

APPENDIX

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HOW TO READ A DRIVING RECORD

OBJECTIVE

- To identify and interpret items and actions found on any Michigan Driving Record (MDR).
- To provide a tool, which will allow record readers an easy and quick reference to the abbreviations used to designate specific actions taken on a driving record.
- To allow the user to correctly identify the status on their driver's license and entries on the record for traffic violations, civil infraction determinations and court judgments and restrictions.

INTRODUCTION

With over seven million licensed drivers in the State of Michigan, persons with a permissible purpose under the Driver Privacy Protection Act (DPPA) are looking for a quick and easy method to understand information that might be recorded on a driving record. This document contains a sample driving record with explanations intended to help interpret entries found on a Michigan driving record.

Although a record can contain different information based on the driver's history, each record has common items. Each line of the sample record is numbered. A corresponding line number with explanation is listed under the sample record. Please match the sample line number with the corresponding line explanation that pertains to the specific entry in the body of the record.

THE DRIVING RECORD

The Michigan Department of State (MDOS) Driver Database contains data sets that identify Michigan drivers. The history of driver licensing activity and actions are also maintained in this database. File inquiries are run to produce a historical driving record. Records are maintained for each individual licensed in Michigan and for drivers with no Michigan license, driving information reported to the Department of State (both in-state and out-of-state drivers over the age of 14) involved in crashes and/or convicted of certain traffic violations.

Driving record information originates from Secretary of State branch offices, police agencies, courts, other states, internally from within the Department of State and the Department of Public Health.

A driving record includes such things as convictions for traffic violations, civil infraction determinations, failure to answer court judgments, crashes, and license withdrawal actions or restrictions on driving privileges.

The following example below will explain a variety of information that could be on a driving record.

Note: The information shown in the example will most likely not appear on every driving record. Because of this, line numbers may not align with the record you are interpreting. For a list of all abbreviations, see the list at the end of this Appendix.

Example:

1. A SOS 8 04/22/2005 12:00:13 IP_31_15_172/MPIC
2. 45:1:A123456789012
3. A-123-456-789-012
4. JOHN DOE SMITH 01/10/1975 M IMAGE
5. 123 MAIN ST APT 1 ER-OPER 10/01/2003 2007
6. LANSING MI 48915
7. LEVEL ISSUED: 12/25/2004 NEXT LEVEL ELIG: 12/25/2005
8. MAIL: 987 MAIN ST PO BOX 100
9. MAIL: LANSING MI 48915
10. PREV NAME: JOHN SMITH A-123-444-789-012 04/04/2003
11. OLD DLN: A-123-444-789-012 POST: 04/04/2003
12. CDL LEARNER PERMIT: GRP:C END:HPT ISSUED:09/07/2004 EXPIRES:03/05/2005
13. CY LEARNER PERMIT: END:CY ISSUED:08/01/2004 EXPIRES:03/10/2005

14. 01/01/2004 LANSING 11/11/2003 FAILED TO DISPLAY A VALID
LICENSE –COMPUTER SAME INCIDENT 0
15. 05/01/2002 MASON 04/01/2001 SPEED 65/55 –LATE RECEIVED ABST-PA 2
16. 01/01/2004 LANSING 11/11/2003 RECKLESS DRIVING 6
17. *** SUSPENSION FROM 04/13/2004 THROUGH
MIDNIGHT OF 06/14/2004.
LICENSE NOT VALID UNTIL
REINSTATEMENT FEE PAID, FROM
ACTIVITY OF 01/01/2004,
MANDATORY ACTION CONVICTION
18. *** 02/02/2004 DRIVER IMPROVEMENT WARNING LETTER H
19. *** 06/01/2004 REFERRED TO DRIVER IMPROVEMENT
REEXAMINATION H
20. *** 06/09/2004 REEXAMINATION DATE 06/09/2004, SUSPENSION
FROM 06/10/2004 THROUGH *INDEFINITE*
FROM REFERRAL OF 06/01/2004, UDR DURING
PROB LIC PERIOD, DIAGNOSTIC
INTERVIEW, FAILED TO APPEAR
21. 01/26/2004 SUSPENSION *** 12/01/2001 FAC #97019515 D JACKSON
DROVE WHILE UNLICENSED OR
LICENSE NOT VALID
22. ACCIDENT 10/01/2000 278-7362 LANSING PD
2 VEHICLE/UNIT 0 INJURED 0 KILLED
23. MI SOS (PREPARED IN COMPLIANCE WITH MCL 257.733)

Lines 1 and 2 identify the date and time the record was created by the Secretary of State from a driver database inquiry.

