



MDOT MVA Driver Record Monitoring (DBM) User Interface Guide

Version 2.9

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

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Driver Record Monitoring (DBM) User Interface Guide

Introduction

The Driver Batch Monitoring (DBM) service, facilitated by Tyler Maryland (NICUSA, LLC), provides methods to securely monitor and receive driver record updates for a list of monitored drivers from the Maryland Department of Transportation Maryland Motor Vehicle Administration (MDOT MVA). Tyler Maryland (NICUSA, LLC) has developed a User Interface to offer a more user-friendly and intuitive method of interacting with the functions and records for driver monitoring.

To use this service, users must be authorized within the scope of the Federal Driver Privacy Protection Act (DPPA) and approved by the MDOT MVA. Approved customers can enroll and manage a list of drivers to be monitored and receive updates when violation information changes for a monitored driver.

Changes in this document:

- Addition of Inactivity Guidelines, page 7

Application Overview

The Driver Batch Monitoring (DBM) User Interface provides a secure method of exchanging requests and data related to driver monitoring. This application permits customers to perform the following through a secure interface:

- Submit Add, delete, or edit monitored drivers.
- Receive annual driver records and driver record updates, alerts, and errors.

Each night, the system inspects the monitored drivers. It provides results to the customer containing either updated records for the monitored driver records or the complete record, depending on preferences established during enrollment. The DBM service sends result files daily, weekly, or monthly, depending on customer preferences established during enrollment.

Subscribers can submit an “Add/Change/Delete” request on weekdays. Customer IDs (Driver’s License Numbers, Maryland ID, and/or FEIN) submitted with an “Add” indicator will return a complete driving record produced overnight. Customer IDs submitted with a “Delete” indicator are removed from monitoring for that subscriber.

Note: Subscribers who have already established Customer IDs for monitoring through the MDOT MVA do not need to resubmit the Customer IDs.

New Customer IDs added by a subscriber are matched against the MDOT MVA's records based on two key fields: Customer ID and Date of Birth. Records that do not match these keys are rejected, and the customer receives an error response for that Customer ID.

Monitored drivers are processed Monday through Friday between 6:00 PM ET and 6:00 AM ET. Any actions sent after 6:00 PM ET are processed the following business day. This system may be unavailable to process requests during maintenance windows.

Maintenance Windows

Current maintenance windows where the application may not be available include:

- Nightly: 12:00 AM – 12:30 AM EST
- Sunday: 6:00 AM – 11:00 AM EST
- The second Saturday of every month from 11:00 PM until 5:00 AM EST
- Tuesday and Thursday 5:00 PM EST

Program Guidelines

Driver Monitoring Submissions

DBM Add/Change/Delete request submissions must occur no later than 5:00 P.M. EST any Monday – Friday, excluding Federal and State holidays. Return records are available via the interface Monday through Friday after 7:00 am ET. Only Maryland-issued Customer IDs may be monitored through this service.

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 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.

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.

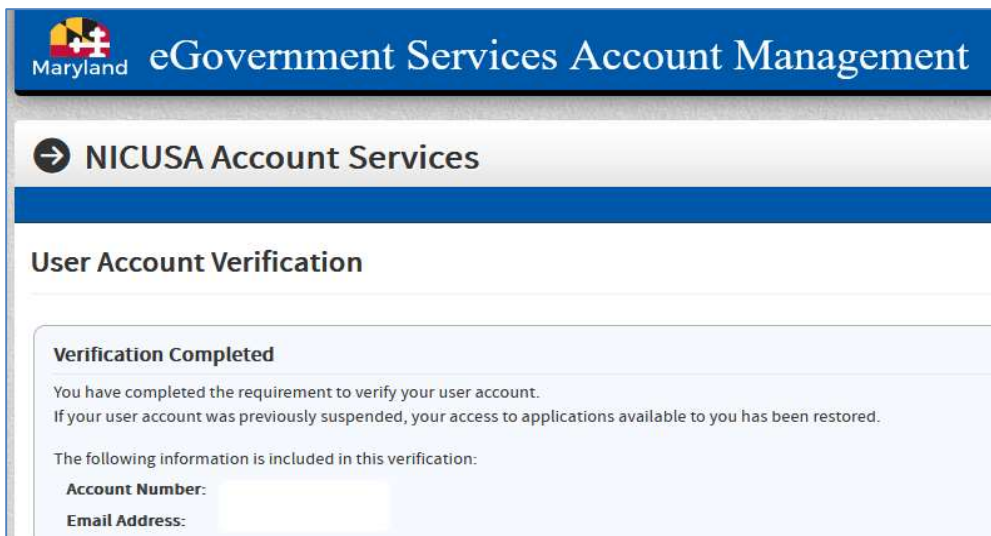


The screenshot shows a yellow rectangular box with the title "Certification" in bold. Below the title is a green checkmark icon followed by the text "I certify to the Maryland Motor Vehicle Administration that all user information is accurate to the best of my knowledge." At the bottom of the box is a green button with the text "Certify User Information" and a right-pointing arrow.

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

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 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:



The screenshot shows a web page with a blue header. On the left is the Maryland state logo. To its right is the text "eGovernment Services Account Management". Below the header is a grey bar with a right-pointing arrow icon and the text "NICUSA Account Services". Below this is a blue bar. Underneath is a white box with the title "User Account Verification". Inside this box is a light blue box with the title "Verification Completed". Below the title is the text "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." Below this is the text "The following information is included in this verification:". Underneath are two labels: "Account Number:" and "Email Address:", each followed by a white input field.

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

Search:

First Name	Last Name	Username	Email	Primary Role	Date Created	Last Login	Status
Connor				No	09/27/2023		Active
Fozzie	Bear	fozbear		Yes	07/21/2014	08/21/2024	Active

Edit
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.

Verification History and Documents

View Files

Verification History

Records per page: 3

Due Date	Type	Status	Completed Date	Completed By
11/17/2022	Account	Overdue	--	--

Verify

- 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 for help with reactivation.

Violation Codes

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

Updated records will be produced if the MDOT MVA creates, deletes, or modifies a violation code. 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. 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 are 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 for non-government entities. Effective September 1, 2024, each record is delivered to non-government entities for \$15.00 per record. Government entities receive these records at no cost.

A driving record entry update and the PBJ record entry update are considered a partial record update and, effective September 1, 2024, are priced accordingly at \$0.53/record. There are no minimum fees. Government entities receive these records at no cost.

Tyler Maryland (NICUSA, LLC) generates and emails invoices 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, including suspension and termination, may occur if Tyler Maryland (NICUSA, LLC) does not receive the subscriber's payment within 20 days of the invoice date. If payment is received following a termination, Tyler Maryland (NICUSA, LLC) determines eligibility for reinstatement.

Anniversary Date for Monitored Drivers

When a new Customer ID is added to the monitoring program, the Customer ID enrollment date is considered the anniversary date for that monitored driver.

Upon receipt of a new Customer ID submitted for monitoring, the system will return a complete driving record. Subsequently, the enrollment anniversary date for each Customer ID being monitored will cause the generation of a complete driving record.

