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The Public Record Authority

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Web Data Extraction (a.k.a. Screen Scraping) and Online Public Records

by John Kloos

As soon as the first public records became available online in the late 1990's you can be sure that somewhere some computer programmer started thinking about a way to automate the process of searching them. After all, what's better than not having to go to the court house? How about not having to manually enter the search parameters into the various court websites? Instead, let a computer program do the grunt work!

Fast forward to today and we find that many large public records research companies are taking full advantage of this opportunity, utilizing a process known as Web Data Extraction. Although it may have become commonplace, it is still important to understand exactly what it is and how it works, especially if your understanding of the research process is anchored in the 1980's.

Let's start with the technology that makes it possible.

Web Data Extraction – What is it?

In the public records research marketplace, this technology is often referred to as *Screen Scraping*. In fact, Screen Scraping is a term dating to the 1960's when programmers wrote processes to read or "scrape" text from computer terminals so that it could be used by other programs. *Web Data Extraction* is a much more sophisticated technology that incorporates the automated scheduling, extraction, filtering, transformation and transmission of targeted data available via the Internet. To say that a well-deployed Web Data Extraction system is performing Screen Scraping is like calling a modern refrigerator an ice box.

An example of a relatively simple *Web Data Extraction* application is the free service Google provides for repeatedly searching news articles on a specific topic. Because I am in the Background Screening Industry, I use Google to conduct a daily search for articles that include the phrase "background check." Every morning, I am greeted with an email that lists new articles, complete with links to each one. Nice.

An example of a more complex *Web Data Extraction* application would be collecting competitive data in your marketplace. Are there any new announcements by your competitors? What new products are they selling? What's available in their on-line catalogues? Are their prices changing? Have they formed any new partnerships? Are there any newcomers to the industry? Obviously, the technology behind this type of application is much more sophisticated than the Google News search mentioned above.

With the shear amount of information available via the Internet, it's no surprise that a large number of off-the-shelf Web Data

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Cell Phone Numbers are the New SSNs

By Cynthia Hetherington

Social Security numbers (SSN) have been the mainstay of investigators since Hank Asher gave us DBTxp in the early 80's. The SSN is an anchor to a person and helps us define who one individual is versus millions. Yet, it is protected information, heavily regulated and dangerous to use and write up in a report. A cellular number is also a unique number, which can be used to locate a person, it is not protected and there is a good chance if you dial it, your subject will answer.

Nearly everyone has a cell phone today. According to the Pew Research Center (www.pewinternet.org/fact-sheet/mobile) "The vast majority of Americans – 95% – now own a cell phone of some kind. The share of Americans that own smartphones is now 77%, up from just 35% in Pew Research Center's first survey of smartphone ownership conducted in 2011."

Cell phone numbers are readily available, easy to locate, and attached to an individual for decades. A cell phone number is part of the data people readily give up to social media, marketing firms, free apps, and on written applications.

These cell numbers are captured everywhere, and now as valuable as a Social Security number. Data vendors like Acxiom collect and create marketing statistics based on it, social media Twitter, Facebook and Instagram all want it for "securing your account" but are also selling it to a wide variety of entities including data vendors, gym memberships, coupon programs, health insurance, restaurants. Programs used by law enforcement like Nixel, obtain your number to send Amber alerts, or local road shut downs. Fraud prevention systems and tracking tools also rely on your cell number.

How to Find Data Using a Cell Phone Number

If you already have the number jump into any of your public record vendors (CLEAR, Tracers, etc.) and see what develops. Keep in mind you want to locate the real-time database in these sources, so TLO Super Phone Search would be your best bet. Delvepoint by UDT has some nifty cell searches as well. CLEAR and Tracers have been head and shoulders above on their cellular data for years, so I may begin with them and move onto the others if I was not developing any leads.

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We Simplify Public Record Research!

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www.CRAHelpDesk.com
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WHO WE ARE

Fall/Winter
2017

✦✦✦

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Executive Editor
Michael Sankey

Extraction

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Extraction tools are now available at a very reasonable cost. Both start-up and industry veterans in the public records research market now utilize these platforms. Others have developed custom systems. The benefits are obvious: reduced costs and shorter turn-around times. But, what are the risks?

