



## INSTRUCTIONS FOR COMPLETING INF 70 REQUEST FOR RECORD INFORMATION

**IMPORTANT PLEASE READ CAREFULLY BEFORE COMPLETING FORM**

### CIVIL/CRIMINAL PENALTIES

State law, *California Vehicle Code* (CVC) §1808.45 and federal law, the Drivers Privacy Protection Act of 1994, states in summary, that the willful, unauthorized disclosure, false representation to obtain, use of information for a purpose other than the one stated in the request and approved by DMV, or the sale or other distribution of any information not disclosed in the request, is a misdemeanor, punishable by a fine not exceeding five thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. Federal law, the Driver's Privacy Protection Act of 1994 (*United States Code*, TITLE 18, PART I, CHAPTER 123, §2724), will further subject any person who knowingly obtains, discloses or uses personal information from any motor vehicle record for an unauthorized purpose to be liable to the record subject who may bring a civil action in a United States district court. Remedies that may be awarded by the court include: actual damages not less than \$2,500; punitive damages; reasonable attorneys' fees and other litigation costs; and other preliminary and equitable relief as the court determines to be appropriate.

### RECORD SUBJECT NOTIFICATION

The department is required by CVC §1810(b) to provide the record subject a copy of this request. Confidential information, such as, your residence address, telephone number, and driver license/ identification card information will not be disclosed to the record subject.

### ARE YOU USING THE CORRECT FORM?

**If you are:**

- An **Attorney** representing a client in a Motor Vehicle/Vessel related incident (i.e., accident, odometer rollback, Lemon Law, etc.), you should complete the department's online form INF 1161E (Attorney's Information Request). Field Offices will NOT process INF 1161 requests.
- Requesting a copy of your **own** driver license/identification card (DL/ID) or vehicle/vessel (VR) record, you may present adequate proof of identity at any DMV field office. You may also complete department form INF 1125, which can be mailed to DMV Headquarters for processing (mailing address included on form).
- Requesting registered owner, legal owner, and all persons known to claim an interest in a vehicle/vessel in order to: (1) dispose of vehicle valued at \$500 or less, (2) perform a **lien sale** on a vehicle or vessel, you should complete department form INF 1126 (Registration Information Request for Lien Sale). Field Offices will process these requests.
- A **dealer** that has a department issued occupational license and are requesting information for the purpose of completing registration transactions or documents; complete department form INF 1120 (Dealer Vehicle/Vessel Registration Information Request). Field Offices will process these requests.

### CERTIFY RECORD

Check box if you want the DL/ID or VR/Vessel record certified as a true copy on file with the DMV. There is no additional fee for this service; however, this option is **only available if you mail your request to DMV Headquarters in Sacramento**. Field Offices cannot certify a record.

### TYPE OF INFORMATION REQUESTED

- A driver license/identification card (**DL/ID**) contains information obtained from an individual's DL/ID application, reportable abstracts of convictions, and reportable accidents. CVC §1808 describes this information, with certain exceptions, as "public record."
- A Vehicle/Vessel Registration (**VR**) record contains information relating to the registration of a vehicle or vessel. CVC §1808 describes this information, with certain exceptions, as "public record."

Check the appropriate box for the type of information you are requesting.

**IMPORTANT - ONLY ONE TYPE OF INFORMATION (DL/ID or VR) PER FORM.**

**COMPLETING THE INF 70 ONLINE IS PREFERRED. COMPLETING THIS FORM BY HAND OR TYPEWRITER MAY CAUSE PROCESSING DELAYS. MAIL BOTH PART I AND PART II OF THE FORM TO DMV FOR PROCESSING.**

## SECTION 1 – REQUESTER INFORMATION

Provide the true full name of the individual or name of the business entity requesting the information. All information is required (i.e., Requester (First, MI, Last Name or Business Name), physical address including city, state, zip code, and daytime telephone number).

## SECTION 2 – DRIVER LICENSE/IDENTIFICATION CARD RECORD REQUESTED

### If you are requesting...

Information regarding an individual's **driver license/identification card**, you must supply one of the following regarding the individual you are requesting information on:

- o Name **AND** DL/ID Number

**OR**

- o Name **AND** Date of Birth

### Type of Information Available:

- Automated record (\$5 per Automated Record) — An automated record is a computer-generated record. Information available includes:
  - o Current record including all accidents and abstracts that are reportable by law. (See CVC §1808 for further information.)
- Photocopy of hardcopy and/or microfilm documents (**\$20 per COPY**) – A copy of any paper or microfilm document on file with the DMV. Information available includes:
  - o DL/ID Photo – You may only obtain a copy of (1) your own photo OR (2) the photo of a deceased individual if you are an immediate family member with a **certified** copy of a death certificate.
  - o DL/ID Application – Copy of a DL/ID application including guarantor's signature.

