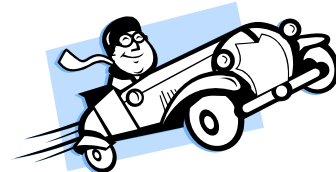
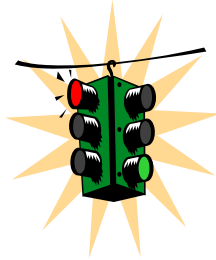




Welcome to the Maryland Motor Vehicle Administration
COMMITTED TO SAFETY, SERVICE, AND YOU

Secure FTP Server Process for Parking/Traffic Control Violation Flags



PVF User Guide

Version 2.0

Effective January 1, 2005

Revised February 2010

Preface

INTRODUCTION:

The Parking and Traffic Control Device Violation Flagging System is available for authorized jurisdictions and political subdivisions to flag records of those registered vehicle owners who are delinquent in payment of a citation issued for violation of a traffic control device.

Effective July 1, 2004 the MVA assessed an administrative flag fee to vehicle owners each time a registration is flagged for non-compliance with a jurisdictional traffic control device violation. The Administrative flag fee will be due for each violation reported and will only be waived if the violation was reported in error or if the vehicle owner is found not guilty.

This user guide describes: (1) the procedures a jurisdiction must follow for entering the Motor Vehicle Administration's Weekly Registration Flagging System. (2) The jurisdiction's responsibilities in transferring a file to the MVA via FTP (File Transfer Protocol). (3) The jurisdiction's responsibilities in placing and clearing flags on a tag.

BACKGROUND:

On February 1, 2010, the MVA provided a daily (Monday through Thursday) service to all jurisdictions that wish to withhold a vehicle's registration renewal due to unresolved traffic control/parking violation(s), delete a flag from a record for customers that have resolved their outstanding citations, or suspend a particular tag due to unresolved traffic control/parking violation(s) for chronic offenders. This service is the PVF (or Parking Violation Flag) system. This system runs each Thursday evening and also handles various traffic control device violations as authorized by Maryland Vehicle Law. From May 1, 2008 to January 29, 2010, the PVF system was run weekly. Prior to May 1, 2008, the PVF system was run once a month.

NEW PARTICIPANTS:

First time participants to the Traffic Control/parking Flagging Program are required to complete an Application to Participate in MVA Traffic Control/Parking Violation Flagging Program. The application will require participants to provide the contact information, the signature of an authorized representative and agree to comply with the process and procedures set forth by MVA. A Security Advisory Form and FTP Remote Access Form (located at the end of this booklet) must be submitted for each person requesting access to the file.

Once the application is approved and all required security documents are completed, a four-digit jurisdiction code will be assigned. The contact person listed on the application will be notified when the FTP directory and user-ids are established. A default password will be assigned to all users and the user will be required to change the password immediately after it is received to ensure the security of the data files.

TESTING:

A test folder will be created for a new jurisdiction joining the PVF flagging program. You may begin submitting the test files once you receive your user ID and password. The test folder will be used for both input and output records. The files may be distinguished by the file name i.e.: INP1234 (input) or OUT1234 (output). Test files should be limited to no more than 15 different records per file. The citation number field should contain the actual citation number format. Jurisdictions that are not currently submitting data via FTP will have one folder only on the FTP directory. Upon completion of satisfactory testing, an In and Out folder will be created to begin submission of production data. **After submission of your test file**, please contact the flagging unit at 410-787-7828 and advise a test file (include your 4 digit jurisdiction code) has been submitted, so the file may be reviewed for proper layout and completion.

SUPPORT:

The MVA provides general customer support in regards to User ID access, sending and receiving the jurisdiction weekly PVF FTP file.

TELEPHONE: MVA Help Desk 410-768-7181

When contacting us, please provide your jurisdiction code and specific problem, such as user-id access, sending (downloading) or receiving (uploading) your file.

PROCESSING OF DAILY (Monday – Thursday) DATA SUBMISSIONS:

All jurisdictions are required to post data files to the FTP directories by 3:30 p.m. Monday - Thursday. Once the data has been run, the jurisdiction will receive an e-mail notification verifying the data has been processed and output records have been posted to the FTP directory. It is important to note that the output file **must** be retrieved before the submission of your next file run. **Data that is not retrieved from the OUT folder before the next run will be overwritten and irretrievable.**

MVA FLAG WARNING LETTERS:

MVA flag warning letters will be generated from the registration flag data and will be mailed to the vehicle owner in lieu of a registration renewal application. The flag-warning letter provides contact information for the vehicle owner to resolve the traffic control/parking citation based on the contact information provided in the original application. The jurisdictions name, code number and phone number are listed on the front of the letter. The back of the letter provides and explanation of the procedures to resolve the jurisdiction flag and the MVA administrative flag.

VR-119 – MD TRAFFIC CONTROL/PARKING FLAGGING PROGRAM TRAFFIC CONTROL/PARKING FINE RELEASE:

The VR-119 is a three (3) part pre-numbered **secure** form provided by the MVA for use by the jurisdictions as proof and verification that all outstanding violations have been satisfied by the vehicle owner against a particular tag number. VR-119's are issued to jurisdictions upon request. These forms may be mailed or picked up at the Glen Burnie office. The following information regarding issuance of all books is maintained: name of the jurisdiction; jurisdiction code number; number of books requested; book sequence numbers; and date mailed or picked up, along with the jurisdiction representative's signature.

The VR-119 is a three (3) part form:

- Copy Number 1 – MVA (White) ————— presented to the customer
- Copy Number 2 – Violator (Yellow) —————
- Copy Number 3 – Local Agency (Pink)

A jurisdiction may provide their own flag release in lieu of the VR-119; however, **it must first be approved by the MVA** and must include all information as noted on the VR-119. When a vehicle owner satisfies **all** delinquent ticket(s) for the specific jurisdiction code, a VR119 may be issued by the flagging jurisdiction if the owner needs to complete a registration transaction before you send in the request to delete the flag(s). This release is then presented to a full service MVA office along with the applicable MVA administrative flag fees in order to renew the vehicle registration. If it is determined that a vehicle was flagged in error, the administrative flag fee will be waived. The jurisdictions must note "Flagged in Error" **along with the citation number**, directly on the VR-119 release itself, or provide a letter on the jurisdictions letterhead. The same information provided on the VR119 must be listed on the error letter. The citation number that was flagged in error must be listed. If a record is flagged with multiple citations, only the citation numbers indicated as flagged in error may be waived

Once the VR-119 has been issued or the customer has satisfied their obligations, it is the responsibility of the jurisdiction to notify the MVA via the daily PVF data run that the citation has been satisfied by submitting a delete (D) action code. If a record was flagged in error, a reverse (R) action code would also need to be submitted with the citation number. If it is necessary for MVA to manually add or delete a flag, the data will be reflected on the daily VFLG001 report.

ADMINISTRATIVE FLAG FEE:

Once a registration record has been flagged for a traffic control/parking violation, an administrative flag fee, payable to the Motor Vehicle Administration is required to be paid by the vehicle owner. The fee is for the administrative costs associated with adding and deleting the flag from the MVA database, generation of an invoice, warning letter and registration renewal application if the citation is satisfied.

The Administrative flag fee may only be waived if the record was flagged in error as follows:

- Wrong tag number submitted by jurisdiction
- Wrong tag number flagged by MVA
- Citation is pending trial or investigation and jurisdiction submits transaction to reverse flag

ADMINISTRATIVE FLAG FEE REFUNDS:

If a vehicle owner pays the MVA administrative flag fee, a refund will only be authorized upon presentation of a flagged in error letter which must include the citation number from the jurisdiction and proof of payment by the vehicle owner.

AUTHORIZATION FOR TAG APPLICATION – VR 167:

MVA may call directly to a jurisdiction to verify payment and get approval for registration renewal for a customer who does not have a VR-119. If the person has paid in full, a release will be handwritten. This form includes the title number, tag number, date of flag, jurisdiction code, name of owner and the signature of the person releasing the flag. The official stamp is used to approve the release. Also noted on the VR 167 release, is the name of the person with whom the MVA representative spoke at the jurisdiction to authorize the release. If the administrative flag fee is to be waived, written authorization from the jurisdiction must be provided indicating the tag and citation number was flagged in error before the transaction may be processed. A record is maintained of all VR 167s issued.

DELETION OF TRAFFIC CONTROL FLAGS REQUESTED BY JURISDICTIONS BY PHONE OR MAIL:

From time to time we are contacted by a participating jurisdiction to request a removal of a flag manually and to mail a renewal. In order to remove a flag, the Flagging Unit must receive written authorization from the flagging jurisdiction either by a VR-119, or letter on the jurisdiction's letterhead. The letter must contain the same information listed on the VR-119 including the jurisdiction code and whether the record was flagged in error. If the citation was flagged in error, it must contain the citation number and date issued. The letter must contain the signature of the person authorizing the release.

