State of New Jersey Uninsured Motorists Identification System

Insurance Company Participation Guide

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INTRODUCTION

Welcome to the State of New Jersey's Uninsured Motorist Identification Program. This program was instituted by the State of New Jersey in September 1991 to reduce the number of uninsured vehicles on New Jersey's roads. This UMIS User Manual is a guide to participating insurance companies and their servicing agents. It contains the procedural details and computer data specifications you will need for proper reporting.

If you are a new company joining the UMIS program there are certain steps to follow in order to be established within the UMIS processing cycle. Please see **appendix E & G** for the forms to fill out and return concerning your company's contact information. We will need multiple contact names/addresses and servicing agents before computer processing commences. You will need time to program and test to our specifications before your first submission.

Insurance Company Involvement

The success of the Uninsured motorist Identification System is entirely dependent on the participation by all insurance companies that issue private passenger automobile policies. The program is designed to persuade the uninsured population to obtain insurance or stay off the road. If the program is successful, benefits should be seen by insurance companies as well as insured motorists. We are dedicated to making the program successful and would like to thank all the companies participating in the Uninsured Motorist Program.

The New Jersey Department of Banking and Insurance is the enforcement agent for UMIS and receives statistics on all submissions. A company which fails to submit their data in a timely manner or whose data is rejected will be subject to penalties as defined in the regulation associated to the Uninsured Motorist Identification System. Since the success of this program hinges on timely and accurate data; no late or inaccurate reporting will be excused.

About this Guide

This guide is designed to explain all the steps involved in monthly data submissions. We hope that with a full understanding of the program, companies will be better able to understand the importance of their role and the problems that non-compliance would cause for the motorists and their insurers.

We begin with a short program overview to explain how the uninsured motorists will be identified. Unique features of the monthly cycle will be explained in the next section by

chronological order of events. At the end of the guide are several appendices that provide technical details and actual copies of the output reports. We hope this guide will be helpful and remind you that the **UMIS HOTLINE is available for any questions at (609) 777-3894 Fax 609 777-3741**

Program Overview

A monthly cycle identifies those motorists who allow their insurance coverage to lapse due to **non**-payment of premium the data you send us is used only in matching during that processing cycle and is not retained on our data base. Therefore when the processing is complete, the noncritical errors returned to you should be corrected and applied to your data base.

Monthly Cycle

The monthly cycle is accomplished by the monthly collection of **(cancellations and adds of any kind to an insurance policy)** from all insurance companies. In addition, to avoid identifying motorists who have changed their coverage from one carrier to another, new policy data is also collected. Those motorists who have been canceled due to non-payment of premium and have not been issued a new policy, and whose vehicle is still registered will be notified. See **appendix D** for a sample memo. Miscellaneous type vehicles such as trailers, motorcycles, snowmobiles, farm equipment and motor homes are NOT to be reported. Antique cars can be reported in the monthly cycle.

Endorsements are new issues to include vehicles that are added to an existing policy or that replace vehicles on existing policies. The effective date for these endorsements is the date that coverage for that vehicle begins.

Policy reinstatements which in a prior month have been previously reported as a cancellation must then be reported as a new issue. The report time frames should allow sufficient time to assure that reinstatements without a lapse in coverage will not be reported. Cancellations should not be reported until a reinstatement is no longer an option. Any policies which are reinstated with a lapse in coverage must be reported as both a cancellation and a new issue, even if the cancellation and subsequent reinstatement occur in the same month.

Fleet policies (not to be confused with commercial) with less than 5 vehicles should be reported and would be assigned an abstract code. Fleet policies with greater than 5 vehicles should **NOT** be reported. If a customer is registered as commercial only with the Department of Banking & Insurance and they write commercial-private passenger policies, they need to change this with DOBI. Private passenger type automobiles can be written on a commercial policy. They are defined as a vehicle that

meets the definition of NJSA 39:6A-2a and is owned by a corporation, partnership or any other entity except and individual, husband and wife, or a civil union couple and used for business purposes.

Common Processing

Upon receipt of a Data Motion transfer from an insurance company, the Office of Telecommunications and Information Systems (OIT) data center logs the submission and screens the data. The standards set forth in the technical specifications must be strictly followed by each company as UMIS can only process data using the standardized formats. Insurance company data will be immediately returned for correction for critical errors. It is very important that the contact information we maintain for your company be complete and up to date so that errors are routed to the proper person for quick resolution and re-submission.

