



The Commonwealth of Massachusetts Department of State Police

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10 Park Plaza
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SEPTEMBER 17, 2015

TO: ALL LOCAL, STATE AND FEDERAL LAW ENFORCEMENT AGENCIES

FROM: LIEUTENANT SHAWN D. CAMPINHA, COMPLIANCE UNIT COMMANDER

SUBJECT: ACCESS TO THE FACIAL RECOGNITION E-MAIL ADDRESS

1. THE REGISTRY OF MOTOR VEHICLES HAS RECENTLY CREATED AN E-MAIL ADDRESS THAT LAW ENFORCEMENT MAY SEND REQUESTS TO HAVE AN IMAGE RUN THROUGH THE FACIAL RECOGNITION SYSTEM.

THE E-MAIL ADDRESS IS: MSP-DL-FACIALRECES@MASSMAIL.STATE.MA.US

PLEASE INCLUDE THE FOLLOWING REQUIRED INFORMATION;

- A. AGENCY/DEPARTMENT NAME
- B. REQUESTOR'S NAME, ID #, PHONE #, FAX#,
- C. OFFICIAL LAW ENFORCEMENT EMAIL (NO PERSONAL E-MAILS WILL BE ANSWERED.)
- D. REASON FOR REQUEST
- E. CASE NUMBER

PROBE INFORMATION; (IF KNOWN)

- A. POSSIBLE NAME OF TARGET
 - B. ADDRESS INFORMATION
 - C. MASS LICENSE NUMBER
 - D. SOCIAL SECURITY NUMBER
 - E. DATE OF BIRTH OR APPROXIMATE AGE OF TARGET
 - F. WHEN PHOTO WAS TAKEN (EXCLUDING LICENSES)
2. AFTER THE FACIAL RECOGNITION TEAM HAS DETERMINED IF THERE IS A HIT ON THE SUBJECT THEY WILL CONTACT YOU BY TELEPHONE OR EMAIL WITH THE RESULTS. IF THERE IS A HIT ON THE SYSTEM THEY WILL DIRECT YOU TO THE CJIS WEB SO YOU CAN SEE THE IMAGE OF THE SUBJECT OR COMPARE MULTIPLE IMAGES.
 3. FOR EMERGENCIES ONLY CALL THE FACIAL RECOGNITION TEAM AT 857-368-8605.

IDEAL IMAGE PARAMETERS:

1. MAXIMUM SIZE
 - A. 1024 BY 1024 PIXELS
 - B. 2 MEGABYTES

NOTE: IMAGE PROPERTIES IN MSPAINT CAN BE USED TO DISPLAY ACTUAL IMAGE SIZE.

2. TYPE:
 - A. JPEG MINIMUM COMPRESSION (TO FIT 2 MB)
 - B. BMP
3. CROPPING/ZOOM
 - A. HEAD COMPRISES APPROXIMATELY 80% OF IMAGE HEIGHT
 - B. HEAD COMPRISES 70% OF WIDTH (SMALL BIT OF SHOULDERS)
4. SUBJECT SHOULD BE FACING DIRECTLY INTO CAMERA
 - A. SLIGHTLY LEFT OR RIGHT IS ACCEPTABLE (MAXIMUM 10 DEGREES)
 - B. NEVER FROM BELOW
5. LIGHTING SHOULD BE AS BRIGHT AS POSSIBLE
 - A. AVOID DARK SHADOWS NEAR THE BOTTOM OF THE FACE
6. THE ORIGINAL IMAGE SHOULD BE SUBMITTED FOR OPTIMUM RESULTS. (EVERY TIME THE IMAGE IS COPIED IT IS CHANGED SLIGHTLY)
 - A. THE INVESTIGATING OFFICER SHOULD ONLY USE PHOTO SHOP OR SIMILAR SOFTWARE ON THE ORIGINAL IMAGE IF AN ADJUSTMENT IS REQUIRED.
7. IF IMAGES ARE AVAILABLE WITH AND WITHOUT GLASSES, BOTH SHOULD BE SENT.

SHAWN D. CAMPINHA

LIEUTENANT #2603
MASSACHUSETTS STATE POLICE
COMPLIANCE UNIT



Facial Recognition Request Form

Directions:

- 1) Fill out all information as completely as possible.
- 2) Fax completed form to the MVRs-Facial Recognition Team at 857-368-0645.

Date: _____ Case #: _____

Requesting Agency: _____

Requestors Name: _____

ID #: _____ Phone #: _____ Fax #: _____

Official E-mail Address: _____

Probe Information:

License #: _____ SS #: _____

Last Name: _____ First Name: _____

Notes: _____

Contact the Facial Recognition Team at 857-368-8605 upon completion of case for license(s) revocation, flagging, and activity hold placement on record(s).

For MVRs-Facial Recognition Team Use Only:

Date of search: _____ Performed by: _____

Record Flagged Record Released FR Notes added