CORRESPONDENCE:

Correspondence regarding traffic control violations in conjunction with MVA records is handled through this Unit.

Database may be incorrect.

Vehicle owner may have incorrect registration.

Needs assistance in resolving a problem with the jurisdiction.

Liaison to jurisdictions:

SUSPENSION OF REGISTRATION PLATES:

When the traffic control fines accumulate to \$1,000 or more on a one specific vehicle, the jurisdiction may request to have the registration suspended. A suspension entry on the registration record will authorize law enforcement to remove the registration from the vehicle

Prior to submission of the request for registration suspension, the jurisdiction **must** notify the vehicle owner. MVA will generate a registration suspension notice to the vehicle owner advising that the registration is suspended and the license plates and registration card must be returned to the MVA.

NOTE: The jurisdiction must submit both a delete record and suspension record for the suspension entry to be posted.

ABEYANCE FOR DAILY RENTAL VEHICLES – PARKING FLAGS ONLY

Parking jurisdictions requesting a flag against a daily rental vehicle will be placed in a holding file for 90 days. The MVA sends a notice to the rental company advising that a request to flag the registration record has been submitted by jurisdiction XYZ and requesting the company to resolve the outstanding violation with their lessee and the jurisdiction. If the violation is not resolved and a delete code is not submitted on a FTP file, the flag will be removed from "Hold" status and the flag will be placed on the MVA database.

NOTE: Red light and Speed Camera jurisdictions requesting a flag be placed on against a daily rental or interchangeable tag, will kick out on the error report and a flag will not be placed on the database.

REMINDER SECTION

Do not send duplicate citation numbers.

MVA will only accept a VR-119, with the exception of those jurisdictions having prior approval for a different release.

The VR-119 will allow the MVA employee to override (not delete) the jurisdiction flag. The jurisdiction must delete (D) the flag via FTP.

Each jurisdiction may produce their own warning letters concerning the traffic control/parking violations. These letters should include the:

- Amount owed
- Location where fines can be paid
- Phone number for information

Jurisdictions participating in the flagging program **must** notify customers of the MVA Administrative Flag Fee should their vehicle record be flagged. Recommended language for Citations and/or Late Notices – To be used by jurisdictions to notify customers of the MVA Administrative Flag Fee:

If this citation is not paid within the time allotted, the Motor Vehicle Administration (MVA) will be notified to place a flag against your vehicle record that prevents your registration from being renewed or transferring of plates. This flag and an associated flag fee results from failure to satisfy the requirements of a traffic control device violation before this jurisdiction notified the MVA. The administrative fee by the MVA is assessed for each flag imposed. This administrative flag fee must be paid to the MVA and is in addition to administrative fees due to _____. MVA administrative fees remaining unpaid may be referred to the Maryland Central Collection Unit for collection.

Each jurisdiction is allowed one traffic control flag per citation. If a suspension is submitted and the tag is already flagged for traffic control, a deletion must be submitted before a suspension flag can be initialized.

Citations issued on regular tags may not be flagged if the citation date is over four years old. Citations issued on personalized tags may not be flagged if citation date is over two years.

The jurisdiction is held totally responsible for the accuracy of all information submitted to this Administration.

The Motor Vehicle Administration will remain harmless for any action resulting from inaccurate information submitted by the jurisdiction.

Do not submit a delete code if the vehicle has outstanding delinquent citations for the same jurisdiction code.

Entering the MVA Daily (Monday - Thursday) Parking Violation Flag System

Each jurisdiction is required to complete OTTS Office of Data Security Advisory form and MVA FTP Remote Access Request Form and Application to Participate, MVA Traffic Control Flagging Program.. Once the agreement form is approved, a four – (4) digit code is assigned the jurisdiction.

To utilize the secure FTP server a Security Advisory form must be completed for each user as well as the MVA FTP Remote Access Request Form. Once approved, the jurisdiction will receive a User Name and User Password for accessing the MVA secure FTP server.

Flagging Process and Your Responsibilities:

Each jurisdiction is responsible for the accuracy of all information submitted to the Motor Vehicle Administration.

The jurisdiction sends to the MVA via FTP a file containing the tag numbers of vehicles they want to flag along with the corresponding Parking/Traffic Control citation number. The tag information must be submitted no less than 45 days prior to the first day of the month of renewal to withhold the mailing of the renewal application. A jurisdiction is not required to FTP a file each day.

There are **four** actions a jurisdiction can assign a tag -

A = Add a Parking/Traffic Control flag to the tag. This action will result in withholding the registration renewal for that tag number. A flag letter is mailed in lieu of a registration renewal. The flag letter will instruct the vehicle owner what he/she needs to do and who to contact to resolve his/her Parking/Traffic Control violation(s). The jurisdiction, jurisdiction code number, and jurisdiction phone number is included on the letter.

D = Delete (remove) a Parking/Traffic Control flag from a tag. It is the jurisdictions' responsibility to remove the flag from a tag **via the FTP process**, once the Parking/Traffic Control violation is satisfied. It may also be necessary for the jurisdiction to issue a form VR-119 if the vehicle owner needs to process a MVA transaction before the file is sent. The VR119 is a three – (3) part pre-numbered secured form provided by MVA for jurisdictions to use as proof and verification that **all** outstanding violations have been satisfied by the vehicle owner against a particular tag number. VR-119's are issued by MVA to jurisdictions upon request and are logged in the MVA's logbook. Jurisdictions may provide their own flag release form but it must be approved by the MVA prior to usage. The vehicle owner presents the completed VR-119 to a full-service MVA office along with the applicable administrative flag fee in order to override the flag and have a renewal generated. If the jurisdiction placed the flag in error the MVA administrative flag fee will be waived upon receipt of an electronic request for [Reversal](#) and a VR-119 or jurisdiction letter with vehicle information and citation number issued to the vehicle owner indicating the flag was placed in error. **Do not submit a delete code if the vehicle has outstanding delinquent citations for the same jurisdiction code.**

S = Suspend a tag. The jurisdiction must notify the vehicle owner of their intent to have the vehicle registration suspended prior to submitting the request for suspension to the MVA. The vehicle owner must return the tags and registration to the MVA upon receipt of the suspension letter. The jurisdiction must submit a Delete record for the flag to allow processing of the suspension record.

R = Reverse a Parking/Traffic Control flag from a tag. It is the jurisdictions' responsibility to remove the administrative flag from a tag once when it is determined that the flag was **posted in error or a not guilty** verdict is issued when the citation is adjudicated. This code will permit the MVA to reverse the MVA administrative flag fee due. You may also need to submit the Delete code to remove your jurisdiction flag if **no other outstanding citations exist**. The jurisdiction requesting the reversal of a parking/traffic control flag should also provide written documentation (VR-119) to the vehicle owner that the flag was mistakenly placed on the registration if the vehicle owner needs to process a title or registration transaction.

PVF - FTP Input Record Layout

The following information should be submitted no less than 45 days prior to the first day of the month of renewal to withhold the mailing of the renewal application.

1. The Action Code
 A – Add
 D – Delete
 S – Suspend
 R - Reverse
2. Tag Number (*Tag number must be 7 characters. (LEFT-JUSTIFIED). Fill in the missing characters of the tag number with a space bar keystroke. Where ␣ equals a space bar keystroke) see example 3 below.*)
3. Jurisdiction Code
4. Tag Expiration Month
5. Tag Expiration Year
6. Citation Number (*citation number must be 20 characters. (LEFT-JUSTIFIED). Fill in the missing characters of the citation number with a space bar keystroke. Where ␣ equals a space bar keystroke) see example 3 below.*)
7. Citation Issue Date

Total record length is 46.

