



**Georgia Electronic Conviction Processing System**

**GECPS**

**Implementation Process and User's Guide for Georgia**

**Courts**

**Version 2; Release 24**

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## Revision History

Version #	Change History	Date Changed
V1.0R1	Originally Developed	09/10/2004
V1.0R2	<p>Added error code #11 for SFTP Transmissions</p> <p>Additional error codes added to guide:</p> <p>Error Code 2043 - Citations for this violation code not allowed</p> <p>Error Code 2063 – Failed to locate the violation rule</p> <p>Error Code 2002 – Driver Not Found (Georgia Driver)</p> <p>Error Code 2003 – State Code is Invalid</p> <p>Verbiage for “FTA Withdrawals” has been changed to “FTA Releases”</p> <p>Federal Tax ID was added to the registration web page.</p> <p>Federal Tax ID was added to required information for vendors who support multiple courts.</p>	11/08/2004
V1.0R2a	<p>Multiple Error Codes added to Record Layouts. Court Suspension Code 3 removed from valid values on the Citation Record. Allows DMVS to provide more complete information to courts to correct errors. Record Layouts modified to include three error code fields.</p> <p>Document Change Log also added to guide.</p>	01/13/2005
V1.0R2b	Modified Contacts information. Troubleshooting guidelines defined.	01/19/2005
V1.0R2b	Added “end of record” field to header and footer records with the value of “X”.	01/26/2005
V1.0R2b	Additional instruction of how to re-send files in error (Section 5.1).	02/04/2005
V1.0R2b	Additional Memo from the Commissioner inserted regarding July 1, 2005 deadline.	02/03/2005
V1.0R2b	Section 7.7.2 – Modified e-mail sample for SFTP Transmission. SFTP Error Code will now be visible in e-mail notify.	02/16/2005
V1.0R2b	Further detailed the “STOP ” in the footer record	02/18/2005
V1.0R3	Enhanced edit verbiage for FTA Notices and FTA Releases. FTA Notices and FTA Releases on violators licensed in other states WILL NOT be processed via GECPS. The physical DS-912 document MUST be submitted (mailed/delivered) to DMVS.	02/28/2005

V1.0R3	Included DS-1137 as documents currently excluded from GECPS. See section 1.3.	03/01/2005
V1.0R3	Added testing and production implementation procedures and associated checklists.	03/09/2005
V1.0R3	Added information to contact GBI for the NCIC number (a.k.a. ORI number), see Section 6.1.	03/15/2005
V1.0R3	Added addition record format requirement that ALL records carry the "X" in the 350th position (includes header, footer, and all transaction records).	03/2005
V1.0R3	Added error code 2354 – United States Parcel Service Software (CODE-1) cannot verify address submitted	04/01/2005
V1.0R3	Added additional requirements in production sign off in reference to testing FTA an FTA Releases	04/14/2005
V1.0R3	File error codes 06 and 07 removed	04/22/2005
V1.0R3	Record Error Code 2106 removed from guide	04/22/2005
V2.0R1	Record Layout Sizes to be increased to 550 characters. Name 175  Address 40  Court Points Avoidance Indicator 1  Interlock Order Film # 11  Service Notice Film # 11	12/12/2005
V2.0R2	Added the following:  MCSIA required Passenger Vehicle, Accident and Injury Flags.  Program modification for License Restriction violations.  FTA notice and FTA release process for OOS drivers.  Enhanced verbiage for SFTP Process Flow, GECPS testing process and procedures, and Production Procedures.  Record error codes were updated with new error codes and revised to include a Help column.  Updated GBI contact information.  New Appendices – FAQ's, County Codes, State Codes, and the list of License Restrictions  GECPS Guide name changed to Implementation Process and User's Guide for Georgia Courts.	08/04/2006
V2.0R3	Updated and corrected Styles and Formatting  Generated Table of Contents, added Glossary  Removed Checklists, Memorandum, sample DS	8/21/06

	forms	
V2.0R4	Page numbers updated to reference sections  Updated FTA notice process flow chart	8/22/06
V2.0R5	Remove Address Unknown flag and adjust field position numbers accordingly.  Add description to error message 2079 for violation code 16-13-72.	10/12/06
V2.0R6	Removed DDC Certificates as a requirement for points avoidance order  Updated SFTP Technical Requirements  Modified Error Codes: 2002, 2044, 2217 (deleted) 2223, 2297, 2458, 2459, 2470, 2794  Modified Sample Notification Emails  Modified Registration Process to include Court Contact Information Requirements  FTA Notices and FTA Releases on violators licensed in other states WILL be processed via GECPS including FTA Releases after the 28-days.	04/27/07
V2.0R7	Data Transmission Cut-off time changed to 6:00 pm (p.44)  Passenger Vehicle Field Further Defined (p.31) Hazardous  Material Field Further Defined (p. 32) Error Codes Added:  2457 - Injury Code is Invalid (p. 55)  2050 - Controlled Substance companion citation is already on file (p. 52)  2735 - Received date is less than disposition date (p. 56)  2752 – Disposition date cannot be in the future (p.56)  Record Requirement:  Violation County Code: Zero-Filled, right justified (p. 29)	10/01/07
V2.0R8	Test File batches limited to 100 files (p.45)  Process Detail E-mail – 7.4.3 – sample updated (p.50).  Error code 2050 updated (p.54).  Error Code 2475 added (p. 58).	03/03/2008

	<p>Error Code 2479 added (p. 58).</p> <p>Error Code 2770 added (p. 58).</p> <p>Error code 2771 added (p. 58).</p>	
V2.0R9	<p>Error Code 1118 added (p. 52) Error Code 2030 added (p.52) Error Code 2056 added (p. 54) Error Code 2283 added (p. 56) Error Code 2753 added (p. 57) Error Code 2789 added (p.57) Error Code 2795 added (p. 59) GBI Information updated (p. 14) Registration e-mail - sample updated – (p.15). Conviction Record Requirements - added two lane road flagged field (p. 36) Conviction Record Requirements – added filler field (p.36) DDS Website Resources – 11.5 – links added (p.62) 11.2 – UTC, DS-32C form sample updated (p. 62) 11.3 – FTA, DS-912 form sample updated (p.62) 11.4 – FTA Withdrawal, ,DS-912 form sample updated (p.62) 11.6.2 – County codes updated (p. 64 &amp; 65) Changed V3.0R1 to say V2.0R6 (p.8) – Correction on GECPS Version and Release Changed V4.0R1 to V2.0R7 (p.8) – Correction on GECPS Version and Release Changed V4.0R2 tp V2.0R8 (p.9) - Correction on GECPS Version and Release</p>	1/1/2010

V2r10	Starting July 1, 2012 Trial date is a required field for FTA and FTA release. Add Trial Date to FTA and FTA Release Add new error messages for FTA Trial Date.	1/1/2012
V2r20	Clarify that DL # is required if available, otherwise spaces	1/23/2012
V2r21	Correct web page links	2/8/2012
V2r22	Add missing error messages	2/14/2012
V2r23	Add FTA Already Released error message	4/5/2012
V2r24	Add Tracking Number	9/7/2012
V2r25	Add error message FTA RELEASE CREATED WITHOUT MATCHING FTA	10/6/14

# 1 Introduction to GECPS

## 1.1 Purpose

On May 2, 2005, Governor Sonny Perdue signed into law House Bill 501, a bold piece of legislation that not only created the Department of Driver Services, but also brought about sweeping changes to the way drivers' licensing is handled within the State of Georgia.

One of the many changes included within House Bill 501, which became effective July 1, 2005, was an amendment to O.C.G.A. §40-5-53(b), relating to reports of convictions by the courts to DDS:

**"(b) Every court in each county of this state having jurisdiction over offenses committed under this chapter and Chapter 6 of this title or any other law of this state or ordinance adopted by a local authority regulating the operation of motor vehicles on highways shall forward to the department, within ten days after the conviction of any person in such court for a violation of any such law other than regulations governing speeding in a noncommercial motor vehicle for which no points are assigned under Code Section 40-5-57, standing, or parking, a uniform citation form authorized by Article 1 of Chapter 13 of this title. Notwithstanding any other provision of this title, in satisfaction of the reporting requirement of this subsection, the courts of this state may shall transmit the information contained on the uniform citation form by electronic means, provided that the department has first given approval to the reporting court for using the electronic reporting method utilized approved by the department. ~~The department shall pay to the clerk of the court forwarding the required report 40¢ for each report transmitted electronically in a timely manner as required in this subsection and 10¢ for each report transmitted otherwise, and notwithstanding any general or local law to the contrary, the clerk shall pay such fees over to the general fund of the city or county operating the court.~~ Where a court has not implemented transmittal by electronic means, the commissioner may require such court or courts to submit by electronic means no later than a future date to be determined by the commissioner."**

In essence, the 2005 changes to O.C.G.A. §40-5-53(b) had the following effect on Georgia courts:

Dispositions of charges under O.C.G.A. Title 40 related to drivers' licensing and the operation of motor vehicles on highways (except for those cases that relate to parking violations, cases that are dead-docketed, no-billed, dismissed, nolle prossed, reduced to a warning, held in abeyance, informally adjusted, or the defendant is found not guilty) shall be reported to DDS within 10 days of the disposition date.

- (1) Dispositions (except for those excluded above) shall be transmitted to DDS electronically using the electronic reporting method approved by DDS, which is GECPS.
- ~~(2) DDS will pay the clerk of court reporting the dispositions 40¢ per disposition if the disposition is reported electronically through GECPS, if the disposition is reported within 10 days of the disposition date, and if the disposition is a reportable offense.~~
- ~~(3) If a disposition is reported to DDS by any means other than electronically (for example, by mail), DDS will no longer provide any payment to the court.~~

On April 27, 2006, Governor Perdue signed into law House Bill 1253, which included a provision to further strengthen the reporting requirements outlined in O.C.G.A. §40-5-53(b). Effective July 1, 2006:

**“(b) Every court in each county of this state having jurisdiction over offenses committed under this chapter and Chapter 6 of this title or any other law of this state or ordinance adopted by a local authority regulating the operation of motor vehicles on highways shall forward to the department, within ten days after the conviction of any person in such court for a violation of any such law other than regulations governing speeding in a noncommercial motor vehicle for which no points are assigned under Code Section 40-5-57, standing, or parking, a uniform citation form authorized by Article 1 of Chapter 13 of this title. Notwithstanding any other provision of this title, in satisfaction of the reporting requirement of this subsection, the courts of this state shall transmit the information contained on the uniform citation form by electronic means, using the electronic reporting method approved by the department. ~~The department shall pay to the clerk of the court forwarding the required report 40¢ for each report transmitted electronically in a timely manner as required in this subsection; and notwithstanding any general or local law to the contrary, the clerk shall pay such fees over to the general fund of the city or county operating the court. Where a court has not implemented transmittal by electronic means, the commissioner may require such court or courts to submit by electronic means no later than a future date to be determined by the commissioner.~~”**

House Bill 1253 removes any option for courts to report convictions to DDS by paper.

The intent of these legislative changes is simple: to remove unsafe drivers from Georgia roadways by ensuring that all traffic infractions which assess points against a driver’s license, are considered serious commercial violations, major commercial violations, or will result in the mandatory withdrawal of a driver’s license or privilege to operate a motor vehicle in the State of Georgia are posted on the driving history within 10 days following disposition. The 10-day requirement is also critical for Georgia to be in compliance with the mandates of the Motor Carrier Safety Improvement Act of 1999 (MCSIA) and to avoid having millions of dollars in federal highway funds withheld by the federal government.

The purpose of this Guide is to provide courts with the information necessary to implement a standardized electronic solution for transmitting certain traffic and non-traffic convictions, as mandated by House Bill 501 and House Bill 1253.

The most current version of this guide will be posted on the DDS web site at <https://online.dds.ga.gov/citationreporting/>. Check the website periodically as this guide is updated frequently.

## ***1.2 Program Overview***

The **Georgia Electronic Conviction Processing System**, or **GECPS**, is owned and maintained by DDS. The information reported is securely stored in databases residing on the State of Georgia Mainframe computer operated by the Georgia Technology Authority (GTA). The operation of this system is not contracted with any outside entity; nor does DDS disclose or allow the purchase of any GECPS information, except through the legislatively-mandated Motor Vehicle Reporting (MVR) processes.

GECPS is available and applies to all Georgia courts authorized to dispose of cases relating to or affecting a driver’s license, a driver’s privilege to drive, or the operation of motor vehicles on roadways within the State of Georgia. The methods for transmitting driver information to DDS must comply with the standards directed in this guide.

## **1.3 Required Documents**

Although the GECPS process significantly reduces the amount of paperwork courts must mail to DDS, the system does not completely eliminate all instances in which courts may have to mail materials to DDS. There are certain documents that must be mailed for administrative reasons or for possible future evidentiary purposes.

- Drivers' Licenses (including out-of-state licenses);
- DS 250A (Lost License Affidavit) forms;
- Unsatisfied Judgments;
- Court Corrections (Clerical Error Letters or the DS-1195 Court Correction Form);
- DS 1189 (Court Service/Declaration of Habitual Violator) and DS 1190 (Court Service of License Suspension) forms;
- DS 1030 (Law Enforcement Service/Declaration of Habitual Violator) and DS 1150 (Law Enforcement Service of License Suspension) forms;
- DS 1205 and DS 1205S (Administrative License Suspension) forms;

The documents must be mailed to:

**Georgia Department of Drivers Services**  
**Attention: Customer Service, Licensing, and Records**  
**P.O. Box 80447**  
**Conyers, GA 30013**

### **1.3.1 Reporting Convictions – Residents vs. Nonresidents**

If any driver, Georgia resident or licensed holder from other state, is found guilty, pleads guilty, pleads *nolo contendere* or forfeits bond for any offense listed in the reportable violation codes, the court must report the disposition electronically to DDS within 10 days following the disposition date.

