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# Maryland MDOT MVA Bulk Data Delivery Service User Guide

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*Version 3.1*

NIC Maryland  
in partnership with  
the Maryland 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 NIC Maryland through a Master Contract with the Department of Information Technology to provide Bulk Driving and Vehicle access service. This document provides an overview on implementing and interfacing with this service. In order to utilize the service, the customer must be authorized within the scope of the Driver Privacy Protection Act (DPPA) and have a subscription to the Bulk Data Delivery service to access MDOT MVA records.

## 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 MVA driver or vehicle record data.

### Maintenance Windows

This service is unavailable to process requests during server downtimes. Current NIC Maryland scheduled downtimes are:

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

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

Customer receiving the New Titles, Registrations and Address Corrections (VORS580) and Registration Renewals (VORS590) will receive the files weekly between 01:00 and 01:30 AM Sunday morning.

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

### Special Request Programs

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

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 provide to NIC Maryland, 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. NIC Maryland will submit the request to the MVA mainframe. The MVA, upon receipt of an input file, will return the resulting output files in in the "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 Bulk File Delivery service.

The file server location for the all Bulk Data files are located at the following URL:

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

Incoming files for all file types will generate a “received” e-mail confirmation. **The file format and file naming convention and file layout will be exactly the same as what customers are currently getting from MVA.**

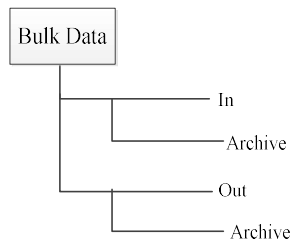
## Program Guidelines

### FTP 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 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 bulk services. 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:



NIC Maryland will archive the input and output files prior to dropping the new files in the Out folder.

### Charges and Billing

Each record returned by the MDOT MVA will bear a cost of \$0.06/record for non-Government entities and \$0.025 for Government agencies. There are no minimum fees.

Invoices are generated and mailed/e-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.

## **Bulk Data Access Program Support**

To report a technical problem, error message, or billing inquiries, please call the NIC Maryland Help Desk at (888) 9MD-EGOV 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 Bulk Vehicle Record Data Program**

Customers who no longer wish to participate in the Bulk Data Access 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.

## **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**

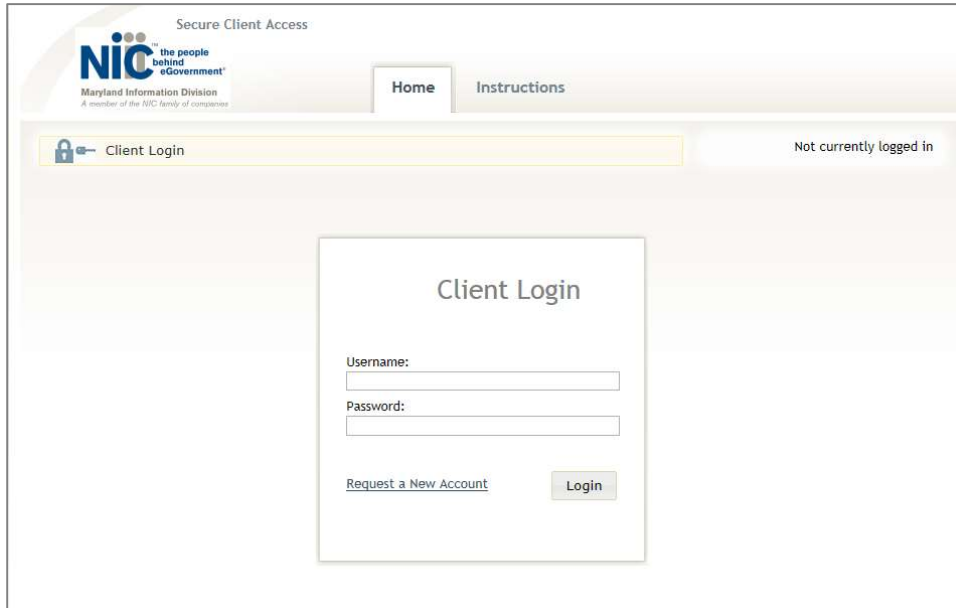
The HTTP/S web client capability allows any user with access to a common web browser to easily connect to the server to upload and download files. Clients may connect to <https://sftp.egov.maryland.gov> to submit and retrieve files. Data transfers will be SSL encrypted and RFC-2228 compliant. HTTPS occurs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

