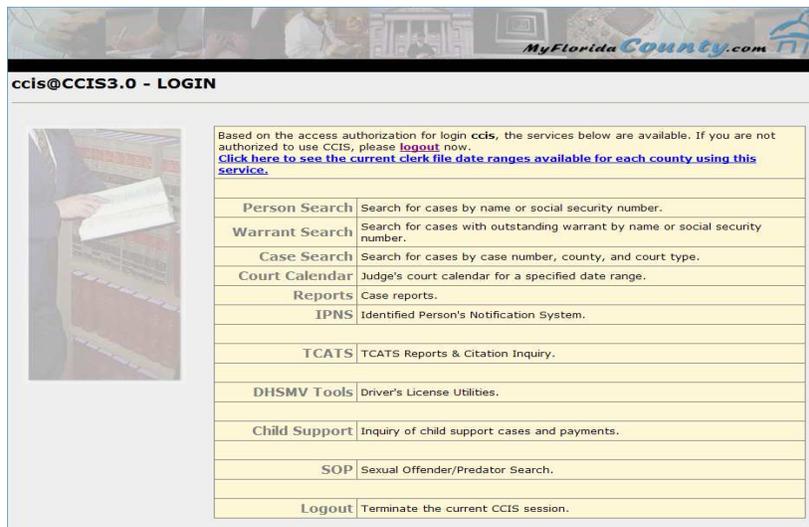


DHSMV Tools

The Comprehensive Case Information System (CCIS) **DHSMV Tools** menu option provides specific users (DHSMV, Clerks and Clerk Staff) the ability to conduct D6 Clearances and Driver's License Reinstatements for Florida license holders. This tool is based upon the Department of Highway Safety Motor Vehicles' (DHSMV) DRC1 application. Policies and procedures relating to clearing and reinstating in the DRC1 terminal apply in this application as well.

Connected via a web service to DHSMV, the Clerk's Office or DHSMV user enters in a Florida DL # and a call is made to the DL database to query the status of the DL number. Key DL status information is provided to the user as well as D6-related information, such as the existence of any D6 records, citation number, county, D6 date and reason. The user is then able to select D6 records and indicate if all court requirements have been met or not and reinstate DLs.

To process D6 Clearances and DL Reinstatements, select **DHSMV Tools** from the menu.



Access to clear D6(s) and reinstate driver's licenses is limited to CCIS users with the proper privileges. A new security group has been added to CCIS to allow access to ONLY the D6 Clearance portion of CCIS and no other CCIS functionality. If a user is assigned to the security group CCIS_D6@CCIS they are restricted to only process D6 Clearances and will see the following screen upon login to CCIS:



D6 Clearance

Users will see all citations with an outstanding D6 relating to a license. If the driver has one citation in your county, the reinstatement fee can be collected and the DL reinstated. To clear a D6 or reinstate a DL, select **D6 Clearance**.

D6 Clearance	Driver's License D6 Clearance and Reinstatement
D6 Transaction Report	Driver's License D6 Clearance and Reinstatement Transactions Report

Enter the Driver's License number and click the **search** button to view open D6(s).

Driver's License Number: <input type="text"/> (no dashes)
<input type="button" value="search"/>

The DL information and status results appear for review. The Inquiry Status indicates if the license has an open D6 and if it is eligible for reinstatement. Citations issued in other counties are listed and are accessible for clearing. Follow your local rules for clearing other county's D6s.

Select the **Yes** or **No** radio button in the *Court Requirement Met?* field to indicate if sanctions have been fulfilled. Multiple citations on a single DL, for any of the 67 counties can be cleared at one time by checking the **Select/Unselect All** check box in the *Court Requirement Met?* field. A **Restore Date** is required for each D6 where the requirements are met. The **Restore Date** defaults to the current date and can be edited but cannot be a future date. If a Reinstatement is allowed the user will see the *Reinstatement Fee Collected?* box. Select the **Yes** or **No** Radio button to indicate if a fee is collected or not. Click the **Update DL** button when complete.

