

## MVD Procedural Quick Update

**RE: CDL Hazmat Fingerprint Transmission**  
**Effective date: IMMEDIATE, pending Sagem Morpho system fix**

Date: May 26, 2006  
To: All MVD  
From: Mac Lewis, MVD Policy and Procedures Manager  
Requested by: Keith Perry

*[This is the second in a series of "MVD Procedural Quick Updates." Unlike the "Policy and Procedure Briefs," which will be more informational regarding statutory requirements, regulations and MVD policy, these quick updates will deal with specific MVD procedures and practices. Field office managers should consistently distribute both briefs and updates to all personnel and integrate them into regular information and training sessions.]*

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Pending a Sagem Morpho system fix (expected June, 2006), clerks using the Livescan electronic application transmission process to transmit CDL hazmat fingerprints need to be careful to avoid inadvertent multiple transmissions.

Multiple transmissions result when a clerk fails to check for completed form notification before transmitting, then tries to send again (and again) when the transmission is not successful. Each extra transmission results in a \$24.00 processing charge to MVD by the FBI. The total cost to MVD of unnecessary extra transmissions has been substantial.

**BEFORE continuing from the Applicant Data 2 screen to the Finger Capture screen, always verify that there is NO information in the Status/Warning field at the bottom of the screen. If the Status/Warning field cannot be cleared, DO NOT SEND THE FILE. Call the Sagem Morpho Help desk at 1-866-337-8795 for assistance.**

This instruction was sent to the field offices by Frank Estrada on May 10 with the attached "Status Warning" page. The purpose of this Procedural Quick Update is simply to reinforce that communication and to remind field office managers and clerks to be careful to avoid multiple transmissions by following the instructions above and on the attached page.

A Sagem Morpho system fix, expected within a few weeks, should eliminate the problem of costly, unintended multiple transmissions. In the meantime your careful attention and assistance in avoiding extra transmissions is much appreciated.

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Note: Please refer any comments or questions regarding this Quick Update to Keith Perry or Mac Lewis, MVD's Policy and Procedure Manager ([mac.lewis@state.nm.us](mailto:mac.lewis@state.nm.us)).

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