGE

Before transmitting any message using one or more of the Group Broadcast Codes listed in Section 5.1, it **MUST BE APPROVED** by the agency administrator or his/her designee. Before approving the transmission of a broadcast message, agencies should contemplate the following questions:

- Why is this event/incident/crime worthy of a broadcast?
- Will it really enlist the aid of other agencies?
- How much information must be transmitted to clearly describe the situation? Who is likely to be interested in the subject matter, everyone, or just the agencies in my own geographic area?
- What better methods could be used to inform those agencies that really need to know of this situation: Letters? Phone calls? E-mails? Directed messages? TLETS Newsletter?

All messages should be composed and prepared using the procedures outlined in Chapter 4 of this manual. Messages of concern or interest to TEN (10) or LESS agencies **SHOULD NOT USE** the BROADCAST CODE MNEMONIC ADDRESS(ES). Refer to Chapter 4 Section 4.1 for procedures to direct a message to a maximum of ten destinations. Transmission of messages should be made **ONLY ONCE**. If the content of the message is of such importance that it necessitates re-broadcast then it should be placed on the summary in accordance with procedures outlined in Section 5.7. In any case, the multiple transmission of the same message to the same area in a short period of time is STRICTLY PROHIBITED.

NOTE: Technical computer to computer interface requirements between the TLETS Switcher and NCIC will result in periodic multiple transmissions of certain system status messages automatically generated by the NCIC database.

### 5.4 NLETS BROADCAST PROCEDURES

Agencies have the capability to request statewide, regionwide, and nationwide broadcasts on the NLETS system. All broadcast requests must be an administrative message utilizing the Administrative Message Format by entering transaction code "AM" in the options menu screen. (See Chapter 4, Section 4.2 for coding procedures.)

#### **5.4.1 STATE BROADCASTS**

A State Broadcast is an administrative message sent to a state control terminal requesting the State to send an APB within the STATE. The receiving state must check the message and determine if it will be sent and to whom it will be sent. The receiving state is responsible for sending the message within that state. It is not done automatically. No state can automatically generate a broadcast within another state.

All rules of the Administrative message apply, with the following exceptions:

The words "REQUEST FOR STATEWIDE BROADCAST" should be the first statement in the message format.

Because this message must always be transmitted to a state control terminal, the two character POE (State code) is always used. Messages may be sent to a maximum of five- (5) State POE's.

#### **EXAMPLE REQUEST STATEWIDE BROADCAST**

#### **5.4.2 REGIONAL BROADCASTS**

Agencies may request a Regional Broadcast message through NLETS. The two-character destination POE's for sending a regional broadcast message are listed below for the various regions. (Section 1.6.3) The APB regions coincide with the eight NLETS regions (Appendix 3).

All rules of the Administrative message type will apply with the following exceptions:

- NLETS DESTINATIONS: is a two-letter alpha Regional Code.
- The words "REQUEST FOR REGION? BROADCAST" should be the first statement in the message format. (Where ? is the alpha-letter for the region or regions the message is being sent to.)
- There may be up to five destination addresses. These addresses may be a mixture of two character regional broadcast codes and two character State POE codes.

The following two-character Regional Broadcast codes have been assigned to the regions. A map depicting these regions is outlined in Appendix 3.

**EXAMPLE: REQUEST REGION A, B, C BROADCAST**

Region A (Code is "A1")	Region E (Code is "E1")
Connecticut	Illinois
Maine	Indiana
Massachusetts	Michigan
New Hampshire	Missouri
Rhode Island	Ohio
Vermont	Wisconsin
Postal Inspection Svc.	Postal Inspection Svc.
FBI - TECS – OSI	FBI - TECS – OSI

Region B (Code is "B1")	Region F (Code is "F1")
Delaware	Iowa
District of Columbia	Minnesota
Maryland	Montana
New Jersey	Nebraska
New York	North Dakota
Pennsylvania	South Dakota
Postal Inspection Service	Wyoming
FBI – TECS – OSI	FBI - TECS – OSI

Region C (Code is "C1")	Region G (Code is "G1")
Kentucky	Arizona
North Carolina	Colorado
South Carolina	Kansas
Tennessee	New Mexico
Virginia	Oklahoma
West Virginia	Texas
Postal Inspection Service	Utah
Main Justice (DOJ)	FBI - TECS – OSI
FBI - TECS – OSI	

Region D (Code is "D1")	Region H (Code is "H1")
Alabama	Alaska
Arkansas	California
Florida	Hawaii
Georgia	Idaho
Louisiana	Nevada
Mississippi	Oregon
Puerto Rico	Washington
FBI - TECS – OSI	FBI - TECS – OSI

Because both the Department of Treasury and NCIC have users in all States, every regional broadcast message will be sent to them. They will be responsible for further dissemination.

To assist control terminals in further disseminating administrative type regional requests, the sender may request, for example: "Deliver to State Crime Lab" or "Deliver to Major Cities".

In rare instances it may be appropriate to send a death or funeral notice regionally. In these instances the following format should be used.

NAME:  
AGENCY:  
CRIMINAL JUSTICE ORGANIZATIONAL AFFILIATE:  
DATE OF DEATH:  
IN LINE OF DUTY (Y OR N):  
DATE OF FUNERAL:  
LOCATION OF FUNERAL:  
PREVIOUS CRIMINAL AGENCIES EMPLOYED:  
FOR ADDITIONAL INFORMATION CONTACT:  
TELEPHONE NUMBER:

#### **5.4.3 NATIONWIDE BROADCASTS**

Agencies may request a national broadcast message through NLETS. The request will be sent for review to each State POE. The two- character destination POE for sending a message nationwide is **AP**. Each state will review the contents of the APB request and if approved, the message will be sent statewide. If the "AP" message does not meet NLETS criteria, or that state's criteria, a rejection message may be generated by the State's POE representative to the terminal that initiated the APB request.

All rules of the Administrative message type apply with the following exceptions:

- NLETS DESTINATIONS: is always the two-letter code **AP**.
- The words "REQUEST FOR NATIONAL BROADCAST" should be the first statement in the message format.

#### **EXAMPLE: REQUEST NATIONWIDE BROADCAST**

## 5.5 NLETS BROADCAST RESTRICTIONS

NLETS has established the following restrictions pertaining to broadcasts. These restrictions may be waived if extraordinary circumstances prevail. Also, individual states may impose additional restrictions or exceptions within their own states. This is at the discretion of each State's Point of Entry representative.

### 5.5.1 STATE BROADCAST RESTRICTIONS

As a general rule most states apply the criteria outlined in Regionwide and Nationwide restrictions (Section 5.5.2 and 5.5.3) and general system restrictions (Chapter 1, Section 1.6) in determining if a message will be broadcast to agencies/areas within their state.

### 5.5.2 REGIONAL BROADCAST RESTRICTIONS

The following restrictions have been developed to control the quality of regional broadcasts. Users are encouraged to use regional codes rather than APB's if at all possible. Even in instances where a regional code may not contain every state you wish to send your message to; the use of multiple 2-character state codes and regional codes (up to a maximum of 5 destinations) can address a lot of states without resorting to a blanket APB.

The following restrictions have been adopted for regional broadcasts. Recognizing, however, that there may be circumstances where the seriousness of the situation overrides the normal policy prohibitions, these restrictions may be waived under the following conditions:

A user has information that is pertinent to a criminal investigation that is of interest to a group of states and cannot be entered into NCIC.

A user has information regarding kidnapping, skyjacking or other serious criminal acts. Keep messages as brief as possible.

A user has information on a wanted person that cannot be entered into NCIC but may be of interest to a group of states.

1. No social announcements (i.e. holiday messages or retirements).
2. No recruitment of personnel.
3. No messages in which the complainant is interested only in recovery of property.
4. No attempts to locate vehicle (breach of trust) without warrant.
5. No excessively long messages.
6. No messages supportive or in opposition to political issues or announcements of meetings relative to such issues.
7. No messages supportive or in opposition to labor management issues or announcements relative to such issues.
8. No messages supportive or in opposition to legislative bills.
9. No messages relating to requests for information concerning salary, uniforms, personnel, or related items which can be routinely obtained by correspondence or means other than NLETS.
10. No messages relating to the advertisement or sale of equipment.
11. No messages regarding wanted subjects or vehicles if they can be entered into NCIC.
12. No attempt to locate messages.
13. No reply only if records (ROIRS).
14. No reply only if wanted (ROIWS).
15. No solicitation of funds.
16. No training messages that include the name of the company that is providing the training unless the company is not-for-profit and is providing a direct service to law enforcement.

Users initiating want messages of any type; wanted persons, missing persons, and/or runaways, must cancel these messages when they no longer apply.

### 5.5.3 NATIONWIDE BROADCAST RESTRICTIONS

The following restrictions have been developed to control the sending of APB's. In sending an APB, users are urged to carefully consider whether there is a necessity to send the message to all states. If the message pertains to a geographical area of the United States (i.e. East Coast, Sunbelt) the user should seriously consider the use of a regional broadcast which can more narrowly focus on the states that could provide assistance (see Section 5.4.2 Regional Broadcast).

In rare instances it may be appropriate to send a death or funeral notice APB. In these instances the following format should be used.

NAME:  
AGENCY:  
CRIMINAL JUSTICE ORGANIZATIONAL AFFILIATE:  
DATE OF DEATH:  
LINE OF DUTY (Y OR N):  
DATE OF FUNERAL:  
PREVIOUS CRIMINAL AGENCIES EMPLOYED  
FOR ADDITIONAL INFORMATION CONTACT:  
TELEPHONE NUMBER:

The following restrictions have been adopted for APB's. Recognizing, however, that there may be circumstances where the seriousness of the situation overrides the normal policy prohibitions, the restrictions may be waived under the following conditions:

- A user has information that is pertinent to a criminal investigation that is of interest to all states and cannot be entered into NCIC.
- A user has information regarding kidnapping, skyjacking or other serious criminal acts. Keep messages as brief as possible.
- A user has information on a wanted person that cannot be entered into NCIC but is of interest to all states.

1. No social announcements (i.e. holiday messages or retirements).
2. No seminar, training class or convention announcements.
3. No recruitment of personnel.
4. No messages in which the complainant is interested only in recovery of property.
5. No attempts to locate vehicle (breach of trust) without warrant.
6. No excessively long messages.
7. No messages supportive or in opposition to political issues or announcements of meetings relative to such issues.
8. No messages supportive or in opposition to labor management issues or announcements relative to such issues.
9. No messages supportive or in opposition to legislative bills.
10. No messages relating to requests for information concerning salary, uniforms, personnel, or related items which can be routinely obtained by correspondence or means other than NLETS.
11. No messages relating to the advertisement or sale of equipment.
12. No messages regarding wanted subjects or vehicles if they can be entered into NCIC.
13. No attempt to locate messages.
14. No reply only if records (ROIRS).
15. No reply only if wanted (ROIWS).
16. No runaways.
17. No missing persons.
18. No solicitation of funds.

Users initiating want messages of any type; wanted persons, missing persons, and/or runaways, must cancel these messages when they no longer apply.

## 5.6 TLETS/NLETS BROADCAST ADMINISTRATIVE MESSAGE CODING PROCEDURES

Occasionally, TLETS users may need to broadcast an administrative message to areas in Texas as well as other states. This is accomplished by entering transaction code "AM" in the options menu screen and depress the "ENTER" key. The Administrative Message multi-route/multi-page format will appear on your screen with the cursor located at the first field of the TLETS DESTINATIONS line. Enter the TLETS broadcast mnemonic address(s) (Maximum of 3) in accordance with instructions outlined in Section 4.1. Next, enter the POE code(s) for the desired state(s) in the NLETS DESTINATIONS fields in accordance with instructions outlined in Section 4.2. Proceed with the Administrative Message as outlined in Chapter 4.

## 5.7 APB SUMMARY

To conserve system transmission time and to provide an efficient and effective means of disseminating information of concern and interest to all agencies, the DPS Austin SOC Operations Center will generate the APB summary to all terminals daily at 6:00 a.m. and 6:00 p.m. This summary will include a summarized listing of:

- Routine criminal matters of statewide interest.
- School / seminars that are of statewide interest (providing the sponsoring agency has adequate seating available).
- Death and/or funeral announcements of law enforcement/criminal justice personnel.
- Messages of statewide interest received from other states.
- TLETS system changes/notices.
- Miscellaneous.

Agencies with information that is not urgent but requiring a statewide dissemination on a timely basis and meeting the criteria outlined in this chapter should direct the message to mnemonic address **AZAA**, addressed to DPS SOC AUSTIN and specifically request it be included on the summary. The APB summary will only be transmitted when necessary.

## 5.8 TLETS NEWSLETTER

The Information Management Service publishes a quarterly TLETS Newsletter that is mailed/emailed to each TLETS member agency each quarter. As space permits, items of general interest to the law enforcement/criminal justice community in Texas may be placed in this newsletter. These items would include:

- Announcements of law enforcement/criminal justice association meetings.
- Announcements of schools and training seminars (Statewide interest ONLY).
- Announcements of services/information/systems that would be of interest and available to all agencies.

Agencies desiring to utilize this service may submit information to mnemonic address **JL0P / JJ04** and address your message to DPS AUSTIN ATTN: TLETS NEWSLETTER. Mailed requests should be directed to: Texas Department of Public Safety, ATTN: TLETS Training Officer, Information Management Service, P. O. Box 4087, Austin, Texas 78773-0215 or FAX 512 424-2282 or [tlets@txdps.state.tx.us](mailto:tlets@txdps.state.tx.us).

## 5.9 SPECIAL CRIMES

The Department of Public Safety's Special Crimes Section (CAS) has a web site called "CLEO" Criminal Law Enforcement Online, this is a password-protected web site restricted to criminal justice personnel only. The site will post: Alerts, announcements, non-urgent criminal information, lists of related and/or useful web sites and links. For an application to access this site send a message to: <http://www.cleo@txdps.state.tx.us> or call 1.800.252.5402 512.424.2200.

TLETS users may request entry in the web site for persons wanted for felony offenses. Requests should be directed to mnemonic address "CASZ" and addressed to DPS AUSTIN ATTN: SPECIAL CRIMES.

## 6.0 DRIVER LICENSE INQUIRIES

Driver license information is available through TLETS from the DLD database for Texas DL information and from the NLETS network for DL information from other states database systems.

TLETS USERS ARE REMINDED THAT DRIVER LICENSE INFORMATION OBTAINED FROM THESE FILES ARE TO BE USED FOR CRIMINAL JUSTICE AND LAW ENFORCEMENT PURPOSES ONLY.

The Texas Transportation Code, in Chapters 521 and 730, states that insurance companies and other specified entities may obtain driver's license information when eligible under the Motor Vehicle Records Disclosure Act. The appropriate application forms may be obtained from a local Driver License office or may be downloaded from the Texas Department of Public Safety's website: [www.txdps.state.tx.us](http://www.txdps.state.tx.us). Those forms provide the necessary instructions and rates for obtaining driver license information.

The information contained in the DLD database is protected data under Senate Bill 1069 which is codified as Chapters 730 and 731 of the Texas Transportation Code. In summary, this bill makes personal information found in motor vehicle records confidential. "Personal Information" is information that identifies a person, including photographs, social security numbers, driver license and/or ID card numbers, names, addresses, telephone numbers, and medical or disability information. "Motor Vehicle Record" means any record that pertains to a driver's license or permit, motor vehicle registration, motor vehicle title, or identification document issued by a state agency. See Chapter 1 of this manual for further information. The demand for information is recognized by the TXDPS and reasonable requests are satisfied. The general public, tax offices, and other non-criminal justice agencies can obtain driver license information by following the procedures outlined in Appendix 4. Of prime concern is the use of on-line teleprocessing equipment to access the files for information that is not needed immediately and for which a turnaround of hours or days might be more than adequate. It is extremely important to insure that law enforcement activity of a critical nature always has top priority and prompt access to the DLD files. The use of the DLD database may not be used to verify if a subject is qualified for DDC (defensive driving course), courts should request the subject to obtain from DPS a certified copy of their driving record.

Driver license information from other states may or may not be classified as public record information. Any non-criminal justice individual or agency requesting procedures to obtain DL information from other states should be directed to contact the drivers licensing agency of that specific state.

## **6.1 TEXAS DRIVER LICENSE INQUIRIES**

There are three (3) type of driving records available from the DLD database.

1. Regular driver license check (RDL) provides subject's name, latest address, race, sex, date of birth, physical description, type or class of license, license number, expiration date, restriction code (if any) and current status.
2. Driving while intoxicated (DWI) provides the regular driver license Information above plus all convictions for driving while intoxicated including date, location, and case number.
3. Complete driving record (CPL) provides the regular driver license information above plus all information on the driving record of the individual.

Driver license inquiries may be made by using the driver license number or name and date of birth, or by name only. Also you have the capability to query up to 5 driver / identification numbers in a single transmission.

## 6.2 TLETS INQUIRY FORMAT

Enter transaction code DL in the options menu screen and depress the ENTER key. The TEXAS driver license Inquiry format will appear on the top half of the screen, note you may enter the subjects last, first middle initial and or you may enter up to five (5) operator license numbers and ID(s) in a single transaction. Complete format operational instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3. Also, see Section 6.3 for proper DLD inquiry procedures using name and name/DOB combinations.

## 6.3 PROPER DLD INQUIRY PROCEDURES

### 1. How the system works:

- a. Name and DOB search requires exact spelling of the last name.
- b. The first and middle names do not require exact spelling but they must soundex code the same as they are in the DL records. For Example: Rodriguez is equal to Ridroguas, Smith to Smythe and Little to Laddle.
- c. If a DOB is given, it must be the same as the DOB in the DL record.
- d. The search is made on the name as supplied by the inquiry. If the first, middle, and last names are given, no attempt is made to reduce the name to first and last or first, middle initial, and last.

### 2. Rules for more effective inquiry:

- a. Always use DOB if available. Your chances of getting correct identification is greatly reduced when DOB is not used.
- b. If the first inquiry is not successful, check the name and DOB on the return message. It may be that it was not sent as intended. If the message was sent as intended, check with your source of information. It may be that the spelling of the name or exact DOB was given incorrectly or misunderstood.
- c. To broaden your search, enter only LAST, FIRST and MIDDLE INITIAL if known. This may result in up to a possible fifty matches.

- d. If a DOB is known, do not use the middle name. The use of a middle name when used with a DOB will only reduce and cannot increase your chance of proper identification. A large percentage of drivers do not know the middle name on their driving record. This is especially true of married females as they may have their given name or maiden name as the middle name.
- e. Most drivers' license have been issued for six years. Many female drivers are not aware that their driving record may be under their previous name. Tactful inquiry often produces the correct name.
- f. Always use a RDL inquiry to determine eligibility for license issuance. With RDL, if there is an alarm, you will automatically receive a brief statement of the condition or instructions to inquire on a "CPL".

**3. Steps to be followed when making a DL inquiry:**

Step 1: LAST NAME "COMMA" FIRST NAME "PERIOD" DOB.

Step 2: LAST NAME "COMMA" FIRST NAME "SPACE" MIDDLE NAME. Note that DOB has been eliminated and the middle name added. Since the first inquiry was not successful and the name has been verified, we may assume that the DOB may not be the same as that in the driving record.

Step 3: LAST NAME "COMMA" FIRST NAME "SPACE " MIDDLE INITIAL. This inquiry would only be effective if the middle initial is correct, but the middle name as given in Step 2 would not code the same as that in the DL record.

Step 4: LAST NAME "COMMA" FIRST NAME.

**4. Individuals with only one name:**

Inquiries made on individuals with only one name must be made by entering the person's name as the last name followed by a "comma" and the word "NONE" used as a first name. Example: Subjects only name is "APOLLO", enter APOLLO, NONE.

If none of your inquiries are successful, you should contact DLD communications at mnemonic address "LIVI". They have some capabilities that are not possible to permit outside of DPS Headquarters because of transmission restrictions (See Section 6.5)

#### **6.4 CLASS OF LICENSE**


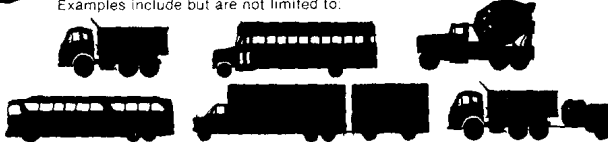


CLASS M – Any motorcycle or moped.

CLASS B & C may tow a farm trailer GVWR up to 20,001 lbs.

The classified plan does not affect the validity of an operator, commercial operator or chauffeur license issued under the old law. These license continue in effect according to their terms until such time as they are converted to an equivalent class of license.

COMMERCIAL DRIVER LICENSE (CDL) REQUIRED IF:

1. Combination of vehicles if GCWR is 26,001 lbs. or more and towed unit exceeds 10,000 lbs. GVWR, or if towing unit GVWR is 26,001 lbs. or more.
2. Single vehicle with GVWR of 26,001 lbs. or more.
3. Vehicle designed to transport more than 16 passengers including driver.
4. Vehicle transporting hazardous material requiring placarding.
5. Exceptions: Farm, Firefighting, Emergency, Military and Recreational vehicles

<b>A</b>	<p>Any combination of vehicles with a GCWR of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds. (Holders of a Class A license may, with any appropriate endorsements, operate all vehicles within Class B and C.)</p> <p>Examples include but are not limited to:</p> 
<b>B</b>	<p>Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR, and any vehicle designed to transport 24 or more passengers including the driver. (Holders of a Class B license may, with any appropriate endorsements, operate all vehicles within Class C.)</p> <p>Examples include but are not limited to:</p> 
<b>C</b>	<p>Any single vehicle, or combination of vehicles, that does not meet the definition of Class A or Class B as contained herein, but that either is designed to transport 16 or more passengers including the driver, or is placarded for hazardous materials.</p> <p>Examples include but are not limited to:</p> 
<b>M</b>	<p>Any motorcycle or moped.</p> 

#### 6.4.1 RESTRICTIONS CODES ON LICENSES

Restriction codes applicable to classified licenses issued after September 17, 1990. A total of five codes may be used on classified licenses.

A	With corrective lenses	Q	LOFS 21 or over vehicle above class B
B	LOFS age 21 or over	R	LOFS 21 or over vehicle above class C
C	Daytime only	S	Outside rearview mirror or hearing aid
D	Not to exceed 45 MPH	T	Automatic transmission
E	No expressway driving	U	Applicable prosthetic devices
I	M/C not to exceed 250cc	V	Applicable vehicle devices
J	Lic M/C oper 21 or over in sight	W	Power steering
K	Moped	X	CDL LOFS-All classes CMVS
L	Vehicle W/O airbrakes CDL only	Y	CDL LOFS-CMV above class B
M	CDL intrastate commerce CDL only	Z	CDL LOFS-CMV above class C
P	Stated on license		

<b>ENDORSEMENT CODES</b>			
T	Double/triple trailer	H	Hazardous materials –CDL only
P	Passenger – CDL only	S	School Bus CDL only
N	Tank Vehicle – CDL only	X	Combination N and H – CDL only

<b>ABBREVIATIONS</b>	
CDL = Commercial Driver License	MPH = Miles Per Hour
CMV = Commercial Motor Vehicle	M/C = Motorcycle
GCWR= Gross Combination Weight Rating	
GVWR= Gross Vehicle Weight Rating	
LOFS = Licensed Operator in Front Seat	

#### **6.4.2 IDENTIFICATION CERTIFICATES**

##### Basic Requirements

- Age: No limits
- Fee: \$16.00 original under age 65; duplicate fee \$10.00
- Expiration: Next birth date of applicant occurring 6 years after date of application.
- Tests: None required.
- Numbering System: Eight digits.
- Limits on number issue to applicant: One.
- Evidence of name and date of birth acceptable for an ID Card is the same as for a driver license.
- Currently recorded in the DLD computer.

The Identification Certificate is similar to our regular Driver License with the words "Identification Card" printed on the top front in bold green letters.

DPS ID cards are computerized and inquiries may be made by using the ID card number or the subject's name and DOB as outlined in Section 6.2.

- The computer responses from DLD is almost identical to a drivers license reply, except it is identified as an "ID" and the expiration date is preceded by the letters "ID CARD". Many persons in Texas hold both a driver's license and an identification certificate. If an inquiry is made using an eight digit ID number on an individual that also holds a Texas drivers license and an identification certificate the computer response would NOT indicate that the subject also holds a DL. Likewise, if an inquiry were made using an eight-digit drivers license number, the DL response would NOT indicate that the individual is also issued an identification certificate. ONLY when an inquiry is made using the person's name and DOB does the computer response indicate that the individual is issued both a drivers license and identification certificate.

Multiple entry returns for re-inquiry from possibilities received on name searches will not have any preceding characters. Both DL and ID information will be provided an inquiry using DL or ID number will be necessary to retrieve the specific information.

## **6.5 DLD MANUAL CHECKS**

When information cannot be obtained from the DLD database or information obtained from it is not clear or contains errors, then a manual check will be required for clarifications. Manual checks must utilized the Administrative Message format (transaction code "AM" outlined in Chapter 4 Section 4.1) and should be directed to mnemonic address "LIVI". Address the message to DPS Austin ATTN: DLD. This information is available 8-5 Monday through Friday only. Routine requests normally are processed within two hours.

Requests for certified copies of drivers license records should also be directed to the above terminal.

## 6.6 DLD COMPUTER ABBREVIATIONS AND STATUTORY CITES

The following eight pages are computer responses that would cause a driver's license **NOT TO BE CLEAR. All responses are alphabetic.**

See page 6-12/6-19 for explanations of notations on a driver license return.

NOTE: The Statutory References.

Other driver license entries that may be seen on driver license returns are administrative entries only and should be disregarded by the user.

Common abbreviations seen in driver license returns:

AAMV	Aggravated Assault with Motor Vehicle
ALR	Administrative License Revocation
BAC	Blood Alcohol Concentration
B/BTR	Blood/Breath Test Refusal
CAO	Committed Automatic Offense (Administrative DWLS)
DHS	Department of Human Services
DUID	Driving Under Influence of Drugs
FCEP	Fail to Complete Education Program
FSRA	Fail to Stop and Render Aid
FTA	Fail to Appear
FTP	Fail to Pay
HAB	Habitual
LIDR	License Issuance and Driver Records
DLD	(Now: Driver Records Bureau)
MAB	Medical Advisory Board
MWMV	Murder with Motor Vehicle
NRVC	Non-Resident Violator Compact

### **GENERAL NOTICE**

Be advised that certain driver's license suspensions and other disqualification's are being "post-dated" on driver's license returns. In these cases the code indicator for a given suspension is being added to the driving record before the actual date that the action is effective. This record will not show "clear", but the actual effective dates will be correct. Obviously, enforcement action for "DWLS", should not be taken prior to the effective date of the suspension.

## Texas Driver History Alarm Codes

### Statutory References

TRC = Texas Transportation Code  
 PC = Texas Penal Code  
 CCP = Texas Code of Criminal Procedure  
 FC = Texas Family Code  
 HSC = Texas Health and Safety Code  
 ABC = Texas Alcoholic Beverage Code  
 HRC = Texas Human Resources Code

### EACH OF THESE NOTATIONS INDICATES A CLASS B MISDEMEANOR FOR THE FIRST OFFENSE

DWLI – TRC 521.457 “Driving While License Invalid”

DWLD – TRC 522.071 “Driving While License Disqualified”

(Only applies when violator is driving a commercial motor vehicle)

Charges for driving while driver's license or driving privilege is revoked under the authority of HRC 23.011 (failure to repay excess welfare benefits) or under the authority of FC 232.011 (failure to pay delinquent child support) should be filed under TRC 521.457, due to the passage of SB 582, which changed the wording in the Transportation Code, effective September 1, 2003.

\*\* - Information about the contact would assist DPS Headquarters (DLD).

License Issuance Bureau, Record Evaluation Section (512) 424-7400

\*\*\* - Driver is probably a juvenile.

# - Must surrender out-of-state license or non-possession affidavit.

## - May be eligible for a non-CDL.

@@ - As a result of the wording in and the interpretation of the ALLEN CASE, these are **NOT** “arrestable” situations.

TLETS Text	Full Text	DWLS etc.	Statutory Cite
"ALR APPEAL SUSPENSION "	"ALR APPEAL SUSPENSION REINSTATED-REFUSAL"	DWLI	TRC 724.047 TRC 524.042(b)
"ALR APPEAL-SUSPENSION "	"ALR APPEAL-SUSPENSION REINSTATED-FAILURE"	DWLI	TRC 524.042(b)
"ALR CMV DISQ-0.04 / >"	"ALR CMV DISQ-0.04 / >"	DWLD	TRC 522.081(b)(2)
"ALR CMV DISQ-REFUSAL"	"ALR CMV DISQ-REFUSAL"	DWLD	TRC 522.081(b)(5)
"ALR CMV HAZMAT DISQ-RE"	"ALR CMV HAZMAT DISQ-REF"	DWLD	TRC 522.081(c)
"ALR CMV HZMT DISQ-.04/"	"ALR CMV HZMT DISQ-.04/>"	DWLD	TRC 522.081(c)
"ALR REINSTATE FEE REQ"	"ALR REINSTATE FEE REQ"	@@	TRC 524.051(a)
"ALR SUSPENSION BOATING"	"ALR SUSPENSION-BOATING REFUSAL"	DWLI	TRC 724.035(a)
"ALR SUSP-<.08-<21"	"ALR SUSP-<.08-<21"	DWLI	TRC 524.022(b)
"ALR SUSP-DETECT-	"ALR SUSP-DETECT-<21"	DWLI	TRC 524.022(b)

<b>TLETS Text</b>	<b>Full Text</b>	<b>DWLS etc.</b>	<b>Statutory Cite</b>
<21"			
"ALR SUSPENSION - UNDER"	"ALR SUSPENSION - UNDER 21 - FAILURE"	DWLI	TRC 524.022(b)
"ALR SUSPENSION - UNDER"	"ALR SUSPENSION - UNDER 21 - REFUSAL"	DWLI	TRC 724.035
"ALR SUSPENSION-FAILURE"	"ALR SUSPENSION-FAILURE"	DWLI	TRC 524.022(a)
"ALR SUSPENSION-REFUSAL"	"ALR SUSPENSION-REFUSAL"	DWLI	TRC 724.035(a)
"BIRTH CERT REQUIRED"	"BIRTH CERT REQUIRED"	N/A	TRC 521.1425
"CANCEL-INTERLOCK REQUI"	"CANCEL-INTERLOCK REQUIRED"	DWLI	TRC 521.2465
"CANCELLED-ALL DRIVING "	"CANCELLED-ALL DRIVING PRIVILEGES"	DWLI	TRC 521.307
"CANCELLED-AUTH WITHDR"	"CANCELLED-AUTH WITHDR"	DWLI ***	TRC 521.296(b)
"CANCELLED-CDL ONLY"	"CANCELLED-CDL ONLY"	DWLD	TRC 522.021(d)
"CANCELLED-FALSIFICATIO"	"CANCELLED-FALSIFICATION"	DWLI	TRC 521.314(2)
"CANCELLED-INC DRIVE ED"	"CANCELLED-INC DRIVE ED"	DWLI	TRC 521.307(a)
"CANCELLED-MENT INCOMP"	"CANCELLED-MENT INCOMP"	N/A	OLD LAW
"CANCELLED-SUSPENDED"	"CANCELLED-SUSPENDED"	DWLI	TRC 521.314
"CSO REVOKED DEFERRED"	CSO REVOKED DEFERRED	N/A	TRC 521.348
"DENIED-B/BTR"	"DENIED-B/BTR"	N/A	OLD LAW
"DENIED-DRIVING RECORD"	"DENIED-DRIVING RECORD"	DWLI	TRC 521.202
"DENIED-EXAM FAILURE"	"DENIED-EXAM FAILURE"	DWLI	TRC 521.161(e)
"DENY - DRIVER RECORD"	"DENY – DRIVER RECORD"	DWLI	TRC 521.201
"DENY INCAPABLE"	"DENY INCAPABLE"	DWLI	TRC 521.201
"DENY ISSUANCE OF DL"	"DENY ISSUANCE OF DL"	DWLI	TRC 521.201
"DENIED RENEWAL - FTA"	"DENY LICENSE RENEWAL - FTA"	DWLI	TRC 521.201(7)
"DENY MAB-NO MAIL SERVI"	"DENY MAB-NO MAIL SERVICE"	N/A	TRC 521.201(6)
"DENY MAB-NO REPLY"	"DENY MAB-NO REPLY"	N/A	TRC 521.201(6)
"DEPT SUSP-ACC/FATALITY"	"DEPT SUSP-ACC/FATALITY"	DWLI	TRC 521.294(b)(2)
"DEPT SUSP-ACC/PD/INJ"	"DEPT SUSP-ACC/PD/INJ"	DWLI	TRC 521.294(b)(8)
"DEPT SUSP-B/BTR"	"DEPT SUSP-B/BTR"	N/A	OLD LAW
"DEPT SUSP-BAC VIOLATIO"	"DEPT SUSP-BAC VIOLATION"	DWLI	TRC 524.022(b)
"DEPT SUSP-BBTR 21"	"DEPT SUSP-BBTR 21"	DWLI	TRC 724.035(a)
"DEPT SUSP-CAO"	"DEPT SUSP-CAO"	DWLI	TRC 521.294(b)(1)

<b>TLETS Text</b>	<b>Full Text</b>	<b>DWLS etc.</b>	<b>Statutory Cite</b>
"DEPT SUSP-DWI ED PGM"	"DEPT SUSP-DWI ED PGM"	DWLI	CCP 42.12 Sec. 13 (h)
"DEPT SUSP-DWLS"	"DEPT SUSP-DWLS"	DWLI	TRC 521.294(b)(1)
"DEPT SUSP-FLEE POLICE"	"DEPT SUSP-FLEE POLICE"	DWLI	TRC 521.294(b)(10)
"DEPT SUSP-HAB RECK/NEG"	"DEPT SUSP-HAB RECK/NEG"	DWLI	TRC 521.294(b)(3)
"DEPT SUSP-HAB VIOLATOR"	"DEPT SUSP-HAB VIOLATOR"	DWLI	TRC 521.294(b)(4)
"DEPT SUSP-MAB-NO REPLY"	"DEPT SUSP-MAB-NO REPLY"	DWLI	TRC 521.294(d)(3)
"DEPT SUSP-MINOR FTA"	"DEPT SUSP-MINOR FTA"	DWLI	TRC 521.294(d)(6)
"DEPT SUSP-MINOR FTP"	"DEPT SUSP-MINOR FTP"	DWLI	TRC 521.294(d)(6)
"DEPT SUSP-MRDL VIOL"	"DEPT SUSP-MRDL VIOL"	DWLI	TRC 521.223(f)
"DEPT SUSP-NRVC"	"DEPT SUSP-NRVC"	DWLI	TRC 521.294(d)(2)
"DEPT SUSP-OUT OF STATE"	"DEPT SUSP-OUT OF STATE OFFENSE"	DWLI	TRC 521.294(b)(6)
"DEPT SUSP-PROV VIOL"	"DEPT SUSP-PROV VIOL"	DWLI	TRC 521.294(b)(9)
"DEPT SUSP-TEST REQ'D"	"DEPT SUSP-TEST REQ'D"	DWLI	TRC 521.294(d)(4)
"DEPT SUSP-UNLAWFUL USE"	"DEPT SUSP-UNLAWFUL USE OF DL"	DWLI	TRC 521.294(b)(5)
"DEPT SUSP-VIOL RESTRIC"	"DEPT SUSP-VIOL RESTRICTION/ENDORSEMENT"	DWLI	TRC 521.294(b)(7)
"DISQ DWL-DISQ"	"DISQ DWL-DISQ"	DWLD	TRC 522.071(a)(2)
"DISQ-.04/MORE-CMV"	"DISQ-.04/MORE-CMV"	DWLD	TRC 522.081(b)(2)
"DISQ-.04/MORE-CMV-HZMT"	"DISQ-.04/MORE-CMV-HZMT"	DWLD	TRC 522.081(c)
"DISQ-2 SERIOUS TRAF VI"	"DISQ-2 SERIOUS TRAF VIOL"	DWLD	TRC 522.081(a)
"DISQ-3 SERIOUS TRAF VI"	"DISQ-3 SERIOUS TRAF VIOL"	DWLD	TRC 522.081(a)
"DISQ-BBUTR-CMV"	"DISQ-BBUTR-CMV"	DWLD	TRC 522.081(b)(5)
"DISQ-BBUTR-CMV-HZMT"	"DISQ-BBUTR-CMV-HZMT"	DWLD	TRC 522.081(c)
"DISQ-CLEARANCE VIOL"	"DISQ-CLEARANCE VIOLATION RR XING"	DWLD	TRC 522.081 (a)(1)(B)
"DISQ-DWI-CMV"	"DISQ-DWI-CMV"	DWLD	TRC 522.081(b)(1)
"DISQ-DWLD-CMV"	"DISQ-DWLD-CMV"	DWLD	TRC 522.071(a)(2)
"DISQ-FAIL TO OBEY RR"	"DISQ-FAIL TO OBEY RR GATE/SIGN/SIGNAL"	DWLD	TRC 522.081 (a)(1)(B)
"DISQ-FAIL TO SLOW RR"	"DISQ-FAIL TO SLOW RR XING"	DWLD	TRC 522.081 (a)(1)(B)
"DISQ-FAIL TO STOP RR"	"DISQ-FAIL TO STOP RR XING MANDATORY STOP"	DWLD	TRC 522.081 (a)(1)(B)
"DISQ-FAIL TO STOP RR"	"DISQ-FAIL TO STOP RR XING NOT CLEAR"	DWLD	TRC 522.081 (a)(1)(B)

TLETS Text	Full Text	DWLS etc.	Statutory Cite
"DISQ-FELONY-CMV"	"DISQ-FELONY-CMV"	DWLD	TRC 522.081(b)(4)
"DISQ-FELONY-CMV-CONT S"	"DISQ-FELONY-CMV-CONT SUB"	DWLD	TRC 522.081(d)(2)(A)
"DISQ-FSRA-CMV"	"DISQ-FSRA-CMV"	DWLD	TRC 522.081(b)(3)
"DISQ-INSUFFICIENT SPAC"	"DISQ-INSUFFICIENT SPACE RR XING"	DWLD	TRC 522.081 (a)(1)(B)
DISQ-RRGC 2 VIOL	DISQ-RRGC 2 VIOL	DWLD	See Last Page
DISQ-RRGC 3 VIOL	DISQ-RRGC 3 VIOL	DWLD	See Last Page
"DISQ-SUBSEQUENT CONV C"	"DISQ-SUBSEQUENT CONV CMV"	DWLD	TRC 522.081(d)(1)
"DISQ-VIOLATE OUT-OF-SE"	"DISQ-VIOLATE OUT-OF-SERVICE ORDER HAZMAT"	DWLD	TRC 522.071 (5) and TRC 522.090
"DISQ-VIOLATED OUT-OF-S"	"DISQ-VIOLATED OUT-OF-SERVICE ORDER"	DWLD	TRC 522.071(5)
"DISQUALIFIED-1 RAILROA"	"DISQUALIFIED 1 RAILROAD VIOLATION CMV"	DWLD	TRC 522.081 (a)(1)(B)
"DISQUALIFIED-2 RAILROA"	"DISQUALIFIED 2 RAILROAD VIOLATIONS CMV"	DWLD	TRC 522.081 (a)(2)(B)
"DISQUALIFIED-3 RAILROA"	"DISQUALIFIED 3 RAILROAD VIOLATIONS CMV"	DWLD	TRC 522.081 (a)(3)
"DISQUALIFIED-CDL FALS"	"DISQUALIFIED-CDL FALSIFICATION"	DWLD	TRC 522.021(d)
"DISQUALIFIED-DUI-CONTR"	"DISQUALIFIED-DUI-CONTROLLED SUBSTANCE"	DWLD	TRC 522.081(b)(1)
"EXAM REQ. INCAPABLE"	"EXAM REQ. INCAPABLE"	N/A	TRC 521.163
"EXAM REQ. INVESTIG"	"EXAM REQ. INVESTIG"	N/A	NONE
"EXAM REQ. PREV FAIL"	"EXAM REQ. PREV FAIL"	N/A	NONE
"EXAM REQ. RECORD"	"EXAM REQ. RECORD"	N/A	TRC 521.163
"FAIL TO COMPLETE MINOR"	"FAIL TO COMPLETE MINOR ED COURSE - TOBACCO"	N/A	HSC 161.253
"FAIL TO COMPLETE MINOR"	"FAIL TO COMPLETE MINOR ED COURSE - ABC"	DWLI	TRC 521.342(b)
"INSUFF CHECK RETURNED"	"INSUFF CHECK RETURNED"	N/A	TRC 521.421
"JUV. SUSP-SEC. 54.042"	"JUV. SUSP-SEC. 54.042"	DWLI ***	TRC 521.345(1)
"JUVENILE SUSP/TRUANCY"	"JUVENILE SUSP/TRUANCY"	DWLI ***	FC 54.021 and FC 54.042
"LIC OTHER JURISDICTION"	"LIC OTHER JURISDICTION"	N/A	TRC 521.182
"LICENSED IN AK" last two initials = state code	"LICENSED IN AK" last two initials = state code	N/A #	TRC 521.182
"LIDR-NO ENFORCEMENT"	"LIDR-NO ENFORCEMENT"	N/A	NONE **
"MAND SUSP-AAMV"	"MAND SUSP-AAMV"	N/A	OLD LAW SEE PC 49.07
"MAND SUSP-ALCOHOL BEV"	"MAND SUSP-ALCOHOL BEV"	DWLI	ABC 106.071(d)
"MAND SUSP-ARI"	"MAND SUSP ARI" (AMUSEMENT RIDE INTOXICATION)	DWLI	CCP 42.12 (13)(l)
"MAND SUSP -	"MAND SUSP - ATTEMPT TO	DWLI	ABC 106.071(d)

<b>TLETS Text</b>	<b>Full Text</b>	<b>DWLS etc.</b>	<b>Statutory Cite</b>
ATTEMPT TO"	PURCHASE MINOR"		
"MAND SUSP-BOATING WHIL"	"MAND SUSP-BOATING WHILE INTOXICATED"	DWLI	CCP 42.12 (13)(l)
"MAND SUSP-CONT SUBSTAN"	"MAND SUSP-CONT SUBSTANCE"	DWLI	TRC 521.372 (a)
"MAND SUSP-CRIMINAL NEG"	"MAND SUSP-CRIMINAL NEGLIGENT HOMICIDE"	DWLI	TRC 521.341(1)
"MAND SUSP-DANGEROUS DR"	"MAND SUSP-DANGEROUS DRUG"	DWLI	TRC 521.372(a)
"MAND SUSP-DISPLAY DL/I"	"MAND SUSP-DISPLAY DL/ID ISSUE TO ANOTHER"	DWLI	TRC 521.451(3)
"MAND SUSP-DRUG OFFENSE"	"MAND SUSP-DRUG OFFENSE"	DWLI	TRC 521.372(a)
"MAND SUSP-DUID"	"MAND SUSP-DUID"	DWLI	TRC 521.341(3)
"MAND SUSP-DWI"	"MAND SUSP-DWI"	DWLI	TRC 521.341
"MAND SUSP-DWI UNDER 21"	"MAND SUSP-DWI UNDER 21"	DWLI	TRC 521.342(1)
"MAND SUSP-DWLS"	"MAND SUSP-DWLS"	DWLI	TRC 521.343(c)
"MAND SUSP-EVADE ARREST"	"MAND SUSP-EVADE ARREST/DETENTION"	DWLI	TRC 521.341(2)
"MAND SUSP-FALSE STATEM"	"MAND SUSP-FALSE STATEMENT DL/ID APPL"	DWLI	TRC 521.451(6B)
"MAND SUSP FICTITIOUS L"	"MAND SUSP FICTITIOUS LIC PL/REG/SAFETY INSP"	DWLI	TRC 521.3465
"MAND SUSP-FLYING WHIL"	"MAND SUSP-FLYING WHILE INTOXICATED"	DWLI	CCP 42.12 (13)(l)
"MAND SUSP-FSRA"	"MAND SUSP-FSRA"	DWLI	TRC 550.021
"MAND SUSP - GRAFFITI O"	"MAND SUSP - GRAFFITI OFFENSE"	DWLI	TRC 521.314
"MAND SUSP-INTOXICATION"	"MAND SUSP-INTOXICATION ASSAULT"	DWLI	TRC 521.341(4)
"MAND SUSP-INTOXICATION"	"MAND SUSP-INTOXICATION MANSLAUGHTER"	DWLI	TRC 521.341(3)
"MAND SUSP-INV MANSLAUG"	"MAND SUSP-INV MANSLAUGHTER"	N/A	OLD LAW SEE PC 49.08
"MAND SUSP-LEND/PERMIT "	"MAND SUSP-LEND/PERMIT USE DL/ID"	DWLI	TRC 521.451(2)
"MANDATORY SUSPENSION-M"	"MANDATORY SUSPENSION-MINOR IN POSSESSION"	DWLI	ABC 106.071(d)
"MAND SUSP - MISREPRESE"	"MAND SUSP - MISREPRESENTATION OF AGE - MINOR"	DWLI	ABC 106.071(d)
"MAND SUSP-MOTOR VEHICL"	"MAND SUSP-MOTOR VEHICLE FUEL THEFT"	DWLI	TRC 521.349
"MAND SUSP-MWMV"	"MAND SUSP-MWMV"	N/A	OLD LAW
"MAND SUSP-POSS MORE TH"	"MAND SUSP-POSS MORE THAN 1 VALID DL/ID"	DWLI	TRC 521.451(5)
"MAND SUSP-POSSESS DECE"	"MAND SUSP-POSSESS DECEPTIVE DL/ID"	DWLI	TRC 521.453(a)
"MAND SUSP - PUBLIC INT"	"MAND SUSP - PUBLIC INTOXICATION - MINOR"	DWLI	PC 49.02(e) ABC 106.071(c)
"MAND SUSP-PURCHASE OF "	"MAND SUSP- PURCHASE OF ALC - MINOR"	DWLI	ABC 106.071(d)
"MAND SUSP-RACING"	"MAND SUSP-RACING"	DWLI	TRC 512.350(a)