Line 3 displays the Driver License Number. The following information can be displayed after the driver's license number: "*Expired*" if the driver's license is expired; "*Out of State*" followed by the state if the driver now has a license in another state; "*Deceased*" if the Department has received death certification; or the "*GDL Level*" if the driver is under the Graduated Driver License (GDL) program.

Example: A-123-456-798-012
A-123-456-789-012 EXPIRED
A-123-456-789-012 GDL LEVEL: 2

Line 4 contains the driver's legal name, date of birth, and gender code (M for male or F for female.) This line may also contain the physical description of height, weight, eye color and the word IMAGE. Eye color is three alpha characters. For example, a person with brown eyes would have BRO on Line 4. The word "IMAGE" means the driver has a digital driver's photo and/or signature on file with the Department of State.

Examples: John Doe Smith 01/10/1975 M
John Doe Smith 01/10/1975 M 5-06 175 BRO IMAGE

Line 5 contains the residence street address, license application code and license type code, including endorsements and commercial driver (CDL) group, issue date of last license and year of expiration.

Examples: a. 123 Main St Apt 1 ER-OPER 10/01/2004 2008
The driver has an operator license that was last renewed by mail on October 01, 2004 and will expire in 2008.
b. 123 Main St Apt 1 R-OPER-CY 10/01/2004 2008
The driver has an operator/cycle license that was last renewed on October 01, 2004 and will expire in 2008.
c. 123 Main St Apt 1 O-CHAF-A-HT 10/01/2004 2008
The driver has an operator/chauffeur license with a CDL endorsement that was last renewed on October 01, 2004 and will expire in 2008.

*See below for the different codes that the Secretary of State uses:

License application codes:

R = Renewal
C = Correction
O = Original
D = Duplicate

An "E or P" can precede an application code; the "E" indicates that the last application was from Renewal by Mail, the "P" indicates that the driver is on Probation. A driver is under probation for a minimum of three years from their original license date. Probation extensions are caused by activity, such as a speeding ticket, during the last 10 months on probation.

License type codes and endorsements:

Oper = Operator
Chaf = Chauffeur
CY = Motorcycle
M = Moped
F = Farm
R = Recreational

Commercial Driver License Groups:

A = CDL Group A – To operate a vehicle which tows another vehicle with Gross VehicleWeight Rating (GVWR) of 10,000 pounds. Group A allows the driver to operate Group B & C vehicles also.

B = CDL Group B – To operate a single vehicle having GVWR of 26,001 or more and/or a combination of vehicles having GVWR towing a vehicle not more than 10,000 pounds GVWR. Group B also allows the driver to operate Group C vehicles also.

C = CDL Group C – To operate small vehicles designed to carry 16 or more passengers including the driver and/or a small vehicle carrying hazardous material in small amounts, requiring a placard showing hazardous materials on board.

CDL endorsements may follow the CDL GROUP designation. There are four CDL endorsements that are required to operate specific types of vehicles.

CDL Endorsements:

T = Double Trailers – Needed on a Group A license when towing two trailers. (Triple trailers are not permitted in Michigan.)

N = Tankers – Required on Group A or B licenses when hauling liquids or liquefied gases in bulk in permanently mounted tanks, or portable tanks rated at 1,000 gallons or more. A tanker endorsement may also be needed on a Group C license when hauling hazardous materials in a small tanker.

H = Hazardous Materials – Needed on a Group A, B, or C license when carrying hazardous materials or hazardous waste in amounts requiring the vehicle to be placarded.

P = Passenger – Required on Group A, B, or C license when the vehicle is designed to carry 16 or more people including the driver.

S = School Bus Required with a P endorsement when transporting pre-primary, primary, or secondary school students from home to school, school to home, or to and from school-sponsored events.

Line 6 contains the city, state, and zip code. This line may also display the county code and corrective lens restriction. Corrective lens means the driver needs glasses or contact lenses while driving.

*Examples: Lansing MI 48915
 Lansing MI 48915 Corrective Lens
 Lansing MI 48915 23 Corrective Lens*

Line 7 will only show if the driver is under the Graduated Driver License (GDL) program. It contains the level issued date and next level eligibility date. (Under GDL, teen drivers under age 18 must complete two segments of driver education classroom instruction and meet the requirements for each of the three GDL licensing levels.)

