



Maryland Driver and Vehicle Records Driver Batch Monitoring (DBM) User Guide

Version 1.0

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in partnership with
the Maryland Motor Vehicle Administration

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Driver Batch Monitoring (DBM) User Guide

Introduction

The Maryland Motor Vehicle Administration has partnered with NIC Maryland through a Master Contact with the Department of Information Technology to provide Batch FTP Driver Monitoring services. This service will replace the existing License Monitoring Service (LMS) for driver record monitoring through the Maryland Motor Vehicle Administration. This document provides an overview on implementing and interfacing with this service. This system will be unavailable to process search requests during FTP server downtimes.

Current Maryland MVA scheduled downtimes are:

- The second Saturday of every month from 11:00pm until 5:00am EST

What's Changed?

- The file server location - See page 3: DBM Service Overview.
- Input ("in") and output ("out") folders will have an additional archive sub-folder – See page 4: FTP Directory Structure
- Charges and billing – See page 6: Charges and Billing
- Customer support – See page 6: BVA Program Support

DBM Service Overview

The Driver Batch Monitoring (DBM) service is a secure file transfer batch-based system which allows customers to register a list of drivers to be monitored and receive updates when violation information changes for a monitored driver. Once subscribed to the service, the customer sends a file to the FTP location indicating drivers to add to monitoring. Each night, the system inspects the monitored drivers and provides a result file back to the customer containing either change records for the monitored driver records or the complete record depending on preferences established during enrollment. The results files are sent daily, weekly, or monthly, depending on customer preferences established during enrollment.

The file server location is located at the following URL:

<https://sftp.egov.maryland.gov>

Upon subscription to the DBM, each customer is assigned a directory to which data can be transmitted and retrieved. The customer will provide to NIC Maryland, via the Service's "in" directory, a listing of the Driver License Numbers they want to monitor, and have a DPPA-approved reason to monitor. NIC Maryland will submit the request to the MVA mainframe. The MVA, upon receipt of new Driver License

Numbers submitted for monitoring, will return a 3-year (or complete) public driving record for each Driver License Number. This program will run overnight and make available the resulting output files in each Service's "out" directory.

***Note:**

Customers who have already established Driver License Numbers for monitoring through the MVA will not need to resubmit the license numbers.

DBM subscribers will have the ability to submit an "Add/Change/Delete" file on weekdays (when MVA is open for normal business hours). Driver License Numbers submitted with an "Add" indicator will generate a driving record that will be produced overnight and placed in the Service's "out" directory for pick up by the client. Driver License Numbers submitted with a "Delete" indicator will be removed from monitoring for that subscriber.

New Driver License Numbers added by a customer will be matched against the MVA's records based on two key fields: Driver License Number and Date of Birth. Records that do not match these keys will be rejected and an error file report placed in that Service's "out" directory.

All files placed on the FTP server will cause a confirmation e-mail to be sent to the customer as soon as the file has been picked up by the DBM service. Incoming files will generate a "received" e-mail confirmation. Outgoing files will generate a "pick-up" e-mail notification when the file is placed into the customer's directory for pick up. [Note: Files will not be pushed to clients.]

On each customer's enrollment anniversary date, unless inactive, all Driver License Numbers being monitored, regardless of the date added, will cause the generation of a 3-year driving record to be written to a file and placed in that Subscriber's "out" directory.

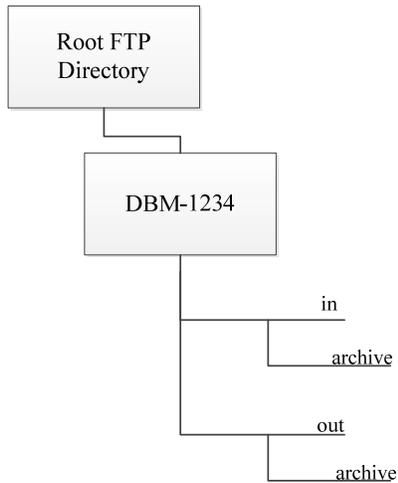
Program Guidelines

FTP Directory Structure

Each customer is assigned a directory to which data can be transmitted and retrieved. When the customer logs onto the server, the server will automatically route the user to the proper directory according to the User ID & Password used to login. Upon login to the file transfer server, the customer will be rooted into a directory named for their billing identification code. Under this directory will be service directories for batch services being used by the customer, named using the service abbreviation and the customer's MVA company code. Within the service directories will be "in" and "out" directories as well as 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:

Directory structure for customer with an MVA company code of 1234.