DDS will take whatever administrative action is mandated by Georgia law against the driver's license or driving privileges of the individual.

For nonresidents, DDS will forward a record to the driver's state of record.

## **1.4 Reportable Violation Codes**

The Georgia Reportable Violation Codes represent the only violations that DDS will accept, and process.

A list of the Georgia Reportable Violation Codes can be obtained from the following internet link:

[https://online.dds.ga.gov/citationreporting/Violation\\_Codes.aspx](https://online.dds.ga.gov/citationreporting/Violation_Codes.aspx)

Please be advised that if a particular violation is not listed on the list of Georgia Reportable Violation Codes List, it does not need to be reported.

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**Note: The Reportable Violation Codes should not be interpreted by the courts as identically matching the Official Code of Georgia. The codes used through GECPS are based upon the Official Code of Georgia, but allow for minor variations to accommodate case management systems operated by the courts. The violation codes are to be used specifically for reporting purposes only, electronically, through the GECPS process.**

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## 2 GECPS Registration Process

This section addresses how a court in the state of Georgia may register to submit records via GECPS. This section also addresses how testing will be conducted prior to final approval of the registration to ensure the files submitted by the court will meet requirements.

### 2.1 Court Registration

The potential registrant goes to the GECPS page: <https://online.dds.ga.gov/citationreporting/> and clicks on “Create Court Contact Information”. Pertinent information is entered and a user id and password are created by the court, giving access to update contact information at court’s convenience. Please note when changing the e-mail address, it will not change where GECPS e-mail notifications are sent. GECPS will send e-mail notifications to the e-mail addresses indicated within the header of the file, which normally is edited by your technical contact person or vendor. The significance of e-mail notifications is explained in Section 7.

After adding contact information, the registrant backs out one screen and clicks on “GECPS Registration”, logs in using the user id and password created and completes the blank fields.

Each court must have an NCIC Code for use of the GECPS submission process. All data transmitted by a court must be submitted using the valid NCIC code for which they are registered. A valid Georgia Court’s NCIC number **MUST** end with the letter “**J**” (e.g. GA123456**J**).

If the court does not have an NCIC prior to registering, *fax* your request to the GBI Contact listed below on an official court letterhead. It is the court’s responsibility to follow up with its request once it has been submitted.

#### **GCI Contact Information to receive new NCIC (a.k.a. ORI):**

Neil Grstenberger, CJIS Network Data Communication Analyst

Georgia Crime Information Center

FAX: 404-270-8637

Phone: 404.270.8632

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**Any organization transmitting data for multiple courts must identify individual court files using the unique NCIC code.**

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When completion of registration request, the e-mail addresses entered on the website will receive an auto-generated message confirming the request.

### **Sample e-mail generated after GECPS registration request.**

**From:** GECPS@dds.ga.gov  
**Sent:** Tue 7/20/2004 11:16 AM  
**To:** Judge Joseph Dredd  
**Subject:** GECPS Registration Received!

DDS has received your court's request for GECPS registration.

A GECPS Outreach Specialist will contact you to provide you with a copy of the GECPS Implementation Guide and login information needed to start testing with the electronic system. Please also visit the DDS website, <https://online.dds.ga.gov/citationreporting/> for a copy of the most recent Georgia Reportable Violation Code List under "General Information" and other helpful GECPS information.

You will be notified upon verification of the information provided in your registration EFORM.

If you have any questions, you may e-mail DDS at: [GECPS@dds.ga.gov](mailto:GECPS@dds.ga.gov).

Court Name

NCIC: GA123456J

Registration Received: 07/20/2004

- DDS will complete the SFTP setup. The NCIC number will become the Court Customer ID excluding the "GA". The User ID(s) and Password(s) to log on to the SFTP Server will be administered by DDS.
- The User ID information will be e-mailed to each Court's assigned GECPS Account Administrator who must distribute appropriately. For security purposes, the Password will be given via phone only to the court, which will be held responsible to pass along to their vendor or technical contact person.
- If there are any questions about **registering** for GECPS, please e-mail DDS at [GECPS@dds.ga.gov](mailto:GECPS@dds.ga.gov).

## **3 Forwarding Process Overview**

### **3.1 Court Record Forwarding Process**

DDS has defined the permissible method of electronic data transmission, through an overnight batch processing via Secure File Transfer Protocol (SFTP). Courts will transmit files containing multiple records that can include convictions/adjudications, FTA, and FTA Withdrawal (FTA Release) records.

Courts must submit records with all pertinent information recorded on a conviction/adjudication, FTA, or FTA Withdrawal. The format for a court's file (group of records) and the content of each record must comply with DDS standards as defined in Section 6 of this guide. Courts are responsible for obtaining the front-end software for data entry and transmitting of all electronic documents.

DDS recommends a data entry and transmission immediately after any court session resulting in the disposition of traffic convictions or other offenses listed in the reportable violation codes. Each data file must contain a header and footer record as defined in Section 6 of this guide.

### **3.2 DDS Record Receiving Process**

Court files are processed nightly by DDS and will undergo initial edit checks via the SFTP and GECPS Servers. Files that do not meet file criteria are rejected and returned to the appropriate Court in the output folder on the SFTP Server. An e-mail will be generated and sent to inform the court that the file transmitted SUCCESSFULLY but WITH PROBLEMS, which means the file was received, but could not be read by the GECPS Server due to an invalid file layout. A 2-digit file error code will be listed within the e-mail notification, which will define the reason for the rejected file. Files with no initial errors are loaded into GECPS for nightly processing. An e-mail is generated to inform the court that the file transmitted SUCCESSFULLY.

After GECPS processing, only invalid records are returned to the output folder with the appropriate record error codes. An SFTP e-mail notification and Process Summary email will be sent for each batch transmitted. If applicable, an error notification email, detailing the amount of records not processed because of an error, is sent to the e-mail address(es) specified in the header record of the original file. Up to three e-mail addresses can receive these automated e-mail notifications.

### **3.3 Court Error Correction Process**

A batch can be transmitted successfully, but the file can either become processed or rejected based on the type of error. Error codes are provided and defined to assist the court making corrections

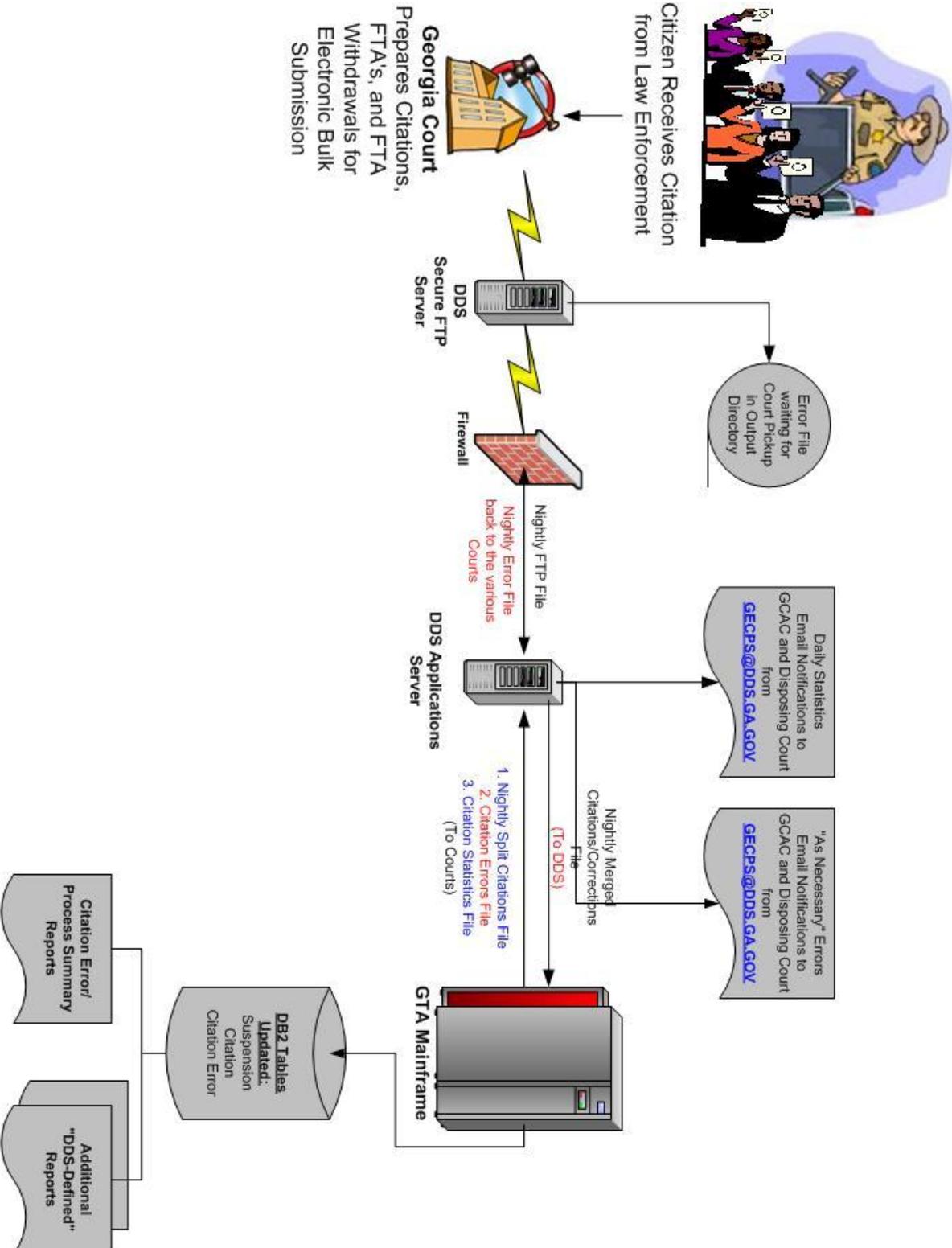
- Rejected batches will result from incorrect format within the header, footer or *any* record. The rejected file will generate an error code and place it within the footer of the error file, located in the output directory. File error codes that will reject the entire file are defined in Section 8.1. A rejected file means the file was transmitted successfully without any records processed. Afterwards, an e-mail will be generated and sent to the e-mail address(es) provided in the header of the original file to inform the court that the file transmitted successfully but with problems. E-mail addresses are provided by the court (see section 6.2). Diagrams of these e-mail notifications are shown in Section 7.4.

- Processed batches do not mean there are no errors. Every batch will generate an error file. If the batch was successfully transmitted with no errors, the header and footer will only be shown in the error file located in the output directory. If errors were generated, only those records will appear in the error file. Up to 3 error codes will be displayed towards the end of each record. Record error code definitions are defined in Section 8.2.

- **Courts MUST correct AND return all records in error to DDS immediately upon notification of errors to ensure compliance with the 10 day processing deadline.**
- **All corrections must be sent to DDS using the valid transaction code: CC, FC, or WC.**
- The Georgia Department of Driver Services Commissioner may define other processing criteria at a future date.

### 3.4 High Level Process Flow

This is a visual overview of GECPS.



## **4 Forwarding Requirements**

### **4.1 Types of Transactions**

DDS has identified three valid types of transactions:

#### **4.1.1 New Transactions**

Courts approved to subscribe to GECPS may transmit new transactions. These transactions will be identified within each record of every file submitted. In each record, the transaction code will determine the type of record received. Every newly submitted DS-32 Citation Record (UTC) or other conviction/adjudication record will have a “CN” as the transaction code. Every newly submitted DS-912 Failure to Appear will have a “FN” as the transaction code. Every newly submitted DS-912 Failure to Appear Withdrawal (FTA Release) will have a “WN” as the transaction code.

#### **4.1.2 Error Transactions**

All error transactions will be initiated by DDS. These records will be in response to new transactions or corrected transactions from the courts to DDS. No court will transmit any error transactions to DDS. Every DS-32 Citation Record (UTC) or conviction/adjudication record in error will have a “CE” as the transaction code. Every DS-912 Failure to Appear in error will have a “FE” as the transaction code. Every DS-912 Failure to Appear Withdrawal (FTA Release) in error will have a “WE” as the transaction code. These records will be returned to the disposing court for correction.

#### **4.1.3 Corrected Transactions**

DDS will send all records in error back to the disposing court. Upon receipt of error records, the court must review the error code(s) transmitted with the citation/FTA/FTA Withdrawal (FTA Release) record in error and resubmit the corrected record within the next new batch file the court transmits to DDS. Every corrected DPS-32 Citation Record (UTC) will have a “CC” as the transaction code. Every corrected DS-912 Failure to Appear will have a “FC” as the transaction code. Every corrected DS-912 Failure to Appear Withdrawal (FTA Release) will have a “WC” as the transaction code.

### **4.2 Types of Records**

DDS has identified three valid types of records that can be electronically transmitted by way of the GECPS process:

#### **4.2.1 Conviction Records**

A *conviction* record type can be used for either a new transaction or a correction transaction. This type will be identified by the “C” in the transaction code.

- The enhanced version of GECPS will contain additional data fields which are critical for ensuring

Georgia's compliance with the provisions of the Motor Carrier Safety Improvement Act of 1999. These additional fields are as follows:

*Passenger Vehicle? Y/N*

*Injury? Y/N*

*Fatal Accident? Y/N*

- The enhanced version of GECPS will contain quality assurance mechanisms for dispositions under O.C.G.A. §40-5-30.

*Violation of a license restriction, O.C.G.A. §40-5-30*

If our system shows that a Georgia driver convicted under O.C.G.A. §40-5-30 does not have a restriction on his or her Georgia license at the time of processing, the disposition will be dropped and a message will be sent to the court. A list of all Georgia license restrictions can be found in Section 11.5.3.

