May 2003

Automobile Liability Insurance
Reporting Requirements

Reporting Guide for Insurance Companies
Commonwealth of Virginia

This guide has been prepared to assist you
with the Virginia Automobile Liability Insurance
Reporting Requirements.

This necessary information, instructions and sample forms
have been included for your convenience.

If you have questions, please refer to the
contact list located in Appendix A of this guidebook.

Introduction

Chapter **1**

Chapter	Topic	Page
1. Introduction		
	Table of Contents	3
	Legislation & Program Goals	5
	Program Overview	5
	Reporting Guidelines	6
	Program Requirements	6
	Electronic Data Interchange Overview	7
2. Reporting Process		
	Insurance Record Reporting Process	9
	Steps for Reporting	9
	Insurance Acknowledgment Process	12
3. Insurance Record Reporting Requirement		
	Types of Records Reported	14
	Types of Transactions Reported	15
	Insurance Record Required Fields	15
4. Technical Specifications		
	Transmission Media	19
	Magnetic Cartridge and Reel Tape Standards	19
	PC Diskette Standards	20
	Paper Reporting Standards	20
	External Label Standards	20
	Mailing Information	21
	Additional File Information and Record Format	21
	Record Description	21
	Record Layout	22
	Testing Between DMV and Insurance Company	22
	Error Return Codes	22
	X12 Format Input Record Layout	25
	Tape and PC Diskette Input Header Record	36
	Insurance Verification Format	37

Chapter	Topic	Page
5. Insurance Verification Program Documents		
	Document Description	42
	No Activity to Report Notice	43
	Insurance Coverage Report	44
	Received Statistical Report	46
	Insurance Records Error Report	47
Appendix A		
	Insurance Verification Program Contact Persons	49
Appendix B		
	Insurance Industry Trade Association and Service Bureau Contacts	51
Appendix C		
	Error Code Meanings	53
Appendix D		
	Glossary	55
Appendix E		
	NCIC Make Codes	59
Appendix F		
	Country Codes	69

Legislation & Goals

This guide provides insurance companies with information necessary to comply with legislation adopted by the 1996 General Assembly, amended § 46.2-706.1 of the Code of Virginia. This legislation, with an effective date of January 1, 1997, requires insurance companies authorized or licensed to do business in Virginia to furnish liability insurance information (Automobile liability Insurance Reporting) to the Department of Motor Vehicles (DMV) electronically. This information is required for cancellations, new policies, reinstatements, additions to and deletions from existing policies for motor vehicles registered in Virginia. Language is also included in the legislation that allow companies with less than 1,000, policies to report information manually or electronically.

The goals of the Virginia Automobile Liability Insurance Verification Program Include:

- encourage Virginia motor vehicle owners to obtain and maintain liability insurance on all registered vehicles; and
- develop a process that will minimize the state's intrusion into the lives of owners who comply with insurance laws; and
- reduce paperwork between DMV and insurance companies in verifying insurance information.

To minimize the impact on insurance companies, DMV developed a standard reporting format and adopted the **Automobile Liability Insurance Reporting ASC X12, Transaction Set 811** format for electronic exchange of this information.

Program Overview

DMV uses liability insurance information reported from insurance companies to detect uninsured motor vehicles prior to their involvement in an accident. Verification takes place whenever a motor vehicle owner or insurance company cancels liability insurance coverage for a vehicle or when an owner first registers a motor vehicle in Virginia.

To verify insurance, DMV matches insurance additions, reinstatements and cancellations to motor vehicle registration records. If no insurance match is found for a vehicle registration record, DMV mails a request for liability insurance information notice to the motor vehicle owner(s).

Information requested includes the name of the insurance company and policy number of coverage in effect on a specific date. The motor vehicle owner(s) is allowed thirty(30) days to respond to the request for information before DMV takes further action.

Information received from the motor vehicle owner(s) is matched against DMV's file for new additions reported by insurance companies. If there is no match, the motor vehicle owner's liability information is forwarded to the named insurance company for acknowledgment.

If the insurance company denies coverage, the motor vehicle owner(s) is notified and requested to review the insurance information for correctness and, if necessary, to submit new information.

If the motor vehicle owner(s) fails to respond to the request for liability insurance information, or insurance coverage is denied, an Order of Suspension is issued to suspend the driving and vehicle registration privileges of the motor vehicle owner(s). This Order of Suspension becomes effective in 30 days unless the owner(s) pays DMV a $500 statutory fee and has a liability insurance company file, with DMV, an SR-22 (Proof of Financial Responsibility). The SR-22 filing is required for a period of three years. If the Order of Suspension goes into effect, the vehicle owner(s) must also pay a reinstatement fee before the driving and registration privileges will be reinstated.

Reporting Guidelines

DMV's guidelines provide insurance companies with specifications for reporting motor vehicle liability insurance cancellations, reinstatements and additions on a daily, weekly, or monthly basis. The guidelines are divided into the following sections:

Chapter 1 includes a brief program overview, defines insurance company requirements for compliance with the program, and an overview of electronic data interchange (EDI).

Chapter 2 describes the process for submitting insurance records to DMV.

Chapter 3 defines the types of insurance records reported to DMV and the information contained in those records.

Chapter 4 gives the technical details for media and format requirements.

Chapter 5 contains examples of notices, forms, and reports used in this program.

Appendix A is a list of DMV contact persons, addresses, and telephone numbers.

Appendix B contains a list of Insurance Industry Trade Association contacts as possible sources for EDI processing.

Appendix C lists all possible error return codes and their meaning.

Appendix D defines the terms used in this manual.

Appendix E contains a list of make codes provided by the National Crime Information Center (NCIC).

Appendix F contains a listing of country codes.

Program Requirements

1. This program applies to all insurance companies authorized or licensed to do business in Virginia and write motor vehicle liability insurance. Any new insurance company obtaining a license in Virginia must begin reporting cancellations, reinstatements and additions to DMV within 60 days of writing active policies.

2. In January 1997, insurance companies started reporting motor vehicle liability insurance activity to DMV. Reporting must occur at least monthly, but can occur more often for corrections. Companies reporting via EDI may submit records and corrections daily.

   A group of insurance companies may submit insurance records on one (1) cartridge or real tape, PC diskette, or EDI transmission.

   An insurance company may report vehicle-specific and non-vehicle specific policies together or separately.

3. The method of submitting insurance records to DMV and the contents of those records must comply with the standards developed by DMV and the Insurance Industry Committee on Motor Vehicle Administration (IICMVA) which include the ASC X12, Transaction Set 811 format referred to in this document as EDI.

4. Insurance records received by DMV containing errors will be returned to the insurance company for correction. Corrected errors should be submitted on the next transmission. (See page 9, step 5).

5. When an insurance company discontinues issuing automobile liability insurance in Virginia, DMV must be notified in writing. The company must not have any active motor vehicle liability policies in force or plan to issue any future policies of that type.

6. DMV notifies insurance companies at least two (2) weeks in advance of any reporting requirement changes. Reporting companies are accorded a reasonable period of time to implement such changes, normally at least 60-90 days. The implementation date for the change will be coordinated by DMV.

7. Reporting companies should <u>NOT</u> report:

    1) operator/non-owned;
    2) comprehensive-only;
    3) collision-only policies;
    4) temporary suspensions of coverage during the policy period;
    5) moved out of state;
    6) non-registered vehicles such as snowmobiles, mopeds, golfcarts, and all-terrain vehicles (ATVs);
    7) non-powered vehicles such as trailers and bicycles; or
    8) SR-22/SR-26 filings.

Electronic Data Interchange Overview

EDI Background

Electronic Data Interchange (EDI), is computer-to-computer transmission of business data. Information can be exchanged within minutes or hours. Data is in a computer-readable format and available for analysis, control and distribution at any point along its path. Large amounts of data can be exchanged. Message acknowledgment validate delivery. Large numbers of trading partners are easily managed by commercial EDI software.

Becoming an EDI trading partner requires a computer (either PC, mini or mainframe) and the following:

- communication hardware
- communication software
- translation software

There are many companies marketing EDI software/hardware. An organization can develop its own software translator package. Sources for obtaining more information include attending EDI trade shows, contacting insurance trade associations or organizations such as IICMVA, and obtaining the ANSI X-12 Transaction Set 811 implementation guide.

The Virginia DMV uses the X-12, 811 set Release 003050 version 2.0. A list of possible contacts has been provided in Appendix B of this user guide.

DMV uses IBM Global Network Services (formally known as Advantis) as its network for communication links. Companies choosing this method are required to obtain an IE mail box through IBM Global Network Services.

Value Added Network (VAN)

EDI assumes the use of a direct or dial-up connection between trading partners; for examples, the insurance company and DMV. To accomplish this, some companies make use of a Value Added Network (VAN). A VAN is not needed if you have a direct communication link with just one trading partner, or if you have the means to manage multiple connections internally. But if you have more than one trading partner, or you lack the resources to mange network communications, a VAN should probably be a part of your program.

A VAN serves as a connector among trading partners who wish to communicate electronically. The primary characteristic of a VAN is its ability to provide links among trading partners required by electronic communication functions such as EDI or e-mail. This services enables the user to forego the labor or expense of putting in place the hardware and software required for (non-VAN) communication.

Electronic Mailbox

A electronic mailbox is a unique “address” that provides the ability to receive and send information from trading partners. It works very much like a mail envelope received or sent from the post office. This is an address of the sender and receiver on each envelope. See page 25 for address information.

The receiver opens the envelope, handles the contents and can then repackage it and send something back through the same mailbox.

ANSI ASC X12 Standards

The ANSI ASC X12 Standards, Transaction Set 811 implementation guide, was developed for Auto Liability Insurance Reporting (ALIR). This document can be used as a reference manual for identifying the American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12 conventions currently used. The authors of ALIR believe the document will provide insurance companies and DMVs with information that will facilitate a quick and efficient implementation of EDI. The ALIR implementation guide will enable the use of EDI for notification of the status of automobile liability insurance coverage for prescribed motor vehicles.

You can obtain a complete copy of the X12 guide by contacting Washington Publishing at 1-800-972-4334 (check for availability) or through the internet address www.wpc-edi.com.

Reporting Process

Chapter **2**

This chapter describes two processes. Each process requires some type of information exchange between the insurance company and DMV, either directly or through the registered owner/insured party. The processes described are for:

- reporting insurance records
- acknowledging the validity of insurance information provided by a registered owner

Note: Acknowledging the validity of insurance information is only used when no match is made through the regular reporting process.

Insurance Record Reporting Process

The regular reporting process involves five steps:

Step 1 The insurance company submits insurance activity records which occurred since the last reporting period to DMV. Electronic reporting can be processed as soon as the activity takes place.

Step 2 DMV receives the insurance records and logs receipt by company and date.

Step 3 The insurance records are processed.

Step 4 The original records and error records are returned to the insurance company on the following DMV work day, if possible.

Step 5 The insurance company corrects the errors and resubmits the corrected insurance records with the insurance company's next reporting cycle.

Step 1: Insurance Company Submits Insurance Activity Records

A. Schedule

Batch reporting:

Records must be submitted at least monthly; error correction records can be submitted as often as weekly. Any additions, reinstatements and cancellations of motor vehicle liability insurance coverage activity occurring since the last reporting period should be reported according to the DMV processing schedule.

EDI users:

Records may be submitted on a daily basis.

B. Format
The format for insurance record submission must comply with DMV's standards outlined in Chapter 4, "Technical Specifications."

C. Content
The record contents must comply with the reporting requirements outlined in Chapter 3, "Insurance Record Reporting Requirement."

