Interactive Driver and Vehicle Records (IDVR) Web Access User Guide

Version 4.0

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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What's Changed?

1. Updates to Driver Record – See Page 13-14: Driver Record Field Names and Descriptions table
2. Table 6 – Driver's License Types
3. Table 7 – Restriction Codes
4. Table 8 – License Class Codes
5. Table 9 – Driver Race Codes
6. Added Appendx A to include all codes

Introduction

In May 2012, the Maryland Department of Transportation Maryland Motor Vehicle Administration (MDOT MVA) partnered with NIC Maryland through a Master Contact with the Department of Information Technology to provide the Interactive Access to Vehicle and Driver (IDVR) records. To utilize the service, the customer must be authorized within the scope of the Driver Privacy Protection Act (DPPA) and have a subscription to the IDVR service to access MDOT MVA records. This document provides an overview on using this service.

Overview

The Interactive Driver and Vehicle Record Access service is a web-based application which allows authorized customers to access driver and vehicle records in real time. The service location is located at the following URL: **https://egov.maryland.gov/mva/idvr/**

Maintenance Windows

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

- 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

Setting up Your User Account

Primary Account Holders

The primary account holder will receive login credentials in an email from noreply@egov.com. After receiving the username, click on the link in the email to create a password. After the account has been successfully setup, the primary account holder can begin record retrieval.

Registered Account Users

The primary account holder for each entity will register additional user. Once completed, registered account holders will receive an invitation email from noreply@egov.com to setup a user ID corresponding to the associated email address. Each registered account user will need to click on the link in the email to create a user ID and password. After the account has been successfully setup, the registered user can begin record retrieval.

Password Requirements:

Passwords must be a minimum length of 8 characters to follow industry standards for security.
Password may not contain any part of your username and/or last name and must contain 3 of the following:

- Uppercase
- Lowercase
- Number
- Special Character

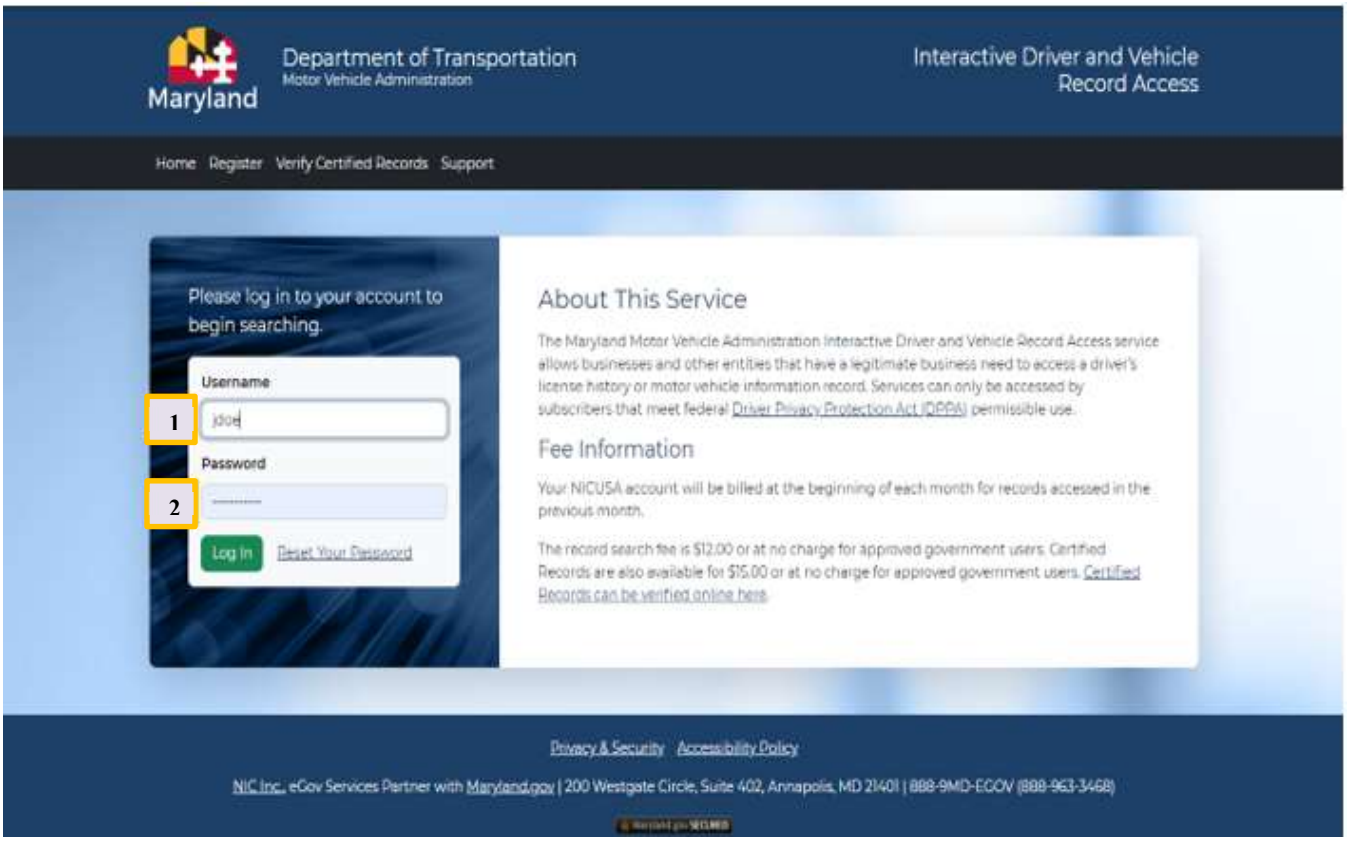
Record Fees

Records are priced at $12.00 per non-certified driver or vehicle record and a $15.00 per record fee for certified driver records, regardless of the number of pages contained in each record. ***Government agencies are not charged.*** Like most states, Maryland charges a record fee for “NO DRIVER RECORDS FOUND” and “NO VEHICLE RECORDS FOUND”. The MDOT MVA recognizes a requester might possibly enter a typo to cause a "no record found", however, in most cases, the requester requires confirmation of the fact that there is no record for an individual.