- The enhanced version of GECPS will allow courts to electronically report all speeding convictions to DDS on non-resident drivers.

The original version of GECPS dropped speeding violations if the violation speed was less than 15 miles-per-hour over the posted speed limit. This mechanism was consistent with Georgia law as it applied to Georgia drivers; however, it was a concern with regards to nonresident drivers. Some states may impose administrative sanctions against a driver's license differently than Georgia does.

- The enhanced version of GECPS will allow courts to electronically report court-ordered suspensions for violation codes that do not appear on the GECPS Reportable Violation Codes list.

If a judge imposes a court-ordered suspension resulting from a disposition that is not listed on the GECPS Reportable Violation Codes list, the court may submit the non-supported violation code for the purpose of including the suspension information.

- The enhanced version of the GECPS process will also allow courts to electronically submit dispositions to DDS that would have formerly required the following paper documents:

*DS 1242* (Georgia Report of Conviction for Violation of Georgia Controlled Substance Act, including possession of marijuana)

*DS 32C* (Georgia Report of Conviction when the charging instrument was a warrant, accusation, or indictment)

*DS 1137* (Juvenile Court Report of Conviction)

- The enhanced version of GECPS will allow courts to be in compliance with HB160 by capturing speeding convictions that occurred on a two lane road or highway for convictions under O.C.G.A. §40-6-160, §40-6-181 and §40-6-188.

#### **4.2.2 Failure to Appear (FTA) Records**

An FTA record type can be used for either a new transaction or correction transaction. This type will be identified by the "F" in the transaction code.

### 4.2.2.1 Georgia Residents

When courts submit FTA notices to DDS on Georgia drivers, the information is posted onto the individual's Georgia driving history similar to a conviction. However, there is a 28-day period before an FTA suspension actually goes into effect (Date DDS processes FTA + 28 days). On the driving history, it will be reflected as a "pending suspension" with a future effective date. The status of the driver's license will continue to show "VALID".

### 4.2.2.2 Nonresidents

The enhanced version of the GECPS process will now allow courts to submit FTA notices to DDS on nonresident drivers.

FTA notices involving nonresident drivers who possessed a non-commercial driver's license and were operating a non-commercial motor vehicle at the time of violation will be printed on a paper report and will be mailed to the driver's state of record (SOR). In accordance with the Nonresident Violator Compact (NRVC), the driver's SOR will be responsible for taking the prescribed withdrawal action.

FTA notices involving nonresident drivers who either possessed a commercial driver's license or were operating a commercial motor vehicle at the time of violation will be reported by DDS to the driver's SOR electronically by way of the Commercial Driver's License Information System (CDLIS).

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#### Important Notice

**The 'Code Section Violated' should be the O.C.G.A. Code Section that the driver who failed to appear was cited for violating, NOT the O.C.G.A. Code Section for Failure to Appear.**

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### 4.2.3 FTA Release Record

An FTA Release Record type can be either a new transaction or a correction transaction. This type will be identified by the "W" in the transaction code. The FTA Release record (WN) *must be* identical to the initial FTA (FN). The transaction code will distinguish what action is needed for the record.

#### 4.2.3.1 Georgia Residents

During the 28-day period immediately following process of an FTA notice, a letter will be generated by DDS and mailed to the driver by way of the most recent address on the driver's history. If the driver clears the FTA with the court during this 28-day period, the court should immediately report the FTA release to DDS electronically. Because the suspension was only "pending", there should not be a reinstatement fee assessed and the license should not be suspended.

Please remember, if DDS does not receive a release from the court during the 28-day period immediately following receipt of the FTA, the driver's license will be officially suspended on the 29<sup>th</sup> day, at 12:00 a.m.

The enhanced version of GECPS will enable courts to electronically report to DDS when an FTA is released, even after the license has been officially suspended. Please see Section 4.2.2 for the FTA process flow. Provided there are no errors with the file and within the time constraints, the driver's history should reflect the FTA release information the next business day. Because the electronic FTA release from the court is not a "real time" process (will not immediately show on the driver's history) the court may still need to provide the driver with a DDS-approved FTA release in order to present to DDS for reinstatement. This is especially important if a Georgia driver wishes to reinstate their Georgia driver's license the same day they clear the FTA with the court. Courts now have the option of having their case management

system generate an FTA release form that the customer can present to DDS to clear their suspension (in lieu of completing the official DS-912 form just so the customer has a release document to present to DDS). The form must meet certain criteria and must be signed and certified by a court official. Please contact DDS GECPS Outreach or your vendor for more information.

If a FTA was mistakenly sent via GECPS and needs to be removed from the driver history, please submit the FTA withdrawal via GECPS immediately and not as a court correction. If the 28 day has not been reached to suspend a driver's license and the withdrawal is submitted to remove the FTA, history of the FTA will not remain on the driver's history and a withdrawal is sufficient via the electronic process.

### **Important Notice**

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**If a Georgia driver's license has been officially suspended for an FTA, a court indication of clearance only advises DDS that the FTA has been resolved with the court. This does not remove the license suspension. The suspension will remain in effect indefinitely until the driver remits the required reinstatement fee of \$100 to DDS (\$90 by mail or Internet).**

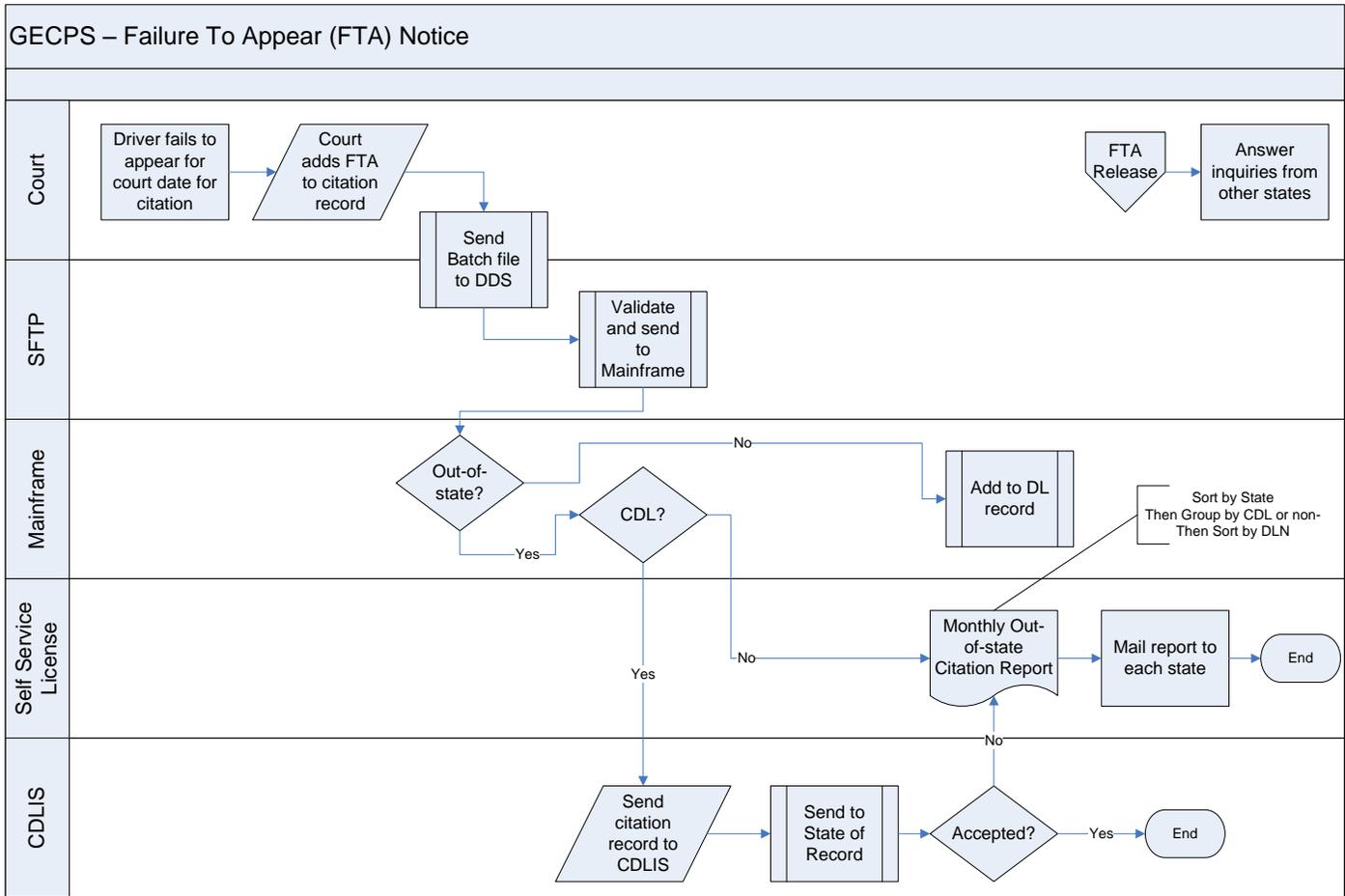
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#### **4.2.3.2 Nonresidents**

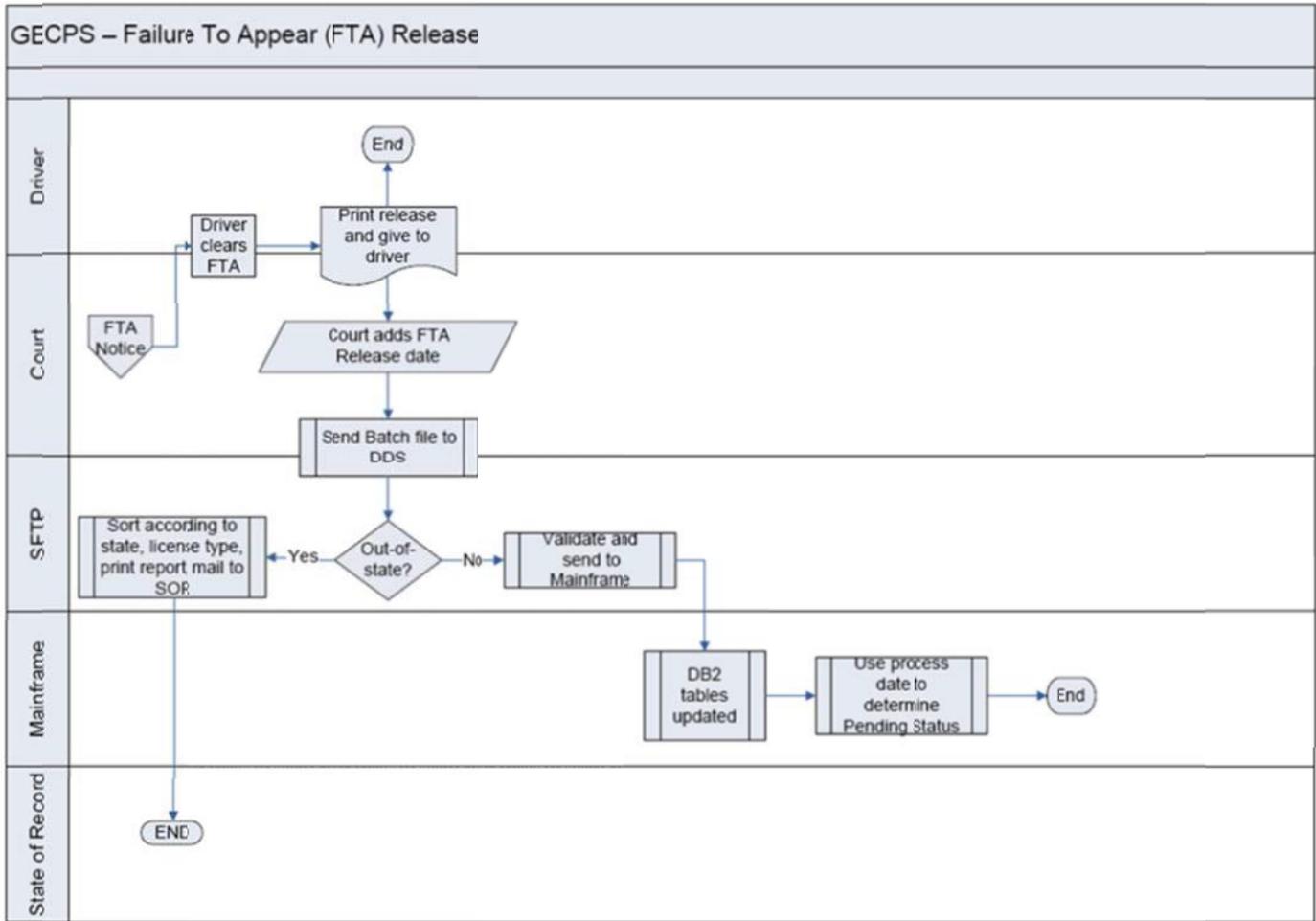
Once a nonresident driver clears an FTA with the appropriate Georgia court, it will be the court's responsibility to provide the nonresident driver with a release to use for reinstatement purposes in his or her state of record, and to also transmit the FTA release information to DDS electronically via GECPS. DDS will, in turn, print the FTA release on a paper report and mail to the non-resident driver's SOR.

