

**State of Oregon  
Department of Transportation  
Driver and Motor Vehicle Services**



**Oregon Automobile Liability Insurance Reporting Program**

**Interim ALIR  
Instruction Manual for Insurance  
Companies**

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# 1 Introduction to the Oregon ALIR System

The purpose of this Manual is to provide insurance carriers with the necessary information to comply with the Oregon Revised Statute (ORS) 742.580 through the Oregon Automobile Liability Insurance Reporting Program (ALIR). This Manual is a mix of business and technical information.

## 1.1 Program Goal

The goal of the ALIR system is to reduce the number of uninsured motor vehicles operating on Oregon highways.

## 1.2 Program Purpose

The purpose of the ALIR Program is to

1. Provide a method for insurance carriers to comply with insurance reporting requirements in ORS 742.580
2. Provide an online tool to law enforcement officials, as required by ORS 806.195, to determine whether reasonable grounds exist to believe that a person is driving uninsured.
3. Determine if a vehicle is subject to the Mandatory Insurance Verification Program, established under ORS 806.150.

## 1.3 Administrative Rules

This manual is adopted through the revision of OAR 735-050-0130 with input from the insurance industry and other external stakeholders.

## 1.4 Electronic Insurance Reporting

(1) All insurers must send insurance information electronically when a new vehicle is added, an insurance policy is issued or upon termination of vehicle coverage or policy coverage within the time limits established under ORS 742.580.

(2) Any data transmitted or received electronically through the network specified by DMV must conform to system specifications. These include data structure, content and format.

(3) DMV will electronically check insurance information to determine the presence of data elements specified in Chapter 6.1 of this manual. If required data elements are not present, DMV will reject the information. If rejected, DMV will electronically notify the insurer. Insurers must resubmit the insurance data, with all required data elements in a timely manner as specified in ORS 742.580.

(4) If an insurer determines any insurance information was submitted in error, insurers must submit a termination of the previous incorrect information and, if applicable, a replacement transaction, simultaneously.

(5) All terminations must include a policy number and vehicle identifiers that match exactly the record to be terminated.

## 2 System Architecture

### 2.1 Overview

DMV's system processes policy information reported to the state by all insurance companies who provide automobile liability insurance in Oregon.

Electronic transmissions must be sent and received using DMV's "mailbox" on the OpenText Business Network as EDI (Electronic Data Interchange) "messages". Insurers writing fewer than 1,000 policies or policies on fewer than 1,000 vehicles in Oregon may send information to DMV by manual methods, either paper forms or computer diskettes. The EDI process is described in this section and the diskette process is described in Section 3.

Insurers shall send automobile liability insurance information to the department in a nationally standardized format as defined by the American National Standards Institute (ANSI). The standard is known as the ASC X12 Transaction Set 811 (Consolidated Service Invoice or Statement). The insurance industry subcommittee had further defined a standard usage of the Transaction Set 811 for ALIR.

The system used by Oregon includes software supplied by the OpenText Business Network and programs developed by DMV and is a series of batch jobs. The system:

- Step 1 Opens DMV's electronic mailbox on the OpenText Business Network, retrieves the message envelopes, removes the individual records from their electronic envelopes, and translates them to DMV data record format. A Functional Acknowledgment message (ASC X12 Transaction Set 997) is prepared for returning to the sender. The DataInterchange translator checks to ensure that the message sent by the trading partner follows the rules of the 811 ALIR standard and that certain high-level data definitions are correct according to Oregon's rules. If an error is detected, that fact is noted in the 997 acknowledgment message and the 811 message is not processed any further. If no high level errors were found, the individual insurance records continue processing through the DMV system.
- Step 2 Transmits the 997 acknowledgment message to the insurance company's network mailbox. A 997 message is always sent, whether or not any translation errors were detected in Step 1.
- Step 3 Validates the contents of the DMV data records according to DMV's rules. Records which contain no errors are written to a cumulative relational data base to satisfy Oregon's ALIR law. Records which contain errors are written to a separate data store for error processing. Validation errors are defined in Section 6 of this Reporting Guide.
- Step 4 Translates the error records into an 811 "error return" message, places it in an EDI envelope, and sends the envelope to the insurance company's network mailbox. If DMV's validation program found no errors in an incoming 811 message, no 811 "error return" message is sent to the insurance company.
- Step 5 Prints a report of validation statistics for use by DMV staff.

### 2.2 Technical Notes

DMV uses three software components for EDI functions:

- Information Exchange (IE), which performs the network communications function
- Expedite Base, the communication process that transmits messages in the IE mailbox to/from DataInterchange

- DataInterchange (DI), which performs the EDI translation functions using the X12 811 send and receive maps and the X12 997 acknowledgement message.

The Oregon ALIR system runs as a series of batch jobs on an IBM – MVS OS390 mainframe.

The rules for translating the X12 811 message to DMV's application data format (called data mapping) are defined by DMV-coded parameters and data tables in DI. One application data record is created for each occurrence of a vehicle or a non-vehicle policy in the 811.

DMV custom applications perform data validation for required fields and store data for use by DMV systems. VINs are matched against a database of VINs known to Oregon to be valid. Do not add characters to the beginning or end of a non-conforming VIN.

The batch process is executed once daily at an early-morning hour, Tuesdays through Saturdays. The early-morning hour is chosen to accommodate senders from all continental time zones.

## 3 Reporting Specifications

This section describes the ongoing file reporting specifications for information exchange between an insurance company and DMV.

### 3.1 Insurance Record Reporting Process

1. Oregon DMV can receive ALIR information in several media. The choice of a medium depends on the sender's number of Oregon policies or the total of the number of vehicles insured. When the number of policies or vehicles insured reaches 1,000 or more, those insurers using paper or diskettes shall begin converting to EDI within 60 days. The DMV Accident Reporting & Insurance Verification Unit will inform the insurance company that the conversion shall begin within the next 60 days.
2. Insurance companies must submit records as required by statute, within 15 days of the day that an insurer issues such a policy and within 30 days of the day that a person or the insurer cancels or fails to renew such a policy. For those companies reporting by any method other than EDI, the 15 days for new business and 30 days for terminations are determined by the postmarked dates.
3. The insurance company may choose to report daily, bi-weekly, weekly, or whatever timelines suit the business as long as statutory requirements are met.
4. Transactions must be submitted when:
  - New liability insurance is issued;
  - A vehicle is added to a policy;
  - A vehicle is no longer insured, i.e. the vehicle is removed from a policy;
  - The insurance is terminated. Terminated is inclusive of canceled, or not renewed, and all periods of time such as grace periods or reinstatement periods have expired.
5. The DMV Accident Reporting & Insurance Verification Unit contact and the insurance company's project manager will define and agree upon the reporting process.
6. DMV will process non-EDI transactions daily, Monday through Friday. The batch process is run in the morning hours, Tuesday through Saturday.
7. DMV will place valid records in the insurance database and return acknowledgments (for EDI reporting only) and error messages to the insurance company.
8. The format for insurance records submitted electronically must comply with the standards for ANSI ASC X12 Transaction Set 811 (3050). Appendix A contains Oregon's Adaptation of the Automobile Liability Insurance Reporting Implementation Guide.
9. All electronic communication will be done through the OpenText IE Network.
  - If the insurance company is not an OpenText Business Network subscriber, its VAN or service bureau must make the communication connections to OpenText Business Network.

## 3.2 Manual Reporting Specifications

Electronic reporting is recommended, however the following process has been developed for those companies that:

- Write policies for fewer than 1,000 Oregon registered or Oregon based vehicles or
- Write fewer than 1,000 non-vehicle specific policies

An insurance carrier may only report through the non-EDI process if the carrier meets this criteria. Once the carrier exceeds that limit, it will be required to report through the EDI process.

All Section [3.2](#) reporting requirements apply to the manual reporting process, other than formatting data into the ANSI ASC X12 standards, and reporting through the OpenText IE Network.

### 3.2.1 Diskette Method

DMV accepts ALIR information on diskettes in a number of file formats. See Section [4.2](#) for a list of the file formats and technical specifications.

### 3.2.2 Paper Method

1. DMV supplies paper forms specially designed for the ALIR requirements. See [Appendix C](#) for a sample form. A supply of forms can be obtained by contacting the DMV Accident Reporting & Verification Unit at:

503-945-5098  
DMVALIRQuestions@odot.state.or.us.

2. Complete one form for each policy transaction submitted.
3. Mail transactions to:  
DMV Accident Reporting & Insurance Verification Unit/ALIR  
1905 Lana Ave NE  
Salem, OR 97314
4. Data element rules are defined in Section [6.1](#) for completing the form.
5. Forms with missing or incomplete data will be returned for correction and resubmission.

## 3.3 Error Reporting

1. Records with no errors are added to the insurance database.
2. DMV will return errors for those companies reporting through EDI. Those companies reporting manually will receive a paper error report or an emailed report. See Sections [6.3](#) for a list of errors, and section [6.4](#) for a list of edit criteria, and what action takes place when data elements do not meet the criteria.
3. The insurance company must develop an error correction process for records that are rejected.
4. The insurance company must correct record errors and resubmit corrected records as quickly as possible via the agreed upon transmission mode for ongoing reporting.
5. [Appendix B](#) contains the Oregon Adaptation of ALIR Implementation Guide (TS811) error return format for electronic reporting.

## 4 Technical Specifications

This section defines the technical specifications for the various acceptable media for record transmission and the standards for that media.

DMV will reject any data received which does not meet these specifications.

### 4.1 Electronic

1. Ongoing electronic data transfer is made through the OpenText IE Network.
2. The format for insurance records submitted electronically must comply with the standards for ANSI ASC X12 transaction Set 811 (3050). [Appendix A](#) contains Oregon's Adaptation of the Automobile Liability Reporting Implementation Guide.
3. The maximum number of records allowed in a single EDI envelope is 25,000. A record is either a single vehicle or a single non-vehicle policy.
4. Programming must include the ability to receive an 811 error transaction and return a 997 functional acknowledgment to the 811 error transaction.
5. Translation errors due to invalid content can be avoided if a sender ensures that the data elements they send meet the standards. The following are examples of EDI data standards:
  - Dates are all numeric characters and are valid according to a calendar.
  - Alphanumeric data elements contain only UPPERCASE letters, numerals, spaces, and certain special characters.
  - Related elements are either both present or both absent.
6. Oregon DMV recommends that the following data delimiters be used in electronic transmissions delivered over the network.