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

# Connecting to the NIC Maryland Secure Server via HTTPS

## Accessing NIC Maryland's Secure FTP Server

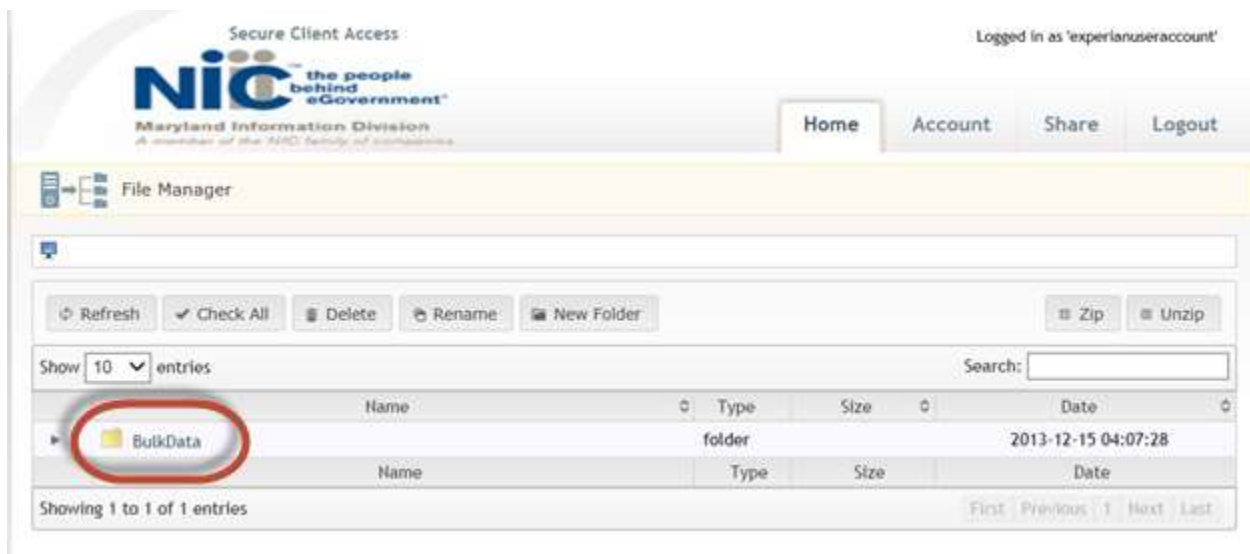
1. Start your Internet browser.
2. In the address field, type in <https://sftp.egov.maryland.gov/>.
3. Enter your Username and Password assigned by NIC Maryland and click on the "Login" button.



