LEADS Daily Bulletin

May 6, 2026

Entry/Inquiry – Plates That Require a Hyphen

SOS issues several types of plates which require operators to use a prefix or suffix when making an inquiry in order to receive registration data. In certain cases, this prefix/suffix requires that a hyphen also be used during inquiry, however, when making a LEADS/NCIC entry (Stolen Vehicle, Stolen/Missing License Plate, vehicle data in a person entry) a hyphen is not allowed in the LIC field.

Only alphabetic and/or numeric characters may be entered in the LIC Field, the information must be entered omitting any hyphens, spaces, or symbols. For instances when a hyphen or symbol is a substantive part of the license number, information concerning the location and design of each should be included in the MIS Field.

If the license plate number exceeds ten characters, only the first ten characters should be entered. The entire number must be shown in the MIS Field. *Partial license plates must not be entered*.

Where one character appears over another, the top character should be entered first, immediately followed by the bottom character, that is, A over B as "AB".

The addition of a hyphen with the prefix/suffix requires the inquiry be done in a certain way to ensure the appropriate databases are being thoroughly and correctly checked.

Example: B Truck Plate 12345A would be inquired on twice:
Inquiry #1: LIC/12345A, LIT/TK (hot file check)
Inquiry #2: LIC/12345A-B, LIT/TK (registration info)

For more information, please refer to the License Plate Chapter and the Vehicle Registration Chapter in the LEADS 3.0 Operation Manual: https://isp.illinois.gov/LawEnforcement/LEADS3Manual, and the NCIC License Plate File: https://isp.illinois.gov/LawEnforcement/NCICOperatingManual

If you have any questions or need assistance, please contact the ISP Help Desk ISP.HelpDesk@illinois.gov or at 866/LEADS-00 (866/532-3700).

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date