Sub-element delimiter:	hexadecimal 1F
Data element delimiter:	hexadecimal 1D
Segment delimiter:	hexadecimal 1C

The default delimiters in some EDI software products are hexadecimal 5C for the data element delimiter and hexadecimal 5A for the segment delimiter. The hexadecimal 5C is an asterisk. Since some data elements may contain asterisks as valid data, using an asterisk as a data element delimiter can cause a failure of the EDI translation logic.



## 4.2 Diskette

1. Data records sent to Oregon DMV on diskette shall be sent to DMV in one of the following file formats:
  - Paradox (3.x or 4.x or 5.x)
  - FoxPro
  - dBASE 3
  - dBASE 4
  - dBASE V
  - Access 97
  - Excel 4, 5 or 97
  - Comma-delimited ASCII text
2. The external diskette label must contain the following information:
  - “Oregon DMV ALIR”
  - Insurance company name
  - Data format being used (Access, Text, etc.)
  - File name, including extension, e.g. nnnnn.mdb, where nnnnn is the NAIC number
3. For diskette reporting, the X12 format is not used.
4. Companies reporting on diskette must follow these guidelines:
  - One file per diskette
  - Files spanned across multiple diskettes are not acceptable
  - Files are not compressed
  - Files are not encrypted
5. Companies using comma-delimited text files must use the following guidelines for the data records:
  - Data element content and sequence in DMV ALIR data record format. See [Section 6.5](#), Record Definitions, FE4.6.50, FE4.6.51, FE4.6.52 and FE4.6.53.
  - Elements which contain commas are surrounded by double quotes
  - End-of-record indicated by Carriage Return and Line Feed
  - Alphabetic characters are all UPPERCASE
  - Elements can contain alphabetic, numeric, spaces, and certain special characters only.

6. The following table describes the diskette data record format for reporting on diskettes.

Seq	Data Element	Field Name	Type	Size
1	Record ID (“OALIR”)	RecordID	AN	5
2	Insurer’s NAIC code	NAICcode	N	20
3	Submission date century	SubCC	N	2
4	Submission date year	SubYear	N	2
5	Submission date month	SubMonth	N	2
6	Submission date day	SubDay	N	2
7	Sender ID	SenderID	AN	20
8	Sender type (for non-EDI companies, will always be ‘IN’)	SenderType	A	2
9	Policy type	PolicyType	A	2
10	Transaction type	TransType	A	3
11	Policy number	PolicyNum	AN	30
12	Effective date century	EffCC	N	2
13	Effective date year	EffYear	N	2
14	Effective date month	EffMonth	N	2
15	Effective date day	EffDay	N	2
16	Termination date century	TermCC	N	2
17	Termination date year	TermYear	N	2
18	Termination date month	TermMonth	N	2
19	Termination date day	TermDay	N	2
20	Insured DOB century	DOBCC	N	2
21	Insured DOB year	DOBYear	N	2
22	Insured DOB month	DOBMonth	N	2
23	Insured DOB day	DOBDay	N	2
24	Person or Organization	PersonOrg	N	1
25	Insured’s last name or Organization name	LastName	AN	36
26	Insured’s first name	FirstName	AN	20
27	Insured’s middle name	MidName	AN	20
28	Insured’s customer ID	CustID	AN	20
29	Customer ID jurisdiction	CustJuris	AN	2
30	Insured’s address	Address	AN	36
31	Insured’s city	City	AN	30
32	Insured’s state	State	A	2
33	Insured’s ZIP code	Zip	AN	5
34	Vehicle Identification Number (VIN)	VIN	AN	20
35	Vehicle year	VehYear	N	4
36	Vehicle make	VehMake	AN	5
37	Vehicle plate	VehPlate	AN	7

Type: N = Numeric  
AN = Alphanumeric

## 5 Testing

New companies must conduct testing prior to initial submission. Companies switching from one reporting method to another or from one diskette file format to another must conduct testing prior to making the switch.

An insurance company sending Automobile Liability Insurance information to Oregon DMV through EDI is known as a trading partner. In ASC X12 terminology, a Trading Partner is also known as a Sender. A Sender may be an insurance company or a third-party service bureau which sends ALIR data on behalf of one or more insurance companies. In some cases, the service bureau is "invisible" to DMV; the data appears as if it comes straight to DMV from an insurance company.

Each Sender must be defined in various components of DMV's system. This is true for an insurance company whose data is going to be sent by a service bureau which is already defined to the system, and for a subsidiary to a previously defined insurance company Sender.

To become a trading partner the insurance company must meet all the business and system requirements, along with completing the testing defined in this section of the reporting guide.

There are four possible tests the company could be involved in.

1. **Connectivity testing** - Sending and receiving messages electronically
2. **Transaction set testing** - The 811 transaction document for formatting and the ability to receive 997 acknowledgments and 811 errors
3. **Validation testing** - The testing of the data for errors
4. **Diskette testing** - Checking the format and data validity

DMV expects the insurance company to do internal testing of its system prior to beginning the testing process with DMV to avoid sending erroneous data to DMV.

### 5.1 Steps to Conduct the EDI Test

These steps will be conducted with those companies reporting via EDI. All the steps are conducted in a timely manner, most the same day or next day.

1. DMV has contracted with OpenText Business Network to complete the connectivity testing and transaction set testing for users of EDI transmission. This will be scheduled with the OpenText Business Network representative the insurance company is working with.
2. The insurance company will complete the connectivity testing with OpenText Business Network. This will test the electronic connection to the network system and verify the mailbox is functioning properly.
3. The insurance company will complete the transaction set testing with OpenText Business Network. OpenText Business Network will determine that the data is formatted correctly to the Transaction set 811 document.
4. DMV and the insurance company will then schedule the data validation test.
5. The insurance company will transmit an initial validation test case file to DMV's mailbox using test cases representative of the insurance company's type of business, actual records extracted from the company's data. The EDI file must contain a mix of approximately 1,000 records. [See Section 5.3](#) for a list of possible test cases. If there is a delay and the file cannot be transmitted, contact the DMV technical contact immediately.
6. DMV will review the results of the file processing and determine whether the level of accepted records is sufficient. DMV will notify the insurance company whether the test was sufficient

by communicating with the technical and business contacts. If the test is sufficient, the insurance company processes the error messages and transmits error corrections.

The test will be acceptable if:

- a) Ninety percent of the test records process as expected, meaning that the expected results described in the examples of test cases are achieved and,
- b) The returned errors are corrected and returned to DMV successfully.

If there are no data errors returned during the EDI test an additional test will need to occur to test error processing.

Test files must contain records that represent the insurance company's type of business. The insurance company is not expected to submit test cases that are not representative of the type of business conducted. For example, if the insurance company does not write non-vehicle specific policies, it is not necessary to submit test cases for those policies. A list of possible test cases can be found in [Section 5.3](#).

7. If the test is not sufficient, the insurance company will transmit a second file and repeat the process.

## 5.2 Steps to Conduct the Diskette Test

Those companies that will be reporting via diskette will conduct the diskette test prior to implementing. All the steps are conducted in a timely manner, most the same day or next day.

1. Insurance company calls DMV Accident Reporting & Insurance Verification Unit to notify the diskette will be sent. Also please notify DMV if there is a delay and the diskette cannot be sent as arranged.
2. Insurance company sends the initial test diskette to DMV.
3. DMV receives the diskette and conduct the test.
4. DMV reviews the results of the diskette processing and determine whether the test was sufficient.

The test will be acceptable if 90% of the test records process as expected, meaning that the expected results described in the examples of test cases are achieved.

Test files must contain records that represent the insurance company's type of business. The insurance company is not expected to submit test cases that are not representative of the type of business conducted. For example, if the company does not write non-vehicle specific policies, it is not necessary to submit test cases for those policies. A list of possible test cases can be found in [Section 5.3](#).

5. DMV Accident Reporting & Insurance Verification Unit notifies the insurance company whether the test was sufficient.
6. If the test is not sufficient, the insurance company repeats the process by sending a second diskette to DMV.

### 5.3 Test Cases

The following are suggested test cases. These will exercise valid conditions and most error conditions.

Case No.	Case Description	Expected Result
1	Policy Type = 'V' Transaction type = 'NBS' Policy number = anything but spaces Effective date = valid date in the current year Termination date = spaces Insured Date of Birth = spaces Person or Org indicator = 'I' Insured last name = anything but spaces Insured first name = anything Insured middle name = anything Insured customer id = anything Customer id jurisdiction = anything Insured address = anything but spaces Insured city = anything but spaces Insured state = valid state code Insured ZIP = anything Insured VIN = valid VIN Insured vehicle year = correct year for the VIN Insured make = correct make for the VIN Vehicle plate = anything	Valid record written to ALIR file. No errors.
2	Test case with an invalid Policy Type:  Policy Type = 'X' Transaction type = 'NBS' Policy number = anything but spaces Effective date = valid date in the current year Termination date = spaces Insured Date of Birth = spaces Person or Org indicator = 'I' Insured last name = anything but spaces Insured first name = anything Insured middle name = anything Insured customer id = anything Customer id jurisdiction = anything Insured address = anything but spaces Insured city = anything but spaces Insured state = valid state code Insured ZIP = anything Insured VIN = valid VIN Insured vehicle year = correct year for the VIN Insured make = correct make for the VIN Vehicle plate = anything	Record rejected with error code of E107 - invalid Policy Type

