LEADS OPERATING MANUAL
VEHICLE REGISTRATION CHAPTER

TITLE APPLICATION/AUTOMATIC CHF INQUIRY

SECTION 1 - INTRODUCTION

1.1 SECRETARY OF STATE (SOS) VEHICLE DATA VIA LEADS

Illinois Secretary of State registration and various vehicle-related information is made available through LEADS to criminal justice agencies for inquiries and responses from:

1.   The Illinois Secretary of State Vehicle Registration Files

2.   Vehicle Abstracts

3.   Out-of-State Vehicle Registration Requests

4.   The SOS Title File

5.   Title Applications and Automatic CHF Inquiry

6.   The Illinois DNR Boat and Snowmobile Files

7.   SOS Off-Line Searches

SECTION 2 – ILLINOIS VEHICLE REGISTRATIONS

2.1   LICENSE TYPE (LIT) TABLE

When an Illinois license plate is queried to obtain registration information LEADS searches the Hot Files for stolen license plate or vehicle records or if the license plate has been entered as part of a Persons record (Wanted, Missing, etc.). LEADS also forwards the query to the Illinois Secretary of State to obtain registration information. Three responses can be expected when making a query on a license plate:

1.   "Hot Check" from LEADS

2.   "Hot Check" from NCIC

3.   Vehicle Registration Response from the SOS Motor Vehicle Registration (MVR) Files

LICENSE TYPE (LIT) CODE TABLE

NOTE: LIT "ZZ" is no longer a valid code in LEADS 3.0. SOS MVR now recognizes most registrations by the plate structure, eliminating the need for the "ZZ" license type.

Click on the appropriate link below to find the LIT from the alphabetical list.

A – D   E – L   M – R   S – Z   COLLEGE/UNIVERSITY   SPORTING SERIES

2.2 REGISTRATION CODING TABLE

The Registration Coding Table contains plates that require special coding in order to receive an SOS response. **This coding table is used for inquiry only and should not be used for entry.**

To view the entire Registration Coding Table, click **here**.

2.3 SPECIAL EVENT LICENSE PLATES

Each Special Event plate has a three-letter suffix on the right-hand side of the plate. To query on a Special Event License Plate, use the suffix and hyphen; i.e., Example: 123-SGP. The license type for these inquiries is LIT/SE.

The response will include the regular vehicle registration data for the vehicle followed by a brief special event response. If the vehicle only has temporary registration, the only response will be the special event response.

Example of a Special Event response in LEADS 3.0 Messenger.

SOS 06212021 1400

STA/VALID VAL/06062020 TTL/X3169699732

HH51   062021 ORIG PLT LIC STX/1F5203386
PUBLIC JOHN Q--MULT OWNER
PUBLIC JANE Q
12029 HAPPY RD PLANO IL 60545-9731

2FMGK5C81DBD23456   GRY/TAN 2013 FORD   UTILITY
STATUS UNAVAILABLE REF PLT/HH51 EXP/062020
REC UPDATED 081220---CORRECTION TO RECORD - EXACT REASON UNKNOWN
REGISTRATION IS FROM THE VEHICLE MASTER FILE

**** SPECIAL EVENT PLATE DATA ***

SE-LIC/XRAYI-SWQ SE-BEG-DATE/04/23/2021 SE-END-DATE/08/21/2021
SE-NAME/MID AMERICA PLATE ASSOCIATION
COMMENT/JOHN Q PUBLIC
COMMENT/JANE Q PUBLIC

2.4 THE SOS MVR FILES

The Motor Vehicle Registration Files (MVR) are maintained by the Illinois Secretary of State. The files contain registration information on every vehicle for which registration is required by Illinois law. (Illinois Compiled Statutes 625 ILCS Sections 5/3-100 to 5/3-2006).

1.   Vehicles Types in the MVR Files

        Automobiles
        Buses
        Campers, Truck Mounted

Fire Engines (Fire engines have optional registration)
Mopeds
Motorcycles
Pole Trailers
Recreational Vehicles
Semi-Trailers
Trailers
Truck Tractors
Van

2.   Vehicle Types NOT in the MVR Files

Aircraft
Farm Implement (including garden tractors)
Federally Owned Vehicles
Golf Carts
Manufacturer or Dealer Owned Vehicles Held For Sale
Special Mobile Equipment (Road Construction Equipment)
Vehicle Owned by Non-Residents

3.   Access to MVR Data

On-Line – By Means of VIN or LIC Inquiry
Off-Line – Two methods Available
            Motor Vehicle Tracer
            Off-Line Search

4.   MVR Data Available

Registration Status
Validation Date
License Plate Information Including Number, Expiration Month and Year, and Plate Type
Registered Owner Name and Address
Vehicle Description including Vehicle Identification Number, Year, Make, Style
VIN Edit Status **
Previous License Number

** "STATUS UNAVAILABLE" is standard wording in all registration responses at present.

Registration information is formatted into standard SOS MVR responses.

2.5 ILLINOIS REGISTRATION QUERY

To make an Illinois registration inquiry, a message key must be combined with one or more required identifiers. When the inquiry enters LEADS, the combination message key and identifiers used directs LEADS to forward the inquiry to the Illinois SOS computer and enables the SOS computer to determine which file to search.

Other response may be received in addition to the SOS MVR message depending on the choice of message keys and identifiers used.

1.   Message Keys

Z2 – basic registration inquiry that returns the registration information. Is also used to query a VIN.

Z5 – enhanced registration inquiry that will also return any DLN responses attached to the registration. Cannot be used to query a VIN.

2.   Minimum Required Identifiers

Either one of the following identifiers may be used to search the Illinois Secretary of State's MVR Files.

LIC and LIT
These identifiers may be used with a Z2 or Z5 message key to produce a current Illinois vehicle registration record.

VIN
This number is unique to a vehicle and is sufficient to produce a current Illinois vehicle registration record.

NOTE: VIN is not a valid identifier when using the "Z5" message key.

3.   Additional Considerations
The following additional considerations are not always required to search the Illinois Secretary of State MVR Files, but including one or more of them, *or not*, in the inquiry can affect the accuracy of the responses received in addition to the SOS response – namely those resulting from LEADS and NCIC Hot Files.

LIC
Some license plate numbers include "stacked" prefixes and suffixes that appear on the plate, in top-to-bottom, left-to-right order. Those stacked characters that spell out an entire word (TAXI, EXEMPT, TRAILER, etc.) are not considered to be part of the license plate number and must not be used in the inquiry. Any plates with a prefix or suffix should be run with and without a hyphen to ensure the SOS MVR and the Hot Files are checked properly.

LIT
LIT is a required identifier. LIT defaults to PC when not otherwise specified. See the License Type Code Table for codes.

LIS
When LIS is left blank, LEADS defaults to IL and directs the query to the Illinois SOS MVR. Completion with another state code will direct the query to the specified state.

LIY

LIY=Current Year

To receive the current year Illinois vehicle registration, LIY should be left blank. LIY may be needed for an out of state plate.

LIY=Preceding Year

To receive the preceding year vehicle registration, LIY should contain the numerical identifiers for last year.

NOTE: The MVR Files contain only the current and immediately preceding year registrations.

LIY = Earlier Years

If a year other than the current or preceding year is included in the registration inquiry, a special "No Record" response will be received.

To obtain vehicle registration information on an earlier year, a manual look-up or an off-line search must be requested.
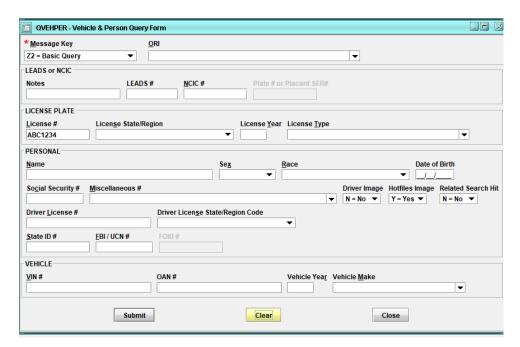
VIN with Last Year's LIY

To retrieve last year's registration information from the MVR Files, add last year's LIY to an inquiry by VIN.