File Submission

DBM Add/Change/Delete file submission must occur no later than 5:00 P.M. EST any Monday – Friday, excluding Federal and State holidays. Return files, when created, will be placed in a customer’s “out” directory Tuesday – Saturday and will be available after 7:00am EST. Only Maryland issued driver license numbers may be accessed.

Upon receipt of a submitted request file, the system will validate certain aspects of the input file, including:

- The expected length of input record lines
- The inclusion of the correct MVA company code in the request record

If the file is determined to be invalid it will not be sent to MVA for processing. Instead the file will be renamed with a “.REJECTED” file extension and an email will be sent to the email addresses registered with the service indicating that the file was rejected and providing a reason for the file rejection. The file will be rejected in its entirety and no partial output files will be generated by MVA for the customer on that processing day. Customers should fix the issues with the file that led to rejection and resubmit for processing on the next processing day (without the .REJECTED file name extension).

If the input file is successfully picked up for processing by the system, an email will be sent to the email addresses registered with the service indicating that the file was successfully received. As soon as return files are available for pick up additional emails will be sent to the same email addresses indicating that the customer may now retrieve the return files.

Violation Codes

Violation codes included in the DBM program are related to suspensions, withdrawals, cancellations, revocations, restrictions and moving violations.

In the event MVA creates, deletes, or modifies a violation code, update records will be produced. If a subscriber has opted to receive 3-year/complete records, ALL driving record entries (within the rolling 3-year time span (or complete, if applicable)) will appear in the resulting record regardless of whether the violation codes are included in the DBM monitoring program or not.

If a subscriber opts to receive partial record updates (a.k.a. driving-record entry updates), only those entries attached to a violation code included in the DBM program will be sent to the customer.

Charges and Billing

A 36-month (3-year) driving record, a complete driving record, and a Probation Before Judgment (PBJ) record produced via DBM are each considered non-certified copies and for non-government entities, and, as such, bear a cost of \$12.00/record. A driving record entry update or a PBJ record entry update is considered a partial record update and is priced accordingly at \$0.08/record. There are no minimum fees.

Invoices are generated and mailed to customers at the beginning of each month for the previous month's transactions. Payment is due upon receipt of the monthly invoice. Interruption to service occurs if payment is not received by NIC Maryland within 20 days of the date of the invoice. If payment is received following a termination, NIC Maryland determines eligibility for reinstatement.

DBM Program Support

To report a technical problem, error message, or billing inquiries, please call the NIC Maryland Help Desk at (888) 4MD-HELP and explain the nature of the problem. The support staff will request information from you and will work with you to resolve the issue.

Discontinuing Participation in the DBM Program

Customers who no longer wish to participate in the DBM program must notify NIC Maryland, in writing, of their intentions to discontinue participation. The contract may be discontinued by either party with a thirty (30) day notice in writing.

Submitting/Retrieving Records

Input File Data Submission

Add/Change/Delete data files are stored in the service's "in" directory with the name of:

INPXXXX

INP= Input (Add/Change/Delete) file
XXXX = Company Code

Example: INP001L

Once the file has been successfully picked up by the DBM service, the file will be moved to the customer's "in" archive folder.

In order to submit a file for processing, the format of the file must be in accordance with the standards in Table 1 below.

Table 1: Input Batch File Submission

Data Element ID	Field Name	Data Type	Format	Length
A1	COMPANY_CODE	ALPHA-NUMERIC	XXXX	4
A2	SOUNDEX_NUMBER	ALPHA-NUMERIC	A9999999999999	13
A3	DATE_OF_BIRTH	DATE	YYYY-MM-DD	10
A4	TRANSACTION_TYPE	ALPHA	A = Add C = Change D = Delete	1
A5	CDL_INDICATOR	ALPHA	Y = Yes (CDL) N = No (Non-CDL)	1
				29 Positions

The record length is fixed in accordance with the above Table 1. The participating customer is responsible for converting existing information to the format designated in the above table.

Example: 001LA9999999999991948-01-01CY

***Tips for submitting your file:**

1. Use ALL CAPS
2. Don't Insert any hyphens in the Driver License Number
3. Date-of-Birth is Year (hyphen) Month (hyphen) Day
4. Use the "C" (for Change) Transaction Type only when converting a driver you are currently monitoring to now be CDL or to no longer be CDL.
5. Use the last position to indicate "Y" - Yes, this driver is a Commercial Driver to be monitored under the Commercial Laws or "N" - No, this driver is a non-commercial driver and cannot be monitored as though it were a CDL record.