Example: Level Issued: 12/25/2003 Next Level Elig: 12/25/2004

Lines 8 and 9 contain a mail to address. (A “mail to” address is used when the driver wants Departmental correspondence such as a driver’s license mailed to an address other than the residential address.)

*Example: Mail: 987 Main St PO Box 100
Mail: Lansing MI 48915*

Line 10 contains previous name information.

Example: Prev Name: John Smith

Line 11 contains the old driver’s license number for the previous name and the date the previous name was posted to the driving record. (This information only shows on certain inquiries.)

Example: Old DLN: A-123-444-789-012 Post: 04/04/2003

Line 12 contains Commercial Driver License (CDL) learner permit information. The line displays the CDL group, endorsements for the temporary instruction permit, the date that the permit was issued, and the date it will expire. A CDL learner permit allows a driver wanting a CDL license to practice driving with a licensed CDL driver. A permit is necessary to obtain a road test in a commercial vehicle.

Example: CDL LEARNER PERMIT: GRP:C END:HPT ISSUED:09/07/2004 EXPIRES:03/05/2005

Line 13 contains motorcycle learner permit information. The line displays the label of CY Learner Permit with the cycle endorsement and the dates that the permit was issued and when it will expire.

Example: CY LEARNER PERMIT: END:CY ISSUED:08/01/2004 EXPIRES:03/10/2005

Lines 14, 15, and 16 display convictions for traffic violations reported to the Secretary of State from a court. The first date is the date of the adjudication of conviction; then the court name is displayed (if the conviction is from another state, then that state name will be displayed); the second date is when the citation was issued; next is the violation explanation; next will be the vehicle type (see list below), if available; and last, the number displayed to the far right is the points assessed for that conviction. Note: Points are only displayed on a driving record for two years from the date of conviction.

Vehicle Types:

- PA = Passenger (2 door, 4 door or station wagon)
- VA = Van
- PU = Pickup truck
- CY = Motorcycle
- MO = Moped
- (for others, see the list at the end of this appendix)

*Example: 01/01/2004 Lansing 11/11/2003 Reckless Driving –VA 6
01/01/2004 Ohio 11/11/2004 Reckless Driving –VA 6*

Note: Sometimes the following verbiage is also displayed before the vehicle type code:

Computer Same Incident means that there are two convictions on the record from the same traffic violation stop. Points are only assessed to the most serious conviction or the one with the highest points.

Late Recd Abst means that the Secretary of State did not receive this conviction from the court until 90 days or more after the conviction date.

<i>Example: 01/01/2004</i>	<i>Lansing</i>	<i>11/11/2003 Failed to Display a Valid License</i>	
		<i>-Computer Same Incident</i>	<i>0</i>
<i>05/01/2002</i>	<i>Mason</i>	<i>04/01/2001 Speed 65/55</i>	
		<i>-Late Recd Abst –PA</i>	<i>2</i>

Line 17 contains a sample of a licensing action that might be on a driving record. License actions contain a “from” date or start date and a “through” date or end date, which could be indefinite. Payment of a reinstatement fee may be required to restore full driving privileges after the end of the action. The following is a list of licensing actions that may be on a driving record:

Suspension = Suspensions - No driving privileges are allowed between the “from” and “through” dates. When the through date is met, the driver may need to pay a reinstatement fee to obtain full driving privileges.

Rest = Restrictions – Allows limited driving privileges, generally to and from and during the course of employment, school, and medical appointments. Driver must carry proof of destination. A paper-restricted license is issued to these drivers; their photo license is not valid. When the through date is met, the driver may need to pay a reinstatement fee to obtain full driving privileges.

Suspension and Rest = Suspensions followed by Restrictions. No driving privileges during the suspension period. When the suspension “through” date is met, then limited driving privileges begin.

Rev = Revocation – No driving privileges are allowed between the “from” and “through” dates. This action must be approved before full driving privileges are returned.

Admin Denied/Rev = Administrative Denial and Revocation – No driving privileges are allowed between the “from” and “through” dates. This action must be approved before full driving privileges are returned. The driving privileges are revoked and the driver is denied a driver’s license until approved.

Canc = Cancellation – The driver’s license is canceled; to reinstate their driving privileges, the driver must renew their driver’s license once the requirements of the cancellation are met. Some cancellations are due to the driver voluntarily surrendering their driver’s license.

