


April 03, 2013

TO: All Fire and Property and Casualty Companies  
Authorized to Issue Motor Vehicle Policies in Florida

FROM: Julie W. Gentry, Chief   
Bureau of Motorist Compliance

SUBJECT: Return File Name Change

Effective immediately, the naming conventions on return files and verification files from the Department will be altered to include a date/time stamp extension. Please modify your retrieval processes to recognize the new file name. This is for whether you're on the new server or the old server. This information can be found on page 5 of the Reload Manual. The date/time stamp for both the B and C files will be in the following format:

The verification file name will be: (Verifications)(TimeStamp).pgp.  
DHS.DDL.FTP.DMIXXXXC03\_15\_2013\_10\_37\_38.PGP  
On the new server, this will be found in the Verifications Folder.

The return file name will be: (YourFilename)(TimeStamp).pgp.  
DHS.DDL.FTP.DMIXXXXB03\_15\_2013\_10\_37\_38.PGP  
On the new server, this will be in the Output server.

For those still on the new server before April 15, 2013, these files will be on the old server as usual but will contain the date/time stamp.

Please refer to the memo dated March 11, 2013 for more information concerning the changing to the new server. As a reminder, all files must be sent to the new Server as of April 15, 2013. Your return file and verifications file will also be sent to the new server effective April 15, 2013.

It is important that you review our website to clarify any questions that you may have before contacting us. Please review our website for any notifications, our reload manual and our daily manual at <http://www.flhsmv.gov/FRManualFTP/>.

Please direct all redesign questions to [FRRedesign@flhsmv.gov](mailto:FRRedesign@flhsmv.gov). Please format your email specifically so that we can identify your company account and process accordingly;

1. Username/Florida C.ode in the Subject (i.e. 01234FTP)
2. Starting in the body of the email if it is a reload or a daily process;
3. Stating clearly if the file is for test or production.

JWG/lwf/ll