MDOT MVA Driver Batch Monitoring (DBM) User Interface Guide

Version 1.5

NIC Maryland

in partnership with

the MDOT Maryland Motor Vehicle Administration

200 Westgate Circle, Suite 402

Annapolis, MD 21401

P: (410) 990-1090

F: (800) 861-0218

mdhelp@egov.com

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Contents

Maryland Driver Batch Monitoring (DBM) User Interface Guide 4

What's Changed? 4

Introduction 4

Application Overview 4

Program Guidelines 5

Driver Monitoring Submissions 5

Violation Codes 5

Charges and Billing 5

Anniversary Date for Monitored Drivers 6

DBM Program Support 6

Discontinuing Participation in the DBM Program 6

Getting Started 6

Establishing an account 6

Navigating the User Interface 7

Information 8

Account Information 8

DBM User Interface Home 9

Search 9

Driver Record Results 11

Managing Monitored Driver Enrollment 15

Adding a New Driver 16

Upload a Bulk list of Drivers 17

Editing Driver Information 18

Removing a Monitored Driver 19

Driver Enrollment Statuses 20

Retrieving A List of Monitored Drivers 20

Retrieving Monitored Drivers by Date 21

DBM References 22

Accident Codes 27

Driver License Type Codes 27

Restriction Codes 27

License Class Codes 29

Race Description Codes 29
Accident Codes 30
Endorsement Codes 30
License Document Codes 30
License Status Codes 30
Sex Status Codes 31
Suffix Codes 31
Unit Type Codes 31

Maryland Driver Batch Monitoring (DBM) User Interface Guide

What's Changed?

1. Updates to Driver Record Codes – See Page 19-27
2. Updates to License Class Codes
3. Updates to Race Codes
4. Updates to Restriction Codes
5. Updated to include Bulk Driver Additions
6. Revised DBM Code References

Introduction

The Driver Batch Monitoring (DBM) service, facilitated by NIC Maryland, 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). NIC Maryland 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 be approved 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.

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 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 and provides results back to the customer containing either updated records for the monitored driver records or the complete record, depending on preferences established during enrollment. The results files are sent daily, weekly, or monthly, depending on customer preferences established during enrollment.

Customers can submit an "Add/Change/Delete" request on weekdays. Customer IDs (Driver License Numbers, Maryland ID and/or FEIN) submitted with an "Add" indicator will return a complete driving record that will be produced overnight. Customer IDs submitted with a "Delete" indicator will be removed from monitoring for that customer.

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

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

Drivers will be processed Monday through Friday, nightly between the hours of 6:00 PM ET and 6:00 AM ET. Any actions sent after 6:00 PM ET will be processed the following business day. As with the existing MDOT MVA system, this system may be unavailable to process search requests during maintenance windows.

Maintenance Windows

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

- Nightly: 12:00am – 12:30 AM EST
- Sunday: 6:00am – 11:00 AM EST
- The second Saturday of every month from 11:00pm 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 will be available via the interface Monday through Friday after 7:00am ET. Only Maryland issued Customer IDs may be accessed via this application.

Violation Codes

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

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

Charges and Billing

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

Anniversary Date for Monitored Drivers

Effective May 21, 2019, 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. *For all Customer IDs enrolled prior to May 21, 2019, the company enrollment date into the MDOT MVA program will remain the anniversary date.*

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

DBM Program Support

To report a technical problem, error message, or billing inquiries, please call the NIC Maryland Help Desk at (888) 4MD-HELP, 410-990-1090 or mdhelp@egov.com and explain the nature of the problem. The support staff will request information from you and will work with you to resolve the issue.

Discontinuing Participation in the DBM Program

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

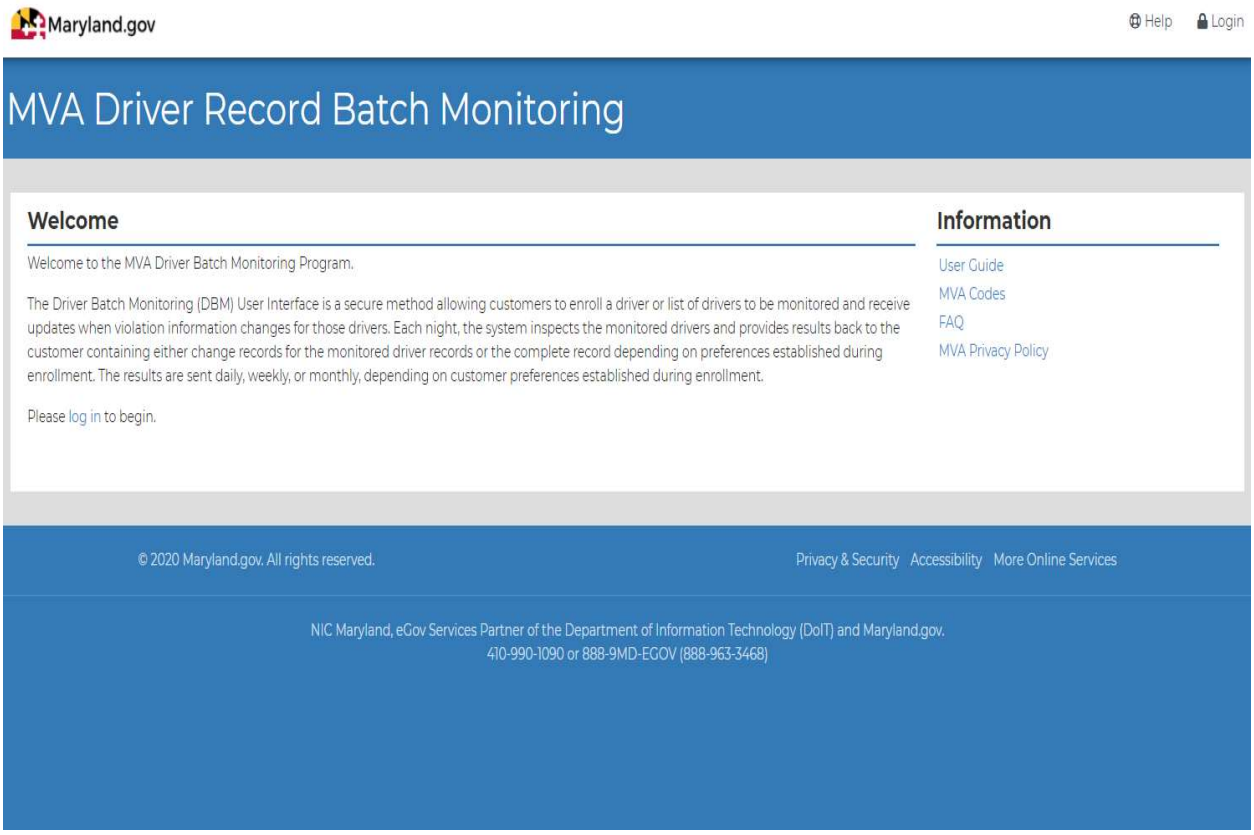
Getting Started

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. Once the account is approved by the MDOT MVA and the account credentials are established, you may login to the Driver Batch Monitoring User Interface via the following URL:

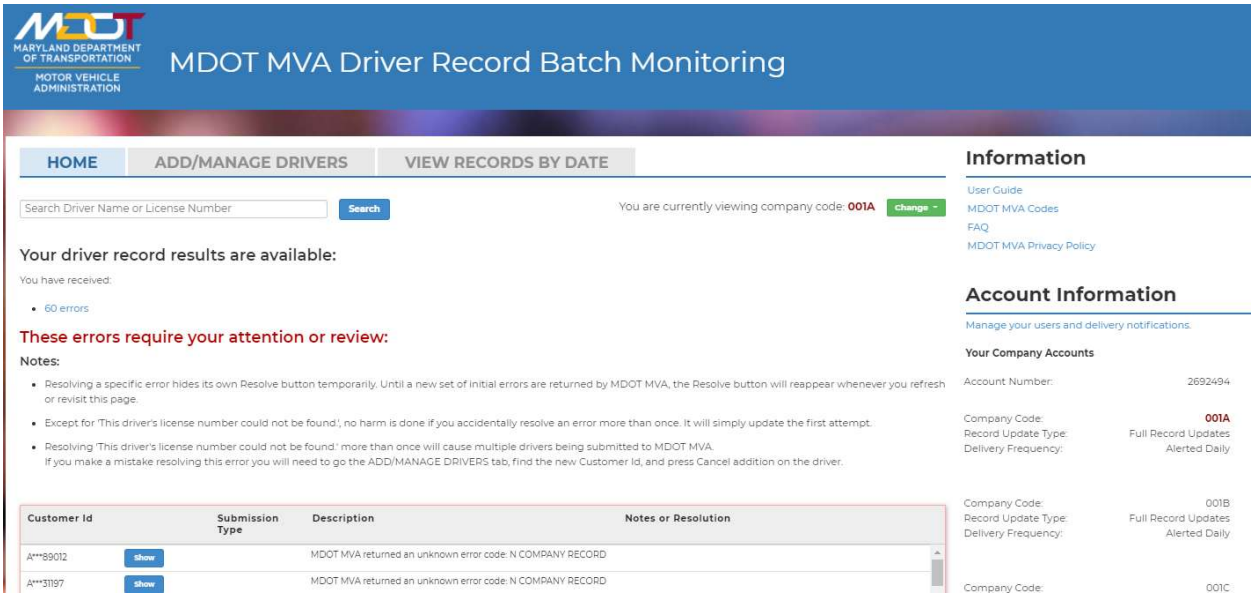
https://egov.maryland.gov/mva/dbm

Using your credentials, click on Login and proceed with entering 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.



Information

The *Information* section has some useful links to help guide the user through navigation and management of the Driver Batch Monitoring User Interface.

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 to a local device for reference.

MVA Codes will direct you to the MDOT MVA web page where all the relevant MVA codes, references in the record, are listed for reference. This includes Driver License Class Codes, Commercial Driver License Endorsements, Non-Commercial Driver License Class Codes and Restriction Codes.

FAQ are some Frequently Asked Questions about how to manage your list of monitored drivers.

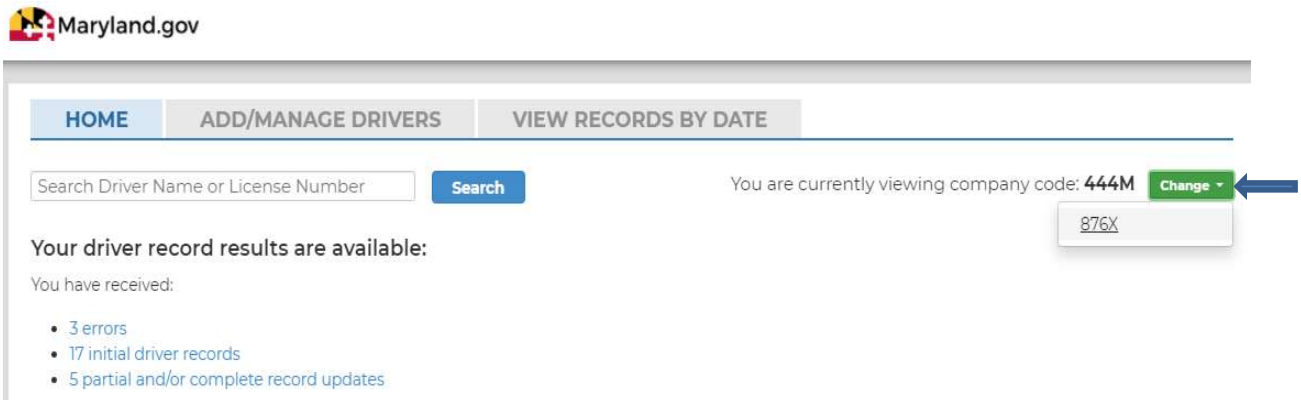
MVA Privacy Policy provides the document needed to make any changes to your DPPA reasons, primary account holders or other changes related to your account.

Account Information

When establishing an account, you are assigned an account number, a company code and select the frequency and type of records you will be receiving from MDOT MVA via the Driver Batch Monitoring application. Those attributes will be displayed to a user holding the Primary Role for the account.

