



# Georgia Department of Driver Services

2206 East View Parkway • Conyers, Georgia 30013 • 678.413.8650

Sonny Perdue  
Governor

Gregory C. Dozier  
Commissioner

September 11, 2006

Dear Judge or Clerk,

The Georgia Department of Driver Services consistently strives to balance its role as a customer-focused organization with its duty to efficiently and effectively administer the state and federal laws that regulate driver's licenses. While much attention is focused on our relationship with the citizens of Georgia, we also recognize that the various other agencies and organizations with which we interact, specifically the courts, are also our customers.

Part of maintaining this balance requires that Driver Services adhere to federal laws governing the flow of information between states. The Non-Resident Violator Compact, of which Georgia is a member, is a reciprocal agreement that requires member states to suspend the driver's licenses of their citizens who fail to appear in a court of another member state. The transmission of this information is crucial to the success of this agreement. Currently, Driver Services forwards the DS-912 form to the motor vehicle administrators of other member states when a court reports that someone has failed to appear. Although Driver Services provides these forms free of charge, courts continuously submit failure to appear notices on out-dated, altered, or completely reformatted and reprinted versions of the original DS-912.

The Federal Motor Carrier Safety Administration, along with the Non-Resident Violator Compact, requires certain data fields on forms related to failure to appear (Motor Carrier Safety Improvement Act of 1999, P.L. 106-159; NRVC Administrative Procedures Manual, 1994). Under authority granted by O.C.G.A. §40-5-4, the Commissioner of Driver Services is authorized to promulgate rules necessary to meet these requirements. Among these rules is the requirement that courts submit to Driver Services information concerning a failure to appear on the form DS-912 (Ga. Admin. Comp. Ch. 375-3-3-.13).

It is vital that Driver Services be in compliance with the applicable federal laws, regulations, and agreement rules. Therefore, EFFECTIVE NOVEMBER 1, 2006, Driver Services will only accept, for the purpose of reporting a failure to appear, the following documents:

- The official Georgia Department of Driver Services form DS-912 dated 01/06  
OR
- A form printed by the court, at its cost, designed to reduce processing time (formatted for fast printers, has the courts information pre-printed, etc); provided, however, that the form be of the exact dimension, color, font, layout and content as the official DS-912. For a court-printed form

to be accepted, the court must submit a complete proof of the proposed form and have received, in writing, approval from the department. The court may submit proofs, along with a letter requesting approval, to the contact listed below.

Any other document submitted to report a failure to appear will be returned unprocessed, regardless of the fact that Driver Services has accepted it in the past.

In our continuing effort to streamline the reporting process, Driver Services is currently developing Version 2.0 of the Georgia Electronic Conviction Processing System (GECPS). GECPS 2 will allow courts to transmit all failure to appear notices electronically. This will not only reduce the paperwork burden on the court, but will also allow for the more timely reporting of drivers who fail to appear. GECPS 2 will be available to the courts late in the fall of 2006.

If your court needs copies of the DS-912 dated (1/06), please fax a request on letterhead to Ms. Tammy Morgan (678-413-8489). Please be sure to include your physical mailing address as UPS will not deliver to a post office box.

The Georgia Department of Driver Services greatly appreciates your cooperation in this matter.

Sincerely,

Gregory C. Dozier  
Commissioner

GCD/bap

Forward all requests for approval to:  
Brandon A. Poarch, Judicial Liaison  
Customer Service, Licensing, and Records Division  
Georgia Department of Driver Services  
2206 Eastview Parkway  
Conyers, GA 30013