WebFTA 101

Failure to Appear / Failure to Pay Program

Table of Contents

Failure to Appear (FTA) Program

History

As a result of nonpayment of fines associated with certain violations, political subdivisions and the State of Texas have encountered significant loss of revenue. The TDPS offers a solution to serve the political subdivisions by denying the renewal of a driver license for failure to appear or failure to pay or satisfy a judgment ordered by a court. It is estimated that between 95 and 98 percent of the FTA offenders will comply with the political subdivisions that contract with the Department. The intent of the Failure to Appear Program is directed toward a system that requires the violator to appear before the originating court for a final disposition.

During the 74th Legislative Session, Senate Bill 1504, Texas Transportation Code, Chapter 706 (formerly Vernon's Civil Statute, 6687d), authorized the Department to contract with political subdivisions to deny the renewal of an individual's driver license for failure to appear on certain traffic violations on or after September 1, 1995.

In the 76th Legislative Session, House Bill 2802 amended the Texas Transportation Code, Chapter 706, to include all offenses for which the violator fails to appear, that are within the jurisdiction of the court. The main provisions of the bill are as follows:

- Authorizes the Department to contract with a private vendor to implement the system.
- Requires the political subdivision to compensate the private vendor for service delivered under the provisions of this bill (prohibits the use of state funds to compensate a private vendor).
- Provides for an administrative fee of $30.00 for each offense.
- Establishes immunity from suit and damages for the state and political subdivisions.
- Authorizes the Department to adopt rules to implement the provisions of the bill.
- Requires the peace officer to give notice of the sanction at the time a citation is written.
- Applies to offenses that occur on or after September 1, 1999.

During the 77th Legislative Session, Senate Bill 1371 further amended the Texas Transportation Code to include offenses for which an individual fails to pay or satisfy the judgment of a court order. This amendment expands the scope of the program and gives the court greater flexibility. These provisions were effective September 1, 2001.

During the 78th Legislative Session, Senate Bill 782 further amended the Texas Transportation Code to include any offense that a court has jurisdiction of under Chapter 4, Code of Criminal Procedure. This provision was effective June 18, 2003. Chapter 706 of the Texas Transportation Code applies to all offenses that fall within the municipal or county court's jurisdiction, including both *traffic* and *non-traffic violations*. *Traffic violations* regulate a driver's conduct or condition while operating a motor vehicle, or the condition of a motor vehicle while it is being operated on a street, road or highway. *Non-traffic violations* are those usually found in the Penal Code of Texas and associated state laws and city ordinance.

In the 82nd Legislative Session, House Bill 2949, amended the Texas Transportation Code, subsection 5, to include the word *immediately* in regards to notifying the department that there is no cause to continue to deny renewal of a person's drivers license based on the person's pervious failure to appear, failure to pay or failure to satisfy a judgment ordering the payment of a fine and cost in the manner ordered by the court in a matter involving an offense. This provision went into effect on Sept 1, 2011.

The complete and current statue can be found in Appendix A of this manual.

Warrants:

It is currently estimated that as few as 25 percent of warrants issued are brought to final disposition. This means that over one and three quarter million offenders are ultimately not brought to justice. The FTA Program does not require a warrant to be issued in response to a person's failure to appear. Whether a political subdivision issues a warrant or not is irrelevant to an offense being accepted into the FTA system. It is the opinion of the political subdivision whether or not to continue issuing warrants. However, the warrant fee can only be enforced if a warrant is issued. Some courts have decided to issue a warrant in addition to entering an individual into the FTA system, while others have stated they will no longer issue warrants.

ID Numbers:

One of the features that were added with the new application is the ability to flag a Texas ID if that ID holder has a valid Texas DL. If an ID number is submitted by the court, that number is searched in the DPS DL Database for verification. Once the program has determined that the number entered is an ID number and not a valid DL number, the system will search looking to see if that violator has a valid DL in the system. If the system finds a DL, it will replace the ID number with the valid DL number and display a message. If a valid DL number is not found, an error message will be displayed. A violator with only an ID number cannot be entered into the FTA Program.

DPS Services:

Upon receiving the daily upload file at DPS, the Department will perform an edit against all driver records and all erroneous data will be rejected and returned to the political subdivision for correction. All accepted data will automatically turn on a FTA flag for the appropriate driver record.

In lieu of a driver license renewal notice, the Department will notify FTA offenders by letter and inform the offender that the renewal of his/her license will be denied. In addition, the letter will provide the toll-free number for compliance information and will inform the offender of the consequences of driving while license invalid (DWLI). (See Transportation Code §521.457.)

If the FTA offender should go to the Driver License office to renew their license, after receiving notice of denial, they will be issued a sixty day temporary permit. If the offender inquires about

outstanding FTA citations, the clerk will refer the offender to the toll-free number provided by the vendor.

Upon receipt at DPS headquarters, renewal requests with outstanding FTA citations will be withheld from the license manufacturing process. The renewal request is updated on the basic screen and the driver record is marked, "DENY RENEWAL LTR #2-FTA".

The Department will generate a second letter to the FTA offender that will inform the offender that his/her driver license will not be renewed because of outstanding FTA citations. In addition, the letter will inform the offender that upon the expiration of the temporary permit, all driving privileges will be denied. The letter will provide the toll-free number for compliance information; inform the offender of the driving while license invalid (DWLI) consequences, and inform him/her that upon compliance, the driver license will be produced and mailed.

After compliance is received, an automated process will be utilized to produce a driver license and the record will reflect "COMPLIANCE RECEIVED-FTA". The driver license is then mailed to the individual.

If a person does not comply and/or the person does not attempt to renew their license (including offenders who attempt to renew their license up to one year prior to the expiration), upon sixty days after the expiration of the driver license or the issuance of a temporary permit, whichever comes first, a third letter will be generated to notify the individual that he/she is officially denied renewal of his/her driver license. The Department will simultaneously update the driver record to reflect "DENY RENEWAL-FTA". The FTA offender will then fall under the existing DWLI statutes if found operating a vehicle.

Court Requirements:

A contract between the Texas Department of Public Safety and a political subdivision must be in effect to implement the provisions of Texas Transportation Code, Chapter 706. The Contract shall automatically renew on a yearly basis, absent notification of non-renewal. However, either party may terminate this Contract by notifying the other in writing thirty (30) days prior to the expiration date of intentions not to renew the Contract. After termination, the local political subdivision has a continuing obligation to report final dispositions and collect fees for all violators in the FTA system at the time of termination.

In order to have a violator entered into the FTA system; political subdivisions must submit a FTA report with the following information:

- Name of the political subdivision submitting the report
- Name and date of birth
- Texas Driver License number
- Address
- Offense date
- Brief description of the alleged violation
- Fine amount
- Docket number
- The $30.00 administrative fee should be included in the reported court fee in order to provide accurate fine information to the violator.

It is the responsibility of all political subdivisions to provide accurate, complete and non-duplicative information.