4.   LIC and VIN Inquiry Formats

In Messenger the format for LIC and VIN inquiries is called the Vehicle & Person Query Form (QVEHPER).

Below is an example of the QVEHPER form:

Field Definitions:

MKE – the Message key to be used for inquiry. Utilizing the drop-down menu, select the appropriate message key (Z2 or Z5).

ORI – type in or select from the drop-down box the ORI of the agency making the inquiry.

NOTES – this field can be used to identify the name, id or car number of the inquiring officer.

LICENSE # - this field is used for the license number being queried.

LICENSE STATE/REGION – When left blank, this field defaults to Illinois. If the state to be queried is other than Illinois, type in or select from the drop-down menu the state or region code to be queried. This field is also used to designate a state other than Illinois for a VIN inquiry.

LICENSE YEAR – This field defaults to current year. This field may be used to query the previous or next year's Registration or VIN information.

VIN # - the Vehicle Identification Number to be queried. If out of state, place the state code in the License State field.
OAN # - the Owner Applied Number to be queried. This will only return a hot file check.

Vehicle Year – The year of the vehicle used in conjunction with the VIN. Some states require this for a vehicle response.

Vehicle Make – the make of the vehicle used in conjunction with the VIN. Some states require this for a vehicle response.

2.6 RESPONSE INTERPRETATION

The number, format, and origin of messages received in response to Illinois registration inquiries are determined by the message key and identifiers used. At least three responses should always be received for each successful Illinois registration inquiry.

1.   LEADS CHF Inquiry (10-29)
        Results of a LEADS CHF inquiry are interpreted in the License Plate chapter. See also chapters on Vehicles and Hit Procedures.

2.   NCIC CHF Inquiry (10-29)
        Results of NCIC CHF inquiry are interpreted in the license Plate Chapter of the NCIC manual.

3.   Illinois SOS Registration Response
        Based on the message key used in the inquiry, an additional response from SOS containing driver's information (Z5 MKE) may be received (Driver's License Chapter). The following are examples of the responses.

4. Standard MVR Responses

```
SOS  06102021  1236
STA/VALID  VAL/09292020  TTL/20037697606

ABC1234  092021  ORIG PLT  LIC STX/1JUO15075
MOUSE MICKEY

876 N PLUTO LANE   HAPPYTOWN IL 60041-3102

2G11X5SA4G0105090   BLK/BLK 2016 CHEVROLET    SEDAN
STATUS UNAVAILABLE  REF PLT/ABC1234  EXP/092020
REC UPDATED 092920---
REGISTRATION IS FROM THE VEHICLE MASTER FILE
```

Explanations:

Line 1 "SOS" indicates this response came from the Illinois Secretary of State computer.

"06102021 1236" indicates the date and time the SOS MVR File was searched.

Line 2 indicates the current status of the registration:

Valid

Expired

Revoked by MVR Action

Plates Replaced/Destroyed

Emissions Suspensions

Susp Mandatory Ins Violation

Susp Safety & Financial Resp

Susp Driver's License Revoked

"VAL/" contains the date the registration was last validated by the IL SOS. Usually this is the date the plates were renewed.

"TTL/" contains the Title number of the registered vehicle, if available.

Line 3 shows the license plate number, the month and year of expiration, and an abbreviation indicating whether the plate is the original or a replacement, license renewal sticker number.

Line 4 contains the registered owner's name and the ownership status (see below table).

OWNERSHIP STATUS	MEANING
FED OWNED	Owned by federal government
FIRM OWNED	Owned by firm
MULTI OWNED	Owned by more than 1 person
MUNI OWNED	Owned by city or county
STATE OWNED	Owned by state government

Line 5 If ownership status indicates more than one person, the second person's name appears here.

Line 6 Registered owner's address and zip code.

Line 7 Drivers License Number optional on plate application form. SOS does not require or edit the number. Therefore, it may not be the original owner.

Line 8 contains the Vehicle Identification Number, vehicle color, year, make and style.

Line 9 "Status Unavailable" refers to the edit of the information on Line 8. Currently, this editing is not being done by the IL SOS.
"REF PLT/_EXP/_" indicates vehicle's previous registration information and expiration date.

Line 10 and 11 may or may not appear. It indicates if the record has been updated by the IL SOS, the month and day the update took place and why the record was updated.

2.7 OTHER RESPONSE EXAMPLES

Example of Expired Registration Response:

SOS 06102021 1236

STA/EXPIRED VAL/09292020 TTL/20037697606

ABC1234 092021 ORIG PLT LIC STX/1JUO15075
MOUSE MICKEY

876 N PLUTO LANE HAPPYTOWN IL 60041-3102

2G11X5SA4G0105090 BLK/BLK 2016 CHEVROLET SEDAN

STATUS UNAVAILABLE REF PLT/ABC1234 EXP/092919
REC UPDATED 092219--
REGISTRATION IS FROM THE VEHICLE MASTER FILE

Example of Suspended Registration Response:

SOS 06102021 1236

STA/EXPIRED
SUSPENDED VAL/092920

ABC1234 092021 ORIG PLT LIC STX/1JUO15075
MOUSE MICKEY

876 N PLUTO LANE HAPPYTOWN IL 60041-3102

2G11X5SA4G0105090   BLK/BLK 2016 CHEVROLET   SEDAN
STATUS UNAVAILABLE REF PLT/ABC1234 EXP/092919
RES_HIT_MI_SUSPENSION_FLAG
REC UPDATED 092219---
REGISTRATION IS FROM THE VEHICLE MASTER FILE

Example of Revoked Registration:

SOS 06102021 1236

STA/EXPIRED
REVOKED BY MVR ACTION VAL/092920
ABC1234   092021 ORIG PLT LIC STX/1JUO15075
MOUSE MICKEY

876 N PLUTO LANE   HAPPYTOWN IL 60041-3102

2G11X5SA4G0105090   BLK/BLK 2016 CHEVROLET   SEDAN
STATUS UNAVAILABLE REF PLT/ABC1234 EXP/092919
REC UPDATED 092219---
REGISTRATION IS FROM THE VEHICLE MASTER FILE

SPECIAL SOS STATUS AND UPDATED MVR RESPONSES

Due to changes or errors in registration responses, there may be a special code or status included in the response. These may appear above the registration number or below the REF/PLT.

Below are examples of Special SOS Status Responses:

Missing Vehicle Data:

SOS 06182021 0838

<mark>SOME VEHICLE DATA MISSING</mark>

REC UPDATED 111717---
REGISTRATION IS FROM THE VEHICLE MASTER FILE

Handicap/Military Qualification:

SOS 06182021 0844

STA/VALID VAL/09292020 TTL/20037697606

ABC1234 092021 ORIG PLT LIC STX/1JUO15075
MOUSE MICKEY

876 N PLUTO LANE HAPPYTOWN IL 60041-3102

2G11X5SA4G0105090 BLK/BLK 2016 CHEVROLET SEDAN
STATUS UNAVAILABLE REF PLT/ABC1234 EXP/092919
REC UPDATED 092219---
REGISTRATION IS FROM THE VEHICLE MASTER FILE

<mark>HANDICAPPED/MILITARY TAG:1ST OWNER QUALFIED FOR PLATE</mark>
REGISTRATION IS FROM THE VEHICLE MASTER FILE

2.8 SOUNDEX

An individual's license plate numbers may be obtained through an SOS Soundex inquiry with as little information as a last name. For more information on performing a Soundex inquiry, see the Other Transactions Chapter of the LEADS Manual.

2.9 OFF-LINE SERVICES

In some cases, an on-line registration inquiry is not possible for a variety of reasons, yet vehicle registration information is needed. Once all avenues of on-line queries have been exhausted, the user can request a manual off-line search by the Secretary of State. Requests can be made for searches of partial registrations or partial VIN's as long as the request is for criminal justice purposes. This process is time consuming and labor intensive, and therefore, should only be used when absolutely necessary.

