Maryland Information Division

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Maryland MDOT MVA
Batch Vehicle Access (BVA)
User Guide

Version 1.2

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Batch Vehicle Access (BVA) User Guide

Introduction

In May 2012, the Maryland Department of Transportation Maryland Motor Vehicle Administration (MDOT MVA) partnered with NIC Maryland through a Master Contact with the Department of Information Technology to provide Batch FTP Vehicle Access services. This document provides an overview on implementing and interfacing with this service.

BVA Service Overview

The Batch Vehicle Access (BVA) service is a secure file transfer batch-based system which allows customers to submit license plate numbers and receive the Name, Address (Street, City, County, State and Zip Code), VIN, Make and Body from the vehicle record. The entire vehicle record is not provided through this service. Once subscribed to the service, the customer sends a file to the FTP location indicating the License Plate Numbers the customer has a DPPA-approved reason to access. This program will run overnight (on any processing day) and make available the resulting output file(s) in the customer's FTP "out" directory the following day.

The file server location is located at the following URL: **https://sftp.egov.maryland.gov**

Upon subscription to the BVA service, each customer is assigned a directory to which data is transmitted and retrieved. License plate Numbers sent in by a customer will be matched against the MVA's records. License plate numbers that cannot be found will be placed in a separate return (reject/error) file. These rejected License Plate Numbers are listed on a report and provided back to the customer through an error file placed in that user'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 new file has been picked up by the BVA 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 customer.]

Program Guidelines

FTP Directory Structure

Each customer is assigned a directory to which data is 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 is rooted into a directory named for their billing identification code. Under this directory are 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

```
Root FTP
Directory
   |
BVA-1234
   |
   in
      archive
   out
      archive
```
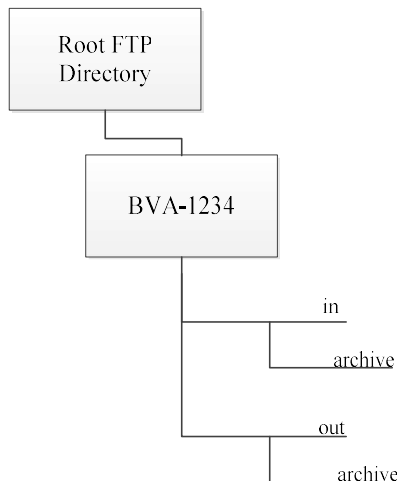
File Submission

BVA submission of files **must** occur no later than 5:00pm EST any Monday – Saturday, excluding Federal & State Holidays. Return files, when created, are placed in a customer's "out" directory Tuesday – Sunday and will be available after 7:00am EST. Only Maryland License Plate Numbers may be accessed.

Customers may send in one file per day on any processing day. Customers are not required to send a daily file and may instead opt to send a file on a less frequent basis more fitting to their needs. The BVA system will run each processing day regardless of input.

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 along with the 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.

Charges and Billing

Records sold under this program are priced at 8-cents per record to non-governmental companies and 2.5-cents per record to governmental agencies. There are no minimum fees.

Invoices are generated and mailed to customer 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.

BVA Program Support

To report a technical problem, error messages, or billing inquiries, please call the NIC Maryland Help Desk and explain the nature of the problem. The support staff will work with you to resolve the issue.

- Email: mdhelp@egov.com
- Phone: (888) 9MD-EGOV or 410.990.1090

Discontinuing Participation in the BVA Program

Customers who wish to no longer participate in the BVA 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

Data files should be uploaded to the customer's "in" directory with the name of:

INPXXXX

```
INP= Input file
XXXX = Company Code
```

Example: `INP1234`

Once the file has been successfully picked up by the BVA 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.

Data Element ID	Field Name	Data Type	Format	Length
A1	TAG_NUMBER*	ALPHA-NUMERIC	XXXXXXX	7
A2	COMPANY_CODE	NUMERIC	9999	4
A3	FILLER	FILLER		9

Table 1: License Plate Input Batch File

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.

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*Note:

The Tag_Number field should be left justified in cases where the tag positions are less than seven (7). In the case of vanity plates, if a vanity plate contains a space in it, the Tag_Number field should contain a space in it as well.

