LICENSE PLATE WORKSHEET

Bold is a mandatory field.

Message Key	**MKE**		**Orginating Agency Case #**	**OCA**	
Originating Agency Identifier	**ORI**		Linking Agency Identifier	LKI	
License Plate Number	**LIC**		Linking Case Number	LKA	
License Plate State	**LIS**		Notify Originating Agency	NOA	
License Plate Year of Expiration	**LIY**		Miscellaneous Information	MIS	
License Plate Type	**LIT**		NCIC Number	NIC	
Date of Theft	**DOT**				
		ENTRY AND SECOND PARTY CHECK			
Date Received			Officer/Agency		
Date of Entry			Operator		
Date of Second Party Check			Operator		
Modify Date			Operator		
Clear, Cancel or Locate Date			Operator		

When entering Kansas Personalized Plate, Do NOT enter the two letter county identifier as part of the plate.

Example: Douglas County "JHAWK" : LIC/JHAWK in the MIS field put "DG" county upper left corner.

When one plate of two is stolen or missing put notation in MIS field to explain, example: one plate stolen.

KEEP ALL DOCUMENTATION, INCLUDING THIS WORKSHEET, IN THE CASE FILE

Revised: 1-14-13