DBM Program Support

To report a technical problem, error message, or billing inquiry, please call the Tyler Maryland (NICUSA, LLC) Help Desk at (888) 4MD-HELP, 410-990-1090, or 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 DBM Program

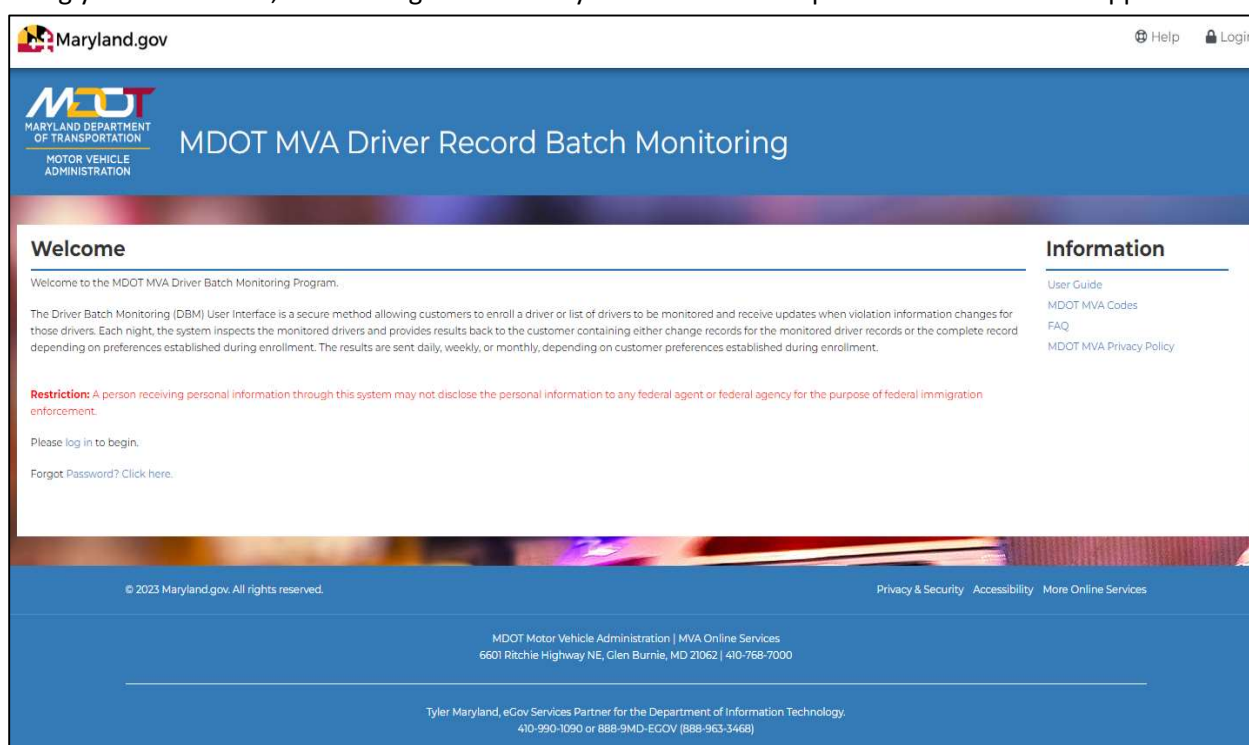
Customers who no longer wish to participate in the DBM program must notify Tyler Maryland (NICUSA, LLC) in writing of their intentions to discontinue participation. Notification must be sent from the primary contact on the account. Either party may discontinue the contract with a thirty (30) day notice in writing.

Getting Started

Establishing an account


To register for an account to utilize the service, go to <https://egov.maryland.gov/register/> and complete the account registration process. After the account is approved by the MDOT MVA and the account credentials are established, you may log in to the Driver Batch Monitoring User Interface via the following URL: <https://egov.maryland.gov/mva/dbm>

Using your credentials, click on Login and enter your username and password to access the application.



Navigating the User Interface

Once logged in, the Home tab offers initial data regarding your most recent records processed, a summary of your account information, errors, initial driving records and partial and/or complete record updates, and links to often used tools.



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MARYLAND DEPARTMENT OF TRANSPORTATION

MOTOR VEHICLE ADMINISTRATION

MDOT MVA Driver Record Batch Monitoring

HOME

ADD/MANAGE DRIVERS

VIEW RECORDS BY DATE

You are currently viewing company code: **001A**

Information

[User Guide](#)
[MDOT MVA Codes](#)
[FAQ](#)
[MDOT MVA Privacy Policy](#)

Account Information

Manage your users and delivery notifications.

Your Company Accounts

Account Number: 2692494

Company Code: 001A

Record Update Type: Full Record Updates

Delivery Frequency: Alerted Daily

Company Code: 001B

Record Update Type: Full Record Updates

Delivery Frequency: Alerted Daily

Company Code: 001C

60 errors

These errors require your attention or review:

Notes:

- Resolving a specific error hides its own Resolve button temporarily. Until a new set of initial errors are returned by MDOT MVA, the Resolve button will reappear whenever you refresh or revisit this page.
- Except for 'This driver's license number could not be found', no harm is done if you accidentally resolve an error more than once. It will simply update the first attempt.
- Resolving 'This driver's license number could not be found' more than once will cause multiple drivers being submitted to MDOT MVA. If you make a mistake resolving this error you will need to go to the ADD/MANAGE DRIVERS tab, find the new Customer Id, and press Cancel addition on the driver.

Customer Id	Submission Type	Description	Notes or Resolution
A***89012	<input type="button" value="Show"/>	MDOT MVA returned an unknown error code: N COMPANY RECORD	
A***31197	<input type="button" value="Show"/>	MDOT MVA returned an unknown error code: N COMPANY RECORD	

Information

The *Information* section provides valuable links to help users navigate and manage the Driver Batch Monitoring User Interface.

Information

[User Guide](#)
[MVA Codes](#)
[FAQ](#)
[MVA Privacy Policy](#)

The *User Guide* link routes you to the latest version of the Driver Batch Monitoring User Guide to allow for online viewing of the document or saving it to a local device for reference.

MVA Codes directs subscribers to the MDOT MVA web page, where all the relevant MVA codes and references in the record, including Driver License Class Codes, Commercial Driver License Endorsements, Non-Commercial Driver License Class Codes, and Restriction Codes.

FAQs provide answers to Frequently Asked Questions about how to manage your list of monitored drivers.

MVA Privacy Policy provides the document needed to make any changes to your DPPA reasons, primary account holders, or other changes related to your account.

Account Information


Each subscriber is assigned an account number and a company code when establishing an account. Each subscriber account lists the frequency and type of records you will receive from MDOT MVA via the Driver

Batch Monitoring application for each reference. These attributes are displayed to a user holding the Primary Role for the account.

Account Information
Manage your users and delivery notifications.
Your Company Accounts
Account Number: :
Company Code: 444M
Record Update Type: Full Record Updates
Delivery Frequency: Alerted Weekly
Company Code: 876X
Record Update Type: Full Record Updates
Delivery Frequency: Alerted Weekly

Should you need revisions to the record type, frequency of updates, or delivery, please contact the Tyler Maryland (NICUSA, LLC) Help Desk at (888) 4MD-HELP, 410-990-1090, or mdhelp@tylertech.com. They will assist with coordinating the changes needed to your account and obtaining approvals from MDOT MVA.

If your primary role is associated with two or more companies enrolled in the Driver Record Batch Monitoring program, the system will display the information associated with the current company being viewed. If you wish to view another company, click the **‘Change’** button, and select the company you want to view.

 Maryland.gov

HOME

ADD/MANAGE DRIVERS

VIEW RECORDS BY DATE

Search

You are currently viewing company code: 444M

Change

876X


Your driver record results are available:

You have received:

- 3 errors
- 17 initial driver records
- 5 partial and/or complete record updates

DBM User Interface Home

From the application Home page, subscribers can manage several actions and view your account's most recent monitored driver records.



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MDOT MVA Driver Record Batch Monitoring

HOME

ADD/MANAGE DRIVERS

VIEW RECORDS BY DATE

You are currently viewing company code: **001A**

Information

[User Guide](#)
[MDOT MVA Codes](#)
[FAQ](#)
[MDOT MVA Privacy Policy](#)

Account Information

Manage your users and delivery notifications.

Your Company Accounts

Account Number:

Company Code:

Record Update Type:

Delivery Frequency:

001A

Full Record Updates

Alerted Daily

Company Code:

Record Update Type:

Delivery Frequency:

001B

Full Record Updates

Alerted Daily

Company Code:

001C

Customer Id

Submission Type

Description

Notes or Resolution

A***89012	<input type="button" value="Show"/>	MDOT MVA returned an unknown error code: N COMPANY RECORD	
A***3197	<input type="button" value="Show"/>	MDOT MVA returned an unknown error code: N COMPANY RECORD	

Search – Subscribers can search using either the driver's name or license number. The Search results are displayed in the format below, in the **Add/Manage Drivers** tab to allow management of driver monitoring.

HOME

ADD/MANAGE DRIVERS

VIEW RECORDS BY DATE

You are currently viewing company code: **491L**

Records per page:

25


Full Name may not be available until MDOT MVA provides a name for the driver.