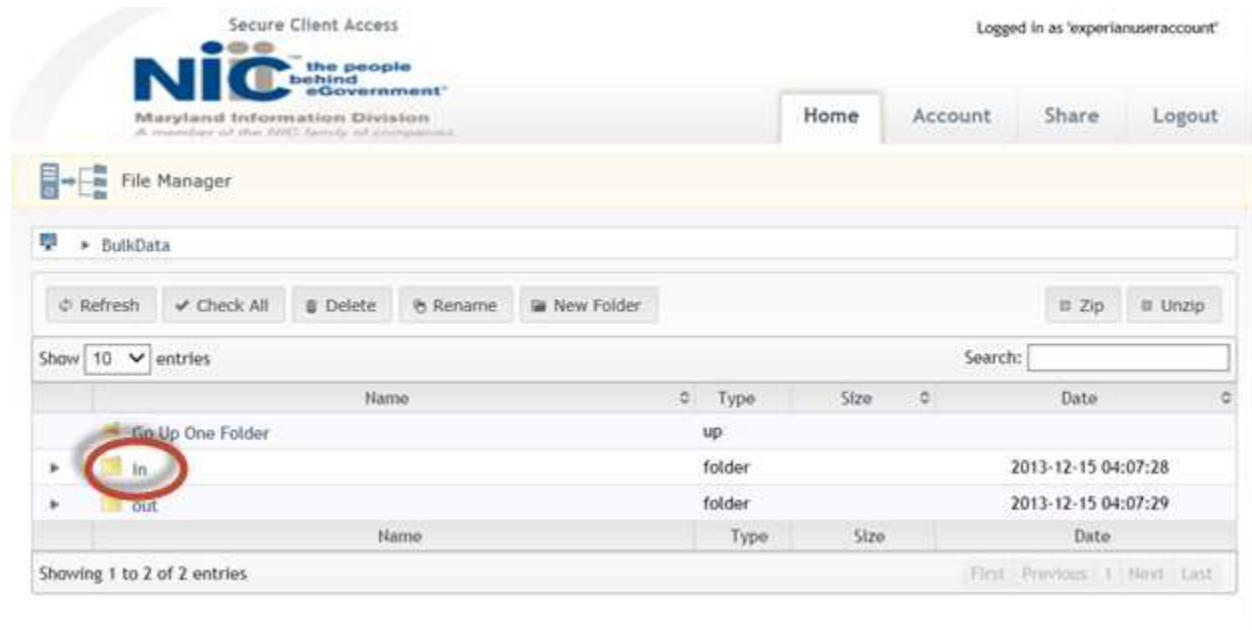
4. You are now connected to the NIC Maryland Secure FTP server.
5. To close your session, click the "Logout" hyperlink at the top, right-hand portion of the screen.

## Transferring a file to the NIC FTP Server

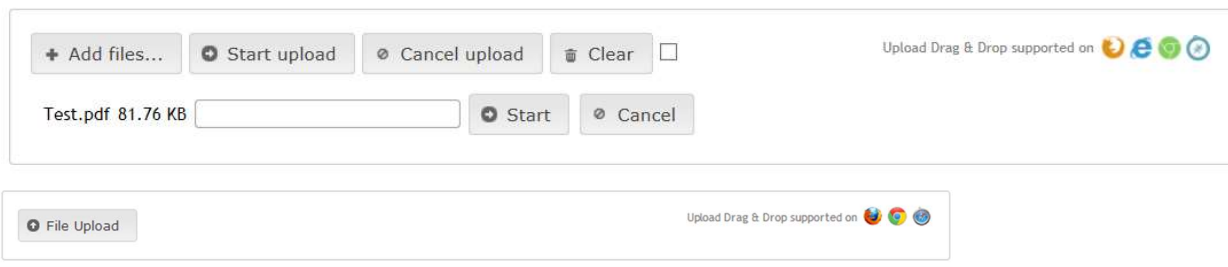
To transfer a file to NIC Maryland's Secure FTP Server, click on the "BulkData" folder.



