

FACC

Traffic Citation Accounting Transmission System (TCATS) Interface Control Document

Date: 14 September 2009

Document: 5.7.1

Prepared By:

Florida Association of Court Clerks, Inc.
3544 Maclay Blvd.
Tallahassee, Florida 32312

This document includes data that shall not be disclosed outside Florida Association of Court Clerks, Inc., and shall not be duplicated, used, or disclosed – in whole or part – for any purpose other than to support the execution of the specified contract. The data subject to this restriction is contained in all pages.

Project Information

| Document Title | Traffic Citation Accounting Transmission System (TCATS) Interface Control Document | | | | |
|--------------------------|---|-------------|---|---|---|
| Author | Norm Leclair Manager Unisys | | | | |
| To Be Approved By | Norm Leclair Project Manager Unisys | | Russ Curtis Project Manager Florida Association of Court Clerks | | |
| Comments | This is the Interface Control Document for the Traffic Citation Accounting and Transmission System project. | | | | |
| File Name | TCATS_ICD_5_7_1.doc | | | | |
| REVISION HISTORY | | | | | |
| Rev | Section | Type | Date | Author | Remarks |
| 5 | All | New – Draft | 1 May 2001 | Michael Johnston, Bob Dinger, Jeff Ruby | Initial draft version of the Interface Control Document |
| 5.1 | All | Draft | 17 May 2001 | Michael Johnston, Bob Dinger, Jeff Ruby | Revision of the data formats based on the meeting with Russ Curtis, of FACC, on May 16 th and his suggestion to use one standardized citation format for all TCATS processing. |
| 5.2 | All | Draft | 11 June 2001 | Michael Johnston, Bob Dinger, Jeff Ruby | Revision of the data formats based on the comments from DHSMV and two (2) Counties. |
| 5.3 | All | Final | 22 June 2001 | Michael Johnston, Jeff Ruby, Bob Dinger | Revision of the data formats and their corresponding comments based on new comments from DHSMV. |
| 5.4 | All | Final | 6 February 2002 | Denise Bénêteau, Kim Miller | Revision of the data formats and their corresponding comments based on transmissions to DHSMV. |
| 5.5 | All | Final | 14 April 2002 | Denise Bénêteau | Revision of the data formats and their corresponding comments based on new comments from DHSMV and counties. |

| | | | | | |
|-------|-----|-------|---------------|-----------------------------------|--|
| 5.6 | All | Final | 14 March 2003 | Denise Bénéteau, Samantha Kaya | Revision of the data formats and their corresponding comments in order to provide for transmission from FHP SmartCop & to describe error validations more fully. |
| 5.7 | All | Final | 9 May 2006 | Scott Hartsfield Phil Zaidan | Revision of the data formats and their corresponding comments based on new comments from DHSMV and counties. |
| 5.7.1 | All | Final | 14 Sept 2009 | Scott Hartsfield Dana McGee | Revision of Data Element Comments based on new comments from DHSMV. Added new code to D6 Reason. Updated Appendix A and D. |

Table of Contents

| | |
|---|-----------|
| INTERFACE DEFINITION..... | 5 |
| FILE FORMAT DEFINITION | 5 |
| INTERFACE DEFINITION TABLE FORMAT | 5 |
| FIELD JUSTIFICATION AND OPTIONAL FIELDS | 6 |
| FILE NAMING CONVENTION | 6 |
| COUNTY ERROR AND TRANSMISSION REPORTS..... | 6 |
| CITATIONS FROM COUNTIES | 7 |
| CITATION DATA INTERFACE DESCRIPTION..... | 7 |
| CITATION TRANSMITTAL PROCESS..... | 9 |
| CITATION INTERFACE DEFINITION (FIXED LENGTH) | 10 |
| CITATION ERROR REPORT FILE (FIXED LENGTH)..... | 16 |
| DISPOSITIONS FROM COUNTIES | 17 |
| DISPOSITION DATA INTERFACE DESCRIPTION | 17 |
| DISPOSITION TRANSMITTAL PROCESS | 18 |
| DISPOSITION INTERFACE DEFINITION (FIXED LENGTH)..... | 19 |
| DISPOSITION ERROR REPORT FILE (FIXED LENGTH) | 31 |
| CITATIONS FROM FLORIDA HIGHWAY PATROL (FHP)..... | 32 |
| FHP CITATION DATA INTERFACE DESCRIPTION..... | 32 |
| FHP CITATION TRANSMITTAL PROCESS..... | 33 |
| CITATION INTERFACE DEFINITION (VARIABLE LENGTH RECORDS WITH FIELDS SEPARATED BY “[]”)– <i>FROM FHP TO COUNTIES</i> | 34 |
| UNIFORM TRAFFIC CITATIONS (UTC) FROM COUNTIES EXTRACTED FOR DHSMV | 39 |
| DHSMV UTC CITATION DATA INTERFACE DESCRIPTION..... | 39 |
| UTC CITATIONS EXTRACTED FOR DHSMV TRANSMITTAL PROCESS | 39 |
| UTC CITATION INTERFACE DEFINITION– <i>EXTRACTED FOR DHSMV</i> | 40 |
| D6 DATA FORWARDED TO THE DHSMV | 44 |
| DHSMV D6 DATA INTERFACE DESCRIPTION | 44 |
| FORWARDED D6 DATA FOR DHSMV TRANSMITTAL PROCESS..... | 45 |
| D6 INTERFACE DEFINITION– <i>FORWARDED TO DHSMV</i> | 46 |
| ARREST RECORDS EXTRACTED FOR THE DHSMV | 49 |
| ARREST RECORDS INTERFACE DESCRIPTION..... | 49 |
| ARREST RECORDS EXTRACTED FOR DHSMV TRANSMITTAL PROCESS | 49 |
| ARREST RECORD INTERFACE DEFINITION– <i>EXTRACTED FOR DHSMV</i> | 50 |
| APPENDIX A – JURISDICTION NUMBERS | 51 |
| APPENDIX B – DHSMV COUNTY CODES..... | 63 |
| APPENDIX C – TCATS CENTRAL SITE VALIDATION ERRORS..... | 65 |
| APPENDIX D – DUI AND CRIMINAL MANDATORY CONVICTIONS..... | 87 |
| APPENDIX E – SUPPLEMENTAL DISPOSITIONS..... | 92 |

Interface Definition

The interface definitions make it possible to electronically transfer *Citation* data and *Disposition* data, via imported files, from the individual counties to the Florida Association of Court Clerks, Inc. (FACC), which acts as the Central Site. Additionally, they allow for the receipt of citation data from Florida Highway Patrol (FHP) Troop Headquarters and the distribution of them back to the counties; as well as the ability to forward citation, disposition, and D6 data to the Department of Highway Safety and Motor Vehicles (DHSMV). Because the Central Site is only a repository for citation and disposition information provided by the counties and FHP, the input file formats have been designed to allow the data providers the ability to add and correct their data through the use of the "Update Type" code. The Interface Definitions act as conduits between these external entities to allow for the seamless transfer of data between non-standardized sources. The citation and disposition data received from, and subsequently distributed to, the counties can be in either "**fixed length**" or "**delimited**" format. Once a county has specified a format type to the FACC System Administrator, all files received from and sent to that county must be in that selected format.

File Format Definition

There is neither an advantage nor disadvantage when choosing between fixed length or delimited file formats. The format will be clearly delineated by how the data will be extracted from county databases prior to transmitting to the Central Site. The two file formats were identified and created so that the interface could read data that is being transmitted from county systems that are not uniform in protocol.

Interface Definition Table Format

Each Interface Definition table format has the information describing the characteristics of the fields in the table. The field definitions are as follows:

| | |
|-------------------|--|
| ID | Sequential number to identify column |
| Field Description | Description of the contents of column |
| Data Type | Format of data A – Alphabetic characters only A/N – Alphabetic and numeric characters N – Numeric characters only DATE – Numeric digits in specified date format |
| Max Field Size | Length of field |
| Start | Beginning position of field in record |
| End | Ending position of field in record |
| M/O/C | M – Mandatory field to be populated O – Optional field: provide value if available. C – Conditional; field has dependence on another field |
| Comments | Additional information pertinent to field |

Field Justification and Optional Fields

Within the “Data Type” field of the Interface Definition Tables, alphanumeric (A/N) codes must be left justified and filled with blank spaces to the right. Additionally, numeric (N) codes must be right justified and filled with zeros to the left. Optional A/N fields may have blank values in fixed-length format; optional numeric fields should be zero-filled in fixed-length format. In pipe-separated format, an optional field may simply be null.

File Naming Convention

The naming convention of the import file will consist of 15 numerals followed by either “cit”, “dis”, “d6”, or “fhp” respectively, determined by whether the file represents Citations, Dispositions, or D6 data from a county, or imported Florida Highway Patrol Citations. The files exported to the county from TCATS central site, containing new FHP citations, will have their filename ending in “fcit”. Each file that is transmitted to Central Site needs to have a unique filename. If a file with the same filename is already at Central Site the county will be informed of the error and that they will need to rename the file in order to get it processed.

- The first two numerals will be the county number 01 thru 67; while FHP Troops A thru J will use numbers 71 thru 80, respectively.
- The next three numerals will be the agency number 000 thru 999 (use 000 when the file originates from or is assigned to a county).
- The next eight numerals will be the date in the format YYYYMMDD.
- The next two numerals will be a sequence number to uniquely identify each file generated for the above date. This will always start with 01 for the first file for this date and be incremented by one if additional files are created on the same day.
- A typical file name would either look like “010002001011301cit”, “010002001011301dis”, “010002001011301d6”, “710002001011301fhp”, or “010002001011301fcit”.

County Error and Transmission Reports

The loading of a citation or a disposition file at TCATS central site will result in the creation of two error files and three transmittal report files. The two error files have the same file name as the file which was loaded, with the addition of a file extension .rpt (error message report from load) and .log (database errors in load due to invalid data in fields, e.g. invalid date). If the load gave no errors, these files will contain a message stating that no errors occurred. Example of file name: the imported file named “010002006011301cit” would produce an error report file named 010002006011301cit.rpt, and a database load error file named 010002006011301cit.log. The three transmittal report files show which citations were sent to DHSMV in the ARR, UTC and D6 files for that day. The filename will include the county number, date and file type with an .rpt extension. An example of the filename is 0120061006arr.rpt

The loading of the ARR, UTC and D6 files at DHSMV will create three error files. The three error files will be sent to the counties via TCATS Central Site. The filename sent to the counties will consist of the county number, “dhs”, the date the file was sent from DHSMV, the file type (i.e D6, UTC, and ARR) and an .rpt extension, an example of the filename is “01dhs20060929utc.rpt”.

Citations From Counties

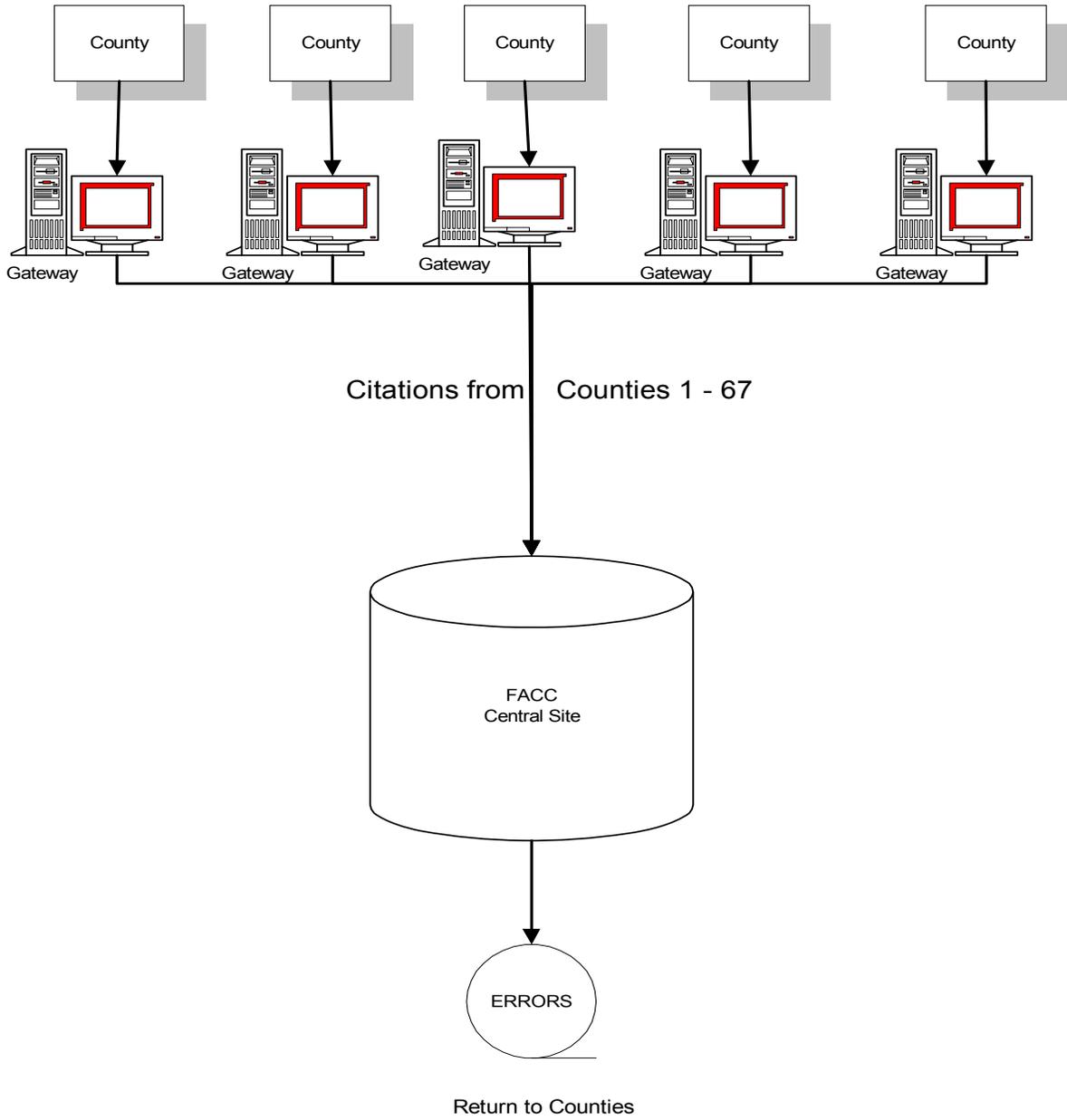
Citation Data Interface Description

The process of transmitting a citation to the Central Site (FACC) is as follows:

- A citation should be transmitted to Central Site at least twice: once when it is first entered in the county (with update type “ADD”, and with “A”ctive status in field 120), and once when it is disposed (with update type “UPDATE”, and with “I”nactive status in field 120). Failure to send a citation update with inactive status will result in an error in the disposition load, since the UTC file transmitted to DHSMV requires the most up-to-date information for the citation.
- To begin the process, the county or agency will put the citation into one of the two file formats (Fixed Length or “|” Delimited Length), after having specified to the FACC System Administrator which file format will be used when going live. For files that are to be formatted in the fixed length convention, sizes and positions of data fields are listed in the *Citation Interface Definition (Fixed length)* table. For files that are to be formatted in the delimited length convention, fields will be separated by the “|” character, and are listed in the *Citation Interface Definition (Variable length records with fields separated by “|”)* table. A copy of *Citation Interface Definition (Variable length records with fields separated by “|”)* table can be obtained by contacting the FACC System Administrator.
- Each record within the file must have an “update type” established, i.e. either an “ADD,” “UPDATE,” or “DELETE” (A, U, or D, respectively). Establishing an update type will determine the action taken by the interface with respect to the incoming file. An “A,” for “add,” is used to identify a new citation being imported that has not already been incorporated into the Central Site database. An “update,” identified by the “U” type code, is used to identify an update or modification to an existing citation and will consequently replace the existing citation with the new information. A “delete,” or “D,” identifies a citation that was previously sent in error and will be deleted from the Central Site database. Additionally, if the record is established as an “ADD”, the program will ensure there are no matching records in the citation history table, to avoid duplication. However, if the record is established as an “UPDATE” or “DELETE”, the interface will check for the existing matching citation to either update (replace) or delete the record. If no existing matching citation is found for an “UPDATE”, the citation will be treated as an “ADD”.
- Upon completion of these steps, the file will be sent from the county’s gateway to the central site and be loaded in one of two methods (Automatic or Manual). The files submitted by individual counties will be placed into the “Input” directory. All citations will be loaded automatically unless there are notable reasons why the file should be loaded manually, with central site System Administrators making the decision as to when to manually load the file.
- Finally, the file will be checked for errors. For instance, if an attempt is made to add a citation that currently exists, or a citation record contains invalid data, then an error file will be generated listing the citation that caused the error and sent back to the county for correction. The error file format is shown below; the file name will be the same as the input file, but with an extension “.rpt”.

- The file may also generate errors during the database load step; if so, the database error file (original file name followed by an extension “.log”) will show the records which gave an error, and indicate the nature of the error. Errors in this file often indicate a programming problem or lack of validation, and these should be given particular attention to avoid a recurrence of the error.
- The data sent to Central Site in the citation file will be used in the input to the arrest records extracted for DHSMV (when a new citation is added) and to the UTC extract for DHSMV (when a citation is disposed).
- All errors that a county receives from either Central Site or DHSMV should be corrected in the following manner: A record with an update type of “delete,” or “D” needs to be transmitted. It is important that this record is followed by a record with an update type of “add,” or “A” in order to ensure that the record is retransmitted to DHSMV.
- The County does electronically receive their DHSMV error reports directly from Central Site.

Citation Transmittal Process



Citation Interface Definition (Fixed Length)

The Citation Interface (Fixed Length) will be used to transmit citation information electronically from a county to TCATS central site.

| | | | | | | | |
|----|----------------------|------|----|-----|-----|---|--|
| | | | | | | | |
| 1 | Update Type | A | 1 | 1 | 1 | M | "A" indicates a new citation addition, "U" identifies an existing citation to be updated within the database, and "D" is typically used to identify a citation that has errored out at DHSMV and needs to be deleted. |
| 2 | Citation Number | A/N | 7 | 2 | 8 | M | No hyphens will be accepted. Example: "12345AB" is correct, as opposed to "12345-AB". The citation must have a valid format: it must be 7 characters long, the first 4 characters must be numeric, the last character must be upper-case alphabetic. |
| 3 | Check Digit | A/N | 1 | 9 | 9 | O | The check digit for the citation. It must be either a numeric digit, or the letter "X"; it may be left blank if unknown. |
| 4 | County Number | N | 2 | 10 | 11 | M | DHSMV county number where violation occurred (values 01-67, see Appendix B) NUMBER ONLY – Right justify the number, fill with Zeros to the left. The county number in the data must match the county number in the file name. |
| 5 | Jurisdiction Number | N | 2 | 12 | 13 | M | Jurisdiction Number of the location where violation occurred. See Appendix A for city numbers and county seat numbers. Use number for county seat if violation occurred in an unincorporated area. NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 6 | City Name | A/N | 20 | 14 | 33 | O | Full name of city where violation occurred. |
| 7 | Issue Agency Type | A/N | 1 | 34 | 34 | M | Agency Type (e.g. 1=FHP, 2=city police, 3=sheriff's office, 4=other) |
| 8 | Issue Agency Code | N | 2 | 35 | 36 | O | Use Agency Type, zero-filled. |
| 9 | Issue Agency Name | A/N | 20 | 37 | 56 | C | Agency Name: required if agency type =2 or 4. |
| 10 | Day of Week | A/N | 4 | 57 | 60 | O | Up to 4 char abbreviation for day of week (Mon, Tues, Wed, Thur, Fri, Sat, Sun, or values can be upshifted) |
| 11 | Offense Date | DATE | 10 | 61 | 70 | M | Format: MM/DD/YYYY Ex. 07/07/2001. Future dates will be rejected. |
| 12 | Offense Time | DATE | 5 | 71 | 75 | C | Format HH:MM Ex. 08:30; "00000" if unknown. If violation code(field 75) is 523 then time must be provided. |
| 13 | Offense Time (am/pm) | A/N | 1 | 76 | 76 | C | Values "A"=am, "P"=pm, or blank if unknown. . If violation code (field 75) is 523 then time must be provided. |
| 14 | Driver – First Name | A | 20 | 77 | 96 | M | |
| 15 | Driver – Middle Name | A | 20 | 97 | 116 | C | Blank if driver has no middle name, otherwise provide value. |
| 16 | Driver – Last Name | A | 30 | 117 | 146 | M | In addition to upper-case alphabetic characters (A-Z), hyphen ("-") and blank are allowed. |

| | | | | | | | |
|----|----------------------------------|------|----|-----|-----|---|---|
| | | | | | | | |
| 17 | Driver – Suffix | A/N | 1 | 147 | 147 | O | Violator name suffix: “J” for ‘junior’, “S” for ‘senior’, “2” for ‘the second’, “3” for ‘the third’, etc.; leave blank if no suffix in driver’s name or if driver’s name is “the first”. |
| 18 | Street Address | A/N | 30 | 148 | 177 | C | Driver’s street address. Field is required if license number (field 28) is not provided, or if license is from out of state. Only characters allowed are A-Z, 0-9, “#” (number sign), “-” (hyphen), “/” (forward slash, needed for half-numbers in address), and blank. Use “GENERAL DELIVERY” if unknown. |
| 19 | Address diff than Driver License | A/N | 1 | 178 | 178 | O | ‘Y’ if address different than on driver license |
| 20 | City | A/N | 20 | 179 | 198 | C | Driver’s address (city). Field is required if license number (field 28) is not provided, or if license is from out of state. Use County Seat where citation was issued if not known. |
| 21 | State of Driver’s Address | A/N | 2 | 199 | 200 | C | Driver’s address state code (See Appendix A). Field is required if license number (field 28) is not provided, or if license is from out of state. Use value ‘CD’ for Canadian addresses (all provinces); use ‘FF’ for other foreign countries and toll citations on businesses. |
| 22 | Zip Code | A/N | 9 | 201 | 209 | C | Driver’s address (zip code). Field is required if license number (field 28) is not provided, or if license is from out of state. Value “00000” may be used if zip is unknown. |
| 23 | Telephone | A/N | 10 | 210 | 219 | O | 10 digits, no hyphen Ex. 8502985600 |
| 24 | Birth Date | DATE | 10 | 220 | 229 | C | Format: MM/DD/YYYY Ex. 07/07/2001; all zeros if unknown and a Field 28 has a value. Field is required if license number (field 28) is not provided, or if license is from out of state, if unknown use default Date of Birth of ‘01/01/1900’. |
| 25 | Race | A/N | 1 | 230 | 230 | O | W – White, B – Black, I – Indian American, A – Asian, H – Hispanic, O - other |
| 26 | Sex | A/N | 1 | 231 | 231 | C | M or F; blank if unknown. Field is required if license number (field 28) is not provided, or if license is from out of state. |
| 27 | Height | A/N | 3 | 232 | 234 | O | Only numbers, Ex. 6’10” should be 610 |
| 28 | Driver License Number | A/N | 25 | 235 | 259 | C | Full license number, excluding hyphens. Leave blank if unknown (values “NONE”, “NOT CARRIED”, etc. are not valid). A Florida driver’s license, if non-blank, must be either 12 or 13 characters long, may not contain any embedded spaces, and must conform to the following Soundex criteria: first character must be upper-case alpha, characters 2-4 must be numeric and no higher than 6, a zero in character 2 or 3 must be followed by a zero, remaining characters must be numeric. Soundex criteria on driver’s last name, birthdate, and sex, will also be used to validate the driver’s license. |
| 29 | Driver License State | A/N | 2 | 260 | 261 | C | Must be provided if field 28 is not blank; may be provided even if field 28 is blank (to indicate state of license even if license # is unknown). Blank value will default to “FL” if field 21 is set to “FL”. Use value ‘CD’ for Canadian licenses (all provinces); use ‘FF’ for other foreign countries and toll citations on businesses (See Appendix A). |