After passing the initial screening, all validated data is pooled for final processing in a match process. Summary reports are returned to each submitting insurance company, along with listings of non- critical errors. The latter should be corrected in your data base; they don't need to be resubmitted.

Note: In the past, owners registering their vehicles privately and insuring them under commercial policies would be identified as uninsured. These owners could either insure their vehicles privately or register them under a company name. UMIS accepts commercial lines nonfleet policies that are issued on private passenger automobiles.

Common Critical Error

When a file through Data Motion transfer cannot be read by the UMIS screening program, the company will be notified immediately. Early submissions will enable companies' additional time to correct these types of errors. The data must be corrected and returned by the error return due date specified on the Production Schedule, in **appendix A.**

The following are common errors that cause the screening process to reject a file. See the technical specifications for the standards that must be followed,

Incorrect header record
The header record helps UMIS/Hotline personnel determine if the data about to be read is from the appropriate company and is for the current cycle. If fields in this record are formatted incorrectly, the data will be rejected.

A common mistake is the incorrect formatting of the Original Cycle Due Date. This field must be formatted as the date on the Production Schedule that the data was originally due. Normal submissions and subsequent corrected error re-submissions should have the same original cycle due date (not the corrected error return due date). This date is the 7th of the month for the monthly cycle.

Critical Error Report-Invalid Data Transaction Format: Error Report received

The UMIS screening program verifies every record submitted, and determines if the record is a valid transaction by the system. All transactions that do not meet the minimum requirements for processing will be reported back to the responsible company for correcting.

Once all data has been submitted (i.e. by the evening of the due date) Detailed Error Reports are printed for all companies that submitted invalid transactions. These reports are mailed out to the appropriate companies. (**See appendix C**) **(at this point and time these critical error reports can't be electronically sent)**

Upon receipt of the Critical Error Detail report the companies must correct the incorrect transactions and resubmit **"ONLY"** those transactions by the error return due date specified on the Production Schedule. The companies will have approximately one week to correct these errors. Those companies without critical format errors will not receive this report

The formatting errors that the screening program identifies are as follows:

- **Missing VIN**
- **Invalid VIN**
- **Invalid Driver License Number**
- **Missing Transaction Type in the Monthly Cycle**
  'C' Cancellations and 'N' New Policy
- **Missing or Invalid Date**
  A valid Cancellation Date or Policy Effective Date is required
- **Invalid Type/Date Combo for Monthly Submissions**

Transaction Type 'N' requires a Policy Effective Date but no Cancellation Date (the latter must be zero filled)
Transaction Type 'C' requires a Cancellation Date but no Effective Date (the latter must be zero filled)

Any of these errors would make the transaction invalid for the match process. This could mean that a VIN that in fact is insured is identified as uninsured. An incorrect VIN can appear to be correct to the vehicle owner if the VIN is transcribed from the registration card. A prefix to the VIN is printed on this card which blends in with the VIN itself. For this reason, the VIN should be taken from the vehicle or title document. Other VIN problems may be caused by poor handwriting or using the letter "O" instead of the number "0" The letter "O" is never used in a VIN; it's always a zero.

Persistent Errors

If after resubmitting the data, there are still critical errors the data will be returned again for correction. Valid data must be obtained from all companies to ensure the success of this program. Companies who have their data returned a second time will have less than five days from the first error due date to resubmit the corrected data. Re-submissions must be received by the 18th of the month for the monthly cycle.

Out of Range Data Submissions

The monthly cycle will accept effective dates beyond the month specified for the cycle. However, if the effective date is many months in the past, the transaction will be discarded prior to matching. Otherwise, the transaction is held on a pending file for subsequent processing in a future cycle to permit some overlap for end of month transactions or premature-submissions. This recycling will occur until the transaction has "aged" and is ultimately purged from the UMIS system. While premature-submissions are not encouraged, UMIS will self correct for them but an out of range by effective dates report is reviewed by Department of Banking and Insurance (DOBI) for their follow-up with the offending companies.

The recycled file may also be the source of duplicate errors appearing on the month end report. The duplicate VIN may have been reported twice in subsequent months.

Monthly Data Submissions

Participating insurance companies are required to submit data monthly by the due dates specified on the Production Schedule in **appendix A**. Besides all non-payment of premium cancellations, new policies issues (new VINs or new vehicle endorsement on an existing policy) for the specified month must be reported. A different transaction record must be reported for each VIN that is either canceled or newly issued.