Transactions must be submitted when:

- new liability insurance is established, or a vehicle is added to or replaces a vehicle on an existing policy;
- a vehicle is no longer insured, i.e. the vehicle is not renewed or is dropped from the policy;
- the policy is not renewed or has expired;
- the policy is canceled or terminated; or
- coverage is reinstated.

D. No Activity
An insurance company should submit a "No Activity To Report Notice" to DMV when there has been no activity during the previous reporting period. A sample notice can be found in Chapter 5, "Insurance Verification Program Documents." DMV produces a list of companies not reporting to track inactivity and to ensure that all activity reported has been received.

E. Receipting Notification
DMV generates an internal report of records received via batch and EDI reporting. There is no notification of data transfer receipt other than a '997 File Received' message for EDI users.

F. Mail
The insurance company is responsible for sending the insurance records, in a container suitable for mailing, to the address provided in Appendix A. DMV returns containers through the regular mail service, Federal Express, UPS, or some other method agreed upon by the insurance company and DMV.

Step 2: DMV Receives The Insurance Records

A. Receipt of insurance records is recorded. See Appendix A for contact person.

B. All tapes are sent by DMV to the processing center at the Department of Information Technology. All other reporting media are processed at DMV.

C. All tapes and diskettes received by NOON are processed that night. Anything received after NOON is processed the next DMV business day. Records received on paper are processed in the order received.

Step 3: The Insurance Records Are Processed

A. Insurance records are first edited for format.

Records not meeting the edit criteria are rejected as “edit errors”. The original records are returned as received. If error records are generated, another file of the same medium is created containing all appropriate error records and codes. The edits are defined in Chapter 4, “Technical Specifications.”

B. Insurance records with no errors are loaded on the DMV insurance file for later verification (matching).

C. Invalid insurance records are returned to the insurance company with the appropriate error code(s). The record requirements are defined in Chapter 3.

An invalid insurance record occurs when:

- the insurance company identifying information (e.g. insurance company code, insurance company name, record type) is missing or invalid;
- future dates are used;
- the named insured is missing from the insurance record; or
- certain vehicle-specific information such as VIN, make or year, when required, is missing from the insurance record.

  The specific data field requirements are defined in Chapter 3, Insurance Record Reporting Requirements.

D. A statistical report is printed giving total records processed and rejected for each insurance company for tape and diskette reporting. EDI users can create their own reports. DMV keeps a record of records received by insurance company.

Step 4: The Original Record Submission Error Records, And Statistical Report Are Returned To The Insurance Company

A. If a magnetic tape is used, it is returned to the insurance company. The original data set is not overwritten, Errors are reported back on a separate tape supplied by the insurance company. For EDI, a separate error file is transmitted to the company. For PC diskettes, the error records are returned as a separate file on the same diskette.

B. A report is mailed along with the error records returned to the insurance company reporting on tape or on PC diskette. This report is a printed summary of the processing activity followed by a list of key data fields for records in error.

Step 5: The Insurance Company Corrects The Errors And Resubmits The Corrected Insurance Records To DMV

The insurance company has the option of resubmitting the corrected records separately, or as part of the next regular reporting; however, due to the time frames used to determine vehicle insurance coverage, delaying to the next reporting may cause unnecessary insurance verification notices to be issued to the motor vehicle owner(s).

A. Edit errors on transactions for newly issued insurance, cancellations, and reinstatements should be corrected and resubmitted as quickly as possible, but not more often than weekly for tape transmission.

B. Edit error corrections for other types of transactions may be resubmitted with the next regular reporting.

Insurance Acknowledgement Process

If insurance information is not received from an insurance company or does not match DMV records, a notice is sent to the registered vehicle owner(s).

Insurance information provided to DMV from the notice is sent to the insurance company for acknowledgement.

This process includes the following actions:

DMV Action

A. A registered vehicle is identified as potentially uninsured due to new registration without an insurance match or receipt of insurance cancellation.

B. A Vehicle Insurance Verification Notice is sent to the registered owner(s) of a vehicle. The letter requests the name of the insurance company and the identification number of the policy insuring the vehicle in question.

C. The registered owner returns the notice to DMV within 30 days with insurance information.

D. If DMV has matching insurance information, no further actions taken. If DMV has not received matching insurance information, an acknowledgment request is sent to the insurance company via electronic or paper media.

Insurance Company Action

E. Insurance company will respond to the acknowledgment request by acknowledging or denying coverage and returning the information to DMV within 30 days. The response to the acknowledgment should be in the same media as the request was received.

   If the insurance information is valid, the insurance company should submit an insurance record to DMV within 30 days. These records are submitted through the normal reporting process of EDI, cartridge, tape, PC diskette, or paper.

DMV Action

F. If the insurance is denied by the insurance company, DMV issues an Order of Suspension to the registered owner(s) of the vehicle.

The Order of Suspension notifies the registered owner(s) that insurance coverage was denied and that registration and driving privileges will be suspended in 30 days. The order contains a list of requirements with which the owner must comply to avoid suspension or to reinstate registration and driving privileges after suspension takes effect.

Reporting Requirements

Chapter 3

Information Reported

Information is reported according to whether or not the policy is vehicle-specific. The record format does not change, but the contents of the record do. The requirements for both vehicle-specific and non-vehicle-specific records are outlined below. See the record layout in Chapter 4, "Technical Specifications," for details.

Vehicle-specific records must contain VIN, make, and year. One record per vehicle is to be submitted. If there are multiple vehicles listed under one policy, then multiple records are sent. For example, if three vehicles are covered by the same policy, create one physical record with policy information for each vehicle.

Non-vehicle-specific records usually are for blanket-type coverages. Non-specific reporting is used only when vehicle-specific information has not been captured by the insurer. Non-vehicle-specific liability coverage may be reported as one record for each policy or if vehicle information is available, it may be reported as vehicle-specific records (as stated above). Caution should be exercised by an insurance company when reporting non-vehicle-specific policies. **DMV will assume all vehicles registered to the named insured are covered by the one policy**.

Types of Records Reported

1. Submit only motor vehicle liability insurance.

2. Submit the following Virginia-registered and/or Virginia-rated motor vehicles licensed for road use:
   - cars and trucks -- public and private
   - motor homes
   - rental cars
   - motorcycles

3. If vehicle-specific information has not been captured by the insurance company, submit the record according to the instructions for non-vehicle specific insurance. DMV will assume all vehicles registered to the named insured are covered.

4. Do not submit records with an effective date in the future.

5. Do not submit records with a cancellation date in the future.

6. Do not submit records for name and address changes.

7. VIN corrections are encouraged with a caution: VIN corrections should be of the same transaction type as the last transaction type for that vehicle. (For example "NBS" followed by "NBS", not "NBS" followed by "XLC").

8. Do not submit records for policy renewal purpose only. DMV will assume all policies are "in force" until a cancellation is received.

Types of Transactions Reported

1. **New Business (NBS)**
   New business consists of newly-established motor vehicle liability policies and is determined by the presence of the code 'NBS' in the POLICY TRANSACTION CODE field of the insurance record. This transaction is also used when adding a vehicle to an existing policy.

   For "replacement vehicles" send an "NBS" transaction for the new/added vehicle and send and "XLC" transaction for the replaced/dropped vehicle.

2. **Expirations, Cancellations and Terminations (XLC)**
   When liability coverage is expired, terminated, canceled, or out of force, or a vehicle is removed/replaced from the policy, submit the record using the code 'XLC' in the POLICY TRANSACTION CODE field.

3. **Reinstate (REI)**
   When insurance is reinstated after the cancellation date, submit the record using the code 'REI' in the POLICY TRANSACTION CODE field. This transaction is used to show continued coverage.

4. **Insurance Acknowledgment Request (ACK)**
   When requesting acknowledgment of insurance, transaction records sent by DMV will contain 'ACK' in the POLICY TRANSACTION CODE field. Insurance companies would research these records for the requested date found in the EFFECTIVE DATE field.

   If coverage was active on requested date, the transaction is returned to DMV with the same 'ACK' code and no changes to the data within the record (the EFFECTIVE DATE remains in the record).

5. **Insurance Not In Force Response (NIS)**
   When insurance coverage is found not to be in force for the date requested in the 'ACK' transactions, submit a record using the code 'NIS' in the POLICY TRANSACTION CODE field. The record sent to DMV will contain all of the data sent in the 'ACK' transaction. The DMV record may be modified by changing the POLICY TRANSACTION CODE form "ACK" to "NIS" before sending back to DMV.

Insurance Record Required Fields

HEADER RECORD INFORMATION

All header fields: This record is the same length as the detail data records (568). Fill remaining positions with spaces.

1. **Sender ID**
   This NAIC code may be a DMV assigned code or may be one of the Filing NAIC codes. It is 5 characters in length and represents the "owner" of all data being sent to DMV. It is used to group all the records from each transmission for identification, and more importantly, it tells DMV where to send errors, reports, acknowledgment requests, and ties to our insurance company contact records. It is not used to identify the company providing liability coverage for any policy within the file. It is best to use the NAIC code of the major company; however, some files are created and are the responsible party for other's data, such as a service bureau. In those cases, DMV can assign a Sender Id.

2. **Submission Date**
This field should contain the actual date the records are created to send to DMV. The date is used to locate these records as group identification for update, retrieval, or deletion if necessary. It acts as a "batch header" when combined with the Sender Id. The format is century, year, month, and day. It must not be a future date or be a date prior to the Report End Date.

3. **Report Start Date**
This date represents the first day of the reporting cycle. This date shows compliance with reporting and alerts DMV to any 'gaps' in reporting which may be due to lost transmissions or system problems. The format is century, year, month, and day. It must not be a future date and must be prior to the Report End date.

4. **Report End Date**
This date represents the last day of the reporting cycle. With the Report Start Date, it is used to track reporting periods. The format is century, year, month, and day. It must not be a future date and must be on or after the Report Start Date.

5. **Total Records Count**
This field contains the total number of records written to the file. It is used to verify that all records were processed from the input file. The count should not include the header record. The field is numeric, right-justified and zero-filled.

ALL RECORDS

1. **Transaction Type**
This data element (POLICY TRANSACTION CODE) is used to identify the type of policy action sent and what action to take, if any, on the vehicle record and/or the vehicle owner.
Valid values are:

NBS	new business
XLC	cancellations/ terminations/expirations
REI	reinstated policies
ACK	verify insurance request
NIS	deny insurance response

2. **Vehicle-Specific Indicator**
This field is used to identify the record as one containing detailed vehicle information or a record with only the insured's name, address, and policy information. The values are 'V' for vehicle-specific records and 'NS' for non-vehicle specific records. If the value is 'V', then VIN, MAKE, and YEAR are required fields. If the value is "NS", then VIN, make, and year are preferred if available.

3. **Submission Date**
This field should contain the actual date the records are created to send to DMV. The date is used to locate these records as group identification for retrieval and/or update.

4. **Insurance Company Number**
This data element (INS CO CODE) is the NAIC number that identifies the insurance company. It is validated against a DMV table of codes. If the code is not contained within the table, DMV will reject the entire transaction set. If the insurance company's NAIC code is unknown, please call the Virginia State Corporation Commission, Bureau of Insurance at 1-800-552-7945.

5. **Insurance Company Name**
This field is further validation of insurance record source identification and reporting.

6. **Person/Organization Indicator**
This field indicates whether the Name of Insured and any additional drivers listed on the policy represent persons or business names. This is useful in formatting the name for the best possible match to DMV's record of registered vehicle owner in the event that name becomes the next or only information available for matching. The valid values for this field are ‘1’ for personal and ‘2’ for non-persons and businesses.