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

Using the Interactive Driver and Vehicle Records Access Application

Log in and Search Options

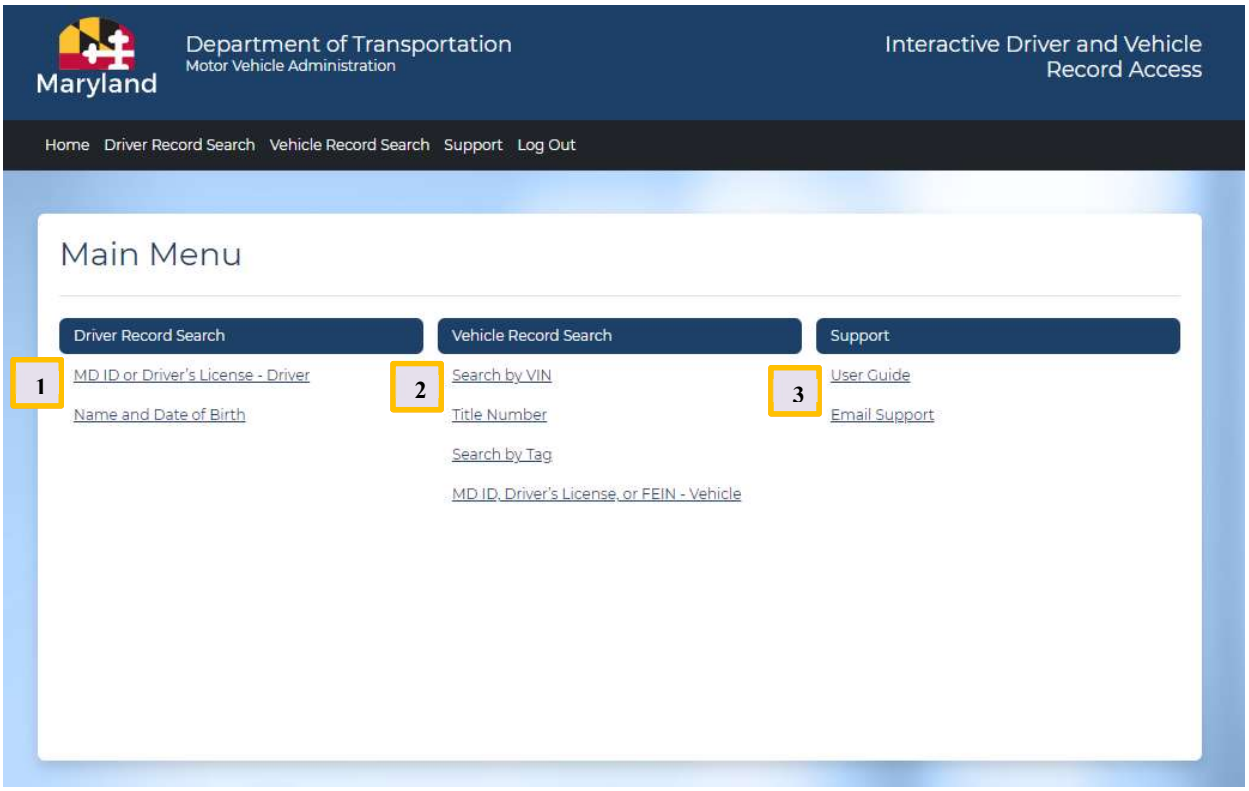


	Field Name	Description	Example
(1)	Username	Username associated with the user account	jdoe3456
(2)	Password	Password associated with the user account	Pa55word!

Table 1: Log In fields

Transaction Selection Main Menu

After successful login, options to access Maryland Driver and Vehicle records will display.



The user has options to perform:

(1) ***Driver Record Search:***
   a. Search by Maryland ID, ***Driver License Number***
   b. Search by ***Name*** and ***Date of Birth***

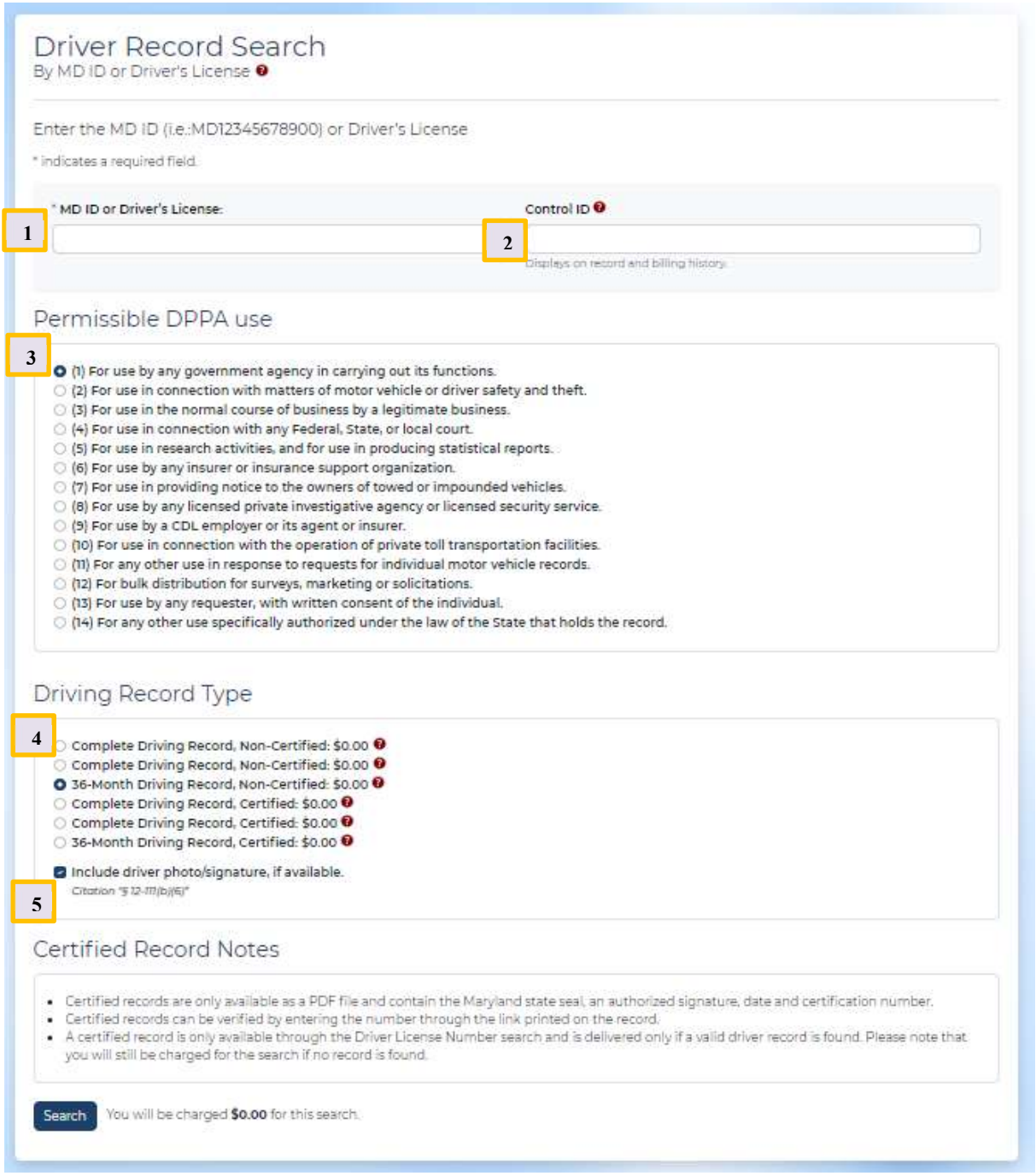
(2) ***Vehicle Record Search:***
   a. Search by ***VIN***
   b. Search by ***Title Number***
   c. Search by ***Tag***
   d. Search by Maryland ID, ***Driver License Number or FEIN (Federal Tax Identification Number***

(3) Access ***Customer Support*** options:
   a. Access ***User Guide***
   b. Access Customer Support by ***Email***

Driver Record Search

Driver's Record Search by MD ID or DLN

This option allows customers to search for and retrieve a Maryland Complete Driving Record or a 3-Year Driver Record using the Maryland ID, or Driver's License Number as the search criterion. Complete driving history records are available to authorized subscribers only. Please contact the NIC Maryland customer support team for more information.



	Field Name	Description	Example	Length
(1)	Maryland ID OR Driver License Number	**(Required)** The Maryland ID or Driver License Number for the driver record to be retrieved. **No punctuation or spaces allowed**.	MD12345678900 A999999999999	13
(2)	Reference Code	(Optional) Control Identifier tying the transaction back to your business purpose for accessing the record. A string value up to 32 characters in length consisting of letters, numbers, spaces, or the following special characters: -. #@	N14-34543	32
(3)	Permissible DPPA Use	**(Required)** The DPPA Reason for this specific request.	N/A	N/A
(4)	Driving Record Type	**(Required)** Indicates what kind of driver record is to be accessed during the specific search.	N/A	N/A
(5)	Include Driver Photo/Signature	Selection will default based on eligibility. Selection should be made based on need for photo and signature.	N/A	N/A

Table 2: Driver Search by Driver's License Number Fields

Driver Record by Name Search

Maryland
Department of Transportation
Motor Vehicle Administration

Interactive Driver and Vehicle Record Access

Home | Driver Record Search | Vehicle Record Search | Support | Log Out

Driver's Record Search by Name

Enter identifying information of a driver. Enter more information to narrow your search. * Indicates a required field.

1 First Name

2 Middle Initial

3 *Last Name

4 Birth Date MM DD YYYY

5 Zip Code

6 Control ID

Displays on record and billing history.