## SECTION 3 – VEHICLE/VESSEL REGISTRATION RECORD REQUESTED

### If you are requesting...

Information regarding a **vehicle or vessel registration**, you must provide in  C1:

- o CA License Plate/CF Number

**OR**

- o Vehicle/Hull Identification Number

***Make and Year Model are optional except for lien sales (see "Are you using the correct form?" on Page 1 of these instructions.)***

- To obtain information on all vehicles/vessels owned by a specific individual or business (commonly referred to as "asset search"), you must provide in  C2:
  - o Individual's true full name (First, MI, Last) **OR** the name of the business

**AND**

  - o The individual or business address, including city, state and zip code of the individual or business.

***A single record or list of 8 or less vehicles/vessels currently registered to the individual or business at the address shown will be provided. Any vehicles/vessels registered under a different name, name variation or address will not be provided. Name variations, such as, Bill, Billy or William will require separate requests.***

### Type of Information Available:

- Automated record (\$5 per Automated Record) — An automated record is a computer-generated record. Information available includes:
  - **Current record** – Provides current registered owner name, legal owner name and address, vehicle/vessel description, registration status, etc.
  - **Owner as of date** – Provides the name of the registered and legal owner as of the date specified.
  - **Ownership History** – Provides current owner and generally the three previous registered owners.
  - **All vehicles/vessels owned by an individual/business** – Provides a single record or list of 8 or less vehicles/vessels owned by a specific individual/business at the address provided.
- Photocopy of hardcopy and/or microfilm documents (**\$20 per YEAR**) – A copy of any paper or microfilm document on file with the DMV. Information available includes:
  - **Photocopies on file** – Provides copies of paper documents for years specified, generally available for current year plus 3 prior years (i.e., 2003, 2002, 2001).
  - **Release of Liability (REG 138)** – Provides a copy of the Release of Liability document on file for the year you specify. If no year is specified, the latest REG 138 on file will be provided.

## SECTION 4 – PURPOSE OF REQUEST – “Permissible Use”

Federal law, the Driver’s Privacy Protection Act (Title 18, *United States Code*, §§2721-2725), states that information contained in a motor vehicle record cannot be released unless the information is requested and used for a “permissible use.” A “permissible use” only allows release of non-confidential information and includes:

- **Motor vehicle or driver safety and theft** - For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
- **Legitimate business** - For use by a legitimate business or its agents, employees, or contractors, to verify the accuracy of personal information submitted by the individual for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual.
- **Civil, criminal, administrative or arbitral processing** - For use in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a Federal, State, or local court.
- **Insurance Purposes** - For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, anti-fraud activities, rating or underwriting.
- **Employer of commercial drivers** - For use by an employer to obtain or verify information relating to a holder of a commercial driver’s license that is required under the Commercial Motor Vehicle Safety Act of 1986 (49 U.S.C. App. 2710 et seq.).
- **Any other use specifically authorized under California law** - For any other use specifically authorized under the law of the State that holds the record, if such use is related to the operation of a motor vehicle or public safety. (Include state law, identified by code name and section number, which requires or permits use.)

### CONFIDENTIAL RESIDENCE ADDRESS INFORMATION

California law (CVC §1808.21) provides that residence addresses are confidential and not to be released except to (1) the subject of record; or (2) when a state or federal statute is provided by code name and section number which **REQUIRES DMV** to release residence addresses.

**Out-of-state lien sales** must cite their state statute by code name and section number **AND** attach a copy of the statute to their request.

**For further information, contact the DMV Information Release Unit at (916) 657-8098.**

## SECTION 5 – REQUESTER CERTIFICATION STATEMENT, SIGNATURE AND DL/ID NUMBER

Please provide the city, county and state where this document was completed and the date it was completed. Individuals requesting information must sign the form and provide their DL/ID number for verification of identity.

If you are completing this form on-line, STOP, print and sign Part I and mail both Part I and Part II to DMV at the address provided. **BE SURE TO INCLUDE APPROPRIATE FEE.**

## SECTION 6 – RETURN MAILING LABEL

You will need to provide your name and mailing address in Part I, Section 6 and complete Part II in its entirety except for **DMV USE ONLY** sections. Sign Part I, Section 5 and mail both Part I and Part II to DMV at the address provided.



