



Guidelines for Use of the AAMVA OVD

Introduction

This document provides guidance for jurisdictions in the use of the common security element, often referred to as the Optical Variable Device (OVD) or, more specifically, the AAMVA OVD. The contracts that AAMVA has with the licensed manufacturers specify many details regarding the security and handling of the AAMVA OVD while it is in the hands of the manufacturer. This document provides guidance for jurisdictions that they maintain the security and integrity of the program once the devices are no longer the responsibility of the manufacturer and are turned over for use by the jurisdiction. Each jurisdiction should be conscious of the fact that proper handling of the AAMVA OVD is not only important for security of its own operations, but also that it has a responsibility to the other jurisdictions that are also using the device.

Background

As part of the Uniform Identification program, the AAMVA Board approved the concept of a common security element that all AAMVA member jurisdictions could use on their driver licenses and identification (DL/ID) cards. The primary purpose of this common security element is to improve security examinations of out of jurisdiction DL/ID cards, especially in those cases where the examiner may not be familiar with the design of the particular card. The AAMVA OVD is not intended to meet all of the document security requirements for a well designed card. Rather, it is meant to be used as one element of a comprehensive security package as described in Annex B of the Personal Identification — AAMVA International Specification — DL/ID Card Design, March 2005 (commonly referred to as the AAMVA DL/ID Card Design Specification.).

Following the decision to include a common security element in the AAMVA DL/ID Card Design Specification, the AAMVA Board approved the use of an Optical Variable Device (OVD) for this purpose. Subsequent decisions by the Board lead to the selection of a design and establishment of a program to license manufacturers to make and sell the OVD using the AAMVA design to AAMVA member jurisdictions.

Point of Contact

The interim point of contact at AAMVA for all issues concerning the use and handling of the AAMVA OVD is Tom Wolfsohn, Chief Policy Officer. He can be reached by phone at 703-908-5791 (direct line). His email address is twolfsohn@aamva.org.



Usage

Use of the AAMVA OVD on driver license and identification cards (DL/ID Cards) is limited to AAMVA member jurisdictions. AAMVA member jurisdictions may use the AAMVA OVD on their driver licenses and identification cards (as defined in Paragraph 3.13 of the AAMVA DL/ID Card Design Specification). Use of the AAMVA OVD on other documents requires authorization from AAMVA.

Placing Orders

Under the terms of AAMVA's contract with licensed manufacturer(s), only AAMVA member jurisdictions may purchase the AAMVA OVD for use on driver licenses and identification cards. A member jurisdiction may appoint an agent, such as their card system integration contractor, to act as their agent. This appointment must be made in writing. AAMVA's contract with the licensed manufacturer(s) stipulates that certain required information must be included with each purchase order. For security reason, these details are not included in this document. Detailed information on this is available by contacting the Identification Policy Division at AAMVA.

Inventory Control

Jurisdictions or their designated agents assume responsibility for the security of their OVD foils once the licensed manufacturer(s) turns them over to the shipping firm designated in the purchase order. Each foil contains a unique serial number that AAMVA intends will allow a jurisdiction to record the exact number of the foil placed on each DL/ID card. However, the technology required for this is still in the developmental stage. Therefore, the jurisdiction shall in the meantime maintain inventory records based on the shipping and handling units appropriate to its system, such as a roll of foils, a box of cards, etc. This inventory system should be sufficiently detailed to determine the number of foils received, on hand, used, wasted, and destroyed. The goal is to be able to determine if any foils are unaccounted for, and if some are, the block of serials number assigned to the missing foils. For example, if a roll of foils is stolen, the jurisdiction would want to be able to report that the stolen roll contains foils with serial numbers XXXXXXXX to YYYYYYYY.

Serial Numbers

Each foil will contain an eight character serial number that is unique within all those with the same jurisdictions codes in the four corners. In this way, the combination of the jurisdiction code and the serial number will uniquely identify one and only one foil.



Formatting

The eight character code allows for the use of the digits 0 to 9 and the letters A to Z. This allows over 2.8 trillion combinations for each jurisdiction, which should be sufficient. AAMVA recommends that these numbers be formatted as follows:

- Begin with a series formed by using the letter “A” followed by seven digits (e.g., “A1234567”)
- When that series is complete, use the letter “B” followed by seven digits (e.g., “B1234567”), and so on until the letter “Z” is used.
- Should a jurisdiction need more number, it would then begin a series formed by using the letters “AA” (e.g., “AA123456”), then “AB”, etc.

Following these procedures, even the largest jurisdictions ought to have sufficient numbers. AAMVA requests that all jurisdictions use the recommended format for uniformity and ease of recognition by law enforcement.

Recording Keeping

Each jurisdiction shall keep records of the serial numbers it has already assigned to foils. Information about the serial numbers already applied to foils will be needed when placing orders with the licensed manufacturer(s). AAMVA will not be keeping records of the numbers used by each jurisdiction. Keeping its own records will allow the jurisdiction to easily switch between contractors. To facilitate the process, it is strongly recommended that orders should always specify numbers in blocks of numerical sequence. The best example of how this should be handled is the ordering of blank checks with pre-printed check numbers.

Reporting Thefts or Compromises

Missing or Stolen Foils

Jurisdictions shall report missing or stolen foils of AAMVA and appropriate law enforcement entities as soon practical. The report should include the block of serial numbers for the missing or stolen foils, as this is the primary reason for the inclusion of the serial numbers on the foils at the present time. Providing this information to law enforcement will allow these foils to be identified if they are subsequently used in the fabrication of fraudulent documents.

Compromise

If a jurisdiction discovers fraudulent activity involving the unauthorized use of the AAMVA OVD, it shall notify the Identification Policy Department at AAMVA as soon as possible. AAMVA will cooperate with



April 11, 2007

the authorities to avoid compromising on-going investigations, but AAMVA has an ethical obligation to take appropriate steps to protect the interests of all jurisdictions that are using the AAMVA OVD.

Information on the Level 3 Feature of the OVD

Under the terms of the contract with De La Rue, AAMVA staff members do not have information concerning the Level 3 (or forensic) security device included in the design of the AAMVA OVD. AAMVA has arranged for personnel at the document security labs at the United States Secret Service (USSS) and the Royal Canadian Mounted Police (RCMP) to assist jurisdictions with the examination of documents and will share information about the detection of the forensic device. Jurisdictions needing information about who to contact in these organizations should contact Rich Carter at AAMVA.