Case No.	Case Description	Expected Result
3	<p>Test case with an invalid Transaction Type:</p> <p>Policy Type = 'V'  Transaction type = 'XYZ'  Policy number = anything but spaces  Effective date = valid date in the current year  Termination date = spaces  Insured Date of Birth = spaces  Person or Org indicator = 'I'  Insured last name = anything but spaces  Insured first name = anything  Insured middle name = anything  Insured customer id = anything  Customer id jurisdiction = anything  Insured address = anything but spaces  Insured city = anything but spaces  Insured state = valid state code  Insured ZIP = anything  Insured VIN = valid VIN  Insured vehicle year = correct year for the VIN  Insured make = correct make for the VIN  Vehicle plate = anything</p>	<p>Record rejected, error E075  - invalid transaction type.</p>
4	<p>Test case for invalid Policy Number:</p> <p>Policy Type = 'V'  Transaction type = 'NBS'  Policy number = spaces  Effective date = valid date in the current year  Termination date = spaces  Insured Date of Birth = spaces  Person or Org indicator = 'I'  Insured last name = anything but spaces  Insured first name = anything  Insured middle name = anything  Insured customer id = anything  Customer id jurisdiction = anything  Insured address = anything but spaces  Insured city = anything but spaces  Insured state = valid state code  Insured ZIP = anything  Insured VIN = valid VIN  Insured vehicle year = correct year for the VIN  Insured make = correct make for the VIN  Vehicle plate = anything</p>	<p>Record rejected, error E085  - invalid policy number</p>

Case No.	Case Description	Expected Result
5	Test case for invalid Effective Date:  Policy Type = 'V' Transaction type = 'NBS' Policy number = anything but spaces Effective date = invalid date Termination date = spaces Insured Date of Birth = spaces Person or Org indicator = 'I' Insured last name = anything but spaces Insured first name = anything Insured middle name = anything Insured customer id = anything Customer id jurisdiction = anything Insured address = anything but spaces Insured city = anything but spaces Insured state = valid state code Insured ZIP = anything Insured VIN = valid VIN Insured vehicle year = correct year for the VIN Insured make = correct make for the VIN Vehicle plate = anything	Record rejected with error 115 - invalid effective date
6	Test case for invalid Termination Date:  Policy Type = 'V' Transaction type = 'NBS' Policy number = anything but spaces Effective date = valid date in the current year Termination date = valid date Insured Date of Birth = spaces Person or Org indicator = 'I' Insured last name = anything but spaces Insured first name = anything Insured middle name = anything Insured customer id = anything Customer id jurisdiction = anything Insured address = anything but spaces Insured city = anything but spaces Insured state = valid state code Insured ZIP = anything Insured VIN = valid VIN Insured vehicle year = correct year for the VIN Insured make = correct make for the VIN Vehicle plate = anything	Record rejected with error E125 - invalid termination date. Should be spaces for an 'NBS' transaction type

Case No.	Case Description	Expected Result
7	<p>Test case for invalid Person Or Organization Indicator:</p> <p>Policy Type = 'V'  Transaction type = 'NBS'  Policy number = anything but spaces  Effective date = valid date in the current year  Termination date = spaces  Insured Date of Birth = spaces  Person or Org indicator = '3'  Insured last name = anything but spaces  Insured first name = anything  Insured middle name = anything  Insured customer id = anything  Customer id jurisdiction = anything  Insured address = anything but spaces  Insured city = anything but spaces  Insured state = valid state code  Insured ZIP = anything  Insured VIN = valid VIN  Insured vehicle year = correct year for the VIN  Insured make = correct make for the VIN  Vehicle plate = anything</p>	Record rejected with error E018 - invalid Person or Org indicator
8	<p>Test case for invalid Last Name:</p> <p>Policy Type = 'V'  Transaction type = 'NBS'  Policy number = anything but spaces  Effective date = valid date in the current year  Termination date = spaces  Insured Date of Birth = spaces  Person or Org indicator = '1'  Insured last name = spaces  Insured first name = anything  Insured middle name = anything  Insured customer id = anything  Customer id jurisdiction = anything  Insured address = anything but spaces  Insured city = anything but spaces  Insured state = valid state code  Insured ZIP = anything  Insured VIN = valid VIN  Insured vehicle year = correct year for the VIN  Insured make = correct make for the VIN  Vehicle plate = anything</p>	Record rejected with error E020 - invalid last name.



Case No.	Case Description	Expected Result
9	Test case for invalid Address:  Policy Type = 'V' Transaction type = 'NBS' Policy number = anything but spaces Effective date = valid date in the current year Termination date = spaces Insured Date of Birth = spaces Person or Org indicator = 'I' Insured last name = anything but spaces Insured first name = anything Insured middle name = anything Insured customer id = anything Customer id jurisdiction = anything Insured address = spaces Insured city = anything but spaces Insured state = valid state code Insured ZIP = anything Insured VIN = valid VIN Insured vehicle year = correct year for the VIN Insured make = correct make for the VIN Vehicle plate = anything	Record rejected with error E050 - invalid address
10	Test case for invalid City:  Policy Type = 'V' Transaction type = 'NBS' Policy number = anything but spaces Effective date = valid date in the current year Termination date = spaces Insured Date of Birth = spaces Person or Org indicator = 'I' Insured last name = anything but spaces Insured first name = anything Insured middle name = anything Insured customer id = anything Customer id jurisdiction = anything Insured address = anything but spaces Insured city = spaces Insured state = valid state code Insured ZIP = anything Insured VIN = valid VIN Insured vehicle year = correct year for the VIN Insured make = correct make for the VIN Vehicle plate = anything	Record rejected with error E055 - invalid city

Case No.	Case Description	Expected Result
11	Test case for invalid State:  Policy Type = 'V' Transaction type = 'NBS' Policy number = anything but spaces Effective date = valid date in the current year Termination date = spaces Insured Date of Birth = spaces Person or Org indicator = 'I' Insured last name = anything but spaces Insured first name = anything Insured middle name = anything Insured customer id = anything Customer id jurisdiction = anything Insured address = anything but spaces Insured city = anything but spaces Insured state = spaces Insured ZIP = anything Insured VIN = valid VIN Insured vehicle year = correct year for the VIN Insured make = correct make for the VIN Vehicle plate = anything	Record rejected with error E060 - invalid state
12	Test case for missing VIN:  Policy Type = 'V' Transaction type = 'NBS' Policy number = anything but spaces Effective date = valid date in the current year Termination date = spaces Insured Date of Birth = spaces Person or Org indicator = 'I' Insured last name = anything but spaces Insured first name = anything Insured middle name = anything Insured customer id = anything Customer id jurisdiction = anything Insured address = anything but spaces Insured city = anything but spaces Insured state = valid state code Insured ZIP = anything Insured VIN = 'TEST' Insured vehicle year = 1981 Insured make = 'SPACES' Vehicle plate = anything	Record rejected with error E200 - missing VIN

<b>Case No.</b>	<b>Case Description</b>	<b>Expected Result</b>
13	<p>Test case for an invalid Year:</p> <p>Policy Type = 'V'  Transaction type = 'NBS'  Policy number = anything but spaces  Effective date = valid date in the current year  Termination date = spaces  Insured Date of Birth = spaces  Person or Org indicator = 'I'  Insured last name = anything but spaces  Insured first name = anything  Insured middle name = anything  Insured customer id = anything  Customer id jurisdiction = anything  Insured address = anything but spaces  Insured city = anything but spaces  Insured state = valid state code  Insured ZIP = anything  Insured VIN = valid VIN  Insured vehicle year = SPACES  Insured make = correct make for the VIN  Vehicle plate = anything</p>	Rejected with error E220 - invalid year
14	<p>Test case for an invalid Make:</p> <p>Policy Type = 'V'  Transaction type = 'NBS'  Policy number = anything but spaces  Effective date = valid date in the current year  Termination date = spaces  Insured Date of Birth = spaces  Person or Org indicator = 'I'  Insured last name = anything but spaces  Insured first name = anything  Insured middle name = anything  Insured customer id = anything  Customer id jurisdiction = anything  Insured address = anything but spaces  Insured city = anything but spaces  Insured state = valid state code  Insured ZIP = anything  Insured VIN = valid VIN  Insured vehicle year = correct year for the VIN  Insured make = SPACES  Vehicle plate = anything</p>	Rejected with error E205 - invalid make

Case No.	Case Description	Expected Result
15	Test case for an invalid Termination Date:  Policy Type = 'V' Transaction type = 'XLC' Policy number = anything but spaces Effective date = anything Termination date = spaces Insured Date of Birth = spaces Person or Org indicator = 'I' Insured last name = anything but spaces Insured first name = anything Insured middle name = anything Insured customer id = anything Customer id jurisdiction = anything Insured address = anything but spaces Insured city = anything but spaces Insured state = valid state code Insured ZIP = anything Insured VIN = valid VIN Insured vehicle year = correct year for the VIN Insured make = correct make for the VIN Vehicle plate = anything	Rejected with error E125 - invalid termination date.

## 6 Data Element Specifications

DMV has defined particular data elements out of the ANSI ASC X12 Standard, Transaction Set 811, Release 003050 Version 3.0 implementation guide to be transmitted by the insurer. An insurer may send optional data elements. However, DMV will discard and not validate these elements.

This section includes a definition and the validation rules of each data element. This includes data dependencies and clarification of values used for some data elements. Some data elements defined will not be validated or reported in the diskette or paper format.

Data element validation rules may require DMV to reject the entire transaction or a single record. Validation rules require the data element be present and in proper format. The data elements are either required by statute or administrative. All errors require record corrections and resubmission of the record to DMV.

DMV will retain records in the insurance database which pass all validation rules, and which match a DMV vehicle record. Match is by VIN. Each day all records on the hold file are passed through the match process again. DMV's match process will continue to search for a VIN match [newly processed vehicle record for a match] for a period of 90 days. This search will allow for the necessary time needed for possible new vehicle title/registrations to be entered into the DMV database. If no match is found after 90 days, the record is returned in error.

Translation errors due to invalid content can be avoided if a sender ensures that the data elements sent meet the standards. The following are examples of EDI data standards:

- Dates are all numeric characters and are valid according to a calendar.
- Alphanumeric data elements contain only UPPERCASE letters, numerals, spaces, and certain special characters.
- Related elements are either both present or both absent.

