Financial Responsibility Insurance Filing SR22/FR44 and SR26/FR46 Data Exchange

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Extranet User's Guide
Virginia Department of Motor Vehicles

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1. INTRODUCTION

The following procedures are designed to assist you, the External User, in maneuvering through DMV'S Extranet system for the SR22/FR44/SR26/FR46 Insurance Reporting Data Exchange Process. For general information regarding the SR22/FR44/SR26/FR46 Insurance Reporting Data Exchange process click the **HELP** feature in the top right hand corner of your screens.

If you need HELP ~

    For SR22/FR44/SR26/FR46 Insurance Reporting Data Exchange questions call:

        Insurance Services:
        (804) 367-6563 ~ Monday thru Friday, 8:30 am to 5:00 pm

    For Logon questions call:

        SYSTEM SUPPORT GROUP – HELP DESK: (804) 497-7124

2. GETTING STARTED

You will need a Pentium class personal computer, a printer with standard programming, and an Internet connection provided through the Internet service provider you prefer. For the fastest response time possible, you may want to obtain high speed Internet access, using a digital subscriber line (DSL), an integrated services digital network (ISDN) line or a cable modem through a telephone or cable company that offers such service.

You will need a software program (like WinZip) to compress and uncompress files to and from zip files.

3. LOGGING ON TO DMV EXTRANET

Logon as directed in your *Extranet Access User's Manual* using your Assigned Username, Password, and PIN. Once you have successfully logged on, you will see the first screen of the SR22/26 Insurance Reporting Transaction. Follow the instructions.

NOTE: IF THE SYSTEM IS NOT WORKING YOU WILL RECEIVE THE FOLLOWING MESSAGE:

"We are currently experiencing technical difficulty. Please try the transaction again later."

4. SR22/FR44/SR26/FR46 INSURANCE REPORTING SCREENS

INSURANCE REPORTING MENU
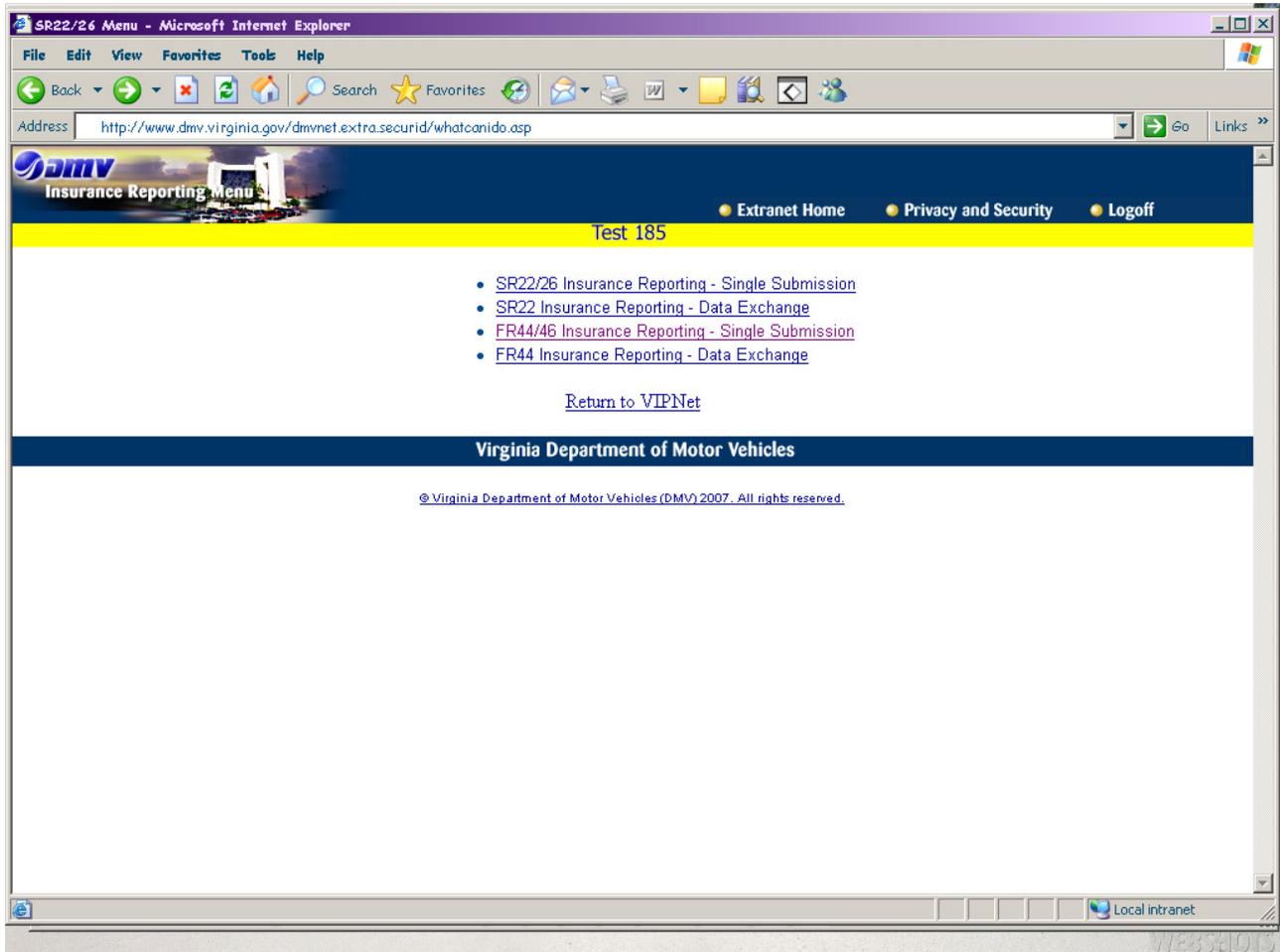
<Click> SR22/26 Insurance Reporting – Single Submission.

OR-

<Click> FR44/46 Insurance Reporting – Single Submission.

SR22/26 Single Submission Menu

> ➢ OR

FR44/46 Single Submission Menu

1. Enter the customer number in the **Customer No** field. *This is a required field.*

2. Enter the customer's last name in the **Name** field. *This is a required field.*
   (EX: BROWN)

3. Enter the Insurance Company code in the **Insurance Company** field. *This is a required field.*

4. Enter the Insurance Company Policy Number in the **Policy Number** field. *This is an optional field*

5. Click *ADD SR22 or ADD FR44* to go to the next screen; OR

   Click *LOGOFF* to exit the application.

ADD SR22/FR44

SR22/FR44 Add

ADD SR22/FR44 (cont.)

1. The **Cust No** field is displayed with the customer number.

2. The **Name** field is displayed with the customer's full name.
   (EX: BROWN,JULIE,ANNE)

3. The **Birthdate** field is displayed with the customer's date of birth.

4. The **Sex** field is displayed. **(F = Female, M = Male)**

5. The **Insurance Company** field is displayed with the Insurance Company code and Company name. The Insurance Company code can be changed if the incorrect company is displayed. Enter the correct Insurance Company code and press the **<ENTER>** key. The new code will be displayed with the Insurance Company name.

Enter the following fields:

6. Enter the **Policy Number** (if this was not entered on the menu page). *This is a **required** field.*

7. Enter **"Y"** in the **VAIP Ind** field. (*This field is for the Virginia Auto Insurance Plan use only. If not the Virginia Auto Insurance Plan leave field blank.*)

8. Enter the **Policy Effective Date** for the insurance policy. *This is a **required** field.*

9. **All Vehicles** ~ Leave this field blank.

10. Enter type of insurance coverage in the **Coverage Type** field. *This is a **required** field.*

    NOTE: Click on the ⏷ button to scroll through the coverage types, or you can enter **"O"** or **"P"** scroll through the entries that begin with these letters. Click on the entry you want or if scrolling with the "O" or "P", when entry is located stop scrolling. That entry will display in the field.

11. Enter the Certification Effective Date in the **Certification Eff Date** field. *This is a **required** field.*

12. The **SR22/FR44 Received Date** field is displayed with the current date.

13. Enter the time the policy is effective in the **Certification Eff Time** field. You must indicate if **AM** or **PM**. *This is an optional field*.

14. The **SR22/FR44 Issue Date** field is displayed with the current date.

15. If the coverage type is *operator*, click *SUBMIT*, or press the *ENTER* key.

-OR-

ADD SR22/FR44 (cont.)

