

Julie L. Jones
Executive Director

2900 Apalachee Parkway
Tallahassee, Florida 32399-0500
www.flhsmv.gov



Rick Scott
Governor

Pam Bondi
Attorney General

Jeff Atwater
Chief Financial Officer

Adam Putnam
Commissioner of Agriculture

April 25, 2011

TO: Clerks of County Court

FROM: Maureen Johnson, Bureau Chief *M. Johnson*
Motorist Services

SUBJECT: Criminal Financial Obligations Suspensions, Section 322.245(5)

Section 322.245(5), Florida Statutes authorizes Clerks of Court to notify the Department to suspend the license of anyone failing to pay criminal financial obligations. In 2007, the Department implemented an automated process which transmits this data electronically via a TCATS file. Like the D6 TCATS file, the Criminal Financial Obligations TCATS file handles "suspension", "court requirements met" and "clearance" updates to the driver record and can efficiently process this data with few errors. Furthermore, paper submissions are time consuming and an expense to all parties involved.

In an effort to streamline our processes, we will discontinue accepting paper Criminal Financial Obligation suspension notices effective August 1, 2011. Suspension notices transmitted electronically promote greater efficiencies in the overall process; suspensions are added to the record and notices to comply are mailed to the customer quicker than any other process. As of today, only 12 counties have elected to employ this beneficial electronic option. Therefore, we encourage you to take advantage of this automated process as soon as possible.

A file layout, including instructions, is available on our webpage, www.flhsmv.gov/courts. FACC is available to assist you in setting up this process. You may contact FACC via their support help desk at 850-414-2210 or via email at support@flclerks.com. Please direct any questions to the Department through Amy Crowson at (850) 617-2589 or AmyCrowson@flhsmv.gov

TCATS

DHSMV Criminal Financial Obligation Suspension File Format

ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Valid Range	Units	Comments
Record Detail			192						
1	Transaction type	N	1	1	1	M	0-9		2=DL Suspension, 4=Clear Suspension Note: Use 2 to reissue; DHSMV must have restore date on record to reissue.
2	County code	N	2	2	3	M	01-67		TCATS county code, 01=Miami-Dade.
3	Uniform Case Number	A/N	20	4	23	M			OSCA Uniform Case Number Format
4	Clerk Case Number	A	20	24	43	O			Case Number on Clerk Application System
5	DL Number	A/N	13	44	56	C			Driver's license number (1 alpha followed by 12 numerics for Florida licenses). Enter "OOS" for out-of-state licenses within the U.S. and Canada, "NDL" for licenses from other countries. Blank if FL license and number is unknown.
6	Financial obligation amount	Money	9	57	65	M			Financial obligation amount due. Unpaid fees from criminal case resulting in the DL suspension. Format=999999.99 right justified, no commas, no leading zeros, include decimal. The right 2 places are for the cents and the 3 rd position from the right must contain the decimal.
7	Effective Date	Date	10	66	75	M			Effective date of county suspension, Format = "MM/DD/YYYY".
8	Restore Date	Date	10	76	85	C			Date of Suspension clearance, date DL restored. Format = "MM/DD/YYYY". Leave blank if DL is not being restored.
9	Court Type	N	1	86	86	M			1=County;2=Circuit,3=Federal, 4=Magistrate.
10	Driver-First Name	A	16	87	102	C			Mandatory when DL Number (field 3) is blank. Driver's First Name
11	Driver-Middle Name	A	16	103	118	C			Mandatory when DL Number (field 3) is blank. Driver's Middle Name. Blank if driver has no middle name.
12	Driver-Last Name	A	20	119	138	C			Mandatory when DL Number (field 3) is blank. In addition to upper-case alphabetic characters (A-Z), hyphen ("-") and blank are allowed.
13	Driver-Suffix	A/N	1	139	139	C			Mandatory when Driver suffix is known. Violator name suffix: "J" for 'junior', "S" for 'senior', "2" for 'the second', "3" for 'the third', etc.; blank if no suffix in driver's name.
14	Driver-date of birth	Date	10	140	149	M			Driver's date of birth format=MM/DD/YYYY
15	Driver-Race	A	1	150	150	M			W=white, B=black, I=Indian American, O=other.
16	Driver-Sex	A	1	151	151	M			M=Male, F=Female
17	Driver-Mailing Address	A/N	30	152	181	C			Mandatory when DL Number (field 3) is blank. Driver's mailing street address.
18	Driver-Mailing City	A/N	20	182	201	C			Mandatory when DL Number (field 3) is blank. Driver's mailing address city
19	Driver-Mailing State	A	2	202	203	C			Mandatory when DL Number (field 3) is blank. Driver's mailing address state
20	Driver-Mailing Zip-code	A/N	9	204	212	C			Mandatory when DL Number (field 3) is blank. Driver's mailing address zip-code.
21	Reinstatement Fee	A	1	213	213	C			If field 1 is a 4 and the reinstatement fee was collected then the value will be 'Y' else value will be 'N' Note: Must have "Y" and restore date to reinstate driving privilege.
Trailer Record 1			13						(Used only from Counties to FACC)
1	Record Type	A	3	1	3	M			Value = "EOF"
2	Number of Records in file	N	10	4	13	M			Calculated for each transmission as the number of Criminal Financial Obligation Suspension Records in this transmission exclusive of the Header and Trailer records.
Trailer Record 2									(Used only for file from FACC to DHSMV)
1	End of File Label	A	3	1	3	M			VALUE="EOF"
2	Filler	A/N	10	4	13	M			Blanks
3	Record Type	N	2	14	15	M			Value=90
4	Filler	A/N	6	16	21	M			Blanks
5	Creation Date	N	8	22	29	M			Current Date (Format MMDDYYYY)
6	Records Sent	N	6	30	35	M			Number of records in the File (Excluding

