

- Retail vehicle dealers **must** use DOL's **E-permits** system.
- If you search vehicle registrations, you must use the **Contracted Plate Search**.
- Instructions for accessing both E-permits and Contracted Plate Search are provided below.
- All User Guides mentioned below are available at www.dol.wa.gov/about/drives-forms-and-publications.html

E-permits

Who must use E-permits?

All retail vehicle dealers are required to use E-permits.

What does the E-permits system do?

The E-permits system automates the dealer temporary permit process. It allows Washington-licensed vehicle dealers to issue permits electronically.

What you need to use the system:

- A computer with any of the following browsers:
 - Microsoft Edge
 - Internet Explorer 7+
 - Safari 5+
 - Chrome 5+
 - Firefox 3.5+
 - Opera 10+
- Internet access
- Adobe Reader or similar software for reading PDF files
- A printer

How to get started

Assign an Account Administrator for your business. This person will manage system access for your employees. The Administrator must set up account access by doing the following:

Step 1: Get access to the E-permits system

Follow the instructions in the [Administrator Account Access User Guide](#) to set up your account access.

Step 2: Prepare staff members to use the system

1. Generate an account access code for **each employee** who will issue E-permits. See *Administer Employee Account Access* in the [Administrator Account Access User Guide](#).
2. Email the access codes to your employees, who will set up their own account access using the instructions in the [Employee Account Access User Guide](#).

Step 3: Purchase E-permits

1. Go to your local vehicle licensing office to purchase E-permits, the same way you purchase paper dealer temporary permits.
2. Give the licensing agent your dealer number and location code. Be sure to **provide your dealership's correct location code** so the E-permitting system will know to which dealership location to credit the E-permits purchased.
3. Request the number of E-permits you need at each location, if applicable (no limit).
4. Pay \$15 for each E-permit.
5. Get your receipt from the licensing agent. The receipt will list the E-permit numbers assigned to your location.

Step 4: Issue E-permits

Now you are ready to issue E-permits to your customers. See the [E-services User Guide](#) for instructions.

You must use the E-permits system to issue permits, unless:

- The E-permits system is down.
- You're at an off-site sale location where you don't have access to the Internet.
- A hardware failure at your dealer location prevents access to data. Not having supplies, such as paper and ink cartridges, does not constitute a hardware failure.
- Your Internet service provider or phone line is down.

In any of these cases, you may issue hard-copy permits. You must enter the information from the hard-copy permit into the E-permits system within 24 hours of issuance or hardware/software resolution, or within 24 hours of returning to the office, if the hard copy was issued off-site.

Contracted plate search

What is Contracted Plate Search?

Contracted Plate Search is an Internet application that allows qualified business users to search and view Washington state vehicle and vessel records by VIN, license plate number, boat Hull ID number (HIN), boat WN number, or registered owner name (may not be available to all customers).

Who needs a plate search contract?

Any business or agency that has a permissible purpose for accessing vehicle or vessel registration information.

How to get started

The Account Administrator will manage system access for their employees. The Administrator must set up account access by doing the following:

Step 1: Request a plate search contract

Follow the instructions in the [Contracted Plate Search Account Request User Guide](#) to request a contract to conduct plate searches.

Step 2: Get access to the system

Once you have a contract to conduct plate searches, follow the instructions in the [Administrator Account Access User Guide](#) to set up account access. (If you've already set up access for E-permits, begin at *Request Business Account Access*.)

Step 3: Prepare staff members to use the system

1. Generate an account access code for **each employee** who will conduct plate searches. See *Administer Employee Account Access* in the [Administrator Account Access User Guide](#).
2. Email the access codes to your employees, who will set up their account access using the instructions in the [Employee Account Access User Guide](#).

Step 4: Conduct searches

Now you are ready to conduct plate searches. Instructions for conducting searches are included in the [E-services User Guide](#).

Questions? Need help?

Customer support is available **Monday through Friday – 8am to 5pm**.

- Email: DRIVEShelp@dol.wa.gov
- Phone: (360) 664-9650
- All User Guides mentioned above are available at www.dol.wa.gov/about/drives-forms-and-publications.html