Required Warning on Citations for Traffic Law Violations:

A peace officer authorized to issue citations within the jurisdiction of the local political subdivision shall issue a written warning to each person to whom the officer issues a citation for a traffic law violation. This warning shall be provided in addition to any other warnings required by law. The warning must state in substance that if the person fails to appear in court for the prosecution of the offense, or fails to pay or satisfy a judgment ordering the payment of a fine and cost in the manner ordered by the court, the person may be denied renewal of the person's driver license. The written warning may be printed on the citation or on a separate document.

Clearance Requirements:

Within 1 business day, an originating court should provide clearance information on the reported violator to the Vendor. All information will be entered on a computer and uploaded to the Vendor. If final disposition is received, it should be provided in the following manner:

- Name
- Texas Driver License number
- Docket number

- Plea
- Disposition
- Penalty

All clearance information must be transmitted within 1 business day of the time and date that the originating court receives compliance or other information that satisfies the individual's obligation to appear in the originating court.

A $30.00 administrative fee will apply to each FTA offense. Twenty dollars ($20.00) of each fee collected will be sent to the State Comptroller's office on or before the last day of the month following the end of the calendar quarter. The local political subdivision must pay the Vendor a fee of six dollars ($6.00) for each offense that has been reported to the Vendor. The remaining four dollars ($4.00) will be retained by the political subdivision.

In the event that the individual is acquitted of the underlying charge, then no payment will be made to the State or the Vendor. In the event that court costs and fees are not received by the local political subdivision (e.g. if the court rules an individual as indigent or the individual dies) then no payment will be made to the State or the Vendor. If an individual is ordered to pay court costs and fees, but is not assessed a fine, payment to the Vendor is still required.

Timely payment must be made by the local political subdivision to the Vendor no later than the last day of the month following the close of the calendar quarter in which the payment was received by the local political subdivision.

Software Vendors and Collections Agencies

A political subdivision may contract with a collection agency or a software company to transmit cases to the FTA Program on the courts behalf. OmniBase Services of Texas will work with the agency to develop the best interface ensure data compliance. The agency may use the WebFTA application or transmit directly to an FTP site for evening processing.

Vendor Services:

The Texas Department of Public Safety has contracted with OmniBase Services of Texas, LP to assist with the automation of the FTA Program. OmniBase will be utilized as the source database of original FTA record entries from the political subdivisions. This automated information system accurately stores and accesses records that will be made available to the Department.

OmniBase Services of Texas will maintain records on each person after compliance for five years and indefinitely on those who do not comply. This contractor will also maintain accessible customer support services, including a toll-free telephone line to answer and resolve questions from persons who are subject to denial of their driver license.

OmniBase Services of Texas provides and maintain complete and accurate records on all transactions with political subdivisions and the Department. Data collected from any political subdivision, including the Department, shall be considered confidential and such data shall be used only for the purposes established in the contract.

OmniBase Services of Texas will provide the necessary protocol for using electronic methods and software to the political subdivisions at no cost.

Websites

OmniBase Services of Texas provides and maintains two public websites that provide information to the court and violators.

www.omnibase.com – Is our company's main website that contains information about the company, the FTA Program, legislations updates, and links to useful websites.

www.txfta.com – Is the public interface to the FTA Database. It allows courts and violators to search the database for information regarding their license.

800 Violator Hotline

OmniBase Services of Texas provides an 800 hotline for violators to call and find information about their FTA offenses. This hotline connects to an automated voice response system that will provide information on outstanding cases that the violator may have. If the violator needs to speak to an operator, bi-lingual operators are available from 7am to 6pm M-F.

Tech Support and Training

OmniBase Services of Texas will provide training, tech support and software at no cost to the political subdivision or any agency acting on behalf of the political subdivision.

Letter mailed to Violators by Vendor

OmniBase will mail the initial letter to the offender on modified Department letterhead. It lists the court name, offense date, docket number, outstanding offense description, fines, costs, and fee amount, the originating court's address and telephone number, a toll-free number for inquiries, as well as sanctions for non-compliance.

The letter is mailed within 12 hours of the hold being placed on the Driver's License at DPS. The information on the letter is to inform them a hold has been placed on their license and the information on how to resolve the outstanding ticket with the court.

The backside of the letter is a Spanish version required by the vendor contract.

An actual size copy of the letter can be found in Appendix B at the back of this manual.

Return Letters

Our goal to make sure the violator receives the letter informing them they hold has been placed on their Texas Drivers License. When we get a returned letter, OmniBase Services of Texas uses a service, DataTrax Services LLC out of Houston, to search for updated mailing addresses. This service has been extremely effective in finding the most current address for the violator.

FTA Program Statistics

As of June 1, 2014,

1,435 - Active courts in the State of Texas participating in the FTA Program

1,242 - Courts using the WebFTA application

14,436,143 - Total cases submitted to the FTA Program since 1995

4,272,070 - Open cases in the FTA Database

$1,229,055,111.12 - Total fines, court cost and fees outstanding in the FTA Database

8,136,286 - Number of letters mailed to the violators by OBS

Logic Flow for Placing a Hold on a Violator

A person misses their Court appearance, failed to make payment or satisfy judgment.

Court enters in the case manually or sends the case(s) from a Software Vendor to OBS.

At 5pm every workday OBS Pulls all information and sends the cases to DPS.

Next morning OBS processes the confirmation file from DPS.

Letter is mailed to the Violator informing them of their denial renewal.

From the time the Violator misses court, they can be on hold at DPS within 24 hours.

Logic Flow for Clearing a Hold on a Violator

A person pays their fine amount or satisfies judgment with the court.

Court can manually clear the cases through WebFTA or upload a clearance file from their Software Vendor.

At 5pm every workday OBS pulls all information and sends the cases to DPS. Any clearance entered by 5pm will be sent to DPS that evening.

From the time the Violator has satisfies judgment with the court, the hold can be lifted at DPS within 24 hours.

Collecting Fees for the FTA / FTP Program

In Chapter 706 of the Texas Transportation Code subsection 6 states that the person is required to pay an administrative fee of $30 for each citation reported to the FTA / FTP program unless the person is acquitted of the charges for which the person failed to appear.

The Interlocal Cooperation Contract the court signed with the State of Texas has the same requirements in section VII – Clearance Reports. "If the person is acquitted of the underlying offense for which the original FTA Report was filed, the Political Subdivision shall not require payment of the administrative fee."

