

# State of Alabama Department of Revenue

(www.revenue.alabama.gov)  
50 North Ripley Street  
Montgomery, Alabama 36132

**CYNTHIA UNDERWOOD**  
Assistant Commissioner  
**LEWIS A. EASTERLY**  
Secretary

August 26, 2009

**TO:** County Licensing Officials  
County System Vendors

**FROM:** J. Starling, Registration Manager  
Motor Vehicle Division

**SUBJECT:** Daily Update of Motor Vehicle Registration Data

Please find attached two (2) copies of a Memorandum of Agreement (MOA) document to be executed between the Alabama Department of Revenue (ADOR), the University of Alabama Center for Advanced Public Safety (CAPS) and each County Licensing Official. Also attached is the Daily Registration Update Project design document. ADOR and CAPS each have original copies of the project agreement, which can be provided upon request.

The Daily Registration Update Project will allow county licensing offices to upload vehicle registration data to ADOR via a secure file transfer protocol (FTP) process each night. The uploaded vehicle registration data will be verified for errors, and if errors exist, an error report will be provided to county licensing offices each day. The entire process will occur programmatically each night so that vehicle registration data will be available to law enforcement by the next day.

Upon your approval, please sign both copies of the MOA, retain one copy for your records and return the other copy to ADOR by September 11, 2009, using the enclosed envelope. Once ADOR receives the signed agreements, CAPS will contact your technical staff and/or system vendor to begin work on the project. CAPS will provide a certification letter to the County Licensing Official upon completion of the work.

Thank you in advance for agreeing to participate in this worthwhile project. Please contact me if you have any questions.

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Alabama Department of Revenue  
Motor Vehicle Division  
Daily Registration Update  
Project Agreement

Authority

This agreement is made between and among \_\_\_\_\_ County, Alabama (County); The Board of Trustees of The University of Alabama, for and on behalf of The University of Alabama and its Center for Advanced Public Safety (CAPS); and The State of Alabama, Department of Revenue (DOR), through their duly authorized representatives.

Purpose

The purpose of this agreement is to implement a process whereby County license plate issuing officials will provide motor vehicle data to CAPS on a daily basis for processing and for further distribution to law enforcement officials and DOR so that law enforcement will have access to motor vehicle data in a timely manner and so that the official records of DOR will be more current. The details of this process are more particularly described in the Executive Summary attached hereto.

Confidentiality of Information

CAPS is bound by confidentiality and non-disclosure agreements between it and DOR and the data provided by County to CAPS pursuant to this Agreement will be governed by the terms of those confidentiality and non-disclosure agreements. CAPS shall be responsible for ensuring that access to the data is for official purposes only, recognizing that use of such data for any other purposes than those specifically enumerated herein could be a violation of the federal Driver's Privacy Protection Act and a violation of the Alabama Computer Crime Act.

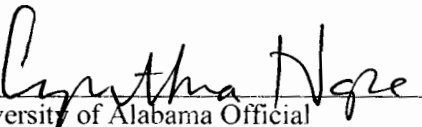
Financial Support

This project is funded by a limited term federal grant. Ongoing monthly maintenance support for County is not available from this grant. However, it is anticipated that the grant will provide a one-time payment of \$2,000 for each county participating in the project. Payment will be remitted to the County system vendors on behalf of the various counties upon completion of the work; if County does not have an external vendor, this payment will be made directly to the County.

Commencement/termination of agreement

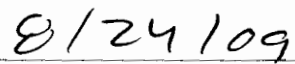
Each party agrees with the objectives and terms provided in the project document. This agreement will become effective on the day it is executed by all parties. This agreement is not limited to periods of time or years, and it will be considered in effect until terminated. Additions and changes in the provisions of this agreement may be made by mutual written consent of the proper officials of the parties and shall become an attachment to this agreement. Either party to the agreement may suspend or terminate this agreement within thirty (30) days upon receipt of written notice.