Customer Id	Full Name *	Enrollment Anniversary	Date of Birth	CDL	Enrollment Status	Annual Records	
C***65942	<input type="button" value="Show"/>	11/04	12/1995	Yes	Addition in progress	No	
H***55121	<input type="button" value="Show"/>	11/04	02/1981	Yes	Addition in progress	No	
A***00004	<input type="button" value="Show"/>	02/08	04/1983	Yes	Deletion in progress	Yes	No Recent Records
A***78290	<input type="button" value="Show"/>	02/08	04/1983	Yes	Active	Yes	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
A***61851	<input type="button" value="Show"/>	03/29	11/1986	No	Active	Yes	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Subscribers can export results into Excel or CSV formats and print them from this page. All Personal Identifiable Information (PII) is protected from user view unless the user selects to display it by clicking on the **Show** button.

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HOME

ADD/MANAGE DRIVERS

VIEW RECORDS BY DATE

Search

You are currently viewing company code: 001A

Change

Your driver record results are available:

You have received:

- 60 errors

These errors require your attention or review:

Notes:

- Resolving a specific error hides its own Resolve button temporarily. Until a new set of initial errors are returned by MDOT MVA, the Resolve button will reappear whenever you refresh or revisit this page.
- Except for 'This driver's license number could not be found;', no harm is done if you accidentally resolve an error more than once. It will simply update the first attempt.
- Resolving 'This driver's license number could not be found;' more than once will cause multiple drivers being submitted to MDOT MVA. If you make a mistake resolving this error you will need to go the ADD/MANAGE DRIVERS tab, find the new Customer Id, and press Cancel addition on the driver.

Information

[User Guide](#)
[MDOT MVA Codes](#)
[FAQ](#)
[MDOT MVA Privacy Policy](#)

Account Information

[Manage your users and delivery notifications.](#)

Your Company Accounts

Account Number:

Company Code:

Record Update Type:

Delivery Frequency:

001A

Full Record Updates

Alerted Daily

Company Code:

Record Update Type:

Delivery Frequency:

001B

Full Record Updates

Alerted Daily

Company Code: 001C

Customer Id	Submission Type	Description	Notes or Resolution
A***89012	Show	MDOT MVA returned an unknown error code: N COMPANY RECORD	
A***31197	Show	MDOT MVA returned an unknown error code: N COMPANY RECORD	

Driver Record Results

The most recent Driver Record Monitoring results are noted in the top section of the Home page. The system displays a summary of errors received, initial driver records provided, and partial and/or complete record updates.

Errors: The system may have encountered errors processing one or more of the records in your monitored driver list. If so, the interface will display the number of errors as a hyperlink for easy access to review them. To view the error, click the **Errors** hyperlink, and the system will navigate to the errors generated from the latest records processed.

These errors require your attention or review:

Notes:

- Resolving a specific error hides its own Resolve button temporarily. Until a new set of initial errors are returned by MDOT MVA, the Resolve button will reappear whenever you refresh or revisit this page.
- Except for 'This driver's license number could not be found;', no harm is done if you accidentally resolve an error more than once. It will simply update the first attempt.
- Resolving 'This driver's license number could not be found;' more than once will cause multiple drivers being submitted to MDOT MVA. If you make a mistake resolving this error you will need to go the ADD/MANAGE DRIVERS tab, find the new Customer Id, and press Cancel addition on the driver.

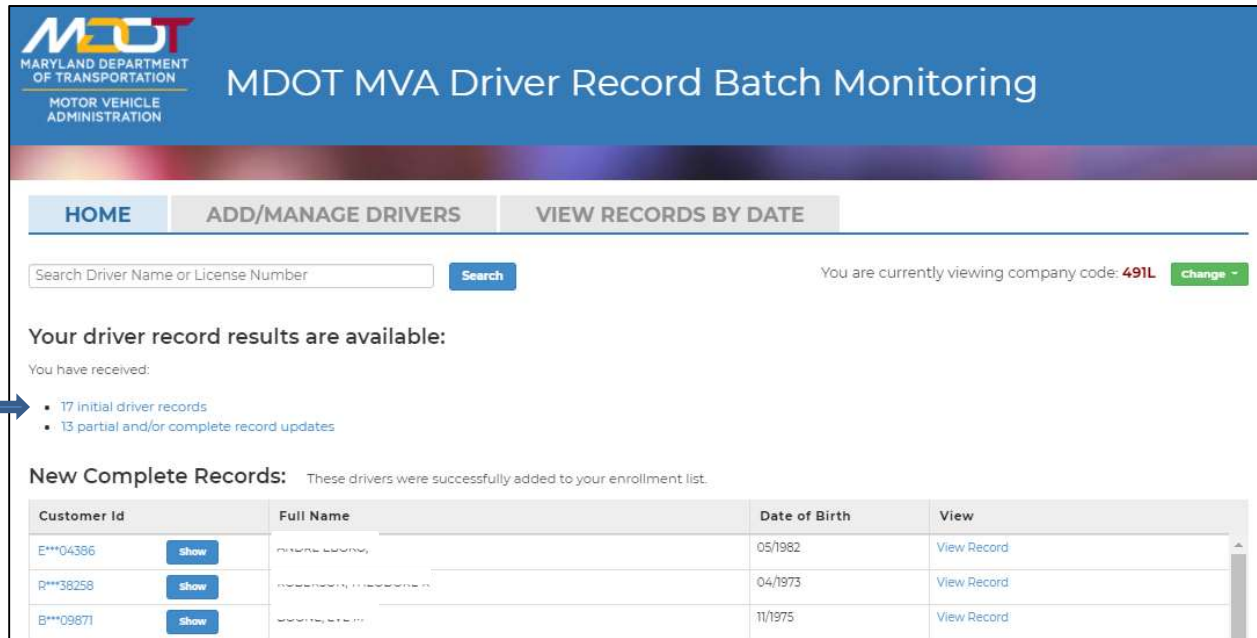
Customer Id	Submission Type	Description	Notes or Resolution
A***89012	Show	MDOT MVA returned an unknown error code: N COMPANY RECORD	
A***31197	Show	MDOT MVA returned an unknown error code: N COMPANY RECORD	
B***88422	Show	MDOT MVA returned an unknown error code: N COMPANY RECORD	

Errors may occur when submitting drivers for monitoring. Please review the Description section to understand why errors are returned. Tyler Maryland (NICUSA, LLC) also provides Notes or Resolution(s) to explain appropriate actions to resolve the errors presented.

If you need assistance with an error you received, please get in touch with the Tyler Maryland (NICUSA, LLC) Help Desk at mdhelp@tylertech.com or (888) 9MD-EGOV and explain the nature of the problem. The support staff will request information from you and work with you to resolve the issue.

Retrieving New Complete Records:

When a driver is initially enrolled in the monitoring program, you will receive an initial complete record for the newly enrolled driver. These records are separated for ease of access and review. To access the initial driver records, click on the **initial driver records** link, and the interface will navigate to a list of new complete records available for review.



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MDOT MVA Driver Record Batch Monitoring

HOME | **ADD/MANAGE DRIVERS** | **VIEW RECORDS BY DATE**

Search Driver Name or License Number

You are currently viewing company code: **491L**

Your driver record results are available:

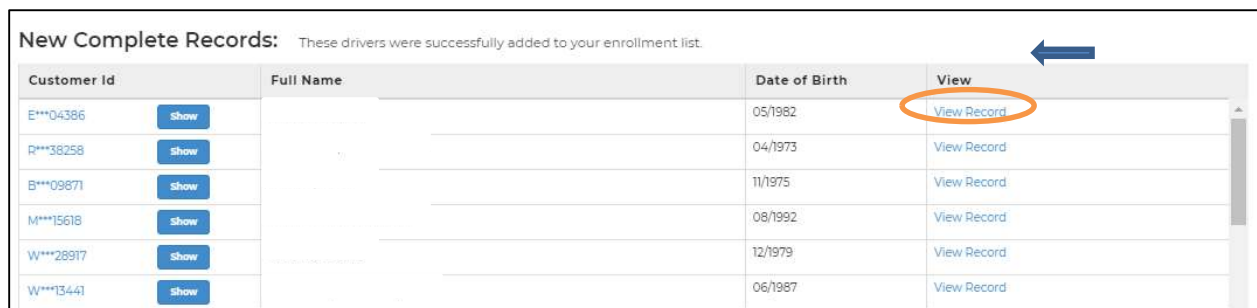
You have received:

- 17 initial driver records
- 13 partial and/or complete record updates

New Complete Records: These drivers were successfully added to your enrollment list.