TEXAS ADMINISTRATIVE CODE, Title 37 – Public Safety and Corrections
Part 1 – Texas Department of Public Safety, Chapter 15 – Driver License Rules
Subchapter G – Denial of Renewal of Driver License for Failure to Appear for Traffic Violation
Rule §15.119. Clearance Report When No Fee Is Required. If the person is acquitted of the underlying charge for which the failure to appear report was filed, the court shall file an appropriate clearance report without requiring the license holder to pay the statutorily required $30 administrative fee. Acquittal means an official fact-finding made in the context of the adversary proceeding by an individual or group of individuals with the legal authority to decide the question of guilt or innocence. For purposes of this section, acquittal also includes a discharge by the court upon proof of actual innocence. A person is not considered to have been acquitted if the court imposes any conditions upon discharge of the offense, such as penalties, court costs, educational programs, a period of probation, or any other sanction. For purposes of this section, a person is not considered to have been acquitted, and the prescribed administrative fee shall apply, in all cases that are dismissed under the suspension of sentence or deferred disposition procedures outlined in Texas Code of Criminal Procedure, Article 45.

The fee is considered an administration fee and therefore is not part of the court cost or fines. The court should collect the fee for people serving jail time, community service, or are taking a defensive driving class. This would also apply to appeals, posting of bonds, deferred adjudication, or any other reason the person gives for not making their court date. Also the judge or the prosecutor cannot wave the $30 fee in plea bargain or dismissal cases that have been submitted to the FTA Program.

The contract, and statue, does allow for courts to purge cases in accordance their retention policy or remove cases that were entered in error without any collection of fees.

Web**FTA**

User Manual

Version 1.3

Differences between the new WebFTA and the old Remote Entry System (RES)

- **Central Database Vs. Local Database**

The new **WebFTA** system utilizes one central database for all courts instead of each court having their own local database in regards to the FTA program. This allows access for multiple users within a single court to use the application on different computers. It also alleviates users from having to back up their data in the event of a computer failure.

- **Requests sent to DPS and Responses from DPS**

The old Remote Entry System(RES) required its users to submit a file to Omnibase to be processed and update the central database. That information was then sent to the DPS to update their records. Once DPS updated their records they would send back a response which the court would pick upon the next time they transmitted. This process would take 3 business days.

With the new **WebFTA** the records are processed and submitted to DPS during the same business day (before 5pm) and the responses are returned the following business day. Since there is one central database those responses are available as soon as they are received and no additional transmission is needed to view those responses. Let me state that again, **NO MORE TRANSMISSIONS**!

- **Violator Information**

The new **WebFTA** system references violator information being submitted by courts with database provided by DPS. In the past it has been the courts providing violator information. An issue that has arisen is outdated or inaccurate information being submitted to place a hold on a license. Because human handwriting can often cause misinterpretations along with a variety of other possible typo's it can often result in a rejected/failed request to hold the proper license. The new **WebFTA** system addresses this issue by checking the violator's information against DPS's database when an offense is being entered in.

Compatibility with different web browsers

Since WebFTA is a web based application it requires a web browser to run. There are several web browsers on the market to choose from. We have selected the four main browsers for compliance and can ensure that the application will work correctly on them.

> Chrome - No issues
> Firefox - No issues
> Opera - Limited exposure but no issues
> Internet Explorer - Will work until Microsoft changes something.
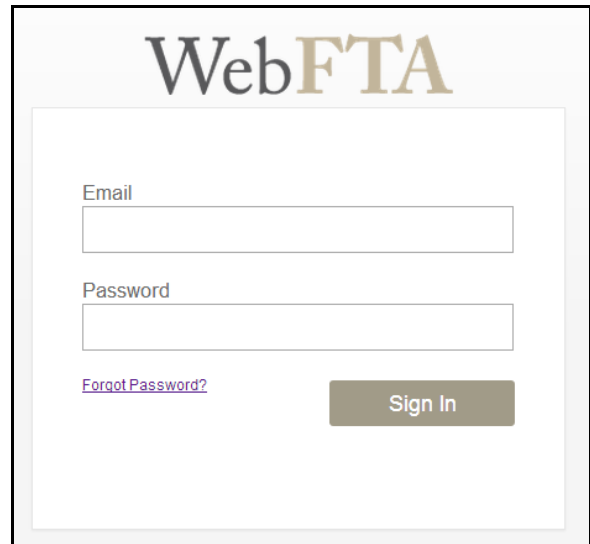
Security

Access to the WebFTA application is by invitation only.   Only courts that have submitted a request to use the application are allowed on the site. Once registration is setup, the users' access is limited to the IP ranged from the initial setup. If the IP address on your computer changes, you will need to contact Tech Support at DPS to update your security access. An error message stating you have an invalid IP range will appear on your screen during your logon attempt.

Logging In To WebFTA
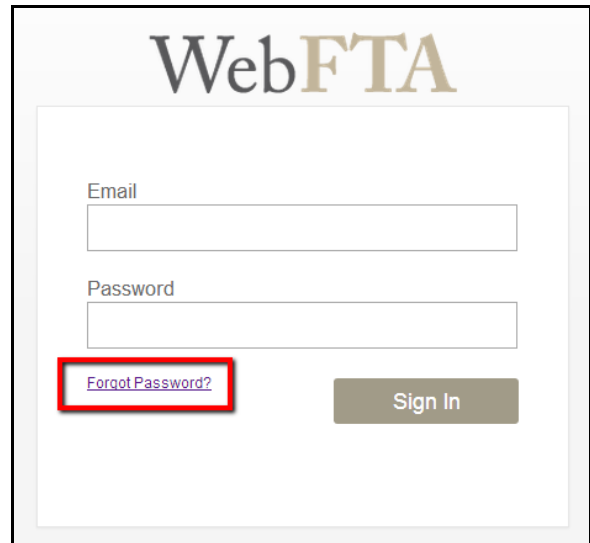
To log in to the **WebFTA** site you must be registered and have a user name and password. If you are new to **WebFTA** contact OBS technical support to have a user account set up for you. Your log in information will be emailed to you. Once you have your user name and password you can enter them into the appropriate fields and click the "**Sign In**" button or hit enter on your keyboard.

Resetting Your Password

If you need to reset your password you can do so from the log in screen of the FTA program. Select the link stating "**Forgot Password?**" and a new screen will appear asking for your email address. Once you have entered your email address select the "**Submit**" button and an email will be sent out shortly to your registered email address with password reset instructions.

Main Screen

Search Violators - allows you to search using a driver's license number, docket number, or last name/date of birth.

Offenses - add offenses manually or upload offense files created by your case management system.

Court Reports - create offense reports or view import job statistics. Offense reports can based on offense date, entry date, disposition date, and/or types of dispositions.

Courts - view/search a directory of courts

Users - add, view, or edit users.

Adding New Users

To add a new court user select "**Add User**" from the menu on the left side of the screen. Fill out all appropriate information and select a designate "**User Role.**" Once you are finished entering the appropriate information, select "**Add.**" Have the new user log in to verify their account was created successfully.