## 6.1 Data Element Definitions and Validation Rules

Data Element	Description	Required	Validation Rule
<b>Insurance Company Number</b>	The NAIC number that identifies each insurance company. The NAIC number is added to a table in DMV's computer when each company's load is processed.	Yes	If the insurance company is not in the table, the entire transaction set will be rejected.
<b>Submission Date</b>	The date the insurance company submits the transaction to DMV.  For EDI reporting, this will be the date the 811 transaction set is submitted.  For diskette reporting, this insurance company should use the date the diskette will be sent to DMV as the submission date.  For paper reporting, DMV will use the date the forms are received in the mail.	Yes	This will be validated to be a real date.  If a date is not present or is not valid, DMV will reject the entire transaction set. The insurer will need to correct the date and resubmit the transaction set.
<b>Sender ID</b>	Each insurance company certified as a trading partner with DMV is identified in a table in DMV's computer.  The NAIC number if the sender is an insurance company.  The tax identification number if the sender is a service bureau.	Yes	If the insurance company has not been certified as a trading partner, and therefore is not in the table, the entire transaction set will be rejected.
<b>Policy Type</b>	Indicator distinguishes policy types:  V Vehicle-specific <i>A vehicle-specific policy lists individual vehicles.</i>  NF Not vehicle-specific (Fleet) <i>A non-vehicle-specific policy is one which does not identify individual insured vehicles.</i>  NO Not vehicle-specific (Operator)  NS Not Vehicle-specific	Yes	A vehicle-specific policy must contain the vehicle data elements VIN, vehicle year, and vehicle make. If it does not, the record will be rejected.  Whether a policy is reported as vehicle-specific or non-vehicle-specific depends on how the policy is written. If a policy covers specific vehicles, it must be reported as vehicle-specific.

Data Element	Description	Required	Validation Rule
<b>Transaction Type</b>	<p>This code will determine how we process the record. There are two acceptable codes handled by the Oregon system:</p> <ul style="list-style-type: none"> <li>- NBS (New Business)</li> </ul> <p>Processed as New</p> <ul style="list-style-type: none"> <li>- XLC (Cancellation)</li> </ul> <p>Processed as Termination</p>	Yes	The use of any other transaction type will cause the record to reject.
<b>Policy Number</b>	<p>The insurance policy number. If a policy number changes, the previously submitted policy must be terminated and a new business record submitted with the new policy number.</p> <p>If the insurance company changes policy numbers at renewal and can manage a tracking process of the original number or uses some other numbering method to ensure terminations include the original policy number, a termination and new business record will not have to be sent at each renewal.</p>	Yes	DMV will validate this data element and requires an exact match on terminations in order to avoid terminating the wrong policy and creating future problems for the customer.
<b>Policy Effective Date</b>	The date that the insurance coverage takes effect.	This date must be included on all new business transactions (NBS))	<p>If the date is not present for either of these transaction types, DMV will reject the record.</p> <p>If the date is greater than one year into the future, DMV will reject the record.</p> <p>If DMV should receive an effective date on a termination code 'XLC' the effective date will be ignored and the transaction will continue to process.</p>

<b>Data Element</b>	<b>Description</b>	<b>Required</b>	<b>Validation Rule</b>
<b>Policy Termination Date</b>	<p>The date that the insurance coverage is no longer effective.</p> <p>Because Oregon does not accept reinstatement (REI) as a transaction type, the termination date must include all lapses of coverage periods including grace periods, etc.</p>	This date must be included on all termination (XLC) records.	<p>If the date is not present DMV will reject the transaction.</p> <p>If DMV receives a termination date on a new business policy code (NBS) even if the date is zero filled, DMV will reject the record.</p>
<b>Person/Organization Indicator</b>	The indicator that distinguishes an individual person from a non-person, such as an organization.	Yes	<p>DMV will use this data element to validate the presence of other data elements. The valid indicators are '1' for person, '2' for organization.</p> <p>If the data element is not present DMV will reject the transaction.</p>
<b>Last Name</b>	Depending on the type of entity, this is the last name of the primary insured if the insured is a person, or the name of an organization.	Yes	If the data element is not present, DMV will reject the transaction.
<b>First Name</b>	<p>First name of the primary insured if the insured is a person.</p> <p>This field is left blank if the insured is an organization.</p>	Optional	
<b>Middle Name</b>	<p>Middle name of the primary insured if the insured is a person.</p> <p>This field is left blank if the insured is an organization.</p>	Optional	
<b>Date of Birth</b>	Date of birth of the primary insured.	Date of Birth is required on any non-vehicle specific policy when the insured is a person.	If a date should be received on an organization it will be accepted. If a date of birth is blank on a vehicle specific policy type, DMV will not reject the record.
<b>Customer ID Number</b>	The primary insured's driver license number, identification card number, permit number, or DMV customer number.	Yes	For those policies that are vehicle-specific DMV will not validate the Customer ID Number.
<b>Customer ID Number Jurisdiction</b>	The code for the jurisdiction that issued the Customer ID Number to the insured	Optional	



<b>Data Element</b>	<b>Description</b>	<b>Required</b>	<b>Validation Rule</b>
<b>Address</b>	Address of the insured	Yes	If the data element is not present, DMV will reject the record.
<b>City</b>	City for the address of the insured.	Yes	If the data element is not present, DMV will reject the record.
<b>State</b>	State for the address of the insured	Yes	If the data element is not present or does not pass the code table, DMV will reject the record.
<b>ZIP Code</b>	Five-digit ZIP code for the address of the insured	Optional	
<b>VIN</b>	<p>Vehicle identification number.</p> <p>Include the full VIN for vehicles.</p> <p>Do not add additional characters other than SPACE to a VIN to pad out to 17 characters. Only pad non-conforming VINs at the end of the VIN with a space.</p>	<p>If the policy type is vehicle specific, this data element must be included or DMV will reject the record. If there is vehicle data, the policy type must be vehicle-specific.</p>	<p>VINs will be validated against DMV's existing database of VINs, representing vehicles that have been registered with the DMV.</p> <p>If an insurer determines the wrong vehicle identification number was transmitted, therefore matching to the wrong record, the insurer is expected to send in a termination transaction on the wrong vehicle record and a new business transaction with the correct vehicle record.</p> <p>If the insurer receives an error E200, the insurer has sent a blank VIN field. The insurer should correct the error and resubmit the transaction with a VIN on the record.</p> <p>If the insurer receives error code E280, the insurer should first check with their customer to verify that the VIN on the customer's vehicle matches the policy. If the policy and actual vehicle shows the same VIN, contact DMV Accident Reporting &amp; Insurance Verification Unit at 503-945-5098.</p>

<b>Data Element</b>	<b>Description</b>	<b>Required</b>	<b>Validation Rule</b>
<b>Vehicle Year</b>	Year of the vehicle.	If the policy type is vehicle-specific, this data element must be present.  If there is vehicle data, the policy type must be vehicle-specific.	
<b>Vehicle Make</b>	Make of the vehicle.	If there is vehicle data, the policy type must be vehicle-specific.  If the policy type is vehicle-specific, the Vehicle Make must be present or DMV will reject the record.	
<b>Vehicle Plate</b>	Oregon vehicle plate number.	Optional	

**6.2 997 Oregon Usage for Auto Liability Insurance Reporting Error Return**

Some types of errors in an 811 document may be detected in the translation process. These errors prevent the data from being processed any further by our system. Indications of these errors are returned to the sender in the 997 Functional Acknowledgment, rather than in an 811 returned by our validation process. If any error is returned in the 997, this means that the entire transaction set was rejected and no records were processed.

If a company's data is structured (mapped) correctly to follow the EDI standard, there is no problem; DMV will receive it and process it through the translator. Translation errors due to invalid content can be avoided if a sender ensures the data elements they send meet the standards. The following are examples of EDI data standards:

- Dates are all numeric characters and are valid according to a calendar.
- Alphanumeric data elements contain only UPPERCASE letters, numerals, spaces, and certain special characters.
- Related elements are both present or both absent.

The X12 standards define the majority of the data element edits. Oregon DMV has added some edit criteria to the translator software. The Oregon error codes and their associated text messages are

listed in the table below, along with the meaning of the error condition and the location in the 811 of the data element which caused the error:

Code	Text	Meaning	Location in 811
90	Invalid Sender Qualifier	Code which defines the type of sender is not valid. The value must either be "IN" for an Insurance Company sender, or "SQ" for a Service Bureau sender.	Table 1, occurrence 1 of the N1 segment, element N101
91	Unk Sender	Sender is an Insurance Company, but Oregon does not recognize its NAIC Code.	Table 1, occurrence 1 of the N1 segment, element N104
92	Unk Sender	Sender is a Service Bureau, but Oregon does not recognize its Federal Tax ID.	Table 1, occurrence 1 of the N1 segment, element N104
93	Invalid Recipient Name	Recipient's name is not "Oregon DMV ALIR".	Table 1, occurrence 2 of the N1 segment, element N102
94	Invalid NAIC Code	The NAIC Code for the insurer (not the sender) is not known to Oregon.	Table 2, level 1, NM1 segment, element NM109
95	Invalid Submission Date	The submission date for the document is not valid; it is either not present or is a date in the future.	Table 2, level 1, IT1 loop, DTM segment, element DTM02
96	Invalid Submission Century	The century of the submission date for the document is not valid; it is either not present or is not "20".	Table 2, level 1, IT1 loop, DTM segment, element DTM05
97	Invalid Recipient State Code	The recipient State is not "OR"	Table 2, level 2, NM1 segment, element NM103

### 6.3 Error Codes and Messages

The following table of error codes is used by Oregon DMV to notify the insurer of a problem in the data. Error reporting requires DMV to return the original data record sent by the insurer along with a segment including an error code. Only records with errors are returned to the insurer.

An "E" indicates an edit error due to missing or invalid information in one or more of the data fields. The record is rejected and DMV has not filed the data in the insurance database.

