



**American Association of
Motor Vehicle Administrators**

AAMVA Code Dictionary (ACD) Implementation Guide

For ACD Release 5.1.0

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1. INTRODUCTION

This document is a guide for jurisdictions to implement changes to the AAMVA Code Dictionary (ACD) code set release 5.0.0. These changes are the result of recommendations from the AAMVA membership for improvements to the way certain convictions and withdrawals are handled. The document describes the code revisions and the changes that need to be made. Besides implementation instructions, the guide provides a reference to the federal regulations that the codes support. A section on the reasons for each change is also provided.

If you have any question or comments about the guide, please feel free to contact Greg Sensiba (phone: 703-908-2822; e-mail gsensiba@aamva.org).

If you need any assistance implementing these revisions to the ACD Manual, please feel free to contact the AAMVA Operations Dept via telephone (888-AAMVA80) or e-mail helpdesk@aamva.org.

1.1 AAMVA Code Dictionary Description

AAMVAnet (now a part of AAMVA) initially implemented the ACD on November 4, 1996 as a replacement for the American National Standards Institute (ANSI) D20 code set. The ACD is a set of three-character codes that identify types of traffic-related convictions and reasons for license withdrawals. Each code has a corresponding 12-character abbreviation and a description. ACD categorizes the codes by type of violation or withdrawal. State driver licensing Agencies (SDLAs) use the ACD codes to exchange conviction and withdrawal information in the Commercial Driver's License Information System (CDLIS) and the Problem Driver Pointer System (PDPS).

1.2 Changes to the ACD Code Set Description

After the implementation of the Motor Carrier Safety Improvement Act (MCSIA) of 1999, the ACD Working Group was re-established to consider the impact of any federal regulations and any jurisdiction requests.

AAMVA's ACD Working Group developed the following new ACD codes in response to jurisdiction input. This code set has been reviewed and approved by AAMVA's Driver Committee.

Additions

- Five new ACD codes are introduced in release 5.0.0:

ACD Code	Code Status	ACD Abbreviation	Definition
D30	New	MISRP ID CDL	Misrepresentation of identity or other facts on application, including required self-certifications, for CLP or CDL; to satisfy the requirement in 49 CFR §383.73(j)
D31	New	FR CLP CDL	Fraud related to the issuance of a CLP or CDL; to satisfy the provisions of 49 CFR §383.73(k)(1)

ACD Code	Code Status	ACD Abbreviation	Definition
W27	New	FAIL RESCHED	Failure to make an appointment within 30 days of receiving notification that re-testing is necessary [when fraud is suspected]; to satisfy the provisions of 49 CFR §383.73(k)(2)
W28	New	FAIL TO RTST	Failure to retest or failure of scheduled test(s) [when fraud is suspected]; to satisfy the provisions of 49 CFR §383.73(k)(2)
W82	New	FTS LIC/PERM	Failure to surrender license or permit when directed by jurisdiction

Revisions

- The definition of four existing ACD codes are modified in release 5.0.0:

ACD Code	Old Definition	New Definition	Reason
A35	Possession of open alcohol container	Possession of open alcohol container while operating a motor vehicle	Indicates that it must have occurred while operating a motor vehicle
D02	Misrepresentation of identity or other facts on application for driver license (includes DL, CDL, and Instruction Permit)	Misrepresentation of identity or other facts on application, including required self-certifications, for non-commercial permit or license	Differentiate from the new D30 (Misrepresentation of identity or other facts on application, including required self-certifications, for CLP or CDL) which has a federally-mandated minimum withdrawal period of 60 days
M86	Using a Hand-held Mobile Telephone While Driving	Violating Prohibitions on Using a Hand-held Mobile Telephone While Driving	Clarity
U02	Resisting arrest	Resisting arrest while operating a motor vehicle	Indicates that it must have occurred while operating a motor vehicle

- With the publication of the final permit rule (Commercial Driver's License Testing and Commercial Learner's Permit Standards) on May 9, 2011, 49 CFR §384.209(a) now reads:

Required notification with respect to CLP or CDL holders. Whenever a person who holds a CLP or CDL from another State is convicted of a violation of any State or local law relating to motor vehicle traffic control (other than parking, vehicle weight or vehicle defect violations), in any type of vehicle, the licensing entity of the State in which the conviction occurs must notify the licensing entity in the State where the driver is licensed of this conviction within the time period established in paragraph (c) of this section.

