



**American Association of  
Motor Vehicle Administrators**

**Commercial Driver's License  
Information System  
(CDLIS)**

**A CDL and CDLIS Overview for New Users**

**Release 1.0.0**

**October 1, 2009**

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# 1. INTRODUCTION

The Commercial Driver's License Information System (CDLIS), established under the Commercial Motor Vehicle Safety Act (CMVSA) of 1986, is the nation-wide computer system that enables State Driver Licensing Agencies (SDLAs) to ensure that each commercial driver has only one driver's license and that the State of Record (SOR) has the driver's complete driver record (see Appendix A – Glossary of Terms and Acronyms). CDLIS is based on the Federal Motor Carrier Safety Regulations (FMCSRs) in 49 CFR 383 and 384. The SDLAs use CDLIS to complete various procedures, including transmitting out-of-state convictions and withdrawals, transferring the driver record when a CDL holder moves to another state, and responding to requests for driver status and history.

The main CDLIS documentation includes the following documents:

- The CDLIS State Procedures Manual (currently at Release 4.1.0);
- The CDLIS System Specifications (currently at Release 5.0.0);
- The ACD Manual (currently at Release 3.1.0).

The documents above are written at a detailed level for CDLIS developers and users of the system. For a complete listing of sources of detailed CDLIS information and training, see Appendix B – CDLIS Resources.

This overview document is a high level description of the CDLIS procedures and their electronic transactions specified in the detailed CDLIS documents. This overview also identifies the FMCSRs that require the procedures and transactions.

This overview is organized into three main sections:

- A series of figures illustrating typical CDLIS procedures; and
- A series of example timelines containing significant events in the careers of CDL drivers;
- A section of important issues for specific CDL procedures.

Note: In the following figures in this document, the SOR for the given driver has specific responsibilities until the driver:

- Moves to another State, and the other State assumes the SOR's responsibilities; or
- Gives up the CDL and record retention requirements are met (e.g., the driver downgrades to a non-CDL, with no convictions and withdrawals within data retention requirements, and one year lapses).

## 2. ILLUSTRATED CDLIS PROCEDURES

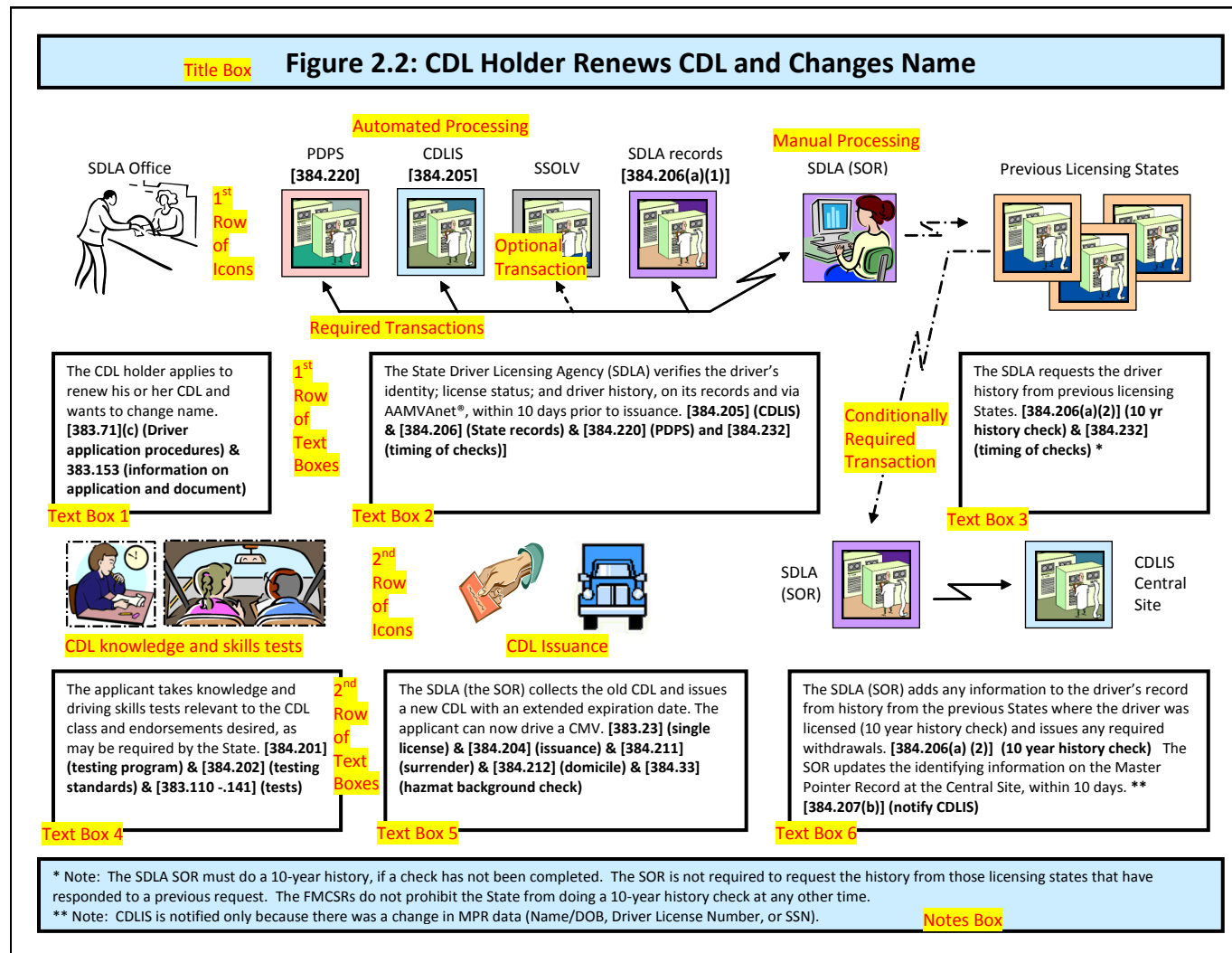
This section contains illustrations of the important CDLIS procedures. The following Table 2 contains a list of the illustrated procedures. See Appendix A for a list of acronyms and technical terms used in this document.

**Table 1. – Illustrations of CDL Processes**

<b>Figure Number and Title</b>
2.1 Driver Obtains Initial CDL
2.2 CDL Holder Renews CDL and Changes Name on the MPR
2.3 CDL Holder Adds a HAZMAT and/or Other Endorsement
2.4 CDL Holder Transfers into State
2.5 CDL Holder Transfers and Downgrades without Transferring the MPR
2.6 CDL Holder is Convicted and Withdrawn by SOR
2.7 CDL Holder is Convicted and Withdrawn by Another State
2.8 LE Officer Makes an Inquiry on a CDL Holder
2.9 CDL Holder Voluntarily Relinquishes the CDL
2.10 Driver with MPR on CDLIS is Reported Deceased

**Legend for the figures in this section:**

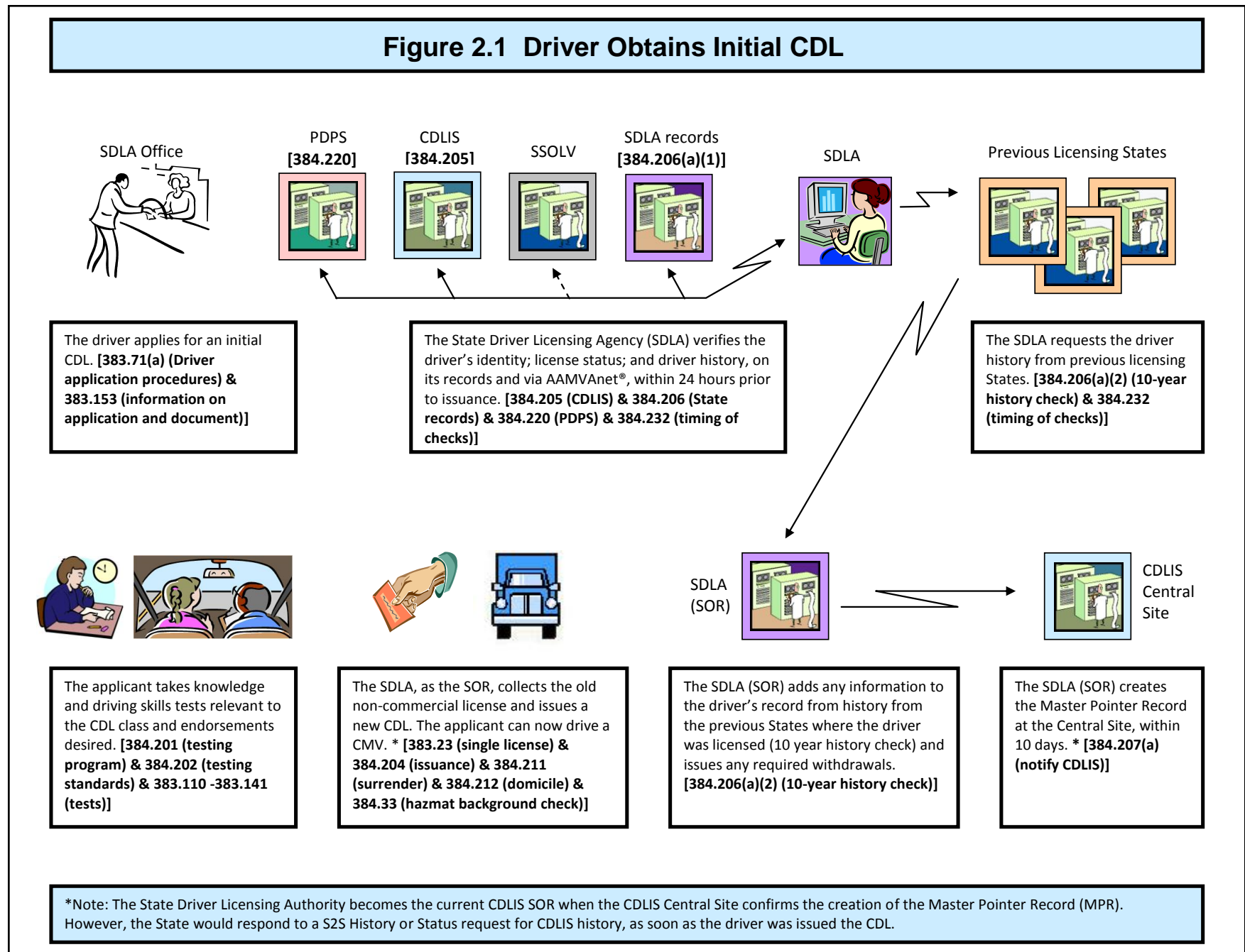
The figure below is a generic legend for the figures in this section. The legend is a copy of Figure 2.2, reduced in size. The text in red font with yellow highlighting is added to explain the graphical objects.



**Notes:**

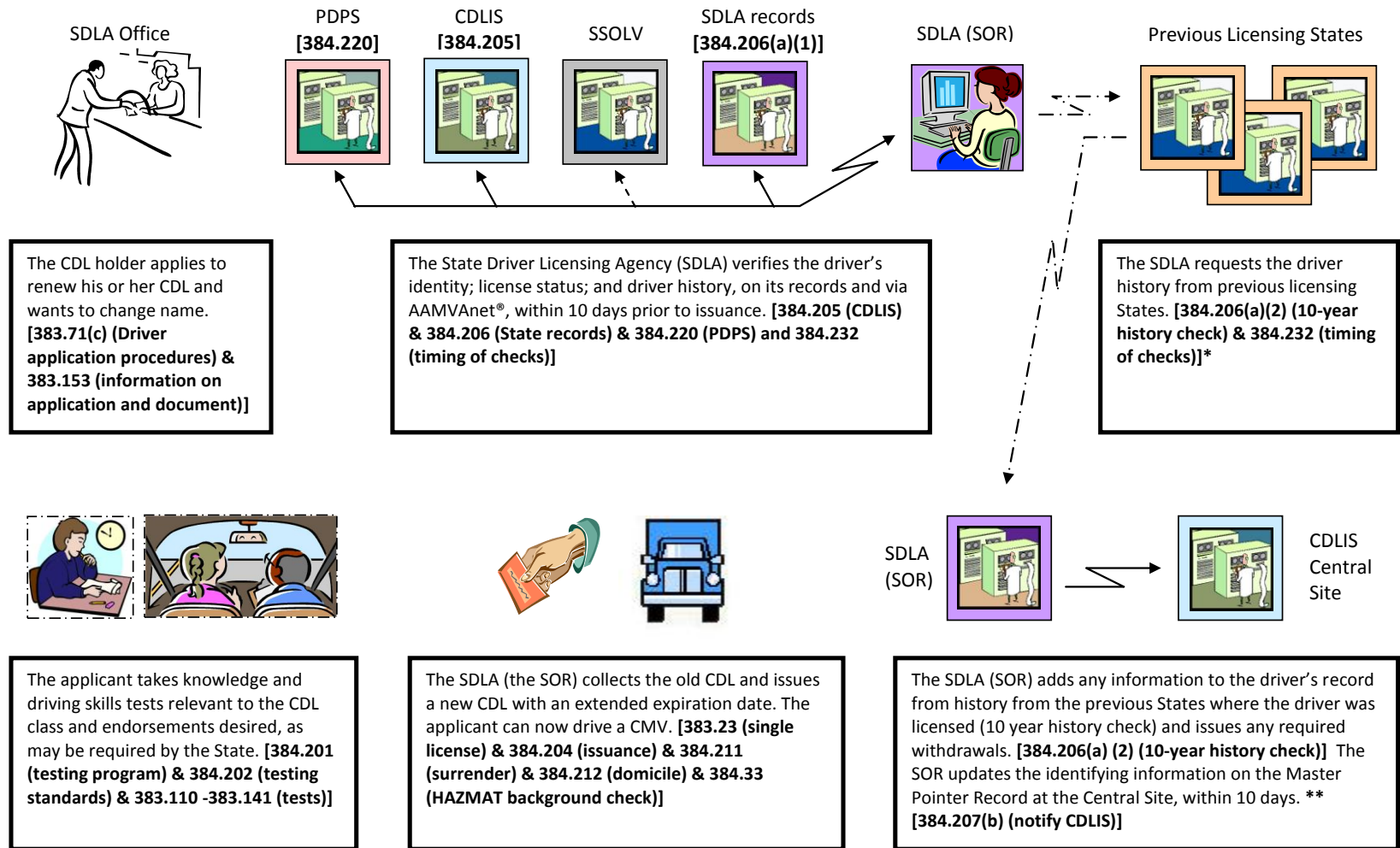
- The objects in the figures are:
  - The title box
  - The icons
  - The text boxes
  - The transmission arrows
  - The notes box.
- Text boxes are read from left to right in rows, starting in the top row. In the legend figure, the text boxes are numbered in the reading order.
- In the legend and the figures in this section, the numbers and letters in **[brackets and bold font]** are references to the applicable Federal Regulations, 23CFR1327 and 49 CFR 383 and 384.