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



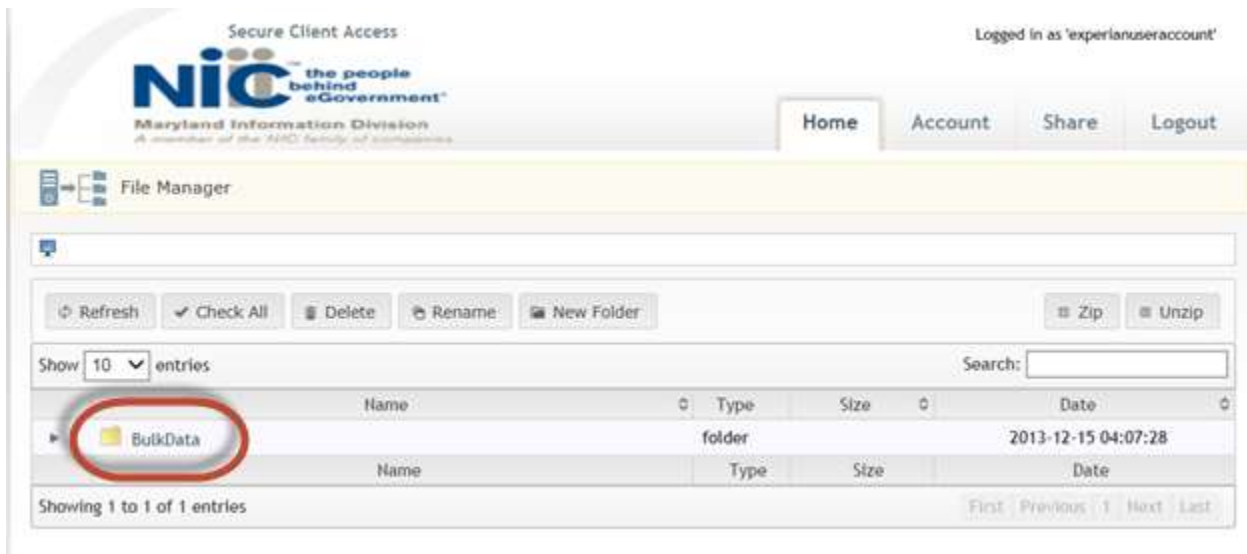
Click on the “Add files...” button located at the bottom side of your browser.



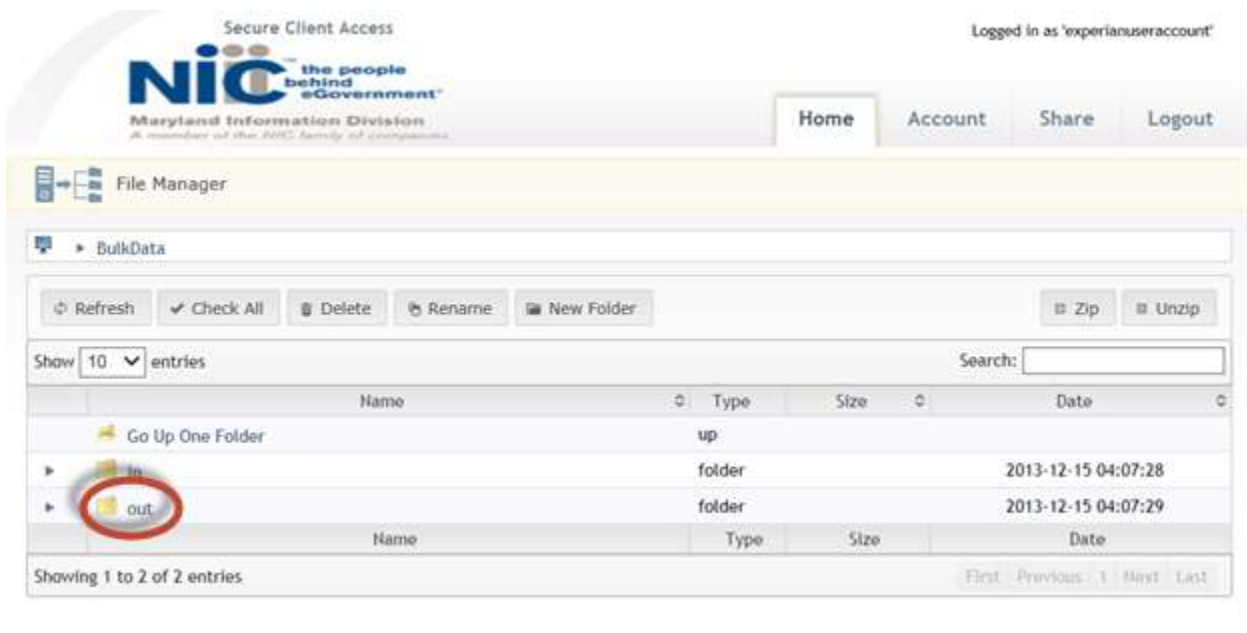
Navigate to the file you wish to upload into your “in” folder. Double-click the file then select the “Start upload” button to initiate the upload process.

