



Motor Vehicle
Administration

DIRECT ACCESS RECORD SYSTEM (DARS)



DARS USER GUIDE (Internet Application)

Motor Vehicle Administration (MVA)

Office of Information Resources (OIR)

September 1987

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This manual is intended to provide guidance to subscribers of the Maryland Motor Vehicle Administration's (MVA's) Direct Access Record System (DARS). The DARS provides access to Maryland motor vehicle records for authorized users through your own Internet Service Provider (ISP). You must be authorized within the scope of the Driver Privacy Protection Act (DPPA) and have a contractual subscription to the DARS to access MVA records.

Your Link to MVA's Records

When your userid/password is assigned, you can click on this link to begin record retrieval. Type the following address into your web browser, and be sure to bookmark it or save the URL to you Favorites:

<https://dars.mdot.state.md.us>

Additional information is available at MVA's web site at www.marylandmva.com. Be sure to visit the site and click on Driver Services for access to information such as, abbreviation codes found on driving records, license class codes, vehicle tag codes, as well as links to other online record services MVA offers.

Driver Privacy and Authorized Use of MVA Records

The Federal Driver Privacy Protection Act of 1994 and 1999 (DPPA) and state laws are effective September 1, 1997 restrict access to personal information from motor vehicle records except for certain permissible uses. (See Appendix III)

Use of motor vehicle records, information and/or computer resources, including access or sales via internet/intranet, is restricted to those privileges granted by the Motor Vehicle Administration (MVA) in writing.

Use of motor vehicle records for unauthorized of illegal purposes, or improper access/use of User ID/Passwords assigned by MVA is in direct violation of the Purchase of Information Agreement (DARS contract), Driver Protection Policy, and the MDOT Security Advisory.

CICS SIGNON SCREEN AND PROCEDURES FOR MVA TRANSACTIONS

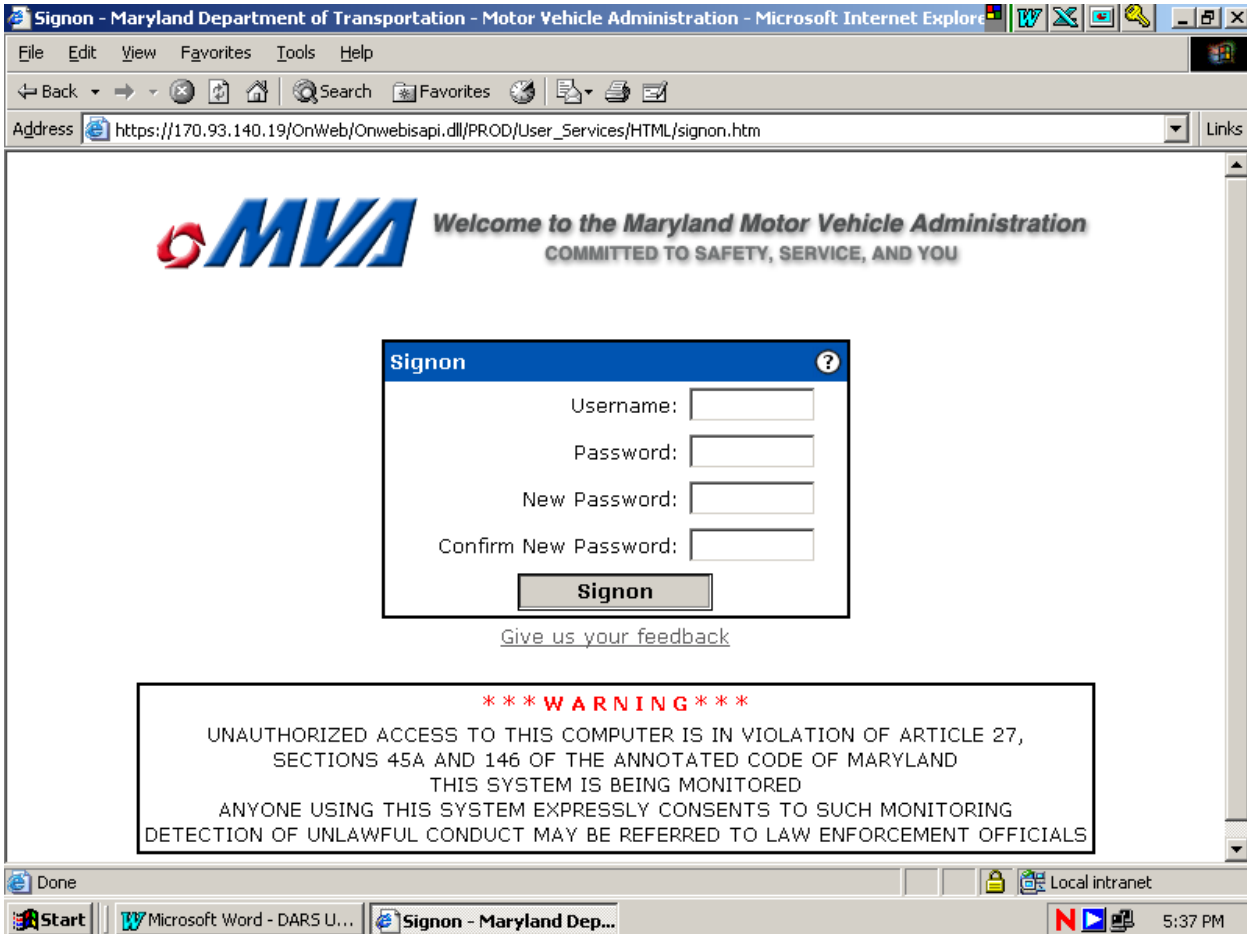


EXHIBIT 1 - INTERNET/CICS SIGNON SCREEN

NEW FIRST TIME (INITIAL SIGN ON):

- LOGONID** : Enter your USER ID and press Tab Key
PASSWORD : Enter your Temporary Password (received from MVA) and press Tab Key
NEW PASSWORD : Enter new 8 Char Alpha/Numeric Password and press Tab Key
(enter twice) Enter same New 8 Char Password and press Enter Key

SUBSEQUENT (Regular) SIGN ON PROCEDURE

- LOGONID** : Enter your USER ID and press Tab Key
PASSWORD : Enter 8 Character Alpha/Numeric Password and press Enter Key
NEW PASSWORD :
(enter twice):

DARS INTERNET: USING THE MVA TRANSACTION MENU

Upon entering the MVA **MENUS** for the first time, it is recommended you review the Menu Instructions before proceeding further. The instruction will explain how to use the Menu and has been designed to be user friendly. The Menu consists of four (4) Key Menus and a Help transaction.

