OHIO DEPARTMENT OF PUBLIC SAFETY

BUREAU OF MOTOR VEHICLES

UNIFORM TRAFFIC TICKET AUTOMATION SYSTEM

500 Character Layouts

Version 3.5 Changes And Additions (Modified: 04/01/2010):

1. *Add the Fatality Indicator Flag field to C1, C2 and C6 layouts.*
2. *Add new offense codes BX, BY, BZ and CA to appendix B.*
3. *Add address fields as required fields on the C1/C2 Delete/Correction layout.*
4. *The link in Appendix B for the Ohio offense codes has been changed.*
5. *The mailing address for reporting data on CD's/Diskettes has been updated.*

Table of Contents

Uniform Traffic Ticket Diskette/CD Processing 4
Uniform Traffic Ticket FTP Processing 5
UTT FTP Examples 6
TESTING And BMV CONTACTS 8
ACKNOWLEDGEMENT REPORT 9
REJECT FILE LAYOUT 10
DUPLICATE REJECTS 11
UTT CONTROL RECORD FORMAT 12
C1 – RECORD FOR CONVICTIONS 13
C2 - RECORD FOR COMMERCIAL VEHICLE CONVICTIONS 17
C1/C2 - DELETE/CORRECTION 21
FP – FEE PAYMENT PLAN 23
SC - COURT SUSPENSION MODIFICATION ORDER 25
AR - ADMINISTRATIVE SUSPENSION MODIFICATION RECORD 27
C4 - OHIO DRUG OFFENDER SUSPENSION RECORD 29
C4 - OHIO DRUG OFFENDER MODIFICATION RECORD 32
CT - LICENSE CANCELLATION RECORD 34
JS - JUVENILE SUSPENSION RECORD 36
JS - JUVENILE SUSPENSION MODIFICATION RECORD 38
LICENSE FORFEITURE AM.SUB.SENATE BILL.121(Effective 11/19/96) 40
LF - LICENSE FORFEITURE SUSPENSION RECORD 41
LF - LICENSE FORFEITURE CLEARANCE RECORD 43
NC – NONCOMPLIANCE SUSPENSION MODIFICATION RECORD 45
PR - PERMANENT LICENSE REVOCATION RECORD 47
PT - PRETRIAL SUSPENSION RECORD 49
PT - PRETRIAL SUSPENSION MODIFICATION RECORD 51
PT - PRETRIAL CLEARANCE RECORD 53
P1 - PROBATIONARY SUSPENSION MODIFICATION RECORD 55
P2 - PROBATIONARY SUSPENSION MODIFICATION RECORD 57
P3 - PROBATIONARY SUSPENSION MODIFICATION RECORD 59
RS – RANDOM SELECTION / NONCOMPLINACE MODIFICATION RECORD 61

SI - ADMINISTRATIVE LICENSE SUSP/REFUSAL MODIFICATION RECORD ____ *63*
SW - SCHOOL WEAPON SUSPENSION RECORD ____ *65*
SW - SCHOOL WEAPON SUSPENSION MODIFICATION RECORD ____ *67*
S1 - 12 POINT SUSPENSION MODIFICATION RECORD ____ *69*
WB - WARRANT BLOCK RECORD ____ *71*
WB - WARRANT BLOCK CLEARANCE RECORD ____ *73*
C6 – DISMISSED VIOLATIONS ____ *75*
C6 – DELETE /CORRECTION ____ *77*
APPENDIX A - GENERAL INSTRUCTIONS ____ *79*
APPENDIX B - OFFENSE CODES ____ *82*
APPENDIX C - COUNTY CODES ____ *84*
APPENDIX D - PLEA CODES ____ *85*
APPENDIX E - STATES AND PROVINCES CODES ____ *86*
APPENDIX F - HAIR AND EYE COLOR CODES ____ *89*
APPENDIX G – C4 WITHDRAWAL REASON CODES ____ *90*
APPENDIX H - NAME FIELDS ____ *91*
APPENDIX I – BMV BATCH NUMBERS ____ *92*
APPENDIX J – SUSPENSION CLASS CODES ____ *93*

Uniform Traffic Ticket Diskette/CD Processing

A court may send their data on a 3 ½ diskette or a CD for processing.

DISKETTE SPECIFICATIONS (3 ½")

1. High Density
2. Double Sided
3. ASCII Format
4. MSDOS, IBM Compatible
5. Record delimiters must be used. Either carriage return (CR) or carriage return line feed (CR/LF) will be accepted.
6. Diskette must have a formatted storage capacity of 1.4 M bytes or 720K bytes at 135TPI.

You must label the CD or Diskette with the number of records in the batch as well as the court name and court code.

Mailing address for all diskettes or CD's:

Department of Public Safety
ATTN: Records Request Unit
1970 W Broad St
Columbus, OH 43223

Uniform Traffic Ticket FTP Processing

The Court establishes an FTP session with the ODPS Secure FTP server (DNS, ftp.dps.state.oh.us) using a software client (for example Filezilla) and the FTP server *user-id* and *password* provided.

The Court should check for the existence of (and retrieve) the UTT ACKNOWLEDGEMENT REPORT and Reject File on the server. File naming conventions are shown below. Output files are named **uonnnnbbb** and **upnnnnbbb** where **nnnn** is the Court FTP account number and **bbb** is the batch number.

The Court sends UTT input files using the software client. The UTT input file must be an ASCII text file.

Uniform Traffic Ticket File Naming Conventions

File Name	Use
/home/ftp/absusr/absnnnn/urnnnnbbb	UTT input file as received from a court.
/home/ftp/absusr/absnnnn/URnnnnbbb	Generated UTT input file automatically renamed after transfer to the Unisys host is complete
/home/ftp/absusr/absnnnn/uonnnnbbb	UTT output file (ACKNOWLEDGEMENT REPORT file) transferred from host for Court pick-up
/home/ftp/absusr/absnnnn/upnnnnbbb	UTT reject file transferred from host for Court pick-up
/home/ftp/absusr/absnnnn/REJ-urnnnnbbb	Entire file was REJECTED – an email will be sent explaining reason file was rejected

Where *nnnn* is replaced by the four-digit account number and *bbb* is replaced by a unique three-digit batch number.

Note: If a unique batch number is not used, the batch may not be processed. In order to aid in tracking and processing it is highly recommended to assign unique batch numbers not only to different batches sent in a single day, but also different batches sent from day to day.

UTT FTP Examples

The following two examples show how to transfer and retrieve UTT files on the ODPS FTP server.

Transferring UTT input file to ODPS FTP secure server

To connect to ODPS FTP Secure Server :
Double click on Filezilla icon
Select: File
Select: Site Manager
Click on your site.
User, account and password should be filled in. If not enter userid, account and password you were given.
Click on "Connect"

To transfer UTT input file to temporary file on ODPS secure server:

Your files will be listed in the left "window" pane.
Select file you want to transfer to FTP server by clicking on it. Drag from left pane to right pane.

After all files are transferred, disconnect from ODPS FTP server: Click on File: Disconnect

Retrieving UTT output file (Acknowledgement Report) or Reject File from ODPS FTP server

To connect to ODPS FTP Secure Server :
Double click on Filezilla icon
Select: File
Select: Site Manager
Click on your site.
User, account and password should be filled in. If not, enter userid, account and password you were given.
Click on "Connect"

The files you are retrieving will be listed in the right "window" pane.
Select file you want to retrieve by clicking once on it. Drag from right pane to left pane.

You can retrieve your Acknowledgement Report file (Ex: uo1012008)

You can also retrieve your reject file if one exists (Ex: up1012008)

Once you have retrieved your files, delete them from the server. Right mouse click on the file and select "Delete".

You should delete your Acknowledgement Report file (Ex: uo1012008)

Delete your reject file (Ex: up1012008)

Delete your UTT input file (Ex:UR1012008)

Disconnect from ODPS FTP server: Click on File: Disconnect

TESTING And BMV CONTACTS

The BMV maintains a separate database for testing. When testing for FTP, you must use UTTTST in the Transaction Code of the Control Record to direct your file to the test database. Once an acknowledgement file has been generated, you must call the Testing Contact (listed below) to continue the testing to actually update the test database and verify that transmitted records processed correctly.

If you want to test diskette/CD processing, call the Testing Contact to work out the arrangements.