Permissible DPPA use

7

- (1) For use by any government agency in carrying out its functions.
- (2) For use in connection with matters of motor vehicle or driver safety and theft.
- (3) For use in the normal course of business by a legitimate business.
- (4) For use in connection with any Federal, State, or local court.
- (5) For use in research activities, and for use in producing statistical reports.
- (6) For use by any insurer or insurance support organization.
- (7) For use in providing notice to the owners of towed or impounded vehicles.
- (8) For use by any licensed private investigative agency or licensed security service.
- (9) For use by a CDL employer or its agent or insurer.
- (10) For use in connection with the operation of private toll transportation facilities.
- (11) For any other use in response to requests for individual motor vehicle records.
- (12) For bulk distribution for surveys, marketing or solicitations.
- (13) For use by any requester, with written consent of the individual.
- (14) For any other use specifically authorized under the law of the State that holds the record.

Driving Record Type

8

- Complete Driving Record, Non-Certified: $0.00
- Complete Driving Record, Non-Certified: $0.00
- 36-Month Driving Record, Non-Certified: $0.00

9 Include driver photo/signature, if available.
Citation "§ 12-111(b)(6)"

Search You will be charged **$0.00** for this search.

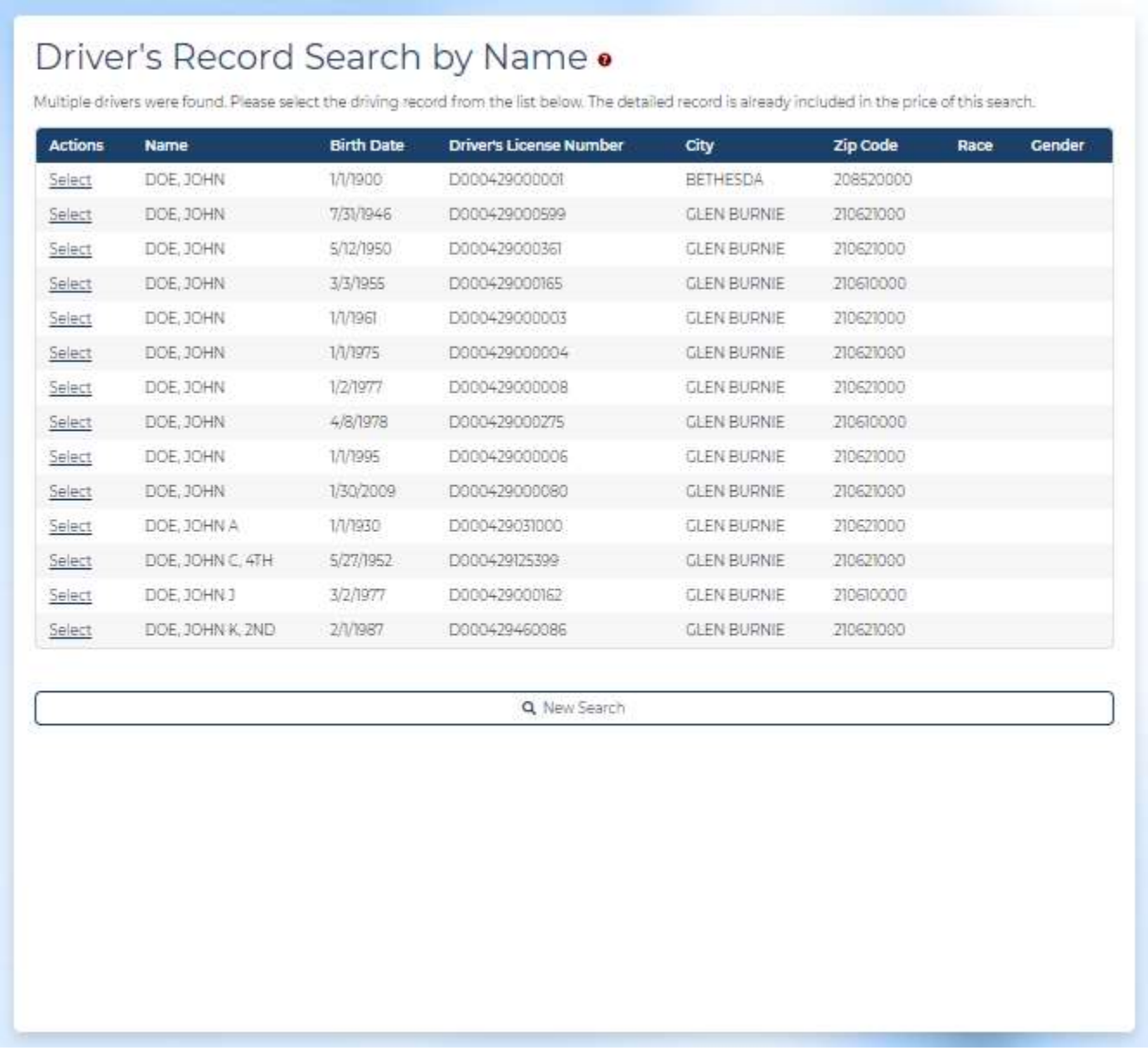
Search for and retrieve a Maryland Complete Driving Record or a 3-Year Driver Record using the driver's Name. Please note that it is possible to receive a list of multiple drivers. When this occurs, you will be charged for the search. One detailed recorded is included in the price for this search. The list will include Name, Birth Date, Driver's License Number, City, Zip Code, Race and Gender fields.

	Field Name	Description	Example	Length
(1)	First Name	**(Required)** The first name or first initial of the driver	John	
(2)	Middle Initial	(Optional) The middle initial of the driver	B	
(3)	Last Name	**(Required)** The last name of the driver	Doe	
(4)	Birth Date	(Optional) The birth date of the driver		
(5)	Zip Code	(Optional) The zip code associated with the driver's address	12345	5
(6)	Control ID	(Optional) Control Identifier tying the transaction back to your business purpose for accessing the record. A string value up to 32 characters in length consisting of letters, numbers, spaces, or the following special characters: -.#@	N14-34543	32
(7)	Permissible DPPA Use	**(Required)** The DPPA Reason for this specific request.	N/A	N/A
(8)	Driving Record Type	**(Required)** Indicates what kind of driver record is to be accessed during the specific search.	N/A	N/A
(9)	Include Driver Photo/Signature	Selection will default based on eligibility. Selection should be made based on need for photo and signature.	N/A	N/A

Table 3: Driver's Record Search by Name fields

Results

A search by name may result in multiple driving records being found. In this instance, the user should select the correct driving record from the list provided to view the detailed driving record.



