



E-SERVICES USER GUIDE

Department of Licensing
May 1, 2019

Table of Contents

E-services.....	2
Using E-services	2
Getting Started	3
New Contracted Plate Search Customers	3
Former IVIPS Customers Active as of December 12, 2016.....	3
Insurance Companies.....	3
You're Ready	3
E-permits.....	4
Purchasing E-permits.....	4
Adding a New E-permit or Paper Permit	4
Cannot Find Vehicle Process.....	17
Reprint an E-permit.....	20
Revoke an E-permit.....	22
Correct an E-permit.....	25
Contracted plate search	26
Abandoned Vehicle Reporting.....	30
Submitting an Impound Notice	30
Submit an Abandoned Vehicle Report.....	36
Submit an Affidavit of Sale	42
Search filed AVR requests	46
Abandoned RV Reimbursement.....	49
Wrecker Destroyed Reporting	59
Submit a Wrecker Destroyed Report	59
Search Filed DVR Requests.....	63
Insurance Destroyed Reporting	65
Submit an Insurance Loss (Destroyed Vehicle) Report.....	65
Reprint a Total Loss Settlement Report	73
Resources.....	76

E-SERVICES

E-services provide the following quick and accurate online permit and reporting services:

- **E-permits** for retail vehicle dealers
- **Insurance Destroyed reporting** for insurance companies
- **Wrecker Destroyed reporting** for vehicle wreckers and salvage processors
- **Abandoned Vehicle reporting** for **in-state** tow truck operators (includes plate search function)
- **Contracted Plate Search** for vehicle dealers, insurance companies, vehicle wreckers, salvage processors, and **out-of-state** tow truck operators

Using E-services

You will need the following items to use E-services:

- A computer with any operating system (such as Windows) and any of the following browser software:
 - Microsoft Edge
 - Internet Explorer 7+
 - Safari 5+
 - Chrome 5+
 - Firefox 3.5+
 - Opera 10+
- Internet access (broadband, DSL, or dial-up)
- A laser or inkjet printer for printing
- Adobe Reader or similar software for reading PDF files

GETTING STARTED

To get started, you will need an account administrator for your business. This person manages the system access for your employees. The account administrator can set up account access using the steps outlined below.

New Contracted Plate Search Customers

1. Request a plate search contract with DOL's Public Disclosure Unit.
2. Follow the instructions in the Contracted Plate Search Account Request User Guide.
 - a. Get access to the E-services system.
 - b. Follow the instructions in the **Administrator Account Access User Guide** to set up account access. Make sure your staff set up their own E-services account to gain access
 - c. Generate an account access code for each employee who will perform business tasks.
 - d. Email the access codes to your employees and advise them to set up their account access using the instructions in the Employee Account Access User Guide.

Former IVIPS Customers Active as of December 12, 2016

1. Get access to the E-services system.
2. Follow the instructions in the **Administrator Account Access User Guide** to set up account access.
3. Make sure your staff set up their own E-services account to gain access.

Insurance Companies

1. Register for an account before using E-services.
2. Follow the instructions in the **Insurance Company Account Registration User Guide**.
3. Administrator access to your account is granted upon approval.

You're Ready

Once you have completed the applicable steps above, you and your staff are ready to use the following applicable E-services:

- [E-permits](#)
- [Contracted Plate Search](#)
- [Abandoned Vehicle reporting](#)
- [Wrecker Destroyed reporting](#)
- [Insurance Destroyed reporting](#)

E-PERMITS

Purchasing E-permits

The following guidelines and restrictions apply when purchasing E-permits:

- Purchase E-permits from your local vehicle licensing county agent or subagent.
- Present your dealer number and location code to the licensing office. Be sure to provide your dealership's **correct location code** so the E-permitting system will know which dealership location to credit the E-permits to.
- Purchase E-permits separately for each location.
- Request the number of E-permits you need (there is no limit).
- Pay \$15 for each E-permit.
- Obtain your receipt from the licensing office. The receipt lists the E-permit numbers assigned to the location of your dealership.

Adding a New E-permit or Paper Permit

The steps for issuing an E-permit and logging a paper permit are almost identical. The only difference is that E-permits print at the end of the process.

1. Log in to License eXpress (secure.dol.wa.gov).
2. At the **Home** page, click the **Accounts** tab and select **E-permitting** from the Client Accounts list.

WASHINGTON STATE DEPARTMENT OF LICENSING

DOL E-Services Welcome, Your Name Settings Log Off

Home

Logon Alerts I Want To

Your Name
businessname@email.com
+1 (360) 999-9999
Last logged on 21-Mar-2018

There are 24 unread letters

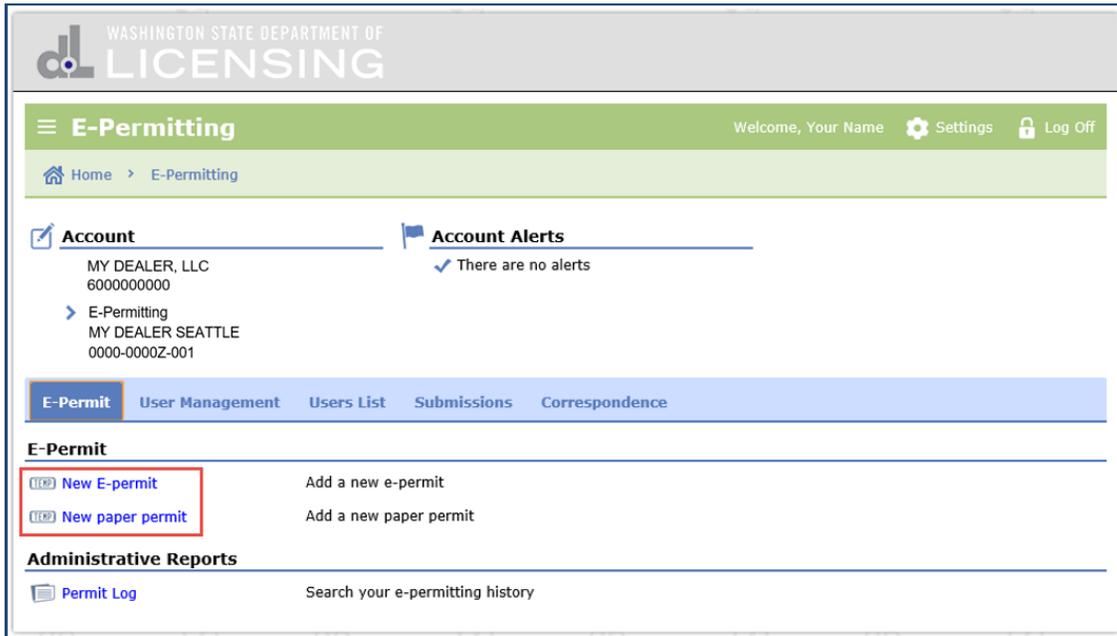
Manage other DOL services

Accounts Submissions Access accounts Correspondence

Accounts View Accounts

Abandoned Vehicle	AVR-0000	MY TOWING
Contracted Plate Search	000001	MY BUSINESS
Destroyed Vehicle	DVR-000X	MY AUTO WRECKING
E-Permitting	0000-0000Z-001	MY DEALER SEATTLE
E-Permitting	0000-0000Z-002	MY DEALER LYNNWOOD

3. Click the **E-Permit tab** and select the **New E-permit** or **New paper permit** hyperlink on the E-permitting screen.



Note: This page looks slightly different for E-permits and paper permits. The paper permit page includes a field to enter the permit number, but does not show the number of permits available. Your dealer information will prepopulate and cannot be changed.

4. Use one of the following processes to update **Vehicle Identification** screen:
 - a. **If you have the XML file with the vehicle information:**
 - i. Click **Import from XML File**.
 - ii. Upload your file and click **Import** at the popup screen.
 - iii. Go to **step 6**.
 - b. **If you do not have an XML file, use the following process to enter the information manually:**
 - i. Select **New** or **Used**, and enter the **Vehicle Identification Number (VIN)** in the Vehicle Information fields. Enter the permit number under the Permit Number heading, if this is a paper permit. This section will not appear on the page for issuing an E-permit.
 - ii. Enter available information in the Previous Title Information fields.
 - iii. Enter available information in the Odometer Information fields.
 - iv. Enter the sale date, purchase price or value code, and the date of delivery in the Purchase Information fields. The **Registration expires** field will automatically populate after you enter the sale date.
 - v. Click **Next**.

5. Complete the **Vehicle Selection** screen as follows:
 - a. Click the **This vehicle is an RV** button **before** beginning the vehicle selections below if you are E-permitting an RV.
 - b. Select the **Year**, **Manufacturer** (Make), and **Model** from the dropdown lists. The Manufacturer and Model lists appear only after you have made a selection from the previous list.
 - c. Click the **Cannot Find Vehicle** button at the top of the page if you cannot find the correct year, make, and model from the dropdown selections.
 - d. Click **Next**.
 - e. Go to [Cannot Find Vehicle](#) process.
 - f. Click **Next**.

Note: You can type part of the information in the Filter field to filter the list so you can find a selection more quickly. Additionally, if you make a mistake in your selection, click the **Clear [Year, Make, Model]** button, and then make a new selection.

WASHINGTON STATE DEPARTMENT OF LICENSING

E-Permit Welcome, Your Name Settings Log Off

Home > E-Permitting > E-Permit

Vehicle Details

Vehicle Identification

Enter basic vehicle information

Dealer information

Dealer number
0000Z

License type
(220) Motor Vehicle Dealer

Permits Available

Number of permits available
5

Vehicle information

New Used

A Vehicle identification number (VIN)
ABC123456789D1234

Previous title information

State
Washington

Title number

Issue date

Odometer information

Odometer code
C

Odometer reading
0

Purchase information

D Sale date
08-Feb-2018

Purchase price/Value code
10,450.00

Date of delivery

Registration information

Months registration
12

Registration expires
08-Feb-2019

Cancel **E** Next

6. Complete the applicable fields on the **Vehicle Details** screen using one of the following options:
 - a. **If you imported an XML file:**
 - i. Review the information, add any missing information, and make any needed corrections to the prepopulated imported information. Not all fields can be changed.
 - ii. Click **Next**.
 - iii. Go to **step 8**.

WASHINGTON STATE DEPARTMENT OF LICENSING

E-Permit Welcome, Your Name Settings Log Off

Home > E-Permitting > E-Permit

Vehicle Details

Vehicle Identification

Vehicle Selection

Search for vehicle details

Please select year, manufacturer, and model. If unable to find vehicle, select "Cannot Find Vehicle".

Cannot Find Vehicle **C**

A This vehicle is an RV

To change if this is an RV, please clear the year selection.

B **Vehicle Information**

Year
2000

Make
NISSAN

Model
MAXIMA

Clear Model

Cancel Back **D** Next

b. **If you are entering information manually:**

- i. Select the applicable options for **Vehicle type**, **Use type**, and **Fuel Type** from the dropdown menus in the Vehicle Type section.
- ii. Enter the Body Style in the required fields in the Details section. The Year, Make, and Model will auto-populate according to the selections you made earlier.
- iii. Click the **Select Trim** button in the **Trim** section and do the following:
 - a) Click the radio button to select the correct trim package on the Select Trim pop-up screen and click **OK**. If you cannot find the correct trim package, click **Cancel**.
 - b) The fields in the **Trim** section will display information based on the trim package you selected.
 - c) Click the **Trim not found** checkbox and enter the information if you could not find the correct trim package on the pop-up screen. These fields will be blank. The MSRP is a required field. Other fields in this section will populate based on what you enter in the MSRP field.
- iv. Enter information in the **Scale Weight** field (under **Additional Information**).
- v. Enter any additional information you have available and click **Next**.

The screenshot shows the 'E-Permit' interface for the Washington State Department of Licensing. The main form is titled 'Complete vehicle detail information' and is divided into several sections: 'Vehicle Type', 'Details', 'Additional Information', and 'Trim'. A 'Select Trim' pop-up window is open, displaying a table of vehicle trims. Red callout letters are placed over the interface to indicate where to click or enter information according to the instructions.

Vehicle Details

Vehicle Identification

Vehicle Details

Vehicle Type

Vehicle type: Automobile (i)

Use type: Passenger Vehicle

Fuel type: Gasoline

Details

Override details: No (c)

Year: 2005 (ii)

Make: NISSAN

Model: MAXIMA

Body description: SEDAN

Title purpose only

Additional Information

Scale weight: 3,124 (iv)

Color 1: WHITE

Color 2: (v)

Trim

Trim not found

Model description: 4dr SE (b)

Retail value: 4,919.00

Value code: 29,350.00

Value year: 2005

Depreciated value: 2,935.00

Identification

Equipment number: (iii)

Fleet number: (iii)

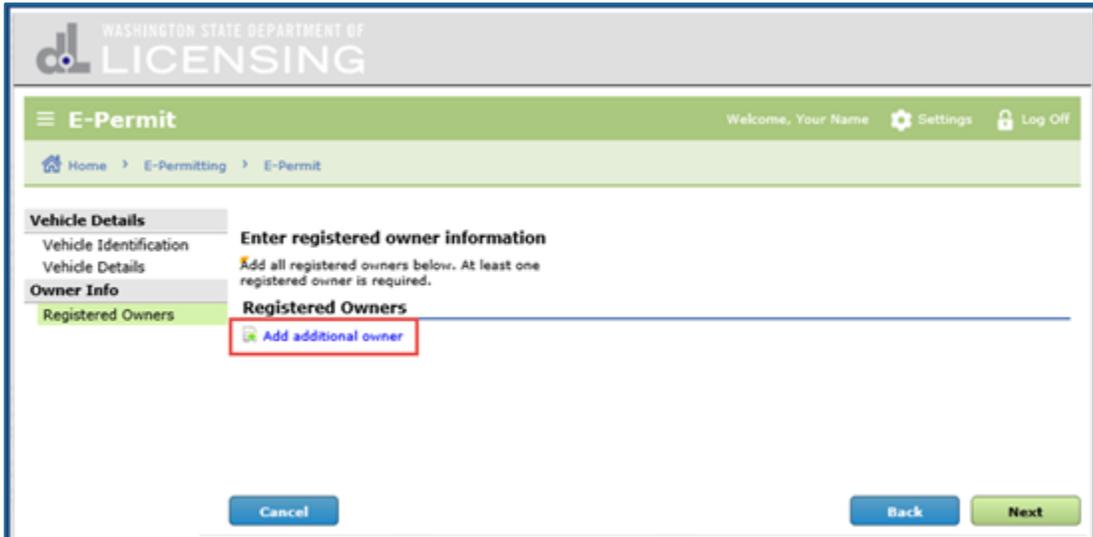
Rental number: (iii)

Select Trim

Select	Manufacturer	Model	Model Description	Trim	Drive Train	Engine	Cylinder	Liters	Fuel Ty	Transmissi	Value	MSRP
<input checked="" type="radio"/>	NISSAN	MAXIMA	4dr GLE	GLE	FWD		6	3	G	A	2,735.00	26,249.00
<input type="radio"/>	NISSAN	MAXIMA	4dr GXE	GXE	FWD		6	3	G	M	2,726.00	21,049.00
<input type="radio"/>	NISSAN	MAXIMA	4dr SE	SE	FWD		6	3	G	M	2,587.00	23,649.00

Buttons: Cancel, Back, Next

7. Click the **Add additional owner** hyperlink on the Registered Owners screen to open up the Registered Owner fields.



8. Use one of the following options on the expanded Registered Owner screen:
 - a. **If you imported an XML file:**
 - i. Review the information, add any missing information, and make any needed corrections to the pre-populated information. Not all fields can be changed.
 - ii. Click **Next**.

b. If you are entering information manually:

- i. Select the Ownership type from the dropdown menu and click *Business* or *Individual*. If you select *Individual* and your customer meets one of the exemptions below, click the **Exempt from providing DLN checkbox**:
 - A Washington resident who does not operate a motor vehicle on public roads.
 - A member licensed by the military to operate an official motor vehicle in military service.
 - A nonresident driver with a valid out-of-state driver license or permit.
- ii. Enter all requested information for the owner type selected. The information you entered in steps a. and b. become a “row” of ownership information.
- iii. Click the **Add additional owner** hyperlink if there are additional registered owners, and repeat the steps above. Click **Yes** to indicate Joint Tenants with Right of Survivorship, when applicable. Click the Delete icon  to remove an ownership “row,” if applicable.
- iv. Click **Next** after entering all owners.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

E-Permit Welcome, Testing Test Settings Log Off

Home > E-Permitting > E-Permit

Vehicle Details
Vehicle Identification
Vehicle Details

Owner Info
Registered Owners

Enter registered owner information
Add all registered owners below. At least one registered owner is required.