MOTOR VEHICLE OFFLINE SEARCH – MANUAL LOOKUP

1.   Definition

A motor vehicle tracer is a manual search of the MVR Files. A tracer should not be requested until on-line inquiries to the SOS Registration File, the Titles File and Soundex inquiries have failed to provide sufficient data. Tracers should be a last resort effort.

Tracers may be submitted with full or partial identifiers; however, partial identifiers may take longer to process.

2.   How To Initiate a Tracer

By administrative message to ORI/IL08435L1 (CDC/ASA) or ORI/IL0843500 (CDC/NSB) SOS Motor Vehicles Records Section.

3.   What to Include

Include as much information as possible, including any partial identifiers:

License (or partial)	Vehicle Model
License plate ranges or series	Vehicle Year (or range of years)
License Year	Vehicle Body Style
License Type	County or Counties
VIN (or partial)	City
Vehicle Make	Zip Code or area

4.   Urgency Indicators

Tracers of an urgent nature **MUST** include one of the following priority classifications. DO NOT use these urgency indicators UNLESS you actually have one of the situations described. Abuse of priority classes will result in all requests being handled on a first-in, first-out basis, regardless of urgency.

Tracers without priority wording will be handled on a first-in, first-out basis.

"Life Involved" or "Crime in Progress"

The highest priority; essentially a "drop everything" condition. It should be used only when a life is involved, or a crime is in progress.

"Major Crime"

A major crime HAS occurred, and registration data is urgently needed.

Officer Waiting

An officer has made a traffic stop or is waiting for data prior to stopping a subject.

5.   Normal Turnaround

24 hours or less. Delays longer than 24 hours indicate problems locating the requested data. Searches using partial identifiers normally take one week or less. In an **EXTREME EMERGENCY** the wait can be significantly reduced.

An out-of-state registration inquiry is a request to a state other than Illinois for motor vehicle information. Every state uses a different presentation style in their responses, however, they should all contain the basic information. Out of state registrations can only be run using the Z2 message key.

3.1 REQUIRED IDENTIFIERS

LIC and LIS

It is possible to add LIY and LIT (license plate year of expiration and license plate type) to an inquiry. Some states may require this information to search their registration files.
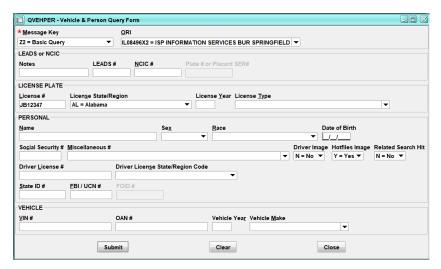
VIN and LIS

When running out of state VIN's, place the state code in the LIS field. Some states may require VYR and VMA (Vehicle Year and Vehicle Make).
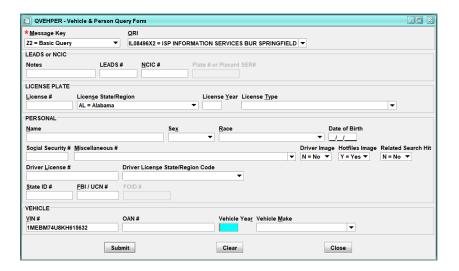
3.2 SAMPLE REGISTRATION INQUIRIES

1. Inquiry by LIC and LIS

    Messenger QVEHPER Format (Using Z2 MKE)

2. Inquiry by VIN and LIS

3.3 OUT-OF-STATE HELP FILES

On Line Help Files are available for most states through NLETS. These files contain information on how to query that state's registration file, license types and information on interpreting the response received.

The NLETS help file form is located in the Messenger menu tree under NLETS Query – NLETS HELP. Below is an example of the NLETS Help form:

NOTE: Some States do not have help file information available through NLETS. If this occurs an agency can send an Administrative message using Standardized ORI's as explained on the following page.

3.4 OFF-LINE OUT OF STATE INQUIRIES

Off-line searches may be requested through any state utilizing a Standardized ORI in the Destination Field of the Administrative Message Format.

12/15/2022

Standardized ORI's

Two standardized ORI's are available. These ORI's will route requests to the agency that maintains vehicle registration data in the state specified. XX=2-digit state code.

ORI	TO BE USED WHEN
xxLIC0000	LIC or owner's name is known
xxVIN0000	VIN is known

An Administrative Message Should Be Sent

If information is needed that was not included in responses to on-line inquiries.

If only partial identifiers are available and an off-line search is requested.

If there are any questions regarding vehicle registration laws, practices, etc., in a particular state.

SECTION 4 –DEPARTMENT OF NATURAL RESOURCES

WE NEED NEW PICS FOR BOATS AND SNOWMOBILE RESPONSES BUT THEY ARE NOT AVAILABLE

Illinois Department of Natural Resources (DNR) Files consist of the Boat Registration/Title File and the Snowmobile Registration File. The DNR and LEADS 3.0 system will be interfaced sometime after July 11, 2021. No on-line access to the new DNR system will be available until the interface between the two systems is completed. Users may initiate a boat or snowmobile registration query which will return a response providing information on contacting DNR to obtain the desired information:

INQUIRIES FOR BOAT AND SNOWMOBILE TITLE AND REGISTRATION INFORMATION SHOULD BE DIRECTED TO (217) 524-9112 OR SENT VIA EMAIL TO DNR.Watercraft.LawEnforcement@Illinois.gov.

4.1 BOAT REGISTRATION/TITLE FILE

1.   Kinds of Data

This file contains registration and title information on boats registered and titled by the DNR in accordance with the Boat Registration and Safety Act. (See Illinois Compiled Statutes 625 ILCS 45/3 1.). The law requires that all motorboats and all sailboats over 12 feet in length be titled and registered. The file may also contain records on non-motorized boats and sailboats less than 12 feet in length that were voluntarily titled and registered by their owners. Information includes:

Registration

Registration Number
Registration Status
Registration Issue Date
Registration Expiration Date

Title
Title Number
Title Status
Title Issue Date

Boat Description

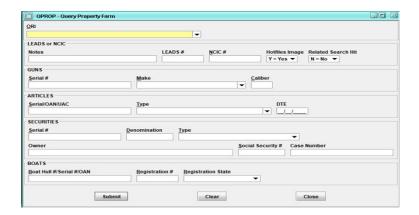|	
Boat Manufacturer	Hull Material
Boat Model	Boat Type
Boat Hull Number	Propulsion
Boat Length	Fuel
Boat Model Year	Boat Use
Boat Color	Horsepower
Purchase Date	

Primary Owner Information
Current Owner Name, Sex and DOB
Current Owner Address

2. Inquiry

An Illinois Boat Registration/Title Inquiry is an on-line request for registration and title information on a boat registered by the state of Illinois. A search of the LEADS Computerized Hot Files is automatically performed to determine whether the boat has been reported stolen. After the Stolen Boat File is searched, the inquiry is forwarded to the DNR's Boat Registration/Title File.

Format
The form to query a boat in Messenger is called the Query Property Form (QPROP). This form has the Z2 message key pre-programmed and it cannot be changed as Z2 is the only MKE available for property queries.

Identifiers
One or both of the following identifiers may be used:
BHN (Boat Hull Number), maximum 12 positions,
REG (Illinois Registration Number), maximum 8 positions

BHN and REG Multiple Identifiers WILL TEST POST GO-LIVE

In an inquiry message, BHN and REG may be included. As long as neither identifier is rejected, the computer treats such a message as two separate inquiries; i.e., it will search separately for records with matching hull number and registration number.

Z2.REG/IL2812PA.BHN/MAL078260674.

Possible Matches:

(Match on BHN) BHN/MAL078260674.REG/IL2554MR.
(Match on REG) BHN/DER578560578.REG/IL2812PA.

