



# MDOT MVA BULK Driver and Vehicle Access Service (BULK)

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Version 6.7

Tyler Maryland (NICUSA, LLC) in partnership with  
the MDOT Motor Vehicle Administration

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# Maryland Bulk Data Delivery User Guide

## Introduction

In March 2012, the Maryland Department of Transportation Maryland Motor Vehicle Administration (MDOT MVA) partnered with Tyler Maryland (NICUSA, LLC) through a Master Contract with the Department of Information Technology to provide Bulk Driving and Vehicle access service. This document provides an overview of implementing and interfacing with this service.

To utilize the service, the customer must be authorized under the Driver Privacy Protection Act (DPPA) and have a subscription to the Bulk Data Delivery service to access MDOT MVA records.

### What's New?

The following revisions were made to the BULK user guide:

- Addition of Inactivity Guidelines section, page 8

## Bulk Data Delivery Service Overview

The Bulk Data Delivery service is a secure file transfer batch-based system which allows customers to receive larger volumes of MDOT MVA driver or vehicle record data.

### Maintenance Windows

This service is unavailable to process requests during maintenance windows. Current Tyler Maryland (NICUSA, LLC) scheduled maintenance windows are:

- Second Saturday of every month from 11:00 PM until 5:00 AM EST

### New Titles, Registrations and Address Corrections and Registration Renewals:

Customers receiving the New Titles, Registrations, and Address Corrections (VORS580) and Registration Renewals (VORS590) will receive the files per the following schedule:

- Sundays between 10:00 AM and 11:00 AM EST
- Monday, Tuesday, Wednesday, Thursday, Friday & Saturday between 2:00 AM and 3:00 AM EST

Upon subscription to the Bulk Data Delivery service, each customer is assigned a directory to which data can be transmitted and retrieved. The MDOT MVA will return the output files in the customer's "out" directory.

## Special Request Programs

Customers subscribing to Special Request Programs (VORS023 and VORS024) will upload an input file to the FTP location indicating the records being requested. They will receive their results file on the second Sunday of the month between 3:30 PM and 4:30 PM EST.

Upon subscription to the Bulk Data Delivery service, each customer is assigned a directory to which data can be transmitted and retrieved. Special Request Program customers will submit, via the Service's "in" directory, a listing of the records they are requesting. The customer must have a DPPA-approved reason to request each record. The service(s) will submit the request to the MDOT MVA mainframe. The MDOT MVA, upon receipt of an input file, will return the resulting output files in the "out" directory.

All files placed on the FTP server will send a confirmation email to the customer as soon as the Bulk File Delivery service picks them up.

The file server location for all Bulk Data files is <https://sftp.egov.maryland.gov>.

Incoming files for all file types will generate a "received" e-mail confirmation. **The file format, file naming convention and file layout are the same as what customers are currently receiving from MDOT MVA.**

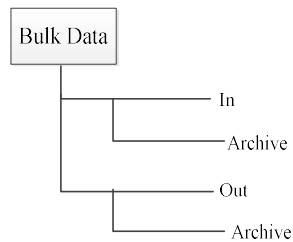
## Program Guidelines

### SFTP Directory Structure

Each customer is assigned a directory to which data can be transmitted (where applicable) and retrieved. When the customer logs onto the server, the server automatically routes the user to the proper directory according to the User ID and password used to log in. Upon logging into the file transfer server, the customer will be rooted in a directory named after their billing identification code.

Under this directory will be service directories for bulk services. Within the service, directories will be "in" and "out" directories and archive directories to hold files from previous processing days. The "in" folder is used to transmit request files to the service, and the "out" directory is used to receive response files.

Example:



Tyler Maryland (NICUSA, LLC) will archive the input and output files before dropping the new files in the Out folder.

## Account Maintenance

To comply with Maryland Department of Transportation Motor Vehicle Administration (MDOT MVA) and Driver's Privacy Protection Act (DPPA) guidelines, all users must verify their need for access every six months. The verification involves **two main steps**:

1. Primary Account Holder verifies account details and authorized users.
2. Each user (including the primary account holder) confirms their individual access.

### Important:

- All users will receive an email notification from [noreply@maryland.tylerapp.com](mailto:noreply@maryland.tylerapp.com) when it's time to verify.
- The account will be suspended if the required verification steps are not completed by the stated deadline.
- The account can be reactivated once the primary account holder completes the verification process.

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## Step 1: Primary Account Verification

1. **Review All Users**
  - The primary account holder logs in to review the list of users.
  - Remove or deactivate anyone who no longer needs access.
2. **Confirm and Complete**
  - Once the user list is reviewed, select **Verify**, and complete the **Certification** to finalize the process.

**Certification**

☒ I certify to the Maryland Motor Vehicle Administration that all user information is accurate to the best of my knowledge.

**Certify User Information >>**

- The certification action triggers an **email** to each user for individual verification.

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## Step 2: Individual User Verification

### 1. Check for the Verification Email

- Every user on the account (including the primary holder) receives a follow-up email from [noreply@maryland.tylerapp.com](mailto:noreply@maryland.tylerapp.com) requesting access confirmation.

### 2. Click the Verification Link

- Use the link in the email to confirm continued access.
- This link remains valid for **30 days**.
- Upon clicking the link the user will be routed to a confirmation page:

**Verification Completed**

You have completed the requirement to verify your user account.  
If your user account was previously suspended, your access to applications available to you has been restored.

The following information is included in this verification:

**Account Number:** [redacted]

**Email Address:** [redacted]

### 3. Resend if Needed

- If the link expires, the **primary** account holder can resend a new verification email.

**Add User** Show Status: All

Found 3 users total.

Users per page: 10

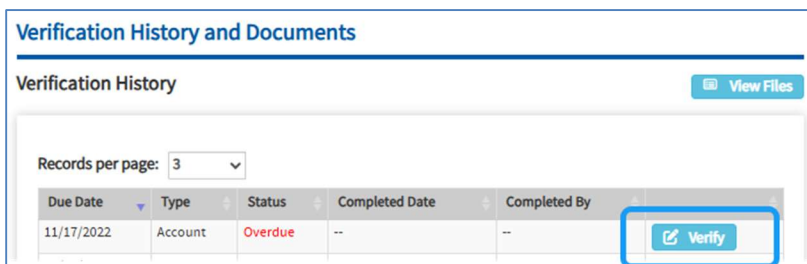
First Name	Last Name	Username	Email	Primary Role	Date Created	Last Login	Status
Connor				No	06/27/2023		Active
Fozzie	Bear	fozbear		Yes	07/21/2014	06/21/2024	Active

**Send Verification Email**

## Reactivation After Suspension

If the account is suspended due to incomplete verification:

- The **primary** account holder must log in and complete **Step 1**, by clicking on **Verify**, pictured below.