| | | | | | | | |
|----|-----------------------------|------|----|-----|-----|---|--|
| | | | | | | | |
| 30 | Driver License Class | A/N | 4 | 262 | 265 | M | Specify the class(values 'A', 'B', 'C', 'D', 'E', 'O' or 'U' for unknown). |
| 31 | Driver License Expire Year | DATE | 4 | 266 | 269 | O | Format: YYYY Ex. 2001; "0000" if unknown |
| 32 | Commercial Vehicle Code | A/N | 1 | 270 | 270 | C | 'Y' for yes if commercial vehicle; blank otherwise. |
| 33 | Vehicle Year | DATE | 4 | 271 | 274 | O | Format: YYYY Ex. 2001; "0000" if unknown |
| 34 | Vehicle Make | A/N | 15 | 275 | 289 | O | Ex: "FORD", "GM" |
| 35 | Vehicle Style | A/N | 10 | 290 | 299 | O | Ex: "TRUCK" |
| 36 | Vehicle Color | A/N | 7 | 300 | 306 | O | |
| 37 | Hazardous Materials | A/N | 1 | 307 | 307 | C | 'Y' for yes, or leave field blank |
| 38 | Vehicle Tag Number | A/N | 10 | 308 | 317 | O | NO HYPHENS – ONLY CHARACTERS |
| 39 | Vehicle Trailer Tag Number | A/N | 10 | 318 | 327 | O | NO HYPHENS - ONLY CHARACTERS |
| 40 | Vehicle State | A/N | 2 | 328 | 329 | O | |
| 41 | Vehicle Tag Expiration Year | DATE | 4 | 330 | 333 | O | Format: YYYY Ex. 2001; "0000" if unknown |
| 42 | Companion Citation | A/N | 1 | 334 | 334 | O | 'Y' for yes or leave blank |
| 43 | Violation Location | A/N | 35 | 335 | 369 | O | Brief descr. Of viol. location |
| 44 | Distance – Feet | N | 5 | 370 | 374 | O | Violation location: distance in feet from a landmark. NUMBER ONLY – Right justify the number, fill with Zeros to the left; all zeros if N/A |
| 45 | Distance – Miles | N | 5 | 375 | 379 | O | Violation location: distance in miles from nearest town. NUMBER ONLY – Right justify the number, fill with Zeros to the left; all zeros if N/A |
| 46 | Direction N | A/N | 1 | 380 | 380 | O | Violation location: 'N' for North, or leave field blank |
| 47 | Direction S | A/N | 1 | 381 | 381 | O | Violation location: 'S' for South, or leave field blank |
| 48 | Direction E | A/N | 1 | 382 | 382 | O | Violation location: 'E' for East, or leave field blank |
| 49 | Direction W | A/N | 1 | 383 | 383 | O | Violation location: 'W' for West, or leave field blank |
| 50 | Of Node | N | 10 | 384 | 393 | O | Identification of node (required on UTC by some counties). NUMBER ONLY – Right justify the number, fill with Zeros to the left; all zeros if N/A. |
| 51 | Actual Speed | N | 3 | 394 | 396 | C | NUMBER ONLY – Right justify the number, fill with Zeros to the left; "000" if N/A. Required for speeding violations where posted speed is exceeded. |
| 52 | Posted Speed | N | 2 | 397 | 398 | C | NUMBER ONLY – Required for speeding violations where posted speed is exceeded. "00" if N/A |
| 53 | Hwy 4 Lane | A/N | 1 | 399 | 399 | O | 'Y' for yes, or leave field blank |
| 54 | Hwy Interstate | A/N | 1 | 400 | 400 | O | 'Y' for yes, or leave field blank |
| 55 | Violation – Careless | A/N | 1 | 401 | 401 | O | 'Y' for yes, or leave field blank |
| 56 | Violation – Device | A/N | 1 | 402 | 402 | O | 'Y' for yes, or leave field blank |
| 57 | Violation – ROW | A/N | 1 | 403 | 403 | O | 'Y' for yes, or leave field blank |
| 58 | Violation – Lane | A/N | 1 | 404 | 404 | O | 'Y' for yes, or leave field blank |
| 59 | Violation – Passing | A/N | 1 | 405 | 405 | O | 'Y' for yes, or leave field blank |
| 60 | Violation Child Restraint | A/N | 1 | 406 | 406 | O | 'Y' for yes, or leave field blank |
| 61 | Violation – DUI | A/N | 1 | 407 | 407 | O | 'Y' for yes, or leave field blank |
| 62 | Alcohol Level | A/N | 4 | 408 | 411 | C | No decimal point should be present; a blood alcohol level of .080% may be represented as either "080 " with a trailing blank, or "0080". Blank for non-DUI violations, non-alcohol DUI violations, refused blood alcohol test, or if level not provided. |
| 63 | Violation Seatbelt | A/N | 1 | 412 | 412 | O | 'Y' for yes, or leave field blank |

| | | | | | | | |
|----|-------------------------------------|-------|----|-----|-----|---|---|
| | | | | | | | |
| 64 | Violation – Equipment | A/N | 1 | 413 | 413 | O | If improper or unsafe equipment, enter 'Y' for Yes |
| 65 | Violation - Tag Expired | A/N | 1 | 414 | 414 | O | 'Y' for yes, or leave field blank |
| 66 | Violation Tag – Less | A/N | 1 | 415 | 415 | O | Tag expired for 6 months or less 'Y' for yes, or leave field blank |
| 67 | Violation Tag – More | A/N | 1 | 416 | 416 | O | Tag expired longer than 6 months 'Y' for yes, or leave field blank |
| 68 | Violation – Insurance | A/N | 1 | 417 | 417 | O | No proof of insurance 'Y' for yes, or leave field blank |
| 69 | Violation – Expired Driver License | A/N | 1 | 418 | 418 | O | 'Y' for yes, or leave field blank |
| 70 | Violation – Exp Dr. License. Less | A/N | 1 | 419 | 419 | O | Driver license expired 4 months or less: 'Y' for yes, or leave field blank |
| 71 | Violation – Exp Dr. License. More | A/N | 1 | 420 | 420 | O | Driver license expired more than 4 months: 'Y' for yes, or leave field blank |
| 72 | Violation – No Valid Driver License | A/N | 1 | 421 | 421 | O | License not valid, 'Y' or leave blank |
| 73 | Violation – Suspended License. | A/N | 1 | 422 | 422 | O | Driving w/ suspended/revoked license 'Y' for yes, or leave blank |
| 74 | Other Comments | A/N | 90 | 423 | 512 | O | |
| 75 | Violation – Code | N | 3 | 513 | 515 | M | The DHSMV violation code for the offense (see DHSMV's Appendix C). |
| 76 | FL DL Edit Override | A | 1 | 516 | 516 | C | A value of "Y" to override the TCATS Central Site Florida Driver's License edit, this is ONLY for citations that have previously had a Florida DL # error from TCATS. Blank otherwise. |
| 77 | State Statute Indicator | A/N | 1 | 517 | 517 | M | In violation of state statute, should always be 'Y' for yes. |
| 78 | Section | A/N | 11 | 518 | 528 | C | Chapter & Section Code if State Statute is 'Y'. Chapter should occupy first 3 positions, followed by section (e.g. "316183"). |
| 79 | Sub – Section | A/N | 11 | 529 | 539 | C | Required if the specified section has subsection(s). Parentheses and Periods are not allowed: e.g. "3c1" not "(3)(c).1". Letters must be lowercase. |
| 80 | Crash – Y | A/N | 1 | 540 | 540 | C | 'Y' for yes, or leave field blank |
| 81 | Crash – N | A/N | 1 | 541 | 541 | C | 'N' for no, or leave field blank |
| 82 | Property Damage – Y | A/N | 1 | 542 | 542 | C | 'Y' for yes, or leave field blank |
| 83 | Property Damage – N | A/N | 1 | 543 | 543 | C | 'N' for no, or leave field blank |
| 84 | Property Damage Amount | MONEY | 6 | 544 | 549 | O | NO DECIMALS, whole dollar amounts; all zeros if N/A |
| 85 | Injury – Y | A/N | 1 | 550 | 550 | C | 'Y' for yes, or leave field blank |
| 86 | Injury – N | A/N | 1 | 551 | 551 | C | 'N' for no, or leave field blank |
| 87 | Serious Injury – Y | A/N | 1 | 552 | 552 | C | 'Y' for yes, or leave field blank |
| 88 | Serious Injury – N | A/N | 1 | 553 | 553 | C | 'N' for no, or leave field blank |
| 89 | Fatal Injury – Y | A/N | 1 | 554 | 554 | C | 'Y' for yes, or leave field blank |
| 90 | Fatal Injury – N | A/N | 1 | 555 | 555 | C | 'N' for no, or leave field blank |
| 91 | Method of Arrest | N | 1 | 556 | 556 | O | 1 – Visual 3 – Radar 4 – Aircraft 5 – Laser Use value '1' if radar or aircraft is not specified by law enforcement officer in Comments box. Value can be zero if method of arrest is completely unknown, or it can be defaulted to 1. |

| | | | | | | | |
|-----|-----------------------------------|-------|----|-----|-----|---|--|
| | | | | | | | |
| 92 | Criminal Viol. Court App Required | A/N | 1 | 557 | 557 | O | Indicates that this is a criminal violation which requires a court appearance: 'Y' for yes, or leave blank. |
| 93 | Infraction Court App Required | A/N | 1 | 558 | 558 | O | Indicates that this is an infraction which requires a court appearance: 'Y' for yes, or leave blank. |
| 94 | Infraction No Court App Required | A/N | 1 | 559 | 559 | O | Indicates that this is an infraction which does not require a court appearance: 'Y' for yes, or leave blank. |
| 95 | Court Date | DATE | 10 | 560 | 569 | O | Format: MM/DD/YYYY Ex. 07/07/2001; zeros if N/A |
| 96 | Court Time | DATE | 5 | 570 | 574 | O | Format HH:MM Ex. 08:30; "00000" if N/A |
| 97 | Court Name | A/N | 30 | 575 | 604 | O | |
| 98 | Court Address 1 | A/N | 50 | 605 | 654 | O | |
| 99 | Court City | A/N | 20 | 655 | 674 | O | |
| 100 | Court State | A/N | 2 | 675 | 676 | O | |
| 101 | Court Zip | A/N | 9 | 677 | 685 | O | |
| 102 | Arrest Delivered To | A/N | 22 | 686 | 707 | O | Place arrested person taken to. |
| 103 | Arrest Delivered Date | DATE | 10 | 708 | 717 | O | Format: MM/DD/YYYY Ex. 07/07/2001; zeros if N/A |
| 104 | Officer Rank | A/N | 10 | 718 | 727 | O | |
| 105 | Officer – First Name | A/N | 15 | 728 | 742 | O | |
| 106 | Officer – Middle Name | A/N | 15 | 743 | 757 | O | |
| 107 | Officer – Last Name | A/N | 20 | 758 | 777 | | |
| 108 | Officer – Badge Number | A/N | 10 | 778 | 787 | O | |
| 109 | Officer ID | N | 5 | 788 | 792 | O | NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 110 | Trooper Unit | A/N | 15 | 793 | 807 | O | |
| 111 | BAL .08 or Above | A/N | 1 | 808 | 808 | C | 'Y' if driver surrendered to test of alcohol level, and if the BAL measured .080 or above, as indicated in the box 'Driving with an unlawful blood alcohol level' on the Florida DUI uniform traffic citation; blank otherwise |
| 112 | DUI Refuse | A/N | 1 | 809 | 809 | C | 'Y' if driver refused test of alcohol level, or leave field blank |
| 113 | DUI license surrendered – Yes | A/N | 1 | 810 | 810 | C | 'Y' if driver surrendered their license to the arresting officer, or leave field blank |
| 114 | DUI license surrendered – No | A/N | 1 | 811 | 811 | C | 'N' if driver did not surrender their license to the arresting officer, or leave field blank |
| 115 | DUI license RSN | A/N | 20 | 812 | 831 | C | Reason license NOT surrendered |
| 116 | DUI eligible – Y | A/N | 1 | 832 | 832 | C | 'Y' if eligible for 30-day temporary permit, or leave field blank |
| 117 | DUI eligible – N | A/N | 1 | 833 | 833 | C | 'N' if not eligible for 30-day temporary permit (defendant may not drive), or leave field blank |
| 118 | DUI eligible – RSN | A/N | 20 | 834 | 853 | C | Reason NOT eligible for permit |
| 119 | DUI BAR off | A/N | 20 | 854 | 873 | C | Location of the Administrative Reviews office |
| 120 | Status | A/N | 1 | 874 | 874 | M | "A" is for active citations "I" is for inactive citations "D" is for deleted citations |
| 121 | Aggressive Driver Flag | A | 1 | 875 | 875 | M | Value "Y" for aggressive careless driver citation, N otherwise. |
| 122 | Criminal indicator | A | 1 | 876 | 876 | O | Value 'Y' if this is a criminal violation, 'N' if a civil violation. This field is required for online payment of traffic fines via IPAS; it can be blank otherwise. |
| 123 | Fine amount | MONEY | 7 | 877 | 883 | O | Fine amount on citation (for civil violations only); format 9999.99 (decimal point required). Zero if not known or for criminal violations. This field is required for online payment of traffic fines via IPAS. |

| | | | | | | | |
|---|-------------------|-----|----|----|----|---|---|
| 1 | End of file label | A | 3 | 1 | 3 | M | Value "EOF" |
| 2 | Separator | A/N | 1 | 4 | 4 | M | Value " " ('pipe' symbol) |
| 3 | Number of records | N | 11 | 5 | 15 | M | Number of records in file (not including trailer), right-adjusted, blank-filled |
| 4 | Final separators | A/N | 2 | 16 | 17 | M | Value " " (2 pipe symbols) |

Citation Error Report File (Fixed Length)

One Citation Error Report File will be created for each imported citation file, and will be transmitted to the originating county of the citation file so that errors can be corrected and citations can be retransmitted to TCATS central site. This file is always in fixed-length format. For a list of possible error messages, see TCATS Appendix C in this document.

| Citation Error Report File Definition (Fixed Length) | | | | | | | |
|--|-------------------|-----------|----------------|-------|-----|-------|--|
| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
| 1 | Update Type | A | 1 | 1 | 1 | M | The update type which was used in the input citation file ("A" - Add, "U" - Update, "D" - Delete). |
| 2 | Filler | A | 1 | 2 | 2 | O | Blank |
| 3 | Citation Number | A/N | 7 | 3 | 9 | M | The citation number from the input citation file. |
| 4 | Check Digit | A/N | 1 | 10 | 10 | M | The check digit for the citation from the input file. |
| 5 | Filler | A | 1 | 11 | 11 | O | Blank |
| 6 | County Number | N | 2 | 12 | 13 | M | DHSMV county number from the input citation file |
| 7 | Filler | A | 1 | 14 | 14 | O | Blank |
| 8 | Error message | A/N | 80 | 15 | 94 | M | Error message identifying the cause of the error |

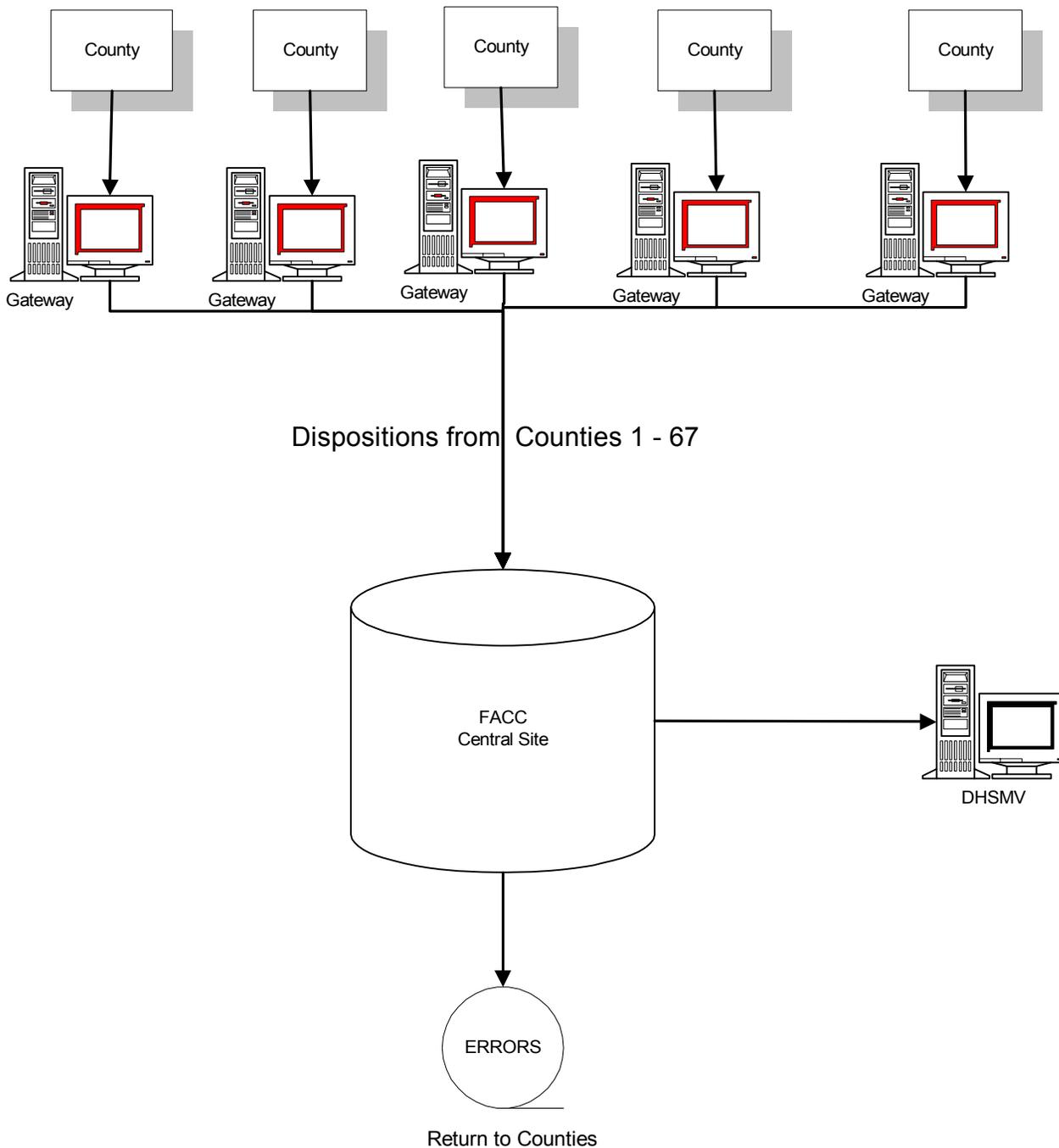
Dispositions From Counties

Disposition Data Interface Description

The process of sending a disposition to the Central Site (FACC) is as follows:

- To begin the process, the county or agency will put the disposition into one of the two file formats (Fixed Length or “|” Delimited Length), after having specified to the FACC System Administrator which file format will be used when going live. For files that are to be formatted in the fixed length convention, sizes and positions of data fields are listed in the *Disposition Interface Definition (Fixed Length)* table. For files that are to be formatted in the delimited length convention, fields will be separated by the “|” character, and are listed in the *Disposition Interface Definition (Variable length records with fields separated by “|”)* table. A copy of *Disposition Interface Definition (Variable length records with fields separated by “|”)* table can be obtained by contacting the FACC System Administrator.
- The files submitted by individual counties will be placed into the “Input” directory. Each record within the file must have an “update type” of an “ADD,” or “A”. An “A,” for “add,” is used to identify a new disposition or supplemental disposition being imported that has not already been inserted into the Central Site database. Additionally, if the record is established as an “ADD”, the program will ensure there are no matching records in the disposition history table, to avoid replication.
- Upon completion of these steps, the file will be sent from the county’s gateway to central site and be loaded in one of two methods (Automatic or Manual). All dispositions submitted from individual counties will be loaded automatically unless there are notable reasons why the file needs to be loaded manually, with central site System Administrators making the decision as to when to manually load the file.
- Finally, the file will be checked for errors. For instance, if an attempt to add an original disposition that currently exists, then an error file will be generated with the disposition that caused the error and sent back to the county for correction. The error file will be formatted as described below in the “Disposition Error Report File; it will have the same filename as the file sent by the county, but with a “.rpt” extension, indication that it is an error report file.
- The data sent to Central Site in the disposition file will be used (with the citation data) in the input to the UTC extract which is sent to DHSMV for disposed citations. Since the citation data is essential to this process, it is important that an updated citation record be sent to TCATS central site at the same time as the disposition is sent.
- The County does electronically receive their DHSMV error reports directly from Central Site.

Disposition Transmittal Process



Disposition Interface Definition (Fixed Length)

The Disposition Interface (Fixed Length) will be used to transmit citation information electronically from a county to TCATS central site. Because the counties can send up to thirty distributions for the disbursements of the citation fine, the following fields are repeated thirty times for distributions: Account, Entitlement Amount, Actual Amount, and Reason for Difference.

| Disposition Interface Definition (Fixed Length) | | | | | | | |
|---|-----------------------|---------------------------|----------------|-------|-----|-------|--|
| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
| 1 | Update Type | A/N | 1 | 1 | 1 | M | "A" indicates a new disposition/supplemental disposition addition. |
| 2 | Citation Number | A/N | 7 | 2 | 8 | M | No hyphens will be accepted. Example: "12345AB" is correct, as opposed to "12345-AB". |
| 3 | Case Number | A/N | 20 | 9 | 28 | O | |
| 4 | Docket Number | A/N | 20 | 29 | 48 | O | |
| 5 | Disposition Type | N | 4 | 49 | 52 | M | NUMBER ONLY – Right justify the number, fill with Zeros to the left. Use value "0001" when a citation is first disposed, increase number to "0002" for a supplemental disposition record. Subsequent supplemental dispositions may continue to use "0002". |
| 6 | Disposition Date | DATE | 10 | 53 | 62 | M | Format = MM/DD/YYYY Ex. 10/10/2001 |
| 7 | Disposition Amount | MONEY | 7 | 63 | 69 | O | Total fines and fees for this offense; format = 9999.99, no comma, Include decimal. The right 2 places are for the cents, the 3rd position from the right must contain the decimal. |
| 8 | Next Disposition Date | DATE | 10 | 70 | 79 | O | Date of next disposition event, e.g. if there is a partial payment and the next payment is due on this date. Format = MM/DD/YYYY Ex. 10/10/2001 |
| 9 | Disposition Days | N | 3 | 80 | 82 | O | Number of days until the next disposition event, e.g. next payment is due in 30 days. Format = 999 NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 10 | Payment Amount | MONEY | 7 | 83 | 89 | C | Amount paid by violator. Mandatory if payment received for disposition of this citation. Format = 9999.99 No comma, Include decimal. The right 2 places are for the cents, the 3rd position from the right must contain the decimal. |
| 11 | Payment Type | N | 4 | 90 | 93 | O | Payment type (may use any convenient county-defined code); or leave all zeros |
| 12 | Payment Date | DATE | 10 | 94 | 103 | O | Format = MM/DD/YYYY Ex. 10/10/2001 |
| 13 | Payment Time | TIME HOUR TO SECOND | 8 | 104 | 111 | O | Format = XX:XX:XX Ex. 09:15:31 |
| 14 | Process Date | DATE | 10 | 112 | 121 | O | Date disposition entered into local traffic management system. Format = MM/DD/YYYY Ex. 10/10/2001 |

| Disposition Interface Definition (Fixed Length) | | | | | | | |
|---|------------------------|-----------|----------------|-------|-----|-------|--|
| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
| 15 | County Number | N | 2 | 122 | 123 | M | DHSMV county number (see Appendix B) NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 16 | Statute Number | A/N | 11 | 124 | 134 | O | |
| 17 | Subsection | A/N | 11 | 135 | 145 | O | Subsections cannot contain a parenthesis, periods and letters must be lowercase. Ex. "(a)" will not be accepted. |
| 18 | Statutory Fine | MONEY | 7 | 146 | 152 | O | Format = 9999.99 No comma, Include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 19 | Actual Fine | MONEY | 7 | 153 | 159 | C | Court ordered fine amount. Mandatory if fine amount is associated with violation. Format = 9999.99 No comma, Include decimal. The right 2 places are for the cents, the 3rd position from the right must contain the decimal. |
| 20 | Reason for Difference | N | 4 | 160 | 163 | O | Values:0000 = no difference, 0001 = fine reduced because defendant elected to attend traffic school, 0002 = credit given for community service or jail time, 0003 - fine set by court, 9999 = other. NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 21 | SSN | N | 9 | 164 | 172 | O | If unknown, value is all zeros ("000000000") |
| 22 | Violation Code | N | 3 | 173 | 175 | M | DHSMV violation code derived from statute according to DHSMV's Appendix C list. |
| 23 | Disposition County | N | 2 | 176 | 177 | M | DHSMV county number where case is disposed (could be different from field 15 if the disposition occurs in a county other than the county the citation occurred in). See Appendix B for county numbers. |
| 24 | Disposition City | N | 2 | 178 | 179 | M | City number where the fine was paid or the case adjudicated (see Appendix A for city codes.) |
| 25 | Court Type | N | 1 | 180 | 180 | M | 1 = County; 2 = Circuit; 3 = Federal; 4 = Magistrate/Hearing Officer |
| 26 | Department Court Code | A/N | 1 | 181 | 181 | C | Suspension/revocation by court or departmental action. Allow C (=court) or D (=departmental) or Blank. Must be provided for DUI offenses. Otherwise leave blank. See Appendix D of ICD for full details. |
| 27 | Court Time | A/N | 1 | 182 | 182 | C | Length of suspension/revocation. Must be non-blank for DUI offenses; values 1 (1 year), 6 (6 months), M (maximum), N (minimum), X (any other time period recommended by the court). See Appendix D of ICD for full details. |
| 28 | Represented by Counsel | A/N | 1 | 183 | 183 | C | Must be provided for DUI offenses. 1 = Represented; 2 = Counsel Waived; Blank = Unknown. |

| Disposition Interface Definition (Fixed Length) | | | | | | | |
|---|------------------------------|-----------|----------------|-------|-----|-------|--|
| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
| 29 | Disposition Verdict | A/N | 1 | 184 | 184 | M | This field triggers the sending of a UTC disposition record to DHSMV. 1=guilty, 2=not guilty, 3=dismissed, 4=paid fine or civil penalty, 6=estreated or forfeited bond, 7=adjudication withheld on all criminal FS 322.34 only, 8=nolle prosequi, 9=adjudged delinquent (juvenile), A=adjudication withheld by judge, B=other, C=adjudication withheld by clerk (school election), D=adjudication withheld by clerk (plea Nolo Contendere and proof of compliance). |
| 30 | Court Sentence | N | 1 | 185 | 185 | C | Only enter a value if field 29 is "1". 0=no sentence, 1=served time, 2=sentence withheld or suspended, 3=probation, 4=traffic school, 5=fine and/or costs, 6=license action only, 7=other, 9=incarceration. |
| 31 | Supplemental Code | A/N | 1 | 186 | 186 | C | "S" is used to send a change to a disposition which was sent previously. Blank otherwise. |
| 32 | Type of Trial | N | 1 | 187 | 187 | M | 0 = No trial; 1 = Jury; 2 = Non-jury |
| 33 | Reexam | A/N | 1 | 188 | 188 | C | Value "Y" for reexam, blank otherwise. |
| 34 | Court Revocation/ Suspension | N | 1 | 189 | 189 | C | See Appendix D of ICD: 0=no action, 1=suspension, 2=revocation, 3=revocation, 4=fatality. Must be present for a criminal violation which requires a mandatory license suspension or revocation (usual value is 3 except for violation codes 147, 446, 447, 162; values 1 and 2 are only used to add the statement "SUSP/REV DIRECTED BY THE COURT" to the individual's record); zero for DUI violations (revocation info for DUI is in fields 26, 27); zero for all other criminal violations. |
| 35 | Length of License Revocation | N | 7 | 190 | 196 | C | Format yymmddd, e.g. 1000000=10 years, 0012000=12 months, 0000365=365 days. Must be present for a criminal violation which requires a mandatory license suspension or revocation; value is zeros otherwise. Value is zeros if field 34 is '4'. If field 27 is 'X', this field must have a value greater than 179 days. See Appendix D of ICD for full details. |
| 36 | License Received Flag | A/N | 1 | 197 | 197 | O | Value "Y" if license was confiscated, blank otherwise. |
| 37 | Date Received | DATE | 10 | 198 | 207 | O | Format = MM/DD/YYYY Ex. 10/10/2001 |
| 38 | Receipt Number | A/N | 12 | 208 | 219 | O | Unique Identifier of the Distributions |
| 39 | Fund Account 1 | A/N | 5 | 220 | 224 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 40 | Entitlement Amount | MONEY | 9 | 225 | 233 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |

| Disposition Interface Definition (Fixed Length) | | | | | | | |
|---|-----------------------|-----------|----------------|-------|-----|-------|--|
| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
| 41 | Actual Amount | MONEY | 9 | 234 | 242 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 42 | Reason for Difference | N | 4 | 243 | 246 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left. Values:0000 = no difference, 0001 = fine reduced because defendant elected to attend traffic school, 0002 = credit given for community service or jail time, 0003 - fine set by court, 9999 = other |
| 43 | Fund Account 2 | A/N | 5 | 247 | 251 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 44 | Entitlement Amount | MONEY | 9 | 252 | 260 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 45 | Actual Amount | MONEY | 9 | 261 | 269 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 46 | Reason for Difference | N | 4 | 270 | 273 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 47 | Fund Account 3 | A/N | 5 | 274 | 278 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 48 | Entitlement Amount | MONEY | 9 | 279 | 287 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 49 | Actual Amount | MONEY | 9 | 288 | 296 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 50 | Reason for Difference | N | 4 | 297 | 300 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 51 | Fund Account 4 | A/N | 5 | 301 | 305 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 52 | Entitlement Amount | MONEY | 9 | 306 | 314 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 53 | Actual Amount | MONEY | 9 | 315 | 323 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |

| Disposition Interface Definition (Fixed Length) | | | | | | | |
|---|-----------------------|-----------|----------------|-------|-----|-------|--|
| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
| 54 | Reason for Difference | N | 4 | 324 | 327 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 55 | Fund Account 5 | A/N | 5 | 328 | 332 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 56 | Entitlement Amount | MONEY | 9 | 333 | 341 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 57 | Actual Amount | MONEY | 9 | 342 | 350 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 58 | Reason for Difference | N | 4 | 351 | 354 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 59 | Fund Account 6 | A/N | 5 | 355 | 359 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 60 | Entitlement Amount | MONEY | 9 | 360 | 368 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 61 | Actual Amount | MONEY | 9 | 369 | 377 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 62 | Reason for Difference | N | 4 | 378 | 381 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 63 | Fund Account 7 | A/N | 5 | 382 | 386 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 64 | Entitlement Amount | MONEY | 9 | 387 | 395 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 65 | Actual Amount | MONEY | 9 | 396 | 404 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 66 | Reason for Difference | N | 4 | 405 | 408 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 67 | Fund Account 8 | A/N | 5 | 409 | 413 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 68 | Entitlement Amount | MONEY | 9 | 414 | 422 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |

| Disposition Interface Definition (Fixed Length) | | | | | | | |
|---|-----------------------|-----------|----------------|-------|-----|-------|---|
| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
| 69 | Actual Amount | MONEY | 9 | 423 | 431 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 70 | Reason for Difference | N | 4 | 432 | 435 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 71 | Fund Account 9 | A/N | 5 | 436 | 440 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 72 | Entitlement Amount | MONEY | 9 | 441 | 449 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 73 | Actual Amount | MONEY | 9 | 450 | 458 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 74 | Reason for Difference | N | 4 | 459 | 462 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 75 | Fund Account 10 | A/N | 5 | 463 | 467 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 76 | Entitlement Amount | MONEY | 9 | 468 | 476 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 77 | Actual Amount | MONEY | 9 | 477 | 485 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 78 | Reason for Difference | N | 4 | 486 | 489 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 79 | Fund Account 11 | A/N | 5 | 490 | 494 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 80 | Entitlement Amount | MONEY | 9 | 495 | 503 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 81 | Actual Amount | MONEY | 9 | 504 | 512 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 82 | Reason for Difference | N | 4 | 513 | 516 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |

| Disposition Interface Definition (Fixed Length) | | | | | | | |
|---|-----------------------|-----------|----------------|-------|-----|-------|--|
| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
| 83 | Fund Account 12 | A/N | 5 | 517 | 521 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 84 | Entitlement Amount | MONEY | 9 | 522 | 530 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 85 | Actual Amount | MONEY | 9 | 531 | 539 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 86 | Reason for Difference | N | 4 | 540 | 543 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 87 | Fund Account 13 | A/N | 5 | 544 | 548 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 88 | Entitlement Amount | MONEY | 9 | 549 | 557 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 89 | Actual Amount | MONEY | 9 | 558 | 566 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 90 | Reason for Difference | N | 4 | 567 | 570 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 91 | Fund Account 14 | A/N | 5 | 571 | 575 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 92 | Entitlement Amount | MONEY | 9 | 576 | 584 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 93 | Actual Amount | MONEY | 9 | 585 | 593 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 94 | Reason for Difference | N | 4 | 594 | 597 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 95 | Fund Account 15 | A/N | 5 | 598 | 602 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 96 | Entitlement Amount | MONEY | 9 | 603 | 611 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |

| Disposition Interface Definition (Fixed Length) | | | | | | | |
|---|-----------------------|-----------|----------------|-------|-----|-------|--|
| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
| 97 | Actual Amount | MONEY | 9 | 612 | 620 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 98 | Reason for Difference | N | 4 | 621 | 624 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 99 | Fund Account 16 | A/N | 5 | 625 | 629 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 100 | Entitlement Amount | MONEY | 9 | 630 | 638 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 101 | Actual Amount | MONEY | 9 | 639 | 647 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 102 | Reason for Difference | N | 4 | 648 | 651 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 103 | Fund Account 17 | A/N | 5 | 652 | 656 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 104 | Entitlement Amount | MONEY | 9 | 657 | 665 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 105 | Actual Amount | MONEY | 9 | 666 | 674 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 106 | Reason for Difference | N | 4 | 675 | 678 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 107 | Fund Account 18 | A/N | 5 | 679 | 683 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 108 | Entitlement Amount | MONEY | 9 | 684 | 692 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 109 | Actual Amount | MONEY | 9 | 693 | 701 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 110 | Reason for Difference | N | 4 | 702 | 705 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 111 | Fund Account 19 | A/N | 5 | 706 | 710 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |

| Disposition Interface Definition (Fixed Length) | | | | | | | |
|---|-----------------------|-----------|----------------|-------|-----|-------|---|
| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
| 112 | Entitlement Amount | MONEY | 9 | 711 | 719 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 113 | Actual Amount | MONEY | 9 | 720 | 728 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 114 | Reason for Difference | N | 4 | 729 | 732 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 115 | Fund Account 20 | A/N | 5 | 733 | 737 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 116 | Entitlement Amount | MONEY | 9 | 738 | 746 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 117 | Actual Amount | MONEY | 9 | 747 | 755 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 118 | Reason for Difference | N | 4 | 756 | 759 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 119 | Fund Account 21 | A/N | 5 | 760 | 764 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 120 | Entitlement Amount | MONEY | 9 | 765 | 773 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 121 | Actual Amount | MONEY | 9 | 774 | 782 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 122 | Reason for Difference | N | 4 | 783 | 786 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 123 | Fund Account 22 | A/N | 5 | 787 | 791 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 124 | Entitlement Amount | MONEY | 9 | 792 | 800 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |

| Disposition Interface Definition (Fixed Length) | | | | | | | |
|---|-----------------------|-----------|----------------|-------|-----|-------|--|
| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
| 125 | Actual Amount | MONEY | 9 | 801 | 809 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 126 | Reason for Difference | N | 4 | 810 | 813 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 127 | Fund Account 23 | A/N | 5 | 814 | 818 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 128 | Entitlement Amount | MONEY | 9 | 819 | 827 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 129 | Actual Amount | MONEY | 9 | 828 | 836 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 130 | Reason for Difference | N | 4 | 837 | 840 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 131 | Fund Account 24 | A/N | 5 | 841 | 845 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 132 | Entitlement Amount | MONEY | 9 | 846 | 854 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 133 | Actual Amount | MONEY | 9 | 855 | 863 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 134 | Reason for Difference | N | 4 | 864 | 867 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 135 | Fund Account 25 | A/N | 5 | 868 | 872 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 136 | Entitlement Amount | MONEY | 9 | 873 | 881 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 137 | Actual Amount | MONEY | 9 | 882 | 890 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 138 | Reason for Difference | N | 4 | 891 | 894 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 139 | Fund Account 26 | A/N | 5 | 895 | 899 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |

| Disposition Interface Definition (Fixed Length) | | | | | | | |
|---|-----------------------|-----------|----------------|-------|-----|-------|--|
| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
| 140 | Entitlement Amount | MONEY | 9 | 900 | 908 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 141 | Actual Amount | MONEY | 9 | 909 | 917 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 142 | Reason for Difference | N | 4 | 918 | 921 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 143 | Fund Account 27 | A/N | 5 | 922 | 926 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 144 | Entitlement Amount | MONEY | 9 | 927 | 935 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 145 | Actual Amount | MONEY | 9 | 936 | 944 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 146 | Reason for Difference | N | 4 | 945 | 948 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 147 | Fund Account 28 | A/N | 5 | 949 | 953 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 148 | Entitlement Amount | MONEY | 9 | 954 | 962 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 149 | Actual Amount | MONEY | 9 | 963 | 971 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 150 | Reason for Difference | N | 4 | 972 | 975 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 151 | Fund Account 29 | A/N | 5 | 976 | 980 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 152 | Entitlement Amount | MONEY | 9 | 981 | 989 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 153 | Actual Amount | MONEY | 9 | 990 | 998 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |

| Disposition Interface Definition (Fixed Length) | | | | | | | |
|---|---------------------------------|-----------|----------------|-------|------|-------|--|
| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
| 154 | Reason for Difference | N | 4 | 999 | 1002 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 155 | Fund Account 30 | A/N | 5 | 1003 | 1007 | O | The code of Accounts the citations are disbursed to (can use county's internal code). |
| 156 | Entitlement Amount | MONEY | 9 | 1008 | 1016 | O | Expected distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 157 | Actual Amount | MONEY | 9 | 1017 | 1025 | O | Actual distribution amount to account. Format = 999999.99 No comma, include decimal. The right 2 places are for the cents. And the 3rd position from the right must contain the decimal. |
| 158 | Reason for Difference | N | 4 | 1026 | 1029 | O | Reason Code for difference in amount NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 159 | Length of Interlock Restriction | N | 7 | 1030 | 1036 | C | Format yymmddd, e.g. 1000000=10 years, 0012000=12 months, 0000365=365 days. Must be present for a DUI offense which requires an interlock device restriction; value is zeros otherwise. Reckless reduced from DUI must be a companied by a court order and cannot be sent through TCATS. |
| TRAILER RECORD | | | | | | | |
| 1 | End of file label | A | 3 | 1 | 3 | M | Value "EOF" |
| 2 | Separator | A/N | 1 | 4 | 4 | M | Value " " ('pipe') |
| 3 | Number of records | N | 11 | 5 | 15 | M | Number of records in file (excluding trailer record), right-justified |
| 4 | Separators | A/N | 2 | 16 | 17 | M | Value " " (2 pipe symbols) |

Disposition Error Report File (Fixed Length)

One Disposition Error Report File will be created for each imported disposition file, and will be transmitted to the originating county of the disposition file so that errors can be corrected and dispositions can be retransmitted to TCATS central site. This file is always in fixed-length format. For a list of possible error messages, see TCATS Appendix C in this document.

| Disposition Error Report File Definition (Fixed Length) | | | | | | | |
|---|---------------------|-----------|----------------|-------|-----|-------|--|
| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
| 1 | Update Type | A | 1 | 1 | 1 | M | The update type which was used in the input disposition file ("A" - Add, "U" – Update, "D"- Delete). |
| 2 | Filler | A | 1 | 2 | 2 | O | Blank |
| 3 | Citation Number | A/N | 7 | 3 | 9 | M | The citation number from the input disposition file. |
| 4 | Check Digit | A/N | 1 | 10 | 10 | M | The check digit for the citation from the input file. |
| 5 | Filler | A | 1 | 11 | 11 | O | Blank |
| 6 | Disposition type | N | 4 | 12 | 15 | M | Disposition type from input disposition file |
| 7 | Supplemental Code | A | 1 | 16 | 16 | O | "S" if a supplemental disposition, blank otherwise |
| 8 | Disposition Date | DATE | 10 | 17 | 26 | M | Disposition date from input file (format MM/DD/YYYY) |
| 9 | Filler | A | 1 | 27 | 27 | O | Blank |
| 10 | Disposition Verdict | A/N | 1 | 28 | 28 | M | Verdict from input file (values 1 to 9 or A to D) |
| 11 | Filler | A | 1 | 29 | 29 | O | Blank |
| 12 | Case Number | A | 20 | 30 | 49 | O | Case number from input file |
| 13 | County Number | N | 2 | 50 | 51 | M | DHSMV county number from input file |
| 14 | Filler | A | 1 | 52 | 52 | O | Blank |
| 15 | Error message | A/N | 80 | 53 | 132 | M | Error message identifying the cause of the error |

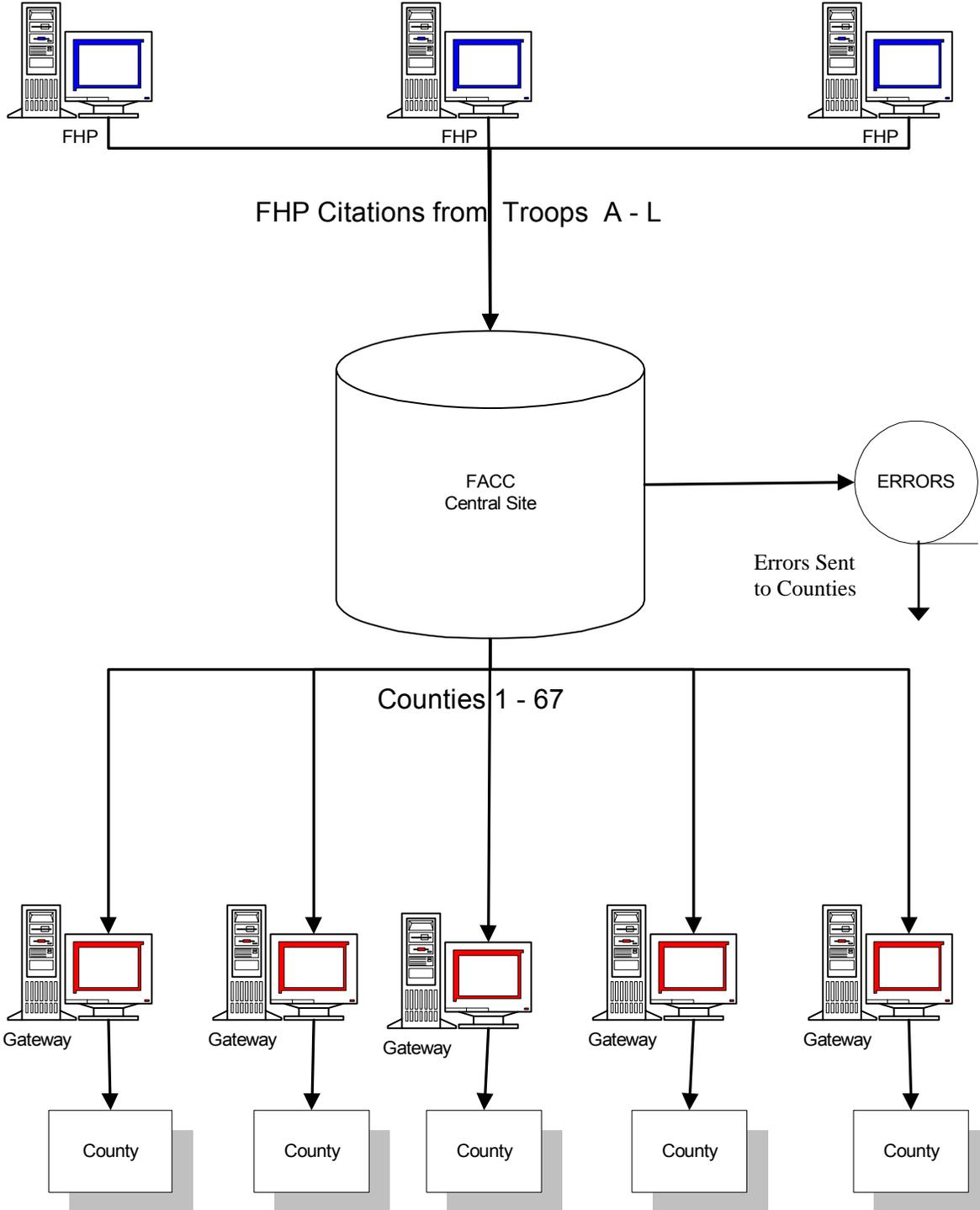
Citations From Florida Highway Patrol (FHP)

FHP Citation Data Interface Description

The process of sending a citation to Central Site (FACC) is as follows.

- To begin the process, the FHP will put the citation into the “|” Delimited Length file format. For the delimited length convention, fields will be separated by the “|” character, and are listed in the *Citation Interface Definition (Variable length records with fields separated by “|”)* table.
- Each record within the file must have an “update type” established of “A”dd. Establishing an update type will determine the action taken by the interface with respect to the incoming file. An “A,” for “add,” is used to identify a new citation being imported that has not already been incorporated into the Central Site database. The program will ensure there are no matching records in the citation history table, to avoid replication.
- Finally, the file will be checked for errors. For instance, if an attempt to add a citation that currently exists, then an error file will be generated with the citation that caused the error and sent to the county in which the citation was written and the county will contact FHP to correct the error. The error file will be formatted exactly like the citation error file sent to the county (see Citation Error Report File above). It will have a “.frpt” extension, indicating it as an FHP error report file.
- Once the file has been processed, a new file will be created and sent to the county that the original citation was written in. The file will have “fcit” and the end of the file name to indicate it is a citation file from FHP. This file will also be formatted in a fixed or delimited format, based on the counties specification.
- Please contact FACC if your county would like a “|” Delimited or Fixed layout that can be specifically used by your local agencies.

FHP Citation Transmittal Process



**Citation Interface Definition (Variable length records with fields separated by "|")–
From FHP to Counties**

The Citation Interface (Variable Length) will have the ability to electronically deliver Florida Highway Patrol citations to the counties.

| Citation Interface Definition (Variable length records with fields separated by " ") From FHP To Counties | | | | | |
|--|----------------------------------|------------------|-----------------------|--------------|---|
| ID | Field Description | Data Type | Max Field Size | M/O/C | Comments |
| 1 | Update Type | A | 1 | M | "A" indicates a new citation addition. |
| 2 | Citation Number | A/N | 7 | M | No hyphens will be accepted. Example: "12345AB" is correct, as opposed to "12345-AB". The citation must have a valid format: it must be 7 characters long, the first 4 characters must be numeric, the last character must be upper-case alphabetic. |
| 3 | Check Digit | A/N | 1 | M | The check digit for the citation. It must be either a numeric digit, or the letter "X"; it may be left blank if unknown. |
| 4 | County Number | N | 2 | M | DHSMV county number where violation occurred, values 01-67 (see Appendix B) NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 5 | Jurisdiction Number | N | 2 | M | Jurisdiction Number of the location where violation occurred. See Appendix A for city numbers. Use "00" if violation occurred in an unincorporated area, or not listed in Appendix A. NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 6 | City Name | A/N | 20 | O | |
| 7 | Issue Agency Type | A/N | 1 | M | Agency Type (1=FHP) |
| 8 | Issue Agency Code | N | 2 | O | Agency Code (same as Agency Type) |
| 9 | Issue Agency Name | A/N | 20 | C | Agency Name |
| 10 | Day of Week | A/N | 4 | O | Up to 4 char abbreviation for day of week (MOND, TUES, WEDN, THUR, FRID, SATU, SUND) |
| 11 | Offense Date | DATE | 10 | M | Format: MM/DD/YYYY Ex. 07/07/2001 |
| 12 | Offense Time | DATE | 5 | M | Format HH:MM Ex. 08:30 |
| 13 | Offense Time (am/pm) | A/N | 1 | M | A=AM, P=PM, null if unknown |
| 14 | Driver – First Name | A | 20 | M | The only characters allowed are upper-case alphabetic characters (A-Z) |
| 15 | Driver – Middle Name | A | 20 | C | Blank or null if driver has no middle name, otherwise provide value. |
| 16 | Driver – Last Name | A | 30 | M | The only characters allowed are upper-case alphabetic characters (A-Z), hyphen ('-'), or blank |
| 17 | Driver – Suffix | A/N | 1 | O | Violator name suffix. Use "J" for 'junior,' "S" for 'senior,' "2" for 'the second' "3" for 'the third', etc.; leave blank if no suffix in driver's name or if drivers name is "the first". |
| 18 | Street Address | A/N | 30 | C | Field is required if license number (field 28) is not provided, or if license is from out of state. The only characters allowed are upper-case alphabetic characters (A-Z), numeric (0-9), blank, and special characters '#', '-', and '/' (number sign, hyphen, and forward slash). Use "GENERAL DELIVERY" if unknown. |
| 19 | Address diff than Driver License | A/N | 1 | O | 'Must be 'Y' if driver's address is different than on driver license; blank or null otherwise |
| 20 | City | A | 20 | C | Field is required if license number (field 28) is not provided, or if license is from out of state. . Use County Seat where citation was issued if not known. |

**Citation Interface Definition (Variable length records with fields separated by "|")
From FHP To Counties**

| ID | Field Description | Data Type | Max Field Size | M/O/C | Comments |
|----|----------------------------|-----------|----------------|-------|---|
| 21 | State of Driver's Address | A/N | 2 | C | Driver's address state code (See Appendix A). Field is required if license number (field 28) is not provided, or if license is from out of state. Use value 'CD' for Canadian addresses (all provinces); use 'FF' for other foreign countries and toll citations on businesses. |
| 22 | Zip Code | A/N | 9 | C | Field is required if license number (field 28) is not provided, or if license is from out of state. Value "00000" may be used if zip is unknown. |
| 23 | Telephone | A/N | 10 | O | 10 digits, no hyphen Ex. 8502985600 |
| 24 | Birth Date | DATE | 10 | C | Format: MM/DD/YYYY Ex. 07/07/2001. Field is required if license number (field 28) is not provided, or if license is from out of state. If unknown use default date of birth of '01/01/1900'. |
| 25 | Race | A/N | 1 | O | W – White, B – Black, I –Indian American, A – Asian, H – Hispanic, O - other |
| 26 | Sex | A/N | 1 | C | M or F. Field is required if license number (field 28) is not provided, or if license is from out of state. |
| 27 | Height | A/N | 3 | O | Only numbers, Format: First Digit = Feet, Digits 2 and 3 = Inches, 6'10" should be 610 |
| 28 | Driver License Number | A/N | 21 | O | Full license number, excluding hyphens. Leave null if unknown (values "NONE", "NOT CARRIED", etc. are not valid). |
| 29 | Driver License State | A/N | 2 | C | Must be provided if field 28 is not null; may be provided even if field 28 is null (to indicate state of license even if license # is unknown). Blank or null will default to "FL". Use value 'CD' for Canadian licenses (all provinces); use 'FF' for other foreign countries and toll citations on businesses.. |
| 30 | Driver License Class | A/N | 4 | M | Specify the class(values 'A', 'B', 'C', 'D', 'E', 'O' or 'U' for unknown). |
| 31 | Driver License Expire Year | DATE | 4 | O | Format: YYYY Ex. 2001 |
| 32 | Commercial Vehicle Code | A/N | 1 | C | 'Y' for yes if commercial vehicle |
| 33 | Vehicle Year | DATE | 4 | C | Format: YYYY Ex. 2001 Required if a vehicle was involved in the offense; may be left blank for pedestrian or bicycle offenses. |
| 34 | Vehicle Make | A/N | 15 | C | Ex: "FORD", "GM" Required if a vehicle was involved in the offense; may be left blank for pedestrian or bicycle offenses. |
| 35 | Vehicle Style | A/N | 10 | C | Ex: "TRUCK", "4DR", "2DR", "SUV" Required if a vehicle was involved in the offense; may be left blank for pedestrian or bicycle offenses. |
| 36 | Vehicle Color | A/N | 7 | C | Required if a vehicle was involved in the offense; may be left blank for pedestrian or bicycle offenses. |
| 37 | Hazardous Materials | A/N | 1 | C | 'Y' for yes, or leave field blank |
| 38 | Vehicle Tag Number | A/N | 10 | C | NO HYPHENS – ONLY CHARACTERS. Required if a vehicle was involved in the offense; may be left blank for pedestrian, bicycle, or no tag offenses. |
| 39 | Vehicle Trailer Tag Number | A/N | 10 | C | NO HYPHENS - ONLY CHARACTERS. Required if a vehicle was involved in the offense; may be left blank for pedestrian, bicycle, or no tag offenses. |
| 40 | Vehicle State | A/N | 2 | C | Required if a vehicle was involved in the offense; may be left blank for pedestrian or bicycle |