Web Data Extraction in Online Public Records Research

The first factor to consider in Public Records Research is that the stakes can be high. Consider the consequences of missing data while conducting competitive analysis compared to the ramifications of missing a felony record while doing a background check. This is likely the main reason that the public records industry was relatively slow to adopt this new technology—the established comfort level with direct human involvement, even when a search was conducted on-line.

Another reality to consider is that state and county jurisdictions are not necessarily pleased that Web Data Extraction technology is being used to search records on websites that were designed and implemented to serve humans. In addition to the fear that their sites may be overloaded by technology that is much faster than the typical human's ability to point and click, there is a legitimate concern that public records will be systematically extracted and used to populate commercial databases.

In an effort to thwart *Web Data Extraction* systems, many government agencies have equipped their sites with a challenge-response test, known as a CAPTCHA. Coined in 2000 by a group from Carnegie Mellon University, this acronym stands for "Completely Automated Public Turing test to tell Computers and Humans Apart." It works by presenting the user with a purposely distorted image that contains letters and/or numbers. In order to gain access to the desired data, the characters must be re-entered by the user. Of course, as with almost any roadblock they encounter, smart programmers have found ways to beat the CAPTCHA test, resulting in a back and forth battle that is sure to continue far into the future.

All such controversy aside, it is certain that the use of *Web Data Extraction* systems will continue to expand. The economics are simply too compelling to believe otherwise. Consider what would happen if you were to hold a contest between a well-implemented *Web Data Extraction* system and a well-rested human record retriever. The task: perform 1,000 searches on a county website that provides full online access. The end results should be identical. However, the *Web Data Extraction* system is going to finish the job in less than an hour. It won't get tired. It won't make an error while copying results. It won't get distracted by a phone call. And it won't call you to complain that it can't be expected to search every possible variation of Mickey Johannes MacDougal.

Continued on page 4

New Telephone Area Codes

New Toll-Free Service Number

Effective Jun 3, 2017, 833 may be used as a toll free area code.

Washington 360 with 564 Overlay

The new 564 code will serve the same geographic area currently served by the existing 360 code. The new code was activated August 28, 2017.

Pennsylvania 717 with 223 Overlay

The new 223 code will serve the same geographic area currently served by the existing 717 code. The new code was activated July 22, 2017.

New York 518 with 838 Overlay

The new 838 code will serve the same geographic area currently served by the existing 518 code. Mandatory 1+10 digit dialing started August 19, 2017. The new code will be active September 18, 2017.

Texas 210 with 726 Overlay

The new 726 code will serve the same geographic area currently served by the existing 210 code. Mandatory 1+10 digit dialing starts September 23, 2017. The new code will be active October 23, 2017.

California 916 with 279 Overlay

The new 279 code will serve the same geographic area currently served by the existing 916 code. Mandatory 1+10 digit dialing starts Feb. 10, 2018. The new code will be active March 10, 2018.

California Code 805 with 820 Overlay

The new 820 code will be an all-services overlay and will serve the same geographic area currently served by the existing 805 NPA. Mandatory 1+10 digit dialing starts June 2, 2018. The new code will be activated June 30, 2018.

New Jersey 609 with 640 Overlay

The new 640 code will be an all-services overlay and will serve the same geographic area currently served by the existing 609 code. Mandatory 1+10 digit dialing starts August 18, 2018. The new code will be activated September 17, 2018.

Cell Phones

Continued from page 1

How to Search for a Cell Phone Number

Not knowing a subject's cell phone number means you are going old school Google searching the number. Which you may want to look into anyhow, since the data may have been doxxed and shared out - in other words, someone could be spoofing the number you are looking for. No doubt you will see that right away. To find a number, you search Google like "212 555 1212" always removing the items that are built into the number, such as parenthesis, dashes, periods. You need the quotes to contain the numbers in the order they appear, but you need to remove the extraneous items that will limit your search results. For example, a recent search of "973.706.7525" gives 21 results, whereas "973 706 7525" gives 41 results.

If the number is fraudulent, or being spoofed, as in the annoying car warrantee offers I get all day, then the likelihood of 800notes.com being on the top of the list is rather high. Know that 800notes.com is an unofficial angry consumer site, where people post the phone numbers of annoying telemarketers and report on their interactions. All I need to see is that 800notes is in the top five sites of my Google search and I know it is a spoofed number.