Registered Owners

Ownership type
Registered

Business or individual?
Business Individual

Exempt from providing DLN

DLN
Required

Expiration date
Required

First name

Middle name

Last name
Required

Suffix

Phone type

Phone number

Add additional owner

Cancel

Joint Tenant with Right of Survivorship?
Yes No

Add additional owner

Cancel

Back Next

9. Enter or review the requested address on the **Residential address** screen and click **Next**. If the address includes a building, apartment, or suite number, select the appropriate option from the Unit type dropdown menu, and enter the number in the Unit field.

The screenshot shows the 'Residential address' form in the E-Permit system. The page header includes the Washington State Department of Licensing logo and navigation links for Home, E-Permitting, and E-Permit. The user is logged in as 'Your Name'. The form is titled 'Registered owner address?' and contains the following fields:

- Street address: 405 BLACK LAKE
- Street 2: (empty)
- Unit type: (dropdown menu)
- Unit: (empty)
- City: OLYMPIA
- State: WA - WASHINGTON
- Zip code: 98502

At the bottom of the form, there are three buttons: 'Cancel', 'Back', and 'Next'. The 'Next' button is highlighted with a red border.

10. Select the verified address, when provided, displayed in the Address Options section and click **Next**.

The screenshot shows the 'Verify the registered owner address' screen in the E-Permit system. The page header is the same as the previous screenshot. The form is titled 'Verify the registered owner address' and contains the following information:

- You entered this address: 405 BLACK LAKE OLYMPIA WA 98502
- Select the address you want us to use.
- Address Options:
 - 405 BLACK LAKE BLVD SW OLYMPIA WA 98502-5046
 - Continue with unverified address as entered.

At the bottom of the form, there are three buttons: 'Cancel', 'Back', and 'Next'. The 'Next' button is highlighted with a red border.

10. Use the following steps if you are **entering information manually** on the **Additional addresses** screen (if you **imported an XML file**, go to **step 13**):
- Enter or correct any applicable addresses.
 - Enter and confirm an email address if you click **Yes** for email reminders.
 - Click **Next**.

The screenshot shows the 'E-Permit' interface for 'Additional addresses'. The page title is 'WASHINGTON STATE DEPARTMENT OF LICENSING'. The user is logged in as 'Welcome, Your Name'. The navigation breadcrumb is 'Home > E-Permitting > E-Permit'. The main content area is divided into three sections: 'Vehicle Details', 'Other addresses', and 'Email Reminders'. Under 'Vehicle Details', there are links for 'Vehicle Identification', 'Vehicle Details', and 'Owner Info'. Under 'Other addresses', there are input fields for 'Mail Addresses' and 'One time Addresses'. Under 'Email Reminders', there is a 'Signup for email reminders?' section with 'Yes' and 'No' buttons, and an 'Email address' section with two input fields for 'Email address' and 'Confirm email address', both containing 'JANEDOE@EMAIL.COM'. At the bottom, there are 'Cancel', 'Back', and 'Next' buttons. The 'Next' button is highlighted with a red box.

11. On the **Legal Owners** screen:
- If the registered owner is **also** the legal owner, click **Next** and go to **step 14**.
 - If the registered owner is **not** the legal owner, click the **Add additional owner** hyperlink and go to **step 12**.

The screenshot shows the 'E-Permit' interface for 'Legal Owners'. The page title is 'WASHINGTON STATE DEPARTMENT OF LICENSING'. The user is logged in as 'Welcome, Your Name'. The navigation breadcrumb is 'Home > E-Permitting > E-Permit'. The main content area is divided into three sections: 'Vehicle Details', 'Legal Owners', and 'Owner Info'. Under 'Vehicle Details', there are links for 'Vehicle Identification', 'Vehicle Details', and 'Owner Info'. Under 'Legal Owners', there is a link for 'Add additional owner' highlighted with a red box. Under 'Owner Info', there are links for 'Registered Owners', 'Residential address', 'Verify address', 'Additional Addresses', and 'Legal Owners'. At the bottom, there are 'Cancel', 'Back', and 'Next' buttons.

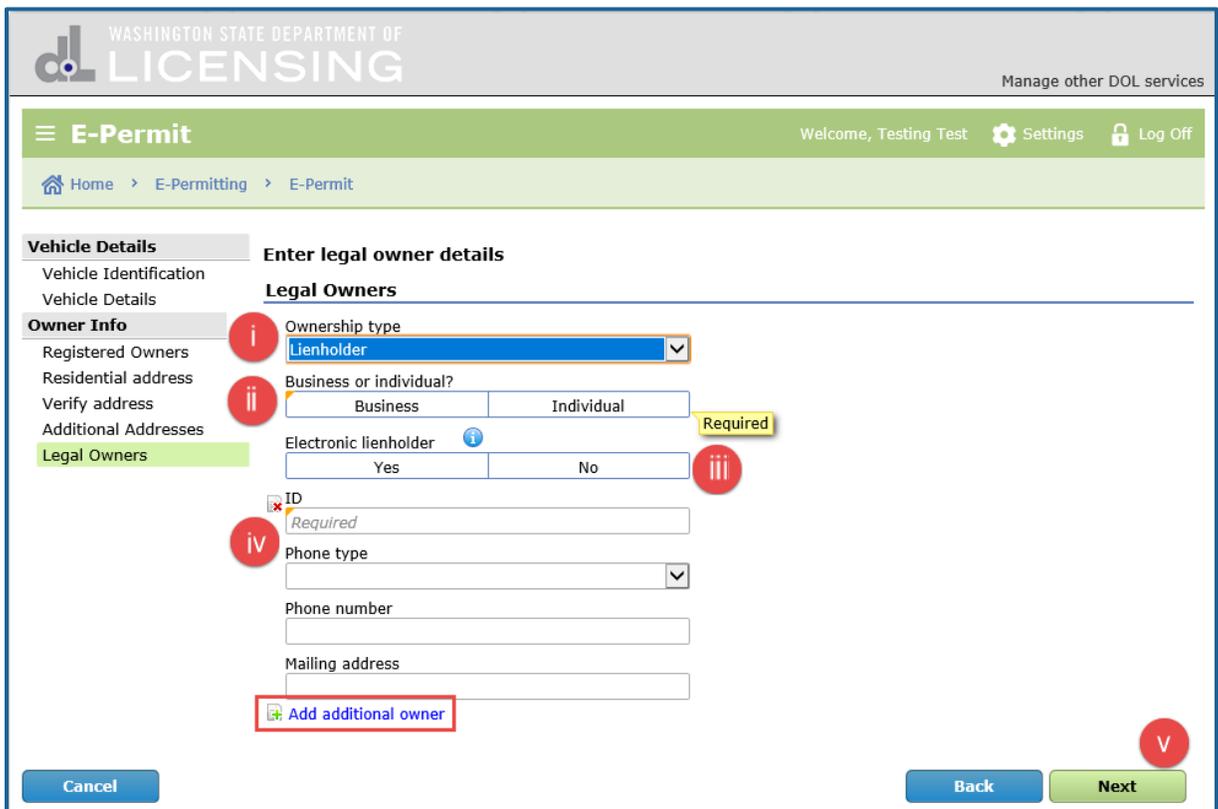
12. Use one of the following processes to complete the expanded **Legal Owners** screen:

a. If you imported an XML file:

- i. Review the information, add any missing information, and make any needed corrections.
- ii. Click **Next** and go to **step 14**.

b. If you are entering information manually:

- i. Select the ownership type from the dropdown menu.
- ii. Select **Business** or **Individual** for the customer type.
- iii. Select **Yes** or **No** for electronic lienholder. An Electronic Lienholder is a lender authorized to conduct Electronic Lending Transactions (ELT) in place of using a paper title.
- iv. Enter all requested information for the owner type selected. If there are additional legal owners, click the **Add additional owner** hyperlink. Click the Delete icon  to remove an ownership "row," if applicable.
- v. Click **Next** after entering all owners.



The screenshot shows the 'E-Permit' interface for the Washington State Department of Licensing. The page title is 'E-Permit' and the user is logged in as 'Testing Test'. The breadcrumb trail is 'Home > E-Permitting > E-Permit'. The main content area is titled 'Enter legal owner details' and 'Legal Owners'. The form includes the following fields:

- Ownership type:** A dropdown menu with 'Lienholder' selected. A red circle with an 'i' is next to it.
- Business or individual?:** A radio button selection with 'Business' and 'Individual' options. A red circle with an 'ii' is next to it.
- Electronic lienholder:** A radio button selection with 'Yes' and 'No' options. A red circle with 'iii' is next to it.
- ID:** A text input field with a red circle with an 'i' and a red 'x' icon. The text 'Required' is displayed below the field.
- Phone type:** A dropdown menu with a red circle with an 'iv' next to it.
- Phone number:** A text input field.
- Mailing address:** A text input field.

At the bottom of the form, there is a red-bordered button labeled 'Add additional owner'. At the bottom right, there are 'Back' and 'Next' buttons. A red circle with a 'v' is next to the 'Next' button. A 'Cancel' button is located at the bottom left.

13. On the **Fee options** screen:

- Click **Yes** in the Additional Options section if your customer would like to donate to State Parks or purchase a Discover Pass.
- Click **Yes** if you would like to see the Tax/Fee Estimate screen.
- Select the **Plate Type** from the dropdown menu.
- Click **Next**. If you clicked **Yes** for the Fee Estimation option, go to **step 15**. If you clicked **No** for this option, go to **step 16**.

WASHINGTON STATE DEPARTMENT OF LICENSING

E-Permit Welcome, Your Name Settings Log Off

Home > E-Permitting > E-Permit

Vehicle Details
 Vehicle Identification
 Vehicle Details

Owner Info
 Registered Owners
 Residential address
 Verify address
 Additional Addresses
 Legal Owners

Fee information
 Fee options

Review additional options

Additional options **A**

Donate \$5.00 to state parks?

Add a discover pass?

Fee estimation **B**

Show fee estimation

Plate information **C**

Plate type
 Standard Passenger

D

14. Review the fees on the **Tax/Fees Estimate** screen and click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

E-Permit Welcome, Your Name Settings Log Off

Home > E-Permitting > E-Permit

Vehicle Details
 Vehicle Identification
 Vehicle Details

Owner Info
 Registered Owners
 Residential address
 Verify address
 Additional Addresses
 Legal Owners

Fee information
 Fee options
 Tax/Fees Estimate

Fee estimation details

Fees and Donations

Registration License	\$30.00
Vehicle Weight	\$25.00
Certificate of Title Application	\$15.00
Emergency Medical Services	\$4.00
Plate Reflectivity	\$4.00
Original Issue Plate	\$20.00
Registration Filing	\$3.00
Title Filing	\$4.00
Title Service Fee	\$12.00
Funds ferry replacement (County Auditor/DOL) or is retained by the office (subagent).	
License Plate Technology	\$0.25
Department of Licensing Service	\$0.50
Washington State Parks	\$5.00
If you don't want to donate, return to the Donations screen to opt out.	

Estimated subtotal

Estimated dealer credit

Estimated amount due

15. On the **Summary** screen:

- a. Review the information entered on the previous screen.
- b. To edit the information, choose one of the following options:
 - i. Click **Back** until you reach the page you need to edit.
 - ii. Click the **page title** on the left side of the screen.
- c. Click **Submit** after verifying the information.

WASHINGTON STATE DEPARTMENT OF LICENSING

E-Permit Welcome, Your Name Settings Log Off

Home > E-Permitting > E-Permit

Vehicle Details A

Vehicle Identification
Vehicle Details

Owner Info

Registered Owners
Residential address
Verify address
Additional Addresses
Legal Owners

Fee information

Fee options
Tax/Fees Estimate

Summary

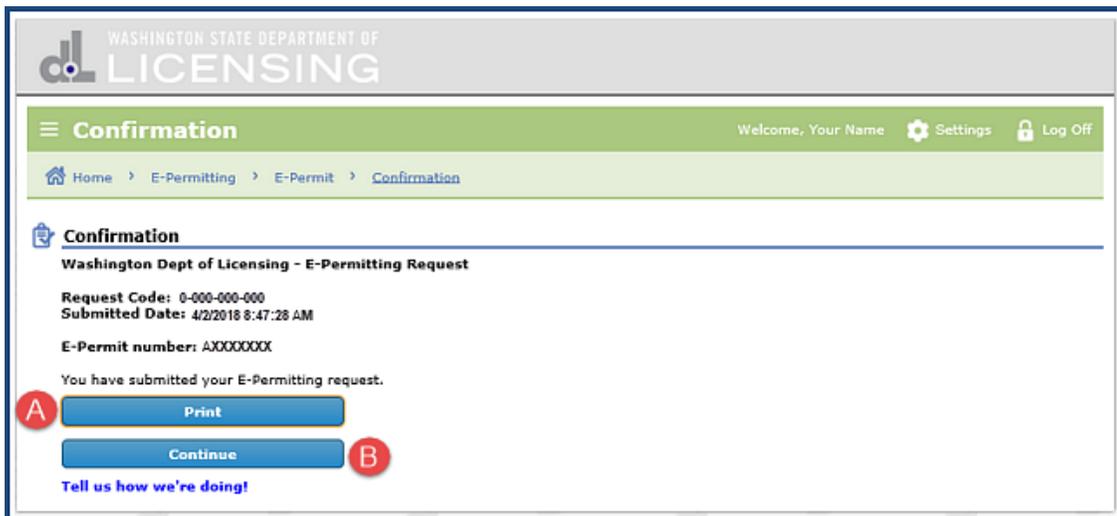
Make sure your information is correct.
If it's not, go Back to make edits.