<b>TLETS Text</b>	<b>Full Text</b>	<b>DWLS etc.</b>	<b>Statutory Cite</b>
"MAND SUSP-REFUSE TO SU"	"MAND SUSP-REFUSE TO SURR DL/ID"	DWLI	TRC 521.451(4)
"MAND SUSP-SELL/DIST DE"	"MAND SUSP-SELL/DIST DECEPTIVE DL/ID"	N/A	OLD LAW
"MAND SUSP-SUBSEQENT ED"	"MAND SUSP-SUBSEQENT ED PGM"	DWLI	TRC 521.344(l)
"MAND SUSP-UNLAWFUL DIS"	"MAND SUSP-UNLAWFUL DISPLAY/POSS DL/ID"	DWLI	TRC 521.451(1)
"MAND SUSP-VOLATILE CHE"	"MAND SUSP-VOLATILE CHEM"	DWLI	TRC 521.372
"MEDICAL ADVISORY REVUE"	"MEDICAL ADVISORY REVUE"	N/A	TRC 521.163(a)
"NON-CMV PERMIT ISSUED"	"NON-CMV PERMIT ISSUED"	N/A	NONE
"OCC LIC ISS-NON-CMV ON"	"OCC LIC ISS-NON-CMV ONLY"	N/A	NONE
"OCCUPAT LICENSE ISSUE"	"OCCUPAT LICENSE ISSUE"	N/A	TRC 521.249
"OCCUPATIONAL LICENSE S"	"OCCUPATIONAL LICENSE SUSPENDED"	DWLI	TRC 521.253(c)
"ORDER OF PROHIBITION"	"ORDER OF PROHIBITION"	DWLI	TRC 521.372 (b)(c)
"PROB-MRDL VIOLATION"	"PROB-MRDL VIOLATION"	N/A	TRC 521.303
"PROB-SUBSEQUENT CONV"	"PROB-SUBSEQUENT CONV"	N/A	NONE
"PROB-VIOLATE RESTRICTI"	"PROB-VIOLATE RESTRICTION/ENDORSEMENT"	N/A	TRC 521.303
"PROBATION MAB-NO REPLY"	"PROBATION MAB-NO REPLY"	N/A	NONE
"PROBATION-B/BTR"	"PROBATION-B/BTR"	N/A	TRC 521.303
"PROBATION-COMM AUT OFF"	"PROBATION-COMM AUT OFF"	N/A	TRC 521.303
"PROBATION-DWI ED PGM"	"PROBATION-DWI ED PGM"	N/A	TRC 521.303
"PROBATION-DWLS"	"PROBATION-DWLS"	N/A	TRC 521.303
"PROBATION-FATAL ACC"	"PROBATION-FATAL ACC"	N/A	TRC 521.303
"PROBATION-FLEE POLICE"	"PROBATION-FLEE POLICE"	N/A	TRC 521.303
"PROBATION-FUL"	"PROBATION-FUL"	N/A	TRC 521.303
"PROBATION-HAB VIOL"	"PROBATION-HAB VIOL"	N/A	TRC 521.303
"PROBATION-HAB-RECK/NEG"	"PROBATION-HAB-RECK/NEG"	N/A	TRC 521.303
"PROBATION-INJURY ACC"	"PROBATION-INJURY ACC"	N/A	TRC 521.303
"PROBATION-MINOR-FTA"	"PROBATION-MINOR-FTA"	N/A	NONE
"PROBATION-MINOR-FTA-NO"	"PROBATION-MINOR-FTA-NON-TRAFFIC"	N/A	NONE
"PROBATION-MINOR-FTP"	"PROBATION-MINOR-FTP"	N/A	NONE
"PROBATION-MINOR-FTP-NO"	"PROBATION-MINOR-FTP-NON-TRAFFIC"	N/A	NONE

<b>TLETS Text</b>	<b>Full Text</b>	<b>DWLS etc.</b>	<b>Statutory Cite</b>
"PROBATION-NRVC"	"PROBATION-NRVC"	N/A	NONE
"PROBATION-OUT OF STATE"	"PROBATION-OUT OF STATE OFFENSE"	N/A	TRC 521.309
"PROBATION-PROV VIOL"	"PROBATION-PROV VIOL"	N/A	TRC 521.309
"PROBATION-TEST REQ'D"	"PROBATION-TEST REQ'D"	N/A	NONE
"PROHIBITION FEE REQUIR"	"PROHIBITION FEE REQUIRED"	@@	TRC 521.313(a)
"PROHIBITION RACING"	"ORDER OF PROHIBITION"	DWLI	TRC 521.350(d)
"REINSTATEMENT FEE REQU"	"REINSTATEMENT FEE REQUIRED"	@@	TRC 521.313(a)
"REPORTED DECEASED"	"REPORTED DECEASED"	N/A	NONE **
"RESTRICTED LICENSE ISS"	"RESTRICTED LICENSE ISSUE"	N/A	TRC 521.2465
"RESTRICTED LICENSE-CAN"	"RESTRICTED LICENSE-CANCELLED"	DWLI	TRC 521.253(c)
"REV-REPEAT OFFENDER"	"REV-REPEAT OFFENDER"	DWLI	CCP 42.12 Sec. 13(j)
"REVOKED - DHS OVERPAYM"	"REVOKED - DHS OVERPAYMENT"	DWLI	HRC 23.011
"REVOKED DELINQUENT CHI"	"REVOKED DELINQUENT CHILD SUPPORT"	DWLI	FC 232.011
"REVOKED-FCEP-DWI"	"REVOKED-FCEP-DWI"	DWLI	CCP 42.12(13)(h)
"REVOKED- INCAPABLE"	"REVOKED- INCAPABLE"	DWLI	TRC 521.294(1)
"REVOKED-MAB NO REPLY"	"REVOKED-MAB NO REPLY"	DWLI	TRC 521.294(3)
"REVOKED-MINOR FTA"	"REVOKED-MINOR FTA"	DWLI	TRC 521.294(d)(6)
"REVOKED-MINOR FTP"	"REVOKED-MINOR FTP"	DWLI	TRC 521.294(d)(6)
"REVOKED-MINOR-FTA-NON-"	"REVOKED-MINOR-FTA-NON-TRAFFIC"	DWLI ***	TRC 521.294(d)(6)
"REVOKED-MINOR-FTP-NON-"	"REVOKED-MINOR-FTP-NON-TRAFFIC"	DWLI ***	TRC 521.294(d)(6)
"REVOKED-NRVC"	"REVOKED-NRVC"	DWLI	TRC 521.294(2)
"REVOKED-SECTION 521.31"	"REVOKED-SECTION 521.312"	DWLI	TRC 521.312
"REVOKED-SEX OFFENDER"	"REVOKED-SEX OFFENDER"	DWLI	TRC 521.348
"REVOKED-TEST REQUIRED"	"REVOKED-TEST REQUIRED"	DWLI	TRC 521.294(4)
"SR SUSP-ACCIDENT"	"SR SUSP-ACCIDENT"	DWLI	TRC 601.154
"SR SUSP-CANCELED INS."	"SR SUSP-CANCELED INS."	DWLI	TRC 601.231
"SR SUSP-DEFAULTED I/A"	"SR SUSP-DEFAULTED I/A"	DWLI	TRC 601.162(b)
"SR SUSP-FAIL REPT ACC"	"SR SUSP-FAIL REPT ACC"	DWLI	TRC 601.004(g)
"SR SUSP-LIABILITY JUDG"	"SR SUSP-LIABILITY JUDG."	DWLI	TRC 601.332(a)
"SR SUSP-MANDATORY CONV"	"SR SUSP-MANDATORY CONV."	DWLI	TRC 601.340(1)
"SR SUSP-	"SR SUSP-OCCUPATION LIC"	DWLI	TRC 521.244 (c)(2) and TRC

<b>TLETS Text</b>	<b>Full Text</b>	<b>DWLS etc.</b>	<b>Statutory Cite</b>
OCCUPATION LIC"			601.371
"SR SUSP-OUT STATE ACC"	"SR SUSP-OUT STATE ACC"	DWLI	TRC 601.009(b)
"SR SUSPENSION-NO LIABI"	"SR SUSPENSION-NO LIABILITY INS"	DWLI	TRC 601.231(a)
"SUSP-DRUG ED PGM REQD"	"SUSP-DRUG ED PGM REQD"	DWLI	TRC 521.374
"SUSP-EDUCATION PROGRAM"	"SUSP-EDUCATION PROGRAM - UNDER 21"	DWLI	TRC 521.342(b)
"SUSP-REIN FEE REQ"	"SUSP-REIN FEE REQ"	@ @	TRC 521.313(a)
"VER ISSUE FORMER STATE"	"VER ISSUE FORMER STATE"	N/A	TRC 521.201(4)
"VERIFY ELIGIBILITY-CDL"	"VERIFY ELIGIBILITY-CDL"	N/A	TRC 522.028
"VOLUNTARY SURRENDER"	"VOLUNTARY SURRENDER"	N/A	NONE

"DISQ-RRGC 2 VIOL"

THIS ENTRY SHOULD APPEAR ONLY IN THE "OUT-OF-STATE" PORTION OF A DRIVING RECORD AFTER A "CHANGE STATE OF RECORD" ACTION.

"DISQ-RRGC 3 VIOL"

THIS ENTRY SHOULD APPEAR ONLY IN THE "OUT-OF-STATE" PORTION OF A DRIVING RECORD AFTER A "CHANGE STATE OF RECORD" ACTION.

"SAFETY RESPONSIBILITY POINT CHART

**TO OBTAIN THIS CHART GO TO**  
**HTTP://WWW.TXDPS.STATE.TX.US/DIFLE**  
**ENTER ID: DIFLE PASSWORD: XM3692TL**  
**XM IS IN LOWER CASE.**

## 6.7 NLETS (OUT-OF-STATE ) DRIVER LICENSE INQUIRIES

NLETS users may obtain driver license information from other states through the NLETS network. Inquiries may be made by using the driver license number or the name, date of birth and sex.

There are two types of inquiries available through NLETS. NLETS policy dictates that states return the subject's name, address, physical description, license number; license type, restrictions, and current status. If driving history is needed, use the format procedures outlined in Section 6.10.

## 6.8 NLETS DRIVER STATUS INQUIRY

Enter transaction code DQ in the options menu screen and depress the ENTER key. The NLETS Driver Status License Inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

### 6.8.1 DRIVER LICENSE RESPONSE PREFIXES

The prefixes used for a driver's license response (DR), along with the translations are NLETS policy.

PREFIX	TRANSLATION
NAM/	NAME
RAC/	RACE
SEX/	SEX
HGT/	HEIGHT
WGT/	WEIGHT
HAI/	HAIR COLOR
EYE/	EYE COLOR
SOC/	SOCIAL SECURITY NUMBER
OLN/	DRIVER'S LICENSE NUMBER
OLT/	TYPE OF LICENSE
EXP/	EXPIRATION DATE
REST:	RESTRICTIONS ON LICENSE
STATUS:	CURRENT STATUS OF LICENSE

## 6.9 NLETS DRIVER HISTORY INQUIRY

In addition to driver license identity and status information accessible using the "DQ" format outlined in Section 6.8, users may also obtain driver history information using the "KQ" format.

Enter transaction code KQ in the options menu screen and depress the ENTER key. The NLETS Driver History Inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

## 6.10 NLETS MANUAL CHECKS

When information cannot be obtained by using these inquiry formats to a state or the information from the "DR" or "KR" responses is not clear or contains errors then a manual check will be required. Manual checks must utilize the Administrative Message Format (Transaction code "AM" outlined in Chapter 4, Section 4.2). The message should be addressed to the agency in that state that handles and processes manual checks for driver license information. This is accomplished by utilizing a standardized ORI in the NLETS Destinations field.

The standardized ORI for annual driver license checks is:

??OLN0000

In place of the two question marks ?? = enter the two-character state POE code.

NLETS users should also utilize the NLETS help files outlined in Chapter 11, Section 11.4 to obtain inquiry requirements and code translation from a specific states DL database system.

## 6.11 NLETS MEXICAN FEDERAL LICENCIA FEDERAL INFORMATION SYSTEM (LIFIS) DQ INQUIRY

On November 21, 1991 the United States recognized the commercial driver license program issued by the Secretaria de Comunicaciones y Transportes (SCT), the Licencia Federal de Conductor, as being comparable to the U.S. issued commercial driver license (CDL). Even though as of February 2000, the NAFTA provisions for allowing cross border for-hire commercial traffic has not yet been implemented, it is possible U.S. enforcement officers can encounter Mexican drivers with a licencia federal legally operating a commercial motor vehicle (CMV) in the U.S.

Mexican for-hire carriers can legally operate from Mexico through the U.S. to a destination in Canada. Such movements are legal because the carrier is not engaged in commerce in the U.S., and does not need U.S. operating authority issued by the U.S. DOT, Federal Motor Carrier Safety Administration (FMCSA). Such operations DO need to comply with all safety and other requirements, e.g., driver licensing, fuel taxes, vehicle safety.

Mexican based (domiciled) private carriers, principally owned by an U.S. investor, may obtain operating authority for the FMCSA to operate anywhere in the United States. There are a number of companies that claim this is their ownership status and have obtained this type of operating authority. Although they may legally operate anywhere in the U.S., these carriers are restricted to hauling private carriage (their own products) or exempt commodities (basically agricultural.) All such Mexican companies can use Mexican drivers with a licencia federal issued by the SCT to operate their commercial vehicles in the U.S. Any Mexican based carrier can obtain authority to operate in a border commercial zone of the U.S. When the NAFTA provisions are implemented to begin granting operating authority in the U.S. to Mexican for-hire carriers, it will merely increase the number of Mexican operators of CMVs that can legally be encountered in additional parts of the U.S.

### **6.11.1 NLETS MEXICAN DRIVER LICENSE INQUIRIES**

NLETS users may obtain Mexican driver license through the NLETS network. Inquiries are accomplished using the NLETS DQ inquiry format. Enter DQ in the options menu screen, enter the POE for Mexico "MX" in the to destination field. At this time, the LIFIS application only supports requests using the operator license Number (OLN). Name and date of birth inquiries are not currently supported, but are anticipated in the future. Other search criteria may also be added at that time, such as by RFC number, a number that has been used by Mexico somewhat similar to the U.S. social security number (SSN), and/or a new identification number Mexico is planning to issue.

### **6.11.2 NLETS MEXICAN INQUIRY PROCEDURES**

1. There is no label for date of birth specifically provided on the license. However, this information is included as the first 6 digits in the RFC number (bottom right part of the license), which immediately follow the letters. Mexico began issuing three specific additional characters as part of the RFC number, and which are sometimes included on the licencia federal. Among other things, the additional characters serve as tiebreakers to ensure uniqueness of the entire RFC character combination. Note: The first 6 digits in an RFC number display the birth date as year-month-day, which is different than the other date fields on the document.
2. When making an inquiry to the LIFIS, both the complete "LIC" number and the "Categoria" (located on the right above the picture) must be included as the OLN, i.e. "LICNoCategoria". Just as with some U.S. state license numbers that include letters, ALL licencia federal LIC numbers ALWAYS Begin with letters, and those letters must be included as they are shown on the document.

If there is more than one categoria shown on the document, it is acceptable either to make separate inquiries for each categoria, or to include more than one "categoria" as part of the inquiry number. Multiple categories must all be included at the end of the inquiry number without spaces. This combination of the license number and the categoria currently functions for a LIFIS inquiry as equivalent to an U.S. OLN. The reason the OLN must currently include the categoria of interest is because historically a Mexican driver could legally obtain more than one categoria from the SCT. The SCT is working to change this practice. They plan to begin issuing only one license document containing all categories currently valid for that driver, and all will expire on the same date. When that is accomplished the inquiry will no longer require furnishing the categoria of interest at the end of the driver license number.

3. The "EXP" field (in the lower left part of the license) is the date of issue, NOT THE EXPIRATION DATE. It is in DAY-MONTH-YEAR order (unlike the date of birth in the "RFC" field; see #1 above).
  
4. For the licencia federal to be valid to operate a CMV in the U.S., the Holder must either have just received a new license document issued in the last two years, or their license document must have been re-validated. The re-validation is indicated by an embossment in the REF field, located in the lower middle part of the license. If the embossments in the REF field do not indicate the license has been re-validated for each of the two-year periods up to and including the date when you inspect the document, the driver is not currently valid to be operating a CMV.

NLETS responses from LIFIS provide either: the current status of the licencia federal; or an indication, with the word CHECKING, that the current status is being obtained within 15 days. The status will be updated within the 15 days to show the outcome of the verification, and that status information will be returned on any subsequent NLETS checks. To obtain each required two-year embossment, the driver must take a physical exam and the knowledge test.

5. The "VENC" number (lower right part of license) indicates the date of Expiration in DAY-MONTH-YEAR order. To assist users, LIFIS responses spell out the word EXPIRES to make it explicit which date is being returned. When the document expires, a new document is issued. When the new license document is issued to the driver, the new document indicates the driver now has a second 10-year document by placing the additional letter "W" in front of the existing letters as the beginning of the license number. Similarly the next license issued begins with an "X" indicating that license document is for a driver with over 20 years since the original licencia federal was issued to them.
6. The address currently returned by the LIFIS is for the official record Keeping city and state, i.e. the one where the licencia federal was originally issued. That currently is the location of the Mexican licensing office officially responsible for maintaining the permanent file of information regarding that driver. Certainly drivers will have moved to other locations in Mexico from where they received their initial licencia federal. Their current location in Mexico should be traceable through the responsible licensing office to the one where they obtained their most recent revalidation.
7. On the back of the license, at the top, a series of preprinted boxes exist which can be marked to indicate useful medical conditions of the driver, should he or she be involved in an accident. The only pre-printed restriction box on the document applicable to operating a CMV in the U.S. is LENTES (eye glasses). IF the LENTES box contains the word "SI", the driver must be wearing corrective lenses, contact or eyeglasses, to operate a CMV. Additional possible restrictions may be placed on the document as explanatory phrases in the large comment field labeled as Observaciones. An important one for U.S. enforcement is that the driver could be restricted to operating a CMV in Mexico; currently this restriction phrase is not completely standardized. In the future this is expected to be standardized when the licenses are issued by the computer system being implemented by Mexico. Until then, NLETS computer responses to a DQ inquiry will contain any such restrictions, in clear English.

### 6.11.3 COMMERCIAL LICENSE CATEGORIES (Categoria)

There are 6 categories of commercial license. A through F. Although outside rearview mirror or hearing aids requirements may be the same codes as used in the U.S. commercial driver license, THEY ARE NOT THE SAME.

**CLASS A** - Authorizes the driver to operate any commercial charter and passenger buses that carry more than 13 people including the driver. The bus can carry mixed cargo, (e.g., under the bus) but NOT placardable amounts of hazardous material.

**CLASS B** – Authorizes the holder to operate different types of commercial freight trucks having more than 3 axles; i.e., tractor-trailers, (excluding Hazardous waste material).

**CLASS C** – Authorizes the holder to operate commercial trucks with 2 or 3 axles, i.e., tanks, single unit vehicles (excluding hazardous and Hazardous waste materials).

**CLASS D** – authorizes the holder to operate automobiles and small Buses which do not exceed 7,716 pounds (25009 KG) or have a capacity to carry no more than 13 passengers (including the driver who also serves as the tour guide) for purposes of tourism.

**CLASS E** – Authorizes the holder to operate vehicles that transport hazardous and hazardous waste materials. If the vehicle is under this weight, the driver may use a Mexican state license along with the Class E license.

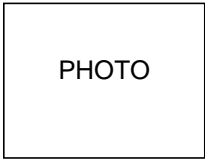
**CLASS F** – Taxi drivers operating from any airport or seaport in Mexico. Note: This is because airports and seaports are federal and require a federal license, similar to driving a commercial vehicle on a federal road.

**SECRETARIA DE COMUNICACIONES Y TRANSPORTES**

LICENCIA FEDERAL DE CONDUCTOR CATEGORIA "BC"

NOMBRE

DOMICILIO



LIC. NO. DE102041

R.F.C.

EXP

REF

VENC

**6.11.4 MEXICAN HELP**

Mexican CMV help is available over NLETS by using transaction code "NHF". Enter code MXOLN to retrieve current information concerning Mexican commercial driver license. Information may also be obtained from the Federal Motor Carrier Safety Administration (FMCSA) telephone number 1(800)-743-7891.

## 7.0 VEHICLE REGISTRATION INQUIRIES

Vehicle registration information is available through TLETS from the Vehicle Titles and Registration Division (VTR) from the Texas Department of Transportation (TXDOT) in Austin for Texas vehicles and from the NLETS network for registration information from other state's database systems.

### **TLETS USERS ARE REMINDED THAT VEHICLE REGISTRATION INFORMATION OBTAINED FROM THESE FILES ARE TO BE USED FOR CRIMINAL JUSTICE AND LAW ENFORCEMENT PURPOSES ONLY.**

The information contained in the VTR database is protected data under Senate Bill 1069 which is codified as Chapters 730 and 731 of the Texas Transportation Code. In summary, this bill makes personal information found in motor vehicle records confidential. "Personal Information" is information that identifies a person, including photographs, social security numbers, driver license and/or ID card numbers, names, addresses, telephone numbers, and medical or disability information. "Motor Vehicle Record" means any record that pertains to a driver's license or permit, motor vehicle registration, motor vehicle title, or identification document issued by a state agency. See Chapter 1 of this manual for further information. The demand for information is recognized by the TXDOT and reasonable requests are satisfied. The general public, tax offices, and other non criminal justices agencies can obtain registration information by following the procedures outlined in Appendix 4. Of prime concern is the use of on-line teleprocessing equipment to access the files for information that is not needed immediately and for which a turnaround of hours or days might be more than adequate. It is extremely important to insure that law enforcement activity of a critical nature always has top priority and prompt access to the VTR files.

A charge will be made for all requests for information to aid in the collection of parking tickets and collection of taxes, etc. Such requests must not be processed over the teleprocessing lines reserved for law enforcement (TLETS). Additional data on how to obtain this information may be obtained by writing to the Texas Department of Transportation, Vehicle Titles and Registrations, Production Data Control Section, 4000 & Jackson Ave., Austin, Texas 78779-0001. TXDOT also has a database you may query for a charge, for more information contact: <https://prod1.dot.state.tx.us/cencompop.html>. Specialized data and large volumes of data will be supplied at cost. Requests for such information should be forwarded to VTR as indicated above.

### **Notice to law enforcement agencies that conduct vehicle police auctions.**

The Texas Department of Transportation requires motor vehicle record verification to accompany and **AUCTION SALES RECEIPT (MVD71-1)** on all sales of impounded vehicles. TLETS can be accessed the in-state and out-of-state registration information on those vehicles which had been impounded by the police and sold at police auction. Law enforcement agencies may use TLETS to access the latest registration information on vehicles sold at police auction and may attached that print out to the MVD710-1 form that accompanies the sales receipt. This applies only to vehicles impounded under the authority of a law enforcement

agency and been sold at the police departments, sheriff's office, or other law enforcement auction. **LAW ENFORCEMENT AGENCIES ARE NOT AUTHORIZED TO RUN THIS INQUIRIES FOR ANY PRIVATE VEHICLE STORAGE FACILITY WHO MAY BE SELLING VEHICLES.**

Information necessary for a peace officer performing duties of protecting the public and keeping the peace will be provided by TXDOT without charge through the TLETS network. Information for this purpose is available 24 hours a day, seven days a week.

Vehicle registration information from other states may or may not be classified as public record information. Any non-criminal justice individual or agency requesting procedures to obtain registration information from other states should be directed to contact the vehicle licensing agency of that specific state.

## **7.1 TEXAS VEHICLE REGISTRATION INQUIRIES**

There are three (3) types of vehicle registration records that are available from the VTR database.

1. Complete registration check provides current license number, expiration date of license, estimated weight of vehicle, gross weight (commercial vehicles only), type of license, validation sticker number, registration fee, title number, issue date of title, year-make-body style, vehicle identification number (VIN), previous owners name and address, current owners name and address, lien holder-address-date, plate age, and other information (See Section 7.3.1).
2. Basic registration check provides current license number, expiration date of license, previous license number, year-make-body style, vehicle identification number (VIN), current owners name and address, and notation if lien is recorded.
3. The Enhanced registration check will provide the same information in item # 1, with additional information such as: County name where registered, registration issue date, previous expiration date, trailer type (F or S), last activity date, last transaction code, owner ID or SSN number, renewal recipient address, vehicle locations address (if different from the owner's address), second and third lien holder address, sales price, vehicle model (NCIC abbreviations), and other remarks. To retrieve enhanced registration information you must place an X in the COMPLETE and ENHANCED fields.

Vehicle registration inquiries may be made by using the license plate number and year it expires in, by the vehicle identification number (VIN), or by validation sticker number. If you inquiry by window validation number and the number has leading zero's (0) do not enter the zero's. The alpha characters on the end of the sticker indicate the year of expiration.

## 7.2 TLETS INQUIRY FORMAT

Enter transaction code **REG** in the options menu screen and depress the ENTER key. The Texas Vehicle Registration Inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

## 7.3 VTR REGISTRATION RECORDS

Occasionally, inquiries into the VTR files will result in the following responses.

### RESPONSE - NO RECORD IN RTS DATABASE

Automated file has no title record by the VIN in question. Purged microfiche records can be checked on vehicles manufactured prior to 1981. (Review Section 7.4 and 7.4.1 for manual check procedures.) A check with the tax office of the county of issuance will be necessary.

### RESPONSE – INVALID REGISTRATION

These plates should not be currently displayed. (Review Sections 7.4 and 7.4.1.)

### 7.3.1 REGISTRATION REMARKS

Remarks are briefly worded messages, which may appear at the end of "COMPLETE" registration inquiries. Most remarks are shown with a date which is the date the remark was entered into the record or when a particular transaction took place. Dates are entered using four digits such as 1294 for December 1994. The majority of these remarks have little or no law enforcement value and are primarily placed on these records for county tax office and internal VTR use.

Two remarks that do relate to law enforcement/criminal justice purposes are outlined below.

An interpretation of other remarks that may appear on registration records that are not clarified in Section 7.4.4 may be obtained by directing an administrative message to the VTR as outlined in Section 7.4. However, curiosity inquiries are prohibited. ONLY inquire when a valid law enforcement need exists.

#### "VERIFY STOLEN THROUGH POLICE AGENCY - TCIC BY VIN"

The placing and removal of stolen remarks from VTR database records is routinely accomplished by the Department of Public Safety's Crime

Records Service, based on the entry and removal of TCIC stolen vehicle records. In most cases, a stolen vehicle may be recovered, but several days elapse before the stolen remark is removed from the VTR record. **ALWAYS** inquire into the TCIC/NCIC databases using transaction code QV to check and verify stolen status on a vehicle with the originating agency before initiating any police action.

If the VTR record reflects this remark more than five (5) days after the TCIC record was removed, a request for its removal should be generated by the entering agency. The request is to be sent to the Crime Records Service, mnemonic address CRDP, along with the statement, "The stolen remark continues to be reflected on the VTR database response after the TCIC record was removed on (date)." If you are not the entering agency and the date of removal is unknown, so state in your message.

#### SAFETY RESPONSIBILITY SUSPENSION

This remark refers to the Safety Responsibility Act, which is administered by the Texas Department of Public Safety. The Act provides that a person shall give proof of ability to respond to damages for liability on account of accidents. Since the VTR maintains the only complete records of registration and title on motor vehicles in the State, such remark may be placed by the Texas Department of Public Safety against the vehicle (or perhaps another vehicle registered in the owner's name) which was involved in an accident. (Contact AUSTIN DPS SAFETY RESPONSIBILITY at mnemonic address SRBZ before initiating any police action.)

### **7.4 VTR MANUAL CHECKS**

When information that is obtained from the VTR database is not available, not clear, contains errors, or is obviously incorrect, then a manual check will be required for clarification. Manual checks must utilize the Administrative Message format (Transaction code **AM** outlined in Chapter 4, Section 4.1) and should be directed to mnemonic address "AZAA". Address the message to DPS SOC OPERATIONS CENTER AUSTIN ATTN VTR. This information is available 8-5 Monday through Friday only. Routine requests are normally processed within 3-5 hours or longer depending upon the nature of the request. Manual checks to VTR should be made **ONLY** after following the procedures outlined in Section 7.4.1. License plate replacement notations and other remarks affecting title and registration only appear on "complete" registration responses. When any problem in a registration response is experienced, **ALWAYS** make a "complete" registration inquiry first before requesting a manual check as outlined in these guidelines. When a manual check to VTR is requested, the SPECIFIC REASON MUST BE OUTLINED IN YOUR REQUEST along with what information is being requested. Requests for manual checks without a specific reason listed WILL BE REJECTED by the DPS Austin SOC Operations

#### **7.4.1 AUTOMATED INQUIRIES AND MANUAL CHECK GUIDELINES**

Registration information on multi-year license plates (plates with window validation stickers) is maintained in the automated file until the title record is purged. Registration information on annual license plates (Texas dealers) is ONLY available for the current and previous year of expiration actually displayed on the plate.

Apportioned trucks and trailers have staggered years of expiration.

A personalized license plate (PLP) should be accessed by the year of expiration actually displayed on the window validation sticker. PLP information is available for the current and previous year ONLY. A PLP is a multi-year plate but is issued to an individual and not a vehicle. If the VTR has not received notification from the county tax office as to which vehicle the PLP is being registered, the automated file will default to a special file indicating the name and address of the individual to whom the plate was issued to.

All inquiries by vehicle identification number (VIN) should be made through the VTR automated file first. If the automated response is "NO RECORD IN RTS DATABASE" and the VIN belongs to a vehicle manufactured since 1991, there is NO other file to check. If the VIN belongs to a vehicle manufactured prior to 1991, then a manual check of VTR's purged microfiche records may be requested. However, INCLUDE the vehicle year and make in your request.

When any inquiry by license plate number results in a "VOIDED LICENSE" response, this indicates that a license plate or plates was turned into VTR and should not be displayed on any vehicle. VTR receives notifications from their regional offices of license plates that have been picked up from wrecking yards or have been turned in to the VTR Regional Office. License numbers that are on license receipts received from a county tax office, stamped void, will also show "INVALID REGISTRATION" in the automated file. A manual check may be made by license plate number, provided the request includes a statement that the automated response indicates this is a "INVALID REGISTRATION".

## 7.4.2 TITLE HISTORIES

VTR will furnish title histories at no charge to qualified agencies in accordance with the following provisions:

Agencies who may make such requests are:

1. Agencies involved in criminal investigations, such as Police Departments, District Attorneys, FBI, etc.
2. A Department of Motor Vehicles in another state.

Title histories will be furnished at no charge to the above agencies when the information is needed for the following purposes:

1. To resolve registration and title problems of a criminal investigative nature.
2. Investigations involving auto theft and other criminal activities.
3. Odometer fraud investigations. NOTE: Odometer statements will only be available for vehicles titled since 1984.

A "No Charge" title history will not be furnished unless the request is submitted listing the following information.

1. Agency name.
2. Complete mailing address.
3. Name of person requesting history.
4. Statement of activity involved.
5. Vehicle description.

When requesting title history, specify exactly what information is needed. If information on the immediate previous owner is needed, so specify. Only when a legitimate need exists, should you request a complete listing of ALL title transactions since the vehicle was first registered.

When a title history request does not meet criteria for forwarding to VTR, the request WILL BE REJECTED by the DPS SOC...

### 7.4.3 ALL-TERRAIN VEHICLE REGISTRATION

Texas Transportation Code Sec 502.006 (d) states, "for off-highway registration of an all-terrain vehicle, the State Department of Highways and Public Transportation shall issue a registration certificate and / a number decal or sticker of appropriate size & design as determined by the department, in lieu of a license plate." This sticker is to be affixed to the handlebars of the vehicle. These certificates are issued a nine digit number and are maintained in the automated VTR files. These sticker numbers end in the letter "T" and are prefixed by eight numerics. Example: 00001234T.

If information is needed on one of these registered all-terrain vehicles, inquiries can be made using either the vehicle identification number (VIN) or the last six digits of the sticker number. If the sticker number is used, insert the last six digits in the "LIC" field of the Texas Registration Inquiry format (transaction code REG) and the two digit year of expiration as indicated on the sticker.

All registration responses will have the remark "OFF HIGHWAY USE ONLY" at the bottom of the computer return.

### 7.4.4 VTR REMARKS

#### Vehicle Titles and Registration Division's Mainframe Remarks – Inquiry Screen Only

Remark	Description
ABANDONED MOTOR VEHICLE	The vehicle has been deemed "abandoned" in accordance with Chapter 683 of the Transportation Code. This vehicle cannot be transferred.
ACTUAL MILEAGE	The mileage indicated on the vehicle's odometer at the time of title transfer or application filing was the actual distance in miles that the vehicle had been driven.
BONDED TITLE	Title secured by the posting of a certificate of title surety bond.
CCO ISSUED: MM/DD/CCYY	A certified copy of the original title was issued in the specified month and year.
CITY SCOFFLAW: OUTSTANDING TRAFFIC WARRANT	SB 829, referred to as the Scoff Law Bill, provides that cities with a population of 380,000 or more may contract with their local county and this department to refuse to register a vehicle owned by a person for whom an arrest warrant is outstanding for failure to pay a fine for a traffic violation
COA ISSUED (DATE)	A Certificate of Authority to Demolish a Motor Vehicle has been issued.
COUNTY SCOFFLAW	This remark indicates that the vehicle owner owes the county a fine, fee or tax.
DIESEL	The vehicle is diesel-powered.
DMV RECORD NOT UPDATED	License receipt has not been received from county tax office for updating.
DOT PROOF REQUIRED	Indicates that proof of compliance with US Department of Transportation (DOT) safety regulations is required before title can be issued. In the case of an RPO record, the registration cannot be renewed.

DPS-EMISSIONS PRGM NON-COMPLIANCE	The vehicle was detected on Dallas, Tarrant, Harris, or El Paso County roadways as a potential gross polluter and has not complied by passing an emissions test.
DPS SAFETY SUSPENSION	A person shall give proof of ability to respond to damages for liability on account of accidents. This remark may be placed by the Texas Department of Public Safety (DPS) against the vehicle which was involved in an accident. The registration receipt and the license plates are required to be surrendered to the DPS.
DUPLICATE NONREPAIRABLE CERTIFICATE OF TITLE	The original Nonrepairable Certificate of Title was lost, stolen or mutilated and a Duplicate Nonrepairable Certificate of Title was issued.
DUPLICATE SALVAGE CERTIFICATE ISSUED	The original Salvage Certificate was lost, stolen or mutilated and a Duplicate Salvage Certificate was issued.
DUPLICATE SALVAGE CERTIFICATE OF TITLE	The original Salvage Certificate of Title was lost, stolen or mutilated and a Duplicate Salvage Certificate of Title was issued.
EVIDENCE SURRENDERED BY OWNER	The department has received the title or some other valid evidence of ownership on this vehicle from the owner of the vehicle. The title record has been canceled.
EVIDENCE SURRENDERED BY SALVAGE YARD	The department has received the title or some other valid evidence of ownership on this vehicle from a salvage vehicle dealer or salvage yard. The title record is updated to also include "JUNKED."
EXEMPT	Vehicle is owned by, leased by, or loaned to an agency of the State, City, County, or Federal Government.
FIXED WEIGHT	A commercial vehicle has been registered for the actual weight of the empty vehicle plus the weight of the permanently mounted machinery or equipment which must cover at least two-thirds (2/3) of the bed.
FLOOD DAMAGE	The vehicle has been damaged by flood and rendered a total loss by an insurance company.
HEAVY VEHICLE USE TAX VERIFIED	Indicates that the clerk verified proof of payment of the Federal Heavy Vehicle Use Tax or that the vehicle is exempt from payment.
HOT CK (ETC.)	A check in payment of title or registration related fees was not honored by the bank on which it was drawn, and such check was returned to the payee unpaid.
JUNK	The vehicle described on the motor vehicle record is salvage, scrapped, destroyed, or dismantled in such a manner that it loses its character as a motor vehicle and TxDOT has been advised that the vehicle is junked.
JUNK. CREDIT VOUCHER # 3461	The vehicle described on the vehicle record has been totally demolished or junked and will never be operated on the public highways again. A registration fee credit voucher was granted by the issuance of credit voucher # 3461. This registration fee credit may be applied against another vehicle's registration fee provided the vehicle is titled in the name of the individual shown on the credit voucher.
JUNK.0196INV 1840060FA	In January 1996, an auto salvage yard (identified by the salvage yard number assigned by the VTR Regional office - 1840060FA) surrendered with its inventory list the Texas Certificate of Title and the unexpired license plates, if applicable, on the vehicle to the department for cancellation.
JUNK.02/96 INV 1840060FA LIEN NOT RELEASED	In February 1996, the salvage yard (indicated by the salvage yard inventory number assigned by the Fort Worth/Arlington Regional office - 1840060FA), surrendered with its inventory list the Texas Certificate of Title, and the unexpired license plates, if applicable, on the vehicle to the department for cancellation. However, upon examination of the surrendered Texas Certificate of Title, it was found that a recorded lien had not been released.
JUNK.1195CERT OF AUTHORITY TO DEMOLISH 0196INV 1700024BT	The automobile salvage dealer, indicated by the salvage yard inventory number assigned by the Beaumont Regional office (1700024BT), obtained a Certificate of Authority to Dispose of a Motor Vehicle to a Demolisher for Demolition, Wrecking or Dismantling Only, Form 71-3, issued by the department in November 1995. In January 1996, the salvage yard surrendered with its inventory list the Certificate of Authority to Demolish such vehicle to the department for cancellation.

JUNK.AUCTION SALES RECPT INV 1020521HO	The vehicle described in the motor vehicle record has been determined a "junked vehicle," because the Auction Sales Receipt was surrendered to the department by the salvage yard.
JUNK.REG PURPOSES ONLY.0196 LA TITLE INV 1020521HO	In January 1996 the salvage yard (indicated by the salvage yard inventory number assigned by the Houston Regional office - 1020521HO) surrendered with its inventory list the Louisiana Certificate of Title, and the unexpired Texas license plates, if applicable, on the vehicle to the department for cancellation.
LEGAL RESTRAINT- CONTACT TXDOT	This remark includes a file number used to reference documentation associated with an owner retained vehicle, restraining order, or other administrative stops.
MAIL RETURNED	The registration renewal notice mailed to the vehicle owner was returned by the post office to the VTR as being undeliverable. This remark prevents next year's renewal notice from being printed and mailed to the incorrect address.
MILEAGE EXCEEDS MECHANICAL LIMITS	The odometer reading has exceeded the mechanical limits of the odometer. For example, if the mechanical limitations of an odometer is a 5-digit reading, it cannot record more than 99,999 miles.
NONREPAIRABLE CERTIFICATE OF TITLE ISSUED	Indicates that a Nonrepairable Certificate of Title (NRCOT) was issued on the motor vehicle because the estimated cost of repair was 95% or more of the vehicle's predamaged actual cash value.
NOT ACTUAL MILEAGE	The mileage indicated on the vehicle's odometer at the time of title transfer or application filing was not the actual distance in miles that the vehicle was driven.
ON LOAN TO EXEMPT AGENCY	The vehicle is not owned by the user, such as a Driver Education vehicle and is registered by the user with Exempt License Plates but is not required to be titled.
OPT-OUT-COMMERCIAL REQUEST	This remark restricts the release of information on the motor vehicle record for commercial (bulk) record requests. (Note: On 12-1-00, this remark was replaced with the "Release of Personal Information Restricted" remark.)
OPT-OUT-INDIVIDUAL REQUEST	This remark restricts the release of information on the noted record without the owner's release authority to the individual requesting the information. (Note: On 12-1-00, this remark was replaced with the "Release of Personal Information Restricted" remark.)
OPT-OUT INDIVIDUAL & COMMERCIAL REQ	This remark restricts the release of information on the noted record for both individual and commercial requests. (Note: On 12-1-00, this remark was replaced with the "Release of Personal Information Restricted" remark.)
OWNED BY US GOVT	The vehicle is leased from the U.S. Government and shall be registered with regular registration, and a RPO receipt shall be issued in the name of the lessee.
PERMIT REQUIRED TO MOVE	The vehicle information selected on the Class/Plate/Sticker screen qualifies this vehicle as a Park Model Trailer.
PLATE AGE	Reflects the number of years the license plates have been assigned for display on the vehicle for which the plates were originally issued. This will vary from the word "ANNUAL" to a numeric character.
PLATES SEIZED	Law enforcement has removed the license plates.
PRIOR CCO ISSUED	A Certified Copy of an Original Texas Certificate of Title (CCO) was used to file for a corrected title with no change of ownership. This remark will show on the vehicle record, but it will not print on the title document.
REBUILT SALVAGE- 95% PLUS LOSS	The title transaction was supported by a Texas Nonrepairable Certificate of Title, or was carried forward from the previous Texas motor vehicle record.
REBUILT SALVAGE – LOSS UNKNOWN	The title transaction was supported by a Texas Salvage Certificate, or was carried forward from the previous Texas motor vehicle record.
REBUILT SALVAGE- 75- 94% LOSS	The title transaction was supported by a Texas Salvage Certificate of Title, or was carried forward from the previous Texas motor vehicle record.
REBUILT SALVAGE- ISSUED BY (STATE NAME ABBREVIATED)	This remark includes the 2-letter abbreviation for the other state or country which issued a salvage certificate/certificate of title and supported the title transaction, or was carried forward from the previous Texas motor vehicle record.