The phrase ‘vehicle weight or vehicle defect’ was added. Because of this change, the following ACD codes are being retired:

- E31 (Defective brakes)
- E33 (Defective hazmat safety devices)
- E34 (Defective lights)
- E36 (Defective school bus equipment)
- E37 (Defective tires)
- F66 (Unsafe condition of vehicle)

Jurisdictions may continue to use these codes but they must not be transmitted in any CDLIS or PDPS messages (exception: retired ACD codes can be sent for negations of convictions or withdrawals).

- Included CLP holders where penalties for CDL holders are stated throughout the document
- Added ‘B57’ (Driving a CMV without a CDL in the driver’s possession) to Table 3 (Rules for Setting the Hazmat Indicator for Conviction ACD Codes Requiring the CMV Indicator = ‘1)
- Removed section 3.2.1 Validating Conviction and Withdrawal Information since the information is included in other AAMVA documentation; subsequent sections renumbered
- Added new example F2.4 to discuss multiple convictions for B20-B26 and the use of the W40 (The accumulation of two or more convictions for major offenses)
- Renamed Table 9 Withdrawals Where an Underlying Conviction Is Optional or Not Allowed; combined footnotes into table
- Updated citations to federal regulations because of changes to paragraph numbering in the final permit rule (Commercial Driver’s License Testing and Commercial Learner’s Permit Standards issued May 9, 2011)
- Glossary
 - Deleted entries not referenced in the ACD Manual
 - Revised some entries
 - Added missing entries

Clarifications

- Footnote added to Table 2 (Rules for Setting the ACD Detail Field, for a Given Conviction ACD Code) requiring detail for D45, D53, and D56 (Failure to Appear/Pay/Comply — FTA/FTP/FTC) only if the citation date is on or after September 30, 2005
- Clarified that retired codes cannot be sent in the ACD Detail Field for FTA/FTC/FTC convictions in Table 6 (Rules for Reporting and Receiving Convictions and Withdrawals with Current or Retired ACD Codes)
- Clarified in section 3.2.4 what is meant by ‘hazmat or passenger CMV’

- Added clarification that withdrawal codes W30, W31, W40, W41, W50, W51, W52, W60, and W61 can only be used as withdrawals for CLP or CDL-holders and those ‘required to have a CLP or CDL’
- Clarified in section 3.2.6.6 (D45, D53, and D56 (Failure to Appear/Pay/Comply — FTA/FTP/FTC)) that
 - the CMV indicator for FTA/FTP/FTC convictions must be ‘2’
 - the conviction linked to an FTA/FTP/FTC withdrawal must have the conviction ACD code the same as the withdrawal ACD code
- Clarified that RRGVC violations are subject to penalties in the federal regulations only if they occur in a CMV
- NOTES added in section 3.2.6.13 W40 and W41 (Accumulation of multiple convictions for major offenses)
 - to reinforce that the W41 (An additional conviction for a major offense after reinstatement) is used exclusively for a conviction of a major offense after reinstatement for a driver disqualified for life
 - For a W40 (The accumulation of two or more convictions for major offenses) withdrawal to be reinstated, it must be by the jurisdiction that originally imposed it
- Clarified that the requirement for all withdrawals to be consecutive in 49 CFR §383.51(a)(5) applies only to withdrawals required in Tables 1 – 4 of 49 CFR §383.51(b)
 - (e)

Updates

- Ensured definitions for the following ACD codes are consistent throughout the document:
 - B19 (Violating a driver or vehicle out-of-service order while transporting hazardous materials that require a placard or operating a vehicle designed to transport 16 or more passengers, including the driver)
 - B27 (Violating a driver or vehicle out-of-service order (for violations not covered by B19))
- Updated definition of the Hazmat Indicator in section 2.4 to reflect definition of hazardous materials in 49 CFR §383.5

Errata from Release 4.0.0

- Corrected reference to Appendix D (removed) in note after Table 5 (Examples of CDLIS Driver History Actions)
- Corrected ‘6-Year Window’ entry in Appendix F3.1
 - when ‘Conviction A Arrives’
 - when ‘Conviction C Arrives’

2. IMPLEMENTATION

To comply with the provisions of 49 CFR §§384.225 and 384.231(d), jurisdictions must ensure the following actions are taken:

- Updating equivalency tables
- Ensuring the driver’s record is correctly updated
- Updating jurisdiction manuals and providing training
- Moving new application code into production

These items are covered in the following paragraphs.

Jurisdictions may start using the new code on September 1, 2013. Before that date, jurisdictions are encouraged to review their legislation and administrative procedures to ensure that the new codes are used correctly.

2.1 Update State Equivalency Table

The ACD equivalency tables are a jurisdiction-by-jurisdiction cross-reference of the ACD codes to each jurisdiction's native state codes and definitions. AAMVA updates the tables annually and distributes them to each jurisdiction.