Main Menu - MARYLAND Department of Transportation - Motor Vehicle Administration - Microsoft Internet E

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print

Address https://170.93.140.19/OnWeb/Onwebisapi.dll/PROD/User_Services/HTML/signon.htm?ONWEB_InfoRule=PROD.usLogoff%28%27timer%2 Links

MVA Welcome to the Maryland Motor Vehicle Administration
COMMITTED TO SAFETY, SERVICE, AND YOU

Driver Information Logoff ?

To obtain Driver Information please enter one of the following:

Soundex No.	Name/DOB
Soundex No.:	<input type="text"/>

Please select data to be retrieved and click submit:

Data Selection: 3 YEAR LICENSE HISTORY

Submit

Registration Information Logoff ?

To obtain Registration Information please enter one of the following:

Soundex No.	Make/Vin	Title No.	Class/Tag No.
Soundex No.:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit

Name Search Logoff ?

To perform a name search please provide the following information:

First Name	Middle Name or Initial	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search

Generate Soundex Logoff ?

To generate a new soundex please provide the following information:

First Name	Middle Name or Initial	Last Name	Suffix	DOB (MMDD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Generate

6:48 Local intranet

Start Novell GroupWise - W... IBM MAINFRAME - EX... Main Menu - MARY... Microsoft Word - DAR... 9:47 AM

The four (4) Menus are presented to you automatically when you have completed your logon procedure: (SEE PREVIOUS PAGE for Menus)

1. **Driver Information** - Provides access to Maryland driver information
 - A. Retrieve by Soundex (or record holder ID number), or
 - B. Retrieve by full name/date of birth, but only if the record holder's complete name & date of birth is available to you, **exactly as it appears in Maryland MVA's database**
2. **Registration Information** - Provides access to Maryland vehicle information
3. **Name Information** - Provides access to Maryland driver name/address information by full or partial name as indicated below:
 - First (space) Middle (space) Last Name
 - Last Name Only
 - First (space) Last Name
 - First Initial (space) Last Name
 - First Initial (space) Middle Initial (space) Last Name
4. **Soundex Generation** - Provides ability to generate an individual's driver (soundex) number, which is **(only if an individual's full name/date of birth is available to you, as it appears in Maryland MVA's database)**

The HELP Transaction: **HELP** displays helpful information about the system.

NOTE: Company soundexes are generated manually by the Maryland Motor Vehicle Administration and cannot be generated by the Generate Soundex Menu, or retrieved using the Name Search Menu.

RECORD FEES: There is a \$9.00 charge per record for the Driver Query Menu, Registration Query Menu and Name Search Menu. There is a \$9.00 charge per record, regardless of the number of pages contained in each record. In addition, like most states, Maryland charges a record fee for "no record found". MVA recognizes a requester might possibly enter a typo to cause a "no record found". In most cases however, the requester requires confirmation of the fact that there is no record for a particular individual. Accordingly the message, "no record" demonstrates that a record is not valid, and avoids the risk of acceptance of a fraudulent license or driving record.

Some accesses are not charged for example, an invalid request or if an invalid format was entered. Examples of an invalid request or format would be, insertion of special characters (#<&*.?.), or fewer characters than the entry field allows. The record below is a test record and can be accessed without a record fee, by entering one of the following:

- Soundex/Operator Identification #: D000429000361
- Full Name/Date of Birth: John Doe, Date of Birth: 0512
- Class & Tag Number: ASP TESTTAG

ERROR MESSAGES CONCERNING YOUR USERID/PASSWORD:

REINSTATED USERID (AFTER LOCKOUT)

A Temporary Password will be given to you to use the next time you sign on. You must reset your password at this time.

LOGONID : Enter your USER ID and press Tab Key
PASSWORD : Enter Temporary Password and press Tab Key
NEW PASSWORD : Enter 8 Char Alpha/Numeric Password and press Tab Key
(enter twice) : Enter same 8 Character Password and press Enter Key

TO CHANGE PASSWORD (REQUIRED AT LEAST EVERY 45 DAYS)

LOGONID : Enter USER ID and press Tab Key
PASSWORD : Enter your old Password and press Tab Key
NEW PASSWORD : Enter New 8 Char Alpha/Numeric Password & press Tab
(enter twice) : Enter the same New password again and press Enter Key

NOTE: The NEW password must be one that has not been used for at least the last FIVE times.

ACF01017 PASSWORD FOR LOGONID HAS EXPIRED

REASON: You did not change your password in the timeframe defined by the OIR, which is 45 days.

ACTION: Key in a new password.

ACF01013 LOGONID X_____ SUSPENDED BECAUSE OF PASSWORD VIOLATIONS

REASON: You entered your password incorrectly 3 times.

ACTION: Call MVA for assistance at 410-768-7234, or 410-768-7035

ACF82008 ACF2, ENTER NEW PASSWORD

REASON: Your current password needs to be replaced.

ACTION: Enter a new ACF2 password.