If I find the number associated to an individual, then I can use that as a searchable item in and of itself. Using professional databases, I'm going into their various phone search tools or anything else I can run the phone number against, particularly with utility databases such as found in CLEAR and TLO. We forget cell phones are considered part of the utility database. When you subscribe to your cellular service (not a drop phone), you should get a credit check run, give them your Social Security number, and all the details you would if you were getting a new credit card. Depending on the public record provider, you need to make sure you are searching all the places the cell phone data is captured. Call them if you are unsure, it is worth the five minutes of inconvenience should your number pop up in a utility record associated across town, at a business or house you didn't know about.

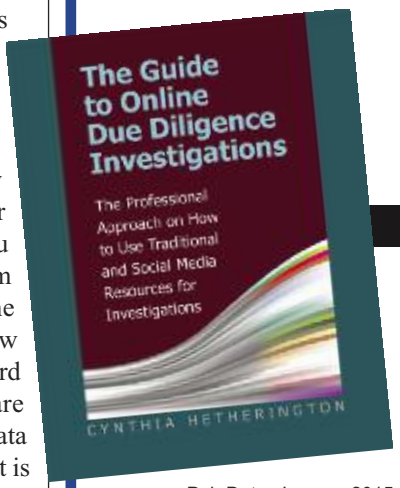
What if you are unsure of the phone number? Try calling the landline and asking the respondent for a cell phone number. Depending on the type of case, and in keeping with the ethical/legal boundaries, I can see creatively stating, "Hey we need to send a verification code to the cell phone but the number given to us was this landline." There are other creative ways such as asking the respondent to text you a confirmation code so that we know the right person was reached, and when you get the code, you snatch the phone number. Pretext is not my area of expertise, yet given circumstances and some leads based on other areas of the Subject's life, something interesting can be done to elicit the number.

The research outlined above will not work on people who change phones often, such as criminals who use drop phones, or make a concerted effort to protect their number by dialing *67 before dialing. Also, if you are using VOIP (aka Wi-Fi calls) or are specifically dialing through a proxy to hide your number, the data is not going to get collected and you have cloaked your identity to the receiver. Essentially if you go through extended means to always block your number, then congratulations it works. However, if you order a pizza, the newspaper, leave your phone number on a hotel registration etc., you do with companies that record your number and resell it to public record vendors, so you may have compromised your number. If you signed up using your phone on any social media, even if you didn't add your number, it gets collected from the data you permit the SM to collect. Others give up your number as well. I hit the gym with a friend last week and they added him to my membership by taking a picture and his cell phone number. So I sold out his privacy for 60 minutes of gossiping on side-by-side treadmills!

There are so many ways this simple convenient number can be hidden and found. Given the right resources great investigators will make short work of making a cell number as handy as a Social Security number. Good luck and happy hunting!

Cynthia Hetherington, MLS, MSM, CFE, CII has been practicing, training, and writing in the investigative field for a quarter of century and hopes to get a day off soon. She is the host of OSMOSISCon.com and the author of several Facts on Demand Press books including *The Guide to Online Due Diligence Investigations*.

The Guide to Online Due Diligence Investigations — Users Include: Investigators, Security Depts., Insurance Claims, Corporate Security, News Media, Legal Entities



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Cynthia is the gold standard for investigating on the Internet. Her insight and creative approaches have changed the landscape of using the Internet. I always leave her training smarter than when I went in."

—Allan Bachman, CFE, Education Manager, Association of Certified Fraud Examiners

Extraction

Continued from page 2

This does not mean to suggest the days of the human Record Retriever are finished. Not all records are available online nor is there any guarantee that you will be able to find a *Web Data Extraction* system that meets your standards.

Evaluating Public Record Providers Who Utilize Web Data Extraction Systems

If you routinely rely on third party providers to conduct public records research, you will eventually encounter a provider that employs *Web Data Extraction* for at least some jurisdictions. In this case, there a few key questions to ask.

1. **Does the provider have the proper domain expertise in public records research?**

   Even the brightest computer programmers are unlikely to develop a good system if there is no one to educate them and provide detailed requirements and quality assurance tests. It's important that experienced public records researchers have provided this expertise and that they have remained involved in on-going development.