7. **Name of Insured**
Names may be used as matching criteria when vehicle-specific information is missing or cannot be matched. Name matching criteria is seven characters of the last name; three characters of the first name, if present; and two characters of the middle name, if present. When duplicate names are found, the address becomes part of the matching criteria. If possible, the name format should be last, first, middle names, If the policy contains more than 4 names, any additional insured names may be sent in another record keeping the same policy and vehicle information.

8. **Driver’s License Number**
This field contains the DMV-issued number or the Social Security Number. The number must be 9 or 12 characters in length and may be used as a DMV matching criteria. This field may also contain the Federal Employers Identification Number (tax-id) when the named insured is a business. It should be used when reporting non-vehicle-specific policy information

9. **Street Address**
Mailing address is preferred over dwelling address. Use post office standards when possible. In case of multiple DMV names matching the INSURED NAME, a portion of the street address is also matched to eliminate all duplicate name matches.

10. **City**
In case of multiple names matching the INSURED NAME, the city is also matched to eliminate duplicate name matches.

11. **State Code**
This must be a standard abbreviation for a state within the US. It must be blank if the address is not one of the 50 states or a US possession. In case of multiple names matching, the state code is also matched to eliminate duplicate name matches

12. **Zip Code**
This must be alpha-numeric and left-justified. In case of multiple names matching the INSURED NAME, the zip code is also matched to eliminate duplicate name matches.

VEHICLE-SPECIFIC RECORDS

13. **VIN**
The full Vehicle Identification Number (VIN) is required. This is the primary matching information between the insurance record and the registration record.

14. **Year**
The YEAR value must begin with 19 or 20. If the VIN cannot be matched in the DMV vehicle file, YEAR and MAKE become part of the second matching criteria with driver license number or name.

15. **Make**
Use the NCIC standard code if possible. Full make name or ISO standard is also acceptable (see Appendix E). This is used to identify a vehicle in the case of match discrepancies. If the VIN cannot be matched in the DMV vehicle file, MAKE becomes part of the second matching criteria with YEAR and driver license number or name.

CONDITIONALLY REQUIRED

16. **Effective Date**
    This date must conform to the standard date format (CCYYMMDD):
    - Century for two positions, values of 19 or 20;
    - Year for two positions, any numeric value;
    - Month for two positions values of 01 to 12;
    - Day for two positions values of 01 to 31.

This date cannot be a future date (greater than the current date). This field should be blank or zero-filled for "XLC."

17. **Cancellation/Termination/Expiration**
    The date must conform to the standard date format (CCYYMMDD):
    - Century for two positions, values of 19 or 20;
    - Year for two positions, any numeric value;
    - Month for two positions, values of 01 to 12;
    - Day for two positions, values of 01 to 31.

    The date cannot be a future date (greater than the current date). This field is required for a POLICY TRANSACTION CODE value of 'XLC'. This field should be blank or zero-filled for "NBS", "REI", or "ACK".

18. **Country Address of Insured**
    This must be a standard abbreviation for a country. It must be blank if the address is one of the 50 states or a US possession. (See Appendix F.)

OPTIONAL FIELDS

19. **Policy Number**
    This field is used mainly by insurance companies and, if present, may be used by DMV as a matching criteria for returned notices from registered vehicle owners.

20. **Date of Birth**
    This must conform to the standard date format (CCYYMMDD);
    - Century for two positions, values of 19 or 20;
    - Year for two positions, any numeric value;
    - Month for two positions, value of 01 to 12;
    - Day for two positions, values of 01 to 31.

21. **Error Code**
    DMV will place a value in the field if the incoming records field is in error, or is missing when required. All error codes are prefixed with an "E" this designates a hard-error and the entire record is rejected. (See Appendix C for codes and meanings.)

22. **Filler**
    Field for insurance companies use only; however, DMV may use all or part of this field for additional information in the future. Advance notification of changes will be made.

Technical Specifications

Chapter **4**

This section defines the acceptable media for record transmission, medical standards, input layout, and error record formats.

Transmission Media

Insurance companies are require to supply information using one of the following transmission media:

1. **Electronic Data Interchange (EDI)**
   The ASC X12, Transaction Set 811 format, (DMV uses version 3050/2.0, dated December 4, 1995) reporting method is available. DMV uses the IBM Global network (Advantis) as its communication link. Companies choosing this method are required to obtain an account number and user ID from IBM Global Services. **This is the preferred method for batch data transfer.**

2. **Magnetic Cartridge Tape**
   If EDI is not available at this time, then this method is preferred.

3. **Magnetic Reel Tape**
   Only use reel if cartridge cannot be accommodated.

4. **PC Diskette**
   This method is only available to companies with total policies of 1,000 or less.

5. **Paper**
   This method is only available to companies with total policies of 1,000 or less.

Magnetic Cartridge and Reel Tape Standards

All data sets received at the DMV must meet these specifications. Any data set not following these specifications will be returned to the insurance company unprocessed.

1. Cartridges	3480 not compressed
2. Reel Tapes	1/2 inch, 9 track 6250 BPI not compressed
3. Character Set	EBCDIC upper case alpha
4. Internal Label	IBM Standard Label
5. Record Length	568
6. Block Size	Note: Specific block size must be written on the external and should remain consistent for each tape produced.
7. Data Set Name	DMV.VA.INS xxxxx, where xxxxx is the insurance company NAIC number.
8. Volume Serial Number	Six characters in length. Must begin with the letters 'DMV.' Contact Donna Bryant to obtain a volume serial number. (See Appendix A.)
9. External Label	See "External Label Standard" (page 21).

Note: All cartridges and reel tapes must be compatible with IBM 3390/9021 series.

PC Diskette Standards

This method is only available to companies with total policies of 1,000 or less.

1. Diskette	3.5 inch IBM-compatible double-sided, double-density or double-sided, -DOS operating system internal labels, no compression
2. Character Set	ASCII Text File - Alpha characters in upper case
3. Internal Label	Standard MS DOS VAINS
4. Record Length	568 Do not add spaces or other character to the end of any record.
5. File Name	INSxxxxx, where xxxxx is the insurance company NAIC number
6. External Label	See "External Label Standard" (page 21).

Paper Standards

This method is only available to companies with less than 1,000 policies.

1. All information required on the record layout must be included on the paper report. **A copy of the acceptable format for paper record submission is in Chapter 5, "Insurance Verification Program Documents**."

   A. Complete one cover page for each monthly report submitted. The cover page must include the following information:
   - insurance company code
   - insurance company name
   - total sheets/pages attached
   - reporting begin and end dates
   - contact person and telephone number

   B. Complete one detail page for each policy submitted, using the appropriate form for Vehicle-Specific Data or Non-Vehicle-Specific Data. The data format must comply with the specifications described in this chapter for the insurance record layout and field descriptions.

External Label Standards

All cartridge tapes, reel tapes, and diskettes must have a label affixed to the outside with the following information:

1.	The words *INSURANCE REPORT*
2.	Insurance Company Name
3.	Insurance Company Number (NAIC code)
4.	Volume Serial Number (DMV assigned; see pg. 19, number 8)
5.	Block Size
6.	Reporting Period (from and to dates; ex: July 1, 1997 - July 15, 1997)

Example:

INSURANCE REPORT
From: Countrywide Insurance Inc.
NAIC#: 12345
Vol: DMVCW6
Blksize: 05680
Prd: 07/01/97 - 07/15/97

Mailing Information

The following items must be included when reporting insurance records to DMV:

1. The physical file (cartridge tape, reel tape, or diskette) of the insurance records reported.

2. An external label in the proper format on the physical file.

3. Include a blank cartridge tape or reel tape to be used for returning errors.

Mail to:

VIRGINIA DMV
Attention: Linda Holsclaw
MISA/SSG
P O Box 27412
Richmond, VA 23269-0001

If the received date falls on a weekend or holiday, the report is processed on the next DMV business day.

Additional File Information

More than one company can be submitted on the same media.

Do not create a separate media, just change the insurance company information. Group the records on the file by insurance company number.

If more than one company is included in the file, use the NAIC number of one of the following **consistently**:

- parent company;
- service bureau; or
- one company out of the number for which reporting.

Record Description

This section includes the insurance record layout and detailed descriptions for each field. The following is general format information for record creation:

1. All numeric fields (type=N) must be right justified (and zero filled if reporting by tape or diskette).

2. All alpha-numeric fields (type=AN) must be left justified (and space filled if reporting by tape or diskette).

   NOTE: EDI fields are variable length, followed by a delimiter. The HEADER record is fixed length. The delimiter used in this record can be used throughout the other record/entity types and DMV will recognize it. The hexadecimal character 'ID' may not be used as your delimiter. Do not use a character that can occur within the data such as an asterisk (*).

3. Do not use null values. Use spaces for alpha-numeric fields without data and zeroes for numeric fields without data.

4. All alphabetic characters must be in UPPER CASE.

5. Do not use dashes (-) in Driver License Number or FEIN numbers.

6. Do not use special characters in any field other than name and address.

7. All date field formats are: CCYYMMDD (century, year, month, day).

8. Required fields must always contain data. See the data definition chart for an explanation of optional field use. All optional fields will follow the format rules for required fields.

Report Layouts

DMV has developed record layouts for companies reporting information through the X12 format and by tape or diskette. The following pages are broken down first by X12, then by tape and diskette.

Error Return Codes

Error Return Codes are used by DMV to return errors to insurance companies.

For EDI reporting, error codes are returned with the record on the level where the errors occurred.

For tape reporting, DMV creates a separate tape containing only the error records. The record format and contents mirrors the input, with the addition of the appropriate error code.

For PC diskette and tape reporting, DMV returns a printout containing identifying information from the input record and the error code and field in error.

Error code field values are listed in Appendix C.

TESTING BETWEEN INSURANCE COMPANY AND DMV

Any organization (insurance company or service bureau) whose responsibility it is to send automobile liability insurance information to DMV must first submit a test file to DMV.

The test exercise is necessary to meet the steps that must take place to achieve a successful receipt, load, and return of insurance records.

Prior to testing and required for production status of date submission, DMV must have the following:

1. The name(s) and phone number(s) of technical contacts.

2. The physical address for mailing of tapes and PC diskettes, if applicable.

3. The exact trading partner name and test and production mailbox account and user ids for EDI users.

4. A completed survey form on file with DMV which includes the above information, the official name of the insurance company(ies) and associates NAIC code(s), the frequency of reporting and the name of the network used if other than IGNS (Advantis), when applicable. This information may be given by telephone.

Physical File Handling (Tape and PC Diskette)

Files received on tape or PC diskette are checked for proper labelling, then logged as received. The external label information is entered into the system to initiate the load jobs. PC diskettes are uploaded to the mainframe that day. Tapes are shipped offsite to the central computer center to be loaded. Reading of tapes and diskettes is performed to first test labeling, record formats, record and block length information. Low values or end of line carriage return characters are not permitted within the file. Standard IBM internal labels and end of file markers are required. The external paper label must contain the proper, readable information such as DMV assigned volume serial number, blocksize, NAIC or Sender Id, and reporting period.

Without this information, the file cannot be processed. A DMV survey form or other document which contains the same data must be on file with DMV or contained within the tape or diskette shipping package which identifies the company(ies) and the technical contact name(s) and phone number(s) as well as the return address. Each test file must be marked as "TEST" on the external label. Questions about receipt and processing of tapes and diskettes should be directed to the Tape/PC diskette exchange processing contact listed in Appendix A.