Column	Description	Length	Type	Justify	Fill	Comments
1	Action Code	1	Alphanumeric	Left	Required	A, D, S, R
2 thru 8	Tag Number	7	Alphanumeric	Left	Required	
9 thru 12	Jurisdiction Code	4	Numeric	Left	Required	
13 thru 14	Tag Exp. Month	2	Numeric	Right	00	
15 thru 18	Tag Exp. Year	4	Numeric	Right	0000	CCYY
19 thru 38	Citation Number	20	Alphanumeric	Left	Required	
39 thru 46	Citation Issue Date	8	Number	Right	00000000	MMDDCCYY

Input Example 1: jurisdiction 1234 input record – adding flag to tag ABC5558 with March 2004 Expiration
AABC5558123403200412345678901234567ABCMMDDCCYY

Input Example 2: jurisdiction 1234 input record – deleting flag on tag XYZ9999 with March 2004 Expiration
DXYZ9999123403200412345678901234567DEFMMDDCCYY

Input Example 3: jurisdiction 1234 input record – suspending tag LMN333 with March 2004 Expiration. A delete entry must precede a suspend entry.
DLMN333B123403200412345678901BBBBBBBBBMMDDCCYY
SLMN333B123403200412345678901BBBBBBBBBMMDDCCYY

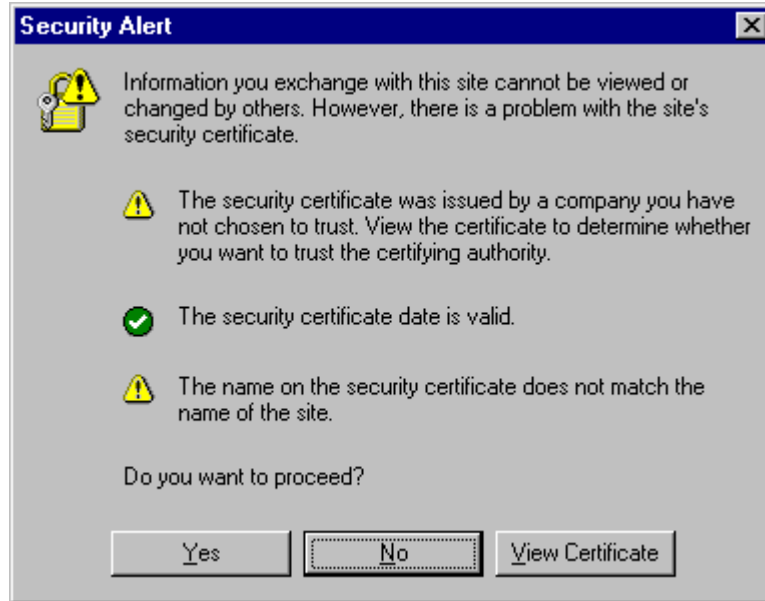
Input Example 4: jurisdiction 1234 input record – Reversing flag for tag with March 2004 Expiration
RABC5558123403200412345678901234567890MMDDCCYY

Transferring Your File to the MVA via FTP

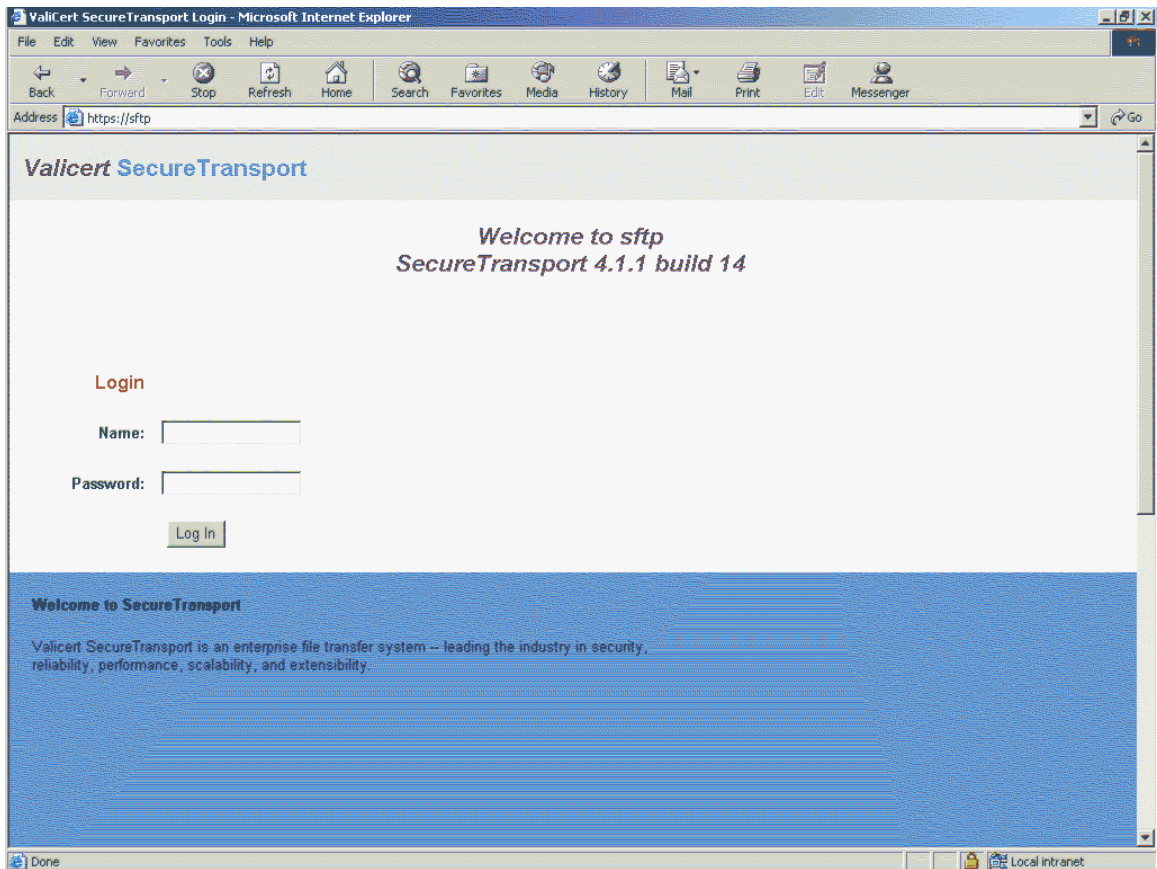
Using example jurisdiction code 1234 the FTP input file would be named INP1234. Be sure to use uppercase when naming your file. The character set must be ASCII. The file is FTP'd **without** a file extension. (Example: .dat .doc .dot .mdb .mde .pdf .pub .txt .wk1 .wpd .xls .xlw .xlt)
Please rename your file without the extension before FTPing.

Instructions for Accessing Maryland Department of Transportation's Secure FTP Server for Maryland Motor Vehicle Administration PVF (Parking Violation Flag) System

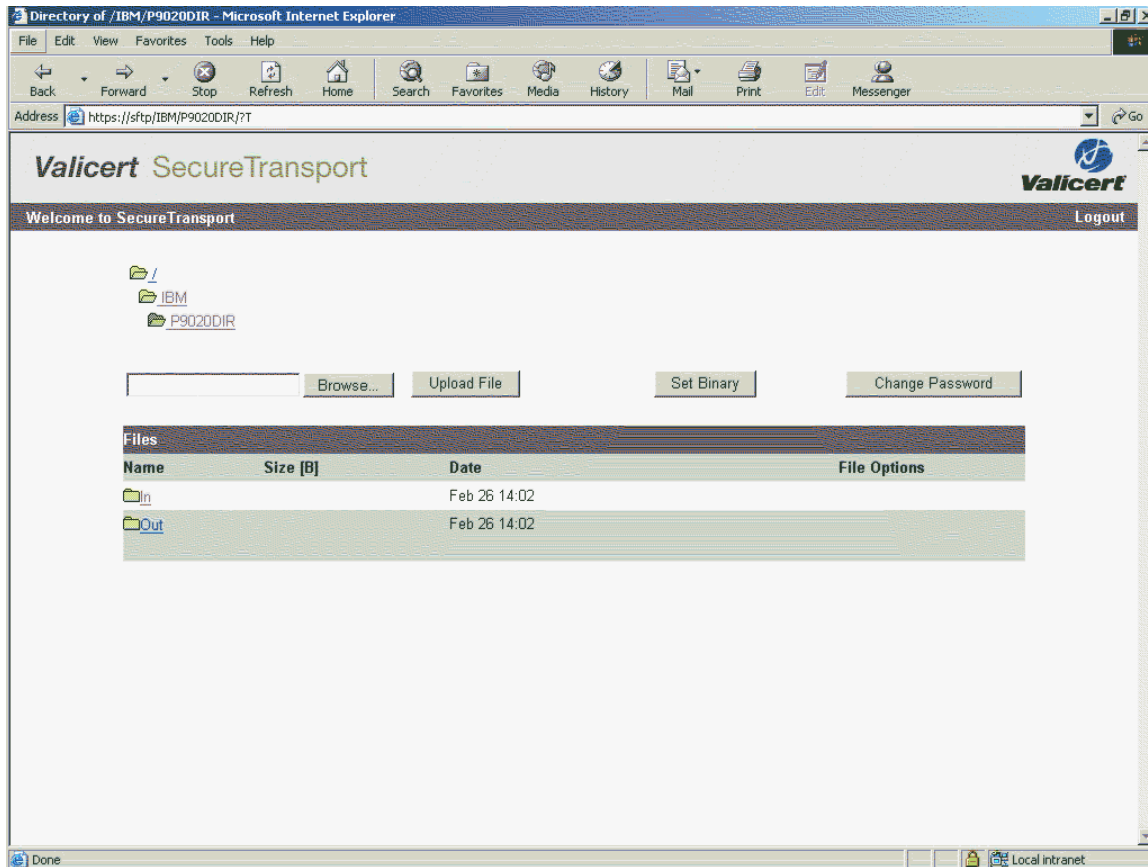
- A. Start your browser.
- B. In the address field key in <https://sftp.mdot.state.md.us>
- C. Click "go" or press the "Enter" key.
- D. If you receive the following "Security Alert" window, select "Yes" to proceed.