Denial = Denial – The driver’s license is denied until the requirements of the denial are met. Driver must make a new application for a driver’s license before driving.

Canc/Denial = Cancellation and Denial – The driver’s license is canceled and the driver is denied another license until the requirements of the cancellation/denial are met. Driver must make a new application for a driver’s license before driving. These actions are caused by the driver not being eligible for a license in another state.

Line 21 contains a sample of a court-ordered suspension for FAC (Failure to Appear in Court); it could also be for a FCJ (Failure to Comply with Judgment). The first date is the effective date of the suspension. Next is the word: Suspension. The second date is the citation date (the date the violation was received); next indicates whether the suspension is for an FAC or FCJ violation; the ticket number or court file number follows; then the court that ordered the suspension; followed by the violation description.

*Example: 01/26/2004 Suspension ***12/01/2001 FAC #97019515 D Jackson
Drove While Unlicensed License Not Valid*

*01/26/2004 Suspension *** 12/11/2001 FCJ #97019515 D Jackson
Speeding*

Line 22 contains a crash that was reported from the Michigan State Police. Crashes are placed on the record with the word “Accident” followed by the date of the crash; next is the crash reference number followed by the police agency that filed the report. The next information tells how many vehicles were involved; the number of persons injured; the number of persons killed in the crash. Some crash entries will display the vehicle type also.

*Example: Accident 10/01/2000 278-7362 Lansing PD
2 VEH/UNIT 0 INJ 0 KILLED
Accident 10/01/2000 278-7362 Lansing PD
2 VEH/UNIT 0 INJ 0 KILLED
PA*

Line 23 contains the statement that indicates the end of the record. MI SOS is the indicator for the end of the record (MI = Michigan and SOS = Secretary of State). This text is followed by the legal authority statement under which the driving record was produced.

Example: MI SOS (Prepared in Compliance With MCL 257.733)

REINSTATEMENT FEES

The following are the different types of Reinstatement Fees that are required to reinstate driving privileges after an action has been served. Depending what type of action is on a driving record, one or more of these fees may be required.

\$125 – Regular or Standard Reinstatement Fee – This fee is the most common fee. It is required for mandatory actions, Driver Assessment and Appeal Division licensing actions and alcohol-related actions.

\$125 – Drug Crime – This fee is required for drug crime suspensions.

\$125 – MIP/Open/Trans – This fee is required for minors in possession of alcohol and for transporting open intoxicants.

\$125 – Watercraft – This fee is required for marine safety actions.

\$125 – Snowmobile – This fee is required for snowmobile actions.

\$85 – Friend of the Court – This fee is required for child support or parenting time suspensions.

\$25 – No Proof of Insurance – This fee is required for no proof of insurance suspensions.

\$45 – FAC/FCJ – This fee is required on Failure to Appear in Court (FAC) and Failure to Comply with Judgment (FCJ) suspensions. This fee is paid to the courts.

All of these fees are paid to the Secretary of State with the exception of the \$45 clearance fee for FAC/FCJ suspensions that are paid to the court that initiated the action.

If you have additional questions related to entries found on your driving record, please call the Driver and Vehicle Information Center at 517-322-1460.

The following vehicle codes may appear in a conviction/crash record as type of vehicle driven at time of violation:

AA = Group A Vehicle
AH = A & Hazardous
AL = A& Tank& Double/triple, hazardous
AN = A & Tank
AP = A & Passenger
AT = A & Double/triple
AX = A & Tank & Hazardous
AY = A & Tank & Double/triple
AZ = A & Double/triple & Hazardous
BB = B Vehicle
BH = B & Hazardous
BN = B & Tank
BP = B & Passenger
BX = B & Tank & Hazardous
BU = Bus
CG = Go Cart
CH = C & Hazardous
CP = C & Passenger
CV = CDLIS Vehicle from CSOR
CX = C & Tank & Hazardous
CY = Cycle
GC = Go Cart
H1 = Hazardous Cargo Truck – Single Vehicle
H2 = Hazardous Cargo Truck – Cab (Tractor) plus Trailer H3 = Hazardous
H3 = Cargo Truck – Cab (Tractor) plus Double Bottom Trailer
HV = CDLIS Hazardous Vehicle from CSOR
MD = Medium Duty Trucks
MO = Moped
NC = CDLIS Non-commercial Vehicle from CSOR
OR = Off Road Vehicle
PA = Passenger (2 door, 4 door, station wagon)
PU = Pickup Truck
SB = School Bus
SM = Snowmobile
ST = Small Truck (Under 10,000 pounds) [obsolete]
T1 = Truck – Single Vehicle [obsolete]
T2 = Truck – Cab (Tractor) plus 1 Trailer [obsolete]
T3 = Truck – Cab (Tractor) plus Double Bottom Trailer [obsolete]
VA = Van
WC = Watercraft