Physical File Handling - (EDI)

Records received in EDI format must be tested for network connectivity and successful receipt of all sent data by DMV. This requires an account number and userid which is assigned by the IBM Global Network Services(IGNS). Once an account is established, and an EDI file is ready for transmission DMV must be contacted. The DMV account and userid for our test mailbox and the exact trading partner name in the BIG segments must be exchanged for successful transmission. The DMV trading partner name is: VIRGINIA DMV ALIR. For EDI testing, the primary contact person is the systems analyst listed in Appendix A.

IGNS can monitor transmissions once the network is accessed and track the transmission to its destination. This group can also diagnose transmission problems such as "invalid authorization code" or "invalid receiver account number". The IGNS enabling contact phone number is: 1-800-878-3655.

Call IBM (AT&T) to get connected to DMV.

All test transmissions must be sent to the DMV test mailbox: VAMV_ _ _DMVEDIT Every ISA segment must contain a "T" in reference field ISA015. Once testing has been completed, transmissions are sent to the DMV production mailbox and the value of reference field ISA015 is changed to "P".

Error records need to be included in test files to test the return transmission from DMV to complete the testing cycle.

All Internal Data

Data contained within the file should be real company records of policy, name, and vehicle information representative of the company's actual business. Also, companies should send records which represent the type of policies written. If a company does not write non-vehicle specific policies, do not send that type of record.

Each record is tested for required fields, allowable values in fields, maximum length of fields, and embedded non-character set values. Some errors are considered severe (hard) errors and are not loaded into the DMV system. They are returned to the sender in the error file with the appropriate error code. Some errors are not considered severe and the record is loaded into the DMV system. These records are not returned as errors, but the total count of records with such non-severe (soft) errors is reflected on the "Activity Summary" report generated by DMV and included with the returned tapes and diskettes. The successfully loaded insurance records are randomly examined for their potential "match rate" to the DMV files. "Made-up" test data will not pass the final approval stage.

There is no established minimum number of records to send for testing. A good measure has been 20% or more of active, reinstated, and recently cancelled policies. There is little value in sending the entire active policy load. Every file must contain a number of deliberate errors to test the complete cycle of receipt, process, and return of data. The insurance company or service bureau needs to know that the output file created by DMV can be read successfully. Error records are required for this process. Such things as missing names, missing VINs, invalid or future dates, and invalid transaction codes will create error records in the output file. One (1) copy of the "Activity Summary Report" will be included with the tapes and diskettes upon return to the insurance company or service bureau. DMV retains one (1) copy of the "Activity Summary Report" for review. DMV always maintains a copy of the **last** file of insurance records processed for each sender.

Production Certification

Once any problems are resolved with receiving, reading, and returning files and creating error records with the sending insurance company or service bureau, files are ready for production processing. Communication should be made to confirm the production status with the appropriate contact person listed in Appendix A.

At this point data files are no longer to be marked as "test" or sent to the test EDI mailbox.

All fields are fixed length in this segment only.

ISA SEGMENT (the envelope)					
Field name	Length	Character	Req/ Opt	Position in Segment	Values/ Use
Sender Interchnge Id Qualifier	2-2	alpha	req	ISA05	Usually 'ZZ'
Sender Name	15-15	A/N	req	ISA06	Account number and User-ID Mailbox number.
Receiver Interchange Id Qualifier	2-2	A/N	req	ISA07	Always 'ZZ'
Receiver Name	15-15	A/N	req	ISA08	Account number and User-ID Mailbox.
Interchange Date	6-6	numeric	req	ISA09	date of transmission YYMMDD format
Interchange Time	4-4	numeric	req	ISA10	time of transmission
Interchange Standard Id	1-1	alpha	req	ISA11	value is 'U'
Interchange Version	5-5	numeric	req	ISA12	value is '00305'
Interchange Control Number	9-9	numeric	req	ISA13	unique number assigned by the sender to identify each transmission
Interchnge Acknowledgment Requested	1-1	numeric	req	ISA14	value '0' for no acknowledgment, value '1' to request a '997' acknowledgment transaction send.
Interchnge Test Indicator	1-1	alpha	req	ISA15	value 'T' for test data, value 'P' for production
Interchange Subelement Separator	1-1	A/N	req	ISA16	character used as subelement separator.

GS SEGMENT (functional group)					
Field name	Length	Character	Req/ Opt	Position in Segment	Values/ Use
Functional ID Code	2-2	alpha	req	GS01	value is ‘CI’
Application Sender Code	2-15	A/N	req	GS02	Account number and User-ID as it appears on the ISA segment.
Application Receiver Code	2-15	A/N	req	GS03	‘VADMVALIR’ or “VAMV_____ DMVEDIT”
Date	6-6	numeric	req	GS04	Date of transmission
Time	4-6	numeric	req	GS05	Time of transmission
Group Control Number	1-9	numeric	req	GS06	Control Number generated by sender
Responsible Agency Code	1-2	alpha	req	GS07	value is ‘X’
Version/Release Industry ID Code	1-2	alpha	req	GS08	value is ‘003050’

ST SEGMENT					
Field name	Length	Character	Req/ Opt	Position in Segment	Values/ Use
Transaction Set Id	1-3	numeric	req	ST01	value is ‘811’
Transaction Set Control Number	4-9	number	req	ST02	control number assigned to the set

BIG SEGMENT					
Field name	Length	Character	Req/ Opt	Position in Segment	Values/ Use
Date	6-6	numeric	req	BIG01	file creation date
Invoice Number	1-22	numeric	req	BIG02	value is ‘1’

N1 SEGMENT					
There are two (2) of the N1 segment, one for sender, one for receiver.					
Field name	Length	Character	Req/ Opt	Position in Segment	Values/ Use
Entity ID Code	2-2	A/N	req	N101	value is 'IN' for ins co., '2F' for state, 'SQ' for service bureau.
Sender Name	1-35	A/N	opt	N102	name of sender, ins. co. or state; value for Va. DMV; "VIRGINIA DMV ALIR'
ID Code Qualifier	1-2	alpha	req	N103	value is 'N1' for NAIC code or Sender Id for a group of ins. companies.
ID Code	2-20	A/N	req	N104	NAIC code or DMV assigned code.

This completes the ENVELOOE information.

TABLE 2 HL SEGMENT					
Field name	Length	Character	Req/ Opt	Position in Segment	Values/ Use
Hierarchical ID Number	1-12	A/N	req	HL01	value is the occurance number within the HL loop.
Hierarchical Parent ID	1-12	A/N	req	HL02	omitted for the first occurance.
Hierarchical Level Code	1-2	A/N	req	HL03	indicates level '1' is ins. co. name, '2' is receiver name, '3' is insured and policy info, '4' is vehicle info, '5' is additional operator names
Hierarchical Child Code :	1-1	A/N	req	HL04	Indicates if there is a lower level. Value is "1" for the first "HL" segment within the "HL" loop.

NM1 SEGMENT

Field name	Length	Character	Req/ Opt	Position in Segment	Values/ Use
Entity ID Code	2-2	A/N	req	NM101	'IN' for ins. co., '2F' for state, 'IL' for named-insured 'OP' for addt'l operators.
Entity Type Qualifier	1-1	numeric	req	NM102	value is "2" for "IN" and "2F" "1" for "IL" and "OP".
Organization name	1-35	A/N	req	NM103	for 1st HL-name of ins. co., for 2nd HL-name of state ('VA') for additional HL-name of insured or other operators.
First name of insured/operator	1-25	A/N	req	NM104	first name of insured or other operators.
Middle name of insured/operator	1-25	A/N	opt	NM105	middle name of insured or other operators.
Identification Code Qualifier	1-2	A/N	req	NM108	'N1' for NAIC Code follows: 'N' for Driver's license# follows.
NAIC Code	2-20	A/N	req	NM109	NAIC Code of ins. co; or Driver's License # follows.

IT1 SEGMENT

Field name	Length	Character	Req/ Opt	Position in Segment	Values/ Use
Quantity Invoiced	1-10	numeric	req	IT102	value is '1'
Unit	2-2	alpha	req	IT103	value is 'IP'
Unit Price	1-17	numeric	req	IT104	value is '0'

DTM SEGMENT (occurs up to 4 times)					
Field name	Length	Character	Req/ Opt	Position in Segment	Values/ Use
Date/Time Qualifier	1-3	numeric	req	DTM01	value is ‘368’ for submit date; value is ‘222’ for insured birthdate, value is ‘007’ for policy effective date, value is ‘036’ for policy end date.
Date	6-6	numeric	req	DTM02	date of submission in valid YYMMDD format.
Time	4-8	numeric	opt	DTM03	time of file submission HHMMSS format.
Century	2-2	numeric	opt	DTM05	value is ‘19’ or ‘20’.

N3 SEGMENT					
Field name	Length	Character	Req/ Opt	Position in Segment	Values/ Use
Address Info	1-35	A/N	req	N301	mailing address of named-insured.
Address Info	1-35	A/N	opt	N302	addt’l address of named-insured.

N4 SEGMENT					
Field name	Length	Character	Req/ Opt	Position in Segment	Values/ Use
City Name	2-30	A/N	req	N401	City address of named-insured.
State of Province	2-2	A/N	req	N402	State address of named-insured.
Postal Code	3-11	A/N	req	N403	Zip code of named-insured.
Country Code	2-2	alpha	opt	N105	Country code of named-insured.

SI SEGMENT					
Field name	Length	Character	Req/ Opt	Position in Segment	Values/ Use
Agency Qualifier Code	2-2	A/N	req	SI01	value is 'ZZ'.
Service Characteristic Qualifier	2-2	A/N	req	SI02	value is '11'.
Transaction Code	I-40	A/N	req	S103	values are: 'NBS', 'XLC', 'REI', 'ACK', 'NIS'.

REF SEGMENT (occurs up to 7 times) **Occurance #1 - required**					
Field name	Length	Character	Req/ Opt	Position in Segment	Values/ Use
Reference No. Qualifier	2-2	A/N	req	REF01	value is 'IG' for Policy Number, 'XM' for issuer.
Insurance Policy Number	1-30	A/N	opt	REF02	Policy or Binder Number
State or Province of Issue	1-80	A/N	opt	REF03	value is 'VA'
Occurrence #2 - not used					
Occurrence #2 - not used					
Occurrence #4 - not used					
Occurrence #5 – optional (below)					
Issuer	2-2	A/N	req	REF02	value is 'XM'
State of Driver License	1-30	A/N	req	REF03	value is state code.
Occurrence #6 – optional (below)					
Specification number follows	2-2	A/N	req	REF01	value is 'S3'.
Specification Code	1-30	A/N	req	REF02	value is 'V' for vehicle-specific 'NS' for non-vehicle-specific.
Occurrence #7 – optional (below)					
Document Identifier Code	2-2	alpha	req	REF01	value is 'DD'
Document Number	1-30	A/N	req	REF03	insurance co. use.

LX SEGMENT					
Field name	**Length**	**Character**	**Req/ Opt**	**Position in Segment**	**Values/ Use**
Assigned Number	1-6	numeric	req	LX01	value is ‘1’

VEH SEGMENT (for vehicle-specific policies)					
Field name	**Length**	**Character**	**Req/ Opt**	**Position in Segment**	**Values/ Use**
Assigned Number	1-6	numeric	opt	VEH01	value is ‘1’ or blank
Vehicle Identification number (VIN)	1-25	A/N	req	VEH02	
Century of Vehicle manufacture	2-2	numeric	req	VEH03	value is ‘19’ or ‘20’
Year within Century of Vehicle Manufacture	2-2	numeric	req	VEH04	
Agency Qualifier Code Used for Make	2-2	A/N	req	VEH05	value is ‘N/A’
Vehicle Make	1-12	A/N	req	VEH06	make name or make code.