16. Enter year of the vehicle being covered. *This is a **required** field if the coverage type is **Owner** or **Owner/Operator Broad Form.*** **(EX: 96)**

17. Enter vehicle make. *This is a **required** field if the coverage type is **Owner** or **Owner/Operator Broad Form.*** **(EX: FORD, OLDS, CHEV)**

   NOTE: If the data entry code for a make is not known, click on the binocular button to search for a vehicle make.

ADD SR22/FR44 (cont.)

On the Search Page enter the following fields:

A. Start From – Enter a letter or part of beginning of vehicle make. **(EX: CHE, OLD, FOR)**

AND/OR

B. **Search For** – Enter a Vehicle Make.

C. Click *SEARCH*. The Table Code (Table Description) will be displayed.

D. Highlight an entry the click *SELECT THIS VALUE*. The make will be displayed in the make field. Repeat this for each vehicle.

18. Enter the Vehicle Identification Number (VIN) in the **Vehicle Identification Number** field

19. Click *SUBMIT*, or press the *ENTER* key.

20. The message **"TRANSACTION PROCESSED"** will be displayed on the **SR22/26 or FR44/46 Menu** page.

DELETE SR22 or FR44

On the **SR22/26 or FR44/46 Menu** page enter the following fields:

1. Enter the customer number in the **Customer No** field. *This is a **required** field.*

2. Enter the customer's last name in the **Name** field. *This is a **required** field.*

3. Enter the Insurance Company code in the **Insurance Company** field. *This is a **required** field.*

4. Enter the Insurance Company Policy Number in the **Policy Number** field. *This is an optional field.*

5. Click *DELETE SR22 or FR44* to go to the next screen; **OR**

   Click *LOGOFF* to exit the application.

DELETE SR22 or FR44 (cont.)

The **SR22 or FR44 Delete** page is displayed. The following fields will be displayed. Verify the customer and insurance information displayed is the correct customer. If the incorrect customer is displayed, click on the <BACK>button and re-enter Customer information.

1. The **Customer Number** field is displayed with the customer number.

2. The **Name** field is displayed with the customer's full name.

   (EX: BROWN,JULIE,ANNE)

3. The **Birthdate** field is displayed with the customer's date of birth.

4. The **Sex** field is displayed with the customer's sex **(F = Female, M = Male)**

5. The **Insurance Company** field is displayed with the Insurance Company code and Company name.

6. 'Y' in the **VAIP Ind** field indicates the Virginia Auto Insurance Plan.

7. The **Policy Effective Date** is displayed.

8. The **Coverage Type** code is displayed: **OWN** = Owner, **OPE** = Operator, **BFC** = Owner/Operator Broad Form

9. The **Certification Effective Date** is displayed.

10. The **FR44 Received Date** is displayed.

11. The **Certification Effective Time** is displayed.

12. The **FR44 Issue Date** is displayed.

13. The **Year** of the Vehicle is displayed if applicable.

14. The **Make** of the Vehicle is displayed if applicable.

15. The **Vehicle Identification Number** is displayed if applicable.

16. The **Certification Date** for the SR22 or FR44 will be displayed if applicable for this vehicle.

17. The **Term Date** for the SR22 or FR44 will be displayed if applicable for this vehicle.

18. The **Issue Date** for the SR22 or FR44 will be displayed if applicable for this vehicle.

19. The **Received Date** for the SR22 or FR44 will be displayed if applicable for this vehicle.

20. The **Term Date** for the SR22 or FR44 will be displayed if applicable for this vehicle.

21. Click on **"Y"** if you want to delete this SR22 or FR44, or click **"N"** if you do not want to delete this FR44.

22. Click the *SUBMIT* button or press the *ENTER* key.

23. The message **'TRANSACTION PROCESSED'** will be displayed on the **SR22/26 or FR44/46 Menu** page.

INQUIRE SR22 or FR44

On the **SR22/26 or FR44/46 Menu** page enter the following fields:

1. Enter the customer number in the **Customer No** field. *This is a required field.*

2. Enter the customer's last name in the **Name** field. *This is a required field.*

3. Enter the Insurance Company code in the **Insurance Company** field. *This is a required field.*

4. Enter the Insurance Company Policy Number in the **Policy Number** field. *This is an optional field.*

5. Click **INQUIRE FR44** to go to the next screen; **OR**
   Click **LOGOFF** to exit the application

The **SR22 or FR44 Inquiry** page is displayed. The following fields will be displayed. Verify the customer and insurance information displayed is the correct customer. If the incorrect customer is displayed, click on the ⇦ **BACK** button and re-enter customer information.

1. The **Customer Number** field is displayed with the customer number.

2. The **Name** field is displayed with the customer's full name. **(EX:** BROWN,JULIE,ANNE)

3. The **Birthdate** field is displayed with the customer's date of birth.

4. The **Sex** field is displayed with the customer's sex **(F = Female, M = Male)**

5. The **Insurance Company** field is displayed with the Insurance Company code and Company name.

6. **'Y'** in the **VAIP Ind** field indicates the Virginia Auto Insurance Plan.

7. The **Policy Effective Date** is displayed.

8. The **Coverage Type** code is displayed: **OWN =** Owner, **OPR** = Operator, **BFC** = Owner/Operator Broad Form

9. The **Certification Effective Date** is displayed.

10. The **SR22 or FR44 Received Date** is displayed.

11. The **Certification Effective Time** is displayed.

12. The **SR22 or FR44 Issue Date** is displayed.

13. The **Year** of the Vehicle is displayed.

14. The **Make** of the Vehicle is displayed.

15. The **Vehicle Identification Number** is displayed.

16. The **Certification Date** for the SR22 or FR44 will be displayed if applicable for this vehicle.

17. The **Term Date** for the SR22 or FR44 will be displayed if applicable for this vehicle.

18. The **Issue Date** for the SR22 or FR44 will be displayed if applicable for this vehicle.

19. The **Received Date** for the SR22 or FR44 will be displayed if applicable for this vehicle.

20. The **Term Date** for the SR22 or FR44 will be displayed if applicable for this vehicle.

21. Click *Cancel* to return to the **SR22/26 or FR44/46 Menu** page.

SR22 or FR44 SELECTION

The **SR22 or FR44 Selection** page will automatically be displayed when there are more than one SR22 or FR44 on file for the Insurance Company. To make a selection click on the *Insurance Company* code.