Abbreviations On Driving Records

ACC = CRASH	MSP = MICHIGAN STATE POLICE
ADDL = ADDITIONAL	MTR = MOTOR
ADMIN = ADMINISTRATIVE	MUN = MUNICIPAL (COURT)
AHSP = ALCOHOL HIGHWAY SAFETY	NEG = NEGLIGENT
APP = APPLICATION	NUM = NUMBER
APPR = APPROVED	ORIG = ORIGINAL
APT = APARTMENT	OUCS = OPERATING UNDER INFLUENCE CONTROLLED SUBSTANCE
AUTH = AUTHORITY, AUTHORIZED	OUIL = OPERATING UNDER INFLUENCE OF LIQUOR
CDL = COMMERCIAL DRIVER LICENSE	OWI = OPERATING WHILE IMPAIRED
CDSS = COUNTY OF DRIVER SAFETY SCHOOL	P.D. = PROPERTY DAMAGE
CF # = COURT FILE NUMBER	PD = POLICE DEPARTMENT
CIRC = CIRCUIT (COURT)	PET = PETITIONER
CIR CT = CIRCUIT COURT	P.I. = PERSONAL INJURY
CONTD = CONTINUED	PROB = PROBATION
DEPT = DEPARTMENT	RD = ROAD
DI = DRIVER IMPROVEMENT	RECOM = RECOMMEND (ED)
DIAG = DIAGNOSTIC	REFD = REFERRED
DLAD = DRIVER LICENSE APPEAL	REQ = REQUIREMENTS
DR STMT = DOCTOR'S STATEMENT	RESP = RESPONSIBLE OR RESPONSIBILITY
EFF = EFFECTIVE	REST = RESTRICTIONS OR RESTRICTED
ELIG = ELIGIBLE	RETD = RETURNED
EMERG = EMERGENCY	REV = REVOCATION
EQUIP = EQUIPMENT	SO = SHERIFFS OFFICE
FAC = FAILURE TO APPEAR IN COURT	SOS = SECRETARY OF STATE
FCA = FAILURE TO CHANGE ADDRESS	SPEC = SPECIAL
FCJ = FAILURE TO COMPLY WITH JUDGMENT	ST = STREET
FCPV = FAILURE TO CLEAR PARKING VIOLS	STMT = STATEMENT
FED = FEDERAL	SUBJ = SUBJECT
FR = FINANCIAL RESPONSIBILITY	SUPT = SUPERINTENDENT
FTA = FAILED TO APPEAR	SUSPENSION = SUSPENSIONS
GRP = GROUP	TEMP = TEMPORARY
GVW = GROSS VEHICLE WEIGHT	TERM = TERMINATE
HOSP = HOSPITAL	TIP = TEMPORARY INSTRUCTION PERMIT
HWY = HIGHWAY	TRAF = TRAFFIC (COURT)
INC = INCORPORATE	UA = UNDER AGE (UNDER 21)
INDEF = INDEFINITELY	UBAC = UNLAWFUL BODY ALCOHOL CONTENT
INFO = INFORMATION	UDAA = UNLAWFULLY DRIVING AWAY AUTO (JOYRIDING)
INFL = INFLUENCE	UDR = UNSATISFACTORY DRIVING RECORD
INJ = INJURED	UJ = UNSATISFIED JUDGMENT
INSTR = INSTRUCTION	UUA = UNLAWFUL USE OF MOTOR VEHICLE
INTOX = INTOXICATED	VEH = VEHICLE
LATE RECD = LATE RECEIVED ABSTRACT	VIOL = VIOLATION
LIC = LICENSE	W/O = WITHOUT
LIQ = LIQUOR	X-WAY = EXPRESSWAY OR FREEWAY
MAG = MAGISTRATE (COURT)	YR = YEAR
MAND = MANDATORY	
MCL = MICHIGAN COMPILED LAWS	
MED = MEDICAL	
MS = MANDATORY SUSPENSIONS	