Updating Users
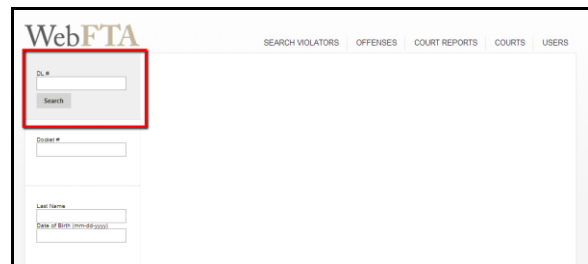
To modify an existing court user select "**List Users**" from the menu on the left side of the screen. Once you have located the user you wish to modify go to the "**Actions**" column and select "**edit**." A new screen will appear with the appropriate fields that can be edited. Once you are done editing the records select "**Update**" and the changes will be saved.

Search by Driver License

Click on the "**Search Violators**" link on the menu to the left. The driver license field will be displayed and automatically highlighted on the screen. Enter the eight digit Texas driver license number and press enter or click on "**Search**." The violators information will then appear on the page.
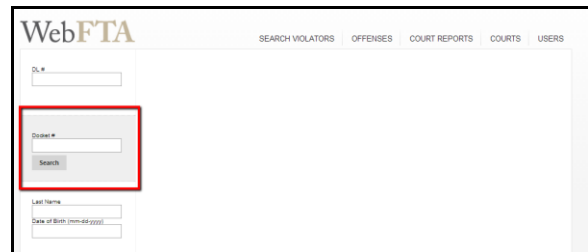
Search by Docket

Click on the "**Search Violators**" link on the menu to the left. Select the field "**Docket #**" to highlight that field. Then enter the docket number you wish to search for and press enter or click on "**Search**." The violators information will then appear on the page.

(NOTE: If the docket number is not entered exactly how it is listed in the database then it will **not** pull up in the information you are requesting.)
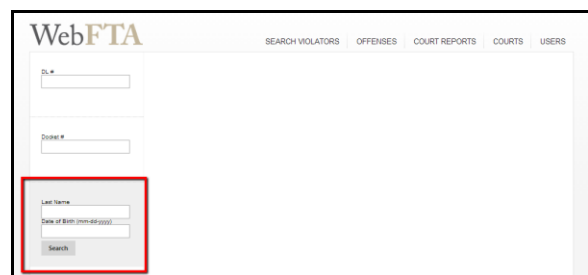
Search by Last Name & Date of Birth

Click on the "**Search Violators**" link on the menu to the left. Select the field "**Last Name**" to highlight that field. Then enter the last name of the person you wish to search for along with their date of birth in MM-DD-YYYY(e.g. 12-01-1980) format and press enter or click on "**Search**." The violators information will then appear on the page.

Entering a New Offense

To add a new offense highlight "**OFFENSES**" from the menu then select "**Add New Offense**" from the menu at appropriate fields have been filled out for the offense click "**Enter Violator Info**" and a new area will show up on the screen allowing for the violator's driver license number to be entered in. Once the driver license number is entered, the violators information will automatically populate the rest of the form based on current DPS records. Please verify the information is accurate and the hold you are placing is on the correct person.

Once you have verified the information select either "**Save & Clear Screen**" if you are only entering one offense for that violator or "**Save & Add Another**" if you are entering multiple offenses on the SAME violator. After either selection the information will be saved and the records will update at DPS the following business day.

Note: The address displayed is the most recent address provided by DPS

Edit an Offense

To edit an existing offense select "**Search Violators**" from the menu at the top of the screen and enter the appropriate information(DL#, docket#, etc.) to find the violator who has the offense you wish you edit. Select the "**EDIT**" icon to the left of the violation and a new screen will appear allowing for the modification of a violation. Once the appropriate changes have been made click "**Update**" and the changes will save.

Closing an Offense

To close an existing offense select "**Search Violators**" from the menu on the left side of the screen and enter the appropriate information(DL#, docket#, etc.) to find the violator who has the offenses you wish you edit. Select the "**EDIT**" icon to the left of the violation and a new screen will appear allowing for the modification of a violation. Select the button "**Release DL**" and then select the corresponding "**disposition**" and "**plea**." Once you have selected both fields select "**Update**" to save the changes.

Cases entered in "**Error**" should be changed so that the original docket number can be used again if needed. We recommend that you update the docket number with "Err" in front of the docket number.   Example: Docket 12345 is changed to Err12345.
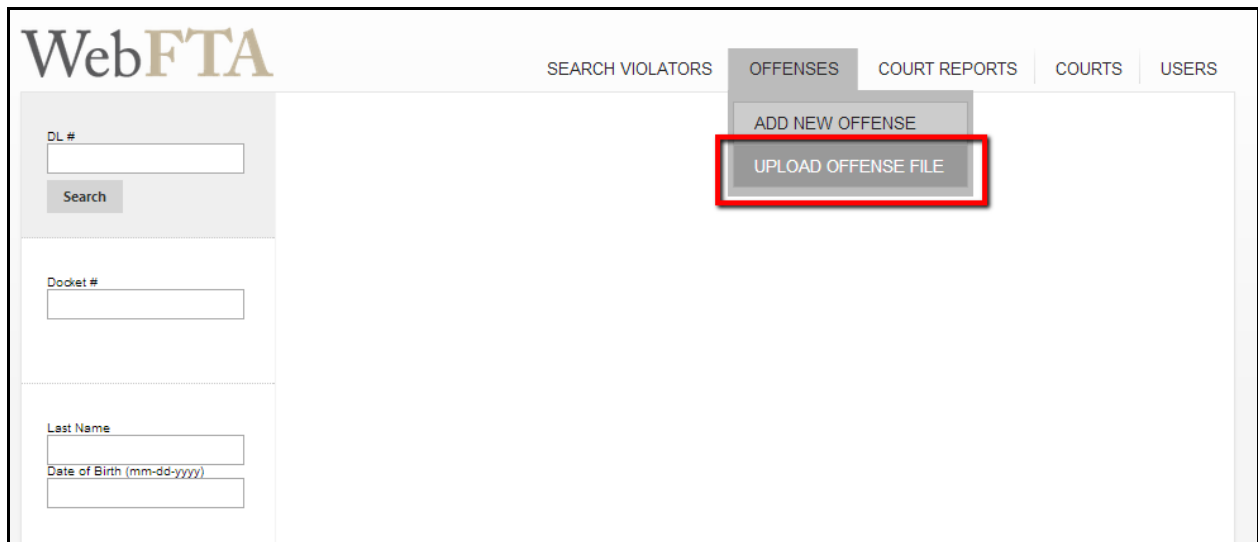
Re-opening an Offense

It is possible to re-open an offense and place a hold back on a license. This can ONLY be done through the WebFTA application and not through the old RES application. To re-open a closed offense select "**Search Violators**" from the menu on the left side of the screen and enter the appropriate information(DL#, docket#, etc.) to find the violator who has the offenses you wish you edit. Select the "**EDIT**" icon to the left of the violation and a new screen will appear allowing for the modification of a violation. Select "**HOLD DL**" and then select "**UPDATE**."