Note: The cursor will become a hand (🖑). If you do not have a mouse **TAB** to the *Ins Co* code that you wish to view and press the **<ENTER>** key.
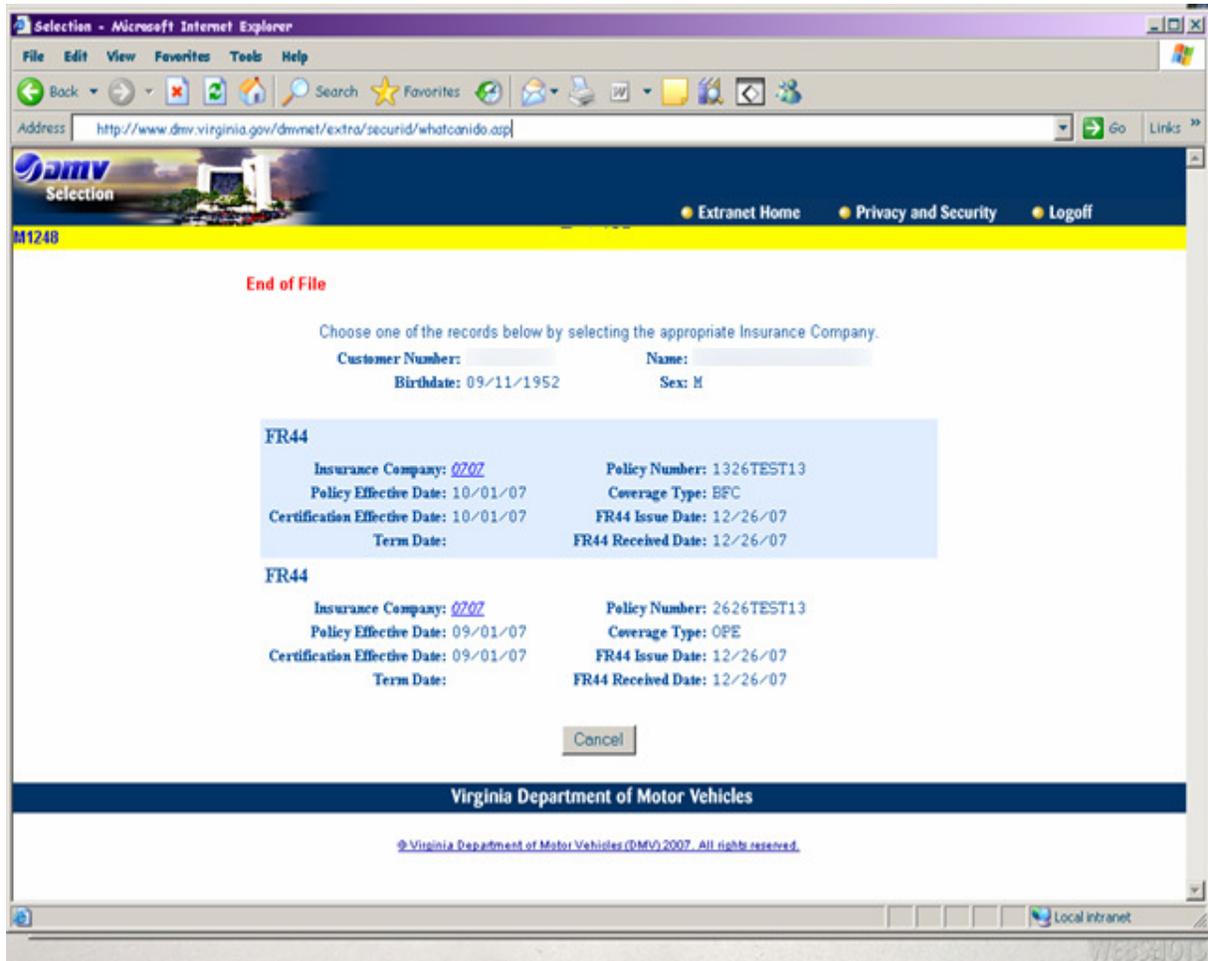
ADD SR26 or FR46

On the **SR22/26 or FR44/46 Menu** page enter the following fields:

1. Enter the customer number in the **Customer No** field. *This is a **required** field.*

2. Enter the customer's last name in the **Name** field. *This is a **required** field.*

3. Enter the Insurance Company code in the **Insurance Company** field. *This is a **required** field.*

4. Enter the Insurance Company Policy Number in the **Policy Number** field. *This is an optional field.*

5. Click ***ADD SR26 or FR46*** to go to the next screen; **OR**

    Click *LOGOFF* to exit the application.

ADD SR26 or FR46 (cont.)

The **SR26 or FR46 Add** page is displayed. The following fields will be displayed. Verify the customer and insurance information displayed is the correct customer. If the incorrect customer is displayed, click on the ⇦ **BACK** button and re-enter customer information.

1. The **Customer Number** field is displayed with the customer number.

2. The **Name** field is displayed with the customer's full name.   (EX: BROWN,JULIE,ANNE)

3. The **Birthdate** field is displayed with the customer's date of birth.

4. The **Sex** field is displayed with the customer's sex **(F = Female, M = Male)**

5. The **Insurance Company** field is displayed with the Insurance Company code and Company name.

6. **'Y'** in the **VAIP Ind** field indicates the Virginia Auto Insurance Plan.

7. The **Policy Effective Date** is displayed.

8. The **Coverage Type** code is displayed: **OWN =** Owner, **OPR** = Operator, **BFC** = Owner/Operator Broad Form

9. The **Certification Effective Date** is displayed.

10. The **SR22 or FR44 Received Date** is displayed.

11. The **Certification Effective Time** is displayed.

12. The **SR22 or FR44 Issue Date** is displayed.

13. The **Year** of the Vehicle is displayed if applicable.

14. The **Make** of the Vehicle is displayed if applicable.

15. The **Vehicle Identification Number** is displayed if applicable.

16. The **Certification Date** for the FR46 will be displayed if applicable for this vehicle.

17. The **Term Date** for the SR26 or FR46 will be displayed if applicable for this vehicle.

18. The **Issue Date** for the SR26 or FR46 will be displayed if applicable for this vehicle.

19. The **Received Date** for the SR26 or FR46 will be displayed if applicable for this vehicle.

20. Enter the **TERMINATION DATE**. **(EX: 080206 =** *August 2, 2006***)**

21. Click **Submit** or press the **<ENTER>** key.

22. The message **"TRANSACTION PROCESSED"** will be displayed on the **SR22/26 or FR44/46 Menu** page.

CHANGE/DELETE SR26 or FR46

On the **SR22/26 or FR44/46 Menu** page enter the following fields:

1. Enter the customer number in the **Customer No** field. *This is a required field.*

2. Enter the customer's last name in the **Name** field. *This is a required field.*

3. Enter the Insurance Company code in the **Insurance Company** field. *This is a required field.*

4. Enter the Insurance Company Policy Number in the **Policy Number** field. *This is an optional field.*

5. Click *CHG/DEL SR26 or FR46* to go to the next screen; **OR**

    Click *LOGOFF* to exit the application

CHANGE/DELETE SR26 or FR46 (cont.)

The **SR26 or FR46 Change/Delete** page is displayed. The following fields will be displayed. Verify the customer and insurance information displayed is the correct customer. If the incorrect customer is displayed, click on the ⇦ **BACK** button and re-enter customer information.

1. The **Customer Number** field is displayed with the customer number.

2. The **Name** field is displayed with the customer's full name. **(EX: BROWN,JULIE,ANNE)**

3. The **Birthdate** field is displayed with the customer's date of birth.

4. The **Sex** field is displayed with the customer's sex **(F = Female, M = Male)**

5. The **Insurance Company** field is displayed with the Insurance Company code and Company name.

6. **'Y'** in the **VAIP Ind** field indicates the Virginia Auto Insurance Plan.

7. The **Policy Effective Date** is displayed.

8. The **Coverage Type** code is displayed: **OWN =** Owner, **OPR** = Operator, **BFC** = Owner/Operator Broad Form

9. The **Certification Effective Date** is displayed.

10. The **Certification Effective Time** is displayed.

11. The **SR22 Issue Date** will be displayed.

12. The **SR22 Received Date** will be displayed.

13. The **Year** of the vehicle is displayed if applicable.

14. The **Make** of the vehicle is displayed if applicable.

15. The **Vehicle Identification Number** is displayed if applicable.

16. The **Certification Date** is displayed if applicable.

17. The **Term Date** is displayed. **(EX: 080206 =** *August 2, 2006***)**

18. The **Issue Date** is displayed.

19. The **Received Date** is displayed.

20. The *Termination Date* is displayed.

21. To change the termination date on the **SR26 or FR46** blank out the date and re-enter the correct date. To delete the **SR26 or FR46**, blank out the termination date.
22. Click **Submit** or press the **<ENTER>** key.

23. The message **"TRANSACTION PROCESSED"** will be displayed on the **SR22/26 or FR44/46 Menu** page.

SR26 or FR46 SELECTION

The **SR26 or FR46 Selection** page will automatically be displayed when there are more than one SR26 or FR46 on file for the Insurance Company. To make a selection click on the **Insurance Company** code.