**Citation Interface Definition (Variable length records with fields separated by "|")
From FHP To Counties**

| ID | Field Description | Data Type | Max Field Size | M/O/C | Comments |
|----|------------------------------------|-----------|----------------|-------|---|
| 41 | Vehicle Tag Expiration Year | DATE | 4 | C | Format: YYYY Ex. 2001 Required if a vehicle was involved in the offense; may be left blank for pedestrian, bicycle, or no tag offenses. |
| 42 | Companion Citation | A/N | 1 | O | Use value 'Y' if any companion citation(s) issued at the same time; blank or null otherwise. |
| 43 | Violation Location | A/N | 35 | O | Brief descr. Of viol. Location |
| 44 | Distance – Feet | N | 5 | O | NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 45 | Distance – Miles | N | 5 | O | NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 46 | Direction N | A/N | 1 | O | 'N' for North, or leave field blank |
| 47 | Direction S | A/N | 1 | O | 'S' for South, or leave field blank |
| 48 | Direction E | A/N | 1 | O | 'E' for East, or leave field blank |
| 49 | Direction W | A/N | 1 | O | 'W' for West, or leave field blank |
| 50 | Of Node | N | 10 | O | NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 51 | Actual Speed | N | 3 | C | NUMBER ONLY – Right justify the number, fill with Zeros to the left. Required for speeding violations where posted speed is exceeded. |
| 52 | Posted Speed | N | 2 | C | NUMBER ONLY –Required for speeding violations where posted speed is exceeded. |
| 53 | Hwy 4 Lane | A/N | 1 | O | 'Y' for yes, or leave field blank |
| 54 | Hwy Interstate | A/N | 1 | O | 'Y' for yes, or leave field blank |
| 55 | Violation – Careless | A/N | 1 | O | 'Y' for yes, or leave field blank |
| 56 | Violation – Device | A/N | 1 | O | 'Y' for yes, or leave field blank |
| 57 | Violation – Row | A/N | 1 | O | 'Y' for yes, or leave field blank |
| 58 | Violation – Lane | A/N | 1 | O | 'Y' for yes, or leave field blank |
| 59 | Violation – Passing | A/N | 1 | O | 'Y' for yes, or leave field blank |
| 60 | Violation - Child | A/N | 1 | O | 'Y' for yes, or leave field blank |
| 61 | Violation – DUI | A/N | 1 | O | 'Y' for yes, or leave field blank |
| 62 | Alcohol Level | A/N | 4 | C | No decimal point should be present; a blood alcohol level of .080% may be represented as either "080 " with a trailing blank, or "0080". Blank for non-DUI violations, non-alcohol DUI violations, refused blood alcohol test, or if level not provided |
| 63 | Violation Seatbelt | A/N | 1 | O | 'Y' for yes, or leave field blank |
| 64 | Violation – Equipment | A/N | 1 | O | If improper or unsafe equipment, enter 'Y' for yes |
| 65 | Violation - Tag Expired | A/N | 1 | O | 'Y' for yes, or leave field blank |
| 66 | Violation Tag – Less | A/N | 1 | C | Tag expired for 6 months or less: 'Y' indicates yes, blank or null otherwise (if field 65 is 'Y', either this field or field 67 must have a value). |
| 67 | Violation Tag – More | A/N | 1 | C | Tag expired more than 6 months: 'Y' for yes, blank or null otherwise (if field 65 is 'Y', either this field or field 66 must have a value). |
| 68 | Violation – Insurance | A/N | 1 | O | No proof of insurance 'Y' for yes, or leave field blank |
| 69 | Violation – Expired Driver License | A/N | 1 | O | 'Y' for yes, or leave field blank |
| 70 | Violation – Exp Dr. License. Less | A/N | 1 | C | Driver license expired 4 months or less:'Y' indicates yes, blank or null otherwise (if field 69 is 'Y', either this field or field 71 must have a value). |

**Citation Interface Definition (Variable length records with fields separated by "|")
From FHP To Counties**

| ID | Field Description | Data Type | Max Field Size | M/O/C | Comments |
|----|------------------------------------|-----------|----------------|-------|---|
| 71 | Violation – Exp Dr. License. More | A/N | 1 | C | Driver license expired more than 4 months: 'Y' indicates yes, blank or null otherwise (if field 69 is 'Y', either this field or field 70 must have a value). |
| 72 | Violation – Invalid Driver License | A/N | 1 | O | License not valid, 'Y' or leave blank |
| 73 | Violation – Suspended License. | A/N | 1 | O | Driving w/ suspended/revoked license 'Y' for yes, or leave blank |
| 74 | Other Comments | A/N | 90 | O | |
| 75 | Violation – Code | N | 3 | M | Derived formula from Statute. The DHSMV violation code for the offense (See DHSMV 's Appendix C). |
| 76 | Filler | A/N | 1 | O | Blank |
| 77 | State Statute Indicator | A/N | 1 | M | In violation of state statute 'Y' for yes |
| 78 | Section | A/N | 11 | M | Chapter and section (required if State Statute Indicator above is 'Y'). Do not include subsection in this field. First 3 characters must be chapter, followed by section; e.g. '316187'. |
| 79 | Sub – Section | A/N | 11 | C | Subsection of Florida statute (required if State Statute Indicator above is 'Y' and if the specified section has subsection(s). Parentheses and periods are not allowed; e.g. '3c1', not '(3)(c)(1)'. Letters must be lower case. |
| 80 | Crash – Y | A/N | 1 | C | 'Y' for yes, or leave field blank (if blank, field 81 must have a value). |
| 81 | Crash – N | A/N | 1 | C | 'N' for no, or leave field blank (if blank, field 80 must have a value). |
| 82 | Property Damage – Y | A/N | 1 | C | 'Y' for yes, or leave field blank (if blank field 83 must have a value). |
| 83 | Property Damage – N | A/N | 1 | C | 'N' for no, or leave field blank (if blank field 82 must have a value). |
| 84 | Property Damage Amount | MONEY | 6 | O | NO DECIMALS, whole dollar amounts. |
| 85 | Injury – Y | A/N | 1 | C | 'Y' for yes, or leave field blank (if blank field 86 must have a value). |
| 86 | Injury – N | A/N | 1 | C | 'N' for no, or leave field blank (if blank field 85 must have a value). |
| 87 | Serious Injury – Y | A/N | 1 | C | 'Y' for yes, or leave field blank (if blank field 88 must have a value). |
| 88 | Serious Injury – N | A/N | 1 | C | 'N' for no, or leave field blank (if blank field 87 must have a value). |
| 89 | Fatal Injury – Y | A/N | 1 | C | 'Y' for yes, or leave field blank (if blank field 90 must have a value). |
| 90 | Fatal Injury – N | A/N | 1 | C | 'N' for no, or leave field blank (if blank field 89 must have a value). |
| 91 | Method of Arrest | N | 1 | C | 1 – Visual 3 – Radar 4 – Aircraft 5 – Laser Required if arresting agency is FHP. |
| 92 | Criminal Viol. Court App Required | A/N | 1 | O | Indicates that this is a criminal violation which requires a court appearance: 'Y' for yes, or leave blank. If 'Y' then fields 93 and 94 must be blank. |

| Citation Interface Definition (Variable length records with fields separated by " ") From FHP To Counties | | | | | |
|--|----------------------------------|-----------|----------------|-------|---|
| ID | Field Description | Data Type | Max Field Size | M/O/C | Comments |
| 93 | Infraction Court App Required | A/N | 1 | O | Indicates that this is an infraction which requires a court appearance: 'Y' for yes, or leave blank. If 'Y' then fields 92 and 94 must be blank. |
| 94 | Infraction Court No App Required | A/N | 1 | O | Indicates that this is an infraction which does not require a court appearance: 'Y' for yes, or leave blank. If 'Y' then fields 92 and 93 must be blank |
| 95 | Court Date | DATE | 10 | O | Format: MM/DD/YYYY Ex. 07/07/2001 |
| 96 | Court Time | DATE | 5 | O | Format HH:MM Ex. 08:30 |
| 97 | Court Name | A/N | 30 | O | |
| 98 | Court Time (am/pm) | A | 1 | C | A=AM, P=PM, null if unknown |
| 99 | Court Address 1 | A/N | 50 | O | |
| 100 | Court City | A/N | 20 | O | |
| 101 | Court State | A/N | 2 | O | |
| 102 | Court Zip | A/N | 9 | O | |
| 103 | Arrest Delivered To | A/N | 22 | O | Place arrested person taken to. |
| 104 | Arrest Delivered Date | DATE | 10 | O | Format: MM/DD/YYYY Ex. 07/07/2001 |
| 105 | Trooper Rank | A/N | 10 | O | |
| 106 | Trooper – First Name | A/N | 15 | M | |
| 107 | Trooper – Middle Name | A/N | 15 | O | |
| 108 | Trooper – Last Name | A/N | 20 | M | |
| 109 | Trooper – Badge Number | A/N | 10 | M | |
| 110 | Trooper ID | N | 5 | M | NUMBER ONLY – Right justify the number, fill with Zeros to the left |
| 111 | Trooper Unit | A/N | 15 | O | |
| 112 | BAL .08 or Above | A/N | 1 | C | 'Y' for yes, or leave field blank |
| 113 | DUI Refuse | A/N | 1 | C | 'Y' for yes, or leave field blank |
| 114 | DUI license surrendered – Yes | A/N | 1 | C | 'Y' for yes, or leave field blank |
| 115 | DUI license surrendered – No | A/N | 1 | C | 'N' for no, or leave field blank |
| 116 | DUI license RSN | A/N | 20 | C | Reason license NOT surrendered |
| 117 | DUI eligible – Y | A/N | 1 | C | 'Y' for yes, or leave field blank |
| 118 | DUI eligible – N | A/N | 1 | C | 'N' for no, or leave field blank |
| 119 | DUI eligible – RSN | A/N | 20 | C | Reason NOT eligible for permit |
| 120 | DUI BAR off | A/N | 20 | C | Location of Administrative Reviews office |
| 121 | Status | A/N | 1 | M | "A" is for active citations |
| 122 | Aggressive Driver Flag | A | 1 | M | Value "Y" for aggressive driver citation (road rage), N otherwise. |
| 123 | Criminal indicator | A | 1 | M | Value 'Y' if this is a criminal violation, 'N' if a civil violation. |
| 124 | Fine amount | MONEY | 7 | M | Fine amount on citation (for civil violations only); format 9999.99 (decimal point required). Null if not known or for criminal violations. |
| 125 | Form Version | A/N | 25 | O | |
| 126 | Issue Date | DATE | 10 | O | Issue Date of citation to violator. Format: MM/DD/YYYY Ex. 07/07/2001 |
| TRAILER RECORD (FROM FHP TO TCATS CENTRAL SITE ONLY) | | | | | |
| 1 | End of file label | A | 3 | M | Value "EOF" |
| 2 | Number of records | N | 11 | M | Number of records in file (not including trailer) |
| 3 | Null field | A/N | 1 | M | Value always null |

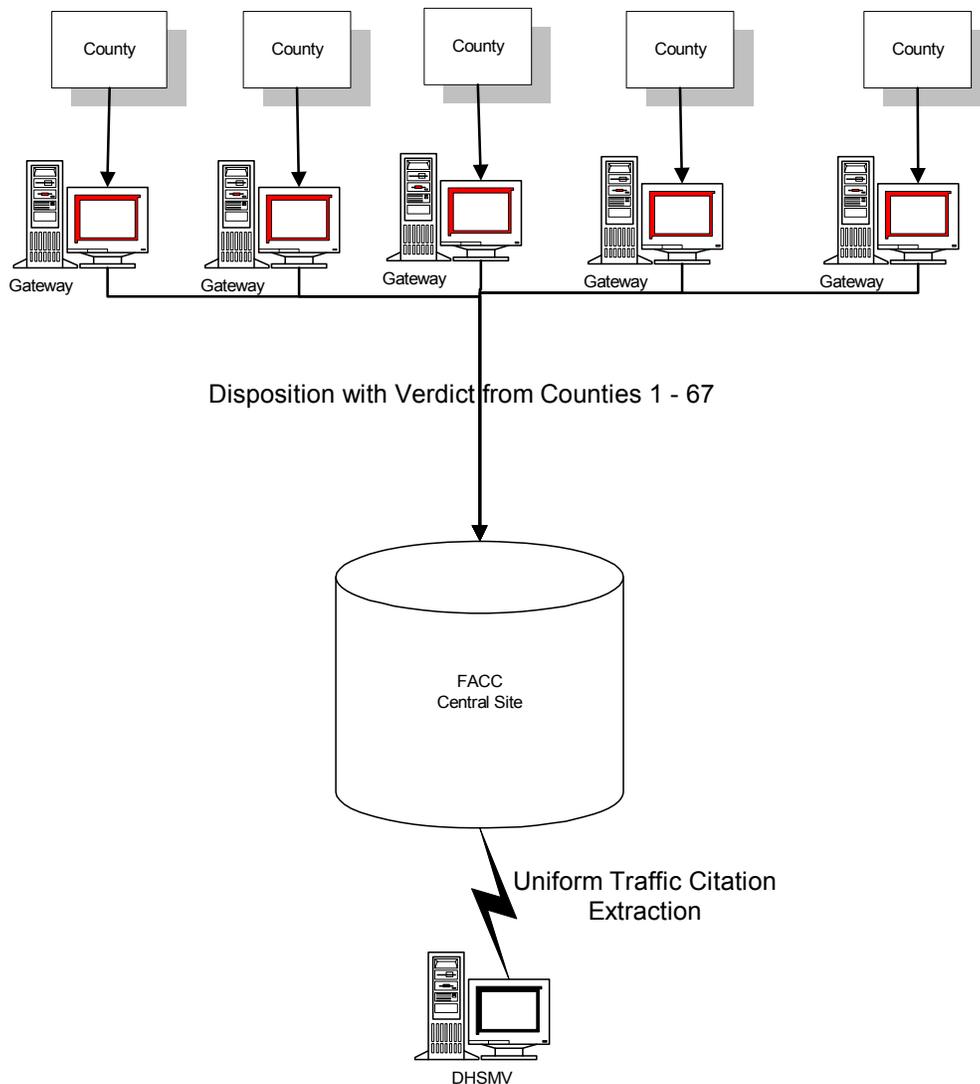
Uniform Traffic Citations (UTC) From Counties Extracted for DHSMV

DHSMV UTC Citation Data Interface Description

The process of extracting a County citation from the Central Site (FACC) and transmitting it to DHSMV is as follows:

- To begin the process, the Central Site (FACC) will put the citation into the Fixed Length file format with data fields delineated in the *UTC Interface Definition–Extracted for DHSMV* table.
- After this process, and upon receipt of the disposition with the verdict, the file will be extracted from the Central Site (FACC) and sent to the DHSMV

UTC Citations Extracted for DHSMV Transmittal Process



UTC Citation Interface Definition–*Extracted for DHSMV*

The UTC Citation Interface Definition will have the ability to extract UTC citations from the Central Site (FACC) and electronically transfer them to DHSMV.

| UTC Citation Interface Definition <i>Extracted For DHSMV</i> | | | | | | | |
|---|-----------------------|-----------|----------------|-------|-----|-------|---|
| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
| 1 | Driver License Number | A/N | 13 | 1 | 13 | O | 12 or 13 Digits for FL only; enter "OOS" for out of state drivers within the US or Canada, "NDL" for driver's licenses from other countries. Blank if FL license and number is unknown. |
| 2 | Filler | A/N | 1 | 14 | 14 | O | |
| 3 | Check Digit | A/N | 1 | 15 | 15 | O | Check digit for citation. |
| 4 | Citation Number | A/N | 7 | 16 | 22 | M | 5 numeric and 2 alphabetic; or 6 numeric and 1 alphabetic; or 4 numeric and 3 alphabetic. |
| 5 | Type of Agency | N | 1 | 23 | 23 | M | 1=FHP, 2=City Police, 3= Sheriff's Office, 4=other |
| 6 | Date of Offense | N | 8 | 24 | 31 | M | Format as MMDDYYYY |
| 7 | Filler | A/N | 2 | 32 | 33 | O | |
| 8 | DHSMV Violation Code | N | 3 | 34 | 36 | M | The DHSMV violation code for the offense(see DHSMV's Appendix C). |
| 9 | Accident Code | N | 1 | 37 | 37 | M | Allow 1 or Zero; If accident = 1, If no accident = 0 |
| 10 | Actual Speed | N | 3 | 38 | 40 | C | NUMBER ONLY – Right justify the number, fill with Zeros to the left. Required for speeding violations where posted speed is exceeded. |
| 11 | Posted Speed | N | 2 | 41 | 42 | C | Posted speed should be used on same violations as actual speed (listed above). |
| 12 | Disposition Date | N | 8 | 43 | 50 | M | Format as MMDDYYYY |
| 13 | Disposition Verdict | A/N | 1 | 51 | 51 | M | This field triggers the sending of a UTC disposition record to DHSMV. 1=guilty, 2=not guilty, 3=dismissed, 4=paid fine or civil penalty, 6=estreated or forfeited bond, 7=adjudication withheld on all criminal FS 322.34 only, 8=nolle prosequi, 9=adjudged delinquent (juvenile), A=adjudication withheld by judge, B=other, C=adjudication withheld by clerk (school election), D=adjudication withheld by clerk (plea Nolo Contendere and proof of compliance). |
| 14 | Sentence of Court | N | 1 | 52 | 52 | C | Allow 1-7 or zero (must be present for disposition verdict "1"); e.g. 0=no sentence, 1=served time, 2=sentence withheld, 3=probation, 4=traffic school, 5=fine and/or costs, 6=license action only, 7=other, 9=incarceration. |
| 15 | Civil Penalty/Fine | N | 4 | 53 | 56 | O | Only on FHP guilty; dollar amount, no cents |
| 16 | Court Costs | N | 3 | 57 | 59 | O | Only on FHP guilty; dollar amount, no cents |
| 17 | Disposition County | N | 2 | 60 | 61 | M | Allow 01-67; see Appendix B |
| 18 | Disposition City | N | 2 | 62 | 63 | M | City number where the fine was paid or the case adjudicated. See Appendix A for city numbers |
| 19 | Type of Court | N | 1 | 64 | 64 | M | County = 1; Circuit = 2, Magistrate/Hearing Officer = 4 |
| 20 | Batch Number | A/N | 8 | 65 | 72 | M | Digit 1-5 is Julian Date (YYDDD); Digit 6-8 is group (9) and coder ID (i.e. a batch code number which is given by DHSMV to each county, distinct from the county number). |

UTC Citation Interface Definition
Extracted For DHSMV

| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
|----|--|-----------|----------------|-------|-----|-------|--|
| 21 | Supplemental Code | A/N | 1 | 73 | 73 | O | Supplemental = S. Use 'S' to send a change to a UTC disposition which has already been updated in the DHSMV database. Blank for first-time dispositions. |
| 22 | Type of Trial | N | 1 | 74 | 74 | M | No trial = 0; Jury = 1; Non-Jury = 2 |
| 23 | Reexam | A/N | 1 | 75 | 75 | O | Value "Y" for Reexam, blank otherwise |
| 24 | Court Revocation/ Suspension Action | N | 1 | 76 | 76 | C | See Appendix D of ICD: 0=no action, 1=suspension, 2=revocation, 3=revocation, 4=fatality. Must be present for a criminal violation which requires a mandatory license suspension or revocation (usual value is 3 except for violation codes 147, 446, 447, 162; values 1 and 2 are only used to add the statement "SUSP/REV DIRECTED BY THE COURT" to the individual's record); zero for DUI violations (revocation info for DUI is in fields 45, 46); zero for all other criminal violations. |
| 25 | Length of License Suspension/ Revocation | N | 7 | 77 | 83 | C | Format yymmddd, e.g. 1000000=10 years, 0012000=12 months, 0000365=365 days. Must be present for a criminal violation which requires a mandatory license suspension or revocation; value is zeros otherwise. Value is zeros if field 24 is '4'. If field 46 is 'X', this field must have a value greater than 179 days. See Appendix D of ICD for full details. |
| 26 | Hauling Hazardous Materials Flag | A | 1 | 84 | 84 | O | "Y" indicates hazardous materials were being hauled, blank indicates they were not. |
| 27 | Commercial Vehicle Flag | A | 1 | 85 | 85 | O | "Y" indicates commercial vehicle, blank indicates non-commercial. |
| 28 | License Received Flag | A/N | 1 | 86 | 86 | O | Enter "Y" if license was received by arresting officer or by the court, blank otherwise. |
| 29 | Violator First Name | A | 16 | 87 | 102 | M | |
| 30 | Violator Middle Name | A | 16 | 103 | 118 | C | Blank if violator has no middle name, otherwise violator's middle name must be provided. |
| 31 | Violator Last Name | A | 20 | 119 | 138 | M | Alphabetic characters, hyphen ("-"), and blanks are allowed within last name. |
| 32 | Violator Suffix | A/N | 1 | 139 | 139 | O | Blank indicates violator has no suffix in name; otherwise allow S, J, 2, 3, 4, 5. |
| 33 | Sex of Violator | A | 1 | 140 | 140 | C | M or F. Field is required if license number (field 28) is not provided, or if license is from out of state. |
| 34 | Date of Birth | N | 8 | 141 | 148 | C | MMDDYYYY. Field is required if license number (field 28) is not provided, or if license is from out of state. |
| 35 | Blood Alcohol Level | A/N | 3 | 149 | 151 | C | No decimal point should be present; a blood alcohol level of .080% may be represented as either "080 " with a trailing blank, or "0080". Blank for non-DUI violations, non-alcohol DUI violations, refused blood alcohol test, or if level not provided.. |
| 36 | Filler | A/N | 4 | 152 | 155 | O | |

UTC Citation Interface Definition
Extracted For DHSMV

| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
|-----------------------|---------------------------------|-----------|----------------|-------|-----|-------|--|
| 37 | Address | A/N | 30 | 156 | 185 | C | Line 1 of violator's address. Field is required if license number (field 28) is not provided, or if license is from out of state. Only characters allowed are A-Z, 0-9, blank, hyphen ("-"), number sign ("#"), and forward slash ("/") (e.g. for half numbers such as "123 1/2 RHONDA LANE"). Use "GENERAL DELIVERY" if unknown |
| 38 | City of Residence | A | 20 | 186 | 205 | C | Field is required if license number (field 28) is not provided, or if license is from out of state. Value County Seat where citation was issued may be used if unknown. |
| 39 | Serious Bodily Injury | A | 1 | 206 | 206 | O | Value will equal "Y" if serious bodily injury occurred or blank otherwise. |
| 40 | Filler | A/N | 2 | 207 | 207 | O | |
| 41 | State of Residence | A | 2 | 208 | 209 | C | Field is required if license number (field 28) is not provided, or if license is from out of state. |
| 42 | Zip Code | A/N | 9 | 210 | 218 | C | Field is required if license number (field 28) is not provided, or if license is from out of state. Value "00000" may be used if unknown. |
| 43 | OOS Driver License Number | A/N | 25 | 219 | 243 | O | Out-of-state license # if known (field 1 must be "OOS"); otherwise blank. |
| 44 | OOS Driver License State | A | 2 | 244 | 245 | C | Required if field 1 is "OOS" (out-of-state drivers); otherwise blank. Use value "CD" for Canadian licenses (all provinces). Use Value FF for foreign countries and citations on businesses. |
| 45 | SSN | N | 9 | 246 | 254 | M | Social Security Number; "000000000" if unknown |
| 46 | Department Court Code | A/N | 1 | 255 | 255 | C | Suspension/revocation by court or departmental action. Allow C (=court) or D (=departmental) or Blank. Must be provided for DUI offenses. If left blank, value 'D' will be assumed and length of suspension will be maximum allowed. See Appendix D of ICD for full details. |
| 47 | Court Time | A/N | 1 | 256 | 256 | C | Length of suspension/revocation by court (required for DUI offenses). Allow 1 (1 year), 3 (3 months), 6 (6 months), M (maximum), N (minimum), X (any other time period recommended by the court). Blank for other offenses. Use 'M' if field 46 is 'D'. See Appendix D of ICD for full details. |
| 48 | Represented by Counsel | A/N | 1 | 257 | 257 | O | 1 = Represented by counsel; 2 = Counsel Waived; " " = Unknown |
| 49 | License Type | A/N | 1 | 258 | 258 | M | Specify the class(values 'A', 'B', 'C', 'D', 'E', 'O' or 'U' for unknown). |
| 50 | Length of Interlock Restriction | A/N | 7 | 259 | 265 | C | Format yymmddd, e.g. 1000000=10 years, 0012000=12 months, 0000365=365 days. Must be present for a DUI offense which requires an interlock device restriction; value is zeros otherwise. |
| TRAILER RECORD | | | | | | | |
| 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 45 |
| 4 | Filler | A/N | 6 | 16 | 21 | M | Blanks |

UTC Citation Interface Definition
Extracted For DHSMV

| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
|----|-------------------|-----------|----------------|-------|-----|-------|--|
| 5 | Creation date | N | 8 | 22 | 29 | M | Current date (format MMDDYYYY) |
| 4 | Records sent | N | 6 | 30 | 35 | M | Number of records in file (excluding trailer), right-adjusted, zero-filled |
| 5 | Records received | N | 6 | 36 | 41 | M | Always "000000" |
| 6 | Filler | A/N | 119 | 42 | 160 | M | Blanks |