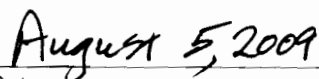
\_\_\_\_\_  
County Official

  
\_\_\_\_\_  
University of Alabama Official

  
\_\_\_\_\_  
Tim Russell, Revenue Commissioner

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

# Daily Registration Update Project

## Executive Summary

This project is one of three 2008 CVISN projects sponsored by the Federal Motor Carrier Safety Administration (FMSCA). In the 2008 CVISN grant, a weakness was identified with data timeliness for the vehicle registration data obtained from the county licensing officials. This data is generally only obtained in the month subsequent to the registration and is not sufficiently up-to-date to ensure accuracy in regard to the enforcement of motor vehicle laws.

This sub-project, when fully implemented, will effectively make the registration information “day current.” This project is intended to improve the quality and timeliness of motor vehicle registration data that originates at the county level but is aggregated at the state level. The motor vehicle registration data would be available to enforcement officers in a matter of days instead of months.

Specifically, this project involves the development of:

- A secure FTP site for the transfer of motor vehicle registration data from the county to ADOR over an internet connection;
- An upload process to allow motor vehicle registration data provided by county licensing officials to be uploaded to the Alabama Vehicle Information System (ALVIS) on a daily basis;
- A new process to receive the data, edit for quality and completeness and upload to ALVIS, the state’s repository;
- A windows client for use in optional automation of the upload process as well as the process for receiving the data.
- Procedures, training and support to assist the counties in adopting and deploying this new approach to data collection.

This new process will also improve the accuracy of the current Alabama vehicle registration process. It will also create a repository for in-depth analysis and queries for the law enforcement and commercial vehicle enforcement communities.

An additional benefit of this data improvement project would be the impact it has on the IRP *ad valorem* validation process. Currently, the validation process involves a great deal of “hands-on” processing that could be streamlined with technology. The project would also allow IRP vehicle *ad valorem* tax records included in the data provided by the counties to be stripped and loaded to a table to be used to automatically verify *ad valorem* tax payments prior to IRP registration, as required by law. The electronic verification of the *ad valorem* tax receipt would reduce or eliminate the need for Motor Carrier Services (MCS) employees to examine and image the receipts.

Counties will be invited to participate as soon as they are willing and able. County registration system vendors with multiple county customers will select a pilot county and establish a daily transfer process for that county. Once the pilot county is in place, additional counties will be added as determined by each vendor. A basic timetable for the project is as follows:

## Daily Registration Update Project

- Design of ftp process approved by county and vendor stakeholders – September 1, 2009
- Implement ftp site with pilot counties – October 1, 2009
- Integrate ftp site with ALVIS – November 1, 2009
- Go live with all counties – January 1, 2010

### System Design

As noted above this project involves the development of new procedures, data submission timelines and a central repository to hold vehicle registration information that is captured from all Alabama licensing officials. Data will be provided to this repository via secure FTP alone, or with the use of a windows client that automates the secure FTP process. The following steps are needed in designing this system:

1. Establish the front-end transfer process:
  - a. Work with county officials and local vendors to define and obtain support for the new process.
  - b. Build the ftp transfer file process
  - c. Build windows client for ftp transfer file process automation
2. Establish the back-end:
  - a. Establish secure ftp server (complete).
  - b. Establish transfer process:
    - i. Define the process for client-side use of secure ftp (this should be done under “Secure FTP” as part of the “Technical Specifications” portion of this document)
    - ii. Backend dashboard to monitor update status from each county
  - c. Establish file update process:
    - i. Implement edits
    - ii. Implement merge program
    - iii. Implement confirmation/error file generation (files to be returned to submitting county)
    - iv. Provide support/training for county officials and vendors on edits and resubmission process
  - d. ALVIS integration:
    - i. Implement file transfer between ALVIS and ftp server (complete).
    - ii. Merge ALVIS data with daily ftp data and replicate back to ALVIS
    - iii. Replicate ALVIS to law enforcement database.
3. DRIVE portal (Department of Revenue Information on VEHICLES):
  - a. Integrate DRIVE to backend repository (thus establishing a real-time view of the uploaded data)
  - b. Enhance DRIVE with additional functionality:
    - i. User-produced dashboard widgets
    - ii. User authentication
    - iii. Additional security
    - iv. Links to MLI and other systems
    - v. Additional title functionality TBD

## Daily Registration Update Project

4. Determine what additional services, if any, would be beneficial to contributors:
  - a. Validation of Alabama driver's license at point of registration for MLI purposes
  - b. Additional reports and services shared through the DRIVE portal
  - c. Other services

### Technical Specifications

#### Overview

County will prepare a file and FTP the file to the State FTP server on a daily basis. Each day the county will retrieve a file reflecting results of State processing (errors).