Note: The cursor will become a hand (☝). If you do not have a mouse **TAB** to the *Insurance Company* code that you wish to view and press the **<ENTER>** key.
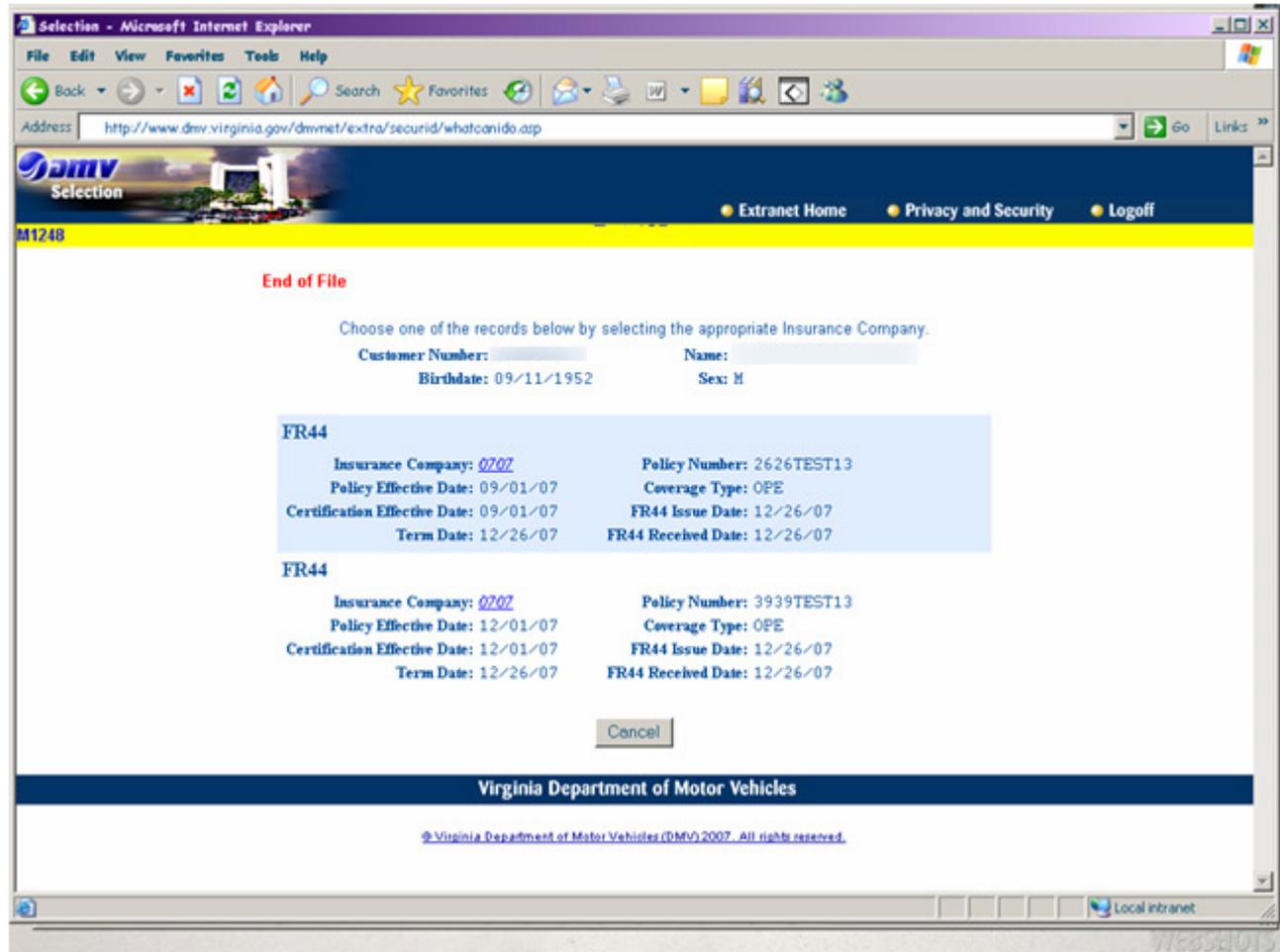
5. SR22 or FR44 INSURANCE REPORTING DATA EXCHANGE SCREENS

SR22 or FR44 INSURANCE REPORTING MENU
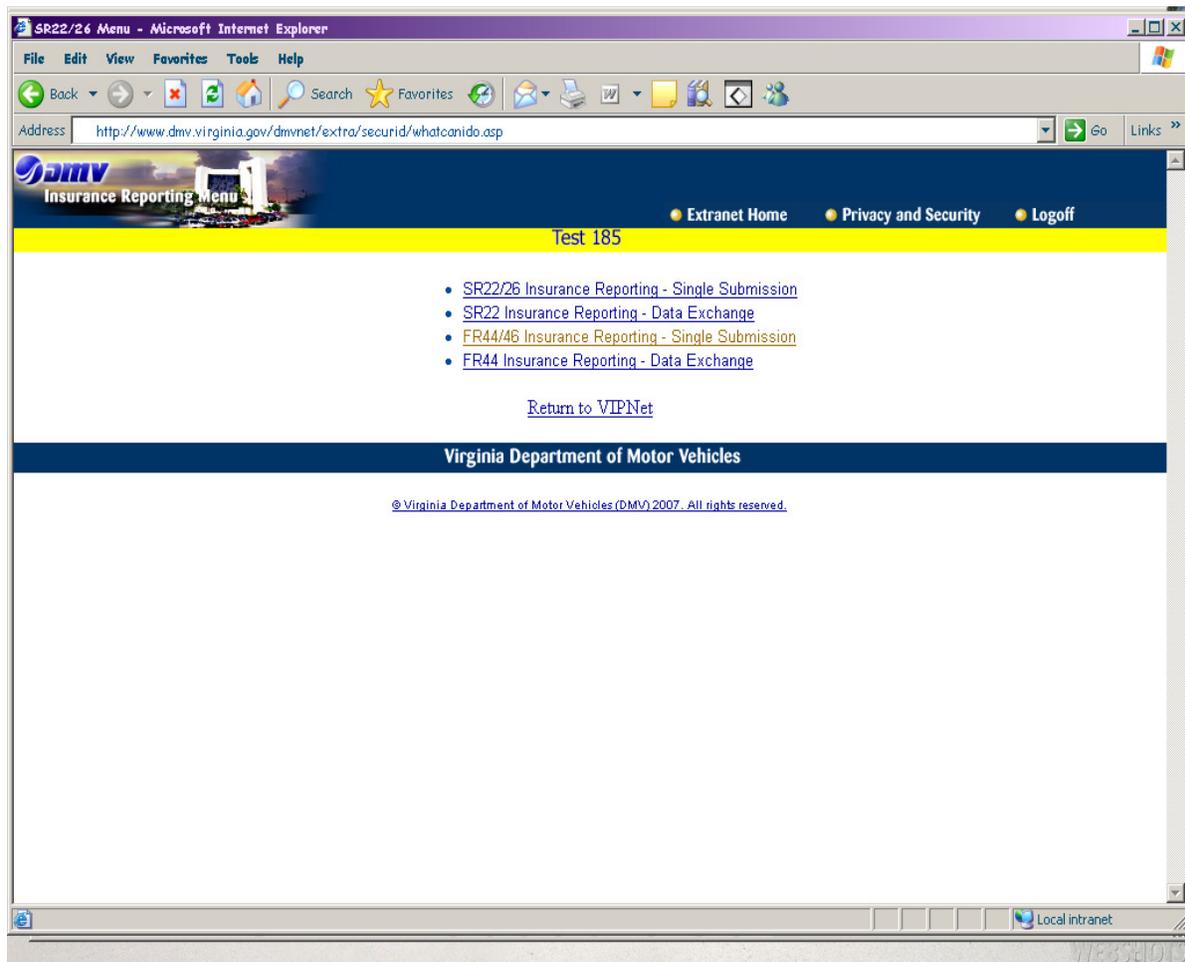
1.   <Click> **SR22 or FR44 Insurance Reporting – Data Exchange**.