- Each user must then complete **Step 2**.
- The account will be reactivated once both steps are finished.

## Inactivity Guidelines

To keep accounts secure, there is a timeout for accounts that haven't been used in two years. If your account hasn't submitted a search or gotten a driver or vehicle record in two years, it will be suspended. The suspension will affect the entire account, not individual users.

If your account gets suspended and you want to keep using it, the primary account user should email [mdhelp@tylertech.com](mailto:mdhelp@tylertech.com) for help with reactivation.

## Charges and Billing

Effective September 1, 2024, each unique record returned by the MDOT MVA costs \$0.51 for non-government entities and \$0.05 for Government agencies. There are no minimum fees.

Tyler Maryland (NICUSA, LLC) generates invoices for the previous month's transactions, which are emailed to customers at the beginning of each month. Payment is due upon receipt of the monthly invoice. Interruption to service, including suspension or termination, may occur if payment is not received by Tyler, Maryland (NICUSA, LLC), within 20 days of the invoice date. If payment is received following a termination, Tyler Maryland (NICUSA, LLC) determines eligibility for reinstatement.

## Bulk Data Access Program Support

To report a technical problem, error message, or billing inquiry, please call the Tyler Maryland (NICUSA, LLC) Help Desk at (888) 9MD-EGOV or email [mdhelp@tylertech.com](mailto:mdhelp@tylertech.com) and explain the nature of the problem. The support staff will request information from you and work with you to resolve the issue.

## Discontinuing Participation in the Bulk Vehicle Record Data Program

Customers who no longer wish to participate in the Bulk Data Access program must notify Tyler Maryland (NICUSA, LLC) in writing of their intentions to discontinue participation. Either party may discontinue the contract with thirty (30) days written notice.



## Secure FTP Connections

The server allows customers to download and upload files via a secure connection. Data being transferred is encrypted from point to point. Users must use an SSL connection via their browser or secure FTP (sFTP) via a 128-bit SFTP client.

Customers have two (2) options for connecting to the Tyler Maryland (NICUSA, LLC) SFTP server. The following are the choices available, and the information needed to utilize each.

### SFTP Connection

Customers may submit and retrieve files via a secure file transfer client. If using a secure file transfer client, access to the server is accomplished by accessing **sftp.egov.maryland.gov**.

A connection must be made using valid user credentials. The client must be able to handle at least 128-bit encryption. Secure file transfers occur over TCP port 22.

### HTTPS Connection

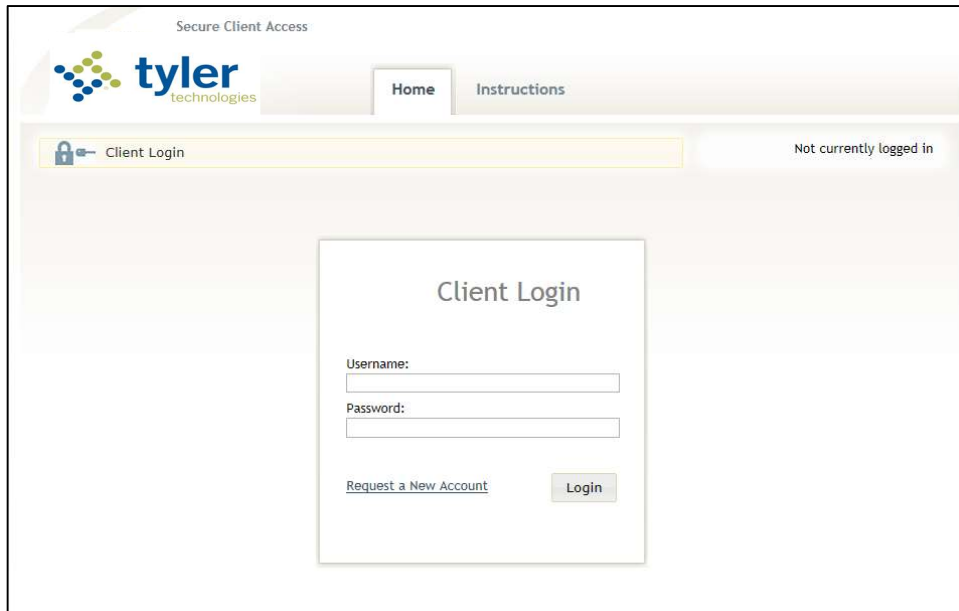
The HTTPS web client capability allows users to access a standard web browser to connect to the server and easily upload and download files. Clients may connect to <https://sftp.egov.maryland.gov> to submit and retrieve files. Data transfers will be SSL encrypted and RFC-2228 compliant. HTTPS occurs over TCP port 443.

\*Note: Customers are NOT required to purchase their own certificates. Certificates are sent from the server to the client.

## Connecting to the Tyler Maryland (NICUSA, LLC) Secure Server via HTTPS

### Accessing Tyler Maryland's (NICUSA, LLC) Secure FTP Server

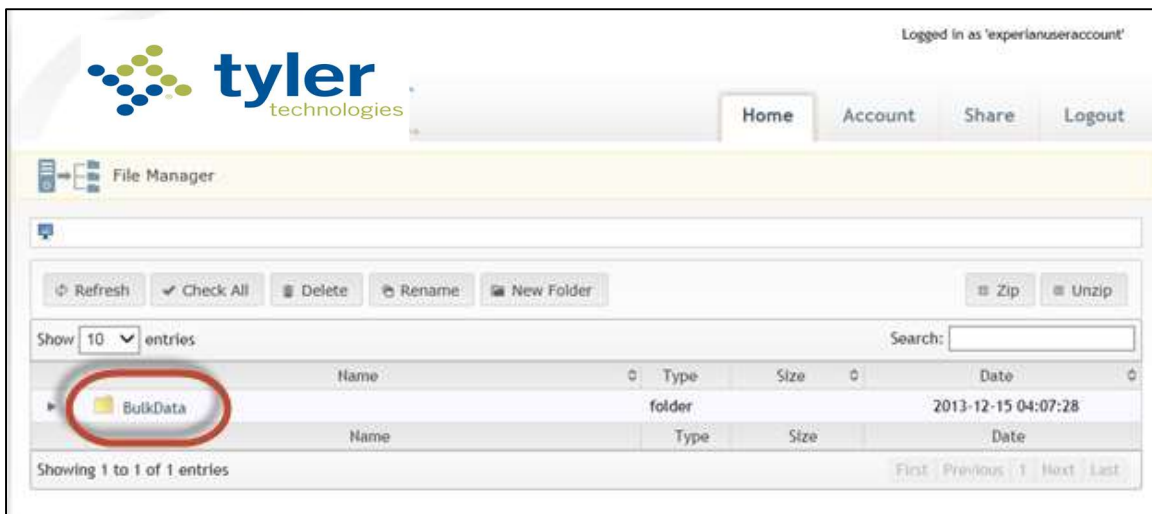
1. Start your Internet browser.
2. In the address field, type in <https://sftp.egov.maryland.gov/>.
3. Enter your Username and Password assigned by Tyler Maryland (NICUSA, LLC) and click on the "Login" button.