FE 4.6.54 Error Entity Values				
Table	Level	Error Type	Error Code	Description
2	4	E	018	Person or Organization Indicator
2	4	E	020	Insured last name
2	4	E	050	Insured street address
2	4	E	055	Insured city address
2	4	E	060	Insured state code
2	4	E	075	Transaction type code
2	4	E	085	Insurance policy or binder number

<b>FE 4.6.54 Error Entity Values</b>				
<b>Table</b>	<b>Level</b>	<b>Error Type</b>	<b>Error Code</b>	<b>Description</b>
2	4	E	107	Policy Type Indicator
2	4	E	115	Policy effective date
2	4	E	125	Policy termination date
2	5	E	200	Vehicle identification number
2	5	E	205	Vehicle make
2	5	E	220	Vehicle year
2	5	E	230	No policy was found for an 'XLC' transaction, or the term date of the 'XLC' transaction is less than the effective date of the existing record.
2	5	E	280	VIN did not match a registered vehicle record when first received by DMV. Record is retried each night until matched for up to 90 days.
2	5	E	285	VIN did not match a registered DMV vehicle record after 90 days of attempted matching.

#### 6.4 Criteria for Editing ALIR Data

The following table shows the data elements which are examined by DMV-written validation criteria. DMV will reject the entire transaction if this data does not meet the edit criteria. Transaction rejection requires the insurance company to correct the data and resubmit the message. These are fixed data elements for each trading partner and rejections should not occur. After data has passed the translator edits it is then passed through a DMV developed validation.

#### EDI Header Information – ST, BIG and NM1 Segments

<b>Data Element</b>	<b>M/O/X *</b>	<b>Translator Edit Criteria</b>	<b>Error Code</b>
Sender ID Qualifier	M	'IN' or 'SQ'	90
Sender ID	M	Valid in table	91 or 92
Recipient Name	M	'OREGON DMV ALIR'	93
NAIC Code	M	Valid in table	94
Submission Date	M	Valid date, not in future	95 or 96
Recipient State	M	'OR'	97

The table below identifies specific data elements where the edits occur in the DMV validator program. Notice that many elements are dependent upon the use of other elements.

<b>Data Element</b>	<b>M/O/X *</b>	<b>DMV Validator Edit Criteria</b>	<b>Error Code</b>	<b>DMV Action (if data does not meet edit criteria)</b>	<b>Insurance Company Action</b>
Policy Type Indicator	M	Present  Equal to 'V', 'NF', 'NO' or 'NS'	E107	Record rejected  Record rejected	Resubmit with data element  Verify data element, correct and resubmit
Transaction Type	M	Present  Equal to 'NBS', 'XLC', or 'LOD'  Policy exists on DMV records for an 'XLC' transaction.	E075  E230	Record rejected  Record rejected  Record rejected	Resubmit with data element  Verify data element, correct and resubmit  Verify data element, correct and resubmit
Policy Number	M	Present	E085	Record rejected	Complete data element and resubmit
Policy Effective Date	X	Present if transaction type equals 'NBS' or 'LOD'	E115	Record rejected	Verify transaction type, resubmit with data element
Policy Termination Date	X	Present if transaction type equals 'XLC'  Absent if transaction type equals 'NBS' or 'LOD'	E125  E125	Record rejected  Record rejected	Verify transaction type, correct and resubmit
Person/ Organization Indicator	M	Present Equals '1' or '2'	E018	Record rejected	Complete data element and resubmit
Date of Birth	X	Not validated.	N/A	No action	No action
Last Name	M	Present	E020	Record rejected	Complete data element and resubmit
First Name	O	Optional field	N/A	No action	No action
Middle Name	O	Optional field	N/A	No action	No action
Customer ID Number	X	Not validated	N/A	No action	No action

<b>Data Element</b>	<b>M/O/X *</b>	<b>DMV Validator Edit Criteria</b>	<b>Error Code</b>	<b>DMV Action (if data does not meet edit criteria)</b>	<b>Insurance Company Action</b>
Customer ID Number Jurisdiction (state, territory or province issuing customer ID number)	X	Not validated	N/A	No action	No action
Address	M	Present	E050	Record rejected	Complete data element and resubmit
City	M	Present	E055	Record rejected	Complete data element and resubmit
State	M	Present	E060	Record rejected	Complete data element and resubmit Verify state code, correct and resubmit
ZIP Code	O	None	N/A	No action	No action
VIN, when Policy Type = 'V'	X	Present  Must validate against DMVs Validated VIN Table	E200  E280  E285	Record rejected  Stored for 90 days. Match attempted daily  If no match after 90 days, error is sent to indicate no match against DMV VIN Records	Verify VIN, correct and/or complete data element and resubmit  Verify VIN, correct if needed. If VIN is correct, no action required, DMV will attempt to match for 90 days

\* M=mandatory, O=optional, X=dependent upon the presence of another data element

## 6.5 Data Record Definitions

This data is more detailed in Appendix A.

Description	M/O/X *	Type	Length	Segment	M/O/X
<b>FE4.6.50 - Control Entity</b>				<b>X12-811</b>	<b>Table 1 Level 1-2</b>
Ins Co. Number (NAIC)	M	AN	20	NM109	M
Submission Date	M	DT	2	DTM05	O
	M	DT	6	DTM02	M
Sender ID (Table 1)	M	AN	20	N104	M
Sender ID Qualifier (Table 1)	M	AN	2	N101	M
<b>FE4.6.51 - Policy Entity</b>				<b>X12-811</b>	<b>Level 4</b>
Policy Type (Owner, Operator)	M	AN	2	REF03 (AN, S3)	O
Transaction Type (new, term)	M	AN	3	SI03	M
Policy Number reference	M	AN	2	REF01 (S3, IG)	M
Policy Number	M	AN	30	REF02 (S3, IG)	X
Policy Effective Date CC	X	DT	2	DTM05 (007)	O
Policy Effective Date YYMMDD	X	DT	6	DTM02 (007)	O
Policy Termination Date CC	X	DT	2	DTM05 (036)	O
Policy Termination Date YYMMDD	X	DT	6	DTM02 (036)	O
<b>FE4.6.52 - Vehicle Entity Present for vehicle specific policies)</b>				<b>X12-811</b>	<b>Level 5</b>
Date of Birth (Insured's) CC	X	DT	2	DTM05 (222)	O
Date of Birth (Insured's) YYMMDD	O	DT	6	DTM02 (222)	O
Person / Organization indicator (new)	M	AN	2	NM102	M
Last Name (or Company name)	M	AN	36	NM103	M
First Name	O	A	20	NM104	O
Middle Initial	O	A	20	NM105	O
Customer ID # (ODL#, ID Card#.)	X	AN	20	NM109	O
Customer ID # Jurisdiction	X	A	2	REF03	O
Address	M	AN	36	N301	M
City	M	AN	30	N401	M
State	M	AN	2	N402	M
Zip Code	O	AN	5	N403	O
<b>FE4.6.53 - Vehicle Entity</b>				<b>X12-811</b>	<b>Table 1 Level 1-2</b>
VIN (entire alphanumeric)	M	AN	20	VEH02	M
Vehicle Year CC	M	N2	2	VEH04	O

Description	M/O/X *	Type	Length	Segment	M/O/X
Vehicle Year YY	M	N2	2	VEH03	M
Vehicle Make	M	AN	5	VEH06	M
Vehicle Plate	O	AN	7	REF02	O
<b>FE4.6.54 - Error Entity</b>				<b>X12-811</b>	<b>Level 4-5</b>
Table, Level Number & Segment Type <sup>1</sup>	M	AN	5	NA	NA
Error Type	M	AN	1	REF02	M
Error Code	M	N3	3	REF02	O
<b>FE4.6.54 - Error Segment For Control Entity</b>				<b>X12-811</b>	<b>Table 1 Level 1-2</b>
Table, Level Number & Segment Type <sup>2</sup>	M	AN	5	NA	NA
Ins Co. Number (NAIC)	M	AN	20	NM109	M
Submission Date CC	M	DT	2	DTM05	O
Submission Date YYMMDD	M	DT	6	DTM02	M
Sender ID (Table 1)	M	AN	20	N104	M
<b>FE4.6.54 - Error Segment For Policy Entity</b>				<b>X12-811</b>	<b>Level 4</b>
Table, Level Number & Segment Type <sup>3</sup>	M	AN	5	NA	NA
Policy Type (Owner, Operator)	M	AN	2	REF03 (AN, S3)	O
Transaction Type (new, term)	M	AN	3	SI03	M
Policy Number Reference	M	AN	2	REF01 (S3, IG)	M
Policy Number	M	AN	30	REF02 (S3, IG)	X
Policy Effective Date CC	X	DT	2	DTM05 (007)	O
Policy Effective Date YYMMDD	X	DT	6	DTM02 (007)	O
Policy Termination Date CC	X	DT	2	DTM05 (036)	O
Policy Termination Date YYMMDD	X	DT	6	DTM02 (036)	O
<b>FE4.6.54 - Error Segment For Insured Entity</b>				<b>X12-811</b>	<b>Level 4</b>
Table, Level Number & Segment Type <sup>4</sup>	M	AN	5	NA	NA
Date of Birth (Insured's) CC	X	DT	2	DTM05 (222)	O
Date of Birth (Insured's) YYMMDD	O	DT	6	DTM02 (222)	O
Person / Organization indicator (new)	M	AN	2	NM102	M

<sup>1</sup> Valid codes are T2L4E or T2L5E.

<sup>2</sup> Valid code is T1bbb

<sup>3</sup> Valid code is T2L4P.

<sup>4</sup> Valid code is T2L4I.



Description	M/O/X *	Type	Length	Segment	M/O/X
Last Name (or Company name)	M	AN	36	NM103	M
First Name	O	A	20	NM104	O
Middle Initial	O	A	20	NM105	O
Customer ID # (ODL#, ID Card#)	O	AN	20	NM109	O
Customer ID # Jurisdiction	O	A	2	REF03	O
Address	M	AN	36	N301	M
City	M	AN	30	N401	M
Zip Code	O	AN	5	N403	O
State	M	AN	2	N402	M
<b>FE4.6.54 - Error Segment For Vehicle- Entity</b>				<b>X12-811</b>	<b>Level 5</b>
Table, Level Number & Segment Type <sup>5</sup>	M	AN	5	NA	NA
VIN (entire alphanumeric)	M	AN	20	VEH02	M
Vehicle Year CC	M	N2	2	VEH04	O
Vehicle Year YY	M	N2	2	VEH03	M
Vehicle Make	M	AN	5	VEH06	M
Vehicle Plate	O	AN	7	REF02	O

\* M=mandatory, O=optional, X=dependent upon the presence of another data element

<sup>5</sup> Valid code is T2L5V.