#### Timing

Records created on County system will be sent at the end of the day, or in the evening. The windows client will be available for automating the process. If County prefers to use manual FTP process, a scheduled or automated task would be recommended so that a file is sent every day including weekends, even if it contains no "detail" records (see File Format). This will allow the State to verify receipt of a file for every day.

#### Secure FTP

Secure FTP (FTP over SSL) will be used to transfer the file from the County to the State. State will assign a User-Id and Password to each County to be used during the FTP connection. The home folder (directory) will be determined by the County's User-Id, so once connected the County need only PUT or SEND the file. Once connected, the County will **not** be able to change folders (directories) to access other counties data. State will **not** originate any connection from State FTP server to the County system. The windows client will adhere to all of the aforementioned criteria in the "SecureFTP" process, automating the PUT or SEND of the file and receipt reflecting the results of State processing (errors).

#### File Name

The name of the file delivered to the State will be in form ZZCCYYMMDDHHMM.dat, where:

ZZ	2-character file identifier "MV"
CC	2-digit county number
YY	2-digit year
MM	2-digit month
DD	2-digit day
HH	2-digit hour
MM	2-digit minute

The filename should be limited to these 14 characters.

## Daily Registration Update Project

### File Format

In order to verify delivery of a complete file, the first record in the file will be a special “header” record, followed by “detail” record(s), followed by a special “footer” record. For example:

Record Type	Data Field 1	Data Field 2	Data Field 3	Data Field ...
HEADER				
A				
A				
D				
U				
...				
FOOTER				

Record Types: H – Header

Detail Records: A- Add Record, U- Update Record, D – Delete Record

F – Footer

Formats described in greater detail in attached file format.

### Additions, Changes and Deletions

Allowances will be made in detail record(s) for these activities. The “Record Type” field will reflect whether the record is a new record, an update to an existing record, or a call for the deletion of a record.

### Confirmation and Errors

Once the County file is delivered to State FTP server, State will move the file to a processing folder (directory) so it will no longer be visible to the County. Once State validation and processing is complete, State will insert a confirmation/error text file in the County's FTP folder. This file will be written to the “ValidationErrors” folder with the name in the form ZZCCYYMMDDHHMM.dat, where:

ZZ 2-character file identifier “ER”

CC 2-digit county number

YY 2-digit year

MM 2-digit month

DD 2-digit day

HH 2-digit hour

MM 2-digit minute

The format of this ftp validation error report is shown in the following example:

## Daily Registration Update Project

Entry: 346v78F FD010220092009637 7 Alabama 1 03022010Thomas Beutler  
2301 Veterans Memorial Parkway Tuscaloosa  
AL35404 BMW 2006M5 4D WBSNB935X6B584585 BLUE  
042009X12012009AL3546453 23633 23900 Y334454367tagvalidation@gmail.com  
6423778 AL01042009  
Gasoline 2

Tag number does not match the format given by the tag type. Valid tag formats for type FD are ANNNN, ANNNNN, and NNNNNF, where 'A' is any letter, 'N' is any number, and 'X' can be either.

-----  
Entry: 34678F FD010220112009637 7 Alabama 1 03022010Thomas Beutler  
2301 Veterans Memorial Parkway Tuscaloosa  
AL35404 BMW 2006M5 4D WBSNB935X6B584585 BLUE  
042009X12012009AL3546453 23633 23900 Y334454367tagvalidation@gmail.com  
6423778 AL01042009  
Gasoline 2

Issue date invalid, year cannot be greater than 2010.  
Expiration date cannot be before issue date.