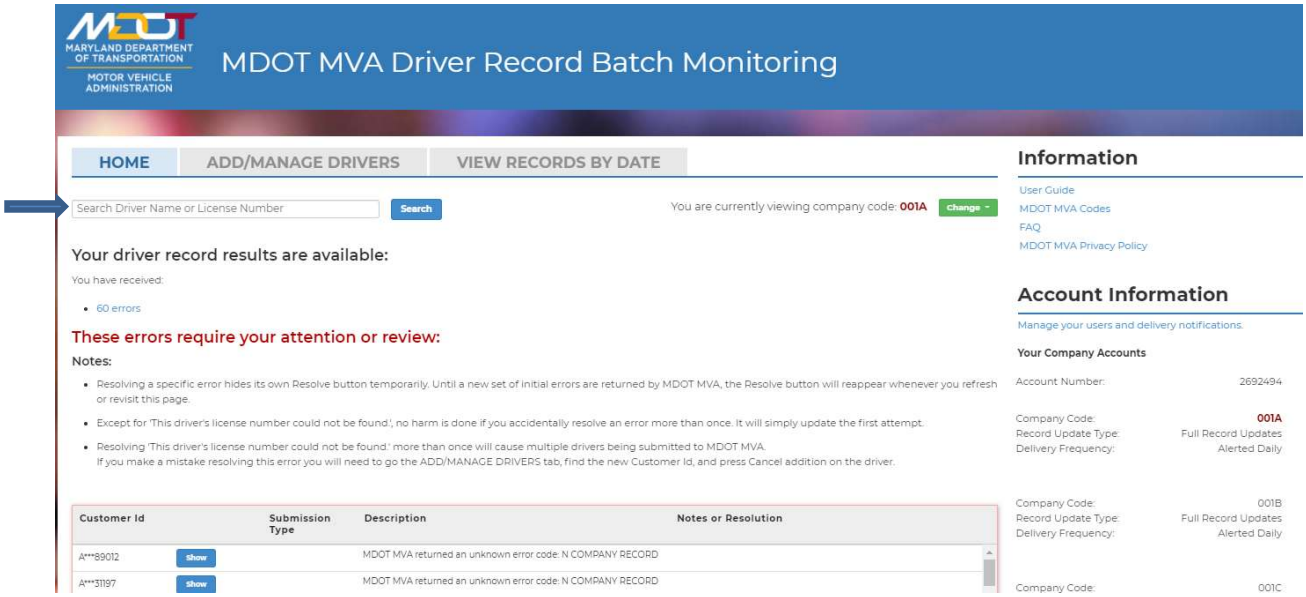
Should you need revisions to the record type, frequency of updates or delivery, please contact the NIC Maryland Help Desk at (888) 4MD-HELP, 410-990-1090 or mdhelp@egov.com and they will assist with coordinating the changes needed to your account and obtaining approvals from MDOT MVA.

If your primary role is associated with two different companies enrolled in the Driver Record Batch Monitoring program, the system will display the information associated with the current company being displayed. If you wish to view another company, simply click on the '**Change'** button, and select the company you wish to view.

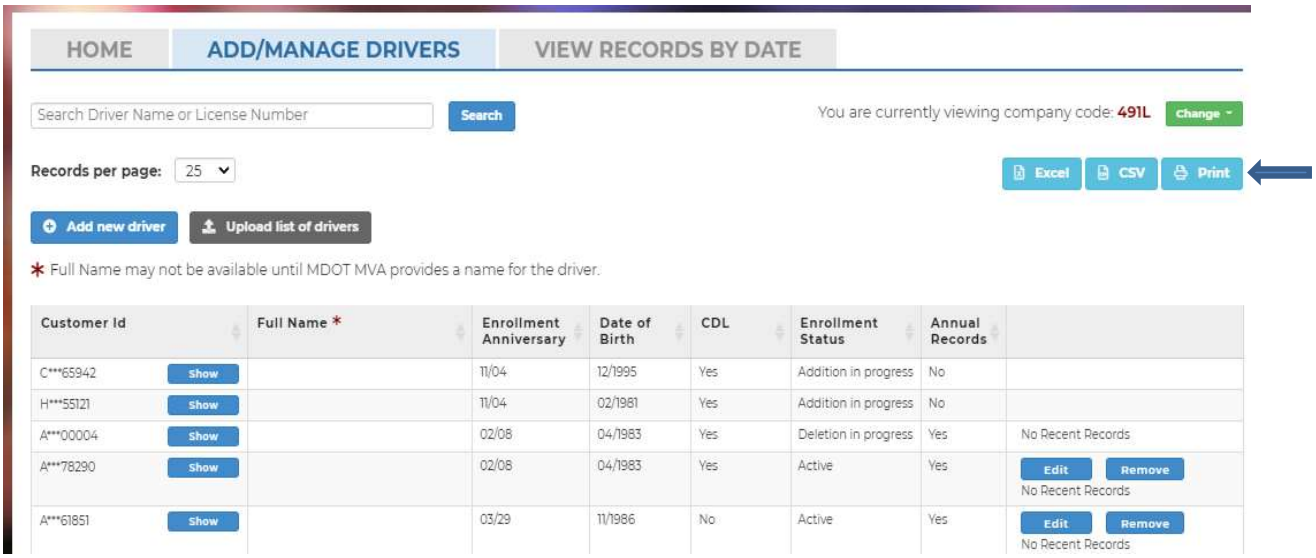


DBM User Interface Home

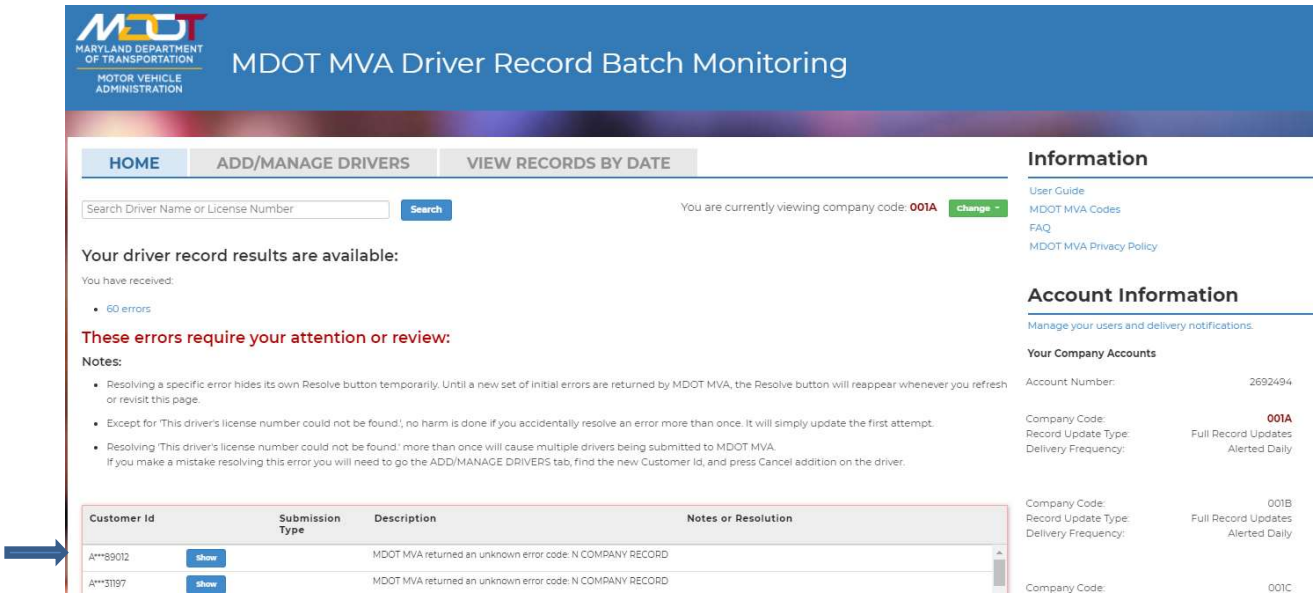
From the application Home page, you can manage several actions and view the most recent monitored driver records for your account.



Search – You can search with either the Driver 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.