4. You are now connected to the Tyler Maryland (NICUSA, LLC) Secure FTP server.
5. To close your session, click the “Logout” hyperlink at the top right-hand portion of the screen.

### Transferring a file to the Tyler Maryland (NICUSA, LLC) FTP Server

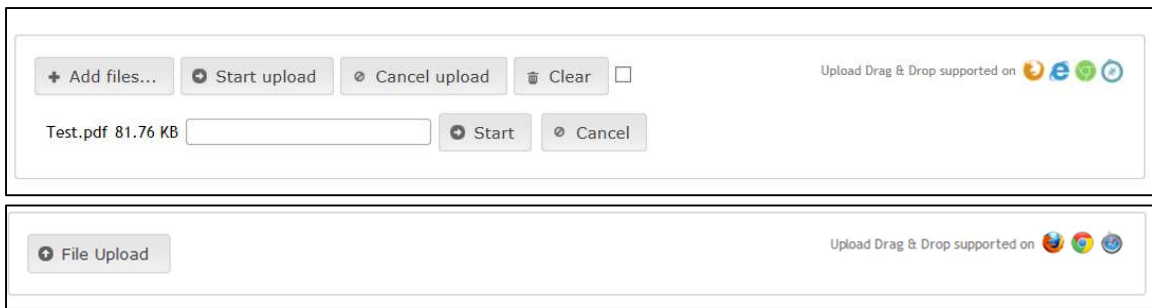
To transfer a file to Tyler Maryland’s (NICUSA, LLC) Secure FTP Server, click on the “BulkData” folder.



Next, click on the “in” folder. This links to your “in” FTP directory.



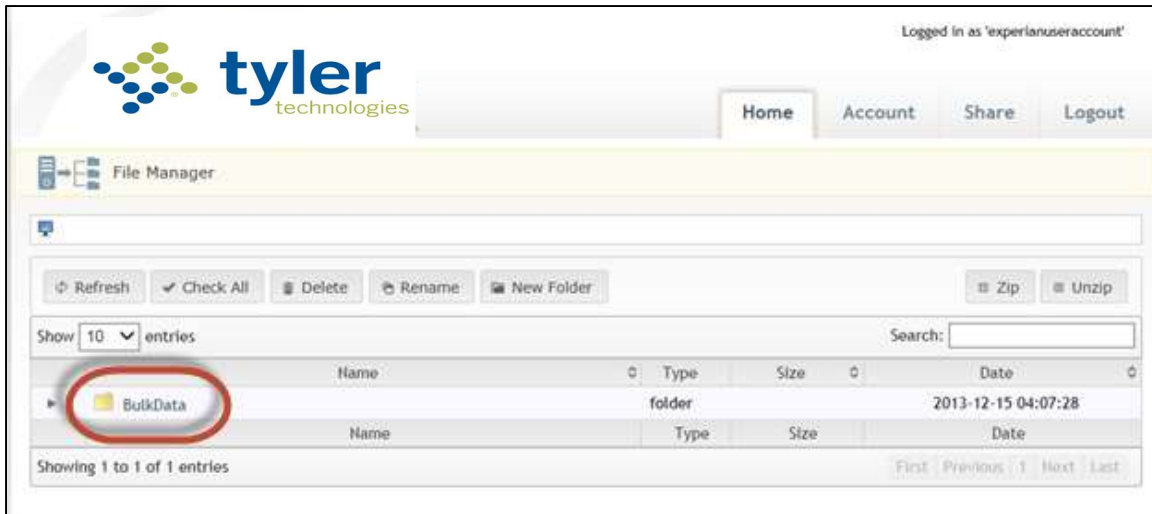
Click on the “Add files...” button located at the bottom side of your browser.



Navigate to the file you wish to upload into your “in” folder. Double-click the file then select the “Start upload” button to initiate the upload process.

### Retrieving a file to the Tyler Maryland (NICUSA, LLC) FTP Server

To retrieve a file from Tyler Maryland’s (NICUSA, LLC) Secure FTP Server, click on the “BulkData” folder.