## 2.1 Driver Obtains Initial CDL



## 2.2 CDL Holder Renews CDL and Changes Name on the MPR

Figure 2.2 CDL Holder Renews CDL and Changes Name on the MPR



The CDL holder applies to renew his or her CDL and wants to change name. [383.71(c) (Driver application procedures) & 383.153 (information on application and document)]

The State Driver Licensing Agency (SDLA) verifies the driver's identity; license status; and driver history, on its records and via AAMVAnet®, within 10 days prior to issuance. [384.205 (CDLIS) & 384.206 (State records) & 384.220 (PDPS) and 384.232 (timing of checks)]

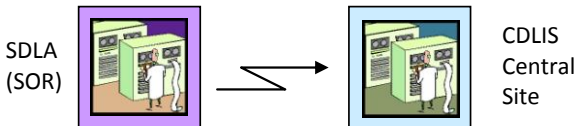
The SDLA requests the driver history from previous licensing States. [384.206(a)(2) (10-year history check) & 384.232 (timing of checks)]\*



The applicant takes knowledge and driving skills tests relevant to the CDL class and endorsements desired, as may be required by the State. [384.201 (testing program) & 384.202 (testing standards) & 383.110 -383.141 (tests)]



The SDLA (the SOR) collects the old CDL and issues a new CDL with an extended expiration date. The applicant can now drive a CMV. [383.23 (single license) & 384.204 (issuance) & 384.211 (surrender) & 384.212 (domicile) & 384.33 (HAZMAT background check)]

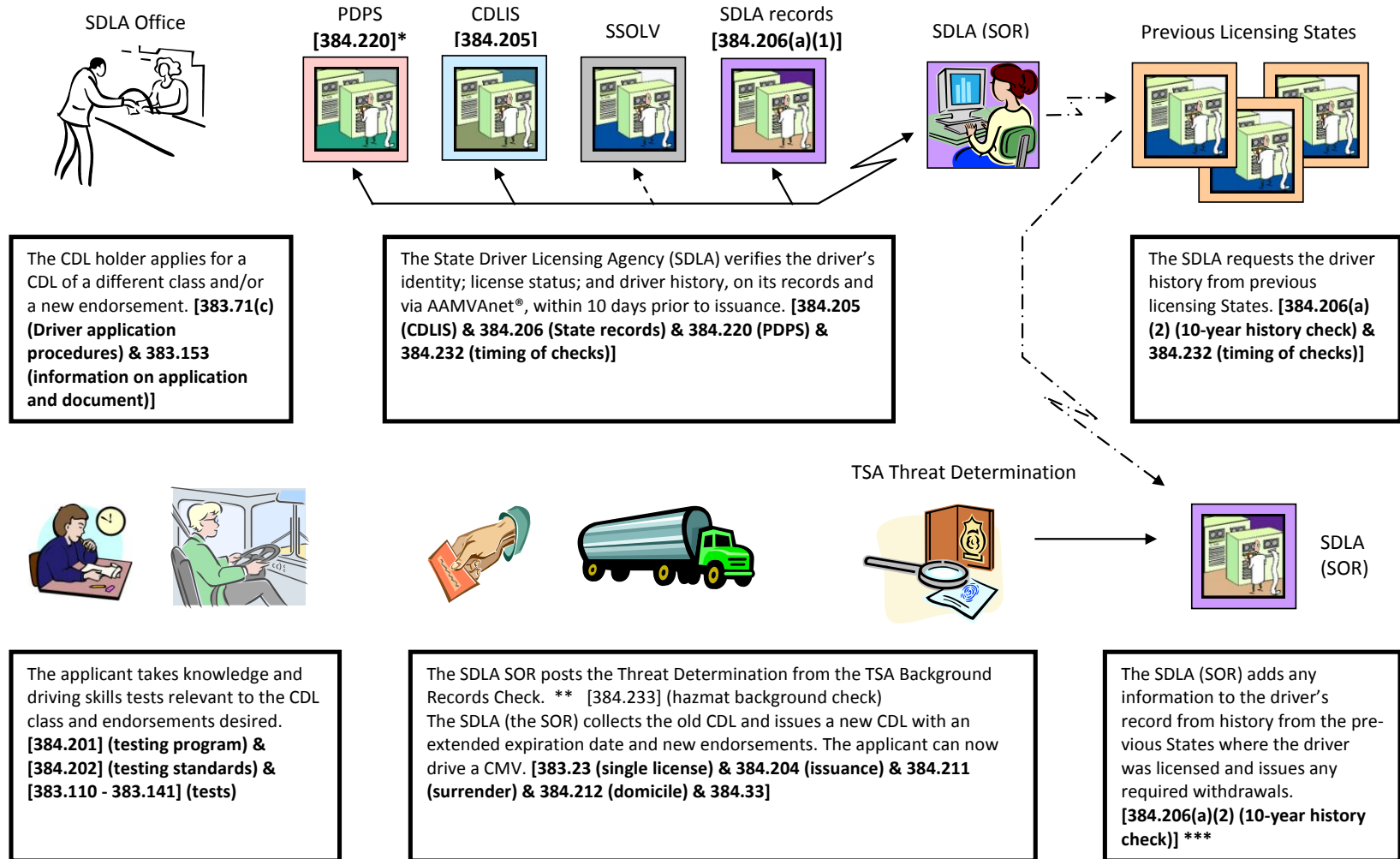


The SDLA (SOR) adds any information to the driver's record from history from the previous States where the driver was licensed (10 year history check) and issues any required withdrawals. [384.206(a) (2) (10-year history check)] The SOR updates the identifying information on the Master Pointer Record at the Central Site, within 10 days. \*\* [384.207(b) (notify CDLIS)]

\* Note: The SDLA SOR must do a 10-year history, if a check has not been completed. The SOR is not required to request the history from those licensing states that have responded to a previous request. The FMCSRs do not prohibit the State from doing a 10-year history check at any other time.  
 \*\* Note: CDLIS is notified only because there was a change in MPR data (Name/DOB, Driver License Number, or SSN).

## 2.3 CDL Holder Adds a HAZMAT and/or Other Endorsement

**Figure 2.3 CDL Holder Adds a HAZMAT and/or Other Endorsement**



**\*NOTE:** The SDLA SOR is not required to request the history from previous licensing states that have responded to a previous request.

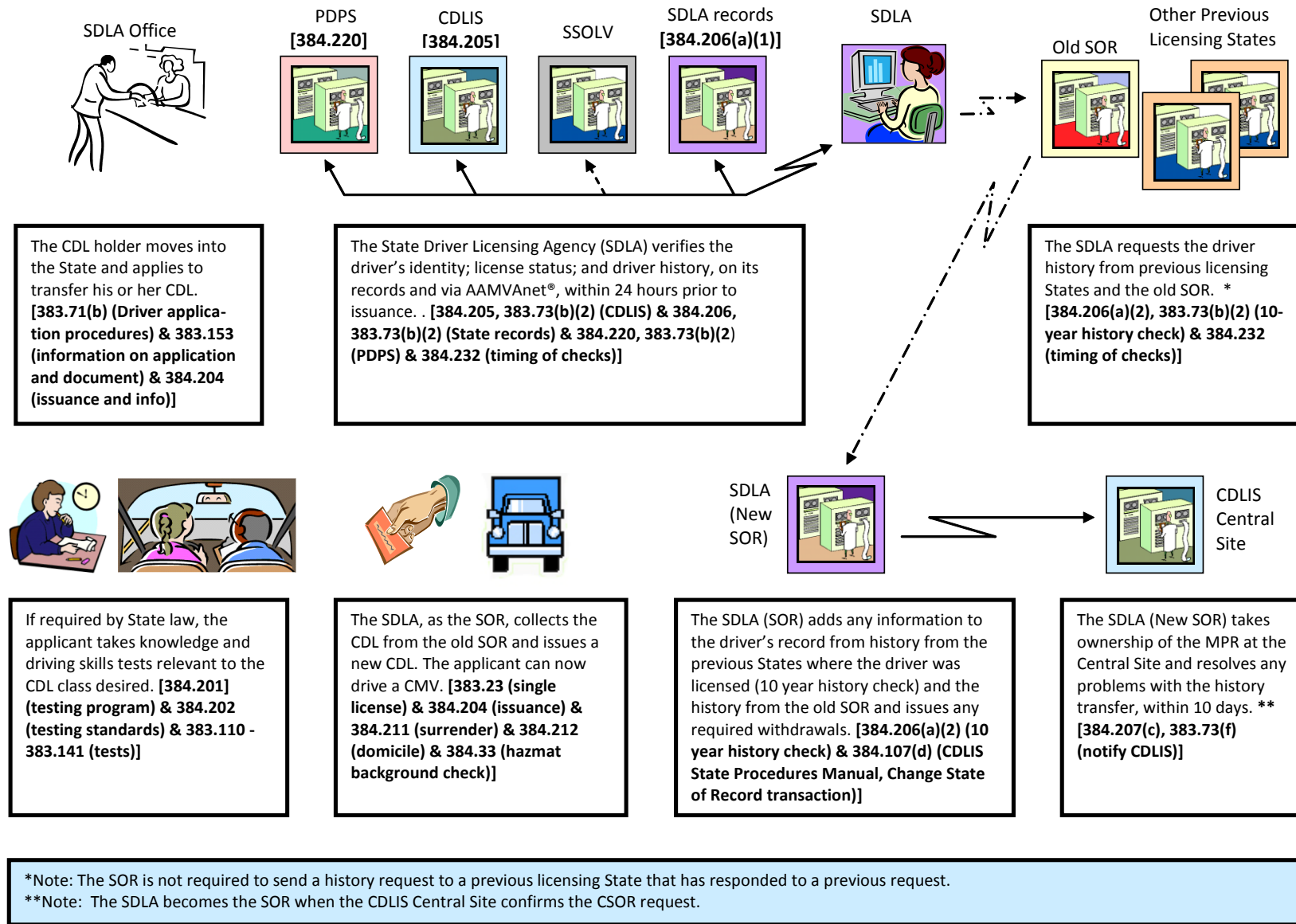
**\*\* NOTE:** If the TSA determines the driver poses a security threat, the driver must relinquish the HAZMAT endorsement.

**\*\*\* NOTE:** No changes were made to info kept at the Central Site, so no update to CDLIS is required.



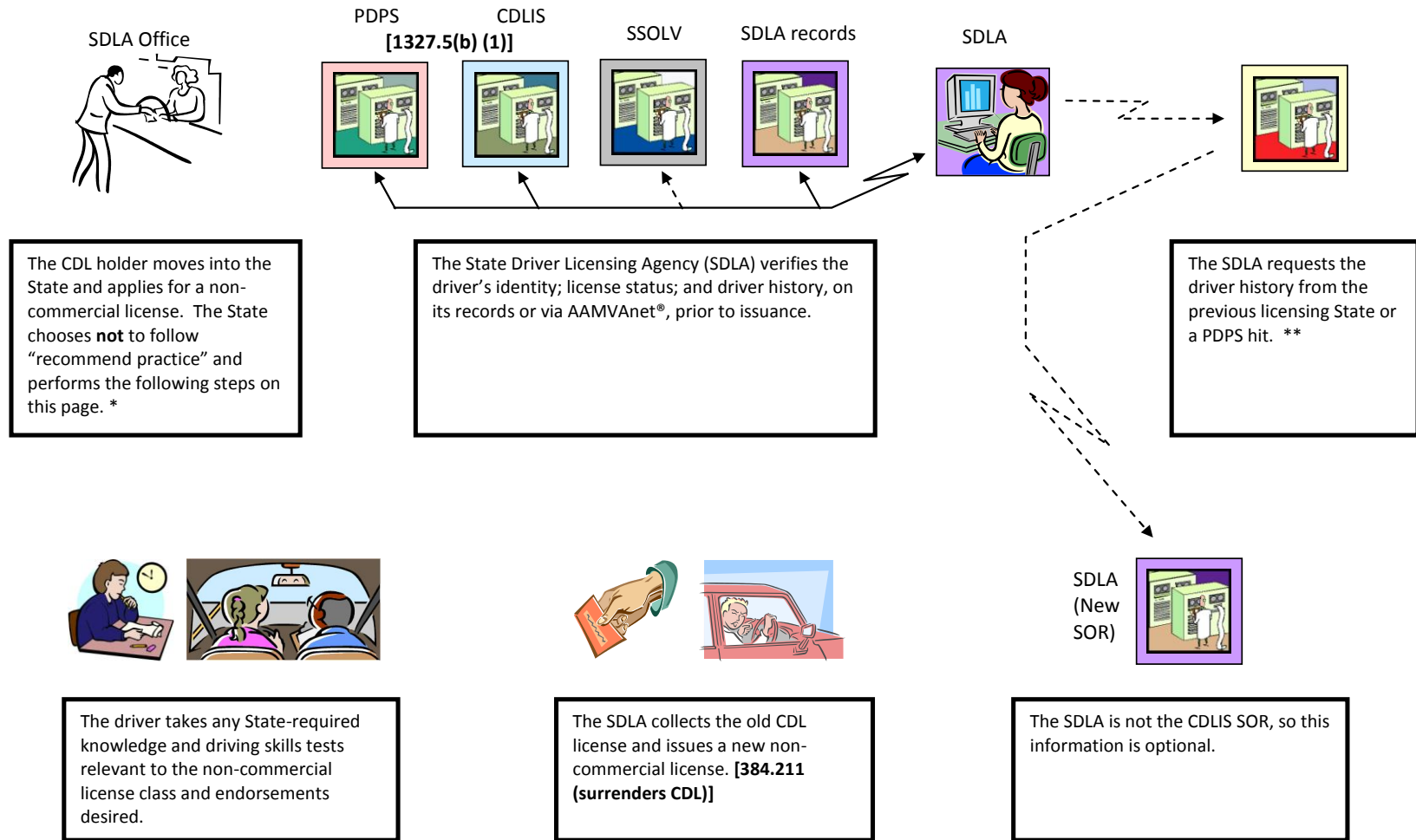
## 2.4 CDL Holder Transfers into State

**Figure 2.4 CDL Holder Transfers into State**



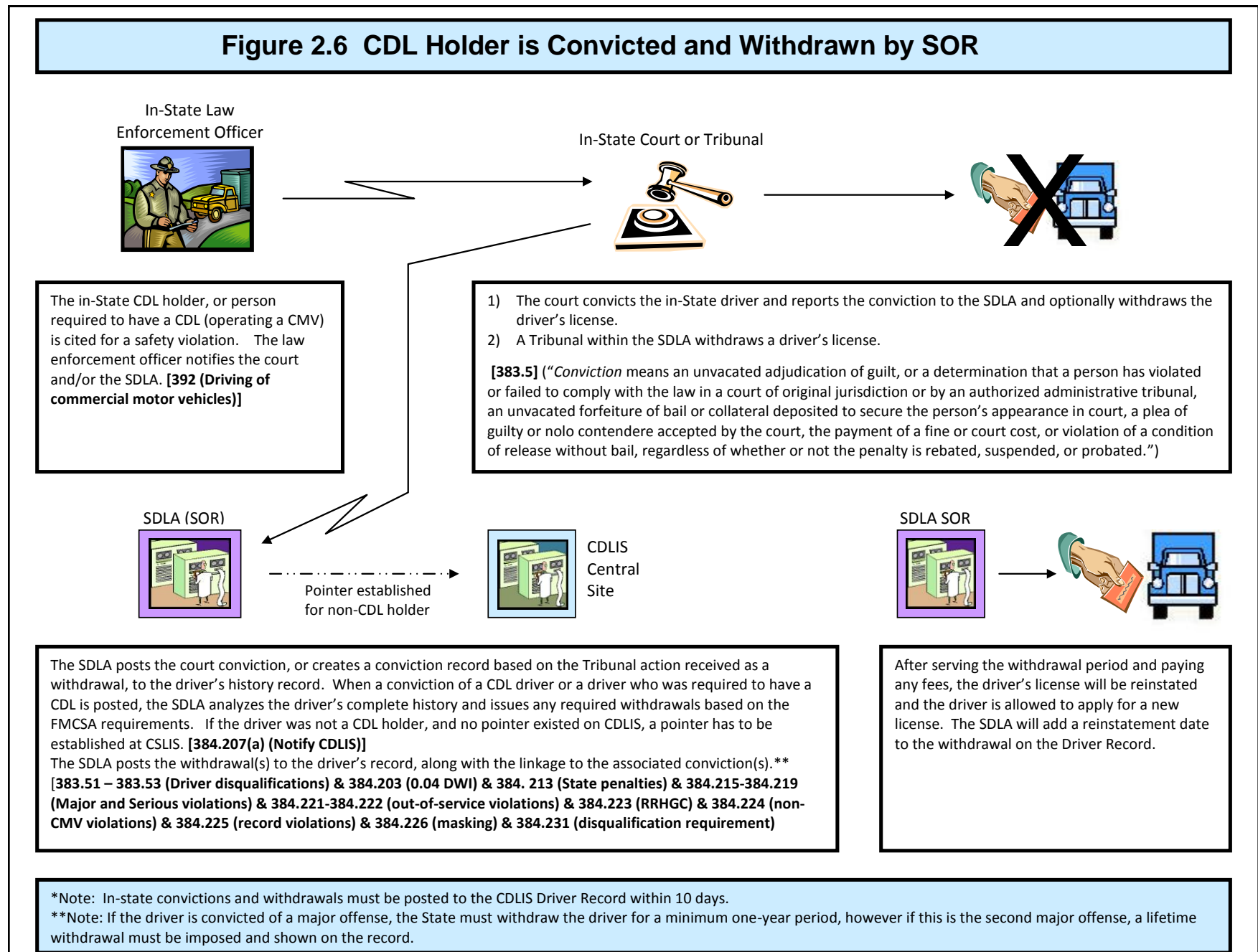
## 2.5 CDL Holder Transfers and Downgrades without Transferring the MPR

Figure 2.5 CDL Holder Transfers and Downgrades without Transferring the MPR



\* In a CSOR and downgrade situation, the new licensing state currently has two choices: (1) transfer the pointer (which is FMCSA recommendation) [See 04 CDL holder transfers into State] or (2) do not take the pointer and notify the current SOR of the issuance. In the next CDLIS State Procedures Manual, the SDLA will be required to transfer the pointer and become the New SOR.  
 \*\* Requesting the history from the previous licensing states or from a state with a PDPS pointer is optional for a downgrading driver.