Search results may be exported into Excel or CSV formats and may also be printed from this page. All Personal Identifiable Information (PII) is protected from user view unless the user selects to display the information by clicking on the **Show** button.



Driver Record Results

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

Errors: There may have been errors processing one of 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 reviewing these errors. To view the errors received, click on the ***Errors*** hyperlink and the system will take you to the errors received 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.

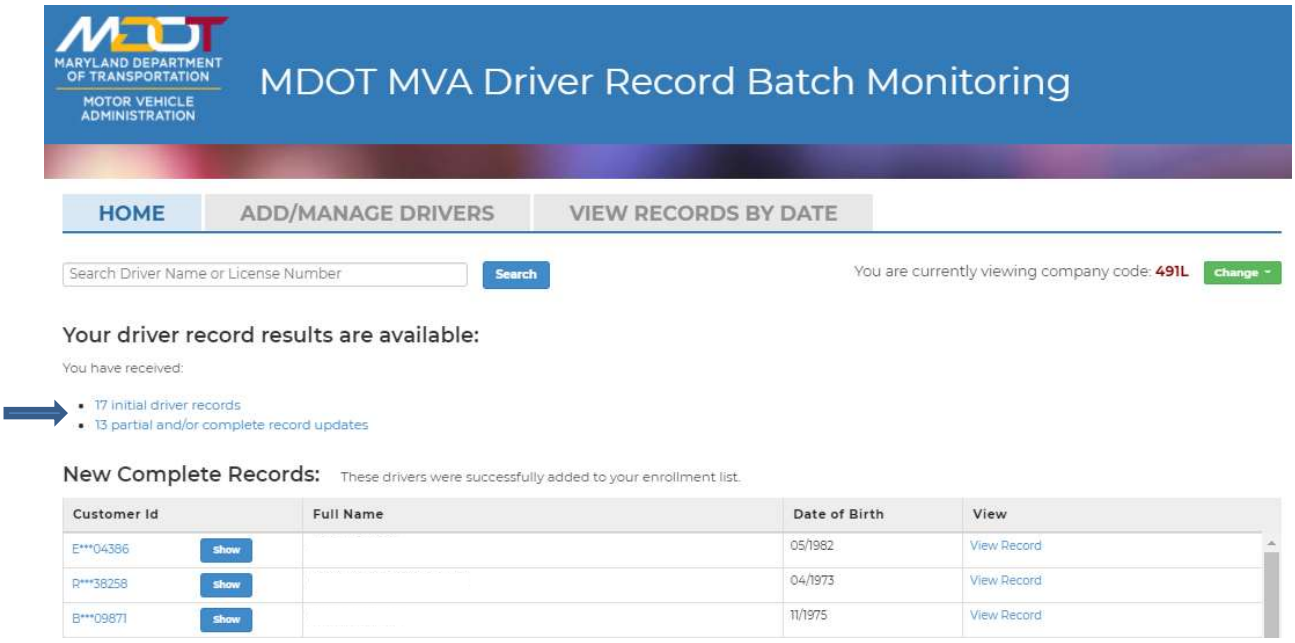
Customer Id		Submission Type	Description	Notes or Resolution
A***89012	Show		MDOT MVA returned an unknown error code: N COMPANY RECORD	
A***31197	Show		MDOT MVA returned an unknown error code: N COMPANY RECORD	
B***88422	Show		MDOT MVA returned an unknown error code: N COMPANY RECORD	

Errors may occur when submitting drivers for monitoring. To guide you through reasons the error was returned, please note the Description of the error provided. NIC Maryland also provides Notes or Resolution to explain appropriate actions to resolve the errors presented.

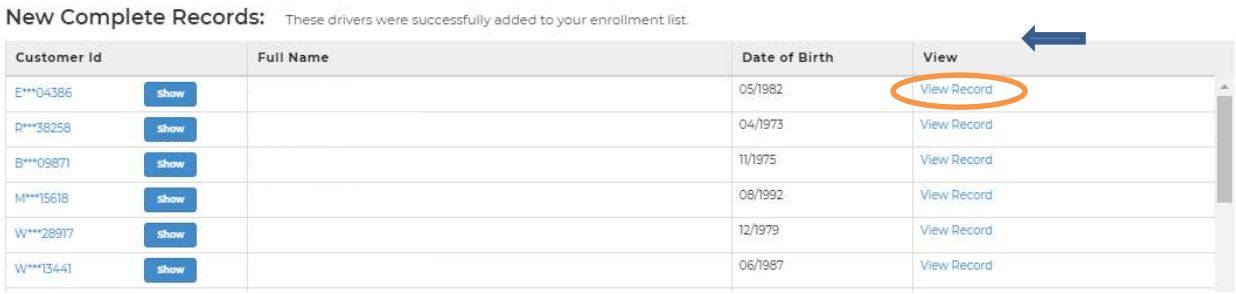
If you need assistance with an error received, please contact the NIC Maryland Help Desk at mdhelp@egov.com or (888) 9MD-EGOV and explain the nature of the problem. The support staff will request information from you and will work with you to resolve the issue.

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 direct you to a list of New Complete Records available for review.



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



Please note PII information is safe guarded for security purposes. From this view, you may also Print the record if required.

Complete Record

Customer Id	Full Name	Height	Weight	Race	Sex	Birthdate
		5-8	200	BLACK	MALE	

Residential Address:

Current License Status: DRVRVK
Current CDL Status: DRVRVK

License Class	GLS Type	License Type	Duplicate	Document	Issued Date	Expiration Date	Endorsements	Restrictions	Special Restriction
NCLC	0	DUP	2		10-17-2018	05-22-2024		J	J

Convictions and Administrative Records

Violation or Administrative Date	Conviction Date	Summary	Description	Points
3/2/2020	11/16/2020	3310LGK	DRIVE/ATTEMPT DR WHILE UNDER THE INF OF ALCOHOL/PER SE (MV)	12
3/18/2020			ADMIN PER SE .15 OR GREATER SUSPENSION STAYED	
8/27/2020		WEB	ADDRESS CHANGE	
10/1/2020			Admin Per Se .15 or Greater Suspension WITHDRAWN	
10/1/2020		3/18/2020	ADMIN PER SE .15 OR GREATER SUSPENSION STAY EXPIRED	
11/16/2020		18M	COURT IMPOSED-ALCOHOL RESTRICTION	
11/16/2020			COURT ORDERED ALCOHOL RESTRICTION ADDED	
11/25/2020			POINTS REVOCATION NOTICE - ALCOHOL	
12/10/2020		6 months	POINTS ACCUMULATION INVOLVING ALCOHOL REVOCATION	
12/24/2020			FAILURE TO OBTAIN MANDATORY INTERLOCK DEVICE SUSPENSION	
12/24/2020	12/24/2020		IGN INTERLOCK-NONCOMPLIANCE	
12/25/2020			Suspended After Hearing WITHDRAWN	
6/7/2021			DRIVER PRIVILEGE REINSTATEMENT APPLICATION ISSUED BY MVA	