Data Retrieval

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

Returns for requests for license plate information:

License Plate Information – Name/Address file:
FTPD-DATA-XXXXXX FTPD-DATA = Tag Information Records XXXXXX =   Customer Code **Example:** FTPD-DATA-F0000A
Error File:
FTPD-REPT-XXXXXX FTPD-REPT = No Find Record Errors XXXXXX = Customer Code **Example:** FTPD-REPT-F0000A

Output Files Data Elements & Formats

Output file format of the file will be returned in accordance with the standards in Table 2 and Table 3 below.

Changes notated in Table 2 below become effective May 26, 2020

- Changes to existing field names are designated in RED
- Deprecated fields are highlighted in Orange. These fields will be removed from the Output file are indicated with ~~Strikethrough~~

Field Name	Data Type	Format	Length	Notes
TYPE	NUMERIC	9	1	Type of Plate *(see Table 3)*
COMPANY_CODE	NUMERIC	9999	4	MVA issued company code
TAG_1	ALPHA-NUMERIC	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	*30*	Previous field length of 7
YEAR_MONTH_EXP_DATE_1	DATE	YYYYMM	6	
TAG_2	ALPHA-NUMERIC	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	*30*	Previous field length of 7
YEAR_MONTH_EXP_DATE_2	DATE	YYYYMM	6	
VIN	ALPHA-NUMERIC	XXXXXXXXXXXXXXXXXXX	19	
MAKE	CHARACTER	TEXT	*30*	Previous field length of 4
BODY	CHARACTER	TEXT	*6*	Previous field length of 8
~~PRIMARY_OWNER_NAME~~	~~CHARACTER~~	~~TEXT~~	~~30~~	<DEPRICATED>

PRIMARY_OWNER_LAST_NAME	CHARACTER	TEXT		50	New
PRIMARY_OWNER_FIRST_NAME	CHARACTER	TEXT		50	New
PRIMARY_OWNER_MIDDLE_NAME	CHARACTER	TEXT		50	New
PRIMARY_OWNER_SUFFIX	CHARACTER	TEXT		10	New
COMPANY_NAME	ALPHA-NUMERIC	TEXT		*255*	Previous field length of 30
~~STREET_ADDRESS~~	~~ALPHA-NUMERIC~~	~~TEXT~~		~~30~~	<DEPRICATED>
STREET_ADDRESS_1	ALPHA-NUMERIC	TEXT		255	New
STREET_ADDRESS_2	ALPHA-NUMERIC	TEXT		255	New
UNIT	ALPHA-NUMERIC	TEXT		30	New
UNIT_TYPE	ALPHA-NUMERIC	TEXT		50	New
CITY	ALPHA-NUMERIC	TEXT		*100*	Previous field length of 20
COUNTY	ALPHA-NUMERIC	TEXT		*6*	Previous field length of 3; Previously ALPHA data type
STATE	ALPHA	MD		2	
ZIP	NUMERIC	99999		5	
~~CO_OWNER_NAME~~	~~CHARACTER~~	~~TEXT~~		~~30~~	<DEPRICATED>
CO_OWNER_LAST_NAME	CHARACTER	TEXT		50	New
CO_OWNER_FIRST_NAME	CHARACTER	TEXT		50	New
CO_OWNER_MIDDLE_NAME	CHARACTER	TEXT		50	New
CO_OWNER_SUFFIX	CHARACTER	TEXT		10	New
				1,420 Positions	

Table 2: MVA License Plate Information Output file

Error Output Files

The error output file is a print report. The print line is 133 positions with the first column serving as carriage control. Each new page has two header lines followed by detail data lines. The following is an example layout of the error output file:

Error Output File Sample

```
1      DATE 03/10/05              TAG NUMBER LIST                    PAGE   1
       USER CODE 8005      VEHICLE OWNER NOT ON MVA COMPUTER FILE
VORS550S
0
       A1234567     B2345678     ABC1234
       BAD BOY      CR8Z 8       FPA7014
1      DATE 03/10/05                 TAG NUMBER LIST                 PAGE   2
0      USER CODE 8005                TOTAL SHEET                     VORS550S
0                   TOTAL TAG NUMBER INPUT RECORDS        12
                    TOTAL TAG NUMBERS OUTPUT RECORDS      12
                    TOTAL NUMBER COMPANY ERROR RECORDS     0
                    TOTAL TAG NUMBERS ON FILE (REC-TYPE 1)  9
                    TOTAL TAG NUMBERS ON FILE (REC TYPE 2)  0
                    TOTAL TAG NUMBERS ON FILE (REC-TYPE 3)  0
                    TOTAL TAG NUMBERS ON FILE (REC TYPE 4)  0
                    TOTAL TAG NUMBERS ON FILE (REC TYPE 5)  0
                    TOTAL TAG NUMBERS NOT ON FILE (REC TYPE 9)  3
```

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:

sftp.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://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.

