NJ MOTOR VEHICLE COMMISSION

Customer Abstract Information Retrieval

User Guide

For 'AB, 'DS' and 'PL' batch Accounts

CONTENTS

THIS USER GUIDE HAS BEEN DEVELOPED TO HELP ANSWER YOUR QUESTIONS
CONCERNING THE OPERATION OF THE NEW CAIR SYSTEM.

Please be advised that all installation and maintenance costs for connecting to this system are the

responsibility of the user.

Your account must have a sufficient balance in order to process transactions.

The system has a $12 minimum for all accounts.
If any transaction puts an account below this amount the system will change the account's status to "IF"
(for Insufficient Funds) and will not process any further inquiries until the account balance is replenished by the customer.
For batch accounts this means that the file will not be processed if the cost of the total number of records in the file would exceed the balance in the account.

A statement will be issued each month to help you track your account balance along the user's ability to monitor your account balance on-line.

Replenishing Your Account:

When replenishing your account, please ensure that your account number appears on the face of the check. Checks must be sent to:

New Jersey Motor Vehicle Commission
Business & Government Services
225 E. State Street, 3rd Floor East Wing
P.O. Box 122
Trenton, NJ 08666-0122

'AB' 'DS' BATCH FILES

Listed below are the Driver Abstract File Layout that must be include when submitting Internet batch file.

Use NOTEPAD (in Microsoft Accessories) to create your input file.
    (Click the start button the go to all programs, notepad is located in the accessories folder)
Always use CAPS for any alpha characters.
When you need to create spaces within a record use the spacebar, don't tab over.
NEVER have blank lines between or after records.
At the end of a line (record), use the enter key to go down to the next line to start a new record.
Send <u>ONE</u> batch file a day. The processed file will be ready the next day (not the same day).

    <u>Below</u> is a sample layout created in NOTEPAD. This layout can be used in NOTEPAD and NOTEPAD ONLY.

```
AB999999 - Notepad
File  Edit  Format  View  Help
HDRAB34000300070110/03/2016                              1
A0430T34446587308882                                     2
A0430A91504300127521                                     2
A0430G61196097105893                                     2
A0430F71911538310935                                     2
A0430L03691417406763                                     2
A0430P74220197403973                                     2
A0430R29824116901973                                     2
```

These are the requested records

The first position MUST be either an 'A'or a 'B'.
    Insurance companies use 'A'.
    Trucking companies use: 'B'
    If in doubt, use: 'A'.
The next four positions are the last four characters
    of your account number
The next 15 characters in the Driver License
Number (Autopic) which ALWAYS begins with an
alphabetic character.

Header

The HEADER RECORD is 110 positions long.

1.The first three characters of the heard record ALWAYS contain 'HDR'.

2.The next eight characters contain the FULL Customer Account Number. In this example 'AB008011'.

3.The next six characters must be numeric AND contain the number of records in the file to be transmitted. This number will change depending on the number of records you send each time.

4. Date of submission

5. Line Count (at position 110)

Record Code

Must be lined up in the 110 position

1 indicates the header

2 indicates records to be looked up

Ln 8, Col 35

This is the position of your cursor, you can use it to ensure the text is in the correct position

The Following charts are a quick reference for the previous illustration.

Record Name: Always "HDR"

Account Number: The account number for you company.

Record count: The number of records being requested. Do not include the header in the count. This number will change depending on how many records you enter on the request. Example: the previous illustration has 3 lines but only counts as 2 records.

Transaction Date: The date the request is summited. This always changes to the current date when summiting a request.

Filler: these are only blank spaces there are 82 in total.

Do not use tab or any other means to make filler, utilize the space bar

Record Code: This is the Line number. Although the header is labeled "1" you do not count this when doing the record count.

Record indicator: The first position MUST be either an 'A'or a 'B'.

Insurance companies use 'A'.

Trucking companies use: 'B'

If in doubt, use: 'A'.

Account Number: The last four digits of your account number.

Driver License Number: The driver license number being requested. This will always start with an alpha character.

Filler: these are only blank spaces there are 89 in total.

Do not use tab or any other means to make filler, utilize the space bar

Record Code: This is the Line number. Although the header is labeled "1" you do not count this when doing the record count.