- E. When prompted, enter your User Name and Password assigned by Maryland MVA and select “Login” or press the “Enter” key.

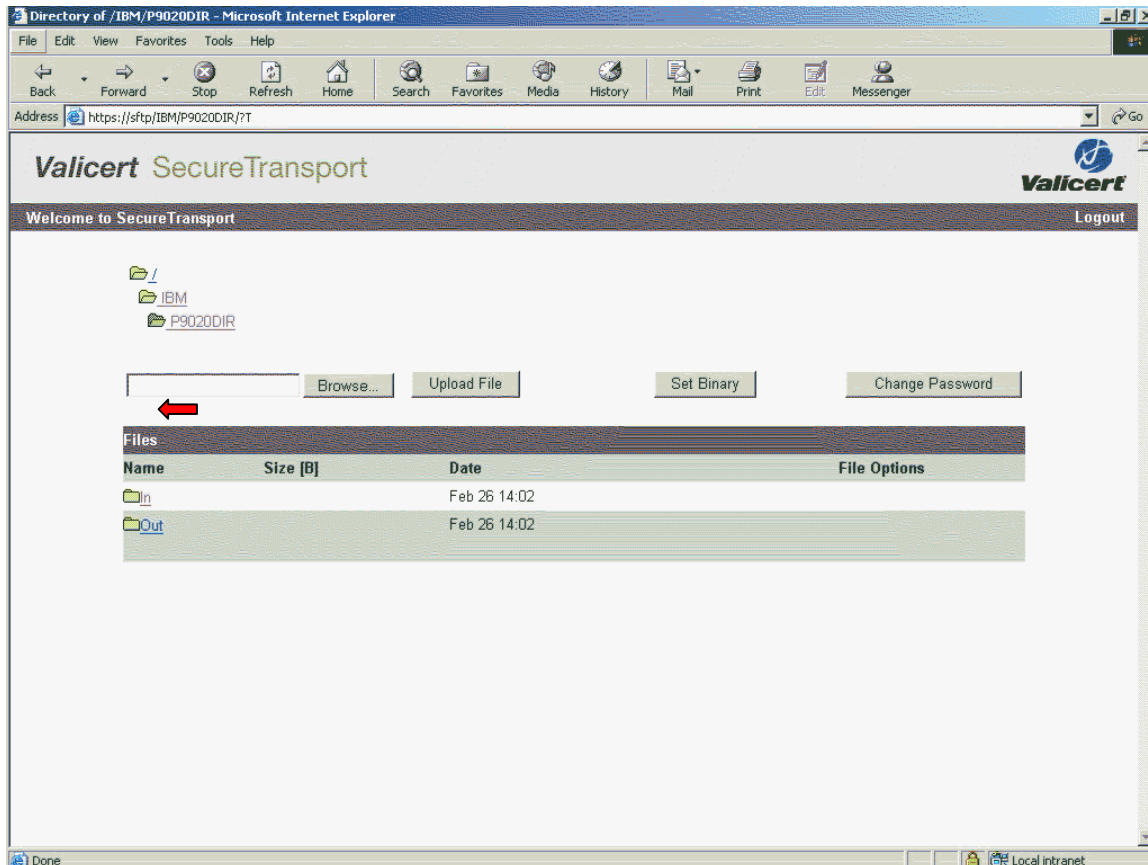


- F. You are now connected to the MDOT Secure FTP server. We recommend that you save the URL to "favorites"
- G. To close your session anytime you want click the "Secure Transport" button at the top of the screen.
- H. The screen below is your home screen that will appear when you login.

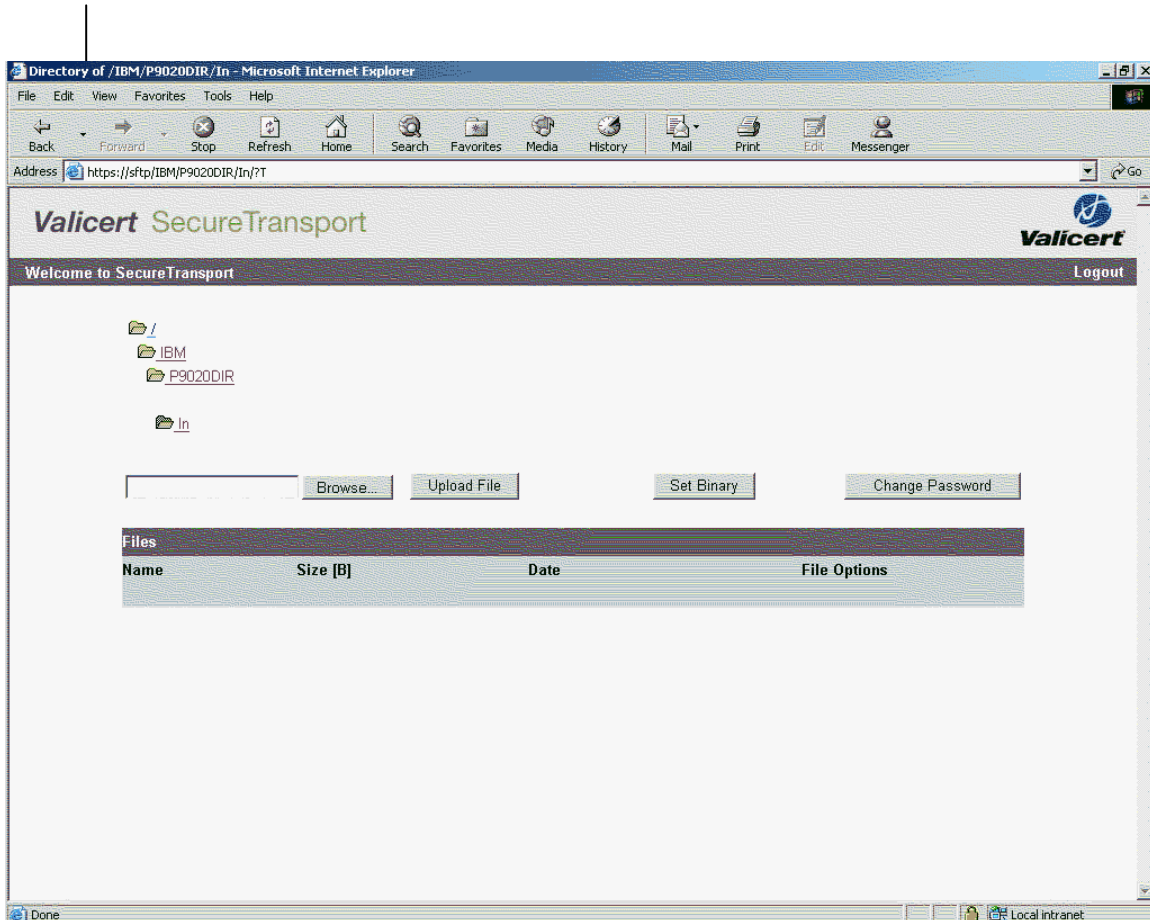


Transferring a File to the Maryland Department of Transportation Secure FTP Server (Uploading)