Customer Id	Full Name	Date of Birth	View
E***04386	[REDACTED]	05/1982	View Record
R***38258	[REDACTED]	04/1973	View Record
B***09871	[REDACTED]	11/1975	View Record

The interface will display all initial driving records received. Clicking on the View Record hyperlink will open the record for review. Please note that PII information is safeguarded for security purposes.



New Complete Records: These drivers were successfully added to your enrollment list.

Customer Id	Full Name	Date of Birth	View
E***04386	[REDACTED]	05/1982	View Record
R***38258	[REDACTED]	04/1973	View Record
B***09871	[REDACTED]	11/1975	View Record
M***15618	[REDACTED]	08/1992	View Record
W***28917	[REDACTED]	12/1979	View Record
W***13441	[REDACTED]	06/1987	View Record

From this view, you may also Print the record if required.

Complete Record (36 Months)

Customer Id

Previous Customer Id

Customer Id Change Date

Full Name

Height

Weight

Race

Sex

Birthdate

Mailing Address:

Residential Address:

Current License Status: DRVLVD

Current CDL Status: DRVLVD

License Class

GLS Type

License Type

Duplicate

Document

Issued Date

Expiration Date

Endorsements

Restrictions

Special Restriction

CDLB

2

REN

0

REALID

6/28/2022

7/3/2030

PS

B

CDPA

2

NEW

0

NRID

11/7/2020

5/6/2021

MBP

Convictions and Administrative Records

Violation or Administrative Date

Conviction Date

Summary

Description

Category

D

P

e

t

i

a

n

n

i

t

s

Complete Record

Customer Id

Previous Customer Id

Customer Id Change Date

Full Name

Height

Weight

Race

Sex

Birthdate

Mailing Address:

Residential Address:

Current License Status: DRVLVD

Current CDL Status: DRVLVD

License Class

GLS Type

License Type

Duplicate

Document

Issued Date

Expiration Date

Endorsements

Restrictions

Special Restriction

CDLB

2

COR

1

3/2/2022

3/31/2025

PSX

Convictions and Administrative Records

Violation or Administrative Date

Conviction Date

Summary

Description

Points

3/2/2022

Returned Mail - Driver's License DL ISO Renewal Notice

3/3/2022

DLAD CARD RENEWAL NOTICE RETURN BY POSTAL AUTHORITY UNDELIVERED

6/19/2020

MEDICAL EXAMINER CERTIFICATE

8/19/2020

GLS

ADDRESS CHANGE

RECORD END TOTAL CURRENT POINTS 00

Print

Close

Retrieving Partial and Complete Record Updates:

When a new Customer ID is added to the monitoring program, the Customer ID Enrollment date will be considered the 'anniversary date' for that monitored driver. The MDOT MVA, upon receipt of the new Customer ID submitted for monitoring, will return a 3-year (or complete) driving record. Subsequently, on the enrollment anniversary date of each Customer ID, the Driver's License Number(s) being monitored will cause the generation of a 3-year driving record for those set to Yes to receive Annual Records.

Note: CDL driver records must have anniversary files for the MDOT MVA monitoring program. If you mistakenly add a CDL driver without the Annual Records option, the system will correct it, defaulting CDL drivers to trigger an Annual Record on their enrollment anniversary date.

Likewise, each night, the system inspects the monitored drivers. It provides results to the subscriber containing either change records for the monitored driver or complete records, depending on preferences established during enrollment. These results are sent daily, weekly, or monthly, depending on subscribers' preferences established during enrollment. Updates could include infractions, restrictions, PBJ notifications, or administrative actions. Those would be included in the Partial and Complete Records Updates categories.

Partial and complete record updates: You have also received updates for your current list of enrolled drivers.

Date Received	Record Description	View
10/23/2020	Initial PBJ Records File	View Drivers View All Records
10/23/2020	Error File	View Drivers View All Records
10/23/2020	Partial Records File	View Drivers View All Records
10/23/2020	PBJ Complete Records File	View Drivers View All Records
10/23/2020	Partial Records File	View Drivers View All Records

Clicking **View Drivers** for the specific record displays a summary level of all drivers within that update from the MDOT MVA.

Partial and complete record updates: You have also received updates for your current list of enrolled drivers.

Date Received	Record Description	View
11/03/2021	Partial Records File	View Drivers View All Records
11/03/2021	Partial Records File	View Drivers View All Records
11/03/2021	Partial Records File	View Drivers View All Records
11/03/2021	Partial Records File	Hide Drivers View All Records

Customer Id	Full Name	DOB	CDL
B***62615	Show	08/1982	No
B***79401	Show	05/1990	No
B***64037	Show	01/1968	No
B***85250	Show	03/1987	No
B***35686	Show	09/1978	No
B***41802	Show	10/1989	No
C***91802	Show	10/1985	No
C***89432	Show	06/1978	No

Clicking **View All Records** will open a subsequent screen with all appropriate information for that update. From this screen, you may Print the data if needed. If multiple records are present, click the Next or page number buttons to proceed through the review of the records. To return to the previous screen, click Close.

Complete Record (36 Months)

Customer Id	Previous Customer Id	Customer Id Change Date	Full Name	Height	Weight	Race	Sex	Birthdate
	*98-526		JAMES, AMBER J	5'4"	115	BLACK		11/17/77

Mailing Address:

HUNTINGTOWN MD 206399009

Residential Address:

Current License Status:

Current CDL Status:

License Class	GLS Type	License Type	Duplicate	Document	Issued Date	Expiration Date	Endorsements	Restrictions	Special Restriction
CDLB	2	REN	0	REALID	6/28/2022	7/3/2030	PS	B	
CDPA	2	NEW	0	NRID	11/7/2020	5/6/2021		MBP	

Convictions and Administrative Records

Violation or Administrative Date	Conviction Date	Summary	Description	Category	D	P
					e	o
					t	i
					a	n
					l	t
					s	s

Licensing Jurisdiction / Med Examiner License Number:

Registry Number:

Specialty:

FL/CH3189

6061957468

CH-CHIROPRACTOR

Phone:

(850) 888-6888

First Record

Previous

1

2

3

...

Next

Last Record

Record Number: 1 of 9

Print

Close

Managing Monitored Driver Enrollment

The DBM user interface consists of several activities to manage the monitored driver's license roster. All requests are processed overnight. To avoid processing, requests may be canceled until 6:00 PM ET.

- **Add New Driver:** Customer IDs submitted using the 'Add new driver' link will generate a driving record. The record will be returned to the subscriber the next business day.
- **Upload a Bulk List of Drivers:** Customer IDs submitted using a bulk method via spreadsheet. The records will be returned to the subscriber the next business day.
- **Edit Driver:** Used when converting a driver currently being monitored to be CDL or no longer be CDL or indicating whether you want anniversary records for a non-CDL driver.
- **Delete Driver:** Customer IDs deleted using the interface will be revised to a Pending Deletion status and removed from monitoring for that subscriber during an overnight process.
- **Cancel Submission:** Cancels an Add, Change, or Delete submission.

HOME

ADD/MANAGE DRIVERS

VIEW RECORDS BY DATE

Search Driver Name or License Number

Search

You are currently viewing company code: 491L

Change

Records per page: 25

Excel

CSV

Print

Add new driver

Upload list of drivers

* Full Name may not be available until MDOT MVA provides a name for the driver.

Customer Id		Full Name *	Enrollment Anniversary	Date of Birth	CDL	Enrollment Status	Annual Records	
C***65942	show		11/04	12/1995	Yes	Addition in progress	No	
H***55121	show		11/04	02/1981	Yes	Addition in progress	No	
A***00004	show		02/08	04/1983	Yes	Deletion in progress	Yes	No Recent Records
A***78290	show		02/08	04/1983	Yes	Active	Yes	<div>Edit</div> <div>Remove</div> <div>No Recent Records</div>
A***61851	show		03/29	11/1986	No	Active	Yes	<div>Edit</div> <div>Remove</div> <div>No Recent Records</div>

Adding a New Driver

Clicking on the ‘Add new driver’ button gives the user the necessary fields to populate to add a driver to the monitoring program. Once the user enters the Customer ID and the driver’s Date of Birth, selects the Yes/No option from the CDL, and decides whether to trigger an anniversary file, they will choose the Save option to add the driver for monitoring.