## 2.6 CDL Holder is Convicted and Withdrawn by SOR



## 2.7 CDL Holder is Convicted and Withdrawn by Another State

**Figure 2.7 CDL Holder is Convicted and Withdrawn by Another State**

In-State Law Enforcement Officer



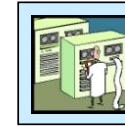
SOC Court



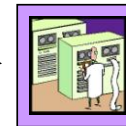
SOC SDLA



CDLIS Central Site



SDLA SOR



A law enforcement officer in another State cites a CDL holder or a person required to have a CDL (operating a CMV) for a safety violation. The law enforcement officer notifies the court and/or the SDLA. **[392 (Driving of commercial motor vehicles)]**

- 1) The court convicts the out-of-State driver and reports the conviction to the SDLA and optionally withdraws the driver's license.
- 2) A Tribunal within the SDLA withdraws a driver's license. \*

The SOC queries the CDLIS Central Site to verify the SOR and the driver's identity and license information (since the original ticket was probably hand-entered information that might be incorrect). The SOC reports the conviction to the CDLIS Central Site, which forwards the information to the SOR. **[384.209 (notification of convictions)] \*\***

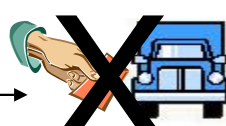
SOC/SOW SDLA



SDLA SOR



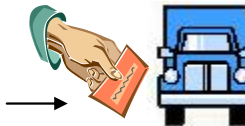
Pointer established for non-CDL holder



CDLIS Central Site



SDLA SOR



When required by the FMCSRs, the SOW reports the withdrawal to the CDLIS Central Site, which forwards the information to the SOR. **[384.208 (notification of disqualification)] \*\*\***

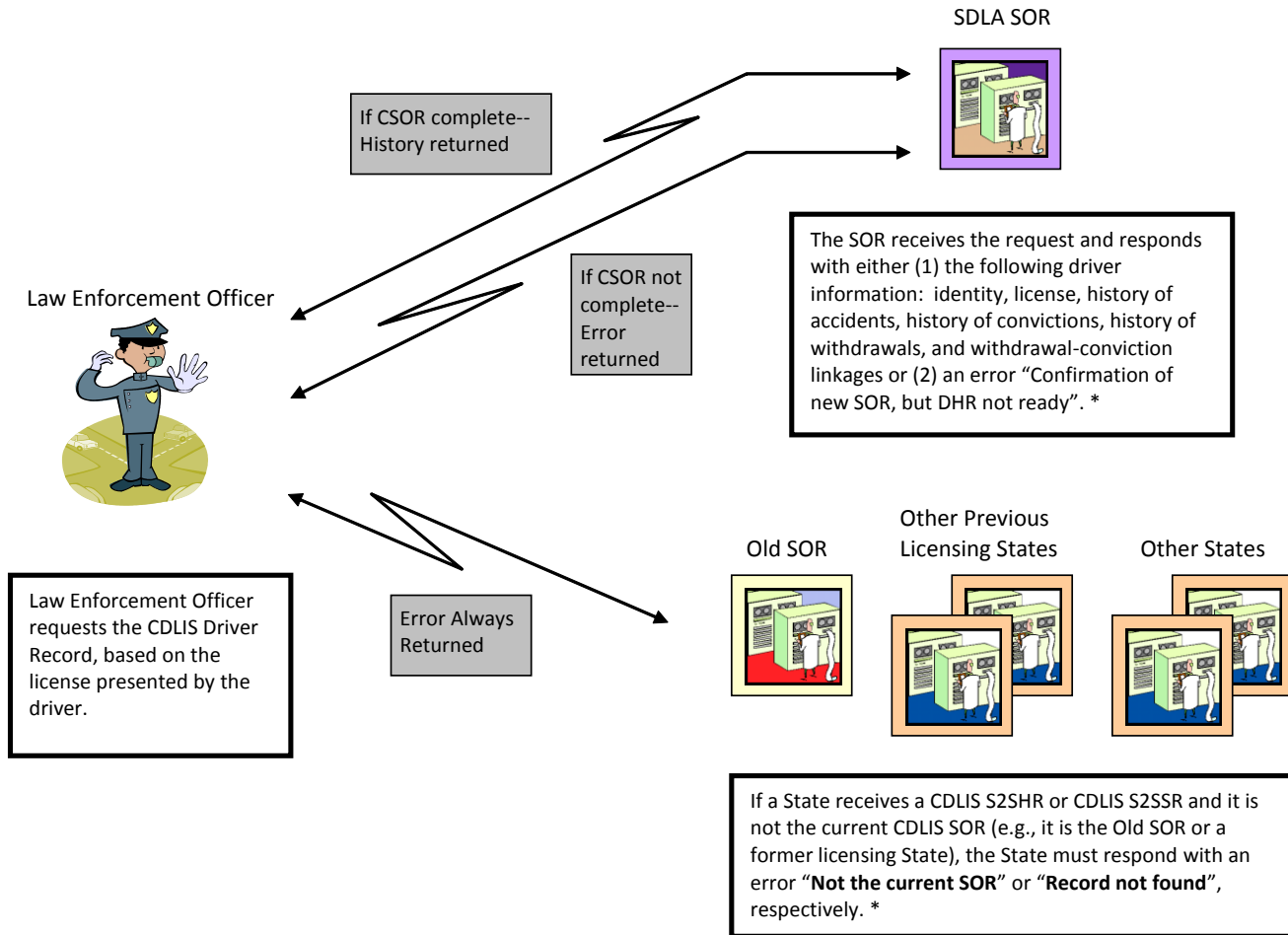
The SOR DLA posts the SOC/SOW conviction and withdrawal information, analyzes the driver's history record, and takes any withdrawal action required. If the SOR received a paper conviction or withdrawal on their non-CDL driver who operated a CMV, they are required to add a pointer on CDLIS. **[384.207 (notify CDLIS) & 383.51 – 383.53 (Driver disqualifications) & 384.203 (0.04 DWI) & 384. 213 (State penalties) & 384.215-384.219 (Major and Serious violations) & 384.221-384.222 (out-of-service violations) & 384.223 (RRHGC) & 384.224 (non-CMV violations) & 384.225 (record violations) & 384.226 (masking) & 384.231 (disqualification requirement)]**

After serving the withdrawal period and paying any fees, the driver's license will be reinstated and the driver is allowed to apply for a new license. The SDLA will add a reinstatement date to the withdrawal on the Driver Record.

\* Note: After the convicting the driver and issuing the withdrawal, the State is now considered the State of Conviction (SOC) and the State of Withdrawal (SOW). \*\* Note: The SOC must report all out-of-state convictions to the SOR within 10 days of the conviction date, and the SOR must post the information within 10 days of reception. **[384.209 (notification of convictions) & 384.225 (record of violations)]** \*\*\* Note: The SOW must report all out-of-State withdrawals and underlying convictions to the SOR within 10 days after disqualifying a CDL holder licensed by another State, or revoking, suspending, or canceling an out-of-State CDL holder's privilege to operate a commercial motor vehicle for at least 60 days. **[384.208 (notification of withdrawals) & 384.231 (disqualification requirements)]**

## 2.8 LE Officer Makes an Inquiry on a CDL Holder

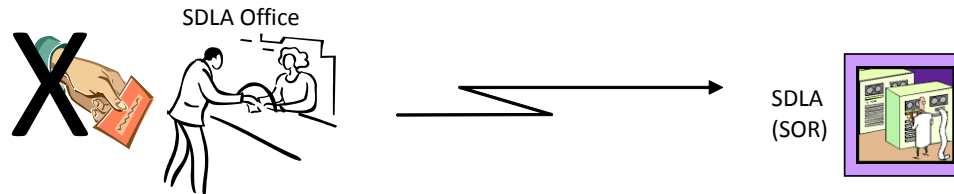
Figure 2.8 LE Officer Makes an Inquiry on a CDL Holder



\*Note: In CDLIS, only the CDLIS SOR is allowed to return the history, while in PDPS, all states are required to reply with any history on record. If the SDLA is not the current CDLIS SOR, it must respond to the history request with an error. **This is critical for FMCSA, because the driver may be presenting a previous license rather than the current license, allowing a driver to have two licenses.**

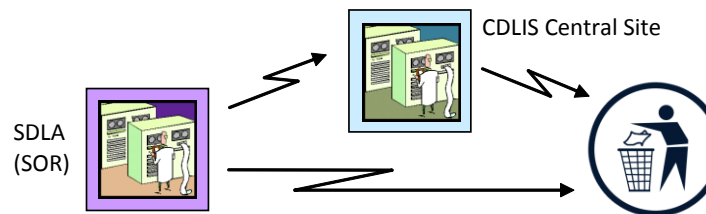
## 2.9 CDL Holder Voluntarily Relinquishes the CDL

Figure 2.9 CDL Holder Voluntarily Relinquishes the CDL



The CDL Holder applies to relinquish his or her CDL. The SDLA, as the SOR, collects the old CDL and issues a new non-CDL, if applicable. [384.211 (surrender)]

The SDLA (SOR) updates the Driver's Record, changing the **commercial** status from "Licensed (LIC)" to "Eligible to be Licensed (ELG)", "Not eligible to be licensed (NOT)", or "Reported deceased (RPD)". [384.107 (CDLIS State Procedures Manual)]

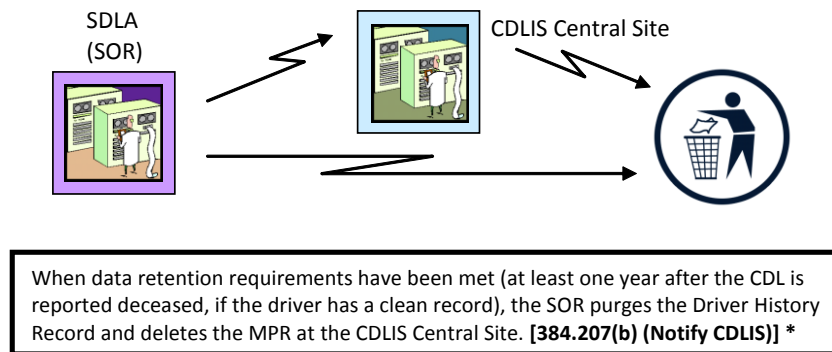
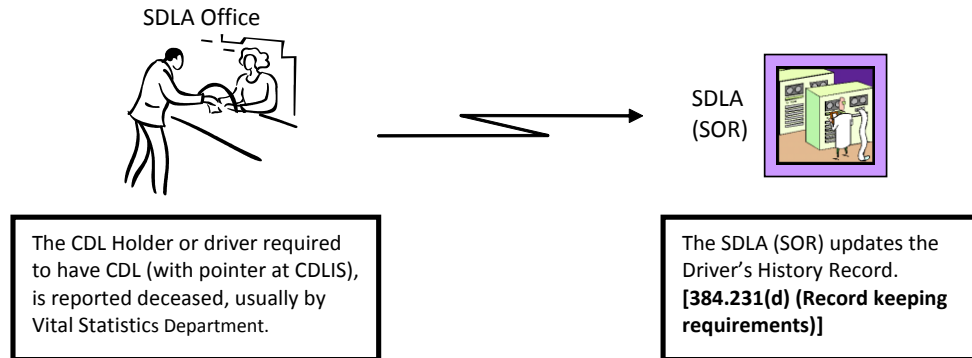


When data retention requirements have been met, the SOR may purge the Driver's Record at the State and delete the Master Pointer Record at the CDLIS Central Site. [384.207(c) (Send Delete notice to CDLIS) & 384.231(d)] \*

\* Note: If the driver has no convictions or withdrawals retained on record, the SOR must retain the Driver's Record for one year after the driver relinquishes his or her CDL. If the driver has any convictions or withdrawals retained on record, the SOR must retain the Driver's Record for as long as the convictions and withdrawals must be retained. See the ACD Manual for retention requirements of convictions and withdrawals.

## 2.10 Driver with MPR on CDLIS is Reported Deceased

Figure 2.10 Driver with MPR on CDLIS is Reported Deceased



\* Note: the retention period for the Driver's Record is one year after death, unless the driver has any convictions or withdrawals that must be retained. See the ACD Manual for retention requirements of convictions and withdrawals.

### 3. CDL HOLDER CAREER TIMELINES

In this section are seven example career timelines (see Table 2). Each timeline begins with the driver obtaining a CDL and ends with the purging of the record, because of driver’s CDL relinquishment or death. See Appendix A for a list of acronyms and technical terms used in the table.

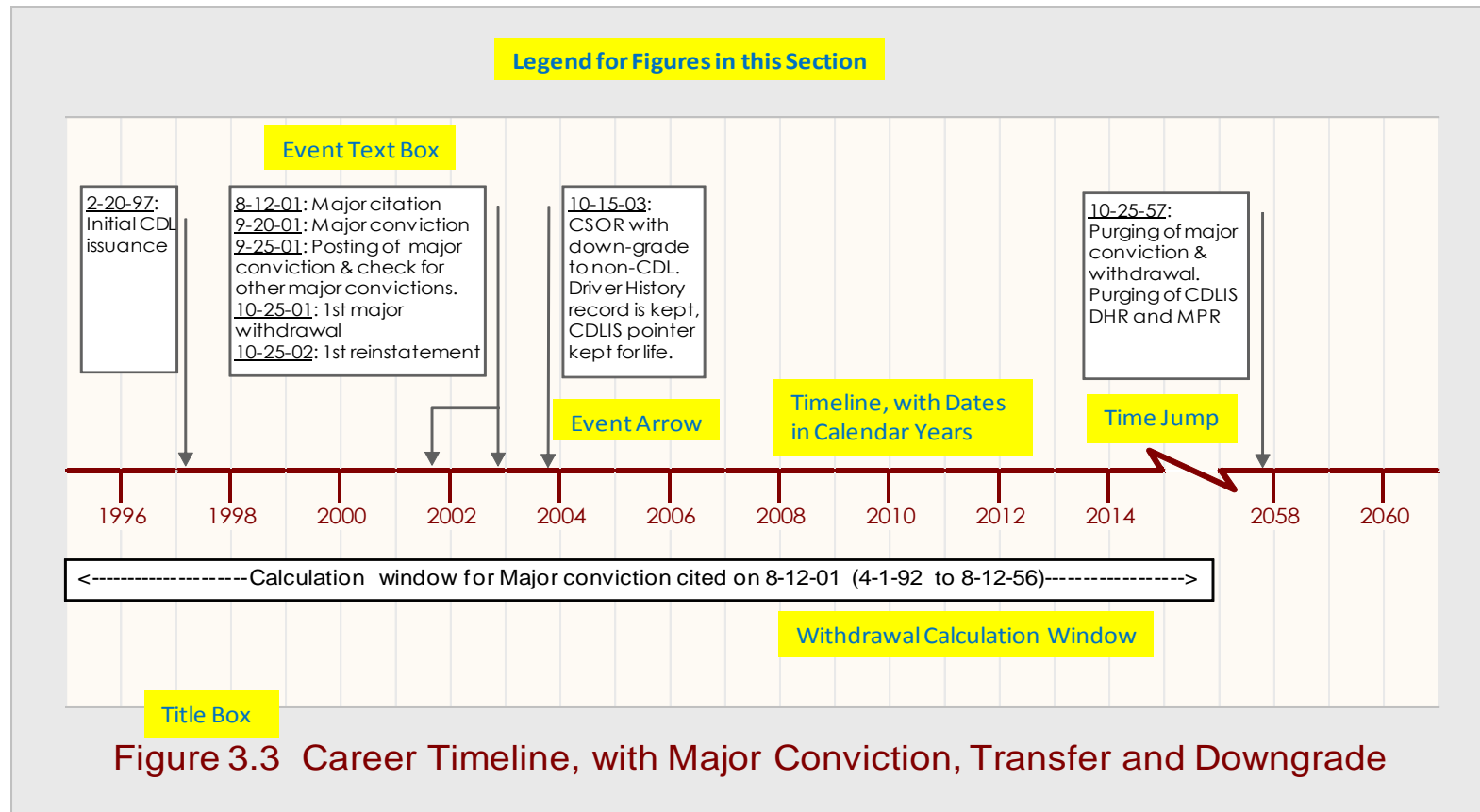
**Table 2. – CDL Holder Career Timelines**

<b>FIGURE NUMBER AND TITLE</b>	<b>MAJOR EVENTS AND (YEARS OF OCCURRENCE)</b>	<b>RELATED FIGURES</b>
3.1 Career Timeline, with a Name Change	<ul style="list-style-type: none"> <li>• Initial Issuance (2006)</li> <li>• Renewal with Name Change (2011)</li> <li>• Retirement (2031)</li> </ul>	<ul style="list-style-type: none"> <li>• 2.1</li> <li>• 2.2</li> </ul>
3.2 Career Timeline, with HAZMAT Endorsement	<ul style="list-style-type: none"> <li>• Initial Issuance (2007)</li> <li>• Renewal with HAZMAT Endorsement Upgrade (2015)</li> <li>• Retirement (2031)</li> </ul>	<ul style="list-style-type: none"> <li>• 2.1</li> <li>• 2.3</li> </ul>
3.3 Career Timeline, with a Major Conviction, Transfer, and Downgrade	<ul style="list-style-type: none"> <li>• Initial Issuance (1997)</li> <li>• Major Conviction (2001)</li> <li>• Transfer and Downgrade (2003)</li> <li>• Purging of CDLIS Driver Record (2057)</li> </ul>	<ul style="list-style-type: none"> <li>• 2.1</li> <li>• 2.6</li> <li>• 2.4</li> </ul>
3.4 Career Timeline, with Two Major Convictions	<ul style="list-style-type: none"> <li>• Initial Issuance (1997)</li> <li>• First Major Conviction (2001)</li> <li>• Second Major Conviction (2003)</li> <li>• Driver Reported Deceased (2059)</li> </ul>	<ul style="list-style-type: none"> <li>• 2.1</li> <li>• 2.6</li> <li>• 2.6</li> <li>• 2.10</li> </ul>
3.5 Career Timeline, with Three Serious Convictions	<ul style="list-style-type: none"> <li>• Initial Issuance (2005)</li> <li>• First Serious Conviction (2010)</li> <li>• Second Serious Conviction (2011)</li> <li>• Third Serious Conviction (2011)</li> <li>• Retirement (2031)</li> </ul>	<ul style="list-style-type: none"> <li>• 2.1</li> <li>• 2.6</li> <li>• 2.6</li> <li>• 2.6</li> </ul>
3.6 Career Timeline, with Two Railroad Highway Grade Crossing Convictions	<ul style="list-style-type: none"> <li>• Initial Issuance (2005)</li> <li>• First RRHGC Conviction (2009)</li> <li>• Second RRHGC Conviction (2010)</li> <li>• Retirement (2031)</li> </ul>	<ul style="list-style-type: none"> <li>• 2.1</li> <li>• 2.6</li> <li>• 2.6</li> </ul>
3.7 Career Timeline, with One Violation of Out-of-Service Order Conviction	<ul style="list-style-type: none"> <li>• Initial Issuance (1995)</li> <li>• First Conviction of a Violation of an OOSO (1999)</li> <li>• Driver Reported Deceased (2060)</li> </ul>	<ul style="list-style-type: none"> <li>• 2.1</li> <li>• 2.6</li> <li>• 2.10</li> </ul>