-----  
Entry: 34678F DL010220092009637 7 Alabama 1 03022010Thomas Beutler  
2301 Veterans Memorial Parkway Tuscaloosa  
AL35404 BMW 2006M5 4D WBSNB935X6B584585 BLUE  
042009X12012009AL3546453 23633 23900 Y334454367tagvalidation@gmail.com  
6423778 AL01042009  
Gasoline 2


Tag number does not match the format given by the tag type. The only valid tag format for type DL is ANNNNN, where 'A' is any letter, 'N' is any number, and 'X' can be either.

Dealer tags must expire in November.

-----  
The windows client will automatically get this file if it is in use. The County will be able to open this file and inspect for errors, if any. If the County is not using the provided windows client, County will GET this file using FTP and inspect for errors, if any. Error corrections made to the county registration system will be included in the next nightly file upload to ADOR.

In addition to the above ftp validation error report, an e-mail will be sent to the county containing the same information. This e-mail is given below:

## Daily Registration Update Project

	<h3 style="text-align: center;">Tag Registration</h3> <p style="text-align: center;">Input File Error Report 5/19/2009 9:04:33 AM</p> <p style="text-align: center;">There were 4 errors out of 43 total entries. Entry success rate: <b>91%</b></p>
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Tag Entry - 1 Error						
Thomas Beutler's 4D 2006 BLUE BMW M5, Issued Friday, January 02, 2009						
<b>Tag</b>		<b>Type</b>	<b>Issued</b>	<b>Exp Date</b>	<b>Reg Year</b>	<b>County</b>
<b>346v78F</b>		<b>FD</b>	<b>01022009</b>	<b>03022010</b>	<b>2009</b>	<b>63</b>
<b>Adval Date</b>		<b>Class</b>	<b>Name</b>		<b>DL State</b>	<b>DL Number</b>
<b>12012009</b>		<b>1</b>	<b>Thomas Beutler</b>		<b>AL</b>	<b>3546453</b>
<b>Address</b>			<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>2301 Veterans Memorial Parkway</b>			<b>Tuscaloosa</b>	<b>AL</b>	<b>35404</b>	
<b>VIN</b>			<b>Make</b>	<b>Vehicle Yr</b>	<b>Model</b>	<b>Body</b>
<b>WBSNB935X6B584585</b>			<b>BMW</b>	<b>2006</b>	<b>M5</b>	<b>4D</b>
<b>Color</b>		<b>Gross Weight</b>	<b>Transfer</b>	<b>PRJTag</b>	<b>PRJTax</b>	<b>Decal</b>
<b>BLUE</b>		<b>23900</b>		<b>7</b>	<b>7</b>	<b>Alabama</b>
Errors						
<ul style="list-style-type: none"> <li>○ <b>Tag number does not match the format given by the tag type. Valid tag formats for type FD are ANNNN, ANNNNN, and NNNNNE, where 'A' is any letter, 'N' is any number, and 'X' can be either.</b></li> </ul>						

## Daily Registration Update Project

Tag Entry - 2 Errors						
Thomas Beutler's Dealer tag, Issued Friday, January 02, 2009						
Tag		Type	Issued	Exp Date	RegYear	County
34678F		DL	01022009	03022010	2009	63
Adval Date		Class	Name		DL State	DL Number
12012009		1	Thomas Beutler		AL	3546453
Address			City	State	Zip	
2301 Veterans Memorial Parkway			Tuscaloosa	AL	35404	
VIN			Make	Vehicle Yr	Model	Body
WBSNB935X6B584585			BMW	2006	M5	4D
Color	Gross Weight		Transfer	PRJTag	PRJTax	Decal
BLUE	23900			7	7	Alabama
Errors						
<ul style="list-style-type: none"> <li>○ Tag number does not match the format given by the tag type. The only valid tag format for type DL is ANNNNN, where 'A' is any letter, 'N' is any number, and 'X' can be either.</li> <li>○ Dealer tags must expire in November.</li> </ul>						