RECONDITIONED	The vehicle was damaged by collision, fire, hail, or other types of damage (other than by flood) and rendered a total loss by an insurance company. If the vehicle is later placed in an operable condition, the salvage document would be surrendered, when an application for title was filed. A valid Texas title would be issued, and the remark "RECONDITIONED" reflected on the new title and carried forward on all Texas titles issued thereafter. (NOTE: This remark was replaced with a REBUILT SALVAGE" remark for Texas title issued on and after 8-1-97. On and after this date, the remark will carry forward as Rebuilt Salvage - Loss Unknown.)
RECONSTRUCTED	The vehicle has been converted in such a manner that it no longer resembles the vehicle as originally manufactured.
REFUND PENDING	A refund has been authorized by a Regional Office but has not been claimed by the owner of record. (The vehicle cannot be transferred unless the vehicle is reregistered or the refund is voided.)
REGISTERED BY	This remark is used for the name of an individual or business other than the owner, who is registering the vehicle.
REGISTRATION INVALID	The registration is not valid. Example - After a refund is processed, registration is invalid.
REGISTRATION PURPOSES ONLY	Texas issued registration only. The negotiable title for the vehicle was issued by another state, and remains the negotiable evidence of ownership. Implemented on 9-1-01.
RELEASE OF PERSONAL INFO RESTRICTED	A remark on the inquiry screen that advises that all personal information (names and addresses) in the motor vehicle record is restricted under the federal Driver's Privacy Protection Act, except for certain exceptions. Implemented on 12-1-00.
REPLICA	An established make of a previous year model vehicle has been assembled as a new vehicle or built by a motor vehicle manufacturer.
SALV TITLE SURR TO KY	The Texas salvage title has been surrendered to the state of Kentucky.
SALVAGE CERTIFICATE ISSUED	Indicates that a salvage certificate was issued on the motor vehicle.
SALVAGE CERTIFICATE OF TITLE ISSUED	Indicates that a Salvage Certificate of Title (SCOT) was issued on the motor vehicle because the estimated cost of repair was 75% or more of the vehicle's predamaged actual cash value.
SOLID TIRES	The vehicle is equipped with solid , rubber tires.
STICKER SEIZED	The county was notified by law enforcement that the registration sticker has been seized.
SURVIVORSHIP RIGHTS	A survivorship agreement signed by two or more eligible persons indicating that the vehicle is held jointly was filed with the title transaction.
TITLE IN PROCESS	This remark indicates that a Texas titled vehicle has been sold and an application for a new title by the new owner has been received by the VTR and is in the process of being issued.
TITLE REJECTED	The title transaction has been rejected to the TAC office where it was filed.
TITLE REVOKED	The certificate of title number shown on the motor vehicle record has been revoked.
TITLE SUPERSEDED	A title transaction is in process on this motor vehicle record.
TITLE SURRENDERED TO (STATE NAME ABBREVIATED)	A Texas titled vehicle has been taken to another state and the owner applied for a title in the new state. The new state returned the Texas title to the Texas Vehicle Titles and Registration Division (VTR) with a "surrender" notice. Date on remark is the date VTR received notice.
TITLE SUSPENDED	The certificate of title number shown on the motor vehicle record has been suspended.
TNRCC-EMISSION PRGM NON-COMPLIANCE	The vehicle is registered in Dallas, Tarrant, Harris, or El Paso County, is gasoline-powered, 2 through 24 years old and subject to vehicle emissions testing, and in the previous 12 months, the vehicle did not pass an emissions test.
TRAFFIC WARRANT	Registration renewal may be denied because of an outstanding traffic warrant.

VEHICLE TRANSFERRED	VTR has been informed by the recorded owner that the vehicle has been sold and for some reason the new owner will not apply for a title.
****STOLEN**** VERIFY TCIC BY VIN	This remark means "check with the reporting police agency who placed the remark in the NCIC-TCIC (National Crime Information Center-Texas Crime Information Center) files to see if this vehicle is still stolen or if a recovery notice was received within the past few days." The placing and removal of stolen remarks in the VTR computer is done weekly by the Texas Department of Public Safety.
VIN CERTIFICATION WAIVED	The vehicle identification number certification was waived. This remark is used to caution the tax collectors to require a VIN certification form in the event an application for negotiable Texas title is filed in the future. Also applies to "Title Only" transactions supported by out-of-state evidence of ownership.
VIN IN ERROR	The vehicle identification number (VIN) is in error or the year model is 1980 or older and the VIN is not a 17-digit VIN.

## **7.5 MCD TEMPORARY PERMITS**

The Texas Department of Transportation (TXDOT), Motor Carrier Division (MCD) issues temporary (72 hours and 144 hours) permits for overweight, overheight, overlength and /or overwidth vehicles. The information on these permits is maintained in the MCD database and includes a description of the vehicle(s), overage information, routing restrictions, load description, applicant/company name and address, and other permit information.

Inquiries may be made by one of three methods: By permit number, by vehicle License plate number and state of issuance, or by vehicle identification number VIN.

## **7.6 MCD PERMIT INQUIRIES**

Enter transaction code PMT in the options menu screen and depress the ENTER Key. The Texas MCD Permit Inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

## **7.7 NLETS (OUT-OF-STATE) VEHICLE REGISTRATION INQUIRIES**

TLETS users may obtain vehicle registration information from other states through the NLETS network. Inquiries may be made by using the vehicle license Plate number, year of plate expiration, and type of plate or by vehicle Identification number (VIN).

There is only one type of inquiry available through NLETS. NLETS policy dictates that states return the vehicle license, type of license, expiration date of the license, vehicle identification number, vehicle make-year-model-style, vehicle color (not available from some states) and owner's name and address. If additional information such as lien holder is needed, a manual check will normally be required to obtain this information. See Section 7.10 for manual check procedures.

## **7.8 NLETS INQUIRY FORMAT**

Enter transaction code RQ in the options menu screen and depress the ENTER Key. The NLETS Vehicle Registration inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11 section 11.2 and 11.3.

### 7.8.1 DIPLOMATIC LICENSE PLATE FILE

The Office of Foreign Missions of the U.S. Department of State provides NLETS users with vehicle registration information on Diplomatic license Plates issued to diplomats, counsels, and staff of foreign mission nationwide and to diplomats, counsels, and staff of foreign missions in the United States.

Inquiries on these diplomatic license plates can be made using the procedures outlined in Section 7.8. Use POE code of "US" in the TO DESTINATION STATE (S) field and the license type code of "PC" in the LIT field.

### 7.8.2 VEHICLE REGISTRATION RESPONSE PREFIXES

The prefixes used for a vehicle registration response, along with their translations are NLETS policy.

PREFIX	TRANSLATION
LIC/	LICENSE NUMBER
LIT/	LICENSE TYPE
LIY/	LICENSE YEAR
VIN/	VEHICLE ID NUMBER
VYR/	VEHICLE YEAR
VMA/	VEHICLE MAKE
VMO/	VEHICLE MODEL
VST/	VEHICLE STYLE
VCO/	VEHICLE COLOR

## 7.9 GOVERNMENT LICENSE PLATES

The following list contains the one to four alpha codes assigned to specific federal government agencies license plates.

The General Services Administration has a database for inquiries on vehicle license plates that start with the letter "G". Use transaction code "RQ" and in the destination field enter "GS" for the point of entry code. As of 2004 the GSA is contacting all Federal agencies and requesting them to enter all their data into their system. All other federal license plates must be handled by telephone. The General Services Administration in Fort Worth can be reached at 1.888.622.6344.

Action-(Federal Domestic Volunteer ) .....	ACT	Interior Dept .....	I
Agriculture Dept.....	A	Interstate Commerce Commission.....	IC
Air Force.....	AF	Judicial Branch of the Government .....	JB
Army .....	W	Justice Dept .....	J
Commerce Dept .....	C	Labor Dept .....	L
Consumer Product Safety Comm.....	CPSC	Legislative Branch .....	LB
Corps of Engineers, Civil Works.....	CE	Marine Corps.....	MC
Defense Commissary Agency .....	DECA	National Aeronautics and Space Admin.....	NA
Defense Contract Audit Agency .....	DA	National Capital Housing Authority .....	NH
Defense Dept .....	D	National Capital Planning Commission .....	NP
Defense Logistics Agency .....	DLA	National Guard Bureau .....	NG
Education Dept.....	ED	National Labor Relations Board .....	NL
Energy Dept .....	E	National Science Foundation .....	NS
Environmental Protection Agency .....	EPA	Navy Dept .....	N
Executive Office of the President .....	EO	Nuclear Regulatory Commission.....	NRC
Council of Economics Advisers,		Office of Personnel Management.....	OPM
National Security Council,		Panama Canal Commission.....	PC
Office of Management and Budget		Railroad Retirement Board.....	RR
Export-Import Bank of the United States .....	EB	Renegotiations Board.....	RB
Federal Communications Comm.....	FC	Securities and Exchange Commission.....	SE
Federal Deposit Insurance Corp .....	FD	Selective Service System.....	SS
Federal Emergency Management Agency .....	FE	Small Business Administration .....	SB
Federal Home Loan Bank Board.....	FB	Smithsonian Institution .....	SI
Federal Mediation and Conciliation Svc.....	FM	National Gallery of Art .....	SI
Federal Reserve System.....	FR	Soldiers and Airmen's Home, US.....	SH
Federal Trade Commission .....	FT	State Dept .....	S
General Accounting Office .....	GA	Tennessee Valley Authority .....	TV
General Services Administration .....	GS	Transportation Dept .....	DOT
Government Printing Office .....	GP	Treasury Dept .....	T
Health and Human Services Dept .....	HHS	United States Information Agency.....	IA
Housing and Urban Development Dept.....	H	United States Postal Service.....	P
Interagency Fleet Management GSA.....	G	Veterans Affairs Dept .....	VA

## 7.10 LICENSE PLATE READER PROJECT

The National Crime Insurance Bureau has now given access to there License Plate Reader Project (LPR). The purpose of this database was to Identify stolen vehicle trafficking patterns along the southwest and northern border s of the United States. The LPR's are placed at inbound/outbound lanes that enter and exit the U.S. To inquire on any plate use the NLETS RQ format, enter "NA" in the destination field and then tab to the license plate field and enter the plate number. They query will result in either "no record" or if the plate was photographed at an inbound/outbound lane, and will include dates, times, road information

## 7.11 NLETS MANUAL CHECKS

When information cannot be obtained by using the inquiry format to a state (in section 7.8) or the information obtained from the "RR" response is not clear or contains errors, then a manual check will be required. Manual checks must utilize the Administrative Message format (Transaction code "AM" outlined in Chapter 4, Section 4.2). The message should be addressed to the agency in that state that handles and processes manual checks for vehicle registration information. This is accomplished by utilizing a standardized ORI in the NLETS DESTINATIONS field.

The standardized ORI for manual vehicle registration checks by license plate is:

??LIC00000 Where the two?? = 2 character state POE code.

The standardized ORI for manual vehicle registration checks by vehicle identification number is:

??VIN00000 Where the two?? = 2 character state POE code.

NLETS users should also utilize the NLETS help files outlined in Chapter 11, Section 11.4 to obtain inquiry requirements and code translation information for specific state vehicle registration database systems

## 8.0 BOAT REGISTRATION INQUIRIES

Boat registration information is available through TLETS from the Texas Parks and Wildlife Department in Austin for Texas boats and from the NLETS network for boat information from other state's data base systems.

### **TLETS USERS ARE REMINDED THAT BOAT REGISTRATION INFORMATION OBTAINED FROM THESE FILES IS TO BE USED FOR CRIMINAL JUSTICE AND LAW ENFORCEMENT PURPOSES ONLY.**

The information available from the Texas Parks and Wildlife files is essentially public information available to anyone. Methods whereby the general public and other agencies and entities, not defined as a criminal justice agency, (See Chapter 1, Section 1.7) may obtain this information are outlined in Appendix 4.

Boat registration information from other states may or may not be classified as public record information. Any non-criminal justice individual or agency requesting procedures to obtain boat information from other states should be directed to contact the boat licensing agency of that specific state.

### 8.1 TEXAS BOAT REGISTRATION INQUIRIES

Boat registration files are maintained by the Texas Parks and Wildlife Department (PWD) in Laporte. Boat registration files are computerized in a PWD computer system. However, the PWD computer is not interfaced with the TLETS network and requests for boat information must be made in the form of an administrative message directed to the PWD operator staffed terminal in LaPorte. All other inquiries other than boat registration contact Austin Parks & Wildlife at PWAZ.

Boat registrations are renewable every two years. Files are maintained by Boat Registration Number (TX number), Name or Name and Address of Registered Owner, Boat Hull Identification Number (BHN).

### 8.2 TEXAS INQUIRY FORMAT

Since boat registration information must be obtained by administrative means, utilize the administrative message format. Enter transaction code **AM** in the options menu screen and depress the ENTER key. The Administrative Message Format will appear with the cursor located at the first of ten (10) blank four-character TLETS DESTINATIONS fields.

Enter mnemonic address PWLZ and proceed with the format as outlined in Chapter 4, Section 4.1. Utilize the formal or informal message format outlined in Sections 4.4 or 4.5 and address the message to PWD Laporte. In the text of the message specify, in plain language, your request.

### **8.3 NLETS (OUT-OF-STATE) BOAT REGISTRATION INQUIRIES**

NLETS users may obtain boat registration information from other states through the NLETS network. Inquiries may be made by using the Boat Registration Number or document number (REG), Boat Hull Number (BHN), or owners name and optional date of birth (NAM-DOB). Users should recognize that, although NLETS supports these three types of inquiries, some states might not always be able to, particularly by name and DOB.

There is only one type of inquiry available through NLETS. NLETS does not provide a policy on what information a state must return to inquiries. If additional information is needed that is not returned to inquiries using this format, then a manual check will normally be required to obtain this information. See Section 8.5 for manual check procedures.

### **8.4 NLETS INQUIRY FORMAT**

Enter transaction code **BQ** in the options menu screen and depress the ENTER key. The NLETS Boat Registration Inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

#### 8.4.1 BOAT REGISTRATION RESPONSE PREFIXES

The prefixes used for a boat registration response, along with their translations are NLETS policy.

<u>Prefix</u>	<u>Translation</u>
REG/	Registration number
EXPIRES/	Expiration date of registration
BHN/	Boat hull number
NAM/	Name of registree
DOB/	Date of birth
OLN/	Operators license number
OLS/	Operators license state
OLY/	Year of operator license expiration
ADR/	Address of registered owner
MAKE/	Manufacturers name
YR BUILT/	Year built or assembled
LENGTH/	Length of boat (in feet)
HULL/	Hull material
PROPULSION/	Type of propulsion
FUEL/	Type of fuel used
USE/	Use of boat
TYPE/	NCIC type name

NOTE: The format presented in this section assumes that the response to a boat registration inquiry is via on-line direct interface database. A state that is unable to meet this format may return the information in a different format providing it is possible to translate it by an out-of-state recipient.

## 8.5 NLETS MANUAL CHECKS

When information cannot be obtained by using this inquiry format to a state or the information obtained from the "BR" response is not clear or contains errors, then a manual check will be required. Manual checks must utilize the Administrative Message Format (Transaction code **AM** outlined in Chapter 4). The message should be addressed to the agency in that state that handles and processes manual checks for boat registration information. This is accomplished by utilizing a standardized ORI in the NLETS DESTINATIONS field.

The standardized ORI for manual boat registration checks is:

??BOAT000 Where the two?? = 2 character state POE code.

NLETS users should also utilize the NLETS help files outlined in Chapter 11, Section 11.4 to obtain inquiry requirements and code translation information for specific state boat registration data base systems.

## **9.0 WEATHER AND ROAD INQUIRIES**

Weather and road condition reports are available to TLETS users from automated files maintained in the TLETS Message Switcher for Texas conditions and from other states through the NLETS network. These files are designed and maintained primarily to allow TLETS users to access them and provide a public safety service to the traveling public. Inquiries into these files should be limited to this purpose only and not for curiosity purposes.

### **9.1 TEXAS WEATHER AND ROAD INQUIRIES**

Automated weather and road condition reports are available from the TLETS Message Switcher for the following files:

- An inquiry may be made for a state weather summary (SUMM). This summary will generally provide a brief report of general weather conditions and forecasts for the state. In the event inclement weather conditions exist, more specific information will be included in this report.
- An inquiry may be made for a hurricane/tropical storm or disturbance report (HURR) during the normal hurricane season that runs from June through November. Inquiries can also be limited to a specific storm name or number.
- An inquiry may be made for a road condition report summary (ROAD) which will include any road closures or hazardous driving conditions due to weather conditions, which have been reported to DPS Headquarters. Inquiries can also be limited to a specific road.
- An inquiry may be made for a DPS Regional summary (REG). This inquiry will provide a summary of weather and/or road conditions for the cities where a DPS Communications Facility is located in each of the eight (8) DPS Regions (See map in Appendix 2).
- An inquiry can be made for a summary of all records containing ONLY adverse conditions.

Entries of information into these files are made by the Austin SOC Operations Center, based on current information obtained from the National Weather Service, Texas Department of Transportation, and from the thirty seven (37) DPS field Communications Facilities. All entries are made daily and updated as conditions warrant.

NOTE: All severe/adverse weather Warnings, Watches, and/or Bulletins issued by the National Weather Service are broadcast to the affected areas of the State by personnel in the DPS SOC Operations Center immediately upon receipt from the Weather Service. Normally, these watches, warnings and bulletins are not entered into the automated weather/road files unless they contain an extended watch period.

## 9.2 TLETS INQUIRY FORMAT

Enter transaction code **WBX** in the options menu screen and depress the ENTER key. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

### 9.2.1 WEATHER/ROAD RESPONSES

Responses to the above inquiries will all be prefixed with an "operators service" that will indicate when the entry was made into a particular file.

Normally, information into these files is entered at 0400 hours daily and updated on a timely basis as required by changing conditions.

The following abbreviations will be used in the weather and road condition summaries:

HL	HAIL	PO	PHYSICAL OBSTRUCTIONS
HW	HIGH WATER	IH	INTERSTATE HIGHWAY
CL	CLOSED	US	U.S. HIGHWAY
IC	ICE	FM	FARM TO MARKET
SN	SNOW	RR	RANCH ROAD
HR	HEAVY RAIN	SP	SPUR
MR	MEDIUM RAIN	LP	LOOP
LR	LIGHT RAIN	SH	STATE HIGHWAY
SL	SLEET	PR	PARK ROAD
FG	FOG	NLR	NO LATE REPORT

### **9.3 NLETS (OUT-OF-STATE) WEATHER AND ROAD INQUIRIES**

NLETS users may obtain weather and road information from other states through the NLETS network. There is only one type of inquiry available that will normally provide a summary of general weather/road conditions throughout the state.

Not all states participate in the weather/road program. Inquiries for weather/road information **MUST NOT** be made to those states that have chosen not to participate in this program. For a list of states that are currently participating in this program refer to the NLETS help files outlined in Chapter 11, Section 11.4.

Of those states that do participate, some states will provide automated responses to inquiries while others will respond manually. (See NLETS help files above). NLETS policy dictates that participating state's files must contain enough information and must be updated often enough to be meaningful. However, NLETS has not set a fixed response format.

### **9.4 NLETS INQUIRY FORMAT**

Enter transaction code **HQ** in the options menu screen and depress the ENTER key. The NLETS Weather/Road Inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

## 10.0 CRIMINAL HISTORY RECORD INFORMATION (CHRI) INQUIRIES

Texas agencies desiring to obtain criminal history record information on individuals should initially make inquiries into the TCIC data base and the NCIC's Interstate Identification Index (Triple I system) utilizing the formats and procedures outlined in Part 10 of the NCIC 2000 Operating Manual.

Criminal History Record Information (CHRI) from other states via the NLETS network must be obtained by using one or more of the following message formats. The message type "IQ" is an inquiry to request identity information on a subject. Responses to "IQ" inquiries will utilize the message type "IR". The message type "FQ" is an inquiry (using information from the "IR" response) to retrieve a full record from a state either through NLETS or, in rare cases, the mail. Message type "FR" is the response to "FQ" inquiries. The message type "AQ" is used to request supplemental or other information not available through the normal "IQ" or "FQ" inquiries. An "AQ" message may also be used to request information from a local agency. Message type "AR" is the response to "AQ" inquiries.

These formats are designed to allow states who have automated criminal history systems to respond automatically (without manual intervention) to requests from other states over NLETS. Some states without automated systems may respond manually. The system will be used to retrieve criminal history records that are not presently available on NCIC's Triple I system. It should NEVER be used as a substitute for the Triple I system, but rather as a secondary inquiry after: A) one has inquired on the Triple I system and received a no record; or, B) one has received a record and feels that there may be data in a state that was not on Triple I (See Part 10 of the NCIC2000 Operating Manual for Triple I procedures).

### PURPOSE CODES

**NLETS** supports the following purpose codes: Inquiries for criminal investigative purposes are to be identified by the purpose code of "C". Inquiries for a criminal justice employment applicant purpose are to be identified by the purpose code of "J". If you are conducting a domestic violence/stalking case you then must use the purpose code of "D". The purpose code of "F" is to be used if the firearm has been pawned or a law enforcement agency is in possession of a firearm is relinquishing possession to a lawful owner (including a family member in cases of suicide.) Since TLETS policy allows Texas users to exchange and obtain CHRI for criminal justice purposes only, the TLETS Message Switcher is programmed to reject any of the following formats containing purpose codes other than "C", "D", "F" and "J".

From the Texas User Pages of the NCIC Manual (rev. 07/98): the Texas legislature created a statute (V.C.S. Article 6252-13c, Section 3c) that provides for local law enforcement agencies to furnish TCIC CCH conviction data (not any Ill information) to "political subdivisions" who have the duty and responsibility to license or employ "drivers of public transportation vehicles". After the SID number has been obtained, inquire using transaction code QRH to acquire conviction data. This statute applies to school bus drivers, municipal bus and taxi drivers. Ill cannot be given to any non-

criminal justice agency and cannot be used for any non-criminal justice purposes; there are no exceptions.”

### **10.1 INITIAL CHRI INQUIRY (IQ)**

This format is used to request identity information on a subject. It will normally be the first step you will use to obtain the needed criminal history record information. To inquire, enter transaction code **IQ** in the options menu screen and depress the ENTER key. The NLETS CHRI Identity Inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

### **10.2 FULL CHRI RECORD INQUIRY (FQ)**

This format is used to retrieve a full CHRI record from a state and is normally used **ONLY** after the Initial CHRI Inquiry has been sent and the requestor has reviewed the hits. When an IQ inquiry is made and the state has a record on an individual the "IR" response will include a State Identification Number (SID). In order to retrieve the full record the requestor must next utilize this full CHRI record inquiry format

Enter the transaction code **FQ** in the options menu screen and depress the ENTER key. The NLETS CHRI Full Record Inquiry format will appear the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

### **10.3 ADDITIONAL CHRI INFORMATION (AQ)**

This format is used to request supplemental or other information not available through the Initial CHRI Inquiry or Full Record Inquiry format procedures. This includes requests for mailed records, photographs, fingerprint cards, dispositions, special handling of inquiries, and inquiries when the date of birth (DOB), Social Security Number (SOC), and Miscellaneous Number (MNU) are not available for the Initial CHRI Inquiry format. This message must also be used to request information from a local agency.

Enter the transaction code **AQ** in the options menu screen and depress the ENTER key. The NLETS CHRI Additional Information Inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

### 10.3.1 ADDITIONAL CHRI INFORMATION REPLIES (AR)

Responses to the Additional CHRI Information Inquiries will be in the form of an NLETS "AR" message type reply. TLETS users, as individual agencies, may occasionally receive a directed request from another state for CHRI related information addressed to a specific local agency in Texas. If you receive a CHRI related request in the form of an NLETS message type "AQ" inquiry, then you **MUST** reply to that request using the NLETS message type "AR" response

Enter the transaction code **AR** in the options menu screen and depress the ENTER key. The NLETS CHRI Additional Information Reply format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

NOTE: The exchange of criminal history record information to and from Texas agencies is allowed for **ONLY** the purpose codes (PUR:) of "C", "D", "F" and "J". (See Section 10.0 and Chapter 1, Section 1.7). If an AQ inquiry is received by a TLETS user with any other purpose code, you **MUST NOT PROVIDE CHRI** to that requestor. It is suggested you send an NLETS administrative message back to them advising that Texas agencies are prohibited from exchanging CHRI for any purpose other than "C", "D", "F" and "J".

Furthermore, the NLETS message types of IQ, FQ, AQ, and AR are the **ONLY** authorized types of messages for exchanging CHRI. If an agency attempts to request any CHRI related information by sending an administrative message (NLETS message type "AM") you **MUST NOT PROVIDE CHRI** to that requestor. It's suggested you send an NLETS administrative message back to them requesting they resubmit their request using the prescribed NLETS CHRI formats.

These provisions insure that NLETS and TLETS users comply with Federal and Texas State laws and regulations governing the exchange of criminal history information.

### 10.4 "CR" RESPONSES

The NLETS message type "CR" is used in the NCIC's Interstate Identification Index (Triple I) program. "CR" message types are used by the NCIC when a Computerized Criminal History (CCH) record is returned to Texas users via NLETS through the III system.

For complete details and instructions on the III, refer to that section of the NCIC 2000 Operating Manual.

## 11.0 HELP FILES

The TLETS Message Switcher maintains or provides access to a variety of "HELP" files and systems designed to assist TLETS users in system operation and format usage. These files are designed to provide users with easy and rapid access to both general and specific information regarding a procedure, file, format or field. However, due to limited space allowed for these help files, information is in a very condensed form and they should never be used as a substitute for the system's operational manuals (TLETS/NLETS and NCIC). TLETS users are still responsible for abiding by and following the rules, regulations, and operational procedures outlined in the TLETS/NLETS Operating Manual and the NCIC2000 Operating Manual and Code Manual.

There are two general categories of "help" files available to TLETS users: System Operating Help files maintained in the TLETS Message Switcher (Sections 11.1, 11.2, 11.3) and the National Law Enforcement Telecommunications System (NLETS) Help Files maintained in the NLETS Message Switcher (Section 11.4).

The TLETS System Operating Help files are further broken down into three sub-categories listed as "General Help", "Format Help", and "Field Help". Each of these three types has a unique access method and information retrieved from them is displayed on the lower portion of the screen. If the page statement (on the lower portion of the screen) indicates more than one page of information is available, depress the "PF8" key to bring up each additional screen (See Chapter 3, Section 3.4 and 3.5 for additional procedures on "PF" key operation).

### 11.1 GENERAL HELP FILES

These "general" help files contain a wide variety of information. This includes a directory of all help files, instructions for system operation and usage, basic system operating procedures, current listing of upcoming training schools and seminars and other types of system help and information. These files are continuously updated, revised, added and deleted from the system as conditions warrant.

To access these General Help Files, enter the file name (transaction code) in the options menu screen and depress the "PF1/F1" key. The requested help file will appear on the lower portion of the screen. These general help files can contain up to eleven (11) lines of text per page and up to a maximum of five (5) pages of data. If more than one page of data is available, depress the "PF8" key to view the next page. Depress the "PF7" key to view the previous page. Data displayed on the lower portion of the screen can be cleared by pressing the "PF3" key or return to the options menu screen by pressing the "clear" key.

### 11.1.1 HELP FILE PRINT COMMAND

To obtain a printed copy of any of the TLETS "general", "format", or "field" help files, use the help file print command format retrieved using transaction code HELPPRINT. Enter **HELPPRINT** in the options menu screen and depress the enter key. Shortly the Print Help Information for a Transaction will appear on the top half of the screen. Enter the transaction code for the specific help file or format in the TRANSACTION-ID: field and depress the ENTER key. The desired help file will be printed to your primary designated printer as a default destination. If you desire this information to be directed to a different device, then you must enter that device's mnemonic address in the ROUTE TO DESTINATION: field prior to pressing the enter key.

### 11.1.2 DIRECTORY OF GENERAL HELP FILES

As outlined in Section 11.1 the TLETS General help files are continuously updated, revised, added and deleted from the system as conditions warrant. To obtain a current listing of general help files and their associated transaction codes enter **DIRLIST** in the options menu screen and depress the "PF1/F1" key. This help file should be inquired on monthly in order to maintain a current list of available general help files.

One other general help file ALL users should inquire on is the **NEWS** help file. This TLETS bulletin board help file should BE INQUIRED ON AT LEAST ONCE A WEEK.

## 11.2 FORMAT HELP FILES

The "Format Help" files provide a general overview and instructions for the preparation of every format available from the TLETS/NLETS/TCIC/NCIC systems. These "Format Help" files contain up to eleven lines of text with up to a maximum of five pages of data as outlined in Section 11.1. There are two methods to call up "format help" files.

To view the "format help" file for a specific format directly from the options menu screen: Enter the transaction code for the specific format and depress the "PF1/F1" key. The "format help" for that format will appear on the lower portion of the screen.

To view the "format help" file for a specific format when the format is displayed on the upper portion of the screen: Enter the transaction code for the desired format in the options menu screen and depress the ENTER key. After the requested format appears on the upper portion of the screen, depress the "PF1/F1" key and the "format help" file will appear on the lower portion of the screen. See Section 11.1.1 for help file print procedures.

### 11.3 FIELD HELP FILES

The "Field Help" files provide information on individual fields in a format. These "Field Help" files will contain up to a maximum of four (4) lines of text and are only one (1) page in length. Information contained in these files will normally provide a brief description of what the field is used for, whether it is a mandatory, optional, or conditional field, and what type data/characters are allowed in the field.

To view a help file for a specific field, the format must be displayed on the upper portion of the screen. Tab the cursor to the field you desire help information from. Enter a question mark "?" at the first blank (underline) space of the desired field and depress the "ENTER" key. The help information for the particular field will appear on the lower portion of the screen. See Section 11.1.1 for help file print procedures.

NOTE: If the format is being prepared for transmission and a "field help" is requested, users must follow instructions outlined in the following example. Using, as an example, the NLETS Boat Registration Inquiry format (Transaction code "BQ" outlined in Chapter 8, Section 8.4): The operator tabs to the BHN: field and enters a "?" and depresses the ENTER key to view the help file for the Boat Hull Number field. However, after reviewing the information, a decision is made to make the inquiry using the Boat Registration Number (REG:) field instead. The question mark "?" that was entered into the BHN: field must either be replaced by entering an underline "\_" or removed by pressing the "ERASE EOF" key. After the question mark has been replaced by the underline or removed, back tab to the REG: field and proceed with the format. NOTE: The "space" bar CANNOT be used to replace/remove the "?".

If the inquiry is made using the BHN: field, simply enter the required data into this field, which would replace the "?" and proceed with the format.

## 11.4 NLETS HELP FILES

There are two types of "help" files available through the NLETS network that is maintained in the NLETS Message Switcher. NLETS "general" help files are entered and updated by the NLETS operational staff and contain general information pertaining to the system and states. NLETS "State" help files are available for each participating state. These files are also maintained in the NLETS Message Switcher and information into these files is entered and updated by the individual states.

To inquire, enter transaction code **NHF** in the options menu screen and depress the ENTER key. The NLETS Help Files format will appear with the cursor located at the beginning of the ENTER CODE FOR DESIRED FILE: field. Enter ONE of the five (5) character file codes outlined in Section 11.4.1 or 11.4.2 for the "help" file information desired. Depress the ENTER key to transmit the inquiry.

### CONTROL FIELD

The control field is optional and should be used according to procedures outlined for other NLETS formats in Chapters 6, 7, 8, 9, and 10.

#### 11.4.1 NLETS GENERAL HELP FILE CODES

FILE CODE	INFORMATION
<b>NLLIC</b>	Contains general information concerning vehicle registration HELP files over NLETS.
<b>NLOLN</b>	Contains general information concerning driver license HELP files over NLETS.
<b>NLSIR</b>	Contains general information concerning the NLETS Criminal History Record Information formats. (See Chapter 10.)
<b>NLBAS</b>	Contains general information concerning boat/snowmobile HELP files on NLETS.
<b>NXWTH</b>	Provides a list of states that participate in the road/weather program on an automated and non-automated basis.
<b>CNGEN</b>	General help file for the NLETS/INTERPOL Canadian Interface.
<b>CNLIC</b>	General Canadian vehicle registration help file.
<b>CNOLN</b>	General Canadian Driver License help file.
<b>CNPER</b>	Canadian wanted persons help file.
<b>CNVEH</b>	Canadian stolen vehicle help file.
<b>CNART</b>	Canadian stolen article help file.
<b>CNSEC</b>	Canadian stolen securities help file.
<b>CNBOT</b>	Canadian stolen boat help file.
<b>CNGUN</b>	Canadian stolen gun help file.
<b>CNSIR</b>	Contains general help for accessing Canadian CHRI records.
<b>FNORI</b>	Contains a list of Federal Agencies and the associated Federal Agency Code (FED:) used in the "TQ" inquiry format.

## 11.4.2 NLETS STATE HELP FILES

To obtain specific "help" information for specific state's data base systems concerning format requirements, codes, proper inquiry methods/requirements, and other information that is unique to a particular state, use the following file codes. In place of the two question marks "??" listed for each file code, insert the two character state POE code for the specific state or in place of the two "xx" insert the two character POE code for the Canadian province/territory help information is needed from. A list of both state and Canadian province/territory POE codes is outlined in the "STATES" General Help File. (See Section 11.1).

<b>FILE CODE</b>	<b>INFORMATION</b>
<b>??LIC</b>	Vehicle registration information
<b>??OLN</b>	Driver license information
<b>??SIR</b>	Criminal history record information (CHRI)
<b>??BAS</b>	Boat and snowmobile information
<b>??ADM</b>	Federal Agency information
<b>xxLIC</b>	Canadian province registration information
<b>xxOLN</b>	Canadian province driver license information

## 12.0 ADDITIONAL TLETS INFORMATION AND/OR SERVICES FOR CRIMINAL JUSTICE AGENCIES

Various local, state, federal, and military agencies having a terminal on the TLETS provide additional information and/or services to users. Access to data in sections where "response times" are listed are manual searches and require the use of the administrative message format (AM). The indicated response times are approximate and may vary considerably from that listed.

### 12.1 DRIVERS LICENSE PHOTOGRAPHS (DPS)

A.	INFORMATION AVAILABLE:	MESSAGE REQUIREMENTS:
B.	INQUIRY REQUIREMENTS:	Submit the person's name, DOB, and/or DL/ID number. Indicate the specific offense involved. (Only requests for FELONY OFFENSES will be honored.) Include the requesting agency's name, investigating officer's full name and title, and complete mailing address including the full nine digit ZIP code. (Requests WILL NOT be honored without the full nine digit ZIP code.)
C.	AVAILABILITY:	8:00 - 5:00, Monday – Friday
D.	RESPONSE TIME:	Photographs are processed and mailed within one (1) to two (2) weeks following receipt of request.
E.	MESSAGE REQUIREMENTS:	Direct message to mnemonic address "CASZ". Address message to "DPS AUSTIN ATTN SPECIAL CRIMES SECTION".

## 12.2 DRIVER IMPROVEMENT BUREAU (DPS)

A.	INFORMATION AVAILABLE:	Verification of DWLS before filing DWLS based upon driver record inquiry. (Only in cases of departmental suspensions, as outlined in Chapter 6, Section 6.6, verify with DIB that proper suspension notice has been served.) This includes all driver record entries that begin with the abbreviation "DEPT SUSP". Verification of notice is not required before filing DWLS on other types of suspension (such as "MAND SUSP-DWI". and "SR SUSP-MANDATORY CONV". etc.). If a question exists about effective date of suspension, verify with DIB before filing DWLS.
B.	INQUIRY REQUIREMENTS:	Submit the person's name, DOB, and driver's license/ID number. Specify type of suspension involved and information needed.
C.	AVAILABILITY:	8:00 - 5:00, Monday – Friday
D.	RESPONSE TIME:	30 minutes
E.	MESSAGE REQUIREMENTS:	Direct message to mnemonic address "DIC1". Address message to "DIB DPS AUSTIN".

## 12.3 VEHICLE INSPECTION STICKER INFORMATION (DPS)

A.	INFORMATION AVAILABLE:	Inspection station name, city/town, station number, issue date of sticker, name of mechanic making inspection, year, make, model of vehicle, license number, vehicle identification number (VIN), repairs/adjustments made, fee.
B.	INQUIRY REQUIREMENTS:	Inquiry by VI sticker number only. Available from current and previous year sticker (Specify year expires).
C.	AVAILABILITY:	8:00 - 5:00, Monday - Friday
D.	RESPONSE TIME:	20 - 30 minutes
E.	MESSAGE REQUIREMENTS:	Direct message to mnemonic address "MVIZ". Address message to "DPS AUSTIN ATTN VI".

#### 12.4 MOTOR VEHICLE THEFT SERVICE (DPS)

A.	INFORMATION AVAILABLE:	MVTS assists local agencies, upon request, in the control and investigation of the theft of motor vehicles, boats, motorcycles, etc.
B.	INQUIRY REQUIREMENTS:	Specify what type assistance is needed, where needed, and who the MVTS investigator is to contact.
C.	AVAILABILITY:	24 hours daily
D.	RESPONSE TIME:	Response time to request will depend on urgency and investigator availability.
E.	MESSAGE REQUIREMENTS:	Direct message to the nearest DPS Communications Facility listed on your mnemonic address list.

#### 12.5 SAFETY RESPONSIBILITY (DPS)

A.	INFORMATION AVAILABLE:	SR provides current status and suspension removal requirements on persons whose drivers license has been suspended for failure to provide proof of financial responsibility as a result of involvement in a motor vehicle accident or as a result of a second conviction for no motor vehicle liability insurance. SR provides current status and suspension removal requirements for ALR suspensions and revocations as well as information concerning mandatory and/or departmental suspensions.
B.	INQUIRY REQUIREMENTS:	SR Case Number (obtained from the DLD computer return), full name and DOB, DL number, state information desired.
C.	AVAILABILITY:	8:00 - 5:00, Monday – Friday
D.	RESPONSE TIME:	30 minutes
E.	MESSAGE REQUIREMENTS:	Direct message to mnemonic address "SRBZ". Address message to "DPS AUSTIN ATTN SR".

**12.6 ACCIDENT RECORDS (DPS)**

A.	INFORMATION AVAILABLE:	Accident Records Bureau is the state repository for accident records and also supplies accident report forms and instruction booklets to local agencies.
B.	INQUIRY REQUIREMENTS:	<p>Requests for supplies of the ST-3, "Texas Peace Officer's Accident Report", ST-3X, "Texas Peace Officer's Confidential Accident Casualty Supplement", ST-2, "Driver's Confidential Accident Report" and the "Instructions (to Police) for Reporting Accidents" may be sent to Statistical Services. Requests must include; 1) Agency name, 2) Name of person making the request, 3) Telephone number, 4) Which forms are being requested, and 5) How many.</p> <p>Information concerning specific accident records can also be requested. Requests must include; 1) Agency name, 2) Name of person making the inquiry, 3) Date of accident in question, 4) Location (city/county) of accident, 5) Identity of at least one driver involved in the accident (the identity of all drivers should be included if possible).</p>
C.	AVAILABILITY:	8:00 - 5:00, Monday – Friday
D.	RESPONSE TIME:	All requests for supplies (forms) are mailed twice Weekly. Requests for accident information are Normally returned within four (4) hours.
E.	MESSAGE REQUIREMENTS:	Direct message to mnemonic address "STAT". Address message to "Accident Records" DPS AUSTIN".

**12.7 TEXAS DEPARTMENT OF CRIMINAL JUSTICE (CORRECTIONS)**

A.	INFORMATION AVAILABLE:	TDCJ provides current Texas Prison System wanted information (a TCIC/NCIC computer inquiry should also be made) and can advise whether or not a person has ever been committed at TDCJ.
B.	INQUIRY REQUIREMENTS:	Name, DOB, and TDCJ (SID) number (if available), and specify what information is desired.
C.	AVAILABILITY:	24 hour 7 days a week.
D.	RESPONSE TIME:	As soon as possible.
E.	MESSAGE REQUIREMENTS:	Direct message to mnemonic address "TDCZ". Address message to "TDCJ HUNTSVILLE".

**12.8 TEXAS DEPARTMENT OF CRIMINAL JUSTICE (PARDONS AND PAROLE)**

A.	INFORMATION AVAILABLE:	Whether or not a person is currently on parole, offense on parole for, release and discharge dates, whether person is wanted for parole violation and warrant information, current supervision status (where, by whom). A TCIC/NCIC inquiry should also be made.
B.	INQUIRY REQUIREMENTS:	Name, DOB, race and TDCJ number (if available). Specify what information is desired.
C.	AVAILABILITY:	8:00 - 5:00, Monday - Friday (except State holidays).
D.	RESPONSE TIME:	As soon as possible.
E.	MESSAGE REQUIREMENTS:	Direct message to mnemonic address "BPPZ". Address message to "TDJC DIVISION OF PARDONS AND PAROLES, AUSTIN".

## 12.9 TEXAS DEPARTMENT OF HEALTH

A.	INFORMATION AVAILABLE:	Death and birth record verification and rabies information.
B.	INQUIRY REQUIREMENTS:	For death and birth record, submit full name, DOB, and place of birth/death, full name of mother and father. For rabies information, specify what information is desired.
C.	AVAILABILITY:	8:00 - 5:00, Monday - Friday.
D.	RESPONSE TIME:	1 to 2 hours.
E.	MESSAGE REQUIREMENTS:	Direct message to mnemonic address "DOHZ". Address message to "AUSTIN HEALTH DEPARTMENT".

## 12.10 ALCOHOL BEVERAGE COMMISSION

A.	INFORMATION AVAILABLE:	ABC provides the name of a licensee and the type liquor license or permit issued to him, and criminal history check for previous liquor law violations (a TCIC/NCIC computer inquiry should also be made).
B.	INQUIRY REQUIREMENTS:	License or permit number, or street address and name of town liquor establishment is located in and specify what information is desired.
C.	AVAILABILITY:	8:00 - 5:00, Monday - Friday.
D.	RESPONSE TIME:	2 hours.
E.	MESSAGE REQUIREMENTS:	Direct message to mnemonic address "TABZ". Address message to "TABC AUSTIN".

### 12.11 PARKS AND WILDLIFE DEPARTMENT

A.	INFORMATION AVAILABLE:	Criminal record checks for previous game, water safety, and various fishing violations (a TCIC/NCIC computer inquiry should also be made). See Chapter 8, Section 8.1 for boat registration inquiries.
B.	INQUIRY REQUIREMENTS:	Name and DOB and any other information pertaining to subject.
C.	AVAILABILITY:	24 hours.
D.	RESPONSE TIME:	10 - 20 minutes
E.	MESSAGE REQUIREMENTS:	Direct message to mnemonic address "PWAZ". Address message to "PWD AUSTIN".

### 12.12 NATIONAL INSURANCE CRIME BUREAU

A.	INFORMATION AVAILABLE:	NICB is a non-profit service organization supported by associated insurance companies for the purpose of actively assisting law enforcement in suppressing motor vehicle thefts, the identification of vehicles bearing altered or obliterated identification numbers, the investigation of professional motor vehicle theft rings, peace officer education in vehicle identification and theft investigative techniques and maintaining a modern record system designed to complement the foregoing objectives. (Refer to Chapter 13, Section 13.11 for NICB's data base that provides automated access to manufacturer's shipping, export, impound, salvage, and international stolen index files.)
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B.	INQUIRY REQUIREMENTS:	Year, make, model, VIN, engine number, license number, transmission serial number, truck axle number, frame number (motorcycle), condition, and if subject involved.
C.	AVAILABILITY:	8:00 - 5:00, Monday - Friday.
D.	RESPONSE TIME:	Minimum 1 hour, dependent upon amount of Information supplied in original request.
E.	MESSAGE REQUIREMENTS:	Direct Message to mnemonic address National Insurance Crime Bureau to: ILNICB000

### 12.13 U. S. CUSTOMS SERVICE

A.	INFORMATION AVAILABLE:	USC has terminals on the Treasury Enforcement Communications System (TECS) containing name of violators and suspects of federal laws concerning smuggling, narcotics, firearms, etc. USC also provides border lookouts on stolen heavy equipment, escaped felons, emergency messages for individuals expected to return through border inspection points, and suspects believed heading for the Mexican or Canadian borders or returning on international flights.
B.	INQUIRY REQUIREMENTS:	Specify type of information required and the type of investigation. Include the name, address, telephone number, and official title of the individual requesting this information/service.
C.	AVAILABILITY:	24 hours daily on border lookouts. 8:00-5:00 for Routine information on violators or suspects. 24 Hours daily on priority requests.

D.	RESPONSE TIME:	Immediate response on lookouts. Information on individuals will require coordination with the Office of Investigations before TECS information can be released. Priority requests and routine requests during duty hours will usually be answered the next normal duty day. Negative responses will receive an immediate reply.
E.	MESSAGE REQUIREMENTS:	Direct message to mnemonic address "USCZ" address requests for border lookouts to "U.S. CUSTOMS SERVICE, HOUSTON". Address requests for information on individuals to "U.S. CUSTOMS SERVICE, HOUSTON ATTN: OFFICE OF INVESTIGATIONS".

