

B AFIP Imaging Exceptions - Administrative Errors

An administrative error is incorrect information keyed in AFIP, which is subsequently identified in AFIP as a potential [fingerprint imaging exception](#). When an administrative error has occurred, the [AFIP Central Workstation](#) completes the following:

- Updates the AFIP database with the correct AZTECS [Client Identifying Number\(g\)](#) (CIN) and biographical information (See [AFIP Enrollment Procedures](#))
- Updates tracking mechanisms

Once aware of an administrative error, the local office must notify the AFIP Central Operator by e-mail. (See [AFIP Address](#))

When notified of an administrative error match by the AFIP Central Operator, the local office must complete the following:

- Review the [case files\(g\)](#) in question with the AFIP Central Operator
- Make changes in AZTECS, when necessary
- Document the case files and the original AFIP enrollment receipt with the correct information