ACF82910 ACF2, NEW PASSWORD TO SHORT ACFAE155 (CICS)

REASON: You entered a new password to replace your expired one, but the length of the new password is less than the minimum number of 8 characters required by OIR standards.

ACTION: Key in a new password that is exactly 8 alpha/numeric characters.

ACF0120 NEW PASSWORD LESS THAN MINIMUM LENGTH AND OLD PASSWORD EXPIRED

REASON: You entered a new password to replace your expired one, but the length of the new password is less than the minimum of 8 characters required by OIR standards.

ACTION: Key in a new password that is exactly 8 alpha/numeric characters.

ACF01023 NEW PASSWORD IS THE SAME AS THE OLD AND OLD PASSWORD EXPIRED

REASON: You entered your old (current) password as your new password. OIR standards are you cannot use the current and last four passwords.

ACTION: Key in a new and unique password.

ACF82916 ACF2, VERIFICATION OF NEW PASSWORD FAILED

REASON: You supplied an invalid password for revalidation. The supplied password is not in the correct format or does not match the new password specified at initial system validation.

ACTION: Key in the correct password at revalidation prompt.

ACF01128 INVALID SYNTAX FOR NEW PASSWORD - NONE SET

REASON: You entered a new password, but it does not conform to the ACF2 password format required. Because the new password was not required (that is, the present password is not expired), the new password is ignored and system access is permitted. The password remains unchanged.

ACTION: Key in a new password that conforms to the ACF2 format the next time you logon.

ACF01129 PASSWORD SUCCESSFULLY ALTERED

REASON: You successfully changed your old password to a new one. All future system accesses must now specify the new password.

ACTION: None. This is an informational message only.

ACF01130 NEW PASSWORD LESS THAN MINIMUM LENGTH - NONE SET

REASON: You entered a new password to replace your expired one, but the length of the new password is less than the minimum of 8 characters required by OIR standards. Because the new password was not required (that is, the present password has not expired), the new password is ignored and system access is permitted. The password remains unchanged.

ACTION: Key in a new password, which is exactly 8 alpha/numeric characters.

ACF001131 NEW PASSWORD EQUALS OLD - NONE SET

REASON: The new password entered is the same as your current one. Because the new password is not required (that is, the present password has not expired), the new password is ignored and system access is permitted. The password remains unchanged.

ACTION: Key in a new and unique password.

ACFEE999 NEW PASSWORD MATCHES A PREVIOUS PASSWORD AND IS DENIED BY ACF2/MVS NOTE 12

REASON: The new password you specified matches one of the most recent five passwords you used before.

ACTION: Type in a password that you have not used before.

ACF01136 NEW PASSWORD NOT SET - CURRENT PASSWORD MUST BE KEPT FOR nnn DAYS

REASON: You tried to change your password too soon. You must keep your password for the minimum of days specified by your site. The standard is five (5) days. The request is ignored. Nnn indicates the number of days that must pass between password changes.

ACTION: If the password must be changed, a security administrator can change it to a temporary password. This temporary password is used once to allow you to sign on and assign yourself a new password. When the temporary password is entered, a message will be displayed that the password is expired, please enter a new password.

MVA TRANSACTION KEY FORMATS

<u>TRANSACTION KEY</u>	<u>KEY FORMAT</u>	<u>EXAMPLE</u>
Soundex #	13 Characters 1 Alpha, 12 Numeric	D000429000361
Class	1-3 Characters Alphanumeric	A 1A ASP
Tag #	1-7 Characters Alphanumeric	ABC123 TESTTAG
Title #	8 Characters 8 Numerics 1 Alpha, 7 Numerics	12345678 03868031 M1234567
Vin #	1-19 Characters Alphanumeric	123 1X27K2W381988
Make	1-4 Characters Alpha Only	Chev Ford
Birthdate	4 Characters 4 Numeric Only	MMDD 1201
Name	Maximum 35 Characters (Display, DMENU, RMENU NMENU, SMENU) Alphanumeric	John Doe John Doe Jr J X Doe 3 rd

HOW TO INTERPRET THE FIELDS IN A MARYLAND DRIVING RECORD

1. Soundex/Driver License Number
2. Height
3. Weight
4. Race Codes:
 1. Black or African American
 2. White
 3. Asian
 3. Native Hawaiian or Other Pacific Islander
 4. American Indian or Alaska Native
 5. Multiracial
5. Gender/Sex Code
6. Date of Birth
7. Restriction Code:
 - B. Corrective lenses
 - C. Special brakes, hand controls, outside mirrors each side, or other
 - D. Prosthetic aid
 - E. Automatic transmission
 - F. Outside rearview mirror (obsolete)
 - G. Limited to daylight only
 - H. Limited to employment
 - I. Limited (MVA Examiner Only)
 - J. Other or Customized Text (see the driver's license or the driving record)
 - K. CDL Intrastate Only
 - L. Vehicles without airbrakes
 - M. Except Class 'A' Bus
 - N. Except Class 'A' & 'B' Bus
 - O. Except Tractor Trailer
 - Z Organ Donor or Hearing Impaired or Speech Impaired
8. Page Number
9. Name/Address
10. Endorsement - CDL Drivers **ONLY**
11. License Class:
 - A. All vehicles except motorcycles
 - B. Motor vehicles 26,001 or more pounds GVW, except trailers over 10,000 and motorcycles. All class C&B non-commercial vehicles
 - C. Motor vehicles under 26,000 pounds GVW, except trailers over 10,000 and motorcycles
 - M. Motorcycles

12. Issue Date
13. Expiration Date
14. License Status
15. Special Restrictions
16. Violation Date/Action Date
17. Conviction Date
18. Summary - This is a 15 space variable area used for reference to record entries. An X next to violation denotes "Involved in an Accident"
19. Violation/Description - Written Text of Section of Law Violation or description of Administrative Action.
20. Points - Points Assessed Traffic Violations (points assessed to moving violations are deleted from a record two (2) years from the violation date).
21. Record End Total Current Points - Denotes End of Record and Total Accumulated Active Points.