Data Retrieval

Data being returned will be placed in the customer's FTP "out" directory using one of the following naming conventions:

Initialization Program (Initial 3-year / Complete (CDL) Record Run for ALL new Driver Licenses added):

3-Year / Complete Records:

OUT-FTPLIS10-XXXX

OUT-FTPLIS10 = Initial 3-Year/Complete Record
XXXX = Company Code

Example: OUT-FTPLIS10-001L

3-Year / Complete Record Index:

OUT-FTPIND10-XXXX

OUT-FTPIND10 = Initial 3-Year/Complete Index
XXXX = Company Code

Example: OUT-FTPIND10-001L

Error File:

OUT-FTPS010B-XXXX

OUT-FTPS010B = Initial 3-Year/Complete Error Record
XXXX = Company Code

Example: OUT-FTPS010B-001L

3-Year / Complete Record Returns

3-Year / Complete Records:

OUT-FTPLISYY-XXXX

OUT-FTPLIS = 3-Year/Complete Record
YY = Subscriber Frequency (30-Daily; 40-Weekly; or 50-Monthly)
XXXX = Company Code

Example: OUT-FTPLIS30-001L (Daily Update Subscriber)

3-Year / Complete Record Index:

OUT-FTPINDYY-XXXX

OUT-FTPIND = 3-Year/Complete Index
YY = Subscriber Frequency (30-Daily; 40-Weekly; or 50-Monthly)
XXXX = Company Code

Example: OUT-FTPIND40-001L (Weekly Update Subscriber)

Error File:

OUT-FTPERBYY-XXXX

OUT-FTPERB = Error Report
YY = Subscriber Frequency (30-Daily; 40-Weekly; or 50-Monthly)
XXXX = Company Code

Example: OUT-FTPERB50-001L (Monthly Subscriber)

PBJ Complete Record Returns

3-Year / Complete Records:

OUT-PBJLISYY-XXXX

OUT-PBJLIS = Probation Before Judgment Record
YY = Subscriber Frequency (30-Daily; 40-Weekly; or 50-Monthly)
XXXX = Company Code

Example: OUT-PBJLIS30-001L (Daily Update Subscriber)

3-Year / Complete Record Index:

OUT-PBJINDYY-XXXX

OUT-PBJIND = Probation Before Judgment Index
YY = Subscriber Frequency (30-Daily; 40-Weekly; or 50-Monthly)
XXXX = Company Code

Example: OUT-PBJIND40-001L (Weekly Update Subscriber)

Error File:

OUT-PBJERBY-XXXX

OUT-PBJERB = PBJ Error Report
YY = Subscriber Frequency (30-Daily; 40-Weekly; or 50-Monthly)
XXXX = Company Code

Example: OUT-PBJERB50-001L (Monthly Subscriber)

Individual Update Driving Record Returns

Driving Record Line Entry Records:

OUT-FTPRPAY-XXXX

OUT-FTPRPA = Driving Record Updates
YY = Subscriber Frequency (30-Daily; 40-Weekly; or 50-Monthly)
XXXX = Company Code

Example: OUT-FTPRPA30-001L (Daily Update Subscriber)

Error File:

OUT-FTPERBY-XXXX

OUT-FTPERB = Error Report
YY = Subscriber Frequency (30-Daily; 40-Weekly; or 50-Monthly)
XXXX = Company Code

Example: OUT-FTPERB40-001L (Weekly Subscriber)

PBJ Record Line Entry Records:

PBJ Record Line Entry Records:

OUT-PBJRPAYY-XXXX

OUT-PBJRPA = Probation Before Judgment Record Updates
YY = Subscriber Frequency (30-Daily; 40-Weekly; or 50-Monthly)
XXXX = Company Code

Example: OUT-PBJRPA30-001L (Daily Update Subscriber)

PBJ Error File:

OUT-PBJERBY-XXXX

OUT-PBJERB = PBJ Error Report
YY = Subscriber Frequency (30-Daily; 40-Weekly; or 50-Monthly)
XXXX = Company Code

Example: OUT-PBJERB40-001L (Weekly Subscriber)

Note:

Because the file names are static, directories should be checked by the customer based upon the frequency of the data requested. Additionally, customer must retrieve files the following day after an Input file is submitted.

Once a file is retrieved, the subscriber should delete it from the FTP directory in order to keep the directory “clean” and ensure that space is available. Regardless, files not removed will be written over once the next file (of the same name) is placed on the FTP server.

Output Files Data Elements & Formats

Output file format of the file will be returned in accordance with the standards in Tables 2 through 8 below.