Importing Offenses

To import offense information from your case management software into the WebFTA database highlight "OFFENSES" from the menu and select "UPLOAD OFFENSE FILE." A page with "FTA FILE IMPORT PROCESS" at the top will appear. *You must first create a file from your cases management system before you can import it.*

Importing Offenses (Continued)

Before importing a file created with your court software, please ensure the accuracy of its contents.

Next, click on the "**Select File**" button to search for your import file. If you do not know the location of the file, please contact your case management software provider for that information.

Once the file is selected, you will be brought to the FTA file import screen. (pictured below)

From the "**Select Offense Records System Format**" pull-down menu at the top of the screen, select the type of case management software you use.

The **"Add Disposition"** feature allows for different types of dispositions to be added to your import list. If you use the standard dispositions such as Convicted, Acquitted, etc. then you do not need to enter anything. However if you use dispositions such as C, A, 1, 2, Acqui, Conv, etc. enter those under the appropriate column and separate them with commas. (example "A, B, 1") The novel dispositions are classified into four categories:

Cleared: FTA paid - If the dispositions being entered indicates cases that have been closed and the $30.00 fee was collected then enter them under the "Cleared: FTA paid" column

Cleared: FTA not paid - If the dispositions being entered indicates that the hold on the license should be released but that the FTA was not paid (If they were acquitted of the offense or if the offense was sent in error or on the wrong DL#) then enter that disposition code under the "Cleared: FTA not paid" column

Cleared: Partial Pay - If the dispositions being entered indicates that the hold on the license should be **released** due to the receipt of a partial payment by the court BUT that the court may wish to reopen the case later if the payment agreement is violated then enter them under the "Cleared: Partial Pay" column

Deny Renewal to DL - If the disposition being entered indicates that cases are active and your court wishes to deny renewal then enter them under the "Deny Renewal to DL" column

(After you enter in the novel dispositions and upload the file, the novel dispositions will save automatically for your next import.)

Send your offense information to OmniBase by clicking the "Upload" button. This may take some time (up to 3 minutes) depending on the size of your file and your upload speed.

When the job completes a report will be generated of records which offenses failed to import. Please review the report after each import to identify the issues that caused the errors.

Once you have identified the errors please correct any issues in your case management system and re-extract, if possible, to import those offenses successfully.

Error Messages, Warnings and Rejections

There two validity checks to verify your data being processed into the FTA Database. The first one is at the time of *Import*, the other is when DPS processes the *Hold/Clear* file that is sent each evening. Each of these types of validity checks contains two levels of errors message and rejections, Violator and Offense. Violator level messages and rejections relate only to the violator data being entered. Offense level messages and rejections relate to any of the offense data. Some messages will only appear at *Import* while others can only come from DPS directly.

Violator Level Messages

Name and Date of Birth mismatch. An error will occur when the DL number entered does not match the last name and DOB listed on file with the DPS Driver's License Database. You will need to verify the information entered and correct the invalid entry. No hold is placed on the violator.

> Error Messages:
> - TRANSACTION REJECTED - INVALID LAST NAME
> - Inval-Found:Last,First Middle Birthday
> - bad Vio; DL=0006087074 found; DOB shldB=1938-08-03; Last sbldB=ROSALES
> - Name and DOB does not match DL

Not a Valid DL. An error will occur will the DL number entered does not exist in the DPS Driver's License Database. The user will need to correct the DL number to a valid Texas DL Number and resubmit the record.

> Error Messages:
> - TRANSACTION REJECTED - DPS DL/ID/UNL NUMBER DOES NOT MATCH VENDOR DL/I
> - Drivers License Number does not exists
> - DL Number is out of Range Available
> - DL not found in State/DPS records.

Identification Cards (ID's). Under the statute and DPS rules, an ID number cannot be used to place a hold on a person's Texas Driver's License. Exception, if there is a link between the ID and their DL number, we notify the court and convert the ID to the DL in the system and place the hold on the violator.

> Error Messages:
> - Invalid Transaction for DL Class = ID
> - INVALID TRANSACTION AS CARD TYPE = ID
> - ID# cannot be used to Hold Violator-AR
> - ID can not be used to hold violator.
>
> Notification Message:
> - ID converted to DL %
> - ID(ID) linked to DL(DL)

Bad Data. When importing, if the application reads a record that contains bad data fields an error message will be display and no information is entered into the FTA Database. Correct any and all the data fields that are invalid and resubmit.

> Error Messages:
> - Line #12 of file '01302036.inp' for 'BRAZORIA COUNTY PCT 3 PL 1', contains invalid vals in DL, DOB, docket or zip. Skipp
> - Invalid DL, DOB, docket or zip code values on line #

Violator Deceased. When DPS is notified a person has deceased, an error message will be reported back to the court. The court will need to update their records.
> Error Messages:
> - Transaction Rejected-Reported Deceased

Offense Level Messages

Invalid DPS Code. This Offense level notification occurs when the court submits a code that is not valid at DPS. The code is converted to 3999 for processing and the FTA hold is place on the violator. The court should update the offense information to the appropriate valid DPS code and resubmit their record.
> Notification Messages:
> - invalid DPS code provided=345 (processed anyway)
> - Invalid DPS offense code, processed as 3999.

Invalid Docket Number. This error message will occur when the docket number entered is not a valid docket number or the docket number is missing. The court will need to correct this information and resubmit their record.
> Error Messages:
> - Docket # missing or invalid
> - Invalid Docket Number

Re-open Closed Offenses. Once a final disposition is entered, the court cannot re-open the case unless the disposition was 'Partial Payment'.
> Error Messages:
> - Cannot reopen unless partial payment-AR
> - Can not re-open a disposed case unless disposition is partial payment.