**12.14 U. S. BUREAU OF CUSTOMS AND BORDER PROTECTION (BCBP)**

A.	INFORMATION AVAILABLE:	(1) Arrest reports on aliens arrested for illegal entry or violation of immigration status; (2) Persons arrested for alien smuggling or other violations of immigration law; (3) Verification of immigration status; (4) Receive current (other than routine) lookouts on wanted persons likely to be encountered by Border Patrol officers.
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B.	INQUIRY REQUIREMENTS:	For (1) and (2) complete and correct name which includes both parents surnames on Spanish surname individuals; DOB and place of birth if known (these records are maintained in the Border Patrol Sector of apprehension for three years). (3) Full and correct name, including both parents surnames of last entry in the U.S. if known; data from any immigration document in possession of subject of inquiry. (4) Usual data released on a lookout with name and address of originating officer/agency.
C.	AVAILABILITY:	24 hour daily.
D.	RESPONSE TIME:	(1) and (2) 30 minutes except in unusual circumstances. (3) from 30 minutes to 3 days. (4) Immediate response on lookouts.
E.	MESSAGE REQUIREMENTS:	Direct message to desired city.
		U.S. BORDER PATROL, EL PASO Mnemonic address "BP2Z" U.S. BORDER PATROL, LAREDO Mnemonic address "BP3Z" U.S. BORDER PATROL, MCALLEN Mnemonic address "BP5Z"

## 12.15 INTERNAL REVENUE SERVICE

A.	INFORMATION AVAILABLE:	Positive identification of all persons employed by Internal Revenue Service. Identification of any investigation information, excluding tax information, concerning organized crime figures, perpetrators of confidence schemes where they are known to have impersonated IRS employees and perpetrators of assaults on IRS employees.
B.	INQUIRY REQUIREMENTS:	As much background information as available.
C.	AVAILABILITY:	8:00 - 4:30, Monday - Friday.
D.	RESPONSE TIME:	As soon as possible.
E.	MESSAGE REQUIREMENTS:	Direct message to mnemonic address "IRSZ". Address message to "IRS DALLAS, ATTN: ASSISTANT REGIONAL INSPECTOR".

## 12.16 AFB SECURITY POLICE

A.	INFORMATION AVAILABLE:	Information on Military AWOL's/Deserters. Information on Military Vehicle Registration via Military Decals.
B.	INQUIRY REQUIREMENTS:	For AWOL checks provide name, DOB, social security number, and military unit assigned, if known. For registration checks provide base/post vehicle is registered on and registration number.
C.	AVAILABILITY:	24 hours daily.

D.	RESPONSE TIME:	Immediate response to inquiries with information to follow on some inquiries. Overseas base request will take longer.
E.	MESSAGE REQUIREMENTS:	Direct message to desired base.
		SHEPPARD AFB Mnemonic address "SAFZ" DYESS AFB Mnemonic address "DYEZ" LACKLAND AFB Mnemonic address "LAFZ" GOODFELLOW AFB Mnemonic address "GABZ" LAUGHLIN AFB Mnemonic address "LLNZ"

#### 12.17 U. S. ARMY PROVOST MARSHALS OFFICE

A.	INFORMATION AVAILABLE:	AWOL and deserter information. (2) Records of criminal history maintained by subject, victim or complainant. (3) Locator service for military personnel assigned at or near Forts. (4) Vehicle registration by registration tags.
B.	INQUIRY REQUIREMENTS:	Complete name, DOB, and social security number and assigned unit, if available. Provide tag number for registration information.
C.	AVAILABILITY:	24 hours daily.
D.	RESPONSE TIME:	15 minutes.
E.	MESSAGE REQUIREMENTS:	Direct message to desired Post.
		PMO FORT HOOD Mnemonic address "FTHZ" PMO FORT BLISS Mnemonic address "FTBZ" PMO FORT SAM HOUSTON Mnemonic address "FSHZ" PMO RED RIVER ARMY DEPOT Mnemonic address "RRAZ" PMO CORPUS CHRISTI ARMY DEPOT Mnemonic address "CADZ"

**12.18 U. S. DEPARTMENT OF EDUCATION**

A.	INFORMATION AVAILABLE:	Can determine if their Office of Inspector General would have a Federal jurisdictional interest in criminal matters involving educational institutions, proprietary schools, or students. Can provide information relative to above subject areas. Upon request, will conduct joint investigations with other local, state, or Federal law enforcement agencies in matters of mutual criminal investigative interest
B.	INQUIRY REQUIREMENTS:	Information protected under the Privacy Act requires the standard privacy act request information. All other information can be provided on an informal basis via TLETS.
C.	AVAILABILITY:	7:00 - 4:30, Monday – Friday
D.	RESPONSE TIME:	As soon as possible, depending on type of information and or assistance requested.
E.	MESSAGE REQUIREMENTS:	Direct message to mnemonic address "DQEZ". Address message to "U.S. DEPARTMENT OF EDUCATION, DALLAS".

**12.19 U. S. SECRET SERVICE**

A.	INFORMATION AVAILABLE:	Provide information regarding check forgers (U.S. Government checks or bonds), counterfeiters, and subjects who make threats against the President, Vice President and leaders of foreign countries.
B.	INQUIRY REQUIREMENTS:	Formal, administrative message format and specify what information/assistance is needed.
C.	AVAILABILITY:	8:00 - 4:30, Monday – Friday

D.	RESPONSE TIME:	As soon as possible, depending on type of Information and / or assistance requested.
E.	MESSAGE REQUIREMENTS:	Direct message to desired city.
		U. S. SECRET SERVICE, McAllen Mnemonic address "MSSZ" U. S. SECRET SERVICE, HOUSTON Mnemonic address "HSSZ" U. S. SECRET SERVICE, AUSTIN Mnemonic address "ASSZ" U. S. SECRET SERVICE, SAN ANTONIO Mnemonic address "SAQZ"

**12.20 BUREAU OF ALCOHOL, TOBACCO, FIREARMS**

A.	INFORMATION AVAILABLE:	Identities of persons investigated by ATF. Tracing of firearms and explosives.
B.	INQUIRY REQUIREMENTS:	For persons; name, race, sex, DOB. For firearms; serial number, make, type, model, caliber, capacity, finish, barrel length, other identifying marks. For explosives; date shift code, manufacturer, type, brand name, any other information available.
C.	AVAILABILITY:	8:00 - 4:30, Monday - Friday
D.	RESPONSE TIME:	Thirty minutes for information on ATF. Investigations. Tracing response time varies with urgency and complexity of requests.
E.	MESSAGE REQUIREMENTS:	Direct message to desired city.
		ATF AUSTIN Mnemonic address "TFAZ" ATF DALLAS Mnemonic address "TFDZ" ATF HOUSTON Mnemonic address "TFHZ"

**12.21 U. S. DEPARTMENT OF AGRICULTURE INSPECTOR GENERAL**

A.	INFORMATION AVAILABLE:	<ol style="list-style-type: none"> <li>1. Investigative files.</li> <li>2. Indices:             <ol style="list-style-type: none"> <li>a) Subjects, etc., related to specific investigations.</li> <li>b) Intelligence not developed into an investigation</li> </ol> </li> <li>3. Access to all the administrative and program files of the U. S. Department of Agriculture in Texas and the nation (e.g., aerial, maps of rural areas, personnel data of employees, program requirements, procedures and qualifications of participants).</li> </ol>
B.	INQUIRY REQUIREMENTS:	<p>Most information will be obtained and made available to any law enforcement agency with a legitimate criminal investigative need. Some information (e.g., program procedures, requirements, and qualification generally) is public information without restrictions. Sensitive information will be released upon the certification of the requesting agency that such information is for criminal investigative purposes</p>
C.	AVAILABILITY:	<p>Items 1 and 2 in A. 0745-1700 Monday-Friday. Investigative files are routinely retired and stored in a federal records center following the completion of actions. These files require one to five days to retrieve.</p>
D.	RESPONSE TIME:	<p>Items 1 and 2, immediate unless the note in item C if applicable.</p>
E.	MESSAGE REQUIREMENTS:	<p>Direct message to mnemonic address DATZ and address to TEMPLE DEPARTMENT OF AGRICULTURE IG.</p>

**12.22 TEXAS STATE BOARD OF PHARMACY (Austin)**

A.	INFORMATION AVAILABLE:	Under the Open Records Act, Article 6562- 17a, V.T.C.S., information concerning a licensee's name, address, date of birth, social security number, sex, license number, date of graduation from college of pharmacy, date licensed, present status of license, present employment status (if applicable) and whether the license has had any disciplinary action by the Board. (With the exception of Impaired Pharmacist Orders) Copies of the pharmacists' license renewal application can also be provided to the requesting criminal justice agency.
B.	INQUIRY REQUIREMENTS:	The name, social security number (if available) and the date of birth (if available) of the pharmacist to be checked. If a copy of a record is requested, the inquiry must be in writing and include the above information.
C.	AVAILABILITY:	9:00 - 5:00, Monday - Friday.
D.	RESPONSE TIME:	TLETS requests- 30 minutes. Written-2 days.
E.	MESSAGE REQUIREMENTS:	Direct message to mnemonic address DRGZ and address to AUSTIN BOARD OF PHARMACY. Written requests directed to: Texas State Board of Pharmacy, Director of Investigations, 8505 Cross Park Drive, Suite 110, Austin, Texas 78754-4533.

### 12.23 THE ATTORNEY GENERAL OF TEXAS

A.	INFORMATION AVAILABLE:	Information concerning the number of consumer complaints received and suits filed against a particular business entity. Information concerning principals and agents of business complained and/or filed against.
B.	INQUIRY REQUIREMENTS:	The name and address of the business or individual. Additional identifiers of individuals is helpful.
C.	AVAILABILITY:	8:00 - 5:00, Monday – Friday
D.	RESPONSE TIME:	15 minutes to 2 hours.
E.	MESSAGE REQUIREMENTS:	Direct message to mnemonic address AGAZ and address to AUSTIN ATTORNEY GENERAL PROSC. ASSISTANCE.

### 12.24 TEXAS STATE LOTTERY

A.	INFORMATION AVAILABLE:	The Texas State Lottery Commission is responsible for criminal acts and other improprieties concerning both the Texas Lottery and bingo operations.
B.	INQUIRY REQUIREMENTS:	Dependent upon type of investigation and/or event/incident involved.
C.	AVAILABILITY:	0800 - 1700 Monday – Friday
D.	RESPONSE TIME:	Dependent upon type of data/assistance requested.
E.	MESSAGE REQUIREMENTS:	Direct message to mnemonic address TSLZ and address to AUSTIN STATE LOTTERY SECURITY. Written requests directed to: Texas State Lottery, P. O. Box 16600, Austin, Texas 78761-6600. Phone (512) 344-5478 or (800) 375-6886. Other Texas Lottery Commission regional offices are located in El Paso at (915) 834-4912, Dallas at (214) 631-7711 Ext. 222, Houston at (713) 802-9381 Ext. 224, Odessa (915) 552-0377 and San Antonio at (210) 593-8052, Ext. 223.

**12.25 NATIONAL DRUG POINTER INDEX (NDPIX) and NATIONAL VIRTUAL POINTER SYSTEM (NVPS)**

A.	INFORMATION AVAILABLE:	This database is for agencies involved in drug interdiction and sharing nationwide target deconfliction pointer system, National information to share a counter-narcotics initiative among registered participants. The release of sensitive information is limited to individuals with a need to know/right to know basis. All participating state, local and federal law enforcement agencies. Upon acceptance the DEA will issue a password and user ID.
B.	INQUIRY REQUIREMENTS:	To participate your agency must sign a participation agreement. Contact the DEA or NVPS. 1 800-276-5558 517-336-6107
C.	AVAILABILITY:	24 Hours
D.	RESPONSE TIME:	30 TO 40 MINUTES
E.	MESSAGE REQUIREMENTS:	Must be approved participant.

**12.26 SOCIAL SECURITY ADMINISTRATION**

A.	INFORMATION AVAILABLE:	The SSA can provide assistance in verifying the validity of Social Security numbers. The SSA is responsible for investigation violations of Social Security law; defending against the unauthorized use of another's Social Security number by false information, or counterfeiting.
B.	INQUIRY REQUIREMENTS:	Call the SSA. Should any agency in a course of their investigation become aware of any violations, you may contact the SSA. The SSA may act upon the facts and circumstances of the pending case.
C.	AVAILABILITY:	9:00-5:00 Monday – Friday
D.	RESPONSE TIME:	Depends on case.
E.	MESSAGE REQUIREMENTS:	Call the SSA in Dallas 214/767-0605 or you may call the toll free fraud hot line: 1/800 269-0271.

**12.27 U.S. DEPARTMENT OF LABOR INSPECTOR GENERAL**

A.	INFORMATION AVAILABLE:	<p>Assistance with,</p> <ol style="list-style-type: none"> <li>1. Labor Racketeering and Program, Fraud investigative files.</li> <li>2. Indices:               <ol style="list-style-type: none"> <li>a) subjects, etc. related to specific investigation.</li> <li>b) intelligence not developed into an investigation.</li> </ol> </li> <li>3. Access to almost all the administrative and program files of the U.S. Department of Labor in Texas and the nation (e.g., personnel data of employees, program requirements, procedures and qualifications of participants).</li> </ol>
B.	INQUIRY REQUIREMENTS:	<p>Most information will be obtained and made available to any law enforcement agency with a legitimate criminal investigative need. Some information (e.g., program procedures, requirements, and qualification generally) is public information without restrictions. Sensitive information will be released upon the certification of the requesting agency that such information is for criminal investigative purpose.</p>
C.	AVAILABILITY:	<p>Items 1 and 2 in A - 0730-1630 Monday-Friday. (Investigative files are routinely retired and stored in a federal records center following the completion of actions. These files require one to five days to retrieve.</p>
D.	RESPONSE TIME:	<p>Items 1 and 2, immediate, unless the note in Item C is applicable.</p>
E.	MESSAGE REQUIREMENTS:	<p>Telephone 214-767-2925</p>

**12.28 LAW ENFORCEMENT SERVICE CENTER (LESC)**

A.	INFORMATION AVAILABLE	The LESC serves as a national enforcement operations center by status and identity information on aliens suspected, arrested or convicted of criminal activity. There are 8 INS databases searched by the LESC after receiving a query: CENTRAL INDEX SYSTEMS (CIS), COMPUTER LINKED APPLICATION INFORMATION MANAGEMENT SYSTEM (CLAIMS), DEPORTABLE ALIEN CONTROL SYSTEM (DACS), NATIONAL AUTOMATED IMMIGRATION LOOKOUT SYSTEM II (NAILSII), NONIMMIGRANT INFORMATION SYSTEM (NIIS), STUDENT AND SCHOOLS SYSTEM (STSC), RE-DESIGNED NATURALIZATION APPLICATION CASEWORK SYSTEM (RNACS), AND REFUGEE, ASYLUM AND PAROL SYSTEM (RAPS).
B.	INQUIRY REQUIREMENTS	Transaction code for the INS format is IAQ, for questions concerning this format contact the TLETS Section <a href="mailto:www.tlets@txdps.state.tx.us">www.tlets@txdps.state.tx.us</a> .  Submit by name, date or birthday and any other information you may have.
C.	AVAILABILITY	24 hours, 7 days a week.
D.	RESPONSE TIME	20 minutes to an hour.
E.	MESSAGE REQUIREMENT	For direct contact information: INS Law Enforcement Support Center, 70 Kimball Avenue, RM 117 South Burlington, Vermont 06403, ORI/VTINS0700 by telephone 803/872-6000.

## 13.0 ADDITIONAL NLETS INFORMATION AND/OR SERVICES FOR CRIMINAL JUSTICE AGENCIES

TLETS users have access to a number of additional files, services, systems, and databases through the NLETS network. Available information, formats, procedures, and methods to access this information and files is outlined in the following sections.

### 13.1 ON-LINE ORI AGENCY IDENTIFIER LOOKUP FILE (ORION)

As outlined in Chapter 3, Section 3.3, NLETS administrative messages are addressed to specific agencies by utilizing an agency's ORI. The NLETS Message Switcher maintains an alphabetized on-line look-up file, designated ORION, to enable agencies to obtain the ORI for specific agencies on the NLETS network.

The NLETS automated on-line ORI directory (ORION) allows TLETS members to obtain the following information from all NLETS users, including Canadian agencies outlined in Section 13.10. The ORI, name of the agency, address, phone number, optional alternate phone number, optional facsimile (Fax) phone numbers, whether or not the agency is operational twenty-four hours daily, whether or not the agency has a direct access terminal, and whether or not the agency is authorized to receive criminal history record information (CHRI). Inquiries may be made by one of three methods.

The first method of inquiry is a file search by location, limited if desired, to a particular agency type. The response to an inquiry by location will usually comprise summaries of all matching records; however, if there are three or fewer matches, complete records for the matches are returned.

The second type of inquiry retrieves specific records by ORI. The response consists of the complete text of all records on file for the ORI.

The third type of inquiry is a file search by Federal agency ID, limited if desired, to a particular location. The response to an inquiry by Federal agency ID will usually comprise summaries of all matching records; however, if there are three or fewer matches, complete records for the matches are returned.

NOTICE: All county/military agencies will have two records, one by the county name and one by city, example: LOC/HILL COUNTY and LOC/HILLSBORO example; LOC/AFO—DYESS AND LOC/AFO-ABILENE

A complete record response includes the following: ORI, LOCATION, AGENCY NAME, TYPE OF AGENCY, ADDRESS, CITY, ZIP CODE, PHONE NUMBER, OPTIONAL ALTERNATE PHONE NUMBER, OPTIONAL FAX PHONE NUMBERS, HOURS OF SERVICE, CHRI AUTHORIZATION, RECORD OWNER, OPTIONAL REMARKS FIELD, and DATE OF LAST UPDATE. A summary response, when there are four or more matches to an inquiry, will include: AGENCY NAME, LOCATION, ORI, INDICATORS OF HOURS OF SERVICE, CHRI AUTHORIZATION CODE, INDICATION (if appropriate) that the record is for a non-criminal justice agency and an indication if the agency has Fax equipment, and LEGEND OF CODE INTERPRETATION. For negative responses indicating no records were found, NLETS will return a "NO RECORD FOUND" message.

All responses to ORION inquiries utilize the NLETS message type code "TR". The sending ORI indicated in all "TR" responses shown in the NLETS output header will be "??ORION00" where the two "??" will be the state POE code the inquiry was made to.

### **13.1.1 ORION INQUIRY FORMAT**

Enter transaction code **TQ** in the options menu screen and depress the ENTER key. The NLETS ORION Inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

### 13.1.2 AGENCY TYPE CODES

These are the agency type codes used in the "TYP:" field.

CODE	AGENCY TYPE
PD	Any law enforcement agency of city government.
SO	Any law enforcement agency of county government including parishes.
SA	Any law enforcement agency employed by a state with statewide jurisdiction.
LE	Any law enforcement agency not fitting the above criteria.
FE	Any federal law enforcement agency.
JA	Any criminal justice prosecutor agency.
JC	Any criminal justice corrections agency.
JG	Any criminal justice probation agency.
JJ	Any criminal justice court agency.
CJ	Any defined non-law enforcement criminal justice agency not fitting the above criteria.
NJ	Any non-law enforcement or criminal justice agency or organization.

### 13.1.3 FEDERAL AGENCY CODES

These are the Federal Agency Codes used in the "FED:" field.

CODE	AGENCY NAME
MSC	Health and Human Resources
FBI	Federal Bureau of Investigation
DEA	Drug Enforcement Administration
USC	US Customs Service
ATF	Alcohol, Tobacco, and Firearms
INS	Immigration and Naturalization Service
DOJ	Department of Justice
SSA	US Secret Service
PIS	Postal Inspection Service
NIS	Naval Investigative Service
MSC	US Coast Guard
MSC	Department of Veterans Affairs
MSC	US Food and Drug Administration
MSC	US Capitol Police
MSC	Department of Commerce

USM	US Marshals
MSC	Defense Investigative Service
AFO	US Air Force
MSC	US Navy
OSI	US Air Force Office of Special Investigation
MSC	US Marines
IRS	Internal Revenue Service
MSC	Dulles Airport Police
FAA	Federal Aviation Administration
MSC	Federal Protective Service
DOS	US Department of State
DOI	US Department of Interior
MSC	US Department of Agriculture
USA	US Army
MSC	US Department of Labor
MSC	US Department of Defense
MSC	Washington National Airport
BIA	Bureau of Indian Affairs
MSC	US Department of Treasury

#### 13.1.4 ORION MODIFY FORMAT

All ORION records are originally entered by the DPS Austin Information Management Service when an agency originally joins the TLETS system. However, anytime a change or addition in any of the following occurs, the agency **MUST** modify the appropriate information in their records(s).

Mailing address; primary phone number; alternate phone number; primary facsimile number; secondary facsimile number; zip code; hours of operation; agency name, city; remarks field.

Enter transaction code **TU** in the options menu screen and depress the ENTER key. The NLETS ORION Modify format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. (See Chapter 11, Section 11.2 and 11.3.

## **13.2 AIRCRAFT REGISTRATION**

The Aircraft Registration System (ACRS) is an on-line inquiry system which provides information to users about commercial and private aircraft registered with the Federal Aviation Administration (FAA). Aircraft registration data is provided and maintained by the Treasury Enforcement Communications System (TECS) through a NLETS/TECS interface. The file is kept up-to-date by TECS through magnetic tapes received from the FAA every 2-4 weeks.

Aircraft registration information may be obtained by one of three methods. By registration number (Tail number), serial number (SER), or by the name of the registrant (Owner).

### **13.2.1 INQUIRY FORMAT**

Enter transaction code **GQ** in the options menu screen and depress the ENTER key. The NLETS Aircraft Registration Inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

### **13.2.2 RESPONSES**

The reply to this inquiry will be in the form of an NLETS "GR" message type. Complete aircraft registration information can be obtained only by the registration number (REG:) inquiry. Inquiries by registrant (NAM:) and serial number (SER:) may generate hit lists of up to fifty (50) matches. This list will contain abbreviated information on each aircraft including the registration number. In order to retrieve the full record, an inquiry by the registration number (REG:) will be required.

### **13.3 AIRCRAFT TRACKING SYSTEM**

#### TEMPORARILY UNAVAILABLE

The Aircraft Tracking System (ACTS) provides users with the capability of accessing information on the movement and location of private aircraft. In order to be accomplished, the ACTS integrates Visual Flight Rules (VFR) flight plan data from Federal Aviation Administration (FAA) Flight Service Stations (FSS) and Instrument Flight Rules (IFR) flight plan data from FAA Air Route Traffic Control Centers with aircraft arrival, departure and sighting data from Customs Inspectors, Control Officers and other Federal, state, and local law enforcement agencies.

#### **13.3.1 INQUIRY FORMAT**

Enter transaction code **JQ** in the options menu screen and depress the ENTER key. The NLETS Aircraft Tracking Format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

#### **13.3.2 AIRCRAFT TYPE CODES**

Inquiries by aircraft type (TYP:) require a four- (4) character aircraft type code. The aircraft type codes are those established by the International Civil Aviation Organization (ICAO). The make and types of aircraft manufactured world- wide are contained in an ICAO publication. Due to the size of this publication, it is not practical for DPS to publish and distribute this document to each TLETS user. For inquiries by aircraft type, users must contact the DPS State Operations Center at mnemonic address "AZAA" to obtain the four- (4) character type code. Your inquiry **MUST** include the make and model of the aircraft, the **NAME** of the **REQUESTING OFFICER**, and the **REASON** for the request. DPS SOC Center personnel will then supply the type code for use in the inquiry format.

### 13.3.3 RESPONSES

The reply to the above inquiry will be in the form of a NLETS "JR" message type. Positive responses to sighting inquiries utilize the following abbreviations:

SRC	-	Source of data (Data type)
VFR	=	Visual Flight Rules Flight Plan
IFR	=	Instrument Flight Rules Flight Plan
SIT	=	Aircraft sighting (Customs/NLETS)
DEP	=	Aircraft departure (Customs entry only)
ARR	=	Aircraft arrival (Customs entry only)
STA/ORI	=	ORI of station/agency entering tracking record.
REG	=	Aircraft ID (Registration number)
TYPE	=	Aircraft type (i.e. C172 = Cessna 172)
DPTD	=	Departure Airport Code (See Section 13.3.4)
DSTN	-	Destination Airport Code (See Section 13.3.4)
*ETA	-	Estimated time of arrival at DSTN (VFR records only)

\*ETA is expressed in Greenwich Mean Time (ZULU)  
Mountain Standard Time + 7 hours  
Mountain Daylight Time + 6 hours  
Central Standard Time + 6 hours  
Central Daylight Time + 5 hours

### 13.3.4 AIRPORT CODE TRANSLATION

To translate the departure airport code (DPTD) and destination airport code (DSTN) contained in positive "JR" responses, enter transaction code "JQ" in the options menu screen as outlined in Section 13.3.1. When the NLETS Aircraft Tracking Format appears, the cursor will be located at the beginning of the ATN: field. Tab to the COD: field and enter the four (4) character Airport Code. Depress the ENTER key to transmit the inquiry. Note: When inquiring by COD:, data cannot be entered into ANY OTHER field. (Except the optional control field).

## 13.4 INTERNATIONAL CRIMINAL POLICE ORGANIZATION (INTERPOL)

INTERPOL provides the following information and assistance from approximately 150 foreign countries. The procedures outlined in the section pertain to all foreign countries except **Canada**. Users should refer to Section 13.10 for Canadian access procedures.

CRIMINAL HISTORY CHECKS

VEHICLE REGISTRATION CHECKS

DRIVER LICENSE CHECKS

FULL INVESTIGATION LEADING TO ARREST AND EXTRADITION

LOCATE SUSPECTS/FUGITIVES/WITNESSES

INTERNATIONAL WANTED CIRCULAR

TRACE WEAPONS/MOTOR VEHICLES ABROAD

OTHER TYPES OF CRIMINAL INVESTIGATIONS

All requests for assistance and information must reflect the connection between an ongoing criminal investigation, including the type of offense, and the data requested. Also include your agency's telephone number and area code.

To access INTERPOL through NLETS, use the Administrative Message Format (Chapter 4, Section 4.2) directed to the ORI **DCINTER00**. In the text of the message utilize the formal message format and specify in plain language what information is needed from what country.

### 13.4.1 INTERPOL MEMBER COUNTRIES

Because of constantly changing world political situations, it is not practical to publish a current list of countries that are INTERPOL members. Verification of the membership status of a specific country can be obtained from the United States National Central Bureau of INTERPOL in Washington DC. Direct an administrative message (AM) to the ORI of DCINTER00.

## 13.5 SNOWMOBILE REGISTRATION INQUIRIES

Texas does not maintain any registration files on snowmobiles. Snowmobile registration information is maintained in other states and TLETS users may obtain this information through the NLETS network. Inquiries may be made by snowmobile registration number (REG), the vehicle identification number (VIN), or by owner's name and optional date of birth (NAM-DOB). Users should recognize that, although NLETS supports these three types of inquiries, not all states participate in this program. Some states that do may not be able to respond to all types of inquiries. (Particularly on name and date of birth.)

To inquire, enter transaction code **SQ** in the options menu screen and depress the ENTER key. The NLETS SNOWMOBILE REGISTRATION INQUIRY: format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

### 13.5.1 SNOWMOBILE REGISTRATION RESPONSE PREFIXES

The prefixes used for a snowmobile registration response, along with their translations are NLETS policy.

<u>Prefix</u>	<u>Translation</u>
REG/	Registration number
EXPIRES/	Expiration date of registration
VIN/	Vehicle identification number
NAM/	Name of registree
DOB/	Date of birth
ADR/	Address of registered owner
MAKE/	Manufacturers name
MODEL/	Model name
COLOR/	Color of snowmobile
YR BUILT/	Year built or assembled
POWER/	In horsepower or cubic centimeters (i.e. 47HP or 800 CC)

### **13.5.2 MANUAL CHECKS**

When information cannot be obtained by using this inquiry format to a state or the information obtained from the "SR" response is not clear or contains errors, then a manual check will be required. Manual checks must utilize the Administrative Message Format (Transaction code "AM" outlined in Chapter 4, Section 4.2). The message should be addressed to the agency in that state that handles and processes manual checks for snowmobile registration information. This is accomplished by utilizing a standardized ORI in the NLETS DESTINATIONS field.

The standardized ORI for manual snowmobile registration checks is:

??SNOW0000 Where the two ?? = 2 character state POE code.

NLETS users should also utilize the NLETS help files outlined in Chapter 11, Section 11.4 to obtain inquiry requirements and code translation information for specific state snowmobile registration data base systems.

### **13.6 NATIONAL CENTER FOR MISSING AND EXPLOITED CHILDREN (NCMEC)**

NCMEC was established through a cooperative agreement with the U.S. Department of Justice through the Office of Juvenile Justice and Delinquency Prevention to pro-actively address the difficult issues of missing and exploited children and to assist parents, law enforcement, and governmental institutions.

The technical advisors of NCMEC are former law enforcement officers who are experienced in the field of missing and exploited children investigations. The technical advisors will be communicating directly with law enforcement on the local, state, and federal levels providing technical assistance and training. NCMEC also provides a toll-free "hotline" for reporting sightings of missing children. All information received via the "hotline" is immediately channeled to the law enforcement agency having case responsibility. These investigative leads will be transmitted via NLETS to the law enforcement agency in the form of an administrative message (AM). NCMEC will also be able to receive any return messages from law enforcement agencies via NLETS

To contact NCMEC via NLETS, direct an Administrative Message to the ORI of **VA00709W** and address it to NCMEC, ARLINGTON, VA. Additional access to NCMEC can be made via the telephone number (703) 235-3900. NCMEC is available 24 hours daily to report sightings of missing children via the toll-free "hotline" of 1-800-843-5678.

They also have a web site available <http://www.missingkids.com>

### **13.7 FEDERAL AGENCY MEMBERSHIP**

The following Federal Agencies are members of NLETS and messages can be directed to them utilizing the NLETS administrative message coding procedures and using the two- (2) letter POE codes below.

U.S. MARSHAL.....	MR
POSTAL INSPECTION SERVICE .....	PS
NAVAL INVESTIGATIVE SERVICE ...	DN
AIR FORCE O.S.I. ....	AI
FBI (NCIC).....	FB
U.S. CUSTOMS SERVICE .....	TC
DEPARTMENT OF STATE .....	DS
U. S. SECRET SERVICE.....	SS
DEPARTMENT OF JUSTICE .....	DJ

For additional information pertaining to these agencies, refer to the NLETS HELP FILES in Chapter 11, Section 11.4.

#### **13.7.1 TREASURY ENFORCEMENT COMMUNICATIONS SYSTEM (TECS)**

The Treasury Enforcement Communications System (TECS) is an associate member of the NLETS system. Through TECS, messages are routed to the following Federal Agencies using their nine character ORI obtained from the ORION files (Section 13.1).

- US CUSTOMS
- INTERNAL REVENUE SERVICE
- ALCOHOL, TOBACCO, FIREARMS

### 13.7.2 US DEPARTMENT OF JUSTICE (JUST)

The U. S. Department of Justice System (JUST) is an associate member of the NLETS system. Through JUST, messages are routed to the following Federal agencies using their nine character ORI obtained from the ORION files (Section 13.1).

- DRUG ENFORCEMENT ADMINISTRATION
- IMMIGRATION AND NATURALIZATION SERVICE
- U. S. MARSHALS SERVICE

### 13.8 HAZARDOUS MATERIAL FILE (HAZMAT)

The NLETS Switcher houses and maintains a data base file on hazardous materials. This file and updates is provided to NLETS by the Department of Transportation and, with a few minor exceptions, is identical to the Department of Transportation's Emergency Response Guide.

The purpose of the file is to provide users with on-line information on hazardous materials. Inquiries are made on a four- (4) digit internationally recognized code called a "UN number". This number, normally found on a placard on the vehicle, will relate directly to the hazardous material therein. Responses will indicate the following information:

- Chemical name
- Personal safety precautions
- General Handling procedures
- Disposal methods
- Degree of hazard to public health
- Availability of countermeasure materials

Although CHEMTREC does not have a direct link in this process, every response from NLETS will direct the user to contact CHEMTREC at 800-424-9300 if an actual emergency exists. CHEMTREC not only can provide one on one contact, but may also have additional and/or more detailed information on the chemical in question.

#### 13.8.1 INQUIRY FORMAT

Enter transaction code **MQ** in the options menu screen and depress the ENTER key. The NLETS HAZMAT Inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

### **13.9 HIT CONFIRMATION TRANSACTIONS**

At the request of the FBI/NCIC, NLETS established and approved the implementation of fixed format hit confirmation transactions. These transactions are identified by the NLETS message type codes **YQ** and **YR**.

The NCIC hit confirmation policy states: "When an agency receives a positive response from NCIC and an individual is being detained, or a piece of property may be seized, an immediate confirmation with the agency that originated the record in the system is necessary to ensure the validity of the hit before an arrest or seizure is made. Likewise, the originating agency has the duty to promptly respond with the necessary confirmation and other pertinent details." (NCIC Operating Manual, Section 1.7, page Intro-6).

"Upon receipt of a hit confirmation request, the originating agency (ORI) of the record must, within ten minutes, furnish a substantive response, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject." (NCIC Operating Manual, Section 5.5, pages 1-30).

In order to standardize the hit confirmation transaction, a fixed format hit confirmation must be used by the states. The message to be sent for confirmations utilizes transaction code **YQ** and responses use transaction code **YR**.

Although these hit confirmation transactions utilize the NLETS network, the specific formats and operational procedures are provided TLETS users by the DPS Crime Records Service.

### **13.10 CANADIAN ACCESS**

Section 13.4 outlines procedures for obtaining information from 150 foreign countries via INTERPOL. To improve communications with Canada a computer-to-computer interface has been established between the INTERPOL offices in Canada and the United States via NLETS. Through this interface, a variety of information is available on an automated basis. The interface is not totally automated since existing policies in both the U.S. and Canada require that there be pre-screening on certain types of information exchange, and because some types of information are not available on a strictly automated basis.

Canadian information, outlined in this section, is provided from a number of sources. The Canadian Police Information Centre (CPIC) is a system somewhat similar to the FBI's NCIC, and provides certain person and vehicle information (Sections 13.10.3 and 13.10.4) and vehicle registration and driver license information (Sections 13.10.5 and 13.10.6) for several provinces and the two territories that do not maintain their own vehicle and driver license files.

Those provinces that maintain their own files will provide their vehicle registration and driver license information directly. However, driver license status information will come directly from CPIC.

CPIC has both confidentiality and dissemination policies regarding the use of the information they provide. These policies and restrictions are nearly identical to those currently in existence for NLETS concerning criminal history record information. CPIC requires that this information be restricted to criminal justice agencies for criminal justice purposes only.

### 13.10.1 CANADIAN ADDRESSING CODES

All Canadian ORI codes are 7 characters with the first 2 characters being the province code outlined below. This is followed by 5 alphanumeric characters. Since NLETS standards require 9 characters for ORI routing simply add 2 zeros (00) to the end of the Canadian ORI. Note: These 9 character ORI codes and 2 character POE codes are those established for this NLETS/INTERPOL Canadian interface. These are NOT NCIC ORI's.

<u>Province</u>	<u>POE Code</u>
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NK
Newfoundland	NF
Nova Scotia	NS
Ontario	ON
Prince Edward Island	PE
Quebec	PQ
Saskatchewan	SN
Northwest Territories	NT
Yukon Territories	YT

### 13.10.2 REASON CODES (RSN)

Each fixed format directed to Canada must have one of the following reason codes in the RSN field. N=Narcotics, F=Fraud (Including counterfeit documents), V=Violent crimes, T=Traffic violations, S=Theft, or H=Humanitarian (Missing, runaway, ATL, etc.)

#### Person/Property in Site (PPS)

Each fixed format must also indicate whether the person/vehicle being inquired on is present or in sight by the requestor. If in sight, enter a Y in this field. If not, enter an N in this field.

### 13.10.3 PERSONS INQUIRY FORMAT

Enter transaction code **WQ** in the options menu screen and depress the ENTER key. The NLETS Canadian Persons Inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

Responses to this inquiry will be in the form of an NLETS "WR" message type and will provide checks for the following:

- **Wanted (WANT)**= A person who is arrestable and/or for whom a warrant has been issued. Persons wanted by Provincial, Canada-wide, and extraditable warrants are recorded in this file.
- **Charged (CHGD)**= A person against whom legal proceedings have commenced in relation to a criminal code offense or an offense under a Federal statute, who is waiting final disposition, including any appeal, and for whom a warrant to arrest is not in force for that offense.
- **Prohibited (PROHIB)**= A person against whom an Order of Prohibition is in effect with regard to liquor, firearms, vehicle driving and boat operation, hunting or any other court or statute-imposed prohibition.
- **Parolee (PAROL)**= A person who has been convicted of a criminal offense and has been released on: Parole, day parole, life parole, mandatory supervision, or temporary absence over 24 hours from a federal penitentiary.

- **Probation (PROB)**= This refers to a person who has been convicted or found guilty of an offense and has been given a suspended sentence, or conditional discharge under section 736(1) CC, or has been release on probation, or has been placed on peace bond, recognizance or restraining order, or is a young offender who is in "open custody".
- **Refused (REF)**= A person who has been refused the issuance of a Firearm Acquisition Certificate (FAC), been refused the issuance of a Firearm Registration Certificate (FRC), or had an FRC revoked.
- **Observation (OBS)** = In the event a person is reported as being under "observation", take no action based on this information and do not divulge the existence of this information to any non-criminal justice personnel. This category is used to record data on a person known to be dangerous to himself/herself or to others, suspected of committing a criminal offense or involved in an offense or in regard to officer safety.
- **Missing (MISS)**= A person reported missing, who has been admitted/committed to a mental institution or hospital psychiatric ward and has left without permission or formal discharge, or for whom a police agency has undertaken to assist in locating on compassionate grounds.

When a possible hit is realized, Canada will not release details of the Person records until they confirm the record is valid. There may be a delay because of this mandatory confirmation process in Canada. Therefore, it will never be necessary to go through the hit confirmation process (YQ/YR) with the Canadian agency that entered the record.

#### 13.10.4 VEHICLE INQUIRY FORMAT

Enter transaction code **VQ** in the options menu screen and depress the ENTER key. The NLETS Canadian Vehicle Inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

Responses to this inquiry will be in the form of an NLETS "VR" message type and will provide checks for the following:

- **Stolen (V or VEHICLE)** = A vehicle which has been stolen, or taken from its rightful owner by the commission of a crime.

- **Observation (OBSERVEH)** = A vehicle which is connected with criminal activities and may or may not be related to a specific individual. In the event a vehicle is reported as being under observation, take no police action! This information is provided solely for officer safety. Subjects present or associated with the vehicle must not be notified that the vehicle is reported under observation by the CPIC system. The inquiring agency should contact Washington INTERPOL (See Section 13.4) for further instructions regarding the vehicle and/or occupants.
- **Crime (CRIME)** = A vehicle known to be connected to the commission of a crime. They are entered on the system by an agency wishing to examine the vehicle for possible evidence.
- **Abandoned (ABAN or ABANDONED)** = A vehicle which comes into its possession through abandonment, seizure, or impounding by other means.
- **Pointer (PNTRV or POINTERVEH)** = A vehicle whose function is only to "point" to a prime record in the system. For example, an individual wanted for a specific offense is entered into the system as a wanted person record and is known to drive a particular car. The vehicle's particulars are entered on the system, as a PNTRV record to point to the prime wanted person record should an inquiry be received concerning the vehicle only.

When a possible hit is realized, Canada will not release details of the Vehicle records until they confirm the record is valid. There may be a delay because of this mandatory confirmation process in Canada. Therefore, it will never be necessary to go through the hit confirmation process (YQ/YR) with the Canadian agency that entered the record.

### 13.10.5 DRIVER LICENSE INQUIRY FORMAT

Enter transaction code **UQ** in the options menu screen and depress the ENTER key. The NLETS Canadian Driver License Inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

This inquiry results in a check of both the driver license files from the specified province/territory AND the Person file at CPIC. Two responses will be received. The "UR" response will provide the requested driver license data. However, a "WR" response will also be received as outlined in Section 13.10.3.

Data provided in the driver license responses from Canadian provinces and territories is not standardized or uniform. Users may need to refer to the NLETS help files (Transaction code "NHF") for data interpretation on some returns that are not self-explanatory or that contain codes or terms that are not known to you. If this help file data or other information is not available, then a manual check using the procedures outlined in Section 13.10.7 will be required.

#### **13.10.6 VEHICLE REGISTRATION INQUIRY FORMAT**

Enter transaction code **XQ** in the options menu screen and depress the ENTER key. The NLETS Canadian Vehicle Registration Inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3.

This inquiry results in a check of both the registration file from the specified province/territory AND the Vehicle file at CPIC. Two responses will be received. The "XR" response will provide the requested vehicle registration data. However, a "VR" response will also be received as outlined in Section 13.10.4.

Data provided in the vehicle registration responses from Canadian provinces and territories is not standardized or uniform. Users may need to refer to the NLETS help files (Transaction code "NHF") for data interpretation on some returns that are not self-explanatory or that contain codes or terms that are not known to you.

### **13.10.7 ADMINISTRATIVE MESSAGES**

TLETS users may direct administrative messages to any agency on the CPIC network in Canada. These administrative messages must utilize the "formal" or "informal" message format and proper message composition as outlined in Chapter 4. In addition to these requirements, all administrative messages must include the REASON for the REQUEST and the FULL NAME of the REQUESTOR.

Use the existing administrative message format (Transaction code AM or PF1/F1. However, the following restrictions apply when directing this format to Canadian agencies. ONLY a single Canadian destination may be used on the NLETS destination line per transmission. These messages may be addressed to specific Canadian agencies in these Provinces/Territories using a 9 character ORI. ORI information for these specific agencies may be obtained from the ORION system as outlined in Section 13.1.

Communicating with Canada is restricted to the following types of administrative inquiries:

- General administrative messages for investigative reasons of a broad nature or for purposes of broadcasting information.
- These messages will be reviewed by INTERPOL in the U.S. prior to forwarding to Canada. To broadcast an "AM" message, it must be addressed to the POE code of "CN".
- Manual checks for driver license information that is not available using the procedures outlined in Section 13.10.5.
- Requests for information on Canadian agency identifiers that is not available from the NLETS ORION system.

### **13.10.8 STOLEN ARTICLE INQUIRY FORMAT**

Enter transaction code CAQ in the options menu screen and depress the ENTER key. The NLETS Canadian Article Inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. Also review the NLETS help files as outlined in Chapter 11, Section 11.4 before accessing this information from Canada.

This format provides the following types of information from the Canadian Police Information Centre (CPIC).

Stolen articles, lost or missing articles, recovered-found- seize articles, pawned or loaned articles (defined as follows: items of property which have been accepted from individuals as collateral for loans, and, for the purposes of the CPIC property file, articles obtained by direct purchases where there is reason to believe they may be stolen.

This format is processed via a semi-automatic interface with INTERPOL in Washington, DC and INTERPOL in Ottawa, Canada. Users should review the NLETS Canadian help file for a test record and examples of positive hit responses to this inquiry. Use the NLETS help file inquiry format, transaction code NHF. Use the code of "CNART" in this format to receive the actual help data for the Canadian article file. NOTE: Hit confirmation is NOT automatic. If a positive hit is received to this inquiry, users MUST send an administrative message (AM) to the Canadian ORI outlined in the hit response and request manual hit confirmation and instructions before initiating any police action.

### **13.10.9 STOLEN BOAT INQUIRY FORMAT**

Enter transaction code CBQ in the options menu screen and depress the Enter key. The NLETS Canadian Boat Inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. Also review the NLETS help files as outlined in Chapter 11, Section 11.4 before accessing this information from Canada.

This format provides the following types of information from the Canadian Police Information Center (CPIC).

-Stolen boats, abandoned boats, or missing boats.

Inquiries can be made by either boat license number, boat hull ID number, boat registration number, or the name of the boat (displayed on the hull or stern). Inquiries can also be made on a boat motor serial number.