MARYLAND DRIVING RECORD FORMAT

(1)	(2)	(3)	(4)	(5)	(6)	(8)
SOUNDEX	HEIGHT	WEIGHT	RACE	SEX	DATE-OF-BIRTH	PAGE
D00042900036	6-00	189	2	M	05-12-48	1

9) RES: JOHN DOE
 ANYWHERE
 USA BA MD 21126

DRIVING PRIVILEGE STATUS: REVOKED & SUSPENDED

(11)	(12)	(13)	(10)	(7)	(15)
LIC-CLASS	ISSUE-DT	EXPIR-DT	ENDORSEMENT	RESTRICTIONS	SP-RESTRICTIONS
CLASS CM	10/04/91	05/12/95		B	

THE RECORD REFLECTS ENTRIES FOR THE PAST 36 MONTHS

(16)	(17)	(18)	(19)	(20)
V-DATE	C-DATE	SUMMARY	DESCRIPTION	POINTS
04-18-96			ADDRESS CHANGE	
10-21-93			SOUNDEX CHANGE	
02-05-04		4444444 X	DRIVING/ATTEMPTING TO DRIVE WHILE INTOXICATED	12
06/12/04			POINT SYSTEM REVOCATION LETTER MAILED	
07-30-04			POINT SYSTEM REVOKED	
01-21-05		X111111 4505	DISTRICT COURT-FAIL TO APPEAR SUSPENSION LETTER MAILED	
02-02-95		UMC 8122	INVESTIGATION DIV REQUESTED TO SECURE DRIVER LICENSE	
01-02-05		7654321	DRIVING/ATTEMPTING TO DRIVE WHILE INTOXICATED	12
02-09-05		X111111 4505	DISTRICT COURT-FAIL TO APPEAR SUSPENDED	
02-20-05			POINT SYSTEM REVOCATION LETTER MAILED	
03-30-05			POINT SYSTEM REVOKED	
06-22-05			PRE-REINSTATEMENT CONFERENCE FAILED TO APPEAR	
06-22-05			DRIVER IMPROVEMENT PROGRAM FAILED TO COMPLETE-REFUSED	
12-15-05		MAB	HEARING-NO ACTION	
	(21)	RECORD END TOTAL CURRENT POINTS		24

HOW TO INTERPRET THE FIELDS IN A VEHICLE RECORD

1. Tag Number
2. Sticker Number
3. Month, Year, Expiration of Tag
4. Class of Vehicle
5. Title Number
6. Vehicle Identification Number
7. Year of Vehicle
8. Make of Vehicle
9. Body Style
10. Gross Combine Vehicle Weight (only applicable to commercial vehicles)
11. Gross Vehicle Weight
12. Exceptions (i.e., tow trucks, etc)
13. Vehicle Registration Fee
14. Inspection Date
 - N/A - Not Applicable
 - N/I - Not Inspected (vehicle only titled, not tagged)
15. Motor Vehicle Use Only
16. Stolen Vehicle (yes or no)
17. Indicates Administrative Action against Titling or Registering Vehicle (refers to Items 53, 54 & 55)
18. Substituted Tags Issued (yes or no)
19. Date of Financial Responsibility Indicator for Random Insurance Verification
20. Vehicle Emission Inspection Status
 - N - Non Exempt
 - E - Exempt

21. Vehicle Inspection Status or Engine Type

- A - Alcohol Engine
- C - Compliance
- D - Diesel Engine
- E - Electric Engine
- P - Propane Engine
- V - Violation
- 1 - Waiver
- 2 - Hardship Waiver
- 3 - Extension
- 4 - Vehicle Out-of-State
- 5 - Failed Test
- 6 - Weight (over 20,000 lbs.)
- 7 - Older Engine

22. Vehicle Emissions Inspection Date

23. Vehicle Emissions Inspection Expiration Date

24. Vehicle Emissions Access Date (last date of action regarding vehicle emission inspection)

25. Vehicle Insurance Company Name

26. Vehicle Insurance Company Policy Number

27. Registration Validation Date

28. a. Previous Class (if one exists)

b. Previous Tag Number (if one exists)

29. Odometer

- Code A – Correct/Actual Mileage
- Code B - Over 100,000 miles/Exceeds Mechanical Limits
- Code C - Not Correct/Actual Mileage

30/31. Duplicate Title Issued Indicator (if applicable)

Corrected Title Issued Indicator (if applicable)

32. Driver License Number

33. Suspended or Revoked Driving Privilege (owner)

- Yes (Administrative Suspension or Revocation, non-insurance on vehicle or District Court Fail to Appear in court or pay fine on citation, or A/R for Alcohol Related)
- No (no suspensions or revocations)