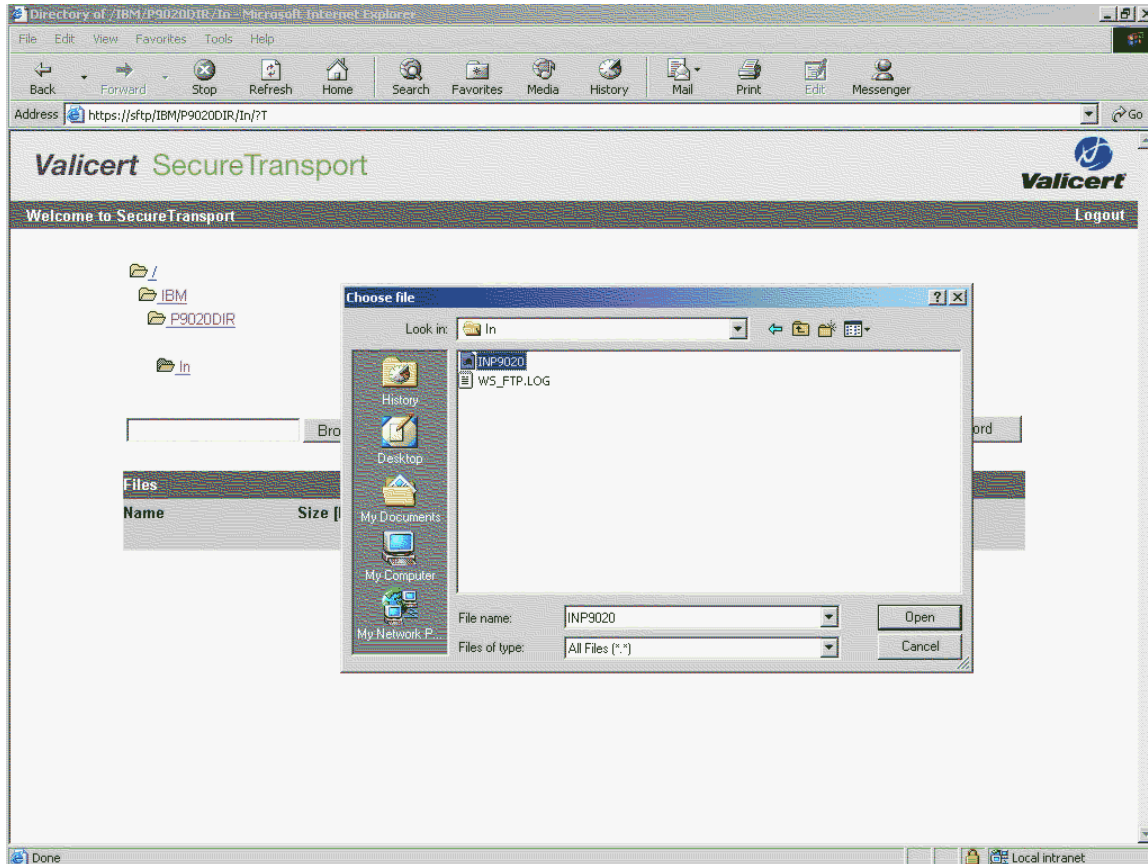
1. To transfer a file to the Maryland Department of Transportation Secure FTP Server, click the "In Name (directory).



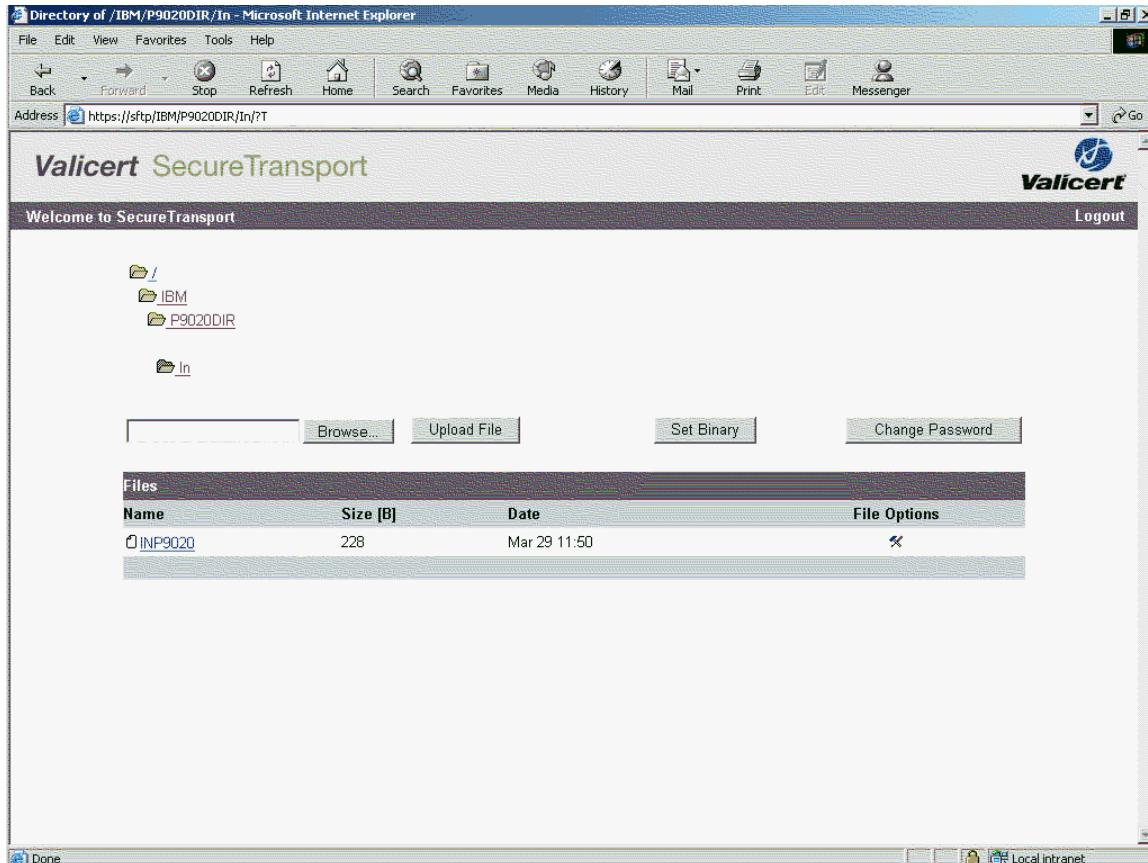
2. Now click the "Browse..." button to find the file you wish to send. If you know the directory path and filename, you may key the file name (with drive letter, path and extension) into the window next to the "Upload File" button. Make sure the set Binary/ASCII says Binary so the ASCII data will remain ASCII.



3. When the file that you wish to send is located, highlight it by clicking the filename and then click the "Open" button.



- The Drive letter, path, file name and extension appear in the window next to the “Upload File” button. Click the “Upload File” button to transfer the file to the Maryland Department of Transportation Secure FTP Server.
- The file name, size and date will appear on the screen.



PVF - FTP Output Record Layout

The jurisdiction will be returned an output record.

1. The Action Code
 - A – Add
 - D – Delete
 - S – Suspend
 - R - Reverse
2. Tag Number
3. Jurisdiction Code
4. Tag Expiration Month
5. Tag Expiration Year
6. Citation Number
7. Citation Issue Date
8. New Tag Number
9. MVA Action
10. Error Code

Total record length is 56

Column	Description	Length	Type	Justify	Comments
1	Action Code	1	Alphanumeric	Left	A, D, S, R
2 thru 8	Tag Number	7	Alphanumeric	Left	
9 thru 12	Jurisdiction Code	4	Numeric	Left	
13 thru 14	Tag Exp. Month	2	Numeric	Right	
15 thru 18	Tag Exp. Year	4	Numeric	Right	CCYY
19 thru 38	Citation Number	20	Alphanumeric	Left	
39 thru 46	Citation Issue Date	8	Number	Right	MMDDCCYY
47 thru 53	Filler	7	Alphanumeric	Left	Used to report new tag no. or invalid jurisdiction no.
54	MVA Action	1	Alphanumeric	Left	A, D, S, R, E, H
55 thru 56	Error Code	2	Alphanumeric	Left	1 thru 10

Numeric Error Code and Description for MVA Action = E:

- 1 = Duplicate Tag Number/Citation Number
- 2 = Date Error –Citation Issue Date Missing or Invalid
- 3 = Tag Number not found on the MVA database
- 4 = Add Action Code – Tag number already flagged
- 5 = Invalid Jurisdiction Code (juris. code reported will be posted to field position 47)
- 6 = Invalid Action Code
- 7 = Interchangeable Tag – Not Flagged for red light/speed camera
- 8 = Delete Action Code – Flag already deleted
- 9 = Daily Rental Red Light/Speed Camera – Not Flagged
- 10 = Citation number missing or invalid
- 11 = Suspend – Tag already suspended

MVA Action H is used for rental car tag numbers. These tag numbers are put on hold for three months before being flagged.

Output Example 1: jurisdiction 1234 output record – flag successfully ADDED to tag ABC5558 with March 2004 Expiration

**AABC5558123403200412345678901234567ABCMMDDCCYYBBBBB
BBABBB**

Output Example 2: jurisdiction 1234 output record – flag successfully DELETED on tag XYZ9999 with March 2004 Expiration

**DXYZ9999123403200412345678901234567DEFMMDDCCYYBBBBB
BBDEBB**

Output Example 3: jurisdiction 1234 output record – flag successfully SUSPENDED tag LMN333 with March 2004 Expiration.