This format is processed via a semi-automatic interface with INTERPOL in Washington, DC and INTERPOL in Ottawa, Canada. Users should review the NLETS Canadian help file for a test record and examples of positive hit responses to this inquiry. Use the NLETS help file inquiry format, transaction code NHF. Use the code of "CNBOT" in this format to receive the actual help data for the Canadian Boat file. NOTE: Hit confirmation is NOT automatic. If a positive hit is received to this inquiry, users MUST send an administrative message (AM) to the Canadian ORI outlined in the hit response and request manual hit confirmation and instructions before initiating any police action.

#### **13.10.10 STOLEN GUN INQUIRY FORMAT**

Enter transaction code CGQ in the options menu screen and depress the ENTER key. The NLETS Canadian GUN Inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. Also review the NLETS help files as outlined in Chapter 11, Section 11.4 before accessing this information from Canada.

This format provides the following types of information from the Canadian Police Information Centre (CPIC).

Stolen guns, lost or missing guns, recovered guns, or pawned or loaned guns. Pawned or loaned status is defined as follows: "Guns, which have been accepted from individuals as collateral for loans, and, for the purposes of the CPIC gun file, guns obtained by direct purchases where there is reason to believe they may have been stolen."

This format is processed via a semi-automatic interface with INTERPOL in Washington, DC and INTERPOL in Ottawa, Canada. Users should review the NLETS Canadian help file for a test record and examples of positive hit responses to this inquiry. Use the NLETS help file inquiry format, transaction code NHF. Use the code of "CNGUN" in this format to receive the actual help data for the Canadian Gun file. NOTE: Hit confirmation is NOT automatic. If a positive hit is received to this inquiry, users MUST send an administrative message (AM) to the Canadian ORI outlined in the hit response and request manual hit confirmation and instructions before initiating any police action.

### 13.10.11 STOLEN SECURITY INQUIRY FORMAT

Enter transaction code CSQ in the options menu screen and depress the ENTER key. The NLETS Canadian security Inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. Also review the NLETS help files as outlined in Chapter 11, Section 11.4 before accessing this information from Canada.

This format provides the following type of information from the Canadian Police Information CENTRE (CPIC).

- Stolen securities
- Lost or missing securities
- Pawned or loaned securities
- Counterfeit securities
- Fraudulent and recovered securities such as bonds, currency, credit cards, ID's, Traveler's checks, and passports

Inquiries can be made by: Serial number and type, corporation name and type, issuer name and type, and by owner name and type.

This format is processed via a semi-automatic interface with INTERPOL in Washington, DC and INTERPOL in Ottawa, Canada. Users should review the NLETS Canadian help file for a test record and examples of positive hit responses to this inquiry. Use the NLETS help file inquiry format, transaction code NHF. Use the code of "CNSEC" in this format to receive the actual help data for the Canadian Security File. NOTE: Hit confirmation is NOT automatic. If a positive hit is received to this inquiry, users MUST send an administrative message (AM) to the Canadian ORI outlined in the hit response and request manual hit confirmation and instructions before initiating any police action.

### 13.10.12 CRIMINAL HISTORY RECORD INFORMATION (CHRI) INQUIRIES

All access to and dissemination of Canadian criminal history records is under the same restrictions and guidelines as for the NCIC's III and NLETS CHRI (IQ-FQ-AQ-AR) for the United States, with one exception **DO NOT ENTER RACE/RAC** field.

The Identification Data Bank at the Canadian Police Information Centre (CPIC) contains two categories of criminal record data, which may be queried by U. S. agencies.

- A. Criminal name index, containing an index of names and identity information on one or more individuals and a brief resume of the individual's criminal history. This format is retrieved using transaction code "IQ". Enter IQ in the options menu screen and depress the ENTER key. Shortly, the Canadian Criminal Name Index Inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files.
- B. Full criminal record, containing conviction history, a summary of police-related information and a list of police agencies who have contributed information to the subject's criminal record. This format utilizes the "FPS" number received in the response to the initial inquiry (IQ) outlined in Section A above. Enter transaction code FQ in the options menu screen and depress the ENTER key. Shortly, the Canadian CHRI Full Record inquiry format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files.

These two formats are processed via a semi-automatic interface with INTERPOL in Washington, DC and INTERPOL in Ottawa, Canada. Users should review the NLETS Canadian help file for a test record and examples of responses to these inquiries. Use the NLETS help file inquiry format, transaction code NHF. Use the code of "CNSIR" in this format to receive the actual help data for the Canadian CHRI files.

### 13.10.13 OFF-LINE SEARCHES

The CPIC provides an off-line search capability to identify persons, property, vehicle, marine (boat) or criminal record/name index files for partially known descriptive information. This may be of some benefit to users to assist in investigations where all mandatory fields are not available for a data base inquiry into one of the CPIC files. These off-line searches are available twenty-four hours daily with a 6-hour response time for urgent priority requests (Major criminal investigations) and overnight/next day service on routine requests.

To request a search, utilize the administrative message (AM) format, addressed to the ORI of **IC9000200**. Address the message to the attention of the **SUPPORT SECTION, CPIC SERVICES**. In your message, specify you are requesting an "OFF-LINE SEARCH" and include all factual details, suspected details, reason for request and the request's priority (ROUTINE or URGENT).

### 13.11 NATIONAL INSURANCE CRIME BUREAU (NICB)

The National Insurance Crime Bureau (NICB) is a crime prevention organization assisting law enforcement in the prevention, detection, and prosecution of the financial crimes of theft, fraud, and arson relating to vehicles and other personal property. NICB maintains an international index of over 225 million records relating to vehicles imported and exported, thefts, impounds, and salvage. To track a motor vehicle's life cycle from birth to death, this data base is designed to include vehicle liability, physical damage, and related homeowner claims. Also, refer to Chapter 12, Section 12.12 for additional capabilities and services provided by NICB.

NICB files include data on passenger vehicles, multipurpose vehicles, trucks, trailers, motorcycles, snowmobiles, construction and farm equipment, boats, and uniquely identifiable parts. The NICB'S database provides users access to the following automated files.

• Manufacturer's shipping file	• Auction
• Impound file	• Pre-Inspection
• Export file	• Vehicle Claim
• Salvage file	• Rental File
• International index file (Stolen)	• Theft File
• Theft (recovery) File	• NCIC/CPIC
• Cancel File	

### 13.11.1 INQUIRY FORMAT

Enter transaction code **NAQ** in the options menu screen and depress the ENTER key. The NICB ALL FILES INQUIRY format will appear on the top half of the screen. Complete format operational procedures and instructions are outlined in the format and field help files. See Chapter 11, Section 11.2 and 11.3

### 13.11.2 RESPONSES

- If no shipping, salvage, impound, international index, or export matches are found, users will receive a response indicating "NO RECORD NICB".
- Positive shipping responses indicate to whom, when, and where a vehicle has been shipped.
- Positive salvage responses indicate that the vehicle has been damaged (cause of loss) and what the cash value is of the vehicle prior to the loss, the received value, and the appraised value.
- Positive impound responses indicate that the vehicle has been impounded, but does not tell whether or not the vehicle was claimed or remains on the lot.
- Positive export responses indicate that the vehicle has been exported out of the country, but does not indicate if the vehicle has been returned to the country.
- Positive international index responses. NICB maintains records of stolen or salvaged vehicles from Canada, Germany, France, and Sweden. "NAQ" inquiries will also check this index and return any hits. **NOTE:** A separate TCIC/NCIC stolen vehicle inquiry **MUST** be made to check if the vehicle has been reported stolen anywhere in the United States.

Users should review the NLETS help files using transaction code "NHF". Insert the file code **NAADM** to receive the actual help data for the NICB system. For additional information, contact NICB, 10330 S. Roberts Rd., Palos Hills, Illinois 60465 or an administrative message to ORI **ILNICBC00**.

Additional NICB file responses:

- Auction File Response. If no information is found on any of the NICB files, the following message will be displayed NO RECORD NICB. Auction responses include those records that are processed through auction houses prior to the sale and sent to NICB.
- Pre-inspection File Response. If no information is found on any of the NICB files the following message will be displayed: NO RECORD NICB. Pre-Inspection responses occur when vehicles are run through an authorized inspection center in several states. Pictures are taken including the VIN. These photos are sent to a specialized firm. If the VIN'S do not pass through the NICB'S VINASSIST, they will be entered into the NICB files.
- Vehicle Claim Responses. If no information is found on any of the NICB files the following message will be displayed: NO RECORD NICB. Vehicle claim responses contain information on physical damage to a vehicle. After the insurance adjuster or appraiser files his report, they send a copy to a vendor used specifically for physical damage estimates. They process the claim and forward it to NICB. By doing This, it will raise a red flag to the appraiser if a claim has been duplicated.
- Rental File Responses. If no information is found on any of the NICB files the following message will be displayed: NO RECORD NICB. Several rental car agencies provide and maintain a complete inventory on the NICB system. When an impound or export is processed, it is automatically checked against this file. To qualify for entry on the NICB file the vehicle must be: added to fleet, missing never returned, located, or taken out of fleet.

### 13.11.3 PARTIAL VIN INQUIRIES

Users may also inquire by using partial VIN'S. For proper inquiry you must preface the partial VIN with the word **PARTIAL23456780** in the VIN field of The NICB format. Do not enter a space or separator between the word "partial" and the numbers entered. This search will only check the manufacturers shipping files and will result in multiple responses.

## **14.0 COMBINATION FORMATS**

Chapters 6 and 7 of the TLETS/NLETS Operating Manual outlines procedures and formats for data base inquiries for vehicle registration and driver license information from both Texas and other states. The NCIC Operating Manual outlines procedures and formats for inquiring on stolen vehicles and wanted persons in both Texas and on a nationwide basis. Since many agencies find it necessary or desirable to make both a vehicle registration and stolen inquiry on the same vehicle or a driver license check and wanted person inquiry on the same individual, the following formats have been designed to facilitate these type inquiries.

These combination formats requires an operator to only enter data into a single format. When this format is transmitted to the TLETS Switcher, the data will be used by the switcher to automatically re-format it into the specific formats required for the desired stolen/wanted and/or registration/driver license check.

Since data, that will be required for several different formats, is being entered into a single format, certain additional restrictions and limitations apply to these combination formats that do not normally apply to the individual formats.

### **14.1 INDIVIDUAL INQUIRY FORMATS**

Complete format operational procedures and instructions are outlined in the format and field help files for each of these five combination inquiry formats.

- Texas driver license and wanted persons inquiry by name - DWN
- Out-of-state driver license and wanted persons inquiry by name - DQWN
- Texas vehicle registration and stolen inquiry by license - RSL
- Texas vehicle registration and stolen inquiry by VIN -RSV
- Out-of-state vehicle registration and stolen inquiry by license – RQSL

### **14.2 MULTI-PURPOSE COMBINATION INQUIRY FORMAT**

Enter transaction code RSDW in the options menu screen and depress the ENTER key or depress the single PF24 key. The MULTI-PURPOSE COMBINATION INQUIRY FORMAT will appear on the top half of the screen. This single format consolidates the five individual formats outlined in Section 14.1 into a single formatted screen. Complete format operational procedures and instructions are outlined in the format and field help files. (See Chapter 11, Section 11.2 and 11.3.) Note: This format can be used to run either a Texas or out-of-state vehicle registration and stolen vehicle check or a Texas or out-of-state driver license and wanted person check, and/or any or all of the above combinations in a single transmission. An additional optional field has been added to the driver license section of this format for an exact match on the date of birth that you have entered.

## APPENDIX 1

### TLETS SYSTEM DESCRIPTION



**APPENDIX 2**

**TLETS GROUP BROADCAST**

**AERIAL OUTLINE MAPS**

# TEXAS LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM

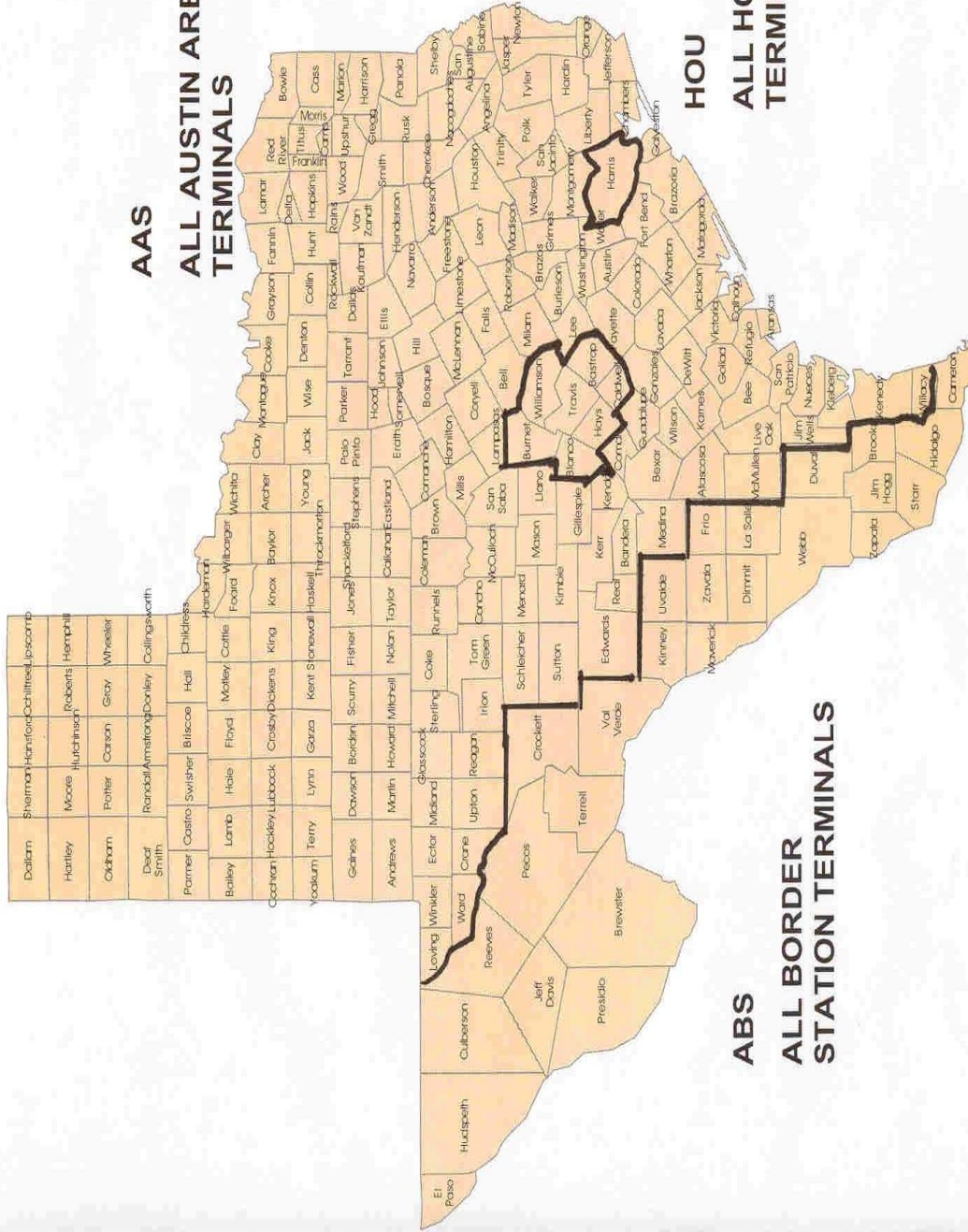
## BROADCAST MNEMONIC ADDRESSES

GROUP CODE	AREA INVOLVED <b>*NOT SHOWN ON ATTACHED MAPS</b>
<b>*APB</b>	<b>ALL POINTS BULLETIN (ALL TERMINALS)</b>
<b>*ASO</b>	<b>ALL SHERIFFS DEPARTMENT TERMINALS</b>
<b>*APD</b>	<b>ALL POLICE DEPARTMENT TERMINALS</b>
<b>*DPS</b>	<b>ALL DPS TERMINALS</b>
ABS	ALL BORDER TERMINALS
AGC	ALL GULF COAST TERMINALS
RGV	ALL RIO GRANDE VALLEY TERMINALS
AAS	ALL AUSTIN AREA TERMINALS
HOG	ALL HOUSTON/GALVESTON METRO AREA TERMINALS
DFW	ALL DALLAS/FORT WORTH METRO AREA TERMINALS
DAL	ALL DALLAS COUNTY TERMINALS
FTW	ALL TARRANT COUNTY TERMINALS
HOU	ALL HARRIS COUNTY TERMINALS
SAN	ALL BEXAR COUNTY TERMINALS
WCA	WEST CENTRAL AREA (17) COUNTIES
REG1	ALL TERMINALS IN DPS REGION ONE
REG2	ALL TERMINALS IN DPS REGION TWO
REG3	ALL TERMINALS IN DPS REGION THREE
REG4	ALL TERMINALS IN DPS REGION FOUR
REG5	ALL TERMINALS IN DPS REGION FIVE
REG6	ALL TERMINALS IN DPS REGION SIX
REG7	DPS CAPITOL ONLY (RECEIVES MESSAGES BY DPS REG6)
REG8	ALL TERMINALS IN DPS REGION EIGHT
H287	ALL TERMINALS ON US287
IH10	ALL TERMINALS ON IH10 BETWEEN EL PASO & ORANGE
I10E	ALL TERMINALS ON IH10 BETWEEN SAN ANTONIO & ORANGE
I10W	ALL TERMINALS ON IH10 BETWEEN SAN ANTONIO & EL PASO
IH20	ALL TERMINALS ON IH20 BETWEEN MARSHALL & EL PASO
I20E	ALL TERMINALS ON IH20 BETWEEN DALLAS/FT WORTH & MARSHALL
I20W	ALL TERMINALS ON IH20 BETWEEN DALLAS/FT WORTH & EL PASO
IH30	ALL TERMINALS ON IH30 BETWEEN DALLAS/FT WORTH & TEXARKANA
IH35	ALL TERMINALS ON IH35 BETWEEN GAINESVILLE & LAREDO
IH27	ALL TERMINALS ON IH27 BETWEEN DALHART & HOUSTON
IH37	ALL TERMINALS ON IH37 BETWEEN CORPUS CHRISTI & SAN ANTONIO
IH40	ALL TERMINALS ON IH40 BETWEEN SHAMROCK & VEGA
IH45	ALL TERMINALS ON IH45 BETWEEN SHERMAN & GALVESTON
N183	ALL TERMINALS ON SH183 BETWEEN AUSTIN & VERNON
S183	ALL TERMINALS ON SH183 BETWEEN REFUGIO & AUSTIN

SH59	ALL TERMINALS ON SH59 BETWEEN LAREDO & HOUSTON
NH59	ALL TERMINALS ON NH59 BETWEEN HOUSTON & TEXARKANA
NH83	ALL TERMINALS ON HW83 BETWEEN ABILENE & WICHITA FALLS
SH83	ALL TERMINALS ON HW83 BETWEEN BROWNSVILLE & ABILENE
N277	ALL TERMINALS ON US277 BETWEEN ABILENE & WICHITA FALLS
S277	ALL TERMINALS ON US277 BETWEEN DEL RIO & ABILENE
H281	ALL TERMINALS ON US281 BETWEEN HIDALGO & WICHITA FALLS

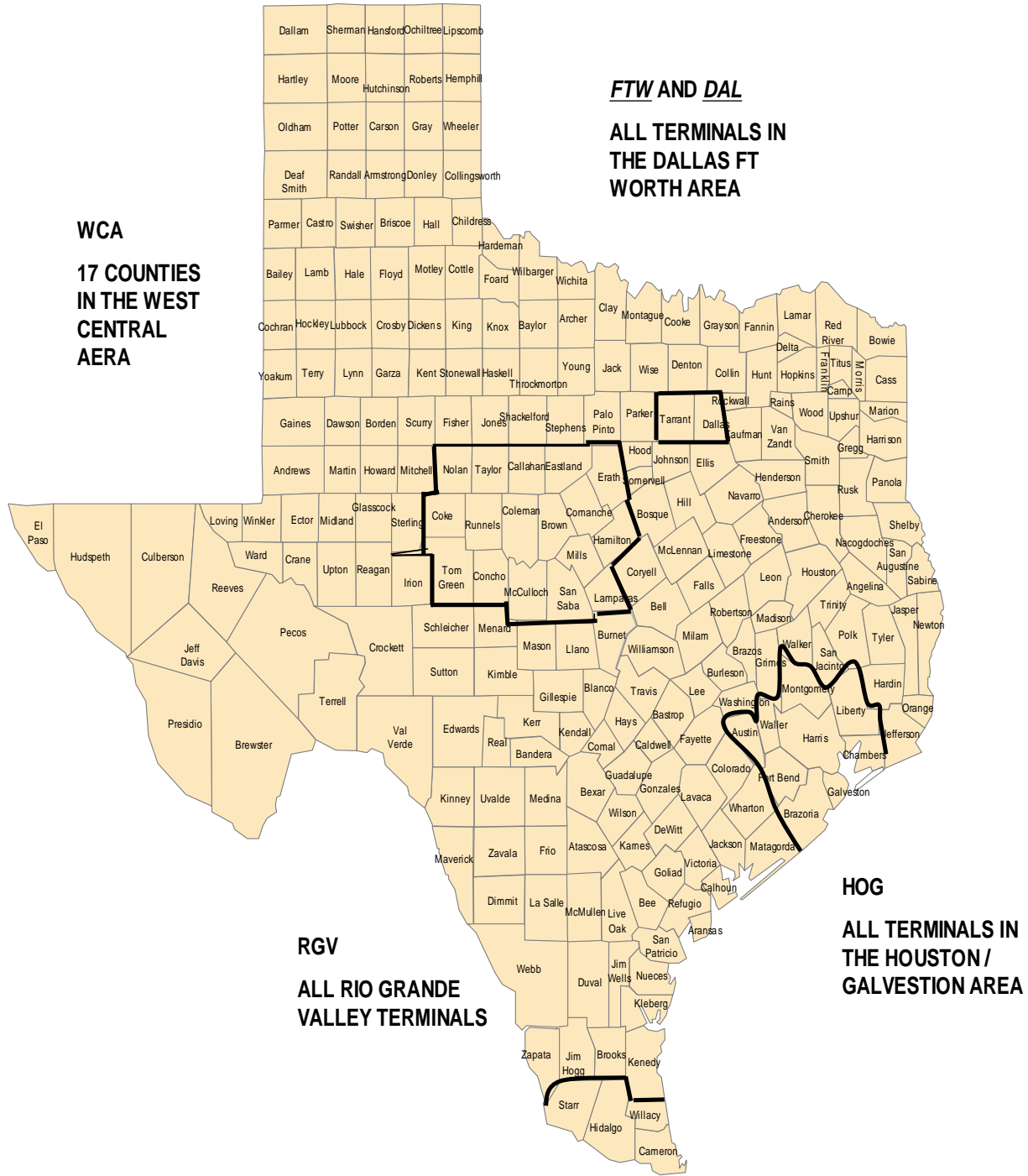
Dallam	Shearman	Hartford	Ochiltree	Lascom
Hartley	Moore	Hutchinson	Roberts	Hempill
Cadham	Potter	Carson	Gray	Wheeler
David Smith	Randall	Armstrong	Bonley	Collingsworth
Parmer	Coatro	Swisher	Bliscoe	Hall
Childress	Haskell			
Bailey	Lamb	Hale	Floyd	Motley
Cochran	Hockley	Lubbock	Crisley	Dakens
Yoakum	Terry	Lynn	Gazza	Kent
Gameas	Dawson	Bojden	Scumy	Fisher
Andrews	Marlin	Howard	Michell	Nolan
Glasscock	Stirling	Coke		
Lowing	Winkler	Ector	Midland	Reagan
Ward	Crane	Upton	Reagan	Iron
Reeves				
Hudspeth				
El Paso				

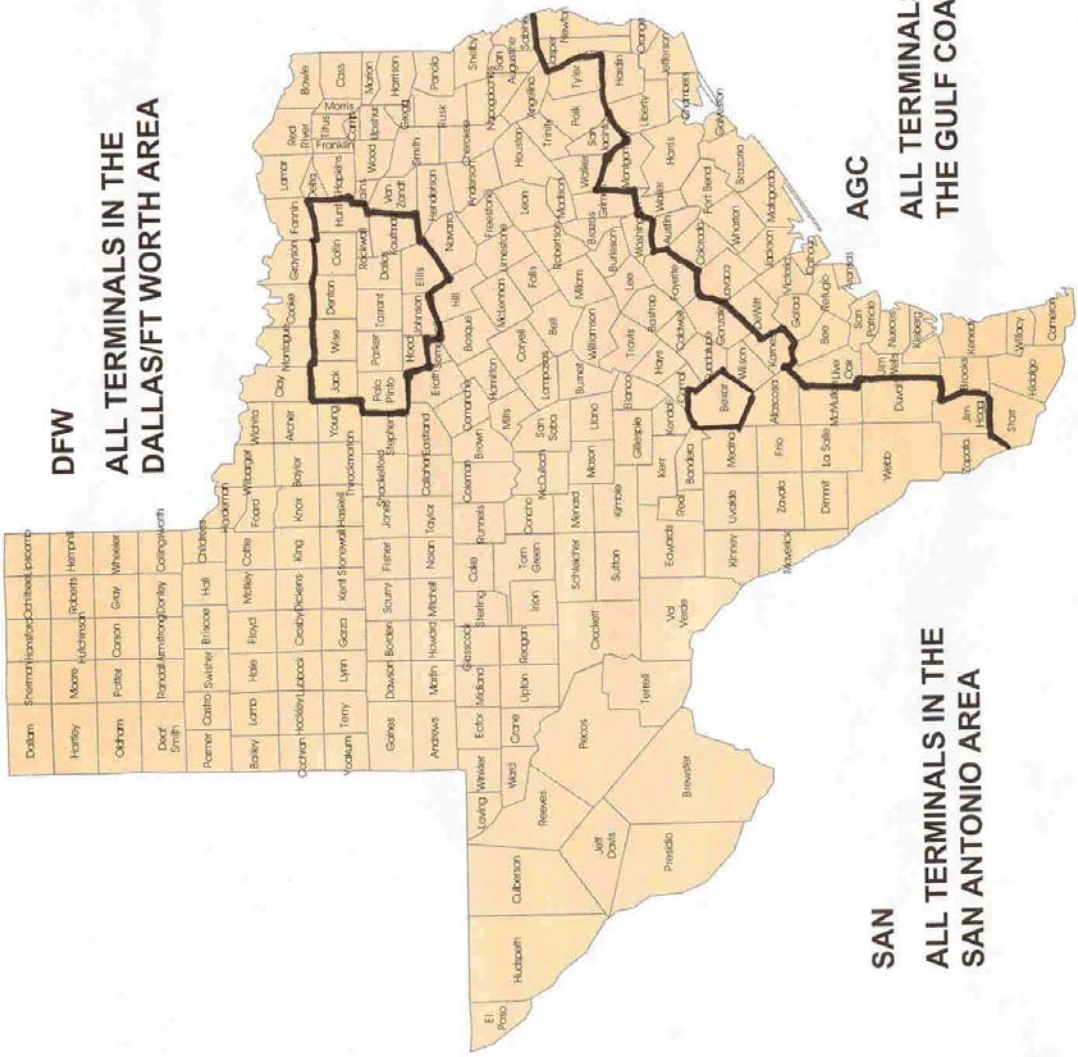
**AAS  
ALL AUSTIN AREA  
TERMINALS**

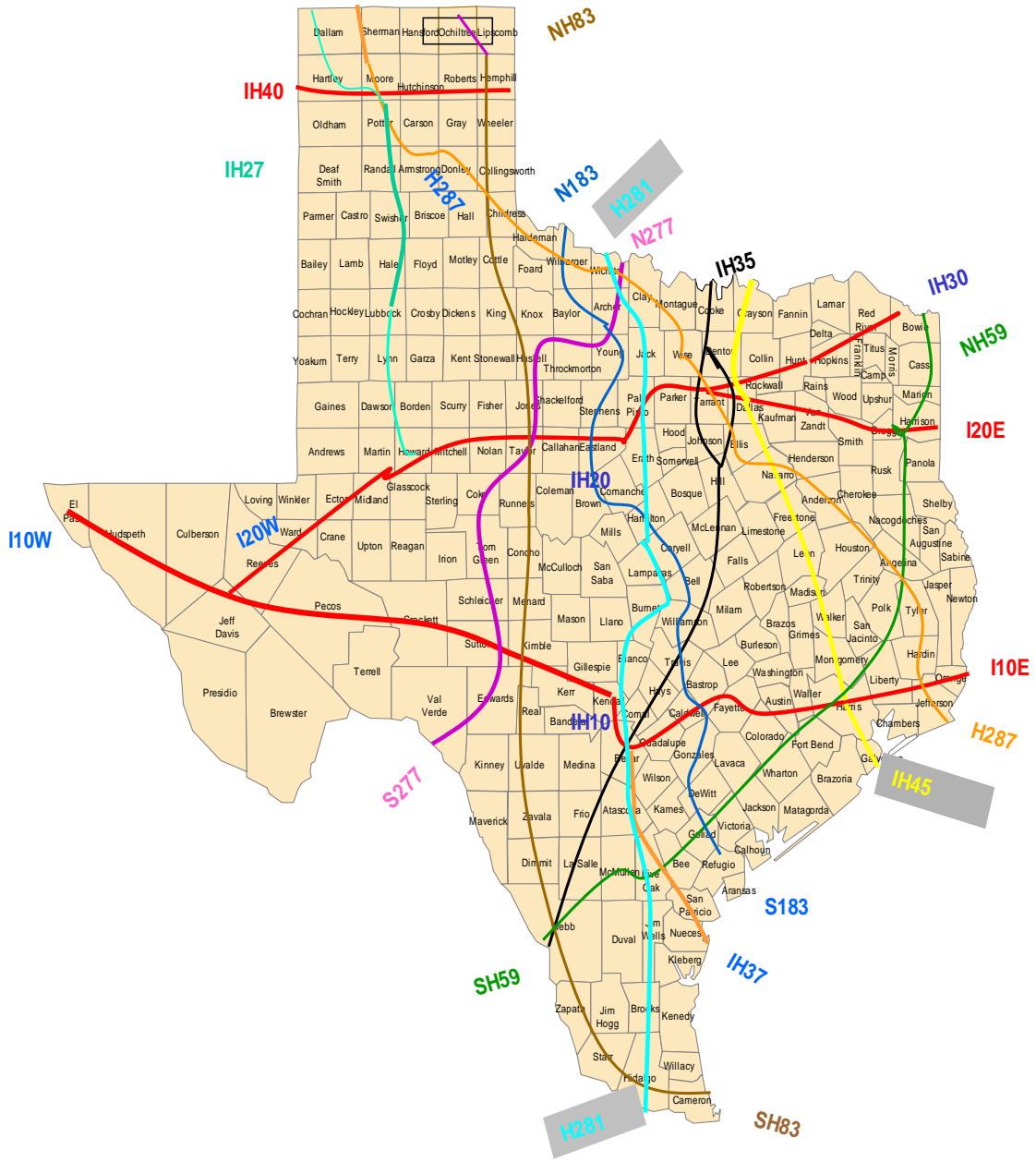


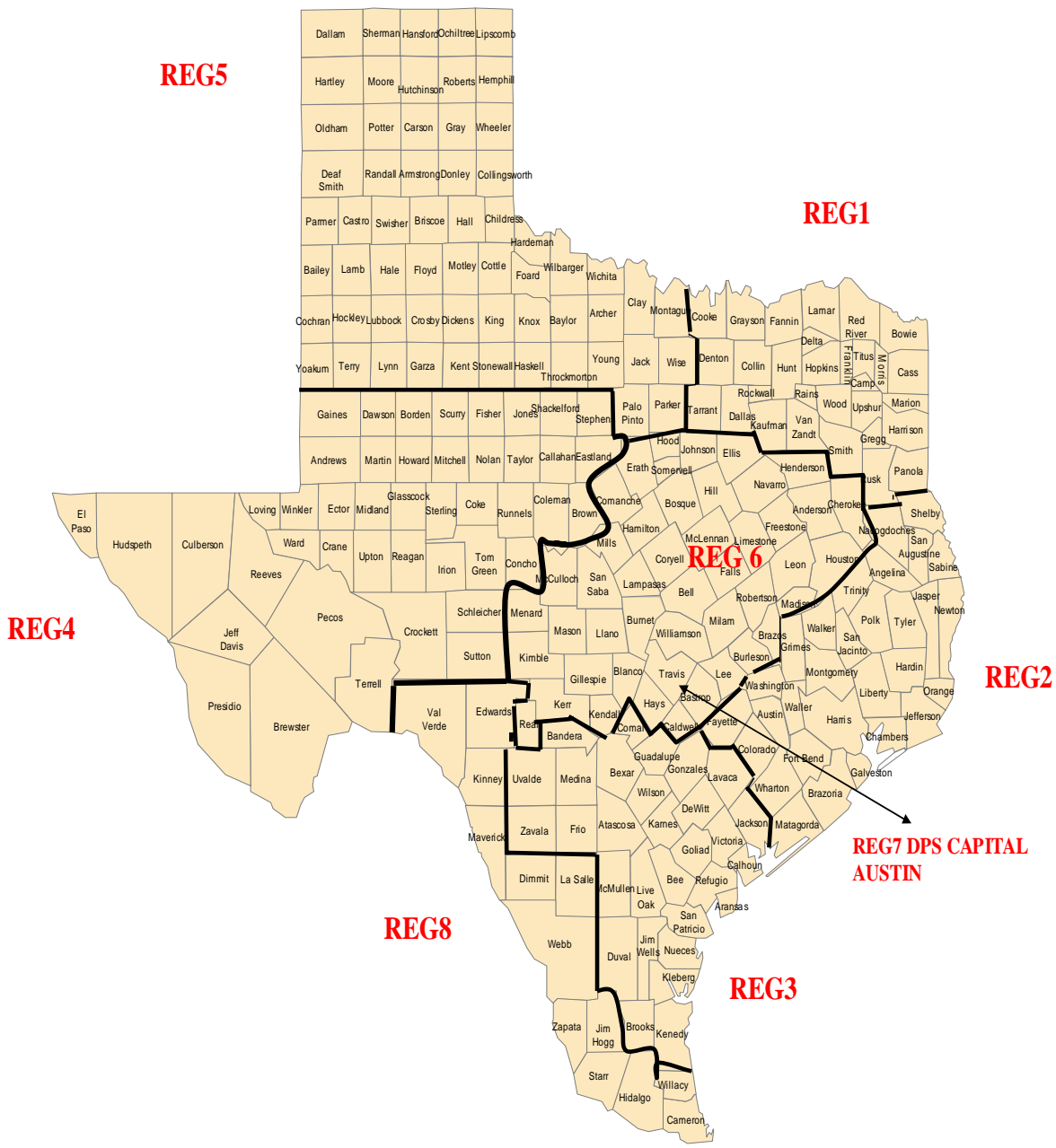
**HOU  
ALL HOUSTON AREA  
TERMINALS**

**ABS  
ALL BORDER  
STATION TERMINALS**





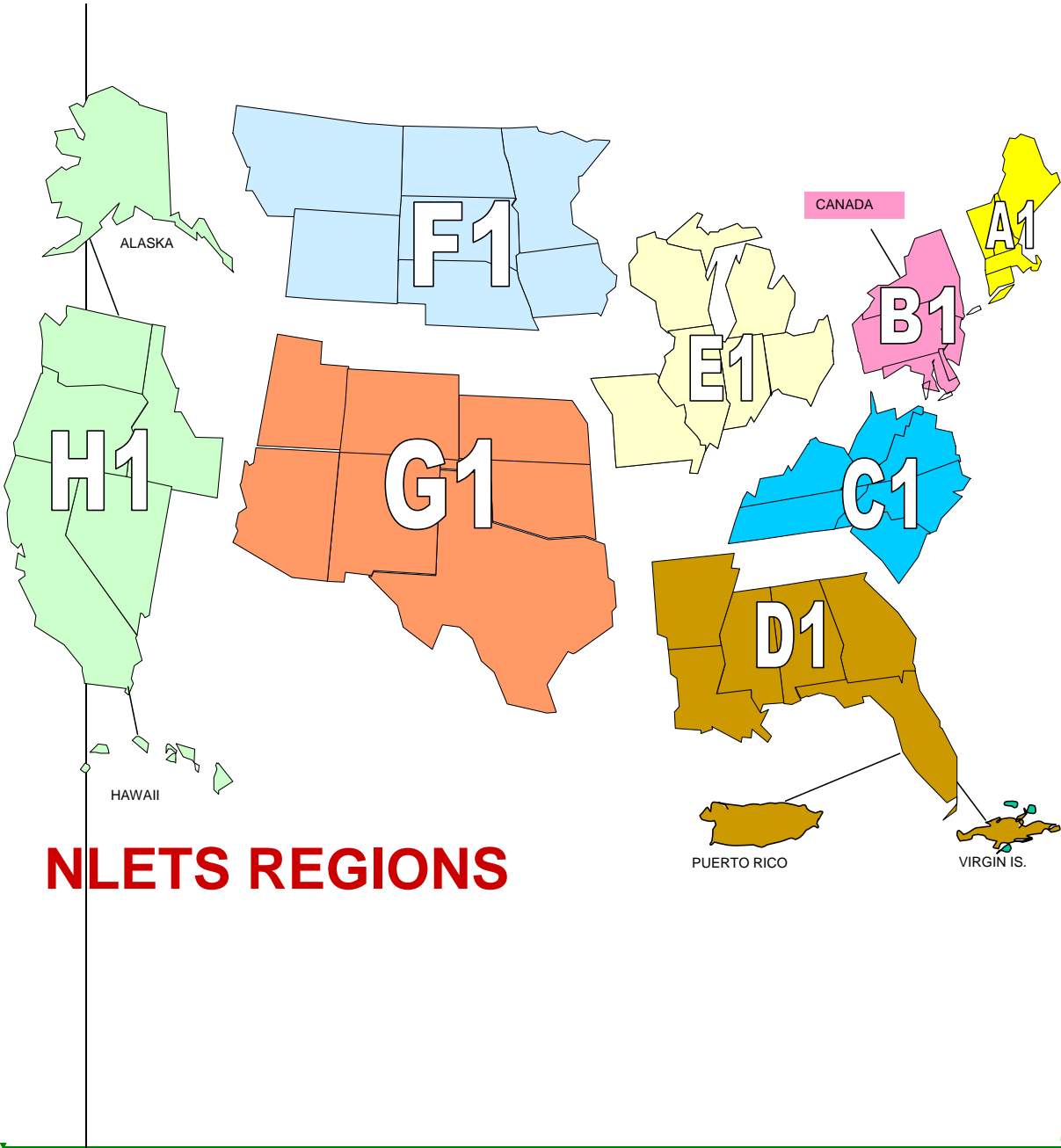




## APPENDIX 3

### NLETS REGIONAL MAP

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# NLETS REGIONS

## APPENDIX 4

### PUBLIC INFORMATION REQUESTS

PUBLIC INFORMATION REQUESTS

The following section outlines procedures and fees whereby the public may obtain record information.

DRIVER LICENSE DIVISION

Texas Department of Public Safety  
P. O. Box 149246  
Austin, Texas 78714-9246

In accordance with Section 521.045, 521.046, 521.047, and 521.048 of the Texas Transportation Code, the following fees for driver license information are established:

DRIVER LICENSE RECORD CHECKS

1. Date of birth, latest address, and license status \$4.00
2. Date of birth, latest address, license status, and list of accidents and violations in record within immediate past 3 year period. \$6.00
- 2A. Certified version of Type 2 above.  
THIS RECORD NOT ACCEPTABLE FOR DDC COURSE. \$10.00
3. Date of birth, latest address, current license status, and list of all accidents and violations in record.  
THIS RECORD FURNISHED TO LICENSEE ONLY. \$7.00
- 3A. Certified version of type 3 above.  
THIS RECORD FURNISHED TO LICENSEE ONLY.  
ACCEPTABLE FOR DDC COURSE. \$10.00
4. Certified Abstract of Operating Record.  
THIS IS THE RECORD USED FOR LAW SUITES, "DRIVING WHILE LICENSE SUSPENDED" CASES, ETC. \$20.00

REQUEST FOR DR-1 FORMS CALL 512 424-2032

ACCIDENT RECORD BUREAU FEES

Accident Records  
Texas Department of Public Safety  
P. O. Box 4087  
Austin, Texas 78773

A copy of a peace officer's accident report may be furnished for a fee of \$6.00 each (Copy may be certified for an additional fee of \$2.00). State law limits access to the reports to the individuals(s) involved in the accident, garage shops, peace officers who make the report; law enforcement agencies employing the reporting officer, courts where the case is pending, and any other person who can provide two or more of (a) the date of accident; (b) the name of any person involved in the accident; or (c) the specific location of the accident.

In order to locate the accident report, the Department of Public Safety may require:

1. Date of accident
2. Location – City or County
3. Name and drivers license number of at least one driver

Identity of an involved driver may be furnished for a fee of \$7.00

Liability insurance status may be furnished for a fee of \$7.00

#### SPECIAL SEARCHES

Search of the Motor Vehicle Traffic Accident database may be made to identify accidents at particular locations when dates of accidents and name of drivers are unknown. The requestor must furnish the following:

1. Specific street or highway location within a County or City.
2. Beginning and ending dates for the search.

Search of the Motor Vehicle Traffic Accident database may be made to identify accidents by other specified date (e.g., type vehicle involved, contributing factors, etc.).

Fees for Special Searches are in accordance with fee schedules established by General Services Commission. Estimates may be provided upon request.

#### PUBLISHED DATA

Motor Vehicle Traffic Accident Booklets, Accident Summaries, and similar motor vehicle traffic accident information may be furnished without charge for a single copy.

Request for above information should be in writing and submitted to:

ACCIDENT RECORDS BUREAU  
TEXAS DEPARTMENT OF PUBLIC SAFETY  
P O BOX 15999  
AUSTIN, TX 78761-5999

SAFETY RESPONSIBILITY BUREAU FEES

Safety Responsibility  
Texas Department of Public Safety  
P. O. Box 4087  
Austin, Texas 78773-0330

Copies of liability insurance status, method of compliance, or suspension status will be furnished for a fee of \$7.00 each if the following information is furnished by the requestor:

1. Name of driver and date and location of accident
2. Safety Responsibility case number

Certified abstract of case status will be furnished for a fee of \$1.00 per document.

FEES FOR SEARCH FOR RECORD

Fees charged by the Department include the total cost to the State for searching the files and providing the data requested. In the event, the information requested is not in the files, the fee will be retained to cover the cost of search and notification.

ARREST RECORDS

PROCEDURE FOR REVIEW OF PERSONAL CRIMINAL HISTORY RECORD

It is the policy of the Texas Department of Public Safety that an individual or their authorized representative have access to and may receive a copy of their criminal history record information (CHRI). This policy is in compliance with Texas Government code 411.083 (3).

The individual or their authorized representative must submit a written request for the CHRI. If an authorized representative is the requestor, written authorization from the individual must be attached.

The following list includes all the items that must be submitted with each written request for CHRI. Any missing item(s) will cause the request to be returned.

1. Printed name of individual. Include any other names used. Order of name: Last, First, Middle.
2. Sex.
3. Race.
4. Date of Birth: Month, Day, and Year.
5. A complete and legible set of fingerprints on a DPS approved fingerprint card.

**NOTE:** All local police and sheriffs departments are supplied with DPS approved fingerprint cards. Fingerprints submitted to request access to criminal history records must be taken by a law enforcement agency. Most departments will provide this service. However, it is the responsibility of the individual or his authorized representative to mail the completed card to Austin, along with the other necessary information.

6. Social Security Number.
7. Return address of individual or return address of person the individual has authorized to receive the criminal history record.
8. Enclose cash, check, or US money order for \$15.00 per each fingerprint card.  
Mail the written request and fingerprint card to:

Texas Department of Public Safety  
Crime Records Service  
P. O. Box 4143  
Austin, Texas 78765-4143  
Attention: Correspondence Supervisor

If a criminal history record is found, it along with the original fingerprint card will be returned to the individual or his authorized representative. If no record is found, a notation of such will be made on the fingerprint card returned to the individual or his authorized representative.