## Daily Registration Update Project

Tag Entry - 2 Errors					
Thomas Beutler's 4D 2006 BLUE BMW M5, Issued 01022011					
Tag <b>34678F</b>	Type <b>FD</b>	Issued <b>01022011</b>	Exp Date <b>03022010</b>	Reg Year <b>2009</b>	County <b>63</b>
Adval Date <b>12012009</b>	Class <b>1</b>	Name <b>Thomas Beutler</b>		DL State <b>AL</b>	DL Number <b>3546453</b>
Address <b>2301 Veterans Memorial Parkway</b>		City <b>Tuscaloosa</b>		State <b>AL</b>	Zip <b>35404</b>
VIN <b>WBSNB935X6B584585</b>		Make <b>BMW</b>	Vehicle Yr <b>2006</b>	Model <b>M5</b>	Body <b>4D</b>
Color <b>BLUE</b>	Gross Weight <b>23900</b>	Transfer	PRJTag <b>7</b>	PRJTax <b>7</b>	Decal <b>Alabama</b>
Errors					
<ul style="list-style-type: none"> <li>○ Issue date invalid, year cannot be greater than 2010.</li> <li>○ Expiration date cannot be before issue date.</li> </ul>					

## Daily Registration Update Project

Tag Entry - 1 Error						
Thomas Beutler's 4D 2006 BLUE BMW M5, Issued Friday, January 02, 2009						
Tag <b>34678F</b>	Type <b>QA</b>		Issued <b>01022009</b>	Exp Date <b>03022010</b>	Reg Year <b>2009</b>	County <b>63</b>
Adval Date <b>12012009</b>	Class <b>1</b>	Name <b>Thomas Beutler</b>		DL State <b>AL</b>	DL Number <b>3546453</b>	
Address <b>2301 Veterans Memorial Parkway</b>			City <b>Tuscaloosa</b>		State <b>AL</b>	Zip <b>35404</b>
VIN <b>WBSNB935X6B584585</b>			Make <b>BMW</b>	Vehicle Yr <b>2006</b>	Model <b>M5</b>	Body <b>4D</b>
Color <b>BLUE</b>	Gross Weight <b>23900</b>		Transfer	PRJTag <b>7</b>	PRJTax <b>7</b>	Decal <b>Alabama</b>
Errors						
<ul style="list-style-type: none"> <li>○ <b>Vehicle tag type is not a valid type.</b></li> </ul>						

## Daily Registration Update Project

### Data Edits

All fields are always required unless explicitly stated in the edit description.

The data edits below are required for all data being entered into the repository:

Field Requirement Legend:

1	<b>Record Type Indicator</b> <ul style="list-style-type: none"><li>• Contains one of 3 values: "A", "U", or "D"</li><li>• "A" indicates the addition of a new tag registration record.</li><li>• "U" indicates that the record is an update to an existing tag registration.</li><li>• "D" indicates that the tag containing the data in the record should be marked as "deleted"</li><li>• If value is not "A", "U", or "D", a default value of "A" will be assumed.</li></ul>
2	<b>Name</b>
3	<b>US Department of Transportation Number</b> <ul style="list-style-type: none"><li>• Include if available.</li></ul>
4	<b>Taxpayer ID Number or Dealer Regulatory License Number</b> <ul style="list-style-type: none"><li>• Include TIN if available (FEIN)</li><li>• Dealer tags require dealer regulatory license number (DRLN).</li></ul>
5	<b>Owner Name</b> <ul style="list-style-type: none"><li>• Include if different from registrant name.</li></ul>
6	<b>VIN</b> <ul style="list-style-type: none"><li>• <b>Not required for:</b> Tag Types DL, MD, MF, PB, or PI (dealer plates or placards)</li><li>• If tag type is DL, MD, MF, PB, or PI, changed to spaces if none.</li><li>• Checked against VIN decoder for validity if valid VIN format (17 characters), otherwise assumed to be non-standard VIN format.</li></ul>
7	<b>Tag Number</b> <ul style="list-style-type: none"><li>• Assuming a valid format type, tag number will be checked against the formats for its type.</li><li>• Also includes placards and temporary tags.</li></ul>
8	<b>Tag Format Type</b> <ul style="list-style-type: none"><li>• Tag format type will be checked against a list registration database (ALVIS).</li></ul>
9	<b>Secondary Tag Designation</b> <ul style="list-style-type: none"><li>• Must be a specified designation for the listed tag type</li><li>• <b>Not required if:</b> no secondary designation applies.</li></ul>
10	<b>Driver License State</b> <ul style="list-style-type: none"><li>• Set to 'FE' for FEIN if registrant is a business entity.</li><li>• Set to 'OJ' for exempt.</li></ul>