SEND SR22 or FR44 DATA FILE TO DMV

SR22 or FR44 Data Exchange Menu
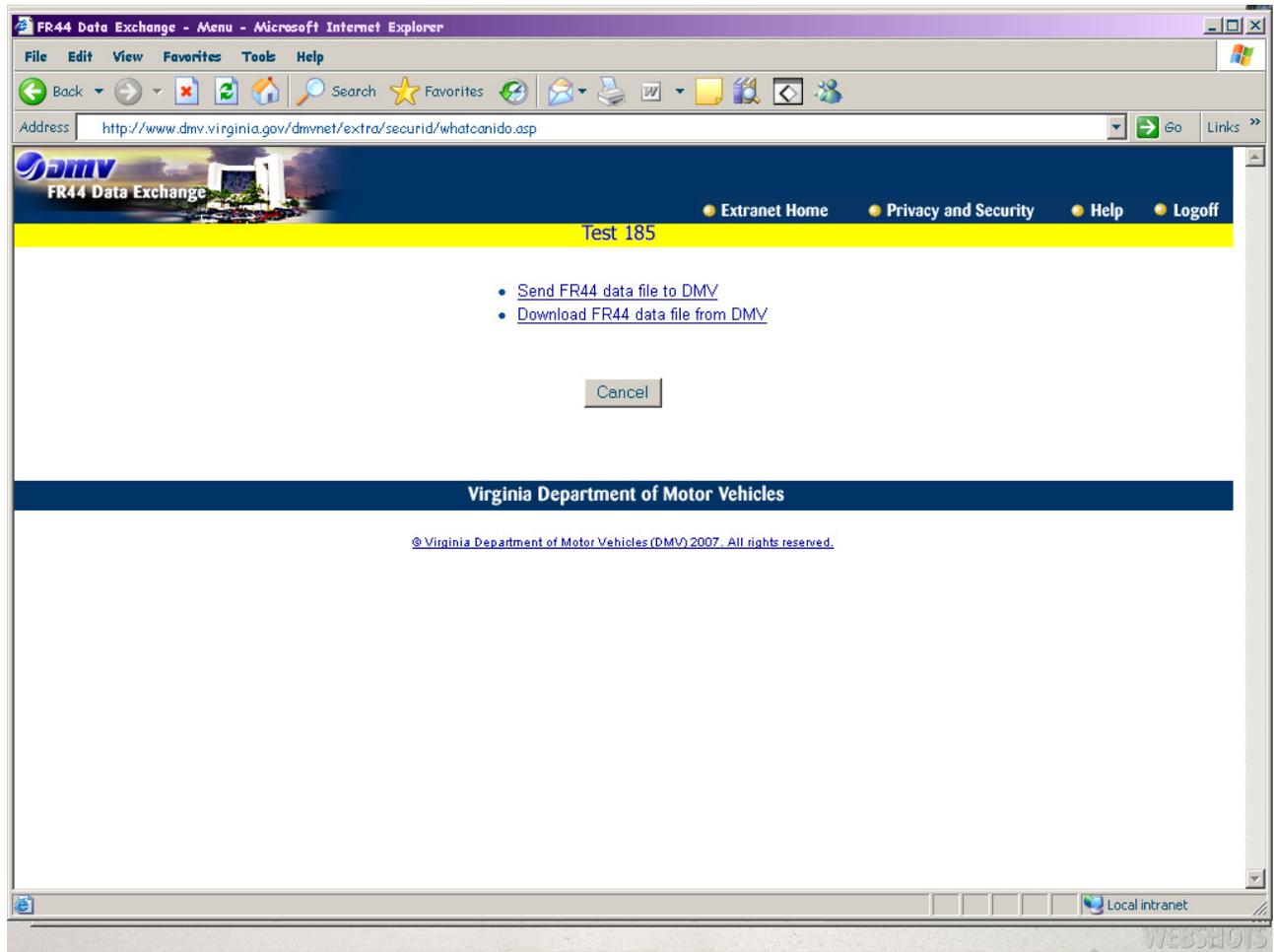
1. <Click> on **Send SR22 or FR44 data file to DMV**.

File Location Screen
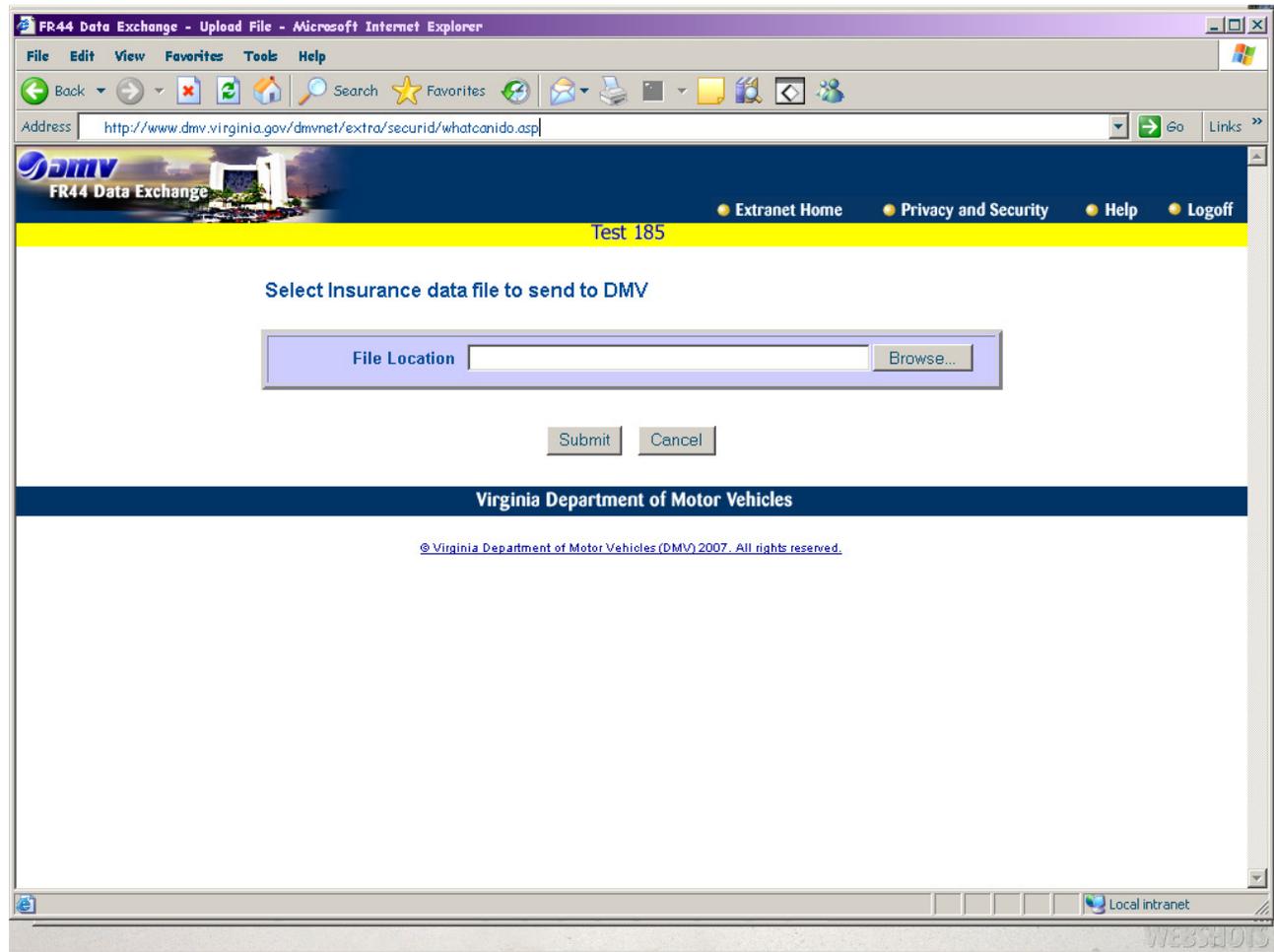
1. Enter the file to be transferred to DMV in *File Location* box.
    a. Type the file location and file name in the *File Location* box; or
    b. Click *Browse*, locate the file on your desktop, click file then click *Open*. The file location and name should be displayed in the *File Location* box.