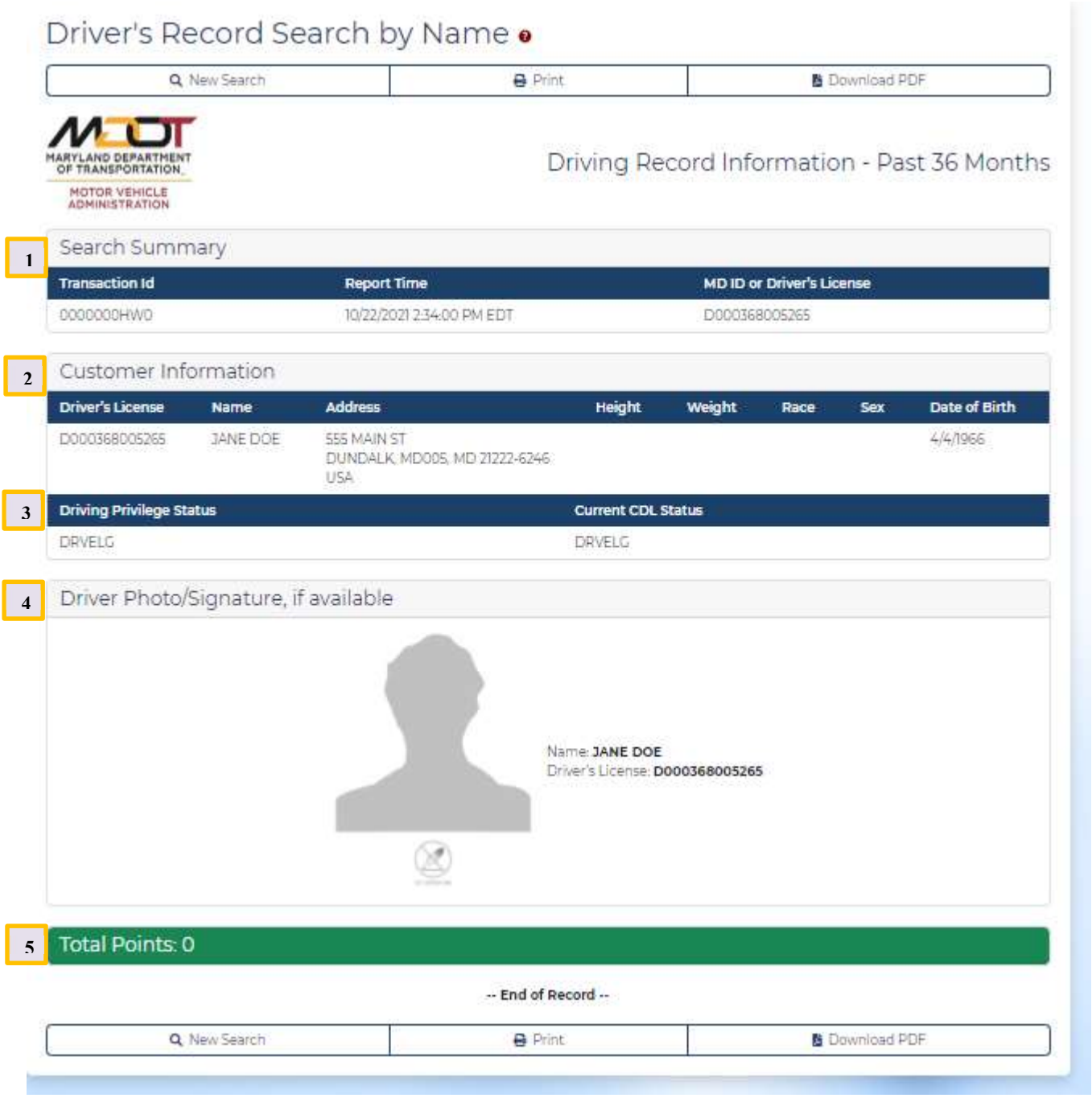
Driver's Record Search by Name

Multiple drivers were found. Please select the driving record from the list below. The detailed record is already included in the price of this search.

Actions	Name	Birth Date	Driver's License Number	City	Zip Code	Race	Gender
Select	DOE, JOHN	1/1/1900	D000429000001	BETHESDA	208520000		
Select	DOE, JOHN	7/31/1946	D000429000599	GLEN BURNIE	210621000		
Select	DOE, JOHN	5/12/1950	D000429000361	GLEN BURNIE	210621000		
Select	DOE, JOHN	3/3/1955	D000429000165	GLEN BURNIE	210610000		
Select	DOE, JOHN	1/1/1961	D000429000003	GLEN BURNIE	210621000		
Select	DOE, JOHN	1/1/1975	D000429000004	GLEN BURNIE	210621000		
Select	DOE, JOHN	1/2/1977	D000429000008	GLEN BURNIE	210621000		
Select	DOE, JOHN	4/8/1978	D000429000275	GLEN BURNIE	210610000		
Select	DOE, JOHN	1/1/1995	D000429000006	GLEN BURNIE	210621000		
Select	DOE, JOHN	1/30/2009	D000429000080	GLEN BURNIE	210621000		
Select	DOE, JOHN A	1/1/1930	D000429031000	GLEN BURNIE	210621000		
Select	DOE, JOHN C, 4TH	5/27/1952	D000429125399	GLEN BURNIE	210621000		
Select	DOE, JOHN J	3/2/1977	D000429000162	GLEN BURNIE	210610000		
Select	DOE, JOHN K, 2ND	2/1/1987	D000429460086	GLEN BURNIE	210621000		

New Search

How to Interpret the Driving Record



Driver's Record Search by Name

New Search | Print | Download PDF

MARYLAND DEPARTMENT OF TRANSPORTATION
MOTOR VEHICLE ADMINISTRATION

Driving Record Information - Past 36 Months

1 Search Summary

Transaction Id	Report Time	MD ID or Driver's License
0000000HW0	10/22/2021 2:34:00 PM EDT	D000368005265

2 Customer Information

Driver's License	Name	Address	Height	Weight	Race	Sex	Date of Birth
D000368005265	JANE DOE	555 MAIN ST DUNDALK, MD005, MD 21222-6246 USA					4/4/1966

3

Driving Privilege Status	Current CDL Status
DRVELG	DRVELG

4 Driver Photo/Signature, if available

Name: **JANE DOE**
Driver's License: **D000368005265**

5 Total Points: 0

-- End of Record --

New Search | Print | Download PDF

	Field Name	Description
(1)	Search Summary	Displays the customer's search parameters
	Transaction Id	The unique Transaction Identifier assigned to the search transaction. Recommended that this information be retained for future reference. If the search request fails validation prior to search processing, the Transaction Identifier will be null.
	Report Time	Date and time the search was processed
	Search Criteria	Provides the specific search criteria as input by the customer
(2)	Customer Information	
	Driver's License Number / MD ID	The individual's Driver License Number / MD ID A999999999999 format.
	Name	Name of individual
	Address	Residence on record for the driver
	Height	Driver's Height (feet and inches)
	Weight	Driver's Weight (pounds)
	Race	Driver's Ethnicity – See Table 9 below
	Sex	**MALE** - Male **FEMALE** – Female **UNK** - Unknown **UNSPEC** – Unspecified
	Date of Birth	Month – Day – Year of Birth. MM-DD-YY format.
	Driving Privilege Status	
	Current CDL Status	If is the status is **valid** then the applicant is holding a valid (unexpired) license is his/her possession. If the status is **eligible** then the applicant's driving privilege is in good standing to apply for a license.
	Address Changes	
	Date	Date the address change was recorded
	Description	Notes on record for the address change
	Name Changes	
	Date	Date the name change was recorded
	Description	Notes on record for the address change
	Previous Names	Notes on previous names for the driver
(3)	Driver's License Information	
	License Class Code	See Table 8 below
	Graduated License Type	See Table 5 below
	License Type	See Table 6 below
	License Duplicate	This is the second field that is concatenated with LICENSETYPE (length of 1) to get the complete license type. Valid values for both together are: C, CG, CR, DG, D1, D2, D3, D4, D5, D6, D7, D8, D9, D10, G, N, NC, ND, NG, N1, N2, N3, R, and RG
	Document	**REALID** – Real ID **NRID** – Non-Real ID **TEMP** – Temporary License

