

From: [SOS, Third Party Testing](#)
To: [SOS, Third Party Testing](#)
Subject: REMINDER: CSTIMS data entry format
Date: Friday, December 07, 2018 1:16:28 PM

CSTIMS is a nationwide database used to schedule and report CDL skills test results. It is critical that all information is entered accurately and in the proper format.

Driver license numbers must be entered without spaces, dashes, or other marks.

This is the only acceptable format: A111222333444

Michigan Secretary of State staff use CSTIMS to verify the driving skills test certificate issued to the CDL test applicant. Driver license numbers entered in an improper format make it difficult to find the applicant's test result. As the result of a recent audit, our staff had to correct several hundred records.

Please review this formatting requirement with any of your staff who have a CSTIMS user account.

Thomas Bryant, Director
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