Making the Due Dates

The schedule allows companies a minimum of at least one month for reporting activity occurring in a prior month, i.e. the effective dates of New Policies and Cancellations are over 1 month earlier than their cycle due date. This is intentional to help eliminate reinstatements and provide companies enough time to compile data from all their agents and still meet the due dates.

The 15 items of data must be submitted in the standard format as specified in the Technical Specifications provided as **appendix B** of this guide. Data Motion is the only valid method for data submission. Only one file is accepted per company per month. If a servicing agent is used for an assigned risk pool of drivers, then this data must be merged with the regular submission prior to being sent to UMIS. Special care is needed for the header/trailer records in the combined file so that the record counts are correct.

When a company has no data to report, the header and trailer record only needs to be submitted. (See **appendix F**)

Monthly Match Processing

The monthly match process begins after all data has been received from the participating insurance companies. Cancellations for non-payment of premium transactions are matched with New Policy transactions. When a match is found between a cancellation and a subsequent new policy the vehicle is assumed to be insured. When a cancellation is not matched with a new policy the vehicle is assumed to be uninsured provided the VIN is valid.

First Match in the Monthly Processing Cycle

The first match takes place on the VINs as they are provided by the insurance companies. Any cancellation VIN that matches that of a VIN on a subsequent new policy is removed from the pool of potentially uninsured. This will match VINs that are recorded correctly as well as VINs that are consistently recorded incorrectly.

VIN Edit

Any transactions remaining unmatched are sent through a VIN edit routine. VINs older than 1981 will have any non alphanumeric characters removed in an attempt to correct the VIN. For those VINs 1981 and newer R.L.Polk's VINA package will be used to validate and correct the VINs. Any VIN found in error that cannot be corrected by the VINA package will be reported back to the responsible insurance company for their follow up

Second Match in the Monthly Processing Cycle

A second match process is run to match those VINs that could be corrected to their mates. Leftover cancellations from this process remain in the pool of potentially uninsured and go through Driver License validation. Note that the VIN returned to you is the VIN you submitted. Our editing is done in a temporary field and we leave the original submitted VIN intact.

Drivers License Number Validation

To ensure that uninsured motorists are properly contacted, it is very important that every attempt be made to provide the appropriate New Jersey Drivers License Number. Any cancellation transaction that remains in the pool of potentially uninsured motorists after the matches will have its Drivers License Number validated. If the Drivers License Number is invalid or blank, the transaction will be reported to the responsible insurance company. If there are multiple drivers and the exact driver is unknown, we still prefer that you supply a driver's license number that is your best information at that time. Usually this is the vehicles owner or the primary driver.

Monthly Post Cycle Processing-Overview

At the end of each monthly cycle several reports are created. The Motor Vehicle Commission is delivered a pool of potentially uninsured motorists, the Department of Banking and Insurance obtains reports on company participation and two reports are produced to be distributed to the insurance companies.

The Motor Vehicle Commissions Action

Upon receipt of the report, Motor Vehicle Commission checks its record for license plate returns on the VINs that are potentially uninsured. If the vehicle is still registered the motorist is notified. The motorist is instructed to provide proof of insurance. Be aware that the motorists may be

contacting their insurance companies to obtain this proof. Again, accurate reporting practices to the UMIS system should minimize the incorrect identification of uninsured motorists

Department of Banking and Insurance

Companies should make every attempt to comply with the Production Schedule due dates. The schedule allots enough time so that all companies should have no trouble meeting them. During and after the cycle the Department of Banking and Insurance will receive reports regarding insurance company reporting status. To avoid enforcement penalties make sure all data submission due dates are met.

Insurance Company Reports

Two reports are produced at the end of each cycle and distributed to each insurance company, the monthly Insurance Company Transaction Summary and the monthly Insurance Company Error Detail Report (see **Appendix C**) These reports are provided to the insurance companies solely for the companies own information-to help companies verify their submissions and clean up their databases. No action is required on these reports however data cleanup within the insurance company's data base is strongly recommended and will reduce future invalid submissions.

Insurance Company Transaction Summary Report for Monthly Processing Cycle

The insurance Company Transaction Summary Report, reports the number of records submitted, and rejected for the company. The report is distributed for control purposes. The following are the statistics provided on the Insurance Company Transaction Summary.

Records Submitted

This section of the report is divided into **Cancellations Submitted**, **New Policies Submitted**, and **Unknown Type Submitted**. Within each of these categories, it is important to note that in the future there may be a variety of different types (e.g. Voluntary Cancellations, Voids, Etc.)

