CODING DENTAL CHARACTERISTICS

Letter to Dentist

Dear Doctor:

This section was designed to facilitate the collection of dental data to be entered into the National Crime Information Center (NCIC). These dental data will be compared to dental characteristics stored in the NCIC Wanted Person and Missing Person Files to generate a candidate list of potential matching records. It should take you only a few minutes to complete the NCIC Dental Coding Form if you already gathered the appropriate information concerning the unidentified individual or remains.

Since radiographs are the most widely used comparison medium for the dental identification of unidentified human remains, your experience and expertise in taking and reviewing radiographs plays an important role in the gathering of identification evidence. Guidelines for the specific radiographs that need to be taken are found on page 28 of this packet. Photographs, either conventional or digital, can also be helpful in the identification process as explained on page 28 of this packet.

Because radiographs are two dimensional, it is also important that you perform a thorough visual examination to record the specific condition of the dentition. A worksheet for your notes in regard to each tooth is also contained in this packet on page 29. Using this worksheet will enable you to combine the information obtained from the visual examination with the information observed in the radiographs to provide an accurate dental profile of those teeth that have been recovered. Once you have completed the worksheet, you can easily transfer your notes to the NCIC Unidentified Person Dental Coding Report found on page 30.

Thank you for your careful completion of this report. Please be sure to retain all dental records for future comparison purposes. You should provide the original (or diagnostic copies of) radiographs, photographs, and documentation to the investigating agency and the medical examiner/coroner of jurisdiction.

If you have any questions regarding the reporting of a condition, contact the FBI’s CJIS Division at (304) 625-3000.

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Dental Data Checklist
(to be completed by dentist)

☐ Panoramic Radiograph if possible. (See page 28.)

☐ Full Mouth Series of Radiographs. (See page 28.)

☐ Photographs of Oral Structures. (See page 28.)

☐ Completed Dental Conditions Worksheet. (See page 29.)

☐ Completed NCIC Unidentified Person Dental Report. (See page 30.)
Dental Radiograph Guidelines for Unidentified Remains

- All periapical radiographs should show the complete crown and root tips with surrounding tissue. Avoid elongation and foreshortening as much as possible.
- Radiographs should be taken of region even if teeth are missing.
- Use bisecting angle or parallel technique.
- Obtain panoramic radiographs whenever possible. (Usually only possible in skeletal remains.)
- Submit one set of original radiographs and completed charting to the medical examiner or coroner of jurisdiction.

Guide to Full Mouth Radiographic Series

<table>
<thead>
<tr>
<th>Upper right molar region</th>
<th>Upper right premolar region</th>
<th>Upper right cuspid region</th>
<th>Upper central incisor region</th>
<th>Upper left cuspid region</th>
<th>Upper left premolar region</th>
<th>Upper left molar region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bitewing right molar region</td>
<td>Bitewing right premolar region</td>
<td>Lower right cuspid region</td>
<td>Lower central incisor region</td>
<td>Lower left cuspid region</td>
<td>Lower left premolar region</td>
<td>Lower left molar region</td>
</tr>
<tr>
<td>Lower right molar region</td>
<td>Lower right premolar region</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Recommended Dental Photographs

Photographs are occasionally used to help identify unidentified persons. This can be done by comparing the alignment and shape of the visible teeth in an antemortem photograph to those same characteristics present in the recovered human remains. Photographic superimposition of the head over photographs of possible candidates may also be useful. Multiple photographs, either conventional or digital are recommended. At a minimum, the following photographic views should be taken:

1. View of Anterior Teeth (cusp to cusp) showing incisal edges and alignment.
2. Frontal View of Head.
3. Right and Left Lateral View of Dentition.
4. Occlusal View of Dentition Upper and Lower.
DENTAL CONDITION WORKSHEET
(to be completed by dentist)

You should fill out this chart following the complete visual examination of the dentition and review of the dental radiographs taken of the unidentified individual or remains. You should number the teeth following the format of the Universal numbering system with tooth #1 being the upper right third molar, tooth #16 being the upper left third molar, tooth #17 being the lower left third molar and tooth #32 being the lower right third molar. In your descriptions of the restorations present, you should include the surfaces involved (M, O, D, F, L), the restorative material used, such as amalgam, gold, porcelain, composite, temporary cement, and any other conditions that may be observed, such as endodontic treatment, pin retention, orthodontic brackets or bands. You must not leave any tooth numbers blank. If the tooth has no restorations, note it as “virgin” or “present, no restoration.” Note other significant dental information at the bottom of this chart or on an additional sheet of paper, which you should attach to this worksheet.

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

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Additional Dental Information:

Rev 2/06
NCIC Unidentified Person Dental Report

SECTION 1
ME/Coroner Case #: NCIC #:
Completed by: Date Completed:
Address:
Telephone #: Email Address:
X-Rays Available? Yes No Dental Models Available? Yes No Dental Photographs Available? Yes No

SECTION 2
DENTAL CHARACTERISTICS

Upper Right
01 (18)  
02 (17)  
03 (16)  
04 (15) (A)  
05 (14) (B)  
06 (13) (C)  
07 (12) (D)  
08 (11) (E)

Lower Right
32 (48)  
31 (47)  
30 (46)  
29 (45) (T)  
28 (44) (S)  
27 (43) (R)  
26 (42) (Q)  
25 (41) (P)

Upper Left
09 (21) (F)  
10 (22) (G)  
11 (23) (H)  
12 (24) (I)  
13 (25) (J)  
14 (26)  
15 (27)  
16 (28)

Lower Left
24 (31) (O)  
23 (32) (N)  
22 (33) (M)  
21 (34) (L)  
20 (35) (K)  
19 (36)  
18 (37)  
17 (38)

(Numbers in parentheses represent FDI System.)