## Retrieving a file to the NIC FTP Server

To retrieve a file from NIC Maryland's Secure FTP Server, click on the "BulkData" folder.



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



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.)



Secure Client Access Logged in as 'experianuseraccount'

**NIC** the people behind eGovernment  
Maryland Information Division  
*A member of the NIC family of companies.*

Home Account Share Logout

File Manager

BulkData > out

Refresh Check All Delete Rename New Folder Zip Unzip

Show 10 entries Search:

| Name             | Type   | Size     | Date                |
|------------------|--------|----------|---------------------|
| Go Up One Folder | up     |          |                     |
| archive          | folder |          | 2013-12-15 04:07:30 |
| DATA5800         | file   | 9.83 MB  | 2013-12-12 23:07:29 |
| DATA5900         | file   | 40.68 MB | 2013-12-12 23:06:49 |

Showing 1 to 3 of 3 entries First Previous 1 Next Last

\*Note: Remember that the input files should follow the same file naming and file layout standards that are currently followed. 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      | 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     |  |
| 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    |  |

| Field Name                     | Data Type     | Length | Notes |
|--------------------------------|---------------|--------|-------|
| 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      |       |
| 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 – 580 (Cross Sell) File

| Field Name                     | Data Type     | Length | Notes                                  |
|--------------------------------|---------------|--------|--|
| Record Code                    | NUMERIC       | 1      | 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     |  |
| Owner Mailing Address 1        | ALPHA-NUMERIC | 255    |  |
| Owner Mailing Address 2        | ALPHA-NUMERIC | 255    |  |
| Owner Unit                     | ALPHA-NUMERIC | 30     |  |
| 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     |  |

| Field Name              | Data Type     | Length | Notes |
|-------------------------|---------------|--------|-------|
| Lien Record Flag        | ALPHA-NUMERIC | 1      |       |
| Title                   | ALPHA-NUMERIC | 8      |       |
| VEIP Inspection Date    | ALPHA-NUMERIC | 6      |       |
| VEIP Status Code        | ALPHA-NUMERIC | 1      |       |
| New/Used Code           | ALPHA-NUMERIC | 1      |       |
| Vehicle from State      | ALPHA-NUMERIC | 2      |       |
| Hold Flag               | NUMERIC       | 1      |       |
| Replate Flag            | ALPHA-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      |       |
| Salvage Inspection Date | ALPHA-NUMERIC | 4      |       |
| Privacy Code            | ALPHA-NUMERIC | 1      |       |

### Bulk Vehicle Record – 590 File

| Field Name                     | Data Type     | Length | Notes                                  |
|--------------------------------|---------------|--------|--|
| Record Code                    | NUMERIC       | 1      | 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     |  |
| 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    |  |

| Field Name                  | Data Type     | Length | Notes |
|-----------------------------|---------------|--------|-------|
| 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      |       |
| 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      | 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    |  |
| 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    |  |

| Field Name     | Data Type     | Length | Notes |
|----------------|---------------|--------|-------|
| 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      | 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    |  |
| 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

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         |
| 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    | NonResident Permit   |
| MISSING      | Missing Transaction  |
| OOSDupTitle  | Vehicle Returned to State  |
| PrevOwnPlt   | Missing Previous Plate   |
| 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)           |
| ADMFEE | 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                        |

| Value  | Value Description                                      |
|--------|--|
| 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                                       |
| 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                        |

## 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   | Motorscooter 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                              |