For	Contact	Email	Phone
FTP Server Access Accounts	Mary Burgess	MEBurgess@dps.state.oh.us	(614) 728-1214
FTP Problems/Server Problems	Help Desk	pc_help_desk@dps.state.oh.us	(614) 752-6487
BMV Software/Testing	Jeff Evans	jevans @dps.state.oh.us	(614) 752-7243
Diskette/CD Processing	Cheryl Sheppard	CShepherd@dps.state.oh.us	(614) 752-7799
General BMV Information			(614) 752-7500

ACKNOWLEDGEMENT REPORT

File uoxxxxbbb

```
COURT CODE :  OH5720
       DATE:  04/11/2001   TIME: 14:53:12
       TOTAL “CT” RECORDS = 00001
       TOTAL “C1” RECORDS = 00005
       TOTAL “C2” RECORDS = 00001
       TOTAL “C4” RECORDS = 00001
       TOTAL “LF” RECORDS = 00001
       TOTAL “PT” RECORDS = 00001
       TOTAL “SI” RECORDS = 00001
       TOTAL “WB” RECORDS = 00001
TOTAL INPUT:          000012
TOTAL PROCESS:        000012
```

The acknowledgement file will typically show up on the server within 20 minutes. The court must verify that the counts for each type and the totals match what they sent in and that all records where acknowledged.

REJECT FILE LAYOUT

File upxxxxbbb

FIELD	LENGTH	POSITIONS		EDIT
Record Submitted By Court	500	1	500	Alpha/Numeric
Filler	350	501	850	
Error Message	66	851	916	Alpha/Numeric
FTP Customer Code	4	917	920	Numeric portion of FTP Username
FTP Batch Number	3	921	923	Court FTP Batch Number

Note: As of 10/29/2001 all courts that ftp the 500 character input format will have their C4, LF and WB rejects returned to them on the FTP Server. Rejects for the C4, WB and LF records will no longer be printed and mailed to them.

All other record type rejects will continue to be printed. The BMV Record Clearance Unit will attempt to correct all C1 and C2 rejects. If they cannot determine what the court intended, then those rejects will be mailed back to the court to correct and resubmit.

DUPLICATE REJECTS

C1 AND C2 records:

If the “Transaction Code”, the “Court Code”, the “Court Case Number”, the “Date of Offense” and the “Offense Code” of a conviction to be added, match identically with an existing conviction on the BMV database, then the conviction to be added will be rejected as a duplicate. The reject message will read: “CONVICTION ON FILE” and will be printed and mailed to the court.

UTT CONTROL RECORD FORMAT

FIELD	LENGTH	POSITIONS		EDIT
Transaction Code	6	1	6	Alpha/Numeric **UTT** for production and reports **UTTTST** for testing and reports
Filler	1	7	7	Spaces
Transaction Security Code	7	8	14	Alpha/Numeric Assigned by the BMV
Transaction Security System	1	15	15	**3**
Filler	1	16	16	Space
Batch Number	3	17	19	Alpha/Numeric Used for identification Batch Number must match external filename Batch Number.
Control End	1	20	20	Period "."

This control record is required as the first line of every file put on the FTP server.

C1 – RECORD FOR CONVICTIONS

This record type allows you to:
1. add a conviction
2. suspend the driver
3. grant occupational driving

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**C1**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 ½ Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown
Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99

Person's Gender	1	141	141	Valid values: M - Male F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else spaces
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
Filler	1	243	243	Spaces
Offense Code	3	244	246	Valid Offense Code (See Appendix B), left justified
Sentence Code	1	247	247	Valid values: C – Conviction F – Forfeiture
License Plate Number	8	248	255	Alpha/Numeric Ohio auto tag number. Left justify if not all positions are filled. Space fill if unknown
Plea Code	1	256	256	Valid Plea Code (see Appendix D)
Proof of Insurance Flag	1	257	257	Valid values: Y – Insurance Shown N – Not Shown U – Unknown If an "N" is entered, the BMV will generate a Non-Compliance suspension if the driver does not provide proof of insurance.
Court Assessed Points	2	258	259	Numeric
Reduced From	3	260	262	Original Offense Code or spaces. Left Justified

Offense Detail	5	263	267	Numeric Used only for OVI and Speed Offenses. Required for Speeding Offenses (Offense codes 20, 21, 24, and 25) Speed – the first 2 positions are for the posted speed while the last 3 positions are for the actual speed (eg., 35050). OVI – fill the 2 first positions with the BAC (eg., 10000). Required for High BAC Offense code BA (must be .17 or greater)
Date of Conviction	8	268	275	Date convicted formatted CCYYMMDD
Court Suspension Start Date	8	276	283	Numeric CCYYMMDD format, if no suspension is imposed space filled
Court Suspension End Date	8	284	291	Numeric CCYYMMDD format, if no suspension is imposed space filled Use 99999999 for indefinite
Date of Offense	8	292	299	Numeric CCYYMMDD format
Filler	12	300	311	Spaces
Second (or more) OVI Flag	1	312	312	This flag must be populated to indicate whether a OVI offense is the second one (or more) or not Valid values: N – No, it is not the second (or more) OVI offense Y – Yes, it is the second (or more) OVI offense
Modification Code	1	313	313	Valid Values: 1 – Must present document 2 – Court suspension terminated 3 – Court revocation terminated 4 – Ignition interlock required
Modified Driving Date	8	314	321	Numeric CCYYMMDD, this is the effective date to terminated the suspension or the beginning of occupational driving. A future date is allowed.
Modified Driving End Date	8	322	329	Numeric CCYYMMDD, use this field only if the modified driving will terminate prior to the end of the suspension. If this field is not used space fill.
Filler	7	330	336	Spaces
Suspension Class	1	337	337	Required if conviction includes a court suspension. Valid Values: (See Appendix J)

Court Ordered Remedial Driving Course	1	338	338	Y – Yes, court has ordered individual to take a remedial driving course N – No, a remedial driving course is not ordered
Court Override Parent/Guardian Restriction End Date	8	339	346	Numeric CCYYMMDD. Space fill for no court override.
Bus Indicator Flag	1	347	347	Y – Yes, vehicle was a bus N – No, vehicle was not a bus
Fatality Indicator Flag	**1**	**348**	**348**	**Y – Yes, fatality result of violation** **N – No, violation did not result in a fatality**
Filler	**145**	**349**	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

C2 - RECORD FOR COMMERCIAL VEHICLE CONVICTIONS

Convictions occurring in a commercial motor vehicle posted on the Ohio driving record and also forwarded to another state by the BMV if the driver is a resident or retains a driver license in another state.

This record type allows you to:
1. add a conviction
2. suspend the driver, but not for a non-compliance suspension
6. grant occupational driving, except for a non-compliance suspension

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**C2**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown

Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else spaces.
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
Hazardous Material Flag	1	243	243	Was hazardous material being transported in the vehicle? Valid values: 1 - Yes, Hazardous Materials Present 2 - No, Hazardous Materials Not Present
Offense Code	3	244	246	Valid Offense Code (See Appendix B), left justified
Sentence Code	1	247	247	Valid values: C - Conviction F – Forfeiture
License Plate Number	8	248	255	Alpha/Numeric Ohio auto tag number. Left justify if not all positions are filled. Space fill if unknown
Plea Code	1	256	256	Valid Plea Code (see Appendix D)
Proof of Insurance Flag	1	257	257	Valid values: Y - Insurance Shown N - Not Shown U - Unknown If an "N" is entered, the BMV will generate a Non-Compliance suspension if the driver does not provide proof of insurance.

Court Assessed Points	2	258	259	Numeric
Reduced From	3	260	262	Valid Code or spaces.
Offense Detail	5	263	267	Numeric Used only for OVI and Speed Offenses. Required for Speeding Offenses (Offense codes 20, 21, 24, and 25) Speed - the first 2 positions are for the posted speed while the last 3 positions are for the actual speed (eg., 35045). OVI - fill the 2 first positions with the BAC (eg., 10000). Required for High BAC Offense code BA (must be .17 or greater)
Date of Conviction	8	268	275	Date convicted formatted CCYYMMDD
Court Suspension Start Date	8	276	283	Numeric CCYYMMDD format, if no suspension is impose space fill.
Court Suspension End Date	8	284	291	Numeric CCYYMMDD format, if no suspension is impose space fill. Use 99999999 for indefinite
Date of Offense	8	292	299	Numeric CCYYMMDD format
Filler	12	300	311	Spaces
Second (or more) OVI Flag	1	312	312	This flag must be populated to indicate whether a OVI offense is the second one (or more) or not Valid values: N - No, it is not the second (or more) OVI offense Y - Yes, it is the second (or more) OVI offense
Modification Code	1	313	313	Valid Values: 1 - Must present document 2 - Court suspension terminated 3 - Court revocation terminated 4 - Ignition interlock required
Modified Driving Date	8	314	321	Numeric CCYYMMDD format, this is the effective date to terminated the suspension or the beginning of occupational driving. A future date is allowed.
Modified Driving End Date	8	322	329	Numeric CCYYMMDD, use this field only if the modified driving will terminate prior to the end of the suspension. If this field is not used space fill.
Filler	7	330	336	Spaces
Suspension Class	1	337	337	Required if conviction includes a court suspension. Valid Values: (See Appendix J)

Court Ordered Remedial Driving Course	1	338	338	Y – Yes, court has ordered individual to take a remedial driving course N – No, a remedial driving course is not required
Court Override Parent/Guardian Restriction End Date	8	339	346	Numeric CCYYMMDD. Space fill for no court override
Bus Indicator Flag	1	347	347	Y – Yes, vehicle is a bus N – No, vehicle is not a bus
Fatality Indicator Flag	**1**	**348**	**348**	**Y – Yes, fatality result of violation** **N – No, violation did not result in a fatality**
Filler	**145**	**349**	493	Spaces
Reserved for BMV Use	7	494	500	Spaces

C1/C2 - DELETE/CORRECTION

This record allows the court to:

1) DELETE a C1 or C2 record already on file at the BMV. If a court suspension and/or a modification order was submitted with the original conviction, they will also be deleted.