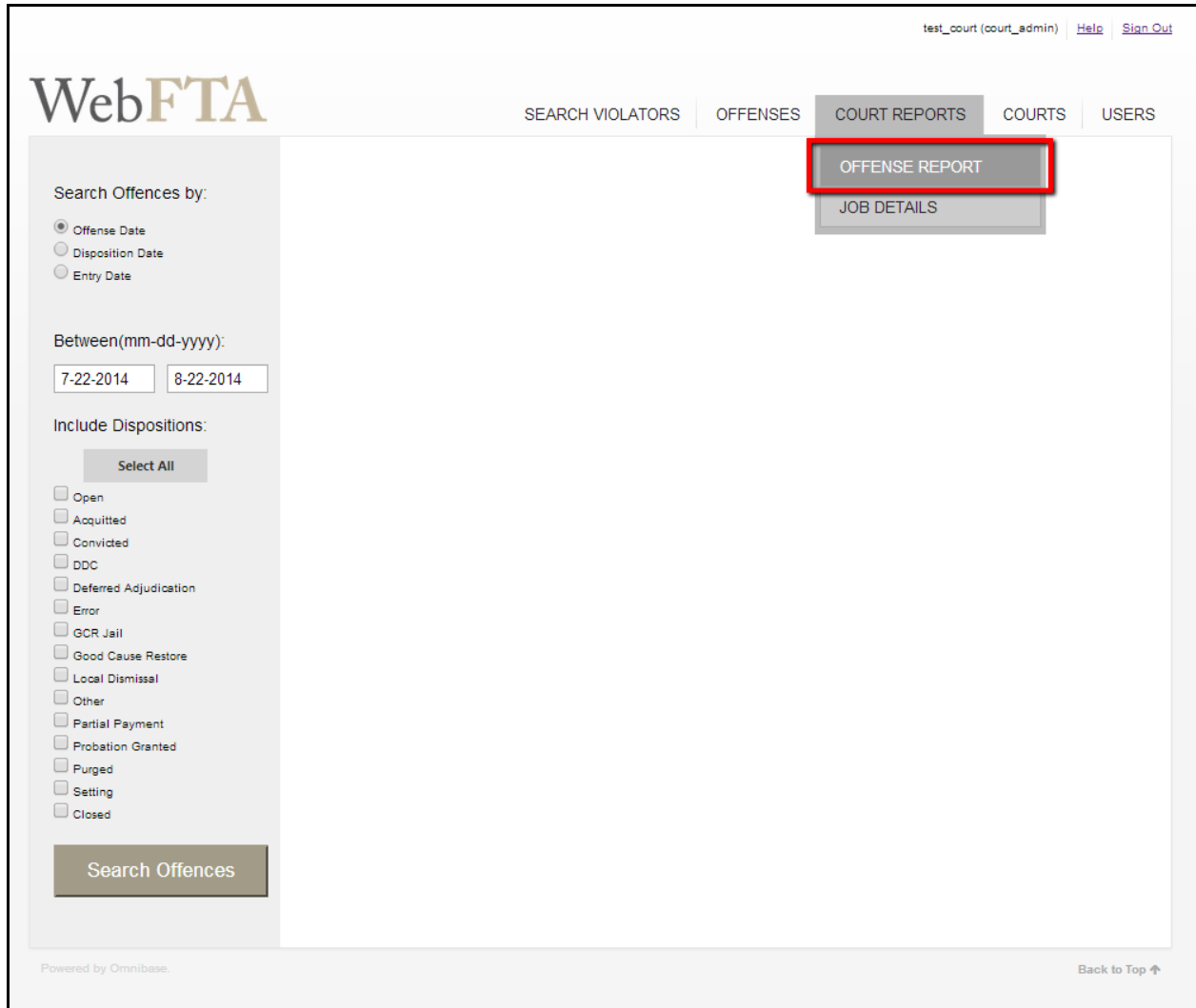*Duplicate Docket Number*. The docket numbers are unique for each court. If the court submits the same docket number for a different DL, that docket will be rejected. The court will need to change the new docket number being entered or update the existing docket number.
> Error Messages:
> - Docket exists for DL 0005809305; cant chng to #0006521745-AR
> - This docket already exists on another violator.

Generating Reports

To run a violator/offense report select highlight "**Court Reports**" then select "**Offense Search**" from the menu on the top right of the screen. A screen will appear to the left allowing the user to select various parameters on the information they are looking for:

Report by offense date - to search for information pertaining to offense dates select the "**Offense Date**" button.

Report by disposition date - to search for information pertaining to disposition dates select the "**Disposition Date**" button. *Cases that are open, meaning they have no disposition, will not show up on this report.*

Report by entry date - to search for information pertaining to dates violations were entered select the "**Entry Date**" button.

Fill in the "**Begin Date**" and the "**End Date**" for the dates you would like to search in between. If you are looking for a specific disposition you may select it from the "**Include Dispositions**" section at this point.

Once you have set all of the parameters, click "**Search**" and it will generate a report based on the criteria you set.

Updating Court Information

To update your court information, select "**Edit Details**" under the **Courts** tab from the menu at the top of the screen. You cannot change the Code/PSU Number or the DB id, those are internal codes used by OBS. You are allowed to change every other field. After you have finished your changes, hit the "Update Court" button at the bottom of the screen and your changes will have been updated in the FTA Database.

If your court has a website that you would like violators to access for information, put that website in the Address 2 field and it will be printed on the DPS Letter.   The call agents will also see the website and inform the violator when they call in for information.

View Court Directory

To view a directory of all courts in the state of Texas participating in the FTA program select "**List Courts**" from the menu on the top of the screen. At the top left corner of the new screen a data entry field will appear with "**Name, City, or DPS ID**" above it. You can enter the name or city of the court you are looking for and select the "**Search**" button and it will give you the court(s) based on the information you entered.

Contacting OBS

Ticket/Drivers License Information
Phone Number: (800) 686-0570
http://txfta.com

Technical Support
Phone Number: (512) 346-6511
Email: techsupport@omnibase.com

Regarding Quarterly Payments
Phone Number: (512) 346-6511 ext: 108 or 100
Email: dj@omnibase.com

Administrative Help
Phone Number: (512) 346-6511 ext: 109 or 110
Email: administrator@omnibase.com

Main Office
Phone Number: (512) 346-6511

Website
www.omnibase.com

Office Hours
OBS is open from 7am to 6pm M-F

Contacting DPS

Phone Numbers
Main Number: (512) 424-2600
DPS Surcharges (800) 688-6882

Contracts
Tijuana Pendergrass: (512) 424-2000 ext 3550
Email: tijuana.pendergrass@dps.texas.gov

Websites
www.dps.texas.gov
www.txfta.com

APPENDIX A: Statute

TRANSPORTATION CODE
TITLE 7. VEHICLES AND TRAFFIC
SUBTITLE I. ENFORCEMENT OF TRAFFIC LAWS

CHAPTER 706. Denial of Renewal of License for Failure to Appear

Sec. 706.001. Definitions. In this chapter:

(1) "Complaint" means a notice of an offense as described by Article 27.14(d) or 45.019, Code of Criminal Procedure.
(2) "Department" means the Department of Public Safety.
(3) "Driver's license" has the meaning assigned by Section 521.001.
(4) "Highway or street" has the meaning assigned by Section 541.302.
(5) "Motor vehicle" has the meaning assigned by Section 541.201.
(6) "Operator" has the meaning assigned by Section 541.001.
(7) "Political subdivision" means a municipality or county.
(8) "Public place" has the meaning assigned by Section 1.07, Penal Code.
(9) "Traffic law" means a statute or ordinance, a violation of which is a misdemeanor punishable by a fine in an amount not to exceed $1,000, that:
> (A) regulates an operator's conduct or condition while operating a motor vehicle on a highway or street or in a public place;
> (B) regulates the condition of a motor vehicle while it is being operated on a highway or street;
> (C) relates to the driver's license status of an operator while operating a motor vehicle on a highway or street; or
> (D) relates to the registration status of a motor vehicle while it is being operated on a highway or street.