34. Removed from the screen

35. Removed from the screen

36. Removed from the screen

37. Name and Address (owner)

38. Height (owner)

39. Weight (owner)

40. Race (owner)

41. Gender/Sex (owner)

42. Date of Birth (owner)

43. Driver License Restriction (owner)

44. Driver license Number (co-owner)

45. Suspended or Revoked Driving Privilege (co-owner) yes/no

46. Valid Driver's License (co-owner)

47. Name and Address (co-owner)

48. Height (co-owner)

49. Weight (co-owner)

50. Race (co-owner)

51. Sex (co-owner)

52. Date of Birth (co-owner)

53. Effective Date of Administrative Action)

54. Unit/Division of Origin) Relates to "Yes" or "No" in Item #17

55. Unit/Division Control Number)

VEHICLE REGISTRATION/TITLE RECORD FORMAT

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
TESTTAG	7777777	05/88	ASP	999999999	999999999999	78	CHEV	4S	
(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)
N/A	-3700	00N/A	\$45.00	N/A	5	STL:NO	FLAG:YES	SUB:NO	FR:0580
(20)	(21)	(22)		(23)		(24)			
V-ST:N	V-INSP-ST:V	INSP-DT:0387		V-EXP-DT:0387		V-ACC-DT:123186			
(25)	(26)			(27)					
INS. CO:	ALLSTATE INS CO			POLICY#: 123456789		REG-VAL-DT: 051287			
(28)		(28)		(29)			(29)		
PREVIOUS CLASS: ASP		PREVIOUS TAG:TEMPTAG		REFND:NO			ODOMETER:01234		
(30) / (31)				(32)			(33)		
>>>> CORRECTED TITLE ISSUED-COPY 02				<<<< D-000-429-000-361			SUS.REV: A/R		
(37)	(38)		(39)	(40)	(41)	(42)			
JOHN DOE	6-00		189	2	M	05/12/48			
ANYWHERE USA BA MD 21226									
(43)				(43)					
B 8 H EMPLOYMENT PURPOSES				C 8 EMPLOYERS VEHICLES					
D 9 ALCH CT IMPOSED									
(44)		(45)		(46)					
D-000-587-048-098		SUS.REV:NO		VAL. LIC:NO					
(47)	(48)		(49)	(50)	(51)	(52)			
MARY ALICE DOE	5-05		110	2	F	01/22/34			
ANYWHERE USA BA MD 21226									
(53)			(54)			(55)			
<u>EFFECTIVE DATE</u>			<u>UNIT OF ORIGIN</u>			<u>UNIT CONTROL</u>			
08/02/99			FINANCIAL RESPONSIBILITY - MVA			J9999999			
01/03/99			COMPULSORY INS VIOLATION -MVA			A111-111			
12/28/02			COMPULSORY INS VIOLATION - MVA			UMC12345			
09/04/03			INVESTIGATION TO SECURE TAGS			02980613			
11/29/04			UNIVERSITY OF BALTIMORE -PARKING			3449			

-END OF RECORD-

DRIVER'S LICENSE CLASS CODES

Commercial Driver License Class Codes

Driver License Class	You May Drive:	And May Tow:	Exceptions
A	Any single combination of vehicles	Any trailer	Motorcycles Endorsements may be required
B	Motor vehicles 26,001 or more pounds (GVW)	Trailers 10,000 pounds or less	Combination of Class F (tractor) and Class G (trailer) Motorcycles Endorsements may be required
C	Motor vehicles under 26,001 pounds (GVW)	Trailers 10,000 pounds or less	Motorcycles Endorsements required

Commercial Driver License Endorsements

Endorsement Code	Authorizes:
T	Double/Triple Trailer
P	Passenger Transport
S	School Bus Authorized
N	Tank Vehicle
H	Hazardous Materials
X	N and H Combined

Non-Commercial Driver License Class Codes

Driver License Class	You May Drive:	And May Tow:	Exceptions
A	Any non-commercial vehicle	Any non-commercial trailer	Commercial Motor Vehicles Motorcycles
B	Any single or combination of non-commercial motor vehicles	Any non-commercial trailer	Commercial Motor Vehicles Motorcycles Combination of Class F (tractor) and Class G (trailer)
C	Any non-commercial combination of motor vehicles with a GVW less than 26,001 pounds	Any non-commercial trailer	Commercial Motor Vehicles Motorcycles
M	Motorcycles	Motorcycle trailer	Commercial Motor Vehicles

REPORTING

PROBLEMS

HOW DO I REPORT A PROBLEM

When you find it necessary to call the Maryland Motor Vehicle Administration (MVA), please follow the steps given below. This will assist the communications personnel in the timely solution of your problem. These steps may seem tedious and troublesome but are necessary in order for us to determine the nature of your problem.

STEP 1. Follow the user troubleshooting procedures specified in the User Troubleshooting Responsibilities section that follows. These responsibilities are expected of you when you call.

STEP 2. Always be able to give the following required information when you call.

1. Your name
2. Company & subscriber account # & User Id)
3. Phone number (Preferably the nearest phone to your PC)
4. Information from the abend screen or error messages, if available.

Please call for assistance:

- Operational questions 410-768-7234 or 410-768-7035
- User ID/Password 410-768-7234 or 410-768-7035
- Billing Questions 410-768-7035
- Technical support 410-787-7879

GENERAL PROCESSING MESSAGES

***NO RECORD OF LICENSE NUMBER OR NAME GIVEN**

- The soundex number entered does not exist on the MVA database or was incorrectly entered.
- Soundex number did not consist of a leading alpha character followed by 12 numeric characters.

***NO RECORD OF SOUNDEX NUMBER**

- The soundex number entered does not exist on the MVA database or was incorrectly entered.
- Soundex number did not consist of a leading alpha character followed by 12 numeric characters.

***NO RECORD OF CLASS/TAG NUMBER**

- The tag number entered does not exist on the MVA database or was incorrectly entered.

***NO RECORD OF TITLE NUMBER**

- The title number entered does not exist on the MVA database or was incorrectly entered.
- The title number did not consist of 8 numeric characters or 1 leading alpha character followed by 7 numeric characters.

***NO RECORD OF VEHICLE IDENTIFICATION NUMBER**

- The Vehicle Identification Number (VIN) does not exist on the MVA database or was incorrectly entered.

***INVALID SOUNDEX NUMBER ENTERED**

- The soundex number entered did not consist of 1 leading alpha character followed by 12 numeric characters.

***INVALID VEHICLE CLASS ENTERED**

- The vehicle class entered did not consist of 1-3 alphanumeric characters or was not a valid MVA vehicle class.

***INVALID TITLE NUMBER ENTERED**

- The title number entered did not consist of 8 numeric characters or 1 leading alpha character followed by 7 numeric characters.

