



BMV SR16 REQUIRED FIELDS

Updated: 8/12/2014

Important: Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

The following Data Fields are *required* when adding Citation Information in Odyssey to create an Abstract of Court Record (SR16) from Odyssey to INCite. Completing the fields below will assist you in creating a complete SR16 that should transmit to the BMV without causing errors.

Citation Information:

Citation Number (UTT#): must be entered or NA if unknown

Offense Date: must be entered

Offense Time: must be entered

Defendant Information:

Involvement: One of the following must be selected:

- (1) Citee – will only be used for converted cases, user should never select when “Adding a Citation”
- (2) Defendant (No Vehicle Involved) – an SR16 will not be generated for this involvement type upon disposition unless the Court adds a BMV event prior to adding the disposition
- (3) Driver
- (4) Passenger
- (5) Other

First Name: must be entered

Last Name: must be entered

No. Address: must be entered

City: must be entered

State: must be entered or OA if unknown

Zip Code: must be entered

Date of Birth: must be entered

DL#: must be entered, if unknown leave blank (if the user has SSN#, this can be inserted in the DL# field)

DL State: must be entered if user inserts information in DL# field, enter NA if unknown

Vehicle Information: *Any time a citation is linked, the vehicle information must be completed.* If a vehicle is involved, the following data fields must be completed. If no vehicle is involved, do not complete any vehicle information.

Vehicle Color: must be entered or NA if unknown

Vehicle Year: leave blank if unknown; when citation data is transmitted, INCite will apply NA to the SR16

Vehicle Make: must be entered or NA if unknown

Vehicle License Number: leave blank if unknown; when citation data is transmitted, INCite will apply NA to the SR16
(License Plate Number)

Vehicle State: must be entered, if unknown enter OA
(License Plate State)

Charges:

Code: must be entered in its entirety

Disposition Information:

Disposition: must be entered (unless SR16FTA event is selected)