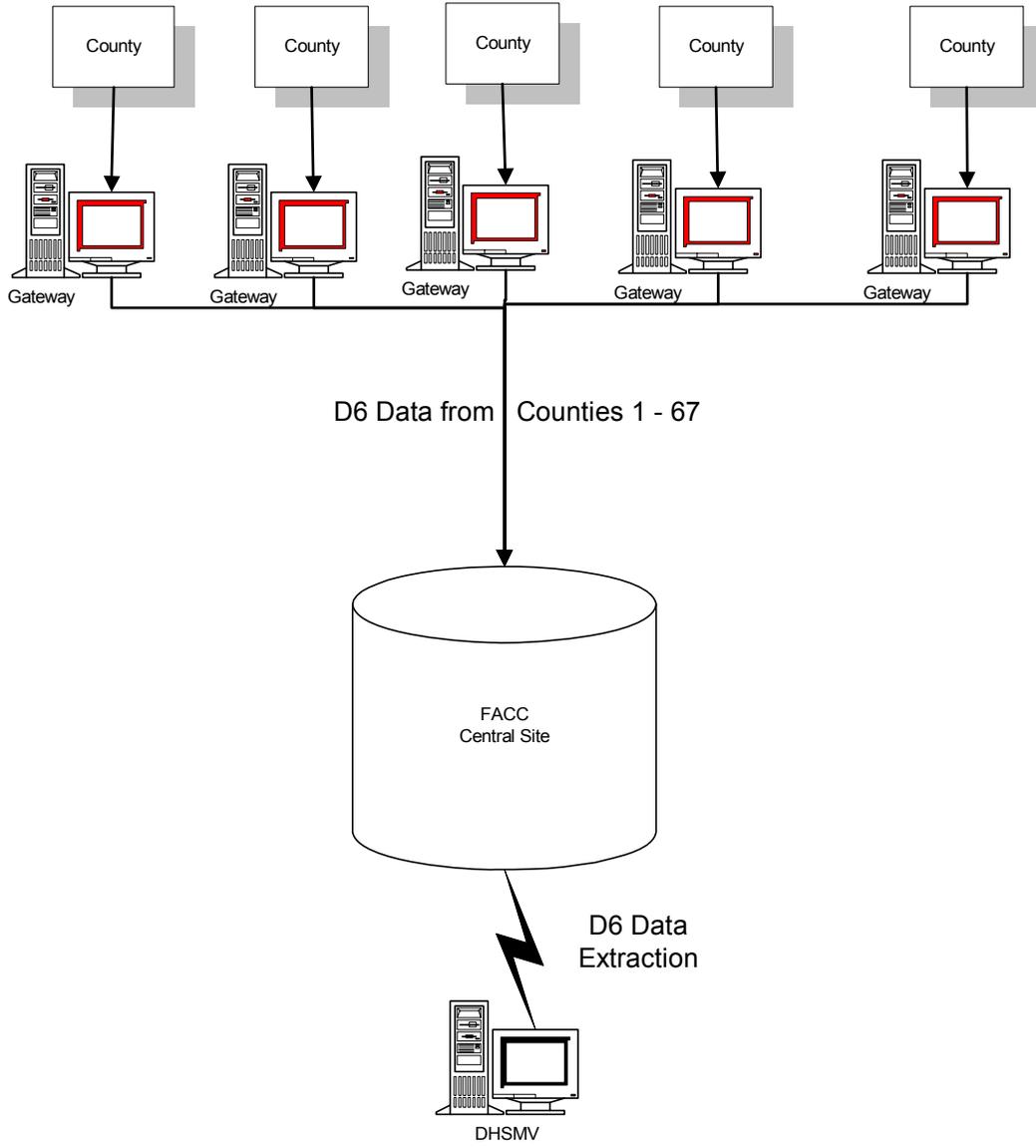
D6 Data Forwarded to the DHSMV

DHSMV D6 Data Interface Description

The process of forwarding D6 data to the Central Site (FACC) and transmitting it to DHSMV is as follows:

- To begin the process, the county will put the data into the Fixed Length file format with data fields delineated in the *D6 Interface Definition–Extracted for DHSMV* table.
- This county D6 file will be transmitted to Central Site (FACC), who will combine it with D6 files from other counties to create a single D6 file.
- After this process, the file will be forwarded from the Central Site (FACC) to the DHSMV.
- The county will receive a confirmation file that will have the same filename as the file sent by the county, but with a “.rpt” extension. This file will list the citation numbers along with the Driver’s license number for all of the records that were passed along to DHSMV.
- The County does electronically receive their DHSMV error reports directly from Central Site.

Forwarded D6 Data for DHSMV Transmittal Process



D6 Interface Definition–Forwarded to DHSMV

The D6 Interface Definition will have the ability to forward D6 data from the Central Site (FACC) and electronically transfer them to DHSMV. The data created in the county has the same format as the data transmitted from central site to DHSMV.

| D6 Interface Definition Forwarded to DHSMV | | | | | | | |
|---|---------------------------|-----------|----------------|-------|-----|-------|--|
| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
| 1 | Driver License Number | A/N | 13 | 1 | 13 | 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. |
| 2 | Item Number | N | 2 | 14 | 15 | M | Value "75" |
| 3 | Transaction Type | N | 1 | 16 | 16 | M | Values: "2"=suspend license, "4"=clear suspension. Type 4's may take up to 2 weeks to clear the record. |
| 4 | Subrecord Type | N | 2 | 17 | 18 | M | Zeros |
| 5 | Subsystem Type | A/N | 3 | 19 | 21 | M | "DBS" |
| 6 | Filler | A/N | 4 | 22 | 25 | O | Zeros |
| 7 | Date of Failure to Comply | N | 8 | 26 | 33 | M | Format as MMDDYYYY |
| 8 | Sequence Number | N | 3 | 34 | 36 | M | Zeros |
| 9 | Court Type | N | 1 | 37 | 37 | M | Type of court (1=county, 2=circuit, 3=federal, 4=magistrate/ Hearing Officer) |
| 10 | Restore Date | N | 8 | 38 | 45 | C | Format as MMDDYYYY (only on Transaction type "4"). Value should be "00000000" on type "2". |
| 11 | Surrender Date | N | 8 | 46 | 53 | M | Zeros |
| 12 | Create Date | N | 8 | 54 | 61 | M | Zeros |
| 13 | Reissue Date | N | 8 | 62 | 69 | C | Date of reissue of a D6 suspension (when field 22 is "R"). Format as MMDDYYYY. Value should be "00000000" if not a reissue of a suspension. |
| 14 | Reason | N | 2 | 70 | 71 | M | Reason for suspension 01=failed to appear, 02=failed to complete court-ordered school, 03=election made when not eligible, 05=failed to pay fine, 08=School Election made and failed to attend. (Must use same reason code when sending a "4" in field 3.) |
| 15 | Court Requirement Met | N | 2 | 72 | 73 | C | Value "34" to signify that just the Court Requirement has been met, Zeros otherwise. Also when this field has a value of "34" then, field 10 (Restore Date) should be Zeros. |
| 16 | Onfile Code 2 | N | 2 | 74 | 75 | M | Zeros |
| 17 | County | N | 2 | 76 | 77 | M | DHSMV code for county (see Appendix B) |
| 18 | County | N | 2 | 78 | 79 | M | Part 1 (repeat county code in field 17) |
| 19 | City Code | N | 2 | 80 | 81 | M | Zeros unless court type "4"; otherwise city code from DHSMV's Appendix A. (Use code for county seat as a default.) |

**D6 Interface Definition
Forwarded to DHSMV**

| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
|----|----------------------------------|-----------|----------------|-------|-----|-------|---|
| 20 | State | A/N | 2 | 82 | 83 | C | State of driver's license: must be provided for out of state, leave blank for Florida licenses. Use value 'CD' for Canadian licenses (all provinces); use 'FF' for other foreign countries. |
| 21 | Ticket Number | A/N | 7 | 84 | 90 | M | |
| 22 | Reissue Flag | A/N | 1 | 91 | 91 | C | Must use 'R' if reissuing a D6 suspension on a license already cleared (e.g. returned check) |
| 23 | Office Number | A/N | 3 | 92 | 94 | O | Blank |
| 24 | Batch Number | A/N | 8 | 95 | 102 | M | Format YYJJGxx where YY is the year, JJJ is Julian date, G is group (always 9), and xx is the DHSMV county number. |
| 25 | Key Punch Batch | A/N | 8 | 103 | 110 | M | Same as Batch Number. |
| 26 | Process D6 Flag | A/N | 1 | 111 | 111 | O | Blank |
| 27 | Post Date Flag | A/N | 1 | 112 | 112 | O | Blank |
| 28 | Clearance Fee Flag | A/N | 1 | 113 | 113 | O | Blank |
| 29 | Out of State D6 Telephone Number | A/N | 10 | 114 | 123 | O | Blank |
| 30 | Commercial Vehicle | A/N | 1 | 124 | 124 | O | "Y" indicates commercial vehicle, blank indicates non-commercial. |
| 31 | Hazardous Material | A/N | 1 | 125 | 125 | O | "Y" indicates hazardous materials were being hauled, blank indicates they were not. |
| 32 | Filler | A/N | 29 | 126 | 154 | O | |
| 33 | D6 Violation Offense Date | N | 8 | 155 | 162 | C | For out-of-state licenses: offense date of violation that resulted in D6 |
| 34 | D6 Violation Reason | A/N | 3 | 163 | 165 | M | 3-digit code of violation that resulted in D6 |
| 35 | OOS License Number | A/N | 25 | 166 | 190 | C | For OOS: out-of-state license number |
| 36 | Filler | A/N | 8 | 191 | 198 | O | Blank |
| 37 | Driver License First Name | A | 16 | 199 | 214 | M | |
| 38 | Driver License Middle Name | A | 16 | 215 | 230 | O | Blank indicates driver has no middle name, otherwise name must be provided. |
| 39 | Driver License Last Name | A | 20 | 231 | 250 | M | |
| 40 | Driver License Name Suffix | A/N | 1 | 251 | 251 | O | J=Junior, S=Senior, 2=II, 3=III, etc. Blank if no suffix in driver's name. |
| 41 | Driver License Sex | A | 1 | 252 | 252 | M | Allow "M" or "F" |
| 42 | Driver License Date of Birth | N | 8 | 253 | 260 | M | Format as MMDDYYYY |
| 43 | Driver License Mailing Street | A/N | 30 | 261 | 290 | M | The only characters allowed are upper-case alphabetic characters (A-Z), numeric (0-9), blank, and special characters '#', '-', and '/' (number sign, hyphen, and forward slash). |
| 44 | Driver License Mailing City | N | 20 | 291 | 310 | M | |
| 45 | Driver License Mailing State | A | 2 | 311 | 312 | M | Use 'CD' for Canadian mailing states (all provinces); use 'FF' for other foreign countries and toll citations on businesses. |
| 46 | Driver License Mailing Zip | N | 5 | 313 | 317 | M | Part 1 of zip (first 5 digits). |
| 47 | Driver License Mailing Zip | N | 4 | 318 | 321 | O | Part 2 of zip + 4 (last 4 digits). Use value "0000" if not known. |
| 48 | Filler | A/N | 17 | 322 | 340 | M | |

| TRAILER RECORD 1 | | (Used only for file from county to FACC) | | | | | |
|------------------|-------------------|--|-----|----|-----|---|---|
| 1 | End of file label | A | 3 | 1 | 3 | M | Value "EOF" |
| 2 | Separator | A/N | 1 | 4 | 4 | M | Value " " ('pipe' symbol) |
| 3 | Records sent | N | 11 | 5 | 15 | M | Number of records in file, excluding trailer; right-adjusted, blank- or zero-filled |
| 4 | Separators | A/N | 2 | 16 | 17 | M | Value " " (2 pipe symbols) |
| 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 75 |
| 4 | Filler | A/N | 6 | 16 | 21 | M | Blanks |
| 5 | Creation date | N | 8 | 22 | 29 | M | Current date (format MMDDYYYY) |
| 4 | Records sent | N | 6 | 30 | 35 | M | Number of records in file (excluding trailer), right-adjusted, zero-filled |
| 5 | Records received | N | 6 | 36 | 41 | M | Always "000000" |
| 6 | Filler | A/N | 119 | 42 | 160 | M | Blanks |

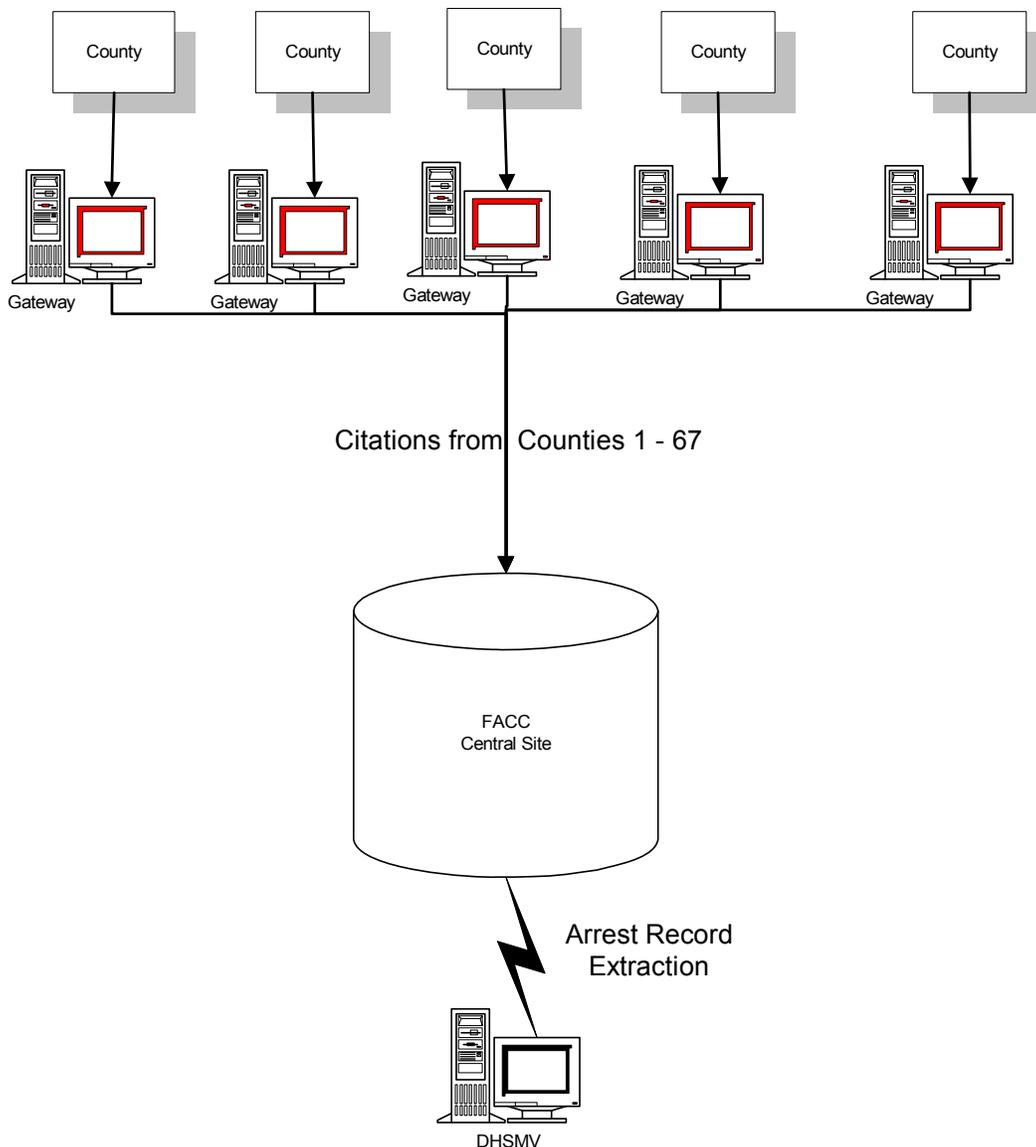
Arrest Records Extracted for the DHSMV

Arrest Records Interface Description

The process of extracting arrest records from the Central Site (FACC) and transmitting it to DHSMV is as follows:

- To begin the process, the Central Site (FACC) will put the data from all new citations with arresting agencies other than new citations directly transmitted to Central Site (FACC) from FHP into the Fixed Length file format with data fields delineated in the *Arrest Record Interface Definition–Extracted for DHSMV* table.
- After this process, the file will be forwarded from the Central Site (FACC) to the DHSMV.

Arrest Records Extracted for DHSMV Transmittal Process



Arrest Record Interface Definition–*Extracted for DHSMV*

The Arrest Record Interface Definition will be used to extract Arrest Record citations from the Central Site (FACC) and electronically transfer them to DHSMV. This is done for all arresting agencies except for the new citations directly transmitted to Central Site (FACC) from FHP.

| Arrest Record Interface Definition Forwarded to DHSMV | | | | | | | |
|--|------------------------|-----------|----------------|-------|-----|-------|--|
| ID | Field Description | Data Type | Max Field Size | Start | End | M/O/C | Comments |
| 1 | Ticket Number | A/N | 7 | 1 | 7 | M | Citation number |
| 2 | Arrest Date | N | 8 | 8 | 15 | M | Format as MMDDYYYY |
| 3 | County | N | 2 | 16 | 17 | M | DHSMV county number (see Appendix B) |
| 4 | City | N | 2 | 18 | 19 | M | City code where violation occurred (see DHSMV Appendix A). If violation occurred outside city limits, use the city code for the county seat. |
| 5 | Violation | N | 3 | 20 | 22 | M | Violation Code. |
| 6 | Agency | N | 1 | 23 | 23 | M | Agency type (1 = FHP, 2=city police, 3=sheriff's office, 4=other) |
| 7 | Batch Number | A/N | 8 | 24 | 31 | M | Format YYDDDDGxx where YY is the year, DDD is the Julian date, G is the group (always 9), and xx is the DHSMV county number. |
| 8 | Check Digit | A/N | 1 | 32 | 32 | M | Citation check digit |
| 9 | Aggressive Driver Flag | A | 1 | 33 | 33 | M | Value "Y" for aggressive careless driver citation, "N" otherwise. |
| 10 | Filler | A/N | 47 | 34 | 80 | M | Blank |
| TRAILER RECORD | | | | | | | |
| 1 | End of file label | A | 3 | 1 | 3 | M | Value "EOF" |
| 2 | Filler | A/N | 18 | 4 | 21 | M | Blanks |
| 3 | Creation date | N | 8 | 22 | 29 | M | Current date (format MMDDYYYY) |
| 4 | Records sent | N | 6 | 30 | 35 | M | Number of records in file (excluding trailer), right-adjusted, zero-filled |
| 5 | Records received | N | 6 | 36 | 41 | M | Always "000000" |
| 6 | Filler | A/N | 119 | 42 | 160 | M | Blanks |

Appendix A – Jurisdiction Numbers

Agency location code information from the Florida Department of Highway Safety and Motor Vehicles Uniform Traffic Citation Procedures Manual Appendix A revised March 2001. The online version of the document can be found at the following URL:

http://www.flhsmv.gov/ddl/utc/APPENDIX_A.pdf

1. STATE ABBREVIATIONS

| | | | |
|--------------------------|-----------|-----------------------|-----------|
| <u>Alabama</u> | <u>AL</u> | <u>Montana</u> | <u>MT</u> |
| <u>Alabama</u> | <u>AL</u> | <u>Nebraska</u> | <u>NE</u> |
| <u>Arizona</u> | <u>AZ</u> | <u>Montana</u> | <u>MT</u> |
| <u>Arkansas</u> | <u>AR</u> | <u>Nebraska</u> | <u>NE</u> |
| <u>California</u> | <u>CA</u> | <u>Nevada</u> | <u>NV</u> |
| <u>Colorado</u> | <u>CO</u> | <u>New Hampshire</u> | <u>NH</u> |
| <u>Canada</u> | <u>CD</u> | <u>New Jersey</u> | <u>NJ</u> |
| <u>Connecticut</u> | <u>CT</u> | <u>New Mexico</u> | <u>NM</u> |
| <u>Delaware</u> | <u>DE</u> | <u>New York</u> | <u>NY</u> |
| <u>Dist. of Columbia</u> | <u>DC</u> | <u>North Carolina</u> | <u>NC</u> |
| <u>Florida</u> | <u>FL</u> | <u>North Dakota</u> | <u>ND</u> |
| <u>Georgia</u> | <u>GA</u> | <u>Ohio</u> | <u>OH</u> |
| <u>Hawaii</u> | <u>HI</u> | <u>Oklahoma</u> | <u>OK</u> |
| <u>Idaho</u> | <u>ID</u> | <u>Oregon</u> | <u>OR</u> |
| <u>Illinois</u> | <u>IL</u> | <u>Pennsylvania</u> | <u>PA</u> |
| <u>Iowa</u> | <u>IA</u> | <u>Rhode Island</u> | <u>RI</u> |
| <u>Kansas</u> | <u>KS</u> | <u>South Carolina</u> | <u>SC</u> |
| <u>Kentucky</u> | <u>KY</u> | <u>South Dakota</u> | <u>SD</u> |
| <u>Louisiana</u> | <u>LA</u> | <u>Tennessee</u> | <u>TN</u> |
| <u>Maine</u> | <u>ME</u> | <u>Texas</u> | <u>TX</u> |
| <u>Maryland</u> | <u>MD</u> | <u>Utah</u> | <u>UT</u> |
| <u>Massachusetts</u> | <u>MA</u> | <u>Vermont</u> | <u>VT</u> |
| <u>Michigan</u> | <u>MI</u> | <u>West Virginia</u> | <u>WV</u> |
| <u>Minnesota</u> | <u>MN</u> | <u>Washington</u> | <u>WA</u> |
| <u>Mississippi</u> | <u>MS</u> | <u>Wisconsin</u> | <u>WI</u> |
| <u>Missouri</u> | <u>MO</u> | <u>Wyoming</u> | <u>WY</u> |

NOTE: All other foreign countries = FF

Alachua

| | |
|----------------------------|----|
| Alachua | 30 |
| Gainesville | 34 |
| High Springs | 38 |
| Santa Fe Community College | 31 |
| University of Florida | 50 |
| Waldo | 60 |

Baker

| | |
|-----------|----|
| MacClenny | 60 |
|-----------|----|

Bay

| | |
|--------------------------|----|
| Cedar Grove | 32 |
| Florida State University | 61 |
| Lynn Haven | 34 |
| Mexico Beach | 40 |
| Panama City | 50 |
| Panama City Airport | 60 |
| Panama City Beach | 62 |
| Parker | 51 |
| Springfield | 52 |

Bradford

| | |
|---------|----|
| Brooker | 35 |
| Hampton | 37 |
| Lawtey | 39 |
| Starke | 40 |

Brevard

| | |
|-----------------------------|----|
| Cocoa | 32 |
| Cocoa Beach | 34 |
| Indian Harbour Beach | 40 |
| Indialantic | 38 |
| Kennedy Space Center | 64 |
| Melbourne | 42 |
| Melbourne Airport Authority | 66 |
| Melbourne Beach | 44 |

Brevard - Continued

| | |
|-------------------|----|
| Melbourne Village | 65 |
| Palm Bay | 46 |
| Rockledge | 50 |
| Satellite Beach | 52 |
| Titusville | 54 |
| West Melbourne | 43 |

Broward

| | |
|-----------------------|----|
| Coconut Creek | 28 |
| Cooper City | 30 |
| Coral Springs | 31 |
| Davie | 34 |
| Fort Lauderdale | 38 |
| Hallandale | 40 |
| Hillsboro Beach | 42 |
| Hollywood | 44 |
| Lauderdale-By-The Sea | 48 |
| Lauderhill | 52 |
| Lighthouse Point | 56 |
| Margate | 60 |
| Miramar | 62 |
| North Lauderdale | 63 |
| Oakland Park | 64 |
| Parkland | 71 |
| Pembroke Pines | 68 |
| Plantation | 70 |
| Pompano Beach | 72 |
| Sea Ranch Lakes | 74 |
| Seminole Indian Tribe | 75 |
| Sunrise | 76 |
| Wilton Manors | 80 |