Vehicle Info	
Status	USED
VIN	JN1CA31D3YT717809
Sale date	3/6/2018
Purchase price	3000
Vehicle type	AU
Use type	PAS
Fuel type	G
Year	2000
Make	NISS
Model	MAXIMA

Cancel A Back B Submit

16. On the Confirmation screen:

- a. Click **Print** to print the E-permit. This four-page PDF document will open in a separate window. Right click on the document, select **Print** from the dropdown menu, and do the following:
 - i. The registered owner(s) sign both copies of the Vehicle Title Application. The forms must be notarized if not signed before the licensing agent. The dealer keeps one copy and submits one copy with the titling paperwork.
 - ii. Give the customer the Temporary Vehicle Registration to keep with the vehicle until they receive their registration document.
 - iii. Give to the customer the Temporary Registration permit to display on the vehicle as described on the permit.
- b. Click **Continue** to return to the Home page. Your E-permit status is pending and can be retrieved and printed as described in [Reprint an E-permit](#).



Cannot Find Vehicle Process

1. On the **Vehicle Details** screen:
 - a. Select the applicable options for **Vehicle type**, **Use type**, and **Fuel type** from the dropdown menus in the Vehicle Type section.
 - b. Enter the vehicle **Year** and click the **Make Search** button.

WASHINGTON STATE DEPARTMENT OF LICENSING

E-Permit Welcome, Your Name Settings Log Off

Home > E-Permitting > E-Permit

Vehicle Details

Vehicle Identification
Vehicle Selection
Vehicle Details

Complete vehicle detail information

Vehicle Type

Vehicle type
Automobile

Use type
Passenger Vehicle

Fuel type
Gasoline

Details

Year
2013

Make Search

Make (click the 'Make Search' button, above)

Model
Required

Body Style
Required

Title purpose only

Additional Information

Scale weight
Required

Color 1

Color 2

Trim

No trim selection available

MSRP
Required

Value code
0.00

Value year
2013

Required associated value
0.00

Identification

Equipment number

Fleet number

Rental number

Cancel Back Next

- c. Enter the manufacturer/make name on the popup screen and click **Search**.

Vehicle/Vessel Make Search [X]

[X] **Search**

Makes

Enter the name of the vehicle/vessel make above and click search (Ex. Search for 'Chevrolet' or 'Chev'). Select the best option from the list provided.

OK **Cancel**

- d. Click the correct manufacturer/make name on the second popup screen and click **OK**.

Vehicle/Vessel Make Search [X]

[X] **Search**

Makes

- BEDFORD - BEDF
- ENGLISH FORD - ENGF
- FORD - FORD** (i)
- Ford Delta Motorhome - FORD
- FRENCH FORD - FREF
- ITALIAN FORD - ITAF
- WATFORD - WATF

ii **OK** **Cancel**

2. On the **Vehicle Details** screen:
 - a. Enter the **Model** and select the **Body Style** from the dropdown menu in the **Details** section.
 - b. Enter the **Manufacturer Suggested Retail Price (MSRP)** in the **Trim** section. The **Depreciated value** field will automatically populate.
 - c. Enter the **Scale Weight** in the **Additional Information** section. All other fields are optional. Enter any information you have.
 - d. Click **Next**. [Return to step 7](#) (under **Add a new E-permit or paper permit**) to continue the process by entering the registered owner information.

WASHINGTON STATE DEPARTMENT OF LICENSING

E-Permit Welcome, Your Name Settings Log Off

Home > E-Permitting > E-Permit

Vehicle Details

Vehicle Identification
Vehicle Selection
Vehicle Details

Complete vehicle detail information

Vehicle Type

Vehicle type
Automobile

Use type
Passenger Vehicle

Fuel type
Gasoline

Details

Year
2013

Make Search

Make (click the 'Make Search' button, above)
FORD - FORD

Model
TAURUS

Body Style
Sedan

Title purpose only

Trim

No trim selection available

MSRP
12,800.00

Value code
12,800.00

Value year
2013

Depreciated value
8,320.00

Additional Information

Scale weight
3,108

Color 1

Color 2

Identification

Equipment number

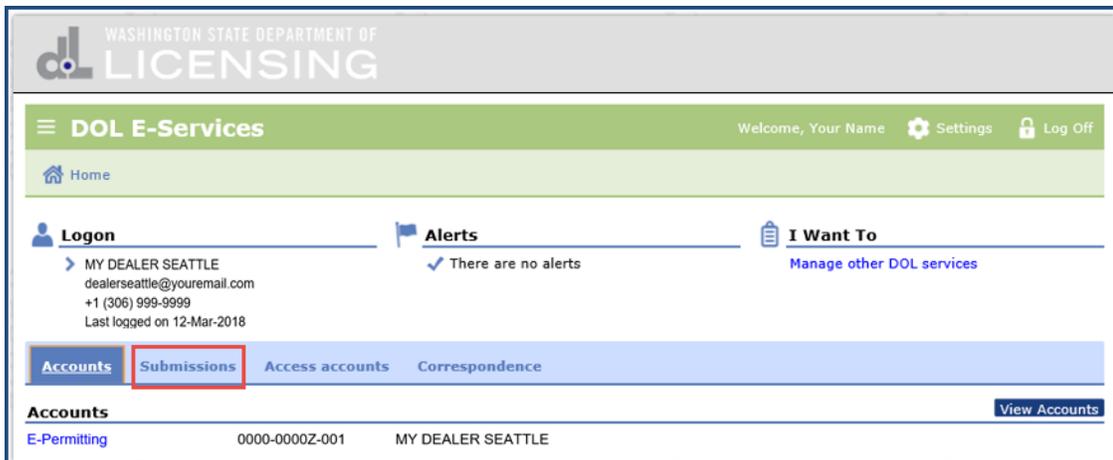
Fleet number

Rental number

Cancel **Back** **Next**

Reprint an E-permit

1. Click the  icon in the upper left hand corner of the screen to navigate to the **Home** page.
2. Click the **Submissions** tab in the blue bar.



WASHINGTON STATE DEPARTMENT OF LICENSING

DOL E-Services Welcome, Your Name Settings Log Off

Home

Logon MY DEALER SEATTLE
dealerseattle@youremail.com
+1 (306) 999-9999
Last logged on 12-Mar-2018

Alerts There are no alerts

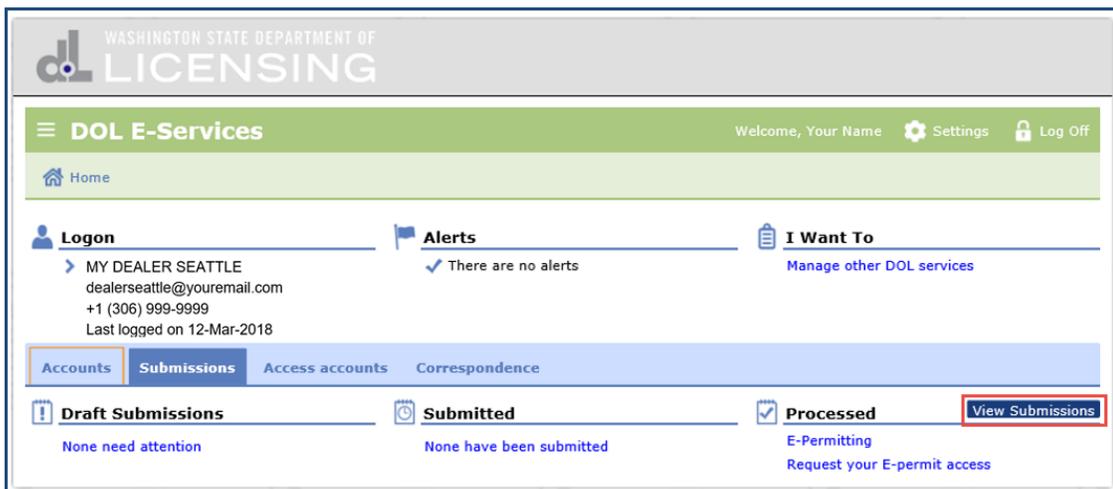
I Want To Manage other DOL services

Accounts **Submissions** Access accounts Correspondence

Accounts View Accounts

E-Permitting 0000-0000Z-001 MY DEALER SEATTLE

3. Click the **View Submission** button.



WASHINGTON STATE DEPARTMENT OF LICENSING

DOL E-Services Welcome, Your Name Settings Log Off

Home

Logon MY DEALER SEATTLE
dealerseattle@youremail.com
+1 (306) 999-9999
Last logged on 12-Mar-2018

Alerts There are no alerts

I Want To Manage other DOL services

Accounts **Submissions** Access accounts Correspondence

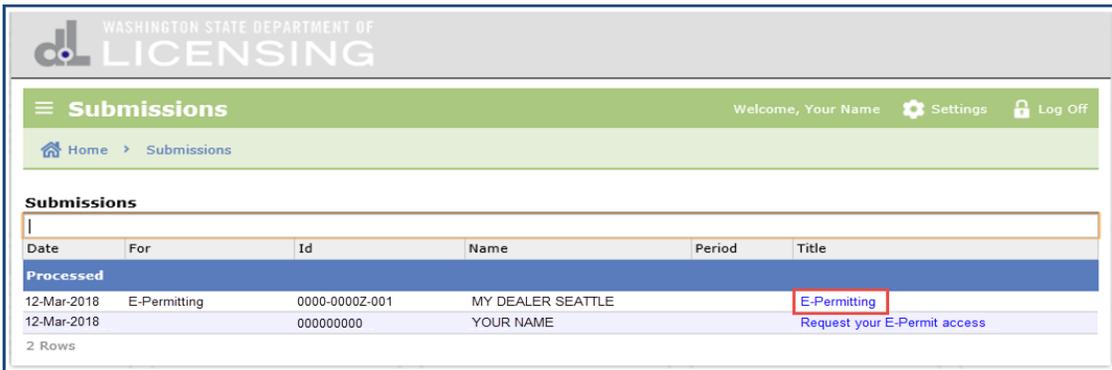
Draft Submissions None need attention

Submitted None have been submitted

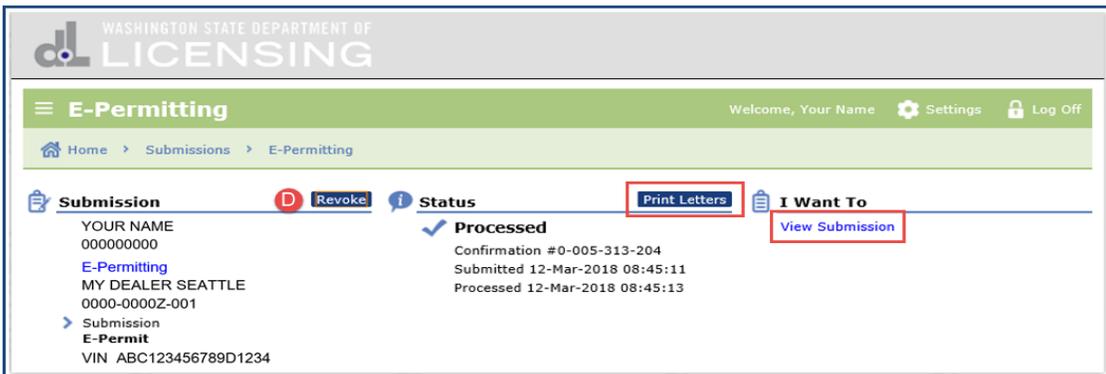
Processed E-Permitting
Request your E-permit access

View Submissions

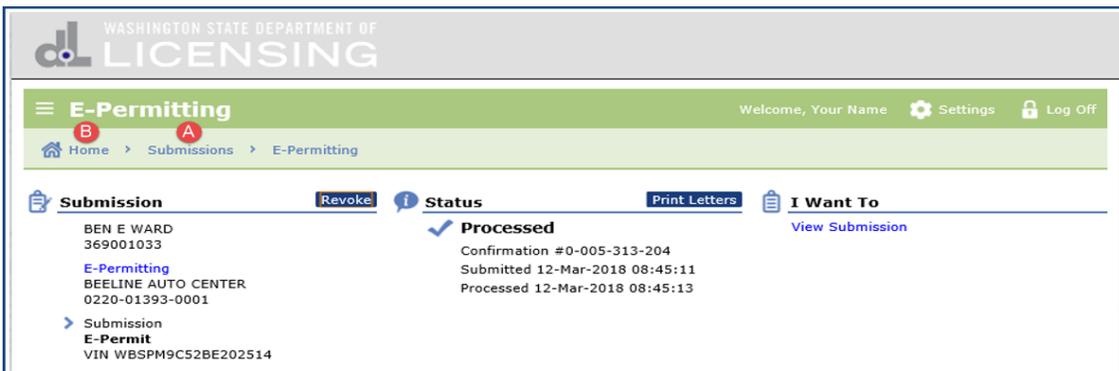
4. The **Submissions** screen lists all the requests made within the last 3 years. Click the **E-Permitting** hyperlink for the E-permit you want to reprint in the Title column.



5. Click the **Print Letters** button on the **E-permit** screen. Click the **View Submission** hyperlink in the **I Want To** menu to see the [Summary](#) page displayed at the end of the E-permit process.
 - a. A PDF file will open in a separate window.
 - b. Right click on the document and select **Print** from the dropdown menu.
 - c. Close the document to return to the E-Permit screen.
 - d. Click the **Revoke** button to revoke an E-Permit. Once an E-permit has been revoked, it remains in this status.



6. On the **E-Permit** screen:
 - a. Click **Submissions** in the green menu bar to return to the list of requests.
 - b. Click **Home** to return to the Home page under the **Submissions** tab.



Revoke an E-permit

Revoking an E-permit is a permanent action and cannot be undone. Use the following steps to revoke an E-permit:

1. Select the **Permit Log** hyperlink in the Administrative Reports section of the E-permitting home page.

The screenshot shows the Washington State Department of Licensing E-Permitting interface. At the top, there is a header with the logo and 'WASHINGTON STATE DEPARTMENT OF LICENSING'. Below the header, there is a navigation bar with 'E-Permitting' and a user welcome message. The main content area is divided into several sections: 'Account' (showing user details for BEN E WARD), 'Account Alerts' (indicating no alerts), and 'Administrative Reports'. The 'Administrative Reports' section contains a table with one row: 'Permit Log' (highlighted with a red box) and 'Search your e-permitting history'. Other tabs like 'E-Permit', 'User Management', 'Users List', 'Submissions', and 'Correspondence' are visible above the table.