2) CORRECT a C1 or C2 record already on file at the BMV by first deleting the incorrect C1 or C2 record and then submitting the corrected C1 or C2 record. **Submit the Delete FIRST.**

This function is for C1 or C2 records with a conviction date greater than **11/12/2000**.

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**C1 or C2**
Batch Number	6	3	8	Numeric Required field used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Required field which must be entered in the CCYYMMDD format.
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	**30**	**81**	**110**	**No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St**
Person's City	**15**	**111**	**125**	**Names that do not exceed the 15 limited characters should not be abbreviated**

Person's State	**2**	**126**	**127**	**Valid State Code (See Appendix E)**
Person's 5 digit Zip Code	**5**	**128**	**132**	**Numeric** **Space fill if unknown**
Person's Next 4 Zip Code	**4**	**133**	**136**	**Numeric** **Space fill if unknown**
Person's Last 2 Zip Code	**2**	**137**	**138**	**Numeric** **Space fill if unknown**
Person's County	**2**	**139**	**140**	**Valid County Code (See Appendix C)** **If it cannot be obtained, enter 99**
Filler	**80**	**141**	220	Spaces
Court Code	6	221	226	Numeric Must match the original data
Court Case Number	16	227	242	Alpha/Numeric Must match the original data.
Filler	1	243	243	Spaces
Offense Code	3	244	246	Valid Offense Code (See Appendix C) Must match the original data, left justified
Filler	21	247	267	Spaces
Date of Conviction	8	268	275	Numeric CCYYMMDD Must match the original data
Filler	16	276	291	Spaces
Date of Offense	8	292	299	Numeric CCYYMMDD Must match the original data
Filler	30	300	329	Spaces
Delete Flag	1	330	330	Must be Y
Filler	163	331	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

FP – FEE PAYMENT PLAN

This record type is for notifying the BMV when an individual is issued a reinstatement fee payment plan by the court. The plan can include limited driving privileges.
The FP transaction code is only valid for a municipal or county court.

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**FP**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown
Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99

Person's Gender	1	141	141	Valid values: M - Male F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	67	154	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
Plan Code	1	243	243	Valid Values: A - Reinstatement Fee Plan B - Extended Reinstatement Fee Plan
Plan Start Date	8	244	251	Numeric CCYYMMDD format (space fill if no date)
Plan End Date	8	252	259	Numeric CCYYMMDD format (space fill if no date)
Modification Code	1	260	260	Y – Yes, Grant Limited Driving Privileges N – No Limited Driving Privileges granted
Modified Driving Date	8	261	268	Numeric CCYYMMDD format (space fill if no date)
Modified Driving End Date	8	269	276	Numeric CCYYMMDD format (space fill if no date)
Notify Court	1	277	277	Y - Yes, notify court if individual fails to comply with court order or is suspended/disqualified as a result of additional offenses N – No, do not notify court if individual fails to comply with court order or is suspended or disqualified as a result of additional offenses
Filler	216	278	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

SC - COURT SUSPENSION MODIFICATION ORDER

This record type allows you:

1. terminate the suspension after the suspension is already on file at the BMV
2. grant occupational driving after the suspension is already on file at the BMV

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**SC**
Batch Number	6	3	8	Numeric Required field used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Required field which must be entered in the CCYYMMDD format.
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	Limited to 30 characters No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Limited to 15 characters. Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric
Person's Next 4 Zip Code	4	133	136	Numeric

Person's Last 2 Zip Code	2	137	138	Numeric
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E)
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
Filler	13	243	255	Spaces
Narrative Literal Code	1	256	256	Valid values: 1 - Must present document 2 - Court suspension terminated 3 - Court revocation terminated 4 - Ignition interlock required
Filler	27	257	283	Spaces
Modified Driving Date	8	284	291	Numeric CCYYMMDD, this is the effective date to terminate the suspension or the beginning of occupational driving. A future date is allowed.
Filler	8	292	299	Spaces
Modified Driving End Date	8	300	307	Numeric CCYYMMDD, use this field only if the modified driving will terminate prior to the end of the suspension. If this field is not used space fill.
Filler	186	308	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

AR - ADMINISTRATIVE SUSPENSION MODIFICATION RECORD

This record type allows you to:

1. grant occupational driving
2. terminate a positive Administrative License Suspension with the fee still required

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**AR**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown

Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else space fill.
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
BMV Case Number	10	243	252	Alpha/Numeric - REQUIRED Case number assigned by the BMV
Filler	1	253	253	Space
Narrative Code	1	254	254	Valid values: 1 - Must Present Document 2 - Court Suspension Terminated 3 - Court Revocation Terminated 4 - Ignition Interlock Required 6 – ALS Suspension Stayed
Filler	29	255	283	Spaces
Modification Date	8	284	291	CCYYMMDD format, this is the effective date for occupational driving. A future date is allowed.
Filler	8	292	299	Spaces
Modification End Date	8	300	307	Numeric CCYYMMDD format The date the modification ends. A future date can be used. Required only if modified driving terminates prior to the end of the suspension. If this field is not used space fill.
Filler	186	308	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

C4 - OHIO DRUG OFFENDER SUSPENSION RECORD

House Bill 377, effective 9/30/93 - anyone found guilty by an Ohio court of applicable drug-related offenses under Chapter 2925 of the Ohio Revised Code may have their driver license suspended for a period of six months to five years. If there is an existing suspension in effect, the drug abuse case may be delayed until the end of that suspension. Either the combination of Suspension Start Date and End Date or Suspension Term Length and Type are required—but not both. In either case the suspension length must be at least six months (180 days).

This record type allows you to:

1. impose a suspension
2. grant limited driving privileges

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**C4**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)

Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown
Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U – Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else space fill.
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
Filler	10	243	252	Spaces
Hazardous Material Flag	1	253	253	Were hazardous materials being transported in the vehicle? Valid values: 1 - Yes, Hazardous Materials Present 2 - No, Hazardous Materials Not Present
Narrative Code	1	254	254	Valid values: 1 - Must Present Document 4 - Ignition Interlock Required
Commercial Vehicle Indicator	1	255	255	Valid values 1 - Yes 2 - No
Withdrawal Reason Code	3	256	258	See Appendix G
Suspension/Revocation Flag	1	259	259	N = No Suspension, S = Suspension, R = Revocation
Filler	2	260	261	Spaces
Conviction Date	8	262	269	Date convicted formatted CCYYMMDD
Suspension Start Date	8	270	277	Numeric CCYYMMDD format Space filled if suspension term length and suspension term type used.