***INVALID VEHICLE IDENTIFICATION NUMBER ENTERED**

- The VIN did not consist of 1-19 alphanumeric characters. No special characters permitted.

***INVALID TRANSACTION INPUT FORMAT OR REQUEST**

- Transaction input key field was found to be invalid. Examine the transaction-input key for proper format.

APPENDICES

**APPENDIX I
Vehicle Class Table**

CLASS CODES	TAG FORMAT	GVW	DESCRIPTION
1A	1A & 5 Numeric		Dealer tag
A	3 Alphas, 3 Numeric BAY SERIES: 3 Numeric & 3 Alpha	-3700 +3700	Passenger Car & Station Wagons
ADP	5 Numeric & HC or HD BAY SERIES: 5 Numeric & HP	-3700 +3700	Class A with handicapped (wheel-chair symbol) Plates
AGA	* See chart below		Agriculture Tag
AOL	Organizational Logo On Tag	-3700 +3700	Passenger Car-Organization/Logo
AOR	Organization Tag Format	-3700 +3700	Class A Vehicle with Organizational Plates
APH	Purple Heart PH & 5 Numeric	-3700 +3700	Passenger Cars and Station Wagons
ARL	DR & 5 Numeric	-3700 +3700	Leased Passengers Cars
ASP	Up to 7 Characters	-3700 +3700	Class A Vehicle with Vanity Plates
AVH	Up to 6 Characters	-3700 +3700	Class A Vanity with Handicapped Plates
1B	3 Numeric, or 1 B & 5 Numeric		Motorcycle Dealer
Bay Tags	* See chart below		New Chesapeake Bay Plates
B	5 Numeric and B Bay Series/ B & 5 Numeric	N/A	-if company owner -if private owned

CLASS CODES	TAG FORMAT	GVW	DESCRIPTION
IC	1 C & 5 Numeric		Trailer Dealer
C	5 Numeric & C	N/A	-if company owner -if private owner
D	5 Numeric & D or 4 Numeric D & 1 Numeric	N/A	Motorcycles
DAV	DV & 5 Numeric	N/A	Disabled American Veteran Day Class Multi-purpose ref M In exception
DSP	Up to 6 Character	N/A	Motorcycles with Vanity Plates
4	5 Numeric or 4E & 5 Numeric		Mobile Equipment
EDP	5 Numeric HC or HD BAY SERIES/ 5 Numeric & HP	7,000 10,000	½ and ¾ Ton Truck SP in exceptions Handicapped Plates
EFT	5 Numeric & F T	FEE BASED ON GVW	Farm Truck
EMG	1 Alpha 3 or 4 Numeric & 1 Alpha or 3 Alphas & 2 or 3 numeric	SHOW GVW	Emergency Vehicle
EOL	Truck Tag with Organizational Logo	7,000 10,000	½ & ¾ ton truck
EOR	See Organizational Tag Format	7,000 10,000	Class E Vehicle with Organizational Plate
EPD or ED4	E & 5 Numeric	FEE BASED ON GVW	Dump Truck 40,000 Only 2X – All higher goes 3X to 6X
EPH	P H & 5 Numeric	7,000 10,000	Purple Heart

CLASS CODES	TAG FORMAT	GVW	DESCRIPTION
EPO	6 Numeric or 2 Numeric, 1 Alpha & 3 Numeric BAY SERIES/ 1 Numeric, 2 Alphas & 3 Numeric	7,000 10,000	½ & ¾ Ton truck
EPO	6 Numeric or, 2 Numeric 1 Alpha & 3 Numeric	Fee Based on GVW	Any truck over ¾ Ton
ESP	2 to 7 Character	7,000 10,000	Class E Vehicles with Vanity Plates
EVH	Up to 6 Characters	7,000 10,000	½ & ¾ Ton Truck with Handicap and Vanity Plate
F	5 Numeric & F	N/A	Tractor or Truck Tractor
FF	5 Numeric & T R	N/A	Farm Truck Tractor
G	6 Numerics & G BAY SERIES/ G & 5 Numeric	FEE BASED ON GVW	Trailers and Semi-trailers
GF	6 Numeric & G	FEE BASED ON GVW	Farm Trailers and Semi-trailers, Flat rate Does not apply
GP	6 Numeric & G	FEE BASED ON GVW	Eight (8) year Trailer Tag
GSP	Up to 7 Characters	3,000 5,000 10,000 20,000	Personalized non-freight Trailers
HAM	3 to 6 Characters & 1 Numeric	-3700 +3700	Car Ham Radio Operator
HDP	5 Numeric & HC, HD or HP	N/A	Handicapped for HSB and HSC

CLASS CODES	TAG FORMAT	GVW	DESCRIPTION
HEM	3 to 6 Characters & 1 Numeric	7,000 10,000	Truck Ham Radio Operator
HMM	3 to 6 Characters & 1 Numeric	-3700 +3700	Multi-purpose Ham Radio Operator
HSB	5 Characters & H	N/A	Type I - School Vehicles
HSC	H & 4 Numeric & C	N/A	Type I - School Vehicles (Charter)
J	5 Numeric & J	N/A	Van Pool/Staggered if individually owned
JDP	5 Numeric & HC or HD	N/A	Handicapped for Class J/Staggered if individually owned
K	5 Numeric & K	N/A	Farm Area Vehicle
L	5 Numeric & L	N/A	Historic Motor Vehicle
LAW	2 Alphas & 4 Numeric		Police Department Vehicles
LD	5 Numeric & LD	N/A	Historic Motorcycle
LDV	Up to 6 Characters	N/A	Historic Motorcycle with Vanity Plates
LSP	Up to 7 Characters	N/A	Historic Motorcycle with Vanity Plates
M	6 Numeric & M M and 6 Numeric 3 Numeric, M, 3 Numeric	-3700 +3700	Multi-purpose Vans, Trucks, Motor Homes & Three Wheeled Vehicles
MCS	LG & 5 Numeric SG & 5 Numeric	N/A	Always show "ME" in the body style
MDP	5 Numeric & HC, HD or HP BAY SERIES/5 Numeric & HP	-3700 +3700	Class "M" with Handicapped Wheel- chair (symbol) plates