**\*\*The succeeding flowcharts describe the FTA and FTA release process.**

#### 4.2.4 FTA Process Flowchart (described in Section 4.2.2)



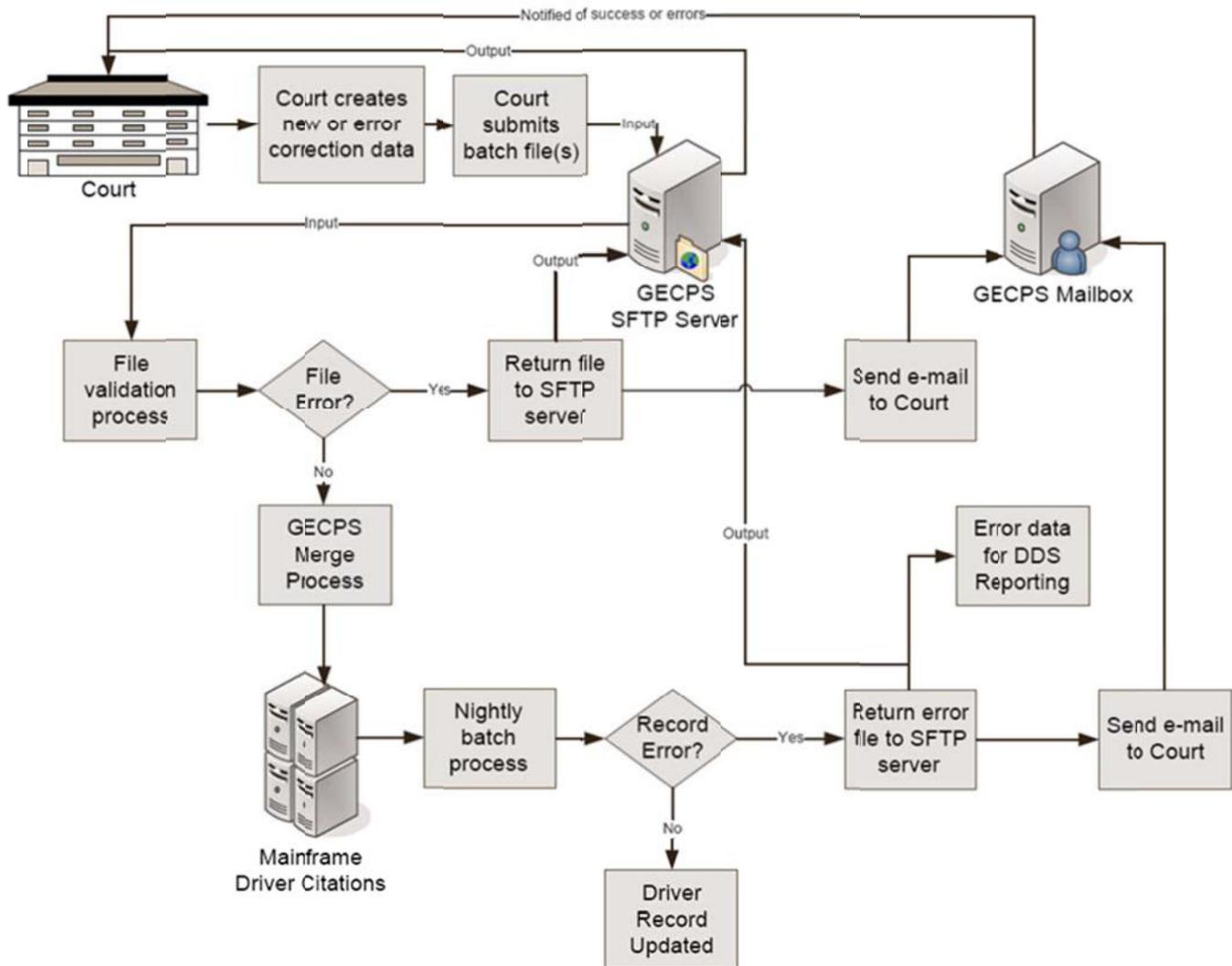
### 4.2.5 FTA Release Process Flowchart (described in Section 4.2.3)



The technical specifications for using the secure file transfer protocol to transmit batch files to DDS are addressed in this section.

## 5.1 SFTP Process Diagram

This is a diagram of how the GECPS process flows.



## 5.2 SFTP Process Flow

The following steps describe an overview of how records are sent, received, and processed by GECPS.

- After the registration process is completed, the Court will have access to a SFTP directory created and named using the assigned National Crime Information Center agency code (NCIC). Three sub-directories will also be created under the NCIC folder called “Input”, “Output” and “Misc.”
- The “Input” sub-directory is where the Court will upload files TO DDS. The “Output” sub-directory is where DDS will send error files back to the court. The “Misc.” sub-directory will only be used on occasion for special reports.

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**Note: Please do not maintain any other data in any of these folders. These folders are for GECPS batch processing only. Please create a backup of files located in Input Directory. This should not be used to store your batch history. DDS will delete files on a regular basis.**

---

- DDS will collect the files from all the “Input” sub-directories nightly and begin the initial edit validations (header, footer, record layouts, etc.). If a file sent by a court is found to have formatting errors or has an incomplete transmission, the entire file will be rejected and immediately sent to the “Output” sub-directory. Directories will not be available to Courts between 11pm and 8am EST. **(Monday through Friday, files are picked up at 6:00pm. Any changes to your file can be done prior to and up to this time. Saturday through Sunday, files will not be picked up nor will any other processes run. On State holidays, none of the files in the output folder will be processed. Processing will resume the next day following the holiday).**
- DDS will merge all valid NCIC files into a single file to be sent to the GECPS mainframe application. No sorting will be done within a file so a court’s records will be processed in the order received. If two or more files are found in a single NCIC “Input” sub-directory, the files will be processed by batch number order.
- After nightly processing is completed, GECPS will send a single merged file back to the SFTP server. This merged file will contain all errors found after GECPS processing. The SFTP server will split the merged file and populate the appropriate NCIC “Output” sub-directory.

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**Note: All error files must be purged from the Output Folder daily**

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### 5.3 SFTP Encryption Specifications

The following information defines the specifications needed in order to transmit to the DDS SFTP Server.

Hostname:	sftp.dds.ga.gov
Port:	22

SFTP Requirement Specifications are obtained by the Primary Court Contact once registered with GECPS. It is the courts' responsibility to pass the specifications to their software vendor or in-house programmer.

Once a court has registered and is provided with the login information, testing can begin once the vendor or programmer has implemented the necessary file layout requirements. For security reasons, login information will *only* be provided to the Primary Court Contact by DDS.

If the court encounters connectivity issues and the court's technical contact concludes DDS's assistance is required, a request will need to be submitted via e-mail to [GECPS@dds.ga.gov](mailto:GECPS@dds.ga.gov). The issue will be researched by the IT Infrastructure team in order to continue transmitting electronically if the fix is on DDS's side.

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#### Possible Software Solutions:

**There are many software vendors that provide SFTP software capable of successfully transmitting as prescribed. DDS uses VanDyke SecureFx client to support SFTP transmissions. DDS does not require that the courts also use VanDyke software. However, due to program variations, DDS will be able to offer very little user support for other SFTP clients. Regardless of which program the court uses, it should be kept current with patches, updates, and security fixes. Please check with these companies for either a *manual* and *automated* transmission solution. There are some vendors that provide *FREE* software. Many vendors will give out evaluation versions.**

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VanDyke SecureFx client - ([www.vandyke.com](http://www.vandyke.com))

DDS uses VanDyke's manual process. The IDE (Integrated Development Environment) allows for smooth integration with other applications for manual processes. It also has easy session settings for connection. The automated process has command line options to get and PUT files.

## 6 Data Element Specifications

This section includes a definition of and validation edits for each data element. Some of the data elements are optional and not required for reporting. Failure to pass all the validation edits will result in a record being returned in error to the court. All errors require corrections and resubmission to DDS. DDS will process records and store information on various database tables that reside on the GTA mainframe.

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**All record types (header, detail, and trailer) are in a fixed 550-byte format. Each record should be followed by a carriage return/linefeed (CR/LF) delimiter. All files should also end with an end of file (EOF) delimiter. Put an “X” in the 550th position of EACH record and record type.**

---

### 6.1 File Naming Conventions

#### 6.1.1 Input Sub-directory Naming Convention

Files being sent to DDS via the Input sub-directory must be named “StateCodeNCIC\_BatchNumber.txt” (e.g. GA123456J\_0000000001.txt).

The batch number must have uniquely defined number (generated by the court) **AND** must be **ten (10)** positions long (e.g. 0000000001). **Use leading zeroes, if necessary, to pad the batch number the required ten (10) positions.**

This will allow the court the option of transmitting multiple files in a single day if necessary. If multiple files are sent on any given day, each file must have a unique batch number. For every batch number an error file will be generated. If a batch number is used more than once, one error file will be generated containing errors for each batch separated by with a header and footer for each time the file with the batch number was transmitted.

#### 6.1.2 Output Sub-directory Naming Convention

If DDS rejects an entire file from a court (no records are processed) or if DDS processed a file and found errors, then these files will be sent back to the court for correction. The file in a court’s Output sub- directory will be named “StateCodeNCIC\_BatchNumber\_err.txt” (e.g. GA123456J\_0000000001\_err.txt).

When returning these files after correction, the “\_ERR” portion should be removed before retransmitting to the SFTP sub-directory (e.g. GA123456J\_0000000001\_err.txt should be corrected and renamed to GA123456J\_0000000001.txt).

## 6.2 Header Record Requirements (550-Byte Record)

All fields are left justified and space filled unless specified otherwise.

FIELD POSITION	FIELD NAME	BYTES	FIELD COMMENTS:
1	Record Header	5	Value must be "Start"
6	Transaction Mode	1	T = Test P = Production
7	Record Header ID	9	Court State Code + NCIC Number (e.g. GA123456J)
16	Batch Number	10	Court Generated numeric number
26	E-mail-Notification-1	50	Court provided e-mail address for notification/correspondence purposes
76	E-mail-Notification-2	50	Court provided e-mail address for notification/correspondence purposes
126	E-mail-Notification-3	50	Court provided e-mail address for notification/correspondence purposes
176	Filler	374	For DDS usage only. Should be left blank.
550	End of Header Record	1	<b>Value should be "X".</b>

- **Field Position 1 – Record Header** can be populated with "START" in upper or lower case letters. The entire file will be rejected if the Header Record is populated incorrectly.
- **Field Position 6 – Transaction Mode** is used to identify the type of transmission. Initially, the court will have to go through a testing of transmission processes. "T" for test will allow for this testing. Once testing has been complete, "P" should be used to submit transactions for live production processing. If populated incorrectly or left blank, the file will be returned in error. Transaction mode, "P", will error out if DDS has NOT approved a court for production processing.
- **Field Position 7 – Record Header ID** is used to identify which Court is sending the file. The "NCIC" code includes the state code (GA) and the 7-digit unique identifier used to represent the owner of the data being sent to DDS. The NCIC code is also used to send errors and statistical summary reports back to a court. If the NCIC code is **not** in the header, the entire file **will be rejected**. The batch number **MUST** be 10 characters long. If the batch number assigned is not 10 positions long, include leading zeroes in order to adhere to format.

### 6.3 Data Record Requirements

All fields are left justified and space filled unless specified otherwise.

#### 6.3.1 Conviction Record Requirements (550-Byte Record)

Each conviction record must follow this detailed format. All fields are left justified and space filled unless specified otherwise.

Conviction Record Requirements				
FIELD POSITION	FIELD NAME	Required?	BYTES	FIELD COMMENTS:
1	Transaction Code	YES	2	CN = Conviction New, CC=Corrected Conviction, CE= Citation Error. When CE, record is being returned to Court.
3	Filler	N/A	18	Leave Blank
21	Court Case Number	YES	15	Number used by court to identify and/or track their copy of the citation.
36	Issuing Agency's NCIC state code.	YES	2	National Standard State Code for the Law enforcement Agency that <b>ISSUED/WROTE</b> the citation – 1 <sup>st</sup> 2 characters of NCIC code. e.g. 'GA'.
38	Issuing Agency's NCIC Number	YES	7	NCIC number on the citation. This is the National standard state code for the Law enforcement Agency that <b>ISSUED/WROTE</b> the citation. Example for the Georgia State Patrol would be 'GSP3600'.
45	Citation Number	YES	11	Preprinted number at the top right of the citation – Right Justify Zero fill (example: 00001254877).
56	Violation Date	YES	8	Format: CCYYMMDD (ex. 20031225 = December 25, 2003)
64	<b>Violation County Code</b>	YES	3	County Code where the violation occurred. Zero-filled, right justified
67	GA or State Code for Driver License	YES	2	'GA' or state abbreviation for out-of-state drivers

**Conviction Record Requirements**

FIELD POSITION	FIELD NAME	Required?	BYTES	FIELD COMMENTS:
69	Driver's License number	YES	25	Left justify with proceeding space fill (Example: '12345789_____'). Required if available otherwise format SPACES.
94	Name	YES	175	<p><b>Format:</b> Last, First, Middle, Suffix</p> <p>Note: There is a comma between Last, First, Middle, and Suffix. (Example: <b>Doe,John,Billy,III</b>).</p> <p>Valid Suffix codes are:</p> <p>JR, SR, II, III, IV, V, VI, VII, VIII, IX, 1ST, 2ND, 3RD, 4TH, 5TH, 6TH, 7TH, 8TH, 9TH</p> <p>No spaces unless part of the name. Name cannot begin with a Hyphen or Accent mark. Name cannot end with a Hyphen.</p>
269	Address	YES	40	Address required.
309	City	YES	15	City is required.
324	State	YES	2	State is required.
326	Zip	YES	9	Zero fill or Left justify Zip required (examples: 303031234, 303030000) no hyphen.
335	Filler	N/A	3	Reserved for future use.
338	Date of Birth	YES	8	CCYYMMDD
346	<b>GENDER</b>	YES	1	M = Male or F = Female (must NOT be blank)

