



**safe drivers
safe vehicles
secure identities
saving lives!**

Dear Applicant,

Thank you for your interest in AAMVA's Courtesy Verification Program (CVP). The CVP is a service included as a benefit to members of the Association that are striving to achieve compliance and conformance to specific standards or best practices.

The principal user of the CVP will have a machine-readable motor vehicle document and wish to ascertain whether or not it conforms to a particular standard. This would cover the human-readable (visible) attributes, the physical security features, and the encoded data in machine-readable technologies. The analysis is performed by a third-party laboratory that serves to identify any areas that are deficient and provides direction on how and where corrective measures should be taken. For this purpose, we ask that samples created for testing reflect the actual (or intended) issued document.

Our goal is to enable our members to communicate with one another at a level that allows for full interoperability. Additionally, to know without reliance on a contracted party (vendor) that the product being assessed is, in fact, what they are paying for and performs at the desired specified level.

The CVP service is available at any time and to anyone within the motor vehicle authority arena. For optimal results jurisdictions are encouraged to contact AAMVA while in development so any problem areas that may exist can be addressed prior to rollout or full implementation.

To begin the process, complete the enclosed CVP application and contact the following individual:

Mindy Stephens
Manager, Identity Management
(571) 201-3472
mstephens@aamva.org

It is also recommended that a current copy of the document's manufacturer specifications or encoded data layout be sent with your samples.

Thank you for your interest and support of our standards initiatives.

Sincerely,

A handwritten signature in black ink that reads 'Mindy Stephens'.

Mindy Stephens
Manager, Identity Management

Jurisdiction Courtesy Verification Program Application

Instructions: Please complete the information below by filling in all applicable fields and circling or indicating all pertinent items.

Jurisdiction			
Contact Name			
Contact Address			
Contact E-mail			
Contact Phone			
Contact Fax			
Does Jurisdiction have and use an IIN ¹ ?			
If yes, what is your IIN?			
Primary Vendor for your product's contract?			
Encoding (select all that apply)	Mag Stripe	1D Bar Code	2D Bar Code
	RFID	ICC	
	Other:		
Currently Issuing?	Yes	No	
Expected Issue Date?			
Sample Documents	Included	To be mailed/shipped	
Decoding Information	Included	To be mailed/shipped	
Is(are) your document(s) encrypted ² ?	Yes	No	
Decrypting Information	Included	To be mailed/shipped	
Analysis requested by:	As soon as possible	Date:	
Send results to ³	Jurisdiction/ Vendor/ Both		

¹ An IIN is an Issuer Identification Number, for more information please visit www.aamva.org

² Pursuant to the D.2 clause within the 2009 AAMVA DL/ID Card Design Standard:
"All mandatory and optional data must be unencrypted. Issuing jurisdictions may encrypt jurisdiction-specific data in a separate subfile or within a different storage media."

³ The CVP information flow and control is from Jurisdictions through AAMVA to the Laboratories and back through the same channel. Only at the precise direction of the Jurisdiction will a Vendor be sent any information from the analysis.

Jurisdiction Courtesy Verification Program Sample Document Inventory

Instructions: To assist us in performing the best possible analysis of your documents, it is important that we not only have enough samples to test, but all types being used. All samples should be different DL/ID numbers, and if possible, include at least 2 samples for each class of issuance. In some Jurisdictions, there may be over a dozen different types. Our ability to review the encoding of the different classes helps us to analyze and determine if there are any discrepancies of encoding, possibly identifying encoding programming errors or issues. If you are re-sending documents after making changes, it is important to reissue documents with the same exact data as the prior set of samples. This permits us to do a character by character comparison before and after the changes are made.

Sample DL/ID Type	Quantity Requested	Quantity Included	Quantity to mail/ship	DO NOT ISSUE
Driver License	2			
Driver License Under ## ⁴ (minor)	2			
Identification Card	2			
Identification Card Under ## (minor)	2			
Commercial DL	2			
Commercial DL Under ## (minor)	2			
Other	2 (if issuing)			
Other under 21	2 (if issuing)			
Other	2 (if issuing)			
Other under 21	2 (if issuing)			
Other	2 (if issuing)			
Other under 21	2 (if issuing)			

⁴ ## denotes the age of a minor, e.g., 18 or 21