REQUEST FOR RECORD INFORMATION

PART I: Record Request

APPLICABLE FEE MUST ACCOMPANY REQUEST

Requester information and fee options

TYPE OF INFORMATION REQUESTED

Driver License/Identification Card or Vehicle/Vessel selection

SECTION 1 - REQUESTER INFORMATION

Requester name, address, city, state, zip code, and daytime telephone number fields.

SECTION 2 - DL/ID RECORD REQUEST ONLY

Individual name, driver license/ID number, date of birth, and record type options.

SECTION 3 - VR/VESSEL RECORD REQUEST ONLY

CA license plate/CF number or vehicle/hull identification number, make, and year model.

Automated record and photocopy options for Section 3.

Individual/business name, address, city, state, and zip code for Section 3.

Automated record (computer printout) - FEE: \$5 Per Record

SECTION 4 - PURPOSE OF REQUEST

SECTION 5 - REQUESTER CERTIFICATION STATEMENT, SIGNATURE AND DL/ID NUMBER

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed at location and date information.

Signature and requester DL/ID number fields.

DMV USE ONLY section for processing details.

SECTION 6 - REQUESTER MAILING LABEL - DO NOT DETACH

Name, address, city, state, and zip code for mailing label.

MAIL BOTH PAGES TO: Department of Motor Vehicles Public Operations - G199 P.O. Box 944247 Sacramento, CA 94244-2470



REQUEST FOR RECORD INFORMATION
PART II: Notice to Record Subject
See Below

Certify the record as a true copy of record on file with Department of Motor Vehicles - No Charge

TYPE OF INFORMATION REQUESTED (Check only one box per request)

Driver License/Identification Card (Do not complete SECTION 3) Vehicle/Vessel (Do not complete SECTION 2)

SECTION 1 - REQUESTER INFORMATION - All information required

REQUESTER NAME (FIRST, MI, LAST)

SECTION 2 - DL/ID RECORD REQUEST ONLY - Name and DL/ID number or name and date of birth required

INDIVIDUAL NAME (FIRST, MI, LAST) DRIVER LICENSE/IDENTIFICATION CARD NUMBER OR DATE OF BIRTH (MM/DD/YYYY)

Automated record (computer printout) - FEE: \$5 Per Record

Current Record
Other (Explain)

Photocopy of hardcopy and/or microfilm documents - FEE: \$20 Per Copy

DL/ID Photo DL/ID Application (Guarantor's Signature Search)
Other (Explain)

SECTION 3 - VR/VESSEL RECORD REQUEST ONLY - Complete line C1 or C2

CA LICENSE PLATE/CF NUMBER OR VEHICLE/HULL IDENTIFICATION NUMBER MAKE (Optional) YEAR MODEL (Optional)

C1

Automated record (computer printout) - FEE: \$5 Per Record

Current Record Owner as of date
Ownership History
Other (Explain)

Photocopy of hardcopy and/or microfilm documents - FEE: \$20 Per Copy

Photocopies on file for: / / (indicate years)
Release of Liability (REG 138) (indicate year submitted)
Other (Explain)

INDIVIDUAL/BUSINESS NAME

C2

ADDRESS CITY STATE ZIP CODE

Automated record (computer printout) - FEE: \$5 Per Record

All vehicles/vessels registered to individual/business listed in C2 above (single record or list of 8 or less.)

SECTION 4 - PURPOSE OF REQUEST - See Instructions - Permissible Uses of DMV Record Information

NOTICE TO RECORD SUBJECT

Based on information provided in Section 2 or Section 3, the Requester identified in Section 1 has requested information from DMV records. The DMV has determined that the purpose for requesting the information (Section 4) to be in compliance with the California Vehicle Code §1808, the Information Practices Act of 1977 (Civil Code §1798 et seq.), the Public Records Act (Government Code §6250 et seq.) and the federal Driver's Privacy Protection Act (Title 18 United States Code §§2721-2725.)

(DMV USE ONLY) - Confidential residence address information was was not provided in accordance with law.

RECORD SUBJECT'S MAILING LABEL - DO NOT DETACH - DMV USE ONLY

NAME
ADDRESS
CITY STATE ZIP CODE

MAIL BOTH PAGES TO:
Department of Motor Vehicles
Public Operations - G199
P.O. Box 944247
Sacramento, CA 94244-2470