2. On the E-permit History screen:
 - a. Enter the **date range** for the permit(s) you need to view.
 - b. Click **Search**.

The screenshot shows the Washington State Department of Licensing E-Permit History interface. At the top, there is a header with the logo and 'WASHINGTON STATE DEPARTMENT OF LICENSING'. Below the header, there is a navigation bar with 'E-Permit History' and a user welcome message. The main content area is divided into several sections: 'Parameters' (with input fields for 'From', 'To', and 'Name'), and a 'Search' button. The 'From' and 'To' input fields are highlighted with a red box and labeled 'A'. The 'Search' button is highlighted with a red box and labeled 'B'.

- Click the **Permit Number** hyperlink for the permit you need to revoke.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

E-Permit History Welcome, Your Name Settings Log Off

Home > E-Permitting > E-Permit History

Parameters Search

From: 20-Aug-2018

To: 20-Aug-2018 x

Name:

Permit Log From: 8/20/2018 To: 8/20/2018 Export

Permit Number	Permit Type	VIN	Registered Owner	Legal Owner	Issuer Name	Date Issued	Submitted	Revoked
A0000000	E-Permitting	ABC123456789D1234	WARD		Your Name	20-Aug-2018	20-Aug-2018	

- Click the **Revoke** button

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

E-Permitting Welcome, Your Name Settings Log Off

Home > E-Permitting > E-Permit History > E-Permitting

Submission **Revoke** **Status** **I Want To**

BEN E WARD
369001033
E-Permitting
BEELINE AUTO CENTER
0220-01393-0001

Submission
E-Permit
VIN 4T1SV21E1MU396756

✓ **Processed**
Confirmation #0-007-510-904
Submitted 20-Aug-2018 14:52:41
Processed 20-Aug-2018 14:52:43

[View Submission](#)
[Print Letters](#)

5. Click the **Submit** button after reviewing the information on the Revoke E-Permit screen.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Revoke E-Permit Welcome, Your Name Settings Log Off

Home > E-Permitting > E-Permit History > E-Permitting > Revoke E-Permit

Permit Info

Permit number	A0000000
Date Processed	20-Aug-2018

Vehicle Info

VIN	ABC123456789D1234
Status	USED
Sale date	20-Aug-2018
Purchase price	2,500.00
Vehicle type	AU
Use type	PAS
Fuel type	G
Year	1991
Make	TOYT
Model	CAMRY

Cancel Submit

6. On the Confirmation screen do one of the following:
 - a. Click **Continue** to return to the E-permitting screen.
 - b. Click the  icon to return to the home page.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Confirmation Welcome, Your Name Settings Log Off

Home > E-Permitting > E-Permit History > E-Permitting > Revoke E-Permit > Confirmation

Confirmation

Washington Dept of Licensing - E-Permitting Request

Request Code: 0-007-496-925
Submitted Date: 8/20/2018 3:02:14 PM

You have submitted your request.

Print Continue

Tell us how we're doing!

Correct an E-permit

There are no refunds for incorrectly issued E-permits and it will become inactive after 45 days.

Use the following steps if you issued an E-permit to the incorrect vehicle, owner, or with a minor mistake:

If you **printed the E-permit**:

1. Void the incorrect E-permit.
2. Issue a new E-permit with the correct information.
3. Write VOID across the E-permit and file it in the sales jacket.

If you **did not print the E-permit**:

1. Void the incorrect E-permit.
2. Complete a Certificate of Fact (dol.wa.gov/forms/420043.pdf) and file it in the sales jacket.
3. Issue a new E-permit with the correct information.

If you issued an E-permit with a **minor mistake**, such as misspelling a name or entering the address incorrectly:

1. Complete a Certificate of Fact (<http://www.dol.wa.gov/forms/420043.pdf>).
2. Submit the Certificate of Fact with the Vehicle Title Application to the licensing subagent.

CONTRACTED PLATE SEARCH

1. Login through License eXpress (secure.dol.wa.gov).
2. Select **Contracted Plate Search** from the Client Accounts list on the Home page.

WASHINGTON STATE DEPARTMENT OF LICENSING

DOL E-Services Welcome, Your Name Settings Log Off

Home

Logon
Your Name
businessname@email.com
+1 (360) 999-9999
Last logged on 22-Mar-2018

Alerts
There are 24 unread letters

I Want To
Manage other DOL services

Accounts Submissions Access accounts Correspondence

Accounts View Accounts

Abandoned Vehicle	AVR-0000	MY TOWING
Contracted Plate Search	000001	MY BUSINESS
Contracted Plate Search	999999	MY LAW OFFICE & ASSOCIATES

3. Select the hyperlink for type of search you want to make on the **Contracted Plate Search** screen. Name search is not available under all contract plate search options.

WASHINGTON STATE DEPARTMENT OF LICENSING

Contracted Plate Search Welcome, Your Name Settings Log Off

Home > Contracted Plate Search

Account
MY BUSINESS
000001
Contracted Plate Search
MY LAW OFFICE & ASSOCIATES
999999

Account Alerts
There are no alerts

Contracted Plate Search User Management Users List Submissions Correspondence

Contracted Plate Search

Vehicle search	Search for a vehicle using VIN or Plate number.
Vessel search	Search for a vessel using HIN or Boat Registration number.
Name search	Search for vehicles and vessels using an owner name.

4. On the **Vehicle, Vessel, or Name Search** page:
 - a. Select and enter your search parameters in the Search Parameters section. We are using the Vehicle search as the example in this manual. You can enter partial information in any field to widen your search.
 - i. For vehicle searches: Select VIN or Plate and enter the number.
 - ii. For vessel searches: Select HIN or Registration # and enter the number.
 - iii. For name searches: Select **Business** and enter the business name (required), city, and zip code **or** Select **Individual** and enter the last name (required), first name, city, and zip code.
 - b. Select the **Reason** for the search from the Permissible Use Reason dropdown menu (required) in the Search Reason section. If you select Litigation from the dropdown menu, enter the Court name and Court case/docket number under Court Information.
 - c. If you are sending the search results to a third party, law requires that you provide us with the following information:
 - i. The name of the third party In the Information Forwarded To section.
 - ii. An indication if they are an attorney or private investigator.
 - iii. The occupation of the person receiving the information if you click **No** and click **Search**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Vehicle Search Welcome, Your Name Settings Log Off

Home > Contracted Plate Search > Vehicle Search

Search Parameters A

Search By

VIN **Plate**

Plate

JKL0000

Search Reason B

Privacy Act Disclaimer - Access to Contracted Plate Search is restricted by law to authorized persons or organizations and the terms of the Contracted Plate Search user contract. Unauthorized use or disclosure of vehicle and vessel information is a crime punishable by fine or imprisonment and may result in civil damages.

Permissible Use Reason

Government Agency

Court Information

Court name

Court case/docket #

Information Forwarded To C

Name

Attorney or Private Investigator?

Yes No

Occupation

Search D

- If you want more details for a specific record from the list of search results that display that match the parameters entered, click the **View** hyperlink for that record.

WASHINGTON STATE DEPARTMENT OF LICENSING

Vehicle Search

Welcome, Your Name Settings Log Off

Home > Contracted Plate Search > Vehicle Search

Vehicle Type	Plate	VIN	Vehicle Details	Expiration	Primary Registered Name	City	Current
Truck	JKL0000	ABC123456789D1234	2015 CHEV COLORADO	21-Mar-2019	DOE, JOHN	SEATTLE	<input checked="" type="checkbox"/>

New Search

- Do one of the following once the detail page for the information displays:
 - Review the information and click **Close**.
 - Click **Print Certified View** to print a certified vehicle information document. A PDF file will open in a new window on your browser. Print or save the document and close the document tab to return to the search results list.

WASHINGTON STATE DEPARTMENT OF LICENSING

K00104K

Welcome, Your Name Settings Log Off

Home > Contracted Plate Search > Vehicle Search > K00104K

Print Certified View Close

Vehicle Information

VIN: ABCDEF12345678900

Model year: 2015

Make: CHEV

Model: COLORADO

Body Style: [Dropdown]

Current Odometer: 0

Scale Weight: 3479

Color 1: [Dropdown]

Color 2: [Dropdown]

Use Type: Truck

Value Year: 1994

Previous Odometer: 0

GVWR: Class 1 - 6,000 pounds or less

Gross Weight: 4000

Equipment #: [Text]

Fleet #: [Text]

Value Code: 15584

Registered Owner

Registered: DOE, JOHN

Mailing address: 123 S MAIN ST SEATTLE WA 98104-2515 Location Code: 1726

Registration

Type	Transaction	From	Expiration	Cancelled	Registration	Plate/Decal Type	Plate/Decal Number	Tab Type	Tab Number
Gross Weight	New	21-Mar-2018	21-Mar-2019		RG47905983				
On-Road	New	21-Mar-2018	21-Mar-2019		RG47873215	Standard Truck	JKL0000	R19	Z000000

2 Rows

Title Information

Last Transaction: Regional Transit Authority Excise Tax Ci

Previous Transaction: Original Vehicle

Total Fees Paid: 534.90

Title #: 1700000000

Last Tran Date: 21-Mar-2018

Previous Tran Date: 21-Mar-2018

Months of Reg: 12

Title Issued: 21-Mar-2018

County: 40

Status: Issued

Comments

On-Road Registration
Gross Weight Registration
Expired Gross Weight
Title Issued

Print Certified View Close

7. Use one of the following options after completing the search:
 - a. Click **New Search** to conduct another search of the same type, if applicable. Return to **step 4** above and complete.
 - b. Click **Contracted Plate Search** if you want to conduct a different type of search. Return to **step 3** above and complete.
 - c. Click **Home** if you want to perform a different business task.

WASHINGTON STATE DEPARTMENT OF LICENSING

New Search Welcome, Your Name Settings Log Off

[Home](#) > [Contracted Plate Search](#) > [New Search](#)

	Vehicle Type	Plate	VIN	Vehicle Details	Expiration	Primary Registered Name	City	Current
View	Truck	K00104K	1FTCR15XXRTB03260	1994 FORD RANGER	21-Mar-2019	DOE, JOHN	SEATTLE	<input checked="" type="checkbox"/>

[New Search](#)

ABANDONED VEHICLE REPORTING

Submitting an Impound Notice

1. Login through License eXpress (secure.dol.wa.gov).
2. Click the **Abandoned Vehicle** hyperlink from the **Accounts** tab on the **Home** page.

WASHINGTON STATE DEPARTMENT OF LICENSING

DOL E-Services Welcome, Your Name Settings Log Off

Home

Logon Your Name
businessname@email.com
+1 (360) 999-9999
Last logged on 14-Mar-2018

Alerts There are 798 unread letters

I Want To Manage other DOL services

Accounts Submissions Access accounts Correspondence

Accounts View Accounts

Abandoned Vehicle	AVR-0000	MY TOWING
Contracted Plate Search	000001	MY BUSINESS
E-Permitting	999999	MY LAW OFFICE & ASSOCIATES

3. Click the **Abandoned vehicle inquiry** hyperlink on the Abandoned Vehicle tab.

WASHINGTON STATE DEPARTMENT OF LICENSING

Abandoned Vehicle Welcome, Your Name Settings Log Off

Home > Abandoned Vehicle

Account MY DEALER SEATTLE
0000-0000Z-001

Account Alerts There are 798 unread letters

Abandoned Vehicle
MY TOWING
AVR-0000

Abandoned Vehicle User Management Users List Submissions Correspondence

Abandoned Vehicle Reporting

Abandoned vehicle inquiry	Create impound notice or abandoned vehicle report
Affidavit of sale	Create an affidavit of sale
Search filed AVR requests	Search for abandoned vehicle inquiries and affidavits for a particular vehicle

4. On the AVR Inquiry Search Screen:
 - a. Click the **License Plate** or **VIN** toggle button.
 - b. Enter the **License Plate** number (and last 4 of VIN number) or **VIN** number.
 - c. Click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

AVR Inquiry

Welcome, Your Name Settings Log Off

Home > Abandoned Vehicle > AVR Inquiry

Vehicle Info

Search

Enter vehicle information

Search Type

License Plate VIN

Plate

JKL0000

Last 4 of VIN

1234

Cancel

Next

5. Verify the displayed vehicle information is correct on the **Verify vehicle information** screen and click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

AVR Inquiry

Welcome, Your Name Settings Log Off

Home > Abandoned Vehicle > AVR Inquiry

Vehicle Info

Search

Verify

Verify vehicle information

Vehicle Type

Truck

Year

1996

Make

FRHT

Model

MEDIUM CONVENTIONAL

Body Style

Straight Truck

Cancel

Back

Next

6. Review the vehicle details on the **Vehicle Details** screen and do one of the following steps:
 - a. Click **Next** if you are submitting an impound notice or abandoned vehicle report.
 - b. Click **Cancel** to leave the record without submitting an impound notice or abandoned vehicle report.

WASHINGTON STATE DEPARTMENT OF LICENSING

Welcome, Your Name
Settings
Log Off

AVR Inquiry
Home > Abandoned Vehicle > AVR Inquiry

Vehicle Info

Search

Verify

Vehicle Details

Print Report Details

Vehicle/Vessel Information

VIN/HIN 4321DCBA987654321	Scale weight 18000	GVWR Class 6 - 19,501 - 26,000
Model year 1996	Color 1	Gross Weight 42000
Make FRHT	Color 2	Equipment #
Model MEDIUM CONVENTIONAL	Use type Combination (Non-Farm Use)	Fleet #
Body style Straight Truck	Value Year 1996	Value Code 12000

Registered Owner

Registered : DOE, JOHN

Mailing address
 123 S MAIN ST SEATTLE WA 98104-2515 Location Code: 1726

Registration

Type	Transaction	From	Expiration	Cancelled	Registration	Plate/Decal Type	Plate/Decal Number	Tab Type	Tab Number
Gross Weight	New	21-Mar-2018	21-Mar-2019		RG30777862				
On-Road	New	21-Mar-2018	21-Mar-2019		RG30745094	Standard Truck	MNP000	R19	Z000000

2 Rows

Title Information

Last Transaction Federal Motor Carrier Safety	Last Tran Date 21-Mar-2018	County 40
Previous Transaction Original Vehicle	Previous Tran Date 21-Mar-2018	Status Issued
Total Fees Paid 2,236.50	Months of Reg 12	
Title # 1736907238	Title Issued 21-Mar-2018	

Comments

On-Road Registration
Gross Weight Registration
Expired Gross Weight
Title Issued

B
Cancel

A
Back
Next

7. Click the radio button for **Add Impound Notice** and click **Next**.

The screenshot shows the Washington State Department of Licensing (DOL) interface for an AVR Inquiry. The header includes the DOL logo and the text "WASHINGTON STATE DEPARTMENT OF LICENSING". On the right, there is a link for "Manage other DOL services". The main navigation bar shows "AVR Inquiry" and the user is logged in as "Welcome, Test Business". Below the navigation bar, there is a breadcrumb trail: "Home > Abandoned Vehicle > AVR Inquiry".

