MICHIGAN DEPARTMENT OF STATE RECORD LOOKUP REQUEST

INSTRUCTIONS FOR COMPLETING THIS FORM

General Information

Lookups of driving, personal identification and vehicle records are available for $11.00 for each record lookup. Certifications cost an additional $1.00 per record. **If no record is found, you are still responsible for paying the lookup fee(s).**

Fill out as much information about your request as you can. Accurate and complete information will help us locate the record(s) you want. Please include a daytime telephone number in case we have questions about your request.

All requestors must select at least one of the permissible purposes in Section 7 if personal information contained in the record is needed. Personal information will be redacted (not revealed) if the requestor has not designated a permissible purpose.

Section 1

Please complete all sections that comply with your request for information.

Sections 2, 3 and 7

Must be completed for your request to be processed.

Section 5 - Driving Records and Personal Identification Card Information

For driving record or personal identification card records, include as much detail in Section 5 as possible. If you just need the name, address, or driving status, request the current record only. If you check more than one box, you will be charged for each record lookup.

IMPORTANT: ***If you only need a driving or personal identification record, do not complete Section 6; otherwise, you will also be charged for the vehicle record lookup(s).***

Sections 6a & 6b - Vehicle Registration or Title Information

6a. For vehicle information, include as much detail as possible. The owner's name should be the owner of record, not a purchaser who has not yet titled the vehicle. If you just need name, address, or ownership verification, request only a current title record. If you request both a registration record and current title information, you will be charged for multiple records (at least $22.00). **Information about vehicle proof of insurance is not retained and is not available.**

For watercraft, snowmobile, ORV, mobile home records handicap placards or plates, complete ***Section 6, Vehicle Registration or Title Information***, substituting the watercraft, snowmobile registration or handicap placard/plate number for the license plate number or substituting the watercraft hull or mobile home serial number for the vehicle identification number. Include as much information as you can about the watercraft, snowmobile, ORV, or mobile home.

6b. If you request record information on a specific individual, **all** other names appearing within the documents that you receive will be redacted (not revealed). *Example: If you need all the names associated with a vehicle title history and you provide what you think is the current owner's name: all other names within the documents you receive will be redacted. Leave the owner's information blank if you need personal information about all owners within the records. You must have a permissible purpose as outlined by state and federal laws to obtain personal information on all owners. If you do not have a valid permissible purpose, personal information will be redacted from the record(s) you receive.*

IMPORTANT: ***If you only need vehicle registration or title information, do not complete Section 5; otherwise, you will also be charged for the driving record lookup(s).***

MICHIGAN DEPARTMENT OF STATE - RECORD LOOKUP REQUEST

There is an $11.00 charge for each record that is found. Certification is an additional $1.00.

Section 1. Requestor's Information (Please **print** or **type** all information)

Requestor's Name (Individual or Company)			Agent's Name and Title (if company)
Mailing Address			Claim/File Number
City	State	Zip	Daytime Phone Number ( ) -

Section 2. Payment Method

☐ Check or Money Order (Payable to State of Michigan) ☐ Michigan Department of State Account Number: _____	Credit Card ☐ Visa ☐ Master Card ☐ Discover Card	☐ Certified Record $1.00 Additional per record
Name on Credit Card (Please Print) _____	If paying by credit card, I authorize the total amount to my credit card. Signature of Cardholder: _____ Date: ___/___/___	
Credit Card Number _____ - _____ - _____ - _____		Expiration Date ____/____

Section 3. Requestor Certification (This section must be completed or request will not be processed.)

All requestors must select at least one of the permissible purposes in Section 7 and provide an explanation below for personal information to be received. Personal information will be redacted (not revealed) if the requestor has not designated a permissible purpose and provided an explanation below. If requesting your own record, select "M".

Explain why you need personal information to remain in the record(s) you are requesting or why you are requesting your own record information:

For Office Use Only – Do not write in this space.

I certify that the information and statements on this request are true, correct, and comply with the provisions of state and federal driver privacy laws. I understand that the willful unauthorized disclosure of information obtained from these records for a purpose other than stated on this request, or the sale or other re-disclosure of personal information to a person or organizations not identified in this request, may result in penalties imposed under MCL 28.295a, 257.902, 257.903, 324,80130d, 324.80319a, 324.81120, 324.82160 and other provisions of law.

_____ ___/___/___

Signature of Requestor– form must be signed or request will not be processed. **Date**

Penalties for Misuse: Under Michigan law, a person who makes a false representation or a false certification to obtain personal information or who uses personal information for a purpose other than a permissible purpose identified in law is guilty of a felony, which may be punishable by imprisonment for up to 5 years and/or a fine of up to $5,000. Subsequent convictions may result in imprisonment for up to 15 years and/or a fine up to $15,000.

Section 4. Special Delivery Instructions

To have records sent somewhere other than the address listed in Section 1, complete this section.

☐ Fax ☐ Mail	Please fax/mail my record(s) as indicated below. If two delivery methods are checked, you will be charged for each delivery method. **Certified records will be delivered by mail.**		
Name		Attention (if required)	
Mailing Address		Phone Number	Fax Number
City	State	Zip	

Note: An $11.00 fee is charged for each record lookup. Driver and vehicle histories can be significantly more than $11.00.
***You will be charged the $11.00 fee for each application/transaction retrieved.**

Section 5. Driver/Personal ID Information (If you only need a driver record, leave Section 6a and 6b blank.)

