

BMV QUICK REFERENCE

- Send BMV report weekly
- Get BMV response files within 5 days of sending

EXCEPTION REPORT WARNINGS – Most refer to missing information and will not prevent you from sending your report. Review and correct when possible. Here are some common warnings and how to fix them -

- *Duplicate SOC - another count on this case has the same SOC - this count will not be reported.* Multi-count case and both counts have the same BMV SOC code on Offense Maintenance screen.
 - Confirm that the correct SOC code is used on both offenses – correct if necessary (correct ordinance file master too).
 - If correct, uncheck the box ‘report convict to the BMV’ on the offenses screen for the count in question (the 2nd count with the same SOC code).
- *No underlying SOC found.* You added an LF to a criminal case.
 - You can’t do that.....remove the LF.
- *LF, WB or RB marked as cleared/deleted it will not be reported.* You cleared the LF, WB or RB before it was even reported.
 - Either completely remove the LF, WB, or RB or
 - If you want to keep a record that you added the LF/WB/RB then uncheck the REPORT TO BMV box on the BMV Info screen

EXCEPTION REPORT ERRORS – the following errors will return a rejection from the BMV and must be corrected before submitting.

- Speed offenses require actual & posted speed
- No State Offense code
- Invalid character in OL#
- No Suspension class specified
- No modification code specified (driving privileges)
- Actual speed is not greater than posted speed
- SOC 83 is no longer valid
- NO BMV case # specified (Privileges cannot be added to a suspension sent before the case is adjudicated without this number. ie – ALS, public safety)
- No withdrawal reason specified (drug suspension is missing the withdrawal reason)

RESPONSE FILE MESSAGES –

FTP ACKNOWLEDGEMENT FILE

- The first response file you will see. This file is generated usually within one hour of your data submission. The BMV hasn’t uploaded or processed the data from it they’re just letting you know that they received your file.

FTP REJECT FILE

Rejects means the BMV cannot add or delete the record indicated in the report. Corrections must be made to additions that are rejected, but not necessarily deletions. There are over 650 possible rejections. Below are some of the most common.

- *LF - Cannot add license forfeiture- driver never licensed in Ohio*
 - Remove the LF from the case
- *ACR – No name match for SSN.* (for RBs)
 - Remove the RB from the case (the person doesn’t have a vehicle registered in their name)
- *No matching WB on file*
 - Cannot clear the WB because it doesn’t exist
- *LF/WB/RB already cleared*
 - Yay! Defendant took their release to the BMV and they released it.

For the following rejections you must –

- 1) *Correct the error in Mayor’s Court*
 - 2) *Answer NO when the software asks if you want to update the BMV*
 - 3) *Uncheck the REPORTED TO BMV box and delete the reported date on the Offense screen (because the conviction was completely REJECTED by the BMV there is nothing to UPDATE and you will receive another rejection from the BMV if you try to update something that doesn’t exist)*
- *Missing offense code*
 - Add the offense code on the Offense Maintenance screen
 - *Speed detail required on speed offense*
 - Add the actual/posted speed on the Offense Maintenance screen
 - *BMV case number is missing* (for suspensions)
 - Add the BMV case number to the suspension modification
 - *SSN assigned – DOB does not match or no name match*
 - Correct the SSN or DOB
 - *Withdrawal reason code is missing* (for drug suspensions)
 - Add the code to the suspension

BMV MAILED REJECTS – The BMV will also mail reject notifications. These are different from the electronic response files you receive and you are required to respond to them.