RECORD END TOTAL CURRENT POINTS: 12

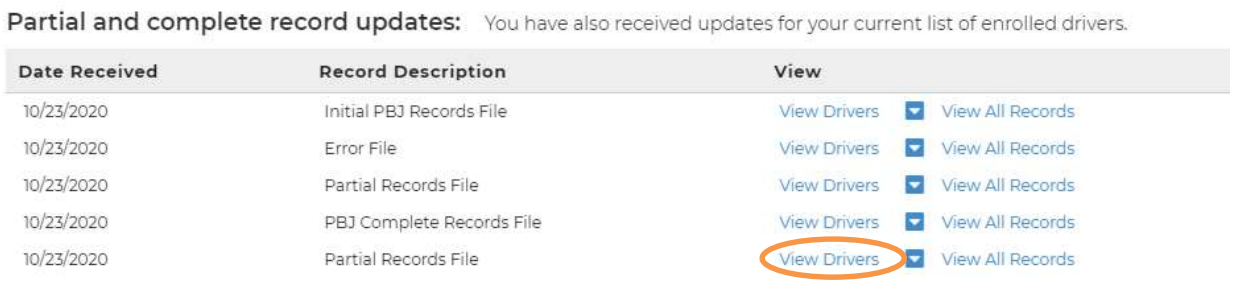
RECORD END TOTAL CURRENT POINTS 00

Print × Close

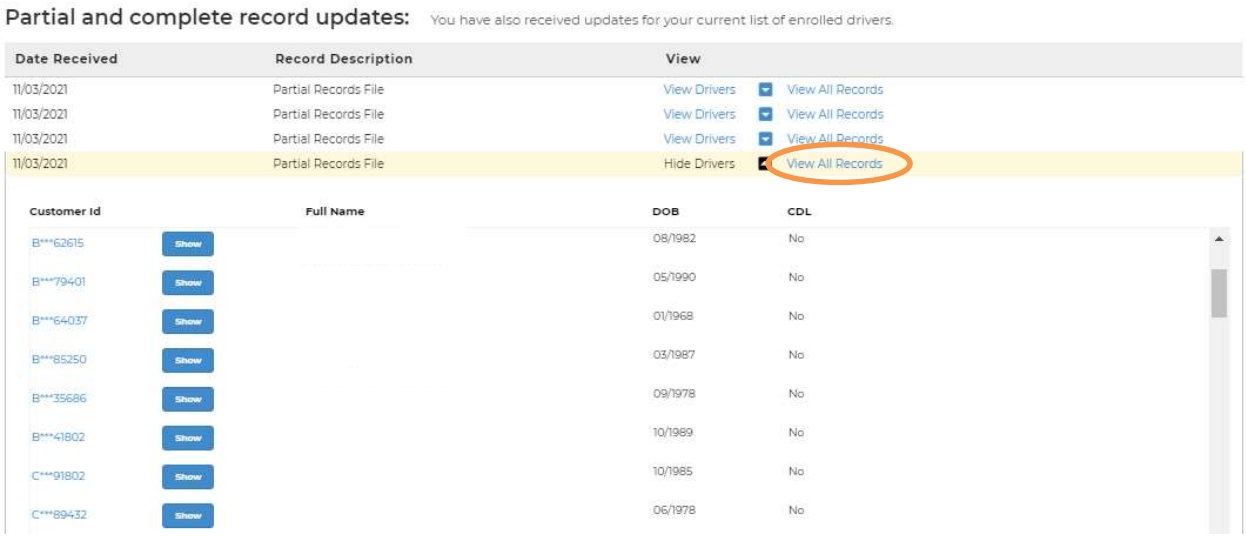
Retrieving Partial and Complete Record Updates:

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 Maryland Department of Transportation Motor Vehicle Administration (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 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 for you, defaulting CDL drivers to trigger an Annual Record on their enrollment anniversary date.

Likewise, each night the system inspects the monitored drivers and provides results back 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 notification or administrative actions. Those would be included in the Partial and Complete Records Updates categories.



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



Clicking on **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 there are multiple records present, click the **Next** or page number buttons to proceed through review of the records. To go back to the previous screen, click Close.

Complete Record

Customer Id	Full Name	Height	Weight	Race	Sex	Birthdate
		6-0	142	MULTI	MALE	

Residential Address: SILVER SPRING MD 209054023

Current License Status: DRVVLD

License Class	GLS Type	License Type	Duplicate	Document	Issued Date	Expiration Date	Endorsements	Restrictions	Special Restriction
NCLC	0	COR			10-07-2020	12-08-2023			J

Convictions and Administrative Records

Violation or Administrative Date	Conviction Date	Summary	Description	Points
1/24/2020	3/3/2020	0X70HYB	DRIVE MOTOR VEHICLE IN A NEGLIGENT MANNER(MV)	1
3/7/2020		MD23CR111615	LICENSEE SIGNED STATEMENT-NO LICENSE IN POSESSION	
3/7/2020		DLS	DLS	
10/7/2020			Violation of Interlock Program Suspension WITHDRAWN	
10/7/2020		MD23CC030720	NEW LIC/ID ISSUED - PREVIOUS LIC/ID RECEIVED AND DESTROYED	

RECORD END TOTAL CURRENT POINTS: 1

Licensing Jurisdiction / Med Examiner License Number:
Registry Number:
Specialty: R **Phone:**