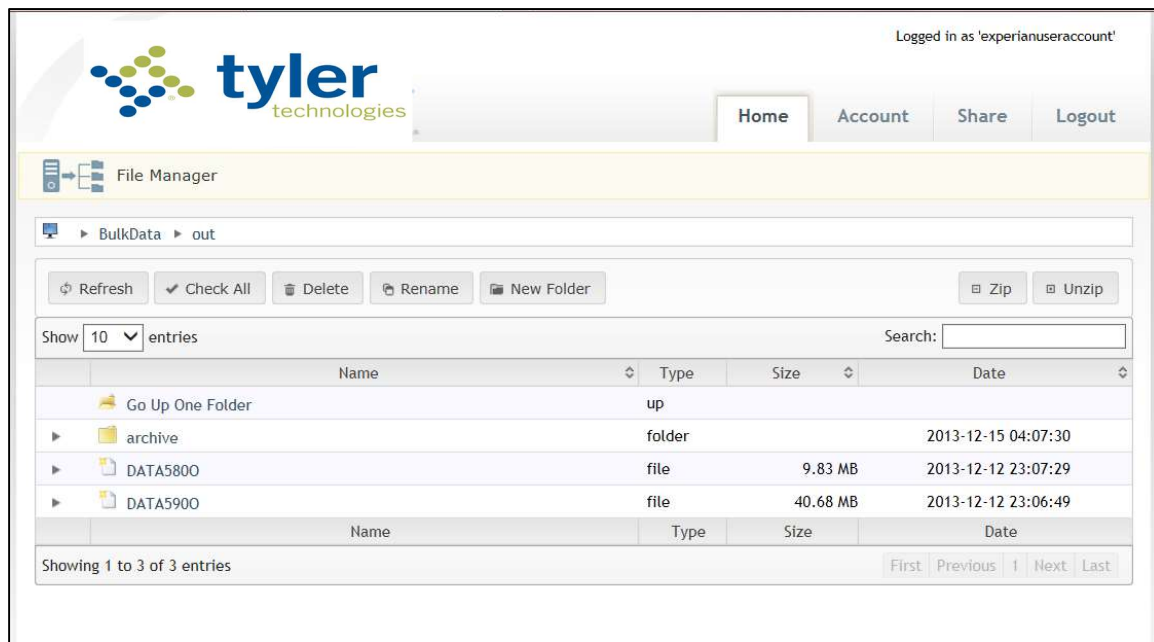


Next, click on the “out” folder. This links to your “out” FTP directory.



The screen below displays how the returned file will appear.

Click on the file name link to download the file. Then, follow the on-screen instructions to open or save the file. (Please note that although you may right-click on the file and choose the “Save As” option to download the file, the method specified here is the preferred one and will ensure the integrity of the file layout.)



**\*Note:** Remember that the input files must follow the same file naming and file layout standards currently followed. MDOT MVA will reject the files that do not meet these standards.

## Output File Formats

### Bulk Vehicle Record – 580 File

Field Name	Data Type	Length	Notes
Record Code	NUMERIC	1	MDOT MVA Issued Company Code (1, 2 or 3)
Transaction Type	NUMERIC	12	
Transaction Date	ALPHA-NUMERIC	10	YYYY-MM-DD
Transaction Time	ALPHA-NUMERIC	8	
Soundex Number	ALPHA-NUMERIC	13	
Company Indicator	NUMERIC	1	"C" for company or blank if individual
Owner Last Name	ALPHA	50	
Owner First Name	ALPHA	50	
Owner Middle Name	ALPHA	50	
Owner Suffix	ALPHA	10	
Co-Owner Last Name	ALPHA	50	
Co-Owner First Name	ALPHA	50	
Co-Owner Middle Name	ALPHA	50	
Co-Owner Suffix	ALPHA	10	
Owner Street Address 1	ALPHA-NUMERIC	255	
Owner Street Address 2	ALPHA-NUMERIC	255	
Owner Unit	ALPHA-NUMERIC	30	

Field Name	Data Type	Length	Notes
Owner Unit Type	ALPHA-NUMERIC	50	
Owner City	ALPHA	100	
Owner County	ALPHA	6	
Owner State	ALPHA	2	
Owner Zip Code	NUMERIC	9	
Owner Mailing Street Address 1	ALPHA-NUMERIC	255	
Owner Mailing Street Address 2	ALPHA-NUMERIC	255	
Owner Mailing Unit	ALPHA-NUMERIC	30	
Owner Mailing Unit Type	ALPHA-NUMERIC	50	
Owner Mailing City	ALPHA	100	
Owner Mailing County	ALPHA	6	
Owner Mailing State	ALPHA	2	
Owner Mailing Zip Code	NUMERIC	9	
Co-Street Address 1	ALPHA-NUMERIC	255	
Co-Street Address 2	ALPHA-NUMERIC	255	
Co-Unit	ALPHA-NUMERIC	30	
Co-Unit Type	ALPHA-NUMERIC	50	
Co-City	ALPHA	100	
Co-County	ALPHA	6	
Co-State	ALPHA	2	
Co-Zip Code	NUMERIC	9	
Co-Mailing Street Address 1	ALPHA-NUMERIC	255	
Co-Mailing Street Address 2	ALPHA-NUMERIC	255	
Co- Mailing Unit	ALPHA-NUMERIC	30	
Co-Mailing Unit Type	ALPHA-NUMERIC	50	
Co-Mailing City	ALPHA	100	
Co-Mailing County	ALPHA	6	
Co-Mailing State	ALPHA	2	
Co-Mailing Zip Code	NUMERIC	9	
Tag Number	ALPHA-NUMERIC	30	
Class	ALPHA-NUMERIC	12	
VIN	ALPHA-NUMERIC	19	
Make	ALPHA-NUMERIC	30	
Expiration Month	NUMERIC	2	
Vehicle Year	NUMERIC	4	
Exception Code	ALPHA-NUMERIC	30	
Gross Vehicle Weight	NUMERIC	5	
Gross Combined Weight	NUMERIC	5	
Expiration Year	NUMERIC	4	
Odometer	NUMERIC	6	
Brand	ALPHA-NUMERIC	6	
Dealer Code	ALPHA-NUMERIC	10	
Lien Record Flag	ALPHA-NUMERIC	1	
Title	ALPHA-NUMERIC	8	
VEIP Inspection Date	ALPHA-NUMERIC	6	
VEIP Status Code	ALPHA-NUMERIC	12	
New/Used Code	ALPHA-NUMERIC	1	

Field Name	Data Type	Length	Notes
Vehicle from State	ALPHA-NUMERIC	2	
Hold Flag	NUMERIC	1	
Replate-Flag		1	
Owner DOB	ALPHA-NUMERIC	10	
Odometer Code	ALPHA-NUMERIC	1	
Lien Action	ALPHA-NUMERIC	1	
Lien Contract Date	ALPHA-NUMERIC	10	
Lien Maturity Date	ALPHA-NUMERIC	10	
Lien Release Date	ALPHA-NUMERIC	10	
Lien Name	ALPHA	255	
Lien Street 1	ALPHA-NUMERIC	255	
Lien Street 2	ALPHA-NUMERIC	255	
Lien Unit	ALPHA-NUMERIC	30	
Lien Unit Type	ALPHA-NUMERIC	50	
Lien City	ALPHA	100	
Lien State	ALPHA	2	
Lien Zip Code	ALPHA-NUMERIC	9	
Salv-Insp	ALPHA-NUMERIC	4	
Salvage Brand	ALPHA-NUMERIC	1	
Salvage Stolen	ALPHA-NUMERIC	1	
Salvage Inspection Code	ALPHA-NUMERIC	4	
Privacy Code	ALPHA-NUMERIC	1	