Because five new codes are being added, jurisdictions will need to add these new records and apply the changes to the code set to their ACD equivalency tables. The following table shows the fields in the ACD equivalency table and contains an example of how to update the entry for ACD Code D30.

Field Name	Field Length	Field Description	Example State Field Entry for Code D30
State Code	2	State Postal Code Abbreviation	For the state of Virginia, the state equivalency table entry for this field will be VA .
ANSI Code	4	Old ANSI Code	<i>N/A</i> : leave blank for new codes.
ACD Code	3	ACD Code	D30
Abbreviation*	12	ACD Abbreviation	<i>MISRP ID CDL</i> *. AAMVA provides this abbreviation.
Detail	7	Detail	<i>N/A</i> : leave blank.
Equivalent State Code	20	Equivalent State Code	Each jurisdiction will need to decide what equivalent native state code to use. States may use the ACD code as the native state code.
Text Provided By State	(Any Width)	Any text the state provides; states may use ACD Code definition	<i>Misrepresentation of identity or other facts on application, including required self-certifications, for CLP or CDL</i>
Legal Reference	(Any Width)	State legal reference, if applicable	If your state was required to pass state legislation to implement these codes, provide the reference to the state law here.

* The 'Abbreviation' field is optional

For assistance with the equivalency table update process, contact the AAMVA Operations Help Desk via phone (888-AAMVA80 [(1-888-226-8280)]) or e-mail (helpdesk@aamva.org).

2.2 Update Driver's History

Jurisdictions must review and change state program logic that is responsible for posting convictions and withdrawals to a driver's history based on the new codes:

- D30 (Misrepresentation of identity or other facts on application, including required self-certifications, for CLP or CDL)

- D31 (Fraud related to the issuance of a CLP or CDL)
- W27 (Failure to make an appointment within 30 days of receiving notification that re-testing is necessary [when fraud is suspected])
- W28 (Failure to retest or failure of scheduled test(s) [when fraud is suspected])
- W82 (Failure to surrender license or permit when directed by jurisdiction)

Jurisdictions will need to internally test the revised logic when they receive the new code during any of the following transactions:

CDLIS

- Change State Of Record
 - D30 and D31 must be accepted as a conviction and withdrawal code
 - for convictions with a citation date on or after July 8, 2011 (effective date in FMCSA's final rule)
 - for withdrawals with an effective date on or after July 8, 2011 (effective date in FMCSA's final rule)
 - W27 and W28
 - for withdrawals with an effective date on or after July 8, 2011 (effective date in FMCSA's final rule)
 - W82
 - for withdrawals with an effective date on or after September 1, 2013 (effective date of ACD Release 5.0.0)
- State-to-State History Request
 - D30 and D31 must be accepted as a conviction and withdrawal code
 - for convictions with a citation date on or after July 8, 2011 (effective date in FMCSA's final rule)
 - for withdrawals with an effective date on or after July 8, 2011 (effective date in FMCSA's final rule)
 - W27 and W28
 - for withdrawals with an effective date on or after July 8, 2011 (effective date in FMCSA's final rule)
 - W82
 - for withdrawals with an effective date on or after September 1, 2013 (effective date of ACD Release 5.0.0)
- Report Out-of-State Conviction or Withdrawal
 - D30 and D31 must be accepted as a conviction and withdrawal code
 - for convictions with a citation date on or after July 8, 2011 (effective date in FMCSA's final rule)
 - for withdrawals with an effective date on or after July 8, 2011 (effective date in FMCSA's final rule)
 - W27 and W28
 - for withdrawals with an effective date on or after July 8, 2011 (effective date in FMCSA's final rule)
 - ~~W82~~
 - ~~for withdrawals with an effective date on or after September 1, 2013 (effective date of ACD Release 5.0.0)~~

PDPS

- State-to-State History Request
 - D30 and D31 must be accepted as a conviction and withdrawal code

- for convictions with a citation date on or after July 8, 2011 (effective date in FMCSA’s final rule)
- for withdrawals with an effective date on or after July 8, 2011 (effective date in FMCSA’s final rule)
- W27 and W28
 - for withdrawals with an effective date on or after July 8, 2011 (effective date in FMCSA’s final rule)
- W82
 - for withdrawals with an effective date on or after September 1, 2013 (effective date of ACD Release 5.0.0)

Jurisdictions must also ensure the new codes are handled properly by internal jurisdiction conviction processing.

2.3 Update State Manuals for Affected Applications and Conduct Training

The new code will be added to the existing list of ACD codes. Jurisdictions should update state manuals and assess any necessary training needs for the support of the implementation of the new codes.