If either identifier is rejected, the entire message is rejected.

3.   Response Interpretation

An inquiry using REG and/or BHN searches the LEADS Stolen Boat File, the Illinois Boat Registration/Title File, and the NCIC Stolen Boat File, and will produce responses from each of these files. For information on Stolen Boat responses, see the NCIC Manual. The LEADS Operating Manual will no longer contain a Boat Chapter as Illinois now follows the NCIC Boat procedures.

Positive Response

Boat registration and title file information is combined in a fixed 10-line format containing 29 fields. However, some fields may not have information in them, and the contents of some fields may be different from the contents of the same field name in another LEADS response.

DNR Boat Registration/Title File responses are discussed here and will begin with the following standard heading:

CON 031794 1432 (Identifies DNR, Date, and Time)

USCG DOCUMENTED? NO
REG:IL7562X STA: VALID ISS: 06/06/90 EXP: 06/30/93
TITL: 51867030786 STA: ORIGINAL ISS: 06/06/90
BMA: MARK TWAIN BMO: MTB175
BHN: MTM12345D868 BLE: 17FT BYR: 88 BCO: WHI/BLU
HUL: FBGLS BTY: OPEN USE: PLEASURE PRO: I/O
FUEL: GAS BHP: 205   PURCHASE: 04/24/90
OWNR: WILSON,EVERETT L SEX: M DOB: 11/15/59
ADDR: 67 BELLMONT CNTY: MADI
CITY: COLLINSVILLE STATE: IL ZIP: 62234

Field Descriptions and Codes Table

The following table illustrates and explains the field codes that may be found in the Boat Registration/Title File response.

FIELD CODE	FIELD NAME	DESCRIPTION
USCG (Documented)	Documentation	Indicates if vessel is U. S. Coast registered.
REG	Registration Number	Certificate of Number assigned by DNR.
STA	Registration Status	Will be one of the following: VALID EXPIRED CANCELLED
ISS	Registration Issue Date	Date last registration was issued.
EXP	Registration Expiration Date	Date registration expires.
TITL	Title Document Number	A unique number printed on the Title Document issued by DNR to the current owner. Spaces mean "No Title Issued".

STA	Title Status	Will be one of the following:
		  ORIGINAL (New or used boat purchased or transferred.)
		  DUPLICATE (Replacement for lost, stolen, destroyed, mutilated, or illegible title.)
		  CORRECTED (Lienholder information added or corrected.)
		  REVOKED (Title revoked by DNR.)
		  SURREND (Title surrendered because boat was scrapped, junked, destroyed.)

ISS	Title Issue Date	Date the last title was issued.
BMA	Boat Make/Mfg.	Name of Boat Make/Manufacturer.
BMO	Boat Model	Manufacturer's Model Name/Number
BHN	Boat Hull Number	State or manufacturer-assigned serial number on the outside of the boat; same as Hull Identification Number (HIN).
BLE	Boat Length	Length of boat in feet
BYR	Boat Model Year	Manufacturer-assigned model year
BCO	Boat Color	Derived from LEADS standard Color Codes

FIELD CODE	FIELD NAME	DESCRIPTION
HUL	Hull Material	Will be one of the following: 　WOOD　　FBGLS (Fiberglass) 　STEEL　　ALUM (Aluminum) 　OTHER
BTY	Boat Type	Will be one of the following: 　OPEN　　PNTN (Pontoon) 　CABIN　　CANOE 　HOUSE　　OTHER 　SAIL
USE	Use	Will be one of the following: 　PLEASURE　　BT MFR (Boat Manufacturer) 　DEALER　　OTHER 　RENTAL
PRO	Propulsion	Will be one of the following: 　INBRD (Inboard Motor)　　SAIL 　OUTBRD (Outboard Motor)　　OTHER 　I/O (Inboard/Outdrive)
FUEL	Fuel	Will be one of the following: 　GAS　　DIESEL　　OTHER
BHP	Boat (Engine) Horsepower	Horsepower as reported on application by owner.
PURCHASED	Purchase Date	Standard Date form: MM/DD/YY
OWNR	Owner's Name	"MULT" will follow the primary owner's name if there are multiple owners.
SEX	SEX	M or F.
DOB	Date of Birth	Standard Date form: MM/DD/YY
ADDR	Address	Owner's street address.
CNTY	County	Owner's county; standard four position code. If not an Illinois county, field not used.
CITY	City	Owner's city.
STATE	State	Owner's state; standard two position code.
ZIP	Zip	Owner's zip code.

6. Other Responses

No Record on File

When no record is found on file that matches the field identifier used in the inquiry, the inquiring terminal will receive the following response:

(a)   (b)   (c)

CON08 NO BOAT REC CONSERVATION BHN/RUN5H004M77
CON08 NO BOAT REC CONSERVATION REG/IL7416D

(a) DNR's message code for "No Record on File".
(b) Message.
(c) Identifier used in inquiry.

Several Records on File

When an inquiry using BHN matches more than three records, the inquiring terminal will receive the following response:

(a)   (b)   (c)

CON09 005 RECS ON FILE WITH BHN/237

(a) DNR's message code for "More than three matching records on file".
(b) Actual number of matching records.
(c) Identifier used in inquiry.

Reject

If the contents of the registration number did not pass edits described in the NCIC Manual, the field code identifier REG will be placed in the reject message shown here and the message will be forwarded to the inquiring terminal. If two identifiers are used (REG and BHN), and the hull number is valid, but the registration number is not, the same reject message will be sent.

(a)   (b)   (c)

CON24 REJ-REG FIELD ERROR

(a) DNR's message code for "Reject".
(b) REJ means "rejected".
(c) Field code for the identifier being rejected.

Off Line Searches

If registration and/or title information cannot be obtained through normal on-line inquiry due to incomplete identifiers or the record is not in the currently active file, the following off-line searches may be requested.

Title History File

An off-line search of the Title History File can be accomplished by supplying the DNR with one or more of the following boat description fields:

Title Number
Registration Number
BHN
Owner Name

Partial Data or Identifiers

A search of the Title History File or the Current Active File can be accomplished by supplying the DNR with partial data or incomplete identifiers, such as a partially obliterated boat hull number with only the last four characters visible (such as "M79C"), in any one or more of the following fields:

Title Number
Registration Number
BHN
City

Requesting an Off-Line Search

Indicate the type of search needed, supply as many identifiers as possible, and indicate which files (the Title History File and/or the Current Active File) should be searched.

By Administrative Message to CDC/KEL

This terminal is monitored Monday through Friday, 8AM to 5PM.

By Phone to (217) 524-9112

 By Email to DNR.WATERCRAFT.LAWENFORCEMENT@ILLINOIS.GOV.

Normal Turnaround

For either request, normal turnaround time will be about one to two weeks.

4.2 SNOWMOBILE REGISTRATION FILE

1.   Kinds of Data

The Snowmobile Registration File contains registration information on every snowmobile registered with the Illinois DNR in accordance with the Snowmobile Registration and Safety Act (Illinois Compiled Statutes, 625 ILCS, Section 40/3-1). The information that is available on each snowmobile is shown below.

Registration

Registration Number
Registration Status
Registration Issue Date
Registration Expiration Date

Snowmobile Description

Vehicle Make
Vehicle Model
Vehicle Identification Number
Vehicle Motor Number
Vehicle Model Year
Vehicle Color
Vehicle Use
Vehicle Horsepower
Purchase Date

Owner Information

Owner's Name, Sex and DOB
Owner's Address

2.   Inquiry

Depending on identifiers used, an inquiry into the Snowmobile Registration File may search the LEADS and NCIC Hot Files and the Snowmobile Registration File, LEADS Hot Files and the Snowmobile Registration File, or the Snowmobile Registration File alone.

Message Keys

The Z2 Message Key will be used to query Snowmobile registrations or VINs.