CLASS CODES	TAG FORMAT	GVW	DESCRIPTION
MFE	6 Numeric (same as EPO)	FEE BASED ON GVW	Motor Freight Truck
MFF	5 Numeric & F (same as F)	N/A	Motor Freight Tractor
MOL	Logo on Tag	-3700 +3700	Class M (multi-purpose) Vehicles/Organizational
MOR	See Organization Tag Format	-3700 +3700	Class M with Organizational Plates
MPH	PH & 5 Numeric (Purple Heart)	N/A	Class M (multi-purpose) Vehicles/Organizational
MSP	Up to 7 Characters	N/A	Class M/Vanity with Handicap Plates
MVH	Up to 6 Characters	N/A	Class M/Vanity with Handicap Plates
N	5 Numeric & N	N/A	Street Rod/Must be 25 years old
NSP	Up to 7 Characters	N/A	Street Rod with Vanity Plates
P	5 Numeric & P	N/A	Buses for Hire # of passengers are shown in exception field – 29P
PDP	5 Numeric & HC or HD	N/A	Class P with Handicapped/Wheelchair (symbol) plates
Q	6 Numeric & LM		Limousine
T	TT & 4 Numeric	N/A	Tow Trucks and Rollbacks
TE	TT & 4 Numeric	00001 – 18000 19000 - 26000 27000 - 35000 37000 - (& OVER)	*Depending on weight Tow Trucks and Rollbacks

CLASS CODES	TAG FORMAT	GVW	DESCRIPTION
2	Alpha & 4 Numeric, 1 Numeric(R) 1 Alpha & 5 Numeric		Recycle
3	Alpha(F) & 4 Numeric, 1 Numeric 1 Alpha & 5 Numeric		Finance Company
5	Alpha (T) & 4 Numeric, 1 Numeric 1 Alpha & 5 Numeric		Transporter

This Chart **does not reflect apportioned tag(s)**. These vehicles are handled through the International Registration Plan (IRP) located in Room 120, MVA Headquarters, Glen Burnie. The Apportioned Tag Format is as follows:

Class EPD: 3 numeric, 2 alphas (ED), & 2 numeric
Class EPO: 3 numeric, letter 'E' & 2 numeric
Class F: 3 numeric, letter 'F' & 2 numeric
Class G: 3 numeric, letter 'G' & 2 numeric
Class P: 3 numeric, letter 'P' & 2 numeric

NOTE: This chart **does not include Temporary tags** (15-day tags) - not available on line.

***Agricultural Tags**

- | | |
|--|-------------------|
| 1. Class A (Passenger Vehicle)
Class Code---AGA | A000001---A899999 |
| 2. Class EPO (Truck 1 ton or less)
Class Code---EGA | A000001---A899999 |
| 3. Class M (Multi-purpose)
Class Code---MGA | A000001---A899999 |
| 4. Class B (For Hire)
Class Code---BGA | A000001---A899999 |
| 5. Class G (Trailer)
Class Code---GGA | A900001---A999999 |
| 6. Class EFT (Farm Truck)
Class Code---EFA | A000001---A999999 |

Disability Tags

- | | |
|---|-----------------|
| 1. Class ADP (Disability Passenger Vehicle)
Class Code---AGH | 0001AE---9999AE |
| 2. Class EDP (Disability Truck 1 ton or less)
Class Code---EGH | 0001AE---9999AE |
| 3. Class MDP (Disability Multi-purpose)
Class Code---MGH | 0001AE---9999AE |

*** New Chesapeake Bay Tags**

<u>Tag Class</u>		<u>Tag Scheme</u>		
ABY -	Passenger	00001 CB	-	99999 CB
EBY -	Trucks (1 ton or less)	00001 BY	-	99999 BY
MBY -	Multipurpose	00001 CA	-	99999 CA
BBY -	Taxi	00001 CC	-	99999 CC
<u>Class</u>		<u>Tag Scheme</u>		
GBY -	Trailers	00001 GA	-	99999 GA
		00001 GB	-	99999 GB
<u>Class (DISABILITY)</u>		<u>Tag Scheme</u>		
ABH -	Passenger	0001 DA	-	9999 DA
EBH -	Trucks (1 ton or less)	0001 DB	-	9999 DB
MBH -	Multipurpose	0001 DC	-	9999 DC
		0001 DD	-	9999 DD
		0001 DE		9999 DE
<u>Class</u>		<u>Free form tag scheme</u>		
ABP -	Passenger vanity			
EBP -	Truck vanity			
MBP -	Multipurpose vanity			
GBP -	Trailer Vanity			
<u>Class</u>		<u>Free form tag scheme</u>		
ABV -	Passenger disability vanity			
EBV -	Truck disability vanity			
MBV -	Multipurpose disability vanity			
<u>Classes</u>		<u>Future Classifications</u>		
DBY -	Motorcycle			
DBH -	Motorcycle Disability			
DBP -	Motorcycle Vanity			
DBV -	Motorcycle Disability Vanity			
QBY -	Limousine			
Note: Letters at end in the tag scheme are stacked				

STATE AND LOCAL GOVERNMENT VEHICLES AND MISCELLANEOUS INFO.

