Nevada LIVE Specification Document v2
Frequently Asked Questions

Question: We are currently exporting "book of business" files to several other states. In those cases, I build a "snapshot" of all our policies which are Active on the last business day of the month. This file is then uploaded to the states on the first business day of the following month. It appears the process above would satisfy the requirements described in the revised Group A Guidelines. Do you agree?

Answer: Yes, we agree. What you are doing for those other states is exactly what Nevada DMV is requiring.

1. Definitions
Q1: There is no definition of the term "Active."
A1: A definition for "Active" has been added.

2. Nevada LIVE Overview
Q2: Will there be changes to the current web service program?
A2: The current web service querying processes will remain the same. The change is a monthly file that will help us to update the registration records of your new or updated customers to avoid sending them postcards.

3.04.03 Aged Inquiries
Q3: Since Nevada will require a monthly data file, are the 380 days of past records still required?
A3: Yes. In the future some registered owners will continue to not respond to the postcards sent by DMV which will result in their vehicle registration being suspended. The existing requirement to receive a confirmed or unconfirmed response to a query to reinstate or rescind the sanction will remain in effect.

4. Books of Business
Q4: When do the monthly files have to start being submitted?
A4: Will begin January 2, 2013 and mandatory by March 7, 2013.

Q5: When is the testing period?
A5: Testing is currently being conducted. Please contact the Nevada LIVE team at NvLiveReporting@dmv.nv.gov when you are ready to begin testing. Or

4.01 Establishing SFTP Account
Q6: Do we use our existing FTP accounts?

A6: Yes. If you need your account information again, please contact the Nevada LIVE team at NvLiveReporting@dmv.nv.gov.

Q7: I have multiple NAIC numbers; can I have just one FTP account or does each NAIC number have a separate FTP account?
A7: All of your company's NAIC numbers will use just one FTP account.

Q8: What is the IP address for the FTP site?
A8: The IP address for DOIT/DMV DMZServer: 167.154.10.254

Q9: How do we name the files?
A9: Test file = DMVNVLN#####yyyymmT.txt
Book of Business file = DMVNVLN#####yyyymmB.txt

4.01.02 IN Folder
Q10: On the FTP site, which folder do I deposit our Book of Business?
A10: Your file needs to be deposited into the "**IN**" folder.

4.03 Monthly Data File
Q11: Is there a difference between the Book of Business and the Monthly Data file?
A11: They are the same.

Q12: Does the Department anticipate following the IICMVA Data Transfer Guide?
A12: Nevada DMV will follow the current specifications in the IICMVA Data Transfer Guide.

Q13: When is the monthly file of active policies due each month?
Q13: The files can be submitted between the first (1st) and seventh (7th) of each month.

Q14: What is matching criteria between book of business file and DMV data bases?
A14: Currently the NAIC, VIN, and policy number.

Q15: Can you explain how the monthly data file will be used?
A15: The monthly file will prevent the mailing of the postcards and avoid creating an incident. It will replace the unknown carrier query process.

Q16: Are there any specifics on No-activity electronic reporting?
A16: There are no "No-Activity" reports required because the Monthly Data File is all active insurance records for Nevada.

4.03.01 Monthly Data File - Format
Q17: What format do I use to create the file?
A17: The monthly Book of Business requirement will use the IICMVA 300 format.

Q18: Is the 550 format not being accepted any longer?
A18: That is correct. The monthly updates will be in the IICMVA's 300 format.

Q19: What should we populate in the EFFECTIVE DATE field?
A19: The most current effective date that your company has in the database as the "EFFECTIVE DATE".

Q20: What happens if VIN is blank?
A20: If a record is received that does not contain a VIN, the system will not read that record, and it will be ignored.

Q21: How do insurance companies that do not store vehicle information to include VINs comply with the book of business?
A21: Technically the monthly data file is required, but because we know you do not have any vehicle information your company will not be required to send us your "commercial" insurance information. If you do have any policies that does have the vehicle information, we would still want that data. The method will remain as it exists today, the agent or customer will need to add the policy information using our website.

4.03.02 Monthly Data File – Error
Q22: The file is not in expected format, how can I check to ensure it is correct before sending?
A22: We would suggest you open the file in notepad before sending. Each record should appear in a new line.

Q23: Will there be any no match records OR errors returned to the insurance company?
A23: The insurance company will receive automated email if the submitted file is formatted incorrectly, letting them know what to correct and resubmit the file within 5 days.

4.03.03 Monthly Data File – Number of Files
Q24: Do you allow multiple locations (personal lines, commercial lines) send the book of business for the same NAIC?
A24: Only one Book of Business per NAIC may be submitted per month. If records for specific lines are kept in different locations that company would need to coordinate the information for a single submission.

4.03.04 Monthly Data File – Queries
Q25: Will the DMV send a query when you do not receive a policy from an insurance company?

A25: That is true. The assumption is the insurance policy has been terminated. Before an incident is created, the DMV will query the last known insurance policy associated with that registration.

5.02 Verifying to Insurance Company

Q26: What will happen if the policy information is unconfirmed using the information the insurance company sends to Nevada?

A26: Registered owner will receive a verification card requesting policy information.

7.01 "Administrative Authorization" form (NVL009)

Q27: Will Nevada still continue utilizing the Unknown Carrier Query?

A27: Nevada DMV is discontinuing the "unknown carrier query" because there were too few participants and is not effective to reduce the number of postcards sent to registered owners who had insurance with a new company.