Calhoun

| | |
|-------------|----|
| Altha | 30 |
| Blountstown | 32 |

Charlotte

| | |
|-------------|----|
| Punta Gorda | 50 |
|-------------|----|

Citrus

| | |
|---------------|----|
| Crystal River | 40 |
| Inverness | 42 |

| | |
|---------------------------|----|
| <u>Clay</u> | |
| Green Cove Springs | 40 |
| Orange Park | 44 |
| <u>Collier</u> | |
| Naples | 52 |
| <u>Columbia</u> | |
| Lake City | 51 |
| <u>Dade</u> | |
| Aventura | 29 |
| Bal Harbour | 30 |
| Bay Harbour Island | 32 |
| Biscayne Park | 34 |
| Coral Gables | 38 |
| Dade County School Board | 31 |
| El Portal | 44 |
| Florida City | 46 |
| Florida Int'l. University | 99 |
| Golden Beach | 48 |
| Hialeah | 54 |
| Hialeah Gardens | 56 |
| Homestead | 58 |
| Indian Creek Village | 60 |
| Key Biscayne | 62 |
| Medley | 64 |
| Miami | 66 |
| Miami Beach | 68 |
| Miami Shores | 70 |
| Miami Springs | 72 |
| Miami Turnpike | 67 |
| Miccosukee Indian Reser. | 73 |
| North Bay Village | 78 |
| North Miami | 80 |
| North Miami Beach | 82 |
| Opa Locka | 84 |
| South Miami | 87 |
| Sunny Isle Beach | 88 |
| Surfside | 89 |
| Sweetwater | 90 |
| Village of Pinecrest | 35 |
| Virginia Gardens | 92 |
| West Miami | 93 |

| | |
|-----------------------------|----|
| <u>Desoto</u> | |
| Arcadia | 30 |
| <u>Dixie</u> | |
| Cross City | 40 |
| Horseshoe Beach | 50 |
| <u>Duval</u> | |
| Atlantic Beach | 30 |
| Baldwin | 32 |
| Jacksonville | 38 |
| Jacksonville Beach | 40 |
| Jacksonville Port Authority | 38 |
| Neptune Beach | 44 |
| University of North Florida | 60 |
| <u>Escambia</u> | |
| Pensacola | 50 |
| University of West Florida | 64 |
| Pensacola Junior College | 61 |
| <u>Flager</u> | |
| Bunnell | 30 |
| Flager Beach | 40 |
| <u>Franklin</u> | |
| Apalachicola | 30 |
| Carrabelle | 32 |
| Eastpoint | 31 |
| <u>Gadsden</u> | |
| Chattahoochee | 30 |
| Greensboro | 32 |
| Gretna | 34 |
| Havana | 40 |
| Midway | 45 |
| Quincy | 50 |
| <u>Gilchrist</u> | |
| Trenton | 50 |
| <u>Glades</u> | |
| Moore Haven | 40 |
| <u>Gulf</u> | |
| Port St. Joe | 40 |

| | |
|-----------------------------|----|
| <u>Hamilton</u> | |
| Jasper | 40 |
| Jennings | 42 |
| White Springs | 60 |
| <u>Hardee</u> | |
| Bowling Green | 40 |
| Wauchula | 60 |
| Zolfo Springs | 80 |
| <u>Hendry</u> | |
| Clewiston | 40 |
| LaBelle | 50 |
| <u>Hernando</u> | |
| Brooksville | 30 |
| <u>Highlands</u> | |
| Avon Park | 30 |
| Lake Placid | 40 |
| Sebring | 50 |
| <u>Hillsborough</u> | |
| Plant City | 40 |
| Tampa | 50 |
| Tampa Int'l Airport | 60 |
| Temple Terrace | 52 |
| University of South Florida | 54 |
| <u>Holmes</u> | |
| Bonifay | 30 |
| <u>Indian River</u> | |
| Fellsmere | 36 |
| Indian River Shores | 40 |
| Sebastian | 50 |
| Vero Beach | 52 |
| <u>Jackson</u> | |
| Cottondale | 30 |
| Graceville | 40 |
| Marianna | 50 |
| Sneads | 51 |

| | | |
|-------------------------|---------------------------|----|
| <u>Jefferson</u> | | |
| | Monticello | 40 |
| <u>Lafayette</u> | | |
| | Mayo | 40 |
| <u>Lake</u> | | |
| | Astatula | 28 |
| | Clermont | 30 |
| | Eustis | 32 |
| | Fruitland Park | 34 |
| | Groveland | 36 |
| | Howey-In-The-Hills | 38 |
| | Lady Lake | 40 |
| | Leesburg | 42 |
| | Mascotte | 50 |
| | Minneola | 52 |
| | Mount Dora | 54 |
| | Tavares | 60 |
| | Umatilla | 62 |
| <u>Lee</u> | | |
| | Cape Coral | 41 |
| | Florida Gulf Coast Univ. | 31 |
| | Fort Myers | 40 |
| | Lee County Port Authority | 56 |
| | Sanibel | 50 |
| | Lee County Toll Authority | 32 |
| <u>Leon</u> | | |
| | Florida A & M University | 30 |
| | Florida State University | 40 |
| | Tallahassee | 50 |
| | Tallahassee Comm. College | 45 |
| <u>Levy</u> | | |
| | Bronson | 30 |
| | Cedar Key | 32 |
| | Chiefland | 34 |
| | Inglis | 40 |
| | Williston | 60 |
| <u>Liberty</u> | | |
| | Bristol | 30 |

| | |
|--------------------------|----|
| <u>Madison</u> | |
| Greenville | 30 |
| Lee | 32 |
| Madison | 40 |
| <u>Manatee</u> | |
| Bradenton | 32 |
| Bradenton Beach | 34 |
| Holmes Beach | 36 |
| Palmetto | 42 |
| <u>Marion</u> | |
| Belleview | 30 |
| Dunnellon | 32 |
| Ocala | 40 |
| <u>Martin</u> | |
| Jupiter Island | 42 |
| Sewall's Point | 60 |
| Stuart | 62 |
| <u>Monroe</u> | |
| Key Colony Beach | 40 |
| Key West | 42 |
| Marathon | 45 |
| <u>Nassau</u> | |
| Fernandina Beach | 40 |
| Hilliard | 42 |
| Yulee | 60 |
| <u>Okaloosa</u> | |
| Crestview | 30 |
| Fort Walton Beach | 32 |
| Niceville | 42 |
| Okaloosa County Airport | 33 |
| Shalimar | 46 |
| Valparaiso | 60 |
| <u>Okeechobee</u> | |
| Okeechobee | 50 |

Orange

| | |
|--------------------------|----|
| Apopka | 30 |
| Eatonville | 34 |
| Edgewood | 35 |
| Maitland | 40 |
| Oakland | 41 |
| Ocoee | 42 |
| Orlando | 46 |
| Orange/Orl. Exp. Transit | 33 |
| Orlando-Turnpike | 47 |
| Univ. of Central Florida | 55 |
| Windermere | 50 |
| Winter Garden | 52 |
| Winter Park | 54 |

Osceola

| | |
|-----------|----|
| Kissimmee | 40 |
| St. Cloud | 50 |

Palm Beach

| | |
|-----------------------------|----|
| Atlantis | 28 |
| Belle Glade | 30 |
| Boca Raton | 32 |
| Boynton Beach | 34 |
| Briny Breezes | 36 |
| Delray Beach | 40 |
| Florida Atlantic University | 95 |
| Greenacres City | 42 |
| Gulf Stream | 44 |
| Highland Beach | 48 |
| Juno Beach | 52 |
| Jupiter | 54 |
| Jupiter Island Inlet | 56 |
| Lake Clarke Shores | 58 |
| Lake Park | 60 |
| Lake Worth | 62 |
| Lantana | 64 |
| Manalapan | 66 |
| Mangonia Park | 68 |
| North Palm Beach | 70 |
| Ocean Ridge | 72 |
| Pahokee | 74 |
| Palm Beach | 76 |
| Palm Beach Gardens | 78 |
| Palm Beach School Board | 96 |
| Palm Beach Shores | 80 |

Palm Beach

| | |
|------------------|----|
| Palm Springs | 82 |
| Riviera Beach | 84 |
| Royal Palm Beach | 86 |
| South Bay | 88 |
| South Palm Beach | 90 |
| Tequesta | 92 |
| West Palm Beach | 94 |

Pasco

| | |
|-----------------|----|
| Dade City | 30 |
| Land O' Lakes | 35 |
| New Port Richey | 40 |
| Port Richey | 50 |
| Zephyrhills | 70 |

Pinellas

| | |
|-----------------------------|----|
| Belleair | 30 |
| Belleair Beach | 32 |
| Clearwater | 36 |
| Gulfport | 40 |
| Indian Shores | 74 |
| Kenneth City | 44 |
| Largo | 46 |
| Madeira Beach | 48 |
| Pinellas County Campus | 78 |
| Pinellas Park | 54 |
| Redington Beach | 56 |
| St. Petersburg | 64 |
| St. Petersburg Beach | 66 |
| St. Pete-Clearwater Airport | 65 |
| Tarpon Springs | 68 |
| Treasure Island | 70 |

Polk

| | |
|---------------|----|
| Auburndale | 30 |
| Bartow | 32 |
| Davenport | 34 |
| Dundee | 36 |
| Eagle Lake | 38 |
| Fort Meade | 44 |
| Frostproof | 42 |
| Haines City | 46 |
| Lake Alfred | 48 |
| Lake Hamilton | 50 |
| Lakeland | 52 |
| Lake Wales | 54 |

Polk - Continued

| | |
|--------------|----|
| Mulberry | 56 |
| Polk City | 60 |
| Winter Haven | 62 |

Putnam

| | |
|---------------|----|
| Crescent City | 30 |
| Interlachen | 35 |
| Palatka | 40 |
| Pomona Park | 42 |
| Welaka | 60 |

St. Johns

| | |
|----------------------------|----|
| St. Augustine | 50 |
| St. Augustine Beach | 52 |
| Fla. Sch. For Deaf & Blind | 51 |

St. Lucie

| | |
|----------------|----|
| Fort Pierce | 40 |
| Port St. Lucie | 50 |

Santa Rosa

| | |
|-------------|----|
| Gulf Breeze | 40 |
| Milton | 50 |

Sarasota

| | |
|---------------------------|----|
| Long Boat Key | 40 |
| North Port | 48 |
| Sarasota | 50 |
| Sarasota- Manatee Airport | 51 |
| Univ. of South Florida | 50 |
| Venice | 60 |

Seminole

| | |
|-------------------|----|
| Altamonte Springs | 30 |
| Casselberry | 32 |
| Lake Mary | 38 |
| Longwood | 40 |
| Oviedo | 44 |
| Sanford | 60 |
| Winter Springs | 70 |

| | |
|--------------------------------|----|
| <u>Sumter</u> | |
| Bushnell | 30 |
| Center Hill | 32 |
| Coleman | 34 |
| Webster | 60 |
| Wildwood | 62 |
| | |
| <u>Suwannee</u> | |
| Live Oak | 41 |
| | |
| <u>Taylor</u> | |
| Perry | 50 |
| | |
| <u>Union</u> | |
| Lake Butler | 40 |
| | |
| <u>Volusia</u> | |
| Daytona Beach | 30 |
| Daytona Beach Regional Airport | 33 |
| Daytona Beach Shores | 32 |
| Deland | 36 |
| Edgewater | 38 |
| Holly Hill | 40 |
| Lake Helen | 42 |
| New Smyrna Beach | 44 |
| Oak Hill | 46 |
| Orange County | 48 |
| Ormond Beach | 50 |
| Ponce Inlet | 54 |
| Port Orange | 56 |
| South Daytona | 60 |
| | |
| <u>Wakulla</u> | |
| Crawfordville | 30 |
| | |
| <u>Walton</u> | |
| Defuniak Springs | 40 |
| Paxton | 60 |
| | |
| <u>Washington</u> | |
| Chipley | 30 |

Appendix B – DHSMV County Codes

| <u>Code</u> | <u>County</u> |
|-------------|---------------|
| 11 | ALACHUA |
| 52 | BAKER |
| 23 | BAY |
| 45 | BRADFORD |
| 19 | BREVARD |
| 10 | BROWARD |
| 58 | CALHOUN |
| 53 | CHARLOTTE |
| 47 | CITRUS |
| 48 | CLAY |
| 64 | COLLIER |
| 29 | COLUMBIA |
| 01 | DADE |
| 34 | DESOTA |
| 54 | DIXIE |
| 02 | DUVAL |
| 09 | ESCAMBIA |
| 61 | FLAGLER |
| 59 | FRANKLIN |
| 21 | GADSDEN |
| 55 | GILCHRIST |
| 60 | GLADES |
| 66 | GULF |
| 56 | HAMILTON |
| 30 | HARDEE |
| 49 | HENRY |
| 40 | HERNANDO |
| 27 | HIGHLANDS |
| 03 | HILLSBOROUGH |
| 51 | HOLMES |
| 32 | INDIAN RIVER |
| 25 | JACKSON |
| 46 | JEFFERSON |
| 62 | LAFAYETTE |
| 12 | LAKE |
| 18 | LEE |
| 13 | LEON |
| 39 | LEVY |
| 67 | LIBERTY |
| 35 | MADISON |
| 15 | MANATEE |
| 14 | MARION |

Code County

| | |
|----|------------|
| 42 | MARTIN |
| 38 | MONROE |
| 41 | NASSAU |
| 43 | OKALOOSA |
| 57 | OKEECHOBEE |
| 07 | ORANGE |
| 26 | OSCEOLA |
| 06 | PALM BEACH |
| 28 | PASCO |
| 04 | PINELLAS |
| 05 | POLK |
| 22 | PUTNAM |
| 20 | ST. JOHNS |
| 24 | ST. LUCIE |
| 33 | SANTA ROSA |
| 16 | SARASOTA |
| 17 | SEMINOLE |
| 44 | SUMTER |
| 31 | SUWANNEE |
| 37 | TAYLOR |
| 63 | UNION |
| 08 | VOLUSIA |
| 65 | WAKULLA |
| 36 | WALTON |
| 50 | WASHINGTON |

Appendix C – TCATS Central Site Validation Errors

The following is a list of possible errors that can occur when TCATS central site validates county data for loading into the TCATS database. These errors will be listed in the error report files (file extension .rpt) sent to the county; the records will not be loaded into the central site database, nor sent to DHSMV. When the error is corrected, a new input record should be provided to TCATS central site.

| CITATION ERRORS | |
|---|---|
| Error Message | Solution |
| COULD NOT ADD RECORD X CITATION # EXISTS AT CENTRAL SITE. | First time citation record already exists at central site. This typically happens when a citation has been transferred from one court to another and TCATS has received a first time record from both cases. No correction is needed. Just resend an updated citation and a supplemental disposition, if one exists, to TCATS. For non-CCM counties resend from the case where the disposition is or will be. |
| INVALID BIRTH DATE: MM/DD/YYYY | Birth date (ICD Field 24) must be a valid Month, Day, and Year and must be in MM/DD/YYYY format. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| INVALID CHARACTER IN STATUTE SECTION: | Statute Section (ICD Field 78) must be numeric only. The first 3 positions should be the chapter; the next 3 positions should be the section. i.e. 316193. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| INVALID CHARACTER IN STATUTE SUB-SECTION: | Statute Sub Section (ICD Field 79) must be alpha-numeric only. No periods, dashes or parentheses are allowed. Letters must be in lowercase. i.e. 3c1. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| INVALID CHECK DIGIT | Check digit (ICD Field 3) must be a value of 0 - 9, 'X'. Once you correct your local case with the new check digit resend an updated citation and a supplemental disposition, if one exists, to TCATS. You will need to put this INVALID CHECK DIGIT record on an error removal list for FACC to remove manually. |
| INVALID CHECK DIGIT FOR CITATION | Check digit (ICD Field 3) must be a value of 0 - 9, 'X'. Once you correct your local case with the new check digit resend an updated citation and a supplemental disposition, if one exists, to TCATS. You will need to put this INVALID CHECK DIGIT record on an error removal list for FACC to remove manually. |
| INVALID CITATION NUMBER | Correct local case citation number (ICD Field 2) Resend an updated citation and a supplemental disposition, if one exists, to TCATS. You will need to put this INVALID CITATION NUMBER record on an error removal list for FACC to remove manually. |
| INVALID COMMERCIAL DRIVER LICENSE | Driver License Class (ICD Field 30) Only |

| CITATION ERRORS | |
|---|---|
| Error Message | Solution |
| CLASS: | values allowed for TCATS 5.6 are 'A','B','C' or 'N' for not commercial and for TCATS 5.7 'A','B','C', 'D','E','O' or 'U' for unknown. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| INVALID COUNTY NUMBER | County number (ICD Field 4) is null, not numeric or does not match county number in filename. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| INVALID DRIVER LICENSE CLASS: | Driver License Class (ICD Field 30) Only allowed values are 'A','B','C','D','E','O' or 'U'. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| INVALID DRIVER SUFFIX | Driver Suffix (ICD Field 17) Only allowed values are '2','3','4','5','6','7','8','9','J' or 'S'. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| INVALID FINE AMOUNT | Fine Amount (ICD Field 123) Must be numeric and in dollar amount format or zero. MMMMM.MM. May not contain blanks, Alpha characters. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| INVALID FL LICENSE # | Drivers License Number (ICD Field 28) may not contain embedded spaces; must be 12 or 13 characters long; first character must be upper-case alpha character 2-4 position must be numeric and no higher than 6; a zero in character 2 or 3 must be followed by another zero; characters 5-13 must be numeric. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| INVALID FL LICENSE # FOR NAME/SEX/BIRTHDATE | Drivers License Number (ICD Field 28) does not match DHSMV Soundex criteria for Name/ Sex/Date of Birth. Recheck all three of these values. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. If all county information matches what DHSMV has then set the FL DL Edit Override flag to 'Y' to bypass Central Site edits and pass the record on to DHSMV. |
| INVALID FLAG(S): | Valid Flags are 'Y', 'N' or blank and used in various fields: Aggressive Driving (ICD Field 121) , Hazardous Materials (ICD Field 37) , Commercial Vehicle (ICD Field 32) , Crash (ICD Field 80 and 81) , Injury (ICD Field 85 & 86), Property Damage (ICD Field 82 and 83), Serious Injury (ICD Field 87 and 88), Fatality (ICD Field 89 and 90). Correct the appropriate flag and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |

| CITATION ERRORS | |
|---|---|
| Error Message | Solution |
| INVALID JURISDICTION NUMBER | Jurisdiction Number (ICD Field 5) Non-numeric or invalid number entered. See TCATS Appendix 'A' for valid city/county jurisdiction and count seat numbers. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| INVALID OFFENSE DATE: MM/DD/YYYY | Offense Date (ICD Field 11) must be a valid month, day and year. May not be null or a future date. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| INVALID OOS LICENSE # | Drivers License Number (ICD Field 28) May not send " OOS ", " None ", " N/A ", " NOT CARRIED " in the DL Number when DL state code (ICD Field 29) is " FL ", blank or null. Leave this field blank when DL number is not known. For OOS addresses match DL state code to address state code. This is also required to process an OOS D6. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| INVALID SEX: | Sex (ICD Field 26) Allowed values are ' M ', ' F ' or blank if not known. ' M ' or ' F ' is required when the DL number is null or if the DL number is from out of state. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| INVALID STATE OR DL STATE: | Driver License State (ICD Field 29) or State of Drivers Address (ICD Field 21) must be one of the valid 50 US states (per USPS codes) " CD " (Canada), " FF " (other foreign country). Must be provided when DL number is entered. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| INVALID VIOLATION CODE | Violation Code (ICD Field 75) must be numeric and match violation code in DHSMV Appendix C. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS |
| MAY NOT DELETE: ARREST & UTC DISP. SENT TO DHSMV & NO ERROR HAS BEEN RECEIVED | May not delete (ICD Field 1 Type = 'D') citation if no ARR error has been received by DHSMV for that citation. To correct, resend an 'U' updated citation and a supplemental disposition to TCATS. |
| MISSING ACTUAL OR POSTED SPEED FOR SPEEDING VIOLATION | Actual or Posted Speeds (ICD Fields 51 and 52) may not be null for speeding violations. Speeds must be provided for violation codes 574, 575, 586 and 589 only. Enter speeds and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| MISSING AGENCY NAME FOR AGENCY TYPE | Agency Name (ICD Field 9) is required for Agency Type " 2 " (Police) or Agency Type " 4 " (Other) i.e. DOT, FWC etc. Correct agency type or agency name and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |

| CITATION ERRORS | |
|--|---|
| Error Message | Solution |
| MISSING AGENCY TYPE | Agency Type (ICD Field 7) may not be null or blank and must have value between 1 and 4. 1 = FHP 2 = Police Department 3 = Sheriff and 4 = All 'Other' agencies. |
| MISSING COMMERCIAL DRIVER LICENSE CLASS | Driver's License Class (ICD Field 30) may not be null or blank. Values to use for TCATS 5.6 are ' A','B','C' or ' N ' for not commercial and for TCATS 5.7 ' A','B','C','D','E','O' or ' U ' for unknown . Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| MISSING DRIVER FIRST NAME | Driver's first name (ICD Field 14) may not be blank or null. Add first name and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| MISSING DRIVER LAST NAME | Driver's last name (ICD Field 16) may not be blank or null. Add last name and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| MISSING DRIVER LICENSE CLASS | Driver's License Class (ICD Field 30) may not be null or blank. Values to use for TCATS 5.6 are ' A','B','C' or ' N ' for not commercial and for TCATS 5.7 ' A','B','C','D','E','O' or ' U ' for unknown . Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| MISSING DRIVER LICENSE STATE FOR NON-FL RESIDENT | Driver's License State (ICD Field 29) must be provided when driver's address state is not " FL ". Set DL State to Address State. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| MISSING FL LICENSE # FOR NON-FL RESIDENT | Driver's License number (ICD Field 28) must be provided when driver's address state is not " FL " and driver's DL state is ' FL '. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| MISSING JURISDICTION NUMBER | Jurisdiction number (ICD Field 5) may not be blank or null. Enter Jurisdiction number and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| MISSING SEX OR DATE OF BIRTH FOR BLANK LICENSE | Sex (ICD Field 26) or Date of Birth (ICD Field 24) may not be null when the Florida DL number is blank or null. Add Sex and Birth date. If DOB is not known, the default of 01/01/1900 may be used. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| MISSING SEX OR DATE OF BIRTH FOR OOS LICENSE | Sex (ICD Field 26) or Date of Birth (ICD Field 24) may not be null when the Out of State DL number is blank or null. Add Sex and Birth date. If DOB is not known, the default of 01/01/1900 may be used. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| MISSING STATUTE SECTION | Statute Section (ICD Field 78) not be blank or null. The first 3 positions should be the chapter; |

| CITATION ERRORS | |
|--|--|
| Error Message | Solution |
| | the next 3 positions should be the section. i.e. 316193. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| MISSING VIOLATION CODE | Violation Code (ICD Field 75) may not be blank or null. Add violation code and resend an updated citation and a supplemental disposition, if one exists, to TCATS. For statute number and violation code combination see DHSMV's Appendix C located at http://www.flhsmv.gov/ddl/utc/APPENDIX_C.pdf |
| NON-ALPHABETIC CHARACTER IN [CITY,STATE] | City & State (ICD Field 20 and ICD Field 21) must be upper-case alphabetic. Remove invalid character and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| NON-ALPHABETIC CHARACTER IN [FIRST NAME, MIDDLE NAME, LAST NAME] | Names (ICD Fields 14, 15, 16) must be alphabetic, upper-case (hyphen, apostrophe, blank allowed). Remove invalid character and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| NON-ALPHANUMERIC CHARACTER IN STREET ADDRESS | Street Address (ICD Field 18) must be UPPER-CASE alpha-numeric; hyphen, '#', '&', blank, and '1' (as in '906 1/2 CANAL ST') are allowed. Remove invalid character and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| NON-ALPHANUMERIC CHARACTER IN [TRAILER TAG, VEHICLE TAG] | Tag Numbers (ICD Field 39 & 38) must be upper-case alpha-numeric. Remove invalid character and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| OFFENSE DATE PRIOR TO BIRTH DATE: MM/DD/YYYY | Offense Date (ICD Field 11) must be after the Date of Birth. Correct and resend an updated citation and supplemental disposition, if one exists, to TCATS. |
| VIOLATION XXX SHOULD NOT HAVE ACTUAL OR POSTED SPEED | Actual and Posted speeds (ICD Fields 51 & 52) are only allowed for violation codes 574,575,586 and 589. Remove speeds if violation code is not one of these 4 codes and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| VIOLATION 574 REQUIRES ACTUAL SPEED LESS THAN POSTED SPEED | Actual Speed (ICD Field 51) must be LESS than posted speed for violation code 574. Check your actual speed or that the violation code is supposed to be 574. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |
| VIOLATION CODE XXX ONLY APPLIES TO COMMERCIAL VEHICLES | Violation Codes (ICD Field 75) between 800 and 850 can only be used when the Commercial Vehicle flag (ICD Field 32) is set to 'Y', which means the defendant was in a CMV. If they were not in a CMV then another violation would need to be sent to TCATS. Correct and resend an updated citation and a supplemental disposition, if one exists, to TCATS. |

| DISPOSITION ERRORS | |
|---|--|
| Error Message | Solution |
| CITATION # XXXXXXXX STILL SHOWING AS ACTIVE | This disposition error happens when the citation part of the record came up with a 'Status' (Citation ICD field 120) field of an 'A' Active. This value is only sent with a first time citation record. When the disposition is sent then the corresponding citation record should have this 'Status' field sent with an 'I' Inactive value. This status field is typically set in your program logic. Resend an updated citation and a supplemental disposition to TCATS. |
| CITATION # XXXX FOR RECORD # XX HAS PREVIOUSLY BEEN DELETED | TCATS central site cannot process a disposition for a deleted citation. Check that the citation number is correct and that there are no other errors. Resend an updated citation and a supplemental disposition to TCATS. |
| COULD NOT ADD FIRST-TIME DISPOSITION, SUPPLEMENTAL EXISTS FOR CITATION XXXXXXXX | TCATS central site cannot process a 0001 disposition type record if a 0002 supplemental disposition already exists. This Disposition Type (ICD Field 5) is usually set in your program logic. Resend an updated citation and a supplemental disposition to TCATS. |
| COULD NOT ADD, DISPOSITION 0001 EXISTS FOR CITATION XXXXXXXX | TCATS central site cannot process a 0001 disposition type record if a 0002 supplemental disposition already exists. This 'Disposition Type' (ICD Field 5) is usually set in your program logic. Resend an updated citation and a supplemental disposition to TCATS. |
| COULD NOT DELETE, NO DISPOSITION XXXX FOR CITATION XXXXXXXX | No disposition exists at TCATS central site. Verify the citation number is correct and resend an updated citation and a supplemental disposition to TCATS. |
| COULD NOT FIND CITATION # XXXXXXXX FOR RECORD # XXX | This error will happen when a first time citation record comes up with a first time disposition and the citation record errors for some reason. The disposition can't be applied unless the citation passes Central Site edits. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| COULD NOT UPDATE, NO DISPOSITION # XXXX FOUND FOR CITATION XXXXXXXX | Disposition Update Type (ICD Field 1) of a 'U' was sent and this filed should always be an 'A' Add record for both a first time disposition and a supplemental. Resend an updated citation and a supplemental disposition to TCATS. |
| COURT REVOCATION/SUSP '4' MAY ONLY BE USED WHEN CITATION INDICATES A CRASH | Court Revocation/Suspension (ICD field 34) of a 4 (Fatality) must also have the citation 'Crash' (Citation ICD Field 80) flag set to "Y". Update crash flag and resend an updated citation and a supplemental disposition to TCATS. |
| DISPOSITION DATE IS PRIOR TO OFFENSE DATE MM/DD/YYYY | Check both Disposition Date (ICD Field 6) and Offense Date (Citation ICD Field = 11) for accuracy. Correct and resend an updated citation and a supplemental disposition to TCATS. |

