

Data Entry Requirements for DF&A

When assessing vehicles, the following guidelines should be followed for compliance with the Streamlined Registration system. Our system will help enforce these rules. A message sent to DF&A that doesn't meet this criteria will likely be rejected by the system in Little Rock and never update the registration database.

- All vehicles sent to DF&A **must** have a year entered.
- Both Make and Model information needs to be entered for vehicles, especially when only a partial VIN is entered. They need this information to match the partial VIN to their full VIN.
- The VIN number field must **only** be used for VIN numbers. DF&A has received several messages that contain other data in the VIN field. The VIN is the key to the entire system, and this can cause problems. Specifically, some counties have been entering an unknown partial VIN, such as ?PCJON, but then putting additional information at the end of the VIN. The system then treats this as a full VIN number, since it is longer than 6 characters.
- Remember that if you are entering an item into the Vehicles screen that should **not** be sent to DF&A, enter the words, **NON DFA** into the VIN field. This will flag that item as a non-registered item and not send a message.