

Date _____

Form may be submitted by one of the following:

Mail To: FBI/CJIS Division
Clarksburg, WV 26306

Fax: (304) 625-9746

Email: cjisflashes@LEO.GOV

<input type="checkbox"/> FLASH*	Mandatory Release _____	Expires _____	SPT _____	Expires _____
	Supervised Release _____	Expires _____	PTD _____	Expires _____
	Probation _____	Expires _____	PTS _____	Expires _____
	Parole _____	Expires _____		

When requesting flash notice, give the following information:

Date and Place of Sentence:*	Disposition:*
Charge:*	
Contributor of Fingerprints:	

CANCEL (Reason)

SUPERVISION TRANSFER NOTICE: FROM: TO:

Name*	Residence*			
Aliases	Numbers	Occupation		
	Arrest			
	Military	Race	Sex	Height
FBI UCN**	Alien	Weight	Eyes	Hair
Date of Birth*	Social Security			
Place of Birth	Scars, marks, and tattoos			
Agency Case or File Number	<input type="checkbox"/> Please Furnish Identification Record			
Agency *ORI#, and Address of Parties to be notified of Apprehension:	Agency, *ORI#, and Address of Contributor			

*Indicates fields that must be completed or form will be returned without being processed. See reverse side for instructions.

**If known

The completion of this form is voluntary; however, necessary to adequately update the record when a subject is being placed on parole, supervisory release, pretrial diversion, probation, bail/bond supervisions, etc. The above listed information has been labeled "**FLASH** information" and noted as such in the remaining instructions.

CANCELLATION information should be furnished when you no longer desire information concerning the subject for which you have previously requested a flash notice.

TRANSFER information should be furnished when the supervision of a subject has been transferred from one agency to another.

Fingerprints for an offense **must** be in the Criminal Justice Information Services Division, Next Generation Identification (NGI) System and the FBI Universal Control Number (UCN) furnished when requesting a **FLASH** notice; however, if the FBI UCN is known but the flash offense is not on file, fingerprints for the flash offense must be submitted with the I-12. If you desire to have a **FLASH NOTICE** posted and are not certain whether an FBI identification record exists for the subject, query the Interstate Identification Index (III) via the National Crime Information Center (NCIC). Enter all available descriptive data to retrieve any identification record(s) possibly identical to your subject. If a possibly identical record is located, determine whether or not the record is identical with the subject. If identical, place the UCN on the I-12 and submit. If no record is identical to the subject, obtain fingerprints and submit with the I-12.

This form is only used for the above stated purposes.

If you have questions concerning the use of an Originating Agency Identifier (ORI) number, contact your state NCIC Control Terminal Officer or Federal Service Coordinator.