2. Click *Submit* to proceed to the next screen; **or**

3. Click *Cancel* to return to the *SR22/26 or FR44/46 Main Menu.*

Data File Received Screen
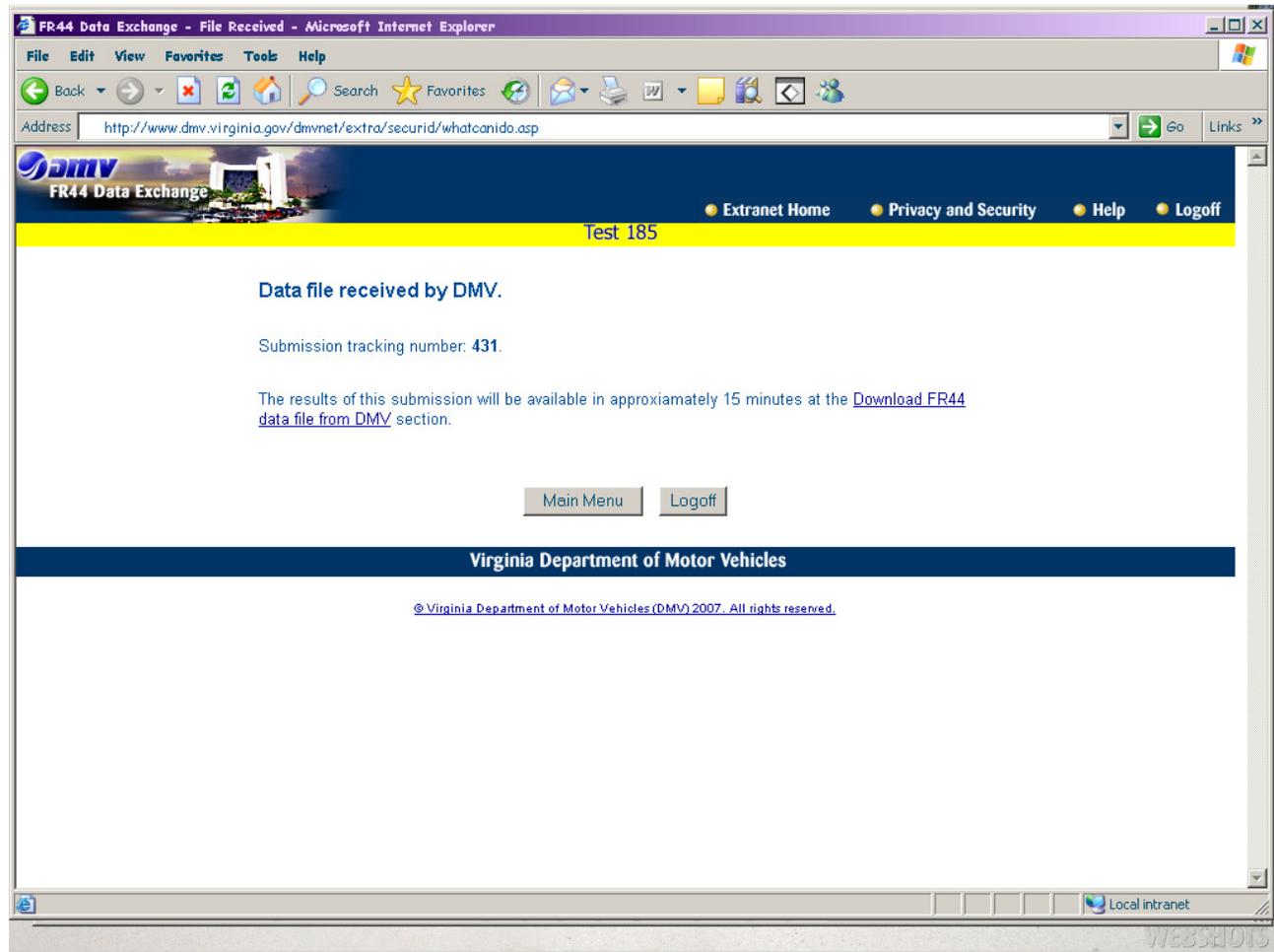
1. This screen will display the *Submission Tracking Number*. You may want to print a copy of this screen to keep track of the *Submission Tracking Number*.

2. You can *Send Another File*, return to the *Data Exchange Menu*, or *Logoff*.

6. Download SR22 or FR44 Data File from DMV. <u>SR22 or FR44 Data Exchange Menu</u>
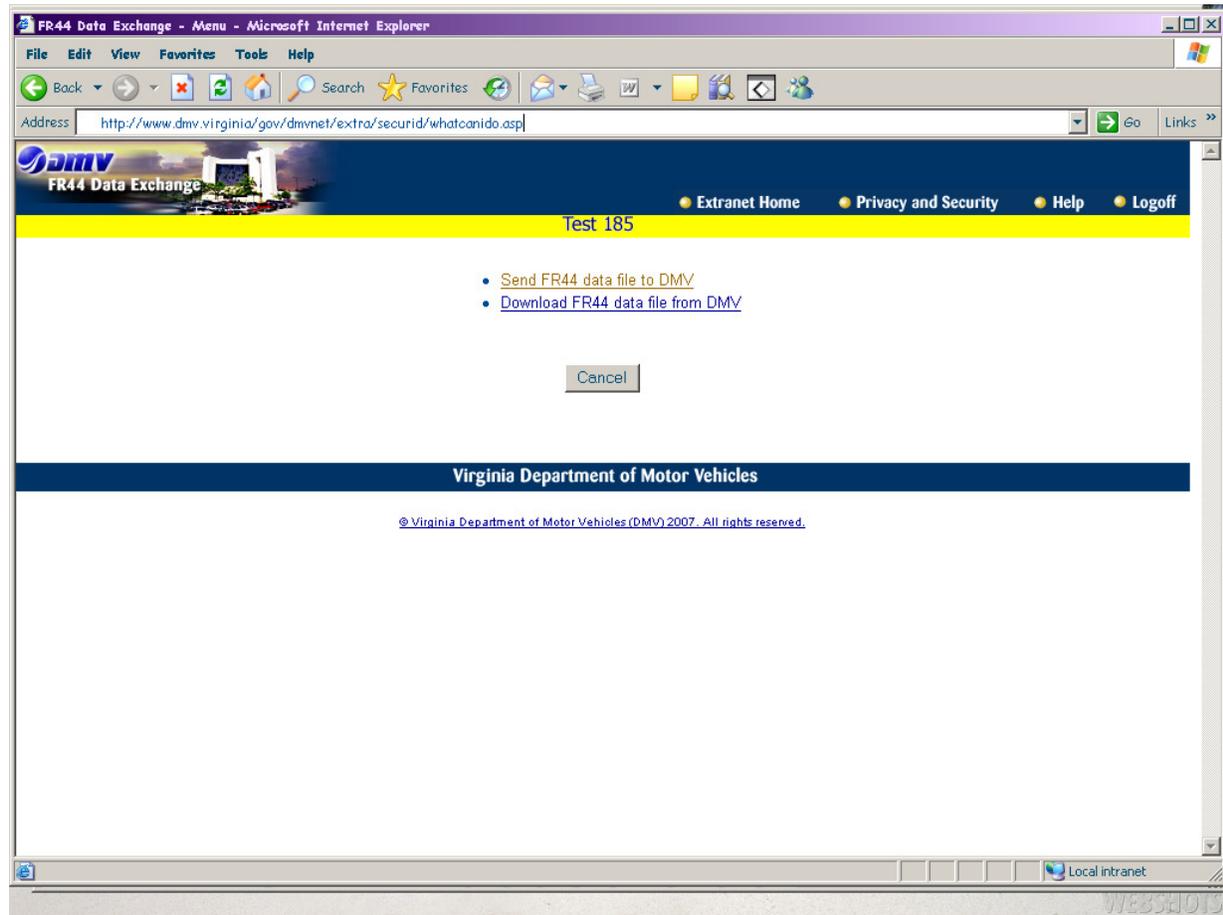
1.   <Click> ***Download SR22 or FR44 data file from DMV***.

Data File Selection Screen

1. Click the file you wish to download; or

2. Click *Cancel* to return to the SR22/26 or FR44/46 Data Exchange Menu; or

3. Click *Logoff* to exit the system.
   NOTE: The files are only kept for 90 days from date of creation, see *Purge Date*.

Downloading Screen

1. The above screen will be displayed. You can *Open* the file or *Save* it to your computer. Click *Open* to open the file and view it; or

   1. Click *Save* to save the file to the directory you choose for your files. You can then access this file on your system.

7. DATA EXCHANGE INTERFACE

SR22/26 FR44/46 Data Exchange

- The data for the SR22/26 FR44/46 insurance filing will be sent to the DMV via a DMV extranet function.
- The file layout is described in the table below.
- The records will all be fixed length fields in a text file (filename**.txt**) that is zipped into a zip file (filename**.zip**).

