

## FAQ – Understanding MNCIS Parking

### What is “MNCIS Parking”?

When law enforcement or court staff don’t have a registered owner’s name for a parking-related offense, they can use “MNCIS Parking” instead.

Not all agencies (Minneapolis Parking Enforcement and St Paul Parking Enforcement officers, for instance) have access to registered owner information and/or driver or motor vehicle information. Others choose not to include that information on parking citations. In these situations, citations can be submitted with “MNCIS” as the first name and “Parking” as the last. Provided the offense is parking related, entry of “MNCIS Parking” triggers an automated search for the missing information based upon:

- Motor vehicle plate number
- Vehicle plate state (the default of MN if unknown)
- Vehicle Identification number (VIN)
- Vehicle make
- Vehicle type

### What’s “MNCIS”?

It’s the Minnesota State Court Information System, the official case record.

### Does MNCIS Parking work with offenses other than parking?

If a MNCIS Parking citation has any non-parking offenses on it, like speeding, MNCIS will reject it and return it to law enforcement to be corrected.

### Does the registered owner look up process check for vehicles from all states?

Just Minnesota and Wisconsin.

### What if the vehicle isn’t from Minnesota or Wisconsin?

We still use MNCIS Parking as the name on the case, but further case process is limited by the absence of a defendant name on the case.

### What if the vehicle doesn’t have a plate?

When there isn’t a plate, law enforcement must either select the “No Plate” checkbox or note in the Plate Data Field “NoPlate” depending on the programming of the agency’s vendor. Also include the vehicle’s plate state, if known. If the state isn’t known, use the default of “MN” and enter the Vehicle Identification Number to trigger the look up process.

### What if the vehicle has a 21-day temporary permit?

Law enforcement must either select the “21 Day Temp” checkbox or note in the Plate Data Field “21DayTemp” depending on the programming of the agency’s vendor. Also include the vehicle’s plate state, if known. If the state isn’t known, use the default of “MN” and enter the Vehicle Identification Number to trigger the look up process.