Table 2: Errors/Rejected Data Returned to Subscriber

Data Element ID	Field Name	Data Type	Format	Length
R1	COMPANY_CODE	ALPHA-NUMERIC	XXXX	4
R2	COMPANY_NAME	CHARACTER	Text	35
R3	SOUNDEX_NUMBER	ALPHA-NUMERIC	A999999999999	13
R4	NAME	CHARACTER	Text	35
R5	FREQUENCY	ALPHA	A	1
R6	RECORD_TYPE	ALPHA	A	1
R7	ACTION	ALPHA-NUMERIC	A	1
R8	MESSAGE	CHARACTER	TEXT	30
				120 Positions

Table 3: 3-Year/Complete Driving Records Output File

Data Element ID	Field Name	Data Type	Format	Length
T1	SOUNDEX	ALPHA-NUMERIC	A9999999999999	13
T2	DELIMITER	CHARACTER	\	1
T3	CO_CODE	ALPHA-NUMERIC	999A	4
T4	DELIMITER	CHARACTER	\	1
T5	LINE_SEQ_NO	NUMERIC	0001	4
T6	DELIMITER	CHARACTER	\	1
T7	REMAIN_DR_LINE	CHARACTER	TEXT	80
				104 Positions

Table 4: 3-Year/Complete Driving Record Index Output file

Data Element ID	Field Name	Data Type	Format	Length
I1	F_INTL_LAST_NAME	ALPHA	A	1
I2	DELIMITER	CHARACTER	\	1
I3	SOUNDEX	ALPHA-NUMERIC	A9999999999999	13
I4	DELIMITER	CHARACTER	\	1
I5	CO_CODE	ALPHA-NUMERIC	999A	4
I6	DELIMITER	CHARACTER	\	1
I7	NAME	CHARACTER	TEXT	30
				51 Positions

Table 5: Probation before Judge (PBJ) Record Updates Output File

Data Element ID	Field Name	Data Type	Format	Length
P1	SOUNDEX	ALPHA-NUMERIC	A9999999999999	13
P2	DELIMITER	CHARACTER	\	1
P3	CO_CODE	ALPHA-NUMERIC	999A	4
P4	DELIMITER	CHARACTER	\	1
P5	LINE_SEQ_NO	NUMERIC	0001	4
P6	DELIMITER	CHARACTER	\	1
P7	REMAIN_PBJ_LINE	CHARACTER	TEXT	80
				104 Positions

Table 6: Output Probation before Judgment (PBJ) Index Record Update File

Data Element ID	Field Name	Data Type	Format	Length
P1	F_INTL_LAST_NAME	ALPHA	A	1
P2	DELIMITER	CHARACTER	\	1
P3	SOUNDEX	ALPHA-NUMERIC	A9999999999999	13
P4	DELIMITER	CHARACTER	\	1
P5	CO_CODE	ALPHA-NUMERIC	999A	4
P6	DELIMITER	CHARACTER	\	1
P7	NAME	CHARACTER	TEXT	30
				51 Positions

Table 7: Individual Record Entry Updates Output File

Data Element ID	Field Name	Data Type	Format	Length
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D1	COMPANY_CODE	ALPHA-NUMERIC	999A	4
D2	COMPANY_NAME	CHARACTER	TEXT	35
D3	ACTION	ALPHA	A	1
D4	ACTION_INDICATOR	ALPHA	A	1
D5	VIOL_STATE	ALPHA	AA	2
D6	SOUNDEX_NUMBER	ALPHA-NUMERIC	A999999999999	13
D7	NAME: First, Middle, Last	CHARACTER	AAAA, BBB, CCCC	35
D8	DATE_OF_BIRTH	DATE	YYYY-MM-DD	10
D9	STREET_ADDRESS_1	CHARACTER	TEXT FIELD	30
D10	CITY	CHARACTER	TEXT FIELD	20
D11	STATE	ALPHA	AA	2
D12	ZIP_CODE_1	NUMERIC	99999	5
D13	ZIP_CODE_2	NUMERIC	9999	4
D14	VIOL_POINTS	NUMERIC	99	2
D15	VIOL_CODE	ALPHA-NUMERIC	XXXX	4
D16	VIOL_TEXT_A	CHARACTER	TEXT FIELD	30
D17	VIOL_TEXT_B	CHARACTER	TEXT FIELD	30
D18	VIOL_DATE	DATE	YYYY-MM-DD	10
D19	DISP_DATE	DATE	YYYY-MM-DD	10
D20	TICKET_NUM	ALPHA-NUMERIC	XXXXXXXX	8
D21	CONV_REC	ALPHA-NUMERIC	XXX	3
D22	MESSAGE	CHARACTER	TEXT	15
				274 Positions