**SLMN333B123403200412345678901BBBBBBBBBMMDDCCYYBBBBB
BBSEBB**

Output Example 4: jurisdiction 1234 output record – flag successfully REVERSED flag for tag with March 2004 Expiration

**RABC5558123403200412345678901234567890MMDDCCYYBBBBB
BBREBB**

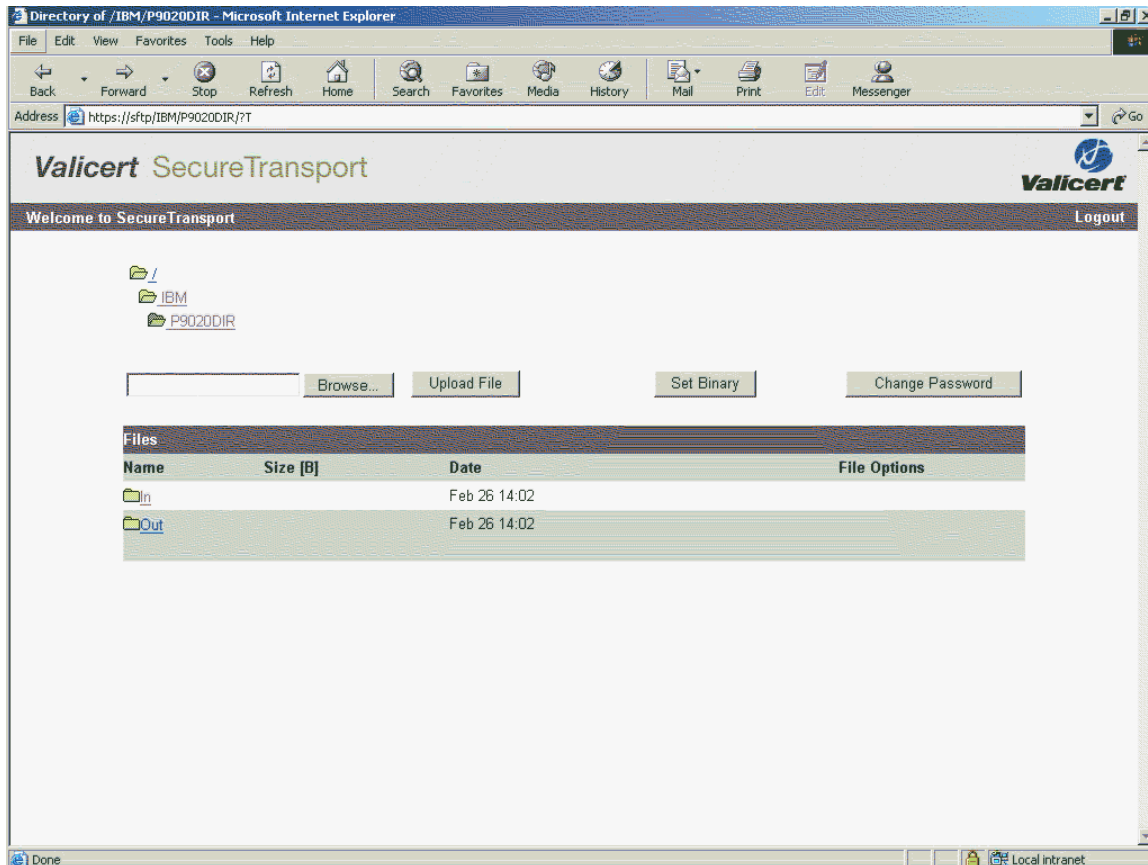
Output Example 5: jurisdiction 1234 output record – **ERROR** on tag LMN333B with March 2004

Tag number not found on the MVA database

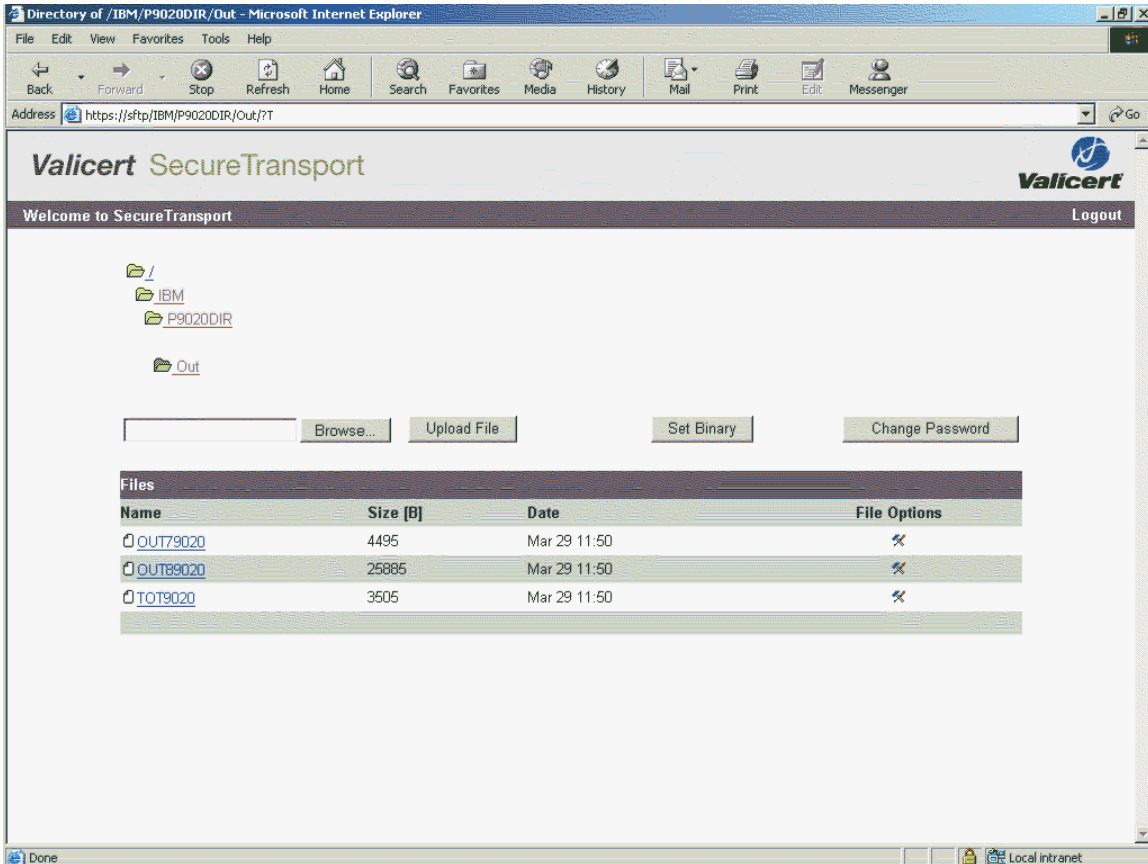
**SLMN333B123403200412345678901BBBBBBBBBMMDDCCYYBBBBB
BBEBB3**

Retrieving a File from the Maryland Department of Transportation Secure FTP Server (Downloading)