 Liebe in parentheses represent deciduous dentition.

SECTION 3
DENTAL CODES
X = Tooth has been removed or did not develop  F = Facial or Buccal Surface Restored
V = Tooth is present and unrestored  L = Lingual Surface Restored
M = Mesial Surface Restored  C = Lab Processed or Prefabricated Restoration
O = Occlusal/Incisal Surface Restored  R = Endodontic Treatment
D = Distal Surface Restored  / = Postmortem Missing or Not Recovered (Default Code)

(*The codes V and / are used differently in the Unidentified Person Report than in the Missing Person Dental Report.)

SECTION 4
DENTAL REMARKS

☐ ALL (All 32 teeth are present and unrestored)  ☐ UNK (No dental information available)

Rev 2/06
General Procedures for Coding the Report
(to be completed by dentist)

Section 1:

- The NCIC # field should be completed by the investigating agency.
- The Medical Examiner/Coroner Case #, Completed by, Date Completed, Address, Telephone #, Email Address, X-Rays Available, Dental Models Available, and Dental Photographs Available fields should be completed by the individual filling out the report.

Section 2:

- If no dental information is available, go directly to Section 4 and check the UNK box. Do not enter any codes in the tooth fields.
- If all 32 teeth are present with no restorations, go directly to Section 4 and check the ALL box.
- Review pages 32 and 33 prior to completing the Dental Characteristics Section of the dental report.
- Tooth numbers are based on the Universal System. The corresponding Federation Dentaire Internationale (FDI) System numbering is depicted in parenthesis.
- Use all available dental evidence to capture the most accurate dental profile.
- Enter the appropriate code(s) next to the corresponding tooth number, 01–32, on the dental report.
- Each tooth must have one or more codes entered except when ALL or UNK is used in Section 4.

Section 3:

- Dental Codes. A more detailed explanation of these codes and their use is provided on page 32.

Section 4:

- Used for coding ALL or UNK.
  - If ALL is marked, NCIC will automatically code all teeth as V.
  - If UNK is marked, NCIC will automatically code all teeth as /.
- A dental comparison will not be performed by NCIC when this box is marked.
- Used for additional dental characteristics not captured in the dental codes listed in Section 3, for example, dental implants, removable dentures, orthodontic appliances. Specific tooth numbers are not always necessary, and key descriptive words are preferred.
Dental Codes and Descriptions

Primary Dental Codes - One or more codes must be entered for each tooth.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>/</td>
<td>Default code for Unidentified Persons. Typically used when the tooth is not recovered. Also used when a portion of the tooth is remaining and it is impossible to determine if the clinical crown has been restored. <strong>Note:</strong> This code is used differently when coding dental characteristics for Missing Persons.</td>
</tr>
<tr>
<td>V</td>
<td>Virgin. Tooth is present and unrestored. This includes unerupted teeth such as wisdom or deciduous teeth. <strong>Note:</strong> This code is used differently when coding dental characteristics for Missing Persons.</td>
</tr>
<tr>
<td>X</td>
<td>Missing. Tooth has been extracted or is congenitally missing.</td>
</tr>
<tr>
<td>M</td>
<td>Mesial surface of the tooth has been restored.</td>
</tr>
<tr>
<td>O</td>
<td>Occlusal or Incisal surface of the tooth has been restored.</td>
</tr>
<tr>
<td>D</td>
<td>Distal surface of the tooth has been restored.</td>
</tr>
<tr>
<td>F</td>
<td>Facial or Buccal surface of the tooth has been restored.</td>
</tr>
<tr>
<td>L</td>
<td>Lingual surface of the tooth has been restored.</td>
</tr>
</tbody>
</table>

Secondary Dental Codes - Cannot be used independently. Must be used in conjunction with Primary codes.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Any laboratory processed restoration including crowns, inlays, onlays, and veneers. This code also includes prefabricated restorations such as stainless steel crowns, metal and acrylic temporary crowns, and porcelain processed veneers.</td>
</tr>
<tr>
<td>R</td>
<td>Root canal. Evidence is available to establish that an endodontic procedure has been started or completed.</td>
</tr>
</tbody>
</table>
Entry Rules for NCIC Dental Characteristics

The following rules apply to **each tooth** for the successful entry of dental characteristics into NCIC:

1. The DCH Field requires that a code or series of codes be entered for each tooth. The tooth number (01–32) must be followed by option A, B, or C:
   
   A. One special character /, or one special character / followed by R.
   B. One alphabetic character M, O, D, F, L, X, V.
   C. Two to seven alphabetic characters M, O, D, F, L, C, and R.

2. Any combination of M, O, D, F, L should be entered in the sequence of M, O, D, F, L.

3. The R character should follow any combination of M, O, D, F, L, C or the / character.

4. The C character should follow any combination of M, O, D, F, L.

5. The only character that should be used with / is the R character.

6. The characters V and X should not be used with any combination of characters.

7. The characters M, O, D, F, L, C, R, /, V, and X may be used only once per numeric.

If you have any questions regarding the reporting of a condition, contact the **FBI’s CJIS Division at (304) 625-3000.**