Table 8: Record Entry Updates Returned to Subscribers Output File

Data Element ID	Field Name	Data Type	Format	Length
P1	COMPANY_CODE	ALPHA-NUMERIC	999A	4
P2	COMPANY_NAME	CHARACTER	TEXT	35
P3	PBJ RECORD	TEXT	TEXT	235
				274 Positions

Usage of Transaction Type Codes

The input file will support adding new driver licenses to your listing of those to be monitored, changing an existing monitored driver license to become CDL or become non-CDL as well as deleting older ones from being monitored. Each record within the file must contain ALL of the appropriate fields as outlined in Table 1 above.

Adding a new Driver License to be monitored

To add a new driver license to the existing list of those monitored by your company, the customer must send a new file including, at a minimum, one record to be added. You may include as many records as you wish in any file sent. Records to be added will be matched against the MVA mainframe, and where there is a match found on the two (2) keys of Driver License Number & Date of Birth, the MVA will add the Driver License Number to your listing for continual monitoring. If no matching record exists, then a record indicating “no match” will be returned to the customer.

Changing an Existing Driver License from your Monitoring List

To change a driver license which you are currently monitoring to become a CDL or Non-CDL driver, the customer must send a new file including at a minimum, one record to be changed. The "C" (for Change) transaction type must be used in the record to indicate that this is a change to an existing record. Following the "C", the "Y" (for Yes – CDL) or "N" (for No – Non-CDL) Indicator must be present or the record will reject.

Deleting an Existing Driver License Number from your Monitor List

In the event a customer no longer desires to receive driving record updates for a particular driver license, a delete record should be sent in the format outlined in Table 1. Driver licenses to be deleted may be included in the same file as those to be added.

Error Messages & Translations

Error Message	DESCRIPTION
TRANS TYPE NOT = A, C OR D	Record sent in Input file did not contain an add, change or delete tran_type
COMPANY INACTIVE	Customer is not currently an active DBM customer
NO MATCH ON COMPANY RECORD	Company Code sent with record does not correspond to a known customer
SDX CROSS REFERENCE - SEE NAME	Customer has been cross-referenced to a new Driver License Number (SDX). The new SDX has been returned in the Owner's Name field
NO STORE OWNER RECORD EXISTS	The Driver License Number was previously added to the file to be monitored by the customer
NO MATCH ON OWNER RECORD	Driver License Number provided does not match an existing Driver License Number in the MVA database
NO MATCH ON SDX SVCUSTMR-REC	The Driver License Number provided does not match an existing Driver License Number in the MVA database
NO MATCH ON DOB SVPERSON-REC	Date of birth provided does not match the date of birth contained in the Driver License Number record in the MVA database

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 are required to use an SSL connection via either their browser or secure FTP (sFTP) via a 128-bit FTP client.

Customers have two (2) options for connecting to the NIC Maryland S/FTP server. 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 the following server name:

ftp.egov.maryland.gov

A connection will need to 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 HTTP/S web client capability allows any user with access to a common web browser to easily connect to the server to upload and download files. Clients may connect to <https://ftp.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.

DBM References

Driver Record Class Codes

Driver record will contain driver record codes and abbreviations. For your reference, the driver record codes and abbreviations along with their explanation are provided below in Table 9.

Table 9: Driver Record Class Codes

Driver Record Codes	DESCRIPTION
A	License Class
A/A	Administrative Adjudication
A/C	Air Conditioning

Driver Record Codes	DESCRIPTION
A/R	Alcohol Related
ABEY	Abeyance
ACC	Accident
ACCUM	Accumulate(d)
ACT	Action/Acted
ADM	Administration/Administrative
AEP	Alcohol Education Program
AFF	Affirmed
AGREE	Agreement
ALCH	Alcohol
ALT	Altered
AOM	Age of Majority
APP	Application
APPR	Approved/Approval
ATT	Attend
AUM	Accident - Uninsured Motorist Case
B	License Class
B/S	Blackout/Seizure
BAC	Blood Alcohol Level
BLDG	Building
C	License Class
C	Corrected License
C/FS	Complaint/False Statement
CANC	Cancelled
CDL	Commercial Driver License
CDS	Controlled Dangerous Substance
CERT	Certificate
CHEM	Chemical
CIR	Circuit
CLF	Central License File
CLR	Clearance
CMV	Commercial Motor Vehicle
CO	Company
COMB	Combination
COMM	Committed
COMP	Complete(d)
CONC	Concurrent
CONF	Conference
CONS	Consecutive
CONT	Continued
CONTR	Control
CONV	Conviction
COR	Corrected
CR	Credit
CSE	Child Support Enforcement