For additional information, call (512) 424-2079.

## VEHICLE REGISTRATION FEES

Department of Transportation  
Vehicle Titles and Registration  
4000 and Jackson  
Austin, Texas 78779

Telephone requests for registration information will be provided at no charge when inquiries are made by the vehicle identification number (VIN) ONLY. (512) 424-7611

Registration information by license plate number must be submitted in writing and include the license plate number and year of expiration if available. Include a cashier's check or money order for \$2.30 for each request, the requestor's name and address, and a statement that the "information is to be used for lawful and legitimate purposes". A charge of \$2.00 will also be made for each written request by VIN. Title and registration verification (record search) \$2.30. Certified title and registration verification \$3.30. Title history \$5.75 (must certify the intended use). and Certified title history \$6.75 as must certify use.

## BOAT REGISTRATION

Texas Parks and Wildlife Dept.  
Attn: Boat Registration  
4200 Smith School Road  
Austin, Texas 78744

Copies of boat registration information will be furnished free of charge provided the following information is furnished by the requester:

1. Boat registration number
2. Owner's name, addresses, and boat type
3. Boat hull number

Boat registration is also available by telephone requests to (512) 389-4828 or check their website at [www.tpwd.state.tx.us](http://www.tpwd.state.tx.us).

APPENDIX 5  
REFERENCE MATERIALS FOR  
COMMUNICATIONS CENTERS

## **Reference Materials for Communications Centers**

The National Insurance Crime Bureau (NICB) publishes the following manuals and software for assisting law enforcement in the investigation of the financial crimes of theft, fraud, and arson.

- VINASSIST = Personal computer (PC) based software package for detecting and correcting vehicle identification number (VIN) errors.
- MANUALS = Passenger Vehicle Identification Manual  
Commercial Vehicle Identification Manual  
Automobile Fire Investigation Manual  
Law Enforcement VIN Location Chart

These are available to law enforcement agencies free of charge. Requests in writing on your agency's letterhead should be made to: National Insurance Crime Bureau, 10330 South Roberts Road, Palos Hills, Illinois 60465. Phone (708) 430-5685 Ext. 302 or ILNICB00. National Insurance Crime Bureau: [www.nicb.org](http://www.nicb.org)

The R. L. Polk and Company publishes the "Polks Motor Vehicle Registration Manual" that lists detailed information and sample photos of vehicle registrations and driver licenses in each of the 50 states including Puerto Rico. Cost and additional information is available from: R. L. Polk and Company, P. O. Box 77037, Detroit, Michigan 48277.

The Associated Public Safety Communications Officers Inc. (APCO) publishes the "Public Safety Communications Standard Operating Procedures Manual" that covers standard radio, telephone, and general communications operating procedures and guidelines. Cost and additional information is available from: APCO, 2040 South Ridgewood Ave., South Daytona, Florida 32119-8437. Phone (904) 322-2500.

To obtain the following law books and prices, contact: Gould Publishing, (407)695-9500, Lexis Law Publishing 1-800-562-1197 or West Group 1-800-328-9352.

- Texas Motor Vehicle Laws
- Texas Criminal Laws
- Texas Drug Laws

The DPS Information Management Service publishes and distributes one copy of the "Texas and National Law Enforcement Telecommunications Systems - (TLETS/NLETS) - Operating Manual" to each TLETS member/authorized user agency at no cost. Additional copies of this manual are available for a cost of \$12.00 each. Written requests should be made to: Texas Department of Public Safety, Information Management Service, Telecommunications Section, P. O. Box 4087, Austin, Texas 78773-0215. Include payment on your agency's warrant or money order. (No cash or personal checks accepted.) IMS also has a pocket size TLETS Operating Procedures handbook 3x5, this provides as a quick reference for law enforcement officer. These books are available for the cost of \$9.00 for 25 books this includes shipping & handling.

The DPS Crime Records Service is responsible for distributing copies of the FBI's National Crime Information Center (NCIC) 2000 Operating Manual and Code Manual. Additional

information on procedures to obtain additional copies of these manuals may be obtained by directing an AM message to mnemonic address "CRDP" addressed to CRS DPS AUSTIN.

APPENDIX 6  
COMMON TELECOMMUNICATIONS  
ABBREVIATIONS

## COMMON TELECOMMUNICATIONS ABBREVIATIONS

ABC ..... ALCOHOL BEVERAGE COMMISSION (Texas)  
ACRS..... AIRCRAFT REGISTRATION SYSTEM  
ACTS ..... AIRCRAFT TRACKING SYSTEM  
ADB ..... AUTOMATIC DIAL BACK-UP MODEM  
AFB..... AIR FORCE BASE (Federal)  
APB ..... ALL POINTS BULLETIN  
ATF ..... ALCOHOL-TOBACCO-FIREARMS (Federal)  
ATL ..... ATTEMPT TO LOCATE  
ALR..... ADMINISTRATIVE LICENSE REVOCATION (DPS)  
BIA..... BUREAU OF INDIAN AFFAIRS (Federal)  
CCH..... COMPUTERIZED CRIMINAL HISTORY  
CCO..... CERTIFIED COPY of ORIGINAL (TX DOT)  
CDL ..... COMMERCIAL DRIVER LICENSE  
CDPD ..... CELLUAR DEVICE PACKET DATA  
CHRI..... CRIMINAL HISTORY RECORD INFORMATION  
CIB..... CRIME INFORMATION BUREAU (DPS)  
CJIS..... CRIMINAL JUSTICE INFORMATION SYSTEM  
CMV..... COMMERCIAL MOTOR VEHICLE  
CPIC..... CANADIAN POLICE INFORMATION CENTRE (INTERPOL)  
CRS ..... CRIME RECORDS SERVICE (DPS)  
CRT ..... CATHODE RAY TUBE (Data Terminal)  
CSCD ..... COMMUNITY SUPERVISION AND CORRECTIONS DIVISION  
DA..... DISTRICT ATTORNEY  
DATABASE ..... A COMPUTER THAT CONTAINS STORED RECORD  
INFORMATION  
DEA ..... DRUG ENFORCEMENT ADMINISTRATION (Federal)  
DIB..... DRIVER IMPROVEMENT BUREAU (DPS)  
DL ..... DRIVERS LICENSE  
DLD ..... DRIVERS LICENSE DIVISION (DPS)  
DOA..... DEPARTMENT OF AGRICULTURE (Federal)  
DOD..... DEPARTMENT OF DEFENSE (Federal)  
DOI ..... DEPARTMENT OF INTERIOR  
DOJ ..... DEPARTMENT OF JUSTICE (Federal)  
DOL ..... DEPARTMENT OF LABOR (Federal)  
DOT ..... DEPARTMENT OF TRANSPORTATION (Texas)  
DPS ..... DEPARTMENT OF PUBLIC SAFETY (Texas)  
DWI..... DRIVING WHILE INTOXICATED  
DWLS ..... DRIVING WHILE LICENSE SUSPENDED  
EPA ..... ENVIRONMENTAL PROTECTION AGENCY (Federal)  
FAA ..... FEDERAL AVIATION ADMINISTRATION (Federal)  
FBI ..... FEDERAL BUREAU OF INVESTIGATION (Federal)  
FD ..... FIRE DEPARTMENT  
FMCSA..... FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION  
(Federal)  
FPF ..... FOUL PLAY FEARED  
FPS..... FEDERAL PROTECTION & SAFETY (Federal)

GCWR ..... GROSS COMBINATION WEIGHT RATING  
 GVWR ..... GROSS VEHICLE WEIGHT RATING  
 HAZMAT ..... HAZARDOUS MATERIAL DATA BASE (NLETS)  
 H.E.A.T. .... HELP END AUTO THEFT (DPS Program)  
 HD ..... HEALTH DEPARTMENT (Texas)  
 HSC ..... HEALTH SCIENCE CENTER (Universities)  
 ICE ..... IMMIGRATION CUSTOMS ENFORCEMENT (FEDERAL)  
 III ..... INTERSTATE IDENTIFICATION INDEX  
 IFL ..... INTERMITTENT FREQUENCY LINE  
 INS ..... IMMIGRATION AND NATURALIZATION SERVICE (Federal)  
 INTERPOL ..... INTERNATIONAL POLICE AGENCY  
 IRS ..... INTERNAL REVENUE SERVICE (Federal)  
 ISD ..... INDEPENDENT SCHOOL DISTRICT  
 JUST ..... US DEPARTMENT OF JUSTICE SYSTEM (Federal)  
 LESC ..... LAW ENFORCEMENT SUPPORT CENTER (Federal)  
 LIFIS ..... FEDERAL LICENCIA FEDERAL INFORMATION SYSTEM  
 (Mexican/NLETS)  
 LOFS ..... LICENSED OPERATOR IN FRONT SEAT  
  
 MA ..... MNEMONIC ADDRESS  
 MCD ..... MOTOR CARRIER DIVISION (TX DOT)  
 MDT ..... MOBILE DIGITAL TERMINAL  
 MODEM ..... MODULATOR-DEMODULATOR  
 MPH ..... MILES PER HOUR  
 MRCC ..... MANUFACTURES RATED CARRYING CAPACITY  
 MVTB ..... MOTOR VEHICLE THEFT SERVICE (DPS)  
 M/C ..... MOTORCYCLE  
 NAFTA ..... NORTH AMERICAN FREE TRADE AGREEMENT (Federal)  
 NASA ..... NATIONAL AERONAUTICS & SPACE ADMINISTRATION  
 (Federal)  
 NCIC ..... NATIONAL CRIME INFORMATION CENTER (FBI)  
 NCMEC ..... NATIONAL CENTER FOR MISSING AND EXPLOITED  
 CHILDREN  
 NICB ..... NATIONAL INSURANCE CRIME BUREAU  
 NLETS ..... NATIONAL LAW ENFORCEMENT TELECOMMUNICATIONS  
 SYSTEM (Corporation)  
 NRCOT ..... NONREPAIRABLE CERTIFICATE OF TITLE (TX DOT)  
 NTF ..... NARCOTICS TASK FORCE  
 OAN ..... OWNER APPLIED NUMBER  
 OLN ..... OPERATOR LICENSE NUMBER  
 ORI ..... ORIGINATING AGENCY IDENTIFIER (FBI-NCIC)  
 ORION ..... NLETS ORI LOOK-UP SYSTEM  
 OSI ..... OFFICE OF SPECIAL INVESTIGATION (US Air Force)  
 PES ..... PERSONAL EARTH STATION (DPS/Satellite System)  
 PD ..... POLICE DEPARTMENT  
 PLP ..... PERSONALIZED LICENSE PLATE  
 PMO ..... PROVOST MARSHAL'S OFFICE (U. S. Army)  
 POE ..... POINT-OF-ENTRY  
 PWD ..... PARKS AND WILDLIFE DEPARTMENT (Texas)  
 QUEUE ..... A LINE (MESSAGES STORED IN SWITCHER AWAITING  
 DELIVERY/PROCESSING)  
 RCMP ..... ROYAL CANADIAN MOUNTED POLICE  
 (Canadian-Federal Police)  
 RFC ..... MEXICAN SOCIAL SECURITY NUMBER (MX)  
 ROIR ..... REPLY ONLY IF RECORD  
 ROIW ..... REPLY ONLY IF WANTED

RR ..... RAILROAD  
RTS ..... REGISTRATION TITLE SYSTEM  
SCOT..... SALVAGE CERTIFICATION OF TITLE (TX DOT)  
SCT ..... SECRETARIA de COMUNICACIONES y TRANSPORTES  
          MX/NLETS  
SID..... STATE IDENTIFICATION NUMBER  
SP ..... SECURITY POLICE (U. S. Air Force)  
SO ..... SHERIFF'S OFFICE  
SOC..... SOCIAL SECURITY (Federal)  
SR..... SAFETY RESPONSIBILITY (DPS)  
SSA ..... SOCIAL SECURITY ADMINISTRATION (Federal)  
SS ..... SECRET SERVICE (Federal)  
SSN ..... SOCIAL SECURITY NUMBER  
SWCRA ..... SOUTHWEST CATTLE RAISERS ASSOCIATION (Private)  
TAC ..... TERMINAL AGENCY COORDINATOR  
TCIC ..... TEXAS CRIME INFORMATION CENTER (DPS)  
TCLEOSE..... TEXAS COMMISSION ON LAW ENFORCEMENT OFFICER  
          STANDARDS AND EDUCATION  
TDCJ ..... TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
          Institutional/Corrections Division and Pardons & Parole Division)  
TECS ..... TREASURY ENFORCEMENT COMMUNICATIONS SYSTEM  
          (Federal)  
TLETS ..... TEXAS LAW ENFORCEMENT TELECOMMUNICATIONS  
          SYSTEM (DPS)  
TNRCC..... TEXAS NATURAL RESOURCE CONSERVATION  
          COMMISSION  
TWBF ..... TRANSPORTATION WILL BE FURNISHED  
TYC ..... TEXAS YOUTH COMMISSION  
USC ..... UNITED STATES CUSTOMS (Federal)  
USN ..... US NAVY (Federal)  
VENC..... EXPIRATION DATE OF A MEXICAN CDL LICENSE (MX)  
VIN..... VEHICLE IDENTIFICATION NUMBER  
VSAT ..... VERY SMALL ANTENNA TERMINAL  
VTR..... VEHICLE TITLES AND REGISTRATION (TX DOT)  
WAREX ..... WARRANT ISSUED WILL EXTRADITE  
WARIS..... WARRANT ISSUED  
WARR..... WARRANT  
WWBI ..... WARRANT WILL BE ISSUED

## APPENDIX 7

### TLETS USER AGREEMENT

## TLETS USER/EQUIPMENT AGREEMENT

1. This document constitutes an agreement between the Texas Department of Public Safety, State Administrator of the Texas Law Enforcement Telecommunications Systems (TLETS), and a criminal justice or law enforcement agency, hereinafter referred to as the User Agency.

AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_

2. This agreement is made pursuant to Chapter 791 of the Texas Government Code and/or Chapter 771 of the Texas Government Code.
3. This agreement sets forth duties and responsibilities for both the Department of Public Safety and the User Agency.
4. The Department of Public Safety agrees to maintain, operate and manage TLETS communications and criminal justice information systems on a 24-hour, 7- day per week basis. The Department of Public Safety further agrees to act as the State Control Terminal Agency to facilitate the exchange of information between the User Agency and the following agencies: National Crime Information Center (NCIC), National Law Enforcement Telecommunications System (NLETS), Texas Crime Information Center (TCIC), Vehicle Titles and Registration (VTR) a division of Texas Department of Transportation (TXDOT). Driver's License Files (DL) of the Department of Public Safety and other data files may be implemented in future applications of information available to qualified users.
5. The Department of Public Safety reserves the right to restrict the type and scope of data to which the User may have access. The Department of Public Safety will provide system training of terminal operators at no charge to the User Agency at a time and location to be designated by the Department of Public Safety. The obligation of the Department of Public Safety to incur training costs should be conditional upon sufficient funds budgeted and available to the Department of Public Safety. No financial liability should be incurred by the Department of Public Safety by virtue of this agreement beyond monies available to it for the purpose of fulfilling this agreement.
6. The User Agency shall abide by all laws of the United States and the State of Texas, and shall abide by all present or hereinafter approved rules, policies and procedures of NCIC, TCIC, VTR, TLETS, and NLETS concerning the collection, storage, processing, retrieval, dissemination and exchange of criminal justice information.
7. If the User Agency provides criminal justice information to another criminal justice or law enforcement agency, which at that time is not operating on TLETS pursuant to a User Agreement, then it shall be the responsibility of the User Agency to verify that the non-terminal agency abides by the laws of the United States and the State of Texas and the operational policies of the applicable systems.

8. The User Agency shall keep all terminal operators informed of policies and procedures that govern these systems.
9. The User Agency agrees that its equipment will be compatible with the TLETS communications interconnection standards and Personal Earth Station (PES) satellite system. This determination may be made by the Department of Public Safety or its authorized designee. Data circuits between the connecting terminal/interface and the Department of Public Safety shall be arranged by the Department of Public Safety. Terminal/interface equipment shall be installed in a location where only authorized personnel may have access to said equipment. The equipment or circuit may not be modified, moved or changed without approval of the Department of Public Safety. No additional devices may be added to the equipment without prior Department of Public Safety approval.
10. The Department of Public Safety shall provide the initial installation of a Personal Earth Station (PES) and allied hardware and software as follows: PES, Antenna, IFL Cable, other necessary equipment as determined by the Department hereinafter referred to as the "PES system" to the User Agency. The User Agency shall provide a voice grade telephone line for the dial backup modem. The User Agency shall be responsible for maintaining the "PES system" in good working order. The costs of any repairs or adjustments to the "PES system" shall be borne by the DPS unless the necessity for any said repair or adjustment was caused by the negligence of the User Agency as determined by DPS in which case the cost shall be borne by the User Agency. Failure to maintain said "PES system" in good working order when caused by the negligence of the User Agency and/or failure to pay the costs of any repairs or adjustments necessitated by the negligence of the User Agency shall be grounds for a suspension of service.
11. Any data file application (including regional and local files) that could affect and cause degradation of service to other users must be authorized by the Department of Public Safety prior to implementation. The Department of Public Safety reserves the right to refuse such application on TLETS should resources not be available, or in the best interest of the TLETS users.
12. The User Agency will be responsible for all costs associated with the operation of its terminal/interface, and may be required, should the Department of Public Safety not receive circuit funding, to assume circuit costs if service is still desired.
13. The User Agency will enter data into NCIC and TCIC, and exchange information on TLETS and NLETS, via codes and procedures and techniques that have been established and published in Operational Manuals.
14. The Department of Public Safety reserves the right to immediately suspend service to the User Agency when applicable policies are violated. The Department of Public Safety may reinstate service following such instances upon receipt of satisfactory assurances that such violations have been corrected. All costs for reconnection service are the responsibility of the User Agency. The Department of Public Safety shall have the authority to inspect and audit the equipment, records, and operations of the User Agency to determine compliance.

15. Either the Department of Public Safety or the user may, upon 30 days notice, in writing, discontinue service.

16. User Agency, to the extent authorized by law, agrees to indemnify and save harmless the Texas Department of Public Safety, its Director and Employees from and against any and all claims, demands, actions and suits, including but not limited to any liability for damages by reason of or arising out of any false arrest or imprisonment or any cause of action whatsoever, arising out of or involving any negligence on the part of the User Agency or its employees in the exercise of enjoyment of this Agreement.

17. This Agreement will become effective on \_\_\_\_\_

In WITNESS WHEREOF, the parties hereto caused this Agreement to be executed by the proper officers and officials.

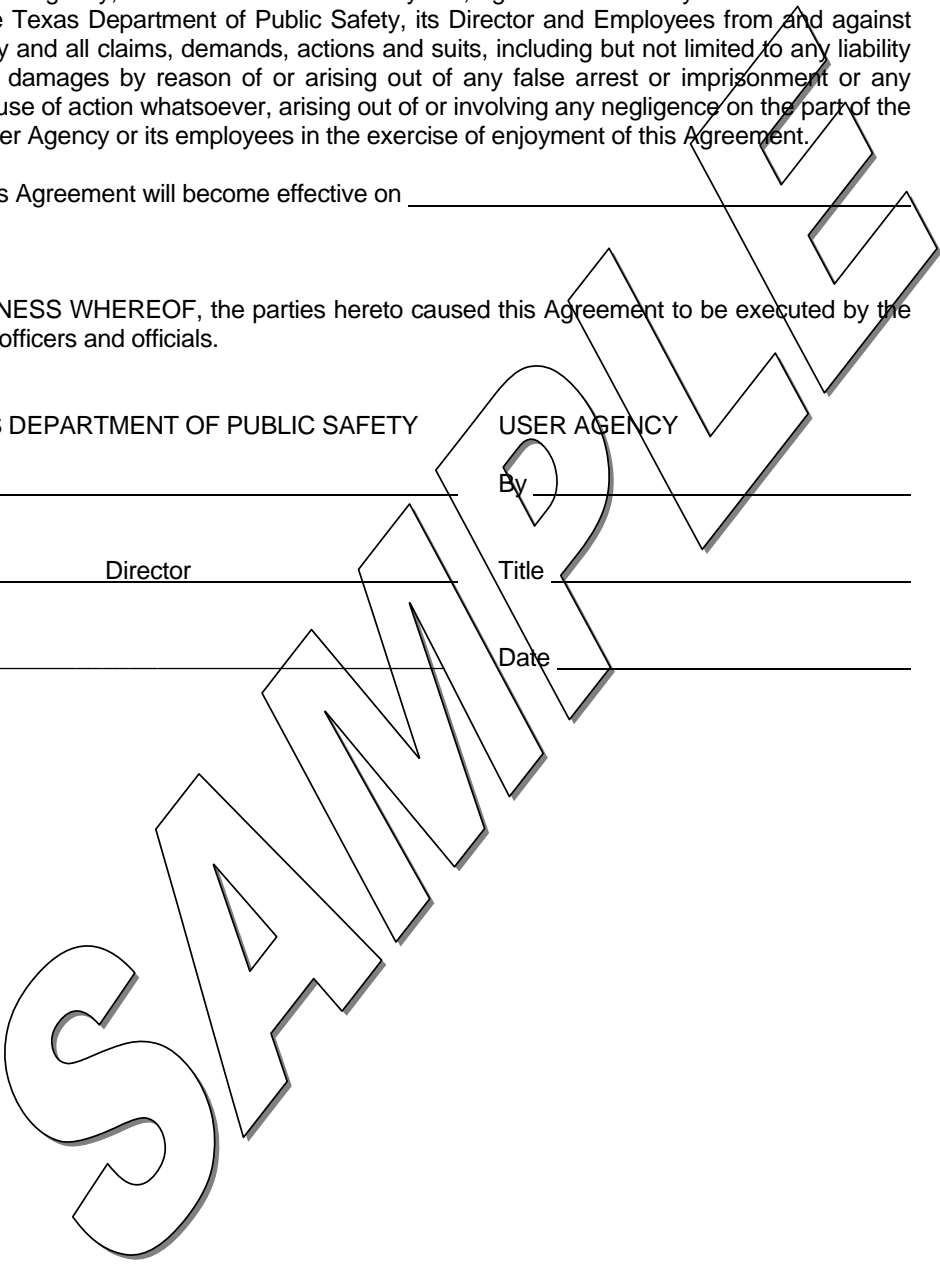
TEXAS DEPARTMENT OF PUBLIC SAFETY

USER AGENCY

By \_\_\_\_\_ By \_\_\_\_\_

Title Director \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_



## ROUTING DIRECTORY BY CITIES

This directory list cities, towns, and communities that either have no law enforcement agency as such or those having an agency that are not TLETS members. The mnemonic address for each listing is the mnemonic address of the TLETS member agency that will relay messages to the law enforcement agency for that city/town or that is responsible for law enforcement services for that community.

For a complete list and routing information for law enforcement / criminal justice agencies that are TLETS members or have a TLETS access terminal (Chapter 3, Section 3.2), refer to the most recent copy of the MNEMONIC ADDRESS LIST BY CITY that is supplied to you periodically as a separate publication.

Routing of message of interest or concern to communities that are not listed in this publication, would usually be directed to the sheriff's office of the county in which that community is located. A list and routing directory for each of the 254 Texas Sheriff's Departments can be found in the most recent copy of the MNEMONIC ADDRESS LIST OF COUNTY SHERIFF'S OFFICES that is supplied to you periodically as a separate publication.

The cities, towns, and communities and the routing mnemonic addresses outlined in this document have been listed according to the latest information available to us at the time of publication. If any errors are discovered, notify the TLETS Training Officer (Section 2.1.1) as soon as possible

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ABBOTT (HILL).....	HLSZ	AUTHUR CITY (LAMAR) .....	PISZ
ABERNATHY (HALE) .....	PVSZ	AUSTONIO (HOUSTON).....	CKSZ
ACADEMY (BELL).....	BWSZ	AUSTWELL (REFUGIO) .....	RFSZ
ACALA (HUDSPETH) .....	SBSZ	AVALON (ELLIS).....	WHSZ
ACE (POLK) .....	LGSZ	AVERY (RED RIVER).....	CXPZ
ACKERLY (DAWSON).....	STNZ	AVINGER (CASS).....	LNSZ
ACME (HARDEMAN) .....	QNSZ	AVOCA (JONES).....	ANSZ
ACWORTH (RED RIVER).....	CXPZ	AXTELL (MCLENNAN) .....	SDWZ
ADAMSVILLE (LAMPASAS).....	LPSZ	BACLIFF (GALVESTON) .....	GGSZ
ADDICKS (HARRIS) .....	HRSZ	BAGWELL (RED RIVER).....	CXPZ
ADKINS (BEXAR) .....	SASZ	BAILEY (FANNIN) .....	BJSZ
ADRIAN (OLDHAM).....	VGSZ	BAILEYBORO (BAILEY).....	MUPZ
AFTON (DICKENS).....	DKSZ	BAILEYS PRAIRIE (BRAZORIA) .....	ATSZ
AGUA DULCE (NUECES) .....	CCSZ	BAKERSFIELD (PECOS).....	FSSZ
AGUA NUEVA (JIM HOGG) .....	HBSZ	BALMORHEA (REEVES).....	PCSZ
AGUILARES (WEBB) .....	LDSZ	BANGS (BROWN).....	BRNZ
AIKEN (FLOYD) .....	FDSZ	BANQUETE (NUECES).....	CCSZ
ALANREED (GRAY) .....	PMSZ	BARCLAY (FALLS).....	MNSZ
ALBA (WOOD) .....	QMSZ	BARDWELL (ELLIS) .....	WHSZ
ALBERT (GILLESPIE) .....	FGSZ	BARKER (HARRIS).....	HRSZ
ALEDO (PARKER).....	WXSZ	BARKSDALE (EDWARDS) .....	RSSZ
ALEXANDER (ERATH) .....	STSZ	BARNHART (IRION).....	MZSZ
ALFRED (JIM WELLS) .....	ACSZ	BARNUM (POLK).....	LGSZ
ALGERITA (SAN SABA) .....	BBSZ	BARRY (NAVARRO).....	CFSZ
ALGOA (GALVESTON) .....	GGSZ	BARSTOW (WARD) .....	MHSZ
ALIEF (HARRIS).....	HRSZ	BARTLETT (BELL).....	BWSZ
ALLAMOORE .....	SBSZ	BASSETT (BOWIE) .....	BSJZ
ALLEYTON (COLORADO) .....	CLSZ	BATESVILLE (ZAVALA) .....	ZCPZ
ALLISON (WHEELER).....	WESZ	BATSON (HARDEN) .....	KFSZ
ALMA (ELLIS) .....	WHSZ	BAYSIDE (REFUGIO).....	RFSZ
ALLRED .....	PNSZ	BAYVIEW (CAMERON) .....	BVSZ
ALTAIR (COLORADO) .....	CLSZ	BAZETTE (NAVARRO) .....	CFSZ
ALTO BENITO (STARR).....	RGSZ	BEASLEY (FORT BEND).....	RMSZ
ALTON (HIDALGO).....	EBSZ	BEBE (GONZALES).....	GGSZ
ALVORD (WISE) .....	DCSZ	BECKVILLE (PANOLA) .....	CAHZ
AMBROSE (GRAYSON).....	SRSZ	BEDIAS (GRIMES) .....	ADSZ
AMES (LIBERTY).....	LBSZ	BEE CAVE (TRAVIS) .....	TCSZ
AMHERST (LAMB) .....	LFSZ	BELCHERVILLE (MONTAGUE) .....	MGSZ
ANDICE (WILLIAMSON).....	GTSZ	BELLEVUE (CLAY) .....	HNSZ
ANGUS (NAVARRO) .....	CFSZ	BELL FALLS (HARRIS).....	HRSZ
ANNA (COLLIN).....	MCSZ	BELLS (GRAYSON).....	SRSZ
ANNONA (RED RIVER) .....	CXPZ	BELMONT (GONZALES) .....	GGSZ
ANTELOPE (JACK) .....	JBSZ	BEN ARNOLD (MILAM) .....	CJSZ
ANTHONY (EL PASO).....	EPSZ	BEN BOLT (JIM WELLS).....	ACSZ
ANTON (HOCKLEY) .....	LVPZ	BEN FRANKLIN (DELTA).....	CZSZ
APPLE SPRINGS (TRINITY) .....	GVSZ	BEN WHEELER (VAN ZANDT) .....	CTSZ
APPLEBY (NACOGDOCHES) .....	NGSZ	BENAVIDES (DUVAL).....	SDSZ
AQUILLA (HILL).....	HLSZ	BENCHLEY (ROBERTSON).....	FKSZ
ARCADIA (GALVESTON) .....	GGSZ	BEND (SAN SABA) .....	BBSZ
ARCOLA (FORT BEND).....	RMSZ	BENNETT (PARKER).....	WXSZ
ARGYLE (DENTON) .....	DNSZ	BERCLAIR (GOLIAD) .....	GISZ
ARMSTRONG (KENNEDY) .....	KVSZ	BERGHEIM (KENDALL) .....	BXSZ
ARNECKEVILLE (DEWITT).....	CUSZ	BERRYVILLE (HENDERSON).....	AHCZ
ARP (SMITH) .....	TYSZ	BESSMAY (JASPER).....	JSSZ
ART (MASON) .....	MASZ	BERTRAM (BURNETT).....	BRSZ
ARROYO CITY (MCCULLOUGH) .....	BDPZ	BEST (REAGAN).....	BGSZ
ARTESIA WELLS (LA SALLE) .....	LSSZ	BEVIL OAKS (HARDIN).....	KUSZ
ASHERTON (DIMMIT).....	CRSZ	BETTIE (UPSHUR).....	GLSZ
ASHMORE (GAINES) .....	SMSZ	BIARDSTOWN (LAMAR) .....	PISZ
ASHTOLA (DONLEY) .....	DYSZ	BIG SANDY (UPSHUR).....	GLSZ
ATASCOSA (BEXAR).....	SASZ	BIG WELLS (DIMMITT) .....	CRSZ
AUBREY (DENTON) .....	DNSZ	BIGFOOT (FRIO) .....	PRSZ
AUGUSTA (HOUSTON).....	CKSZ	BIROME (HILL).....	HLSZ

BIRTHRIGHT (HOPKINS).....	SSSZ	BROWNSBORO (HENDERSON) .....	AHCZ
BIVINS (CASS).....	LNSZ	BRUCEVILLE (MCLENNAN) .....	SDWZ
BLACK (PARMER).....	FLSZ	BRUCEVILLE-EDDY (MCLENNAN).....	SDWZ
BLACKWELL (NOLAN).....	SWSZ	BRUNDAGE (DIMMITT) .....	CRSZ
BLANCHARD (POLK).....	LGSZ	BRUNI (WEBB).....	LDSZ
BLANCO (BLANCO).....	JCSZ	BRYANS MILLS (CASS).....	LNSZ
BLANDLAKE (SAN AUGUSTINE).....	SGSZ	BRYARLY (RED RIVER).....	CXPZ
BLANKET (BROWN).....	BRNZ	BRYSON (JACK).....	JBSZ
BLEAKWOOD (KIMBLE).....	JNSZ	BUCHANNAN DAM (LLANO).....	LLSZ
BLEDSCOE (COCHRAN).....	MQSZ	BUCHYEY (MADAGORDA).....	BCSZ
BLEIBLERVILLE (AUSTIN).....	BLSZ	BUCKHOLTS (MILAM).....	CJSZ
BLESSING (MATAGORDA).....	BCSZ	BUCKINGHAM (DALLAS) .....	DLSZ
BLEWETT (UVALDE).....	UVSZ	BUDA (HAYS).....	HYSZ
BLOOMBURG (CASS).....	LNSZ	BUFFALO (LEON).....	CVSZ
BLOOMING GROVE (NAVARRO).....	CFSZ	BUFFALO GAP (TAYLOR).....	ALSZ
BLOOMINGTON (VICTORIA).....	VTSZ	BUFFALO LAKES (LUBBOCK) .....	LUSZ
BLOSSOM (LAMAR).....	PISZ	BUFFALO SPRINGS (CLAY) .....	HNSZ
BLUE RIDGE (COLLIN).....	MCSZ	BUFORD (MITCHELL) .....	CYSZ
BLUEGROVE (CLAY).....	HNSZ	BULA (BAILEY).....	MUSZ
BLUFF DALE (ERATH).....	STSZ	BULCHER (COOK).....	GNSZ
BLUFFTON (LLANO).....	LLSZ	BULLARD (SMITH) .....	TYSZ
BLUM (HILL).....	HLSZ	BULVERDE (COMAL).....	NBSZ
BOCA CHICA (CAMERON).....	BVSZ	BUNA (JASPER).....	JSSZ
BOGATA (RED RIVER).....	CXPZ	BUNA VISTA (HUTCHISON) .....	BRGZ
BOLING (WHARTON).....	WTSZ	BUNKERHILL (HARRIS).....	HRSZ
BOMARTON (BAYLOR).....	SYSZ	BURKE (ANGELINA) .....	LISZ
BONNEY (BRAZORIA).....	ATSZ	BURKETT (COLEMAN) .....	CMSZ
BON WIER (NEWTON).....	NWSZ	BURKEVILLE (NEWTON).....	NWSZ
BONITA (MONTAGUE).....	MGSZ	BURLEIGH (AUSTIN).....	BLSZ
BOOKER (LIPSCOMB).....	LCSZ	BURLINGTON (MILAM) .....	CJSZ
BOONSVILLE (WISE).....	DCSZ	BURTON (WASHINGTON) .....	BMSZ
BOOTH (FORT BEND).....	RMSZ	BUSHLAND (POTTER).....	AMSZ
BOSTON (BOWIE).....	BSJZ	BUSTAMANTE (ZAPATA).....	ZPSZ
BOVINA (PARMER).....	FLSZ	BUTLER (FREESTONE).....	FFSZ
BOXELDER (RED RIVER).....	CXPZ	BYERS (CLAY).....	HNSZ
BOYCE (ELLIS).....	WHSZ	BYNUM (HILL).....	HLSZ
BOYD (WISE).....	DCSZ	BYRD (ELLIS).....	WHSZ
BOYS RANCH (OLDHAM) .....	02X1	CACTUS (MOORE) .....	DUPZ
BRACKEN (COMAL).....	NBSZ	CADDO (STEPHENS).....	BKPZ
BRAD (PALO PINTO).....	PPSZ	CADDO MILLS (HUNT).....	GESZ
BRADSHAW (TAYLOR) .....	ALSZ	CALEDONIA (RUCK).....	HESZ
BRANDON (HILL).....	HLSZ	CALF CREEK (MCCULLOCH) .....	BDPZ
BRASHEAR (HOPKINS).....	SSSZ	CALL (JASPER).....	JSSZ
BRAZOS (PALO PINTO).....	PPSZ	CALLIHAM (MCMULLEN) .....	TDSZ
BREMOND (ROBERTSON).....	FKSZ	CALLISBURG (COOK) .....	GNSZ
BRIAR (WISE).....	DCSZ	CALVERT (ROBERTSON).....	FKSZ
BRICE (HALL).....	02X1	CAMDEN (POLK).....	LGSZ
BRIGGS (BURNET).....	BRSZ	CAMILLA (SAN JACINTO) .....	CDSZ
BRISCOE (WHEELER).....	WESZ	CAMP SAN SABA (MCCULLOCH).....	BDPZ
BRISTOL (ELLIS).....	WHSZ	CAMP SPRINGS (SCURRY).....	SXSZ
BRITTON (ELLIS).....	WHSZ	CAMP VERDE (KERR).....	KRSZ
BROADDUS (SAN AUGUSTINE).....	SGSZ	CAMP WOOD (REAL).....	UVPZ
BRONCO (YOAKUM).....	PNSZ	CAMPBELL (HUNT).....	GESZ
BRONSON (SABINE).....	HMSZ	CAMPBELLTON (ATASCOSA).....	JDSZ
BRONTE (COKE).....	S21Z	CANDELARIA (PRESIDIO).....	MJSZ
BROOKLAND (SABINE) .....	HMSZ	CANEY CITY (HENDERSON).....	AHCZ
BROOKSIDE VILLAGE (BRAZORIA).....	ATSZ	CANUTILLO (EL PASO) .....	EPSZ
BROOKSMITH (BROWN).....	BRNZ	CANYON CITY (COMAL).....	NBSZ
BROOKSTON (LAMAR).....	PISZ	CAPS (GRIMES).....	ADSZ
		CARADAN (MILLS).....	GHSZ

CARBON (EASTLAND) ..... ELPZ  
CARBONDALE (BOWIE) ..... BSJZ  
CAREY (CHILDRRESS) ..... 06X1  
CARLOS (GRIMES) ..... ADSZ  
CARLS CORNER (HILL) ..... HLSZ  
CARLSBAD (TOM GREEN) ..... SESZ  
CARLTON (HAMILTON) ..... HISZ  
CARMINE (FAYETTE) ..... LASZ  
CARMONA (POLK) ..... LGSZ  
CARO (NACOGDOCHES) ..... NGSZ  
CARSON (FANNIN) ..... BJSZ  
CARTA VALLEY (EDWARDS) ..... RSSZ  
CASA PIEDRA (PRESIDIO) ..... MJSZ  
CASH (HUNT) ..... GESZ  
CASON (MORRIS) ..... DFSZ  
CASTELL (LLANO) ..... LLSZ  
CASTROVILLE (MEDINA) ..... HDSZ  
CAT SPRING (AUSTIN) ..... BLSZ  
CATARINA (DIMMITT) ..... CRSZ  
CAWTHON (BRAZOS) ..... BYSZ  
CAYUGA (ANDERSON) ..... PESZ  
CEDAR CREEK (BASTROP) ..... BTSZ  
CEDAR LANE (MATAGORDA) ..... BCSZ  
CEDAR LAKE (MATAGORDA) ..... BCSZ  
CECAR SPRINGS (FALLS) ..... MNSZ  
CEDAR VALLEY (TRAVIS) ..... TCSZ  
CEE VEE (COTTLE) ..... 02X1  
CELESTE (HUNT) ..... GESZ  
CELINA (COLLIN) ..... MCSZ  
CENTER POINT (KERR) ..... KRSZ  
CENTRALIA (TRINITY) ..... GVSZ  
GESTOHOWA (KARNES) ..... KCSZ  
CHALK (COTTLE) ..... 06X1  
CHANDLER (HENDERSON) ..... AHCZ  
CHANNELVIEW (HARRIS) ..... HRSZ  
CHANNING (HARTLEY) ..... DTPZ  
CHAPMAN (RUSK) ..... HESZ  
CHAPMAN RANCH (NUECES) ..... CCSZ  
CHAPPELL HILL (WASHINGTON) ..... BMSZ  
CHARCO (GOLIAD) ..... GISZ  
CHARLESTON (DELTA) ..... CZSZ  
CHARLIE (CLAY) ..... HNSZ  
CHARLOTTE (ATASCOSA) ..... JDSZ  
CHATEAU WOODS (MONTGOMERY) ..... CQSZ  
CHATFIELD (NAVARRO) ..... CFSZ  
CHALK BLUFF (MCLENNAN) ..... SDWZ  
CHEAPSIDE (GONZALES) ..... CQSZ  
CHEROKEE (SAN SABA) ..... BBSZ  
CHERRY SPRING (GILLESPIE) ..... FGSZ  
CHESTER (TYLER) ..... WVSZ  
CHICO (WISE) ..... DCSZ  
CHICOTA (LAMAR) ..... PISZ  
CHILLICOTHE (HAREDMAN) ..... QNSZ  
CHILTON (FALLS) ..... MNSZ  
CHINA (JEFFERSON) ..... BQSZ  
CHINA GROVE (BEXAR) ..... SASZ  
CHINA SPRINGS (MCLENNAN) ..... SDWZ  
CHIRENO (NACOGDOCHES) ..... NGSZ  
CHISOS BASIN (BREWSTER) ..... APNZ  
CHISHOLM (ROCKWALL) ..... RWSZ  
CHOICE (SHELBY) ..... CESZ  
CHRIESMAN (BURLESON) ..... CWSZ

CHRISTINE (ATASCOSA) ..... JDSZ  
CHRISTOVAL (TOM GREEN) ..... SESZ  
CIPRES (HIDALGO) ..... EBSZ  
CIRCLE BACK (BAILEY) ..... MUSZ  
CISCO (EASTLAND) ..... ELPZ  
CISTERN (FAYETTE) ..... LASZ  
CLAIREMONT (KENT) ..... JYSZ  
CLAIRETTE (ERATH) ..... STSZ  
CLARKSVILLE CITY (GREGG) ..... LWSZ  
CLAY (BURLESON) ..... CWSE  
CLAYTON (PANOLA) ..... CAHZ  
CLEAR LAKE SHORES (GALVESTON) ..... TLVZ  
CLEAR SPRING (GUADALUPE) ..... SUSZ  
CLEMVILLE (MATAGORDA) ..... BCSZ  
CLEO (KIMBLE) ..... JNSZ  
CLIFFSIDE (POTTER) ..... AMSZ  
CLIFTON (BOSQUE) ..... MRSZ  
CLINT (EL PASO) ..... 11X1  
CLODINE (FORT BEND) ..... RMSZ  
CLYDE (CALLAHAN) ..... BASZ  
COCHRAN (AUSTIN) ..... BLSZ  
COAHOMA (HOWARD) ..... BSSZ  
COFFEE CITY (HENDERSON) ..... AHCZ  
COKE (WOOD) ..... QMSZ  
COLFAX (VAN ZANTE) ..... CTSZ  
COLLEGEPORT (MATAGORDA) ..... BCSZ  
COLLINSVILLE (GRAYSON) ..... SRSZ  
COLMESNEIL (TYLER) ..... WVSZ  
COMBES (CAMERON) ..... BVSZ  
COMBINE (DALLAS) ..... DLSZ  
COMFORT (KENDALL) ..... BXSZ  
COMO (HOPKINS) ..... SSSZ  
COMSTOCK (VAL VERDE) ..... DRSZ  
COMYN (COMANCHE) ..... CSSZ  
CONCAN (UVALDE) ..... UVSZ  
CONCEPCION (DUVAL) ..... SDSZ  
CONCORD (RUSK) ..... HESZ  
CONE (CROSBY) ..... YCSZ  
CONLEN (DALLAM) ..... DTPZ  
CONVERSE (BEXAR) ..... LQKZ  
CONWAY (CARSON) ..... PHSZ  
COOKSPOINT (BURLESON) ..... CWSZ  
COOKVILLE (TITUS) ..... MTSZ  
COOL (PARKER) ..... WXSZ  
COOLIDGE (LIMESTONE) ..... GCSZ  
COPEVILLE (COLLIN) ..... MCSZ  
COPPER CANYON (DENTON) ..... DNSZ  
CORDELE (JACKSON) ..... EASZ  
CORINTH (DENTON) ..... LKDZ  
CORLEY (BOWIE) ..... BJSZ  
CORNUDAS (HUDSPETH) ..... SBSZ  
CORYELL CITY (CORYELL) ..... GASZ  
COST (GONZALES) ..... GQSZ  
COTTON CENTER (HALE) ..... PVSZ  
COTTONWOOD (CALLAHAN) ..... BASZ  
COTTONWOOD (MADISION) ..... MVSZ  
COUNTRY CAMPUS (WALKER) ..... HVSZ  
COUPLAND (WILLIAMSON) ..... GTSZ  
COURTNEY (GRIMES) ..... ADSZ  
COVINGTON (HILL) ..... HLSZ  
COY CITY (KARNES) ..... KCSZ  
COYANOSA (RECOS) ..... FSSZ  
CRABBS PRAIRIE (WALKER) ..... HVSZ  
CRANDALL (KAUFMAN) ..... KFSZ