| DISPOSITION ERRORS | |
|--|---|
| <u>Error Message</u> | <u>Solution</u> |
| DUI VIOLATION SHOULD NOT HAVE COURT REVOCATION/SUSPENSION (1, 2 or NULL) | This error is usually accompanied by another disposition error for MISSING DEPARTMENT/COURT CODE FOR DUI VIOLATION. The court revocation/suspension code (ICD field 34) 3 should be used for DUI convictions and Department Court Code (ICD field 26) 'C' or 'D' are required for DUI convictions. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| INVALID ACTUAL FINE | Actual Fine (ICD Field 19) amount must be numeric only and in dollar format (9999.99). Special characters such as '*', '()' Parenthesis or '-'negative values are not allowed in the dollar amount fields. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| INVALID CITATION NUMBER XXXX | The citation number (ICD Field 2) is incorrect. Once the local system case is corrected with the new citation number then the INVALID CITATION NUMBER record will need to go on an error removal list and sent to FACC to be removed manually. Resend the new citation as an updated citation and supplemental disposition to TCATS. |
| INVALID COUNTY NUMBER | County number (ICD Field 15) is blank, null, non-numeric or is not between 1 and 67. Correct county number and resend an updated citation and a supplemental disposition to TCATS. |
| INVALID COURT REVOCATION/SUSPENSION: | Court Revocation/ Suspension (ICD Field 34) must be numeric and a value between 1 and 4. 1=Court Ordered Suspension 2=Court Ordered Revocation 3=Criminal Mandatory Revocation (i.e. DUI's Fleeing & Eluding) 4-Fatality. Correct Revocation/Suspension field and resend an updated citation and a supplemental disposition to TCATS. |
| INVALID COURT TIME WHEN NO COURT REVOCATION FOR DUI VIOLATION | Court Time (ICD Field 27) is required for a DUI conviction. The length of suspension/revocation values (Court Time) are "M"(Maximum) "N" (Minimum), 1 (1 year), 6 (6 months) or "X" for any other length of time the court has ordered. Verify the Court Time and Department Court Code (ICD field 26) are correct and resend an updated citation and a supplemental disposition to TCATS. On some systems this value is done in programming based on other values entered in the case. See Appendix D for full details on Criminal Mandatory and Discretionary Suspension/Revocations. |
| INVALID COURT TIME: | Court Time (ICD Field 27) For non-DUI criminal mandatory offenses or other offenses this field should be Blank. This value may be done in programming based on other values entered in the case. Correct and resend an updated |

| DISPOSITION ERRORS | |
|---|--|
| <u>Error Message</u> | <u>Solution</u> |
| | citation and a supplemental disposition to TCATS. See Appendix D for full details on Criminal Mandatory and Discretionary Suspension/Revocations. |
| INVALID DEPARTMENT/COURT CODE: | Department/Court Code(ICD Field 26) must be non blank for DUI offenses, otherwise leave this field blank. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| INVALID DISPOSITION CITY: | Disposition City (ICD field 24) must be numeric. See Appendix 'A' for correct value to send for your city codes. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| INVALID DISPOSITION DATE: MM/DD/YYYY | Disposition date (ICD Field 6) cannot be null and must be a valid date. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| INVALID DISPOSITION TYPE XXXX FOR FIRST-TIME DISPOSITION (MUST BE 0001) | If sending a first-time disposition and the disposition type (ICD Field 5) is "0001" then the Supplemental Code (ICD Field 31) should be blank. If sending up a supplemental disposition then the disposition type must be "0002" and the supplemental code must be "S". This value is usually done in programming. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| INVALID FORMAT FOR LENGTH OF INTERLOCK RESTRICTION: | Interlock length (ICD field 159) must have 7 numeric digits, in format YYMMDDD; DDD cannot be greater than 365; MM cannot be greater than 12. Values cannot be 0000997, 0000998, 0000999. The IID (Ignition Interlock Device) information is only accepted electronically for DUI violations. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| INVALID LENGTH OF REVOCATION: | Revocation length (ICD field 35) must have 7 numeric digits, in format YYMMDDD; DDD cannot be greater than 365; MM cannot be greater than 12 (except for special values 0000997-Sent when there is incarceration ordered at disposition and defaults to indefinite at DHSMV , 0000998 Sent when court ordered lifetime/permanent suspension/revocation , and 0000999-Sent when court ordered an indefinite suspension/revocation); Correct and resend an updated citation and a supplemental disposition to TCATS. |
| INVALID PAYMENT AMOUNT: | Payment Amount (ICD Field 10) must be numeric only and in dollar format (9999.99). Special characters such as '*', '()' Parenthesis or '-'negative values are not allowed in the dollar amount fields. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| INVALID SENTENCE: | Court Sentence (ICD field 30) must be numeric |

| DISPOSITION ERRORS | |
|--|---|
| <u>Error Message</u> | <u>Solution</u> |
| | only and is required for a Guilty disposition/verdict. The sentence field can contain a value of 0=no-sentence, 1=served time, 2=sentence withheld or suspended, 3=probation, 4=traffic school, 5=Fine and/or Court Costs, 6=license action only, 7=other, 9=incarceration . This value is sometimes set in programming and based on case information. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| INVALID SSN: | SSN (ICD Field 21) must be numeric and hyphens or special characters should not be used. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| INVALID SUPPLEMENTAL CODE | Supplemental code (ICD field 31) must be either "S" blank or null. This value is usually set in programming. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| INVALID TRIAL TYPE: | Trial Type (ICD field 32) must be either 0 = No Trial, 1=Jury or 2=No-Jury . Correct and resend an updated citation and a supplemental disposition to TCATS. |
| INVALID UPDATE TYPE | Update Type (ICD field 1) must be sent with a value of "A" . This value is usually set in programming. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| INVALID VALUE FOR REPRESENTED BY COUNSEL: | Represented by Counsel (ICD Field 28) must be either 1= Represented, 2=Counsel Waived blank or null. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| INVALID VIOLATION CODE XXX | Violation Code (ICD Field 22) must be numeric and a valid value found in DHSMV Appendix 'C' located on the web at http://www.flhsmv.gov/ddl/utc/APPENDIX_C.pdf . Correct and resend an updated citation and a supplemental disposition to TCATS. |
| LENGTH OF REVOCATION MUST BE AT LEAST 180 DAYS FOR DUI: | Revocation Length (ICD Field 35) must be 7 numeric digits, in format YYMMDDD; and be at least 180 days (6 months) for a DUI conviction or some other value. I.e. 1000000=10 years or 0006000 =6 months. This field cannot be null for a DUI conviction. Correct revocation length and resend an updated citation and a supplemental disposition to TCATS. See Appendix 'D' for full details |
| LENGTH OF REVOCATION SHOULD BE ZERO WHEN COURT TIME IS NOT 'X' | Revocation Length (ICD Field 35) should be 0 when Court Time (ICD Field 27) is 'X' This value is usually set in programming and is based on case information. Correct revocation length and resend an updated citation and a supplemental disposition to TCATS. See Appendix 'D' for full details |
| MISSING COURT TIME WHEN COURT | Court Time (ICD Field 27) This field is required |

| DISPOSITION ERRORS | |
|--|--|
| <u>Error Message</u> | <u>Solution</u> |
| REVOCATION FOR DUI VIOLATION | for a DUI conviction; otherwise this field should be blank. The valid Court Time values for DUI's are "M"(Maximum) "N" (Minimum), 1 (1 year), 6 (6 months) or "X" for any other length of time the court has ordered. Verify the court time and Department Court Code (ICD field 26) are correct and resend an updated citation and a supplemental disposition to TCATS. See TCATS Appendix 'D' for full details. On some systems this value is done in programming based on other values entered in the case. |
| MISSING DEPARTMENT/COURT CODE FOR DUI VIOLATION | Department Court Code (ICD field 26) must be provided for DUI convictions and be either 'C'=Court or 'D' = Department. This indicates who is taking action on the DUI conviction suspension/revocation. If the court does not impose the revocation then DHSMV will take action. For any other violations leave this field blank. Correct and resend an updated citation and a supplemental disposition to TCATS. See Appendix 'D' for full details |
| MISSING DISPOSITION COUNTY OR CITY | Disposition County (ICD field 23) or Disposition City (ICD field 24) must be provided. See Appendix 'B' for valid County numbers and Appendix 'A' for valid City numbers. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| MISSING LENGTH OF INTERLOCK RESTRICTION | Length of Interlock Restriction (ICD field 159) cannot be null or blank, is only for DUI violations. For non-DUI offenses this field should be populated with 000000. This value is usually set in programming and is based on case information. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| MISSING LENGTH OF REVOCATION FOR COURT REV/SUSP ACTION | Revocation Length (ICD field 35) cannot be blank, null or 000000 when Court Revocation/Suspension (ICD field 34) has a value of 1, 2 or 3. Correct length and resend an updated citation and a supplemental disposition to TCATS. |
| MISSING OR INVALID COURT TYPE: | Court Type (ICD Field 25) must be provided and either be 1 = County, 2 = Circuit, 3 = Federal or 4 = Magistrate. This value is usually set in programming and based on case type information. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| MISSING OR INVALID VERDICT: | Disposition Verdict (ICD field 29) must be provided. Valid values are 1 = Guilty, 2 = Not Guilty, 3 = Dismissed, 4= Paid Fine, 6=Estreated or forfeited bond, 7= Adjudication Withheld on all criminal 322.34, 8 = Nolle Prosequi, 9= Adjudication Delinquent (Juvenile), B=Other, C= Adjudicated withheld by clerk or D = Adjudication withheld by clerk (plea Nolo |

| DISPOSITION ERRORS | |
|--|---|
| <u>Error Message</u> | <u>Solution</u> |
| | Contendere and proof of compliance) Correct and resend an updated citation and a supplemental disposition to TCATS. |
| MISSING REPRESENTATION BY COUNSEL FOR DUI VIOLATION | Represented by Counsel (ICD Field 28) This field is no longer required for DUI offenses. This is an old error and no correction is needed. Resend an updated citation and a supplemental disposition to TCATS. |
| MISSING SENTENCE FOR GUILTY VERDICT | Court Sentence (ICD field 30) May not be null, blank or 0 where Disposition Verdict = 1(Guilty). Verify verdict and sentence values, Correct and resend an updated citation and a supplemental disposition to TCATS. |
| MISSING TRIAL TYPE | Trial Type (ICD field 32) must be provided and is either 0 = No Trial, 1 = Jury or 2=Non-Jury. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| MISSING VIOLATION CODE | Violation Code (ICD Field 22) must be provided and a valid value from DHSMV Appendix 'C' located on the web at http://www.flhsmv.gov/ddl/utc/APPENDIX_C.pdf . Add violation code and resend an updated citation and a supplemental disposition to TCATS. |
| NON-ALPHANUMERIC CHARACTER IN SUBSECTION: | Subsection (ICD Field 17) must be Alpha-numeric characters and cannot contain hyphens, periods or parentheses. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| NON-ZERO SENTENCE FOR VERDICT OTHER THAN GUILTY | Court Sentence (ICD field 30) should not be entered where Disposition Verdict is not 1(Guilty). This field is being re-addressed for other acceptable values. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| TCATS CAN ONLY ACCEPT 1 DISPOSITION PER CITATION PER DAY: CITATION | Cannot send multiple dispositions for a single citation record on the same day. Resend an updated citation and a supplemental disposition to TCATS. |
| VERDICT [2,3,8,B] ON DUI SHOULD NOT HAVE LENGTH OF REVOCATION | Disposition Verdict (ICD field 29) for DUI violations codes should not have a length of revocation entered when the verdict is 2=Not Guilty,3=Dismissed,8= Nolle Prosequi, or B=Other . Verify Violation Code, Verdict and Length of Revocation. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| VIOLATION XXX SHOULD NOT HAVE COURT TIME (NOT DUI) | Court Time (ICD Field 27) should be blank for non-DUI offenses. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| VIOLATION XXX SHOULD NOT HAVE DEPARTMENT/COURT CODE (NOT DUI) | Court Code (ICD Field 26) should be blank for non-DUI offenses. Correct and resend an updated citation and a supplemental disposition to TCATS. |

| DISPOSITION ERRORS | |
|--|---|
| <u>Error Message</u> | <u>Solution</u> |
| VIOLATION CODE XXX ONLY APPLIES TO COMMERCIAL VEHICLES | Violation Code (ICD Field 22) that between 800 and 850 only apply when the person is in a Commercial Vehicle. The Commercial Vehicle Flag (Citation ICD field 32) for the Citation should have a value of "Y". Verify Violation Code and Commercial Vehicle Flag. Correct and resend an updated citation and a supplemental disposition to TCATS. |

| DHSMV ARR ERRORS | |
|-------------------------------|---|
| <u>Error Message</u> | <u>Solution</u> |
| AGENCY CODE MAY BE IN ERROR | These three errors will occur together and happen because one or more of the following three fields has an error: (Citation ICD Field 8) Issuing Agency Code (Citation ICD Field 4) County Number (Citation ICD Field 5) Jurisdiction Number (City Code) Once the record is corrected the citation must be resent as a Citation 'D' delete record and an 'A' add record in the same citation file. TCATS must also have a supplement disposition in order for all 'ARR' errors to be removed. |
| COUNTY CODE MAY BE IN ERROR | |
| CITY CODE MAY BE IN ERROR | |
| TICKET NUMBER MAY BE IN ERROR | (Citation ICD Field 2) This error rarely occurs. Once you correct the citation number and resend the new citation to TCATS just send a request to FACC to remove this error for your county. |
| VIOLATION MAY BE IN ERROR | (Citation ICD Field 75) This error may occur when the violation code wasn't valid at the time the citation was written. Once the record is corrected the citation must be resent as a Citation 'D' delete record and an 'A' add record in the same citation file. TCATS must also have a supplement disposition in order for all 'ARR' errors to be removed. |

| DHSMV D6 ERRORS | |
|------------------------|---|
| Error Message | Solution |
| INVALID DL NUMBER | Driver License Number (D6 ICD Field 1). The DL number entered is not a valid FL DL number. Correct DL number and resend a corrected D6 to TCATS only if the D6 still applies. |
| INVALID DATE OF BIRTH | Driver License Date of Birth (D6 ICD Field 42). The DOB must be a valid month, day, and year and cannot be a future date. If the date of birth is not known then use the default of 01/01/1900. Correct DOB and resend a corrected D6 to TCATS only if the D6 still applies. |
| ZIPCODE NOT NUMERIC | Driver License Mailing Zip (D6 ICD Field 46 and 47). The zip code cannot be blank nor have alpha characters in the field. If the zip code is not known then use the default 00000. Use the default for Canadian zip codes as well. Correct zip and resend a corrected D6 to TCATS only if the D6 still applies. |
| FIRST NAME NOT PRESENT | Driver License First Name (D6 ICD Field 37). The first name cannot be blank. Enter the driver first name from the citation and resend a corrected D6 to TCATS only if the D6 still applies. |
| INVALID FIRST NAME | Driver License First Name (D6 ICD Field 37). The first name has invalid characters entered, such as & (ampersand), number, period, or a / (slash). Correct the first name and resend a corrected D6 to TCATS only if the D6 still applies. |
| LAST NAME MISSING | Driver License Last Name (D6 ICD Field 39). This last name cannot be blank. Enter the driver last name and resend a corrected D6 to TCATS only if the D6 still applies. |
| INVALID LAST NAME | Driver License Last Name (D6 ICD Field 39). The last name has invalid characters entered, such as & (ampersand), number, period, or a / (slash). Correct the last name and resend a corrected D6 to TCATS only if the D6 still applies. |
| INVALID MIDDLE NAME | Driver License Middle Name (D6 ICD Field 38). The middle name has invalid characters entered, such as & (ampersand), number, period, or a / (slash). Correct the middle name and resend a corrected D6 to TCATS only if the D6 still applies. |
| INVALID SUFFIX | Driver License Name Suffix (D6 ICD Field 40). The name suffix has an invalid value entered. Correct the suffix and resend a corrected D6 to TCATS only if the D6 still applies. |
| INVALID SEX CODE | Driver License Sex (D6 ICD Field 41). The sex field cannot be blank and must contain an M or F if the driver license number is blank. Correct the sex code and resend a corrected D6 to TCATS only if the D6 still applies. |
| INVALID ADDRESS | Driver License Mailing Street (D6 ICD Field 43). The address cannot be blank nor have invalid characters entered. Addresses must be |

| DHSMV D6 ERRORS | |
|-----------------------------|---|
| <u>Error Message</u> | <u>Solution</u> |
| | Alphabetic A-Z , numbers 0-9 and the only special characters allowed are # (pound sign), - (hyphen), or / (slash), and these may not be in the first space of the field. If the address is unknown, use General Delivery. Correct the address and resend a corrected D6 to TCATS only if the D6 still applies. |
| INVALID CITY CODE1 | Driver License Mailing City (D6 ICD Field 44). The city cannot have special characters entered or numbers. Correct the city and resend a corrected D6 to TCATS only if the D6 still applies. |
| INVALID CITY CODE2 | Driver License Mailing City (D6 ICD Field 44). The city field is blank. Enter the city and resend a corrected D6 to TCATS only if the D6 still applies |
| ADDRESS STATE ERROR | State (D6 ICD Field 20). The state of the driver's license must be entered for out of state drivers. If the driver's license state is not known use the address state code in the driver state code field and resend a corrected D6 to TCATS only if the D6 still applies. |
| INVALID TRANSACTION TYPE | Transaction Type (D6 ICD Field 3). The transaction type cannot be blank and must be either a Type 2 Suspend or Type 4 Clear . Correct the type and resend a corrected D6 to TCATS only if the D6 still applies. |
| INVALID SUSPENSION DATE | Date of Failure to Comply (D6 ICD Field 7). Date cannot be blank and must be in the MM/DD/YYYY format. Correct fail to comply date and resend a corrected D6 to TCATS only if the D6 still applies. |
| INVALID REASON CODE | Reason (D6 ICD Field 14). Reason code cannot be blank and must be either 01 (Failed to Appear), 02 (Failed to Complete Court Ordered School), 03 (Election made when not eligible), 05 (Failed to Pay Fine) and 08 (Failed to go to elected school). Correct the D6 reason code and resend a corrected D6 to TCATS only if the D6 still applies. |
| INVALID STATE CODE | State (D6 ICD Field 20). The driver's license state code is invalid. The only valid state codes are the US states, CD for Canada and FF for foreign countries. See <i>Appendix A</i> for valid state code located at: http://www.flhsmv.gov/ddl/utc/APPENDIX_A.pdf |
| STATE CODE MISSING | State (D6 ICD Field 20). The state of the driver's license must be entered for out of state drivers. If the driver's license state is not known use the address state code as the driver state code and resend a corrected D6 to TCATS only if the D6 still applies. |
| INVALID TICKET NUMBER | Ticket Number (D6 ICD Field 21). The citation number entered is invalid. Enter the correct citation number and resend a corrected D6 to TCATS only if the D6 still applies. |
| DL NUMBER NOT PRESENT | Driver License Number (D6 ICD Field 1). This |

| DHSMV D6 ERRORS | |
|--------------------------------|--|
| <u>Error Message</u> | <u>Solution</u> |
| | error is usually accompanied with another error and will more than likely be with address field. For OOS drivers if the DL number is not known then the field should contain OOS or NDL for out of country drivers. The DL state code should also be populated with the OOS state code. This OOS and NDL is usually set programmatically. Correct DL Number and resend a corrected D6 to TCATS only if the D6 still applies. |
| INVALID CLEARANCE DL NOT ON DB | Driver License Number (D6 ICD Field 1). This error occurs when the DL number field is blank and the DHSMV system does not find a valid DL number for the type 4 Clear record. The counties cannot correct these and will need to send a request to FACC to manually remove these D6 clearance errors. |
| CITY CODE/COURT TYPE MISMATCH | This is an obsolete error and no change is necessary just resend the D6 to TCATS only if the D6 still applies. |
| INVALID CITY CODE3 | City Code (D6 ICD Field 19). This field should be sent as 00 unless the Court Type = 4 Magistrate/Hearing Officer . This error rarely occurs and this field would usually be set in programming. Correct City Code and resend a corrected D6 to TCATS only if the D6 still applies. |
| INVALID REASON FOR COURT TYPE | Reason (D6 ICD Field 14). This field cannot be a 03 (Election Made when not eligible) or a 08 (Failed to go to elected school) when the Court Type = 4 Magistrate/Hearing Officer . Correct reason code and resend a corrected D6 to TCATS only if the D6 still applies. |
| INVALID COURT TYPE | Court Type (D6 ICD Field 9). This error occurs when something other than a 1 = County, 2 = Circuit, 3 = Federal or 4 = Magistrate/Hearing Officer is sent and is usually accompanied with another error. Check all errors, correct and resend a corrected D6 to TCATS only if the D6 still applies. |
| CLEARANCE WITH ADD - RE-SUBMIT | The error occurs when the county sends both a Type 2 Suspension and a Type 4 Clear record in the same file. Send a request to FACC to remove this error. |
| CMV/HAZMAT MISMATCH | Commercial Vehicle (D6 ICD Field 30) and Hazardous Material (D6 ICD Field 31). This error occurs when a Y has been entered into the Hazardous Material field, but the Commercial Vehicle flag was left blank. Correct CMV and or HAZMAT fields and resend a corrected D6 to TCATS only if the D6 still applies. |
| OOS OFFENSE DATE ERROR | D6 Violation Offense Date (D6 ICD Field 33). The violation date cannot be left blank or be in an invalid format. Correct the violation date and resend a corrected D6 to TCATS only if the D6 still applies. |
| OOS TYPE 4 NO RESTORE DATE | D6 Restore Date (D6 ICD Field 10). For Type 4 |

| DHSMV D6 ERRORS | |
|---|---|
| <u>Error Message</u> | <u>Solution</u> |
| | Clear records the restore date should be populated with a valid date. Type 4 Clear records should not be sent for OOS records. The counties will need to send a request to FACC to manually remove these errors. |
| VIOLATION REASON CODE ERROR | D6 Violation Reason (D6 ICD Field 34). For OOS D6 records the offense violation code needs to be populated with a valid DHSMV violation code. Correct the violation reason code and resend a corrected D6 to TCATS only if the D6 still applies. |
| BATCH # NOT NUMERIC/ INVALID BATCH NUMBER | Batch Number (D6 ICD Field 24). This error occurs when the batch number is incorrect. This field is usually populated in the system programming. Verify the batch number and resend a corrected D6 to TCATS only if the D6 still applies. |
| ONFILE CODE NOT ALLOWED ON ADD | Onfile Code 2 (D6 ICD Field 16). This filed should always be 00 and is usually done in the system programming. Correct and resend a corrected D6 to TCATS only if the D6 still applies. |
| NE: (Name of Violator) | Driver's License First, Middle, Last Name (D6 ICD Fields 37, 38, & 39). This is an additional name edit on citations submitted through TCATS without a DL number where the name, sex and date of birth is not an exact match to the DHSMV system. DHSMV believes that 99% of these errors will occur due to a slight misspelling of the name. Correct the spelling of the name as listed in the NE: error message and resend a corrected D6 to TCATS only if the D6 still applies. NOTE: In the event that the name in the error message is NOT the same individual as listed on the citation, you may request a newly created driver record through CourtAssist@flhsmv.gov |

| DHSMV UTC ERRORS | |
|---------------------------------|---|
| Error Message | Solution |
| ACCIDENT CODE MAY BE IN ERROR | Crash (Citation ICD Field 80) flag must be Y for Violation Code 250 (Vehicular Homicide). This ACCIDENT CODE error will be accompanied by error VIOLATION CODE MAY BE IN ERROR, as the system doesn't know if the violation code 250 is in error, or the Crash flag is in error. The only acceptable values are Y or blank. Correct and resend an updated citation and supplemental disposition to TCATS. |
| ACTUAL SPEED MAY BE IN ERROR | Actual Speed (Citation ICD Field 51). This error will usually be accompanied by POSTED SPEED MAY BE IN ERROR (Citation ICD Field 52), and is normally received when the actual and posted speeds have been reversed. Check the speeds that are entered. Correct and resend an updated citation and supplemental disposition to TCATS. |
| AGENCY CODE MAY BE IN ERROR | Agency Code (Citation ICD Field 8) may not be null or blank and must have a value between 1 and 4 . 1 = FHP, 2 = Police Department, 3 = Sheriff, and 4 = All 'Other' agencies . NOTE: Agency Code 4 should also have the Agency Name entered in (Citation ICD Field 9). Verify agency is correct. Resend an updated citation and supplemental disposition to TCATS. |
| ARREST DATE MAY BE IN ERROR | Offense Date (Citation ICD Field 11) must be a valid Month, Day and Year in MM/DD/YYYY format and cannot be null or a future date. This error occurred primarily with violation codes 543 and 545 after they went into effect in 2005. No changes are needed. Resend an updated citation and a supplemental disposition to TCATS. All other violation codes will need to be checked and corrected. |
| BLOOD ALCOHOL LEVEL IS IN ERROR | Alcohol Level (Citation ICD Field 62) is required for DUI violations unless the driver refused a blood alcohol test. Otherwise this field should be left blank. There should not be a decimal point entered. For example, a blood alcohol level of .080 should be entered as either 080 or 0080. BAL cannot be less than 080 or greater than 0450. Correct and resend an updated citation and supplemental disposition to TCATS. |
| CHECK DIGIT MAY BE IN ERROR | Check Digit (Citation ICD Field 3) must be a value of 0 - 9 or X . Once you correct your local case with the new check digit resend an updated citation and a supplemental disposition to TCATS. You will need to put the citation with the CHECK DIGIT MAY BE IN ERROR on an error removal list for FACC to remove manually. NOTE: This UTC Check Digit error will rarely occur. |
| CITY CODE MAY BE IN ERROR | Jurisdiction Number (Citation ICD Field 5) must be numeric and 2 digits. This error will be accompanied by COUNTY CODE MAY BE IN ERROR, as the system does not know if it is the |

