



GS1 Identification Key Series - GDTI (Global Document Type Identifier)

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1. Definition of a GDTI

‘The GS1 Identification Key used to identify a document type with an optional Serial number.’

Global Document Type Identifier (GDTI) is the GS1 key to identify a document by type that is important. GDTI is a simple tool to identify the document and can identify documents uniquely where required.

The term “document” is applied broadly to cover any official or private papers that infer a right (e.g. a proof of ownership) or obligation (e.g., notification or call for military service) upon the bearer. The issuer of the document is normally responsible for all the information contained upon the document, both bar coded and Human Readable Interpretation. Such documents typically require storage of the appropriate information contained on the document. Examples of the kind of documents that could have a GDTI are tax demands, proof of shipment forms, insurance policies, internal invoices etc

A company or business will issue a GDTI where it is important to maintain a record of the document. The GDTI will provide a link to the database that holds the ‘master’ copy of the document.

The GDTI may be produced as a GS1-128 bar code and printed on the document as a method of identification or for detail or information retrieval.

1.1. Key GDTI attributes

The GDTI will identify and enable bar coding of any document that requires document control. The GDTI will identify the class or type of document. In many cases individual document identification will also be required and for this an optional serial number can be used to uniquely identify each document. The allocation of numbers is always under the control of the issuing party. The GDTI itself has no meaning and this allows the document number to be **looked-up** in a secure database and its associated information retrieved only by the document issuer. As GDTI is a GS1 system using Company Prefix, document type and optionally a serial number, allocation of numbers is simple and uniqueness guaranteed.

If you are a business or organisation that issues documents that require tracking and control GDTI is a simple tool to enable this.

1.2. Benefits of using GDTI

- GDTI is already an established standard for identifying important documentation
- It can identify the document uniquely if required
- It is a simple coding system to facilitate document numbering and identification with almost limitless capacity
- Utilises GS1 standards as used in many other business applications
- Enables companies to scan a document to retrieve or track the key data
- Allows the issuer to allocate GDTIs rather than a third party
- Is a guard against mis-identification and fraud
- **PROVIDES ACCURACY, CONTROL AND EFFICIENCY FOR YOUR BUSINESS**




1.3. GDTI Structure

GDTI is composed of an Application Identifier (253), a GS1 Company Prefix, a Document Type Number, a Check Digit and optionally a serial number.

Global Document Type Identifier		
Application Identifier	GS1 Company Prefix & Document Type plus Check Digit	Optional Serial Number
253	N ₁ N ₂ N ₃ N ₄ N ₅ N ₆ N ₇ N ₈ N ₉ N ₁₀ N ₁₁ N ₁₂ N ₁₃	n..17

Application Identifier	AI 253 to indicate GDTI
GS1 Company Prefix	A globally unique number assigned to a GS1 member company
Document Type Number	The number allocated to identify the type of document
Check Digit	A modulo 10 check digit
Serial Number	An optional serial number for individual document identification

 **Note:** GDTI is a 13 digit numerical number. The length of the Document Type number will depend on the length of the Company Prefix used.

For further information on GS1 Application Identifiers please contact your local GS1 Member Organisation.

2. GDTI Applications

GDTI can be used in business where identification of documents is important. The GDTI is the key to the document in a database and the key that can be bar coded on the document for identification or information purposes.

The GDTI can facilitate privilege levels allowed for the holder. For example on a Driving Licence it could show classes of vehicle the holder was entitled to drive.

Any documents that are important and give entitlement or specify an obligation can be identified and applications built to capture the information using GDTI as the key.

2.1. Example document types using GDTI

- Land registration papers identifying the property
- Tax demands identifying the claim
- Insurance policies identifying the holder and cover
- Exam papers for schools
- On a passport

3. Useful further information

3.1. GS1 Member Organisations

Your local GS1 Member Organisation is the ideal contact for information on the benefits that GDTI can deliver to your business. In addition they will be able to provide you with further information on all of GS1 standards. Full details can be found on: <http://www.gs1.org/contact/worldwide.php>

3.1.1. GS1 Global Office

- Further information on all GS1 standards is available on the GS1 Global site: <http://www.gs1.org/>
- A step by step guide useful to users who wish to allocate GDTI and associated bar codes for the first time: <http://www.gs1.org/productssolutions/barcodes/implementation/>
- GS1 on line training is available via GS1 Learn is the area where you can learn on-line how GTIN and all other areas of the GS1 system work: <http://learn.gs1.org/portal3/index.asp>