Check boxes that apply:

☐ ***Driver Record***
☐ ***Personal ID Record***
(Shows last reported address)
☐ **Original License Issue Date**
☐ **Current Application**
☐ **Application History***
☐ **Address History***

☐ ***Employment Only*** ◯ ***CDL Required*** ◯ ***CDL Not Required***
☐ ***Credit or Insurance***
☐ ***Court***
☐ ***Other*** _____

For partial histories, please complete: from ____/____/____ **to** ____/____/____

☐ **Other Driving-Related Record(s)** _____ (Hearing, Offense License Status, etc.) **Date:** ____/____/____

Individual's Full Name (first, middle, last)	**Date of Birth**	**MI Driver License/Personal ID Number**

Section 6a. Vehicle Registration or Title Information

Note: Insurance information is not retained and **is not** available.
(If you only need a vehicle record, leave Section 5 blank; otherwise, you will be charged for the multiple records)

☐ ***Current Vehicle Owner and Lienholder Information***
☐ ***Registration Information as of*** ____/____/____
☐ **Copy of Current Title Application and Related Forms**
☐ **Complete Title History***
☐ **Complete Registration History***
☐ **Partial Title History***
☐ ***Partial Registration History****

For partial histories, please complete from: ____/____/____**to** ____/____/____

Plate/Registration #	**Vehicle Year**	**Make**	**Vehicle or Hull Identification Number**

Section 6b. Any and All Vehicles/Watercraft/ORV/Snowmobile/Mobile Homes Registered/Handicap Placard or Plate:

When requesting records for **all motor vehicles or all assets registered and/or titled through the Michigan Department of State for individuals and/or companies, precise information is required. Information retrieved is based upon an exact name and address match. The individual's name and address, as provided by the record requestor, **must** match the name and address on the record(s) held by the Michigan Department of State.

Check box if you want:

☐ ***All motor vehicles registered or titled to this owner***
☐ ***All other registered or titled assets for this owner***
☐ **Handicap Placard/Plate**

Vehicle Owner's Name

Vehicle Owner's Address

City	**State** MI	**Zip Code**

Section 7. Permissible Purposes for Obtaining Records and Information (*Check those that apply*).

XII. DRIVER PRIVACY COMPLIANCE

1. **This section only applies to the release of personal information (as defined in section 40b of the Michigan Vehicle Code, MCL 257.40b) maintained by the DEPARTMENT.**

[redacted] A. *Permissible reason "A" **does not apply on this request form**. Government agencies or individuals/business entities acting on behalf of a governmental agency in carrying out the agency's functions are to complete the Governmental Request form BDVR-155.*

_____ B. *For use in connection with matters of motor vehicle, watercraft, snowmobile or off-road recreational vehicle (ORV) and driver or operator **safety** or auto, watercraft, snowmobile, or ORV theft; motor vehicle, watercraft, snowmobile, or ORV **emissions**; motor vehicle, watercraft, snowmobile, or ORV product alterations, recalls, or advisories; performance monitoring of motor vehicles, watercraft, snowmobiles, or ORVs; **motor vehicle**, watercraft, snowmobile, or ORV market **research activities**, including survey research; and the removal of nonowner records from the original records of motor vehicle, watercraft, snowmobile, or ORV manufacturers.*

_____ C. *For use in the normal course of business by a legitimate **business**, including the agents, employees, and contractors of the business, but only to **verify the accuracy** of personal information submitted by an individual to the business or its agents, employees, or contractors, and if the information as so submitted is no longer correct, to obtain the correct information, for the sole purpose of preventing fraud by pursuing legal remedies against, or recovering a debt against, the individual.*

_____ D. *For use in connection with a c**ivil, criminal, administrative, or arbitration proceeding** in a federal, state, or local court or governmental agency or before a self-regulatory body, including use for service of process, **investigation in anticipation** of litigation, and the execution of enforcement of judgments and orders, or pursuant to an order of a federal, state or local court, an administrative agency, or a self-regulatory body.*

_____ E. *For use in legitimate **research activities** and in preparing statistical reports for commercial, scholarly, or academic purposes by a bona fide research organization, if the personal information is not published, re-disclosed, or used to contact individuals.*

_____ F. *For use by an **insurer** or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigating activity, **antifraud** activity, **rating**, or underwriting.*

_____ G. *For use in providing notice to the owner of an a**bandoned, towed, or impounded** vehicle, watercraft, snowmobile, or ORV.*

_____ H. *For use either by a **private detective or private investigator** licensed under the Private Detective License Act of 1965, as amended (1965 PA 285; MCL 338.821 to 338.851), or by a private security guard agency or alarm system contractor licensed under the Private Security Guard Act of 1968, as amended (1968 PA 330; MCL 338.1051 to 338.1085), only for another permissible purpose listed here.*

List the letter for other permissible use(s): _____
List occupational license number: _____

_____ I. *For use by an **employer**, or the employer's agent or insurer, to obtain or verify information relating either to the holder of a commercial driver's license that is required under federal law or to the holder of a chauffeur's license that is required under Chapter 3 of the Michigan Vehicle Code.*

_____ J. *For use by a watercraft, snowmobile, ORV, or **car rental** business, or its employees, agents, contractors, or service firms, for the purpose of making rental decisions.*

_____ K. *For use in connection with the operation of **private toll transportation** facilities.*

_____ L. *For use by a **news medium** in the preparation and dissemination of a report related in part or in whole to the operation of a motor vehicle or public safety.*

_____ M. *For any use by an individual requesting information pertaining to himself or herself or requesting in writing that the Secretary of State provide information pertaining to himself or herself to the individuals' designee. A request for disclosure to a designee, however, may be submitted only by the individual.*

N[illegible]pleted request form(s) to:

Michigan Department of State
Record Lookup Unit
7064 Crowner Drive
Lansing, Michigan 48918-1540

Please read the page titled *Instructions for Completing this Form* carefully. Call 517.322.1624 for help completing this form. Completed Requests may be faxed to 517.322.1181 but must be charged to a credit card of Michigan Department of State account.