### Legend for figures in this section:

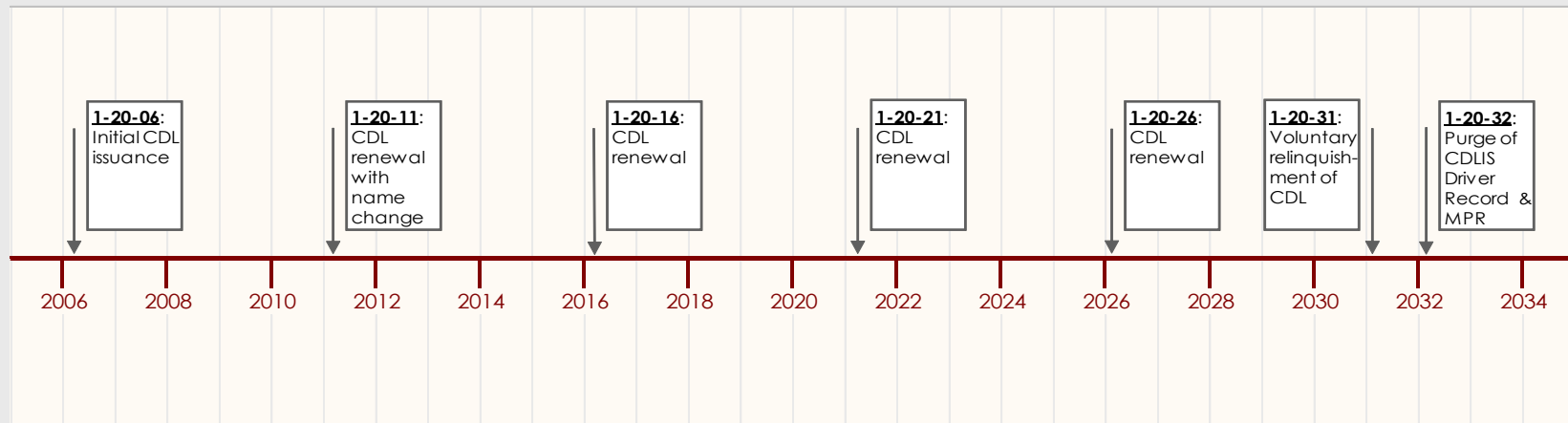
The figure below, which is a reduced copy of Figure 3, is the legend for the figures in this section. The text in blue font with yellow highlighting is added below to explain the objects in the figure. The rest of this section consists of timeline figures and the corresponding details of the given events shown in the figures.



### Notes:

- The horizontal red line is the timeline, in calendar years.
- A “time jump” (a zigzag in the timeline) signifies that a number of years are omitted in the timeline.
- The “event text boxes”, which have arrows pointing to the time line, contain the event or events that occurred at the date or time period denoted by the arrow with one or two heads, respectively.
- Within each event text box, the bold underlined text is the date of the event, in the format month-day-year (e.g., “2-20-97” is Feb. 20, 1997).
- The “withdrawal calculation window” (the text box below the timeline) denotes the time period extending before and after the given citation date, during which the SOR must search for other offenses in the same federal category, when calculating the correct withdrawal period for the given conviction.

### 3.1 Career Timeline, with a Name Change



**Figure 3.1 Career Timeline, with a Name Change**

#### Explanation of Events:

**January 20, 2006:** The applicant, Sherry Marie Davis, applies to the Missouri State Driver’s Licensing Agency (Missouri SDLA) and obtains an initial CDL with no endorsements (see section 2.1 Driver Obtains Initial CDL).

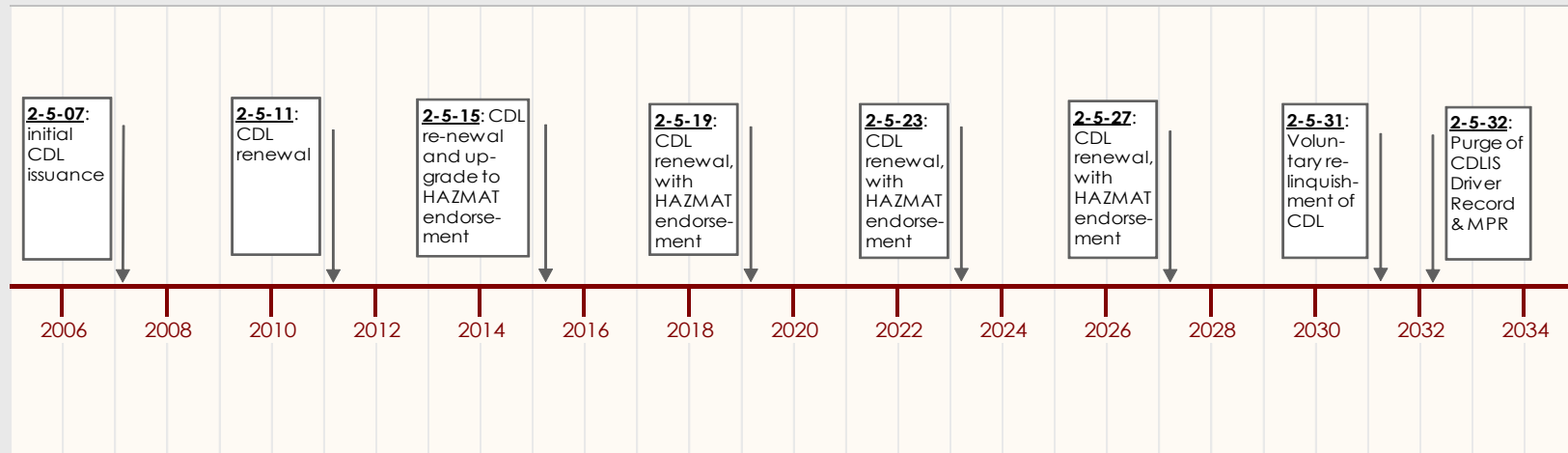
**January 20, 2011:** Ms. Davis renews her CDL with a name change to Ms. Sherry Marie Davis-Jones (see section 2.2 CDL Holder Renews CDL and Changes Name on the MPR).

**January 20, years 2016, 2021, and 2026:** Ms. Davis renews her CDL (see section 2.2 CDL Holder Renews CDL and Changes Name on the MPR).

**January 20, 2031:** After 25 years, Ms. Davis retires and voluntarily relinquishes her CDL for a non-CDL (see section 2.9 CDL Holder Voluntarily Relinquishes the CDL).

**January 20, 2032:** Since the driver has no convictions and no withdrawals on her record and a year has passed since the downgrade to a non-CDL, the Missouri SDLA purges the CDLIS Driver Record on its database and then deletes the Master Pointer Record on the CDLIS Central Site (see section 2.9 CDL Holder Voluntarily Relinquishes the CDL).

## 3.2 Career Timeline, with HAZMAT Endorsement



**Figure 3.2 Career Timeline, with HAZMAT Endorsement**

### Explanation of Events:

**February 5, 2007:** The applicant, John Doe, applies to the Iowa SDLA and obtains an initial CDL with no endorsements (see section 2.1 Driver Obtains Initial CDL).

**February 5, 2011:** Mr. Doe renews his CDL (see section 2.2 CDL Holder Renews CDL and Changes Name on the MPR).

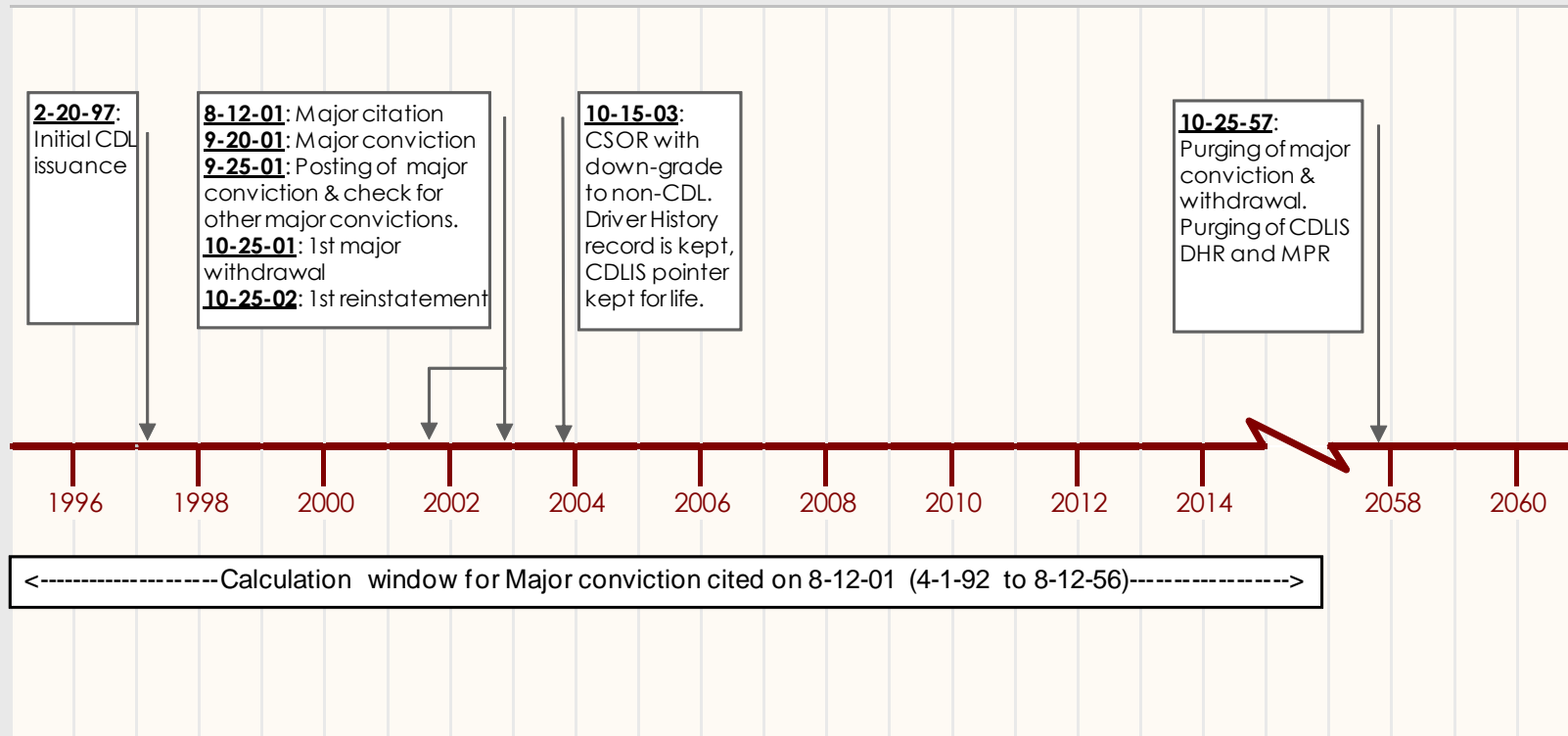
**February 5, 2015:** The Mr. Doe renews his CDL and obtains a HAZMAT endorsement to the CDL (see section 2.3 CDL Holder Adds a HAZMAT and/or Other Endorsement).

**February 5, 2019; February 5, 2023; and February 5, 2027:** Mr. Doe renews his CDL with a HAZMAT endorsement (see section 2.3 CDL Holder Adds a HAZMAT and/or Other Endorsement).

**February 5, 2031:** After 24 years, Mr. Doe retires and voluntarily relinquishes his CDL for a non-CDL (see section 2.9 CDL Holder Voluntarily Relinquishes the CDL).

**February 5, 2032:** Since the driver has no convictions and no withdrawals on his record and a year has passed since the downgrade to a non-CDL, the Iowa SDLA purges the CDLIS Driver Record on its database and then the Master Pointer Record on the CDLIS Central Site (see section 2.9 CDL Holder Voluntarily Relinquishes the CDL).

### 3.3 Career Timeline, with a Major Conviction, Transfer, and Downgrade



**Figure 3.3 Career Timeline, with a Major Conviction, Transfer, and Downgrade**

## Explanation of Events:

**February 20, 1997:** The applicant, John Doe, applies for a CDL from the North Carolina SDLA. After the applicant passes the tests and the license checks, the North Carolina SDLA issues the CDL and becomes the State of Record for the driver. The SOR creates the CDLIS Driver Record on its database and the CDLIS Master Pointer Record on the CDLIS Central Site (see section 2.1 Driver Obtains Initial CDL)

**August 12, 2001:** A North Carolina law enforcement officer cites the CDL holder for a blood alcohol concentration of 0.10, while operating a CMV (see section 2.6 CDL Holder is Convicted and Withdrawn by SOR).

**Sept. 20, 2001:** A North Carolina court convicts the CDL holder of the first major alcohol offense. The court reports the conviction to the SOR SDLA (see section 2.6 CDL Holder is Convicted and Withdrawn by SOR).

**Sept. 25, 2001:** The North Carolina SDLA posts the conviction information to the CDLIS Driver Record (within 10 days of the conviction). The SDLA determines the driver must be withdrawn for one year, effective October 12, 2001 (time allowed for driver to receive notice). The SDLA posts the withdrawal information on its CDLIS Driver Record (see section 2.6 CDL Holder is Convicted and Withdrawn by SOR).

**Note:** The window for calculating the withdrawal period is based on the citation date of the major conviction. Generally, the window begins on 4-1-1992 for Major convictions in a CMV and on 10-1-

2005 for Major convictions in a non-CMV. The date each Stat's law became effective makes the window differ somewhat for some states—for example, a few States calculate from 1989.

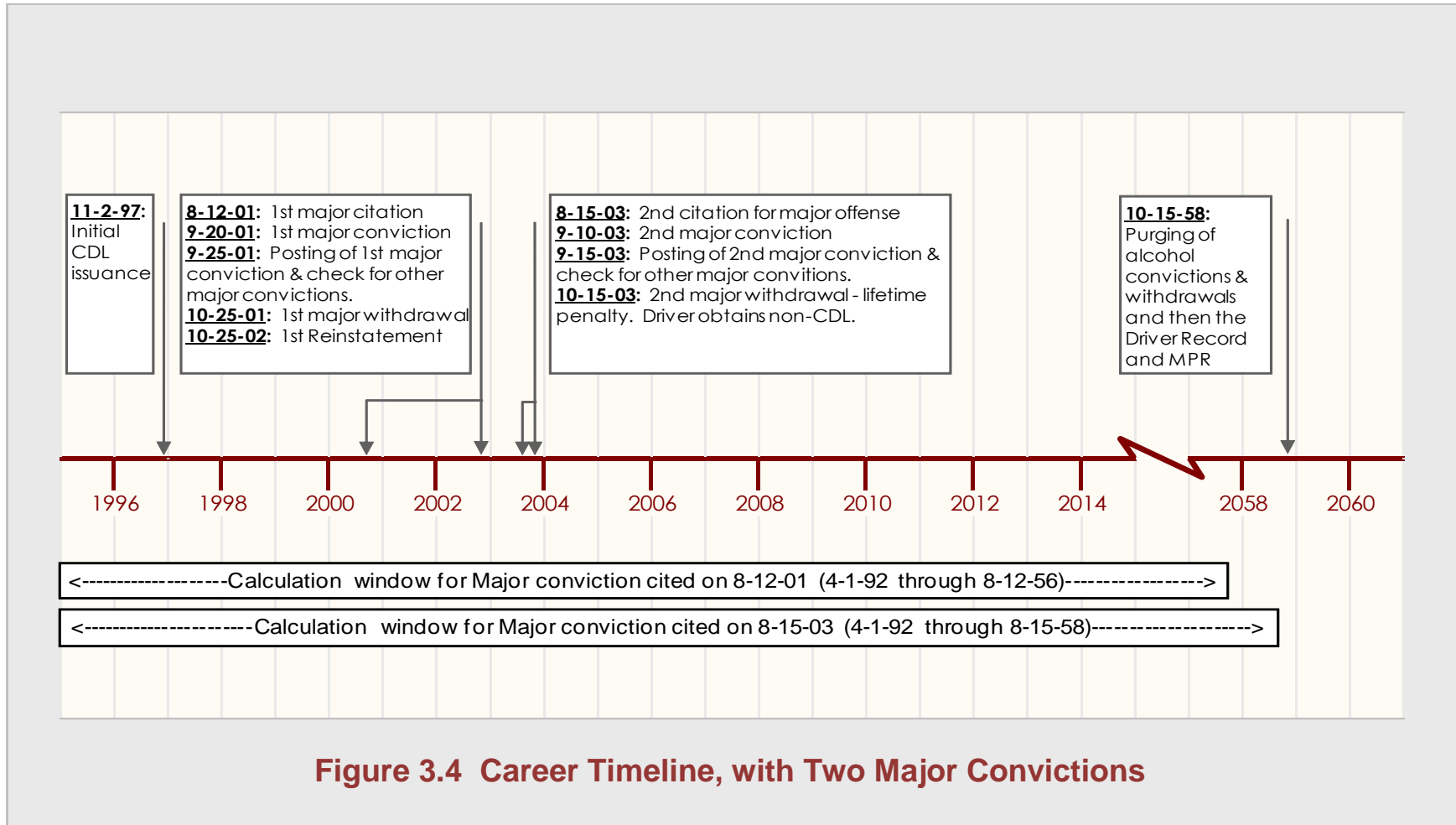
**Oct. 25, 2001:** The one-year withdrawal period starts. The driver will be eligible to reinstate his driving privileges on October 25, 2002 (reinstatement date is blank, and commercial status is "NOT") (see section 2.6 CDL Holder is Convicted and Withdrawn by SOR).