Suspension End Date	8	278	285	Numeric CCYYMMDD format Use 99999999 for indefinite Space filled if suspension term length and suspension term type used.
Modification Date	8	286	293	Numeric CCYYMMDD format, this is the effective date of occupational driving. A future date is allowed.
Modification End Date	8	294	301	Numeric CCYYMMDD format The date the modification ends. A future date can be used. Required only if modified driving terminates prior to the end of suspension. If this field is not used space fill.
Filler	41	302	342	Spaces
Suspension Term Length	4	343	346	Numeric (Number of Term Type) Space filled if suspension type is I or suspension start and end dates used
Suspension Term Type	1	347	347	Valid values D – Days M – Months Y – Years I – Indefinite Space filled if suspension type is I or suspension start and end dates used.
Offense Date	8	348	355	Numeric CCYYMMDD format
Filler	6	356	361	Spaces
Suspension Class	1	362	362	Valid Values: (See Appendix J)
Filler	131	363	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

C4 - OHIO DRUG OFFENDER MODIFICATION RECORD

This record type allows you to:

1. grant occupational driving

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**C4**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown
Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C)

				If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else space fill.
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
BMV Case Number	10	243	252	Alpha/Numeric - REQUIRED Case number assigned by the BMV
Filler	1	253	253	Space
Narrative Code	1	254	254	Valid values: 1 - Must Present Document 2 - Court Suspension Terminated 3 - Court Revocation Terminated 4 - Ignition Interlock Required
Filler	31	255	285	Spaces
Modification Date	8	286	293	CCYYMMDD format, this is the effective date of occupational driving. A future date is allowed.
Modification End Date	8	294	301	Numeric CCYYMMDD format The date the modification ends. A future date can be used. Required only if modified driving terminates prior to the end of suspension. If this field is not used space fill.
Filler	192	302	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

CT - LICENSE CANCELLATION RECORD

This record type allows you to:

1. cancel a driver license which then requires the driver to obtain a temporary permit and re-test before another driver license can be obtained

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**CT**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown
Person's Last 2 Zip Code	2	137	138	Numeric

				Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U – Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else space fill.
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
Filler	11	243	253	Spaces
Action Date	8	254	261	Numeric CCYYMMDD format. The date the driver license was canceled.
Filler	86	262	347	Spaces
Suspension Class	1	348	348	Valid Values: (See Appendix J)
Filler	145	349	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

JS - JUVENILE SUSPENSION RECORD

Section 4507.08, & 2151.87 a juvenile suspension results when any person under the age of eighteen has been ruled by the court to be unruly, delinquent child, or a juvenile traffic offender. This ruling has been associated with the use of alcohol, drugs, or tobacco. The juvenile may petition the court for occupational driving privileges.

This record type allows you to:

1. impose the suspension

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**JS**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown

Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else space fill.
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
Filler	11	243	253	Spaces
Suspension Start Date	8	254	261	Numeric CCYYMMDD format
Suspension End Date	8	262	269	Numeric CCYYMMDD format Use 99999999 for indefinite
Filler	60	270	329	Spaces
Withdrawal Reason Code	3	330	332	Numeric Valid Values: 005 - Possession/Use Of Drugs 006 - Possession/Use Of Alcohol 007 - Possession/Use Of Tobacco 008 - Unruly/Delinquent
Filler	161	333	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

JS - JUVENILE SUSPENSION MODIFICATION RECORD

This record type allows you to:

1. grant occupational driving

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**JS**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown
Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C)

				If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else space fill.
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
BMV Case Number	10	243	252	Alpha/Numeric or spaces if unknown Case number assigned by the BMV
Narrative Code	1	253	253	Valid values: 1 - Must Present Document 2 - Court Suspension Terminated 3 - Court Revocation Terminated 4 - Ignition Interlock Required
Filler	16	254	269	Spaces
Modification Date	8	270	277	CCYYMMDD format, this is the effective date of occupational driving. A future date is allowed.
Modification End Date	8	278	285	Numeric CCYYMMDD format The date the modification ends. A future date can be used. Required only if modified driving terminates prior to the end of suspension. If this field is not used space fill.
Filler	208	286	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

LICENSE FORFEITURE AM.SUB.SENATE BILL.121(*Effective 11/19/96)*

The courts may order the forfeiture of a defendant's driver license for failure to appear or failure to comply with or satisfy a court order under sections 2935.26, 2937.221 or 4507.168 of the Ohio Revised Code. Thirty days after the court enters the forfeiture declaration or order, the court shall forward a copy of the forfeiture order to the BMV. **The law does not permit the forfeiture of another state's license.**

BMV FORM 2528
As a substitute for BMV Form 2528, used for reporting license forfeiture to the Bureau of Motor Vehicles. The record includes the same information that has previously been coded on the paper form. These records and Licenses that have been confiscated can be mailed to the Bureau with the moving violation convictions and other record that are currently processed on the automated systems.

RELEASE OF FORFEITURE
The license forfeiture and license forfeiture release record formats follow this page.

The release of the license forfeiture is allowed in the automated processing.

This record type allows you to:

1. impose the license forfeiture

2. You may reimpose a license forfeiture with a same court case number previously sent. To do so, the appearance date must be greater than the previously entered clearance date.

LF - LICENSE FORFEITURE SUSPENSION RECORD

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**LF**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown
Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99

Person's Gender	1	141	141	Valid values:
				`M - Male`
				`F - Female`
				`U - Unknown`

Person's Height in Feet	1	142	142	Numeric

Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	67	154	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
Filler	19	243	261	Spaces
Appearance Date	8	262	269	Numeric CCYYMMDD format
Suspension Start Date	8	270	277	Numeric CCYYMMDD format
Suspension End Date	8	278	285	Use 99999999
Filler	39	286	324	Spaces
Underlying Offense Code	3	325	327	Valid Offense Code (See Appendix B), left justified
Filler	166	328	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

LF - LICENSE FORFEITURE CLEARANCE RECORD

This record type allows you to:

1. Clear the license forfeiture suspension

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**LF**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown
Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown

Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	67	154	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
BMV Case Number	10	243	252	Alpha/Numeric or spaces if unknown Case number assigned by the BMV
Filler	1	253	253	Space
Clearance Date	8	254	261	Numeric CCYYMMDD format
Filler	232	262	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

NC – NONCOMPLIANCE SUSPENSION MODIFICATION RECORD

This record type allows you to:

1. grant limited driving privileges

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**NC**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown
Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown

Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else space fill.
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
BMV Case Number	10	243	252	Alpha/Numeric - REQUIRED Case number assigned by the BMV
Narrative Code	1	253	253	Only Valid value: 1 - Must Present Document
Filler	51	254	304	Spaces
Modification Date	8	305	312	CCYYMMDD format, this is the effective date of occupational driving. A future date is allowed.
Filler	16	313	328	Spaces
Modification End Date	8	329	336	Numeric CCYYMMDD format The date the modification ends. A future date can be used. Required only if modified driving terminates prior to the end of suspension. If this field is not used space fill.
Filler	157	337	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

PR - PERMANENT LICENSE REVOCATION RECORD

Senate Bill 275 has been called the Administrative License Suspension Bill because of the immediate effective timing of the license suspension. The effective date was September 1, 1993. In addition to four new offense codes, there is a new record type that will be used to enforce the license suspensions. The new law allows he courts to impose permanent driver license revocation.

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**PR**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)

Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown
Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U – Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else space fill.
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
Filler	10	243	252	Spaces
Offense Code	3	253	255	Valid Offense Code (See Appendix B), left justified
Filler	1	256	256	Space
Suspension Start date	8	257	264	Numeric CCYYMMDD format
Filler	76	265	340	Spaces
Suspension Class	1	341	341	Valid Values: (See Appendix J)
Filler	152	342	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

PT - PRETRIAL SUSPENSION RECORD

O.R.C. 4511.19.6 - This record type allows you to:

1. impose the suspension.

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**PT**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown

Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else space fill.
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
Filler	11	243	253	Spaces
Plea Code	1	254	254	Valid Plea Code (see appendix D)
Filler	8	255	262	Spaces
Suspension Start Date	8	263	270	Numeric CCYYMMDD format
Suspension End Date	8	271	278	Numeric CCYYMMDD format Use 99999999 for indefinite
Offense Date	8	279	286	Numeric CCYYMMDD format
Filler	207	287	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

PT - PRETRIAL SUSPENSION MODIFICATION RECORD

This record type allows you to:

1. Grant occupational driving

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**PT**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown

Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces.
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else space fill.
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
BMV Case Number	10	243	252	Alpha/Numeric or spaces if unknown Case number assigned by the BMV
Narrative Code	1	253	253	Valid values: 1 - Must Present Document 2 - Court Suspension Terminated 3 - Court Revocation Terminated 4 - Ignition Interlock Required
Filler	33	254	286	Spaces
Modification Driving Date	8	287	294	Numeric CCYYMMDD format, if a suspension has been imposed or terminated. This is the effective date.
Modification End Date	8	295	302	Numeric CCYYMMDD format The date the modification ends. A future date can be used. Required only if modified driving terminates prior to the end of suspension. If this field is not used space fill.
Filler	191	303	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

PT - PRETRIAL CLEARANCE RECORD

This record type allows you to:

1. Clear the suspension. **Please note that this will automatically occur when the DUI conviction is entered onto the driving record. This screen may be used when a DUI charge is reduced or dismissed.**

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**PT**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown

Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown
Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else spaces.
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
BMV Case Number	10	243	252	Alpha/Numeric or spaces if unknown Case number assigned by the BMV
Filler	1	253	253	Spaces
Plea Code	1	254	254	Valid Plea Code (see appendix D)
Clear Date	8	255	262	Numeric CCYYMMDD format
Filler	16	263	279	Spaces
Offense Date	8	279	286	Numeric CCYYMMDD format
Filler	207	287	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

P1 - PROBATIONARY SUSPENSION MODIFICATION RECORD

Senate Bill 35 amended O.R.C. 4507.162, a juvenile will receive a six-month suspension for a blood alcohol content of .02 to .09 (4511.19B). There is no provision under the law for occupational driving privileges to be granted. However, if occupational driving privileges are granted by the juvenile court, the BMV will apply them on the juvenile's driving record. The occupational driving privileges are effective on the juvenile's eighteenth birthday.