Added by Acts 1997, 75th Leg., ch. 165, Sec. 30.161(a), eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 62, Sec. 17.37(a), eff. Sept. 1, 1999; Acts 1999, 76th Leg., ch. 1545, Sec. 74, eff. Sept. 1, 1999.

Sec. 706.002. Contract with Department.

(a) A political subdivision may contract with the department to provide information necessary for the department to deny renewal of the driver's license of a person who fails to appear for a complaint or citation or fails to pay or satisfy a judgment ordering payment of a fine and cost in the manner ordered by the court in a matter involving any offense that a court has jurisdiction of under Chapter 4, Code of Criminal Procedure.
(b) A contract under this section:
> (1) must be made in accordance with Chapter 791, Government Code; and
> (2) is subject to the ability of the parties to provide or pay for the services required under the contract.

Added by Acts 1997, 75th Leg., ch. 165, Sec. 30.161(a), eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 62, Sec. 17.37(b), eff. Sept. 1, 1999; Acts 1999, 76th Leg., ch. 999, Sec. 1, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 1498, Sec. 1, eff. Sept. 1, 2001; Acts 2003, 78th Leg., ch. 346, Sec. 3, eff. June 18, 2003.

Sec. 706.003. Warning; Citation.

(a) If a political subdivision has contracted with the department, a peace officer authorized to issue a citation in the jurisdiction of the political subdivision shall issue a written warning to each person to whom the officer issues a citation for a violation of a traffic law in the jurisdiction of the political subdivision.
(b) The warning under Subsection (a):
    (1) is in addition to any other warning required by law;
    (2) must state in substance that if the person fails to appear in court as provided by law for the prosecution of the offense or if the person fails to pay or satisfy a judgment ordering the payment of a fine and cost in the manner ordered by the court, the person may be denied renewal of the person's driver's license; and
    (3) may be printed on the same instrument as the citation.

Added by Acts 1997, 75th Leg., ch. 165, Sec. 30.161(a), eff. Sept. 1, 1997. Amended by Acts 2001, 77th Leg., ch. 1498, Sec. 2, eff. Sept. 1, 2001.

Sec. 706.004. Denial of Renewal of Driver's License.

(a) If a political subdivision has contracted with the department, on receiving the necessary information from the political subdivision the department may deny renewal of the person's driver's license for failure to appear based on a complaint or citation or failure to pay or satisfy a judgment ordering the payment of a fine and cost in the manner ordered by the court in a matter involving an offense described by Section 706.002(a).
(b) The information must include:
    (1) the name, date of birth, and driver's license number of the person;
    (2) the nature and date of the alleged violation;
    (3) a statement that the person failed to appear as required by law or failed to satisfy a judgment ordering the payment of a fine and cost in the manner ordered by the court in a matter involving an offense described by Section 706.002(a); and
    (4) any other information required by the department.

Added by Acts 1997, 75th Leg., ch. 165, Sec. 30.161(a), eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 62, Sec. 17.37(c), eff. Sept. 1, 1999; Acts 1999, 76th Leg., ch. 999, Sec. 2, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 1498, Sec. 3, eff. Sept. 1, 2001.

Sec. 706.005. Clearance Notice to Department.

(a) A political subdivision shall immediately notify the department that there is no cause to continue to deny renewal of a person's driver's license based on the person's previous failure to appear or failure to pay or satisfy a judgment ordering the payment of a fine and cost in the manner ordered by the court in a matter involving an offense described by Section 706.002(a), on payment of a fee as provided by Section 706.006 and:

> (1) the perfection of an appeal of the case for which the warrant of arrest was issued or judgment arose;
>
> (2) the dismissal of the charge for which the warrant of arrest was issued or judgment arose;
>
> (3) the posting of bond or the giving of other security to reinstate the charge for which the warrant was issued;
>
> (4) the payment or discharge of the fine and cost owed on an outstanding judgment of the court; or
>
> (5) other suitable arrangement to pay the fine and cost within the court's discretion.

(b) The department may not continue to deny the renewal of the person's driver's license under this chapter after the department receives notice:

> (1) under Subsection (a);
>
> (2) that the person was acquitted of the charge on which the person failed to appear; or
>
> (3) from the political subdivision that the failure to appear report or court order to pay a fine or cost relating to the person:
>
> > (A) was sent to the department in error; or
> >
> > (B) has been destroyed in accordance with the political subdivision's records retention policy.

Added by Acts 1997, 75th Leg., ch. 165, Sec. 30.161(a), eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 62, Sec. 17.37(c), eff. Sept. 1, 1999; Acts 1999, 76th Leg., ch. 999, Sec. 2, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 1498, Sec. 4, eff. Sept. 1, 2001.
Amended by: Acts 2011, 82nd Leg., R.S., Ch. 1171 (H.B. 2949), Sec. 4, eff. September 1, 2011.

Sec. 706.006. Payment of Administrative Fee.

(a) A person who fails to appear for a complaint or citation for an offense described by Section 706.002(a) shall be required to pay an administrative fee of $30 for each complaint or citation reported to the department under this chapter, unless the person is acquitted of the charges for which the person failed to appear. The person shall pay the fee when:

> (1) the court enters judgment on the underlying offense reported to the department;
>
> (2) the underlying offense is dismissed; or
>
> (3) bond or other security is posted to reinstate the charge for which the warrant was issued.

(b) A person who fails to pay or satisfy a judgment ordering the payment of a fine and cost in the manner the court orders shall be required to pay an administrative fee of $30.

(c) The department may deny renewal of the driver's license of a person who does not pay a fee due under this section until the fee is paid. The fee required by this section is in addition to any other fee required by law.

Added by Acts 1997, 75th Leg., ch. 165, Sec. 30.161(a), eff. Sept. 1, 1997. Amended by Acts 1999, 76th Leg., ch. 62, Sec. 17.37(d), eff. Sept. 1, 1999; Acts 1999, 76th Leg., ch. 999, Sec. 3, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 1498, Sec. 5, eff. Sept. 1, 2001; Acts 2003, 78th Leg., ch. 209, Sec. 79(a), eff. Jan. 1, 2004.

Sec. 706.007. Records Relating to Fees; Disposition of Fees.

(a) An officer collecting a fee under Section 706.006 shall keep records and deposit the money as provided by Subchapter B, Chapter 133, Local Government Code.

(b) The custodian of the municipal or county treasury may deposit each fee collected under Section 706.006 as provided by Subchapter B, Chapter 133, Local Government Code.

(c) The custodian shall keep records of money received and disbursed under this section as provided by Subchapter B, Chapter 133, Local Government Code, and shall provide an annual report, in the form approved by the comptroller, of all money received and disbursed under this section to:

(1) the comptroller;

(2) the department; and

(3) another entity as provided by interlocal contract.

(d) Of each fee collected under Section 706.006, the custodian of a municipal or county treasury shall:

(1) send $20 to the comptroller on or before the last day of each calendar quarter; and

(2) deposit the remainder to the credit of the general fund of the municipality or county.