Identifiers

LIC (License Number) Maximum 9 positions. The registration number appears on decals which are displayed on both sides of the cowling. The number is also printed on the Certificate of Number (a pocket-sized document issued to the owner), which must be available whenever the snowmobile is in operation. The first two characters will be IL and may be followed by a space or hyphen. The next four

characters will be numerical and may be followed by another space or hyphen with the remaining characters being alphabetic.

Hyphens or spaces that appear in the LIC or REG numbers should be omitted. If only three numbers follow IL, a zero should precede them when entering a registration number.

REG/IL 575 R would be entered as LIC/IL0575R

LIS (License State) 'IL'
LIT (License Type) will always be 'SN'
VIN (Vehicle Identification Number) Maximum 20 positions

3.   Snowmobile Registration On-Line Inquiry Table
       Message Key is Z2

PRIMARY IDENTIFIER	FILES SEARCHED
LIC/LIS/LIT	LEADS & NCIC Vehicle Files
LIC/LIS/LIT VIN/LIT	LEADS & NCIC Vehicles & Snowmobile Registration Files.
LIC/LIS/LIT LIC/LIT	LEADS Vehicles & IL Snowmobile Registration Files.
LIC/LIT	LEADS Vehicles (IL Snowmobile Registration File will reject.)
REG	Snowmobile registration from state specified.

4.   Response Interpretation

       Snowmobile registration information is combined in a fixed seven-line format containing 21 fields. However, some fields may not have information in them. Each field code is described in the table below.

       Positive Response:

       CON 032594 1030
       REG: IL0027R   STA: VALID   ISS: 02/22/91 EXP: 09/30/93

       2) VMA: ARCTIC ENTERPRISES   VMO: TRAI CAT
       3) VIN: 9052278   VMN: 110294
       4) VYR: 89 VCO: BLK/   USE: PLEASURE HP: 340 PURCHASED 01/15/91
       5) OWNER: BRANSON, CARL R   SEX: M   DOB: 08/13/68
       6) ADDR: 2201 PLAINFIELD RD   CNTY: WILL
       7) CITY: CREST HILL   STATE: IL ZIP: 60435

Explanation:

Line 1 Registration number or identifying number shown on the Certificate of Number, its status, the date it was issued, and the date it expires. As long as a snowmobile is registered in Illinois, it retains its original Illinois registration number even when sold to a different owner.
Line 2 Snowmobile make and model.
Line 3 Vehicle identification number and vehicle motor number.
Line 4 Vehicle model year, color, primary use, horsepower and purchase date.
Line 5 Owner name, sex and DOB.
Line 6 Owner address and county.
Line 7 Owner city, state and zip code

Field Descriptions and Codes Tables

The following table illustrates and explains what may be found in the seven-line format of the Snowmobile Registration File response.

FIELD CODE	FIELD NAME	DESCRIPTION/POSSIBLE CONTENTS
REG	Registration Number	Certificate of Number assigned by the DNR.
STA	Registration Status	Will be one of the following: VALID CANCELLED NOT ISSUED
ISS	Registration Issue Date	Date last registration was issued.
EXP	Registration Expiration Date	Date registration expires.
VMA	Vehicle Make/Mfr.	Name of Snowmobile Make or Manufacturer.
VMO	Vehicle Model	Manufacture's Model Name or Number
VIN	Vehicle Identification Number	Manufacturer-assigned number.
VMN	Vehicle Motor Number	Manufacturer-assigned number.
VYR	Vehicle Model Year	Manufacturer-assigned model year.
VCO	Vehicle Color	Derived from the LEADS standard Color Codes.
USE	USE	Will be one of the following:
HP	Engine Horsepower	Horsepower as reported on application by owner.
PURCHASED	Purchase Date	Standard date form: MM/DD/YY
OWNR	Owner's Name	Could also be firm's name.

FIELD CODE	FIELD NAME	DESCRIPTION/POSSIBLE CONTENTS
SEX	Sex	M or F.
DOB	Date of Birth	Standard date form: MM/DD/YY
ADDR	Address	Owner's street address.
CNTY	County	Owner's county.
CITY	City	Owner's city.
STATE	State	Owner's state.
ZIP	Zip	Owner's zip code.

6.   Other Responses

No Record on File
CON08 NO SNOW REC CONSERVATION REG/IL5555R

Several Records on File
CON09 004 RECS ON FILE WITH REG/IL0604MS

Invalid Identifier

CON10   REJ-INVALID SNOW RECORD IDENTIFIER WILL ENSURE CORRECT POST GO-LIVE

Reject

If the contents of the registration number did not pass edits, the field code identifier REG will be placed in the reject message and will be forwarded to the inquiring terminal.

CON24 REJ-REG FIELD ERROR

7.   Off-Line Searches

If snowmobile registration information cannot be obtained through normal on-line inquiry, the following off-line searches may be requested.

Registration History File

An off-line search of the Registration History File can be accomplished by supplying the DNR with one or more snowmobile description fields such as the following:

Registration Number
VIN
Owner Name

Partial Data or Identifier

A search of the Registration History File or the Current Active File may be done by supplying partial data or incomplete identifiers such as any one of the following. (Example: a partially obliterated Registration Number with only the last four characters visible, such as "555P".)

Registration Number
VIN
City

Requesting an Off-Line Search

Indicate the type of search needed, supply as many identifiers as possible, and indicate which files (Registration History File and/or Current Active File) should be searched.

By Administrative Message to CDC/KEL

This terminal is monitored Monday through Friday, 8AM to 5PM.

By Phone to (*217) 524-9112*

By Email to DNR.WATERCRAFT.LAWENFORCEMENT@ILLINOIS.GOV

Normal Turnaround

Every effort will be made to complete the search as quickly as possible.   However normal turnaround time will be approximately one to two weeks.

What User Gets

The end product of an off-line search is a computer listing of all records with data fields that match the identifiers provided. These lists are mailed to the requestor for analysis.

SECTION 5 - TITLE FILE

5.1 FIELD DESCRIPTIONS AND CODES TABLE

The following table is to help illustrate and explain what may be found in the format of an Illinois vehicle Title File response.

FIELD CODE	FIELD NAME	DESCRIPTION/POSSIBLE CONTENTS
STA	Title Status	Status will be 'VALID' or 'REVOKED'.
	Title Type	Type will be one of the following:
		ORIG TITLE (Original Title)
		CORR TITLE (Corrected Title)

FIELD CODE	FIELD NAME	DESCRIPTION/POSSIBLE CONTENTS
		DUPL TITLE (Duplicate Title)
		DUP/CORR TITLE (Duplicate Corrected Title)
		SALV CERT (Salvage Certificate)
		JUNK CERT (Junking Certificate)
		MOBL DISP (Mobile Home Display Title)
		DISP ONLY (Mobile Home Display Only)
		CORR MOBL/DISP (Corrected Mobile Home Display Title)
		DUP MOBL/DISP (Duplicate Mobile Home Display Title)
		DUP/CORR MOBL DISP (Duplicate Corrected Mobile Home Display Title)
		CORR SALV CERT (Corrected Salvage Certificate)
		DUP SALV CERT (Duplicate Salvage Certificate)
		DUP/CORR SALV CERT (Duplicate Corrected Salvage Certificate)
		CORR JUNK CERT (Corrected Junking Certificate)
		DUP JUNK CERT (Duplicate Junking Certificate)
		DUP/CORR JUNK CERT (Duplicate Corrected Junking Certificate)
		OUT OF STATE (Out of State Title - IL Registration. This occurs when an out-of-state lending institution refuses to relinquish the title on a vehicle now registered in Illinois.
		TITLE SURR-FRGN/ST (IL Title Returned -Vehicle Titled in another state
ISS	Title Issue Date	Date the title was issued.
TTL	Vehicle Title Number	A unique number printed on the Certificate of Title issued by SOS to the current owner.
VIN	Vehicle Identification Number	Will be only VIN in a single vehicle record. For a vehicle that is assembled by two manufacturers, this is the first stage VIN. For example, one manufacturer's motor home may be assembled on another's chassis. The chassis is the first stage vehicle and the motor home is the second stage vehicle.
	VIN Status	VIN status will be one of the following: PASSED VIN EDIT (VIN was edited and passed as valid.) NOT EDITED (VIN has not been edited and may be incorrect.) FAILED VIN EDIT (VIN did not pass edit, probably incorrect.) ADMINISTRATIVE CORR (VIN is correct, but some data regarding vehicle style or engine has been changed.) VIN CONTAINS ENG NO (Motorcycle VIN was edited and