The main content area is divided into two sections: "Vehicle Info" and "Vehicle Inquiry". Under "Vehicle Info", there are links for "Search", "Verify", "Vehicle Details", and "Vehicle Information". Under "Vehicle Inquiry", there are two radio button options: "Add Impound Notice" (which is selected and highlighted with a red box) and "Add Abandoned Vehicle Report".

At the bottom of the page, there are three buttons: "Cancel", "Back", and "Next" (which is highlighted with a red box).

8. On the **Impound Notice** screen complete the following steps:
 - a. Enter the impound notice detail information. Enter the time without a colon; the system adds this for you.
 - b. Click **Yes** and enter the number of days the license will be held if the driver's license is suspended.
 - c. Click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

AVR Inquiry Welcome, Your Name Settings Log Off

Home > Abandoned Vehicle > AVR Inquiry

Vehicle Info

- Search
- Verify
- Vehicle Details
- Vehicle Information

Info

- Impound Notice

Enter impound notice detail

Impound Address/Location
405 BLACK LAKE BLVD
OLYMPIA, WA 98502

Date Impounded
02-Mar-2018

Time Impounded
07:34

AM/PM
AM

Authorizing Agency or Person
YOUR NAME

If the vehicle is not redeemed within 120 hours it will be processed as abandoned and sold at auction

Suspended driver's license - the vehicle will be held at the direction of law enforcement.

Days held
0

Security deposit required by the towing firm

Impound charge
250.00

Daily Storage Charge
30.00

Tow Ticket
A0000

9. On the **Summary** screen:
 - a. Review the information for accuracy.
 - b. Make necessary edits to the information using one of the following options:
 - i. Click **Back** until you reach the page you need to edit.
 - ii. Click the **page title** on the left side of the screen.
 - c. Click **Submit** after verifying the information.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

AVR Inquiry Welcome, Test Business Settings Log Off

Home > Abandoned Vehicle > AVR Inquiry

Vehicle Info

- Search
- Verify i
- Vehicle Details
- Vehicle Information

Info

- Impound Notice
- Summary**

Vehicle inquiry Make sure your information is correct. If it's not, go Back to make edits.

Vehicle information

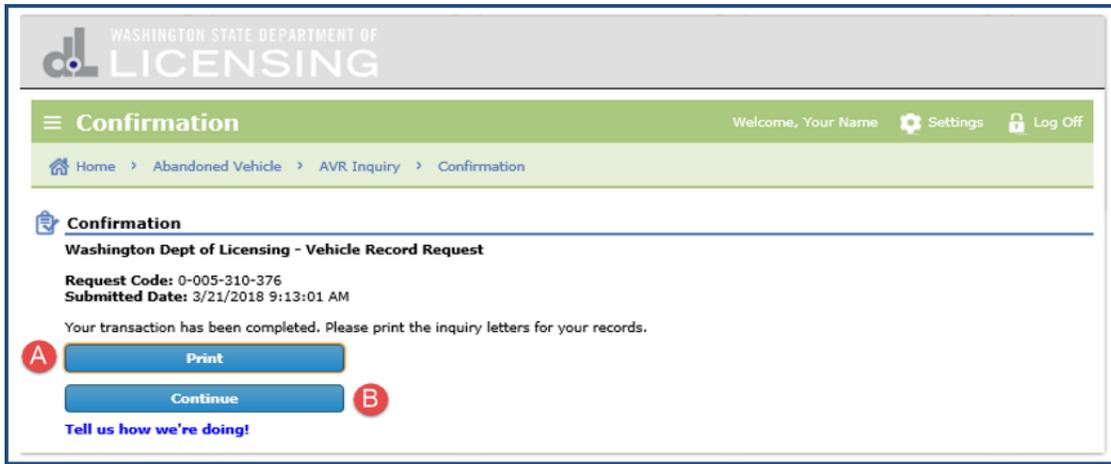
Registered state	
VIN	CFG321123Y2K12398
Plate	123ABC1
Year	2019
Make	TOYT
Model	4RUNNER

Impound details

Impounded	Feb 01, 2019 12:00 PM
Authorized by	1
Sell at auction	Yes
Suspended license hold	No
Security deposit	No
Impound charge	250
Daily storage charge	50

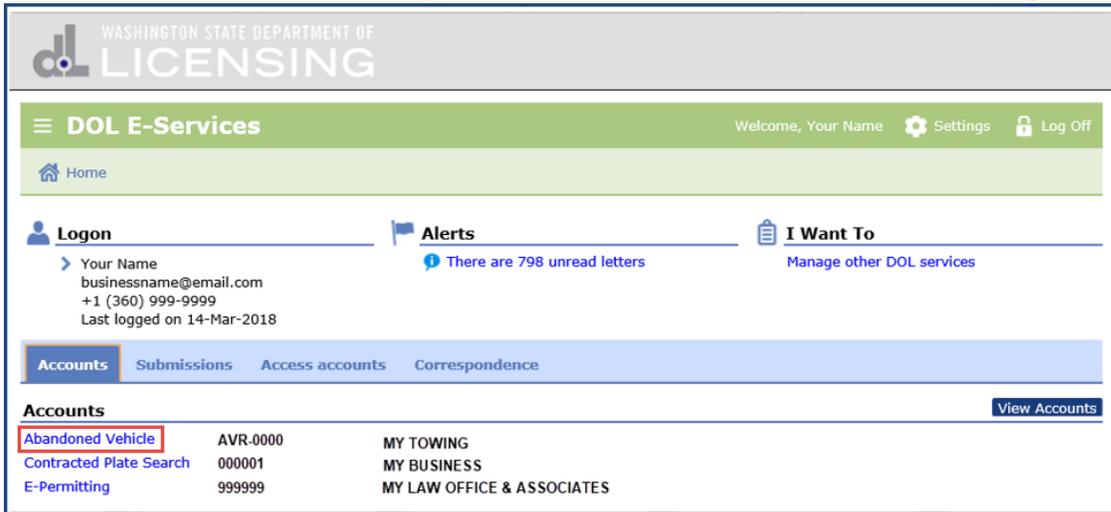
Cancel Back Submit c

10. Click one of the following options on the **Confirmation** screen to print or continue:
 - a. Click **Print** if you want to print the Vehicle Impound Notice.
 - b. Click **Continue** to return to the Abandoned Vehicle account.



Submit an Abandoned Vehicle Report

1. Login through License eXpress (secure.dol.wa.gov).
2. Click the **Abandoned Vehicle** hyperlink, under the **Accounts** tab on the **Home** page.



3. Click the **Abandoned vehicle inquiry** hyperlink on the Abandoned Vehicle tab.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Abandoned Vehicle Welcome, Testing Test Settings Log Off

Home > Abandoned Vehicle

Account
TEST BUSINESS
112211221
Abandoned Vehicle
MAIN
AVR-0001

Account Alerts
There are no alerts

Abandoned Vehicle User Management Users List Submissions Correspondence

Abandoned Vehicle Reporting

- Abandoned vehicle inquiry** Create impound notice or abandoned vehicle report
- Affidavit of sale** Create an affidavit of sale
- Abandoned RV reimbursement** Request an abandoned RV reimbursement
- Search filed AVR requests** Search for abandoned vehicle inquiries and affidavits for a particular vehicle

4. On the AVR Inquiry Search Screen:

- a. Click the **License Plate** or **VIN** toggle button.
- b. Enter **License Plate** number (and last 4 of VIN number) or **VIN** number.
- c. Click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

AVR Inquiry Welcome, Your Name Settings Log Off

Home > Abandoned Vehicle > AVR Inquiry

Vehicle Info
Search

Enter vehicle information

Search Type

A License Plate VIN

Plate
JKL0000

B Last 4 of VIN
1234

Cancel **C** Next

5. Verify the displayed vehicle information is correct on the Verify vehicle information screen and click **Next**.

The screenshot displays the 'AVR Inquiry' page on the Washington State Department of Licensing website. The page header includes the department logo and name, along with user navigation options like 'Welcome, Your Name', 'Settings', and 'Log Off'. A breadcrumb trail shows the path: Home > Abandoned Vehicle > AVR Inquiry. On the left, a 'Vehicle Info' sidebar has 'Verify' selected. The main content area is titled 'Verify vehicle information' and contains the following fields:

- Vehicle Type: Truck (dropdown menu)
- Year: 1996 (text input)
- Make: FRHT (text input)
- Model: MEDIUM CONVENTIONAL (text input)
- Body Style: Straight Truck (dropdown menu)

At the bottom of the form, there are three buttons: 'Cancel' (blue), 'Back' (blue), and 'Next' (green, highlighted with a red box).

6. Review the vehicle details on the **Vehicle Details** screen and do one of the following steps:
 - a. Click **Next** if you are submitting an impound notice or abandoned vehicle report.
 - b. Click **Cancel** to leave the record without submitting an impound notice or abandoned vehicle report.

WASHINGTON STATE DEPARTMENT OF LICENSING

Welcome, Your Name
Settings
Log Off

AVR Inquiry
Home > Abandoned Vehicle > AVR Inquiry

Vehicle Info

Search

Verify

Vehicle Details

Print Report Details

Vehicle/Vessel Information

VIN/HIN 4321DCBA887654321	Scale weight 18000	GVWR Class 6 - 19,501 - 26,000
Model year 1996	Color 1	Gross Weight 42000
Make FRHT	Color 2	Equipment #
Model MEDIUM CONVENTIONAL	Use type Combination (Non-Farm Use)	Fleet #
Body style Straight Truck	Value Year 1996	Value Code 12000

Registered Owner

Registered : DOE, JOHN	Mailing address 123 S MAIN ST SEATTLE WA 98104-2515 Location Code: 1726
------------------------	--

Registration

Type	Transaction	From	Expiration	Cancelled	Registration	Plate/Decal Type	Plate/Decal Number	Tab Type	Tab Number
Gross Weight	New	21-Mar-2018	21-Mar-2019		RG30777862				
On-Road	New	21-Mar-2018	21-Mar-2019		RG30745094	Standard Truck	MNP000	R19	Z000000

2 Rows

Title Information

Last Transaction Federal Motor Carrier Safety	Last Tran Date 21-Mar-2018	County 40
Previous Transaction Original Vehicle	Previous Tran Date 21-Mar-2018	Status Issued
Total Fees Paid 2,236.50	Months of Reg 12	
Title # 1736907238	Title Issued 21-Mar-2018	

Comments

On-Road Registration

Gross Weight Registration

Expired Gross Weight

Title Issued

B

Cancel

Back

Next A

7. Click the radio button for **Add Abandoned Vehicle Report** and click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

AVR Inquiry Welcome, Test Business Settings Log Off

Home > Abandoned Vehicle > AVR Inquiry

Vehicle Info

- Search
- Verify
- Vehicle Details
- Vehicle Information**

Vehicle Inquiry

- Add Impound Notice
- Add Abandoned Vehicle Report**

Cancel Back Next

8. Enter the abandoned vehicle report detail information and click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

AVR Inquiry Welcome, Your Name Settings Log Off

Home > Abandoned Vehicle > AVR Inquiry

Vehicle Info

- Search
- Verify
- Vehicle Details
- Vehicle Information

Info

- Impound Notice
- AVR**

Enter abandoned vehicle report detail

Police Agency Storing: MY DEALER SEATTLE

Date Stored: 04-Mar-2018

Date Abandoned: 05-Mar-2018

Cancel Back Next

9. On the **Summary** screen:
 - a. Review the information for accuracy.
 - b. Make necessary edits to the information using one of the following options:
 - i. Click **Back** until you reach the page you need to edit.
 - ii. Click the **page title** on the left side of the screen.
 - c. Click **Submit** after verifying the information.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

AVR Inquiry Welcome, Test Business Settings Log Off

Home > Abandoned Vehicle > AVR Inquiry

Vehicle Info Vehicle inquiry Make sure your information is correct. If it's not, go Back to make edits.

Search
Verify **ii**
Vehicle Details
Vehicle Information

Info
AVR
Summary

Vehicle information

Registered state	
VIN	CFG321123Y2K12398
Plate	123ABC1
Year	2019
Make	GMC
Model	SAVANA

Vehicle report

Agency storing	1
Date abandoned	Feb 01, 2019
Date stored	Feb 01, 2019

Cancel Back Submit **i** **C**

10. Click one of the following options on the **Confirmation** screen to print or continue:
 - a. Click **Print** if you want to print the Abandoned Vehicle Affidavit of Sale.
 - b. Click **Continue** to return to the Abandoned Vehicle account.

WASHINGTON STATE DEPARTMENT OF LICENSING

Welcome, Your Name Settings Log Off

Home > Abandoned Vehicle > AVR Inquiry > Confirmation

Confirmation

Washington Dept of Licensing - Vehicle Record Request

Request Code: 0-005-310-376
Submitted Date: 3/21/2018 9:13:01 AM

Your transaction has been completed. Please print the inquiry letters for your records.

A Print **B**

Continue

Tell us how we're doing!

Submit an Affidavit of Sale

1. Login through License eXpress (secure.dol.wa.gov) if you are not already in the system.
2. Select **Abandoned Vehicle** from the Client Accounts list under the **Accounts** tab on the **Home** page.

WASHINGTON STATE DEPARTMENT OF LICENSING

DOL E-Services Welcome, Your Name Settings Log Off

Home

Logon
Your Name
businessname@email.com
+1 (360) 999-9999
Last logged on 14-Mar-2018

Alerts
There are 798 unread letters

I Want To
Manage other DOL services

Accounts Submissions Access accounts Correspondence

Accounts View Accounts

Abandoned Vehicle	AVR-0000	MY TOWING
Contracted Plate Search	000001	MY BUSINESS
E-Permitting	0000-0000Z-001	MY DEALER SEATTLE

3. Click the **Affidavit of sale** hyperlink under the Abandoned Vehicle tab on the Abandoned Vehicle screen.

WASHINGTON STATE DEPARTMENT OF LICENSING Manage other DOL services

Abandoned Vehicle Welcome, Testing Test Settings Log Off

Home > Abandoned Vehicle

Account
TEST BUSINESS
112211221
Abandoned Vehicle
MAIN
AVR-0001

Account Alerts
There are no alerts

Abandoned Vehicle User Management Users List Submissions Correspondence

Abandoned Vehicle Reporting

Abandoned vehicle inquiry	Create impound notice or abandoned vehicle report
Affidavit of sale	Create an affidavit of sale
Abandoned RV reimbursement	Request an abandoned RV reimbursement
Search filed AVR requests	Search for abandoned vehicle inquiries and affidavits for a particular vehicle

4. On the **Search** screen:
 - a. Click **License Plate** or **VIN**.
 - b. Enter the **Plate** or **VIN** number.
 - c. Click **Next**.