**Oct. 25, 2002:** After the eligibility date, the CDL holder pays the reinstatement fees and the SOR SDLA reinstates the driving privileges. The SDLA updates the withdrawal reinstatement date on the CDLIS Driver (see section 2.6 CDL Holder is Convicted and Withdrawn by SOR)

**October 15, 2003:** John Doe moves to South Carolina and applies for a non-CDL. South Carolina does a CSOR Transaction to take ownership of the Master Pointer Record. North Carolina transmits the Driver History to South Carolina. South Carolina must maintain the MPR and Driver Record for "life" (55 years) (see section 2.4 CDL Holder Transfers into State).

**October 25, 2057:** On the data retention end date for the major conviction and withdrawal (55 years from the reinstatement date), South Carolina purges the major conviction and withdrawal from the Driver Record. Because the driver has not had any more convictions or withdrawals, South Carolina also purges the Driver Record and deletes the MPR.

### 3.4 Career Timeline, with Two Major Convictions



### Explanation of Events:

**December 2, 1997:** The applicant, John Davis, applies for a CDL from the Texas Department of Public Safety (the Texas SDLA). After the applicant passes the tests and the license checks, the Texas SDLA issues the CDL and becomes the State of Record for the driver. The SOR creates the CDLIS Driver Record on its database and the CDLIS Master Pointer Record on the CDLIS Central Site (see section 2.1 Driver Obtains Initial CDL).

**August 12, 2001:** A Texas law enforcement officer cites the CDL holder for a blood alcohol concentration of 0.10, while operating a CMV.

**Sept. 20, 2001:** A Texas court convicts the CDL holder of the first major alcohol offense. The court reports the conviction to the SOR SDLA.

**Sept. 25, 2001:** The Texas SDLA posts the conviction information to the CDLIS Driver Record (within 10 days of the conviction). The SDLA determines the driver must be withdrawn for one year, effective October 12, 2001 (time allowed for driver to receive notice). The SDLA posts the withdrawal information on its CDLIS Driver Record.

**Note:** The window for calculating the withdrawal period is based on the citation date of the major conviction. Generally, the window begins on 4-1-1992 for Major convictions in a CMV and on 10-1-2005 for Major convictions in a non-CMV. The date each State's law became effective makes the window differ somewhat for some states—for example, a few States calculate from 1989.

**Oct. 25, 2001:** The one-year withdrawal period starts. The driver will be eligible to reinstate his driving privileges on October 25, 2002 (reinstatement date is blank, and commercial status is "NOT").

**Oct. 25, 2002:** After the eligibility date, the CDL holder pays the reinstatement fees and the SOR SDLA reinstates the driving privileges. The SDLA updates the withdrawal reinstatement date on

the CDLIS Driver Record. The commercial status changes to "LIC". Some States require the driver to reapply and retest prior to receiving their license.

**August 15, 2003:** A Texas law enforcement officer cites the CDL holder for a blood alcohol concentration of .04, while operating a CMV.

**Sept. 10, 2003:** A Texas court convicts the CDL holder of the second major alcohol offense. The court reports the conviction to the SOR SDLA.

**Sept. 15, 2003:** The Texas SDLA posts the conviction information to the CDLIS Driver Record (within 10 days of conviction). The SDLA determines the driver must be withdrawn for life, effective October 12, 2003 (time allowed for driver to receive notice), with an opportunity to reinstate in 10 years if the driver complies with Texas' requirements (see 383.51 – the reinstatement is much more complicated – State has to have a program, the driver has to voluntarily enter the program). The SDLA posts the withdrawal information, including the linkage to the two alcohol convictions, on its CDLIS Driver Record.

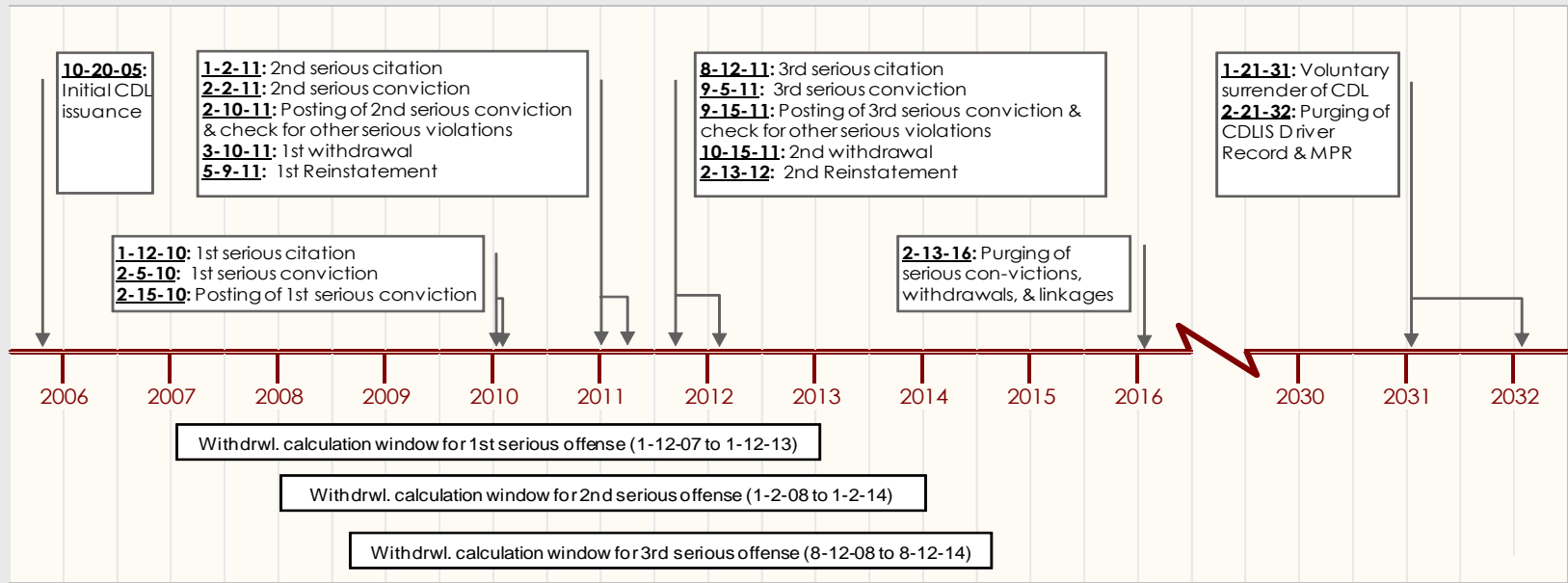
**Oct. 15, 2003:** The lifetime withdrawal period starts. Driver obtains a non-CDL. The SOR must keep the Driver History and the CDLIS Master Pointer Record for life, because the State does not have a program for reinstatement after 10 years. The Commercial status stays "Not eligible to be licensed" for life.

**Oct. 15, 2058:** Since all the conviction and withdrawal information has met the CDLIS data retention requirements (retain for at least 55 years from the effective date of the second withdrawal), the Texas SDLA purges the alcohol convictions, withdrawals, and linkage from the CDLIS Driver History. Since the driver now has no convictions and no withdrawals on his record and at least a year has passed since the driver relinquished his CDL, the Texas SDLA also

purges the CDLIS Driver Record on its database and then deletes the Master Pointer Record on the CDLIS Central Site.



### 3.5 Career Timeline, with Three Serious Convictions



**Figure 3.5 Career Timeline, with Three Serious Convictions**

### **Explanation of Events:**

**October 20, 2005:** The applicant, William Benjamin Anderson IV obtains an initial CDL with no endorsements from the Virginia Department of Motor Vehicles (the Virginia SDLA) (see section 2.1 Driver Obtains Initial CDL).

**January 12, 2010:** A Virginia law enforcement officer cites the CDL holder for speeding 15 mph over the limit, while operating a CMV.

**February 5, 2010:** A Virginia court convicts the CDL holder of the serious offense and reports the conviction to the SOR SDLA (see section 2.6 CDL Holder is Convicted and Withdrawn by SOR).

**February 15, 2010:** The Virginia SDLA posts the conviction information to the CDLIS Driver Record, and finds no other serious offenses on the record committed within three years of the January 12, 2010 offense. Since this violation is the driver's only serious violation within a three-year period, no withdrawal is required.

**January 2, 2011:** A Virginia law enforcement officer cites the CDL holder for reckless driving, while operating a CMV.

**February 2, 2011:** A Virginia court convicts the CDL holder of the serious offense and reports the conviction to the SOR SDLA.

**February 10, 2011:** The Virginia SDLA posts the conviction information to the CDLIS Driver Record, checks and finds the previous serious offense. Since this violation is the second serious violation within a three year period, the SOR withdraws the driver for 60 days, as required by the FMCSRs (see section 2.6 CDL Holder is Convicted and Withdrawn by SOR).

**March 10, 2011:** The 60-day withdrawal period starts.

**May 9, 2011:** On the eligibility date, the CDL holder pays the reinstatement fees and the Virginia SDLA reinstates the driving.

**August 12, 2011:** A Virginia law enforcement officer cites the CDL holder for making an improper lane change, while operating a CMV.

**September 5, 2011:** A Virginia court convicts the CDL holder of the serious offense and reports the conviction to the SOR SDLA.

**September 15, 2011:** The Virginia SDLA posts the conviction information to the CDLIS Driver Record; checks and finds two other serious offenses within three years of the serious offense committed on August 12, 2011. Since this offense is the third within a 3-year period, VA assesses the driver a 120-day withdrawal, effective October 15, 2011, as required by the FMCSRs (see section 2.6 CDL Holder is Convicted and Withdrawn by SOR).

**October 15, 2011:** The 120-day withdrawal period starts.

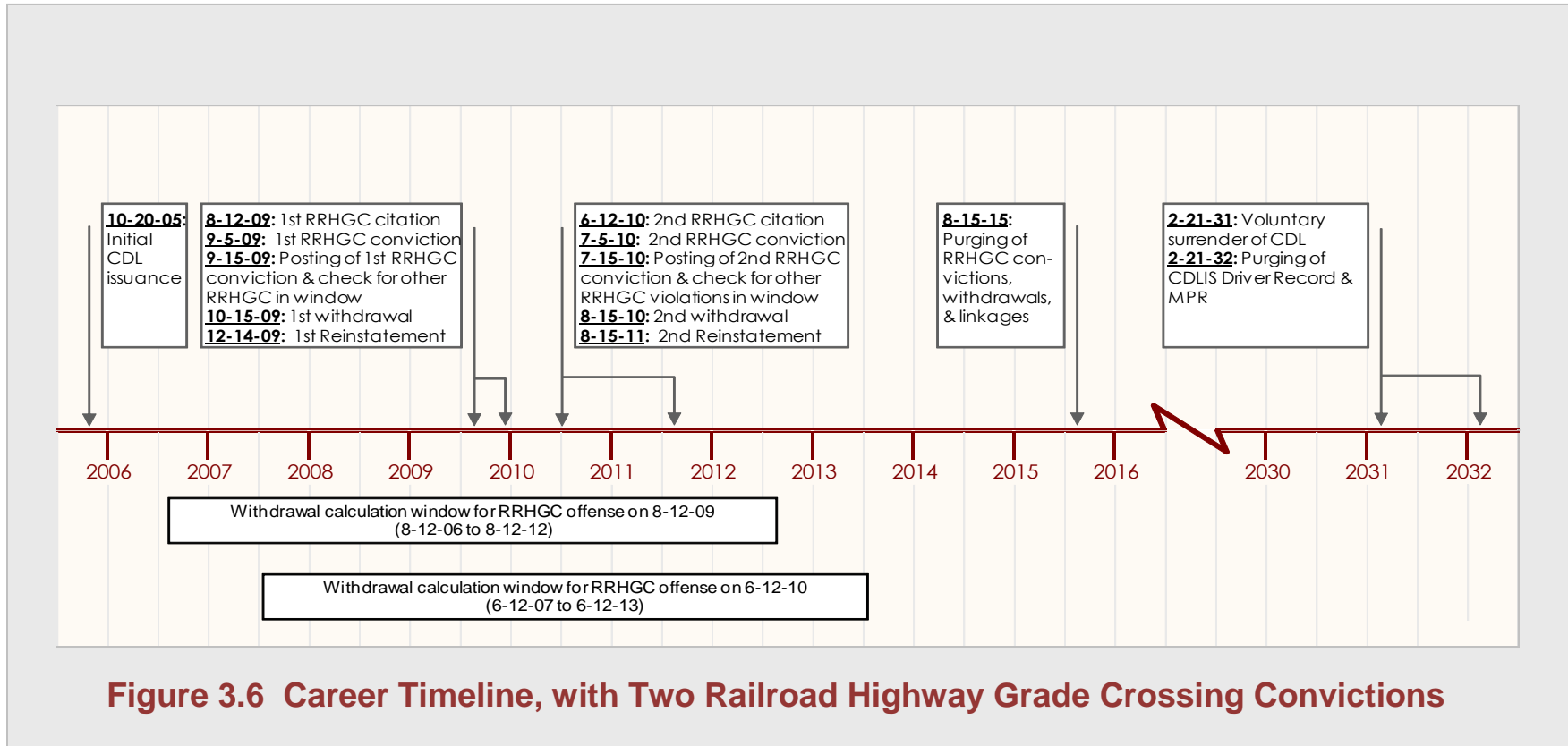
**February 13, 2012:** On the eligibility date, the CDL holder pays the reinstatement fees and the Virginia SDLA reinstates the driving privileges (see section 2.6 CDL Holder is Convicted and Withdrawn by SOR).

**February 13, 2016:** The Virginia SDLA purges the serious convictions, withdrawals, and linkages from the CDLIS Driver History, since all the information has met the CDLIS data retention requirements.

**January 21, 2031:** After a little more than 25 years, the driver retires and voluntarily relinquishes the CDL for a non-CDL (see section 2.9 CDL Holder Voluntarily Relinquishes the CDL).

**January 21, 2032:** Since the driver had no convictions and no withdrawals on record and a year has elapsed since the downgrade to a non-CDL, the SDLA purges the CDLIS Driver Record on its database and then the Master Pointer Record on the CDLIS Central Site (see section 2.9 CDL Holder Voluntarily Relinquishes the CDL).

### 3.6 Career Timeline, with Two Railroad Highway Grade Crossing Convictions



### **Explanation of Events:**

**October 20, 2005:** The applicant, Sherry Marie Davis applies to the Texas SDLA for a CDL. The Texas SDLA issues her a CDL with no endorsements (see section 2.1 Driver Obtains an Initial CDL).

**August 12, 2009:** A Texas law enforcement officer cites the CDL holder for failing to slow down and stop as required at a railroad-highway grade crossing, while operating a CMV.

**September 5, 2009:** A Texas court convicts the CDL holder of the RRHGC offense and reports the conviction to the Texas SDLA.

**September 15, 2009:** The Texas SDLA posts the conviction information to the CDLIS Driver Record and assesses the driver a 60-day withdrawal, effective October 15, 2009 (see section 2.6 CDL Holder is Convicted and Withdrawn by SOR).

**October 15, 2009:** The 60-day withdrawal period starts.

**December 14, 2009:** On the eligibility date, the CDL holder pays the reinstatement fees and the Texas SDLA reinstates the driving privileges.

**June 12, 2010:** A Texas law enforcement officer cites the CDL holder for failing to slow down and stop as required at a railroad-highway grade crossing, while operating a CMV.

**July 5, 2010:** A Texas court convicts the CDL holder of the RRHGC offense and reports the conviction to the Texas SDLA.

**July 15, 2010** The Texas SDLA posts the conviction information to the CDLIS Driver Record and assesses the driver a 60-day withdrawal, effective October 15, 2009 (see section 2.6 CDL Holder is Convicted and Withdrawn by SOR).