Conviction Record Requirements				
FIELD POSITION	FIELD NAME	Required?	BYTES	FIELD COMMENTS:
347	Accident Code	YES	1	To indicate the violation involved an accident, where:  Y = Accident; N = No
348	Actual Speed	*See Field Comments	3	Right justified and leading zeroes fill.  (For Violation Codes 40-6-160, 40-6-181, or 40-6-188) For all other Violation codes must be <i>zero-filled</i> .
351	Speed Limit	*See Field Comments	2	(For Violation Codes 40-6-160, 40-6-181, or 40-6-188) For all other Violation codes must be <i>zero-filled</i> .
353	Blood Alcohol Concentration	*See Field Comments	3	Used with DUI – right justify and zero fill. For example 185 for .185% BAC or 080 for .080% BAC. Required if person under 21 years old. Format zeros when not a DUI.
356	GA Reportable Violation Code	YES	12	Left-justify, space fill, no punctuation (i.e. dashes).
368	<b>Vehicle Tag</b>	NO	10	Left Justify, if available.
378	Commercial Vehicle	YES	1	Y = Yes, N = No
379	Commercial Driver Flag	YES  *See Field Comments	1	Commercial Licensed Driver? Y=Yes, N=No

Conviction Record Requirements				
FIELD POSITION	FIELD NAME	Required?	BYTES	FIELD COMMENTS:
380	Passenger Vehicle Flag	YES	1	Y = Yes or N = No;  Indicates that the violation vehicle was a commercial passenger vehicle designed to transport 16 or more passengers, including the driver, and requires a CDL to operate.  If "Y" and field 378 is "N" system will change field 378 to Y.
381	Hazardous Material	YES  *See Field Comments	1	If Commercial Vehicle is Y, then this field is required. Was the vehicle transporting HAZMAT in quantities requiring a placard?  Y = Yes or N = No  If "Y" and field 378 is "N" system will change field 378 to Y.
382	Disposition Date	YES	8	Disposition Date: CCYYMMDD.  Must not be less than VIOLATION DATE. (ex. 20031225 = December 25, 2003)
390	Disposition Code	YES	1	Outcome of court decision, where;  1 = Convicted, 2 = Bond Forfeiture, 3 = Plead Guilty, 4 = NOLO
391	Court Points Avoidance Indicator	YES	1	Y = Yes      N = No  Zero Points Court Order Issued per O.C.G.A. 40-5-57(c)(1)(c). Can only be granted one time to a particular driver every 5 years.  No points assessed due to driver's completion of improvement course(s).  Do not send certificate to DDS.

**Conviction Record Requirements**

FIELD POSITION	FIELD NAME	Required?	BYTES	FIELD COMMENTS:
392	Court Ordered Suspension/Revocation	*See Field Comments	1	<p>Court Ordered Suspension/Revocation indicator where:                      0 = No <u>Additional</u> Suspension / Revocation                      1 = Court Ordered Suspension                      2 = Court Revocation</p> <p>Zero fill this field unless the court is adding an additional court imposed suspension to the one automatically generated by DDS</p> <p>Court Ordered Suspensions cannot exceed duration of probation; if ordered by a juvenile court, cannot go past 18<sup>th</sup> birthday.</p> <p>For a court ordered suspension there <u>must</u> be a corresponding suspension length (pos 393-398). All Mandatory citations will generate a state level suspension.</p>
393	Court Ordered Suspension Expiration Years	*See Field Comments	1	<p>Required if Court Ordered Suspension/Revocation Flag set to: 1 or 2. Court ordered suspension expiration years or zero fill.</p>
394	Court Ordered Suspension Expiration Months	*See Field Comments	2	<p>Required if Court Ordered Suspension/Revocation Flag set to: 1 or 2. Court ordered suspension expiration months or zero fill.</p>
396	Court Ordered Suspension Expiration Days	*See Field Comments	3	<p>Required if Court Ordered Suspension/Revocation Flag set to: 1 or 2. Court ordered suspension expiration days or zero fill.</p>

Conviction Record Requirements				
FIELD POSITION	FIELD NAME	Required?	BYTES	FIELD COMMENTS:
399	License Disposition Code.	<b>YES</b>	1	Is actual license being mailed to DDS by the court?  Y = License mailed to DDS  N = Not mailed to DDS.  L = Lost License Affidavit.
400	<b>Filler</b>	N/A	11	For DDS Usage only.
411	Driver's License Class	*See Field Comments	2	Class of License  * Required when License Disposition Code = 'Y'.
413	Driver's License Issue Date	*See Field Comments	8	Format: CCYYMMDD  Use EXAM DATE printed on the license.  * Required when License Disposition Code = 'Y'.  (ex. 20031225 = December 25, 2003)
421	Court Service Indicator	YES	1	0 = None  1 = Habitual Violator  2 = Suspension/Revocation  9 = Unknown  This code comes from DPS-1190, official notice of Suspension and service by court.
422	Interlock Code	YES	1	Valid codes:  'Y' = Yes: Interlock ordered, 'N' = No Order
423	Total Citation Fine Amount	YES	10	Right justified zero fill. For cents, include decimal point and 2 positions for cents. (ex. 0125.00) Include all add-on charges in this amount.

Conviction Record Requirements				
FIELD POSITION	FIELD NAME	Required?	BYTES	FIELD COMMENTS:
433	<b>Error – 1</b>	N/A	4	<b>Error code generated by DDS on CE, FE, and WE.</b>
437	<b>Error – 2</b>	N/A	4	<b>Error code generated by DDS on CE, FE, and WE.</b>
441	<b>Error – 3</b>	N/A	4	<b>Error code generated by DDS on CE, FE, and WE.</b>
445	Filler	N/A	33	DDS use only
478	Fatal Accident Flag	YES	1	Y = Yes, N = No
479	Injury Flag	YES	1	Y = Yes, N = No
480	Two-Lane Road or Highway	YES	1	Required field if reporting any of the following: 40-6-160, 40-6-181 and 40-6-188. If other legal code, value should default to “N”.
481	Filler	N/A	8	Space reserved.
489	Tracking Number	No	13	Starting October 22, 2012, value assigned by DDS if the record is returned in error. The court should return this assigned value in the corrected record to ensure the outstanding error is cleared by DDS’s tracking system. Example value 2012090700001.
502	Filler	N/A	38	Space for future fields
540	<b>Batch Number</b>	N/A	10	Loaded by DDS from the header record from the court.
550	End of Record Marker	<b>YES</b>	<b>1</b>	<b>Field will have an “X”.</b>

### 6.3.2 FTA Record Requirements (550-Byte Record)

All fields are left justified and space filled unless specified otherwise.

FTA Record Requirements				
FIELD POSITION	FIELD NAME	Required?	BYTES	FIELD COMMENTS:
1	Transaction Code	YES	2	FN = FTA New, FC= FTA Change, FE= FTA Error When FE, record is being returned to Court
3	Filler	N/A	18	Leave Blank
21	Court Case Number	NO	15	Number used by court to identify and/or track their copy of the citation.  Required if Citation Number is spaces.
36	Issuing Agency's NCIC state code.	YES	2	National standard state code for the Law enforcement Agency that <b>ISSUED/WROTE</b> the citation – 1 <sup>st</sup> 2 characters of NCIC code. e.g. 'GA'
38	Issuing Agency's NCIC Number	YES	7	NCIC number on the citation. This is the National standard state code for the Law enforcement Agency that <b>ISSUED/WROTE</b> the citation.  Example for the Georgia State Patrol would be 'GSP3600'.
45	Citation Number	NO	11	Preprinted number at the top right of the citation – Right Justify Zero fill (example: 00001254877)  Required if Case Number is Spaces.
56	Violation Date	YES	8	Format: CCYYMMDD
64	<b>Violation County Code</b>	YES	3	County Code where the violation occurred (see appendix).
67	GA or State Code for Driver License	YES	2	Abbreviation of the State Issuing the Driver's License (see appendix)

FTA Record Requirements				
FIELD POSITION	FIELD NAME	Required?	BYTES	FIELD COMMENTS:
69	Driver's License number	YES	25	Left justify with proceeding space fill (Example: '12345789_____'). Required if available otherwise format SPACES.
94	Name	YES	175	<b>Format:</b> Last, First, Middle, Suffix  Note: There is a comma between Last, First, Middle, and Suffix. (Example: <b>Doe,John,Billy,III</b> ).  Valid Suffix codes are:  JR, SR, II, III, IV, V, VI, VII, VIII, IX, 1ST, 2ND, 3RD, 4TH, 5TH, 6TH, 7TH, 8TH, 9TH  No spaces unless part of the name. Name cannot begin with a Hyphen or Accent mark. Name cannot end with a Hyphen.
269	Address	YES	40	Address required.
309	City	YES	15	City is required.
324	State	YES	2	State is required.
326	Zip	YES	9	Zero fill or Left justify Zip required (examples: 303031234, 303030000) no hyphen.
335	Filler	N/A	3	Reserved for future use.
338	Date of Birth	YES	8	CCYYMMDD
346	<b>GENDER</b>	YES	1	M or F ( <b>must NOT be blank</b> )
347	Filler	N/A	9	Leave Blank

FTA Record Requirements				
FIELD POSITION	FIELD NAME	Required?	BYTES	FIELD COMMENTS:
356	GA Reportable Violation Code	YES	12	Left justify, space fill, omit punctuation, i.e. dashes. (Note: On the actual physical document the field is called "SECTION VIOLATED").
368	Vehicle Tag	YES	10	Left Justify, if available.
378	Commercial Vehicle	YES	1	Y = Yes or N = No
379	Commercial Licensed Driver Flag	YES	1	Y = Yes or N = No
380	Filler	N/A	1	Leave Blank
381	Hazardous Material	YES	1	Y = Yes or N = No
382	Filler	N/A	41	Leave Blank
423	Total Citation Fine Amount	YES	10	Right justified zero fill. For cents, include decimal point and 2 positions for cents. Include all add-on charges in this amount.
<b>433</b>	<b>Error Code – 1</b>	<b>N/A</b>	<b>4</b>	<b>Error code generated by DDS on CE, FE, and WE.</b>
<b>437</b>	<b>Error Code – 2</b>	<b>N/A</b>	<b>4</b>	<b>Error code generated by DDS on CE, FE, and WE.</b>
<b>441</b>	<b>Error Code – 3</b>	<b>N/A</b>	<b>4</b>	<b>Error code generated by DDS on CE, FE, and WE.</b>
445	Filler	N/A	36	Leave Blank
481	<b>Trial Date</b>	Yes	8	CCYYMMDD Date when driver failed to appear in court. Required starting July 1, 2012.
<b>489</b>	<b>Tracking Number</b>	<b>No</b>	<b>13</b>	<b>Starting October 22, 2012, Value assigned by DDS if the record is returned in error. The court should return this assigned value in the corrected record to ensure the outstanding error is cleared by DDS's tracking system. Example value 2012090700001.</b>
502	<b>Filler</b>	N/A	38	Leave Blank

540	<b>Batch Number</b>	N/A	10	Loaded by DDS from the header record from the court.
<b>550</b>	End of Record Marker	<b>YES</b>	<b>1</b>	<b>Field will have an X.</b>

### 6.3.3 FTA Withdrawal (FTA Release) Record Requirements (550-Byte Record)

All fields are left justified and space filled unless specified otherwise.

FTA Withdrawal Record Requirements				
FIELD POSITION	FIELD NAME	Required?	BYTES	FIELD COMMENTS:
1	Transaction Code	YES	2	WN = Withdrawal New, WC= Withdrawal Change, WE= Withdrawal Error. When WE, record is being returned to Court
3	Filler	N/A	18	Leave Blank
21	Court Case Number	YES	15	Number used by court to identify and/or track their copy of the citation.
36	Issuing Agency's NCIC state code.	YES	2	National standard state code for the Law enforcement Agency that <b>ISSUED/WROTE</b> the citation – 1 <sup>st</sup> 2 characters of NCIC code. e.g. 'GA'
38	Issuing Agency's NCIC Number	YES	7	NCIC number on the citation. This is the National standard state code for the Law enforcement Agency that <b>ISSUED/WROTE</b> the citation.  Example for the Georgia State Patrol would be 'GSP3600'.
45	Citation Number	YES	11	Preprinted number at the top right of the citation – Right Justify Zero fill (example: 00001254877)
56	Violation Date	YES	8	Format: CCYYMMDD
64	<b>Violation County Code</b>	YES	3	County Code where the violation occurred.
67	GA or State Code for Driver License	YES	2	'GA' or state abbreviation for out-of-state drivers (e.g. FL = Florida, AL= Alabama, CA = California).