STATE-SENT ‘REF’ SEGMENT (for errors)					
Field name	**Length**	**Character**	**Req/ Opt**	**Position in Segment**	**Values/ Use**
Error Number Qualifier	2-2	A/N	req	REF01	value is ‘IQ’
Error Number	1-30	A/N	req	REF02	See Appendix C

TDS SEGMENT (optional)					
Field name	Length	Characte	Req/ Opt	Position in Segment	Values/ Use
Total Invoice Amount	1-15	numeric	req	TDS01	Value is ‘1’

CTT SEGMENT optional (transaction totals)					
Field name	Length	Characte	Req/ Opt	Position in Segment	Values/ Use
Number of Line Items	1-6	numeric	req	CTT01	number of ins. policies in the 811 transaction set

SE SEGMENT (end of 811 data set)					
Field name	Length	Characte	Req/ Opt	Position in Segment	Values/ Use
Number of Included Segments	1-10	numeric	req	SE01	number of ‘ST’ segments
Transaction Set Control Number	4-9	numeric	req	SE02	control number here is same as ‘ST’ control number.

GE SEGMENT (end of group)					
Field name	Length	Character	Req/ Opt	Position in Segment	Values/ Use
Number of Included Sets	1-6	numeric	req	GE01	total number of transaction sets within the group.
Group Control Number	1-9	numeric	req	GE02	control number same as in GS segment (GS06).

IEA SEGMENT (last segment)					
Field name	Length	Character	Req/ Opt	Position in Segment	Values/ Use
Number of Functional Groups	1-5	numeric	req	IEA01	usually ‘1’
Interchnge Control Number	1-9	numeric	req	IEA02	same control number used in ISA (ISA13).

EXAMPLE OF VEHICLE-SPECIFIC EDI TRANSMISSION

There are many variations on this example, however by following this closely a successful transmission is certain.

ISA*00*   *00*   *ZZ*ABCD   ABCD0012*ZZ*VAMV   DMVEDIT*
9806615*0209*U*00305*000000345*1*P*$

GS*CI*YOURINSCO*ABCD   ABCD0012*980615*0209*X*003050$

ST*811*0468*$

BIG*980615*1$

N1*IN*YOURINSCO*N1*12345$

N1*2F*VIRGINIA DMV ALIR$

HL*1**1*1$

NM1*IN*2*SUBSIDIARY INS CO*****NI*12345$

IT1**1*IP*0$

DTM*368*980615*0050**19$

HL*2*1*2*1$

NM1*2F*2*VA DMV ALIR$

HL*3*2*4*1$

NM1*IL*1*MITCHELL*CAROL*JONES***N*999999999$

N3*416ROSEHILL LANE$

N4*RICHMOND*VA*239990000$

IT1**1*IP*0$

SI*ZZ*11*NBS$

REF*IG*50EH99-POLICYNO$

REF*XM**VA$
REF*S3*V$

REF*DD*43593045DOCNO$

```
DTM*007*980607****19$

IT1**1*IP*0$

REF*XM*VA$

DTM*222*520915****19$

NM1*OP*1*MITCHELL*JEFF*ELWOOD***N*999229999$

IT1**1*OP*0$

REF*XM**VA$

DTM*222*550104***19$

NM1*OP*MITCHELL*KELLY*MAE***N*999339999$

HL*4*3*5*0$

LX*1$

VEH*1*1F8DFA983F3453410*19*97*NA*FORD$

TDS*100$

CTT*101$

SE*207*0451$

GE*3*104$

IEA*1*000000104$&
```

Symbol Meanings:

* = Field Separator
$ = Segment Separator
& = End of Envelope

Tape and PC Diskette Input Header Record Layout
For Use By Insurance Company In Reporting To DMV

Field	Size	Position	Required/ Optional	Edits/Use
Record Type	1	1-1 alpha	req	value 'H'
Sender ID	20	2-21 alpha-numeric	req	DMV assigned number, the NAIC number or the identification number of the sender of the information such as a parent company or service bureau. Used for insurance 'record' ownership, reporting, and routing of output.
Submission Date	8	22-29 numeric	req	date records were placed on this output media for transmission to DMV. **It cannot be a future date**. Must be on or after report end date.
Reporting Begin Date	8	30-37 numeric	req	beginning time frame of record reporting. **It cannot be a future date**.
Reporting End Date	8	38-45 numeric	req	last date of time frame of record reporting. **It cannot be a future date**.
Total Records For Ins Co Code	8	46-53 numeric	req	the total number of records written
Filler	515	54-568	req	fill with spaces.

Insurance Verification Format
Used For Reporting Using Reel Tape, Cartridge Tape or PC Diskette

Field	Size	Position	Required/ Optional	Edits/Use
POLICY TRANSACTION CODE	3	1-3 alpha	req	identifies the record as new business, cancellation/termination/expiration, added vehicle, removed vehicle. This determines what action to take on the vehicle owner, if any. Valid values are 'NBS' for new business and vehicles added to existing policies, "XLC' for policy cancellations/expirations and vehicles removed from existing policies, 'REI' for reinstated policies, "ACK' for verification requests and acknowledgements, and 'NIS' for coverage denials. This is cross-field edited with EFFECTIVE DATE and CANCEL DATE.
INS CO CODE (NAIC)	20	4-23 alpha	req	must be recognized by DMV, whether as a DMV assigned number or the NAIC number. Identifies the data source; is used for cancellation matching, statistical reports, and routing of returned records.
INS CO NAME	35	24-58 alpha-numeric	req	must accompany INS CO CODE for further verification of record ownership and reporting.
VEHICLE SPECIFIC IND	2	59-60 alpha	req	identifies the policy as covering unique vehicles, or a policy that covers all vehicles owned by an insured. The value for vehicle specific records is 'V'. The value for non- vehicle specific records is 'NS'. If the value is 'V', then VIN, MAKE, and YEAR are required fields.

Field	Size	Position	Required/ Optional	Edits/Use
VIN	25	61-85 alpha-numeric	opt*	required for vehicle specific (✓) records; If present, first date item used to locate the vehicle record in the DMV file. Hierarchical match is as follows: a) exact VIN; or b) first 8 characters once the DMV file is located by driver license number or name; or c) all characters of VIN except any 3 once the DMV file located by driver license number or name.
YEAR	4	86-89 numeric	opt*	required for vehicle specific records, but will be accepted and used for non-vehicle specific records also. The year value must begin with 19 or 20. If the VIN cannot be matched in the DMV file, YEAR and MAKE become the second vehicle matching criteria.
MAKE	12	90-101 alpha	opt*	The make value can be the NCIC code (see appendix E the ISO code, or entire/full make name. If the VIN cannot be matched in the DMV file, MAKE becomes the second vehicle matching criteria along with YEAR.
CANCEL DATE	8	102-109 numeric	opt	must conform to the standard date format (CCYYMMDD). Century for 2 positions values 19 or 20; Year for 2 positions, any numeric; Month for 2 positions, values 01 to 12; Day for 2 positions, values 01 to 31 depending on the month. The date cannot be a future date (greater than the current date). This field is required for a POLICY TRANSACTION CODE value of 'XLC' and is required when removing a vehicle from an existing policy.

Field	Size	Position	Required/ Optional	Edits/Use
EFFECTIVE DATE	8	110-117 numeric	opt	must conform to the standard date format (CCYYMMDD). Century for 2 positions values 19 or 30; Year for 2 positions, any numeric; Month for 2 positions, values 01 to 12; Day for 2 positions, values 01 to 31 depending on the month. The date cannot be a future date (greater than the current date). This field is required for a POLICY TRANSACTION CODE value of 'NBS' and is required for when adding a vehicle to an existing policy.
POLICY NUMBER	30	118-147 alpha, numeric, and/or special characters	opt	enter any value - for insurance company use
PERSON-ORGANIZATION-INDICATOR (this field occurs 4 times with Name, Date of Birth, and Driver License No)	1 x4	148-148 204-204 260-260 316-316 numeric	req	value for persons - '1', value for non-persons or business = '2'.
NAME OF INSURED (this field occurs 4 times with Person-Org-Ind, Date of Birth, and Driver License No)	35 x4	149-183 205-239 261-295 317-351 alpha, numeric, and/or special characters	req	free format, see Page 16, number 7; used to identify and match to DMV file. May be used as matching criteria when vehicle specific information is missing or cannot be matched. Name should be formatted as follows if at all possible: Last, First, Middle. Place a comma between Last and First Names

Field	Size	Position	Required/ Optional	Edits/Use
DATE OF BIRTH (this field occurs 4 times with Person-Org-Ind, Name, and Driver License No)	8 x4	184-191 240-247 296-303 352-359 numeric	opt	must conform to standard date format (CCYYMMDD). Century for 2 positions values 19 or 20; Year for 2 positions, any numeric; Month for 2 positions, values 01 to 12; Day for 2 positions, values 01 to 31 depending on the month. The date cannot be a future date (greater than the current date).
DRIVER LICENSE NO. (this field occurs 4 times with Person-Org-Ind, Name, and Date of Birth)	12 x4	192-203 248-259 304-315 360-371 alpha-numeric	req	may be DMV-issued, or Social Security Number, or Federal Employer Identification Number. **Must <u>not</u> contain hyphens**.
ERROR CODE	4	372-375 alpha-numeric	opt	if an edit error has occurred, DMV will place a value in this field. See Appendix C for codes and meanings.
FILLER	80	376-455 anything	opt	for insurance company use only.
STREET ADDRESS OF INSURED	70	456-525 alpha-numeric	req	house/route/box number and street name where insured lives (mailing address). Mailing address is preferred over dwelling address. Use post office standards when possible.
CITY ADDRESS OF INSURED	30	526-555	req	city or county where insured lives. In case of multiple names matches the INSURED NAME, the city is also matched to eliminate all duplicate name matches.
STATE ADDRESS OF INSURED	2	556-557 alpha	req	state code for address where insured lives. Must be a standard abbreviation for a state within the US. Must be blank if address is not one of the 50 states or a US possession. In case of multiple names matches, the state code is also matched to eliminate all duplicate name matches.

Field	Size	Position	Required/ Optional	Edits/Use
ZIP CODE OF INSURED	9	558-566 alpha-numeric left justified followed by zeros or spaces	req	zip code (5, or 9 if U.S.) where insured lives. In case of multiple name matches the INSURED NAME, the zip code is also matched to eliminate all duplicate name matches.
COUNTRY ADDRESS OF INSURED	2	567-568 alpha	opt	country code for address where insured lives. Must be a standard abbreviation for a country. Must be blank if address if one of the 50 states or a US possession.

Documents

Chapter 5

Insurance Verification Program Documents

This chapter contains samples of forms and reports used for various situations in the insurance certification program. Following are descriptions of when each is used.

1. **No Activity to Report Notice**
   This is completed by the insurance company and filed with DMV when no insurance policy activity has taken place during the past month. This prevents the insurance company from appearing to be out of compliance and assists in the preparation of processing schedules.

2. **Manual Report Form**
   Those companies with less than 1,000 policies that choose to report manually have a form designed for this purpose. The form may be reproduced so companies can keep stock on hand. The instructions are printed on the back of the form for reference. A small number of forms may be faxed to DMV.

3. **Insurance Company Records Processed Report**
   This computer-generated report is produced whenever tape and PC diskette records of insurance are filed with DMV. Those filing via EDI or paper receive no reports.

