
DCSE Policy & Procedures Unit
Policy Update
PPU 08-02-004
February 29, 2008

SUBJECT: Updating the NCP License Detail (NCLD) Screen

**Please contact the Policy Unit if you have any questions regarding these or any other changes at
*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 771-8127.**

The IV-D PARTNERS should send POLICY inquiries directly to DCSE-POLICYQUESTIONS@azdes.gov

The Motor Vehicle Division (MVD) lien process requires the non-custodial parent's driver's license information as an identifier in order to proceed with the automated lien. A match can **only** occur with MVD when the **NCLD** screen is populated with the driver license information. When there is a match, MVD places an indicator against the driver license record that stops the ability to transfer title on any of the vehicles registered in the non-custodial parent's name.

- A. Policy recommends the following actions be taken to obtain driver license information for the **NCLD** screen:
1. When the non-custodial parent or custodial parent walks into a DCSE office, the party should be asked to provide the driver license for identification purposes. The license information should be obtained at that time for the purpose of updating the **NCLD** screen with the non-custodial parent's license information.
 2. When staff access the MVD database system and locate driver license information for the NCP, the **NCLD** screen should be updated.
- B. The following are mandatory fields for updating the **NCLD** screen:
1. Type "NCLD" on the Direct Command line from any ATLAS screen and press <Enter>.
 2. Type "A" in the Action Field to add a record; or type "M" in the Action Field to modify an existing record.
 3. To update the License Type field, press the <PF1> key to cursor select "AUT" (Automobile) from the License Type Description table.
 4. To update the License Status field, press the <PF1> key to cursor select "ACT" (Active) from the License Status table.
 5. Type the non-custodial parent's License Number in the License Number field.
 6. To update the State field where the license was issued, press <PF1> to cursor select the appropriate state from the State Code table. (The license must be from Arizona for the automated MVD lien).
 7. Type the date the license information was verified in the "Ver" field.

8. To update the "Src" (Source) field, press the <PF1> key to cursor select the MVD (Motor Vehicle Dept) from the Information Sources table.
 9. Press <Enter>.
- C. The following are optional fields for **NCLD** screen:
1. The county where the license was issued in the License County field.
 2. The date the license was issued in the Issue Date field.
 3. The date the license expires in the Expiration Date field.