State tag - S Fee: SGR (Shows Weights) G & 5 Numeric Expiration Shows PERM

State Motorcycle Tag - S Fee: SGR (N/A – N/A) G & 3 Numeric Expiration Shows PERM

Local Government Tag: L Fee: GGR (Show Weights) G & 5 Numeric Expiration Shows PERM

Government vehicles that carry standard class tags: A, EPO, M, etc., DO NOT Show Weights, and Fee Reads “GR” with Expiration Month & Year

No Organizational Fee required on: 1) National Guard, 2) Fire Department

The following Plates can be moved from one class vehicle to another class of vehicle (Example: AOR TO EOR). However, the customer must pay the applicable fee for the new class.

HAM.....	HAM / HEM / HMM
HANDICAPPED.....	ADP / EDP/ HDP/ JDP/ MDP/ PDP
HANDICAPPED VANITY.	AVH/ EVH/ MVH
ORGANIZATION.....	AOL/ EOL/ MOL/ AOR/ EOR/ MOR
VANITY.....	ASP/ DSP/ ESP/ GSP/ LSP/ MSP/ NSP

The following combinations of classes are legal for multi-tagged vehicles:

A/L B/L D/L MOR/L HSB/P ASP/L M/L
A/N B/P AOR/L EPO/L HSC/P ESP/L MSP/L

APPENDIX II

DARS Internet Application - Help Information

[1] SIGN ON HELP

NEW FIRST TIME INITIAL SIGN ON:

A Temporary Password will be given to you to use the first time you sign on. You must reset your password.

USERNAME: Enter your USER ID and press Tab Key

PASSWORD: Enter your Temporary Password (received from MVA) and press Tab Key

NEW PASSWORD: Enter new 8 Character Alpha/Numeric Password and press Tab Key

CONFIRM NEW PASSWORD: Retype the same New 8 Character Password and click ok.

REGULAR SIGN ON

USERNAME: Enter your USER ID and press Tab Key

PASSWORD: Enter 8 Characters Alpha/Numeric Password and click ok

REINSTATED PASSWORD AFTER SUSPENSION

A Temporary Password will be given to you to use the next time you sign on. You must reset your password

USERNAME: Enter your USER ID and press Tab Key

PASSWORD: Enter Temporary Password and press Tab Key

NEW PASSWORD: Enter 8 Character Alpha/Numeric Password and press Tab Key

CONFIRM NEW PASSWORD: Enter same 8 Character Password and click ok.

NOTE: PASSWORD WILL EXPIRE AND MUST BE CHANGED EVERY 45 DAYS. IF NOT USED WITHIN 60 DAYS, USERID WILL AUTOMATICALLY DELETE AND WILL REQUIRE A WRITTEN/SIGNED REQUEST IN ORDER TO BE REESTABLISHED. Send via fax to (410) 424 – 3678 to request userid reinstatement.

[2] MAIN MENU

Driver Information

Note: 3-year license history is the only option available.

To obtain Driver Information please enter:

A. Driver License Number and submit

B. Or click on Name/DOB and enter Full name and Month and Day of birth and submit

Note: To use this option, you **must enter the full name and date of birth, exactly as it exists in MVA's database.**

[3] [MAIN MENU](#)

Registration Information

To obtain Registration Information please enter:

- A. Driver License Number and submit
- B. Or click on Make/VIN tab and enter Vehicle Make and VIN Number
- C. Or click on Title Number tab and enter a valid Title Number
- D. Or click on Class/Tag Number tab and enter a Vehicle Class and Tag Number and submit

[4] [MAIN MENU](#)

Name Search

To perform a name search enter:

- A. First Name or Initial
- B. Middle Name or Initial
- C. Last Name
- D. Suffix if available
and search

[5] [MAIN MENU](#)

Generate a Driver License Number

To obtain a Driver License Number (Soundex) please enter: full name and month/day of birth (You **must enter the full name and date of birth exactly as it exists in MVA's database in order to generate the correct soundex number.**)

- A. First Name
- B. Middle Name or Initial
- C. Last Name
- D. Suffix if available
- E. Month and day of birth only, no back slash, special characters, or spaces and generate soundex.

APPENDIX III

AUTHORIZED USES of MVA RECORDS Driver Privacy Protection Act of 1994 and 1999 (DPPA)

- The record owner or written consent from the record owner (dated signed within the preceding 6 months).
- Federal, State, or Local Government Agency in carrying out its functions.
- Law Enforcement/court agencies for uses in carrying out its functions.
- Private Detective Agencies licensed by the Secretary of State Police, for uses in compliance with DPPA.
- Security Guard Agencies licensed by the Secretary of State Police, for uses in compliance with DPPA.
- Insurer/Insurance Support Agency in connection with rating, underwriting, claims investigation, and antifraud activities.
- For use in connection with court proceedings or action for service of process, investigation in anticipation of litigation, and execution/enforcement of judgments or orders.
- Employer/Insurer CDL Holder (e.g. checking records for employment purposes, insurance purposes, rating, etc.).
- Legitimate Business Entity (e.g. employer, credit, etc.) to verify personal information provided by the record holder or for the purpose of obtaining corrected personal information but only to prevent fraud by the record holder, pursue legal remedies against the record holder, or recover debt or security interest against the record holder.
- Toll Facilities in connection with operation of a privately toll transportation facility.
- Research/Statistical, Vehicle Recalls/Safety/Theft/Emissions/Alterations (MVA approved).
- Towing Company/Impound Facility for purpose of providing notification to the vehicle owner.
- Hospitals for uses in connection with hospital security purposes, personal information relating to the ownership of vehicles parked on hospital property.

APPENDIX IV

TESTING/TRAINING RECORDS

***** AT NO CHARGE PER RECORD *****

For testing and training purposes you may key the following into the Driver Information Menu or Registration Information Menu:

Soundex number **D 000 429 000 361** (without spaces or dashes)

You may key in the following into the Registration Information Menu:

Vehicle Class **ASP** and Tag Number **TESTTAG**