**Example calculation of the Verification code**:

Notice of Rejection Date = **19/07/2015**.

1. Subtract the first two digits of the Notice of Rejection Date from 100

**100 – 19 = 81**

1. Convert the month to a singular alpha character (Jan = A, Feb = B, etc)

**07 = G**

1. Take the last digit from the year

**5**

1. Take the Notice Type number as displayed in the table below:

|  |  |
| --- | --- |
| Notice Type Number | Contravention Type(s) |
| 1 | **Parking, Moving Traffic, Littering from Vehicle, Household Waste, Commercial/Industrial Waste, London Lorry Control Scheme, Road User Charging** |
| 2 | **Being in a bus lane** |
| 8 | **Clamp Vehicle** |
| 9 | **Remove Vehicle** |

1. For example, if the Notice Type is a Parking PCN.

**1**

1. Calculate a check digit to go on the end of this code, making it a 6 character code.
2. Convert the alpha character to a number

A,B,C … J  become 1, 2, 3 … 0,

K, L … T  become 1, 2 … 0,

U … Z  become 1 … 6

**G = 7**

1. For calculation of check digit you now have the number 81751
2. Calculate (a\*5) + (b\*4) + (c\*3) + (d\*2) + (e\*1) where ‘a’ to ‘e’ are the five numbers derived above.

**(8\*5) = 40**

**(1\*4) =  4**

**(7\*3) = 21**

**(5\*2) = 10**

**(1\*1) =  1**

**Total = 76**

1. Divide the result by 11

**76 / 11 = 6 (ignoring remaining fraction – in this instance full result is 6.909)**

1. Calculate the remainder ***as a whole number***

**6 \* 11 = 66**

**76 – 66 = 10**

The remainder is the check digit.  (If the remainder is 10 then the check digit is A)

1. You now have the 6 digit PIN **81G51A**
2. You now have the six digit verification code 81G51A