This record type allows you to:

1. Grant occupational driving

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**P1**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown

Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown
Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else spaces.
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
BMV Case Number	10	243	252	Alpha/Numeric or spaces if unknown Case number assigned by the BMV
Narrative Code	1	253	253	Valid values: 1 - Must Present Document
Filler	24	254	277	Spaces
Modification Date	8	278	285	This is the effective date the court suspension was modified to allow limited driving. A future date can be used. Must be formatted CCYYMMDD
Modification End Date	8	286	293	Numeric CCYYMMDD format Required only if the modified driving terminates prior to the end of the suspension. If this field is not used space fill.
Filler	200	294	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

P2 - PROBATIONARY SUSPENSION MODIFICATION RECORD

Senate Bill 35 amended O.R.C. 4507.162, a juvenile will receive a ninety-day suspension for committing two violations before age eighteen. There is no provision under the law for occupational driving privileges to be granted. However, if occupational driving privileges are granted by the juvenile court, the BMV will apply them on the juvenile's driving record. The occupational driving privileges are effective on the juvenile's eighteenth birthday.

This record type allows you to:

1. Grant occupational driving

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**P2**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)

Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown
Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99

Person's Gender	1	141	141	Valid values:
				`M - Male`
				`F - Female`
				`U - Unknown`

Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else spaces.
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
BMV Case Number	10	243	252	Alpha/Numeric - REQUIRED Case number assigned by the BMV
Narrative Code	1	253	253	Valid values: `1 - Must Present Document`
Filler	24	254	277	Spaces
Modification Date	8	278	285	Numeric CCYYMMDD format, this is the effective date of occupational driving. A future date is allowed.
Modification End Date	8	286	293	Numeric CCYYMMDD format, use this field only if the modified driving will terminate prior to the end of the suspension. If this field is not used space fill.
Filler	200	294	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

P3 - PROBATIONARY SUSPENSION MODIFICATION RECORD

Senate Bill 35 amended O.R.C. 4507.162, a juvenile will receive a one-year suspension for committing three violations before age eighteen. The juvenile may petition to the court for occupational driving privileges. If the court grants occupational driving privileges, they are effective on the juvenile's eighteenth birthday.

This record type allows you to:

1. Grant occupational driving

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**P3**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown

Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else spaces.
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
BMV Case Number	10	243	252	Alpha/Numeric - REQUIRED Case number assigned by the BMV
Narrative Code	1	253	253	Valid values: 1 - Must Present Document
Filler	24	254	277	Spaces
Modification Date	8	278	285	The date the suspension was modified to allow occupational driving. A future date can be used. Must be formatted CCYYMMDD
Modification End Date	8	286	293	Numeric CCYYMMDD format, use this field only if the modified driving will terminated prior to the end of the suspension. If this field is not used space fill.
Filler	200	294	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

RS – RANDOM SELECTION / NONCOMPLINACE MODIFICATION RECORD

This record type allows you to:

1. grant limited driving privileges

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**RS**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown

Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown
Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else space fill.
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
BMV Case Number	10	243	252	Alpha/Numeric - REQUIRED Case number assigned by the BMV
Narrative Code	1	253	253	Only Valid value: 1 - Must Present Document
Filler	51	254	304	Spaces
Modification Date	8	305	312	CCYYMMDD format, this is the effective date of occupational driving. A future date is allowed.
Filler	16	313	328	Spaces
Modification End Date	8	329	336	Numeric CCYYMMDD format The date the modification ends. A future date can be used. Required only if modified driving terminates prior to the end of suspension. If this field is not used space fill.
Filler	157	337	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

SI - ADMINISTRATIVE LICENSE SUSP/REFUSAL MODIFICATION RECORD

Senate Bill 275, effective 9/1/93 - An Administrative License Suspension (ALS) Refusal of Test is imposed when an offender is arrested for OMVI and refuses to submit to the chemical test requested by the law enforcement agency.

This record type allows you to:

1. Grant occupational driving
2. Terminate an Administrative License Suspension with the fee still required

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**SI**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown

Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown
Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else spaces.
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
BMV Case Number	10	243	252	Alpha/Numeric - REQUIRED Case number assigned by the BMV
Filler	14	253	266	Spaces
Narrative Code	1	267	267	Valid values: 1 - Must Present Document 2 - Court Suspension Terminated 3 - Court Revocation Terminated 4 - Ignition Interlock Required 6 – ALS Suspension Stayed
Filler	24	268	291	Spaces
Modification Date	8	292	299	The date the suspension was modified to allow occupational driving. A future date can be used. Must be formatted CCYYMMDD
Modification End Date	8	300	307	Numeric CCYYMMDD format, use this field only if the modified driving will terminated prior to the end of the suspension. If this field is not used space fill.
Filler	186	308	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

SW - SCHOOL WEAPON SUSPENSION RECORD

House Bill 124 (O.R.C.2151.355 and 2923.122) which became effective October 1, 1997, requires the suspension of driving privileges, for a period of 12 to 36 months, of any person under the age of 19 who is adjudicated or convicted of conveying a deadly weapon or dangerous ordinance onto school property or possessing a deadly weapon or dangerous ordinance on school property. There is no provision under the law for occupational driving privileges to be granted. However, if occupational driving privileges are granted by the juvenile court, the BMV will apply them on the juvenile's driving record. The occupational driving privileges are effective on the juvenile's eighteenth birthday.

This record type allows you to:

1. Impose the suspension

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**SW**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated

Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown
Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99

Person's Gender	1	141	141	Valid values:
				`M - Male`
				`F - Female`
				`U - Unknown`

Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else spaces.
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
Filler	11	243	253	Space
Conviction Date	8	254	261	Numeric CCYYMMDD format
Suspension Start Date	8	262	269	Numeric CCYYMMDD format
Suspension End Date	8	270	277	Numeric CCYYMMDD format
Offense Date	8	278	285	Numeric CCYYMMDD format
Filler	208	286	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

SW - SCHOOL WEAPON SUSPENSION MODIFICATION RECORD

This record type allows you to:

1. Grant occupational driving

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**SW**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown
Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99

Person's Gender	1	141	141	Valid values: M - Male F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else spaces
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
BMV Case Number	10	243	252	Alpha/Numeric or spaces if unknown Case number assigned by the BMV
Narrative Code	1	253	253	Valid values: 1 - Must Present Document 2 - Court Suspension Terminated 3 - Court Revocation Terminated 4 - Ignition Interlock Required
Filler	32	254	285	Spaces
Modification Date	8	286	293	The date the suspension was modified to allow occupational driving. A future date can be used. Must be formatted CCYYMMDD
Modification End Date	8	294	301	Numeric CCYYMMDD format, use this field only if the modified driving will terminated prior to the end of the suspension. If this field is not used space fill.
Filler	192	302	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

S1 - 12 POINT SUSPENSION MODIFICATION RECORD

Section 4507.021, any person that has accumulated not less than twelve points within a two-year period will receive a 12-point suspension. The traffic offender may petition the county or municipal court for occupational driving privileges.

This record type allows you to:

1. Grant occupational driving

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**S1**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown

Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else spaces
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
BMV Case Number	10	243	252	Alpha/Numeric - REQUIRED Case number assigned by the BMV
Narrative Code	1	253	253	Valid values: 1 - Must Present Document 2 - Court Suspension Terminated 3 - Court Revocation Terminated 4 - Ignition Interlock Required
Modification Date	8	254	261	The date the suspension was modified to allow occupational driving. A future date can be used. Must be formatted CCYYMMDD
Filler	56	262	317	Spaces
Modification End Date	8	318	325	Numeric CCYYMMDD format, use this field only if the modified driving will terminated prior to the end of the suspension. If this field is not used space fill.
Filler	168	326	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

WB - WARRANT BLOCK RECORD

House Bill 141 (O.R.C.4503.12 and 4503.12 and 4503.13), effective March 3, 1998, permits municipal or county courts to notify the BMV of any person for whom and arrest warrant has been issued. The BMV will block that person from obtaining a driver license or vehicle registration. These privileges remain blocked until the court submits a block clearance record to the BMV.