**August 15, 2010:** The one-year withdrawal period starts.

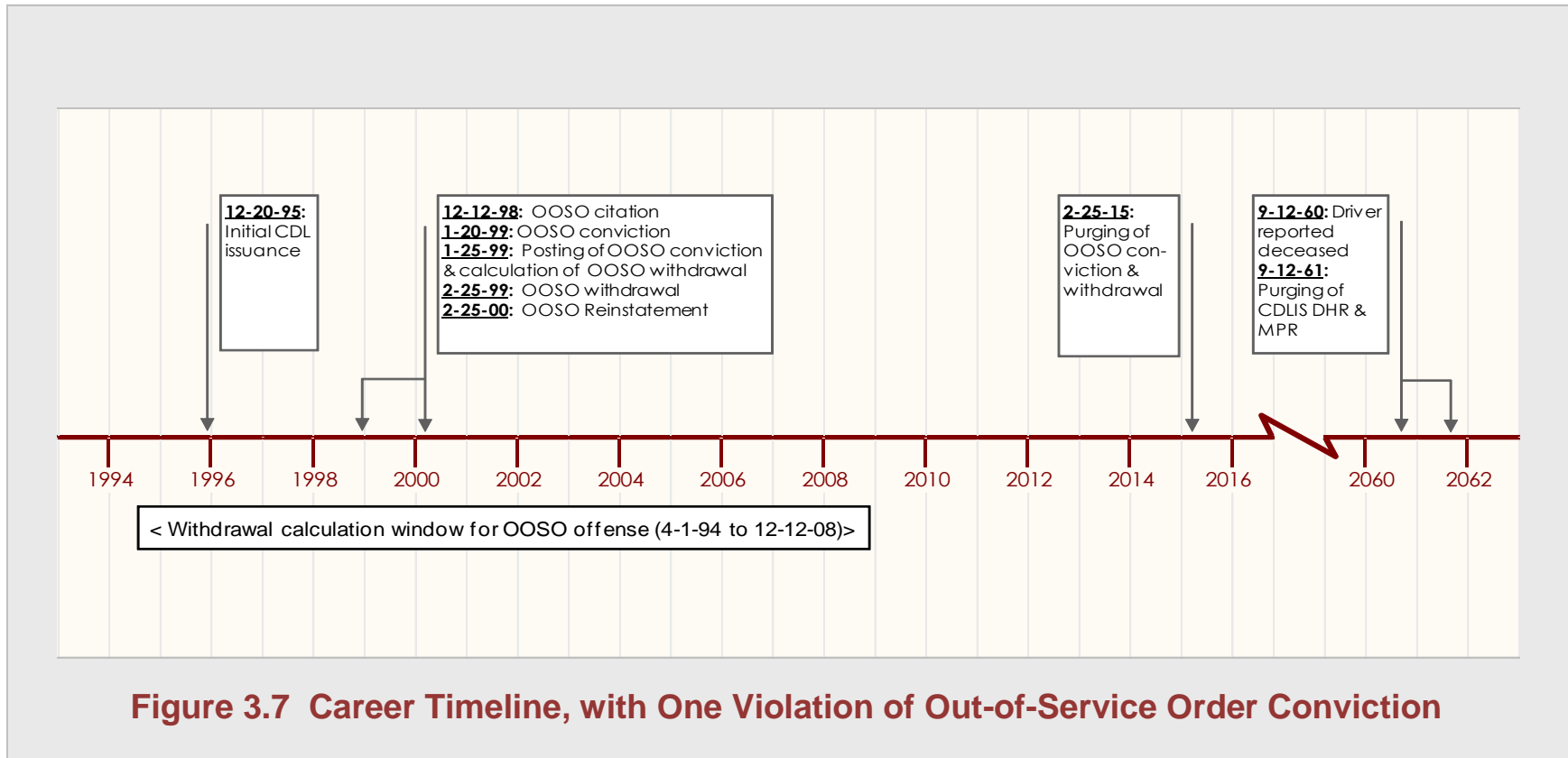
**August 15, 2011:** On the eligibility date, the CDL holder pays the reinstatement fees and the Texas SDLA reinstates the driving privileges.

**August 15, 2015:** The Texas SDLA purges the RRHGC convictions, withdrawals, and linkages from the CDLIS Driver History, since all the information has met the CDLIS data retention requirements.

**February 21, 2031:** After almost 26 years, the driver retires and voluntarily relinquishes the CDL for a non-CDL (see section 2.9 CDL Holder Voluntarily Relinquishes the CDL).

**February 21, 2032:** Since the driver had a clean record for a year, the SDLA purges the CDLIS Driver Record on its database and then the Master Pointer Record on the CDLIS Central Site.

### 3.7 Career Timeline, with One Violation of Out-of-Service Order Conviction



### **Explanation of Events:**

**December 20, 1995:** The applicant, Jefferson Alexander Marable, obtains a CDL from the California Department of Motor Vehicles (the California SDLA) (see section 2.1 Driver Obtains an Initial CDL).

**December 12, 1998:** A California law enforcement officer cites the CDL holder for operating a CMV while an out-of-service order is in effect.

**January 20, 1999:** A California court convicts the CDL holder of the OOSO alcohol offense and reports the conviction to the SOR SDLA (see section 2.6 CDL Holder is Convicted and Withdrawn by SOR).

**January 25, 1999** The California SDLA posts the conviction information to the CDLIS Driver Record (within 10 days of the conviction); and searches the record for other OOSO offenses within 10 years of the offense (except not checking earlier than June 17, 1994—the effective date of the federal OOSO rule), and assesses the driver a one-year withdrawal, effective February 25, 2001 (see section 2.6 CDL Holder is Convicted and Withdrawn by SOR).

**February 25, 1999:** The one-year withdrawal period starts.

**February 25, 2000:** On the eligibility date, the CDL holder pays the reinstatement fees and the SOR SDLA reinstates the driving.

**February 25, 2015:** The California SDLA purges the OOSO conviction, withdrawal, and linkage from the CDLIS Driver History, since all the information has met the CDLIS data retention requirements (10 years from the reinstatement date of the withdrawal).

**Various Dates:** The CDL Holder renews his CDL (not shown on the timeline).

**September 12, 2060:** The driver is reported deceased (see section 2.10 Driver with MPR on CDLIS is Reported Deceased).

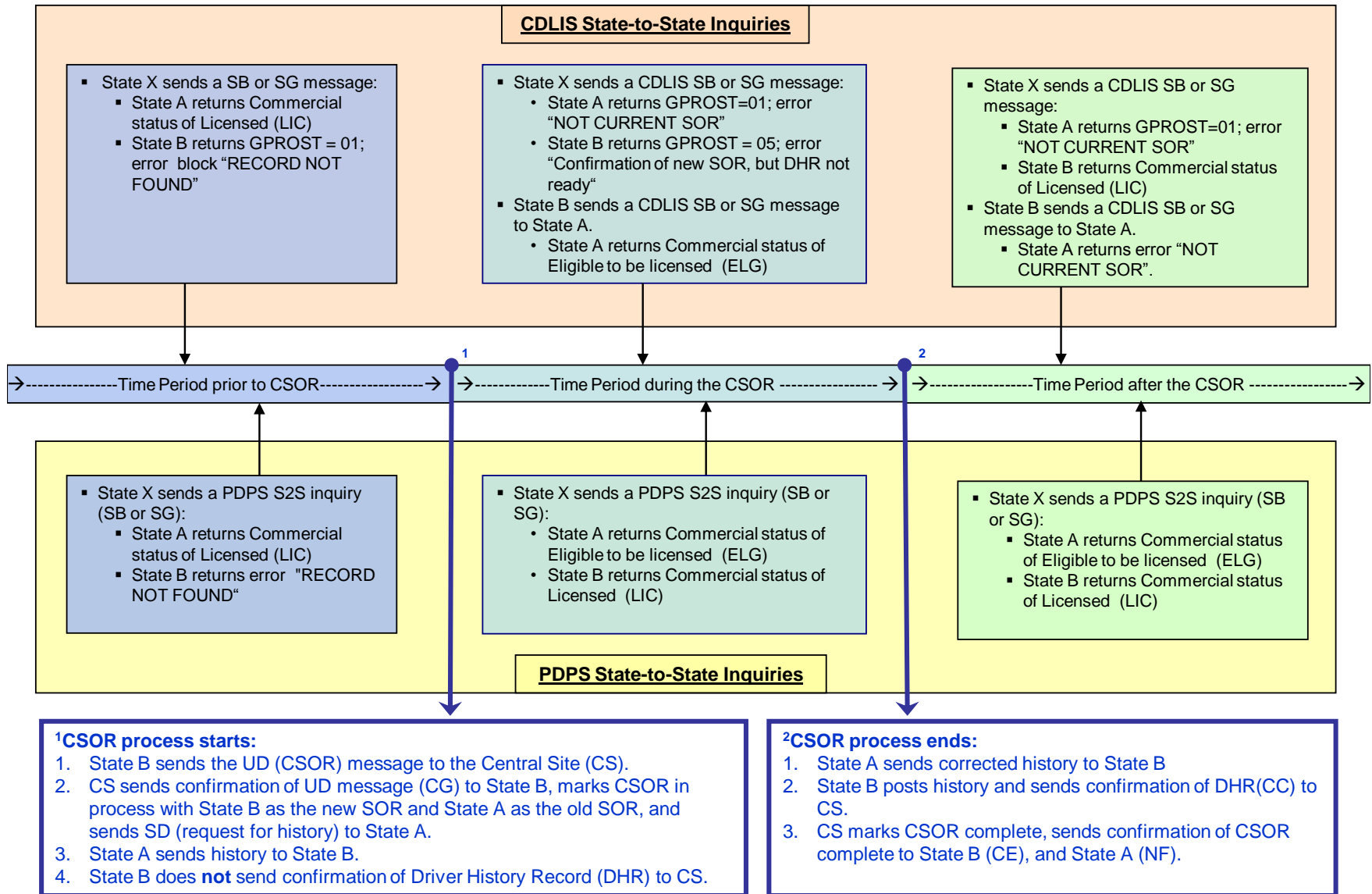
**September 12, 2061:** Since the driver has no convictions and withdrawals on his record and a year has passed since the driver was reported deceased, the SDLA purges the CDLIS Driver Record on its database and then purges the Master Pointer Record on the CDLIS Central Site (see section 2.10 Driver with MPR on CDLIS is Reported Deceased)

## 4. IMPORTANT ISSUES REGARDING CDLIS PROCEDURES

Over the years, a number of issues have arisen regarding the implementation of CDLIS procedures in special cases. This section contains an important clarification regarding CDL procedures during a Change State of Record Transaction. See Appendix A for a list of acronyms and technical terms used in the table. Note: Future versions of this document will have clarifications of additional procedural issues in this section.

## Figure 4.1 CDLIS and PDPS Inquiries before, during, and after a CSOR Transaction

Note: State A is the Old SOR; State B is the New SOR, and State X is the State of Inquiry.





## Appendix A – Glossary of Terms and Acronyms

This glossary defines terms and acronyms used in this document or related CDLIS and PDPS documentation that have a special meaning in CDLIS or PDPS.

### **10-Year History Check**

Before extending the expiration date of a CDL, the SOR must request the driver history from every jurisdiction that has issued a license to operate any type of vehicle to the individual during the last 10 years, as certified by the individual, unless the DHR indicates that jurisdiction has already responded to a previous 10-Year\_History-Check for the time in question..

### **23 CFR 1327.5**

Federal Regulations issued by the National Highway Traffic Safety Administration, NHTSA.

### **49 CFR 383-384**

Federal Regulations issued by the Federal Motor Carrier Safety Administration, FMCSA.

### **96 Hour Report**

Weekly Suspense Report – Listing of drivers in: Duplicate status, CSOR (new and old) pending status that were not completed within the required 96-hour timeframe, and changed to “Unique” status since last 96-hour report.

### **AAMVA**

American Association of Motor Vehicle Administrators represents state and provincial officials in the United States and Canada who administer and enforce motor vehicle laws. The Association encourages uniformity and reciprocity among the states and provinces, and collaboration with other levels of government and the private sector. Its program development and research activities provide guidelines for more effective public service. AAMVA also serves as an information clearinghouse. Note: AAMVA is the operator of CDLIS.

### **AAMVA Code Dictionary (ACD)**

The list and definitions of the three-character codes used to identify driver conviction and withdrawal types in CDLIS transactions transmitted from state-to-state.

### **AAMVA Operations Help Desk**

The AAMVA Operations Help Desk is a technical resource for assisting jurisdictions in problem resolution and implementation of AAMVA production applications.

### **AAMVANET**

The telecommunication network that electronically links all Motor Vehicle Departments, the CDLIS Central Site, the NDR, and other public and private sector authorized users. AAMVANet is the network for AAMVA-operated systems, such as CDLIS and PDPS.

### **ACD**

The AAMVA Conviction/Withdrawal Code Dictionary which is the replacement for the ANSI D-20 Conviction/Withdrawal Codes.

### **ACD conviction**

An AAMVA-Code-Dictionary conviction is an adjudication of guilt, as defined in FMCSA Policy Memorandum CDL-04-001, for a violation that is traffic-safety related and/or federally mandated, which therefore is listed in the version of the ACD that is current on the date the SOC reports the conviction.

### **ACD withdrawal**

An AAMVA-Code-Dictionary withdrawal is a withdrawal for ACD convictions, which therefore is listed in the version of the ACD that is current on the date that the withdrawal is assessed.

### **AGN**

AT&T Global Network

### **AKA**

Also Known As – the information used to present historical identification information, such as prior name or prior Driver's License Number

### **AMIE**

AAMVANet Message Interchange Envelope – the protocol by which a CDLIS user defines the data elements in an AAMVANet Standard Message

**ANSI**

American National Standards Institute

**ANSI D-20**

A common set of coding instructions for data elements related to traffic record systems.

**Batch File**

A file of messages sorted into logical groups (batches), usually transmitted using Network Job Entry (NJE), magnetic tape or FTP, for handling through a scheduled batch process

**Batch processing**

Messages from a batch file are handled through a scheduled, usually nightly, job-oriented, batch process

**Benchmarking**

Benchmark hours represent the maximum number of hours the AAMVA tester can spend with a jurisdiction tester on that driver stream per round of test (Initial and End-to-End). This includes test execution, evaluating/documenting results, and retesting, but not the time the jurisdiction spends working on the driver stream without the AAMVA tester. Each driver stream is assigned a certain number of benchmark hours. Ensures that all jurisdictions have equitable access to AAMVA's testers.

**Billing ID**

The Billing ID is the same as the Transaction Originator.

**Blood Alcohol Content (BAC)**

Content of alcohol within the blood

**Broken Pointer**

A situation in which an MPR doesn't have a matching DHR.

**Call List**

A Call List record is the layout of the group of data elements through which a UNI site's application programs supply information to and retrieve information from UNI. An application's specifications document defines the business function of this information. Depending on the UNI options selected, the call list data may be passed in files or queues. Call list(s) may be requested from the UNI Help Desk (see also Offset Report(s)).

**Canadian Council of Motor Transport Administrators (CCMTA)**

Provides motor vehicle and driver's license guidance for Canadian territories and providences.

**Casual testing**

Occurs before Structured testing; AAMVA verifies that messages are sent and received, but little data validation is done; provides jurisdictions an opportunity to ask questions; optional but highly recommended.

**CCMTA**

The Canadian Council of Motor Transport Administrators is similar in program function to AAMVA, except the CCMTA focuses on Canadian issues.

**CDL**

Commercial Driver's License – see definition in 49 CFR 383.5

**CDLIS**

See Commercial Driver's License Information System – see definition in 49 CFR 383.5.

**CDLIS Central Site**

The node on AAMVAnet that maintains the CDLIS Master Pointer Records, processes a number of transactions between jurisdictions, and reports CDLIS activity to FMCSA.

**CDLIS driver history**

The CDLIS driver history is the record of an individual's identification information, driver's license information (including information about any permits, endorsements, and restrictions), and history of convictions, accidents, and withdrawals that is maintained by the SOR and transmitted in a Change State of Record Transaction.

**CDLIS Readiness Assessment**

Jurisdictions must submit one of each message type per CDLIS transaction to be tested. Messages will be checked by AAMVA for formatting errors. All formatting errors must be corrected prior to implementation.

**CFR**

Code of Federal Regulations

**Change State of Record (CSOR)**

CSOR; when a driver moves from one jurisdiction to another, and CDL and the driver history is transferred from the Old SOR to the New SOR.

**CICS**

Customer Information Control System; an IBM teleprocessing monitor.

**CMV**

Commercial Motor Vehicle

**CMVSA**

Commercial Motor Vehicle Safety Act (CMVSA) of 1986.

**Commercial Driver's License (CDL)**

A license issued by a State or other jurisdiction, in accordance with the standards contained in 49 CFR parts 383 and 384, to an individual which authorizes the individual to operate a class of a commercial motor vehicle.

**Commercial Driver's License Information System (CDLIS)**

CDLIS is the information system that satisfies the requirement of the CMVSA and MCSIA by providing identification, status, and history information regarding commercial drivers. CDLIS is operated by AAMVA.

**Commercial Motor Vehicle (CMV)**

As defined in 49 CFR 383.5, a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- has a gross combined weight of more than 26,001 lbs (11,794 kilograms) inclusive of a towed unit(s), or
- has a gross vehicle weight rating of more than 26,001 lbs (11,794 kilograms), or
- is designed to transport 16 or more passengers, including the driver, or
- is of any size and is used in the transportation of hazardous materials.

**Commercial Motor Vehicle Safety Act (CMVSA)**

The CMVSA is the act that mandated CDLIS.

**Compliance**

In accordance with federal requirements outlined in the Federal Motor Carrier Safety Regulations

**Compliance Report**

A report sent by AAMVA to FMCSA on a quarterly basis of all CDL activities and pending compliance tickets for each jurisdiction.