FIELD CODE	FIELD NAME	DESCRIPTION/POSSIBLE CONTENTS
		determined to contain engine number rather than VIN.)
VYR VMA VMO VST VCO	Vehicle Year Vehicle Make Vehicle Model Vehicle Style Vehicle Color	Vehicle Make could appear as a coded make or a translated make up to 13 characters. The other fields are in the standard LEADS/NCIC format.
ODM	Odometer	Contains the odometer reading at the time the vehicle was purchased.
PUR	Purchase Date	Date vehicle was purchased.
	Lease Information	May contain lease data when applicable.
LIC	License Number	License number assigned to vehicle at time title was issued.
	Expiration Date	Expiration date of license plate number of plates assigned to vehicle at time title was issued. **This information is never updated when vehicle registration is renewed.**
VIN	2nd Stage VIN, Year, and Make	Contains the second stage manufacturer's VIN, year, and make if applicable.
OWN	Owner	Contains the name of the first owner, could be individual or firm. (This is the owner of the title, not necessarily the owner of the license plates.)
DLN	Driver's License Number	Contains DLN of the first owner if owner is an individual.
	DL Status	DL Status will be one of the following: STATUS UNAVAILABLE OWNER/DLN MATCH (DLN matches owner data submitted) OWNER/DLN DO NOT MATCH (DLN does not match owner data submitted.) COMPUTED DLN (DLN not on application - DLN computed from NAME, SEX, DOB. This may not be the correct DLN.) DLN NOT VERIFIED (DLN given not verified because no SEX or DOB were given.)
OWN	Owner	Contains the name of a second owner, could be individual or firm. Could be lessee's name if vehicle is leased.
DLN	Driver's License Number	Contains DLN of the second owner if owner is an individual.
	DL Status	DL status of second owner will be one of the messages shown in Line 10.
ADD	Address	Contains street address, city, state and zip code of the first owner.

FIELD CODE	FIELD NAME	DESCRIPTION/POSSIBLE CONTENTS
	1st Lienholder	Contains the name of the first lienholder if applicable.
	"Mail To" or "%-OF"	If no lienholder, contains another name and address to which the title is to be sent.
	2nd Lienholder	Contains the name of the second lienholder if applicable. (Unlikely to appear in automobile record; usually applies to large trucks and specialized vehicles.)
		Contains street address, city, state code, and zip code of the second lienholder.
SURR TTL	Surrendered Title	Contains the title number, type of title (See Line 1 information), date, and state from which the title was surrendered to SOS in order to receive the current title.
	Prior Title Info	Contains the heading shown with a possible 10 lines of prior title information to follow.
	Prior Title Information	Contains prior title information (titles issued before the surrendered title) associated with this vehicle. Each line will show a title number, type of title, date issued, and issuing state.

5.2 INQUIRY

1.   Identifiers

VIN required (may result in duplicate record message).
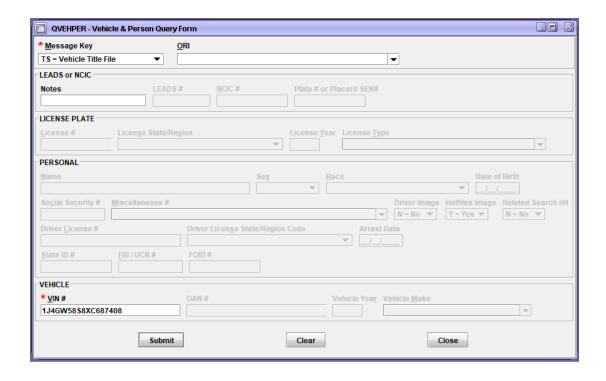VMA, VYR should only be used when required for out of state inquiries.

2.   Inquiry Table

FORMAT	MESSAGE KEY	IDENTIFIERS	FILES SEARCHED
QVEHPER (Vehicle & Person Query Form in Messenger	TS	VIN	LEADS and NCIC Hot Files, SOS Motor Vehicle and SOS Vehicle Title Files
	Z2	VIN VMA VYR	LEADS and NCIC Hot Files, SOS Motor Vehicle Files

3.   Title Search Format

The format used to perform a Title Search in Messenger is the QVEHPER (Vehicle & Person Query). The Message Key should be changed to MKE/TS=Vehicle Title File.
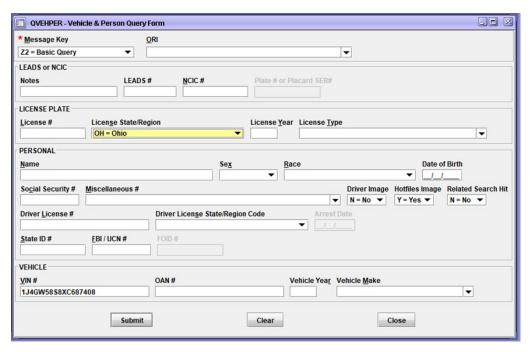
4.   Out of State Title Search

There is not a way to run a Title Search using an out of state VIN. The individual states motor vehicle file may be accessed using the Z2 MKE, VIN and License State/Region fields. Some states may require the VMA and VYR for inquiry. This will only return the motor vehicle (registration) response and not a full title search.

If a full title search of an out of state VIN is required, a directed message should be sent to the corresponding states Universal ORI: xxVIN0000 (xx=2-digit state code).

5.3 OTHER RESPONSE EXAMPLES

The following examples illustrate other messages an agency might receive from SOS when inquiring into the Title File.

1.   SOS23 NO RECORD ON FILE

When no record is found on file that matches the field identifiers used in the inquiry, the agency will receive the following response:

SOS23   NO RECORD ON FILE-SEARCH KEY 1FTAP326549
VIN/1FTAP326549.

2.   SOS62 DUPLICATE RECORDS

When an inquiry results in more than one record being hit, the following response will be received:

SOS 06212021 0803

    DUP VINS--INQUIRE ON EACH LIC
3D4PG5FV8AT167191
20 ABC1234   DODGE
19 XYZ987   DODGE
21 LMN456   DODGE

The user should then inquire on a particular vehicle using the three available identifiers VIN, VMA, VYR.

SECTION 6 – TITLE APPLICATION/AUTOMATIC CHF INQUIRY – SOS TITLE HITS

Every person who buys a new motor vehicle is required by law to apply to the Illinois Secretary of State for a Certificate of Title. When a person buys a used motor vehicle, the previous owner's Certificate of Title is transferred to the new owner. The new owner is then required by law to submit the title along with an application for a new Certificate of Title to the Illinois Secretary of State. These applications are then prepared for computer processing. With each application it processes, the SOS computer generates an automatic hot check into LEADS/NCIC to determine if the vehicle has been entered into the LEADS/NCIC hot files. If the title application is for a new vehicle or it originates from out of state, the inquiry is only generated into the NCIC hot files.

When a positive response (hit) is received to SOS's inquiry, SOS will send a Title Hit message to the ORA of the LEADS Hot File entry to determine whether the title should be issued. Agencies have 28 days to respond to SOS (14 days when the application is for Salvaged Title).

The Title Application/Automatic CHF Inquiry capability was designed to:

   a.   minimize the risk of issuing a valid title on a stolen vehicle

   b.   support compliance with the requirements of Illinois Compiled Statutes 625 ILCS 5/3-100 to 5/3-2006.

6.1 INQUIRY

To inquire on a Title Hit Record, the message key is ZQ. This is programmed into the Messenger format and cannot be changed. Inquires can be made by the Title Hit Record number, the Title number or the VIN.