| DHSMV UTC ERRORS | |
|---------------------------------------|--|
| <u>Error Message</u> | <u>Solution</u> |
| | CITY or COUNTY code that is in error. The city number cannot be the same as the county number and needs to be a valid Jurisdiction/City number for your county. Valid city codes for each county can be found in TCATS <i>Appendix A</i> located at www.flhsmv.gov/courts . Correct and resend an updated citation and a supplemental disposition to TCATS. |
| CMV NOT ENTERED FOR CDL CODE 483 | Commercial Vehicle Code (Citation ICD Field 32) must be Y for a 483 violation code charge. Verify the CMV flag was indicated on citation, enter on your local case, and resend an updated citation and supplemental disposition to TCATS. |
| COUNTY CODE MAY BE IN ERROR | County Number (Citation ICD Field 4) must be numeric and 2 digits. This error will be accompanied by CITY CODE MAY BE IN ERROR, as the system does not know if it is the CITY or COUNTY code that is in error. The county number is your DHSMV county number and can be found in TCATS <i>Appendix A</i> located at www.flhsmv.gov/courts . Correct and resend an updated citation and a supplemental disposition to TCATS. |
| COURT SUSPENSION CODE MAY BE IN ERROR | Court Revocation/ Suspension (Disposition ICD Field 34) must be numeric and have a value between 1 and 4 for certain violations. 1 = Court Ordered Suspension 2 = Court Ordered Revocation 3 = Criminal Mandatory Revocation (i.e. DUI's Fleeing & Eluding) or 4 = Fatality . See TCATS <i>Appendix D</i> for full details. Correct the Revocation/Suspension field and resend an updated citation and a supplemental disposition to TCATS. |
| COURT TIME MAY BE IN ERROR | Court Time (Disposition ICD Field 27) is required for DUI convictions only; otherwise this field should be blank. The length of suspension/revocation values (Court Time) are M (Maximum), N (Minimum), 1 (1 year), 6 (6 months), or X for any other length of time the court has ordered. Verify the Court Time and Department Court Code (Disposition ICD Field 26) are correct and resend an updated citation and a supplemental disposition to TCATS. NOTE: On some systems this value is done in programming and based on other values entered in the case. See <i>Appendix D</i> for full details on Criminal Mandatory and Discretionary Suspension/Revocations. |
| DRIVER LICENSE IS IN ERROR | Driver License Number (Citation ICD Field 28). This error occurs when the DL number is left blank and more than one person is found in the system; and it is unclear which person to apply the citation to. You will have to research the person and enter the correct DL number. |

| DHSMV UTC ERRORS | |
|------------------------------------|---|
| <u>Error Message</u> | <u>Solution</u> |
| | Resend an updated citation and a supplemental disposition to TCATS. |
| FOR THIS VIOL, SUSP MUST BE 1 OR 2 | Court Suspension/Revocation (Disposition ICD Field 34). This error occurs when the field has been left blank with Violation Codes: 147, 160, 161, 162, 247, 446, and 447 . DHSMV requires a length of suspension/revocation be sent for convictions on these violations. If the court did not order a suspension/revocation for any of these violation codes use violation code 383 (criminal). Correct and resend an updated citation and a supplemental disposition to TCATS. |
| NE:(NAME ERROR) | Driver First, Middle, Last Name (Citation ICD Fields 14, 15, 16). This error is an additional edit when citations are submitted without a DL number and the name/sex/date of birth calculates a DL number on a name, but the name is not an exact match to what name the county sent. DHSMV believes that most of these name errors occur due to a slight misspelling of the name. Correct and resend an updated citation and a supplemental disposition to TCATS. NOTE: In the event that the name in the error message is not the same individual as listed on the citation, you must request a new driver record be created through CourtAssist@flhsmv.gov . Include name, date of birth, sex, and address. CourtAssist will reply with the new DL number to be used when resubmitting the citation and disposition to TCATS. |
| OOS CDL DATE OF BIRTH IS IN ERROR | Date of Birth (Citation ICD Field 24). This error occurs when a CDL class was entered on an OOS (out of state) driver and the date of birth makes the person less than 16 years old. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| POSTED SPEED MAY BE IN ERROR | Posted Speed (Citation ICD Field 52). This error occurs when the posted speed entered is not a valid DOT posted speed; which will always be in 5 MPH increments. This error will also occur when this field is blank for non speeding violation codes. Speeds must be provided for violation codes 574, 575, 586, and 589 only. Other violation codes should send 00 in the posted speed field to TCATS. This is typically done in programming. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| SENTENCE MAY BE IN ERROR | Court Sentence (Disposition ICD Field 30). This error occurs when there is a non blank value entered and the verdict is something other than Guilty. This is in the process of being changed to allow a sentence on verdicts other than guilty where |

| DHSMV UTC ERRORS | |
|--|--|
| <u>Error Message</u> | <u>Solution</u> |
| | the court has ordered a suspension/revocation length. Correct and resend an updated citation and a supplemental disposition to TCATS. |
| SUSP PERIOD <1 YEAR OR > 5 YEARS | Length of License of Revocation (Disposition ICD Field 35). This error is caused when the suspension period entered is less than a year, or greater than 5 years, for violation codes 314 and 315 . This error is typically accompanied by 4 other errors (listed below), as the system does not know exactly which field contains the error. SUSPENSION PERIOD MAY BE IN ERROR VIOLATION CODE MAY BE IN ERROR COURT SUSPENSION CODE MAY BE IN ERROR FOR THIS VIOL, SUSP MUST BE 1, 2, OR 4 Correct the appropriate field and resend an updated citation and a supplemental disposition to TCATS. |
| SUSPENSION PERIOD MAY BE IN ERROR | Length of License of Revocation (Disposition ICD Field 35). This error is caused when the suspension period entered is invalid or blank for the violation code sent. This error is typically accompanied with several other errors listed below, as the system does not know which field contains the error. SUSPENSION PERIOD MAY BE IN ERROR COURT TIME MAY BE IN ERROR VERDICT MAY BE IN ERROR VIOLATION CODE MAY BE IN ERROR COURT SUSPENSION CODE MAY BE IN ERROR FOR THIS VIOL, SUSP MUST BE 1, 2, OR 4 Correct the appropriate field and resend an updated citation and a supplemental disposition to TCATS. |
| TICKET NUMBER MAY BE IN ERROR | Citation Number (Citation ICD Field 2). The citation number sent is incorrect. Correct the citation number and resend an updated citation and a supplemental disposition TCATS. You will need to put this TICKET NUMBER MAY BE IN ERROR record on an error removal list for FACC to remove manually. |
| VER A NOT VALID IF VIO 613 MUST BE VER 7 | Disposition Verdict (Disposition ICD Field 29). This error occurs when verdict A is sent for violation code 613 (criminal DWLSR). Verdict 7 must be sent with an adjudication withheld by judge and will count towards an HTO revocation. NOTE: Verdict D may be used if the Clerk Withholds Adjudication. Verdict D does not count toward an HTO revocation. |
| VIOLATION / INTERLOCK COMBO IS IN ERROR | Length of Interlock Restriction and Violation Code (Disposition ICD Field 159 and ICD field 22). IID Restrictions can only be sent electronically to TCATS for DUI violation codes 647, 648, 649, 657, 658, and 659 . Check the violation code and length of interlock and make |

| DHSMV UTC ERRORS | |
|---|---|
| <u>Error Message</u> | <u>Solution</u> |
| | <p>the appropriate corrections and resend an updated citation and a supplemental disposition TCATS.</p> <p>NOTE: If the IID is court ordered for a non-DUI offense (including a DUI reduced to reckless-driving) use the court ordered ignition interlock form to notify the department of the requirement found at: http://www.flhsmv.gov/courts/latestinfo/ignitionInterlockForm.doc.</p> <p>Contact FACC to remove the TCATS error for the non-DUI offenses.</p> |
| WRONG ARREST DATE FOR VIO CODES 543/545 | <p>Offense Date (Citation ICD Field 11). This error occurs when the offense date is prior to 10/01/2005 for violation codes 543 or 545. Correct either the offense date or violation code, or both, and resend an updated citation and a supplemental disposition TCATS.</p> |
| CNTY/CTY/AGY MISMATCH ERROR | <p>This is an obsolete error and no correction is needed; just resend an updated citation and supplemental disposition to TCATS.</p> |
| COMPUTED DL | <p>This is an obsolete error and no correction is needed; just resend an updated citation and supplemental disposition to TCATS.</p> |
| NAME IF DATABASE | <p>This is an obsolete error no correction is needed; just resend an updated citation and supplemental disposition to TCATS.</p> |
| VERDICT MAY BE IN ERROR | <p>Disposition Verdict (Disposition ICD Field 29). This error will be accompanied by VIOLATION CODE MAY BE IN ERROR because either the verdict or violation code is in error. Correct either the verdict or violation code and resend an updated citation and a supplemental disposition TCATS.</p> |
| VIOLATION CODE MAY BE IN ERROR | <p>Violation Code (Disposition ICD Field 22). This error will typically be accompanied by another error, as the system does not know what field contains the error. Correct the appropriate fields and resend an updated citation and a supplemental disposition TCATS.</p> <p>Listed below are the errors that may also be included with this VIOLATION CODE error.</p> <p>COURT TIME MAY BE IN ERROR ACTUAL AND/OR POSTED SPEED MAY BE IN ERROR ARREST DATE MAY BE IN ERROR DEPARTMENT/COURT CODE MAY BE IN ERROR VERDICT MAY BE IN ERROR DISPOSITION DATE MAY BE IN ERROR COURT SUSPENSION CODE MAY BE IN ERROR ACCIDENT CODE MAY BE IN ERROR FOR THIS VIOL, SUSP MUST BE 1 OR 2 FOR THIS VIOL, SUSP MUST BE 1, 2 OR 3 FOR THIS VIOL, SUSP MUST BE 1,2, OR 4</p> |

| DHSMV UTC ERRORS | |
|-----------------------------|--|
| <u>Error Message</u> | <u>Solution</u> |
| | SUSP PERIOD < 1 YEAR OR > 5 YEARS SUSPENSION PERIOD MAY BE IN ERROR |

Appendix D – DUI and Criminal Mandatory Convictions

http://www.flhsmv.gov/ddl/utc/APPENDIX_C.pdf

DUI Offenses – Mandatory Revocation:

DUI offenses include all convictions based on FS 316.193 and are defined by the Department of Highway Safety and Motor Vehicles (DHSMV) using violation codes **647, 648, 649, 657, 658** and **659**. Offenses reporting with these violation codes **must** provide DL action using a specific combination of ICD Disposition fields as follows (excluding verdicts of Dismissed – 3, Not Guilty – 2, Nolle Pros – 8, Other – B):

| | ICD 26 | ICD 27 | ICD 34 | ICD 35 | Comments |
|---|---------------|---------------|---------------|---------------|--|
| 1 | C | 1 | 0 | 0000000 | Court directed 1 year revocation |
| 2 | C | 6 | 0 | 0000000 | Court directed 6 month revocation |
| 3 | C | M | 0 | 0000000 | Court directed maximum revocation |
| 4 | C | N | 0 | 0000000 | Court directed minimum revocation |
| 5 | C | X | 0 | YYMMDDD | Court directed specified Length revocation; must be greater than 179 days ¹ |
| 6 | C | X | 0 | 00000997 | Court directed with incarceration after disposition; defaults to indefinite revocation at DHSMV ² |
| 7 | C | X | 0 | 0000998 | Court directed lifetime (permanent) revocation |
| 8 | C | X | 0 | 0000999 | Court directed indefinite revocation |
| 9 | D | M | 0 | 0000000 | Departmental action for maximum revocation ³ |

Criminal Mandatory Offenses – Mandatory Suspension/Revocation:

Convictions for which the Department of Highway Safety and Motor Vehicles (DHSMV) is mandated by law to take suspension or revocation action even when not directed to do so by the Court. These violations are defined by DHSMV using violation codes **171, 172, 248, 249, 250, 251, 252, 253, 254, 255, 257, 311, 314, 315** ⁶, **349, 374, 401, 445, 571 and 821** ⁴. Offenses reporting with these violation codes **must** provide DL action using a specific combination of ICD Disposition fields as follows:

| | ICD 26 and 27 | ICD 34 | ICD 35 | Comments |
|---|----------------------|---------------|---------------|---|
| 1 | Blank | 0 | 0000000 | Departmental action for suspension/revocation length ⁵ |
| 2 | Blank | 3 | YYMMDDD | Court directed specified Length ¹ |
| 3 | Blank | 3 | 0000997 | Court directed with incarceration after disposition for violations of Chapter 316 and 782; defaults to indefinite suspension/revocation at DHSMV ² |
| 4 | Blank | 3 | 0000998 | Court directed lifetime (permanent) suspension/revocation |

| | | | | |
|---|-------|---|---------|---|
| 5 | Blank | 3 | 0000999 | Court directed indefinite suspension/revocation |
|---|-------|---|---------|---|

FS 316.1935 – Fleeing and Attempting to Elude:

Effective July 1, 2004, pursuant to Florida statute 316.1935, all offenses committed on or after this date require a mandatory revocation of the offender’s driving privilege. DHSMV is authorized by Florida Statutes 322.26(3) and 322.28(1) to take departmental action for these offenses even when not directed to do so by the Court. This includes any offenses reported using violation codes **314** and **315**. Offenses for violation codes **314** and **315** should be reported as follows:

| Statute/Description | Viol | ICD 26 and 27 | ICD 34 | ICD 35 | Comments |
|---|---------|---------------|--------|---------|--|
| 316.1935(1), (2), (3) or (4) | 314 | Blank | 3 | YYMMDDD | Court shall revoke for a period not less than 1 year nor exceeding 5 years |
| 316.1935 (3b) or (4b); serious bodily injury or death | 315 | Blank | 3 | 0000997 | Court shall direct revoke for a period not less than 1 year nor exceeding 5 years; court shall impose 3 years minimum incarceration ⁶ |
| 316.1935(1), (2), (3) or (4) | 314/315 | Blank | 3 | YYMMDDD | DHSMV will revoke according to the direction of the court when the Court directs susp/rev for a period less than 1 year or exceeding 5 years |
| 316.1935(1), (2), (3) or (4) | 314/315 | Blank | 0 | 0000000 | Departmental action for revocation length ⁵ |

Other Offenses – Discretionary Court Directed Suspension/Revocation:

Florida Statutes 316.655(2) and 322.26(8) allow the court to suspend/revoke an offender’s driving privilege for any convictions of Florida Statute chapters **316**, **320** or **322** and/or other offenses as allowed by statute and specifically referenced in Appendix “C”.

The following values must be supplied to report a court directed suspension/revocation:

| | ICD 26 and 27 | ICD 34 | ICD 35 | Comments |
|---|---------------|--------|---------|---|
| 1 | Blank | 1 or 2 | YYMMDDD | Used to add the statement "Susp/Rev Directed By Court" to offender's driving record with length of suspension ¹ |
| 2 | Blank | 1 or 2 | 0000997 | Court directed with incarceration after disposition for violations of Chapter 316 and 782; defaults to indefinite suspension/revocation at DHSMV ² |
| 3 | Blank | 1 or 2 | 0000998 | Court directed lifetime (permanent) suspension/revocation |
| 4 | Blank | 1 or 2 | 0000999 | Court directed indefinite suspension/revocation |

The court **must** suspend/revoke for any offense reporting with violation codes **147, 160, 161, 162, 247, 446, 447, 607, 608**. In the event that the court does not direct suspension/revocation for these offenses, courts must submit dispositions using violation code **383**. DHSMV is **not** authorized by Florida Statutes to take departmental action for these offenses; a suspension/revocation period will not be applied to the offender's driving privilege by the department. Entries will **not** appear on an offender's driver's record for offenses specified below without the imposition of a driver's license action.

| Statute | Description | Class | Disp | Pts | Mand | Fine | Viol |
|------------|---|-------|------|-----|------|------|------|
| 893.13 | Possession of Controlled Substance excluding offenses which are in violation of FS 893.13, Viol Code 257 (reference Appendix "C") | C | c | 0 | R | | 147 |
| 790.22(3) | Unlawful Possession Firearm by Minor U/18 | C | c | 0 | R | | 160 |
| 790.22(9) | Committing Offense/Use/Possession Firearm by Minor U/18 | C | c | 0 | R | | 161 |
| 806.13 | Criminal Mischief U/18 | C | c | 0 | R | | 162 |
| 812.014 | Petit Theft (subsections including 2(e), 3(a) and 3(b)) | C | c | 0 | R/S | | 247 |
| 569.11(1) | Possession of tobacco product by minor | N | C | 0 | S | | 607 |
| 569.11(2) | Misrepresentation of age to obtain tobacco | N | c | 0 | S | | 608 |
| 562.11(2) | Possession Alcoholic Beverage by Minor | C | c | 0 | R/S | | 447 |
| 562.111(1) | Misrepresentation of age to obtain alcohol | C | c | 0 | R/S | | 446 |

Reporting Fatalities:

Any offense involving a fatality requires a suspension be applied to the offender’s driving privilege. In the event that the court declines to impose the suspension OR imposes a suspension period less than six months, DHSMV will take departmental action and suspend the offender’s driving privilege for six months. When reporting a disposition for an offense with fatality the following values must be provided ⁷:

| | CIT ICD 89 | DIS ICD 34 | DIS ICD 35 | Comments |
|---|-------------------|-------------------|-------------------|--|
| 1 | Y | 4 | 000000 | Any offense with fatality where the court has not directed a suspension/revocation period; DHSMV will take administrative action suspending the offender’s driving privilege for 6 months |
| 2 | Y | 4 | YYMMDDD | Any offense with fatality where the court has directed a suspension period equal to or greater than 6 months |

¹ **YYMMDDD** – Number of years (YY) 1 year = 01, etc; number of months (MM) 1 month = 01, 12 months = 12, cannot exceed 12 months; number of days 1 = 001, etc, cannot exceed 365

² Values **0000997** incarceration suspension/revocation will initially be set to indefinite suspensions on the offender’s driver’s license record; DHSMV will correct the time period for the DL action once the offender is released from incarceration; per Florida statutes the effective date of the DL action must coincide with the offender’s date of release from incarceration. Any Offense submitting disposition values of “0000997” in DIS ICD FIELD 35 **must** also supply the value of “9” **incarceration** in DIS ICD **FIELD 30**.

³ Values **D/M** representing Department Maximum **must** be supplied for all DUI offenses where the court has not directed a suspension/revocation period; these values allow DHSMV to take administrative action per Florida statutes

⁴ Violation code **821** should be used only for citations issued to drivers of commercial motor vehicles in violation of Florida Statute 316.80(1) Unlawful Conveyance of Fuel (see also FS 322.26(3)).

These records **must** also provide the value of “Y” in CIT ICD **FIELD 32** whenever violation code 821 is used.

⁵ Values for departmental actions **must** be supplied for all Criminal Mandatory offenses where the court has not directed a suspension/revocation period; this allows DHSMV to take administrative action per Florida Statutes

⁶ Any offenses reporting with violation code **315 must** also supply the value “9” **incarceration** in DIS ICD **FIELD 30**

⁷ Offenses with violation codes listed above as Criminal Mandatory Offenses should **not** report values listed in this section; refer above referenced section for reporting requirements

Appendix E – Supplemental Dispositions

1. Definition

A supplemental disposition will be defined as a record in the disposition file which is sent by a county to TCATS central site with the value “S” in the supplemental code (field 31). This supplemental code is then included in the UTC disposition file sent from TCATS central site to DHSMV.

Typically, this is used to correct the data after an original disposition for this citation has been sent by the county to TCATS central site, has successfully loaded at central site, has been forwarded to DHSMV in the UTC disposition file, and has been successfully loaded into DHSMV’s database. If a disposition has not been successfully loaded at TCATS Central Site the disposition can be resent as an ‘original’ disposition (and any necessary data in the citation file should be resent at the same time). If the disposition has been loaded at TCATS Central Site and DHSMV then a ‘supplemental’ disposition must be sent. However, DHSMV will process a supplemental disposition even if no first-time disposition has been received. (Their processing will reject the ‘original’ disposition if it is received after the supplemental one, so care should be taken to send the most up-to-date information in the supplemental disposition.)

Several supplemental dispositions may be sent for the same citation, if it is required to correct the data several times; however, these should only be sent on separate dates (multiple supplementals in the same input file will lead to unpredictable results).

If an original disposition for a citation has been successfully loaded into DHSMV’s database, then any further dispositions for this same citation must be sent as supplementals, with value “S” in the supplemental code field. A second “original” disposition will not be updated at DHSMV.

2. Data

(a) Disposition data in UTC file (sent to DHSMV)

A supplemental disposition will be identified by the value “S” in the supplemental code (field 31 in the ICD for the disposition file). Additionally, the disposition type (field 5) must have a value of 0002 or higher (value 0001 is reserved for the original disposition).

A supplemental disposition must be sent if any of the following data sent in the original disposition has been changed:

- Disposition date (field 6 in the ICD for the disposition file)
- Violation code (field 22)
- Disposition verdict (field 29)
- Court sentence (field 30)
- Disposition county (field 23)
- Court type (field 25)
- Department/Court code (field 26)
- Court time (field 27)

- Court revocation/suspension (field 34)
- Length of license revocation (field 35)

The remaining disposition fields sent to DHSMV may be amended using a supplemental disposition if desired:

- Disposition amount (field 7)
- Actual fine (field 19)
- SSN (field 21)
- Disposition city (field 24)
- Represented by counsel (field 28)
- Type of trial (field 32)

If a disposition has been sent with an incorrect citation number, then this requires the sending of a disposition Add with the new citation number (and of course the new citation needs to be sent as an Add in the citation file). The supplemental process is not used to change the citation number. Moreover, DHSMV must be notified to remove the incorrect citation number from their records in this situation.

(b) Citation data in UTC file (sent to DHSMV)

Several fields in the UTC disposition file sent to DHSMV by TCATS are taken from the **citation** file sent by the county (not the disposition file). In order to trigger a new supplemental disposition for DHSMV for this situation, the county should send to TCATS central site an Update to the citation record, and a “dummy” supplemental disposition Add (all the information in the actual disposition record would be the same as in the original disposition, except for the value “S” in the supplemental flag and 0002 in the disposition type).

Changes to the following fields in the citation record require the sending of a supplemental disposition to DHSMV:

- Date of offense (field 11 in citation file) (field 6 in UTC file)
- Accident flag (fields 80, 81) (field 9)
- Hazardous materials flag (field 37 in citation file) (field 26 in UTC file)
- Commercial vehicle flag (field 32) (field 27)
- Actual speed (field 51) (field 10)
- Posted speed (field 52) (field 11)
- Blood alcohol level (field 62) (field 35)
- License received flag (field 113) (field 28)

The following field may be amended using a supplemental disposition if desired:

- License type (field 30) (field 48)

Changes to fields which would affect the identity of the violator cannot be sent using a supplemental disposition form if the violator has a FL driver’s license; these changes need to be handled manually at DHSMV, and therefore need to be communicated by phone or paper. These fields are:

- Driver license number (field 28 in citation ICD) (field 1 in UTC file)
- Violator name (fields 14-17) (fields 29-32)
- Date of birth (field 24) (field 34)
- Address of violator (fields 18, 20-22) (fields 37-38, 40-41)
- Sex of violator (field 26) (field 33)

The above fields can, however, be changed in a supplemental disposition for violators with out-of-state licenses, as well as:

- OOS license number (field 28) (field 42)
- Driver license state (field 29) (field 43)

An example of the need for a supplemental is: if the original UTC disposition sent to DHSMV had identified that an accident occurred (accident code = 1), then it is possible to correct this field using the supplemental process.

3. Load process

Supplemental dispositions will be in the input disposition file from the county. They do not need to be in a separate file. The data elements will be validated using the same logic as a first-time disposition (e.g. presence of mandatory fields). Supplemental dispositions should always be sent as “Add” type records, since only new records will be sent to DHSMV.

4. Extract process for DHSMV

The extract process that creates the UTC disposition file for DHSMV will pick up any new supplemental dispositions. Fields `utc_disp_hist.dh_dhsmv_sent` and `dh_dhsmv_utc_file` will be used to detect this (they will be NULL if the disposition has never been sent). When a supplemental disposition is extracted to the UTC file, these fields in the database record will be populated with the date and the file name.

5. DHSMV errors on supplemental dispositions

If a supplemental disposition sent to DHSMV in the UTC disposition file gives an error and cannot be loaded, it will be possible for the county to correct the data and cause a new supplemental disposition to be sent to DHSMV. This will simply be done by sending a new supplemental disposition (Add type), which will then be extracted and sent to DHSMV.

The process described above allows TCATS central site to load and process supplemental dispositions from the counties, and to pass them on to DHSMV in the UTC disposition file.