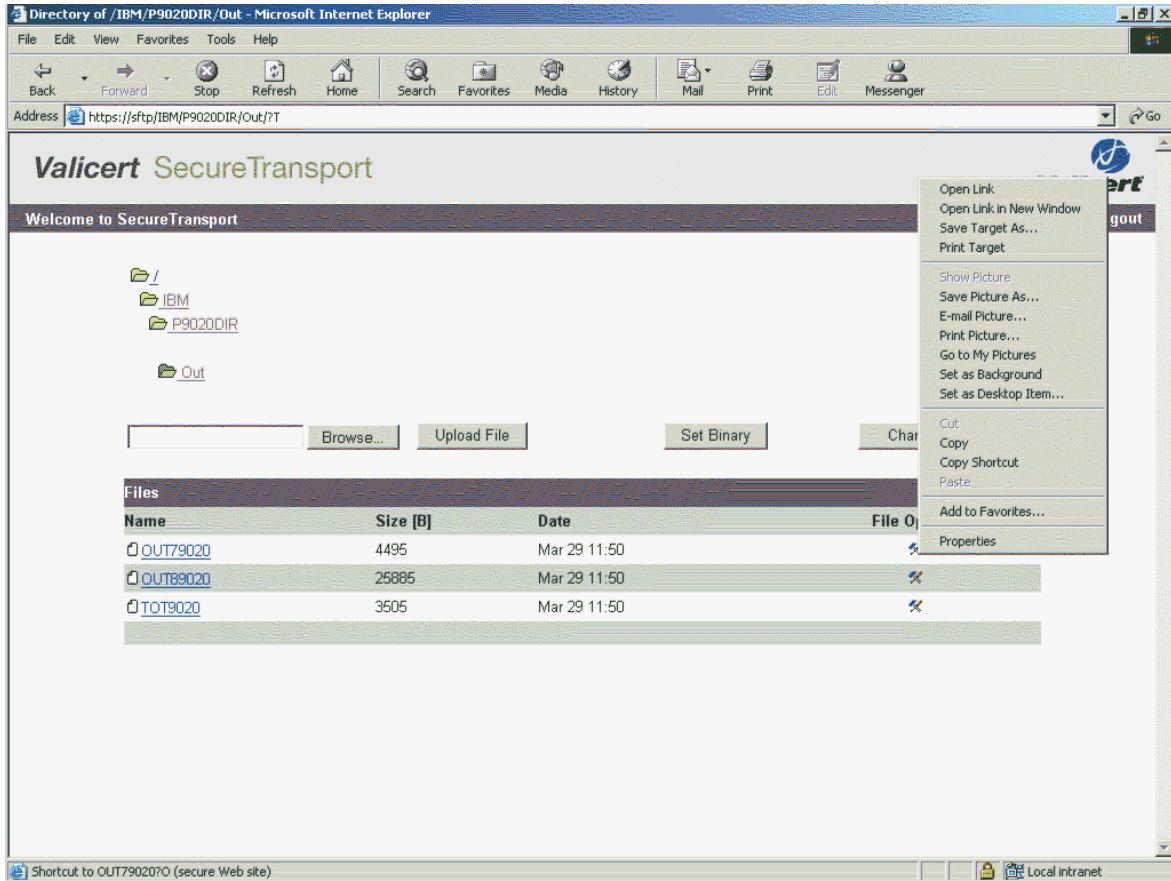
1. To retrieve a file from the Maryland Department of Transportation Secure FTP Server, click the “Out” Name (directory).



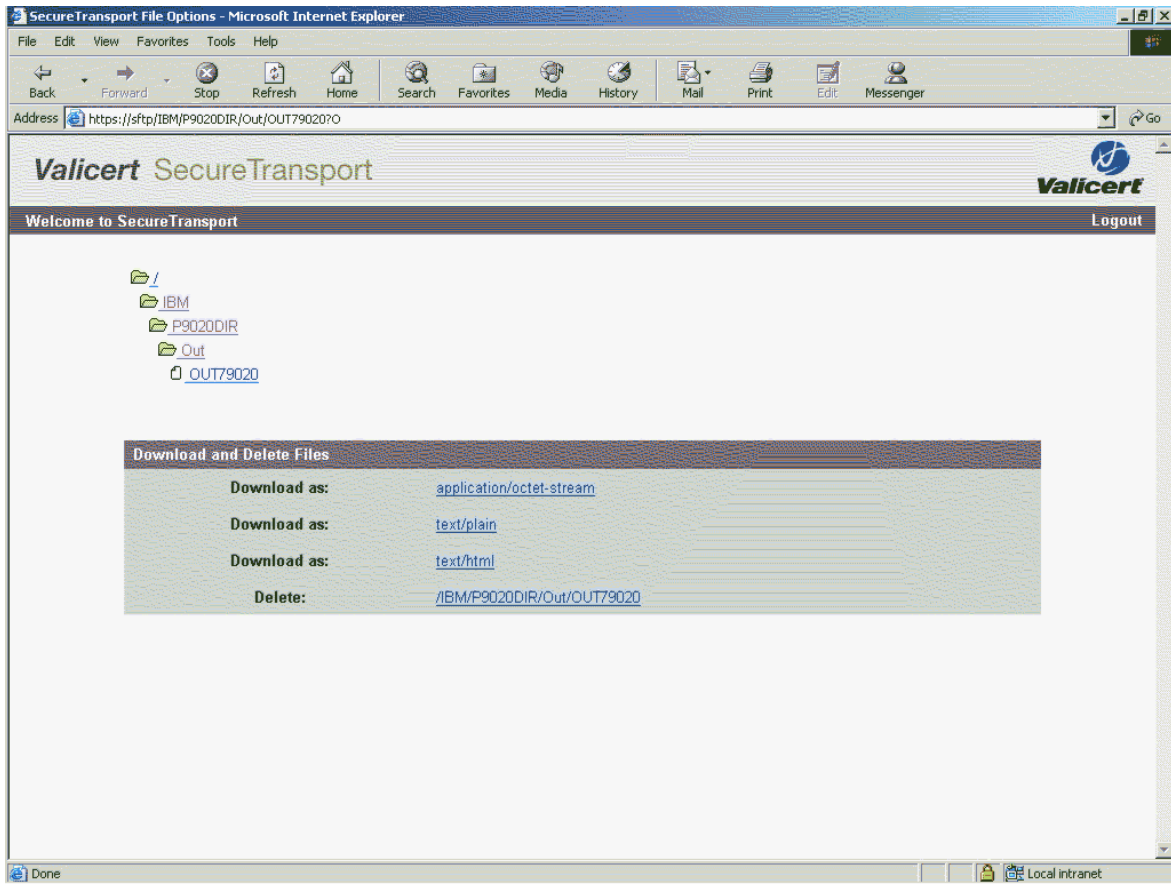
2. Click the file you would like to download, the “File Download” window appears, and then follow the instructions in the “File Download” window. Click the “OK”. This is the preferred method.

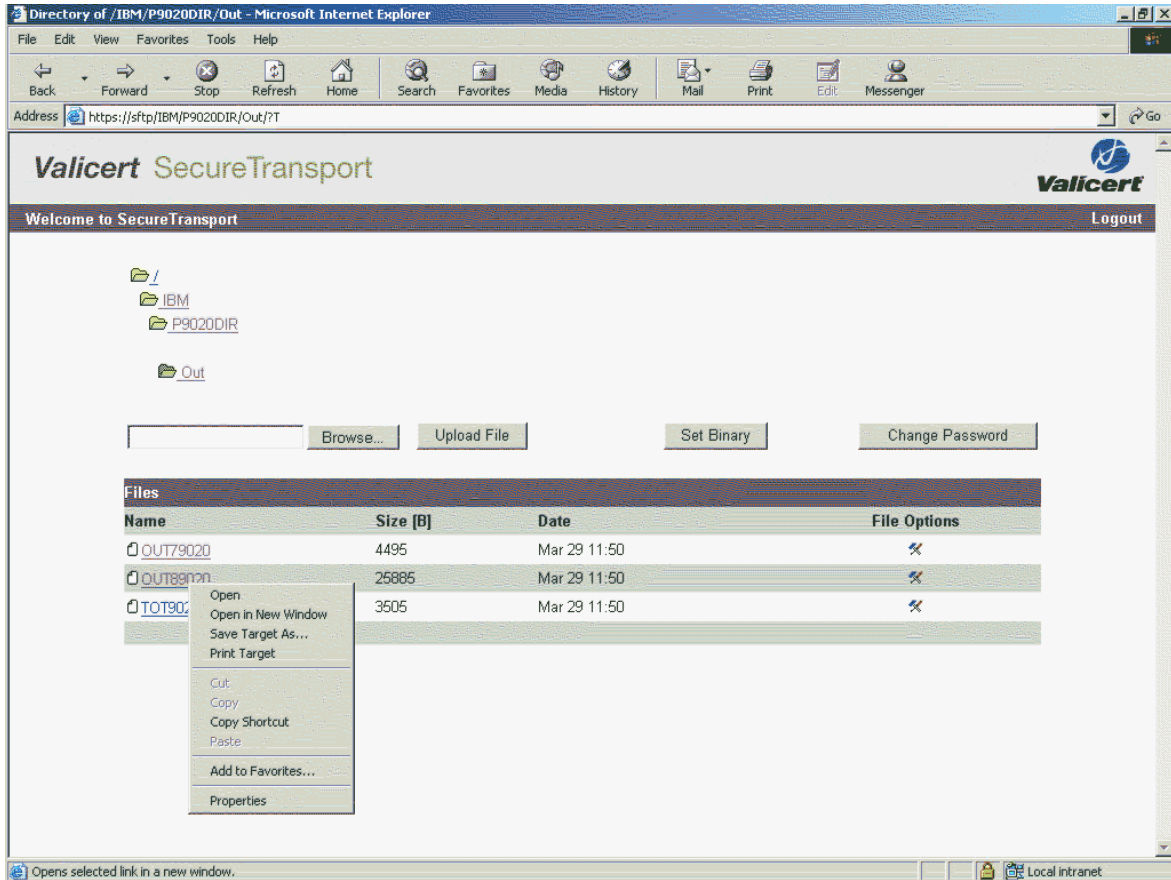


3. The "Save As" window will appear. Locate a folder that you wish to save the file into. You may also create a new folder, which this file can be placed in. Click the "Save" button once the destination has been determined. The file will then be downloaded to your system. Figure 8 shows the result of right click on the file option icon of the file you want.