5. Verify the vehicle information is correct on the **Vehicle details** screen and click **Next**.

6. Enter the requested information for the purchaser and date of sale and click **Next**.

The screenshot shows the 'Add Abandoned Vehicle Affidavit' form. The left sidebar has 'Purchaser Info' selected, with 'Purchaser' highlighted. The main form area is titled 'Enter purchaser information' and contains the following fields:

- Name of Purchaser: YOUR NAME
- Driver License Number: DOE*JC445r6
- Date Vehicle Was Sold: 18-Mar-2018

At the bottom right, the 'Next' button is highlighted with a red box.

7. On the **Purchaser address** screen:
- Select the **Country** from the dropdown menu and enter the Street address.
 - Select the appropriate option from the **Unit type** dropdown menu if the address includes a building, apartment, or suite number. Enter the number in the **Unit field**, if applicable.
 - Select the City, State, and Zip code from the dropdown menus.
 - Click **Next**.

The screenshot shows the 'Add Abandoned Vehicle Affidavit' form. The left sidebar has 'Purchaser Info' selected, with 'Purchaser address' highlighted. The main form area is titled 'Enter purchaser address' and contains the following fields:

- Country: USA
- Street address: 405 BLACK LAKE BLVD
- Street 2: (empty)
- Unit type: (empty)
- Unit: (empty)
- City: OLYMPIA
- State: WA - WASHINGTON
- Zip code: 98502

At the bottom right, the 'Next' button is highlighted with a red box.

On the **Verify your address** screen complete the following steps:

- a. Select the appropriate address. Choose the verified address, highlighted in blue, whenever provided.
- b. Click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Add Abandoned Vehicle Affidavit

Welcome, Your Name Settings Log Off

Home > Abandoned Vehicle > Add Abandoned Vehicle Affidavit

Vehicle Info

Search

Vehicle details

Purchaser Info

Purchaser

Purchaser address

Verify purchaser address

Verify your address

You entered this address:
405 BLACK LAKE BLVD OLYMPIA WA 98502

Select the address you want us to use.

Address Options

405 BLACK LAKE BLVD SW OLYMPIA WA 98502-5046

Continue with unverified address as entered.

Cancel Back Next

8. On the **Summary** screen:

- a. Review the information entered on the previous screens.
- b. Edit the necessary information using one of the following options:
 - i. Click **Back** until you reach the page you need to edit.
 - ii. Click the **page title** on the left side of the screen.
- c. Click **Submit** after verifying the information.

WASHINGTON STATE DEPARTMENT OF LICENSING

Add Abandoned Vehicle Affidavit

Welcome, Your Name Settings Log Off

Home > Abandoned Vehicle > Add Abandoned Vehicle Affidavit

Vehicle Info

Search

Vehicle details

Purchaser Info

Purchaser

Purchaser address

Verify purchaser address

Summary

Affidavit of sale Make sure your information is correct. If it's not, go Back to make edits.

Vehicle information

License Plate K00102K

Vehicle Type Truck

Use Type Combination (Non-Farm Use)

Year 1996

Make FRHT

Model MEDIUM CONVENTIONAL

Body Style Straight Truck

Purchaser information

Name of Purchaser YOUR NAME

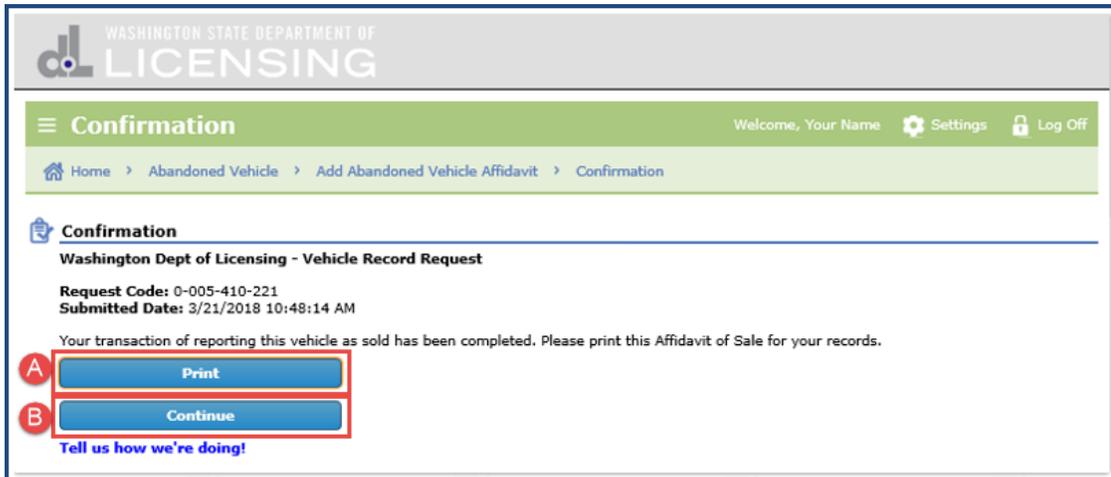
Driver License Number DOE*JC445r6

Date Vehicle Was Sold 3/18/2018

Purchaser Address 405 BLACK LAKE BLVD OLYMPIA WA 98502

Cancel Back Submit

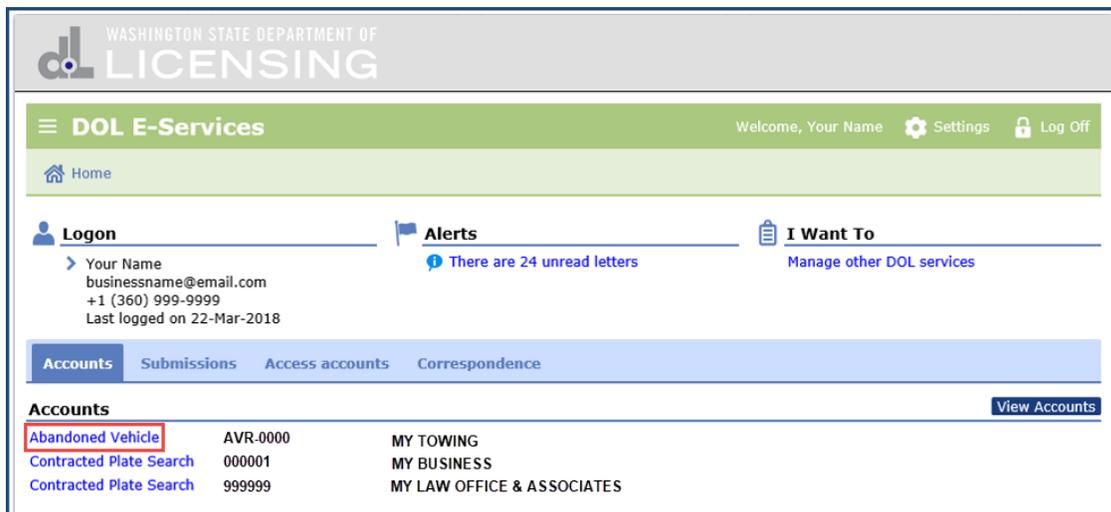
10. On the **Confirmation** screen do one of the following:
 - a. Click **Print** to print the Abandoned Vehicle Affidavit of Sale, if applicable.
 - b. Click **Continue** to return to the **Abandoned Vehicle** screen.



Search filed AVR requests

Use the following steps to research if an Abandoned Vehicle Report has been submitted for a vehicle:

1. Login through License eXpress (secure.dol.wa.gov).
2. Select **Abandoned Vehicle** from the Client Accounts list under the **Accounts** tab on the **Home** page.



3. Click the **Search filed AVR requests** hyperlink from the list on the **Abandoned Vehicle** screen.

Abandoned Vehicle

Welcome, Testing Test Settings Log Off

Home > Abandoned Vehicle

Account

TEST BUSINESS
112211221

> Abandoned Vehicle
MAIN
AVR-0001

Account Alerts

✓ There are no alerts

Abandoned Vehicle User Management Users List Submissions Correspondence

Abandoned Vehicle Reporting

-  [Abandoned vehicle inquiry](#) Create impound notice or abandoned vehicle report
-  [Affidavit of sale](#) Create an affidavit of sale
-  [Abandoned RV reimbursement](#) Request an abandoned RV reimbursement
-  [Search filed AVR requests](#) Search for abandoned vehicle inquiries and affidavits for a particular vehicle

4. On the Abandoned Vehicle screen use the following steps to initiate the search:
 - a. Click **License Plate** or **VIN** to indicate the type of search you want. A number entry field will appear.
 - b. Enter the **Plate** or **VIN** number.
 - c. Click **Search**.

WASHINGTON STATE DEPARTMENT OF LICENSING

AVR Search Welcome, Your Name Settings Log Off

Home > Abandoned Vehicle > AVR Search

Abandoned vehicle search

Search Type

License Plate VIN

Plate

K00102K

Search

5. Click one of the following options after the results display:
 - a. **View Letters** hyperlink to view the Abandoned Vehicle Affidavit of Sale for the vehicle.
 - b. **New Search** if you want to make another search.
 - c. **Abandoned Vehicle** or **Home** in the green menu bar at the top to return to a previous page.
 - d. **Log Off** in the upper right-hand corner of the page to leave the system.

WASHINGTON STATE DEPARTMENT OF LICENSING

AVR Search Welcome, Your Name Settings Log Off

Home > Abandoned Vehicle > AVR Search

Abandoned vehicle search

Search Results

	Activity	VIN	Plate	Status	Vehicle Type	Use Type	Year	Make	Model	Body Style	Date Submitted
View Letters	Abandoned Vehi	1FV3EFAC7TL676933	K00102K	Posted	Truck	Combination (N	1996	FRHT	MEDIUM CONVE	Straight Truck	21-Mar-2018
View Letters	Abandoned Vehi	1FV3EFAC7TL676933	K00102K	Posted	Truck	Combination (N	1996	FRHT	MEDIUM CONVE	Straight Truck	21-Mar-2018

2 Rows

New Search

ABANDONED RV REIMBURSEMENT

Registered Tow Truck Operators (RTTOs) and Wreckers have the functionality in their account to request an abandoned RV reimbursement.

1. Login through License eXpress (secure.dol.wa.gov).
2. Select **Abandoned Vehicle** or **Destroyed Vehicle** from the Accounts tab on the Home page.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

DOL E-Services Welcome, Testing Test Settings Log Off

Home

Ligon
Testing Test
anemail@dol.wa.gov
+1 (360) 999-9999
Last logged on 26-Mar-2019

Alerts
There are no alerts

I Want To
Request access to vehicle services
Request access to driver services

Accounts Submissions Correspondence

Accounts View Accounts

Abandoned Vehicle	AVR-0001	My Towing Business
Destroyed Vehicle	DVR-0001	My Wrecker Business

3. Click the **Abandoned RV reimbursement** hyperlink.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Abandoned Vehicle Welcome, Testing Test Settings Log Off

Home > Abandoned Vehicle

Account
TEST BUSINESS
112211221
Abandoned Vehicle
MAIN
AVR-0001

Account Alerts
There are no alerts

Abandoned Vehicle User Management Users List Submissions Correspondence

Abandoned Vehicle Reporting

Abandoned vehicle inquiry	Create impound notice or abandoned vehicle report
Affidavit of sale	Create an affidavit of sale
Abandoned RV reimbursement	Request an abandoned RV reimbursement
Search filed AVR requests	Search for abandoned vehicle inquiries and affidavits for a particular vehicle

4. In the **Enter Vehicle information** section complete the following steps:
 - a. Select **Yes** or **No** from the dropdown menu (If no is selected, you will need to manually enter the vehicle information when you get to the Verify Vehicle information screen.)
 - b. Click the **License Plate** or **VIN** toggle button.
 - c. Enter **License Plate** number (and last 4 of VIN number) or **VIN** number.
 - d. Click the **Next** button.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Abandoned RV Reimbursement

Welcome, Testing Test Settings Log Off

Home > Abandoned Vehicle > Request > Abandoned RV Reimbursement

Vehicle search

Which vehicle?

Enter vehicle information

Can you provide a VIN or plate?

a Yes

Search Type

b License Plate VIN

Plate

c

Last 4 of VIN

Cancel

d Next

5. Verify the **vehicle information**, add the body style, if applicable, and click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Abandoned RV Reimbursement

Welcome, Testing Test Settings Log Off

Home > Abandoned Vehicle > Request > Abandoned RV Reimbursement

Vehicle search

Which vehicle?

Verify vehicle

Verify vehicle information

Vehicle type
Trailer

Use type
Travel Trailer

Year
2015

Make
SALEM

Model
22/SC

Body style
Required

Country
USA

State
WASHINGTON

Cannot determine state

Cancel Back Next

6. In the **Contact Information** section complete the following steps:
- Enter the **Phone number**.
 - Enter the **Fax number**, if applicable.
 - Enter the **Email address**.
 - Confirm the **Email address**.
 - Click the **Next** button.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Abandoned RV Reimbursement

Welcome, Testing Test Settings Log Off

Home > Abandoned Vehicle > Request > Abandoned RV Reimbursement

Vehicle search **Contact Information**

Which vehicle?
Verify vehicle

Information

Contact information

Phone number **a**

Fax number **b** Required
Format: (999) 999-9999

Email **c**

Confirm email **d**

Cancel Back **Next** **e**

7. In the **Storage Conditions** section complete the following steps:

- a. Enter the **Date stored**.
- b. Enter the **Date abandoned**.
- c. Enter **Stock yard number**.
- d. Enter **Acquired from** information.
- e. Enter **Date acquired**.
- f. Click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Abandoned RV Reimbursement

Welcome, Testing Test [Settings](#) [Log Off](#)

[Home](#) > [Abandoned Vehicle](#) > [Request](#) > [Abandoned RV Reimbursement](#)

Vehicle search
Which vehicle?
Verify vehicle

Information
Contact information
Storage conditions

Storage Conditions

a Date stored **Required**

b Date abandoned *Required*

c Stock yard number *Required*

d Acquired from *Required*

e Date acquired *Required*

[Cancel](#) [Back](#) [Next](#)

8. On the **Standard Costs** screen complete the following steps::
 - a. Enter **Dismantling/Disposal amount** or check the **No dismantling/disposal amount** box.
 - b. Enter the **Storage amount** or check the **No storage amount** box.
 - c. Enter **Towing/Transport amount** or select **No towing/transport amount** box.
 - d. Enter **Vehicle length (ft)**.
 - e. Add **Other costs**, if applicable.
 - f. Click **Next**.



WASHINGTON STATE DEPARTMENT OF
LICENSING

Manage other DOL services

≡ **Abandoned RV Reimbursement**
Welcome, Testing Test  Settings  Log Off

[Home](#) > [Abandoned Vehicle](#) > [Request](#) > [Abandoned RV Reimbursement](#)

Vehicle search

Which vehicle?
Verify vehicle

Standard Costs

Dismantling/Disposal amount No dismantling/disposal amount

 Required

Storage amount No storage amount

 Required

Towing/Transport amount No towing/transport amount

 Required

Vehicle length (ft)

 Required

Other Costs

0.00	
0.00	
0.00	

Total Cost

0.00

Cancel

Back

Next

9. Click the **Upload** hyperlink to attach the Record of Delivery.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Abandoned RV Reimbursement

Welcome, Testing Test [Settings](#) [Log Off](#)

[Home](#) > [Abandoned Vehicle](#) > [Request](#) > [Abandoned RV Reimbursement](#)

Vehicle search
Which vehicle?
Verify vehicle

Information
Contact information
Storage conditions
Costs incurred
Attachments

You may attach the following documents to this request. Use the "Upload" links below to attach the documents.