House Bill 490, effective January 1, 2004, permits mayor courts to submit warrant blocks.

This record type allows you to:

1. Impose the block
2. You may reimpose a warrant block with a same court case number previously sent. To do so, the warrant block date must be greater than the previously entered clearance date.
Please note that you will be invoiced an additional processing fee.

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**WB**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St

Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Alpha/Numeric License number from the out of state driver's license
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown
Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99

Person's Gender	1	141	141	Valid values:
				`M - Male`
				`F - Female`
				`U - Unknown`

Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else spaces
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
Filler	19	243	261	Spaces
Warrant Block Date	8	262	269	Numeric CCYYMMDD format
Filler	224	270	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

WB - WARRANT BLOCK CLEARANCE RECORD

This record type allows you to:

1. Clear the block

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**WB**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric
Person's Next 4 Zip Code	4	133	136	Numeric

Person's Last 2 Zip Code	2	137	138	Numeric
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric Space fill if unknown
Person's Height in inches	2	143	144	Numeric Space fill if unknown
Person's Weight	3	145	147	Numeric Space fill if unknown
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else spaces
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
BMV Case Number	10	243	252	Alpha/Numeric or spaces if unknown Case number assigned by the BMV
Filler	1	253	253	Spaces
Clearance Date	8	254	261	Numeric CCYYMMDD format
Filler	232	262	493	Spaces
Reserved For BMV Use	7	494	500	Spaces

C6 – DISMISSED VIOLATIONS

This record type is for reporting a dismissed OVI or alcohol related violation:

Dismissed date must be after 12/31/2003.

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**C6**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown
Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown
Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male

				F - Female U - Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else spaces.
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
Offense Code	3	243	245	OVI Offense Codes only: 02, 07, 22, 26, 73,75, 76, 77, 78, 81, 87, 93, 94, AG, AJ, AS,BA
Date of Offense	8	246	253	Numeric CCYYMMDD format
Court Ordered Remedial Driving Course	1	254	254	Y – Yes, court has ordered individual to take a remedial driving course N – No, a remedial driving course is not ordered
Commercial Vehicle	1	255	255	Did offense occur in a commercial motor vehicle? Valid values: 1 - Yes, Commercial Vehicle 2 - No, not a Commercial Vehicle
Hazardous Material Flag	1	256	256	Were hazardous materials being transported in the vehicle? Valid values: 1 - Yes, Hazardous Materials Present 2 - No, Hazardous Materials Not Present
Filler	1	257	257	Spaces
Date of Dismissal	8	258	265	Numeric CCYYMMDD format
Offense Detail	5	266	270	Numeric - fill the 2 first positions with the BAC (eg., 10000) or spaces if unknown
Bus Indicator Flag	1	271	271	Y – Yes, vehicle was a bus N – No, vehicle was not a bus
Fatality Indicator Flag	**1**	**272**	**272**	**Y – Yes, fatality result of violation N – No, violation did not result in a fatality**
Filler	**221**	**273**	493	Spaces
Reserved for BMV Use	7	494	500	Spaces

C6 – DELETE /CORRECTION

This record type allows the court to:

1) DELETE a C6 record already on file at the BMV.
2) CORRECT a C6 record already on file at the BMV by first deleting the incorrect C6 and then submitting the corrected C6 record. **Submit the Delete FIRST.**

FIELD	LENGTH	POSITIONS		EDIT (ALL FIELDS ARE REQUIRED UNLESS NOTED OTHERWISE)
Transaction code	2	1	2	**C6**
Batch Number	6	3	8	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
Driver License Number	8	9	16	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank.
Date of Birth	8	17	24	Numeric CCYYMMDD format
Social Security Number	9	25	33	Numeric field, space fill if unknown.
Person's Last Name	20	34	53	See Appendix H
Person's First Name	12	54	65	See Appendix H
Person's Middle Name	12	66	77	See Appendix H
Person's Name Suffix	3	78	80	See Appendix H
Person's Street Address	30	81	110	No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
Person's City	15	111	125	Names that do not exceed the 15 limited characters should not be abbreviated
Person's State	2	126	127	Valid State Code (See Appendix E)
Person's 5 digit Zip Code	5	128	132	Numeric Space fill if unknown
Person's Next 4 Zip Code	4	133	136	Numeric Space fill if unknown
Person's Last 2 Zip Code	2	137	138	Numeric Space fill if unknown

Person's County	2	139	140	Valid County Code (See Appendix C) If it cannot be obtained, enter 99
Person's Gender	1	141	141	Valid values: M - Male F - Female U – Unknown
Person's Height in Feet	1	142	142	Numeric
Person's Height in inches	2	143	144	Numeric
Person's Weight	3	145	147	Numeric
Person's Hair Color	3	148	150	Valid Hair Color (See Appendix F)
Person's Eye Color	3	151	153	Valid Eye Color (See Appendix F)
Filler	1	154	154	Spaces
State Code	2	155	156	Valid State Code (See Appendix E) if out of state driver, else spaces
Out of State Driver's License Number	25	157	181	Alpha/Numeric License number from the out of state driver's license, else spaces.
Filler	39	182	220	Spaces
Court Code	6	221	226	OH plus your valid code (e.g., OH9934)
Court Case Number	16	227	242	Alpha/Numeric
Offense Code	3	243	245	OVI Offense Codes only: 02, 07, 22, 26, 73,75, 76, 77, 78, 81, 87, 93, 94, AG, AJ, AS,BA
Date of Offense	8	246	253	Numeric CCYYMMDD format
Filler	3	254	256	Spaces
Delete Flag	1	257	257	Must be Y
Filler	236	258	493	Spaces
Reserved for BMV Use	7	494	500	Spaces

APPENDIX A - GENERAL INSTRUCTIONS

TRANSACTION CODE	Used to identify the type record.
BATCH NUMBER	Numeric Used to identify each group of data. Suggestion: It may contain the date the data was created. Should be a date, if not a date then cannot start with the following numbers (See Appendix I).
DRIVER LICENSE NUMBER	This must contain the Ohio Driver License Number. Do not enter an out of state driver license number. If the driver is an out of state driver, a non-licensed resident or the Ohio driver license is unknown, leave this field blank and create a record.
DATE OF BIRTH	Numeric CCYYMMDD format.
SOCIAL SECURITY NUMBER	Numeric field, space fill if unknown.
NAME	LAST - See Appendix H
	FIRST - See Appendix H
	MIDDLE - See Appendix H
	SUFFIX - See Appendix H
ADDRESS	Limited to 30 characters No special characters are allowed except for a "/" when used for example as 501 1/2 Main St Do not abbreviate the names of streets that are directions, i.e., North St as N St
CITY	Limited to 15 characters. Names that do not exceed the 15 limited characters should not be abbreviated
STATE	Use the valid codes in Appendix E
ZIP CODE	Numeric
GENDER (SEX)	Valid values: M - Male F - Female U - Unknown
HEIGHT IN FEET	Numeric indicating the height in feet.
HEIGHT IN INCHES	Numeric indicating the height in inches.
WEIGHT	Numeric indicating person's weight.
HAIR COLOR	See Appendix F
EYE COLOR	See Appendix F
COUNTY CODE	Use the valid codes found in Appendix C. If it cannot be obtained, use 99.
OUT OF STATE LICENSE NUMBER	License number from the out of state driver's license

COURT CODE	OH plus your valid code (e.g., OH9934)
COURT CASE NUMBER	Case number assigned by the court up to 16 characters
BMV CASE NUMBER	Case number assigned by the BMV
DATE OF CONVICTION	Date convicted formatted CCYYMMDD
DATE OF OFFENSE	Date cited for the offense formatted CCYYMMDD
SUSPENSION START DATE	Date the suspension is to start formatted CCYYMMDD.
SUSPENSION END DATE	Date the suspension is to end formatted CCYYMMDD. Use 99999999 for indefinite.
OFFENSE DETAIL	Numeric format, use only for DUI and speed offenses. SPEED - the first 2 potions are for the posted speed while the last 3 positions are for the actual speed. DUI - the first 2 positions are for the BAC
SECOND DUI	If it is the drivers second or more DUI conviction, enter the same date as entered in the date of the conviction field. This will generate a FRA (Financial Responsibility) requirement for the driver. [O.R.C. Section 4507.16B]
OFFENSE CODE	Valid codes are listed in Appendix B. Some of these codes are marked as no longer used and should not be submitted, as the record will reject.
SENTENCE CODE	The valid codes are: C = Conviction F = Forfeiture
COURT ASSESSED POINTS	Numeric
LICENSE PLATE NUMBER	Alpha/Numeric Ohio auto tag number. Left justify if not all positions are filled. Space fill if unknown
REDUCED FROM	The was the original code before the change. For example, the driver is charged with DUI but convicted of reckless driving which would have 50 as the “offense code” and 02 as the “reduced from” code.
PLEA CODE	Valid Plea Code (see Appendix D)
PROOF OF INSURANCE	Valid values: Y - Insurance Shown N - Not Shown U - Unknown If an "N" is entered, the BMV will generate a Non-Compliance suspension if the driver does not provide proof of insurance.