## 7 Glossary

The following is a list of definitions and acronyms used throughout the Oregon ALIR Reporting Instruction Manual. These definitions are intended to help clarify the terms used.

**AAMVA:** American Association of Motor Vehicle Administrators. AAMVA is a voluntary, nonprofit, tax-exempt, educational organization of state and provincial officials in the United States and Canada responsible for the administration and enforcement of laws pertaining to the motor vehicle and its use.

**AAMVAnet:** A network established by AAMVA to provide cost effective communication networks.

**ALIR:** Automobile Liability Insurance Reporting. Oregon has adopted this term from X12 for use in its mandatory insurance reporting law.

**ANSI ASC X12:** The American National Standards Institute (ANSI), Accredited Standards Committee (ASC) X12. These are universal standards to enable all organizations to use a single agency (X12) to develop and maintain transaction sets.

**DataInterchange:** The software package DMV uses to format and translate X-12 data.

**DMV:** The Driver and Motor Vehicle Services Branch of the Oregon Department of Transportation.

**Driver License Jurisdiction:** The state, territory or providence that issued the customer identification number.

**EDI:** Electronic Data Interchange is computer to computer transmission of business data in a standard format. Information can be exchanged within minutes or hours.

**Error:** This is an error that rejects the insurance company record or transaction set. The error must be corrected and the transaction resubmitted.

**Hard Error:** see Error.

**Information Exchange Mailbox (IE):** A unique "address" that provides an insurance company with the ability to receive and send information from trading partners.

**Insured:** The primary person or organization identified on the insurer records as the named holder for the coverage in force as described in ORS 806.080.

**Insurer:** A person or organization engaged in the business of issuing motor vehicle liability insurance coverage designed to meet either the financial or future responsibility requirement of ORS Chapter 806.

**IVANS:** Insurance Value-Added Network Services. An insurance industry cooperative that provides communications service used by some insurance companies.

**LEDS:** Law Enforcement Data System. A system where law enforcement agencies are able to access DMV records for information they may need for routine traffic stops and court appearances.

**Match:** A match occurs when the insurance record corresponds to a vehicle record.

**Message:** A data file transmitted through EDI.

**NAIC:** The National Association of Insurance Commissioners.

**NCIC:** The National Crime Information Center. The NCIC standard is used for vehicle make.

**No Match:** A no match occurs when a vehicle record cannot be found. These are kept for 90 days while DMV continues to attempt to match the record

**Policy:** Motor vehicle liability coverage issued by an insurer, identified as a specific vehicle policy, non-owner or operator policy or a non-vehicle specific policy.

**Record:** One vehicle, or one non-vehicle specific policy.

**Record Reject:** Insufficient or inconclusive insurance information received at DMV and is returned to insurance company for corrected information.

**Termination Date:** The date a policy or vehicle coverage is canceled, or the date coverage is no longer valid because a person failed to renew. This is inclusive of all grace periods or other interim actions the insurer may allow prior to canceling a policy or vehicle coverage.

**Trading Partner:** The partnership with DMV and insurers participating in the Oregon ALIR program.

**Transaction:** Sometimes referred to as transaction set. A transaction contains all of the data sent or received at one time. This will usually contain more than one record.

**Transaction Type:** Identification as new vehicle coverage or termination of vehicle coverage.

**VAN:** Value Added Network. VANs are offered by many companies, and provide links among trading partners required by electronic communication functions such as EDI or e-mail.

**VIN:** Vehicle Identification Number.

**VINA:** A software package that examines a VIN to determine validity, vehicle make, model and year. Active on 1981 models and after.

# Appendix A

## Oregon Adaptation of ALIR Implementation Guide (TS811)

This appendix shows the Oregon adaptation of the Automobile Liability Insurance Reporting Implementation Guide (TS811). The segments and data elements defined in this document specify the data required by Oregon and the values required to build a valid 811 transaction.

**TABLE 1 MAP**

**Segment: BIG - Beginning Segment for Invoice**

Seq. No.	X12 Name	Value To Be Used
BIG01	Date	Creation date
BIG02	Invoice Number	Value "1"

**N1 Loop (Occurrence 1: Sender Information)**

**Segment: N1 - Name**

Seq. No.	X12 Name	Value To Be Used
N101	Entity ID Code	Value "IN" (Insurer) or "SQ" (Service Bureau)
N102	Name	Sender's name
N103	ID Code Qualifier	Value "NI" (NAIC code) or "FI" (Service Bureau ID number)
N104	ID Code	Code from NAIC table or Tax ID number

**N1 Loop (Occurrence 2: Recipient Information)**

**Segment: N1 - Name**

Seq. No.	X12 Name	Value To Be Used
N101	Entity ID Code	Value "2F" (State)
N102	Name	Value "OREGON DMV ALIR" (Recipient's name)

**TABLE 2 MAP**

**Segment: HL - Hierarchical Level (Level 1: Insurer)**

Seq. No.	X12 Name	Value To Be Used
HL01	Hierarchical ID Number	Value "1"
HL02	Hierarchical Parent ID	Value "0" or blank
HL03	Hierarchical Level Code	Value "1"
HL04	Hierarchical Child Code	Value "1"

**Segment: NM1 - Individual or Organization Name**

Seq. No.	X12 Name	Value To Be Used
NM101	Entity ID Code	Value "IN" (Insurer)
NM102	Entity Type Qualifier	Value "2" (Non-person)
NM103	Last Name or Organization Name	Organization name
NM108	Identification Code Qualifier	Value "NI" (NAIC Code)
NM109	ID Code	Code from NAIC Code table

**Segment: IT1 Loop - Baseline Item Data**

Seq. No.	X12 Name	Value To Be Used
IT101	Assigned Identification	Not used
IT102	Quantity Invoiced	Value "1"
IT103	Unit	Value "IP"
IT104	Unit Price	Value "0"

**Segment: DTM - Date/Time/Reference (Occurrence 1: Submission date)**

Seq. No.	X12 Name	Value To Be Used
DTM01	Date/Time Qualifier	Value "368"
DTM02	Date	Date submitted
DTM05	Century	Century of submittal date

**Segment: HL - Hierarchical Level (Level 2: Occurs once for the state)**

Seq. No.	X12 Name	Value To Be Used
HL01	Hierarchical ID Number	Value "2" (If sender is a Service Bureau, this is ID of parent)
HL02	Hierarchical Parent ID	Value "1" (If sender is a Service Bureau, this is parent ID)
HL03	Hierarchical Level Code	Value "2"
HL04	Hierarchical Child Code	Value "1"

**Segment: NM1 - Individual or Organization Name**

Seq. No.	X12 Name	Value To Be Used
NM101	Entity ID Code	Value "2F"
NM102	Entity Type Qualifier	Value "2"
NM103	Last Name or Organization Name	Value "OR" (Oregon)

**Segment: HL - Hierarchical Level (Level 4: Policy Detail)**

Seq. No.	X12 Name	Value To Be Used
HL01	Hierarchical ID Number	ID number
HL02	Hierarchical Parent ID	Parent ID number
HL03	Hierarchical Level Code	Value "4"
HL04	Hierarchical Child Code	Value "1" (level 5 loops present) or "0" (no level 5 loops present)

**Segment: NM1 - Individual or Organization Name**

Seq. No.	X12 Name	Value To Be Used
NM101	Entity ID Code	Value "IL"
NM102	Entity Type Qualifier	Value "1" (person), "2" (non-person entity), or "3" (unknown)
NM103	Last name or organization name	Insured last name or organization name
NM104	Name First	Insured first name
NM105	Name Middle	Insured middle name
NM106	Name Prefix	Not used
NM107	Name Suffix	Not used
NM108	Identification Code Qualifier	Value "N" (NM109 is used) or blank (NM109 is not used)
NM109	ID Code	Insured driver's license number

**Segment: N3 - Address Information**

Seq. No.	X12 Name	Value To Be Used
N301	Address Information	Insured mailing address

**Segment: N4 - Geographical Location**

Seq. No.	X12 Name	Value To Be Used
N401	City Name	Insured city
N402	State or Province Code	Insured state
N403	Postal Code	Insured zip
N404	Country Code	Not used
N405	Location Qualifier	Not used
N406	Location Qualifier	Not used

**Segment: IT1 - Baseline Item Data**

Seq. No.	X12 Name	Value To Be Used
IT101	Assigned Identification	Not used
IT102	Quantity Invoiced	Value "1"
IT103	Unit	Value "IP"
IT104	Unit Price	Value "0"

**Segment: SI - Service Characteristic Identification (Occurrence 1)**

Seq. No.	X12 Name	Value To Be Used
SI01	Agency Qualifier Code	Value "ZZ"
SI02	Service Characteristic Qualifier	Value "11"
SI03	Product/Service ID	Transaction Type (from table in Appendix 7)

**Segment: REF - Reference Number****Occurrence 1:**

Seq. No.	X12 Name	Value To Be Used
REF01	Reference No. Qualifier	Value "IG" (Policy)
REF02	Reference Number	Policy number
REF03	Description	Not used

**Occurrence 2:**

Seq. No.	X12 Name	Value To Be Used
REF01	Reference No. Qualifier	Value "XM"
REF03	Description	State, territory or province code of jurisdiction issuing driver license

**Occurrence 3:**

Seq. No.	X12 Name	Value To Be Used
REF01	Reference No. Qualifier	Value "S3"
REF02	Reference Number	Value "V" if (vehicle specific) or "NS" if (not vehicle-specific) or "NF" if (not-vehicle-specific, fleet) or "NO" if (not vehicle-specific, operator)

**Segment: DTM - Date/Time/Reference****Occurrence 1:**

Seq. No.	X12 Name	Value To Be Used
DTM01	Date/Time Qualifier	Value "222"
DTM02	Date	Insured date of birth
DTM05	Century	Insured century of birth