**FTA Withdrawal Record Requirements**

<b>FIELD POSITION</b>	<b>FIELD NAME</b>	<b>Required?</b>	<b>BYTES</b>	<b>FIELD COMMENTS:</b>
69	Driver's License number	YES	25	Left justify with proceeding space fill (Example: '12345789_____'). Required if available otherwise format SPACES.
94	Name	YES	175	<b>Format:</b> Last, First, Middle, Suffix  Note: There is a comma between Last, First, Middle, and Suffix. (Example: <b>Doe,John,Billy,III</b> ).  Valid Suffix codes are:  One of the following:  JR, SR, II, III, IV, V, VI, VII, VIII, IX, 1ST, 2ND, 3RD, 4TH, 5TH, 6TH, 7TH, 8TH, 9TH  No spaces unless part of the name. Name cannot begin with a Hyphen or Accent mark. Name cannot end with a Hyphen.
269	Address	YES	40	Address required.
309	City	YES	15	City is required.
324	State	YES	2	State is required.
326	Zip	YES	9	Zero fill or Left justify Zip required (examples: 303031234, 303030000) no hyphen.
335	Filler	N/A	3	Reserved for future use.
338	Date of Birth	YES	8	CCYYMMDD
346	<b>GENDER</b>	YES	1	M or F ( <b>must NOT be blank</b> )

FTA Withdrawal Record Requirements

FIELD POSITION	FIELD NAME	Required?	BYTES	FIELD COMMENTS:
347	Filler	N/A	9	Leave Blank
356	GA Reportable Violation Code	YES	12	Left justify, space fill, omit punctuation, i.e. dashes. (Note: On the actual physical document the field is called "SECTION VIOLATED").
368	Vehicle Tag	YES	10	Left Justify, if available.
378	Filler	N/A	4	Leave Blank
382	Disposition Date  (also known as the clearance date)	YES	8	CCYYMMDD. <a href="#">Date when driver is released from the FTA.</a>
<b>390</b>	<b>Filler</b>	N/A	33	Leave Blank
423	Total Citation Fine Amount	YES	10	Right justified zero fill. For cents, include decimal point and 2 positions for cents. Include all add-on charges in this amount.
<b>433</b>	<b>Error Code – 1</b>	N/A	<b>4</b>	<b>Error code generated by DDS on CE, FE, and WE.</b>
<b>437</b>	<b>Error Code – 2</b>	N/A	<b>4</b>	<b>Error code generated by DDS on CE, FE, and WE.</b>
<b>441</b>	<b>Error Code – 3</b>	N/A	<b>4</b>	<b>Error code generated by DDS on CE, FE, and WE.</b>
445	Filler	N/A	36	Leave Blank
481	<b>Trial Date</b>	Yes	8	CCYYMMDD. Date when driver failed to appear in court. Required starting July 1, 2012.
<b>489</b>	<b>Tracking Number</b>	<b>No</b>	<b>13</b>	<b>Starting October 22, 2012, Value assigned by DDS if the record is returned in error. The court should return this assigned value in the corrected record to ensure the outstanding error is cleared by DDS's tracking system. Example value 2012090700001.</b>
502	<b>Filler</b>	N/A	38	Leave Blank

540	<b>Batch Number</b>	N/A	10	Loaded by DDS from the header record from the court.
<b>550</b>	End of Record Marker	<b>YES</b>	<b>1</b>	<b>Field will have an X.</b>

## 6.4 Footer Record Requirements (550-Byte Record)

All fields are left justified and space filled unless specified otherwise.

FIELD POSITION	FIELD NAME	BYTES	FIELD COMMENTS:
1	Record Footer	5	Value must be "Stop " (the word stop, then a single space)
6	Record Footer ID	9	Court State Code + NCIC Number (e.g. GA123456J)
15	Number of Records Sent to DDS	7	Required: Number of records sent by the courts in the upload file. Do not include the header and footer records in this count.
22	Submission Date	8	DDS Generated
30	Number of records received	7	DDS Generated
37	Number of records processed	7	DDS Generated. This field will define number of records processed.
44	Filler	7	Reserved for future use.
51	Number of NON-MATCHING records held by DDS.	7	DDS Generated on an error file to be sent to the court. This field is the number of records processed successfully BUT not found in the driver's license database.
58	Error Code	2	DDS Generated. This field is populated when FTP errors occurred and DDS will send the ENTIRE file back to the court and will NOT be processed.
60	Number of Duplicate CITATIONS	7	DDS Generated. This field will define the number of duplicate citations.
67	Number of DROPPED Citations	7	DDS Generated. This field will define the number of citations that match the defined list of Georgia Violation Codes that DDS accepts.
74	Total Error Records	7	Number of error records returned from the mainframe.
81	Filler	469	Reserved for future use.

FIELD POSITION	FIELD NAME	BYTES	FIELD COMMENTS:
550	End of Footer Record	1	Value should be an "X".

- **Field Position 1** – Record Footer is used for naming the last record in the file. This first field of this record must always be populated with “STOP” in upper case or lower letters. The entire file will be rejected if the Record Footer is populated incorrectly. The “STOP” should have a space (blank) afterwards (e.g. “STOP\_” underscore indicates blank space.).
- **Field Position 6** – Record Footer ID is another verification to identify which court is sending the file. If the state code and NCIC are not in the footer record or if they do not match the state code and NCIC in the header, the entire file will be rejected.
- **Field Position 15 – Number of Records Sent** is the total number of records sent by a court in the file. It is used to verify that all records were processed from the input file. The count should not include the header or footer record. If the number of detail records (UTCs + FTAs, + FTA Withdrawals) does NOT match the number in this field, the entire file will be rejected.
- **Field Position 22– Submission Date** is a field that will be populated by DDS indicating the date as to when the file was received.
- **Field Position 30 – Number of Records Received** is a field that will be populated by DDS indicating the number of records received in a file. This number must match the number provided in field position 15. During the error return process, the **Number of Error Records Returned** will be generated by DDS and included in the file being returned to the court.
- **Number of Records Matched** is the field that will be populated by DDS indicating the number of records that were successfully processed and matched to an existing record in GECPS. This information will be provided in the e-mail confirmation to the court confirming the processing of the data.
- **Field Position 58 – Error Code** is the field that will be populated by DDS indicating an initial edit error that caused an entire file to be rejected. The initial edit sequence will be checked by invalid NCIC, invalid header/footer record, record count error, and transaction mode error in that order. See section [7.4.2 Transmission Problems E-mail](#) for sample e-mail the court will receive.
- **Field Position 550 – End of Footer Record Marker must have the value “X”.**

## 7 GECPS TESTING

### 7.1 Process and Procedures

This testing section applies to all Courts desiring to submit conviction information electronically to DDS.

An e-mail should be received from [GECPS@dds.ga.gov](mailto:GECPS@dds.ga.gov) to confirm the court is approved for testing. In addition to meeting record requirements described in Section 6.3, the following 3 requirements must occur in order to be approved for production: (*Note: Testing should only last a 2-wk period if there are no software/vendor issues*).

To make GECPS Testing effortless, only a very few records, as little as 5, is recommended to include per batch transmitted. Due to some software vendors' limitations controlling the number of records sent *per batch*, DDS will process no more than 100 records *per court* on a daily basis. This will be reflected in the Process Summary and will only affect test files. Any files in addition to the first 100 that are processed will be deleted, but will not appear as errors.

#### 7.1.1 Requirement 1: Transmit

- (1) A court must successfully transmit **THREE** test files that contain no structural errors. Items to be tested include: adherence to file naming standards, record lengths, and header/footer formats. This would prove that the court has the ability to set up files and transmit to DDS via SFTP accurately.
- (2) Each of the three test files must contain at least **THREE** records. Each transaction type CN, FN, and WN must be included at some point within one of the three.
- (3) Testing FTA and FTA Release (a.k.a. FTA Withdrawal or FTA Negate)
  - a. To ensure processing of FTAs and FTA Releases, it is required to send FTA Releases **SUBSEQUENT** to a corresponding FTA suspension record.

Two scenarios to meet this requirement:

- Transmit a batch with all three transaction types.
- Transmit 3 batches, one for each type of transaction. Note: Failure to Appear Withdrawals cannot be submitted the same day for the Failure to Appear (FTA) it is referring to. The FTA needs to be processed in order for it to be located for the FTA Withdrawal to occur.

The first e-mail will generate to confirm if it was or was *not* successfully processed. This e-mail will be received the next day with the following subject line if submitted **before 6:00 PM.**:

- “**GA (court NCIC#) SFTP Successful**” – Transmission was received and processed, but not necessarily meaning there are no **RECORD** errors.
- “**GA (court NCIC#) SFTP Successful with Problems**” – Transmission was received and **NOT** processed due to **FILE** errors. The error code will list why it could not be processed within the footer of the error file and the body of the e-mail.

The Error Notification (see Appendix 7.4.4) and the Process Summary (see Appendix 7.4.3) Notification will be received together the day after the SFTP Successful e-mail is received. They will not generate if the batch was not able to be processed, which is identified with a SFTP Successful with Problems e-mail. The Error Notification will only generate if errors were found (details below).

Once a batch is transmitted without any FILE errors (refer to Section 8.1), courts in testing will receive a total of 2 e-mails from [GECPS@dds.ga.gov](mailto:GECPS@dds.ga.gov) for each batch if no RECORD errors exist.

#### NO RECORD ERRORS

- SFTP Successful (1<sup>st</sup> day after transmitted)
- Process Summary (2<sup>nd</sup> day after transmitted)

If RECORD errors exist (refer to Section 8.2) a total of 3 e-mails will be received with the following subject lines:

#### WITH RECORD ERRORS

- SFTP Successful (1<sup>st</sup> day after transmitted)
- Process Summary (2<sup>nd</sup> day after transmitted)
- Error Notification >>>>>[\*\*\*\*\*URGENT\*\*\*\*\*] (2nd day after transmitted)

### 7.1.2 Requirement 2: Corrections

If DDS sends a record back to the courts for correction, it will have the transaction code of CE, FE, or WE in the transaction code. Additionally, the batch number from the original batch will reside in the error file being sent back to the courts.

Any record that is returned to the court by DDS due to error must be retransmitted with the appropriate corrections, as identified by the error code(s). The returned record must contain the proper correction transaction code (e.g. CC, FC, or WC).

### 7.1.3 Requirement 3: Errors test

If no errors are generated from the three required files, then there is nothing for the court to correct. For this reason DDS advises that each court testing intentionally send at least one record with a known error (e.g. missing license state code, invalid violation code, etc.). This will ensure that the court has an accurate method for record correction.

After the testing requirements have been met you will need to e-mail DDS at [GECPS@dds.ga.gov](mailto:GECPS@dds.ga.gov), requesting an approval for production. All test files will be reviewed and coaching will be given if necessary. Production mode is confirmed once an e-mail is received with the effective date from DDS.

## **7.2 Testing Signoff Checklist Form**

The GECPS Testing Signoff Checklist can be found at  
[https://online.dds.ga.gov/citationreporting/files/GECPS\\_Testing\\_Checkoff\\_List.pdf](https://online.dds.ga.gov/citationreporting/files/GECPS_Testing_Checkoff_List.pdf)

## **7.3 Testing via SFTP**

To test via SFTP, a court needs to ensure that the Transaction Mode indicator in a file's header record is marked "T" for test. All Courts transmitting via SFTP will be required to obtain written approval from DDS before transmitting their initial batch into Production Mode. Courts desiring to send test files after their initial batch will be allowed to do so by indicating such in the header record. The test system will be similar to an actual production transmission.

During the testing phase, when transmission methods, data formats, and error processes are being validated, contact GECPS support at the following e-mail address if there are questions. Please include pertinent information in the subject line of the e-mail. The e-mail should include a contact person, telephone, and a detailed description of the problem(s) you have encountered or a specific question(s). GECPS support will contact you to work with you based on the nature of the problem(s).

E-mail questions or inquiries to: [GECPS\\_TESTING@dds.ga.gov](mailto:GECPS_TESTING@dds.ga.gov)

## 7.4 E-mail Notification Examples

This section of the Appendix shows sample e-mail notifications that the Court may receive from DDS during testing of GECPS.

### 7.4.1 SFTP Transmission Successful E-mail

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**Note:** All e-mails can have the MODE of **“TEST”** or **“PRODUCTION”**. The Court’s NCIC will be a part of the subject line of all GECPS-generated e-mails.

---

-----Original Message-----

**From:** GECPS@dds.ga.gov

**Sent:** Thursday, January 29, 2004 11:49 AM

**To:** [CourtClerk@TestCourt.com](mailto:CourtClerk@TestCourt.com), [DataEntryManager@TestCourt.com](mailto:DataEntryManager@TestCourt.com), [IT\\_Manager@TestCourt.com](mailto:IT_Manager@TestCourt.com)

**Subject:** GA123456J SFTP Successful

NCIC: GA123456J

Batch Number:1234567890

Date Submitted: 01/15/2004

Mode: TEST

Your transmission was successfully received.

Records Sent: 150Records

Received: 150

Contact [GECPS@dds.ga.gov](mailto:GECPS@dds.ga.gov) for any questions

## 7.4.2 Transmission Problems E-mail (File Error exists)

-----Original Message-----

**From:** [GECPS@dds.ga.gov](mailto:GECPS@dds.ga.gov)

**Sent:** Thursday, January 29, 2004 11:49 AM

**To:** [courtclerk@testcourt.com](mailto:courtclerk@testcourt.com), [dataentrymanager@testcourt.com](mailto:dataentrymanager@testcourt.com), [itmanager@testcourt.com](mailto:itmanager@testcourt.com)

**CC:** [GECPS@dds.ga.gov](mailto:GECPS@dds.ga.gov)

**Subject:** GA123456J SFTP Successful with Problems

NCIC: GA123456J Batch

Number: 1234567890

Date Submitted: 01/15/2004

Mode: PRODUCTION

### ***Error Code: 01***

Your transmission was received. There WERE problems with your transmission... Check your OUTPUT Directory. This file will NOT be processed. Correct and resend.

Records Sent: 150

Records Received: 115

Contact [GECPS@dds.ga.gov](mailto:GECPS@dds.ga.gov) for any questions.

### 7.4.3 Process Detail E-mail

-----Original Message-----

**From:** GECPS@dds.ga.gov

**Sent:** Thursday, January 31, 2008 11:06 PM

**To:** [Email1@TestCourt.com](mailto:Email1@TestCourt.com), [Email2@TestCourt.com](mailto:Email2@TestCourt.com),  
[Email3@TestCourt.com](mailto:Email3@TestCourt.com)

**Subject:** GA123456J PROCESS SUMMARY NCIC:

GA123456J

Date Processed: 01/31/2008

Mode: TEST

Process Summary for Batch Number 0000000001

Records Sent: 150

Records Received: 150

Processed Records: 100

Held Records: 000

Duplicate Records: 000

Dropped Records: 000

RECORDS IN ERROR: 000

Contact GECPS@dds.ga.gov if you have any questions.