**Compliance Ticket**

A notification sent by AAMVA to FMCSA when a jurisdiction is not in compliance with the FMCSR

**Conviction**

A conviction is an adjudication of guilt, as defined in FMCSA Policy Memorandum CDL-04-001. Note: FMCSA considers the following to be types of convictions: admin per se, refusal to take an alcohol test, failure to appear, and failure to pay.

**Conviction Reports**

**790 CONVICTION/NEGATE CONVICTION RECORDS HAVE BEEN CORRECTED** report. The purpose of this report is to identify and notify the State of Conviction (SOC) of the Out of State Conviction and the Negate Conviction messages which have been corrected and resent to the State of Record (SOR) via CDLIS Central Site. Note\* This report does not reflect corrected Out of State Convictions nor Negate Conviction messages which were sent via other means to the SOR. This weekly report contains a listing of Out Of State Convictions and Negate Conviction messages which have been corrected and successfully resent to the SOR through the CDLIS Central Site. This report is refreshed on a weekly basis and there is no action required by the SOC to remove data from the report.

**730 CONVICTION/NEGATE CONVICTION ERROR REPORT.** The purpose of this report is to identify Convictions and Negate Convictions, which have erred off either at the CDLIS Central Site or at the State of Record (SOR). The report can also be used to monitor the errors for a trend. This daily report contains a listing of out of state conviction messages and negate-conviction messages which have erred off at the CDLIS Central Site as a Broken Pointer situation or erred off at the SOR because of edits on the 17 block or as a no-hit.

**770 Conviction/Negate Conviction Duplicated Errors Report.** The purpose of this report is to identify when duplicate convictions are being sent by the State of Conviction, if the convictions are being posted by the SOR, and if any administrative action is being taken as a result. This weekly report contains a listing of drivers which have had duplicate Convictions or Negate Conviction messages sent by the State of Conviction. This report is sorted by the State of Conviction. The duplicate conviction is identified by comparing the Location Reference fields and the Offense Reference fields to previously sent convictions

**780 CONVICTION/NEGATE CONVICTION ERROR TRACKING REPORT 10 DAYS PAST DUE** Report. This report is a list of the Out of State Conviction messages and the Negate-Conviction messages which have erred off, either at the CDLIS

Central Site or at the State of Record (SOR), and have not been corrected, and re-sent. The report can be used to evaluate the errors for any trends. The Conviction and Negate Conviction message are matched on the information provided in the previously sent SOC Location Reference and the Offence Reference field in the 17 Conviction Block. It is thought that no two convictions will have the same Location Reference values and Offence Reference values in the 17 block of the message. This report contains a listing by SOC of Out of State Conviction and Negate Conviction messages which had erred off at the CDLIS Central Site as a Broken Pointer situation or erred off at the SOR because of edits on the 17 block or as a no-hit. This report contains all driver information contained in the original Report Out of State Conviction and (HA) or Negate Out-of-State Conviction (HH) message including the 17 (Conviction) block and the 25 (Error) block.

#### **CSL**

Commercial Special License

#### **CS**

CDLIS Central Site

#### **CSOR**

Change State of Record Transaction is the transaction, used when a CDL holder moves from one jurisdiction to another, and CDL and the driver history is transferred from the Old SOR to the New SOR.

#### **Data (Element) Dictionary**

The list of data elements and their definitions which are used in the application. Each data element is listed by its business and call list name, element code, description, values, type and length.

#### **Data Setup**

Refers to test data setup prior to structured testing. AAMVA customizes each state's structured test messages based on the state's Participant Setup Document and test plan. Jurisdiction must create MPRs and set up drivers on their state database based on the state's Participation Setup Document and test plan. Both must be completed prior to structured testing.

#### **Department of Motor Vehicles**

See SDLA.

#### **Department of Transportation (DOT)**

The overseeing agency of the Federal Motor Carrier Safety Administration.

#### **Development**

All of the activities necessary to create the system specification and complete internal (not structured) testing. These activities include analysis, design, programming, and documenting the business and technical specifications.

#### **DGAF**

General Directorship of Federal Motor Carrier Transportation is Mexico's equivalent of the U.S. FMCSA.

#### **DHR**

Driver's History Record – the record is maintained by the SOR and includes all the information required to be transferred in a CSOR Transaction, including driver identification information, driver's license information, and the driver's history of convictions, withdrawals, and (optionally) accidents.

#### **Disqualification**

As defined in 49 CFR 383.5, "Disqualification means any of the following three actions:

- (a) The suspension, revocation, or cancellation of a CDL by the State of issuance.
- (b) Any withdrawal of a person's privileges to drive a CMV by a State or other jurisdiction as the result of a violation of State or local law relating to motor vehicle traffic control (other than parking, vehicle weight or vehicle defect violations).
- (c) A determination by the FMCSA that a person is not qualified to operate a commercial motor vehicle under part 391 of this chapter."

#### **DL**

Driver's License – see definition in 49 CFR 383.5

#### **DLA**

Driver's License Agreement – an interstate compact that combines feature of the DLC and the NRVC.

#### **DLC**

Driver's License Compact – an interstate legal agreement that specifies how U.S. Jurisdictions give reciprocity for drivers with out-of-state driver's licenses.

**DLN**

Driver's License Number

**DLN Survey**

PDPS Driver's License Number Survey Transaction, used to obtain a DLN and status information from a previous jurisdiction when a 10-Year History Check is needed and the DLN is not known.

**DLR**

Driver License Reciprocity

**DMV**

Department of Motor Vehicles – see SDLA.

**DOB**

Date of Birth

**Driver**

Any individual who has ever held a driver license or who has been known by a state Department of Motor Vehicles (DMV) to drive.

**DRIVERs (Driver Record Information Verification System)**

A proposed database for all driver record information.

**Driver History Record (DHR)**

History of each driver maintained on the jurisdiction's system.

**Driver's License**

A license issued by a jurisdiction to an individual to operate a motor vehicle, including all licenses issued, not just those that are current.

**DSD**

CDLIS Detail System Design Document

**Duped Against**

A term used in the duplicate processing function to indicate an existing CDLIS Master Pointer Record which has the same SSN as a record being added to the CDLIS database.

**EDI**

Electronic Data Interchange a protocol for sending and receiving information via a computer network—AMIE is an EDI.

**Electronic Means**

Electronic means include (but are not limited to): internet, interactive voice response (IVR) and telephone.

**Electronic Verification of Vital Event Records (EVVER)**

A system that will verify identify documents presented by driver license, permit, and ID card applicants and improve and the driver license issuance processes

**Electronic Verification of Vital Events (EVVE)**

A system that will allow jurisdictions to verify information on birth certificates with the issuing jurisdictions

**Endorsement**

An authorization to an individual's CDL required to permit the individual to operate certain types of commercial motor vehicles

**End-to-End**

Second run of the Structured test. Ensures any programming fixes made during First Pass did not adversely **affect code**. If any errors are found, the test begins from the beginning.

**Equivalency table**

A jurisdiction equivalency table is a mapping of each jurisdiction statute for a traffic violation to the “substantially equivalent” Conviction ACD Code. The purpose of the ACD equivalency tables is to document the ACD codes and their equivalent native jurisdiction codes. Since the ACD was introduced in 1996, AAMVA has been collecting the mapping from each state and publishing the documentation containing all states mapping.

States use the tables to see how other states have an ACD code mapped and to identify their own statutes that will be impacted by changes.

The ACD working group used the tables to see which codes are used by which states when assessing the impact of a change.

**ERD**

Entity Relationship Diagram – ERDs graphically portray the information that the business area needs in order to do its business and the relationships that the data have which are important to the business.

**ESI**

Enhanced State Interface is the interface used by the CDLIS Central Site to process AMIE messages.

**FAA**

Federal Aviation Administration

**FAQ**

Frequently Asked Question

**FCWD**

The Federal Convictions and Withdrawal Database (FCWD) is a repository of U.S. State convictions and withdrawals on Mexican CDL drivers (holders of an LFC document with driver records in the LIFIS database), and FMCSA withdrawals on LFC drivers. Future plans involve expansion to include similar information on Canadian CDL drivers.

**Federal Convictions and Withdrawal Database**

See FCWD.

**Federal Register**

An official U.S. government publication in which FMCSA provides official notification of Federal Rulemaking

**FHWA**

Federal Highway Administration – the FMCSA was an office within the FHWA before MCSIA was enacted

**First Pass Testing**

Initial run of the Structured test. All programming errors are found and corrected. All test cases must pass before End-to-End test.

**FMCSA**

U.S. Federal Motor Carrier Safety Administration (formerly The Office of Motor Carriers (OMC))

- Develops, issues, and evaluates standards for testing and licensing CMV drivers
- Standards (Federal regulations) require states to issue CDLs only after drivers pass knowledge and skills tests that pertain to the type of CMV being operated
- States are audited every 3 years to monitor compliance with Federal standards
- Federal regulations provide for the FMCSA to conduct random inspections and audits of third-party testers without notice
- FMCSA provides Federal CDL grants to states.

**FMCSR**

Federal Motor Carrier Safety Regulation

**FRA**

Federal Railroad Administration

**FTA**

Failure to Appear

**FTC**

Failure to Comply

**FTP**

Failure to Pay

**GAP Code**

Government/Application Provider Code

**HAZMAT**

Hazardous Material

**Government/Application Provider (GAP) Code**

Each node on a network is assigned a code for message addressing

**HAZMAT (Hazardous Materials)**

Any material that has been designated as hazardous under 49 U.S.C. 5103 and is required to be placarded under subpart F of 49 CFR part 172 or any quantity of a material listed as a select agent or toxin in 42 CFR part 73.

**HME**

Hazardous Material Endorsement

**ICC**

Interstate Commerce Commission

**ICCTA**

Interstate Commerce Commission Termination Act of 1995

**ID**

Identification

**Implementation Period**

The relatively short time necessary to move programs, utilities, etc., from the development region to the production region. This phase also includes performance of structured testing with the pilot states.

**Inquiry Functions**

AKA Inquiry, Application Status Inquiry, Driver History Request, Employer Inquiry, Search Inquiry, Status Request, and Verification Inquiry.

**IPG**

Implementation Planning Guide – a topic-specific transition document that has instructions for the implementation period. Some IPG content may be incorporated into the specifications later.

**IRE**

The Canadian Interprovincial Record Exchange is the computerized system in Canada by which driver license information is exchanged between Canadian provinces and territories. The AAMVAnet/IRE Bridge connects the AAMVAnet U.S. network to the IRE.

**SOHD (Insurance Services Organization Help Desk)**

The Help Desk contact for NMVTIS Theft File

**Issue/Issuance**

Initial licensure, license transfers, license renewals, license upgrades, and nonresident commercial driver's licenses (CDLs).

**Jurisdiction**

A jurisdiction is any state, district, territory, possession, or province of the U.S., Mexico, or Canada. Usually the term refers to one of the 50 U.S. states or the District of Columbia. The term "Mexican jurisdiction" means one of the Mexican states, and the term "Canadian jurisdiction" means one of the Canadian provinces or territories.

**LFC**

*Licencia Federal de Conductor* – Mexico's equivalent of a CDL.

**Licensing Entity**

The agency of state government authorized to issue drivers' licenses.

**Licensing State**

The state where the driver is licensed

**LIFIS**

The Licencia Federal Information Systema (LIFIS), the Mexican equivalent of CDLIS, includes the Mexican Access gateway which: (1) provides communication between LIFIS and CDLIS and (2) maintains records of any U.S. convictions of Mexican drivers. LIFIS also provides:

- Direct electronic connection among Mexico's CDL field licensing offices and the headquarters office
- Central issuance of a more secure and tamper-proof Licencia Federal (LFC) document
- Real-time data entry
- Information retrieval

**Linenum**

An AAMVAnet convention which is used in the documentation to indicate how many occurrences of a block type are valid, and used in the transaction to indicate the occurrence number.

**Maintenance**

Any changes to the system after operation has begun.

**Master Pointer Record**

See MPR.

**MCSAP**

Motor Carrier Safety Assistance Program

**MCSIA**

Motor Carrier Safety Improvement Act (MCSIA) of 1999 (further defined by Title 49 §383-384)

**MEC**

Message Exchange Control

**MEC Block**

Message Exchange Control Block in a message sent over AAMVAnet

**Message Originator**

The Message originator is the entity that builds a message.

**Mexico's General Directorship of Federal Motor Carrier Transportation (DGAF)**

Established access to Mexican commercial driver records for CDLIS Driver's History Record

**Motor Vehicle Agency (MVA)**

See State Driver's Licensing Agency.

**MPR**

Master Pointer Record – in CDLIS, the CDLIS Central Site keeps a Master Pointer Record for each driver. The record is a pointer to the jurisdiction that issued the driver's latest driver's license. The record contains driver identification information and a pointer to the current SOR, typically the jurisdiction that issued the driver's latest driver's license. In PDPS, the current State of Licensure or SOL, and any jurisdiction that convicted or withdrew the driver may be an SOR. The PDPS Central Site keeps a Master Pointer Record for each jurisdiction that is an SOR.

**MVA**

Motor Vehicle Agency – the agency in charge of licensing drivers in a given state—AAMVA uses “MVA” as a general term that applies whether the MVA is an independent agency or part of a law enforcement department or a revenue department. MVA is synonymous with SDLA—see State Driver’s Licensing Agency.

**NADSF**

See North American Driver Safety Foundation.

**National Driver Register (NDR)**

The NDR is a central repository of information about problem drivers in the United States. The NDR is in NHTSA. The NDR (the repository) and PDPS (the “pointer” system) are sometimes used interchangeably.

**National Highway Traffic Safety Administration (NHTSA)**

NHTSA includes the NDR and is the system operator of the Problem Driver Pointer System (PDPS).

**National Motor Vehicle Titling Information System (NMVTIS)**

NMVTIS is a system that maintains motor vehicle titling information.

**NCB**

Network Control Block

**NCS (or NCS-II)**

Network Control Software – an AAMVAnet-supported utility which routes messages. NCS allows each state (and central site) to establish a session with NCS, rather than requiring a session with each other AAMVAnet user.

**NDR**

National Driver Register

**Negates**

To reverse a conviction or withdrawal.

**Network Control Software (NCS-II)**

NCS-II is an AAMVAnet-supported utility that facilitates the routing of messages over the AAMVAnet network; it allows each state (and central site) to establish a session with NCS, rather than requiring a session with each other AAMVAnet user.

**NHTSA**

U.S. National Highway Traffic Safety Administration

**NIS**

Network Interface Software is a utility which translates messages from AMIE format into a format useful to the specific node’s internal application.

**Non-ACD conviction**

A non-ACD conviction is an adjudication of guilt for a violation, such as gas-pump piracy, that is neither traffic-related nor federally mandated.

**Non-ACD withdrawal**

A non-ACD withdrawal is a withdrawal based on at least one non-ACD conviction, such as gas-pump piracy.

**Noncompliance**

When a state fails to submit timely certifications and does not meet one or more of the standards based on a final determination of FMCSA.

**NOOSC**

Negate out-of-state conviction (CD12) (see CDLIS System Specifications)

**NOOSW**

Negate out-of-state withdrawal (CD17) (see CDLIS System Specifications)

**North American Driver Safety Foundation (NADSF)**

FMCSA’s jurisdiction auditors and the jurisdictions to better maintain driver information. NADSF is the current contractor for FMCSA which conducts the CDL Compliance Reviews.

**NRVC**

Non-Resident Violators Compact – an interstate legal agreement among 45 U.S. jurisdictions that specifies how the Jurisdictions give reciprocity for out-of-state drivers cited for violations.

**NTSB**

The National Transportation Safety Board

**Offset Report(s)**

The offset reports provide the addresses of the elements within the call list. Call list(s) or Offset Report(s) may be requested from the UNI Help Desk (see also Call List(s)).

**OOSC**

Out-of-state conviction, see also ROOSC, Report Out-of-state Conviction (CD11) in CDLIS documentation.



**OOSO**

Out-of-service order

**OOSW**

Out-of-state withdrawal, see also ROOSW, Report Out-of-state Withdrawal (CD16).

**Open Compliance Tickets**

The CDLIS documentation is included by reference in 49 CFR 383.107 and 384.231(d). It provides direction on how the Federal regulations in 49 CFR 383 and 384 are to be implemented in CDLIS messages sent to and from the CDLIS Central Site, other States and FMCSA. If a State sends CDLIS messages that include missing, incorrect or improperly formatted information, thereby failing to follow the CDLIS documentation, and if the State cannot fix the problem(s) within a reasonable period of time (less than 3 days), a "compliance ticket" is put into AAMVA's problem tracking system. Each compliance ticket references at least one regulation in 49 CFR 384. The tracking system produces quarterly reports. The AAMVA Operations Help Desk monitors problem resolution at the State. The compliance ticket is considered 'open' until the problem(s) have been resolved.

**Operation**

The period after structured or acceptance testing is complete and CDLIS transactions are being sent and received by the pilot participants.

**Out-of-service order**

An Out-of-Service Order is a declaration by an authorized enforcement officer of a Federal, State, Canadian, Mexican, or local jurisdiction that a driver, a commercial motor vehicle, or a motor carrier operation, is out-of-service pursuant to §§ 386.72 , 392.5 , 395.13 , 396.9 , or compatible laws, or the North American Uniform Out-of-Service Criteria.

**Participant Setup Document**

Used to customize the Structured test plan; lists the test drivers a jurisdiction must create for the structured test; must be completed prior to structured testing.