Input Header Record –

Field	Start Position	Length	Data Type	Example
Record Name	1	3	Character	'HDR'
Account Number	4	8	Character	AB008011
Record Count	12	6	Numeric	000002
Transaction Date	18	10	Character	09/13/2005
Filler	28	82	Character	Spaces
Record Code	110	1	Character	'1'

Input Detail Record –

Field	Start Position	Length	Data Type	Example
Record Indicator	1	1	Character	'A' or 'B' (see notes)
Account Number	2	4	Character	8011
Driver License #	6	15	Character	
Filler	21	89	Character	Spaces
Record Code	110	1	Character	"2"

Explanation for Abstract of Driver History Record

DRIVER LICENSE / PERMIT INFORMATION

CLASS CODE

A - - Commercial Vehicle
B - - Commercial Vehicle
C - - Commercial Vehicle
D - - Auto
E - - Motorcycle
F - - Moped
G - -Agricultural
I - - Identification
J - - Student
K - -Handicap ID

ENDORSEMENT CODE

T - - Double & Triple Trailer
P - - Passenger
N - - Tank Vehicle
H - - Hazardous Materials
M - - Motorcycle
F - - Moped
S - - School Bus

RESTRICTION CODES

1 – Corrective lenses required
2 – Prosthetic device
3 – Mechanical device
4 – Hearing impaired
5 – Attached restrictions
E - - No manual transmissions equipped (CDL ONLY)
K - - Intrastate Only
L - - Except Vehicles with **Air Brakes**
M - - **Except Class A passenger vehicles**
N - - **Except Class A & B passenger vehicles**
O - - No Tractor Trailer CMV
P - - No Passengers in CMV Bus (CLP ONLY)
Q - - **Except Passenger Vehicles Capacity 16+**
R - - Bus Mechanics – **No Passengers**
S - - No School Age Passengers (CLP ONLY)
T - - Class Provisional Auto
U - - Class I owner only (was ID3)
V - - Medical Variance
X - - No Cargo in MVC Tank Vehicle (CLP ONLY)
Y - - Violator Only
Z - - No Full Airbrake equipped

DRIVER HISTORY INFORMATION

EVENT TYPE CODES		EVENT RESPONSIBILITY CODES DIVISION	
A Accident	**O** Suspension Order	**ACP** Alcohol Counter measures. (Health Dept.)	**ISS** Insurance Surcharge
B Billing	**P** Program Activity		**MFR** Medical Fitness Review
C Conference	**R** Restoration	**CIS** Compulsory Insurance/ Accident Reporting	**OAL** Office of Administrative Law Liaison
D Fee Due	**S** Scheduled Suspension		
E Reexamination Activity		**COO** Certificate of Ownership	
F Fee Payment	**V** Violation	**CON** Conference Unit	**PDP** Probationary Driver Program
I Initial Medical Request		**DIP** Drive Improvement Program	
J Referral	**W** Warning Notice	**DMV** Chief Administrator	**RES** Restoration Authorization
K Referral with Interval Reporting		**DRT** Driver Testing	**RSU** Reexamination Scheduling
L Limitation	**Z** Point Credit	**DVR** Driver	**SEC** Security Responsibility
M Memo Entry		**FAR** Fatal Accident Review	**SUS** Suspension Authorization
N Advisory Notice		**FRJ** Financial Responsibility/ Judgment	**UCJ** Unsatisfied Claims and Judgments
			UMS Uninsured Motorist System

EVENT DATE: Date violation, accident or event occurred.
EVENT RESPONSIBILITY CODES: Identify the Court or Motor Vehicle Commission Unit responsible for the event and/or action taken.
EVENT TYPE CODES: Identify the major kinds of events and/or actions.
EVENT DESCRIPTION: A complete description of the event and/or action.
CMV "X": Violation committed in a commercial vehicle.
HZM "X": Violation committed while carrying hazardous materials.
FTL "X": Violation resulted in a fatality.
PA "X": Pending Appeal
PTS: Points assessed or credited if applicable.
POSTING DATE: Date MVC recorded the violation, accident or event.
OUT OF STATE HISTORY: Convictions/Suspension.

Listed below are the Plate lookup File Layout that must be included when submitting Internet batch file.

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'PL' BATCH FILES

Input Header Record-

Field	Start Position	Length	Data Type	Example
Record Name	1	6	Character	HEADER
Account Number	7	8	Character	PL004013
Record Count	15	8	Numeric	00000005
Transaction Date	23	10	Character	5/25/2002
Filler	33	5	Character	Spaces

Input Detail Record-

Field	Start Position	Length	Data Type	Example
Account Name	1	4	Character	4013
Plate Number	5	10	Character	STN493
Miscellaneous	15	15	Character	Spaces
Violation Date	30	8	Character	20020525

Additional Assistance and Trouble Shooting Problems

If you need additional assistance or encounter any problems in using the DM Process for CAIR, please call an MVC contact person at:

Between 9:00 and 4:00   **609-341-5777**
After hours   **1-800-622-4357**

Someone should be available to assist you 24 hours a day, 7 days a week. Please follow the instructions provided on their menu driven voice mail system to be connected to the appropriate resource for help. Be sure to mention that you are using the Data Motion process for CAIR.

Please Note: Additional **help** for common problems is available at the following website in the box on the right hand side of the page labeled "Related links".

http://www.njmvc.gov/cair