BVA References

Vehicle Record Type Codes

MVA Vehicle Record Type Codes are described in Table 3 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

Table 3: Vehicle Record Type Codes

Vehicle Brand Codes

The BVA 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 Tables 4 and 5 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

Table 4: Odometer Code

Field Name	Value	Title Document	Salvage Document
Brand	XSALVG	XSALVAGED	XSALVAGED
	XSATAX	*XSALVAGED TAXI*	*XSALVAGED TAXI*
	XSAXTA	XSALVAGED TAXI	XSALVAGED XTAXI
	XSAGLK	*XSALVAGED GLKT*	*XSALVAGED GLKT*
	XSAREC	XSALVAGED RECO	XSALVAGED RECO
	XSAATV	*XSALVAGED ATV*	*XSALVAGED ATV*
	XSAATC	XSALVAGED ATC	XSALVAGED ATC
	XSAKT	XSALVAGED KT	XSALVAGED KT
	(anything)	(anything)	(anything)
RET-VEH-BRAND	Y	VEHICLE RETURNED UNDER AUTOMOTIVE WARRANTY ACT – HISTORY ON FILE	VEHICLE RETURNED UNDER THE AUTOMOTIVE WARRANTY ACT – HISTORY ON FILE
SALV-BRAND	1	REBUILT SALVAGE	DAMAGE GREATER THAN FAIR MARKET VALUE
	2	(nothing)	DAMAGE EQUAL TO OR LESS THAN FAIR MARKET VALUE
	3	(not allowed)	NOT REBUILDABLE – PARTS ONLY- NOT TO BE RETITLED
	4	REBUILT SALVAGE	ABANDONED VEHICLE
	6	FLOOD DAMAGE	SALVAGE-FLOOD DAMAGE
SALV-STL	Y	(not allowed)	VEHICLE REPORTED STOLEN

*Table 5: Vehicle Brand Codes*

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 Username and Password assigned by NIC Maryland and click on the "Login" button.
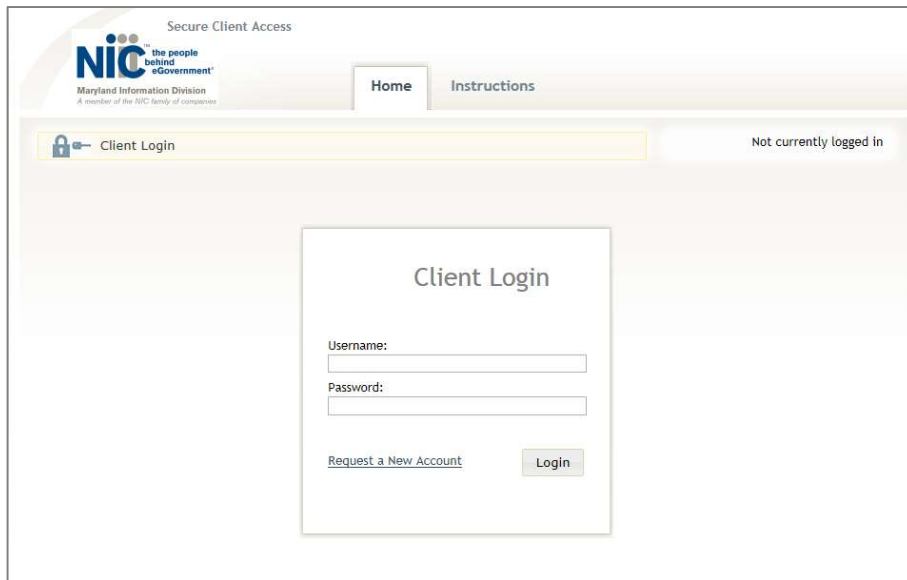
4. You are now connected to the NIC Maryland Secure FTP server.
5. **T**o close your session, click the "Logout" hyperlink at the top, right- hand portion of the screen.
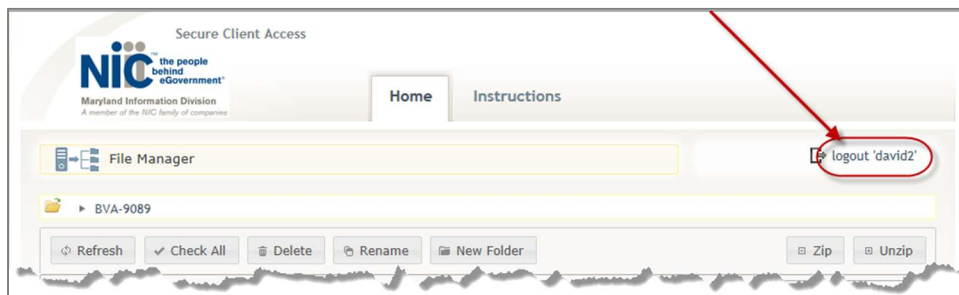
Transferring a file to the NIC FTP Server