### Bulk Vehicle Record – 590 File

Field Name	Data Type	Length	Notes
Record Code	NUMERIC	1	MDOT MVA Issued Company Code
Transaction Type	ALPHA-NUMERIC	12	
Transaction Date	ALPHA-NUMERIC	10	YYYY-MM-DD
Transaction Time	ALPHA-NUMERIC	8	HH:MM:SS
Soundex Number	ALPHA-NUMERIC	13	
Company Indicator	NUMERIC	1	“C” for company or blank if individual
Owner Last Name	ALPHA	50	
Owner First Name	ALPHA	50	
Owner Middle Name	ALPHA	50	
Owner Suffix	ALPHA	10	
Co-Owner Last Name	ALPHA	50	
Co-Owner First Name	ALPHA	50	
Co-Owner Middle Name	ALPHA	50	
Co-Owner Suffix	ALPHA	10	
Owner Mailing Street Address 1	ALPHA-NUMERIC	255	
Owner Mailing Street Address 2	ALPHA-NUMERIC	255	
Owner Unit	ALPHA-NUMERIC	30	

Field Name	Data Type	Length	Notes
Owner Unit Type	ALPHA-NUMERIC	50	
Owner Mailing City	ALPHA	100	
Owner Mailing County	ALPHA	6	
Owner Mailing State	ALPHA	2	
Owner Mailing Zip Code	NUMERIC	9	
Co-Street Address 1	ALPHA-NUMERIC	255	
Co-Street Address 2	ALPHA-NUMERIC	255	
Co-Unit	ALPHA-NUMERIC	30	
Co-Unit Type	ALPHA-NUMERIC	50	
Co-City	ALPHA	100	
Co-County	ALPHA	6	
Co-State	ALPHA	2	
Co-Zip Code	NUMERIC	9	
Co-Mailing Street Address 1	ALPHA-NUMERIC	255	
Co-Mailing Street Address 2	ALPHA-NUMERIC	255	
Co- Mailing Unit	ALPHA-NUMERIC	30	
Co-Mailing Unit Type	ALPHA-NUMERIC	50	
Co-Mailing City	ALPHA	100	
Co-Mailing County	ALPHA	6	
Co-Mailing State	ALPHA	2	
Co-Mailing Zip Code	NUMERIC	9	
Tag Number	ALPHA-NUMERIC	30	
Class	ALPHA-NUMERIC	12	
VIN	ALPHA-NUMERIC	19	
Return Brand	ALPHA-NUMERIC	1	
Make	ALPHA-NUMERIC	30	
Body Style	ALPHA-NUMERIC	6	
Expiration Month	NUMERIC	2	
Vehicle Year	NUMERIC	4	
Exception Code	ALPHA-NUMERIC	30	
Gross Vehicle Weight	NUMERIC	5	
Gross Combined Weight	NUMERIC	5	
Expiration Year	NUMERIC	4	
Odometer	NUMERIC	6	
Brand	ALPHA-NUMERIC	6	
Dealer Code	ALPHA-NUMERIC	10	
Lien Record Flag		1	
Title	ALPHA-NUMERIC	8	
VEIP Inspection Date	ALPHA-NUMERIC	6	
VEIP Status Code	ALPHA-NUMERIC	12	
New/Used Code	ALPHA-NUMERIC	1	
Vehicle from State	ALPHA-NUMERIC	2	
Hold Flag	NUMERIC	1	
Replate-Flag		1	
Owner DOB	ALPHA-NUMERIC	10	
Odometer Code	ALPHA-NUMERIC	1	
Lien Action	ALPHA-NUMERIC	1	



Field Name	Data Type	Length	Notes
Lien Contract Date	ALPHA-NUMERIC	10	
Lien Maturity Date	ALPHA-NUMERIC	10	
Lien Release Date	ALPHA-NUMERIC	10	
Lien Name	ALPHA	255	
Lien Street 1	ALPHA-NUMERIC	255	
Lien Street 2	ALPHA-NUMERIC	255	
Lien Unit	ALPHA-NUMERIC	30	
Lien Unit Type	ALPHA-NUMERIC	50	
Lien City	ALPHA	100	
Lien State	ALPHA	2	
Lien Zip Code	ALPHA-NUMERIC	9	
Salvage Brand	ALPHA-NUMERIC	1	
Salvage Stolen	ALPHA-NUMERIC	1	
Salvage Inspection Code	ALPHA-NUMERIC	4	
Privacy-Code	ALPHA-NUMERIC	1	

### Bulk Vehicle Record – VTBUS935 File

Field Name	Data Type	Length	Notes
Record Code	NUMERIC	1	MDOT MVA Issued Company Code
Transaction Type	ALPHA-NUMERIC	12	
Transaction Date	ALPHA-NUMERIC	10	
Transaction Time	ALPHA-NUMERIC	8	
Soundex Number	ALPHA-NUMERIC	13	
Company Indicator	NUMERIC	1	"C" for company or blank if individual
Owner Last Name	ALPHA	50	
Owner First Name	ALPHA	50	
Owner Middle Name	ALPHA	50	
Owner Suffix	ALPHA	10	
Co-Owner Last Name	ALPHA	50	
Co-Owner First Name	ALPHA	50	
Co-Owner Middle Name	ALPHA	50	
Co-Owner Suffix	ALPHA	10	
Street Address 1	ALPHA-NUMERIC	255	
Street Address 2	ALPHA-NUMERIC	255	
Unit	ALPHA-NUMERIC	30	
Unit Type	ALPHA-NUMERIC	50	
City	ALPHA	100	
County	ALPHA	6	
State	ALPHA	2	
Zip Code	NUMERIC	9	
Owner Mailing Street Address 1	ALPHA-NUMERIC	255	
Owner Mailing Street Address 2	ALPHA-NUMERIC	255	