Attachment Type	Attachment Requirements	
Record of Delivery	Record of Delivery	Upload

[Cancel](#) [Back](#) [Next](#)

10. Enter a **Description**; click **Browse** to find the file, and click **Save**.

Select a file to attach

Type: Record of Delivery

Description: **Required**

[Browse...](#)

[Save](#) [Cancel](#)

11. Click **Next** after the file has uploaded.

WASHINGTON STATE DEPARTMENT OF LICENSING Manage other DOL services

Abandoned RV Reimbursement Welcome, Testing Test [Settings](#) [Log Off](#)

[Home](#) > [Abandoned Vehicle](#) > [Request](#) > [Abandoned RV Reimbursement](#)

Vehicle search
Which vehicle?
Verify vehicle

Information
Contact information
Storage conditions
Costs incurred
Attachments

You may attach the following documents to this request. Use the "Upload" links below to attach the documents.

Attachments

Attachment Type	Attachment Requirements
<input checked="" type="checkbox"/> Record of Delivery	Record of Delivery

Attachments

Type	Name	Description	Size	
Record of Delivery	Delivery Proof.jpg	Travel Trailer Record of	9	Remove

[Cancel](#) [Back](#) [Next](#)

12. On the **Acknowledgments** screen answer questions a-d as either Yes or No and complete steps e and f:

- a. Was the RV a public impound?
- b. Did the RV receive and bids at auction?
- c. Is the last registered owner unknown?
- d. Was the vehicle declared abandoned or junk by a law enforcement agency?
- e. Check the **checkbox** to certify under penalty and perjury that the foregoing is true and correct.
- f. Click **Next**

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Abandoned RV Reimbursement

Welcome, Testing Test Settings Log Off

Home > Abandoned Vehicle > Request > Abandoned RV Reimbursement

Vehicle search **Acknowledgements**

Which vehicle?
Verify vehicle

Information

Contact information
Storage conditions
Costs incurred
Attachments

Additional options

Acknowledgements

a Was the RV a public impound?
Required

b Did the RV receive any bids at auction?
Required

c Is the last registered owner unknown?
Required

d Was the vehicle declared abandoned or junk by a law enforcement agency?
Required

e I certify under the penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Cancel Back Next

13. Review the **Summary** screen and click **Submit** after verifying the information is correct.

The screenshot shows the 'Abandoned RV Reimbursement' Summary screen. The header includes the Washington State Department of Licensing logo and 'Manage other DOL services'. The page title is 'Abandoned RV Reimbursement' with a user greeting 'Welcome, Testing Test' and links for 'Settings' and 'Log Off'. A breadcrumb trail shows the path: Home > Abandoned Vehicle > Request > Abandoned RV Reimbursement.

On the left, a navigation menu lists: Vehicle search, Information, Additional options, and Summary (highlighted). The main content area displays a summary of the request with the following details:

Vehicle search		Please verify the details of your request are correct If they are not, please go back and make edits	
Which vehicle? Verify vehicle			
Information		Contact Information	
Contact information	Phone Number	3609999999	
Storage conditions	Email	anemail@dol.wa.gov	
Costs incurred	Vehicle Information		
Attachments	VIN		
Additional options	Plate	123ABC	
Acknowledgements	Storage details		
	Date Stored	3/11/2019	
	Date Abandoned	3/8/2019	
	Date Acquired	3/11/2019	
	Cost Details		
	Total Costs	\$1,425.00	

At the bottom, there are three buttons: 'Cancel', 'Back', and 'Submit' (highlighted with a red border).

14. On the **Confirmation** screen do one of the following options to print or continue:
- Click **Print** to print the transaction confirmation.
 - Click **Continue** to return to the account.

The screenshot shows the 'Confirmation' screen. The header includes the Washington State Department of Licensing logo and 'Manage other DOL services'. The page title is 'Confirmation' with a user greeting 'Welcome, Testing Test' and links for 'Settings' and 'Log Off'. A breadcrumb trail shows the path: Home > Abandoned Vehicle > Request > Abandoned RV Reimbursement > Confirmation.

The main content area displays a confirmation message: 'Confirmation' followed by 'You request for reimbursement has been submitted'. Below the message are two buttons: 'Print' and 'Continue'. At the bottom, there is a link: 'Tell us how we're doing!'.

WRECKER DESTROYED REPORTING

Submit a Wrecker Destroyed Report

1. Login through License eXpress (secure.dol.wa.gov).
2. Select the **Destroyed Vehicle** hyperlink from the Client Account list under the **Accounts** tab on the **Home** page.

WASHINGTON STATE DEPARTMENT OF LICENSING

DOL E-Services

Welcome, Your Name Settings Log Off

Home

Logon Alerts I Want To

Your Name
businessname@email.com
+1 (360) 999-9999
Last logged on 21-Mar-2018

There are 24 unread letters Manage other DOL services

Accounts Submissions Access accounts Correspondence

Accounts View Accounts

Abandoned Vehicle	AVR-0000	MY TOWING
Contracted Plate Search	000001	MY BUSINESS
Destroyed Vehicle	DVR-0000	MY WRECKING COMPANY
E-Permitting	0000-0000Z-001	MY DEALER SEATTLE

3. Select the **Wrecker destroyed** hyperlink under the **Destroyed Vehicle** tab on the **Destroyed Vehicle** screen.

WASHINGTON STATE DEPARTMENT OF LICENSING

Destroyed Vehicle

Welcome, Your Name Settings Log Off

Home Destroyed Vehicle

Account Account Alerts

MY DEALER SEATTLE
0000-0000Z-001

Destroyed Vehicle
MY WRECKING COMPANY
DVR-0000

There are no alerts

Destroyed Vehicle User Management Users List Submissions Correspondence

Destroyed Vehicle Reporting

Wrecker destroyed	Report a vehicle as wrecker destroyed.
Search filed DVR requests	Search for destroyed vehicle inquiries and affidavits for a particular vehicle or date range

4. On the **Destroyed Vehicle Report** screen:
 - a. Select **Yes** or **No**.
 - i. If you selected **Yes**, select **License Plate** or **VIN** and enter the appropriate number.
 - ii. If you selected **No**, enter the **state** the vehicle is registered in and the **VIN**. You can also enter the plate number if it is available.
 - iii. If this record is purged from the system but still has a Washington Title and Plate, select **No**, select **Oregon** as the State, and enter the **VIN** and **Plate**.
 - b. Click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Destroyed Vehicle Report Welcome, Your Name Settings Log Off

Home > Destroyed Vehicle > Destroyed Vehicle Report

Vehicle Info Search

Enter vehicle information

Registered in WA?

Yes No

Search Type

License Plate VIN

Required

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Destroyed Vehicle Report Welcome, Your Name Settings Log Off

Home > Destroyed Vehicle > Destroyed Vehicle Report

Vehicle Info Search

Enter vehicle information

Registered in WA?

Yes No

Search Type

License Plate VIN

Plate

GHI000

Last 4 of VIN

0000

Cancel

Next

5. Verify the vehicle information on the **Vehicle Info Detail** screen and click **Next**.

The screenshot shows the 'Destroyed Vehicle Report' screen with the 'Verify vehicle information' form. The form includes the following fields:

- Vehicle Type: Truck
- Year: 1984
- Make: FORD
- Model: RANGER
- Body Style: Pickup Truck

Buttons at the bottom: Cancel, Back, and Next (highlighted with a red box).

6. Perform the following steps on the **Info Detail** screen:
- Enter the **Stock Number** and **Yard number** in the appropriate fields.
 - Enter the Owner name the vehicle was **Acquired From**.
 - Select the Supporting Document from the dropdown menu. If you select Certificate of Title, enter the required **Title Number**.
 - Enter the date the vehicle was **Acquired/Purchased**.
 - Select **Yes** or **No** for the Market Value Threshold and click **Next**.

The screenshot shows the 'Destroyed Vehicle Report' screen with the 'Enter destroyed vehicle detail' form. The form includes the following fields:

- Stock Number: 00XX0 (Annotation A)
- Yard Number: 00XX0 (Annotation A)
- Acquired From: JANE DOE (Annotation B)
- Supporting Document: Certificate of title
- Title Number: 1ABCDEF2018 (Annotation C)
- Date Acquired/Purchased: 04-May-2018 (Annotation D)
- Does the vehicle value meet or exceed \$7930. (Market Value Threshold): Yes (Annotation E)

Buttons at the bottom: Cancel, Back, and Next (highlighted with a red box and Annotation F).

7. On the **Summary** screen:
 - a. Review the information entered on the previous screen.
 - b. Edit the necessary information using one of the following options:
 - i. Click **Back** until you reach the page you need to edit.
 - ii. Click the **page title** on the left side of the screen.
 - c. Click **Submit** after verifying the information.

WASHINGTON STATE DEPARTMENT OF LICENSING

Destroyed Vehicle Report Welcome, Your Name Settings Log Off

Home > Destroyed Vehicle > Destroyed Vehicle Report

Vehicle Info

- Search
- Detail
- Info**
- Detail
- Summary**

Destroyed vehicle Make sure your information is correct. If it's not, go Back to make edits.

Vehicle information

Registered state	CALIFORNIA
VIN/motor number	ABC123456789DEFGH
Plate	GH1000
Year	1984
Make	FORD
Model	RANGER
Title #	1ABCDE2018

Yard information

Stock number	00XX00
Yard number	00XX00
Acquired from	JANE DOE
Supporting Document	Certificate of title
Acquired/purchased	May 14, 2018
Meets MVT	No

Cancel Back Submit

8. Click one of the following options on the **Confirmation** screen:
 - a. **Print** to print the confirmation page.
 - b. **Continue** to return to the **Destroyed Vehicle** screen. Then return to **step 3**.
 - c. **Add another** to submit a new destroyed vehicle report. Then return to **step 4** on the **Search** screen.

WASHINGTON STATE DEPARTMENT OF LICENSING

Confirmation Welcome, Your Name Settings Log Off

Home > Destroyed Vehicle > Destroyed Vehicle Report > Confirmation

Confirmation

Washington Dept of Licensing - Destroyed Vehicle Reporting

Confirmation code: 0-000-000-000
Submitted date: 6/7/2018 1:02:33 PM

This vehicle has been reported as destroyed.

A Print
B Continue
C Add another

Tell us how we're doing!

Search Filed DVR Requests

1. Login through License eXpress (secure.dol.wa.gov).
2. Select the **Destroyed Vehicle** hyperlink from the Client Account list under the **Accounts** tab on the **Home** page.

WASHINGTON STATE DEPARTMENT OF LICENSING

DOL E-Services Welcome, Your Name Settings Log Off

Home

Logon Alerts I Want To

Your Name
businessname@email.com
+1 (360) 999-9999
Last logged on 21-Mar-2018

There are 24 unread letters Manage other DOL services

Accounts Submissions Access accounts Correspondence

Accounts View Accounts

Abandoned Vehicle	AVR-0000	MY TOWING
Contracted Plate Search	000001	MY BUSINESS
Destroyed Vehicle	DVR-0000	MY WRECKING COMPANY
E-Permitting	0000-0000Z-001	MY DEALER SEATTLE

3. Click the **Search filed DVR requests** hyperlink on the **Destroyed Vehicle** screen.

WASHINGTON STATE DEPARTMENT OF LICENSING

Destroyed Vehicle Welcome, Your Name Settings Log Off

Home Destroyed Vehicle

Account Account Alerts

MY DEALER SEATTLE
0000-0000Z-001

There are no alerts

Destroyed Vehicle
MY WRECKING COMPANY
DVR-0000

Destroyed Vehicle User Management Users List Submissions Correspondence

Destroyed Vehicle Reporting

Wrecker destroyed	Report a vehicle as wrecker destroyed.
Search filed DVR requests	Search for destroyed vehicle inquiries and affidavits for a particular vehicle or date range

4. On the **DVR Search** screen:
 - a. Select **Date**, **Plate**, or **VIN** as the Search Type.
 - b. Enter the appropriate information in the data fields that appears.
 - c. Click **Search**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

DVR Search Welcome, Your Name Settings Log Off

Home > Destroyed Vehicle > DVR Search

Destroyed vehicle

REPORT HISTORY

Search Type

Date Plate VIN

Choose a date range of up to one month at a time.

Start date
15-May-2018

End date
01-Jun-2018

Search

5. Review the search results and click one of the following options:
 - a. **New Search** button to perform another search. Return to **step 4** on the **Search** screen.
 - b. **Home** to return to the **Home** page.
 - c. **Destroyed Vehicle** to return to the **Destroyed Vehicle** screen and return to **step 3**.

WASHINGTON STATE DEPARTMENT OF LICENSING

DVR Search Welcome, Your Name Settings Log Off

Home > Destroyed Vehicle > DVR Search

Destroyed vehicle

REPORT HISTORY

Yard#	Stock#	Document	VIN	Plate	State	Vehicle Type	Use Type	Year	Make	Submitted
000	00000	BillOfSale	123ABCDEFGH456789	JKL000	WA	Truck	Truck	1994	FORD	21-Mar-2018

New Search

INSURANCE DESTROYED REPORTING

Submit an Insurance Loss (Destroyed Vehicle) Report

1. Login through License eXpress (secure.dol.wa.gov).
2. Select the **Insurance** hyperlink from the Client Account list under the **Accounts** tab on the **Home** page.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

DOL E-Services Welcome, Your Name Settings Log Off

Home

Logon
Your Name
youremail@dol.wa.gov
+1 (360) 999-9999
Last logged on 25-Sep-2018

Alerts
There are no alerts

I Want To
Manage other DOL services
Request access to vehicle services
Request access to driver services

Accounts Submissions Correspondence

Accounts View Accounts

Insurance	0000	MY INSURANCE COMPANY
------------------	------	----------------------

3. Click the **Insurance loss** hyperlink in the Destroyed Vehicle Reporting list on the **Insurance** screen.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Insurance Welcome, Your Name Settings Log Off

Home Insurance

Account MY INSURANCE COMPANY
999999999
Insurance
0000

Account Alerts
There are no alerts

Destroyed Vehicle User Management Users List Submissions Correspondence

Destroyed Vehicle Reporting

Insurance loss	Report a vehicle as insurance loss.
-----------------------	-------------------------------------

4. On the **Destroyed Vehicle Report** screen use the following steps to initiate the search:
 - a. Select **Yes** or **No**.
 - i. If you selected **Yes**, select **License Plate** or **VIN** and enter the appropriate number.
 - ii. If you selected **No**, enter the **state** the vehicle is registered in and the **VIN**. You can also enter the plate number if it is available.
 - iii. If this record is purged from the system but it still has a Washington Title and Plate, select **No**, select **Oregon** as the State, and enter the **VIN** and **Plate**.
 - b. Click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Destroyed Vehicle Report Welcome, Your Name Settings Log Off

Home > Insurance > Destroyed Vehicle Report

Vehicle Info Search

Enter vehicle information

Registered in WA?