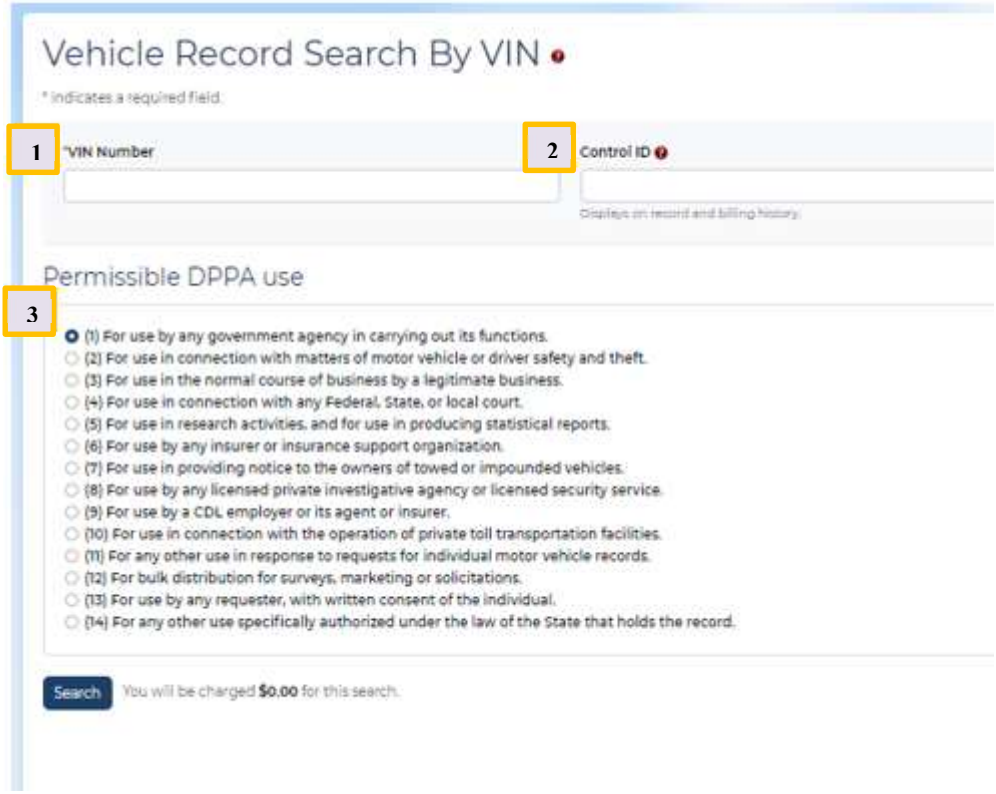
	Field Name	Description
	Issue Date	Date license was issued. MM-DD-YYYY format.
	Original Issue Date	Original license issue date. MM-DD-YYYY format
	Expiration Date	Date license expires. MM-DD-YY format.
	CDL Endorsement	**CDL Drivers ONLY** **H** – Hazmat Endorsement **N** – Tanker Endorsement **P** – Passenger Endorsement **S** – School Bus Endorsement **T** – Double/Triples Endorsement **X** – Hazmat / Tanker Endorsement
	Restrictions	See Table 7 below
	Special Restrictions	None or **B** (glasses/corrective lenses)
	Restriction Details	
	License Class	
	Restriction Code	See Table 7 below
	Description	See Table 7 below
	Restriction Start Date	Effective start date for the restriction
	Restriction End Date	Effective end date of the restriction
(4)	Driver's License History and Convictions	
	Violation Date	Date of violation or date of administrative action
	Conviction Date	Conviction date
	Disposition	Variable column where notations up to 15 characters may appear, which may include the district court code
	Description	Written description of violation or administrative action
	Points	Number of points assessed for traffic violation (points assessed to moving violations are deleted from a record two (2) years from the violation date)
(5)	Total Points	Total Accumulated Active Points

Table 4: Driving Record History Field Names and Descriptions

Vehicle Registration Record Search

Vehicle Search by VIN

Search for and retrieve a Maryland vehicle record using the vehicle's VIN as the search criterion.

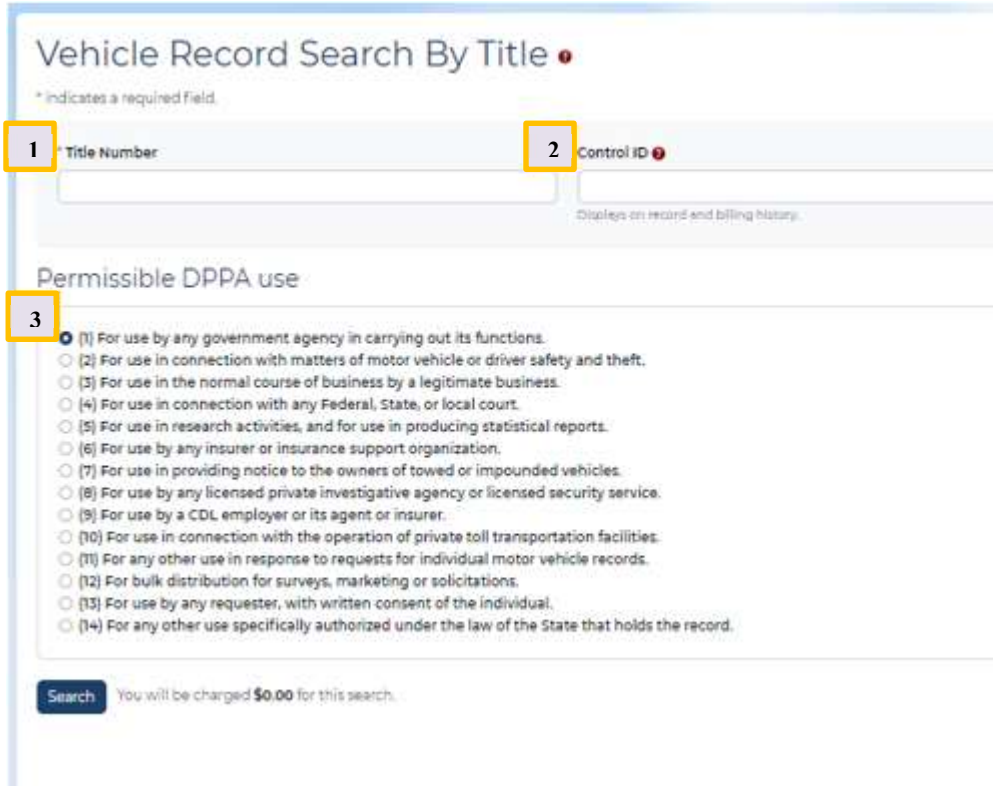

Vehicle Record Search By VIN
* indicates a required field.
1
*VIN Number
2
Control ID
Displays on record and billing history.
Permissible DPPA use
3
(1) For use by any government agency in carrying out its functions.
(2) For use in connection with matters of motor vehicle or driver safety and theft.
(3) For use in the normal course of business by a legitimate business.
(4) For use in connection with any Federal, State, or local court.
(5) For use in research activities, and for use in producing statistical reports.
(6) For use by any insurer or insurance support organization.
(7) For use in providing notice to the owners of towed or impounded vehicles.
(8) For use by any licensed private investigative agency or licensed security service.
(9) For use by a CDL employer or its agent or insurer.
(10) For use in connection with the operation of private toll transportation facilities.
(11) For any other use in response to requests for individual motor vehicle records.
(12) For bulk distribution for surveys, marketing or solicitations.
(13) For use by any requester, with written consent of the individual.
(14) For any other use specifically authorized under the law of the State that holds the record.
Search
You will be charged $0.00 for this search.

	Field Name	Description	Example	Length
(1)	VIN Number	**(Required)** The VIN Number for the vehicle record to be retrieved Must be between 1 and 19 characters in length and contain only numbers and letters. No punctuation or spaces allowed.	1M8GDM9AXKP042788	19
(2)	Control ID	(Optional) Control Identifier tying the transaction back to your business purpose for accessing the record. A string value up to 32 characters in length consisting of letters, numbers, spaces, or the following special characters: -.#@	N14-34543	32
(3)	Permissible DPPA Use	**(Required)** The DPPA Reason for this specific request.	N/A	N/A

Table 10: Vehicle Record Search by VIN fields

Vehicle Search by Title Number

Search for and retrieve a Maryland vehicle record using the vehicle's Title Number as the search criterion.