5. Figure 9 shows the result of left clicking the file option icon. This is NOT the preferred method.





6. To report a problem, please call the Maryland Department of Transportation Help Desk (410-768-7181) and explain your problem. They will request information from you and work with you to resolve the problem.

**SOME RULES FOR
PARKING VIOLATION FLAGS
AND
VARIOUS TRAFFIC CONTROL DEVICE VIOLATIONS
ELECTRONIC TOLLS
RED LIGHT CAMERA
RADAR SPEEDING CAMERA
SUBSYSTEM FTP INPUT**

1. The record formats will be the same as the current 4 digit year record formats
2. FTP for input and output for these systems is mandatory. You **MUST** use the record format provided.
3. FTP users must have a primary and a secondary user ID for backup reasons.
4. FTP users for the above systems will be required to provide a valid notification email addresses.
5. The names for the folders and files on the FTP Server will be assigned by BSM/ASD.
6. If using/changing a vendor to submit your flagging files, you must submit a letter of authorization on your letterhead to the flagging unit, advising company “XYZ” has permission to access files for your jurisdiction code # “1234.”
7. When a user should no longer have access to your flagging files, you must submit a FTP authorization form requesting the deletion of said user.
8. Problems related to User ID and passwords may be reported to the MVA help desk at 410-768-7181.

INSTRUCTIONS FOR FILLING OUT MVA FTP Remote Access Request Form

The FTP request is for one (1) person. Each customer site should have **at least 2** users assigned so there is an active backup.

The customer completes the top section only.

Check the appropriate action. The customer is responsible for deleting a user if they leave the position and should no longer have access to the FTP server.

Please print the following information on the form:

Requester's name;

User-id is P9999A; where 9999 is the jurisdiction code assigned after completion of the Application to Participate in MVA Traffic Control Violation Flagging Program and the letter A will go alphabetically as each new user is added;

Phone: A valid phone number where the user may be contacted;

Name of Company: Jurisdiction's name i.e.: 'XYZ City Traffic Control Enforcement PD;

Location: Jurisdiction mailing address i.e.: 123 Any Street, Any Place, MD 12345-6789;

Purpose of Remote Access i.e.: Parking, Red Light, or Speed Camera Flagging System;

Email Address: A valid email address for this user so they can be notified of actions regarding data transmissions;

Requester Signature/Date: Please sign and date the form.

A Security Advisory form must also accompany the FTP form. Please submit all forms with original signatures to the Flagging Coordinator at MVA, 6601 Ritchie Hwy. NE, Glen Burnie, MD 21062. These forms constitute an agreement to follow the procedures and directives of the Motor Vehicle Administration as they relate to the Parking and Traffic Control Violation Flagging Program.

MVA FTP Remote Access Request Form

REQUESTER INSTRUCTIONS:

Complete top section of form, sign, and date. Forward to MVA System Administrator or supervisor to sign and date the form. Submit signed form to MVA Security Officer for verification of access type(s).

ACTION: () New Request () Account Change () Account Deletion DATE OF REQUEST: _____
Requester Name: _____ USERID: _____ Phone: () _____
Name of Company: _____ Location: _____
Purpose of Remote Access: _____
Email Address: _____

ACKNOWLEDGMENT: Remote Access to the MDOT/MVA network is a privilege. I hereby acknowledge that remote access is authorized for my use only and that all passwords and user names are to be kept confidential at all times. By requesting a remote access account, I acknowledge that I will install or already have installed personal firewall software and virus protection software on my remote (this includes business, home or laptop) system. I agree not to connect to MVA/MDOT through a wireless Access Point without prior approval from the MVA Remote Access Administrator. In addition, I authorize MVA and/or their contractor to test the security of my connection to the MVA network by performing a coordinated vulnerability assessment. Installation of the virus protection and applying virus signature updates is my responsibility. I understand that failure to do so may result in loss of remote access privileges. I have signed the MDOT Security Advisory agreement and I am aware of terms and conditions of the agreement.

Requester Signature/Date: _____
=====

MVA SYSTEM ADMINISTRATOR OR SUPERVISOR AUTHORIZATION: I authorize the requestor to be granted FTP access to the MDOT/MVA public FTP Server.

MVA System Administrator/Supervisor Name (Please Print) _____

MVA System Administrator/Supervisor Signature/Date: _____
=====

IMPLEMENTATION DETAILS (TO BE COMPLETED BY MVA ONLY)

MVA Security Officer Signature/Date: _____
=====

INSTALLATION VERIFICATION (TO BE COMPLETED BY MVA REMOTE ACCESS ADMINISTRATOR ONLY)

Remote access has been successfully completed and is operational:

MVA Remote Access Administrator Signature/Date: _____ Date: _____

User ID Assigned: _____

Directory Access Rights: _____ Directory(ies) Allowed Access: _____

Directory Path created: _____

**MARYLAND DEPARTMENT OF TRANSPORTATION
OTTS OFFICE OF DATA SECURITY**

SECURITY ADVISORY

This ADVISORY is initiated for INFORMATIONAL purposes only. The following paragraphs shall in no way be construed as a waiver by an employee of the rights and protections provided to employees by the Merit System Law (Article 64A of the Annotated Code of Maryland).

The Office of Information Resources and its Client/Agencies adhere to the State Policy: Data Processing Resources Security, as authorized by the Governor's Executive Order 01.01.1983.18; the State Data Security Committee, State Agency Data System Security Practices; Article 27, Section 45A and 146 of the Annotated Code of Maryland. In addition, other Federal and State Laws and Regulations affect the access to and use of computer information such as the U. S. Computer Crime Statute (1984), Computer Security Act of 1987, National Driver Register Act of 1982 (Public Law 97-364), Privacy Act of 1974, Freedom of Information Act, Computer Software Rental Amendments Act (1990), Fair Credit Reporting Act, Computer Fraud and Abuse Act (1986), Federal Driver Privacy Act 1994; 18 U.S.C. §2720 et seq. and, with §§10-611, 10-616, 10-626 of the State Government Article; §12-111 through 12-113 of the Transportation Article, Annotated Code of Maryland, which limit access to personal information from public records in Maryland and Federal Copyright Law.

Specifically PROHIBITED ACTS include, but are not limited to:

1. Unauthorized access to or use of a computer, data or software.
2. Unauthorized copying or disclosure of data or software.
3. Obtaining unauthorized confidential information.
4. Unauthorized modification or altering of data or software.
5. Introduction of false information (public records).
6. Disruption or interruption of the operation of a computer.
7. Disruption of government operations or public services.
8. Denying services to authorized users.
9. Taking or destroying data or software.
10. Creating/altering a financial instrument or fund transfer.
11. Misusing or disclosing passwords.
12. Breaching a computer security system.
13. Damaging, altering, taking or destroying computer equipment or supplies.
14. Devising or executing a scheme to defraud.
15. Obtaining or controlling money, property, or services by false pretenses.

Authorized access to, including **INTERNET** and **INTRANET**, and use of information and computer resources is limited to the PURPOSE for which these privileges are granted. All authorized users during the term of their access and thereafter, shall hold in strictest confidence and not willfully disclose to any person, firm or corporation without the express authorization of the Director, OIR, any information related to security, operations, techniques, procedures or any other security matters. Any breach of security will be promptly reported to the Director, Office of Information Resources, designee or security officer.

I acknowledge that I have read and understand the foregoing security advisory.

Date: _____

Name: _____
(Please print or type)

SSN: _____

(Signature)

Badge Number: _____

Logonid: _____

Application to Participate
MVA
Traffic Control Violation
Flagging Program

Code Number
MVA use only

Approved By
Date _____
MVA use only

1. Name of organization, local jurisdiction or state agency wishing to participate in the Traffic Control/Parking-Flagging Program.

NAME

2. Name, address and telephone number of your collection agency. (The location where the vehicle owner may pay the outstanding citation either in person or by mail).

NAME

ADDRESS

CITY/TOWN	COUNTY
_____	_____
ZIP CODE	TELEPHONE NUMBER

3. The full name, title and telephone number of the permanent employee who will act as liaison with the Motor Vehicle Administration on this project. (An alternate telephone number for MVA USE ONLY.)

_____	_____
NAME	TELEPHONE NUMBER

4. The days and working hours that your collection agency is open to collect these fines. (Example: Monday through Friday - 9:00 a.m. to 5:00 p.m.).