First Record | Previous | 1 | 2 | 3 | ... | Next | Last Record

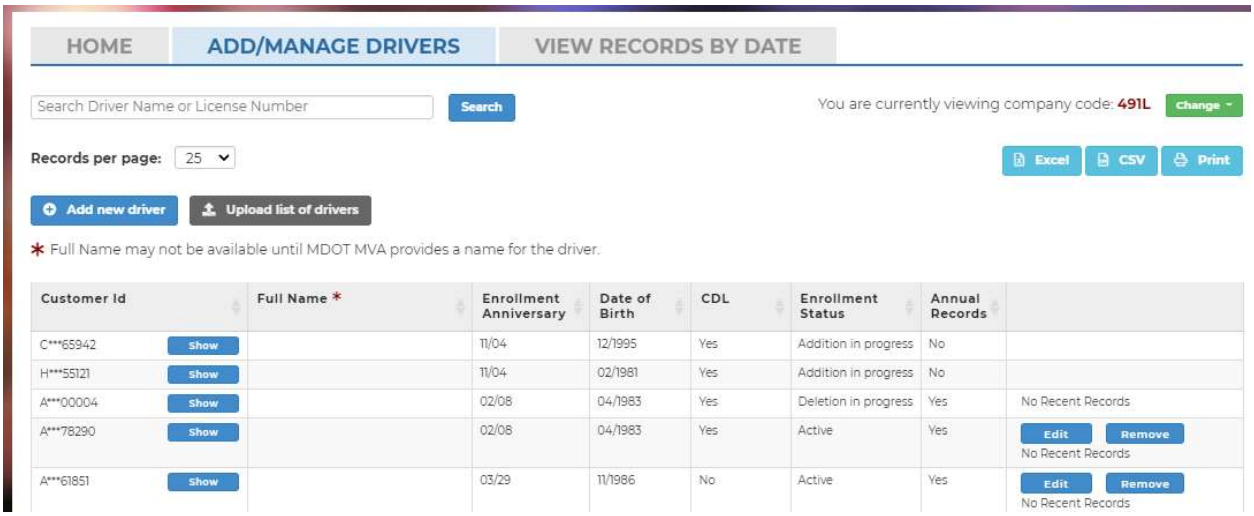
Print | Close

Record Number: 1 of 9

Managing Monitored Driver Enrollment

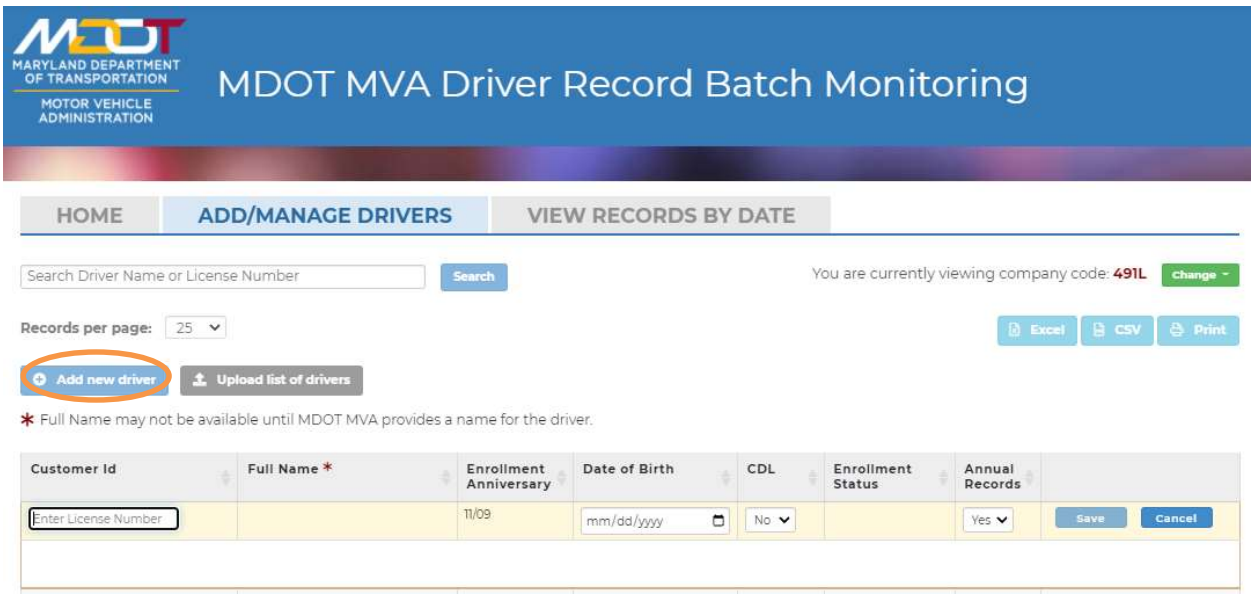
The DBM user interface consists of several activities which are used to manage the roster of monitored driver licenses. All activities are performed using an overnight process to process the requests. Requests may be cancelled until 6:00 PM ET to avoid processing.

- **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 you are currently monitoring to now be CDL or to no longer be CDL or when indicating whether you want Annual anniversary records for a non-CDL driver.
- **Delete Driver:** Customer IDs deleted using the interface will be revised to a Pending Deletion status and will be removed from monitoring for that subscriber during an overnight process.
- **Cancel Submission:** Cancels an Add, Change, or Delete submission.



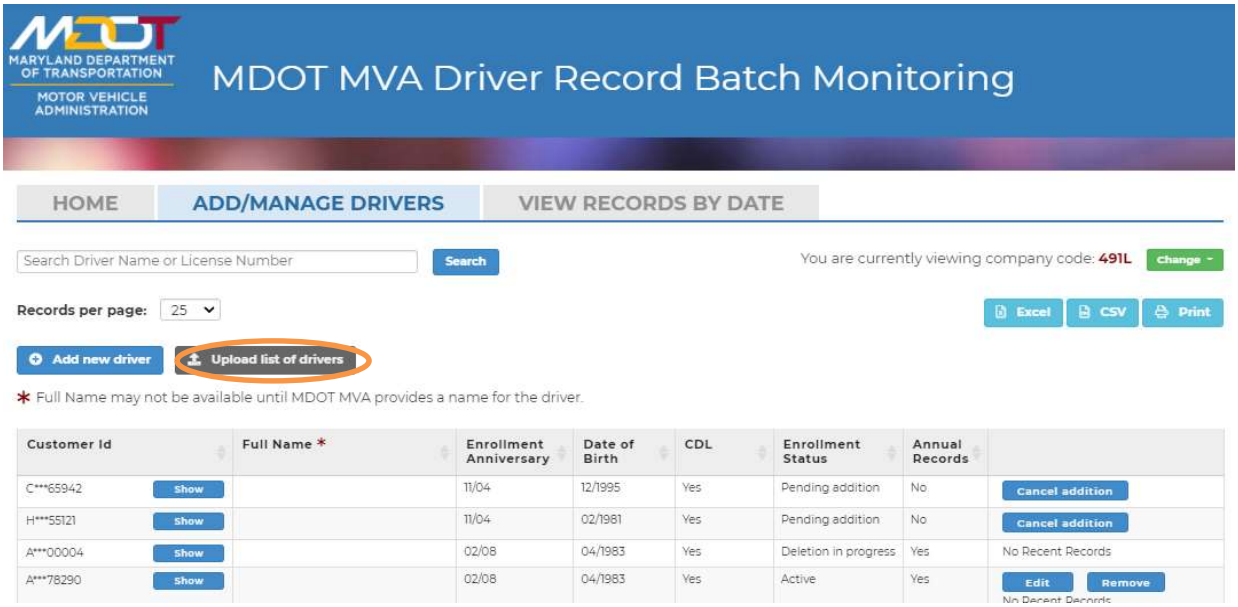
Adding a New Driver

Clicking on the 'Add new driver' button will present the user with the necessary fields to populate for adding a driver to the monitoring program. Once the user enters the Customer ID, driver's Date of Birth, indicates CDL Yes/No and whether to trigger an anniversary file they will press Save 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 for you, defaulting CDL drivers to trigger an Annual Record on their enrollment anniversary date. The status of the driver 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 changes their mind about monitoring the driver, 'Cancel addition' can be clicked on to cancel the submission of the driver for monitoring.