**PDPS**

The NDR's Problem Driver Pointer System

**PIC**

Process Implementation Chart is a graphical representation of the message routing and processing in a given transaction.

**Pointer**

A pointer is a record on the CDLIS central site that identifies the state that issued the license and maintains the record and the history of the driver.

**Pointer on CDLIS**

A pointer on CDLIS is a phrase that means the driver has a Master Pointer Record (MPR) on the CDLIS Central Site. The pointer record identifies the current SOR. To identify the driver, the pointer holds the driver's personal identification information and license information. The pointer also holds record maintenance information

**POV**

Personally owned vehicle

**Project Participant**

A stakeholder organization that maintains CDLIS, requires access to CDLIS, or supports PDPS (which is integral to the CDL program). CDLIS project participants are FMCSA, AAMVA, the jurisdictions, employers, and NHTSA.

**Problem Driver**

An individual whose privilege to drive has been revoked, suspended, canceled, or denied or who has been convicted of serious traffic-related offenses. .

**Problem Driver Pointer System (PDPS)**

"Pointer" system for the NDR's central repository of information about problem drivers in the United States.

**Pseudobatch**

Online messages are stored by the sender, then forwarded later for processing.

**RAR**

Return as Received is a term meaning the jurisdiction can enter an arbitrary phrase in a message and the return message will return the phrase to the jurisdiction.

**Re-drive**

When a Change State of Record is suspended due to problems encountered, once the problems are identified, the Operations Help Desk may assist the jurisdictions to re-drive or resend the CSOR.

**RJE**

Remote Job Entry – an IBM term for a method of initiating a batch job from a remote site

**ROOSC**

Report Out-of-state Conviction (CD11) (see the CDLIS Systems Specifications)

**ROOSW**

Report Out-of-state withdrawal (CD16) (see the CDLIS Systems Specifications)

**RRGC**

Railroad Grade Crossing – note: synonymous terms are “Railroad-Highway Grade Crossing” and “Highway-Rail Grade Crossing”

**S2SHR**

State-to-state history request (CD04).

**SAFETEA-LU**

Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) gives FMCSA the discretion to withhold any amount of highway construction funds up to maximums of 5% the first year or 10% in succeeding years.

**SDLA**

See State Driver’s Licensing Agency.

**SOC**

The State of Conviction is the jurisdiction in which the driver is adjudicated guilty of a violation.

**SOI**

State of Inquiry – the State that sends an inquiry about another state’s driver.

**Solicited Message**

This message contains information in response to some request. Usually, this message is received by the originator of a transaction in response to the initial message of the transaction, e.g., the transaction originator sends the initial message of a transaction to request information. The response that is returned to the transaction originator is the solicited message.

**SOR**

State of Record – in CDLIS, the SOR is the jurisdiction responsible for:

- Maintaining the driver’s Master Pointer Record (MPR) at the

CDLIS Central Site

- Maintaining the DHR, including the driver’s complete ACD history and the driver’s commercial status, as required by the CDLIS data retention requirements

This requirement applies to all drivers who are:

- current CDL holders
- drivers ‘required to have a CDL’ (non-CDL holders but have been convicted of offenses committed in a CMV)
- previous CDL holders, whether currently disqualified or voluntarily downgraded

The SOR is the jurisdiction of domicile, except when (1) the driver's address is unknown or (2) the jurisdiction of domicile is decertified (see Federal Regulations for details about decertification).

For PDPS, there may be more than one SOR for the same driver. A jurisdiction becomes the *State of Record* (SOR) for each problem driver it reports to the NDR. Any jurisdiction(s) with information about an incident, either where the incident occurred or where the driver is licensed, may report the driver to the NDR. Within PDPS, it is now the SOR’s (not the NDR’s) responsibility to maintain the substantive information about specific action(s) taken against an individual, to provide the identifying pointer record information to the PDPS Central Site, to respond to on-line requests with status and history records for individuals who have pointers at the PDPS Central Site, and to provide driver history information in response to requests from states for other authorized users (see Section 2.5).

**SOW**

The State of Withdrawal – the jurisdiction in which a person’s driving privilege is withdrawn. If the SOR is the SOW, the withdrawal is effective nation-wide.

**SSAN**

Social Security Account Number

**SSN**

Social Security Number

**ST**

State

**State Driver's Licensing Agency (SDLA)**

The State Driver Licensing Agency is the U.S. jurisdiction's department, office, or bureau that issues driver's licenses and assesses withdrawals. The State Driver's Licensing Agency (SDLA) is the term used by FMCSA in its published rules. The term is synonymous with Motor Vehicle Agency (MVA).

**ST/DLN**

State/Driver's License Number – the concatenation of the state of licensure's two-character code and the individual's driver's license number – a licensed driver must have only one ST/DLN.

**Stakeholder**

A stakeholder is an individual or group or organization that maintains CDLIS, requires access to CDLIS, or supports PDPS (which is integral to the CDL program). CDLIS stakeholders are FMCSA, AAMVA, the jurisdictions, employers, and NHTSA.

**Structured testing**

Consists of an Initial Run and an End to End Run; Performed to ensure jurisdictions follow the specs; test plan is customized based on the questionnaire and Participant Setup Document; must be completed before a jurisdiction implements any changes in the production environment.

**STSHR**

State-to-state history request (CD04).

**STSSR**

State-to-state status request (CD05).

**TEA-21**

Transportation Equity Act for the 21st Century

**TPSP**

Third Party Service Provider

**Transaction (business)**

A series of messages sent to accomplish a specific business function.

**Transaction Originator**

The Transaction Originator is the entity that started the transaction process.

**TSA**

Transportation Security Administration

**UNI**

Unified Network Interface

**Unsolicited Message**

An unsolicited message is a message that is not requested by the receiver. Usually it is the first message within a transaction.

**USA PATRIOT Act**

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001.

**USCG**

United States Coast Guard

**Violation**

Failure to follow predetermined regulations.

**Weekly Suspense Report**

96 Hour Report; Listing of drivers in: Duplicate status, CSOR (new and old) pending status, and Unique status.

**Withdrawal**

A withdrawal is the disqualification, revocation, suspension, denial or cancellation of a driver's license (see disqualification defined in 49 CFR 383.5) resulting from one or more convictions. The "withdrawal extent" identifies whether the driver's CDL and/or base license privileges are withdrawn.

**Withdrawal-conviction linkage**

Under MCSIA, for any withdrawal with an effective after September 30, 2005, information to associate the withdrawal with all convictions that resulted in the withdrawal (its underlying convictions) must be maintained so that the withdrawal-conviction linkage(s) can be accurately reported on state-to-state history request or a change state of record transaction.

## Appendix B – CDLIS Resources

The following resources are available for those readers who want more detailed information about the various CDLIS topics in this document.

Resource Type	Resource	Description	Contact(s) and/or Reference (Ref:)
Guidance	CDLIS FAQs	Guidance by AAMVA and FMCSA concerning CDLIS usage	Contacts: Greg Sensiba <a href="mailto:gsensiba@aamva.org">gsensiba@aamva.org</a> or Lisa Parman <a href="mailto:lparman@aamva.org">lparman@aamva.org</a> Ref: <a href="http://www.aamva.org/TechServices/AppServ/CDLIS/FAQs/default.htm">http://www.aamva.org/TechServices/AppServ/CDLIS/FAQs/default.htm</a> (an AAMVA web portal user ID is required – contact <a href="mailto:WebPortalSupport@aamva.org">WebPortalSupport@aamva.org</a> )
Guidance	FMCSRs online	Regulations maintained by FMCSA about CDLIS and the CDL program	Contacts: HQ <a href="http://www.fmcsa.dot.gov/about/contact/hq/hq.htm">http://www.fmcsa.dot.gov/about/contact/hq/hq.htm</a> Region & State level <a href="http://www.fmcsa.dot.gov/about/contact/offices/displayfieldroster.asp">http://www.fmcsa.dot.gov/about/contact/offices/displayfieldroster.asp</a> Ref: FMCSRs and guidance <a href="http://www.fmcsa.dot.gov/rules-regulations/administration/fmcsr/fmcsrguide.aspx?section_type=D">http://www.fmcsa.dot.gov/rules-regulations/administration/fmcsr/fmcsrguide.aspx?section_type=D</a> ; Rules and Regulations <a href="http://www.fmcsa.dot.gov/rules-regulations/rules-regulations.htm">http://www.fmcsa.dot.gov/rules-regulations/rules-regulations.htm</a>
Documentation	CDLIS System Specifications (Release 5.0.0)	Dated June 2009, with a Change Control document available at AAMVA’s website. Detailed description of CDLIS Transactions, including data elements, messages and processing rules	Contacts: Nancy Carlson <a href="mailto:ncarlson@aamva.org">ncarlson@aamva.org</a> or Lisa Parman <a href="mailto:lparman@aamva.org">lparman@aamva.org</a> or the AAMVA help desk <a href="mailto:helpdesk@aamva.org">helpdesk@aamva.org</a> Ref: <a href="http://www.aamva.org/TechServices/AppServ/CDLIS/Documentation.htm">http://www.aamva.org/TechServices/AppServ/CDLIS/Documentation.htm</a>
Documentation	CDLIS State Procedures Manual (Release 4.1.0)	Dated September 2007, with a Change Control document available at AAMVA’s website. Instructions to use CDLIS to carry out CDL program procedures and business rules when issuing a CDL, convicting a CDL holder / CMV driver or withdrawing a CDL holder.	Contacts: Nancy Carlson <a href="mailto:ncarlson@aamva.org">ncarlson@aamva.org</a> or Lisa Parman <a href="mailto:lparman@aamva.org">lparman@aamva.org</a> or the AAMVA help desk <a href="mailto:helpdesk@aamva.org">helpdesk@aamva.org</a> Ref: <a href="http://www.aamva.org/TechServices/AppServ/CDLIS/Documentation.htm">http://www.aamva.org/TechServices/AppServ/CDLIS/Documentation.htm</a>
Documentation	ACD Manual (Release 3.1)	Dated May 2009 (revised July 2009). A list of three-character codes that identify the type of conviction or withdrawal recorded in the CDLIS driver history records.	Contacts: Greg Sensiba <a href="mailto:gsensiba@aamva.org">gsensiba@aamva.org</a> or Lisa Parman <a href="mailto:lparman@aamva.org">lparman@aamva.org</a> or the AAMVA help desk <a href="mailto:helpdesk@aamva.org">helpdesk@aamva.org</a> Ref: <a href="http://www.aamva.org/TechServices/AppServ/CDLIS/Documentation.htm">http://www.aamva.org/TechServices/AppServ/CDLIS/Documentation.htm</a>
AAMVA Standing Committees	The three committees are: Driver, Enforcement, and Vehicle	Each committee has 10 volunteers, including one from Driver Licensing & Control and one from Information Technology	Contacts: “How to volunteer”: <a href="http://www.aamva.org/aamva/DocumentDisplay.aspx?id={1B1BB91E-3171-4548-971A-507C15F11F5B}">http://www.aamva.org/aamva/DocumentDisplay.aspx?id={1B1BB91E-3171-4548-971A-507C15F11F5B}</a> Ref: <a href="http://www.aamva.org/MembershipLeadership/Committees/">http://www.aamva.org/MembershipLeadership/Committees/</a>

Resource Type	Resource	Description	Contact(s) and/or Reference (Ref:)
AAMVA CDLIS Working Groups	CDLIS Modernization Working Group	The CDLIS Mod WG is the group, composed of State volunteers and FMCSA personnel, facilitated by AAMVA, which approves changes to CDLIS for Release 5.0.0.	Contacts: Nancy Carlson <a href="mailto:ncarlson@aamva.org">ncarlson@aamva.org</a> or Lisa Parman <a href="mailto:lparman@aamva.org">lparman@aamva.org</a> Ref: See note 1.
AAMVA CDLIS Working Groups	ACD Working Group	Group of representatives from the jurisdictions, FMCSA, and NDR which approves changes to the ACD Manual, including requests for new ACD codes.	Contacts: Greg Sensiba <a href="mailto:gsensiba@aamva.org">gsensiba@aamva.org</a> or Lisa Parman <a href="mailto:lparman@aamva.org">lparman@aamva.org</a> Ref: See note 1.
AAMVA webinars	CDLIS; ACD; and UNI classes	Overview, introductory, and advanced classes about procedures and specifications for CDLIS, the ACD, and UNI.	Contacts: <a href="mailto:trainer@aamva.org">trainer@aamva.org</a> Ref: Schedule of classes <a href="http://www.aamva.org/EducationTraining/MCSIATraining/">http://www.aamva.org/EducationTraining/MCSIATraining/</a> ; Training Web Portal: <a href="http://aamva.webroom.com/learncenter.asp">http://aamva.webroom.com/learncenter.asp</a>
AAMVA Conferences (See Note 2)	Annual AAMVA International Conference	The 2009 AIC is August 23-26 in San Diego, CA	Contacts: Registration (888) 231-4352; Registration Form: <a href="http://www.aamva.org/aamva/DocumentDisplay.aspx?id={8D4FF00B-372B-4597-BAC5-E8B7AD44211E}">http://www.aamva.org/aamva/DocumentDisplay.aspx?id={8D4FF00B-372B-4597-BAC5-E8B7AD44211E}</a> Ref: <a href="http://www.aamva.org/Events/Calendar/2009AIC.htm">http://www.aamva.org/Events/Calendar/2009AIC.htm</a> .
AAMVA Conferences	Annual AAMVA Regional Conferences	Each of AAMVA's four regions usually has an annual meeting that includes presentations concerning CDLIS issues. The 2009 Region IV Conf. was June 28-July 1 in Lake Louise, Alberta, Canada; The 2010 Region II Conference is June 6-10, in Oklahoma City.	Contacts: Regions III and IV: <a href="mailto:Sheila.Prior@amva.org">Sheila Prior</a> , 480.275.4584; Regions I and II: <a href="mailto:Fred.Porter@amva.org">Fred Porter</a> , (501) 778-7099; Ref: Region IV conference <a href="http://www.aamva.org/Events/Calendar/2009RegIV.htm">http://www.aamva.org/Events/Calendar/2009RegIV.htm</a> Region II Conference <a href="http://www.aamva.org/Events/Calendar/2010AnnualRegionIIConference.htm">http://www.aamva.org/Events/Calendar/2010AnnualRegionIIConference.htm</a>
AAMVA Conferences	AAMVA CDL IT Users Workshop	The workshop is a series of presentations about CDLIS issues. FMCSA usually provides financial support to State participants. The 2009 Workshop is September 29-30 in Ft. Worth, TX.	Registration (703) 908-5781; Registration form: <a href="http://www.aamva.org/aamva/DocumentDisplay.aspx?id=%7bE034E48E-8734-4C36-9331-D43B23556FDF%7d">http://www.aamva.org/aamva/DocumentDisplay.aspx?id=%7bE034E48E-8734-4C36-9331-D43B23556FDF%7d</a> Ref: <a href="http://www.aamva.org/Events/Calendar/CDLITUsersWkshp.htm">http://www.aamva.org/Events/Calendar/CDLITUsersWkshp.htm</a>
AAMVA newsletter	<i>The Week in Review</i>	AAMVA's weekly newsletter, e-mailed to association members who have requested it. The newsletter has important, timely announcements about CDLIS releases, training, etc.	Contact: Amanda Mesones <a href="mailto:amesones@aamva.org">amesones@aamva.org</a> or Lisa Parman <a href="mailto:lparman@aamva.org">lparman@aamva.org</a> Ref: <a href="http://www.aamva.org/Publications/TWiR/">http://www.aamva.org/Publications/TWiR/</a>

Resource Type	Resource	Description	Contact(s) and/or Reference (Ref:)
Discussion and Collaboration	Yahoo groups: AAMVA_CDL, AAMVA_DLC, and AAMVA_IT	AAMVA maintains three discussion groups on groups.yahoo.com.	Contact: <a href="http://www.aamva.org/KnowledgeCenter/Tools/Discussion/">http://www.aamva.org/KnowledgeCenter/Tools/Discussion/</a> Ref: AAMVA_CDL <a href="http://finance.groups.yahoo.com/group/AAMVA_CDL/">http://finance.groups.yahoo.com/group/AAMVA_CDL/</a> AAMVA_DLC <a href="http://finance.groups.yahoo.com/group/AAMVA_DLC/">http://finance.groups.yahoo.com/group/AAMVA_DLC/</a> AAMVA_IT <a href="http://finance.groups.yahoo.com/group/AAMVA_IT/">http://finance.groups.yahoo.com/group/AAMVA_IT/</a>

- Note 1: Each CDLIS and ACD Working Group is made up of FMCSA personnel, NHTSA personnel, and volunteers from the State SDLAs and/or Law Enforcement Agencies. If you would like to volunteer for a specific Working Group, please contact the AAMVA liaison for the working group or the director of the Systems Analysis Department, Lisa Parman, [lparman@aamva.org](mailto:lparman@aamva.org).
- Note 2: The AAMVA events directory web page is <http://www.aamva.org/Events/Calendar/EventDirectory.htm> and the events calendar is <http://www.aamva.org/Events/Calendar/>.
- Note 3: This Appendix is current as of the date of this document. The information in this Appendix will be updated at least annually to reflect the latest documentation Release numbers, upcoming conference dates, etc.