Note: CDL driver records must have anniversary files for the MDOT MVA monitoring program. If you mistakenly add a CDL driver without the Annual Records option, the system will correct it, defaulting CDL drivers to trigger an Annual Record on their enrollment anniversary date. The driver's status will then appear as ‘Pending Addition’ until the overnight process runs, and they are added to the monitoring program. If a mistake is made in data entry or the subscribers change their minds about monitoring the driver, ‘Cancel addition’ can be clicked to cancel the driver's submission for monitoring.

MDOT

MARYLAND DEPARTMENT OF TRANSPORTATION

MOTOR VEHICLE ADMINISTRATION

MDOT MVA Driver Record Batch Monitoring

HOME

ADD/MANAGE DRIVERS

VIEW RECORDS BY DATE

Search Driver Name or License Number

Search

You are currently viewing company code: 491L

Change

Records per page: 25

Excel CSV Print

Add new driver

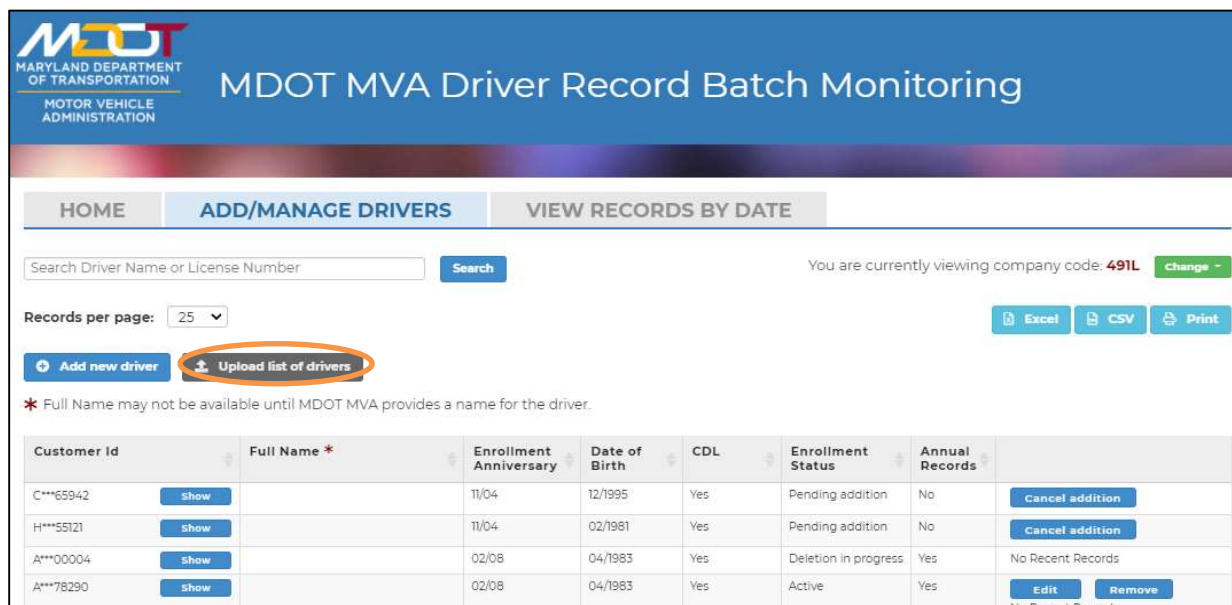
Upload list of drivers

* Full Name may not be available until MDOT MVA provides a name for the driver.

Customer Id	Full Name *	Enrollment Anniversary	Date of Birth	CDL	Enrollment Status	Annual Records	
Enter License Number		11/09	mm/dd/yyyy	No		Yes	Save Cancel

Upload a Bulk List of Drivers

Subscribers can upload the driver's data via spreadsheet when adding a large number of drivers for monitoring, whether initial enrollment or subsequent larger quantities of drivers. Navigate to the **Add/Manage Drivers** tab and click on **Upload list of drivers**.



MDOT MVA Driver Record Batch Monitoring

HOME ADD/MANAGE DRIVERS VIEW RECORDS BY DATE

Search Driver Name or License Number Search

You are currently viewing company code: 491L [change](#)

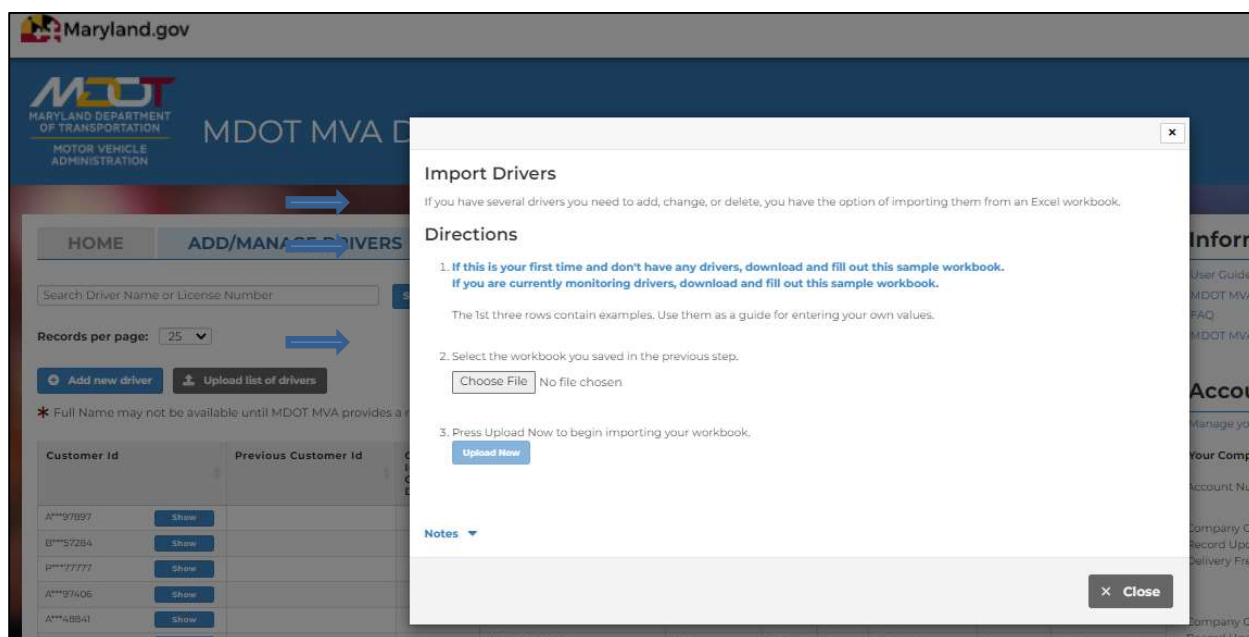
Records per page: 25 [Excel](#) [CSV](#) [Print](#)

[Add new driver](#) [Upload list of drivers](#)

* Full Name may not be available until MDOT MVA provides a name for the driver.

Customer Id	Full Name *	Enrollment Anniversary	Date of Birth	CDL	Enrollment Status	Annual Records	
C**65942	Show	11/04	12/1995	Yes	Pending addition	No	Cancel addition
H**55121	Show	11/04	02/1981	Yes	Pending addition	No	Cancel addition
A**00004	Show	02/08	04/1983	Yes	Deletion in progress	Yes	No Recent Records
A**78290	Show	02/08	04/1983	Yes	Active	Yes	Edit Remove

The below screen will pop up and allow the user to (1) Download the workbook, formatted as needed for upload, (2) Choose a File already formatted and ready for upload, or (3) **Upload Now** to process the file for enrolling drivers for monitoring.



Import Drivers

If you have several drivers you need to add, change, or delete, you have the option of importing them from an Excel workbook.