2. **Does the provider keep current with changes at the jurisdictions being searched?**

   Unlike with system interfaces developed between cooperative partners, county and state jurisdictions are under no obligation to inform operators of a Web Data Extraction system that a change has been made to their site. It's important that the provider constantly monitor government sites for changes that can affect the outcome of a search.

3. **Is the provider committed to monitoring and complying with the legal restrictions contained on each site?**

   Although they may be providing public records, each jurisdiction maintains its own policies regarding use of their public data. These policies are presented in text format for examination by a human. The provider must be aware of these policies and commit to remaining compliant.

4. **Does the provider have a comprehensive test plan to ensure that results from automated activity are equal to that of a human researcher?**

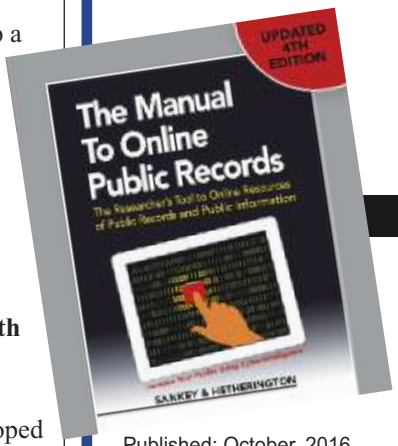
   To maintain confidence that it is working properly, any automated system needs to be tested on a continuous basis. Since the cost of running test searches is low in an automated system, beware of a provider who is unwilling to accommodate tests against known results on a regular basis.

Conclusion

Although very controversial just a few years ago, *Web Data Extraction* has become mainstream. Most of the larger public research providers are utilizing the technology in some way, melding it with legacy systems that support traditional methods. Furthermore, new providers have emerged in the past few years, specializing in the technology, providing service in only those jurisdiction where Web Data Extraction can be counted on to get the complete job done.

John Kloos is President of BackChecked LLC, Phoenix, AZ www.backchecked.com. Mr. Kloos is well known within the background screening industry. He has served on the Board of Directors of the National Association of Professional Background Screeners and is a frequent speaker on industry topics.

The Manual To Online Public Records — Users Include: Investigators, Security Depts., Corporate Security, News Media, Legal Entities, Data Vendors, Background Screeners



The Master Guide to Researching Public Records and Public Information Online

Published: October, 2016
ISBN: 978-1-889150-62-8
Pages: 624
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The Public Record Retriever Network (PRRN)

Simply put, PRRN Members are professionals who visit government agencies—such as courts or recorder's offices—to search within specific requested categories of public records. With 400 plus members PRRN is one of the largest U.S. trade organizations representing professionals in the public record industry.

Visit the PRRN web page and you can search by state and county to find a member who visits that area.

www.PRRN.us

PRRN was the first group to adopt Industry Standards and a Code of Professional Conduct specifically for the retrieval of public record documents. To download an application to join, go to www.prrn.us/content/Join.aspx.

Why the State Rules Register Exists

I have been representing CRAs since 1981. In the 80's, CRAs were in the developmental stage; so I was not only involved the legalities of background screening, but also in the operations: What worked – how did you get information – how to develop ways to efficiently deliver information. My background in employment and criminal law also provided an ideal background for this work.

As time went on, it became clear to me that CRAs needed affordable legal assistance for every day operations, but the availability of attorneys who had any knowledge of the FCRA was extremely rare. In my work, the questions were: "Larry, can I do _____" or "Larry, how do I do _____". I provided direct answers. Rarely did anyone ever ask: "Why?" "Why" is not needed for most operations issues. So it became clear to me that simple, direct information was critical to CRAs. While there were several books that provided assistance to CRAs, my mind came to looking at online alternatives so that the materials would keep up with ongoing changes at the state and federal level. So the State Register was created. It covers requirements for CRAs and users on the federal level, state, D.C. and some larger cities. It has numerous articles on compliance topics relating to the industry. Alerts are sent to all subscribers when significant laws or events occur that affect the industry. These alerts and articles are permanently posted on the website. In regard to costs, there is no limit or extra charge for multiple employees having access to the service. There is only a per company charge. You can even have a free trial period.

I am proud of what we have created. It has achieved its goal. Our users are delighted and have repeatedly told me they could not live without it. If you do not subscribe you are missing the premier compliance guide available at an unbelievably low cost. My goal has always been to make compliance affordable so that CRAs will be in compliance.