For each type in each category, the **current months** and **the year to date totals** are provided. The Total Submitted in each category is the accumulation of the types that fall into the category and is calculated for both the current month and year to date totals. The year to date totals is accumulated from the first cycle of the calendar year to the present.

The grand **Total Records Submitted** is equal to the sum of the **Total Cancellations Submitted**, the **Total New Policies Submitted** and the **Total Unknown Type Submitted**, for the current month and year to date.

Records Rejected

This section is also divided into **Cancellations Rejected**, **New Policies Rejected** and **Unknown Type Rejected**. Each category is then divided into several different types of rejections.

The rejection type totals are accumulated **monthly** and **year to date totals**. The year to date totals is accumulated from the first cycle of the calendar year to the present. The Total Rejections in each category is the sum of each type of rejection, both for the current monthly and year to date.

The grand Total Records Rejected is equal to the sum of the Total Cancellations Transactions Rejected, The Total New Policies Transactions Rejected and the Total Unknown Type Transaction Rejected, for the current month and year to date.

It should be noted that these totals reflect the number of transactions rejected and the Detailed Error Report reflects the number of errors which could include multiple errors per transaction.

The percent of total records rejected for both monthly and year to date are calculated as follows:

$$\frac{\text{Total Records Rejected}}{\text{Total Records Submitted}}$$

Detailed Error Report for the Monthly Processing Cycle

Along with the Insurance Company Transaction Summary, the Error Report will be provided at the end of the cycle. This report lists any transaction errors that were encountered during the cycle run that were not previously reported for error correction. Companies that have no errors will receive the report with no errors message.

The Policy Number, error code, error description, VIN, Driver License Number, Transaction Type and Policy Effective or Cancellation Date are detailed for each record that errors. The report is ordered by policy number, VIN, and error code. The possible types of errors are as follows:

- **Invalid VIN**
- **Invalid Driver License**

If critical errors are still not corrected they will also be reported. These types of errors are as follows:

- **Missing VIN**
- **Missing Transaction Type**
  'C' Cancellation
  'N' New Policy
- **Missing or Invalid Date**
  A valid Cancellation Date or Policy Effective Date is required
- **Invalid Type/Date Combo**
  Transaction Type 'N' requires an Effective Date but no Cancellation Date
Transaction Type 'C' requires a Cancellation Date but no Effective Date
- **Duplicate Transactions**
  The same record was sent twice on this month's submission. The same record was submitted prematurely in a prior month and did not process until this month.

IMPORTANT NOTE: Non-critical errors detailed on this report may include transactions from previous cycles, especially if their effective dates were a month ahead of the cycle due date

All companies should review the results of their submissions carefully and correct as many errors as possible in their data base to prevent these same errors from recurring in the future. In the case of duplicate records, the second of the two was dropped during our processing so no action is required. However, if there is a large and persistent quantity of duplicates, there may be an effective date out of range problem in the program creating the submission that should be fixed.

To correct invalid VINs and Drivers License Numbers you should contact the policy holder. It is possible that that Motor Vehicle Commission has the same incorrect VIN since the information is usually recorded from the registration document. The more accurate the insurance company data becomes, the more accurate the Uninsured Motorist Program will be.

Insurance Company Transaction Summary

The Insurance Company Transaction Summary reports the number of records submitted and rejected for the company. The report is distributed for control purposes. The statistics are:

Records Submitted

Total Effective Policies Records Submitted
(Total count of records)

Total Effective Policies Records Incorrect

(Total records found in error)

The **percent of total records incorrect** is calculated as follows:

Total Effective Policies Records Errored
Total Effective Policies Records Submitted

TECHNICAL SPECIFICATIONS FOR MONTHLY DATA SUBMISSION

All insurance companies must supply information through a Data Motion System (see appendix B)

A. Data Motion Transfer via Internet

Register to 'My New Jersey' portal on the Internet. Microsoft Internet Explorer 5.5 Browser or higher is needed.
Your system administrator has created a secure email account for you at:
https://ssl.datamotion.com/r.aspx?b=8&e=xxxxx%40xxxxxx%2Ecom&p=544P&cb=SONJ
All Chrome and Firefox versions are compatible with the portal. If there is an issue it is suggested to utilize versions of IE 9 or below

B. " No Activity" FORM (see appendix F)

In the event that an insurance company has no policy information at this time for New Jersey, a paper form must be filed with the UMIS hotline by the due date **(609) 777-3894 Fax 609 777-3741**

GLOSSARY

Critical Error- A data error on an insurance company's original submission that prevents proper processing. It can be caused by inability to open or process a Data Motion Transfer, a bad date on the HEADER record, or key matching fields are missing on the individual data records (missing VIN, effective date, transaction type)

DOBI – Department of Banking and Insurance for the State of New Jersey

MVC – Motor Vehicle Commission

Endorsement – Any private passenger automobile addition/replacement to an existing policy.