Directions

1. If this is your first time and don't have any drivers, download and fill out this sample workbook. If you are currently monitoring drivers, download and fill out this sample workbook. The 1st three rows contain examples. Use them as a guide for entering your own values.
2. Select the workbook you saved in the previous step. [Choose File](#) No file chosen.
3. Press Upload Now to begin importing your workbook. [Upload Now](#)

Notes

[Close](#)

Editing Driver Information

Per MDOT MVA policy, the only fields that can be modified for an actively monitored driver are the CDL indicator and Annual Records. To do so, use the Search function at the top of the page to search for the driver's license that needs updating, enter the Customer ID, and select Search.

The screenshot shows the MDOT MVA Driver Record Batch Monitoring interface. The header includes the MDOT logo and the title "MDOT MVA Driver Record Batch Monitoring". The navigation bar has three tabs: "HOME", "ADD/MANAGE DRIVERS", and "VIEW RECORDS BY DATE". Below the navigation bar, there is a search bar with the placeholder text "Search Driver Name or License Number" and a "Search" button. To the right of the search bar, it says "You are currently viewing company code:" followed by a "Change" button. Below the search bar, there is a "Records per page:" dropdown set to "25" and buttons for "Excel", "CSV", and "Print". There is also an "Add new driver" button. A message states: "* Full Name may not be available until MDOT MVA provides a name for the driver." Below this message is a table with the following columns: Customer Id, Full Name *, Enrollment Anniversary, Date of Birth, CDL, Enrollment Status, Annual Records, and two action buttons (Save and Cancel). The table contains one row with the following data: Customer Id: A***11111, Full Name: (empty), Enrollment Anniversary: 01/29, Date of Birth: (empty), CDL: No (selected), Enrollment Status: Active, Annual Records: Yes (selected). The "Save" and "Cancel" buttons are visible at the end of the row.

Customer Id	Full Name *	Enrollment Anniversary	Date of Birth	CDL	Enrollment Status	Annual Records		
A***11111		01/29		No	Active	Yes	Save	Cancel

The search results are displayed to the subscriber, as shown in the screenshot below. To edit the driver information, the user will click on Edit.

The screenshot shows the MDOT MVA Driver Record Batch Monitoring interface. The header includes the MDOT logo and the title "MDOT MVA Driver Record Batch Monitoring". The navigation bar has three tabs: "HOME", "ADD/MANAGE DRIVERS", and "VIEW RECORDS BY DATE". Below the navigation bar, there is a search bar with the placeholder text "Search Driver Name or License Number" and a "Search" button. To the right of the search bar, it says "You are currently viewing company code:" followed by a "Change" button. Below the search bar, there is a "Records per page:" dropdown set to "25" and buttons for "Excel", "CSV", and "Print". There is also an "Add new driver" button. A message states: "* Full Name may not be available until MDOT MVA provides a name for the driver." Below this message is a table with the following columns: Customer Id, Full Name *, Enrollment Anniversary, Date of Birth, CDL, Enrollment Status, Annual Records, and two action buttons (Save and Cancel). The table contains one row with the following data: Customer Id: A***00004, Full Name: (empty), Enrollment Anniversary: 02/08, Date of Birth: (empty), CDL: Yes (selected), Enrollment Status: Active, Annual Records: Yes (selected). The "Save" button is highlighted with a red circle.

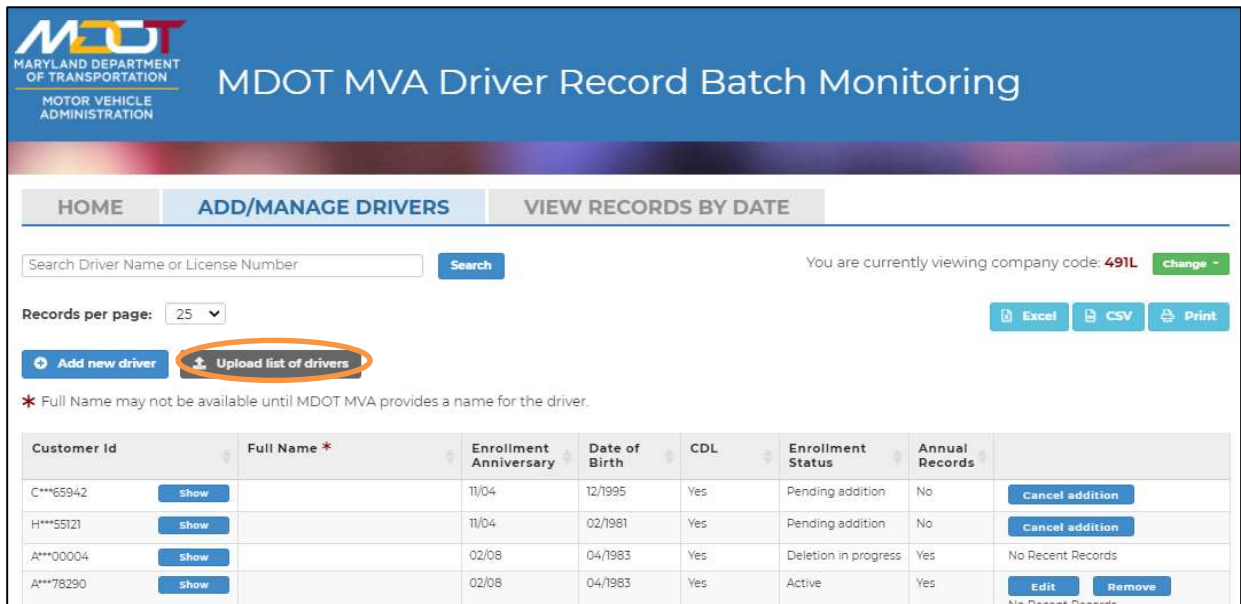
Customer Id	Full Name *	Enrollment Anniversary	Date of Birth	CDL	Enrollment Status	Annual Records		
A***00004		02/08		Yes	Active	Yes	Save	Cancel

Select the CDL No option to revise the information and then Save the record. The revision is processed overnight for future record monitoring.

Note: CDL driver records must have anniversary files for the MDOT MVA monitoring program. If you mistakenly add a CDL driver without the Annual Records option, the system will correct it, defaulting CDL drivers to trigger an Annual Record on their enrollment anniversary date.

Editing Driver Information in Bulk

When the need arises to edit a sizable number of drivers in bulk, the driver edits can be uploaded via spreadsheet. Navigate to the **Add/Manage Drivers** tab and click on **Upload list of drivers**.



MDOT MVA Driver Record Batch Monitoring

HOME ADD/MANAGE DRIVERS VIEW RECORDS BY DATE

Search Driver Name or License Number Search

You are currently viewing company code: 491L [Change](#)

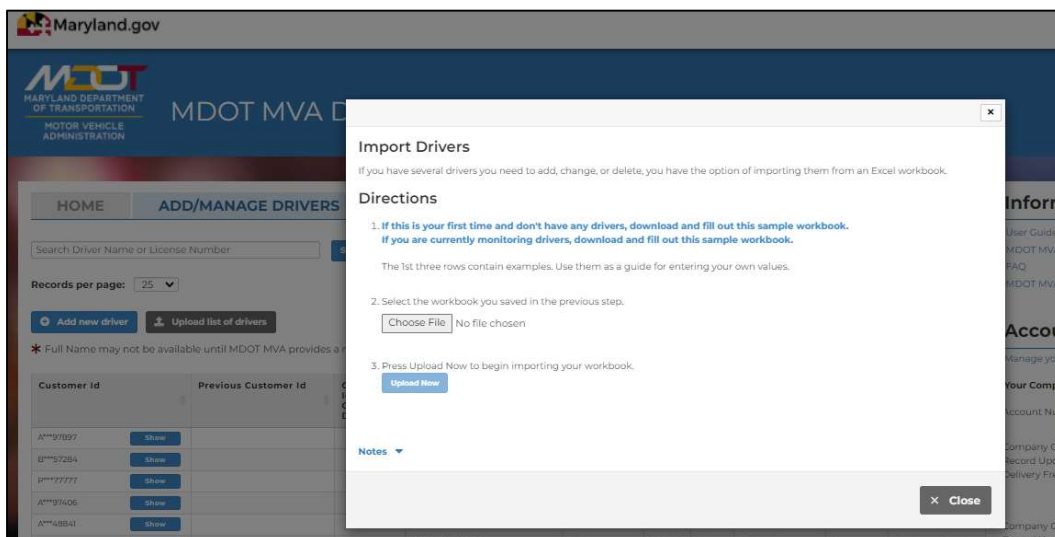
Records per page: 25

[Add new driver](#) [Upload list of drivers](#)

* Full Name may not be available until MDOT MVA provides a name for the driver.