Driver Record Codes	DESCRIPTION
CT	Court
D	License Class or Days (30D)
D-1	Duplicate License
D/R	Driver Records
DEC.	Decision
DEF	Default
DEPT	Department
DEV	Device
DIP	Driver Improvement Program
DIS	Displaying
DIST	District
DIV	Division
DL	Driver License
DMV	Motor Vehicle Administration
DOC	Document
DR	Drive/Driving/Driver
DRC	Driver Rehabilitation Clinic
DT	Data
DTO	Dealer Tags Only
DUP	Duplicate
E	License Class
EC	Express Consent
EDUC	Education
EFF	Effective
ELEC	Electric
EMP	Employee, Employment
ENT	Entry
EQUIP	Equipment
EX	Expired, Expiration
EXC	Exceeding
EXD	Excluded Driver Case
EXP	Explosives
F/R	Financial Responsibility
FA	Fatal Accident
FAIL	Failing/Failure/Failed
FC	Full Credit
FI	Factitious
FIN RESP	Financial Responsibility
FPF	Fail to Pay Fine
FR#()	Financial Responsibility Case (Acc. Date)
FRAUD	Fraudulent
FREQ	Frequency
FT	Feet/Failed Test
FTA	Failure to Appear
FTY	Failure to Yield

Driver Record Codes	DESCRIPTION
H	Hearing (Hearing Officer's Initials)
HAZ	Hazard
HEAR	Hearing
HFA	Hearing - Failed to Appear
HGT	Height
HW	Hearing Waived
HWY	Highway
IC	Implied Consent
ID	Identification
IMP	Improper/Improvement
INC	Increase
IND	Indefinite
INF	Influence
INFO	Information
INJ	Injury/Injuring/Injurious
INS	Insurance
INSPECT	Inspection
INSTALL	Installment
INSTR	Instructions
INTER	Interest
INTERLOCK	Ignition Interlock Device
INTOX	Intoxicated/Intoxicating
INVEST	Investigation
ISS	Issued
IVP	Insurance Verification Program Case
J	MVA Judgment Case
JUDG	Judgment
LET	Letter
LIC	License
LIQ	Liquor
LO	Violation of Local Ordinance
(MV)	Moving Violation
M	License Class for Months
M/C	Motorcycle
MAB	Medical Advisory Board
MAG	Magistrate
MAIF	Maryland Automobile Insurance Fund
MAX	Maximum
MD	Maryland
MFG	Manufacturer
MISREP	Misrepresentation
MO	Motorcycle/Motor scooter
MODI	Modified
MPH	Miles per Hour
MSP	Maryland State Police

Driver Record Codes	DESCRIPTION
MTR	Motor
MUT	Mutilated
MV	Motor Vehicle
MVA	Motor Vehicle Administration
NC	Nolo Contendere
NEGL	Negligent
NRS	Non-Resident Student
O/C	Out-of-Country
O/S	Out-of-State
OBT	Obtain
OP	Operating
OPR	Operator
ORG	Original
PAR	Parent
PASS	Passenger
PAY	Payment
PBJ	Probation Before Judgment
PD	Property Damage
PED	Pedestrian
PEND	Pending
PER	Permit
PERS	Person
PI	Personal Injury
POS	Possession, Possess
PRIV	Privilege
PROB	Probated or Probation
PROH	Prohibited
PROP	Property
PSYS	Point System
PT	Passed Test
PUR	Purpose
PWV	Probation Without (or before) Verdict
R	Refused or Renewal License
R/R	Review & Reinstatement
RA	Reinstatement Application
RE	Reissued
RE-EXAM	Re-examination
REC	Record
RECD	Received
RECIP	Reciprocity
REF	Refused or Refusal
REG	Registration, Register, or Regulations
REHEAR	Rehearing
REIN	Reinstatement
REL	Relative, Related