Fleet Policy – A policy insuring multiple private passenger vehicles for a business 5 or more taxis, limousines, etc.

Hit – A VIN record submitted by an insurance company or servicing agent which matches the MVC vehicle registration

Insurance Company Code – The same 4 digit code assigned by the State of New Jersey for an insurance company's abstract requests. This ID code is a unique identification key per company in the UMIS system

Monthly Process – A special purpose matching by VIN of all insurance companies' new policies and cancellations for non-payment of premium within a particular month's effective dates.

Non-Critical Error – After UMIS processing is complete, records that remain unmatched are checked for potential bad VIN that precluded a match. R. L. Polk's VIN EDIT package is used and records that fail are listed on the returned report at month end. These records should be followed up and corrected on the insurance company's data base to eliminate these problems in future submissions. (There are other errors besides bad VINs; see prior sections for details).

Servicing Agent – Any person or organization duly designated by an insurance company to prepare, transmit or deliver records on behalf of that company.

Business Client Instructions

NJ MVC mode of transportation for all UMIS accounts has been converted to Data Motion. You will receive a notification at the email address you provided : That looks like the following :

Your system administrator has created a secure e-mail account for you at:
https://ssl.datamotion.com/r.aspx?b=8&e=xxxxx%40xxxxxx%2Ecom&p=544P&cb=SONJ

To access your account, simply follow these steps:

1. Click on the above link.

2. Create a password and verify it to protect your account.

3. Access your account to send and receive secure e-mail.

If you need help, please send an e-mail to dm-notify@oit.state.nj.us<mailto:dmnotify@oit.state.nj.us

If you have questions you can forwarded them to the 2 email addresses provided above or carol.sokolowski@dot.state.nj.us

We don't have a specific time line for the conversion, the average turnaround is about 2 weeks, once we collect your information (business address, email address that the invite will be sent to, telephone # etc

Please confirm that the following information needs to be confirmed before the Data Motion invitation can be sent ?

Company:

Technical Contact Name :

Address:

City/ State/Zip Code

Phone /fax

Technical email address

or a group email address (if more than one person will be involved on the technical side of the house) please advise this is where the invitation will be sent

The DataMotion invitation and the manual have an 800 number for the DataMotion helpline. You could try directing questions to our SFT team: OIT-SFT-admin@oit.state.nj.us but I would contact DataMotion.

As I understand it, DataMotion is similar to the portal: instead of logging in there, you'll log onto DataMotion.
You will receive your user-id and password from DataMotion, not us. or as we discussed a group email address (if more than one person will be involved on the technical side of the house)

Monthly Production Schedule for 2019-2020

Note: Please submit in a timely manner , submissions are accepted early

Cancellation	New Policies	Original submission Due date	Last day for Corrected Critical Errors
November 2018	November 2018	January 7, 2019	January 18, 2019
December 2018	December 2018	February 7, 2019	February 18, 2019
January 2018	January 2019	March 7, 2019	March 18, 2019
February 2019	February 2019	April 7, 2019	April 18, 2019
March 2019	March 2019	May 7, 2019	May 18, 2019
April 2019	April 2019	June 7, 2019	June 18, 2019
May 2019	May 2019	July 7, 2019	July 18, 2019
June 2019	June 2019	August 7, 2019	August 18, 2019
July 2019	July 2019	September 7, 2019	September 18, 2019
August 2019	August 2019	October 7, 2019	October 18, 2019
September 2019	September 2019	November 7, 2019	November 18, 2019
October 2019	October 2019	December 7, 2019	December 18, 2019
November 2019	November 2019	January 7, 2020	January 18, 2020
December 2019	December 2019	February 7, 2020	February 18, 2020
January 2020	January 2020	March 7, 2020	March 18, 2020
February 2020	February 2020	April 7, 2020	April 18, 2020
March 2020	March 2020	May 7, 2020	May 18, 2020
April 2020	April 2020	June 7, 2020	June 7, 2020