Larry D. Henry, Esq.

Larry Henry, an attorney from Tulsa OK, is a nationally known FCRA Expert. He has served on the NAPBS Board of Directors and is a frequent speaker on industry topics.

The State Rules Register — Users Include: Consumer Reporting Agencies, HR Managers, Property Managers, Landlords, Employment Law Attorneys

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What is the Subscription Price?
The fee is $159.00 for an Annual Subscription with unlimited access. This allows two users logged into the State Rules Register simultaneously. Additional user programs are available for enterprise accounts (call 800-929-3811).

Where to View the Demo -or- How to Order
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The HR Version of the State Rules Register On *YOUR* Web Page for *YOUR* Clients

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John McTighe, Vice President, Strategic Information Resources

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Online–Onsite Equivalency for Accessing Court Records

By Michael Sankey

A common practice today for many background screeners and private investigators is to try to save a buck and/or find an edge over their competition by using online sources instead of an onsite court-based search. This of course makes sense if the online source is equivalent to the public terminal at the courthouse.

Some Relevant Statistics

- 73% of primary* criminal courts offer online access to the docket index (Also 75% of primary* civil courts offer online access to the docket index).
- 32 states have a state judicial system that provides online access to the docket index, accounting for 74% of the courts that are online.
- Over 1,000 courts individually provide online access via their own proprietary system or via a contracted vendor.

* Primary means criminal courts hearing felony and high end misdemeanor cases or courts hearing civil cases higher than small claims.

But the real bottom line is:

- Approximately 33% of the court online sites are NOT online-onsite equivalent.
- Approximately 60% of the 3,142 counties and county-equivalents in the U.S. offer online-onsite equivalent court records.

Where to find a list of Online-Onsite Equivalent Courts

BRB often receives calls from various vendors asking questions like "Which counties I can go to online instead of making a courthouse search?" or "How will I know if the online search at X county or state is any good?" We try to give guidance. But the fact is this material is provided in our subscription products, so we are not going to give it away for free. The reality is you will not find access to a free national guide by simply calling a competitor or by posting a request on trade association site or via a Google search. This information is much too valuable. Firms who have taken the time to analyze and compare the credibility for using certain online systems vs. going to the courthouse are not going to freely give away any results.

How You can Determine Online-Onsite Equivalency?

There are a number of comparative factors to consider when analyzing the results of an online search versus an onsite search.

1. What is the **date range** of the records online – meaning how far back do the records go online? For example online sources do not necessarily go back the same time frame as the onsite search from the same jurisdiction.
2. How reliable is the database in terms of **record completeness and accuracy?** In other words: Are all incidents recorded? Are all dispositions updated and recorded in a timely manner?
3. How reliable is the database in terms of **geographic completeness and accuracy?** Does the online site include records from all counties? Or are all courts in a county participating in the online access?
4. What **identifiers** are provided? Can you match the subject of the search to the record? For example do you get the full DOB (or at least a partial) in order to match the subject to the record? Will you still need to ask the clerk for an identifier to confirm the identity of the subject?
5. How strong is the **disclaimer?** Will an online only search hold up in court as being a primary and thorough search?

Questions Your Firm Must Answer

- Does your firm cut corners? How important are cost factors, promised coverage to clients, or the level of due diligence needed?
- How will your search results hold up in Court? Start by making a statement about what is your Best Practice. Your statement should include:
  - -- How You Monitor or Evaluate Sites (Is there ongoing monitoring?)
  - -- How You Measure the Worthiness (Are sites rated as a primary or as a secondary resource?)

Solutions from BRB

We hope this article gives some food for thought. BRB's Criminal Record Sources (CRS) and the Public Record Research System (PRRS) products both include evaluation statements on many individual courts. Plus both products include an overview summary of all online statewide criminal systems.

Also the (CRS) product includes an **Online-Onsite Equivalency Matrix.** The Matrix rates each state online judicial system and each online state criminal record repository on a 1 to 5 basis, with 1 being the best. Of 37 state court systems (some states have multiple systems), 12 systems are rated a 1 and 8 systems are rated as a 1.5. Of the 28 state criminal record repositories, none are rated a 1 or 1.5, but 11 are rated as a 2.