Field		Field Content	Field Rules & values
Action code	A5	Action to be performed with the data sent to DMV.	Required field, see the "action codes" table below for values & descriptions.
Customer number	A12	The DMV assigned customer number.	Required field.
Customer name	A35	The customer's full name.	Required field. Last,First,Middle Name
Date of birth	A8	The customer's date of birth.	Optional field. MMDDCCYY format
Gender	A1	The gender of the customer.	Optional field. F - Female, M - Male, U - Unknown
Ins. company number	*A4*	The insurance company number.	Required field.
Policy number	*A19*	The policy number.	Required field.
VAIP indicator	A1	The Virginia Insurance Policy indicator.	Optional field. Y - Yes, blank - No
Policy effective date	A6	The policy effective date in MMDDYY format.	Required field.
All vehicles	A1	The all vehicle indicator owned and covered.	Optional field. Y - Yes, blank - No
Coverage type	A3	The coverage type.	Required field unless all vehicles indicator = Y, see the "coverage types" table below for values & descriptions.
Certification effective date	A6	The certification effective date.	Required field. MMDDYY format.
Certification effective time	A6	The certification time.	Optional field. HHMM + AM/PM format.
SR 22 received date	A6	The SR 22 received date.	Required field. MMDDYY format.
SR 22 issue date	A6	The SR 22 issue date.	Required field. MMDDYY format.
Termination date	A6	The termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Year 1	A2	Vehicle 1's year.	Optional field. YY format.
Make 1	A20	Vehicle 1's make.	Optional field.
VIN 1	A22	Vehicle 1's Vehicle Identification Number.	Optional field.
Certification date 1	A6	Vehicle 1's certification date.	Optional field. MMDDYY format.
Termination date 1	A6	Vehicle 1's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 1	A6	Vehicle 1's issue date.	Optional field. MMDDYY format.
Received date 1	A6	Vehicle 1's received date.	Optional field. MMDDYY format.
Year 2	A2	Vehicle 2's year.	Optional field. YY format.
Make 2	A20	Vehicle 2's make.	Optional field.
VIN 2	A22	Vehicle 2's Vehicle	Optional field.

Field		Field Content	Field Rules & values
		Identification Number.	
Certification date 2	A6	Vehicle 2's certification date.	Optional field. MMDDYY format.
Termination date 2	A6	Vehicle 2's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 2	A6	Vehicle 2's issue date.	Optional field. MMDDYY format.
Received date 2	A6	Vehicle 2's received date.	Optional field. MMDDYY format.
Year 3	A2	Vehicle 3's year.	Optional field. YY format.
Make 3	A20	Vehicle 3's make.	Optional field.
VIN 3	A22	Vehicle 3's Vehicle Identification Number.	Optional field.
Certification date 3	A6	Vehicle 3's certification date.	Optional field. MMDDYY format.
Termination date 3	A6	Vehicle 3's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 3	A6	Vehicle 3's issue date.	Optional field. MMDDYY format.
Received date 3	A6	Vehicle 3's received date.	Optional field. MMDDYY format.
Year 4	A2	Vehicle 4's year.	Optional field. YY format.
Make 4	A20	Vehicle 4's make.	Optional field.
VIN 4	A22	Vehicle 4's Vehicle Identification Number.	Optional field.
Certification date 4	A6	Vehicle 4's certification date.	Optional field. MMDDYY format.
Termination date 4	A6	Vehicle 4's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 4	A6	Vehicle 4's issue date.	Optional field. MMDDYY format.
Received date 4	A6	Vehicle 4's received date.	Optional field. MMDDYY format.
Year 5	A2	Vehicle 5's year.	Optional field. YY format.
Make 5	A20	Vehicle 5's make.	Optional field.
VIN 5	A22	Vehicle 5's Vehicle Identification Number.	Optional field.
Certification date 5	A6	Vehicle 5's certification date.	Optional field. MMDDYY format.
Termination date 5	A6	Vehicle 5's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 5	A6	Vehicle 5's issue date.	Optional field. MMDDYY format.
Received date 5	A6	Vehicle 5's received date.	Optional field. MMDDYY format.
Year 6	A2	Vehicle 6's year.	Optional field. YY format.
Make 6	A20	Vehicle 6's make.	Optional field.
VIN 6	A22	Vehicle 6's Vehicle Identification Number.	Optional field.
Certification date 6	A6	Vehicle 6's certification date.	Optional field. MMDDYY format.
Termination date 6	A6	Vehicle 6's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 6	A6	Vehicle 6's issue date.	Optional field. MMDDYY format.
Received date 6	A6	Vehicle 6's received date.	Optional field. MMDDYY format.
Year 7	A2	Vehicle 7's year.	Optional field. YY format.
Make 7	A20	Vehicle 7's make.	Optional field.
VIN 7	A22	Vehicle 7's Vehicle Identification Number.	Optional field.
Certification date 7	A6	Vehicle 7's certification date.	Optional field. MMDDYY format.
Termination date 7	A6	Vehicle 7's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 7	A6	Vehicle 7's issue date.	Optional field. MMDDYY format.
Received date 7	A6	Vehicle 7's received date.	Optional field. MMDDYY format.

Field		Field Content	Field Rules & values
Year 8	A2	Vehicle 8's year.	Optional field. YY format.
Make 8	A20	Vehicle 8's make.	Optional field.
VIN 8	A22	Vehicle 8's Vehicle Identification Number.	Optional field.
Certification date 8	A6	Vehicle 8's certification date.	Optional field. MMDDYY format.
Termination date 8	A6	Vehicle 8's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 8	A6	Vehicle 8's issue date.	Optional field. MMDDYY format.
Received date 8	A6	Vehicle 8's received date.	Optional field. MMDDYY format.
Year 9	A2	Vehicle 9's year.	Optional field. YY format.
Make 9	A20	Vehicle 9's make.	Optional field.
VIN 9	A22	Vehicle 9's Vehicle Identification Number.	Optional field.
Certification date 9	A6	Vehicle 9's certification date.	Optional field. MMDDYY format.
Termination date 9	A6	Vehicle 9's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 9	A6	Vehicle 9's issue date.	Optional field. MMDDYY format.
Received date 9	A6	Vehicle 9's received date.	Optional field. MMDDYY format.
Year 10	A2	Vehicle 10's year.	Optional field. YY format.
Make 10	A20	Vehicle 10's make.	Optional field.
VIN 10	A22	Vehicle 10's Vehicle Identification Number.	Optional field.
Certification date 10	A6	Vehicle 10's certification date.	Optional field. MMDDYY format.
Termination date 10	A6	Vehicle 10's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 10	A6	Vehicle 10's issue date.	Optional field. MMDDYY format.
Received date 10	A6	Vehicle 10's received date.	Optional field. MMDDYY format.
Year 11	A2	Vehicle 11's year.	Optional field. YY format.
Make 11	A20	Vehicle 11's make.	Optional field.
VIN 11	A22	Vehicle 11's Vehicle Identification Number.	Optional field.
Certification date 11	A6	Vehicle 11's certification date.	Optional field. MMDDYY format.
Termination date 11	A6	Vehicle 11's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 11	A6	Vehicle 11's issue date.	Optional field. MMDDYY format.
Received date 11	A6	Vehicle 11's received date.	Optional field. MMDDYY format.
Year 12	A2	Vehicle 12's year.	Optional field. YY format.
Make 12	A20	Vehicle 12's make.	Optional field.
VIN 12	A22	Vehicle 12's Vehicle Identification Number.	Optional field.
Certification date 12	A6	Vehicle 12's certification date.	Optional field. MMDDYY format.
Termination date 12	A6	Vehicle 12's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 12	A6	Vehicle 12's issue date.	Optional field. MMDDYY format.
Received date 12	A6	Vehicle 12's received date.	Optional field. MMDDYY format.
Year 13	A2	Vehicle 13's year.	Optional field. YY format.
Make 13	A20	Vehicle 13's make.	Optional field.
VIN 13	A22	Vehicle 13's Vehicle Identification Number.	Optional field.