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11	<b>Driver License Number</b> <ul style="list-style-type: none"> <li>Required <b>UNLESS</b> Driver License State is "OJ" or "FE" (If FEIN, FEIN goes in TIN field.)</li> </ul>
12	<b>Driver License State (Secondary)</b> <ul style="list-style-type: none"> <li>Required if second vehicle owner</li> </ul>
13	<b>Driver License Number (Secondary)</b> <ul style="list-style-type: none"> <li>Required if second vehicle owner</li> </ul>
14	<b>Address 1</b> (physical)
15	<b>Address 2</b>
16	<b>City</b>
17	<b>State</b>
18	<b>Zip Code</b> <ul style="list-style-type: none"> <li>Must be numeric</li> <li>4-digit zip code extension included if available in XXXXX-XXXX or XXXXXXXXXX formats.</li> </ul>
19	<b>Mailing Address</b> <ul style="list-style-type: none"> <li>Include if mailing address differs from physical address.</li> </ul>
20	<b>Mailing Address 2</b>
21	<b>Mailing City</b> <ul style="list-style-type: none"> <li>Include if mailing address differs from physical address.</li> </ul>
22	<b>Mailing State</b> <ul style="list-style-type: none"> <li>Include if mailing address differs from physical address.</li> </ul>
23	<b>Mailing Zip</b> <ul style="list-style-type: none"> <li>Include if mailing address differs from physical address.</li> <li>Must be numeric.</li> <li>4-digit zip code extension included if available in XXXXX-XXXX or XXXXXXXXXX formats.</li> </ul>
24	<b>Ad Valorem Property Class</b> <ul style="list-style-type: none"> <li>Must be "1", "2", or "4"</li> <li>Dealer and Manufacturer tags are changed to class "2"</li> <li><b>Not required for:</b> Tag Types PB, PI (handicap placards)</li> </ul>
25	<b>Ad Valorem Tax Renewal Date (MMDDYYYY)</b> <ul style="list-style-type: none"> <li>Must be a valid date format.</li> <li>If type is DL, MD, MF, PB, or PI, date is changed to 000000.</li> </ul>
26	<b>Decal</b> <ul style="list-style-type: none"> <li><b>Not required for:</b> Tag Types DL, MD, MF, PB, PI, TT, AM, BU, TX, CC, CF, or VD (annual plates, temporary tags or placards)</li> </ul>

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27	<p><b>Projected Tax Months</b></p> <ul style="list-style-type: none"> <li>• Must be integer value</li> <li>• <b>Not required for:</b> Tag Types DL, MD, MF, PB, or PI (dealer plates or placards)</li> </ul>
28	<p><b>Projected Tag Months</b></p> <ul style="list-style-type: none"> <li>• Must be integer value</li> </ul>
29	<p><b>Vehicle Year</b></p> <ul style="list-style-type: none"> <li>• Must match VIN year if VIN is decodable (17 characters and alphanumeric)</li> <li>• Must be numeric</li> <li>• Cannot be more than 2 years after current year</li> <li>• <b>Not required for:</b> Tag Types DL, MD, MF, PB, or PI (dealer plates or placards)</li> <li>• If tag type is DL, MD, MF, PB, or PI, changed to "0000"</li> </ul>
30	<p><b>Vehicle Make</b></p> <ul style="list-style-type: none"> <li>• <b>Not required for:</b> Tag Types DL, MD, MF, PB, or PI (dealer plates or placards)</li> <li>• If tag type is DL, MD, MF, PB, or PI, changed to "UNKN"</li> </ul>
31	<p><b>Vehicle Model</b></p> <ul style="list-style-type: none"> <li>• <b>Not required for:</b> Tag Types DL, MD, MF, PB, or PI (dealer plates or placards)</li> <li>• If tag type is DL, MD, MF, PB, or PI, changed to spaces.</li> </ul>
32	<p><b>Vehicle Color</b></p> <ul style="list-style-type: none"> <li>• Must match colors listed in a lookup table.</li> <li>• <b>Not required for:</b> Tag Types DL, MD, MF, PB, or PI (dealer plates or placards)</li> </ul>
33	<p><b>Vehicle Body Style</b></p> <ul style="list-style-type: none"> <li>• <b>Not required for:</b> Tag Types DL, MD, MF, PB, or PI (dealer plates or placards)</li> <li>• If tag type is DL, MD, MF, PB, or PI, changed to spaces.</li> </ul>
34	<p><b>Axle Count</b></p> <ul style="list-style-type: none"> <li>• Include if available.</li> </ul>
35	<p><b>Seat Count</b></p> <ul style="list-style-type: none"> <li>• <b>Only Required For:</b> Tag Type BU (Bus/Taxi)</li> </ul>
36	<p><b>Purchase Date (MMDDYYYY)</b></p> <ul style="list-style-type: none"> <li>• Must be a valid date format.</li> <li>• Cannot be more than 1 year after current year</li> <li>• <b>Not required for:</b> Tag Types DL, MD, MF, PB, or PI (dealer plates or placards)</li> </ul>
37	<p><b>Unladen Weight</b></p> <ul style="list-style-type: none"> <li>• Include if available.</li> </ul>
38	<p><b>Gross Vehicle Weight (declared)</b></p> <ul style="list-style-type: none"> <li>• <b>Not required for:</b> Tag Type BU (Buses), DL, MD, MF, PB, PI (dealer plates or placards), AM (Ambulances and Hearses)</li> </ul>
39	<p><b>HVUT Indicator</b></p> <ul style="list-style-type: none"> <li>• Required 'X' or space if none.</li> <li>• Must be 'X' if GVW is 55,000 lbs. or more</li> </ul>