CRANFILLS GAP (BOSQUE).....	MRSZ	DIANA (UPSHUR) .....	GLSZ
CRAWFORD (MCLENNAN) .....	SDWZ	DIKE (HOPKINS) .....	SSSZ
CREEDMOOR (TRAVIS) .....	TCSZ	DILLEY (FRIO) .....	PRSZ
CRESSON (HOOD) .....	GBSZ	DIME BOX (LEE) .....	GDSZ
CREWS (RUNNELS).....	BLGZ	DINERO (LIVE OAK) .....	GWSZ
CRISP (ELLIS).....	WHSZ	DIRECT (LAMAR).....	PISZ
CROSBY (HARRIS) .....	HRSZ	DIVOT (FRIO).....	PRSZ
CROSS (GRIMES).....	ADSZ	DOBBIN (MONTGOMERY) .....	CQSZ
CROSS CUT (BROWN) .....	BRNZ	DODD CITY (FANNIN).....	BJSZ
CROSS PLAINS (CALLAHAN) .....	BASZ	DODGE (WALKER) .....	HVSZ
CROSSROADS (DENTON) .....	DNSZ	DODSON (COLLINGSWORTH).....	WLSZ
CROW (WOOD).....	QMSZ	DOG RIDGE (BELL) .....	BWSZ
CRYSTAL BEACH (CHAMBERS).....	AASZ	DOMINO (CASS) .....	LNSZ
CUMBY (HOPKINS).....	SSSZ	DONIE (FREESTONE).....	FFSZ
CUNEY (CHEROKEE).....	RUSZ	DOOLE (MCCULLOCH).....	BDPZ
CUNNINGHAM (LAMAR) .....	PISZ	DORCHESTER (GRAYSON) .....	SRSZ
CUSHING (NACOGDOCHES).....	NGSZ	DOSS (GILLESPIE) .....	FGSZ
CUT AND SHOOT (MONTGOMERY) .....	CQSZ	DOUBLE OAK (DENTON) .....	DNSZ
CUTHAND (RED RIVER) .....	CXPZ	DOUGETTE (TYLER) .....	WVSZ
CYPRESS (HARRIS).....	HRSZ	DOUGHERTY (FLOYD).....	FDSZ
CYPRESS MILL (BLANCO) .....	JCSZ	DOUGLASS (NACOGDOCHES) .....	NGSZ
DABNEY (UVALDE).....	UVSZ	DOUGLASVILLE (CASS).....	LNSZ
DACOSTA (VICTORIA).....	VTSZ	DOZIER (COLLINGSWORTH).....	WLSZ
DACUS (MONTGOMERY) .....	CQSZ	DRAW (LLYN).....	TKSZ
DAISETTA (LIBERTY) .....	LBSZ	DRIFTWOOD (HAYS).....	HYSZ
DALBY SPRINGS (BOWIE).....	BSJZ	DRIPPING SPRINGS (HAYS).....	HYSZ
DALE (CALDWELL).....	LKSZ	DRYDEN (TERRELL) .....	TSSZ
DAMON (BRAZORIA) .....	ATSZ	DUFFAU (ERATH) .....	STSZ
DANBURY (BRAZORIA) .....	ATSZ	DUNDEE (ARCHER) .....	ARSZ
DANCIGER (BRAZORIA) .....	ATSZ	DUMONT (KING) .....	06X1
DANEVANG (WHARTON) .....	WTSZ	DUNLAY (MEDINA).....	HDSZ
DARROUZETT (LIPSCOMB).....	LCSZ	DUNN (SCURRY).....	SXSZ
DAVILLA (MILAM) .....	CJSZ	EAGLE LAKE (COLORADO) .....	CLSZ
DAWN (DEAF SMITH).....	HFSZ	EARLY (BROWN).....	BRNZ
DAWSON (NAVARRO).....	CFSZ	EARTH (LAMB) .....	LFSZ
DEADWOOD (PANOLA) .....	CAHZ	EAST BERNARD (WHARTON) .....	WTSZ
DEANVILLE (BURLESON).....	CWSZ	EAST COLUMBIA (BRAZORIA).....	ATSZ
DEBERRY (PANOLA).....	CAHZ	EAST MOUNTAIN (UPSHUR) .....	GLSZ
DELEON (COMMANCHE) .....	CCSZ	EAST TAWAKONI (RAINS) .....	EMSZ
DELL CITY (HUDSPETH) .....	SBSZ	EASTERLY (ROBERTSON) .....	FKSZ
DELMITA (STARR) .....	RGSZ	EASTON (GREGG).....	LWSZ
DEL VALLE (TRAVIS) .....	TCSZ	EASTVALE (DENTON) .....	DNSZ
DELWIN (COTTLE) .....	06X1	ECCLETO (KARNES) .....	KCSZ
DENNIS (PARKER).....	WXSZ	ECTOR (FANNIN).....	BJSZ
DEPORT (LAMAR).....	PISZ	EDDY (MCLENNAN) .....	SDWZ
DERBY (FRIO).....	PRSZ	EDGE (BRAZOS).....	BYSZ
DERMOTT (SCURRY).....	SXSZ	EDGECLIFF VILLAGE (TARRANT) .....	FWSZ
DESDEMONA (EASTLAND) .....	ELPZ	EDGEWOOD (VAN ZANDT) .....	CTSZ
DETROIT (RED RIVER) .....	CXPZ	EDMONSON (HALE) .....	PVSZ
DEVERS (LIBERTY) .....	LBSZ	EDOM (VAN ZANT) .....	CTSZ
DEW (FREESTONE) .....	FFSZ	EDROY (SAN PATRICIO) .....	SISZ
DEWALT (FORT BEND).....	RMSZ	EGAN (JOHNSON).....	CBSZ
DEWEES (WILSON).....	FVSZ	EGYPT (WHARTON) .....	WTSZ
DEWEYVILLE (NEWTON).....	NWSZ	ELIASVILLE (YOUNG) .....	GMSZ
DEWVILLE (GONAZLES).....	GQSZ	EL INDIO (MAVERICK) .....	EGSZ
DEXTER (COOKE).....	GNSZ	EL LAGO (HARRIS) .....	NBYZ
D'HANIS (MEDINA).....	HDSZ	EL MATON (MATAGORDA) .....	BCSZ
DIALVILLE (CHEROKEE) .....	RUSZ	EL SAUZ (STARR) .....	RGSZ

ELBERT (THROCKMORTON) .....TMSZ  
 ELIASVILLE (YOUNG).....GMSZ  
 ELK (MCLENNAN).....SDW  
 ELKHART (ANDERSON).....PESZ  
 ELLINGER (FAYETTE).....LASZ  
 ELM MOTT (MCLENNAN).....SDWZ  
 ELMATON (MATAGORDA).....BCSZ  
 ELMENDORF (BEXAR).....SASZ  
 ELMO (KAUFMAN).....KFSZ  
 ELROY (TRAVIS).....TCSZ  
 ELYSIAN FIELDS (HARRISON).....MMSZ  
 EMHOUSE (NAVARRO).....CFSZ  
 ENCHANTED OAKS (HENDERSON).....AHCZ  
 ENCINAL (LA SALLE).....LSSZ  
 ENCINO (BROOKS).....FRSZ  
 ENERGY (COMANCHE).....CSSZ  
 ENGLE (FAYETTE).....LASZ  
 ENGLISH (BRAZORIA).....ATSZ  
 ENLOE (DELTA).....CZSZ  
 ENOCHS (BAILEY).....MUSZ  
 EOLA (CONCHO).....EDNZ  
 ENON (UPSHURE).....GLSZ  
 ERA (COOKE).....GNSZ  
 ESCOBARES (STARR).....RGSZ  
 ESCOBAS (ZAPATA).....ZPSZ  
 ESPERANZA (HUDSPETH).....SBSZ  
 ESTELLINE (HALL).....06X1  
 ETOILE (NACOGDOCHES).....NGSZ  
 ETTER (MOORE).....DUSZ  
 EULOGY (BOSQUE).....MRSZ  
 EUREKA (NAVARRO).....CFSZ  
 EUSTACE (HENDERSON).....AHCZ  
 EVADALE (JASPER).....JSSZ  
 EVANT (CORYELL).....GASZ  
 EVERGREEN (SAN JACINTO).....CDSZ  
 FABENS (EL PASO).....EPSZ  
 FAIRBANKS (HARRIS).....HRSZ  
 FAIRLIE (HUNT).....GESZ  
 FAIRY (HAMILTON).....HISZ  
 FAIR OAKS RANCH (KENDALL).....BXPZ  
 FAIRVIEW (HOWARD).....BSSZ  
 FALCON DAM (ZAPATA).....ZPSZ  
 FALCON HEIGHTS (STARR).....RGSZ  
 FALLS CITY (KARNES).....KCSZ  
 FANNETT (JEFFERSON).....BQSZ  
 FANNIN (GOLIAD).....GISZ  
 FARGO (WILBARGER).....VNPZ  
 FARMERSVILLE (COLLIN).....MCSZ  
 FARNSWORTH (OCHILTREE).....PYSZ  
 FARRAR (LIMESTONE).....GCSZ  
 FASHING (ATASCOSA).....JDSZ  
 FATE (ROCKWALL).....RWSZ  
 FAYETTEVILLE (FAYETTE).....LASZ  
 FEDOR (LEE).....GDSZ  
 FENTRESS (CALDWELL).....LKSZ  
 FIELD CREEK (LLANO).....LLSZ  
 FIELDTON (LAMB).....LFSZ  
 FIFE (MCCULLOCH).....BDPZ  
 FINK GRAYSON).....SRSZ  
 FINNEY (HALE).....PVSZ

FISCHER (COMAL) .....NBSZ  
 FISK (COLEMAN).....CMSZ  
 FLATONIA (FAYETTE).....LASZ  
 FLAT (CORYELL).....GASZ  
 FLINT (SMITH).....TYSZ  
 FLOMOT (MOTLEY).....06X1  
 FLORENCE (WILLIAMSON).....GTSZ  
 FLOREY (ANDREWS).....AWSZ  
 FLOYD (HUNT).....GESZ  
 FLUVANNA (SCURRY).....SXSZ  
 FLYNN (LEON).....CVSZ  
 FOARD CITY (FOARD).....06X1  
 FODICE (HOUSTON).....CKSZ  
 FOLLETT (LIPSCOMB).....LCSZ  
 FOREST (CHEROKEE).....RUSZ  
 FORESTBURG (MONTAGUE).....MGSZ  
 FORRESTON (ELLIS).....WHSZ  
 FORSAN (HOWARD).....BSSZ  
 FORT CLARK SPRINGS (KINNY).....KYSZ  
 FORT DAVIS (JEFF DAVIS).....MJSZ  
 FORT GATES (CORYELL).....GASZ  
 FORT GRIFFIN (SHACKELFORD).....ABSZ  
 FORT HANCOCK (HUDSPETH).....SBSZ  
 FORT MCKAVETT (MENARD).....MDSZ  
 FORT PARKER (LIMESTONE).....GCSZ  
 FOSTORIA (MONTGOMERY).....CQSZ  
 FOWLERTON (LASALLE).....LSSZ  
 FRANCITAS (JACKSON).....EASZ  
 FRANKELL CITY (ANDREWS).....AWSZ  
 FRANKSTON (ANDERSON).....PESZ  
 FRED (TYLER).....WVSZ  
 FREEDONIA (MASON).....MASZ  
 FREESTONE (FREESTONE).....FFSZ  
 FRELSBURG (COLORADO).....CLSZ  
 FRESNO (FORT BEND).....RMSZ  
 FRIDAY (TRINITY).....GVSZ  
 FRIO TOWN (FRIO).....PRSZ  
 FRITCH (HUTCHISON).....BRGZ  
 FRONTON (STARR).....RGSZ  
 FROST (NAVARRO).....CFSZ  
 FRUITLAND (MONTAGUE).....MGSZ  
 FRUITVALE (VAN ZANDT).....CTSZ  
 FRYDEK (AUSTIN).....BLSZ  
 FULBRIGHT (RED RIVER).....CXPZ  
 FULSHEAR (FORT BEND).....RMSZ  
 FULTON (ARANSAS).....RKSZ  
 FUNSTON (JONES).....ANPZ  
 GAIL (BORDEN).....LMSZ  
 GALLATIN (CHEROKEE).....RUSZ  
 GANADO (JACKSON).....EASZ  
 GARCIASVILLE (STARR).....RGSZ  
 GARDEN CITY (GLASSCOCK).....STNZ  
 GARDEN RIDGE (COMAL).....NBSZ  
 GARDEN VALLEY (SMITH).....TYSZ  
 GARDENDALE (ECTOR).....DESZ  
 GARNER (PARKER).....WXSZ  
 GARRETT (ELLIS).....WHSZ  
 GARRISON (NACOGDOCHES).....NGSZ  
 GARWOOD (COLORADO).....CLSZ  
 GARY (PANOLA).....CAHZ

GAUSE (MILAM) ..... CJSZ  
 GAY HILL (WASHINGTON)..... BMSZ  
 GENEVA (SABINE)..... HMSZ  
 GERONIMO (GUADALUPE)..... SUSZ  
 GHOLSON (MCLENNAN)..... SDWZ  
 GILCHRIST (GALVESTON)..... GGSZ  
 GILLETT (KARNES)..... KCSZ  
 GILLILAND (KNOX)..... KXSZ  
 GIRARD (KENT)..... JYSZ  
 GIRVIN (PECOS)..... FSSZ  
 GIVINS (LAMAR)..... PISZ  
 GLAZIER (HEMPHILL) ..... CISZ  
 GLEN COVE (COLEMAN)..... CMSZ  
 GLEN FLORA (WHARTON) ..... WTSZ  
 GLENDALE (TRINITY)..... GVSZ  
 GLENFAWN (RUSK)..... HESZ  
 GLENN (DICKINS) ..... DKSZ  
 GLENWOOD (UPSHURE)..... GLSZ  
 GLIDDEN (COLORADO) ..... CLSZ  
 GOBER (FANNIN)..... BJSZ  
 GODLEY (JOHNSON)..... CBSZ  
 GOLDEN (WOOD)..... QMSZ  
 GOLDSBORO (COLEMAN)..... CMSZ  
 GOLDSMITH (ECTOR) ..... DESZ  
 GOLINDA (MCLENNAN) ..... SDWZ  
 GOMEZ (TERRY) ..... BFSZ  
 GOODLAND (BAILEY) ..... MUSZ  
 GOODLETT (HARDEMAN) ..... QNSZ  
 GOODLOW (NAVARRO) ..... CFSZ  
 GOODNIGHT (ARMSTRONG) ..... CGSZ  
 GOODRICH (POLK)..... LGSZ  
 GORDON (PALO PINTO) ..... PPSZ  
 GORDONVILLE (GRAYSON)..... SRSZ  
 GOREE (KNOX)..... KXSZ  
 GORMAN (EASTLAND) ..... ELPZ  
 GOULDBUSK (COLEMAN)..... CMSZ  
 GRAFORD (PALO PINTO) ..... PPSZ  
 GRAND SALINE (VAND ZANDT) ..... CTSZ  
 GRANDFALLS (WARD) ..... MHSZ  
 GRANDVIEW (JOHNSON) ..... CBSZ  
 GRANGER (WILLIAMSON)..... GTSZ  
 GRANITE SHOALS (BURNET) ..... BRSZ  
 GRAPECREEK (TOM GREEN) ..... SESZ  
 GRASSLAND (LYNN) ..... TKSZ  
 GRAYBACK (WILBARGER) ..... VNPC  
 GRAYBURG (HARDIN)..... KUSZ  
 GREENVINE (WASHINGTON) ..... BMSZ  
 GREENWOOD (HOPKINS)..... SSSZ  
 GREENWOOD (WISE)..... DCSZ  
 GREGGTON (GREGG)..... LWSZ  
 GREGORY (SAN PATRICIO) ..... SISZ  
 GREY FOREST (BEXAR) ..... LVYZ  
 GRICE (UPSHUR)..... GLSZ  
 GRIT (MASON)..... MASZ  
 GROOM (CARSON)..... PHSZ  
 GROSVENOR (BROWN) ..... BRNZ  
 GROVES (JEFFERSON) ..... NDLZ  
 GROW (KING) ..... 06X1  
 GRULLA (STARR) ..... RGSZ  
 GRUVER (HANSFORD)..... SPSZ  
 GUERRA (JIM HOGG)..... HBSZ

GUNTER (GRAYSON)..... SRSZ  
 GUSTINE (COMMANCHE)..... CSSZ  
 GUTHRIE (KING)..... 06X1  
 GUY (FORT BEND) ..... RMSZ  
 HAGANSPOUT (FRANKLIN)..... VMSZ  
 HALE CENTER (HALE) ..... PVSZ  
 HALLSBURG (MCLENNAN) ..... SDWZ  
 HALLSVILLE (HARRISON) ..... MMSZ  
 HAMBY (TAYLOR)..... ALSZ  
 HAMLIN (JONES)..... ANSZ  
 HAMSHIRE (JEFFERSON)..... BQSZ  
 HANDLEY (TARRANT) ..... FWSZ  
 HANKAMER (CHAMBERS)..... AASZ  
 HAPPY (SWISHER)..... TUPZ  
 HARE (WILLIAMSON)..... GTSZ  
 HARDIN (LIBERTY)..... LBSZ  
 HARGILL (HIDALGO) ..... EBSZ  
 HARLETON (HARRISON)..... MMSZ  
 HARPER (GILLESPIE)..... FGSZ  
 HARROLD (WILBARGER)..... VNPC  
 HART (CASTRO)..... DMSZ  
 HARTLEY (HARTLEY)..... DTPZ  
 HARWOOD (GONZALES) ..... GQSZ  
 HASLAM (SHELBY)..... CESZ  
 HASLET (TARRANT) ..... FWSZ  
 HASSE (COMMANCHE) ..... CSSZ  
 HATCHEL (RUNNELS) ..... BLGZ  
 HAWKINS (WOOD) ..... QMSZ  
 HAWLEY (JONES) ..... ANSZ  
 HEATH (ROCKWALL)..... RWSZ  
 HEBRON (DENTON) ..... DNSZ  
 HEDLEY (DONLEY) ..... DYSZ  
 HEIDENHEIMER (BELL)..... BWSZ  
 HELENA (KARNES) ..... KCSZ  
 HELOTES (BEXAR) ..... LVYZ  
 HENLY (HAYS)..... HYSZ  
 HERMLEIGH (SCURRY) ..... SXSZ  
 HEXT (MENARD)..... MDSZ  
 HICKORY CREEK (DENTON) ..... DNSZ  
 HICO (HAMILTON) ..... HISZ  
 HIGGINS (LIPSCOMB)..... LCSZ  
 HIGH (LAMAR) ..... PISZ  
 HIGH ISLAND (GALVESTON)..... GGSZ  
 HIGHBANK (FALLS) ..... MNSZ  
 HIGHLANDS (HARRIS)..... HRSZ  
 HIGHTOWER (LIBERTY)..... LBSZ  
 HILL COUNTRY VILLAGE (BEXAR) ..... SASZ  
 HILLCREST (BRAZORIA)..... ATSZ  
 HILLISTER (TYLER)..... WVSZ  
 HILL TOP LAKES (GILLESPIE) ..... FGSZ  
 HILSHIRE VILLAGE (HARRIS) ..... HRSZ  
 HINDES (ATASCOSA) ..... JDSZ  
 HITCHLAND (HANSFORD) ..... SPSZ  
 HOBSON (KARNES)..... KCSZ  
 HOCHHEIM (DEWITT)..... CUSZ  
 HOCKLEY (HARRIS)..... HRSZ  
 HOLLAND (BELL) ..... BWSZ  
 HOLLIDAY (ARCHER) ..... ARSZ  
 HOLLIDAY LAKES (EL PSO)..... EPSZ  
 HOLLYWOOD PARK (BEXAR)..... WNCZ  
 HONEY ISLAND (HARDIN)..... KUSZ

HOOKS (BOWIE) ..... BSJZ  
 HOOVER (GRAY) ..... PMPZ  
 HORIZON CITY (ERATH) ..... STSZ  
 HOWARDWICK (DONLEY) ..... DYSZ  
 HOWE (GRAYSON) ..... SRSZ  
 HOWLAND (LAMAR) ..... PISZ  
 HUDSON OAKS (PARKER) ..... WXSZ  
 HUCKABY (ERATH) ..... STSZ  
 HUBBARD (HILL) ..... HLSZ  
 HUDSON (ANGELINA) ..... LISZ  
 HUFFMAN (HARRIS) ..... HRSZ  
 HUFSMITH (HARRIS) ..... HRSZ  
 HUGHES SPRING (CASS) ..... LNSZ  
 HULL (LIBERTY) ..... LBSZ  
 HUNGERFORD (WHARTON) ..... WTSZ  
 HUNT (KERR) ..... KRSZ  
 HUNTER (COMAL) ..... NBSZ  
 HUNTERS CREEK VII (HARRIS) ..... HRSZ  
 HUNTINGTON (ANGELINA) ..... LISZ  
 HURLWOOD (LUBBOCK) ..... LUSZ  
 HUTTO (WILLIAMSON) ..... GTSZ  
 HYE (BLANCO) ..... JCSZ  
 HYLTON (NOLAN) ..... SWSZ  
 IAGO (WHARTON) ..... WTSZ  
 IBEX (SHACKELFORD) ..... ABSZ  
 IDALOU (LUBBOCK) ..... LUSZ  
 ILLINOIS BEND (MONTAGUE) ..... MGSZ  
 IMPACT (TAYLOR) ..... ALSZ  
 IMPERIAL (PECOS) ..... FSSZ  
 INADALE (SCURRY) ..... SXSZ  
 INDEPENDENCE (WASHINGTON) ..... BMSZ  
 INDIAN CREEK (BROWN) ..... BRNZ  
 INDIAN GAP (HAMILTON) ..... HISZ  
 INDIAN LAKE (CAMERON) ..... BVSZ  
 INDIANOLA (CALHOUN) ..... PLSZ  
 INDUSTRY (AUSTIN) ..... BLSZ  
 INEZ (VICTORIA) ..... VTSZ  
 INGRAM (KERR) ..... KRSZ  
 IOLA (GRIMES) ..... ADSZ  
 IRA (SCURRY) ..... SXSZ  
 IRAAN (PECOS) ..... FSSZ  
 IREDELL (BOSQUE) ..... MRSZ  
 IRELAND (CORYELL) ..... GASZ  
 IRENE (HILL) ..... HLSZ  
 IRONTON (CHEROKEE) ..... RUSZ  
 ITALY (ELLIS) ..... WHSZ  
 ITASCA (HILL) ..... HLSZ  
 IVAN (STEPHENS) ..... BKPZ  
 IVANHOE (FANNIN) ..... BJSZ  
 IZORO (LAMPASAS) ..... LPSZ  
 JAMAICA BEACH (GALVESTON) ..... GGSZ  
 JAMESTOWN (NEWTON) ..... NWSZ  
 JARRELL (WILLIAMSON) ..... GTSZ  
 JEAN (YOUNG) ..... GMSZ  
 JERMYN (JACK) ..... JBSZ  
 JEWETT (LEON) ..... CVSZ  
 JOAQUIN (SHELBY) ..... CESZ  
 JOHNSTOWN (ERATH) ..... STSZ  
 JOHNTOWN (RED RIVER) ..... CXPZ  
 JOINERVILLE (RUSK) ..... HESZ  
 JOLLY (CLAY) ..... HNSZ

JOLLYVILLE (TRAVIS) ..... TCSZ  
 JONAH (WILLIAMSON) ..... GTSZ  
 JONES CREEK (BRAZORIA) ..... ATSZ  
 JONESBORO (CORYELL) ..... GASZ  
 JONESTOWN (TRAVIS) ..... TCSZ  
 JONESVILLE (HARRISON) ..... MMSZ  
 JOSEPHINE (COLLIN) ..... MCSZ  
 JOY (CLAY) ..... HNSZ  
 JUDSON (GREGG) ..... LWSZ  
 JULIFF (FORT BEND) ..... RMSZ  
 JUNO (VAL VERDE) ..... DRSZ  
 JUSTICEBURG (GARZA) ..... PSSZ  
 JUSTIN (DENTON) ..... DNSZ  
 KALGARY (CROSBY) ..... YCSZ  
 KAMAY (WICHITA) ..... WFSZ  
 KANAWHA (RED RIVER) ..... CXPZ  
 KARNACK (HARRISON) ..... MMSZ  
 KATEMCO (MASON) ..... MASZ  
 KEECHI (LEON) ..... CVSZ  
 KELLERVILLE (WHEELER) ..... WESZ  
 KELTON (WHEELER) ..... WESZ  
 KELTYS (ANGELINA) ..... LISZ  
 KEMP (KAUFMAN) ..... KFSZ  
 KEMPNER (LAMPASAS) ..... LPSZ  
 KENDALIA (KENDALL) ..... BXSZ  
 KENEDY (KARNES) ..... KCSZ  
 KENNARD (HOUSTON) ..... CKSZ  
 KENNEY (AUSTIN) ..... BLSZ  
 KENT (CULBERTSON) ..... VHSZ  
 KERENS (NAVARRO) ..... CFSZ  
 KERRICK (DALLAM) ..... DTPZ  
 KILDARE (CASS) ..... LNSZ  
 KIMBALL (BOSQUE) ..... MRSZ  
 KINGS MILL (GRAY) ..... PMSZ  
 KINGSBURY (GUADALUPE) ..... SUSZ  
 KINGSLAND (LLANO) ..... LLSZ  
 KINGSTON (HUNT) ..... GESZ  
 KINGWOOD (MONTGOMERY) ..... CQSZ  
 KIOMATIA (RED RIVER) ..... CXPZ  
 KIRBYVILLE (JASPER) ..... JSSZ  
 KIRKLAND (CHILDRESS) ..... S06Z  
 KIRVIN (FREESTONE) ..... FFSZ  
 KLONDIKE (DELTA) ..... CZSZ  
 KNICKERBOCKER (TOM GREEN) ..... SESZ  
 KNIPPA (UVALDE) ..... UVSZ  
 KNOTT (HOWARD) ..... BSSZ  
 KNOX CITY (KNOX) ..... KXSZ  
 KOPPERL (BOSQUE) ..... MRSZ  
 KOSCIUSKO (WILSON) ..... FVSZ  
 KOSSE (LIMESTONE) ..... GCSZ  
 KRESS (SWISHER) ..... TUPZ  
 KRUM (DENTON) ..... DNSZ  
 KURTEN (BRAZOS) ..... BYSZ  
 KYLE (HAYS) ..... HYSZ  
 LA BLANCA (HILDAGO) ..... EBSZ  
 LA COSTE (MEDINA) ..... HDSZ  
 LA GARTO (LIVE OAK) ..... GWSZ  
 LA GLORIA (STARR) ..... RGSZ  
 LA GRULLA (STARR) ..... RGSZ  
 LA PALOMA (CAMERON) ..... BVSZ  
 LA PRYOR (ZAVALA) ..... ZCPZ

LA REFORMA (STARR) .....	RGSZ	LISSIE (WHARTON).....	WTSZ
LA SALLE (JACKSON).....	EASZ	LITTIG (TRAVIS).....	TCSZ
LA VILLA (HIDALGO).....	EBSZ	LITTLE ELM (DENTON).....	DNSZ
LA WARD (JACKSON).....	EASZ	LITTLE RIVER-ACADMEY (BELL).....	BWSZ
LACOSTE (MEDINA) .....	HDSZ	LIVERPOOL (BRAZORIA) .....	ATSZ
LADONIA (FANNIN).....	BJSZ	LOBO (CULBERSON).....	VHSZ
LAFAYETTE (UPSHUR).....	RVSZ	LOCKER (SAN SABA).....	BBSZ
LAGARTO (LIVE OAK).....	GWSZ	LOCKETT (JEFFERSON) .....	BQSZ
LAGUNA HEIGHTS (CAMERON) .....	BVSZ	LOCKNEY (FLOYD).....	FDSZ
LAGUNA PARK (BOSQUE).....	MRSZ	LODI (MARION).....	JFSZ
LAGUNA VISTA (CAMERON).....	BVSZ	LOHN (MCCULLOCH).....	BDPZ
LAIRD HILL (RUSK).....	HESZ	LOLITA (JACKSON) .....	EASZ
LAJITAS (BREWSTER).....	APNZ	LOMA ALTO (WILSON).....	FVSZ
LAKE BARBARA (BRAZORIA) .....	CLUZ	LOMAX (HARRIS).....	HRSZ
LAKE CREEK (DELTA).....	CZSZ	LOMETA (LAMPASAS) .....	LPSZ
LAKE DALLAS (DENTON).....	DNSZ	LONDON (KIMBLE).....	JNSZ
LAKE HILLS (BANDERA) .....	BNSZ	LONE CAMP (PALO PINTO).....	PPSZ
LAKE SIDE CITY (ARCHER).....	ARSZ	LONE GROVE (LLANO) .....	LLSZ
LAKE TANGLEWOOD (RANDALL) .....	RCSZ	LONE OAK (HUNT).....	GESZ
LAKE VICTOR (BURNET).....	BRSZ	LONE STAR (MORRIS).....	DFSZ
LAKEPORT (GREGG).....	LWSZ	LONG BRANCH (PANOLA) .....	CAHZ
LAKESIDE (TARRANT).....	FWSZ	LONG MOTT (CALHOUN).....	PLSZ
LAKESIDE VILLAGE (BOSQUE).....	MRSZ	LONGWORTH (FISHER).....	RYSZ
LAKETON (GRAY).....	PMPZ	LOOP (GAINES).....	SMSZ
LAMKIN (COMANCHE) .....	CSSZ	LOPEÑO (ZAPATA) .....	ZPSZ
LANE CITY (WHARTON).....	WTSZ	LORAINÉ (MITCHELL).....	CYSZ
LANEVILLE (RUSK) .....	HESZ	LORENA (MCLENNAN).....	SDWZ
LANGTRY (VAL VERDE) .....	DRSZ	LORENZO (CROSBY).....	YCSZ
LARIAT (PARMER).....	FLSZ	LOS ANGELES (LA SALLE) .....	LSSZ
LARK (CARSON).....	PHSZ	LOS EBANOS (HIDALGO) .....	EBSZ
LARUE (HENDERSON).....	AHCZ	LOS INDIOS (CAMERON) .....	BVSZ
LASARA (WILLACY) .....	RVSZ	LOS YBANEZ (DAWSON) .....	LMSZ
LATEXO (HOUSTON).....	CKSZ	LOTT (FALLS).....	MNSZ
LAVERNIA (WILSON).....	FVSZ	LOUISE (WHARTON).....	WTSZ
LAWN (TAYLOR).....	ALSZ	LOVELADY (HOUSTON) .....	CKSZ
LAZARE (COTTLE).....	06X1	LOVING (YOUNG).....	GMSZ
LAZBUDDIE (PARMER).....	FLSZ	LOWAKE (CONCHO).....	EDNZ
LEARY (BOWIE).....	BSJZ	LOWRY CROSSING (COLLIN).....	MCSZ
LEDBETTER (FAYETTE) .....	LASZ	LOYAL VALLEY (MASON) .....	MASZ
LEESBURG (CAMP).....	PTSZ	LOZANO (CAMERON).....	BVSZ
LEESVILLE (GONZALES).....	GQSZ	LUCAS (COLLIN).....	MCSZ
LEFORS (GRAY).....	PMSZ	LUELIA (GRAYSON).....	SRSZ
LEGGETT (POLK).....	LGSZ	LUCKENBACH (GILLESPIE) .....	FGSZ
LEHMAN (COCHRAN).....	MQSZ	LUEDERS (JONES).....	ANSZ
LEIGH (HARRISON).....	MMSZ	LUTHER (HOWARD).....	BSSZ
LELA (WHEELER).....	WESZ	LUTIE (COLLINGSWORTH) .....	WLSZ
LELIA LAKE (DONLEY).....	DYSZ	LYDIA (RED RIVER).....	RRSZ
LEMING (ATASCOSA) .....	JDSZ	LYFORD (WILLACY).....	RVSZ
LENORAH (MARTIN).....	STNZ	LYONS (BURLESON) .....	CWSZ
LEON JUNCTION (CORYELL).....	GASZ	LYTLE (ATASCOSA) .....	JDSZ
LEON SPRINGS (BEXAR).....	SASZ	LYTTON SPRINGS (CALDWELL).....	LKSZ
LEONA (LEON).....	CVSZ	MABANK (KAUFMAN).....	KFSZ
LEONARD (FANNIN).....	BJSZ	MABELLE (BAYLOR) .....	SYSZ
LEROY (MCLENNAN).....	SDWZ	MACDONA (BEXAR).....	SASZ
LEVITA (CORYELL).....	GASZ	MAGNET (WHARTON) .....	WTSZ
LEXINGTON (LEE).....	GDSZ	MAGNOLIA SPRINGS (JASPER) .....	JSSZ
LIBERTY HILL (WILLIAMSON).....	GTSZ	MALAKOFF (HENDERSON) .....	ATHZ
LILLIAN (JOHNSON).....	CBSZ	MALONE (HILL).....	HLSZ
LINCOLN (LEE).....	GDSZ	MALTA (BOWIE) .....	BSJZ
LINDSAY (COOKE).....	GNSZ	MANCHACA (TRAVIS).....	TCSZ
LINGLEVILLE (ERATH).....	STSZ	MANCHESTER (RED RIVER).....	CXPZ
LINDON (CASS).....	LNSZ	MANKINS (ARCHER).....	ARSZ
LINN (HIDALGO).....	EBSZ	MANVEL (BRAZORIA).....	ATSZ
LIPAN (HOOD).....	GBSZ	MAPLE (BAILEY) .....	MUSZ

MARATHON (BREWSTER).....APSZ  
MARGARET (FOARD).....06X1  
MARIETTA (CASS).....LNSZ  
MARION (GUADALUPE).....SUSZ  
MARKHAM (MATAGORDA).....BCSZ  
MARKLEY (YOUNG).....GMSZ  
MARQUEZ (LEON).....CVSZ  
MART (MCLENNAN).....SDWZ  
MARTINDALE (CALDWELL).....LKSZ  
MARTINEZ (BEXAR).....SASZ  
MARTINS MILLS (VAN ZANDT).....CTSZ  
MARTINSVILLE (NACOGDOCHES).....NGSZ  
MARYNEAL (NOLAN).....SWSZ  
MASTERSON(MOORE).....DUSZ  
MATADOR (MOTLEY).....16X1  
MATAGORDA (MATAGORDA).....BCSZ  
MAUD (BOWIE).....BSJZ  
MAURICEVILLE (ORANGE).....QRSZ  
MAVERICK (RUNNELS).....BLGZ  
MAXWELL (CALDWELL).....LKSZ  
MAY (BROWN).....BRNZ  
MAYDELLE (CHEROKEE).....RUSZ  
MAYPEARL (ELLIS).....WHSZ  
MAYSFIELD (MILAM).....CJSZ  
MCADDO (DICKENS).....DKSZ  
MCCAMEY (UPTON).....RNSZ  
MCCAULLY (FISHER).....RYSZ  
MCCOOK (HILDAGO).....EBSZ  
MCDADE (BASTROP).....BTSZ  
MCFADDIN (VICTORIA).....VTSZ  
MCLEAN (GRAY).....PMSZ  
MCLEOD (CASS).....LNSZ  
MCMAHAN (CALDWELL).....LKSZ  
MCNARY (HUDSPETH).....SBSZ  
MCNEIL (TRAVIS).....TCSZ  
MCQUEENEY (GUADALUPE).....SUSZ  
MEADOW (TERRY).....BFSZ  
MEDICINE MOUND (HARDEMAN).....QNSZ  
MEDINA (BANDERA).....BNSZ  
MEGARGEL (ARCHER).....ARSZ  
MELISSA (COLLIN).....MCSZ  
MELROSE (GOLIAD).....GISZ  
MELVIN (MCCULLOCH).....BDPZ  
MENDOZA (CALDWELL).....LKSZ  
MENTONE (LOVING).....20X1  
MERCURY (MCCULLOCH).....BDPZ  
MERETA (TOM GREEN).....SESZ  
MERIT (HUNT).....GESZ  
MERKEL (TAYLOR).....ALSZ  
MERTENS (HILL).....HLSZ  
MEYERSVILLE (DEWITT).....CUSZ  
MIAMI (ROBERTS).....CISZ  
MICO (MEDINA).....HDSZ  
MIDDLE WATER (HARTLEY).....DTPZ  
MIDDLETON (LEON).....CVSZ  
MIDFIELD (MATAGORDA).....BCSZ  
MIDKIFF (UPTON).....RNSZ

MIDWAY (MADISON).....MVSZ  
MILAM (SABINE).....HMSZ  
MILDRED (NAVARRO).....CFSZ  
MILLERSVIEW (CONCHO).....EDNZ  
MILES (RUNNELS).....BLGZ  
MILFORD (ELLIS).....WHSZ  
MILANO (MILAM).....CJSZ  
MILLER GROVE (HOPKINS).....SSSZ  
MILLERSVIEW (CONCHO).....EDNZ  
MILLETT (LASALLE).....LSSZ  
MILLICAN (BRAZOS).....BYSZ  
MILLSAP (PARKER).....WXSZ  
MINDEN (RUSK).....HESZ  
MINERAL (BEE).....BEEZ  
MINERVA (MILAM).....CJSZ  
MINGUS (PALO PINTO).....PPSZ  
MINTER (LAMAR).....PISZ  
MIRANDO CITY (WEBB).....LDSZ  
MISSION VALLEY (VICTORIA).....VTSZ  
MOBEETIE (WHEELER).....WESZ  
MOLINE (LAMPASAS).....LPSZ  
MONAVILLE (WALLER).....HPSZ  
MONKSTOWN (FANNIN).....BJSZ  
MONROE (RUSK).....HESZ  
MONROE CITY (CHAMBERS).....AASZ  
MONTALBA (ANDERSON).....PESZ  
MONTE ALTO (HILDAGO).....EBSZ  
MONTE (HILDAGO).....EBSZ  
MONTELL (UVALDE).....UVPZ  
MONTGOMERY (MONTGOMERY).....CQSZ  
MONTHALIA (GONZALES).....GQSZ  
MOODY (MCLENNAN).....SDWZ  
MOORE (FRIO).....PRSZ  
MOORING (BRAZOS).....BYSZ  
MOORVILLE (FALLS).....MNSZ  
MORALES (JACKSON).....EASZ  
MORAN (SHACKELFORD).....ABSZ  
MORGAN (BOSQUE).....MRSZ  
MORGAN MILL (ERATH).....STSZ  
MORGANS POINT (BELL).....BWSZ  
MORGANS POINT (HARRIS).....HRSZ  
MORSE (HANSFORD).....SPSZ  
MORTON (COCHRAN).....MQSZ  
MORTON VALLEY (EASTLAND).....ELPZ  
MOSCOW (POLK).....LGSZ  
MOSHEIM (BOSQUE).....MRSZ  
MOSS HILL (LIBERTY).....LBSZ  
MOULTON (LAVACA).....HTSZ  
MOUND (CORYELL).....GASZ  
MOUNT CALM (HILL).....HLSZ  
MOUNT ENTERPRISE (RUSK).....HESZ  
MOUNT SELMAN (CHEROKEE).....RUSZ  
MOUNT SYLVAN (SMITH).....TYSZ  
MOUNTAIN HOME (KERR).....KRSZ  
MUENSTER (COOKE).....GNSZ  
MULDOON (FAYETTE).....LASZ  
MULLIN (MILLS).....GHSZ

MUMFORD (ROBERTSON).....FKSZ  
 MUNDAY (KNOX).....KXSZ  
 MURCHISON (HENDERSON).....AHCZ  
 MURPHY (COLLIN).....MCSZ  
 MURRAY (YOUNG).....GMSZ  
 MUSTANG (NAVARRO).....CFSZ  
 MYRA (COOKE).....GNSZ  
 MYRTLE SPRINGS (VAN ZANDT).....CTSZ  
 NADA (COLORADO).....CLSZ  
 NAPLES (MORRIS).....DFSZ  
 NASH (BOWIE).....31X1  
 NATALIA (MEDINA).....HDSZ  
 NAVARRO (NAVARRO).....CFSZ  
 NAVARRO MILLS (NAVARRO).....CFSZ  
 NAZARETH (CASTRO).....DMSZ  
 NECHANITZ (FAYETTE).....LASZ  
 NECHES (ANDERSON).....PESZ  
 NEDERLAND (JEFFERSON).....BQSZ  
 NEEDMORE (BAILEY).....MUSZ  
 NEEDVILLE (FORT BEND).....RMSZ  
 NEGLEY (RED RIVER).....CXPZ  
 NELSONVILLE (AUSTIN).....BLSV  
 NEMO (SOMERVELL).....GRSZ  
 NESBITT (HARRISON).....MMSZ  
 NEUVILLE (SHELBY).....CESZ  
 NEVADA (COLLIN).....MCSZ  
 NEW BADEN (ROBERTSON).....FKSZ  
 NEW BERLIN (GUADALUPE).....SUSZ  
 NEW CANEY (MONTGOMERY).....CQSZ  
 NEW CASTLE (YOUNG).....GMSZ  
 NEW DEAL (LUBBOCK).....LUSZ  
 NEW GULF (WHARTON).....WTSZ  
 NEW HOME (LYNN).....TKSZ  
 NEW HOPE (COLLIN).....MCSZ  
 NEW LONDON (RUSK).....HESZ  
 NEW SALEM (RUSK).....HESZ  
 NEW SUMMERFIELD (CHEROKEE).....RUSZ  
 NEW ULM (AUSTIN).....BLSZ  
 NEW WAVERLY (WALKER).....HVSZ  
 NEW WILLARD (POLK).....LGSZ  
 NEW YORK (HENDERSON).....AHCZ  
 NEWARK (WISE).....DCSZ  
 NEWBY (LEON).....CVSZ  
 NEWCASTLE (YOUNG).....GMSZ  
 NEWLIN (HALL).....HLSZ  
 NEWMAN (EL PASO).....EPSZ  
 NEWPORT (CLAY).....HNSZ  
 NEWSOME (CAMP).....PTSZ  
 NEYLANDVILLE (HUNT).....GESZ  
 NIMROD (EASTLAND).....ELPZ  
 NINEVEH (LEON).....CVSZ  
 NIXON (GONZALES).....GQSZ  
 NOLAND (NOLAN).....SWSZ  
 NOLANVILLE (BELL).....BWSZ  
 NOME (JEFFERSON).....BQSZ  
 NOODLE (JONES).....ANPZ  
 NOPAL (DEWITT).....CUSZ  
 NORDHEIM (DEWITT).....CUSZ  
 NORIAS (KENEDY).....KVSZ  
 NORMANDY (MAVERICK).....EGSZ  
 NORDHEIM (DEWITT).....CUSZ  
 NORIAS (KENEDY).....KVSZ

NORMANDY (MAVERICK).....EGSZ  
 NORMANGEE (LEON).....CVSZ  
 NORMANNA (BEE).....BEEZ  
 NORTH CLEVELAND (LIBERTY).....LBSZ  
 NORTH COWDEN (ECTOR).....DESZ  
 NORTH ZULCH (MADISON).....MVSZ  
 NORTHCREST (MCLENNAN).....SDWZ  
 NORTHFIELD (MOTLEY).....06X1  
 NORTHRUP (LEE).....GDSZ  
 NORTON (RUNNELS).....BLGZ  
 NORTRESS (ECTOR).....DESZ  
 NOVICE (COLEMAN).....CMSZ  
 NURSERY (VICTORIA).....VTSZ  
 OAK GROVE (BOWIE).....BSJZ  
 OAK HILL (TRAVIS).....TCSZ  
 OAKALLA (BURNET).....BRSZ  
 OAK HURST (SAN JACINTO).....CDSZ  
 OAKLAND (COLORADO).....CLSZ  
 OAKPOINT (DENTON).....DNSZ  
 OAK VALLEY (NAVARRO).....CFSZ  
 OAKVILLE (LIVE OAK).....GWSZ  
 OAKWOOD (LEON).....CVSZ  
 OBRIEN (HASKELL).....HKSZ  
 OATMEAL (BURNETT).....BRSZ  
 ODELL (WILBARGER).....VNPC  
 ODEM (SAN PATRICIO).....SISZ  
 ODONNEL (DAWSON).....LMSZ  
 ODONNEL (LYNN).....TKSZ  
 OENAVILLE (BELL).....BWSZ  
 OGLESBY (CORYELL).....GASZ  
 OILTON (WEBB).....LDSZ  
 OKLAUNION (WILBARGER).....VNPC  
 OKRA (EASTLAND).....ELPZ  
 OLD BOSTON (BOWIE).....BJSZ  
 OLD CENTER (PANOLA).....CAHZ  
 OLD GLORY (STONEWALL).....AXSZ  
 OLD OCEAN (BRAZORIA).....ATSZ  
 OLDEN (EASTLAND).....ELPZ  
 OLDENBURG (FAYETTE).....LASZ  
 OLETHA (LIMESTONE).....GCSZ  
 OLIVIA (CALHOUN).....PLSZ  
 OLMITO (CAMERON).....BVSZ  
 OLMOS PARK (BEXAR).....AHTZ  
 OLTON (LAMB).....LFSZ  
 OMAHA (MORRIS).....DFSZ  
 ONALASKA (POLK).....LGSZ  
 OPLIN (CALAHAN).....BASZ  
 ORANGEFIELD (ORANGE).....QRSZ  
 ORANGE GROVE (JIM WELLS).....ACSZ  
 ORCHARD (FORT BEND).....RMSZ  
 ORE CITY (UPSHUR).....GLSZ  
 ORIENT (TOM GREEN).....SESZ  
 ORLA (REEVES).....PCSZ  
 OSAGE (CORYELL).....GASZ  
 OSCEOLA (HILL).....HLSZ  
 OTEY (BRAZORIA).....ATSZ  
 OTIS CHALK (HOWARD).....BSSZ  
 OTTINE (GONZALES).....GQSZ  
 OTTO (FALLS).....MNSZ  
 OVALO (TAYLOR).....ALSZ  
 OVILLA (ELLIS).....WHSZ  
 OWENS (CROSBY).....YCSZ  
 OXFORD (LLANO).....LPSZ