Field Name	Data Type	Length	Notes
Owner Mailing Unit	ALPHA-NUMERIC	30	
Owner Mailing Unit Type	ALPHA-NUMERIC	50	
Owner Mailing City	ALPHA	100	
Owner Mailing County	ALPHA	6	
Owner Mailing State	ALPHA	2	
Owner Mailing Zip Code	NUMERIC	9	
Tag Number	ALPHA-NUMERIC	30	
Class	ALPHA-NUMERIC	12	
VIN	ALPHA-NUMERIC	19	
Trans Code/Return Brand	ALPHA-NUMERIC	1	
Make	ALPHA-NUMERIC	30	
Body Style	ALPHA-NUMERIC	6	
Expiration Month	NUMERIC	2	
Vehicle Year	NUMERIC	4	
Exception Code	ALPHA-NUMERIC	30	
Gross Vehicle Weight	NUMERIC	5	
Gross Combined Weight	NUMERIC	5	
Expiration Year	NUMERIC	4	
Odometer	NUMERIC	6	
Brand	ALPHA-NUMERIC	6	
Dealer Code	ALPHA-NUMERIC	10	
Action Flag		1	
Lien Record Flag		1	
Title	ALPHA-NUMERIC	8	
VEIP Inspection Date	ALPHA-NUMERIC	6	
VEIP Status Code	ALPHA-NUMERIC	12	
New/Used Code	ALPHA-NUMERIC	1	
Vehicle from State	ALPHA-NUMERIC	2	
Hold Flag	NUMERIC	1	
Owner DOB	ALPHA-NUMERIC	10	
Odometer Code	ALPHA-NUMERIC	1	
Lien Action	ALPHA-NUMERIC	1	
Lien Contract Date	ALPHA-NUMERIC	10	
Lien Maturity Date	ALPHA-NUMERIC	10	
Lien Release Date	ALPHA-NUMERIC	10	
Lien Name	ALPHA	255	
Lien Street 1	ALPHA-NUMERIC	255	
Lien Street 2	ALPHA-NUMERIC	255	
Lien Unit	ALPHA-NUMERIC	30	
Lien Unit Type	ALPHA-NUMERIC	50	
Lien City	ALPHA	100	
Lien State	ALPHA	2	
Lien Zip Code	ALPHA-NUMERIC	9	
Salvage Brand	ALPHA-NUMERIC	1	
Salvage Stolen	ALPHA-NUMERIC	1	

## Bulk Vehicle Record – VORS582P5 File

Field Name	Data Type	Length	Notes
Record Code	NUMERIC	1	MDOT MVA Issued Company Code
Transaction Type	ALPHA-NUMERIC	12	
Transaction Date	ALPHA-NUMERIC	10	
Transaction Time	ALPHA-NUMERIC	8	
Soundex Number	ALPHA-NUMERIC	13	
Company Indicator	NUMERIC	1	"C" for company or blank if individual
Owner Last Name	ALPHA	50	
Owner First Name	ALPHA	50	
Owner Middle Name	ALPHA	50	
Owner Suffix	ALPHA	10	
Tag Number	ALPHA-NUMERIC	30	
Class	ALPHA-NUMERIC	12	
VIN	ALPHA-NUMERIC	19	
Make	ALPHA-NUMERIC	30	
Expiration Month	NUMERIC	2	
Vehicle Year	NUMERIC	4	
Exception Code	ALPHA-NUMERIC	30	
Gross Vehicle Weight	NUMERIC	5	
Gross Combined Weight	NUMERIC	5	
Expiration Year	NUMERIC	4	
Odometer	NUMERIC	6	
Brand	ALPHA-NUMERIC	6	
Dealer Code	ALPHA-NUMERIC	10	
Action Flag		1	
Lien Record Flag		1	
Title	ALPHA-NUMERIC	8	
VEIP Inspection Date	ALPHA-NUMERIC	6	
VEIP Status Code	ALPHA-NUMERIC	12	
New/Used Code	ALPHA-NUMERIC	1	
Vehicle from State	ALPHA-NUMERIC	2	
Hold Flag	NUMERIC	1	
Owner DOB	ALPHA-NUMERIC	10	
Odometer Code	ALPHA-NUMERIC	1	
Lien Action	ALPHA-NUMERIC	1	
Lien Contract Date	ALPHA-NUMERIC	10	
Lien Maturity Date	ALPHA-NUMERIC	10	
Lien Release Date	ALPHA-NUMERIC	10	
Lien Name	ALPHA	255	
Lien Street 1	ALPHA-NUMERIC	255	
Lien Street 2	ALPHA-NUMERIC	255	
Lien Unit	ALPHA-NUMERIC	30	
Lien Unit Type	ALPHA-NUMERIC	50	
Lien City	ALPHA	100	

Field Name	Data Type	Length	Notes
Lien State	ALPHA	2	
Lien Zip Code	ALPHA-NUMERIC	9	
Salvage Brand	ALPHA-NUMERIC	1	
Salvage Stolen	ALPHA-NUMERIC	1	

## BULK Code References

### Vehicle Record Type Codes

MDOT MVA Vehicle Record Type Codes are described in the table below:

Vehicle Record Type Code	Description
1	Regular license plate
2	Dealer license plate
3	Cross-referenced license plate (License plate is cross-referenced to another license plate number)
4	Returned license plate
5	N/A (Not applicable or used at this time)
9	No match

### Vehicle Brand Codes

The BULK system translates the various brand fields in the database when vehicle titles or salvage certificates are generated. In some cases, there may be different interpretations, depending on whether a salvage certificate or a title certificate is generated, which is indicated in the tables below. The brand fields are input by hand and are not edited; therefore, the descriptions may vary. Information will be displayed "as is" if it does not match the predefined set of brand "codes" listed in the chart.

Odometer Code	Description
A	Actual mileage
B	Exceeds mechanical limits
C	Not actual mileage
D	Exempt

### Brand Type Codes

Value	Title Document
BUYBCK	Buy Back
FIRE	Fire Damage
FLOOD	Flood Damage
GLDKIT	Glider Kit
HAIL	Hail Damage

Value	Title Document
JUNK	Junk
KIT	Kit
LDTSPD	Limited Speed
REBILT	Rebuilt Salvage
RECON	Reconstructed
REPLCA	Replica
SALVAG	Salvage
SLVABN	Salvage - Abandoned
SLVSTL	Salvage - Stolen
VINREP	Vin Replacement
XRENTL	Former Rental
XSALVG	Prior Salvage
XTAXI	Prior Taxi

