

Vehicle Record Request Instructions

PLEASE READ THIS BEFORE SUBMITTING A REQUEST

The Vehicle and Vessel Records Disclosure Office provides copies of existing documents and records, but not copies of current titles or registration certificates. We do not conduct licensing or titling services. Personal information of registered and legal owners is protected and is not subject to disclosure under the Public Records Act, RCW 42.56. All requests must be submitted using the Vehicle Record Request or Vessel Record Request forms per WAC 308-10-075(4)(a). Records are not provided in response to telephone calls to the Department of Licensing (DOL). Incomplete and unsigned forms may be returned unprocessed.

Please use one request form and additional paper for listing multiple vehicles, vessels, or other necessary information.

DO NOT submit this form if you...

- Need title or license assistance (to obtain a title or replace a lost title, registration, tabs or plates, letters related to titling matters, etc.);
 - Visit the DOL website (dol.wa.gov), contact your county auditor or a vehicle licensing office, or call Customer Service at 360-902-3770, Option #5.
 - For driver's license matters, visit the DOL drivers website (dol.wa.gov), or call 360-902-3900.
- Seek records older than 6 years from the present date;
 - Records are purged at 6 years, then no longer exist in any format.
 - DOL does not have records of vehicle maintenance or insurance.
- Seek information about abandoned or unauthorized vehicles or vessels;
 - You cannot sell or assume ownership of vehicles or vessels (including mobile homes), found or abandoned on your property or elsewhere, and DOL will not provide owner information about them to you. Call a registered tow truck company for removal.
- Seek records for vehicles or vessels that you do not own or have never owned. Information will not be provided to individuals seeking personal information from records concerning vehicle collisions, suspicious vehicles, driving behavior or complaints, pre-purchase research, etc. Please consult an attorney, contact your insurance company, or use the service of a vehicle history reporting company.

Disclosure may be permitted under certain circumstances defined in these laws:

- The Federal Driver Privacy Protection Act of 1994 – 18USC2721-2725
- Washington laws RCW 46.12.635, 46.12.640, WAC 308-10-075 and WAC 308-93-087

For business customers, DOL offers direct record access via the internet, or monthly invoicing accounts to customers with frequent requests who do not use the internet for record access. Contact cps@dol.wa.gov for more information.

Vehicle Record Request

For validation only

Use this form to request copies of records for vehicles, motorcycles, snowmobiles, motor homes, mobile homes and trailers you own or have owned.

- Information about abandoned/unauthorized vehicles will not be disclosed. See RCW 46.55 for details. Contact a registered tow truck company for removal.
- To obtain or replace titles, tabs, registration, certificates or plates, visit www.dol.wa.gov
- For assistance concerning titles and licensing, contact your local county auditor or visit a local vehicle licensing office. If you need further help, contact Customer Service at 360-902-3770, option #5.

<p>Requests by public and government—FREE Complete and sign this page only then submit it using one of the methods below. Requests are processed in the order received.</p>	<p>Requests by businesses—\$2.00 per record Complete and sign both pages of this form, include any required documents, and submit by using one of the methods listed below. Mail a check payable to the Department of Licensing or an invoice will accompany our response. We do not accept credit cards.</p>
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Allow 10 days for processing. Provide your email address and the records can be sent sooner.

<p>Email (quickest) recordrequests@dol.wa.gov Print and scan or upgrade to Adobe Reader XI or above)</p>	<p>Mail Vehicle Records Disclosure Unit Department of Licensing PO Box 2957 Olympia, WA 98507</p>	<p>Fax (360) 570-7088</p>
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Your information

PRINT or TYPE your name (Last, First, Middle)		Business/Agency/Jurisdiction name, if applicable		CPS # if applicable	
Mailing address			City		State ZIP code
(Area code) Telephone number	(Area code) Fax number	Email (quickest)		Return records to me by (choose one) <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> U.S. mail	

Vehicle information (records older than six years are purged and no longer exist)

Year	Make	Model	License plate number	Vehicle identification number (VIN)
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Answer the following

1. Is the vehicle in your possession? Yes No
2. If "yes," how did you obtain it? _____
3. Owner name/address if known _____
4. What information do you need? (For mobile homes, include size, VIN, location or owner/address if known)
 Seller's report of sale Current owner Title history
 Or describe what you need: _____
5. How will you use the records? _____

Knowingly making a false statement or concealing a material fact required in this request or making false representation to obtain any personal information from a motor vehicle record **is subject to federal criminal fines.**

Signature required

By signing or typing your name, you are certifying under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

X

Date and place (county) signed

Signature of Individual or Representative

*****PAGE 2 FOR BUSINESSES/ORGANIZATIONS ONLY *****

You may not use the personal information contained in a vehicle registration record for unsolicited business contact. Unsolicited business contact means a contact that is intended to result in, or promote, the sale of any goods or services to a person named in the disclosed information. Disclosure of names and addresses of individual vehicle owners—RCW 46.12.635(1)(c).

Within 5 working days of disclosure. When disclosing a vehicle registration record to a private investigator or an attorney, you must provide a notice to the vehicle owner, to whom the information applies, that the request was granted. The notice must comply with RCW 46.12.635(4)(a)(b)(c) , describing you as the disclosing entity. You may not use DOL's name or logo, addresses, telephone numbers, email address, or the State seal in your notification letter. You must provide a copy of the notification letter to notifications@dol.wa.gov within 5 working days of disclosure. Contact notifications@dol.wa.gov for an example letter.

The sale or other distribution of any vehicle owner name or address to another person not disclosed in your request is a gross misdemeanor punishable by a fine not to exceed ten thousand dollars, or by imprisonment in a county jail for 364 days, or by both such fine and imprisonment for each violation. Disclosure violations, penalties—RCW 46.12.640.

Will you contact the owner for any purpose, provide the registration record information to an attorney or private investigator, or to any other persons or businesses? Use this space to describe how you will disclose the information, or state that you will not disclose it. This is required information. Incomplete forms may be returned unprocessed:

Depending on your type of business/organization, submit the following documentation with your request:

- **Washington State business** – Attach a legible copy of your current business license
- **Business outside Washington State** – Attach a legible copy of one of the following:
 - Your current business license, or;
 - A letter signed by the owner or authorized representative indicating you are their agent. The letter must include your Federal Employer Identification Number (EIN) or Federal Tax Identification Number (TIN)
- **Non-profit organization or corporation** – Attach a legible copy of one of the following:
 - Your Articles of Incorporation, filed with the Secretary of State, or;
 - Your Tax Exempt Status, (501)(c)(3), from the Internal Revenue Service
- **Exporter/shipping agent** – Attach legible copies of:
 - Your current business license
 - A bill of sale
 - Power of Attorney, if you are acting on behalf of another
- **Attorney** – Attach a legible copy of your current bar card, or proof of current/active bar status in your state.
- **Private investigator** – Attach a legible copy of your current private investigator license.

By signing or typing your name, you are certifying under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Date and place (county) signed

X
Signature of business or organization representative