HAZARDOUS MATERIAL VEHICLES	Were hazardous materials being transported in the vehicle? Valid values: 1 - Yes, Hazardous Materials Present 2 - No, Hazardous Materials Not Present
BUS INDICATOR FLAG	Y – Yes, vehicle was a bus N – No, vehicle was not a bus
FATALITY INDICATOR FLAG	**Y – Yes, fatality result of violation** **N – No, violation did not result in a fatality**
MODIFICATION DATE	The date the court suspension was modified to allow occupational driving. A future date can be used. Must be formatted CCYYMMDD.
MODIFICATION END DATE	The date the occupational driving ends and is used only if the modified driving ends prior to the end of the suspension. A future date can be used. Must be formatted CCYYMMDD
NARRATIVE CODE	Valid values: 1 - Must Present Document 2 - Court Suspension Terminated 3 - Court Revocation Terminated 4 - Ignition Interlock Required
APPEARANCE DATE	The date the driver was to appear in court
CLEARANCE DATE	Date the court clears the suspension.
REVOCATION DATE	The date the court wants the permanent revocation to begin.
BLOCK DATE	Date the court wants the Driver Record and Vehicle Registration blocks to begin.

APPENDIX B - OFFENSE CODES

O.R.C. Sections and Points for the offense codes can be found at the following link:

http://bmv.ohio.gov/orc_offense_conviction_code_lst.stm

CODE	VIOLATION	CODE	VIOLATION
01	Perjury/False Info	41	Vio-When Being Passed
02	OVI-Alcohol/Liquor	42	Stopped Sch Bus VIO
03	DR w/o Owner Consent	45	W/O Due Regard Priv Pr
04	MTR Vehicle Felony	46	Unsaf Oper-Priv Pr
06	Hit Skip/Leave Scene	47	Reckless Oper/Priv Pr
07	Driving Under Susp/Rev	48	Without Due Regard
08	Drag Racing/Street	49	Unsafe Operation
09	Flee/Elude Officer	50	Reckless Operation
10	Stop Sign	51	Disobey Police Order
11	Traffic Control Lights	52	Assured Clear Dist
13	Vio-RR Crossing	53	VIO-Starting/Backing
14	Traffic Cont Dev/Signs	54	Driving on Closed Hwy
16	Hit-Skip Private Prop	55	Drping Mtrl on Rdwy
18	No Child Restraint	56	VIO of Restriction
19	Vehicular Assault	58	No Drivers License
20	Speed (# in access of speed)	59	Loss-Phy Cont of Veh
21	Slow Speed	60	Prohibited U turn
22	Driving Under FRA Susp	61	Improper/Prohib Turn
23	Following To Close	62	VIO-Turn Signals
24	Speed (# in access of speed)	63	Failure to Turn
25	Speed Commercial	64	Fail-Cont-4511.202
26	OVI.04 Commercial	65	Aggr Vehicular Homicide
28	Disregard of Safety	66	Operating Unsafe Veh
29	Disregard Saf Priv/Prop	67	VIO-Equip Regulation
30	VIO-One Way Traf	68	VIO-Slow Mvg Veh Signs
31	Driving Left of Center	69	Equipment Misuse
32	FTY Ped/Blind	70	Disabled Veh Warning
33	Crossing Yellow Line	71	VIO Out of Service Order
35	Rt Side of Roadway	73	Driving under OVI Susp
36	Crossing Divided Hwy	75	Aggr Veh Assault w/Alcohol
37	VIO-Traf Lanes/Lines	76	Aggravated Veh Assault
38	FTY Right of Way	77	Veh Homicide w/Alcohol
39	Opp Veh Traf VIO	78	Invol ManSlghtr w/Alcohol
40	Improper Passing	79	VIO-Dr Lic Req

CODE	VIOLATION	CODE	VIOLATION
80	Dr Lic Misrep	AX	Driving CMV w/o Obtaining a CDL
81	Phy Cont Veh Intox	AY	Driv CMV w/o CDL in Possession
82	Fail-File Req Rept	AZ	VIO Out of Service Order Hazmat
84	VIO Seat Belt Law	BA	OVI/BAC .17 or Above
85	VIO-Brake Required	BB	Registration Violation
86	Impaired Alertness (CDL)	BC	Title Violation
87	OVUAC	BD	Tag/Sticker Violation
88	Juvenile Misc	BE	Immobilization Device Violation
89	Wrongful Entrustment	BG	Unsafe Operation/Passengers
90	Endanger Child/OP Veh	BH	Obstructed View
91	Failure to Control/Weaving	BI	Headphones
93	4th OVI-Felony	BJ	Towing Violation
94	Consume Alcohol in Motor Veh	BK	Driving Under Specified Lifetime Suspension
97	Ohio Turnpike	BL	Aggravated Murder
98	Highway Use Tax	BM	Murder
99	Miscellaneous	BN	Felonious Assault
AA	No Temp Permit/No Adult	BO	Obstructing an Intersection
AB	Curfew VIO Temp Permit	BP	
AC	Curfew VIO Dr Lic	BQ	
AD	All Occupants Secure	BR	Fail to Slow Down RR Crossing
AE	FTY Funeral	BT	Fail to Stop at RR Crossing
AF	FTY Emergency Vehicle	BU	Insufficient Space at RR Crossing
AG	Aggr Vehicular Homicide w/Alcohol	BV	Insufficient Undercarriage to Negotiate RR Crossing
AH	Vehicular Manslaughter	BW	Fail to Obey RR Stop Sign
AI	Vehicular Homicide	**BX**	**Immobilization Waiver**
AJ	Physical Control/Under Influence	**BY**	**Under 21 OMWI**
AK	Failure to Reinstate	**BZ**	**OMWI**
AL	Soliciting	**CA**	**DUS CHLD SUPP FAIL PY/APP**
AM	Soliciting with Positive HIV		
AN	Involuntary Manslaughter		
AO	Driving Under 12 PT Susp		
AP	Gasoline Theft		
AQ	Weigh Station Violations		
AR	Veh:Controlled Substance		
AS	OVI/Refusal		
AT	Driving w/o required endorsement		
AU	Unreasonable for Conditions		
AV	Driving CMV while Disqualified		
AW	Fatality thru Negligent Oper CMV		

APPENDIX C - COUNTY CODES

COUNTY CODE	COUNTY NAME
01	ADAMS
02	ALLEN
03	ASHLAND
04	ASHTABULA
05	ATHENS
06	AUGLAIZE
07	BELMONT
08	BROWN
09	BUTLER
10	CARROLL
11	CHAMPAIGN
12	CLARK
13	CLERMONT
14	CLINTON
15	COLUMBIANA
16	COSHOCTON
17	CRAWFORD
18	CUYAHOGA
19	DARKE
20	DEFIANCE
21	DELAWARE
22	ERIE
23	FAIRFIELD
24	FAYETTE
25	FRANKLIN
26	FULTON
27	GALLIA
28	GEAUGA
29	GREENE
30	GUERNSEY
31	HAMILTON
32	HANCOCK
33	HARDIN
34	HARRISON
35	HENRY
36	HIGHLAND
37	HOCKING
38	HOLMES
39	HURON
40	JACKSON
41	JEFFERSON
42	KNOX
43	LAKE
44	LAWRENCE

COUNTY CODE	COUNTY NAME
45	LICKING
46	LOGAN
47	LORAIN
48	LUCAS
49	MADISON
50	MAHONING
51	MARION
52	MEDINA
53	MEIGS
54	MERCER
55	MAIMI
56	MONROE
57	MONTGOMERY
58	MORGAN
59	MORROW
60	MUSKINGUM
61	NOBLE
62	OTTAWA
63	PAULDING
64	PERRY
65	PICKAWAY
66	PIKE
67	PORTAGE
68	PREBLE
69	PUTNAM
70	RICHLAND
71	ROSS
72	SANDUSKY
73	SCIOTO
74	SENECA
75	SHELBY
76	STARK
77	SUMMIT
78	TRUMBULL
79	TUSCARAWAS
80	UNION
81	VAN WERT
82	VINTON
83	WARREN
84	WASHINGTON
85	WAYNE
86	WILLIAMS
87	WOOD
88	WYANDOT

APPENDIX D - PLEA CODES

The BMV coding requires the offender's plea resulting in the conviction.
The computer prepared records must indicate the plea, in addition to what was found.
This applies especially to the DUI convictions, since additional processing may result because of the plea coding.