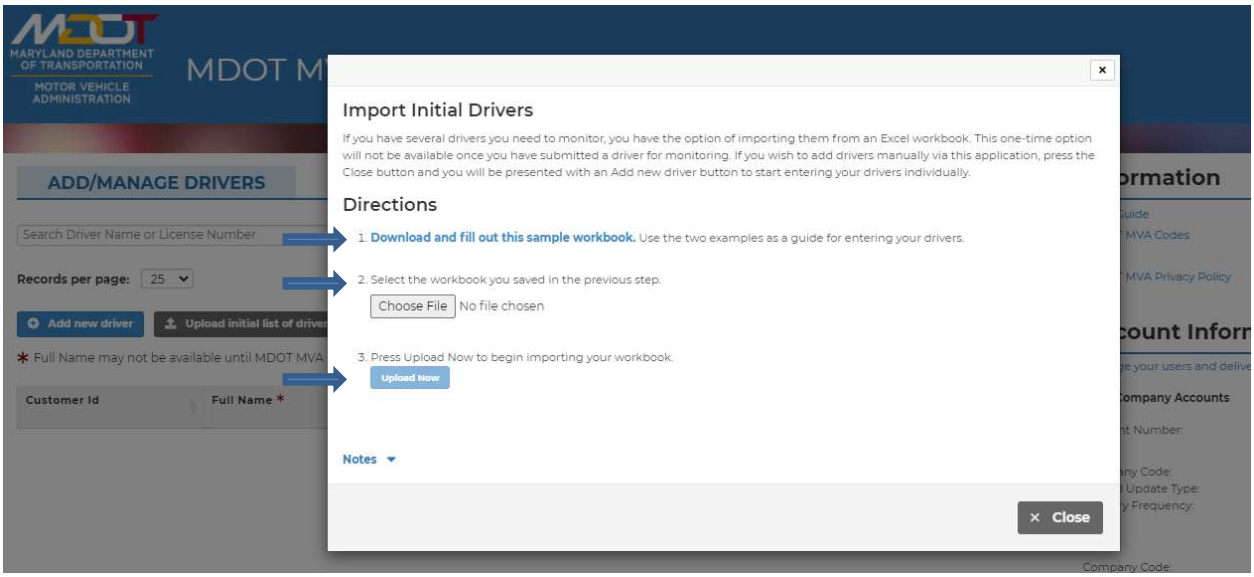


Upload a Bulk List of Drivers

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



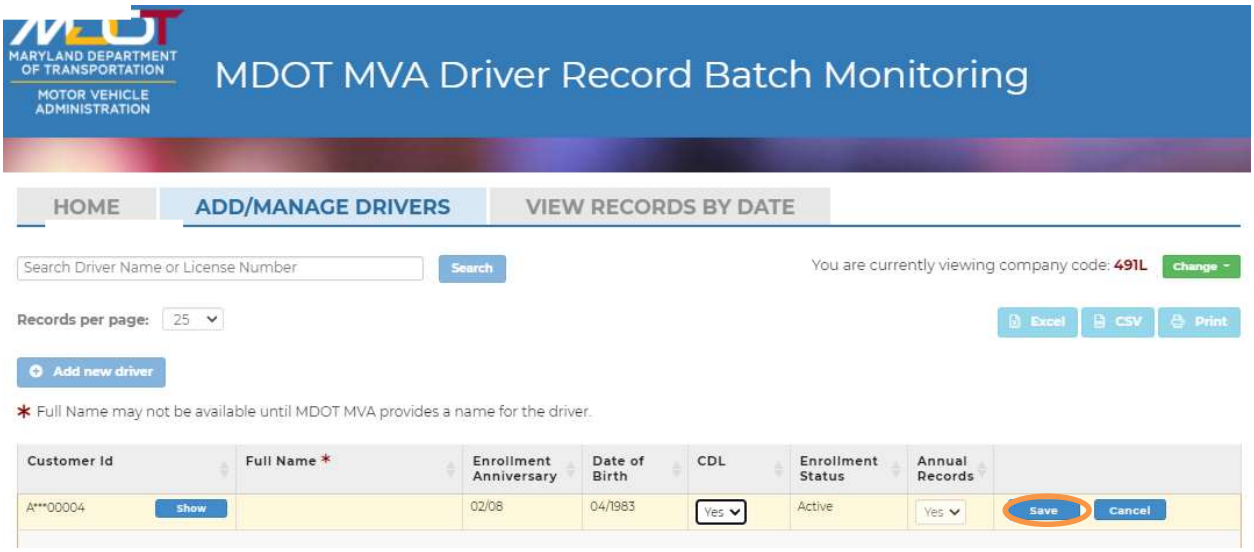
The below screen will pop-up and allow the user to (1) **Download** the workbook, formatted as needed for upload, (2) **Choose File** already formatted and ready for upload or (3) **Upload Now** to process the file for enrolling drivers for monitoring.



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, you would Search for the driver license you need to modify using the Search function at the top of the page, enter the Customer ID and hit Search.

The results of the Search will display to the subscriber, per the below screen shot. To edit the driver information, the user will click on Edit.

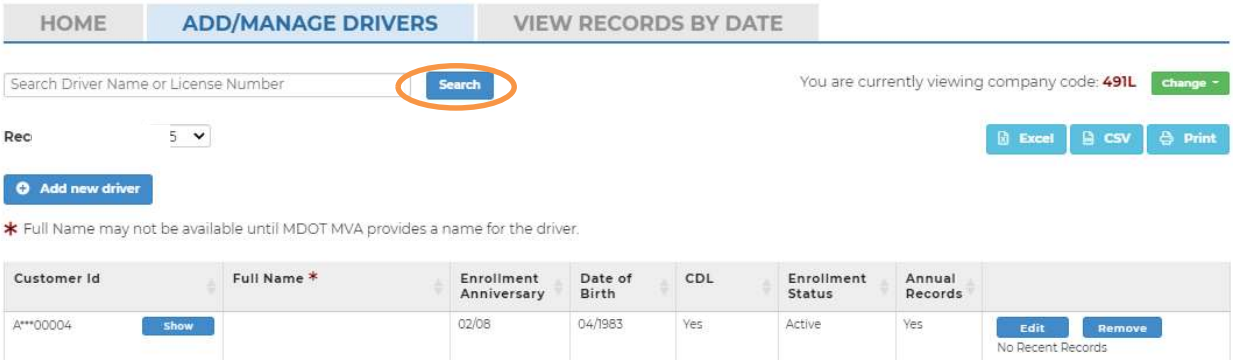


Select the CDL No option to revise the information and then Save the record. The revision will process overnight for future record monitoring.

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 for you, defaulting CDL drivers to trigger an Annual Record on their enrollment anniversary date.