LDS/Q1234567. Title Hit Record Number (LEADS Number)

TTL/12345678. Title Number

VIN/12345678901234567. VIN

Below is an example of the Title Hit Query form (QTITLE).

Select the appropriate tab within the form, for the query type, VIN, TITLE or LEADS (TITLE HIT) number.

6.2 RESPONSE – A TITLE HIT INQUIRY WILL GENERATE THE FOLLOWING RESPONSE:

WILL PROVIDE NEW PIC EXAMPLE POST GO-LIVE

1.   ZQ LDS/Q9400003 ACTIVE
2.   RELATED RECORD LDS/V9330983 NIC/ OCA/1045933B9 HTS/1
3.   TTL/H5614755 TYP/ORG VYR/88 VMA/LINC VMO/SIG VST/4D
4.   VIN/1LNBM82F9JY6868857 LIC/TBD638 ENT BY CDC-ORI/KQC
5.   APP #1 NAM-DLN/PAGE, BOYD E P20006525270
6.   APP #2 NAM-DLN/PAGE, JANE O P20045435779
7.   APP ADDRESS/1005 4TH
8.   LIBERTYVILLE IL 60048
9.   LIEN #1 NAME/FORD MOTOR CREDIT COMPANY
10.   LIEN #1 ADDRESS/9700 HIGGINS RD SUITE 720
11.   LIEN #1 CITY-STATE/ROSEMONT IL
12.   LIEN #2 NAME/

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13.   LIEN #2 ADDRESS/
14.   LIEN #2 CITY-STATE/
15.   MAIL TO NAME/
16.   MAIL TO ADDRESS/
17.   MAIL TO CITY-STATE/
18.   TTL HIT DATE/011094 TTL ISSUE DELAY DATE/020794
19.   EXTENSION CODE/0 FIRST EXTENSION: INIT/DATE/
20.   SECOND EXTENSION: INIT/DATE/
21.   HOLD: REASON/DATE/NAM/
22.   RELEASE: REASON/DATE/NAM/
23.   THE/1049 DTE/011094

6.3 DESCRIPTIONS

Line 1 – The Title Hit Record Number and the Status of the Title Hit.

STATUS CODES

Active – The title is active, or an extension has been granted.

Release – The title has been released to the applicant.

Hold – The title is in a "Hold" state. The SOS will not issue the title until the investigating agency authorizes release.

Related Record Cancelled – The related LEADS record has been cancelled.

Related Record Voided – The related LEADS record has been voided.

Line 2 – LEADS number of the CHF record, OCA of the CHF record and the number of hits received.

Line 3 – Title number and type of title application; vehicle year, make, model, style.

Line 4 – VIN, license number of CHF record and entering agency CDC or ORI.

Lines 5 thru 8 – Names, driver's license numbers, mailing addresses of the title applicant or applicants. If it's a salvage title hit, this will contain the name of the insurance company.

Lines 9 thru 14 – Lien holder names and addresses.

Lines 15 thru 17 – Mailing address fields for other than lien holder.

Line 18 – Date of the Title Hit and date requested title will be issued if no response from the investigating agency.

Lines 19 thru 20 – If an extension has been granted, extension code and title issue delay date for first or second extension will appear here.

EXTENSION CODES

0 – No extension has been granted.

1 – The first extension has been granted.

2 – The second extension has been granted.

Line 21 – If an agency determines there is a valid reason to withhold the issuance of a title to the applicant, the reason code, date and investigator's name will appear here.

Line 22 – If an agency authorizes release of a title to the applicant, the reason code, date and investigator's name will appear here.

Line 23 – Service line containing the time and date of the original notice to the agency.

AUTOMATIC CHF INQUIRY

A CHF query will be automatically generated whenever a Title Hit is queried by VIN or Title number, as well as when the record is modified to extend, release or hold the title.

6.4 HIT PROCESSING BY SOS

NOTIFICATION RESPONSE SENT

When a title hit occurs as a result of the automatic inquiry, the SOS computer places the title application on hold and automatically generates to the Illinois law enforcement agency that entered the record (the ORA) a related LEADS Title Hit Record response that will display after the title hit. The Title Hit Record LEADS number begins with a "Q" (Q2101234) is used to inquire, hold or request an extension on a title hit. A copy of all notification responses is sent to the National Insurance Crime Bureau (CDC/XIA).

TITLE PLACED ON HOLD

The SOS computer automatically puts a hold on the title application until the ORA of the matching LEADS record investigates and either releases the title application or indicates to SOS to hold the application. If the ORA takes no action upon receipt of a title hit, the title will be released by SOS at the conclusion of the 28-day period. An agency may request up to two 14-day extension (See Section 6.5). If the agency indicates to SOS the title should be held, SOS will not release the title until a title release is sent by the ORA to SOS.

FIELD CODES

Message Key (MKE) – Using the drop-down menu select the type of modification to be made to the title.

Originating Agency Identifier (ORI) – this should be the ORI of the agency placing the title hold/extension/release.

LEADS (LDS) – the LEADS number of the Title Hit record being modified.

Title Number – the Title number in the Title Hit record being modified. This is the second identifier and   must appear exactly as in the record.

Hold Code – Select the reason for the hold from the drop-down menu.

CNPD = Claim Not Paid	FRAU = Fraud
NSPS = No Such Person	OINV = On-going Investigation
REPO = Repossessed	CANC = Theft Report Cancelled
TOWD = Towed	UNFR = Unfounded Report

Hold by – the name and/or id number of the officer placing the hold/extension/release.

Extension Number – using the drop-down menu select the first or second extension.

RE1 = 1st Extension   RE2 = 2nd Extension

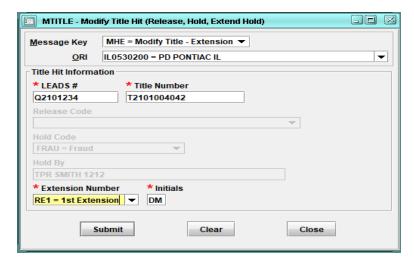Initials – Initials of the operator performing the transaction.

6.5 EXTENSIONS

If it is determined there is a valid reason to request an extension, agencies will be able to request it by an on-line modification of the record. Extensions must be requested in the last 7 days prior to expiration of the Title Issue Delay Date. The First Extension will be valid for 14 days after the title Issue Delay Date. A Second Extension will be valid for 14 days after the title Issue Delay Date of the first extension.

MTITLE

Modify Title Hit (Release, Hold, Extend) format is located in the menu tree of Messenger 3.0, LEADS & NCIC CHF, TITLE HITS.

Below is an example of the MTITLE format requesting the first extension:

FIELD CODES

Message Key (MKE) – Using the drop-down menu select the type of modification to be made to the title.

Originating Agency Identifier (ORI) – this should be the ORI of the agency placing the title hold/extension/release.

LEADS (LDS) – the LEADS number of the Title Hit record being modified.

Title Number – the Title number in the Title Hit record being modified. This is the second identifier and   must appear exactly as in the record.

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Release Code – Select the reason the title is being released from the drop-down menu. See Chart in Section 7.7 for release codes and definitions.

Hold Code – Select the reason for the hold from the drop-down menu. See chart in Section 7.6 for hold codes and definitions.

Hold by – the name and/or id number of the officer placing the hold/extension/release.

Extension Number – using the drop-down menu select the first or second extension.

        RE1 = 1st Extension   RE2 = 2nd Extension

Initials – Initials of the operator performing the transaction.

ACKNOWLEDGEMENT

When a first extension request has been granted, the agency will receive the following response.