The National Directory of Local Onsite Record Retrievers — Users Include: Record Search Firms, Private Investigators Consumer Reporting Agencies, Attorneys

Online Access to the Who's Who of Public Record Professionals

Benefits -

- Full details on 1,800+ Onsite record retrievers
- Set up your own nationwide network of researchers
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The Public Record Research System — Users Include: Background Screeners, Investigators, Corporate Security, News Media, Data Vendors, Attorneys, Law Libraries, Paralegals, Gaming Locations

The Public Record Research System (PRRS) is the Ultimate Public Record Resource!

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Benefits -

- Know if online access includes personal identifiers, the data throughput, when there are cautions to use as a primary source
- Includes access, copy, certification fees, court clerk search fees
- Find data in a matter of seconds, easy drilldown
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- Data is current - is constantly updated

The PRRS is the Direct Connect to These Seven Comprehensive BRB Databases:

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- Occupational Licensing Boards
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Only Interested in Criminal Records? Check Out CriminalRecordSources.com

Criminal Record Sources **(CRS)** is *The Authoritative National Resource* about criminal record access. CRS tells you:

- WHERE criminal records are located (from both government agencies and vendors)
- HOW criminal records may be directly accessed
- ACCURACY and VALUE of criminal record search location

CRS Includes all Data About Criminal Records Display in PRRS PLUS the Online-Onsite Equivalency Matrix, Links to Federal Sanctions and Watch List Sites

"The Who, What, Where, When, Why and How of criminal record research and retrieval is all here. This is a valuable resource for everyone interested in doing it right!

- Don C. Johnson,
CLI, CII, Trace Investigations, Inc.

What is the Subscription Price?
The fee is $139.00 for an Annual Subscription with unlimited access. This allows two users logged into CRS simultaneously. Additional user programs are available for enterprise accounts (call 800-929-3811).

Where to View the Demo and How to Order
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SAVE $$$...Special Combo Deal - Both PRRS and CRA for only $165 a Year

How Employers Should Deal with Reference Checks

By Attorney Lester Rosen

A **reference check** of past employment means obtaining qualitative information about the performance of job applicants such as how well they did or where improvements are needed or if they would be rehired. Employers who are concerned about obtaining references will undoubtedly find themselves in the position of being asked for references.

How to Handle Incoming Calls

So what are the best ways to handle incoming calls for reference checks? Here are some guidelines to consider when responding to requests for reference information:

- A firm should have a written policy and procedure for giving references.
- All information should go through a central source. This gives a firm consistency and reduces the chances that a manager may give out information that is contrary to company policy. As a practical matter, many organizations understand that even though there may be such a policy, there is, in reality, a practice of individual managers giving information. When that is the case, an alternative policy is to allow managers to do so under a strict program with procedures, training, and consequences for failing to follow procedures.
- Clearly document who is requesting the information, for what purpose, and exactly what is provided. Former employees have been known to have friends or paid reference checkers contact previous employers.
- Clearly document who in the company is giving the information because this can be important in order to trace who-exactly-said-what in a reference check. Keep in mind that staff members may leave a company and, without a written record, an employer may not be able to defend their reference actions.
- If the information requested goes beyond dates and job title, a company may ask for a copy of a written release. This also provides some protection against defamation lawsuits.
- If an ex-employee has a pending claim against the employer such as a workers compensation claim or has filed a discrimination charge or lawsuit against the company, then the past employer needs to be very careful about what information is given. No information should be given beyond job dates and job title without contacting your legal department. That is because an employer needs to be very concerned about allegations of retaliation against an ex-employee for filing a claim.

Reporting Negative Information on a Former Employee

If the employer intends to give negative information, the following may be helpful:

- Remember that employees most often seek the advice of an attorney when they are surprised, or feel that they have been fundamentally disrespected or demeaned as a human being. Imagine an applicant's surprise when he or she hears for the first time from some new potential employer they are getting a negative reference from a past employer. If negative references may be an issue, what the past employer that intends to say should be handled and documented at the time the employee leaves during the exit interview so there are no surprises.
- Disclose only factual information. Make sure everything has been documented. For example, if the former employee was convicted of a crime, a past employer can simply report the public record. A past employer's performance evaluations can be a good source of information. The employee has already seen the performance evaluations and in most cases signed them.
- Avoid conclusions and give facts instead. For example, avoid saying a former employee had a bad attitude. Instead, convey facts showing a failure to get along with team members. Let the facts speak for themselves.
- Include favorable facts about the employee. That demonstrates an employer is even-handed.
- Make sure the personnel file is factually correct. That is something HR may do when an employee leaves.