#### 7.4.4 Error Notification E-mail (Record error(s) exist)

-----Original Message-----

**From:** [GECPS@dds.ga.gov](mailto:GECPS@dds.ga.gov)

**Sent:** Thursday, January 31, 2004 05:50 AM

**To:** [CourtClerk@TestCourt.com](mailto:CourtClerk@TestCourt.com), [DataEntryManager@TestCourt.com](mailto:DataEntryManager@TestCourt.com),  
[3rdPartyVendor@TechieCompany.com](mailto:3rdPartyVendor@TechieCompany.com)

**CC:** [GECPS@dds.ga.gov](mailto:GECPS@dds.ga.gov)

**Subject:** GA123456J ERROR NOTIFICATION >>>>>[\*\*\*\*\*URGENT\*\*\*\*\*]

NCIC: GA123456J

Date Processed: 01/31/2004

Mode: PRODUCTION

Process Summary for Batch Number 1234567890

Records Sent: 150

Records Received: 150

Processed Records: 125

Held Records: 010

Duplicate Records: 005

Dropped Records: 005

RECORDS IN ERROR: 005 \*\*\*Pick up error records in the output directory\*\*\*

Contact [GECPS@dds.ga.gov](mailto:GECPS@dds.ga.gov) if you have any questions.

#### **Important Notice**

**During structured testing, courts must continue reporting dispositions to DDS in hard-copy format. Conviction and FTA data is only downloaded onto the driving history once a court has been approved for production.**

## 8 Error Codes and Definitions

This section includes definitions for the different types of error codes that may be seen.

### 8.1 File Error Codes

This section defines the error codes that will be used by DDS upon returning an **ENTIRE** file for court correction.

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**Note: If any transmitted files have formatting or positional errors in the e-mail address field(s), the entire file(s) will be processed by DDS but e-mails MAY or MAY NOT be sent out due to the e-mail address(es) not being correct. It is totally up to the court ensuring the e-mail addresses are accurate and positioned correctly in the header record. The file(s) will be processed by DDS but the “\_err” will not be added to the file name, file is in error. When this occurs, no e-mail notification can occur.**

---

Error Code	Error Description
01	Invalid Header AND/OR no “X” at the end of the record
02	Invalid Footer AND/OR no “X” at the end of the record
03	Invalid File Name
04	Invalid Record Length AND/OR no “X” at the end of the record
05	Invalid/Missing Batch Number
08	Trailer Record/Actual Detail Record Count Mismatch
09	Invalid NCIC State Code (disposing court)
10	Invalid NCIC Court Code (disposing court)
11	Not approved for PRODUCTION processing
13	SFTP Server Currently Unavailable (FOR DDS USAGE) Courts will not receive this error...

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**Note: If you ever have problems with connectivity to GECPS, please notify DDS immediately at [GECPS@dds.ga.gov](mailto:GECPS@dds.ga.gov).**

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## 8.2 Record Error Codes

This section defines error codes that will be used by DDS upon returning **INDIVIDUAL RECORDS** for court correction.

Current Error Codes	Current Error Description	Help
1003	Invalid Date – Violation Date, Disposition Date or Process Date	Make sure all dates are valid dates.
1007	Field must be numeric – Actual Speed, Speed Limit, Blood Alcohol, Court Suspension Years, Court Suspension Months, Fine Amount, or Court Suspension Days. If none, enter zeros	Make sure all of these fields are numeric. If no value exists then enter zeros.
1009	Duplicate or Citation already on File	If the citation number, court code, reportable violation code, violation date and disposition date is the same as a previously transmitted UTC, DDS considers this a duplicate.
1010	Future Date – Violation Date, Disposition Date, or Process Date	Make sure that none of the dates are greater than the date sent to DDS.
1118	Date of Birth is invalid	Make sure the date of birth is valid.
2003	State Code is invalid (may be and invalid or unrecognized foreign country code)	License state code is missing.
2002	Driver Not Found (Georgia Driver was assumed based on data sent to DDS)	Verify license number, name and date of birth. If data is correct, transmit again leaving the license number blank. If no license information was provided, leave the license number field blank and provide the same state code in the DL State code field as the address state code field.
2014	Gender Code is invalid	Value must be 'M' or 'F'.
2015	Last Name must be followed by comma	

Current Error Codes	Current Error Description	Help
2030	Needs Microfilm #	
2033	Missing License State	License State code cannot be spaces
2042	Multiple Drivers found on the DDS database	DDS found 2 History records matching the driver. The problem will be handled at DDS. No action needed by the court.
2043	Drop Citation – Citation not required by DDS	Only transmit codes from the GA Reportable Violation Codes List. Reference note in Section 1.4. No further action necessary by the court.
2044	Invalid ACD Code, Violation Code, Speed Limit or Actual Speed.	ACD Code, violation Code, Speed Limit or Actual Speed must be present.
2045	Check Date of Birth and all Information	
2046	Missing Violation Date	Violation Date must be present.
2048	Invalid or Missing Citation Number or Case Number	Record must have a Citation or Case number.
2049	Invalid Reportable Violation Code	Violation Code sent does not match any Violation Code on the DDS database.
2050	Controlled Substance Companion Citation already on file	Controlled substance charges disposed on same day are merged. Do not report more than one controlled substance violation if the violation date is the same for all. One will only be processed
2051	Invalid Accident Flag	Value must be 'Y' or 'N'.
2052	Actual Speed needs to be > 0 (for Violation Code 40-6-160, 40-6-181, or 40-6-188)	Double check Actual Speed.

Current Error Codes	Current Error Description	Help
2053	Speed Limit = 0 (for Violation Code 40-6-160, 40-6-181, or 40-6-188 )	Double check Speed Limit
2054	Speed Limit > Actual Speed (for Violation Code 40-6-160, 40-6-181, or 40-6-188)	Double check Speed Limit and Actual Limit.
2055	Speed Limit > 70 (for Violation Code 40-6-180, 40-6-181, or 40-6-188)	Double check Speed Limit.
2056	The blood alcohol level is required	The BAC must be provided for DUI convictions. If the driver refused, please provide "000" in the BAC Field.
2057	Invalid Commercial Vehicle Violation Flag	Value must be 'Y' or 'N'.
2058	Invalid Hazard Material Flag	Value must be 'Y' or 'N'.
2059	Invalid Issuing Agency	Must be a valid and complete number.
2060	Invalid License Disposition Code	Value must be 'Y', 'N', or 'L'
2062	Invalid Court Code	Court's NCIC code is not on the DDS database. Please contact DDS.
2063	Failed to locate the violation using the information provided.	Check the Violation code. Code may not be entered correctly
2064	Invalid Court Service Indicator	Must be '0', '1', '2', or '9'.
2066	Invalid Court Ordered Suspension Code	Must be '0', '1', or '2'.
2067	Invalid Court Disposition Code	Must be '1', '2', '3', '4,
2077	Court Suspension Expiration Months > 12 OR  Court Suspension Expiration Days > 363	Court suspension cannot exceed legal authority to place on probation; 12 months for misdemeanor

Current Error Codes	Current Error Description	Help
2078	Failed to locate a suspension rule using the information provided	Please contact DDS.
2079	Invalid Suspension Code	Pursuant to change in 40-5-75, effective 7/1/06, 16-13-72 is no longer a suspend able offense for a driver 16 years of age or older
2093	Missing Driver State (Address)	Address State code is required.
2094	Missing Driver Address	Address is required.
2095	Missing Driver City	Address City code is required.
2096	Missing Driver Zip Code	Address Postal Code is required.
2098	Invalid Court Ordered Suspension Code	Must be "0","1",or "2"
2133	Invalid Passenger Code	Value must be 'Y' or 'N'
2153	Missing Driver's License Class Flag when License Disposition Flag = 'Y' or 'L'	License class code is required if the License was surrendered to the court or if the license is lost.
2177	Missing/Invalid Driver's License Issue Date when License Disposition Flag = 'Y' or 'L'	License class code is required if the License was surrendered to the court or if the license is lost. Note: Make sure to use Issue Date not Expiration Date.
2188	Surrender Date cannot be less than Issue Date	This often happens when the court transmits the Expiration date in the Issue Date field.
2186	License not found when License Disposition Flag = 'Y' or 'L'	Conviction applied to history.  (We may not send this error back)
2197	FTA arrived after Citation	FTA is for a conviction already on history.
2195	Invalid Interlock Code (Must be 'Y' or 'N')	Value must be 'Y' or 'N'.

Current Error Codes	Current Error Description	Help
2196	Court Suspension Length specified but Court Suspension Code = 0	Check the court suspension code. The length of time is there but not the suspension code.
2223	Violation Code = 3-3-23 by itself is not a valid violation code; subsections must be included.	The correct Violation code to enter is 3-3-23A2C
2227	Suspension could not be found	FTA release was sent for an FTA that is not on the driver's history.
2232	Date of birth required	Must send a valid Date of Birth for the driver.
2278	Court Suspension Code Missing Court Suspension Expiration Fields > 0	When the Court Suspension Code is '1' or '2', one of the Expiration fields (Years, Months or Days) must be greater than zero.
2283	Driver does not hold valid permit	
2290	Missing GA Reportable Violation Code	Court must transmit a valid violation code.
2295	Actual speed > 200 (for Violation Code 40-6-181)	Actual Speed must be less than 200.
2296	Disposition Date is less than Violation Date	Disposition Date must be on or after the Violation Date.
2297	Speed Limit < 15 (for Violation Code 40-6-160, 40-6-181, or 40-6-188)	Do not report speeding violations if actual speed is 14 mph or less over the posted speed limit
2342	Invalid Commercial License Code	Value must be 'Y' or 'N'.
2346	Invalid Transaction Code	Transaction code must be 'CN', 'CC', 'FN', 'FC', 'WN' or 'WC'.
2395	Invalid Injury Code	Value must be 'Y' or 'N'
2399	Invalid Violation County Code	Refer to Section 11.6.2 for acceptable county codes
2456	Invalid Fatal Accident Code	Value must be 'Y' or 'N'.
2457	Injury Code is Invalid	Value must be 'Y' or 'N'

Current Error Codes	Current Error Description	Help
2458	Commercial Vehicle Is Required	Value must be 'Y' or 'N'
2459	Hazardous Material Code Required	Value must be 'Y' or 'N'
2461	Invalid Passenger Code	Must NOT be left blank, Enter "Y" or "N"
2462	No GA license restriction found: Disposition Dropped	Georgia driver history does not indicate any license restriction
2463	Point Avoidance Code is invalid	
2464	County Code Is Invalid	Right justify, zero fill
2475	FTA for this legal code is not to be submitted	Cannot report an FTA for this violation
2479	Actual Speed Not Allowed	Only provide speed limits for speeding convictions
2669	Invalid Commercial License Code	Value must be 'Y' or 'N'
2735	Received Date is less than disposition date	Disposition Date cannot be in the future
2739	Invalid FTA Detail	
2751	Invalid Disposition Date	
2752	Invalid Disposition Date	Disposition Date is in the Future
2753	Invalid Violation Date	Check violation date, disposition date and date of birth fields
2764	Invalid Name Received	<p>If driver is not in the DDS database and any of the following occurred:</p> <ul style="list-style-type: none"> <li>Last name only.</li> <li>Numeric in the last, first or middle name.</li> <li>Special Character in the last, first or middle name.</li> </ul>

Current Error Codes	Current Error Description	Help
2770	Blood Alcohol Level not Allowed.	Remove decimal point. Vendor assistance may be required
2771	Speed Limit not Allowed	Only provide speed limits for speeding convictions
2789	Invalid Disposition Date	Check if the disposition date is a valid date.
2795	Invalid Two-lane Road or Highway	Value must be "Y", "N" or "U" and provided for speeding convictions 40-6-160, 40-6-181 and 40-6-188.
2799	Release Matches more than one FTA	Send court correction to remove Duplicate FTA.
2800	Trial Date is Required	Starting July 1, 2012, Trial Date is required for FTA and FTA release.
2803	Trial Date Less Than Violation Date	Trial Date must be on or after Violation Date
2851	FTA Has Been Released Already	Duplicate FTA release - no action is required by court.
2878	FTA release does not match any FTA record for this customer	FTA release must match the FTA on customer's record.

## 9 GECPS Production Implementation Procedures

After the testing requirements have been met and the court has e-mailed DDS at [GECPS@dds.ga.gov](mailto:GECPS@dds.ga.gov), requesting an approval for production, all test files will be reviewed.

GECPS Support will call the court to inform them that the GECPS testing phase has been completed and that the court is now ready for production implementation. The implementation date will be discussed. After both parties have agreed on a date, **no additional testing will occur**.

GECPS Support will follow-up with a telephone call and provide a **confirmation e-mail** noting the scheduled date of implementation.

## 10 GECPS Support Procedures for Production Courts

Production questions or issues regarding error corrections can be addressed by calling: (678) 413-8847 or (678) 413-8846

or

By e-mailing [GECPS@dds.ga.gov](mailto:GECPS@dds.ga.gov)

### ***10.1 Handling error code “2002 – Driver Not Found”:***

Any court that requires GECPS support to research Driver information for **less than three** errors with error code 2002, please call (678) 413-8847.

For three or more citations or FTAs with error code 2002, please FAX a copy of each to [\(770\) 918-5878](tel:(770)918-5878). Make sure that the faxed documents are accompanied by a coversheet with the courts official letterhead and the Court’s return FAX number. Include the court’s NCIC number, Court Clerk’s name and phone number, and a brief description of what is included in the fax. GECPS support will review the information and attempt to find resolutions. Upon finding a resolution, GECPS support will contact the court with the necessary information. The court will make corrections to the data and re-send the corrected errors to DDS via GECPS.