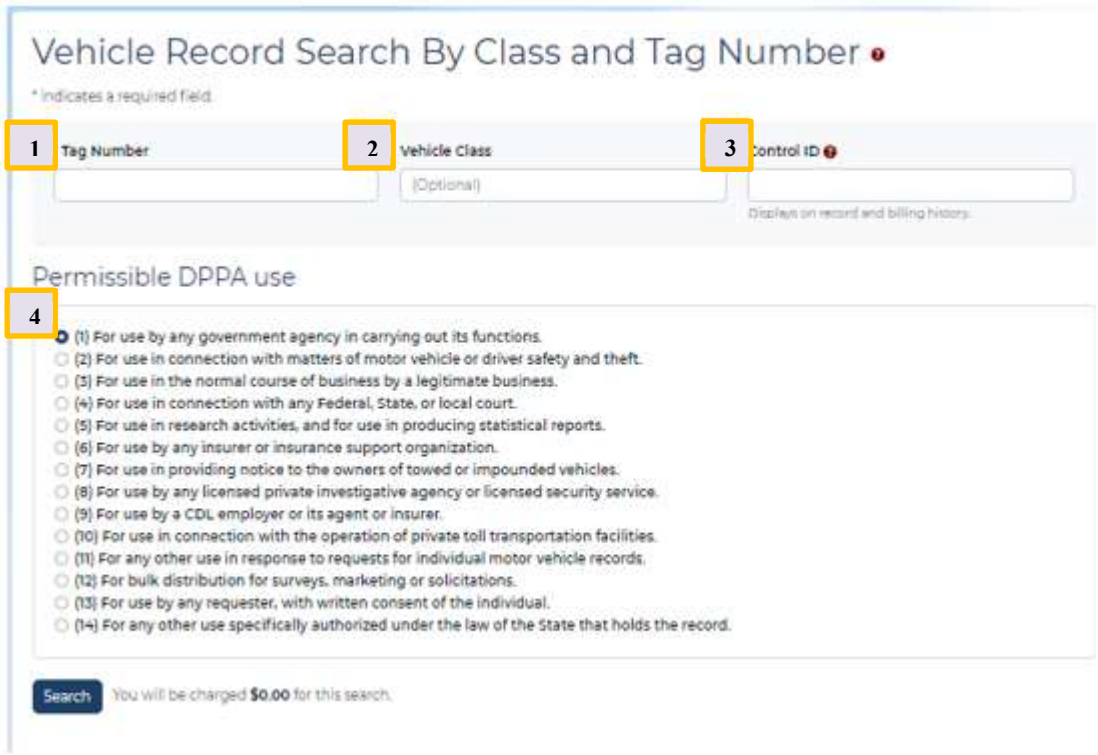


	Field Name	Description	Example	Length
(1)	Title Number	**(Required)** The Title Number for the vehicle record to be retrieved. Must be 8 digits OR a letter followed by 7 digits. No punctuation or spaces allowed.	12345678	8
(2)	Control ID	(Optional) Control Identifier tying the transaction back to your business purpose for accessing the record. A string value up to 32 characters in length consisting of letters, numbers, spaces, or the following special characters: -.#@	N14-34543	32
(3)	Permissible DPPA Use	**(Required)** The DPPA Reason for this specific request.	N/A	N/A

Table 11: Vehicle Record Title Number search fields

Vehicle Search by Tag Number

Search for and retrieve a Maryland vehicle record using the vehicle's Tag Number as the search criteria.



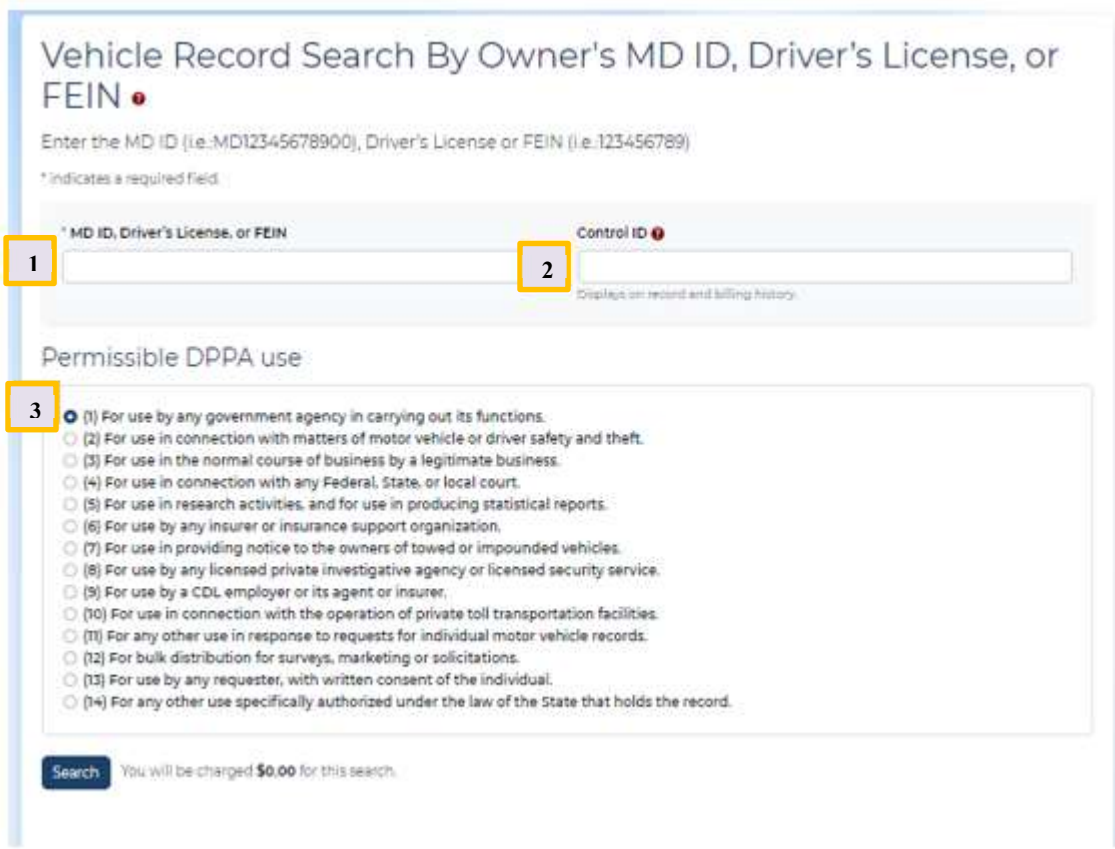
	Field Name	Description	Example	Length
(1)	Tag Number	**(Required)** The Tag Number for the vehicle to be retrieved. A string value up to 7 characters in length consisting only of letters and numbers. No punctuation or spaces allowed.	1ABC23 -or- 1AB2345	3

	Field Name	Description	Example	Length
(2)	Vehicle Class	(Optional) The Vehicle Tag Class for the vehicle to be retrieved. *NOTE: You must supply the correct class code to receive an accurate result. If you are unclear on which class code is appropriate, please contact the MVA for assistance at 410-787-7758.*	ABY	7
(3)	Control ID	(Optional) Control Identifier tying the transaction back to your business purpose for accessing the record. A string value up to 32 characters in length consisting of letters, numbers, spaces, or the following special characters: -.#@	N14-34543	32
(4)	Permissible DPPA Use	**(Required)** The DPPA Reason for this specific request.	N/A	N/A

Table 12: Vehicle Record Tag Number search fields

Vehicle Search by Driver License Number

Search for and retrieve Maryland vehicle record(s) using the owner's Maryland ID, Driver License Number or FEIN (Federal Tax Identification Number) as the search criterion.