(e) Of each $20 received by the comptroller, the comptroller shall deposit $10 to the credit of the department to implement this chapter.

Added by Acts 1997, 75th Leg., ch. 165, Sec. 30.161(a), eff. Sept. 1, 1997. Amended by Acts 2003, 78th Leg., ch. 209, Sec. 80(a), eff. Jan. 1, 2004.

Sec. 706.008. Contract with Private Vendor; Compensation.

(a) The department may contract with a private vendor to implement this chapter.

(b) The vendor performing the contract may be compensated by each political subdivision that has contracted with the department.

(c) Except for an action based on a citation issued by a peace officer employed by the department, the vendor may not be compensated with state money.

Added by Acts 1997, 75th Leg., ch. 165, Sec. 30.161(a), eff. Sept. 1, 1997.

Sec. 706.009. Vendor to Provide Customer Support Services.

(a) A vendor must establish and maintain customer support services as directed by the department, including a toll-free telephone service line to answer and resolve questions from persons who are denied renewal of a driver's license under this chapter.
(b) The vendor shall comply with terms, policies, and rules adopted by the department to administer this chapter.

Added by Acts 1997, 75th Leg., ch. 165, Sec. 30.161(a), eff. Sept. 1, 1997.

Sec. 706.010. Use of Information Collected by Vendor.

Information collected under this chapter by a vendor may not be used by a person other than the department, the political subdivision, or a vendor as provided by this chapter.

Added by Acts 1997, 75th Leg., ch. 165, Sec. 30.161(a), eff. Sept. 1, 1997.

Sec. 706.011. Liability of State or Political Subdivision.

(a) An action for damages may not be brought against the state or a political subdivision based on an act or omission under this chapter, including the denial of renewal of a driver's license.
(b) The state or a political subdivision may not be held liable in damages based on an act or omission under this chapter, including the denial of renewal of a driver's license.

Added by Acts 1997, 75th Leg., ch. 165, Sec. 30.161(a), eff. Sept. 1, 1997.

Sec. 706.012. Rules.

The department may adopt rules to implement this chapter.

Added by Acts 1997, 75th Leg., ch. 165, Sec. 30.161(a), eff. Sept. 1, 1997.

Legislative History Quick Sheet

- The 74th Legislative Session, Senate Bill 1504, Texas Transportation Code, Chapter 706 (formerly Vernon's Civil Statute, 6687d), authorized the Department to contract with political subdivisions to deny the renewal of an individual's driver license for failure to appear on certain traffic violations on or after September 1, 1995.
- The 76th Legislative Session, House Bill 2802 amended the Texas Transportation Code, Chapter 706, to include all offenses for which the violator fails to appear, that are within the jurisdiction of the court. Applies to offenses that occur on or after September 1, 1999
- The 77th Legislative Session, Senate Bill 1371 further amended the Texas Transportation Code to include offenses for which an individual fails to pay or satisfy the judgment of a court order. This amendment expands the scope of the program and gives the court greater flexibility. These provisions were effective September 1, 2001.
- The 78th Legislative Session, Senate Bill 782 further amended the Texas Transportation Code to include any offense that a court has jurisdiction of under Chapter 4, Code of Criminal Procedure. This provision was effective June 18, 2003. Chapter 706 of the Texas Transportation Code applies to all offenses that fall within the municipal or county court's jurisdiction, including both *traffic* and *non-traffic violations*.
- The 82nd Legislative Session, House Bill 2949 amended the Texas Transportation Code, Chapter 706, by changing the time a clearance notification is sent to the department after the person has resolved their case. A political subdivision shall *immediately* notify the department that there is no cause to continue to deny renewal of a person's driver's license based on the person's previous failure to appear. This chance went into effect on September 1, 2011.

APPENDIX B: DPS Letter

TEXAS DEPARTMENT OF PUBLIC SAFETY

www.texasfailuretoappear.com
1 (800) 686-0570

NOTICE OF DENIAL OF RENEWAL OF TEXAS DRIVER LICENSE

The Department has been notified by the court(s) listed below that you have failed to appear for a citation, or failed to pay or satisfy a judgment ordering payment of a fine/cost in the manner ordered by the court(s) for any offense under the jurisdiction of the court(s).

Transportation Code, Chapter 706 requires your driver license be denied renewal until the court(s) identified below has cleared the following offense(s) from your record:

City Or County	Offense Date	Docket Number	Offense Description	Fines, Cost and Fees

ORIGINATING COURT

In the event renewal of your driver license is denied, you would then be prohibited from operating a motor vehicle on a public street or highway in this state. The Department of Public Safety will not clear your driver record or renew your driver license without authorization from the court(s) identified at the left.

You should contact the court(s) listed to confirm the amount of the fines, costs, and fees and verify that a court appearance is not required. If you want to contest the above report, or request a trial on the charge(s) filed against you, you must contact the court(s) listed above.

It takes 3 - 5 business days from the date the clearance is reported by the originating court(s) to update to your driving record. All reported offenses by the court(s) listed above must be cleared for the driver record to reflect compliance with the failure to appear or failure to pay denial.

To obtain court information, the current status of all reported offenses, or a list of frequently asked questions, please visit www.texasfailuretoappear.com. You may also obtain court information and the current status by telephoning (800) 686-0570 (toll free), or (512) 342-0915 in Austin.

AVISO DE NEGACION DE RENOVAR LA LICENCIA DE MANEJAR DE TEXAS

Actuando bajo contracto con el Departamento de Seguridad Publica del Estado de Texas, OmniBase ha recibido uno o mas reportes de la corte(s) que ha sido usted citado por una violacion y que ademas fallo de Presentarse en la corte.

Segun el Capitulo 706 de los codigos de Transportacion de Texas, o sea, leyes estatales, el Departamento de Seguridad Publica, se niega en renovarle su licencia de manejar hasta que la corte originadora haya aclarado las ofensas identificadas al reverso de esta pagina.

En caso de que la renovacion de su licencia sea negada, se le prohibira, conducir un automovil en las calles o carreteras de este estado. El Departamento de Seguridad Publica no puede aclarar su archivo de manejar o renovar su licencia de manejar sin autorizacion de la corte(s).

Tiene que resolver la ofensa(s) antes de que el Departamento le pueda renovar su licencia de manejar. Si usted quiere apelar el porque no se presento en la corte, o si usted desea pedir un juicio sobre el cargo que se archivo en contra de usted, debe de communicarse con la corte en la ciudad o condado en donde el cargo se archivo o para confirmar las deudas. Puede obtener un abogado a su costo.

La ofensa sera aclarada de su archivo dentro de tres (3) dias de trabajo excluyendo el fin de semana desde la fecha en que la corte recibe su pago y aclara el archivo con OmniBase. Para informacion en como communicarse con la corte puede llamar a cualquiera de los siguientes numeros de telefono.

<div align="center">

(800) 686-0570 (gratis) o
(512) 342-0912 (en Austin)

</div>