**Occurrence 2:**

Seq. No.	X12 Name	Value To Be Used
DTM01	Date/Time Qualifier	Value "007"
DTM02	Date	Policy effective date
DTM03	Time	Not used
DTM04		Not used
DTM05	Century	Century of policy effective date

**Occurrence 3:**

Seq. No.	X12 Name	Value To Be Used
DTM01	Date/Time Qualifier	Value "036"
DTM02	Date	Policy expiration date
DTM03	Time	Not used
DTM04		Not used
DTM05	Century	Century of policy expiration date

**Segment: HL - Hierarchical Level (Level 5: Occurs once for each vehicle covered by the policy in level 4)**

Seq. No.	X12 Name	Value To Be Used
HL01	Hierarchical ID Number	HL identifier
HL02	Hierarchical Parent ID	Parent identifier
HL03	Hierarchical Level Code	Value "5"
HL04	Hierarchical Child Code	Value "0"

**Segment: LX - Assigned Number**

Seq. No.	X12 Name	Value To Be Used
LX01	Assigned Number	Value "1"

**Segment: VEH - Vehicle Information**

Seq. No.	X12 Name	Value To Be Used
VEH01	Assigned Number	Vehicle occurrence on the policy
VEH02	Vehicle ID Number	Vehicle Identification Number (VIN)
VEH03	Century	Century vehicle was made
VEH04	Year within Century	Year vehicle was made
VEH05	Agency Qualifier Code	Value "NA"
VEH06	Product Description Code	Vehicle make
VEH07	Product Description Code	Not used

**Segment: REF - Reference Number**

Seq. No.	X12 Name	Value To Be Used
REF01	Reference No. Qualifier	Value "LV"
REF02	Reference Number	Vehicle license plate number
REF03	Description	Not used

**TABLE 3 MAP****Segment: TDS - Total Monetary Value Summary**

Seq. No.	X12 Name	Value To Be Used
TDS01	Total Invoice Amount	Value "1"

**Segment: CTT - Transaction Totals**

1 Seq N	X12 Name	Value To Be Used
CTT01	Number of Line Items	Total number of insurance policy transactions involved in this 811 transaction set



# Appendix B

## Oregon Usage for ALIR Reporting Error Return

### 811 Oregon Usage for Auto Liability Insurance Reporting Error Return

The following is the Oregon adaptation of the “Automobile Liability Insurance Reporting” implementation guide for returning errors in a received 811. The segments and data elements identified provide the data sent to Oregon along with the various assigned values required to build a valid 811 transaction and the appropriate error codes.

**TABLE 1 MAP**

#### Segment: BIG - Beginning Segment for Invoice

Seq. No.	X12 Name	Value To Be Used
BIG01	Date	Creation date
BIG02	Invoice Number	Assigned value “1”

#### N1 Loop (Occurrence 1: Sender Information)

##### Segment: N1 - Name

Seq. No.	X12 Name	Value To Be Used
N101	Entity ID Code	Qualifier "2F"
N102	Name	"OREGON DMV ALIR"
N103	ID Code Qualifier	Not used
N104	ID Code	Not used

#### N1 loop (Occurrence 2: Recipient Information.)

##### Segment: N1 - Name

Seq. No.	X12 Name	Value To Be Used
N101	Entity ID Code	Qualifier "SQ" for Service Bureau or "IN" for Insurer.
N102	Name	Receivers Name
N103	ID Code Qualifier	Qualifier "FI" for Service Bureau tax ID or "NI" for NAIC code
N104	ID Code	NAIC number or tax ID for Service Bureau from received data

**TABLE 2**

#### Level 1 (Insurer) Occurs once

Segment: HL - Hierarchical LevelSeq. No.	X12 Name	Value To Be Used
HL01	Hierarchical ID Number	Value is “1”
HL02	Hierarchical Parent ID	Value is “0” or blank
HL03	Hierarchical Level Code	Value is “1”
HL04	Hierarchical Child Code	Value is “1”

**Segment: REF - Reference Number (Present only if errors in the HL Level 1 Loop)**

Seq. No.	X12 Name	Value To Be Used
REF01	Reference No. Qualifier	Value is "1Q"
REF02	Reference Number	Error code from Table 15
REF03	Description	Not used

**Segment: NM1 - Individual or Organization Name**

Seq. No.	X12 Name	Value To Be Used
NM101	Entity ID Code	Qualifier "IN" for insurer
NM102	Entity Type Qualifier	Qualifier "2" for non-person
NM103	Last Name or Organization Name	Name (Organization name) from table
NM108	Identification Code Qualifier	Value "NI" for NAIC code
NM109	ID Code	NAIC Code from inbound data

**Segment: IT1 - Baseline Item Data**

Seq. No.	X12 Name	Value To Be Used
IT101	Assigned Identification	Not used
IT102	Quantity Invoiced	Value is "1"
IT103	Unit	Value is "IP"
IT104	Unit Price	Value is "0"

**Segment: DTM - Date/Time/Reference**

Occurrence 1 Submission date

Seq. No.	X12 Name	Value To Be Used
DTM01	Date/Time Qualifier	Value "368"
DTM02	Date	Date submitted (From data received)
DTM03	Time	Not used
DTM05	Century	Century of submittal date (From data received)

**Level 2 (State)****Segment: HL - Hierarchical Level**

Seq. No.	X12 Name	Value To Be Used
HL01	Hierarchical ID Number	Value is "2".
HL02	Hierarchical Parent ID	Value is "1".
HL03	Hierarchical Level Code	Value is "2".
HL04	Hierarchical Child Code	Value is "1"

**Segment: NM1 - Individual or Organization Name**

Seq. No.	X12 Name	Value To Be Used
NM101	Entity ID Code	Value is "2F"
NM102	Entity Type Qualifier	Value is "2"
NM103	Last Name or Organization Name	"OREGON DMV ALIR"

**Level 4 (Policy Detail)****Segment: HL - Hierarchical Level**

Seq. No.	X12 Name	Value To Be Used
HL01	Hierarchical ID Number	ID number
HL02	Hierarchical Parent ID	Value is "2"
HL03	Hierarchical Level Code	Value is "4"
HL04	Hierarchical Child Code	Value is "1" (level 5 loops present) or "0" (no level 5 loops present)

**Segment: LX - Assigned Number**

(used when there is an error in Level 4.)

Seq. No.	X12 Name	Value To Be Used
LX01	Assigned Number	Value is '1'

**Segment: REF - Reference Number**

Seq. No.	X12 Name	Value To Be Used
REF01	Reference No. Qualifier	Value is "1Q"
REF02	Reference Number	Error code from Table 15
REF03	Description	Not used.

**Segment: NM1 - Individual or Organization Name**

Seq. No.	X12 Name	Value To Be Used
NM101	Entity ID Code	Value is "IL"
NM102	Entity Type Qualifier	Value is "1," "2," or "3" from the incoming data
NM103	Last name or organization name	Insured last name or organization name
NM104	Name First	Insured first name
NM105	Name Middle	Insured middle name
NM106	Name Prefix	Not used
NM107	Name Suffix	Not used
NM108	Identification Code Qualifier	Value is "N" if NM109 is used
NM109	ID Code	Insured drivers license number

**Segment: N3 - Address Information**

Seq. No.	X12 Name	Value To Be Used
N301	Address Information	Insured mail address

**Segment: N4 - Geographical Location**

Seq. No.	X12 Name	Value To Be Used
N401	City Name	Insured City
N402	State or Province Code	Insured State
N403	Postal Code	Insured Zip
N404	Country Code	Not used
N405	Location Qualifier	Not used
N406	Location Qualifier	Not used

**Segment: IT1 - Baseline Item Data**

Seq. No.	X12 Name	Value To Be Used
IT101	Assigned Identification	Not used
IT102	Quantity Invoiced	Value is "1"
IT103	Unit	Value is "IP"
IT104	Unit Price	Value is "0"

**Segment: SI - Service Characteristic Identification (Occurrence 1)**

Seq. No.	X12 Name	Value To Be Used
SI01	Agency Qualifier Code	Value is "ZZ"
SI02	Service Characteristic Qualifier	Value is "11"
SI03	Product/Service ID	Transaction Type from incoming data

**Segment: REF - Reference Number****Occurrence 1:**

Seq. No.	X12 Name	Value To Be Used
REF01	Reference No. Qualifier	Value is "IG"
REF02	Reference Number	Insurance Policy Number
REF03	Description	Not used

**Occurrence 2:**

Seq. No.	X12 Name	Value To Be Used
REF01	Reference No. Qualifier	Value is "XM"
REF02	Reference Number	Not used
REF03	Description	State, territory or province code of jurisdiction issuing driver license

**Occurrence 3:**

Seq. No.	X12 Name	Value To Be Used
REF01	Reference No. Qualifier	Value is "S3"
REF02	Reference Number	Not used
REF03	Description	Value is "V" for vehicle specific, "NS" for non-vehicle specific, "NF" Non-vehicle specific fleet, "NO" Non-vehicle specific operator.

**Segment: DTM - Date/Time/Reference****Occurrence 1:**

Seq. No.	X12 Name	Value To Be Used
DTM01	Date/Time Qualifier	Value is "222"
DTM02	Date	Insured date of birth
DTM03	Time	Not used
DTM05	Century	Insured century of birth

**Occurrence 2:**

Seq. No.	X12 Name	Value To Be Used
DTM01	Date/Time Qualifier	Value is "007"
DTM02	Date	Policy effective date
DTM05	Century	Century of Policy effective date.