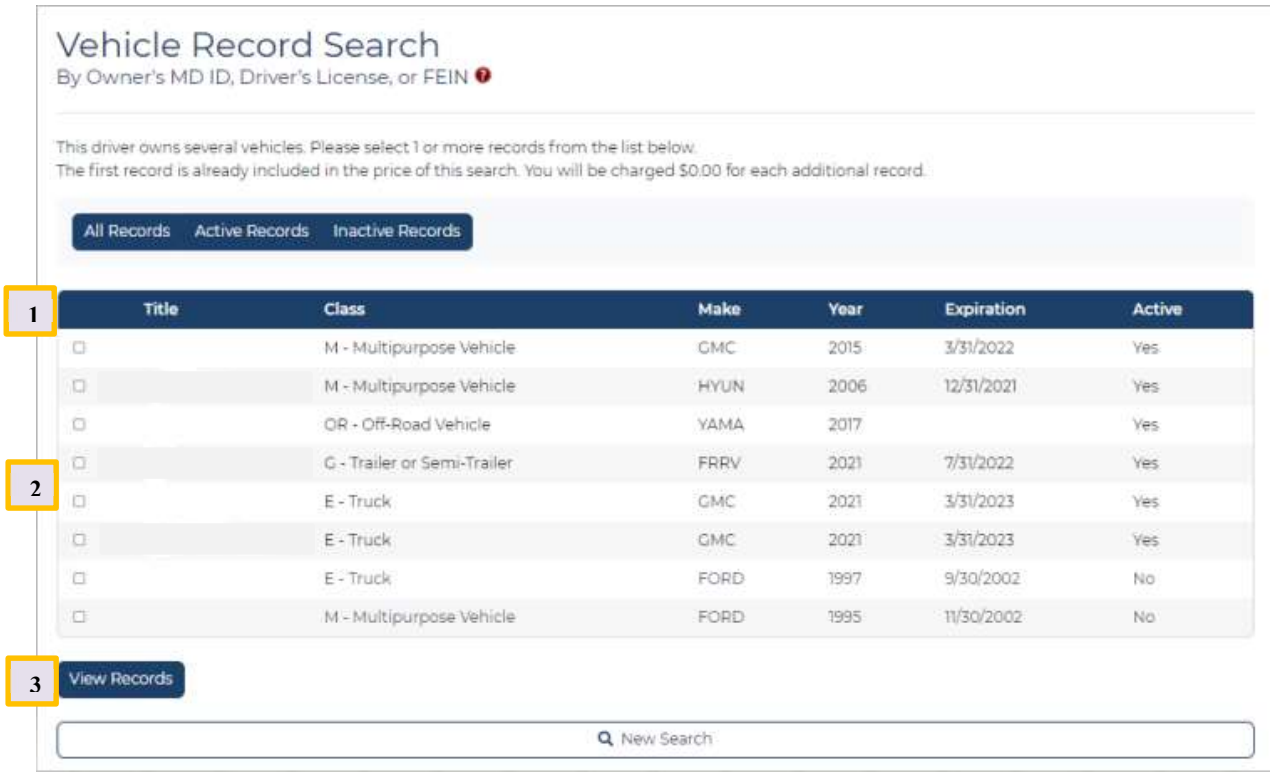


	Field Name	Description	Example	Length
(1)	MD ID, License Number or FEIN	**(Required)** The Maryland ID, Driver License Number or FEIN (Federal Tax Identification Number) for the driver record to be retrieved. Must be a letter followed by 12 digits. No punctuation or spaces allowed.	MD12345678900 A999999999999 123456789	13
(2)	Control ID	(Optional) Control Identifier tying the transaction back to your business purpose for accessing the record. A string value up to 32 characters in length consisting of letters, numbers, spaces, or the following special characters: -.#@	N14-34543	32
(3)	Permissible DPPA Use	**(Required)** The DPPA Reason for this specific request.	N/A	N/A

Table 13: Vehicle Record Search by Driver's License Number search fields

Multiple Results

A search by driver's license number *may* result in more than one vehicle associated with the owner.



Title	Class	Make	Year	Expiration	Active
	M - Multipurpose Vehicle	GMC	2015	3/31/2022	Yes
	M - Multipurpose Vehicle	HYUN	2006	12/31/2021	Yes
	OR - Off-Road Vehicle	YAMA	2017		Yes
	G - Trailer or Semi-Trailer	FRRV	2021	7/31/2022	Yes
	E - Truck	GMC	2021	3/31/2023	Yes
	E - Truck	GMC	2021	3/31/2023	Yes
	E - Truck	FORD	1997	9/30/2002	No
	M - Multipurpose Vehicle	FORD	1995	11/30/2002	No

	Field Name	Description	Example	Length
(1)	Select Records	Buttons user can use to select all of a type (active, inactive or all) of vehicle record(s) to view the detailed vehicle record. NOTE: Users are charged for the search, but one detailed driving record may be viewed at no additional charge.		

	Field Name	Description	Example	Length
(2)	Vehicle Records	For each matching record, the Title, Class, Make, Year, Expiration and Status of the vehicle is included	N14-34543	32
(3)	View Records or Cancel	After selecting one or more vehicles to view, the customer selects the View Records button. If the customer does not wish to view any detailed records, the customer selects the Cancel button.		

Table 14: Multiple Matches Selection Options

How to Interpret the Vehicle Record

Vehicle Record Search

By Owner's MD ID, Driver's License, or FEIN

New Search | Print

MARYLAND DEPARTMENT OF TRANSPORTATION
MOTOR VEHICLE ADMINISTRATION

Maryland Motor Vehicle Record Information

1 Search Summary

Transaction Id	Report Time	MD ID, Driver's License, or FEIN	Selected VIN(s)
0000000HW1	10/22/2021 2:42:33 PM		52304

2 Vehicle Information

Tag Number	Sticker Number	Expiration	Class	Title Number	VIN	Year	Make	Body	Fuel Type
	5933	6/30/2022			304	2004	TOYT	TK	G - Gasoline

Verification Code	Cross Combined Weight	Gross Vehicle Weight	Exceptions	Registration ID	Inspection Date
P4NSZZ	0	7000	N/A - N/A	8049071	3/31/2021

MVA Use Only

Administrative Action

3 Title Information

Title Number	Title Printed Date	Previous Title Number	Previous Title State
	6/5/2020		

4 Previous Information

Prev Class	Prev Tag	Odometer	Odometer Code
		118627	A

5 Emission Information

Inspection Status	Inspection Date	Expiration Date
PASSED	3/31/2021	4/5/2023

6 Insurance Information

Insurance Company	Policy Number	Insurance Commence	Cancelled Date	Expiration Date
PROGRESSIVE SELECT INSURANCE	3092	5/6/2020		5/26/2020

7 Owner Information

License Number	Name
	(EEFER WEST

8 Address Information

Address 1
MD, 21014-3619

Lienholder Information

Lienholder	Date	Lienholder Address
NAVY FCU	6/5/2020	P O BOX 25109 LEHIGH VALLEY, PA, 18002

-- End of Record --

Go to Top

New Search | Print

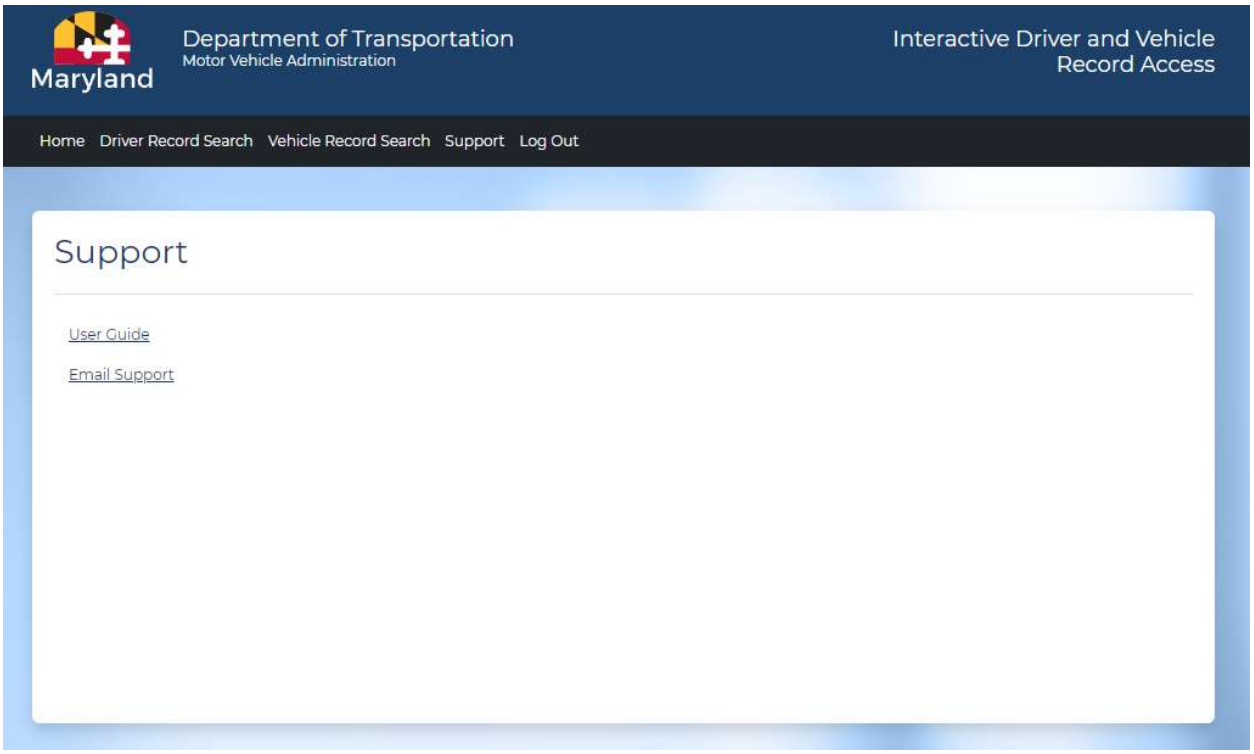
	Field Name	Description
(1)	Search Summary	Displays the customer's search parameters
	Transaction Id	Transaction Identifier generated by the application
	Report Time	Date and time the search was processed
	Control Id	The Control Identifier tying the transaction back to your business purpose for accessing the record
	Search Criteria	Provides the specific search criteria as input by the customer
(2)	Vehicle Information	
	Tag Number	The tag number associated with the vehicle
	Sticker Number	
	Expiration	The month and year for vehicle tag registration expiration
	Class	
	Title Number	
	VIN	The VIN number associated with the vehicle
	Year	The vehicle's manufacture year
	Make	The vehicle make
	Body	
	Vehicle Fuel Type	Vehicle Fuel Type
	Registration Verification Code	Registration Verification Code
	Gross Combined Weight	
	Gross Vehicle Weight	
	Exception	
	Inspection Date	
	MVA Use Only	
	Administrative Action	
	Sub Tags Issued	
(3)	Title Information	
	Title Number	
	Title Printed Date	
	Previous Title Number	
	Previous Title State	
(4)	Previous Information	
	Prev Class	