WILL PROVIDE NEW PICTURE EXAMPLE POST GO-LIVE
CHF 011994 1518
LDS/H1234567 TTL/12345678
REQUEST FOR FIRST EXTENSION GRANTED
NEW TITLE ISSUE EXPIRATION DATE: MMDDYY

The extension code field in a Title Hit Record will indicate if a title hit has been granted an extension.
EXTENSION CODE/1 FIRST EXTENSION: INT/DH DATE/MMDDYY WILL PROVIDE NEW PICTURE EXAMPLE POST GO-LIVE

The date field on the line with the first extension will indicate the Title Issue Delay Date for the first extension.
7 days prior to the first extension Title Issue Delay Date, the following message will be sent to the agency:

WILL PROVIDE NEW PICTURE EXAMPLE POST GO-LIVE
3KQC MMDDYY HH.MM.SSKQC CDC .
ATTN: LEADS AGENCY COORDINATOR / LEADS OPERATOR-IN-CHARGE
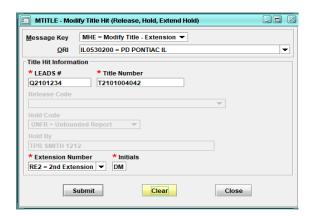REF: POSSIBLE HIT FROM SOS TITLE HIT SYSTEM
THE FIRST 14-DAY ADDITIONAL INVESTIGATIVE PERIOD THAT YOUR AGENCY REQUESTED (EXTENSION #1) BEGAN 7 DAYS AGO RE:
LDS/ TTL/
AN AGENCY HAS 07 DAYS REMAINING TO APPROPRIATELY MODIFY THE TITLE HIT RECORD ACCORDING TO YOUR NEEDS. IF NO ACTION IS TAKEN WITHIN 07 DAYS, THEN, DUE TO NON-COMPLIANCE WITH THE SOS TITLE HIT SYSTEM PROCEDURES, THE TITLE WILL BE RELEASED FOR ISSUANCE TO THE APPLICANT.
SOS TITLE HIT SYSTEM SPRINGFIELD.

REQUEST SECOND EXTENSION

ACKNOWLEDGEMENT

When a second extension request has been granted, the agency will receive the following response:

WILL PROVIDE NEW PICTURE EXAMPLE POST GO-LIVE
CHF 021294 1333
LDS/H1234567 TTL/12345678
REQUEST FOR SECOND EXTENSION GRANTED
FINAL EXTENSION OF TITLE ISSUE EXPIRES MMDDYY

The extension field code in a Title Hit Record will indicate if a title hit has been granted an extension.
WILL PROVIDE NEW PICTURE EXAMPLE POST GO-LIVE
EXTENSION CODE/2 FIRST EXTENSION: INIT/DH DATE/MMDDYY
SECOND EXTENSION: INIT/GW DATE/MMDDYY

The date field on the line with the second extension will indicate the Title Issue Delay Date for the second extension.

7 days prior to the second extension Title Issue Delay Date, the following message will be sent to the agency:
WILL PROVIDE NEW PICTURE EXAMPLE POST GO-LIVE
3KQC MMDDYY HH.MM.SSKQC CDC .
ATTN: LEADS AGENCY COORDINATOR / LEADS OPERATOR-IN-CHARGE
REF: POSSIBLE HIT FROM SOS TITLE HIT SYSTEM
THE FINAL 14-DAY ADDITIONAL INVESTIGATIVE PERIOD THAT YOUR AGENCY REQUESTED (EXTENSION #2) BEGAN 7 DAYS AGO RE:
LDS/ TTL/

AN AGENCY HAS 07 DAYS REMAINING TO APPROPRIATELY MODIFY THE TITLE HIT RECORD ACCORDING TO YOUR NEEDS. IF NO ACTION IS TAKEN WITHIN 07 DAYS, THEN, DUE TO NON-COMPLIANCE WITH THE SOS TITLE HIT SYSTEM PROCEDURES, THE TITLE WILL BE RELEASED FOR ISSUANCE TO THE APPLICANT.SOS TITLE HIT SYSTEM SPRINGFIELD
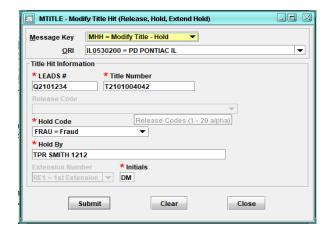
12/15/2022

6.6 HOLD THE TITLE

If an agency determines there is a valid reason to withhold the issuance of a title to the applicant, the title will not be issued until the Secretary of State's office is notified by the agency via a Title Release.

Title HOLD Codes

	HCD	HOLD REASONS
Salvage Titles	CANC	theft report cancelled
	CNPD	claim not paid
	REPO	repossessed
	TOWD	towed
	UNFR	unfounded report
	UNFR	fraud
	OINV	ongoing investigation
Other Titles	FRAU	fraud
	OINV	ongoing investigation
	NSPS	no such person

REQUEST A HOLD

ACKNOWLEDGEMENT

When a request to hold a title has been granted, the agency will receive the following response:

CHF 022294 157   WILL PROVIDE NEW PICTURE EXAMPLE POST GO-LIVE

LDS/H1234567 TTL/12345678

STA/H HCD/XXXX   HDT/MMDDYY

HBN/SGT JOHN DOE

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The Hold field codes in a Title Hit Record will indicate if a title hit has been placed on 'hold'.

EXTENSION CODE/2 FIRST EXTENSION: INIT/DH DATE/MMDDYY WILL PROVIDE NEW PICTURE EXAMPLE POST GO-LIVE

SECOND EXTENSION: INIT/GW DATE/MMDDYY

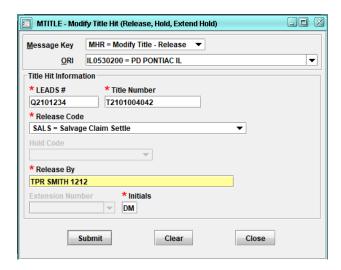HOLD: REASON/FRAU DATE/MMDDYY NAM/SGT JOHN DOE

6.7 RELEASE THE TITLE

When a deadline date is near, agencies will receive a message to advised that some action in required in order to stay in compliance with the SOS Title Hit Program. If an agency needs to release a title so that it can be issued to the applicant, they will be able to do so by an on-line modification of the record.

TITLE RELEASE CODES

	RCD	RELEASE REASONS
Salvage Titles	INFW	Veh/Lic info not removed from warrant
	SALS	Salvage claim settled
	INVC	Investigation complete
	RLRC	Related LEADS record cancelled
	RLRV	Related LEADS record voided
Other Titles	INVC	Investigation complete
	RLRC	Related LEADS record cancelled
	RLRV	Related LEADS record voided
	APTT	Application made prior to theft
	CANC	Theft report cancelled
	CORT	Corrected title
	DUPT	Duplicate title
	DUPV	Duplicate VIN
	INFR	Veh/Lic info removed from warrant
	INSP	Insurance purposes
	PART	Stolen veh parts - record not removed
	REPO	Repossessed
	TOWD	Towed
	UNFR	Unfounded report
	VINP	Stolen VIN plate - record not removed
	VRAI	Vehicle recovered - entering agency informed
	VRAU	Vehicle recovered - entering agency uninformed
	WVEH	Wrong vehicle

REQUEST A RELEASE

ACKNOWLEDGEMENT

When a request to release a title has been granted, the agency will receive the following response:

CHR 020294 1103 WILL PROVIDE NEW PICTURE EXAMPLE POST GO-LIVE
LDS/H1234567 TTL/12345678

STA/R RCD/XXXX RDT/MMDDYY

RBN/SGT JOHN DOE

The Release line of the Title Hit Record will indicate that the title has been released.

WILL PROVIDE NEW PICTURE EXAMPLE POST GO-LIVE
EXTENSION CODE/2 FIRST EXTENSION: INIT/DH DATE/MMDDYY

SECOND EXTENSION: INIT/GW DATE/MMDDYY

HOLD: REASON/FRAU DATE/MMDDYY NAM/SGT JOHN DOE

RELEASE: REASON/UNFR DATE/MMDDYY NAM/SGT JOHN DOE
TME/1049 DTE/022794