Yes No **Required**

Search Type

License Plate VIN

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Destroyed Vehicle Report Welcome, Your Name Settings Log Off

Home > Insurance > Destroyed Vehicle Report

Vehicle Info Search

Enter vehicle information

Registered in WA?

Yes No

Search Type

License Plate VIN

Plate

GHI000

Last 4 of VIN

0000

Cancel **Next**

5. Verify the vehicle information on the **Vehicle Info Detail** screen and click **Next**.

The screenshot shows the 'Destroyed Vehicle Report' page in the Washington State Department of Licensing system. The page title is 'Destroyed Vehicle Report' and the user is logged in as 'Lee Magann'. The breadcrumb trail is 'Home > Insurance > Destroyed Vehicle Report'. The 'Vehicle Info' section is active, and the 'Detail' sub-section is selected. The 'Verify vehicle information' form contains the following fields: Vehicle Type (Truck), Use Type (Truck), Year (1999), Make (FORD), Model (RANGER), and Body Style (Pickup Truck). At the bottom, there are 'Cancel', 'Back', and 'Next' buttons. The 'Next' button is highlighted with a red box.

6. On the **Loss Detail** screen:

- Select the **Vehicle Status** from the dropdown menu.
- Enter the **Date of Loss** and **Settlement Date**.
- Select **Yes** or **No** for the vehicle value and Certificate of ownership questions. If you selected Yes the **State Rep Title Number** is required.
- Enter the **File/Claim Number** and the **State Rep Title Number**.
- Click **Next**.

The screenshot shows the 'Destroyed Vehicle Report' page in the Washington State Department of Licensing system. The page title is 'Destroyed Vehicle Report' and the user is logged in as 'Lee Magann'. The breadcrumb trail is 'Home > Insurance > Destroyed Vehicle Report'. The 'Vehicle Info' section is active, and the 'Loss Detail' sub-section is selected. The 'Enter insurance loss detail' form contains the following fields: Vehicle Status (2. Retained by insurance company), Date of Loss (29-Nov-2017), Settlement Date (27-Dec-2017), Does the vehicle value meet or exceed \$7880 (Market Value Threshold) (No), Is the Certificate of ownership (Title) in the possession of your company? (Yes), File/Claim Number (AB066-002260), and State Rep Title Number (1428924205). At the bottom, there are 'Cancel', 'Back', and 'Next' buttons. The 'Next' button is highlighted with a red box.

7. On the **Registered Owner** screen:

- a. Select the **Name Type** and enter the registered owner name.
- b. Select the **Country** from the dropdown menu and enter the **Street address**.
- c. Select the appropriate option from the **Unit type** dropdown menu, if the address includes a building, apartment, or suite number. Enter the number in the **Unit field**, if applicable.
- d. Enter the **City**, **State**, and **Zip code** in the applicable fields
- e. Click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Destroyed Vehicle Report

Welcome, Kirsten AK Settings Log Off

Home > Insurance > Destroyed Vehicle Report

Vehicle Info

- Search
- Detail

Info

- Loss Detail
- Registered Owner** A

Enter registered owner information

Name Type

Business Individual

First Name

JACK

Middle Name

Last Name

DOE

Registered owner address

Country

USA B

Street address

405 BLACK LAKE BLVD

Street 2

Unit type

C

Unit

City

OLYMPIA

State

WA - WASHINGTON D

Zip code

98502

Cancel

Back E Next

8. The system will display the address formatted to meet postal standards on the **Verify registered owner address** screen. Select the verified address when provided, and click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Destroyed Vehicle Report

Welcome, Your Name Settings Log Off

Home > Insurance > Destroyed Vehicle Report

Vehicle Info Select verified registered owner address

Search
Detail

Info You entered this address:
405 BLACK LAKE BLVD OLYMPIA WA 98502

Loss Detail
Registered Owner
Verify registered owner address Select the address you want us to use.

Address Options

405 BLACK LAKE BLVD SW OLYMPIA WA 98502-5046

Continue with unverified address as entered.

Cancel Back Next

9. On the **Legal Owner** screen do one of the following options:
- a. If the legal owner **is the same** as the registered owner:
 - i. Click the **Same as registered owner** checkbox. All the fields will disappear.
 - ii. Click **Next** and go to **step 12**.
 - b. If the legal owner **is different** from the registered owner:
 - i. Select **Business** or **Individual**.
 - ii. Enter the **address** for the legal owner.
 - iii. Click **Next** and go to **step 11**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Destroyed Vehicle Report

Welcome, Your Name Settings Log Off

Home > Insurance > Destroyed Vehicle Report

Vehicle Info

- Search
- Detail

Info

- Loss Detail
- Registered Owner
- Verify registered owner ad
- Legal Owner**

Legal owner information

Same as registered owner

Name Type

Business Individual

Business Name

WASHINGTON BANK

Legal owner address

Country

USA

Street address

421 BLACK LAKE BLVD

Street 2

Unit type

Unit

City

OLYMPIA

State

WA - WASHINGTON

Zip code

98502

Cancel Back Next

10. The system will display the address formatted to meet postal standards on the **Verify legal owner address** screen. Select the verified address when provided, and click **Next**.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Destroyed Vehicle Report Welcome, Kirsten AK Settings Log Off

Home > Insurance > Destroyed Vehicle Report

Vehicle Info Select verified legal owner address

Search
Detail

Info You entered this address:
421 BLACK LAKE BLVD OLYMPIA WA 98502
Select the address you want us to use.

Loss Detail
Registered Owner
Verify registered owner ad
Legal Owner
Verify legal owner address

Address Options

421 BLACK LAKE BLVD SW OLYMPIA WA 98502-5046
 Continue with unverified address as entered.

Cancel Back **Next**

11. On the **Summary** screen:

- a. Review the information entered on the previous screen.
- b. Edit the information using one of the following options:
 - i. Click **Back** until you reach the page you need to edit.
 - ii. Click the **page title** on the left side of the screen.
- c. Click **Submit** after verifying the information.

WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Destroyed Vehicle Report Welcome, Your Name Settings Log Off

Home > Insurance > Destroyed Vehicle Report

Vehicle Info **Insurance destroyed** Make sure your information is correct.
If it's not, go Back to make edits.

Search
Detail

Info **Vehicle information**

Registered state	Washington
VIN/motor number	123ABCDEF456789
Plate	GHI000
Year	1999
Make	FORD
Model	RANGER

Loss Detail
Registered Owner
Verify registered owner ad
Legal Owner
Verify legal owner address

Summary **Insurance information**

Vehicle status	1. Retained by owner
Date of loss	May 06, 2018
Settlement date	May 07, 2018
Meets MVT	No
Possess Title	No
File/claim #	00000000
Title number	0000000000

Cancel Back **Submit**

12. Click one of the following options on the **Confirmation** screen:

- a. **Print** to print the Total Loss Claim Settlement Report.
- b. **Continue** to return to the **Insurance** screen.



Reprint a Total Loss Settlement Report

1. Navigate to the **Home** page and click the **Submissions** tab.



WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

≡ **DOL E-Services** Welcome, Your Name ⚙ Settings 🔒 Log Off

🏠 Home

Logon
Your Name
youremail@dol.wa.gov
+1 (360) 999-9999
Last logged on 25-Sep-2018

Alerts
✓ There are no alerts

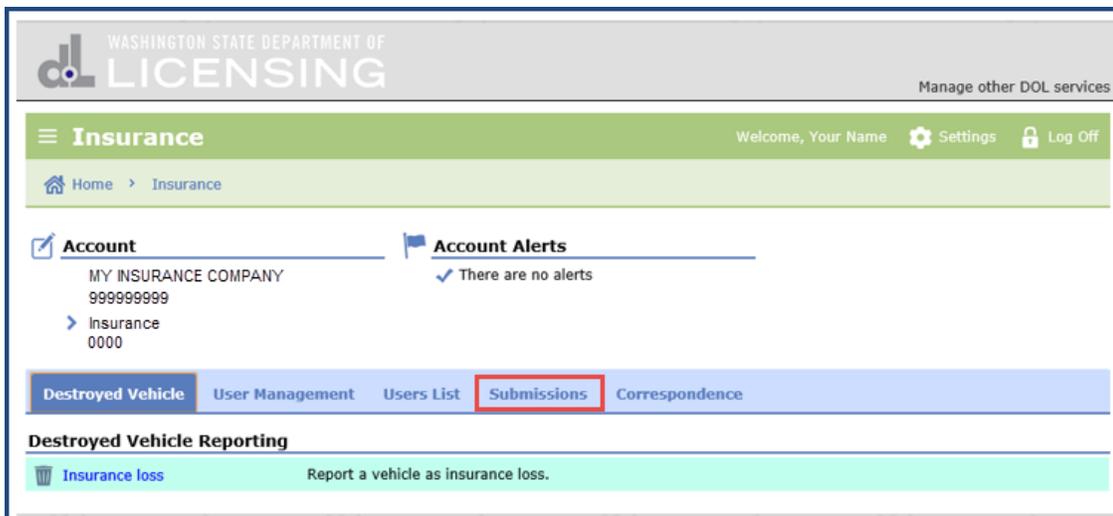
I Want To
[Manage other DOL services](#)
[Request access to vehicle services](#)
[Request access to driver services](#)

Accounts **Submissions** Correspondence

Accounts [View Accounts](#)

Insurance	0000	MY INSURANCE COMPANY
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2. Click the **Submissions** tab.



WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

≡ **Insurance** Welcome, Your Name ⚙ Settings 🔒 Log Off

🏠 Home > Insurance

Account
MY INSURANCE COMPANY
999999999
> Insurance
0000

Account Alerts
✓ There are no alerts

Destroyed Vehicle User Management Users List **Submissions** Correspondence

Destroyed Vehicle Reporting

🗑 Insurance loss	Report a vehicle as insurance loss.
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3. Click the **View Submissions** button in the Processed column.

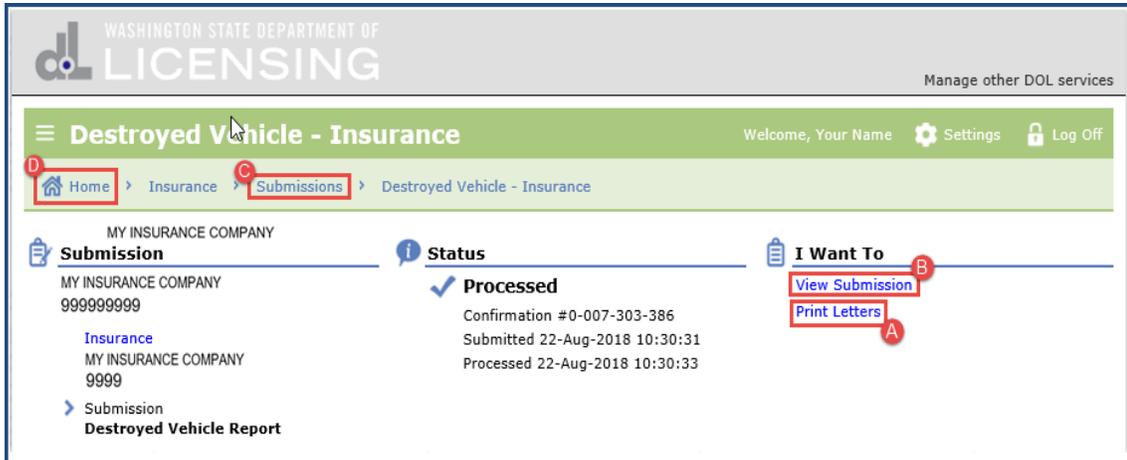
The screenshot shows the Washington State Department of Licensing Insurance dashboard. At the top, there is a header with the logo and 'WASHINGTON STATE DEPARTMENT OF LICENSING'. Below this is a green navigation bar with 'Insurance' and user options like 'Welcome, Your Name', 'Settings', and 'Log Off'. A breadcrumb trail shows 'Home > Insurance'. The main content area includes sections for 'Account' (MY INSURANCE COMPANY, 999999999, Insurance 0000) and 'Account Alerts' (There are no alerts). A horizontal menu contains 'Destroyed Vehicle', 'User Management', 'Users List', 'Submissions', and 'Correspondence'. Below this, there are three columns: 'Draft Submissions' (None need attention), 'Submitted' (None have been submitted), and 'Processed' (Destroyed Vehicle - Insurance). The 'View Submissions' button in the 'Processed' column is highlighted with a red box.

4. Click on the appropriate **Destroyed Vehicle - Insurance** hyperlink to view the submission. These are organized by processed by date.

The screenshot shows the Washington State Department of Licensing Submissions page. The header is similar to the previous screenshot. The navigation bar now shows 'Submissions'. The breadcrumb trail is 'Home > Insurance > Submissions'. Below the header, there is a search bar and a table with columns 'Date', 'Period', and 'Title'. The table has a blue header row labeled 'Processed' and one data row with the date '25-Sep-2018' and the title 'Destroyed Vehicle - Insurance'. The title 'Destroyed Vehicle - Insurance' is highlighted with a red box.

Date	Period	Title
25-Sep-2018		Destroyed Vehicle - Insurance

5. On the **Destroyed Vehicle Report** screen:
 - a. Click the **Print Letters** button in I Want To column.
 - i. A PDF file will open in a separate window.
 - ii. Right click on the document and select Print from the dropdown menu.
 - iii. Close the document to return to the Destroyed Vehicle screen.
 - b. Click the **View Submissions** hyperlink under the I Want To... column to see the [Summary](#) page that is displayed at the end of the Insurance loss process (page 71).
 - c. Click **Submissions** in the green menu bar to return to the list of submissions.
 - d. Click the Home  icon to return to the Home page.



WASHINGTON STATE DEPARTMENT OF LICENSING

Manage other DOL services

Destroyed Vehicle - Insurance

Welcome, Your Name Settings Log Off

Home Insurance Submissions Destroyed Vehicle - Insurance

MY INSURANCE COMPANY

Submission	Status	I Want To
MY INSURANCE COMPANY 999999999 Insurance MY INSURANCE COMPANY 9999 Submission Destroyed Vehicle Report	✓ Processed Confirmation #0-007-303-386 Submitted 22-Aug-2018 10:30:31 Processed 22-Aug-2018 10:30:33	View Submission Print Letters

RESOURCES

The following user guides are available at dol.wa.gov/about/drives-forms-and-publications:

- [Contracted Plate Search Account Request User Guide](#)
- [Administrator Account Access User Guide](#)
- [Insurance Company Account Registration User Guide](#)
- [Employee Account Access User Guide](#)