ON TICKET	ON COMPUTER
Guilty (G)	G
No Contest (G)	C
Not Guilty (NG)	N
No Contest-Found Guilty (NC)	C
Not Guilty/No Contest/Found Guilty (NC)	C
No Contest-Guilty (NC)	C
Admitted (G)	G
Not Guilty to Guilty (G)	G
NCFG (NC)	C

APPENDIX E - STATES AND PROVINCES CODES

CODE	NAME	COUNTRY
AK	ALASKA	USA
AL	ALABAMA	USA
AR	ARKANSAS	USA
AS	AMERICAN SAMOA	USA
AZ	ARIZONA	USA
CA	CALIFORNIA	USA
CO	COLORADO	USA
CT	CONNECTICUT	USA
DC	DISTRICT OF COLUMBIA	USA
DE	DELAWARE	USA
DS	U.S. DEPARTMENT OF STATE	
FL	FLORIDA	USA
FM	FEDERATED STATES OF MICRONESIA	
GA	GEORGIA	USA
GU	GUAM	
HI	HAWAII	USA
IA	IOWA	USA
ID	IDAHO	USA
IL	ILLINOIS	USA
IN	INDIANA	USA
KS	KANSAS	USA
KY	KENTUCKY	USA
LA	LOUISIANA	USA
MA	MASSACHUSETTS	USA
MD	MARYLAND	USA
ME	MAINE	USA
MH	MARSHALL ISLANDS	
MI	MICHIGAN	USA
MN	MINNESOTA	USA
MO	MISSOURI	USA
MP	NORTHERN MARIANA ISLANDS	
MS	MISSISSIPPI	USA
MT	MONTANA	USA
NC	NORTH CAROLINA	USA
ND	NORTH DAKOTA	USA
NE	NEBRASKA	USA
NH	NEW HAMPSHIRE	USA
NJ	NEW JERSEY	USA
NM	NEW MEXICO	USA

NV	NEVADA	USA
NY	NEW YORK	USA
OH	OHIO	USA
OK	OKLAHOMA	USA
OR	OREGON	USA
PA	PENNSYLVANIA	USA
PR	PUERTO RICO	USA
PW	PALAU	USA
RI	RHODE ISLAND	USA
SC	SOUTH CAROLINA	USA
SD	SOUTH DAKOTA	USA
TN	TENNESSEE	USA
TX	TEXAS	USA
UM	U.S. MINOR OUTLYING ISLANDS	USA
UT	UTAH	USA
VA	VIRGINIA	USA
VI	VIRGIN ISLANDS OF THE U.S.	USA
VT	VERMONT	USA
WA	WASHINGTON	USA
WI	WISCONSIN	USA
WK	WAKE ISLAND	
WV	WEST VIRGINIA	USA
WY	WYOMING	USA
AG	AGUASCALIENTES	MEXICO
BA	BAJA CALIFORNIA NORTE	MEXICO
BJ	BAJA CALIFORNIA SUR	MEXICO
CH	CHIHUAHUA	MEXICO
CI	CHIAPAS	MEXICO
CL	COLIMA	MEXICO
CM	CAMPECHE	MEXICO
CU	COAHUILA DE ZARAGOZA	MEXICO
DF	DISTRITO FEDERAL	MEXICO
DO	DURANGO	MEXICO
GR	GUERRERO	MEXICO
GT	GUANAJUATO	MEXICO
HL	HIDALGO	MEXICO
JL	JALISCO	MEXICO
MC	MICHOACAN DE OCAMPO	MEXICO
MR	MORELOS	MEXICO
MX	MEXICO	MEXICO
NA	NAYARIT	MEXICO
NL	NUEVO LEON	MEXICO
OA	OAXACA	MEXICO
PB	PUEBLA	MEXICO

QR	QUINANA ROO	MEXICO
QU	QUERETARO DE ARTEAGA	MEXICO
SI	SINALOA	MEXICO
SL	SAN LUIS POTOSI	MEXICO
SO	SONORA	MEXICO
TA	TAMAULIPAS	MEXICO
TB	TABASCO	MEXICO
TL	TIAXCALA	MEXICO
VC	VERACRUZ-LLAVE	MEXICO
YU	YUCATAN	MEXICO
ZA	ZACATECAS	MEXICO
PZ	PANAMA CANAL ZONE	PANAMA
AB	ALBERTA	CANADA
BC	BRITISH COLUMBIA	CANADA
CN	CANADA	CANADA
MB	MANITOBA	CANADA
NB	NEW BRUNSWICK	CANADA
NF	NEWFOUNDLAND	CANADA
NS	NOVA SCOTIA	CANADA
NT	NORTHWEST TERRITORY	CANADA
NU	NUNAVUT	CANADA
ON	ONTARIO	CANADA
PE	PRINCE EDWARD ISLAND	CANADA
QC	QUEBEC	CANADA
SK	SASKATCHEWAN	CANADA
YT	YUKON TERRITORY	CANADA
OT	JURISDICTIONS OTHER THAN STATES OR PROVINCES OF THE UNITED STATES, CANADA AND MEXICO	N/A

APPENDIX F - HAIR AND EYE COLOR CODES

HAIR COLOR

CODE	LITERAL
BAL	BALD
BLK	BLACK
BLN	BLONDE
BRO	BROWN
GRY	GRAY
RED	RED/AUBURN
SDY	SANDY
WHI	WHITE
UNK	UNKNOWN

EYE COLOR

CODE	LITERAL
BLK	BLACK
BLU	BLUE
BRO	BROWN
GRY	GRAY
GRN	GREEN
HAZ	HAZEL
PNK	PINK
DIC	DICHROMATIC
MAR	MAROON
UNK	UNKNOWN

APPENDIX G – C4 WITHDRAWAL REASON CODES

CODE	LITERAL
200	US FEDERAL COURT (revocation)
201	US FEDERAL COURT (suspension)
202	CORRUPTING ANOTHER WITH DRUGS (revocation)
203	CORRUPTING ANOTHER WITH DRUGS (suspension)
204	TRAFFICKING IN DRUGS (revocation)
205	TRAFFICKING IN DRUGS (suspension)
206	DRUG ABUSE
207	POSSESSION OF DRUG ABUSE INSTRUMENT
208	PERMITTING DRUG ABUSE
209	DRUG PARAPHERNALIA OFFENSE
210	DECEPTION TO OBTAIN DRUGS
211	ILLEGALLY POSSESS DRUG DOCUMENT
212	ABUSING HARMFUL INTOXICANTS
213	TRAFFICKING HARMFUL INTOXICANTS
214	ILLEGAL DISPENSE DRUG SAMPLE
215	COUNTERFEIT CONTROLLED SUBSTANCE
226	CONSPIRACY OF TRAFFICKING
227	MANUFACTURE OF DRUGS OR CULTIVATION OF MARIJUANA
228	FUNDING OF DRUG OR MARIJUANA TRAFFICKING
229	ADMINISTRATION/DISTRIBUTION OF ANABOLIC STEROIDS

APPENDIX H - NAME FIELDS

There are four sub-fields with the same name field. Each sub-field has it's own defined space, therefore, no delimiter are required

LAST NAME Sub-field

The only special character allowed in the LAST NAME sub-field is a hyphen ("-"), which may occurs only once and must be embedded between two alpha characters. i.e., SMITH-JEFFERSON

FIRST NAME Sub-field

The FIRST NAME sub-field does not allow any special characters; only one name or initial is permitted.

MIDDLE NAME Sub-field

The MIDDLE NAME Sub-field will accommodate multiple names or initials. The middle names should be separated by spaces. Space fill if unknown.

SUFFIX Sub-field

Only the defined Suffix Codes may be used

```
JR    - Junior
SR    - Senior
I     - First
II    - Second
III   - Third
IV    - Fourth
V     - Fifth
blank - No Suffix exists for given name
```

IRREGULAR NAME

If a person has only one name, the name must be entered in the LAST NAME Sub-field.

APPENDIX I – BMV BATCH NUMBERS

Do Not start batch numbers with any of the following:

13
14
16
31
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98

APPENDIX J – SUSPENSION CLASS CODES

Class	Literal
1	Definite Period to Life
2	3 Years to Life
3	2 Years to 10 Years
4	1 Year to 5 Years
5	6 Months to 3 Years
6	3 Months to 2 Years
7	Definite Period not to exceed 1 Year
U	Unclassified