In the event the former employee has a pending claim against the company for any reason (e.g. workers compensation or a lawsuit), an employer should strictly limit any comment to only the basic data such as start date, end date, and job title.

Les Rosen is Founder and CEO of Employment Screening Resources® (ESR), was co-chair of the Board of Directors for the first year of existence for NAPBS, and is the author of *The Safe Hiring Manual.*

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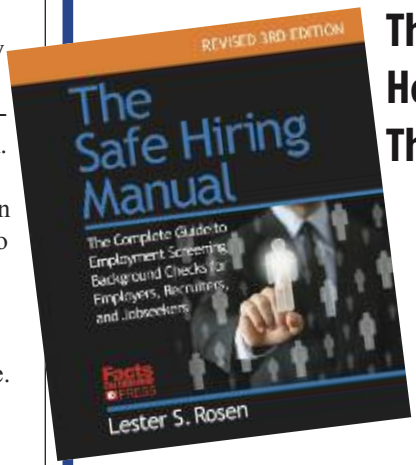

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The Importance of the ACD Table Codes

By Michael Sankey

Each state has unique conviction reporting language and codes inherent to their motor vehicle statutes and specific violations. Per federal regulations, there are requirements and set procedures states must use when communicating (about commercial drivers, problem drivers, out-of state actions, and license disqualifications) with one another or with a centralized index. The question is then — *How do states know what the conviction codes from other states mean and how do they translate this information into their own language and code set?* The answer is **they use the AAMVA Code Dictionary (ACD)**. The AAMVA Code Dictionary (ACD) is copyrighted by the American Association of Motor Vehicle Administrators (AAMVA).

The ACD Table Codes are an integral part of the communications between the states used for the Commercial Driver License Information System (CDLIS) and the Problem Driver Pointer System (PDPS). An ACD code is a three-character code composed of an alphabetic character and two numeric characters (e.g., "S15" is the code for "Speeding 15 or more mph above the speed limit"). The type of conviction or reason for the withdrawal is qualified by the Conviction Offense Detail field; the Withdrawal Reason ACD Detail Field; and the CMV, Hazmat, and Citation CDL Holder Indicators.

ACD Codes Appear on Many Driving Records

In practice, a number of states display an ACD code on a driving record, usually to indicate out-of-state convictions. Some states even have incorporated the three-character ACD Codes within their own conviction and reflect the ACD Code system as their primary conviction code table. So, knowing what a specific ACD Code means can be a very helpful indication of what a state's lingo or abbreviated description for an MVR conviction or withdrawal action means when analyzing a driving record.

Recent Changes to the ACD

The most recent release of *The AAMVA Code Dictionary (ACD Manual) is Release 5.2.1,* which became effective August 14 2017. This update includes a number of minor, but clarifying text updates. The release came quickly after 5.2.0, released in July 2017, which incorporated a number of relevant changes to the *Manual.* The last time the ACD Codes were previously modified was August 2013.

The current ACD Table Codes appear in the 2018 MVR Access and Decoder Digest. This information is reproduced with the expressed permission of AAMVA and **we sincerely thank AAMVA for allowing us to reprint this material within this publication.**

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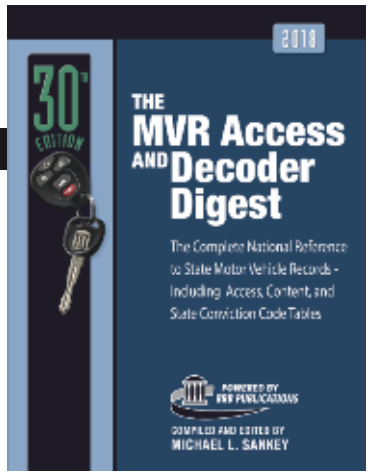

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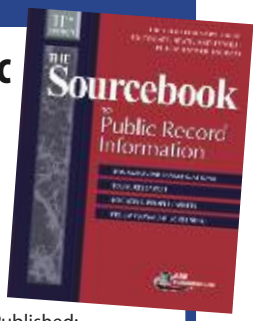

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