PAIGE (BASTROP).....BTSZ  
 PAINT ROCK (CONCHO).....EDNZ  
 PALM VALLEY (CAMERON) .....BVSZ  
 PALMER (ELLIS) .....WHS  
 PALMHURST (HILDAGO) .....EBSZ  
 PALUXY (HOOD) .....GBSZ  
 PANDALE (VAL VERDE) .....DRSZ  
 PANDORA (WILSON) .....FVSZ  
 PANNA MARIA (KARNES).....KCSZ  
 PANOLA (PANOLA) .....CAHZ  
 PANTEX (CARSON) .....PHSZ  
 PAPALOTE (BEE).....BEEZ  
 PARADISE (WISE).....DCSZ  
 PARKER (COLLIN) .....MCSZ  
 PARNELL (HALL) .....06X1  
 PATRICIA (DAWSON) .....LMSZ  
 PATROON (SHELBY).....CESZ  
 PATTISON (WALLER).....HPSZ  
 PATTONVILLE (LAMAR) .....PISZ  
 PAWNEE (BEE).....BEEZ  
 PAXTON (SHELBY) .....CESZ  
 PEACOCK (STONEWALL).....AXSZ  
 PEAR VALLEY (MCCULLOCH).....BDPZ  
 PEARL (CORYELL) .....GASZ  
 PEASTER (PARKER) .....WXSZ  
 PECAN GAP (DELTA) .....CSZ  
 PEGGY (ATASCOSA).....JDSZ  
 PENDLETON (BELL).....BWSZ  
 PENELOPE (HILL) .....HLSZ  
 PENNINGTON (TRINITY).....GVSZ  
 PENWELL (ECTOR) .....DESZ  
 PEORIA (HILL) .....HLSZ  
 PEP (HOCKLEY) .....LVPZ  
 PERCILLA (HOUSTON).....CKSZ  
 PERRIN (JACK) .....JBSZ  
 PERRY (FALLS).....MNSZ  
 PERSONVILLE (LIMESTONE).....GCSZ  
 PETERSBURG (HALE).....PVSZ  
 PETROLIA (CLAY) .....HNSZ  
 PETTEWAY (ROBERTSON) .....FKSZ  
 PETTIT (HOCKLEY).....LVPZ  
 PETTUS (BEE) .....BEEZ  
 PETTY (LAMAR) .....PISZ  
 PHALBA (VAN ZANTE) .....CTSZ  
 PHELPS (WALKER) .....HVSZ  
 PHILLIPS (HUTCHISON) .....BRGZ  
 PICKTON (HOPKINS) .....SSSZ  
 PILOTGROVE (GRAYSON).....SRSZ  
 PILOT POINT (DENTON).....DNSZ  
 PINE (CAMP) .....PTSZ  
 PINE FOREST (ORANGE).....QRSZ  
 PINEHILL (RUSK) .....HESZ  
 PINELAND (SABINE).....HMSZ  
 PINE MILLS (WOOD) .....QMSZ  
 PINE SPRINGS (TYLER) .....TYSZ  
 PINEY POINT (HARRIS).....HRSZ  
 PIONEER (EASTLAND).....ELPZ  
 PIPECREEK (BANDERA).....BNSZ  
 PLACEDO (VICTORIA).....VTSZ  
 PLACID (MCCULLOCH).....BDPZ  
 PLANTERSVILLE (GRIMES).....ADSZ  
 PLASKA (HALL) .....06X1  
 PLEDGER (MATAGORDA) .....BCSZ

PLEASANT FARMS (ECTOR).....DESZ  
 PLEASANT VALLEY (WICHITA).....WFSZ  
 PLUM (FAYETTE) .....LASZ  
 POINT (RAINS) .....EMSZ  
 POINT BLANK (SAN JANCINTO).....CDSZ  
 POINT COMFORT (CALHOUN) .....PLSZ  
 POLLOCK (ANGELINA) .....LISZ  
 PONDER (DENTON) .....DNSZ  
 PONTA (CHEROKEE) .....RUSZ  
 PONTOTOC (MASON) .....MASZ  
 POOLVILLE (PARKER) .....WXSZ  
 PORT ALTO (CALHOUN) .....PLSZ  
 PORT BOLIVAR (GALVESTON).....GGSZ  
 PORT MANSFIELD (WILLACY) .....RVSZ  
 PORT NECHES (JEFFERSON).....NDLZ  
 PORT O'CONNOR (CALHOUN).....PLSZ  
 PORTER (MONTGOMERY).....CQSZ  
 POSEY (LUBBOCK).....LUSZ  
 POSTOAK (JACK) .....JBSZ  
 POTEET (ATASCOSA) .....JDSZ  
 POTH (WILSON).....FVSZ  
 POTOSI (HAMILTON) .....HISZ  
 POTTSBORO (GRAYSON).....SRSZ  
 POWDERLY (LAMAR) .....PISZ  
 POWELL (NAVARRO) .....CFSZ  
 PRAIRIE DELL (BELL).....BWSZ  
 POYNOR (HENDERSON) .....AHCZ  
 PRAIRIE HILL (LIMESTONE).....GCSZ  
 PRAIRIE LEA (CALDWELL).....LKSZ  
 PRAIRIE VIEW (WALLER).....HPSZ  
 PRAIRIEVILLE (KAUFMAN).....KFSZ  
 PREMONT (JIM WELLS) .....ACSZ  
 PRESIDIO (PRESIDIO).....MJSZ  
 PRICE (RUSK) .....HESZ  
 PRIDDY (MILLS).....GHSZ  
 PRIMERA (CAMERON).....BVSZ  
 PRITCHETT (UPSHUR) .....GLSZ  
 PROCTOR (COMANCHE).....CSSZ  
 PROGRESO (HIDALGO) .....EBSZ  
 PROSPER (COLLIN) .....MCSZ  
 PUMPVILLE (VAL VERDE).....DRSZ  
 PURDON (NAVARRO) .....CFSZ  
 PURMELA (CORYELL).....GASZ  
 PUTNAM (CALLAHAN) .....BASZ  
 PYOTE (WARD).....MHSZ  
 QUAIL (COLLINGSWORTH) .....WLSZ  
 QUEEN CITY (CASS) .....LNSZ  
 QUEMADO (MAVERICK).....EGSZ  
 QUINLAN (HUNT).....GESZ  
 QUINTANA (REFUGIO).....RFSZ  
 QUITAQUE (BRISCOE).....TUPZ  
 RACHAL (BROOKS).....FRSZ  
 RAINBOW (SOMERVELL).....GRSZ  
 RALLS (CROSBY).....YCSZ  
 RAMERIZ (DUVAL) .....SDSZ  
 RANCHO VIEJO (CAMERON).....BVSZ  
 RANDADO (JIM HOGG) .....HBSZ  
 RANDOLPH (FANNIN).....BJSZ  
 RANGER (EASTLAND).....ELPZ  
 RANGERVILLE (CAMERON) .....BJSZ  
 RANSOM CANYON (LUBBOCK).....LUSZ  
 RATCLIFF (HOUSTON) .....CKSZ  
 RAVENNA (FANNIN).....BJSZ  
 RAYBURN (LIBERTY).....LBSZ

RAYLAND (FOARD).....	06X1	ROUND TOP (FAYETTE).....	LASZ
RAYWOOD (LIBERTY).....	LBSZ	ROWDEN (CALLAHAN).....	BASZ
REAGAN (FALLS).....	MNSZ	ROWENA (RUNNELS).....	BLGZ
REAGAN WELLS (UVALDE).....	UVPZ	ROXTON (LAMAR).....	PISZ
REALITOS (DUVAL).....	SDSZ	ROYALTY (WARD).....	MHSZ
RED ROCK (BASTROP).....	BTSZ	ROYSTON (FISHER).....	RYSZ
RED SPRINGS (BAYLOR).....	SYSZ	RUIDOSA (PRISIDO).....	MJSZ
RED WATER (BOWIE).....	BSJZ	RULE (HASKELL).....	HKSZ
REDFORD (PRESIDIO).....	MJSZ	RUNAWAY BAY (WISE).....	DCSZ
REESE (CHEROKEE).....	RUSZ	RUNGE (KARNES).....	KCSZ
REESE VILLAGE (LUBBOCK).....	LUSZ	RUTERSVILLE (FAYETTE).....	LASZ
REKLAW (CHEROKEE).....	RUSZ	RYE (LIBERTY).....	LBSZ
RETREAT (NAVARRO).....	CFSZ	SABINAL (UVALDE).....	UVSZ
RHINLAND (KNOX).....	KXSZ	SACUL (NACOGDOCHES).....	NGSZ
RHOME (WISE).....	DCSZ	SADLER (GRAYSON).....	SRSZ
RICE (NAVARRO).....	CFSZ	SAGERTON (HASKELL).....	HKSZ
RICHARDS (GRIMES).....	ADSZ	SAINT HEDWIG (BEXAR).....	SASZ
RICHLAND (NAVARRO).....	CFSZ	SAINT JO (MONTAGUE).....	MGSZ
RICHLAND SPRINGS (SAN SABA).....	BBSZ	SAINT PAUL (COLLIN).....	MCSZ
RICHWOOD (BRAZORIA).....	ATSZ	SALADO (BELL).....	BWSZ
RIDGE (ROBERTSON).....	FKSZ	SALESVILLE (PALO PINTO).....	PPSZ
RIDGEWAY (HOPKINS).....	SSSZ	SALINENO (STARR).....	RGSZ
RIESEL (MCLENNAN).....	SDWZ	SALMON (ANDERSON).....	PESZ
RINGGOLD (MONTAGUE).....	MGSZ	SALT FLAT (HUDSPETH).....	SBSZ
RIO FRIO (REAL).....	UVPZ	SALT GAP (MCCULLOCH).....	BDPZ
RIO HONDO (CAMERON).....	BVSZ	SALTILLO (HOPKINS).....	SSSZ
RIO VISTA (JOHNSON).....	CBSZ	SAMNORWOOD (COLLINGSWORTH).....	WLSZ
RIOMEDINA (MEDINA).....	HDSZ	SAN CARLOS (STARR).....	RGSZ
RIOS (DUVAL).....	SDSZ	SAN ELIZARIO (EL PASO).....	EPSZ
RISING STAR (EASTLAND).....	ELPZ	SAN FELIPE (AUSTIN).....	BLSZ
RIVERSIDE (WALKER).....	HVSZ	SAN GABERIAL (MILAN).....	CJSZ
RIVIERA (KLEBERG).....	KVSZ	SAN ISIDRO (STARR).....	RGSZ
ROANE (NAVARRO).....	CFSZ	SAN LEON (GALVESTON).....	GGSZ
ROANS PRAIRIE (GRIMES).....	ADSZ	SAN MANUEL (HILDAGO).....	EBSZ
ROARING SPRINGS (MOTLEY).....	06X1	SAN PEDRO (ZAPATA).....	ZPSZ
ROBBINS (LEON).....	CVSZ	SAN PERLITA (WILLACY).....	RVSZ
ROBERT LEE (COKE).....	21X1	SAN YGNACIO (ZAPATA).....	ZPSZ
ROCHELLE (MCCULLOCH).....	BDPZ	SANCO (COKE).....	21X1
ROCHESTER (HASKELL).....	HKSZ	SAND (DAWSON).....	LMSZ
ROCK ISLAND (COLORADO).....	CLSZ	SANDIA (JIM WELLS).....	ACSZ
ROCKNE (BASTROP).....	BTSZ	SANDY (BLANCO).....	JCSZ
ROCKLAND (TYLER).....	WVSZ	SANDY POINT (BRAZORIA).....	ATSZ
ROCKWOOD (COLEMAN).....	CMSZ	SANFORD (HUTCHINSON).....	BRGZ
ROGANVILLE (JASPER).....	JSSZ	SANTA ANNA (COLEMAN).....	CMSZ
ROGERS (BELL).....	BWSZ	SANTA ELENA (STARR).....	RGSZ
ROLLING MEADOWS (GREGG).....	LWSZ	SANTA MARIA (CAMERON).....	BVSZ
ROMA-LOS SAENZ (STARR).....	RMAZ	SANTA ROSA (CAMERON).....	BVSZ
ROMAYOR (LIBERTY).....	LBSZ	SANTO (PALO PINTO).....	PPSZ
ROMERO (HARTLEY).....	DTPZ	SARAGOSA (REEVES).....	PCSZ
ROOSEVELT (KIMBLE).....	JNSZ	SARATOGA (HARDIN).....	KUSZ
ROPESVILLE (HOCKLEY).....	LVPZ	SARGENT (MATAGORDA).....	BCSZ
ROSANKY (BASTROP).....	BTSZ	SARITA (KENEDY).....	KVSZ
ROSCOE (NOLAN).....	SWSZ	SASPAMCO (WILSON).....	FVSZ
ROSE CITY (ORANGE).....	QRSZ	SATIN (FALLS).....	MNSZ
ROSEBUD (FALLS).....	MNSZ	SATTLER (COMAL).....	NBSZ
ROSEVINE (SABINE).....	HMSZ	SAVOY (FANNIN).....	BJSZ
ROSHARON (BRAZORIA).....	ATSZ	SCHROEDER (TRINITY).....	GVSZ
ROSS (MCLENNAN).....	SDWZ	SCHULENBURG (FAYETTE).....	LASZ
ROSSER (KAUFMAN).....	KFSZ	SCHWERTNER (WILLIAMSON).....	GTSZ
ROSSTON (COOKE).....	GNSZ	SCOTLAND (ARCHER).....	ARSZ
ROTAN (FISHER).....	RYSZ	SCOTTSVILLE (HARRISON).....	MMSZ
ROUND MOUNTAIN (BLANCO).....	JCSZ	SCRANTON (EASTLAND).....	ELPZ

SCROGGINS (FRANKLIN).....	VMSZ	SONOMA (ELLIS).....	WHSZ
SCURRY (KAUFMAN).....	KFSZ	SOUTH BEND (YOUNG).....	GMSZ
SEADRIFT (CALHOUN).....	PLSZ	SOUTH PLAINS (FLOYD).....	FDSZ
SEAGRAVES (GAINES).....	SMSZ	SOUTHLAND (GARZA).....	PSSZ
SEBASTIAN (WILLACY).....	RVSZ	SOUTHMAYD (GRAYSON).....	SRSZ
SEBASTOPOL (TRINITY).....	GVSZ	SOUTHTON (BEXAR).....	SASZ
SECURITY (MONTGOMERY).....	CQSZ	SPADE (LAMB).....	LFSZ
SEGNO (POLK).....	LGSZ	SPANISH FORT (MONTAGUE).....	MGSZ
SEGOVIA (KIMBLE).....	JNSZ	SPARENBERG (DAWSON).....	LMSZ
SEJITA (DUVAL).....	SDSZ	SPEAKS (LAVACA).....	HTSZ
SELMA (BEXAR).....	UNCZ	SPEARMAN (HANSFORD).....	SPSZ
SELMAN CITY (RUSK).....	HESZ	SPICEWOOD (BURNET).....	BRSZ
SERBIN (LEE).....	GDSZ	SPOFFORD (KINNEY).....	KYSZ
SEVEN OAKS (POLK).....	LGSZ	SPRING BRANCH (COMAL).....	NBSZ
SEVEN SISTERS (DUVAL).....	SDSZ	SPRINGLAKE (LAMB).....	LFSZ
SHAFTER (PRESIDIO).....	MJSZ	SPRING VALLEY (TARRANT).....	FWSZ
SHALLOWATER (LUBBOCK).....	LUSZ	SPUR (DICKINS).....	DKSZ
SHANNON (CLAY).....	HNSZ	SPURGER (TYLER).....	WVSZ
SHEFFIELD (PECOS).....	FSSZ	STACY (MCCULLOCH).....	BDPZ
SHELBY (AUSTIN).....	BLSZ	STAGE COACH (MONTGOMERY).....	CQSZ
SHELBYVILLE (SHELBY).....	CESZ	STAPLES (GUADALUPE).....	SUSZ
SHELDON (HARRIS).....	HRSZ	STAR (MILLS).....	GHSZ
SHEPHERD (SAN JACINTO).....	CDSZ	STARTZVILLE (COMAL).....	NBSZ
SHERIDAN (COLORADO).....	CLSZ	STERLEY (FLOYD).....	FDSZ
SHERWOOD (IRION).....	MZSZ	STERLING CITY (STERLING).....	21X1
SHILO (LIMESTONE).....	GCSZ	STINNETT (HUTCHISON).....	BRGZ
SHINER (LAVACA).....	HTSZ	STOCKDALE (WILSON).....	FVSZ
SHIRO (GRIMES).....	ADSZ	STONEBURG (MONTAGUE).....	MGSZ
SHORE ACRES (HARRIS).....	TLVZ	STONEHAM (GRIMES).....	ADSZ
SIDNEY (COMANCHE).....	CSSZ	STONEWALL (GILLESPIE).....	FGSZ
SILVER (COKE).....	21X1	STOWELL (CHAMBERS).....	AASZ
SILVER CITY (NAVARRO).....	CFSZ	STRAWN (PALO PINTO).....	PPSZ
SILVER LAKE (VAN ZANDT).....	CTSZ	STREETER (MASON).....	MASZ
SILVER VALLEY (COLEMAN).....	CMSZ	STREETMAN (FREESTONE).....	FFSZ
SILVERTON (BRISCOE).....	TUPZ	STUDY BUTTE (BREWSTER).....	APNZ
SIMMS (BOWIE).....	BSJZ	SUBLIME (LAVACA).....	HTSZ
SIMONTON (FORT BEND).....	RMSZ	SUDAN (LAMB).....	LFSZ
SINGLETON (GRIMES).....	ADSZ	SUGAR HILL (TITUS).....	MTSZ
SIPE SPRINGS (COMANCHE).....	CSSZ	SULLIVAN CITY (HIDALGO).....	EBSZ
SISTERDALE (KENDALL).....	BXSZ	SULPHUR BLUFF (HOPKINS).....	SSSZ
SIVELLS BEND (COOKE).....	GNSZ	SUMMERFIELD (CASTRO).....	DMSZ
SKELLYTOWN (CARSON).....	PHSZ	SUMNER (LAMAR).....	PISZ
SKIDMORE (BEE).....	BEEZ	SUNDOWN (HOCKLEY).....	LVPZ
SLIDELL (WISE).....	DCSZ	SUNNYVALE (DALLAS).....	DLSZ
SLOCUM (ANDERSON).....	PESZ	SUNRAY (MOORE).....	DUPZ
SMILEY (GONZALES).....	GQSZ	SUNRISE BEACH VILLAGE (LLANO).....	LLSZ
SMITHFIELD (TARRANT).....	FWSZ	SUNSET (MONTAGUE).....	MGSZ
SMITHLAND (MARION).....	JFSZ	SURFSIDE BEACH (BEACH) BRAZORIA).....	ATSZ
SMITHPOINT (CHAMBERS).....	AASZ	SUTHERLAND SPRINGS (WILSON).....	FVSV
SMITHSON VALLEY (COMAL).....	NBSZ	SWAN (SMITH).....	TYSZ
SMYER (HOCKLEY).....	LVPZ	SWEET HOME (LAVACA).....	HTSZ
SNIPE (BRAZORIA).....	ATSZ	SWENSON (STONEWALL).....	AXSZ
SNOOK (BURLESON).....	CWSZ	SYLVESTER (FISHER).....	RYSZ
SOMERSET (BEXAR).....	SASZ		
SOMERVILLE (BURLESON).....	CWSZ		

TABOR (BRAZOS).....	BYSZ	TRUMBULL (ELLIS).....	WHSZ
TAFT (SAN PATRICIO).....	SISZ	TRUSCOTT (KNOX).....	KXSZ
TALCO (TITUS).....	MTSZ	TUCKER (ANDERSON).....	PESZ
TALPA (COLEMAN).....	CMSZ	TULETA (BEE).....	BEEZ
TANGLEWOOD (LEE).....	GDSZ	TURKEY (HALL).....	06X1
TANKERSLY (TOM GREEN).....	SESZ	TURNERTOWN (RUSK).....	HESZ
TARPLEY (BANDERA).....	BNSZ	TURNERSVILLE (CORYELL).....	GASZ
TARZAN (MARTIN).....	STNZ	TURNEY (CHEROKEE).....	RUSZ
TASCOSA (OLDHAM).....	VGSZ	TUSCOLA (TAYLOR).....	ALSZ
TATUM (RUSK).....	HESZ	TWIN SISTERS (BLANCO).....	JCSZ
TAYLOR LAKE VILLAGE (HARRIS).....	HRSZ	TWITTY (WHEELER).....	WESZ
TEAGUE (FREESTONE).....	FFSZ	TYE (TAYLOR).....	ALSZ
TEHUACANA CITY (LIMESTONE).....	GCSZ	TYNAN (BEE).....	BEEZ
TELEGRAPH (KIMBLE).....	JNSZ	UMBARGER (RANDALL).....	CNSZ
TELEPHONE (FANNIN).....	BJSZ	UNCERTAIN (HARRISON).....	MMSZ
TELFERNER (VICTORIA).....	VTSZ	UNION GROVE (UPSHUR).....	GLSZ
TELL (CHILDRESS).....	06X1	UTLEY (BASTROP).....	BTSZ
TENAHA (SHELBY).....	CESZ	UTOPIA (UVALDE).....	UVSZ
TENNESSEE COLONY (ANDERSON).....	PESZ	VALDASTA (COLLIN).....	MCSZ
TENNYSON (COKE).....	21X1	VALENTINE (JEFF DAVIS).....	MJSZ
TERLINGUA (BREWSTER).....	APSZ	VALERA (COLEMAN).....	CMSZ
TERMINAL (MIDLAND).....	MLSZ	VALLEY MILLS (BOSQUE).....	MRSZ
TERRELL HILLS (BEXAR).....	AHTZ	VALLEY SPRINGS (LLANO).....	LLSZ
TEXHOMA (SHERMAN).....	SFSZ	VALLEY VIEW (COOKE).....	GNSZ
TEXICO (PARMER).....	FLSZ	VALLEY WELLS (DIMMIT).....	CRSZ
TEXLINE (DALLAM).....	DTPZ	VAN (VAN ZANDT).....	CTSZ
THALIA (FOARD).....	06X1	VAN ALSTYNE (GRAYSON).....	SRSZ
THE GROVE (CORYELL).....	GASZ	VAN VLECK (MATAGORDA).....	BCSZ
THE WOODLANDS (MONTGOMERY).....	CQSZ	VANCE (REAL).....	UVPZ
THICKET ((HARDIN).....	KUSZ	VANCOURT (TOM GREEN).....	SESZ
THOMASTON (DEWITT).....	CUSZ	VANDERBILT (JACKSON).....	EASZ
THOMPSONS (FORT BEND).....	RMSZ	VANDERPOOL (BANDERA).....	BNSZ
THOMPSONVILLE (GONZALES).....	GQSZ	VASHTI (CLAY).....	HNSZ
THORNTON (LIMESTONE).....	GCSZ	VEALMOOR (HOWARD).....	BSSZ
THORP SPRINGS (HOOD).....	GBSZ	VENUS (JOHNSON).....	CBSZ
THREE RIVERS (LIVE OAK).....	GWSZ	VERA (KNOX).....	KXSZ
THURBER (ERATH).....	STSZ	VERHALEN (REEVES).....	PCSZ
TIGERTOWN (LAMAR).....	PISZ	VIBORAS (STARR).....	RGSZ
TILDEN (MCMULLIN).....	GWSZ	VICK (CONCHO).....	EDNZ
TIMPSON (SHELBY).....	CESZ	VIDAURI (REFUGIO).....	RFSZ
TIOGA (GRAYSON).....	SRSZ	VIEW (TAYLOR).....	ALSZ
TIRA (HOPKINS).....	SSSZ	VIGO PARK (SWISHER).....	TUPZ
TIVOLI (REFUGIO).....	RFSZ	VILLAGE MILLS (HARDIN).....	KUSZ
TOCO (LAMAR).....	PISZ	VINCENT (HOWARD).....	BSSZ
TOKIO (TERRY).....	BFSZ	VINEYARD (JACK).....	JBSZ
TOLAR (HOOD).....	GBSZ	VINTON (EL PASO).....	EPSZ
TOLOSA (KAUFMAN).....	KFSZ	VIOLET (NUECES).....	CCSZ
TOM BEAN (GRAYSON).....	SRSZ	VOCA (MCCULLOCH).....	BDPZ
TOOL (HENDERSON).....	AHCZ	VON ORMY (BEXAR).....	SASZ
TOPSEY (CORYELL).....	GASZ	VOSS (COLEMAN).....	CMSZ
TORNILLO (EL PASO).....	EPSZ	VOTAW (HARDIN).....	KUSZ
TOW (LLANO).....	LLS	WADSWORTH (MATAGORDA).....	BCSZ
TOYAH (REEVES).....	PCSZ	WAELDER (GONZALES).....	GQSZ
TOYAHVALE (REEVES).....	PCSZ	WAKA (OCHILTREE).....	PYSZ
TRAVIS (FALLS).....	MNSZ	WAKE VILLAGE (BOWIE).....	31X1
TRAWICK (NACOGDOCHES).....	NGSZ	WALBURG (WILLIAMSON).....	GTSZ
TRENT (TAYLOR).....	ALSZ	WALL (TOM GREEN).....	SESZ
TRENTON (FANNIN).....	BJSZ	WALLER (WALLER).....	HPSZ
TRICKHAM (COLEMAN).....	CMSZ	WALLIS (AUSTIN).....	BLSZ
TRINIDAD (HENDERSON).....	AHCZ		
TROUPE (SMITH).....	TYSZ		
TROY (BELL).....	BWSZ		

WALLISVILLE (CHAMBERS).....	AASZ	WINK (WINKLER).....	KMSZ
WALNUT SPRINGS (BOSQUE).....	MRSZ	WINKLER (NAVARRO).....	CFSZ
WAMBA (BOWIE).....	BSJZ	WINNIE (CHAMBERS).....	AASZ
WARDA (FAYETTE).....	LASZ	WINONA (SMITH).....	TYSZ
WARING (KENDALL).....	BXSZ	WINTERHAVEN (DIMMITT).....	CRSZ
WARREN (TYLER).....	WVSZ	WINTERS (RUNNELS).....	BLGZ
WARRENTON (FAYETTE).....	LASZ	WIXON VALLEY (BRAZOS).....	BYSZ
WASHBURN (ARMSTRONG).....	S02Z	WIZARD WELLS (JACK).....	JBSZ
WASHINGTON (WASHINGTON).....	BMSZ	WODEN (NACADOCHES).....	NGSZ
WASKOM (HARRISON).....	MMSZ	WOLFE CITY (HUNT).....	GESZ
WATER VALLEY (TOM GREEN).....	SESZ	WOLFFORTH (LUBBOCK).....	LUSZ
WAYSIDE (ARMSTRONG).....	CGSZ	WOODBINE (COOKE).....	GNSZ
WEAVER (HOPKINS).....	SSSZ	WOODLAKE (TRINITY).....	CXPZ
WEBB (WEBB).....	LDSZ	WOODLAND (RED RIVER).....	GVSZ
WECHES (HOUSTON).....	CKSZ	WOODLAWN (HARRISON).....	MMSZ
WEESATCHE (GOLIAD).....	GISZ	WOODSBORO (REFUGIO).....	RFSZ
WEIMER (COLORADO).....	CLSZ	WOODSON (THROCKMORTON).....	TMSZ
WEINERT (HASKELL).....	HKSZ	WOODWARD (LA SALLE).....	LSSZ
WEIR (WILLIAMSON).....	GTSZ	WORTHAM (FREESTONE).....	FFSZ
WELCH (DAWSON).....	LMSZ	WRIGHTSBORO (GONZALES).....	GQSZ
WELCOME (AUSTIN).....	BLSZ	YANCEY (MEDINA).....	HDSZ
WELDON (HOUSTON).....	CKSZ	YANTIS (WOOD).....	QMSZ
WELFARE (KENDALL).....	BXSZ	YARD (ANDERSON).....	PESZ
WELLBORN (BRAZOS).....	BYSZ	YELLOWPINE (SABINE).....	HMSZ
WELLMAN (TERRY).....	BFSZ	YORKTOWN (DEWITT).....	CUSZ
WELLS (CHEROKEE).....	RUSZ	YSLETA (EL PASO).....	EPSZ
WESLEY (WASHINGTON).....	BMSZ	ZAVALA (ANGELINA).....	LISZ
WEST (MCLENNAN).....	SDWZ	ZEPHYR (BROWN).....	BRNZ
WEST POINT (FAYETTE).....	LASZ	ZORN (GUADALUPE).....	SUSZ
WESTBROOK (MITCHELL).....	CYSZ		
WESTFIELD (HARRIS).....	HRSZ		
WESTHOFF (DEWITT).....	CUSZ		
WESTLAKE (TARRANT).....	FWSZ		
WESTMINISTER (COLLIN).....	MCSZ		
WESTON (COLLIN).....	MCSZ		
WESTOVER (BAYLOR).....	SYSZ		
WETMORE (BEXAR).....	SASZ		
WHEELOCK (ROBERTSON).....	FKSZ		
WHITE DEER (CARSON).....	PHSZ		
WHITEFACE (COCHRAN).....	MQSZ		
WHITEFLAT (MOTLEY).....	06X1		
WHITEWRIGHT (GRAYSON).....	SRSZ		
WHITHARRAL (HOCKLEY).....	LVPZ		
WHITNEY (HILL).....	HLSZ		
WHITSETT (LIVE OAK).....	GWSZ		
WHITT (PARKER).....	WXSZ		
WHON (COLEMAN).....	CMSZ		
WICKETT (WARD).....	MHSZ		
WIERGATE (NEWTON).....	NWSZ		
WILDORADO (OLDHAM).....	VGSZ		
WILDWOOD (HARDIN).....	KUSZ		
WILLIAM PENN (WASHINGTON).....	BMSZ		
WILLOW CITY (GILLESPIE).....	FGSZ		
WILLOW PARK (PARKER).....	WXSZ		
WILLS POINT (VAN ZANDT).....	CTSZ		
WILSON (LYNN).....	TKSZ		
WIMBERLY (HAYS).....	HYSZ		
WINCHESTER (FAYETTE).....	LASZ		
WINDFIELD (TITUS).....	MTSZ		
WINDOM (FANNIN).....	BJSZ		
WINDTHORST (ARCHER).....	ARSZ		
WINGATE (RUNNELS).....	BLGZ		

# INDEX

	<u>CHAPTER/SECTION</u>	<u>PAGE</u>
ABBREVIATIONS	APPENDIX 6	
ACCIDENT REPORT FORMS .....	12.6.....	12-4
ADDED INFORMATION MESSAGES .....	4.14.....	4-11
ADMINISTRATIVE MESSAGES .....	4.0.....	4-1
CANADIAN .....	13.10.7.....	13-19
NLETS CODING.....	4.1.....	4-1
TLETS CODING.....	4.1.....	4-1
AGENCY CHANGES.....	2.4.....	2-7
AIRCRAFT		
REGISTRATION.....	13.2.....	13-5
TRACKING .....	13.3.....	13-6
ALCOHOL BEVERAGE COMMISSION.....	12.10.....	12-6
ALCOHOL, TOBACCO & FIREARMS .....	12.20, 13.7.1 .....	12-14, 13-11
ALL TERRAIN VEHICLES.....	7.4.3.....	7-7
ALTERNATE ROUTING .....	3.8.1.....	3-9
APB SUMMARY.....	5.7.....	5-12
ATTEMPT TO LOCATE MESSAGES .....	4.13.....	4-10
ATTORNEY GENERAL .....	12.23.....	12-17
AUTHORIZED USAGE AND USERS .....	1.7, APPENDIX 7 .....	1-9
AWOL CHECKS.....	12.16, 12.17 .....	12-11,12-12
BINGO .....	12.24.....	12-17
BIRTH CERTIFICATES .....	12.9.....	12-6
BOARD OF PARDONS AND PAROLE.....	12.8.....	12-5
BOARD OF PHARMACY.....	12.22.....	12-16
BOAT REGISTRATION		
OUT-OF-STATE .....	8.3.....	8-2
TEXAS .....	8.1.....	8-1

BROADCAST CODES/PROCEDURES		
BROADCAST RESTRICTIONS	5.2, 5.5	5-2, 5-8
CANADIAN BROADCASTS	13.10.7	13-19
NATIONWIDE	5.4.3	5-7
NLETS (GENERAL)	5.4	5-4
REGIONAL (OUT-OF-STATE)	5.4.2	5-5
REGIONAL (TEXAS)	5.1	5-1
STATEWIDE (OUT-OF-STATE)	5.4.1	5-5
STATEWIDE (TEXAS)	5.2	5-2
TLETS (GENERAL)	5.3	5-4
CANADIAN ACCESS	13.10	13-13
STOLEN ARTICLES	13.10.8	13-19
STOLEN BOATS	13.10.9	13-20
STOLEN GUNS	13.10.10	13-21
STOLEN SECURITIES	13.10.11	12-22
STOLEN VEHICLES	13.10.4	13-16
WANTED PERSONS	13.10.3	13-15
CANCELLATION MESSAGES	4.15	4-12
CELLUAR DEVICE PACKET DATA	1.11.2	1-12
CJIS / FBI ACCESS	1.11.3	1-13
COMBINATION FORMATS	3.10.3, 14.0	3-17, 14-1
COMMERCIAL DRIVER LICENSE	6.4	6-5
MEXICAN CDL	6.11	6-21
CONTROL TERMINAL AGENCY (NLETS)	1.6.4	1-7
CORRECTION MESSAGES	4.16	4-12
COUNTERFEITERS	12.19	12-13
CRIME BULLETIN	5.9	5-13
CRIMINAL HISTORY CHECKS		
CANADA	13.10.12	13-23
FOREIGN COUNTRY	13.4	13-8
OUT-OF-STATE	10.0	10-1
TEXAS	(NCIC OPERATING MANUAL)	
DATA BASES	1.5	1-3
DEATH CERTIFICATES	12.9	12-6
DESCRIPTION OF PERSONS	4.7	4-7
DESCRIPTION OF VEHICLES	4.7	4-7
DESERTERS	12.16, 12.17	12-11, 12-12
DIPLOMATIC LICENSE PLATES	7.8.1	7-13
DISSEMINATION POLICIES	1.7	1-9
DRIVER IMPROVEMENT BUREAU	12.2	12-2

DRIVERS LICENSE CHECKS		
CANADA.....	13.10.5.....	13-17
FOREIGN COUNTRY.....	13.4.....	13-8
MEXICAN.....	6.11.....	6-21
OUT-OF-STATE.....	6.7.....	6-19
TEXAS.....	6.1.....	6-2
DRIVERS LICENSE PHOTOGRAPHS..... 12.1..... 12-1		
DRUG (NATIONAL DRUG POINTER INDEX)..... 12.25..... 12-18		
EDUCATIONAL INSTITUTIONS..... 12.18..... 12-13		
ERROR MESSAGES..... 3.5..... 3-6		
EXPLOSIVES..... 12.20..... 12-14		
FBI / CJIS ACCESS..... 1.11.3..... 1-13		
FEDERAL AGENCIES..... 13.7..... 13-11		
FIREARMS..... 12.20..... 12-14		
FOREIGN COUNTRY..... 13.4..... 13-8		
FORGERS..... 12.19..... 12-13		
FORMAL MESSAGE FORMAT..... 4.4..... 4-2		
HAZARDOUS MATERIALS (HAZMAT)..... 13.8..... 13-12		
HEALTH DEPARTMENT..... 12.9..... 12-6		
HELP FILES		
NLETS-GENERAL.....	11.4.1.....	11-5
NLETS-STATE.....	11.4.2.....	11-6
NLETS MEXICAN.....	6.11.4.....	6-26
TLETS-FIELD.....	11.3.....	11-3
TLETS-FORMAT.....	11.2.....	11-2
TLETS-GENERAL.....	11.1.....	11-1
HIT CONFIRMATIONS..... 13.9..... 13-13		
IDENTIFICATION CERTIFICATES..... 6.4.2..... 6-7		
PHOTOGRAPHS.....	12.1.....	12-1
ILLEGAL ALIENS..... 12.14..... 12-9		
INFORMAL MESSAGE FORMAT..... 4.5..... 4-5		
INPUT MESSAGE ACKNOWLEDGMENT..... 3.5..... 3-6		
INTERNET ACCESS..... 1.11.1..... 1-12		
INTERPOL..... 13.4..... 13-8		
JUST (US DEPARTMENT OF JUSTICE SYSTEM)..... 13.7.2..... 13-12		
LAW ENFORCEMENT SERVICE CENTER (LESC)..... 12.28..... 12-20		
LOTTERY..... 12.24..... 12-17		

MANUAL CHECKS		
CANADIAN .....	13.10.7.....	13-19
OUT-OF-STATE BOAT REGISTRATION .....	8.5.....	8-4
OUT-OF-STATE DRIVERS LICENSE .....	6.10.....	6-20
OUT-OF-STATE SNOWMOBILE REGISTRATION .....	13.5.2.....	13-10
OUT-OF-STATE VEHICLE REGISTRATION.....	7.10.....	7-18
TEXAS DRIVERS LICENSE .....	6.5.....	6-8
TEXAS VEHICLE REGISTRATION.....	7.4.....	7-4
MANUALS .....	APPENDIX 5	
MAPS		
NATIONAL (NLETS) .....	APPENDIX 3	
TEXAS (TLETS) .....	APPENDIX 2	
MENUS .....	3.11.....	3-17
MESSAGE ADDRESSING		
TLETS .....	3.2.....	3-4
NLETS .....	3.3.....	3-4
MESSAGE COMPOSITION .....	4.8.....	4-7
MISSING CHILDREN .....	13.6.....	13-10
MISSING PERSON MESSAGES .....	4.12.....	4-10
MNEMONIC ADDRESS .....	3.2.....	3-4
MOTOR VEHICLE THEFT .....	12.4.....	12-3
NATIONAL INSURANCE CRIME BUREAU .....	12.12, 13.11 .....	12-7, 13-24
NCIC SYSTEM DESCRIPTION .....	1.5.4.....	1-4
NETWORK CONTROL.....	2.5.....	2-8
NEWSLETTERS (TLETS) .....	5.8.....	5-13
NLETS RESTRICTIONS.....	1.6.5.....	1-8
NLETS SYSTEM DESCRIPTION.....	1.2, APPENDIX 1 .....	1-2
NON-MEMBER AGENCIES .....	2.3.1.....	2-7
OFFLINE SEARCHES		
CANADA.....	13.10.13.....	13-24
TEXAS .....	2.8.....	2-10
OPTIONS MENU SCREEN .....	3.4.1.....	3-6
ORIGINATING AGENCY IDENTIFIER (ORI).....	3.3, 13.1.....	3-4, 13-1
CANADA.....	13.10.1.....	13-14
ORION.....	13.1.....	13-1
OUTPUT HEADERS.....	3.9.....	3-10

PARKS AND WILDLIFE.....	12.11.....	12-7
PARTIAL VIN INQUIRIES.....	13.11.3.....	13-26
PAROLE INFORMATION.....	12.8.....	12-5
PERMITS (VTR).....	7.5.....	7-12
PF KEYS.....	3.1.....	3-2
POINT OF ENTRY CODE (POE).....	3.3.....	3-4
CANADA.....	13.10.1.....	13-14
PRISONS.....	12.7.....	12-5
PUBLIC INFORMATION.....	APPENDIX 4	
PUBLICATIONS.....	APPENDIX 5	
RABIES INFORMATION.....	12.9.....	12-6
RECALL.....	3.7.....	3-8
REFERENCE MATERIALS.....	APPENDIX 5	
REGIONS		
NLETS.....	5.4.2, APPENDIX 3.....	5-5
TLETS.....	5.1, APPENDIX 2.....	5-1
REROUTE.....	3.8.....	3-9
RUNAWAY MESSAGES.....	4.11.....	4-9
SAFETY RESPONSIBILITY (SR).....	12.5.....	12-3
SANCTIONS.....	1.10.....	1-11
SECURITY.....	1.11.....	1-12
SNOWMOBILE REGISTRATION.....	13.5.....	13-9
SOCIAL SECURITY.....	12.26.....	12-18
SUB-MENUS.....	3.11.....	3-17
SYSTEM ACCESS.....	1.7.....	1-9
TCIC SYSTEM DESCRIPTION.....	1.5.2.....	1-3
TERMINAL CHANGES.....	2.3.....	2-6
TERMINAL IDENTIFICATION.....	3.6.....	3-8
TERMINAL MOVES.....	2.2.....	2-5
TERMINAL UPGRADES.....	2.3.....	2-6
TEXAS DEPARTMENT OF CRIMINAL JUSTICE.....	12.7.....	12-5

TEXAS DEPARTMENT OF HEALTH.....	12.9.....	12-6
TITLE HISTORY (VEHICLE) .....	7.4.2.....	7-6
TLETS RESTRICTIONS.....	1.6.2.....	1-6
TLETS SYSTEM DESCRIPTION.....	1.1, APPENDIX 1 .....	1-1
TLETS USER AGREEMENT.....	1.8, APPENDIX 7 .....	1-10
TRAINING .....	1.12.....	1-14
TRANSACTION CODES .....	3.10.....	3-13
TREASURY ENFORCEMENT COMMUNICATIONS SYSTEM (TECS) ....	1.2.1 13.7.1.....	1-2, 13-11
TROUBLE REPORTING .....	2.5.....	2-8
U.S. AIR FORCE.....	12.16.....	12-11
U.S. ARMY.....	12.17.....	12-12
U.S. BORDER PATROL .....	12.14.....	12-9
U.S. CUSTOMS .....	12.13.....	12-8
VEHICLE INSPECTION STICKERS .....	12.3.....	12-2
VEHICLE THEFT .....	12.4.....	12-3
VEHICLE REGISTRATION		
CANADIAN.....	13.10.4.....	13-16
DIPLOMATIC.....	7.8.1.....	7-16
FOREIGN COUNTRY .....	13.4.....	13-8
MILITARY .....	12.16, 12.17 .....	12-11,12-12
OUT-OF-STATE .....	7.7.....	7-15
TEXAS.....	7.1.....	7-2
VEHICLE REMARKS.....	7.3.1, 7.4.4.....	7-3, 7-7
VIOLATIONS		
REPORTING PROCEDURES.....	2.7.....	2-10
PENALTIES .....	1.10.....	1-11
WANTED PERSON MESSAGES.....	4.10.....	4-8
WARNING DISSEMINATION.....	1.9.....	1-11
WARRANTS		
DPS TRAFFIC (WARRANT DATA BANK) .....	6.4.1.....	6-5
DPS NARCOTICS SERVICE.....	6.4.2.....	6-7
WEATHER/ROAD INFORMATION		
OUT-OF-STATE .....	9.3.....	9-3
TEXAS.....	9.1.....	9-1