Customer Id	Full Name *	Enrollment Anniversary	Date of Birth	CDL	Enrollment Status	Annual Records	
C**65942	Show	11/04	12/1995	Yes	Pending addition	No	Cancel addition
H**55121	Show	11/04	02/1981	Yes	Pending addition	No	Cancel addition
A**00004	Show	02/08	04/1983	Yes	Deletion in progress	Yes	No Recent Records
A**78290	Show	02/08	04/1983	Yes	Active	Yes	Edit Remove

The below screen will pop up and allow the user to (1) Download the workbook, formatted as needed for upload, (2) Choose a File already formatted and ready for upload, or (3) **Upload Now** to process the file for edits to drivers already enrolled for monitoring.



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MDOT MVA Driver Record Batch Monitoring

HOME ADD/MANAGE DRIVERS

Search Driver Name or License Number Search

Records per page: 25

[Add new driver](#) [Upload list of drivers](#)

* Full Name may not be available until MDOT MVA provides a name for the driver.

Import Drivers

If you have several drivers you need to add, change, or delete, you have the option of importing them from an Excel workbook.

Directions

1. If this is your first time and don't have any drivers, download and fill out this sample workbook.
If you are currently monitoring drivers, download and fill out this sample workbook.
The 1st three rows contain examples. Use them as a guide for entering your own values.
2. Select the workbook you saved in the previous step.
[Choose File](#) No file chosen
3. Press Upload Now to begin importing your workbook.
[Upload Now](#)

Notes

[Close](#)

Removing a Monitored Driver

When monitoring is no longer required for a driver, the subscriber will need to Edit the driver to remove it from monitoring. Use the Search function at the top of the page to search for the driver's license you need to modify, enter the Customer ID, and hit Search.

The screenshot shows the 'ADD/MANAGE DRIVERS' tab selected. At the top, there is a search bar with the text 'Search Driver Name or License Number' and a blue 'Search' button circled in orange. To the right of the search bar, it says 'You are currently viewing company code: 491L' with a 'Change' button. Below the search bar, there is a 'Records per page' dropdown set to '15' and buttons for 'Excel', 'CSV', and 'Print'. A blue button labeled 'Add new driver' is also present. A red asterisk warning message states: '* Full Name may not be available until MDOT MVA provides a name for the driver.' Below this is a table with the following columns: Customer Id, Full Name *, Enrollment Anniversary, Date of Birth, CDL, Enrollment Status, Annual Records, and actions. The first row shows Customer Id 'A***00004' with a 'Show' button. The 'Enrollment Anniversary' is '02/08', 'Date of Birth' is '04/1983', 'CDL' is 'Yes', 'Enrollment Status' is 'Active', and 'Annual Records' is 'Yes'. At the end of the row are 'Edit' and 'Remove' buttons. Below the table, it says 'No Recent Records'.

Customer Id	Full Name *	Enrollment Anniversary	Date of Birth	CDL	Enrollment Status	Annual Records	
A***00004		02/08	04/1983	Yes	Active	Yes	Edit Remove

No Recent Records

The results for the Customer ID search are displayed, as illustrated in the screen below. To remove the driver from monitoring, click the Remove button.

This screenshot is similar to the previous one, but the 'Remove' button in the table is circled in orange. The 'Records per page' dropdown is now set to '25'. The 'Edit' and 'Remove' buttons are still present at the end of the row.

Customer Id	Full Name *	Enrollment Anniversary	Date of Birth	CDL	Enrollment Status	Annual Records	
A***00004		02/08	04/1983	Yes	Active	Yes	Edit Remove

No Recent Records

The driver's status will change to Pending deletion, and it will remain in the Add/Manage Drivers tab until processed overnight. Once the driver is deleted, it will not display in the monitoring interface.

This screenshot shows the driver's status has changed to 'Pending deletion'. The 'Enrollment Status' column now displays 'Pending deletion' (circled in orange). The 'Remove' button has been replaced by a 'Cancel deletion' button. The 'Records per page' dropdown is still set to '25'.

Customer Id	Full Name *	Enrollment Anniversary	Date of Birth	CDL	Enrollment Status	Annual Records	
A***00004		02/08	04/1983	Yes	Pending deletion	Yes	Cancel deletion

No Recent Records

Driver Enrollment Statuses

While overnight processing activities are pending for an enrolled driver, several statuses indicate actions being taken or statuses of monitored drivers. Below is a list of statuses, a description of those statuses, and, when applicable, the action that can be taken.

Driver Status	Description	Actions
Addition in Progress	The addition of a driver was sent to MDOT MVA for monitoring.	
Change in Progress	The change to driver information was sent to MDOT MVA for revision.	
Deletion in Progress	The deletion of the driver was sent to MDOT MVA for removal from monitoring.	
Pending change	The Driver CDL indicator was changed and submitted for processing the next business evening.	Cancel change
Pending Addition	The driver was added for monitoring and will be processed the following business evening.	Cancel addition
Pending Deletion	The driver was submitted for deletion from monitoring and will be processed the following business evening.	Cancel deletion
Active	Driver is actively being monitored in the MDOT MVA application.	Subscribers can remove or edit a driver in this status.

Retrieving A List of Monitored Drivers

The DBM web user interface includes a feature allowing the subscriber to retrieve a list of enrolled driver's license(s). Using the Add/Manage Drivers tab, the subscriber selects the option to view All Records per page and then selects the file type to download the list of drivers, whether Excel or CSV file.

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MVA Driver Record Batch Monitoring

HOME ADD/MANAGE DRIVERS VIEW RECORDS BY DATE

Search Driver Name or License Number Search

You are currently viewing company code: 444M Change


Records per page: All

Excel CSV Print

Add new driver

Retrieving Monitored Drivers by Date

The DBM web user interface also includes a feature the subscriber can utilize to view records for single days or by date range. Using the View Records by Date tab, the system will **bold** dates when the subscriber has received records. The subscriber can select the appropriate dates or click on 'View all dates,' expanding the screen below to list each day when various records were received.



MVA Driver Record Batch Monitoring

[HOME](#)[ADD/MANAGE DRIVERS](#)[VIEW RECORDS BY DATE](#)

You are currently viewing company code: **444M** [Change](#)

You have received records on the dates in bold. Select a date to view records for a single day or press 'View all dates' to list all records.
Per MVA policy, only the prior 30 calendar days are available.

October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	01	02	03	04	05
06	07	08	09	10	11	12

[View all dates](#)

Received Date	Description	View
10/23/2020	Initial Complete Records File	Drivers Records
10/23/2020	Initial Error File	Drivers Records
10/23/2020	Initial PBJ Records File	Drivers Records
10/23/2020	Error File	Drivers Records
10/23/2020	Partial Records File	Drivers Records
10/23/2020	PBJ Complete Records File	Drivers Records
10/23/2020	Partial Records File	Drivers Records

DBM References

A driver record contains driver record codes and abbreviations. Below are the codes and abbreviations, along with their explanation.

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

Driver Record Codes	DESCRIPTION
CONS	Consecutive
CONT	Continued
CONTR	Control
CONV	Conviction
COR	Corrected
CR	Credit
CSE	Child Support Enforcement
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	Date
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)

Driver Record Codes	DESCRIPTION
FRAUD	Fraudulent
FREQ	Frequency
FT	Feet/Failed Test
FTA	Failure to Appear
FTY	Failure to Yield
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	MDOT 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

Driver Record Codes	DESCRIPTION
MODI	Modified
MPH	Miles per Hour
MSP	Maryland State Police
MTR	Motor
MUT	Mutilated
MV	Motor Vehicle
MDOT 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

Driver Record Codes	DESCRIPTION
REL	Relative, Related
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
UN	Under

Driver Record Codes	DESCRIPTION
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

Accident Codes

Accident Codes	DESCRIPTION
X	Driver contributed to an accident
Y	Driver contributed to a fatal accident
(blank)	No accident

Driver License Type Codes

Driver License Type	Description
COR	Administrative Correction
DUP	Duplicate
NEW	New
PMTCRT	Permit Correction
REN	Renewal
TRNSFR	Transferring a professional license from one linked business to another.
UPGRAD	Upgrade from a permit to a full license.