Driver Record Codes	DESCRIPTION
REM	Remand, Remanded
REQ	Requirement, Require
RES	Resident
RESC	Rescinded
RESCH	Rescheduled
RESP	Responsibility
RESTR	Restricted or Restrictions
RET	Return
RETRO	Retroactive
REV	Revoked or Revocation
RI	Reinstated
ROW	Right of Way
RP	Reprimand
RPA	Refused or Revoked Pending Appearance
RR	Railroad or Restriction Removed
RS	Random Selection
RTT	Brake Reaction Time Test
S	Substitute License
SAT	Satisfied
SCH	Scheduled
SER	Serial
SIGN	Signed
SNL	Signed Statement - No License in Possession
SPA	Suspended Pending Appearance
SPEC	Special
SS	Sentence Suspended
ST	Student
STAT	Statement
SUB	Substitute
SUBST	Substance
SUR	Surrender
SUS	Suspended or Suspension
SW	Suspension Withdrawn
SYS	System
T	License Type
TEMP	Temporary
TP	Test Place
TRAF	Traffic
TRANS	Transportation or Transporting
TRK	Truck
TUN	Tunnel
TV	Television
TY	Regular or Photo License
UL	Unable to Locate (investigation)
UMC	Uninsured Motorist Complaint Case

Driver Record Codes	DESCRIPTION
UN	Under
UNATT	Unattended
UNAUTH	Unauthorized
UNINS	Uninsured
UNLIC	Unlicensed
US	United States
VEH	Vehicle
VER	Verdict
VERIF	Verification
VIN	Vehicle Identification Number
VIO	Violation, Violate
W/O	Without
WARN	Warning
WARR	Warrant
WDN	Withdrawn
WGT	Weight
WL	Warning Letter
X	Involved in an Accident
YDIP	Youth Driver Improvement Program
YLCP	Youth License Control Program
YR	Year
&	And
*	Points Expired
/	Or

DBM Violation Code Listing

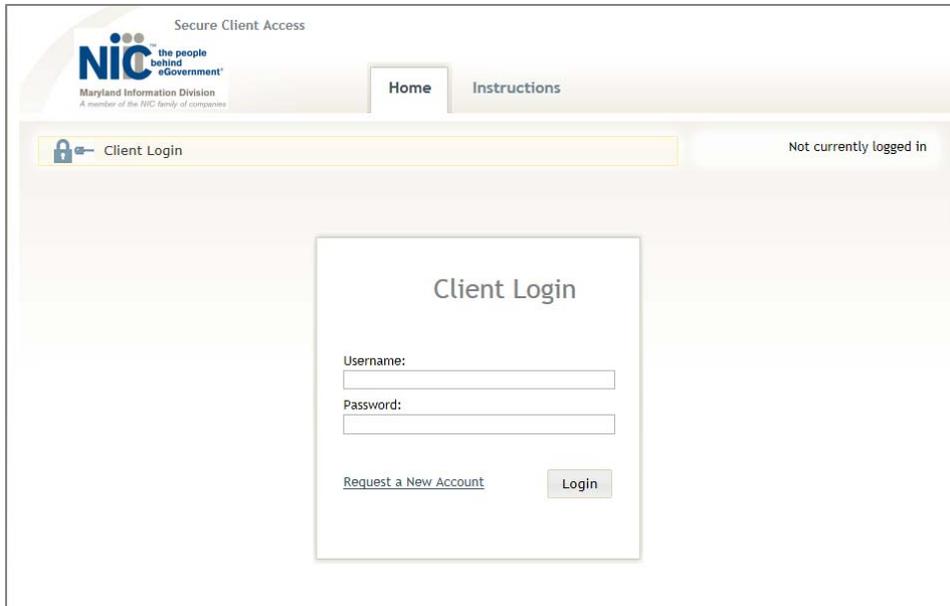
A copy of this manual can be found on MVA's website at:

http://www.mva.maryland.gov/Resources/Violation_Code.pdf. This is an Adobe™ PDF document that contains a complete listing of the current Maryland MVA violation codes. The **LMS** indicator of "Y" indicates that that particular violation code will be included in DBM reported activity.

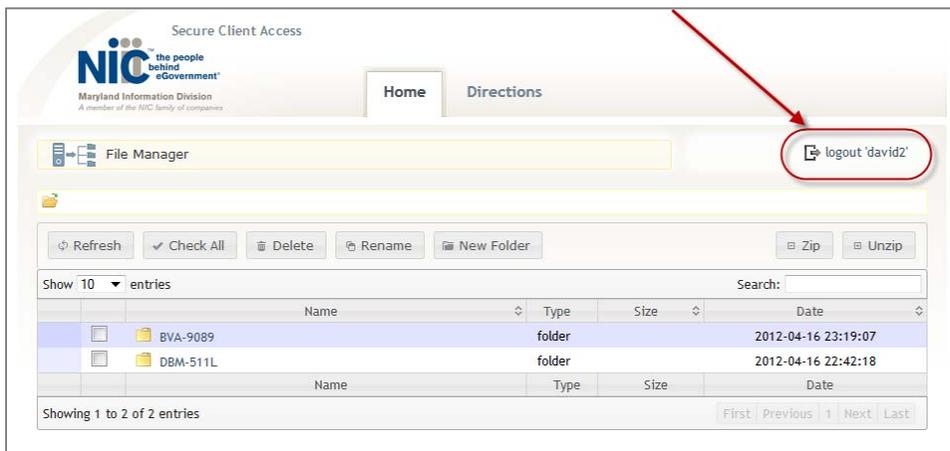
Connecting to the NIC Maryland Secure Server via HTTPS