DHSMV Criminal Financial Obligation Suspension File Format

ID	Field Description	Data Type	Max Field Size	Start	End	M/O/C	Valid Range	Units	Comments
									Trailer), right-adjusted, zero-filled
7	Records Received	N	6	36	41	M			Always "000000"
8	Filler	A/N	119	42	160	M			Blanks

File Information:

File name = 01000ccyymmdd01cs

File number=01000

ccyymmdd = century(2) year(2) month(2) day(2)

01=file sequence number per day

cs=criminal suspensions file

example: 010002006072801cs

File Staging: Place file in same directory as daily TCATS files.

Appendix F:

Suspension:

A suspension will not be added if there is an open suspension on the driving record with the same case number.

To issue or reissue a suspension send a "2" in field 1, transaction type; DHSMV must have a restore date on the driving record to reissue.

Clearance:

The following chart outlines the fields required to provide notice of compliance to DHSMV:

Clearance Action	Field 1: Transaction Type	Field 8: Restore Date	Field 21: Reinstatement Fee
Clear Prior to Effective Date	4	Clearance Date MM/DD/YYYY	N
Clear Post Effective Date/Court Requirements Met. (No DHSMV Fees Collected)	4	Clearance Date MM/DD/YYYY	N
Clear Post Effective Date/Fee Collected (Note: this will take several days to restore the customers driving privilege)	4	Clearance Date MM/DD/YYYY	Y

TCATS

Daily Financial Obligations Error Report File from DHSMV to FACC (TCATS Central Site)

DHMSV Financial Obligations Error Report File Definition (Fixed Format)					
ID	Field Description	Data Type	Max Field Size	Start	Stop
1	County Code	A/N	2	1	2
2	Filler	A/N	2	3	4
3	Uniform Case Number	A/N	20	5	24
4	Filler	A/N	2	25	26
5	Batch Number	N	8	27	34
6	Filler	A/N	2	35	36
7	Error Message	A/N	30	37	66
8	Filler	A/N	2	67	68
9	Error Item	A/N	30	69	98
10	Filler	A/N	2	99	100
11	Clerk Case Number	A/N	20	101	120
12	Filler	A/N	45	121	165
	Trailer Record				
1	EOF	A/N	3	1	3
2	Filler	A/N	18	4	21
3	Current Date	DATE	8	22	29
4	Number of Records Sent	A/N	6	30	35
5	Filler	A/N	130	36	165