2.4 Conduct Testing

No formal structured testing will be required to implement these changes.

2.5 Implement New Code into Production

Jurisdictions should complete all necessary coding and internal testing before September 1, 2013. All code changes must be promoted into the production region before the opening of business Monday, September 1, 2013.

Jurisdictions that have not implemented the new code may receive the new code after September 1, 2013 from jurisdictions that have completed this implementation. To prevent this code from being identified as an error in Report Out-of-State Conviction and Report Out-of-State Withdrawal transactions, changes must be made to the state equivalency table to accept the new code and retain the violations and withdrawals without taking action until the state’s legislation becomes effective.

If a jurisdiction is unable to process an electronic history message because it has not yet implemented the new code, it must not reject or ignore the entire history message. The receiving jurisdiction is responsible for posting all convictions and withdrawals to the driver’s history even if it has to be done manually.

3. SPECIFIC USAGES

3.1 D30 and D02 Codes

The D30 ACD code is defined as ‘Misrepresentation of identity or other facts on application for, including required self-certifications, for CLP or CDL’. It is added to satisfy the requirement in 49 CFR §383.73(j).

The D02 is used for fraud associated with the application, including required self-certifications, for non-commercial permits and licenses and the D30 for CLPs and CDLs (e.g., self certification to type of driving, previous licensing jurisdictions [for the 10-year

history request], *etc.*). Withdrawals for both of these codes may or may not have an underlying conviction with the same ACD code.

Both of these codes are applicable to the application for a permit or license. Any fraudulent activity related to CLPs and CDLs other than on the application are covered by the D31.

3.2D31 Code

The D31 ACD code is defined as ‘Fraud related to the issuance of a CLP or CDL’. It is added to satisfy the requirement in 49 CFR §383.73(k)(1). The D31 is used for any fraudulent activity related to CLPs and CDLs other than on the application (*e.g.*, cheating on the knowledge test, bribing an examiner, *etc.*).

The D31 is used for the conviction and the withdrawal (with the D31 conviction underlying). The withdrawal must be for at least 1 year.

3.3W27 and W28 Codes

The W27 ACD code is defined as ‘Failure to make an appointment within 30 days of receiving notification that re-testing is necessary [when fraud is suspected]’. The W28 ACD code is defined as ‘Failure to retest or failure of scheduled test(s) [when fraud is suspected]’. They are both added to satisfy the requirement in 49 CFR §383.73(k)(2):

If a State receives credible information that a CLP- or CDL-holder is suspected, but has not been convicted, of fraud related to the issuance of his/her CLP or CDL, the State must require the driver to re-take the skills and/or knowledge tests. Within 30 days of receiving notification from the State that re-testing is necessary, the affected CLP- or CDL holder must make an appointment or otherwise schedule to take the next available test. **If the CLP- or CDL-holder fails to make an appointment within 30 days, the State must disqualify his/her CLP or CDL. If the driver fails either the knowledge or skills test or does not take the test, the State must disqualify his/ her CLP or CDL** (emphasis added). Once a CLP- or CDL holder’s CLP or CDL has been disqualified, he/she must reapply for a CLP or CDL under State procedures applicable to all CLP and CDL applicants.

The W27 withdrawal code is used when a driver fails to reschedule within 30 days of being notified of the requirement. The W28 withdrawal code is used if the driver fails to take or doesn’t pass the rescheduled test. Neither the W27 nor the W28 may have underlying convictions. Also, the withdrawal eligibility date for both codes must be ‘INDEF’ since the reapplication procedures for a CLP/CDL are determined by the jurisdiction.

3.4W82 Code

The W82 is defined as ‘Failure to surrender license or permit when directed by jurisdiction’. It is used any time the jurisdiction requires a permit or license holder to surrender his/her credential for a replacement and the driver fails to do so. Examples of when this code may be used:

- a CDL holder whose medical certification has expired. The B65 (Failed to file medical certification/disability information) was thought to be correct in this situation but expiration of the medical certification, in and of itself, does not result in the withdrawal of a driver’s privileges.

- A CDL holder with a hazmat endorsement who receives an unfavorable threat assessment from TSA. While there is no federal requirement for a disqualification, the 'W09' ACD code (Failure to surrender hazmat endorsement as required by USA PATRIOT Act) was implemented to allow jurisdictions to withdraw for failure to surrender the hazmat endorsement. This requires the issue of a new credential without the hazmat endorsement.

In both these cases, if the driver fails to comply with the direction to surrender the credential, the jurisdiction can withdraw the driver's privileges to operate a motor vehicle. The withdrawal period depends on jurisdiction statutes.