# 11 Appendices

## 11.1 Legislation

- **Section 17-12 of House Bill 501** was passed and signed into law during the 2005 Georgia General Assembly's Legislative Session.

### SECTION 17-12.

Said Chapter 5 of Title 40 is further amended by striking subsection (b) of Code Section

40-5-53, relating to reports of convictions and forwarding of licenses by courts, and inserting in its place a new subsection to read as follows:

**"(b) Every court in each county of this state having jurisdiction over offenses committed under this chapter and Chapter 6 of this title or any other law of this state or ordinance adopted by a local authority regulating the operation of motor vehicles on highways shall forward to the department, within ten days after the conviction of any person in such court for a violation of any such law other than regulations governing speeding in a noncommercial motor vehicle for which no points are assigned under Code Section 40-5-57, standing, or parking, a uniform citation form authorized by Article 1 of Chapter 13 of this title. Notwithstanding any other provision of this title, in satisfaction of the reporting requirement of this subsection, the courts of this state ~~may~~ shall transmit the information contained on the uniform citation form by electronic means, ~~provided that the department has first given approval to the reporting court for using~~ the electronic reporting method utilized approved by the department. The department shall pay to the clerk of the court forwarding the required report 40¢ for each report transmitted electronically in a timely manner as required in this subsection and ~~10¢ for each report transmitted otherwise~~; and notwithstanding any general or local law to the contrary, the clerk shall pay such fees over to the general fund of the city or county operating the court. Where a court has not implemented transmittal by electronic means, the commissioner may require such court or courts to submit by electronic means no later than a future date to be determined by the commissioner."**

Section 5 of House Bill 1253 was passed and signed into law during the 2006 Legislative Session of the Georgia General Assembly.

### SECTION 5.

Amends O.C.G.A. §40-5-53(b), relating to when courts have to send driver's licenses and reports of convictions to the department, as follows:

**"(b) Every court in each county of this state having jurisdiction over offenses committed under this chapter and Chapter 6 of this title or any other law of this state or ordinance adopted by a local authority regulating the operation of motor vehicles on highways shall forward to the department, within ten days after the**

conviction of any person in such court for a violation of any such law other than regulations governing speeding in a noncommercial motor vehicle for which no points are assigned under Code Section 40-5-57, standing, or parking, a uniform citation form authorized by Article 1 of Chapter 13 of this title. Notwithstanding any other provision of this title, in satisfaction of the reporting requirement of this subsection, the courts of this state shall transmit the information contained on the uniform citation form by electronic means, using the electronic reporting method approved by the department. The department shall pay to the clerk of the court forwarding the required report 40¢ for each report transmitted electronically in a timely manner as required in this subsection; and notwithstanding any general or local law to the contrary, the clerk shall pay such fees over to the general fund of the city or county operating the court. ~~Where a court has not implemented transmittal by electronic means, the commissioner may require such court or courts to submit by electronic means no later than a future date to be determined by the commissioner."~~

## **11.2 DS-32: Uniformed Traffic Citation (Sample)**

An example of the Uniform Traffic Citation (UTC) form can be found at [https://online.dds.ga.gov/citationreporting/short\\_term\\_filing.aspx](https://online.dds.ga.gov/citationreporting/short_term_filing.aspx)

## **11.3 DS912 Failure to Appear (Sample)**

An example of the DS 912 form can be found at [https://online.dds.ga.gov/citationreporting/short\\_term\\_filing.aspx](https://online.dds.ga.gov/citationreporting/short_term_filing.aspx)

## **11.4 DS-912 Failure to Appear Withdrawal (FTA Release) (Sample)**

An example of the DS 912 Withdrawal form can be found at: [https://online.dds.ga.gov/citationreporting/short\\_term\\_filing.aspx](https://online.dds.ga.gov/citationreporting/short_term_filing.aspx)

## **11.5 DDS Website Resources**

This list of web addresses is a source for additional information.

<b>DDS Homepage</b>	<a href="http://www.dds.ga.gov/">http://www.dds.ga.gov/</a>
<b>DDS Rules and Regulations</b>	<a href="http://www.dds.ga.gov/rules/">http://www.dds.ga.gov/rules/</a>
<b>GECPS</b>	<a href="https://online.dds.ga.gov/citationreporting/">https://online.dds.ga.gov/citationreporting/</a>
<b>Court Reporting (Monthly Traffic Convictions Reported by Court)</b>	<a href="http://www.dds.ga.gov/business/MonthlyTrafficReports.aspx">http://www.dds.ga.gov/business/MonthlyTrafficReports.aspx</a>
<b>Court Bulletin</b>	<a href="http://www.dds.ga.gov/docs/business/CourtBulletin.pdf">http://www.dds.ga.gov/docs/business/CourtBulletin.pdf</a>
<b>License Restrictions</b>	<a href="http://www.dds.ga.gov/drivers/DLdata.aspx?con=1745149218&amp;ty=dl">http://www.dds.ga.gov/drivers/DLdata.aspx?con=1745149218&amp;ty=dl</a>

## **11.6 Codes**

This section of the appendix addresses violation codes that can be accepted by GECPS, valid codes for Georgia counties, State codes, License restrictions and License Classes.

### **11.6.1 Georgia Reportable Violation Codes List**

The **Georgia Reportable Violation Codes List** is provided for reference purposes to all Georgia courts to determine which convictions should be forwarded to our agency for further processing and posting to driver records. Only the violation codes contained on this list should be submitted to our agency. Any offense indicated as "Submit Only if Commercial Vehicle" will be processed only if "Commercial Vehicle" is "yes" on the conviction report.

Please visit this site often for any updates to this list:

[https://online.dds.ga.gov/citationreporting/Violation\\_Codes.aspx](https://online.dds.ga.gov/citationreporting/Violation_Codes.aspx)

## 11.6.2 County Codes

The 159 counties of Georgia are identified using these standard codes. For all **out-of-state drivers**, use the code “999” in the **county field**. Please make sure these county codes are right justified and zero filled when transmitted electronically. Please see file layout requirements. Ex: 1 = 001

County Code	County Name	County Code	County Name	County Code	County Name
001	APPLING	055	FANNIN	109	OGLETHORPE
002	ATKINSON	056	FAYETTE	110	PAULDING
003	BACON	057	FLOYD	111	PEACH
004	BAKER	058	FORSYTH	112	PICKENS
005	BALDWIN	059	FRANKLIN	113	PIERCE
006	BANKS	060	FULTON	114	PIKE
007	BARROW	061	GILMER	115	POLK
008	BARTOW	062	GLASCOCK	116	PULASKI
009	BEN HILL	063	GLYNN	117	PUTNAM
010	BERRIEN	064	GORDON	118	QUITMAN
011	BIBB	065	GRADY	119	RABUN
012	BLECKLEY	066	GREENE	120	RANDOLPH
013	BRANTLEY	067	GWINNETT	121	RICHMOND
014	BROOKS	068	HABERSHAM	122	ROCKDALE
015	BRYAN	069	HALL	123	SCHLEY
016	BULLOCH	070	HANCOCK	124	SCREVEN
017	BURKE	071	HARALSON	125	SEMINOLE
018	BUTTS	072	HARRIS	126	SPALDING
019	CALHOUN	073	HART	127	STEPHENS
020	CAMDEN	074	HEARD	128	STEWART
021	CANDLER	075	HENRY	129	SUMTER
022	CARROLL	076	HOUSTON	130	TALBOT
023	CATOOSA	077	IRWIN	131	TALIAFERRO
024	CHARLTON	078	JACKSON	132	TATTNALL
025	CHATHAM	079	JASPER	133	TAYLOR
026	CHATTAHOOCHEE	080	JEFF DAVIS	134	TELFAIR

027	CHATTOOGA	081	JEFFERSON	135	TERRELL
028	CHEROKEE	082	JENKINS	136	THOMAS
029	CLARKE	083	JOHNSON	137	TIFT
030	CLAY	084	JONES	138	TOOMBS
031	CLAYTON	085	LAMAR	139	TOWNS
032	CLINCH	086	LANIER	140	TREUTLEN
033	COBB	087	LAURENS	141	TROUP
034	COFFEE	088	LEE	142	TURNER
035	COLQUITT	089	LIBERTY	143	TWIGGS
036	COLUMBIA	090	LINCOLN	144	UNION
037	COOK	091	LONG	145	UPSON
038	COWETA	092	LOWNDES	146	WALKER
039	CRAWFORD	093	LUMPKIN	147	WALTON
040	CRISP	094	MACON	148	WARE
041	DADE	095	MADISON	149	WARREN
042	DAWSON	096	MARION	150	WASHINGTON
043	DECATUR	097	MCDUFFIE	151	WAYNE
044	DEKALB	098	MCINTOSH	152	WEBSTER
045	DODGE	099	MERIWETHER	153	WHEELER
046	DOOLY	100	MILLER	154	WHITE
047	DOUGHERTY	101	MITCHELL	155	WHITFIELD
048	DOUGLAS	102	MONROE	156	WILCOX
049	EARLY	103	MONTGOMERY	157	WILKES
050	ECHOLS	104	MORGAN	158	WILKINSON
051	EFFINGHAM	105	MURRAY	159	WORTH
052	ELBERT	106	MUSCOGEE	999	UNKNOWN/ OUT OF STATE
053	EMANUEL	107	NEWTON		
054	EVANS	108	OCONEE		

### 11.6.3 State Codes

The State Codes list includes codes for U.S. territories, Canadian provinces, and a code for the country of Mexico. Drivers from all other **foreign countries** should show “**AF**” in the state code field.

STATE CODE	STATE_NAME	STATE CODE	STATE_NAME
AB	ALBERTA	ND	NORTH DAKOTA
<b>AF</b>	<b>ALL FOREIGN</b>	NE	NEBRASKA
AK	ALASKA	NH	NEW HAMPSHIRE
AL	ALABAMA	NJ	NEW JERSEY
AR	ARKANSAS	NL	NEWFOUNDLAND & LABRADOR
AZ	ARIZONA	NM	NEW MEXICO
BC	BRITISH COLUMBIA	NS	NOVA SCOTIA
CA	CALIFORNIA	NT	NORTHWEST TERRITORIES
CN	CANADA	NU	NUNAVUT
CO	COLORADO	NV	NEVADA
CT	CONNECTICUT	NY	NEW YORK
DC	DISTRICT OF COLUMBIA	OH	OHIO
DE	DELAWARE	OK	OKLAHOMA
FL	FLORIDA	ON	ONTARIO
GA	GEORGIA	OR	OREGON
GU	GUAM	PA	PENNSYLVANIA
HI	HAWAII	PE	PRINCE EDWARD ISLAND
IA	IOWA	PQ	QUEBEC
ID	IDAHO	PR	PUERTO RICO
IL	ILLINOIS	PZ	CANAL ZONE
IN	INDIANA	QC	QUEBEC
KS	KANSAS	RI	RHODE ISLAND

KY	KENTUCKY	SC	SOUTH CAROLINA
LA	LOUISIANA	SD	SOUTH DAKOTA
MA	MASSACHUSETTS	SK	SASKATCHEWAN
MB	MANITOBA	TN	TENNESSEE
MD	MARYLAND	TX	TEXAS
ME	MAINE	UT	UTAH
MI	MICHIGAN	VA	VIRGINIA
MN	MINNESOTA	VI	VIRGIN ISLANDS
MO	MISSOURI	VT	VERMONT
MS	MISSISSIPPI	WA	WASHINGTON
MT	MONTANA	WI	WISCONSIN
MX	MEXICO	WV	WEST VIRGINIA
NB	NEW BRUNSWICK	WY	WYOMING
NC	NORTH CAROLINA	YT	YUKON

## 11.6.5 License Classes

Valid License classes for Georgia Driver's Licenses:

Class	Class Description
A	Commercial tractor/truck trailer combination > 26,000 lbs
AM	Commercial tractor/truck trailer combination > 26,000 lbs, and motorcycle
AP	Tractor/trailer learner's permit
B	Bus or straight truck >26,000 lbs
BP	Bus or straight truck learner's permit
BM	Bus or straight truck > 26,000 lbs, and motorcycle
C	Regular
CM	Regular plus Motorcycle
CP	Learner's permit
D	Provisional license
DM	Provisional license w/ motorcycle
E	Non-commercial tractor/truck trailer combination > 26,000 lbs
EP	Non-commercial tractor/truck trailer combination permit
EM	Non-Commercial tractor/truck trailer combination > 26,000 lbs and motorcycle
F	Non-commercial bus or straight truck >26,000 lbs
FP	Non-commercial bus or straight truck permit
FM	Non-commercial bus or straight truck >26,000 lbs and motorcycle
ID	Identification card
M	Motorcycle
MP	Motorcycle learner's permit

## Glossary

The following terms and abbreviations may be found in the GECPS Implementation Guide.

Acronym / Abbreviation/Term	Meaning
AAMVA	American Association of Motor Vehicle Administrators
CAT	Common Agency Table
CDL	Commercial Driver's License
CDLIS	Commercial Driver's License Information System, a national database for sharing information among states.
CMV	Commercial Motor Vehicle
FMCSA	Federal Motor Carrier Safety Administration
FTA	Failure to Appear (in court)
GA Resident	In State DL/ID and in State address In State DL/ID and Out of State address No DL/ID number but GA address No DL/ID number and no address
GECPS	Georgia Electronic Conviction Processing System
MCSIA	Motor Carrier Safety Improvement Act
NCIC	National Crime Information Center
Non- GA Resident	No DL/ID number and Non-GA address Out of State DL/ID number and non-GA address Out of State DL/ID number and GA address
NRVC	Nonresident Violator Compact
SFTP	Secure File Transfer Protocol
UTC	Uniform Traffic Citation