## Daily Registration Update Project

40	<b>Fuel Type</b> <ul style="list-style-type: none"> <li>• Include if available.</li> </ul>
41	<b>Title Number or Title Application Number</b> <ul style="list-style-type: none"> <li>• <b>Not required for:</b> Tag Types DL, MD, MF, PB, or PI</li> </ul>
42	<b>Title State</b> <ul style="list-style-type: none"> <li>• <b>Not required for:</b> Tag Types DL, MD, MF, PB, or PI</li> </ul>
43	<b>Date Issued (MMDDYYYY)</b> <ul style="list-style-type: none"> <li>• Issue date must be a valid date format</li> <li>• Cannot be more than 1 year after current year</li> </ul>
44	<b>Expiration Date (MMDDYYYY)</b> <ul style="list-style-type: none"> <li>• Must be a valid date format</li> <li>• 12/31/9999 for exempt</li> <li>• Cannot be before issue date</li> <li>• Tag types DL, MD, MF, TT, AM, BU, TX, CC, CF, BU, or CI <b>MUST expire in November.</b></li> </ul>
45	<b>County</b> <ul style="list-style-type: none"> <li>• Make sure the county number in the record matches the upload folder to ensure the file is in the right place.</li> </ul>
46	<b>Transfer Code</b> <ul style="list-style-type: none"> <li>• Should be 'X', 'T', or Space if none.</li> <li>• If 'T', change to 'X'.</li> <li>• If anything other than X or T, change to space if none.</li> </ul>
47	<b>Metal Tag Plate Issued</b> <ul style="list-style-type: none"> <li>• Should be 'X' or Blank.</li> <li>• If any letter other than X, change to X.</li> <li>• Returns an error if not a letter.</li> </ul>
48	<b>User ID or Email</b> <ul style="list-style-type: none"> <li>• Used for looking up report address for error report delivery.</li> </ul>
49	<b>Registration Year</b> <ul style="list-style-type: none"> <li>• Cannot be more than 1 year after current year</li> <li>• Must be numeric and 4 characters</li> </ul>
50	<b>FILLER ROW 1</b>
51	<b>FILLER ROW 2</b>

### Upload File Format

The ftp upload file format is given on the following page.

