



American Association of
Motor Vehicle Administrators



SPEXS

State Pointer Exchange Services

DISCLAIMER: This CDLIS SPM is a draft copy and is under review.

This must not be referenced as the final documentation.

Satisfying all Commercial Driver's License Information System (CDLIS) and State-to-State (S2S) functional requirements (This field is optional.)

CDLIS State Procedures Manual

Document Version c.0

The version number of this document is independent and distinct from the version number of the SPEXS System Specification (AMIE) and the S2S State Procedures Manual. See §1.2 Document Versioning for more information.

AAMVA - Official Use Only

This document provides the standard administrative practices for jurisdictions using the CDLIS functionality of SPEXS. This document supports:

- CDLIS-only participants: functional releases 5.3, 5.4, 5.5
- CDLIS+S2S participants: functional releases 6.0, 6.1, 6.2, 6.3



OUR VISION

Safe drivers
Safe vehicles
Secure identities
Saving lives!

5 CDLIS DATA ELEMENTS

The CDLIS data elements (i.e., the types of driver information used in CDLIS) are described in the Data Dictionary Appendix of the *SPEXS System Specification*. For example, the type of conviction is identified by the CONVICTION OFFENSE ACD CODE. The formatting rules for CDLIS data elements are in the *SPEXS System Specification* and *ACD Manual*. For example, the CONVICTION OFFENSE ACD CODE is a three-character code beginning with an alpha character followed by two digits and all valid values are listed in the ACD Manual. (See **Additional Documentation** (on page 3).) The following sections provide an overview of the types of CDLIS data and data retention and record availability requirements for jurisdictions by role.

5.1 CDLIS DATA RECORDS

CDLIS contains three types of data records:

- Data stored at the CDLIS Central Site (including the Master Pointer Record (MPR))
- Driver History Record (DHR) data
- Ancillary data records

These three types are described in the following sections.

5.1.1 Data Stored at the CDLIS Central Site

5.1.1.1 CDLIS Master Pointer Record

The CDLIS Master Pointer Record (MPR) contains only sufficient information that the Central Site needs to properly identify a driver. This information includes the driver's current SOR. The SOR maintains the MPR at the CDLIS Central Site. The MPR contains the following information:

Primary driver identification data for the following:

- SOR and driver license number
 - Driver name
 - Driver DOB
 - Driver SSN
 - Driver SSN (last five numbers only)
- Driver sex
- The date and time the driver was added to CDLIS
- The date and time the record was last updated
- Indicator of a change state of record in progress
- Indicator if the SSN is one assigned by the Social Security Administration (SSA), a substitute SSN ("999-99-9999"), or a pseudo SSN (see **Appendix A: Substitute and Pseudo Social Security Numbers** (on page 166) for a discussion on substitute and pseudo SSNs)

See **Rules for Managing Driver Records** (on page 108) for rules and procedures for managing the MPR.

Transitional Note: During the transitional period, the following additional fields are stored on the Master Pointer Record. Once the last state has implemented CDLIS 5.1, these fields may be removed from the Central Site:

- Driver Sex
- Driver Social Security Number (all digits)

5.1.1.2 Other Data Maintained at the CDLIS Central Site

The CDLIS Central Site also maintains the following information for each driver:

- A list of other records considered possible duplicate records for the same driver

6 CDLIS TRANSACTIONS

CDLIS transactions are predefined exchanges of driver information in sets of specified types of messages. A transaction is a series of messages sent to accomplish a specific business function. CDLIS transactions enable each jurisdiction to:

- Query both the CDLIS Central Site as well as other jurisdictions.
- Report and negate out-of-state convictions (ROOSC) and withdrawals (ROOSW).
- Transfer the driver history to a New SOR.
- Update the CDLIS Central Site MPRs owned by the jurisdiction.

The following sections, which are excerpted from the *SPEXS System Specification*, describe the business process for each CDLIS transaction shown in the table below. The following explanations apply to the column headings:

- “Tran Code”—indicates the transaction code of the transaction, which is cited in the section heading in the *SPEXS System Specification* (see **Additional Documentation** (on page 3)).
- “Transaction Name”—indicates the designation for the transaction, which is cited in the *SPEXS System Specification*.
- “(Originating Message)” —indicates the two character code for the type of message that is the first message in the transaction.
- “Origin” and “Destination”—indicates the nodes in the transaction, according to the following abbreviations:
 - CS = CDLIS Central Site
 - FMCSA = Federal Motor Carrier Safety Administration
 - SOC = State of Conviction
 - SOI = State of Inquiry
 - SOR = State of Record
 - SOW = State of Withdrawal
 - TPSP = Third Party Service Provider
 - Clearinghouse = Drug and Alcohol Clearinghouse

The following table lists the CDLIS transactions that are part of the *SPEXS System Specification*.

Table 2: CDLIS Transactions in the *SPEXS System Specification*

Tran Code	Transaction Name and (Originating Message)	Origin and Destination of Originating Message
CD01	Search Inquiry (IM or IO)	SOI to CS
CD02	Verification Inquiry (IN)	SOI to CS
CD03	State-to-State Status Request (SG)	SOI to SOR
CD04	State-to-State History Request (SB)	SOI to SOR
CD05	AKA Data Inquiry (IK)	SOI to CS
CD06	Employer Inquiry (IW)	TPSP to CS
CD07	Add Pointer (UA)	SOR to CS
CD08	Change State of Record (UD)	New SOR to CS
CD09	Change Pointer Data (UC)	SOR to CS
CD10	Delete Master Pointer Record (UE)	SOR to CS
CD11	Report Out-of-State Conviction (HA)	SOC to SOR via CS
CD12	Negate Out-of-State Conviction (HH)	SOC to SOR via CS
CD14	Mark Unique (UG)	SORs to CS
CD15	Update AKA Data (UK)	SOR to CS