	Field Name	Description
	Prev Tag	
	Odometer	
	Odometer Code	
(5)	Emissions Information	
	Inspection Status	
	Inspection Date	
	Expiration Date	
(6)	Insurance Information	
	Insurance Company	
	Policy Number	
	Insurance Start Date	
	Insurance Expiration	
	Insurance Cancellation	
(7)	Owner Information	
	License Number	The owner's Customer ID
	Name	The owner's name
	Co-Owner Information	
	License Number	
	Name	
(8)	Address Information	
	Address Information	The owner's address
	Lienholder Information	
	Lienholder	
	Lienholder Address	
	Date	
	Administrative Action (History)	

Table 15: Vehicle Record Field Names and Descriptions

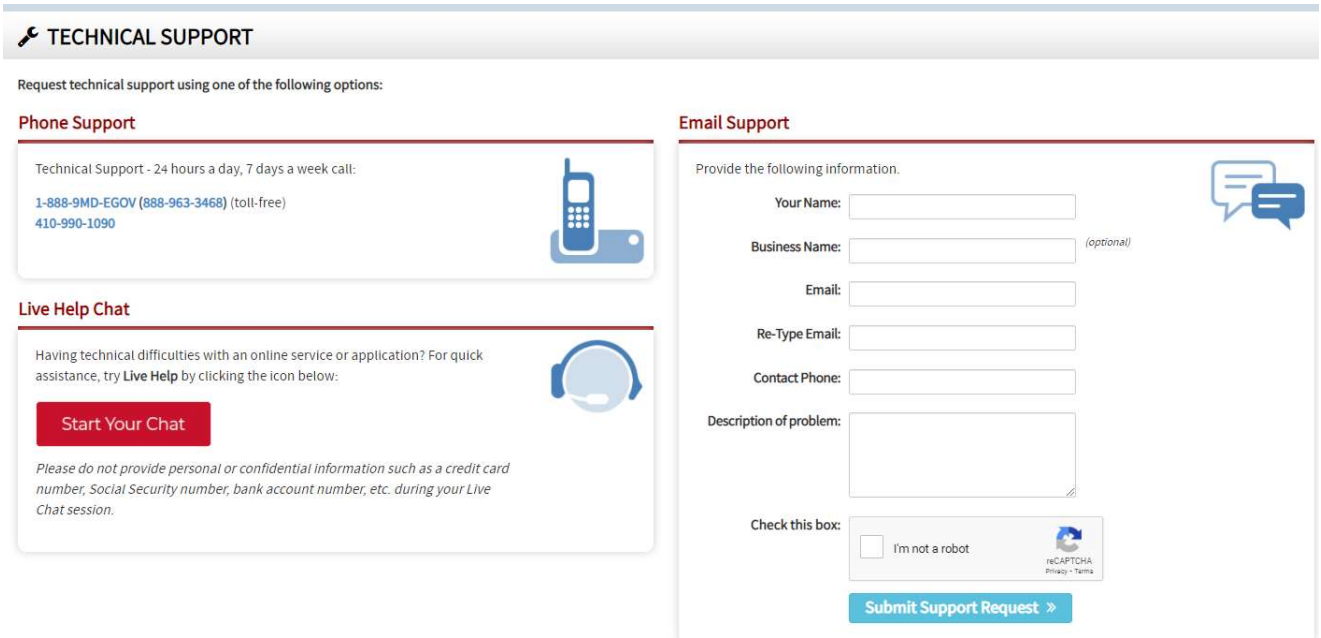
Support

The following online support options are available via the Interactive Driver and Vehicle Record Access application.



User Guide - The electronic version of this user guide

Technical Support – Online form to submit support inquiries



Refunds & Credits for Motor Vehicle Record Purchases

NIC periodically receives requests for credits/refunds from customers who have purchased electronic motor vehicle records. This document describes the criteria and guidelines NIC will follow for requesting credits/refunds from the Maryland Motor Vehicle Administration (MVA). NIC's policy will remain consistent with the 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 NIC, in writing at mdhelp@egov.com, and must include the following documentation:
    a. The transaction date
    b. b. The customer's account number
    c. Any identifying numbers (i.e., DLN, tag, title #)
    d. The reason for the request
B. NIC will consider refunds/credits for requests requested and issued within the preceding three (3) months only.
C. NIC will submit requests for credits/refunds to the Maryland MVA. The 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 Maryland MVA.

Credits approved by the MVA will be applied by NIC 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.

APPENDIX – Codes and Descriptions

Type	Graduated License Type Descriptions
1	GLS
2	Non-GLS

Table 5: Graduated License (GLS) types

Type	Driver's License Type Description
CNVUPD	Upgrade/Downgrade (Converted)
COR	Administrative Correction
DUP	Duplicate
DWNGRD	Downgrade
NEW	New
REN	Renewal
TEMP	Temporary
TRNSFR	Transferring a professional license from one linked business to another.
UPGRAD	Upgrade from a permit to a full license.

Table 6: Driver's License Types

Code	Restriction Meaning/Purpose
A	May not be used to purchase a firearm
B	Corrective Lenses
C	Special Brakes, Hand Controls, 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 Mirrors 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 only
J	Driver Enforcement
J01	Educational Purposes Only
J02	Alcohol
J03	Ignition Interlock Device Required

Code	Restriction Meaning/Purpose
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
J14	Other Restrictions
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	Intrastate Only
L	No Air Brake Equipped CMV
M	No Class A Passenger Vehicles
N	No Class A or B Passenger Vehicles
O	No Tractor Trailer CMV
P	No passengers in CMV bus
R	Warning-ID Theft Victim-Verify ID
T	Limited Term Temporary
U	Not Acceptable for Federal Purposes
V	Medical Variance)
~~W~~	~~Military Veteran~~
X	No cargo in CMV tank vehicle
Z	Hearing / Speech Impaired, Air Brakes
Z01	No Full Air Brake Equipped CMV
Z02	Hearing Impaired
Z03	Speech Impaired
Z04	Hearing and Speech Impaired

Table 7: Restriction Codes

Code	License Class Descriptions
CDLA	Commercial Class A
CDLAM	Commercial Class A & Motorcycle
CDLB	Commercial Class B
CDLBM	Commercial Class B & Motorcyle
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 & 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

Table 8: License Class Codes

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

Table 9: Driver Race Codes

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

Table 10: Accident 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

Table 11: Endorsement Codes

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

Table 12: License Document 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

Table 13: License Status Codes

Code	Sex Descriptions
FEMALE	Female
MALE	Male
UNK	Unknown
UNSPEC	Unspecified

Table 14: Sex 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

Table 15: Suffix 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

Table 16: Unit Type Codes