Removing a Monitored Driver

When monitoring is no longer required for a driver, the subscriber will need to Edit the driver to remove them from the monitored driver list. Search for the driver license you need to modify using the Search function at the top of the page, enter the Customer ID and hit Search.



Results for the Customer ID search will be displayed per the below screen. To remove the driver from monitoring, click on the Remove button.

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

Driver Enrollment Statuses

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

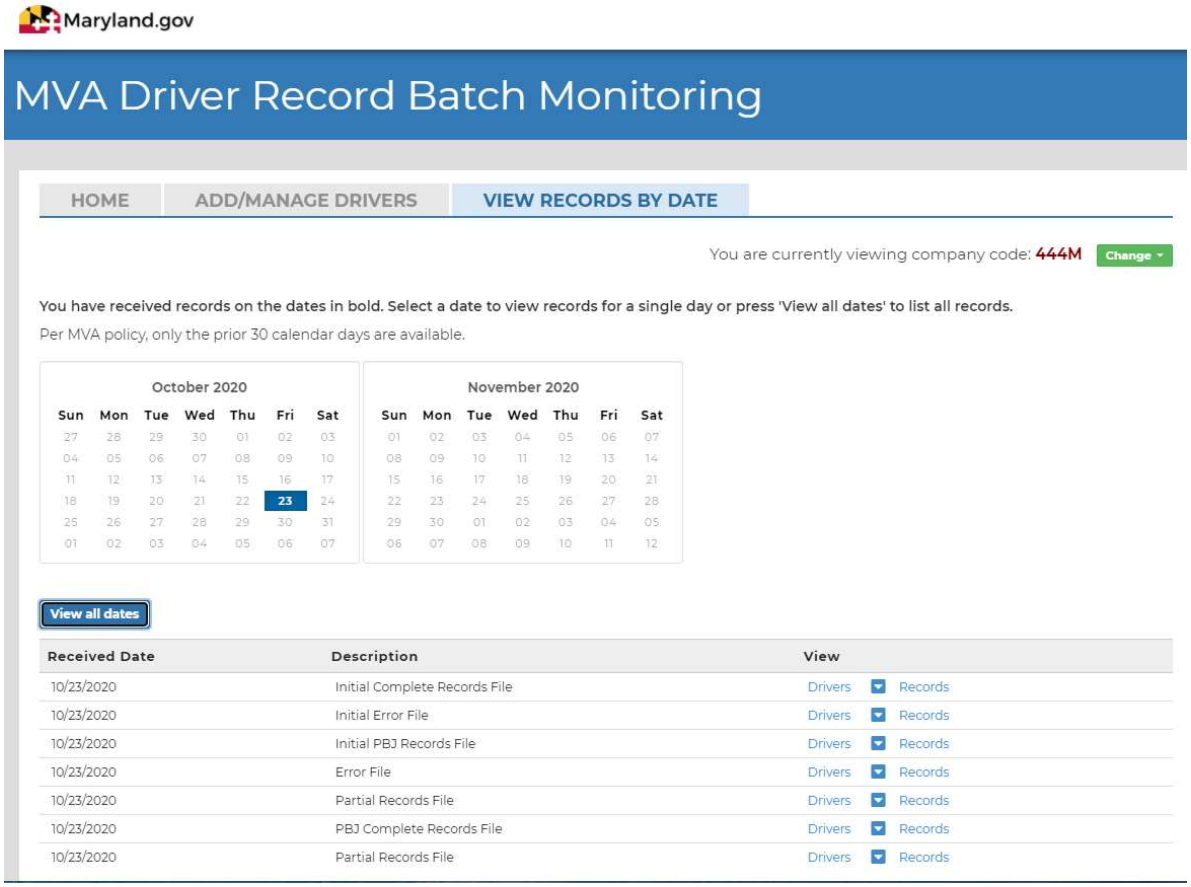
Driver Status	Description	Actions
Addition in Progress	Addition of driver has been sent to MDOT MVA for monitoring.	
Change in Progress	Change to driver information has been sent to MDOT MVA for revision.	
Deletion in Progress	Deletion of driver has been sent to MDOT MVA for removal from monitoring.	
Pending change	Change to Driver CDL indicator has been changed and submitted for processing the next business evening.	Cancel change
Pending Addition	Driver has been added for monitoring and will be processed the next business evening.	Cancel addition
Pending Deletion	Driver has been submitted for deletion from monitoring and will be processed the next business evening.	Cancel deletion
Active	Driver is actively being monitored in the MDOT MVA application.	Subscriber can Remove or Edit the 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 license(s). Using the Add/Manage Drivers tab, the subscriber can select to view All Records per page, then select the file type wished to download the list of drivers, whether Excel or CSV file.

Retrieving Monitored Drivers by Date

The DBM web user interface also includes a feature the subscriber can utilize to view records for either 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.



DBM References

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

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
CONS	Consecutive
CONT	Continued
CONTR	Control
CONV	Conviction
COR	Corrected

Driver Record Codes	DESCRIPTION
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)
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

Driver Record Codes	DESCRIPTION
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
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

Driver Record Codes	DESCRIPTION
OP	Operating
OPR	Operator
ORG	Original
PAR	Parent
PASS	Passenger
PAY	Payment
PBJ	Probation Before Judgment
PD	Property Damage
PED	Pedestrian
PEND	Pending
PER	Permit
PERS	Person
PI	Personal Injury
POS	Possession, Possess
PRIV	Privilege
PROB	Probated or Probation
PROH	Prohibited
PROP	Property
PSYS	Point System
PT	Passed Test
PUR	Purpose
PWV	Probation Without (or before) Verdict
R	Refused or Renewal License
R/R	Review & Reinstatement
RA	Reinstatement Application
RE	Reissued
RE-EXAM	Re-examination
REC	Record
RECD	Received
RECIP	Reciprocity
REF	Refused or Refusal
REG	Registration, Register, or Regulations
REHEAR	Rehearing
REIN	Reinstatement
REL	Relative, Related
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

Driver Record Codes	DESCRIPTION
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
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

Driver Record Codes	DESCRIPTION
*	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
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
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)

Code	Restriction Meaning/Purpose
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)
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)
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	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

Code	Restriction Meaning/Purpose
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
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
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)
DRVCANELG	Driving privilege or credential is cancelled but this driver is eligible to re-apply
DRVCANNOT	Driving privilege or credential is cancelled and the driver is not eligible to re-apply at this time
DRVDSQ	Disqualified from commercial driving privilege
DRVDWN	Driving privilege has been downgraded
DWVELG	Driver is eligible to apply
DRVEXP	License is expired
DRVIID	Must clear the Ignition Interlock Unit
DRVMAB	Must clear the Medical Unit
DRVNOT	Driver is not eligible for this driving privilege. Check indicators for more information
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	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
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