### Transaction Type Codes

Value	Value Description
VhcPltManage	Manage an active registration
SvrVhcRegRnw	Renew a vehicle's registration
VhcNewReg	A new registration added to an existing vehicle that has no current registration
SubSticker	Remake registration card with decal sticker
VhcRegInt	A non-manual transaction for new plates and plate transfers from interfaces
DuplicateReg	Remake existing vehicle registration
VhcTempRgExt	60 Day Temporary Registration Extension
VhcRegRnw	Renew a vehicle's registration
IssueIntTag	Issue interchangeable tags for a business
VhcTempReg	15 Day Temporary Registration
TtlRegCor	Correct Title and Registration
LienMaint	Release, Add or Change a Lien
SvrDupTtl	Issue Duplicate Title
DuplicateTtl	Issue Duplicate Title / SIF
SalvageTitle	Issue a salvage certificate or add a salvage brand to an owner-retained title
SvrTempReg60	Issue a Temporary Registration
VhcTempReg60	60 Day Temporary Registration
InTransitreg	In Transit Registration
SvrInTransit	In Transit Registration
TitleReg	Title and Register a New Vehicle
SvrSalvTitle	Issue a salvage certificate or add a salvage brand to an owner-retained title
ErtTtlReg	ERT Cutover Title and Registration
ErtStdRnw	ERT Cutover Renewal
SvrTitleReg	Title/Registration (Interface)
NonResPrm	Non-Resident Permit
MISSING	Missing Transaction
OOSDupTitle	Vehicle Returned to State
PrevOwnPlt	Missing Previous Plate

Value	Value Description
VEIPTempReg	Temporary VEIP Registration
SvrManageTOD	Manage Beneficiary (Interface)
ManageTOD	Manage Beneficiary Details
PrevOwnPlt	Missing Previous Plate
RplORVDecal	New or Replacement ORV Decal
SrvVhcNewReg	New Registration (Interface)
VEIPTempReg	Temporary VEIP Registration
VhcFix	Fix Vehicle Record
ERT.SUBSTC	Legacy Edit – Substitute Sticker
ERT.SUBTAG	Legacy Edit – Substitute Tag
ERT.TMPEXT	Legacy Edit – Temporary Tag Extension
ERT.TMPTAG	Legacy Edit – Temporary Tag
ERT.XFRTAG	Legacy Edit – Transfer Tag

### Flag Type Codes

Value	Value Description
ABVBMC	Abandoned Vehicles (Baltimore City)
ABVMGC	Abandoned Vehicles (Montgomery County)
ABVPGC	Abandoned Vehicles (PG County)
ADMFEED	Administrative Fee Due
ADMRS	Administrative – Registration Suspension
ASEDIS	ASED Inspection Suspended
ASEDPU	ASED Tag Pick-Up Order
AWTINS	Awaiting Inspection
CCUDEF	CCU Payment Plan Defaulted
CMVIMH	Commercial Vehicle – Imminent Hazard
CMVPRE	CMV – Preventative Maintenance
CRTORD	Court Order
DIROFF	Director’s Office
DSBDTF	Disability – DPS Title File (0069)
DSBDUT	Disability – DPS Unit Transporter
DSBEXC	Disability – Exceeds Placard / Plate Limit
EMNSUS	Registration Suspended for VEIP Requirement
FRMCRT	Farm Certification Required
ICDDIR	ICD Director’s Office
ICDINQ	ICD Inquiry Driving Record
ICDPUT	ICD Pick Up Tags
INSFLG	Insurance Lapse
INSJUD	Insurance Judgement
INSSUS	Registration Suspended for Insurance Lapse
INVEST	Investigations
JURSUS	Jurisdictional Suspension
JURVIO	Jurisdictional Violation
LEAREF	LEA Referral
LIENDS	Lien Discrepancy

Value	Value Description
LIEREA	Lien Release
ORGREG	Organization Registration
OWNRTN	Owner Retention – Awaiting Inspection
PUBCOM	Public Service Commission
PUBSUS	Public Service Commission (Suspended)
RESADR	Residential Street Address Required
RTNPYG	Guaranteed Funds Required
RTNPYM	Payment Returned
SAVUNI	Salvage Unit
SBOOSN	School Bus – Out of Service / No Passengers School Bus
SEROPU	Safety Equipment Repairs – Pick Up Order (SERO)
SERSUS	Registration Suspended for SERO

### Vehicle Class Codes

Value	Value Description
A	Passenger
B	Vehicle For Hire
C	Funeral Vehicle (Flower Coach, Funeral Service Wagon, Limo) & Ambulances
D	Motorcycle
E	Truck
EFT	Farm Truck
EMG	Emergency Vehicle
EPD	Dump Truck
F	Tractor or Truck Tractor
FF	Farm Truck Tractor
G	Trailer or Semi-Trailer
GF	Farm Trailer
H	School Vehicle
I	Charter Bus
J	Van Pool
K	Farm Area Vehicle or Island Vehicle
L	Historic Vehicle
LAW	Police Department Vehicle
LIM	Limited Speed Vehicle
M	Multipurpose Vehicle
MCS	Local / State Government Special Equipment
MH	Manufactured Home
N	Street Rod
OR	Off-Road Vehicle
P	Passenger Bus
Q	Limousines Under 35 Feet for Hire
R	Low-Speed Vehicle
T	Tow Truck and Rollback

## Exception Codes

Value	Value Description
1X	1 Axle Dump Trucks
1XF	1 Axle Farm Trucks
1XL	1 Axle Logging Trucks
2X	2 Axle Dump Trucks
2XF	2 Axle Farm Trucks
2XL	2 Axle Logging Trucks
3X	3 Axle Dump Trucks
3XF	3 Axle Farm Trucks
3XL	3 Axle Logging Trucks
4X	4 Axle Dump Trucks
4XF	4 Axle Farm Trucks
4XL	4 Axle Logging Trucks
5X	5 Axle Dump Trucks
5XF	5 Axle Farm Trucks
5XL	5 Axle Logging Trucks
6X	6 Axle Dump Trucks
6XF	6 Axle Farm Trucks
6XL	6 Axle Logging Trucks
A	Autocycle
ATV	ATV ORV
DRT	Dirt Bike ORV
F	Farm Tractor
FRM	Farm Area
HDS	Head Start Vehicle
ISL	Island Vehicle
JT	Joint Tenants
L	Logging Tractor
MOP	Moped ORV
MOT	Motor scooter ORV
N/A	N/A
NAI	Needs Annual Inspection
NNP	Number of Passengers on Buses
O26	Class T over 26k GVW
R	Low-Speed Vehicle
SNO	Snowmobile ORV
SP	½ or ¾ TON Truck with 2 Year Sticker
TBE	Tenants by Entirety
U26	Class T under 26k GVW
UTV	UTV ORV



## County Codes

Value	Description
MD001	Allegany County
MD003	Anne Arundel County
MD005	Baltimore
MD009	Calvert County
MD011	Caroline County
MD013	Carroll County
MD015	Cecil County
MD017	Charles County
MD019	Dorchester County
MD021	Frederick County
MD023	Garrett County
MD025	Harford County
MD027	Howard County
MD029	Kent County
MD031	Montgomery County
MD033	Prince George's County
MD035	Queen Anne's County
MD037	St. Mary's County
MD039	Somerset County
MD041	Talbot County
MD043	Washington County
MD045	Wicomico County
MD047	Worcester County
MD510	Baltimore City