**Occurrence 3:**

Seq. No.	X12 Name	Value To Be Used
DTM01	Date/Time Qualifier	Value is "036"
DTM02	Date	Policy expiration date
DTM03	Time	Not used
DTM05	Century	Century of expiration date

**Level 5: Occurs once for each vehicle covered by the policy in level 4)**

**Segment: HL - Hierarchical Level**

Seq. No.	X12 Name	Value To Be Used
HL01	Hierarchical ID Number	HL identifier
HL02	Hierarchical Parent ID	Parent segment number
HL03	Hierarchical Level Code	Value is "5"
HL04	Hierarchical Child Code	Value is "0"

**Segment: LX - Assigned Number**

Seq. No.	X12 Name	Value To Be Used
LX01	Assigned Number	Value is "1"

**Segment: VEH - Vehicle Information**

Seq. No.	X12 Name	Value To Be Used
VEH01	Assigned Number	This data element is not used.
VEH02	Vehicle ID Number	VIN number of the vehicle
VEH03	Century	Century vehicle was made
VEH04	Year within Century	Year Vehicle was made
VEH05	Agency Qualifier Code	Value is "NA"
VEH06	Product Description Code	Vehicle make
VEH07	Product Description Code	Not used

**Segment: REF - Reference Number**

**Occurrence 1 is used to give license plate number**

Seq. No.	X12 Name	Value To Be Used
REF01	Reference No. Qualifier	Value is "LV"
REF02	Reference Number	License plate number of insured vehicle

**Segment: REF - Reference Number**

**Occurrence 2 to "n" is used to indicate the error(s) in HL level 5**

Seq. No.	X12 Name	Value To Be Used
REF01	Reference No. Qualifier	Value is "1Q"
REF02	Reference Number	Error code from Table 15
REF03	Description	Not used

**TABLE 3 MAP**


**Segment: TDS - Total Monetary Value Summary**

Seq. No.	X12 Name	Value To Be Used
TDS01	Total Invoice Amount	Value "1"

# Appendix C

## Forms

To obtain forms, contact DMV at 503-945-5098 or [DMVALIRQuestions@odot.state.or.us](mailto:DMVALIRQuestions@odot.state.or.us)

 <b>AUTOMOBILE LIABILITY INSURANCE REPORTING</b>	
Instructions	
<ul style="list-style-type: none"> <li>• This form must be completed and submitted by insurance company.</li> <li>• Print or type information legibly.</li> <li>• Complete <b>one form for each</b> vehicle or non-vehicle specific policy.</li> <li>• Specifications and data elements are defined in the "Oregon Automobile Insurance User Guide."</li> <li>• Mail the completed form to:                             <div style="text-align: right; margin-top: 5px;"> <b>ALIR Program</b>  <b>DMV Services</b>  <b>1905 Lana Ave NE</b>  <b>Salem OR 97314</b> </div> </li> </ul>	
Insurance Company Information	
INSURANCE COMPANY NAME	NAIC NUMBER
Policy Information	
POLICY NUMBER	
EFFECTIVE DATE (Complete only if transaction type is NBS or LOD)	TERMINATION DATE (Complete only if transaction type is XLC)
Transaction Type: (Check one box) <input type="checkbox"/> NBS New Business <input type="checkbox"/> XLC Cancelled Business <input type="checkbox"/> LOD Initial Load of Business	Policy Type: (Check one box) <input type="checkbox"/> V Vehicle Specific <input type="checkbox"/> NF Non-Vehicle Specific (Fleet) <input type="checkbox"/> NO Non-Vehicle Specific (Owner) <input type="checkbox"/> NS Non-Vehicle Specific (Other)
Primary Insured's Information	
Check one box: <input type="checkbox"/> Person <input type="checkbox"/> Organization	
PRIMARY INSURED'S COMPLETE NAME	DATE OF BIRTH (Month, Day, Year)
PRIMARY INSURED'S ADDRESS	CITY, STATE, ZIP CODE
Complete this information for non-vehicle specific policies:	
INSURED'S CUSTOMER ID NUMBER	JURISDICTION
Vehicle Data	
This section must be completed for all vehicle specific policies. The Vehicle Identification Number must be complete; those vehicles 1981 or newer must contain 17 digits.	
VEHICLE IDENTIFICATION NUMBER (VIN)	
VEHICLE YEAR	VEHICLE MAKE
OREGON VEHICLE PLATE (This field is optional)	
735-7106 (6-11)	

# **Appendix D**

## **Automobile Liability Insurance Reporting System (ALIR)**

### **Insurance Company Trading Partner Information**

The following insurance company trading partner information is required by Oregon Driver and Motor Vehicle Services (DMV) to exchange automobile liability insurance information using the electronic data interchange system developed by DMV. This information is needed to set up the trading partner profiles in DataInterchange and to successfully conduct the necessary acceptance tests. This information must be provided to DMV at least one week prior to the date when the insurance company plans to conduct acceptance testing with DMV.

To start the process and fill out the electronic form, visit:

<https://dmv.odot.state.or.us/cf/AlirWebForm/index.cfm>.

# Appendix E

## Sample 811 for Oregon

ISA.00.00. .ZZ.INSC RBJ001.ZZ.ORD1 ORD1003. 9960827.114  
O.U.00305.000000239.0.T  
GS.CI.ALIR811S0000000. .961206.0915.239.X.003050  
ST.811.0239  
BIG.961206.1.....RP.13  
N1.IN.HIGH PLAINS INSURANCE COMPANY.NI.12345  
N1.2F.OREGON DMV ALIR  
HL.1..1.1  
NM1.IN.2.....NI.23456  
IT1..1.IP.0  
DTM.368.961206...19  
HL.2.1.2.1  
NM1.2F.2.OREGON DMV ALIR  
HL.3.2.4.1  
NM1.IL.1.ANDERSON.ARNOLD.A...N.1137471  
N3.111 APPLE AVE  
N4.ALBANY.0R.97321  
IT1..1.IP.0  
SI.ZZ.11.NBS  
REF.IG.19740487  
REF.XM..0R  
REF.S3.V  
DTM.222.520406...19  
DTM.007.961201...19  
HL.4.3.5.0  
LX.1  
VEH.1.5932Z98.19.76.NA.BMW  
HL.5.2.4.1  
NM1.IL.1.BEANBAG.BERT.B...N.238602  
N3.222 BAROMETER BLVD  
N4.BEAVERTON.0R.97005  
IT1..1.IP.0  
SI.ZZ.11.XLC  
REF.IG.342608-23  
REF.XM..0R  
REF.S3.V  
  
DTM.036.961204...19  
HL.6.5.5.0  
LX.1  
VEH.1.JN1PN03S3BM024935.19.81.NA.DATS  
HL.7.2.4.1  
NM1.IL.2.CONSOLIDATED CARP CORP  
N3.333 CAMEL CT NW  
N4.CORVALLIS.0R.97330  
IT1..1.IP.0  
SI.ZZ.11.NBS  
REF.IG.A23-45J-231  
REF.S3.NF  
DTM.007.961202...19  
HL.8.2.4.1  
NM1.IL.1.DUMPTY.DARRYLE...N.2327839



N3.4444 DAMVIEW DR  
 N4.DEXTER.0R.97419  
 IT1..1.IP.0  
 SI.ZZ.11.NBS  
 REF.IG.34260815  
 REF.XM..0R  
 REF.S3.V  
 DTM.222.691114...19  
 DTM.007.961204...19  
 HL.9.8.5.0  
 LX.1  
 VEH.1.JT4RN01P9K4001180.19.89.NA.TOYT  
 HL.10.2.4.1  
 NM1.IL.1.EMBERS.EDUARDO.E...N.5815183  
 N3.555.EGGPLANT EXPY  
 N4.EAGLE POINT.0R.98626  
 IT1..1.IP.0  
 SI.ZZ.11.XLC  
 REF.IG.503\*9455021  
 REF.XM..0R  
 REF.S3.V  
 DTM.222.691114...19  
  
 DTM.036.961210...19  
 HL.11.10.5.0  
 LX.1  
 VEH.1.JT4RN01P9K4001180.19.89.NA.TOYT  
 HL.12.2.4.1  
 NM1.IL.1.EMBERS.EDUARDO.E...N.5815183  
 N3.555.EGGPLANT EXPY  
 N4.EAGLE POINT.0R.98626  
 IT1..1.IP.0  
 SI.ZZ.11.NBS  
 REF.IG.503\*9455021  
 REF.XM..0R  
 REF.S3.V  
 DTM.222.691114...19  
 DTM.007.961203...19  
 HL.13.12.5.0  
 LX.1  
 VEH.1.JB7FP24D6GPO85992.19.86.NA.DODG  
 HL.14.2.4.1  
 NM1.IL.1.FLOUNDERS.FRED.F  
 N3.PO BOX 666  
 N4.FRAP.0R.97123  
 IT1..1.IP.0  
 SI.ZZ.11.XLC  
 REF.IG.23J 57906-0  
 REF.S3.V  
 DTM.222.270818...19  
 DTM.036.961209...19  
 HL.15.14.5.0  
 LX.1  
 VEH.1.1G4CW54C8K1632539.19.89.NA.BUIC  
 HL.16.2.4.1  
 NM1.IL.1.GORP.GWENA...N.GORP\*G\*299A6  
 N3.7777 NE HWY 77  
 N4.GRAPESEED.0R.97015  
 IT1..1.IP.0

SI.ZZ.11.XLC  
REF.IG.123456789012345678901234567890

REF.XM..WA  
REF.S3.V  
DTM.222.650506...19  
DTM.036.961202...19  
HL.17.16.5.0  
LX.1  
VEH.1.HLA10196476.19.80.NA.DATS  
HL.18.2.4.1  
NM1.IL.1.HERBERT.HERBERT.H...N.3717956  
N3.88 HAMBURGER HTS  
N4.HOTTAMALE.0R.97432  
IT1..1.IP.0  
SI.ZZ.11.NBS  
REF.IG.238  
REF.XM..0R  
REF.S3.V  
DTM.222.431021...19  
DTM.007.961129...19  
HL.19.18.5.0  
LX.1  
VEH.1.1B3AA4635RF127882.19.94.NA.DODG  
HL.20.18.5.0  
LX.1  
VEH.2.JHMCB7554PC040755.19.93.NA.HOND  
REF.LV.TK6695  
TDS.1  
CTT.9  
SE.136.0239  
GE.1.239  
IEA.1.000000239

# Appendix E

## Change Log

Effective Date	Change
January 22, 2019	Manual adopted through administrative rulemaking DMV 52-2018, f. 12-27-2018, cert. ef. 1-22-2019.
July 22, 2019	Manual amended through administrative rulemaking DMV 15-2019, f.07-22-2019, cert. ef. 07-22-2019.