Monthly Submission Header Record Layout Description

Field #	Field Name	Start Column	Type & Length	Description	Comments
1	Record Name	1	alpha/numeric(6)	Must contain the word "HEADER'	To indicate the FIRST record in the file
2	File Type	7	alpha/numeric(1)	*must contain 'N' for a normal file submission or * must contain 'E' for a corrected error file resubmission	
3	Insurance Company Code	8	numeric(4)	MVR code assigned by New Jersey Motor Vehicle Commission for driver abstracts	
4	Time Stamp	12	numeric(6)	File creation time	HHMMSS (hours, minutes, seconds)
5	Date Stamp	18	numeric(8)	File creation date	MMDDYYYY (month, day, year)
6	Original Cycle Due Date	26	numeric(8)	The date on the Production Schedule that all data was originally due It's the same date (the original cycle due the 7th of the month) for normal submissions and subsequent error resubmissions	MMDDYYYY (month, day, year) **Note: DD= 07 always**
7	Filler	34	alpha/numeric(167)		

	TOTAL RECORD LENGTH		200		

Field 1	Field Name	Start Column	Type/Length	Description	Comments
1	Vin	1	alpha/numeric(19)	Vehicle Identification Number- If the vehicle manufacture year is 1981 or newer. This field must have 17 positions	Left justify
2	Driver License Number	20	alpha/numeric(15)	Must contain contiguous characters of a New Jersey Driver License Number. Owner of vehicle (preferred) or primary driver's license #	Left justify
3	Make of Car	35	alpha/numeric(5)	National Crime Information Center (NCIC) standard or (ISO) standard vehicle make code	Left justify
4	Year of Car	40	numeric(4)	Four digit vehicle model year	YYYY
5	Model of Car	44	alpha/numeric(5)	National Crime Information Center (NCIC) standard vehicle make code. Must contain contiguous characters	Left justify. Optional
6	Insurance Company Code	49	numeric(4)	MVR code assigned by New Jersey Motor Vehicle Commission for driver abstracts	
7	Policy Owner Street Address	53	alpha/numeric(30)		Left justify
8	Policy Owner City	83	alpha/numeric(20)		Left justify
9	Policy owner State	103	alpha/numeric(2)		
10	Policy Owner Zip Code	105	alpha/numeric(9)	Zip Code of policy holder. 5 digits required but 9 digits preferred	Left justify. Last 4 digites must be filled with spaces if not 9
11	Transaction Type Code	114	alpha/numeric(1)	'C' for cancellations; 'N' if new policy	
12	Policy Effective Date	115	numeric(8)	The date the new policy became effective. Required for 'N' transactions only, otherwise do not use this field and zero fill	MMDDYYYY if not 'N' trans, then must default to zeros

13	**Policy Cancellation Date**	**123**	**numeric(8)**	**The date the policy was cancelled. Required for 'C' transaction type. Otherwise do not use this field, and zero fill instead**	**MMDDYYYY if not 'C' trans, then must default to zeros**
14	**Date Stamp**	**131**	**numeric(8)**	**Format with the creation date/ date submitted**	**MMDDYYYY**
15	**Policy Number**	**139**	**alpha/numeric(30)**	**Insurance company's unique policy identification number. If not used then must full with spaces**	**Left justify. Optional**
16	**Filler**	**160**	**alpha/numeric(31)**		**Space fill**

TOTAL RECORD LENGTH **200**

Field #	Field Name	Start Column	Type & Length	Description	Comments
1	Record Name	1	alpha/numeric(7)	Must contain the word "TRAILER'	To indicate the LAST record in the file
2	Insurance Company Code	8	numeric(4)	MVR code assigned by New Jersey Motor Vehicle Commission for driver abstracts and same as code Header record	
3	Time Stamp	12	numeric(6)	File Creation Time	HHMMSS (hours, minutes, seconds)
4	Date Stamp	18	numeric(8)	File creation date	MMDDYYYY (month, day, year)
5	Total Records Count	26	numeric(8)	The total number of records in the file <u>including the header and trailer records</u>	
6	Total New Policies	34	numeric(8)	The total count of records with a transaction type of 'N' in the file	
7	Total Cancelled Policies	42	numeric(8))	The total count of records with a transaction type of 'C' in the file	
8	Filler	50	alpha/numeric(151)	Space fill	

TOTAL RECORD LENGTH **200**

Monthly Submission Sample Report Layout

STATE OF NEW JERSEY
DIVISIO OF MOTOR VEHICLES
UNINSURED MOTORIST IDENTIFICATION END OF MONTH SYSTEM
MOTHLY CYCLE – ORIGINAL DUE DATE: 01/07/94
INSURANCE COMPANY ERROR DETAIL REPORT REPORT ID: AUMTD156