## License Class Codes

Value	Value Description
A	Any Class A License or Permit
AM	Class A & Motorcycle License
B	Any Class B License or Permit
BM	Class B & Motorcycle License
C	Any Class C License or Permit
CM	Class C & Motorcycle License
I	State ID
K	Moped Permit
M	Non-Commercial Class M
XA	Commercial Class A License or Permit
YA	Commercial Class A & Motorcycle License
XB	Commercial Class B License or Permit
YB	Commercial Class B & Motorcycle License
XC	Commercial Class C License or Permit
YC	Commercial Class C & Motorcycle License

## License Status Codes

Code	Description (NCL or CDL)
DACHCLP	Driver privilege cancelled due to DACH violation.
DACHDWN	Driver privilege downgraded due to DACH violation.
DRVCANELG	Driving privilege or credential is cancelled but this driver is eligible to re-apply
DRVCANNOT	Driving privilege or credential is cancelled and the driver is not eligible to re-apply at this time
DRVDSQ	Disqualified from commercial driving privilege
DRVDWN	Driving privilege has been downgraded
DRVELG	Driver is eligible to apply
DRVEXP	License is expired
DRVIID	Must clear the Ignition Interlock Unit
DRVMAB	Must clear the Medical Unit
DRVNOT	Driver is not eligible for this driving privilege. Check indicators for more information
DRVRF5	Driver refused licensure
DRVRPD	This customer has been reported deceased
DRVVRVK	Driving privilege or eligibility to apply is revoked
DRVSUS	Driving privilege or eligibility to apply is suspended
DRVVLD	License is valid
DRVVPV	Provisional license is valid

## License Class Type Codes

Value	Value Description
CDLA	Commercial Class A
CDLAM	Commercial Class A & Motorcycle
CDLB	Commercial Class B
CDLBM	Commercial Class B & Motorcycle
CDLC	Commercial Class C
CDLCM	Commercial Class C & Motorcycle
CDPA	Commercial Class A Permit
CDPB	Commercial Class B Permit
CDPC	Commercial Class C Permit
LGCLPA	Legacy Commercial Class A Permit
LGCLPB	Legacy Commercial Class B Permit
LGCLPC	Legacy Commercial Class C Permit
NCLA	Non-Commercial Class A
NCLAM	Non-Commercial Class A & Motorcycle
NCLB	Non-Commercial Class B
NCLBM	Non-Commercial Class B & Motorcycle
NCLC	Non-Commercial Class C
NCLCM	Non-Commercial Class C & Motorcycle
NCLCP	Non-Commercial C Provisional
NCLCPM	Non-Commercial C Provisional & Motorcycle
NCLM	Non-Commercial Class M

Value	Value Description
NCLMP	Non-Commercial Class M Provisional
NCPA	Non-Commercial Class A Permit
NCPB	Non-Commercial Class B Permit
NCPC1	Non-Commercial Class C GLS Permit
NCPC2	Non-Commercial Class C Non GLS Permit
NCPM1	Non-Commercial Class M GLS Permit
NCPM2	Non-Commercial Class M Non GLS Permit
NCPMOP	Non-Commercial Moped Permit
TMP45	Temporary 45 Day License
TMP90	Temporary 90 Day License
TRNW	Temporary Renewal
SID	State ID

## Refunds & Credits for Motor Vehicle Record Purchases

Tyler Maryland (NICUSA, LLC) periodically receives requests for credits/refunds from customers who have purchased electronic motor vehicle records. This document describes the criteria and guidelines Tyler Maryland (NICUSA, LLC) will follow for requesting credits/refunds from the MDOT MVA. Tyler Maryland's (NICUSA, LLC) policy will remain consistent with the MDOT MVA's mission to provide exemplary service by establishing specific criteria for issuing credits and/or refunds to customers who purchased motor vehicle records.

- A. Requests for credits/refunds must be submitted to Tyler Maryland (NICUSA, LLC), in writing at [mdhelp@tylertech.com](mailto:mdhelp@tylertech.com), and must include the following documentation:
  - a. The transaction date
  - b. The customer's account number
  - c. Any identifying numbers (i.e., Customer ID, tag, title #)
  - d. The reason for the request
- B. Tyler Maryland (NICUSA, LLC) will consider refunds/credits for requests requested and issued within the preceding three (3) months only.
- C. Tyler Maryland (NICUSA, LLC) will submit requests for credits/refunds to the MDOT MVA. The MDOT MVA will determine eligibility for refunds based on their established criteria and guidelines, transaction activity, and data reports. Transactions that MAY be eligible for a refund/credit include, but are not limited to:
  - a. Any charge incurred by the customer as a result of an application error is refundable.
  - b. Duplicate record searches entered and retrieved within two (2) business days.
  - c. Duplicate records inadvertently ordered on the same date.
  - d. Failed or invalid entries.
  - e. New customer transaction errors (limited to five (5) record searches within the first sixty (60) days of active service.) This allows the client a period of time to become familiar with using the system, the user manual, etc. An example of an error may include entering the same tag number repeatedly with different vehicle class keys, in an attempt to determine the appropriate vehicle class key.
  - f. The second and any subsequent record fees incurred for cross-referenced records. For example, a client enters a license number for Jane Doe and is charged a record fee. The client receives a message indicating the former license number is cross referenced to a new one (i.e., marital name change), and the client then enters the new license number to obtain the current record and is charged a second time. Only the second record fee is eligible for a refund.
  - g. Records that have been requested, but not received.
- D. Transactions that are NOT eligible for a refund/credit include, but are not limited to:
  - a. Record searches that result in no record found.
  - b. Record searches for driver/vehicle activity.
  - c. Record purchased and issued more than three (3) months prior to receipt of the refund request.
  - d. Incorrect data entries that result in a record being provided.

- E. Any refund/credit requests not noted above will be reviewed on a case-by-case basis by the MDOT MVA.

Credits approved by the MDOT MVA will be applied by Tyler Maryland (NICUSA, LLC) to the customer's CDB account. Approved refund/credit requests from customers will be credited directly to the customer invoice for the following month. Excess credits will roll over to additional month(s) until all credits are exhausted.