Restriction Codes

Code	Restriction Meaning/Purpose
A	May not be used to purchase a firearm
B	Corrective Lenses
C	Special Brakes, Hand Control, or Others
C01	Hand Controls
C02	Left Foot Accelerator
C03	Pedal Extension
C04	Foot Controls
C05	Power Steering
C06	Power Brakes and Steering
C07	Steering Knob
C08	Direction Signals
C09	Outside Mirror Each Side (OMES)
C10	Bioptic Telescopic Lenses
C11	Chest Strap
C12	Tripin Steering Device
C13	Remote Functions
C14	Convex Mirrors
C15	Pedal Block
C16	Electronic Steering
C17	Electronic Steering Device
C18	Panoramic Mirror
C19	Right Lower Leg Prosthetic
D	Prosthetic Aid
E	No Manual Transmission Equipped CMV/Automatic Transmission
E01	Automatic Transmission
E02	No Manual Transmission Equipped CMV
F	Outside Mirror
G	Limited to Daylight Driving Only
H	Limited
H01	Employment Purposes Only
H02	Employer's Vehicle for Employment Only
H03	Employment Purposes Only – Child Support Enforcement
H04	Alcohol Prevention or Treatment Program (OAH)
H05	Employment and Educational Purposes (OAH)
H06	Obtaining Health Care Treatment
I	Limited
I01	Class A - Restricted to test purposes only (Examiners)
I02	Class A & B - Restricted to test purposes only (Examiners)
I03	Class M Testing purposes only
J	Driver Enforcement
J01	Educational Purposes Only
J02	Alcohol
J03	Ignition Interlock Device Required
J04	Ignition Interlock Device Required or Employer's Exemption
J05	Alcohol - Medical Advisory Board (DWS)

Code	Restriction Meaning/Purpose
J06	Employment & Educational Purposes Only (DWS)
J07	Ignition Interlock Device Required (DWS)
J08	Three-Wheeled Motorcycle
J09	Valid in Maryland Only
J10	Under 21 Alcohol Restricted
J11	Mandatory Restraints All Occupants
J12	Court Ordered Ignition Interlock
J13	RV and Motor Homes Only
J14	Court Ordered Alcohol
J15	3 Year Alcohol
J16	Vehicles 10,000 Lbs. or Less
J17	No P, S or H Endorsements
J18	Non-Commercial Class C Only
J19	Mandatory Ignition Interlock
J20	Drug
J21	Alcohol and Drug
J22	Requires Rehab Instructor Only
J23	Requires Driving Instructor Only
J24	No Highway/Interstate
J25	Driving Range 5 Miles
J26	Driving Range 10 Miles
J27	Driving Range 15 Miles
J28	Requires Rehab/Driving Instructor Only
J29	Ignition Interlock - Repeat Offender
J30	Nighttime Driving Requires Rehab/Driving Instructor
J31	Non-Commercial Class A Authorized
J32	Other
K	CDL Intrastate Only
L	No Air Brake Equipped CMV
M	No Class A Passenger Vehicle
N	No Class A or B Passenger Vehicle
O	No Tractor Trailer CMV
P	No Passengers in CMV Bus
R	Warning - ID Theft Victim - Verify ID
T	Limit Term Temporary
U	Not Acceptable for Federal Purposes
V	Medical Variance
W	Veteran
X	No Cargo in CMV Tank Vehicle
Z	Organ Donor, Hearing/Speech Impaired, or No Full Air Brake Equipped CMV
Z01	No Full Air Brake Equipped CMV
Z02	Hearing Impaired
Z03	Speech Impaired
Z04	Hearing and Speech Impaired

License Class Codes

License Class Code	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 Class C Provisional & Motorcycle
NCLM	Non-Commercial Class M
NCLMP	Non-Commercial 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

Race Description Codes

Race Code	Description
ASIAN	Asian
BLACK	Black/African American
ISLAND	Native Hawaiian or other Pacific Islander
MULTI	Multiracial
NATIVE	American Indian or Alaska Native
WHITE	White/Caucasian

Accident Codes

Code	Accident Descriptions
X	Driver contributed to an accident
Y	Driver contributed to a fatal accident
(blank)	No Accident

Endorsement Codes

Code	Endorsement Descriptions
H	Hazmat Endorsement Type
N	Tanker Endorsement Type
P	Passenger Endorsement Type
S	School Bus Endorsement Type
T	Doubles / Triples Endorsement Type
X	Hazmat / Tanker Endorsement Type

License Document Codes

Code	License Document Descriptions
REALID	Real ID
NRID	Non-Real ID
TEMP	Temporary License

License Status Codes

Code	License Status Descriptions (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 canceled, but this driver is eligible to re-apply
DRVCANNOT	Driving privilege or credential is canceled, 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	The driver is not eligible for this driving privilege. Check indicators for more information.
DRVRF5	Driver refused licensure
DRVRPD	This customer has been reported deceased
DRVrvk	Driving privilege or eligibility to apply is revoked.
DRVSUS	Driving privilege or eligibility to apply is suspended.
DRVVLD	License is valid
DRVVPV	The provisional license is valid.

Sex Status Codes

Code	Sex Descriptions
FEMALE	Female
MALE	Male
UNK	Unknown
UNSPEC	Unspecified

Suffix Codes

Code	Suffix Descriptions
1ST	1ST
2ND	2ND
3RD	3RD
4TH	4TH
5TH	5TH
6TH	6TH
7TH	7TH
8TH	8TH
9TH	9TH
DDS	DDS
ESQ	ESQ
II	II
III	III
IV	IV
IX	IX
JD	JD
JR	JR
MD	MD
PDH	PDH
SR	SR
V	V
Vi	Vi
VII	VII
VIII	VIII
VM	VM
X	X

Unit Type Codes

Code	Unit Type Descriptions
#	#
APT	APARTMENT
BLDG	BUILDING
BSMT	BASEMENT
DEPT	DEPARTMENT

Code	Unit Type Descriptions
FL	FLOOR
FRNT	FRONT
HNGR	HANGAR
LBBY	LOBBY
LOT	LOT
LOWR	LOWER
NUM	NUM
OFC	OFFICE
PH	PENTHOUSE
PIER	PIER
REAR	REAR
RM	ROOM
SIDE	SIDE
SLIP	SLIP
SPC	SPACE
STE	SUITE
STOP	STOP
TRLR	TRAILER
UNIT	UNIT
UPPR	UPPER

Conviction Category

Conviction Category	Conviction Description
AAD Administrative Action	
Accounts Receivable	
Admin Per Se	
Admin Per Se (Reporting)	
Administrative/Court Ordered Sanction	
Arrest Warrant	
CDL Medical Certificate	
Certificate	
Converted Information	
Converted Verdict	
Conviction	Convicted in Maryland
DWS Administrative Action	
Fatal	
Hazmat Application	
Hearing	
Juvenile Verdict	
Knowledge Exam	
Notice	
NRVC Report	
Other Information	
Out of State Conviction	Conviction out of state
Out of State Withdrawal	

Conviction Category	Conviction Description
Probation Before Judgement	
Returned Mail	
Restriction Management	
Sanction	
Sanction Reinstatement	
Sanction Stay	

Conviction Detail

Conviction Detail Value	Conviction Detail Descriptions
BAC	Blood alcohol content: e.g. 0.13 (4 chars) Relevant only to DUI-related violations
Speed	Posted Speed (3 chars) + Violation Speed (3 chars) e.g. 060069 (6 chars) Relevant only to speed-related violations
Underlying Violation	AAMVA Code Dictionary (ACD) Code, e.g. B20 (chars) Relevant to failure to appear/comply/pay violations

Conviction and Sanction Descriptions

MDOT MVA has a thorough list of legacy and newly implemented codes and descriptions for Convictions and Sanctions, which can be found at <https://egov.maryland.gov/mva/> under Resources.

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, 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.