INSURANCE COMPANY CODE: 9999
INSURANCE COMPANY NAME: YOUR INSURANCE COMPANY'S NAME

POLICY NUMBER	ERROR CODE	ERROR DESCRIPTION	VIN	DRIVER LICENSE NUMBER	TRANS TYPE	CANCELLATION EFFECTIVE DATE
A203045526121818	1001	MISSING VIN		H12345670001000	N	11/03/1993
B001103390000210	1002	MISSING TRANSACTION TYPE	KDW12200XY990003880	B22388126188002		12/20/1993
C305105600110355	1003	MISSING OR INVALID DATE	JBW0102232036002110	C10300126952003	C	
D126272020171800	1004	INVALID TYPE/DATE COMBO	BJW1700D33300000000	A22345609912001	N	12/20/1993
E00XCV0010010650	3001	INVALID VIN	BBW2303034096077800	DWXCV5008812009	C	07/14/1993
F890004320507431	4001	INVALID DRIVER LICENSE #	CCE1010021006012809		C	07/14/1993
G305105600110355	4002	INVLAID LICENSE #-CORP	JRW0102232036002110	462465313567433	C	04/04/1993
ZZX3242ZZX234WSS	3001	INVALID VIN	AA23423	DWXCV500882009	C	07/14/1993

SUBTOTALS

ERROR CODE	ERROR DESCRIPTION	TOTAL	PERCENTAGE
1001	MISSING VIN	1	12.50%
1002	MISSING TRANSACTION TYPE	1	12.50%
1003	MISSING OR INVALID DATE	1	12.50%
1004	INVALID TYPE/DATE COMBO	1	12.50%

3001	**INVALID VIN**	**2**	**12.50%**
4001	**INVALID DRIVER LICENSE #**	**1**	**12.50%**
4002	**INVLID LINCENSE - CORP**	**1**	**12.50%**

GRAND TOTAL **8** **100.00%**

Uninsured Motorist Identification System **UMIS**

Monthly Submission Sample Report Layout

STATE OF NEW JERSEY
DIVISIO OF MOTOR VEHICLES
UNINSURED MOTORIST IDENTIFICATION END OF MONTH SYSTEM
MOTHLY CYCLE – ORIGINAL DUE DATE: 01/07/94
INSURANCE COMPANY ERROR DETAIL REPORT **REPORT ID: AUMTD156**

INSURANCE COMPANY CODE: 9999
INSURANCE COMPANY NAME: YOUR INSURANCE COMPANY'S NAME

RECORDS SUBMITTED	**CURRENT MONTH**	**YEAR TO DATE**
Cancellations submitted		
Nonpayment cancellations	310	310
TOTAL CANCELLATION SUBMITTED	**310**	**310**
New policies submitted		
new business	670	670
TOTAL NEW POLICIES SUBMITTED	**670**	**670**
Total unknown type submitted	1	1

TOTAL RECORDS SUBMITTED	**981**	**981**
RECORDS REJECTED		
CANCELLATIONS REJECTED		
Missing VIN	0	0
Missing effective/cancel date	1	1
Invalid type/date combination	0	0
Invalid VIN	2	2
Invalid driver license	2	2
TOTAL CANCELLATIONS REJECTED	**5**	**5**
NEW POLICIES REJECTED		
Missing VIN	**1**	**1**
Missing effective/cancel date	**0**	**0**
Invalid type/date combination	**1**	**1**
Invalid VIN	**0**	**0**
TOTAL NEW POLICIES REJECTED	**2**	**2**
Total unknown type rejected	**1**	**1**
TOTAL RECORDS REJECTED	**8 (0.825)**	**8 (0.82%)**

UMS S ICR6 00567 000629

DATE PREPARED 12/24/13

Motor Vehicle Commission

STATE OF NEW JERSEY
MOTOR VEHICLE COMMISSION
PO BOX 132
TRENTON, NEW JERSEY 08666
(609)292-7500

SCHEDULED REGISTRATION SUSPENSION

D.L. NUMBER

The New Jersey Motor Vehicle Commission has determined that you have not maintained NJ liability insurance on the currently registered vehicle(s) listed on the back of this notice. Such coverage is required by NJ Law (NJSA 39:6B-1). By authority of NJSA 17:33B-41 and NJSA 39:5-30, MVC has scheduled the suspension of your NJ registration(s).

