

Form may be submitted by one of the following:

Mail: FBI/CJIS Division
Clarksburg, WV 26306

Fax: (304) 625-9746

Email: CKFLASHES@FBI.GOV
Preferred Method

<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	Citizenship
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

This form is used to update records in the Next Generation Identification System when a subject is placed on parole, supervisory release, pretrial diversion, probation, or bail/bond supervision. The information on this form is collected voluntarily, but is necessary to assure record accuracy and completeness. The information collected on this form is considered and referred to as "flash" information.

CANCELLATION information should be furnished when you no longer wish to receive notifications concerning subjects with previously established flash notices.

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

When requesting a flash notice, the corresponding offense(s) must be retained in the NGI System with a Universal Control Number (UCN). If the UCN is known but the offense is not on file in the NGI System, fingerprints to establish the event must be submitted, either electronically or accompanying the I-12 form.

If you are uncertain if a record already exists for your subject, a search of the Interstate Identification Index (III) should be performed.

If a candidate is found, determine if record is a match to your subject and include the UCN on form.

If no candidates are found, please obtain fingerprints and submit to the NGI System or include with the I-12 form.

Please direct questions concerning use of Originating Agency Identifiers (ORIs) to your state National Crime Information Center (NCIC) Control Terminal Officer or Federal Service Coordinator.

Paperwork Reduction Act Notice

According to the Paperwork Reduction Act of 1995, no persons are required to provide the information requested unless a valid OMB control number is displayed. The valid OMB control number for this information collected is 1100-0069. The time required to complete this information collected is estimated to be 8 minutes, including time reviewing instructions, gathering, completing, reviewing and submitting the information collection. If you have any comments concerning the accuracy of this time estimate or suggestions for reducing this burden, please send to: Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Washington, DC 20530.