4. **Insurance Records Error Report**
   Errors detected when processing insurance records from paper submission may be returned on paper. Errors detected from PC diskette or tape submission are returned on the PC diskette or another tape. The errors appear in the order the records were processed by DMV.

No Activity to Report

When no insurance policy activity has taken place during the past month, fax or mail the following information to DMV.

The company named below has no policy activity to report for this monthly reporting period.

Company Name:____

NAIC Number:__________________________

No Activity for Reporting Period:______________ ______________
Beginning **Ending Date**

Mail to: VIRGINIA DMV
Attention: Millin Jefferson
Post Office Box 27412
Room 306
Richmond, VA 23269-0001

Telephone Number: (804) 367-0467

Fax Number: (804) 367-6693

FR 1 (01/97)

INSURANCE COVERAGE REPORT

POLICY INFORMATION			
Company Code	Company Name		
Policy Number		Effective Date	Cancellation Date

NAMED INSURED					
Full Name *Last*	*First*	*Middle*		**Driver's License Number**	**Birth Date**
Street					
City		**State**	**Zip Code**		**Country (if foreign)**

ADDITIONAL INSURED		
FULL NAME (Last, First, Middle)	**DRIVER'S LICENSE NUMBER**	**BIRTH DATE**

VEHICLE-SPECIFIC POLICY: Yes ☐ Vehicle information must be provided below.
No ☐ Provide vehicle information, if available.

VEHICLE-SPECIFIC INFORMATION					
YEAR	**MAKE**	**VIN**	**PLATE NUMBER**	**DATE REMOVED**	**DATE ADDED**

Insurance Coverage Report Form (FR-1)

FR1 (01/97)

INSURANCE COVERAGE REPORT INSTRUCTIONS

This form is to be used to report vehicle-specific and non-vehicle specific policies.

POLICY INFORMATION

- COMPANY CODE – Print or type your company's NAIC code.
- COMPANY NAME – Print or type the name of the insurance company providing the coverage.
- POLICY NUMBER – Print or type the company-assigned policy number.
- EFFECTIVE DATE – Print or type the date the new business was established, or the date the new or replacement vehicle was added to the existing policy.
- CANCELLATION DATE – Provide the date coverage was terminated, canceled, or removed from the policy.

NAMED INSURED

- NAME – Print or type the full name of the principal person for whom the insurance coverage is written.
- DRIVER'S LICENSE NUMBER – Print or type the driver's license number of the insured.
- BIRTH DATE – Print or type the birth date of the insured.
- STREET, CITY, STATE, ZIP CODE, COUNTRY – Print or type the mailing address of the insured.

ADDITIONAL INSURED

- NAME – Print or type the full name of the additional insured.
- DRIVER'S LICENSE NUMBER – Print or type the driver's license number of the additional insured.
- BIRTH DATE – Print or type the birth date of the additional insured.

VEHICLE-SPECIFIC POLICIES

- YEAR – Print or type the year of the vehicle.
- VIN – Print or type the vehicle identification number (VIN) of the vehicle.
  Use additional pages as needed. Complete the Policy Information on each page.
- MAKE – Print or type the NCIC code for the vehicle make. See Appendix F of the Reporting Guidelines.
- PLATE NUMBER – Print or type the license plate number of the vehicle.
- DATE REMOVED – Print or type the date the vehicle was removed from existing policy.
- DATE ADDED – Print or type the date the vehicle was added to existing policy.

Note: For non-vehicle specific reporting, check the NO box and provide vehicle information, if available.

MAILING ADDRESS:

VIRGINIA DMV
Insurance Verification Program Supervisor
P. O. Box 27412
Richmond, VA 23269-0001

TELEPHONE NUMBER: (804) 367-0422 / 367-0467

FAX NUMBER: (804) 367-6693

Commonwealth of Virginia
Department of Motor Vehicles

Report: IV1000PA
Run Date: 99/99/99

INSURANCE VERIFICATION PROGRAM
"RECEIVED" STATISTICAL REPORT FOR: 99/99/99

SENDER COMPANY NAME: EXAMPLE INSURANCE COMPANY
NAIC: 1516A

REPORT START DATE: 99/99/99 **REPORT END DATE:** 99/99/99

NUMBER OF RECORDS FROM FILE HEADER: 9,999,999

TOTAL RECORDS PROCESSED: 9,999,999
TOTAL RECORDS ACCEPTED 9,999,999 **TOTAL RECORDS ON ERROR FILED:** 9,999,999

Accepted

New Business	9,999,999
Cancellations	9,999,999
Reinstatements	9,999,999
Acknowledge	9,999,999
Not In Force Respond	9,999,999
Vehicle Change	9,999,999

Rejected:

New Business	9,999,999
Cancellations	9,999,999
Reinstatements	9,999,999
Acknowledge	9,999,999
Not In Force Respond	9,999,999
Vehicle Change	9,999,999
Invalid Trans Code	9,999,999
Pers/Org Indicator	9,999,999
Policy (V/NS) Type	9,999,999
Policy Cancel Dt	9,999,999
VIN Missing	9,999,999
Vehicle Year	
Vehicle Make	9,999,999
Name Missing	9,999,999

Counts below line are not reflected in rejected totals.

Media Production Dt	9,999,999
Insured Birthdate	9,999,999
Street Missing	9,999,999
City Missing	9,999,999
State/Country	9,999,999
Zip Code	9,999,999

Run Date: 99/99/99	**Commonwealth of Virginia**	**Report:** IVXXXXPA
Run Time: 99:99	**Department of Motor Vehicles**	**Run Date:** 99/99/99

INSURANCE VERIFICATION PROGRAM
INSURANCE RECORDS ERROR REPORT FOR: 99/99/99

SENDER CODE: 99999
INS CO CODE: 99999
INS CO NAME: EXAMPLE INSURANCE COMPANY

POL TRN	DR LIC	INSURED NAME	VEH IND VIN	FIELD IN ERROR	ERROR DESCRIPTION	POLICY NUMBER
NBS	9999999999	SMITH, JOHN	1GM98L43PF3233485	1968	Vehicle Year	9999999999

Note: RECORDS ARE RETURNED IN THE ORDER PROCESSED.

Program Contacts

Appendix **A**

Insurance Verification Program Contact Persons

HELP LINE	
• copies of Virginia Insurance Verification Program Reporting Guidelines	(804) 367-0422
• test procedures	
• report questions	
• new company startups	
• change of insurance company contact	
TAPE/PC DISKETTE EXCHANGE PROCESSING	LINDA HOLSCLAW
• for test file submissions	(804) 367-9589
• for tape volume serial numbers	FAX
• for tape and diskette processing status	(804) 367-6697
• change of address for tape/diskette deliveries	
• change of insurance company contact	
PROGRAM MANAGER	JAMES JUNIUS (804) 367-2240
PROGRAM SUPERVISOR	MARGARET SKELTON (804) 367-0422
SYSTEM ANALYST	CAROL BROWN
• for EDI information/testing	(804) 367-1071

ALL WRITTEN CORRESPONDENCE SHOULD BE ADDRESSED TO:

VIRGINIA DMV
ATTENTION: MARGARET SKELTON, ROOM 305
P.O. BOX 27412
RICHMOND, VA 23269-0001

ALL TAPE/DISKETTE EXCHANGE DELIVERIES SENT TO:

VIRGINIA DMV
ATTENTION: LINDA HOLSCLAW, MISA/SSG
P.O. BOX 27412
RICHMOND, VA 23269-0001

Insurance Industry Trade Association & Service Bureau Contacts

Appendix **B**

AAMVAnet, Inc.
Mark Solomon
4200 Wilson Boulevard, Suite 1100
Arlington, VA 22203
(703) 908-5770
(703) 522-2413 Fax

Alliance of American Insurers
Sands, Anderson, Marks & Miller
801 East Main Street
Richmond, VA 23219
(804) 783-7296

American Insurance Association
Dave Snyder
1130 Connecticut Avenue, NW
Suite 1000
Washington, DC 20036
(202) 828-7161

BWC Systems, Inc.
James E. Donaldson
4030 Mt. Carmel-Tobasco Road
Cincinnati, Ohio 45255
(513) 528-7070
1-800-225-3915

Electronic Data Systems Corporation
Robert Todd
Legacy Drive, #B3-1C-20
Plano, TX 75024
(214) 604-3173
(214) 604-6373 Fax

IBM Global Services
Customer Enabling Support
1-800-655-8865

Insurance Industry Committee on Motor Vehicle Administration (IICMVA)
Ruth Mazur, Chairperson
The Hartford
8 Farm Springs Road
Farmington, CT 06032
(860) 409-8174

National Association of Independent Insurers
Dan Kummer
2600 River Road
Des Plaines, IL 60018-3286
(847) 297-7800

R L Polk Co.
Jerry Fischer
400 Pike Street
Cincinnati, OH 45202
(513) 381-3885
(513) 381-6520 Fax

Error Codes

Appendix **C**

ERROR CODE ###	ERROR DESCRIPTION
E005	Submission date
E010	Report Begin date
E015	Report End date
E018	Person/Organization Indicator
E020	Insured last name
E025	Insured first name
E030	Insured middle name
E045	Insured drivers license number
E050	Insured street address
E055	Insured city address
E060	Insured state or province address
E065	Insured postal code address
E070	Insured country code address
E075	Transaction type code
E080	Transaction sub-type
E085	Insurance policy or binder number
E092	Unknown Sender ID
E094	Unknown NAIC code
E107	Vehicle specific indicator
E110	Insured date of birth
E115	Policy effective date
E125	Policy expiration date
E135	Operator # date of birth
E145	Operator # last name
E150	Operator # first name
E155	Operator # middle name
E160	Operator # name prefix
E165	Operator # name suffix
E170	Operator # drivers license number
E175	Operator # street address
E180	Operator # city address
E185	Operator # state or province address
E190	Operator # postal code address
E195	Operator # country code address
E200	Vehicle identification number
E205	Vehicle make
E215	Vehicle century
E220	Vehicle year
E355	Total number of transaction
E400	EDI Acknowledge Record
E999	Unknown-Contact DMV

Glossary

Appendix **D**

These definitions are intended to help clarify terms used in this document.

AAMVA	American Association of Motor Vehicle Administrators. AAMVA is a voluntary, nonprofit, tax-exempt, educational organization of state and provincial officials in the United States and Canada responsible for the administration and enforcement of laws pertaining to the motor vehicle and its use.
AAMVAnet	A network established by AAMVA to provide cost-effective communication networks.
Activity	Motor vehicle liability insurance addition and cancellation transactions which take place during a reporting period and must be reported to DMV.
ANSI ASC X12	The American National Standards Institute (ANSI), Accredited Standards Committee (ASC) X12. These are universal standards to enable all organizations to use a single agency (X12) to develop and maintain transaction sets.
Cancellation	Liability insurance coverage has stopped. This can be due to the removal of a vehicle from a policy, not renewing a policy, or terminating the entire policy.
CSS	This is the common abbreviation for DMV's Citizen Services System. This automated system is an ADABAS/NATURAL environment running on an IBM Platform. Vehicle information is stored in these files within this system, therefore, the insurance monitoring and verification processes will be performed in this environment.
DMV	The Commonwealth of Virginia, Department of Motor Vehicles.
Driver's License Number	A unique number to identify authorized drivers in the Commonwealth of Virginia.