To transfer a file to NIC Maryland's Secure FTP Server, click on the "in" folder. This links to your "in" FTP directory.
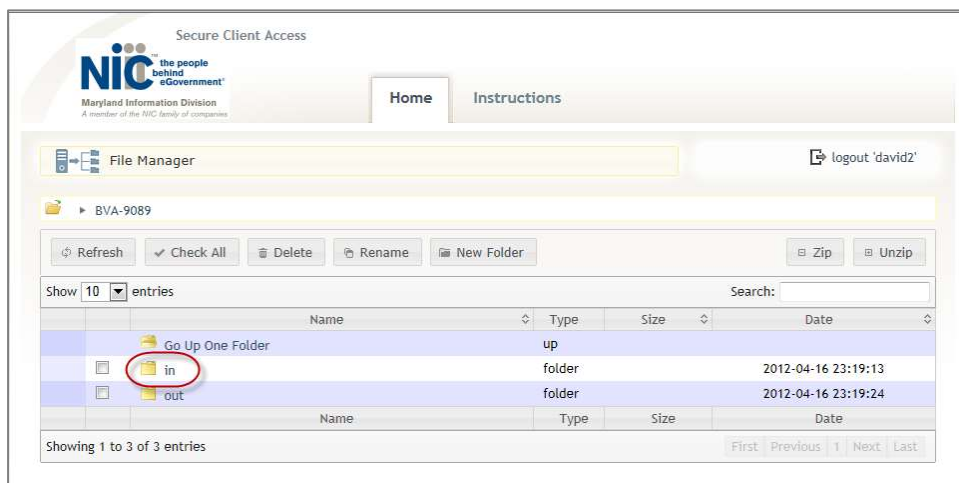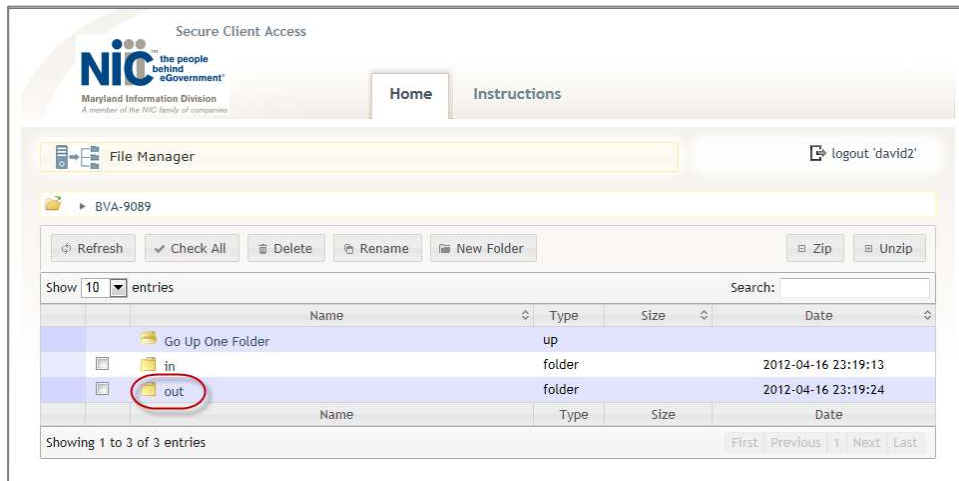
Click on the Upload a file button located at the bottom right-side of your browser.

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.)