

## TIPS on adding VINS to the Exception file

### Exception VIN File:

- Exception VIN file is a separate database from VINlink (dataset, decoder).
- In the majority of cases, VINs added to this file will not appear on VINlink (dataset, decoder).
- Exception VIN file contains VINs submitted from insurance companies across Canada.
- Exception VIN file contains Vehicle Identification Numbers for vehicles and recreational products primarily marketed for countries other than North America. See some examples below:
  1. Japanese models at least 15 years and older so they can be imported into Canada:
  2. Exception VIN file also contains VINs designed in error by manufacturers. See some examples below:
    - 2001 Chrysler PT Cruiser
    - 2000 & 2001 Dodge Dakota

Provincially assigned VINs, are included in the Exception VIN file as described in the Edit Rules Documentation Rule – U414V

### Requesting VIN Addition to Exception File

- To add a VIN to the Exception file a company should send an e-mail request directly to IBC's Vehicle Data Services at [vic@ibc.ca](mailto:vic@ibc.ca).
- Request e-mails should contain information on vehicle manufacturer, model, year and include at least one of the following confirmation documents as an attachment:
  - a) Picture of VIN plate & vehicle
  - b) Bill of Sale
  - c) Statement of Origin
  - d) Import documentation

Please note that ownership documents will **not** be accepted by IBC's Vehicle Data Services department.

### **VIN Process when Error Code C9030 is generated**

- Error Code C9030 is generated when the 17 character VIN passed the algorithm but is not found in the VINlink (dataset, decoder).The following steps are taken:
  1. Do not touch the error
  2. The company receives a notification, that the VIN is Under investigation by IBC's Vehicle Data Services. This is processed on a daily basis.
  3. The VIN is greyed out until the investigation is completed
  4. If the VIN was determined to be valid it will be added to the VINlink (dataset, decoder). And the Recycle job will accept the transaction and remove it from the error file.
  5. If the VIN is determined to be an Exception VIN it will be added to the Exception Tables and the Recycle job will accept the transaction and remove it from the error file.

If the VIN is determined to be Invalid, the Company will be notified that they have to correct the VIN .

If the company believes that the VIN is a valid VIN then the steps listed above under the heading **Requesting VIN addition to Exception file** must be followed.

**Note:** Commercial vehicles reported as being used for Private Passenger use will result in an error. These types of VINs will not be added to the exception file.

If you would like further information please contact your DQA or e-mail [dataquality@ibc.ca](mailto:dataquality@ibc.ca).