Your New Jersey registration privilege is scheduled to be suspended as of 01/23/2014 indefinitely.

If you do not satisfy the below requirements by the scheduled suspension date, you will receive an Order of Registration Suspension, which will require the payment of a $100 restoration fee, and a Notice of Scheduled Suspension of your Driving Privilege.

The Motor Vehicle Commission will cancel the scheduled suspension if you present the following proof:

If you have liability insurance for the vehicle(s), you must present:

A) A photocopy of a current NJ insurance identification card (but not for the cancelled policy); or
B) A photocopy of the declaration page of your current insurance policy describing the vehicle(s) and coverage; or
C) A photocopy of a Notice of Policy Reinstatement.

If you no longer own or use the vehicle(s), or if it is registered in another state, you must:

A) Surrender the registration certificate(s) and plates and
B) Present a photocopy of the receipt for the surrendered registration certificate(s) and plates; or
C) If the registration certificate(s) and plates are no longer in your possession or have been transferred to another vehicle owned by you, present a written statement explaining what you did with the plates;or
D) If the vehicle is no longer used, surrender the registration(s) and plates, and present the receipt and a written statement describing the condition of the vehicle(s) if inoperable, or explaining why the vehicle(s) is not in use.

You can mail the required proof to Motor Vehicle Commission at PO Box 132, Trenton, NJ 08666-0132 (enclose a copy of this notice), or you may present it in person at any Motor Vehicle Commission Walk-In Site.

You can obtain a listing of New Jersey Motor Vehicle Commission Walk-In Sites that specifically process this type of transaction by either visiting the Commission's web site at www.njmvc.gov/services or by contacting our restoration information number at 609-292-7500.

If your registration privilege is suspended on the date above, you cannot drive, or allow anyone else to drive, any vehicle registered in your name until you receive written notice from the Chief Administrator stating that your registration privilege has been restored. If you are convicted of operating or permitting the operation of the vehicle(s) during the period of suspension, you will be subject to a fine, an insurance surcharge, a suspension, and possibly a jail sentence.

Please help us to reduce the number of uninsured motorists and the cost of insurance by complying with this notice.

Raymond P. Martinez, Chief Administrator

Please visit us at www.njmvc.gov

Appendix D

UMIS CONTACT ENROLLMENT FORM

OIT Hotline Personnel
OIT Hub Data
300 Riverview Plaza
Trenton, Nj 08625 umisprod@oit.state.nj.us

NJ Abstract 4 digit _____
UMIS Hotline #609-777-3894
DOBI 3 digit code _____

State of New Jersey **Uninsured Motorist Identification System** **UMIS**

Insurance Company:		**Who Report is delivered to :**
Tech Contact:		Address:
Address:		City:
City:		State:
State:		Zip Code:
Zip Code:		Phone ( ) - Ext.
Phone ( ) - Ext.		Fax
Fax		Email:
Data motion email :		
Alt. Contact		**Executive/Supervisor:**
Alt. phone ( ) - Ext.		Title:
Alt. Address		Phone ( ) - Ext.
Fax		Exec. Address 1:
Vendor:		Exec. Address 2:
Contact		City/State/Zip:
Vendor address:		
City/State/Zip:		

Appendix E

No Activity to Report

Three digit code ____ ____ ____

N.A.I.C._____

Insurance Company Code: ___ ___ ___ ___
(4 digit MVR Code New Jersey assigned to driver abstract)

Insurance Company Name: _____

Cycle Due Date: _____/ _____/ _____
month day year

☐ The above mentioned company has no policy or cancelled policy information to report for the current monthly cycle of the New Jersey Uninsured Motorist Identification System.

Signature: _____ Date: _____
(Company Representative)

Instructions for this form:

In lieu of a monthly or semi-annual data submission, this form must be mailed by the deadline to:

State of New Jersey OIT Hub Data Center 1 Schwartzkopf Dr.
Trenton, NJ 08625-0113
Attn: UMIS

If any questions please call the UMIS Hotline at 609-777-3894 (fax# 609-777-3941)

Appendix F

Revised January 2019

Information required to establish access for UMIS

Business/Insurance Name:_____

Mailing Address:_____

_____

Contact name of person/email address requesting access

_____

(if more than one name please place in the additional information section)

Vendor contact for technical support

_____

Vendor phone number & email address:

_____

Email address for data motion files access:

_____

Additional contact Information:

Appendix G

Revised January 2019

Revised January 2019