EDI	Electronic Data Interchange is intercompany, computer-to-computer transmission of business dates in a standard format.
Edit Error	An edit error results from an insurance record that contains wrong or missing values, or from incorrect date formats.
FEIN	Federal Employer Identification Number. This number is assigned by the federal government to business entities for tax purposes. This number must be reported with the policy information in the insurance records.
IICMVA	The Insurance Industry Committee on Motor Vehicle Administration. A committee established by the insurance industry to address issues dealing with the various state motor vehicle administrations.
Information Exchange Mailbox (IE)	A unique "address" that provides an insurance company with the ability to receive and send information from DMV.
Insurance Number	A unique number used to identify an insurance company. the National Association of Insurance Commissioners code is used.
Match	This refers to an insurance company record received which has a registration record of the same VIN or owner's driver's license number on file in CSS. It also refers to a registration record having an insurance record on file of the same VIN, or insurer's SSN or FEIN.
No Match	A no-match condition exists when a registration record cannot be found in CSS for a newly-received insurance record by using the VIN or Driver License/FEIN identifiers, or when an insurance record cannot be found for a new registration record, or when a new or added insurance record does not replace an insurance cancellation record.
Named Insured	The principal person for whom the insurance coverage is written. This is usually the same as the primary owner of the registered vehicle.
NAIC	National Association of Insurance Commissioners. The NAIC code is the insurance company number.
NCIC	National Crime Information Center. The NCIC Standard is used for vehicle make. (See Appendix E.)
New Business	The initiation of liability insurance coverage.

Non-Vehicle Specific	An insurance record that contains only the "named-insured" information and does not contain the VIN, make, and year of the vehicle(s) insured.
Owner	A Person who: a) holds the legal title to a vehicle; or b) is a conditional vendee or lessee; or c) is the mortgagor, if entitled to possession.
Reporting	The submission of motor vehicle liability insurance policy information to DMV by an electronic, automated, or manual filing.
Reporting Period	The time frame in which insurance policy activity took place and was transmitted to DMV as insurance records.
Vehicle-Specific	An insurance record containing the VIN, make, and year of the vehicles(s) being insured.
VIN	Vehicle Identification Number. This number is unique, usually generated by the manufacturer and permanently affixed to the vehicle.

NCIC Make Codes

Appendix **E**

ABAR	ABARTH
AC	AC (BRITIAN)
ACAD	ACADIAN
ACF	
ACUR	ACURA
ADET	ADETTE
AERA	AEROCAR
AERO	
AETA	AETA
AIRS	AIRSTREAM TRAVEL TRAILERS
AJS	AJS (U.K.)
ALCO	ALCOA TRAILERS
ALFA	ALFA ROMERO
ALLA	ALLARD
ALLE	ALLEGHANY
ALLF	ALLISONS FIBERGLASS MANUF CO.
ALLS	ALL STATE
ALMA	ALMA
ALPI	ALPINE
ALTA	ALTA
ALVI	ALVIS
ALOA	
ALRO	
AM	A & M COACH
AMC	AMC TRAILER
AMER	AMERICAN MOTORS
AMG	
AML	
AMPH	AMPHICAR
AMV	
AMX	
ANA	
APOL	APPOLO HOMES
APRI	APRILIA
ARIA	
ARIO	
ARIS	
ARGO	ARGONAUT STATE LIMOUSINE

ARIT	ARISTA
ARK	
ARMS	ARMSTRONG SIDDELEY
ARNO	ARNOLT-BRISTOL
ARY	
ARSC	ASCORT
ASA	ASA
ASA	
ASHL	ASHLEY
ASVE	ASSEMBLED VEHICLE
ASTO	ASTON-MARTIN
ATK	
ATON	
AUBU	AUBURN
AURR	AURORA
AUDI	AUDI
AUHE	AUSTIN-HEALY
AUST	AUSTIN
AUTA	AUTOBIANCHI (BIANCHINA)
AUTB	AUTOBIEU
AUTO	AUTOCAR
AUTR	AUTOCARRIER
AUTU	AUTO UNION
AVCO	AVCO CORP (RECREATIONAL)
AVEN	AVENGER
AVIA	AVIA
AVTI	AVANTI
AYDI	
BAJA	
BANN	BANNER HOMES INC
BAWN	
BAY	BAY TRAILERS
BCNS	
BEAD	BERDMORE
BENF	BEDFORD
BEND	
BENT	BENTLEY

BURG	BERGANTINE
BERK	BERKLEY
BERO	
BERT	BERTRAN TRAILERS
BETA	BETA
BHE	
BIO	
BIRD	BIRD
BIZZ	BIZZARRINI
BLY	
BMC	B M C
BMW	BAVARIAN MOTOR WORKS
BNTM	BANTAM
BOBB	BOBI-KAR
BRAS	BRASINCA
BREM	BREMEN SPORT EQUIPMENT
BRIC	BRICKLIN
BRIS	BRISTOL
BRV	
BRWA	
BSA	
BUEL	
BUGA	BUGATTI
BUIC	BUICK
BULT	BULTACO
BUS	
BUTT	BUTTERFIELD MUSKETEER
BW	
BWI	
BWW	
BZEL	B & Z ELECTRIC CAR CO
CADI	CADILLAC
CAP	CAPRI
CASA	CASA MANANA MTG
CATA	CATALINA AMPHIBIOUS HOMES
CAVA	CAVALIER HOMES
CCC	
CCD	
CCM	
CELD	
CHAE	CHALLENGER HOMES
CHAI	CHAIKA

CHEC	CHECKER
CHEM	
CHEV	CHEVROLET
CHIN	CHIN-KAN-SHAN
CHLL	
CHM	
CHNO	CHINOOK
CHRY	CHRYSLER
CISI	CISITALIA
CITA	CITATION TRAVEL TRAILERS
CITI	CITICAR
CITR	CITROEN
CKE	
CLAI	CLASSIC CARRIAGES, INC
CLAC	CLASSIC ROADSTERS, LTD
CLEN	CLENET COACH WORKS
CLRD	
CLUA	CLUA
CMA	
CMC	
CNTR	
COAT	
COB	
COBR	AC COBRA
COLT	COLT
COMV	COMMUTER VEHICLE
CONN	CONNAUGHT
CONS	CONTESSA
COOP	COOPER
CORD	CORD
CORV	
COX	
CRE	
CRMA	
CROF	CROFTON CUB
CROS	CROSLEY
CSD	
CSON	
CT	
CUBS	CUBSTER
CUNN	CUNNINGHAM
CW	
CWA	

CZA	
CZL	
DAAB	
DAF	
DAIH	DIAHATSU
DAIN	D & A VEHICLES, INC
DAIM	DAIMLER
DATS	DATSUN
DAVI	DAVIS
DAYO	DAYTONA
DB	D.B.
DEBO	DEBONAIR
DECO	DECOURVILLE
DEEP	DEEP SANDERSON
DELL	DELLOW
DELO	DELOREAN
DENZ	DENZEL
DESO	DESOTO
DETO	DETOMASO
DH	
DIAT	DIAMOND REO
DIME	
DIRE	
DITE	DITELLA
DIVA	DIVA
DKW	DKW
DMW	
DOD	
DODG	DODGE
DONG	DONG (EAST WIND)
DOVE	
DP	
DPD	
DR	
DREA	DREAMER
DUCA	
DUEL	DUEL
DUES	DUESENBERG
DUI	
DUKE	
DUKW	
DURA	DURANT
EDSE	EDSEL
EEP	
EGIL	EAGLE
ELD	

ELI	
ELVA	ELVA
ELVC	ELECTRIC VEHICLE CORP
EMC	
EMW	EMV
ENCO	
ENGF	ENGLISH FORD
ENVY	ENVOY
ENZM	ENZMANN
ERA	
ERKS	ERSKINE
ERY	
ESHL	ESHELMAN SPORTABOUT
ESSE	ESSEX
EVRY	EVERYBODY'S MOTOR CAR MFG
EXCL	EXCALIBUR
EURO	
FACL	FACELLIA
FACE	FACEL-VEGA
FAIR	FAIRTHORPE
FALC	FALCON
FAN	
FBA	
FDW	
FED	FEDERAL
FEEP	
FELB	FELBER
FERR	FERRARI
FHC	
FIAA	FIAT-ABARTH
FIAT	FIAT
FIBE	FIBERFAB INC
FIED	FIELD OFFICE MFG
FIES	FIESTA TRAILERS
FIRE	
FIST	FIESTA
FJEE	
FLAG	
FLEE	FLEETCRAFT CORP
FLEX	
FLH	
FLT	
FLW	
FLX	
FMC	

FNM	FNM
FNNA	
FORD	FORD
FORE	FORD MOBILE HOME MFG
FORM	
FOUR	FOUR SEASONS TRAVEL TRAILERS
FRAN	FRANKLIN
FRAZ	FRAZIER
FRNA	FRAZER-NASH
FREF	FRENCH FORD
FREE	FREE MOTOR HOME
FRIS	FRISKY
FREU	
FRHT	FREIGHTLINER
FW	
FWD	
GA	
GAC	
GAZ	GAZ
GEO	
GIGI	
GILL	GILL MFG
GIAD	
GIAN	GIANNINI
GILB	GILBERN
GINE	GINETTA
GITA	GITANE
GLAS	GLAS
GLSC	GLASSIC
GMAC	
GMB	
GMC	GENERAL CORP
GMCE	
GOLI	GOLIATH
GOOD	GOOD MFG
GORD	GORDON
GORE	
GRAC	GRACIELA
GRAD	
GRAH	GRAHAM
GRAP	GRAHAM-PAIGE
GRIF	GRIFFITH
GREY	
GRM	
GRO	
GRP	

GRUM	
GSM	GSM
GULF	GULF STREAM CLASSIC
GWM	
HAHN	
HAR	HARLEY DAVIDSON
HARR	HARRINGTON MFG
HARV	
HB	
HCE	
HCHE	
HCS	
HD	HARLEY DAVIDSON
HDA	
HE	
HEAD	
HEEP	
HEIN	HEINKEL
HENR	HENRY J.
HICK	HICKEY TRAIL-BRAZER
HICO	
HILL	HILLMAN
HIN	
HIND	HINDUSTAN
HINO	HINO
HN	
HOD	
HOH	
HOLD	HOLDEN
HOND	HONDA
HONG	HONGKI OR HONG-CHI
HOP	HOP CAP P/U
HORA	
HORC	HORCH LIMOUSINE
HORT	HORNET FLATBED TRAILER
HOTC	HOTCHKISS
HPB	
HRG	HRG
HTON	
HUDS	HUDSON
HUME	HUMBEE SURREY
HUMB	HUMBER
HUNT	
HUPM	HUPMOBILE

HYUN	HYUNDAI
IAME	I.A.M.E.
IBTL	
ICS	
IHC	
IKA	I.K.A.
IKD	
IMPB	I.M.P.(US)
IMPE	IMPERIAL
INC	
INFI	INFINITI
INNO	INNOCENTI
INME	INTERMECCANICA
INTL	INTERNATIONAL
IPL	
ISAL	
ISC	
ISET	ISETTA
ISO	ISO
ISU	ISUZU
ITAS	
ITAL	ITALIA
ITAF	ITALIAN FORD
IVEC	IVECO
JAC	
JAGU	JAGUAR
JAW	JAWA
JEEP	
JENS	JENSEN
JK	
JOWE	JOWETT
KAIS	KAISER
KARY	
KAWA	KAWASAKI
KAYO	KAYOT INC
KBMW	
KEYS	KEYSTONE COACH
KIAM	
KIMI	KING MIDGET
KING	
KJC	
KME	
KOA	
KTM	
KURT	KURTIS KRAFT
KW	KENWORTH
KWJ	
LADA	LADA