Field		Field Content	Field Rules & values
Certification date 13	A6	Vehicle 13's certification date.	Optional field.　　　MMDDYY format.
Termination date 13	A6	Vehicle 13's termination date.	Required for 26ADD only, otherwise it must be blank.　　　　　MMDDYY format.
Issue date 13	A6	Vehicle 13's issue date.	Optional field.　　　MMDDYY format.
Received date 13	A6	Vehicle 13's received date.	Optional field.　　　MMDDYY format.
Year 14	A2	Vehicle 14's year.	Optional field.　　　YY format.
Make 14	A20	Vehicle 14's make.	Optional field.
VIN 14	A22	Vehicle 14's Vehicle Identification Number.	Optional field.
Certification date 14	A6	Vehicle 14's certification date.	Optional field.　　　MMDDYY format.
Termination date 14	A6	Vehicle 14's termination date.	Required for 26ADD only, otherwise it must be blank.　　　　　MMDDYY format.
Issue date 14	A6	Vehicle 14's issue date.	Optional field.　　　MMDDYY format.
Received date 14	A6	Vehicle 14's received date.	Optional field.　　　MMDDYY format.
Year 15	A2	Vehicle 15's year.	Optional field.　　　YY format.
Make 15	A20	Vehicle 15's make.	Optional field.
VIN 15	A22	Vehicle 15's Vehicle Identification Number.	Optional field.
Certification date 15	A6	Vehicle 15's certification date.	Optional field.　　　MMDDYY format.
Termination date 15	A6	Vehicle 15's termination date.	Required for 26ADD only, otherwise it must be blank.　　　　　MMDDYY format.
Issue date 15	A6	Vehicle 15's issue date.	Optional field.　　　MMDDYY format.
Received date 15	A6	Vehicle 15's received date.	Optional field.　　　MMDDYY format.
Year 16	A2	Vehicle 16's year.	Optional field.　　　YY format.
Make 16	A20	Vehicle 16's make.	Optional field.
VIN 16	A22	Vehicle 16's Vehicle Identification Number.	Optional field.
Certification date 16	A6	Vehicle 16's certification date.	Optional field.　　　MMDDYY format.
Termination date 16	A6	Vehicle 16's termination date.	Required for 26ADD only, otherwise it must be blank.　　　　　MMDDYY format.
Issue date 16	A6	Vehicle 16's issue date.	Optional field.　　　MMDDYY format.
Received date 16	A6	Vehicle 16's received date.	Optional field.　　　MMDDYY format.
Year 17	A2	Vehicle 17's year.	Optional field.　　　YY format.
Make 17	A20	Vehicle 17's make.	Optional field.
VIN 17	A22	Vehicle 17's Vehicle Identification Number.	Optional field.
Certification date 17	A6	Vehicle 17's certification date.	Optional field.　　　MMDDYY format.
Termination date 17	A6	Vehicle 17's termination date.	Required for 26ADD only, otherwise it must be blank.　　　　　MMDDYY format.
Issue date 17	A6	Vehicle 17's issue date.	Optional field.　　　MMDDYY format.
Received date 17	A6	Vehicle 17's received date.	Optional field.　　　MMDDYY format.
Year 18	A2	Vehicle 18's year.	Optional field.　　　YY format.
Make 18	A20	Vehicle 18's make.	Optional field.
VIN 18	A22	Vehicle 18's Vehicle Identification Number.	Optional field.
Certification date 18	A6	Vehicle 18's certification date.	Optional field.　　　MMDDYY format.

Field		Field Content	Field Rules & values
Termination date 18	A6	Vehicle 18's termination date.	Required for 26ADD only, otherwise it must be blank. MMDDYY format.
Issue date 18	A6	Vehicle 18's issue date.	Optional field. MMDDYY format.
Received date 18	A6	Vehicle 18's received date.	Optional field. MMDDYY format.
Optional data	A20	The content of this field will be temporarily stored and passed back with the results of the transaction.	Optional: The user can pass any information it chooses in this field. The VA DMV does not use it in any processing rules.
Sub tracking number	A4	Submission tracking number associated with file uploaded to the VA DMV.	Not applicable for input. DMV will generate the number and populate the field with it.
Detail tracking number	A6	Detail tracking number assigned to the record within the uploaded file.	Not applicable for input. DMV will generate the number and populate the field with it.
Message code	A5	The DMV assigned code that notifies the jurisdiction that the discount was processed or why it was not processed.	Not applicable for input. DMV will provide a table of values and associated meanings.

Action codes:

Code	Description
22ADD	SR 22 addition
22DEL	SR 22 deletion
*26ADD	SR 26 addition
*26MOD	SR 26 modification (changes and/or deletions)
44ADD	FR 44 addition
44DEL	FR 44 delete
*46ADD	FR 46 addition
*46MOD	FR 46 modification (changes and/or deletions)

* = Can only be used for single submission, cannot be used in batch processing.

Coverage types:

Code	Description
OWN	Owner
OPE	Operator
BFC	Owner/Operator - Broad form
PBB	Proof in Behalf of Employee - Broad form
PIB	Proof in Behalf of - Restricted to DL/CL Only

Message codes:

Code	Description
D0002	Check Birth Date.
D0103	Check Policy Effective Date.
D0104	Check Certification Effective Date.
D0159	CHECK VEHICLE YEAR
D0317	Check Term/Cancel Date.
D0318	Term/Cancel Date must be greater than or equal to Cert Eff Date.
D0319	Term/Cancel Date must be greater than or equal to SR22 Iss date.
D0320	Term/Cancel Date must be less than or equal to today.

Code	Description
D0321	Term/Cancel Date is required.
M0002	Check Customer Number.
M0124	Number of commas must equal 0 or 2 in name.
M0257	Enter Insurance Policy No.
M0259	Check Certification Time.
M0260	Enter Vehicle Make.
M0545	Policy Effective Date is Required.
M0550	PROB PERIOD MUST BEGIN W/ D,M OR Y
M0553	Coverage Type is Required.
M0557	Insurance Co Code is not valid.
M0578	Certification Effective Date required.
M0579	Certification effective date must be greater or equal to policy effective date.
M0583	Transaction Processed
M0637	Certification Effective Date required.
M0669	Last Name is blank
M0690	Customer Last Name does not match record.
M0702	First Name is blank.
M0713	CUSTOMER NUMBER REQUIRED
M0715	Customer# and Customer Name are blank.
M0770	No records found.
M0787	Vehicle Make not in table.
M0791	Customer Sex must be F, M, or U.
M0904	Policy Effective Date must be less than or equal to today.
M0989	Date SR22 Issued must be less than or equal to today's date.
M0990	DATE SR22 ISSUED IS REQUIRED
M0992	Enter VIN Number.
M0997	Duplicate SR22 policy exists (trying to add an SR22 of the same policy and dates).
M1037	Vehicle information required.
M1248	End of the file (No match of SR22 when trying to send SR26).
M2024	Trying to add more than 20 vehicles to this SR22.
M2054	USER CANNOT ENTER ALL VEHICLES INDICATOR
M2263	Customer is deceased.
M5078	Enter Customer Name for Customer Number.
V0002	Customer Number does not exist.
V0008	Check name – does not match.
V0009	Birth date does not match record – possible duplicate customer exists.
V0010	Sex (gender) does not match file.
W0118	We are currently experiencing a technical problem. Please try your transaction later.
W0329	A virus has been found in your file. Please correct this error and resubmit your data.
W0330	There are too many files in your zipfile. You must only have 1 text file in your zipped file to upload.
W0331	The data file you have uploaded is empty. Please try again.
W0332	There was an error unzipping your file. Please contact support, or rezip your input file and try again.
W0377	Invalid action code.

8. FREQUENTLY ASKED QUESTIONS

What file format should I use when I upload data to DMV?

The file must be a text file (*filename*.**txt**) that is compressed into a zip file (*filename*.**zip**).

What are the descriptions for the action codes?

Code	Description
22ADD	Adding a SR22 filing
22DEL	Deleting a SR22 filing
26ADD	Adding a SR26 cancellation
26MOD	Changing or deleting a SR26 cancellation

What are the descriptions for the message codes?

Code	Description
D0002	Check Birth Date.
D0103	Check Policy Effective Date
D0104	Check Certification Effective Date
D0159	Check Vehicle Year.
D0317	Check Term/Cancel Date.
D0318	Term/Cancel Date must be greater than or equal to Cert. Eff. Date.
D0319	Term/Cancel Date must be greater than or equal to SR22 Iss. Date
D0320	Term/Cancel Date must be less than or equal to today.
D0321	Term/Cancel Date is required.
M0002	Check Customer Number
M0257	Enter Insurance Policy Number
M0259	Check Certification Time.
M0583	TRANSACTION PROCESSED
W0377	Invalid Action Code

4.   What format is used for downloadable files?

The files are text files (*filename*.**txt**) that were compressed into zip files (*filename*.**zip**).

5.   Why are the downloadable files compressed?

The files are compressed to minimize the time it will take to download the files.

6.   What do the filenames mean?

The results from the uploaded files are returned in two files: the LLLL_All_Results_nnnnnn.zip and LLLL_ Error_Results_nnnnnn.zip files. The LLLL corresponds to your VA SMV MOU (Memorandum of Understanding) number. The nnnnnn corresponds to the number assigned to the successfully uploaded file.

7.   Who do I contact if I have a problem or question?

SYSTEM SUPPORT GROUP – HELP DESK: (804) 497-7124