



RECORD REQUEST FOR MICHIGAN GOVERNMENT AGENCIES

MICHIGAN DEPARTMENT OF STATE

PLEASE **PRINT** OR **TYPE** INFORMATION REQUESTED

SECTION 1. REQUESTOR'S INFORMATION (COMPLETE ALL FIELDS)

MICHIGAN GOVERNMENT AGENCY'S NAME		DAYTIME PHONE NUMBER ()	
REPRESENTATIVE'S NAME AND TITLE			CLAIM/FILE NUMBER
MAILING ADDRESS	CITY	STATE	ZIP

SECTION 2. MICHIGAN DEPARTMENT OF STATE ACCOUNT NUMBER (SEE INSTRUCTIONS)

ACCOUNT INFORMATION (CHECK ONE)

This agency has been assigned this Michigan Department of State Account Number: _____.

To my knowledge, this agency has not been assigned a Michigan Department of State Account Number. A cover letter on Michigan Government agency letterhead is enclosed requesting an account number be issued for current and future use.

SECTION 3. DRIVER'S RECORD / STATE ID CARD SEARCH
(COMPLETE SECTION 3 ONLY IF REQUESTING DRIVER'S RECORD OR STATE ID CARD INFORMATION)

CHECK THIS BOX IF YOU WANT A CERTIFIED COPY

<p>DRIVER'S RECORD/STATE ID CARD SEARCH (CHECK BOXES THAT APPLY)</p> <p><input type="checkbox"/> Driver's Record or State ID Card Record (shows last reported address)</p> <p><input type="checkbox"/> Original License Issue Date</p> <p><input type="checkbox"/> Current Application</p> <p><input type="checkbox"/> Application History – Complete*</p> <p><input type="checkbox"/> Application History – Partial* From _____ to _____</p> <p><input type="checkbox"/> Address History – Complete*</p> <p><input type="checkbox"/> Address History – Partial* From _____ to _____</p> <p><input type="checkbox"/> Other Driving-Related Records (specify if hearing, offense, license status, etc.) _____ Date: _____</p>	<p>PRIMARY REASON FOR REQUEST</p> <p><input type="checkbox"/> Employment – CDL required</p> <p><input type="checkbox"/> Employment – CDL not required</p> <p><input type="checkbox"/> Credit or Insurance</p> <p><input type="checkbox"/> Court</p> <p><input type="checkbox"/> Other (explain)</p> <p>_____</p> <p>_____</p>
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MI DRIVER'S LICENSE OR STATE ID NUMBER	FULL NAME (FIRST, MIDDLE, LAST, AND SUFFIX)	DATE OF BIRTH
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SECTION 4. VEHICLE TITLE/REGISTRATION/DISABILITY PLACARD SEARCH
(COMPLETE SECTION 4 ONLY IF REQUESTING SPECIFIC VEHICLE OR DISABILITY PLACARD INFORMATION)

CHECK THIS BOX IF YOU WANT A CERTIFIED COPY

VEHICLE/TITLE SEARCH (INCLUDES WATERCRAFT & MOBILE HOMES)

Current Ownership/Current Lienholder

Current Title Application and Related Forms

Complete Title History*

Partial Title History* From _____ to _____
Date of Accident _____

Insurance information is not retained by MDOS and is not available.

VIN/HIN/SERIAL #	MAKE	YEAR
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FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE

REGISTRATION/PLATE & DISABILITY PLACARD SEARCH

- Registration Information as of _____
 - Complete Registration History*
 - Partial Registration History* From _____ to _____
- Date of Accident _____
- Disability Placard Number: _____

Insurance information is not retained by MDOS and is not available.

PLATE OR REGISTRATION #

SECTION 5. VEHICLE SEARCH – ANY & ALL ASSETS

(COMPLETE SECTION 6 ONLY IF REQUESTING ANY AND ALL ASSETS REGISTERED TO AN INDIVIDUAL OR COMPANY)

CHECK THIS BOX IF YOU WANT A CERTIFIED COPY

When requesting records for **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 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.

SEARCH

- All assets registered or titled to this owner (includes all motor vehicles, watercraft, ORV, snowmobiles, mobile homes, mopeds, disability plates, etc.) *

VEHICLE OWNER'S NAME (EXACT NAME AS REGISTERED OR TITLED)

VEHICLE OWNER'S ADDRESS (EXACT ADDRESS AS REGISTERED OR TITLED)

CITY

STATE

ZIP

SECTION 6. REQUESTOR'S CERTIFICATION (COMPLETE ALL FIELDS)

I certify that this requested record information is for use by a federal, state, or local governmental agency, including a court or law enforcement agency in carrying out the agency's functions. I also 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 personal information obtained from these record(s) for a purpose not outlined by my government employing agency, or the sale or other redisclosure of information to a person or organization 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

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.

MICHIGAN GOVERNMENT AGENCIES RECORD REQUEST INSTRUCTIONS

PLEASE READ INSTRUCTIONS CAREFULLY

GENERAL INFORMATION

If you are **not** requesting information on behalf of a Michigan Government Agency, use form BDVR-154 to request your own or someone else's record.

Accurate and complete information must be provided in order to help us locate the record(s) you want. Records will only be mailed to the address listed on your Michigan Department of State account. Include a daytime telephone number in case we have questions about your request.

NEW GOVERNMENT ACCOUNTS

Michigan government agencies that do not have a Michigan Department of State account number should enclose a 1) cover letter on Michigan agency letterhead, and 2) this completed form to request an account number (for current and future use). A cover letter is not necessary if you already have a Michigan Department of State account number entered in Section 2 of this form.

SECTIONS 1, 2 & 6 – REQUIRED INFORMATION

These sections must be completed for your request to be processed. Incomplete or illegible forms will delay processing of your request.

SECTION 3 – DRIVER'S RECORD / STATE ID CARD SEARCH

Complete Section 4 only if you are requesting driver's record or state identification card information. Include first name, middle name, last name, suffix, if applicable, and date of birth. If you just need the name, address, or driving status, request the current record only.



IMPORTANT: If you only need a driver's record or state ID card record, do not complete Sections 4 or 5.

SECTION 4 – VEHICLE REGISTRATION OR TITLE INFORMATION

Complete Section 5 only if you are requesting vehicle registration, title, or disability placard information. 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. **Information about proof of insurance is not retained and is not available.**

- For vehicle title information, provide the vehicle identification number (VIN), make, and year.
- For watercraft title information, provide the hull identification number (HIN), make, and year.
- For snowmobile, ORV, or mobile home information, provide the serial number, make, and year.
- For vehicle registration information, provide the plate or registration number.
- For watercraft registration information, provide the registration (MC) number.
- Include as much information as you can about watercraft, snowmobile, ORV, or mobile home record requests.
- For disability placard information, provide the disability placard number.

SECTION 5 – VEHICLE SEARCH – ANY & ALL ASSETS

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 3.

SEND COMPLETED FORMS BY MAIL OR FAX.

MAIL TO: MICHIGAN DEPARTMENT OF STATE RECORD SALES UNIT 7064 CROWNER DRIVE LANSING, MI 48918-1502	OR	FAX TO: 517-335-6169 OR 517-335-6184 OR 517-636-0898 (FAX ONLY ONCE – EACH SUBMISSION WILL BE CHARGED)
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CALL 517-335-6198 IF YOU NEED HELP COMPLETING THIS FORM. ATTACH ADDITIONAL PAGES, IF NECESSARY.