LAFE	
LAGO	LAGONDA
LALL	LA SALLE
LAMO	LAMBORGHINI
LANC	LANCHESTER
LAND	LANDCRAFT CORP
LARK	LARK
LARO	LARSON MACHINE
LASE	LASER
LAVA	LAVERDA
LEAF	LEA-FRANCIS
LEIS	LEISURE
LESH	
LETI	
LEX	
LEXU	LEXUS
LIFE	
LINC	LINCOLN
LIND	LINDE
LLD	
LLE	
LLOY	LLOYD
LNCI	LANCIA
LOCO	LOCOMOBILE
LOLA	LOLA
LOND	LONDON MOTORS
LONG	
LOOD	LOODCRAFT
LOTU	LOTUS
LOUN	
LPY	
LT	
LTD	
LTK	
MACK	
MAGI	
MAKE	
MAN	
MAR	MARMON
MARC	MARCOS
MARM	MARMON
MARQ	MARKETTE BOAT TRAILER
MAS	
MASE	MASERATI
MATA	MATRA
MAV	
MAW	

MAX	
MAXL	MAXWELL
MAZD	MAZDA
MB	MERCEDES BENZ
MBG	
MBM	M.B.M.
MBR	
MBTR	
MCAH	
MCI	
MCK	
MEAN	MEAN
MEDA	MEDALLION MOBILE HOMES
MERC	MERCURY
MERK	MERKUR
MERZ	MERCEDES BENZ
MESS	MESSERSCHMITT
MET	
METE	METEOR
METR	METROPOLITIAN
MFC	
MG	MG
MGA	
MGB	
MIAM	
MID	
MIGI	
MIDS	MIDAS INTERNATIONAL CORP
MIKA	MIKASA
MIKR	MIKRUS
MIR	
MIRA	
MISC	
MIST	MISTRAL
MITS	MITSUBISHI
MKR	
MLLE	MILLER MFG
MLXC	
MMG	
MOAD	
MOB	
MOBT	MOBILE SCOUNT MFG
MODE	MODEL A AND MODEL T MOTOR CAR REPRODUCTION

MOGU	
MONA	MONARCH
MONI	MONITOR COACH CO
MONT	MONTE
MOR	
MORE	MORETTI
MORG	MORGAN
MORR	MORRIS
MOSK	MOSKOVITCH
MOT	
MRV	
MRVM	
MS	
MTA	
MTRC	
MUNI	
MUNT	MUNTZ
MURE	MURENA
MURG	
MUST	
MZMA	MZMA
NM	
NA	
NAND	
NARD	NARDI-DANESE
NAHE	NASH-HEALY
NASH	NASH
NDMC	
NECK	NECKAR
NG	
NISS	NISSAN
NKA	
NOR	
NORD	NORDINE MFG
NORI	NORRIS HOMES
NORT	NORTON
NOVA	
NSU	NSU PRINZ
NSUF	NSU-FIAT
OAKL	OAKLAND
ODGE	
OFEL	
OFR	
OGLE	OGLE
OHTA	OHTA
OKD	
OLDS	OLDSMOBILE

OLF	
OLG	
OLS	
OMEG	OMEGA
OPAL	
OPEL	OPEL
OPEN	
OPER	OPEN ROADSTERS TEXAS
OPLY	
ORD	
OREN	
OSCA	OSCA
OSHK	
OSI	OSI
OSSA	OSSA
OTEL	
OTIS	
OTOS	OTOSAN
OVER	OVERLAND
PAAR	
PACO	
PACK	PACKARD
PAGE	PAGE TRAILER
PALL	PALLISER
PANH	PANHARD
PANE	PANTHER
PARO	
PB	
PBT	
PCA	
PEAC	PEACE
PEEL	PEEL
PEER	PEERLESS
PEGA	PEGASO
PETE	
PEUG	PEUGOT
PHE	
PHOE	PHOENIX
PIAM	
PIN	PININFORNIA
PINI	PINIFARINA
PLAY	PLAYBOY
PLYM	PLYMOUTH
POC	
POIR	PORIER
POK	
POLA	
POLD	

PONI	POINTIAC (CANADA)
PONT	PONTIAC
PORS	PORSCHE
POT	
POY	
PPR	
PRAI	PRAIRIE SCHOONER
PRCA	PIERCE ARROW
PRED	
PRGE	
PRMO	PRINCE MOTORS
PROG	M PROGRESS
PSON	
PTAN	
PTRB	PETERBUILT
PTV	PTV
PUCH	M PUCH
PUMA	PUMA CAMPER
PURG	
RADE	RADAMACHER TRAILER
RAMB	RAMBLER
RAMS	RAMSES
RBB	
RCR	
RE	RECON KAWASAKI
RELA	RELIANT
RENA	RENAULT
REO	REO
REV	
RIE	
RILE	
RINE	RILEY
RIVA	
ROCH	ROCHDALE
ROCK	M ROCKFORD
ROEN	ROYAL ENFIELD
ROHR	
ROK	ROCKNE
ROL	ROLLS ROYCE
ROOT	ROOTS
ROV	ROVER
RRI	
RTS	
RUF	
RYCS	RYCSA
SAA	SAAB
SABR	SABRA

SAFE	SAFEWAY MOBILE HOMES
SAM	
SAR	
SAS	
SAT	
SATR	SATURN CORP
SATS	
SCOR	SCORPIAN TRAILER
SDN	
SEAT	SEAT
SERA	SERA
SGB	
SGT	
SHAY	
SHEL	SHELBY (COBRA) AND MOBILE HOMES
SIEA	SILVER EAGLE TRAVEL TRAILER
SIAT	SIATA
SILA	SILA AUTORETTA
SILY	
SIM	SIMCA
SIN	SINGER
SING	SINLGE TILT TRAILER
SKOD	SKODA
SKYL	SKYLINE CORP
SLLO	
SMI	
SMP	
SOLK	
SON	
SORD	
SOUT	
SOVA	SOVAM
SP	SPECIALTY MANTA
SPAR	SPARTA
SPE	SPECIALLY CONSTRUCTED
SR	
SSK	
STAN	STANDARD
STAR	STAR
STD	
STE	
STER	STERLING
STEY	STEYR-PUCH

STLG	STERLING
STBG	
STRA	STRALE
STRN	SATURN
STUB	
STU	STUDEBAKER
STUD	STUDEBAKER
STUZ	STUTZ
SUBA	SUBARU
SUD	
SUDI	
SUGO	
SUN	SUN
SUNB	SUNBEAM
SUPT	SUPER TWO
SURR	
SURV	
SUS	
SUST	
SUX	
SUZI	SUZUKI
SUZU	SUZULIGHT SU
SVE	
SW	
SWI	
SWM	SWM
SYRE	SYRENA
TAMA	TAMA
TATR	TATRA
TAUN	TAUNUS
TCHA	TCHAIKA
TECK	
THC	
TIAR	
TIOG	
TIT	
TJAA	TJAARDA
TMC	
TMI	
TORN	TORNADO
TOY	
TOYP	TOYOPET
TOYT	TOYOTA
TPY	
TRAB	TRABANT
TRAI	TRAILEX INC
TRAP	TRANSIT

TRAS	TRAVEL EQUIPMENT
TRAV	
TRFR	
TRI	
TRIF	
TRIM	
TRIU	TRIUMPH
TRIZ	
TRMS	
TROG	
TROJ	TROJAN
TRPE	TERREPLANE
TRUM	TRIUMPH MOTOR CO
TTN	
TUCK	TUCKER
TUFF	
TUI	
TURN	TURNER
TUTR	
TVLC	
TVM	
TVR	TVR
TWIN	TWIN TRAILER
TX	
TY	
TZ	TZ
U D	
UAM	
UD	
UI	
ULVA	
ULY	
UMC	
UNIC	UNICAR
UNIP	UNIPOWER
UNT	
URAL	URAL
URG	
URY	
USCO	
USED	
USEL	U.S. ELECTRICAR CORP
UTOT	
UY	
VACA	VACATION HOMES
VACH	

VAL	VAL
VALK	VALKRIE
VAN	
VANG	VANGUARD
VANH	
VANT	
VATO	
VAUX	VAUXHALL
VERI	VERITAS
VESP	V VESPA
VIVA	
VNDN	VANDEN PLAS
VOGA	VOLGA
VOLK	VOLKSWAGON
VOLV	VOLVO
VOR	
VQ	
VS	
VUI	
VW	VEENEMA & WIEGERS
VWD	
VWDS	
VWEP	
VWL	
VWR	
WACO	
WARS	WARSZAWA
WART	WARTBURG
WARW	WARWICK
WATF	WATFORD
WAUV	
WB	
WCRA	
WEND	WENDAX
WES	
WGM	
WHGM	WHITE GMC
WHIP	WHIPPET
WHIT V/T	WHITE
WICT	
WILS	WILSON
WILY	
WINN	WINNEBAGO
WINO	
WISE	
WMCL	
WOLS	WOLSELEY

WOOD	WOODILL WILDFIRE
WORT	WORTHINGTON CAMP
WREN	
WSTA	
WTON	
XHE	
YAMA	YAHAMA
YENK	YENKO
YLN	YLN (YUE MOTOR CO)
YR	
YRU	
YUGO	(SEE ZCZY)
YUR	
ZAPO	ZAPOROZHETS
ZARC	ZAR CAR
ZCZY	ZASTAVIA (ZCZ-YUGOSLAVIA)
ZEGI	ZIEGLER
ZETA	ZETA
ZIL	ZIL
ZIM	ZIM
ZIMR	ZIMMERMAN AUTOMOBILES
ZUND	ZUNDAPP
ZWIC	ZWICKAU

Country Codes

Appendix **F**

CODE	NAME
AA	AUSTRIA
AB	ALBERTA
AE	ALGERIA
AF	AFRICA
AG	AFGHANISTAN
AI	ARABIA
AL	ALBANIA
AM	SOUTH AMERICA
AN	ANDORRA
AS	AMERICAN SAMOA
AT	ARGENTINA
AU	AUSTRALIA
BA	BAHAMAS
BB	BARBADOS
BC	BRITISH COLUMBIA
BE	BERMUDA
BG	BANDLADESH
BL	BELGIUM
BN	BENIN
BO	BOLIVIA
BR	BRAZIL
BT	BOTSWANA
BU	BULGARIA
CA	CAYMAN ISLANDS
CB	CAMBODIA
CF	CENTRAL AFRICAN REPUBLIC
CG	CANGO
CH	CHILE
CI	CHINA
CK	CZECH REPUBLIC
CL	COLOMBIA
CM	CENTRAL AMERICA
CN	CANADA
CO	CURACAO
CR	COSTA RICA
CS	CYPRUS
CU	CUBA
CY	SRI-LANKA (FORMERLY CEYLON)
CZ	CANAL ZONE
DM	DENMARK
DR	DOMINICAN REPUBLIC
EC	ECUADOR
EG	EGYPT
EL	EL SALVADOR
EN	ENGLAND
FI	FINLAND
FJ	FIJI
FN	FOREIGN NATIONS
FR	FRANCE
GA	GUYANA
GB	GUINEA-BISSAU
GC	GREECE
GH	GHANA
GI	GIBRALTAR
GM	GERMANY
GR	GRENADA
GT	GUATEMALA
GU	GUAM
GY	GUERNSEY
HA	HAITI
HK	HONG KONG
HO	HOLLAND
HS	HONDURAS
HY	HUNGARY
IC	ICELAND
IE	IRELAND
II	INDIA
IO	INDONESIA
IQ	IRAQ
IR	IRAN
IS	ISREAL
IT	ITALY
IV	IVORY COAST
JA	JAMAICA
JO	JORDAN
JP	JAPAN
JY	JERSEY
KA	KAMPUCHEA

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