Accessing NIC Maryland's Secure FTP Server

1. Start your Internet browser.
2. In the address field, type in <https://sftp.egov.maryland.gov>.
3. Enter your User Name and Password assigned by NIC Maryland and click on the "Login" button.

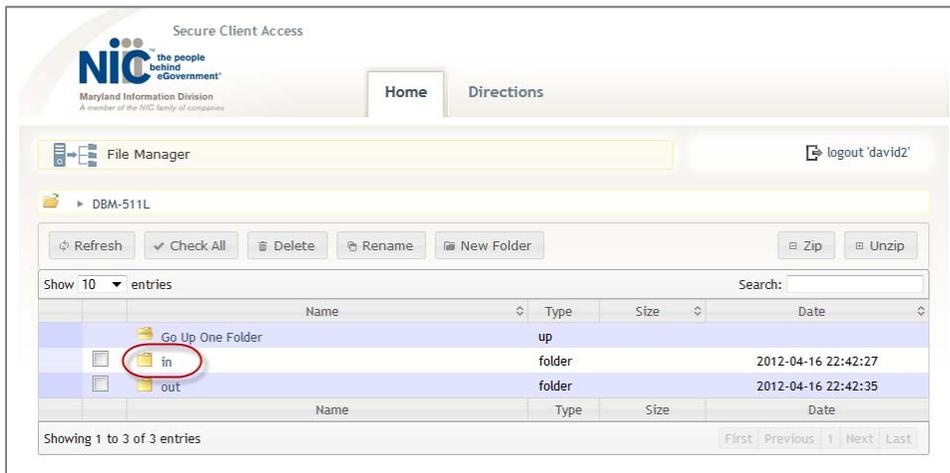


4. You are now connected to the NIC Maryland Secure FTP server.
5. To close your session, click the “Logout” hyperlink at the top, right-hand portion of the screen.



Transferring a file to the NIC FTP Server

To transfer a file to NIC Maryland’s Secure FTP Server, click on the "in" folder. This links to your "in" FTP directory.



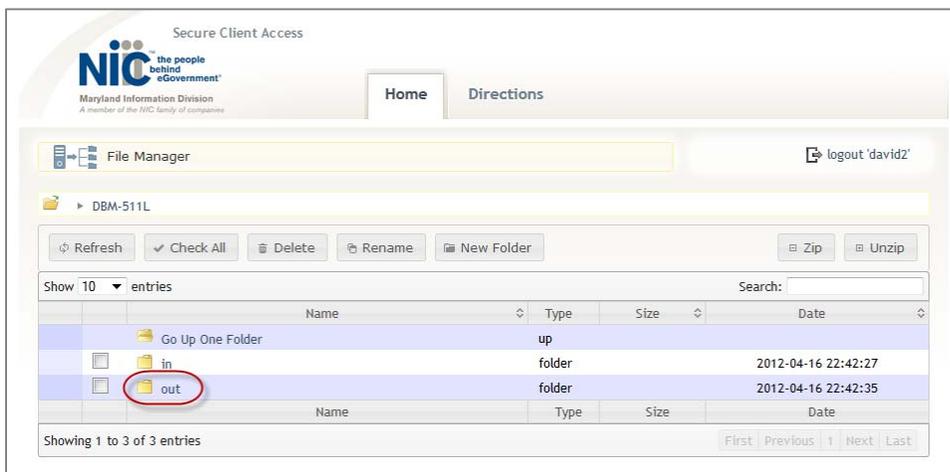
Click on the Upload a file button located at the bottom right-side of your browser.



Navigate to the file you wish to upload into your "in" folder. Double-click the file to initiate the upload process.

Retrieving a file to the NIC FTP Server

To retrieve a file from NIC Maryland's FTP Server, click on the "out" folder. Click the file you wish to download.



The screen below displaying 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.)