Driver's License #: R260213704660		Driver's License Type: CLASS E DRIVER LICENSE.	
Issue Date: 11/05/1996		Expiration Date: 06/15/2012	
Name: ELIXANDER MUNOZ ROSARIO		DOB: 12/26/1970	
Gender: Male			
Inquiry Status: Open D6(s) in other counties. (83)			

CITATION	COUNTY	D6 DATE	REASON	COURT REQUIREMENT MET? <input checked="" type="checkbox"/> Select/Unselect All	RESTORE DATE
993215T	ORANGE	10/27/1997	1	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="06/17/2009"/>
993212T	ORANGE	01/05/1998	5	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="06/17/2009"/>
311035Y	SEMINOLE	04/08/1999	5	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="06/17/2009"/>
311036Y	SEMINOLE	04/08/1999	5	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="06/17/2009"/>

REINSTATEMENT FEE COLLECTED?: <input checked="" type="radio"/> Yes <input type="radio"/> No

Restore Date is required for each D6 where the court requirement met.
 Restore Date must be a valid MM/DD/YYYY format and not be greater than the current date.

After the update is complete the user is notified of the successful D6 closure and Reinstatement if applicable. The transaction id is recorded and can now be viewed on the D6 Transaction Report.

Driver's License #: R260213704660				Driver's License Type: CLASS E DRIVER LICENSE.	
Issue Date: 11/05/1996				Expiration Date: 06/15/2012	
Name: ELIXANDER MUNOZ ROSARIO				DOB: 12/26/1970	
Gender: Male					
Update Status: Successful D6 closure(s) and Reinstatement Fee collected. (90)					
Transaction Id: 8448					

CITATION	COUNTY	D6 DATE	REASON	COURT REQUIREMENT MET? <input type="checkbox"/> Select/Unselect All	RESTORE DATE
No Pending D6.					

Restore Date is required for each D6 where the court requirement met.
 Restore Date must be a valid MM/DD/YYYY format and not be greater than the current date.

D6 Transaction Report

To view a list of all D6s processed by your county select **D6 Transaction Report** from the DHSMV Tools menu. Enter the start and end date and click submit.

Start Date:	May	01	2009	00	00
End Date:	June	09	2009	23	59
<input type="button" value="Submit"/>					

All transactions processed during the date range appear. The report lists the following:

Transaction ID- System generated number identifying the update

Time Stamp- Date and Time the update occurred

County- The County that cleared the DL record

User- The user that performed the update

DL Number – Drivers License Number

Court Requirement Met? – Court requirements have been met Yes or No

Reinstatement Fee Collected? – Reinstatement fee collected Yes or No

Return Status Code – DMV defined status code for the transaction

To view specific citation details for a Driver's License, click on the Transaction ID link. For a list of the Return Status Codes and their definitions, click the [?](#) link.

Start Date: 05/01/2009 00:00:00 End Date: 06/09/2009 23:59:00

TRANSACTION ID	TIME STAMP	COUNTY	USER	DL NUMBER	COURT REQUIREMENT MET?	REINSTATEMENT FEE COLLECTED?	RETURN STATUS CODE ?
8357	05/14/2009 12:21:32	HERNANDO	ccis	A416141652670	Yes	No	20
8367	05/14/2009 16:11:55	HERNANDO	ccis	A142425772410	Yes	No	20
8376	06/09/2009 11:46:21	HERNANDO	ccis	D252514756690	Yes	Yes	90

Export options: [CSV](#) | [Excel](#) | [XML](#)

The Transaction shows the details of the action on the Driver's License. Each citation associated with the Driver's License and the status of the citation (court requirements met, date restored) is listed.

[Home](#) | [Person Search](#) | [Warrant Search](#) | [Case Search](#) | [Calendar](#) | [Reports](#) | [IPNS](#) | [TCATS](#) | [DHSMV Tools](#) | [CSE](#) | [SOP](#) | [logout](#)

Transaction ID	8367	Ticket Number		D6 Date		Court Req Met Flag		Restore Date		Action Code
Transaction Date	05/14/2009 16:11:55		869056L	05/07/1995	No	-				0
User Login	ccis		952282C	12/21/1998	Yes	05/14/2009				34
Operation Type	dUpdate									
Transaction Status	Success									
DL Number	A142425772410									
County	HERNANDO									
Reinstatement Fee Request	No									
DL Return Status	20 ?									

For questions regarding the DHSMV Tools contact the Service Center at (850) 414-2210 or e-mail support@flclerks.com.