## Tag Registration Input File From Counties

Included Additions

HEADER-[TYPE][VERSION][COUNTY][SITE ID]

ex: "HEADER-MV016301"

**Field**            **Begin**   **Length**   **Comments**

IN-REC	1	572	
1 RECORD TYPE	1	1	"A" FOR ADD, "U" FOR UPDATE, OR "D" FOR DELETE
2 NAME	2	55	REGISTRANT NAME
3 DOTNUM	57	9	USDOT NUMBER
4 TIN	66	10	TAXPAYER ID NUMBER OR AL DEALER REGULATORY LICENSE NUMBER
5 OWNER	76	55	OWNER(S) NAME, IF DIFFERENT FROM REGISTRANT
6 VIN	131	20	RIGHT ADJUSTED, NO EMBEDDED SPACES OR SPECIAL CHARACTERS
7 TAG#	151	8	TAG/PLACARD NUMBER NO EMBEDDED SPACES OR SPECIAL CHARACTERS
8 TYPE	159	2	INCLUDES TEMPORARY TAGS AND HANDICAPPED PLACARDS
9 TYPE-DES	161	2	SECONDARY TAG TYPE DESIGNATIONS, SPACE IF NONE
10 DLST	163	2	DRIVER LICENSE STATE. STATE ABBREVIATION, FE FOR FEIN, OJ FOR EXEMPT.
11 DL#1	165	9	OWNER'S DRIVER LICENSE NUMBER, ID NUMBER, or COMPANY FEIN
12 DLST#2	174	2	SECONDARY DRIVER LICENSE STATE
13 DL#2	176	9	SECONDARY DRIVER LICENSE NUMBER
14 ADDRESS1	185	40	PHYSICAL ADDRESS
15 ADDRESS2	225	21	
16 CITY	246	22	
17 STATE	268	2	
18 ZIP	270	10	
19 MAILADR1	280	40	MAILING ADDRESS, IF DIFFERENT FROM PHYSICAL ADDRESS
20 MAILADR2	320	21	
21 MAILCTY	341	22	MAILING CITY
22 MAILSTATE	363	2	MAILING STATE
23 MAILZIP	365	10	MAILING ZIP
24 CLASS	375	1	AD VALOREM PROPERTY CLASS - 1, 2, OR 4
25 ADVAL	376	8	DATE AD VALOREM TAX WILL START FOR RENEWAL, MMDDYYYY
26 DECAL	384	8	
27 PRJTAX	392	2	NUMBER OF MONTHS TAX
28 PRJTAG	394	2	NUMBER OF MONTHS TAG
29 VEHYR	396	4	VEHICLE YEAR
30 MAKE	400	7	
31 MODEL	407	12	
32 COLOR	419	7	
33 BODY	426	2	
34 AXLES	428	2	NUMBER OF AXLES ON THE POWER UNIT
35 SEATS	430	2	NUMBER OF SEATS
36 PURCHASEDATE	432	8	VEHICLE PURCHASED MMDDYYYY
37 UNLADENWEIGHT	440	6	UNLADEN WEIGHT
38 GROSSWEIGHT	446	6	GROSS VEHICLE WEIGHT
39 HVUT	452	1	"X" FOR HEAVY VEHICLE, ELSE SPACE IF NONE
40 FUELTYPE	453	10	FUEL TYPE
41 TITLENUM	463	20	TITLE NUMBER / AL TITLE APPLICATION NUMBER
42 TITLESTATE	483	2	TITLE STATE
43 ISSUED	485	8	ISSUE DATE, MMDDYYYY
44 EXPDT	493	8	EXPIRATION DATE, MMDDYYYY, 12/31/9999 for No Expiration
45 COUNTY	501	2	
46 TRAN	503	1	TRANSFER CODE. "X" IF TRANSFER, ELSE SPACE IF NONE
47 MTAG	504	1	"X" IF METAL TAG ISSUED, ELSE SPACE IF NONE
48 USERID	505	40	ID OF CLERK WHO ENTERED RECORD, USED FOR ERROR REPORT
49 REGYR	545	4	REGISTRATION YEAR
50 BLANK	549	12	BLANK FIELD
51 BLANK	561	12	BLANK FIELD

FOOTER-[RECORD COUNT]

ex: "FOOTER-345"

\*Required field indicator dictates whether or not the field is allowed to be left empty. A required field must contain valid data, a non-required field is entirely optional. Conditionally required fields may or may not be left blank based on other data fields' values.