



INSTRUCTIONS FOR ORDERING YOUR OWN DMV RECORD

To order your own DMV record, but not a title record, use this checklist to complete all of the requirements listed below. (Read about title records in the note at the bottom of this section.) You must:

- Provide the name and address of where to send your record(s) in Step 1.
Provide your name, address and signature in Step 2.
Check the box next to each type of record that you want and provide as much search information as possible in Step 3.
Enclose an acceptable form of payment according to the instructions in Step 4.
Include a photocopy of your driver license or government-issued identification card with this request form or have your signature notarized in Step 5.

NOTE: Sometimes, title (vin) abstracts may contain the names of other individuals, so you must check one or more of the permissible uses that are listed and sign the certification in Step 5.

INSTRUCTIONS FOR ORDERING ANOTHER PERSON'S DMV RECORD

To order another person's DMV record, use this checklist to complete all of the requirements listed below. You must:

- Provide the name and address of where to send the record(s) in Step 1.
Provide your name and address in Step 2.
Check the box next to each type of record that you want and provide as much search information as possible in Step 3.
Enclose an acceptable form of payment according to the instructions in Step 4.
Have one or more of the permissible uses described in Step 5. Check all of the permissible uses that apply and sign the certification.
Include a photocopy of your driver license or government-issued identification card with this request form or have your signature notarized in Step 5.

Exemption from fees: Government Agencies; public officers, boards or bodies; volunteer fire companies and ambulance services; legal aid bureaus or societies or any private entity acting pursuant to NY County Law § 722 are exempt as long as the Agency identifies themselves, that the records being requested are for business use, and the records are mailed to the requesting Agency's business address. Exemption cannot be used to obtain your own personal records, or V&T Law Books.

MAIL YOUR completed MV-15 form, payment, and identification to:

NYS DEPARTMENT OF MOTOR VEHICLES, MV-15 PROCESSING, 6 EMPIRE STATE PLAZA, ALBANY NY 12228 DO NOT STAPLE

Your return receipt

STEP 1

Print/Type name and mailing address where the records will be mailed

Name: RECORDS DEPOSITION SERVICE, INC.
Address1: PO BOX 5054
Address2:
City, State, Zip: SOUTHFIELD, MI, 48086-5054

MV-15 (11/17)

DMV OFFICE USE ONLY

No record ABS HIS TCK SUS APP INS \$
Abstract(s) Life Stnd Reg Ttl \$
Application \$
Ticket(s)/Disposition(s) \$
Suspensions/Revocations Lic Reg \$
Insurance Search Activity Report \$

Initials
Date
FT #

TOTAL FEE

Amount Received \$
REFUND (IF ANY) \$

**STEP 2 REQUESTOR'S INFORMATION**

LAST NAME <b>RECORDS DEPOSITION SERVICE, INC.</b>		FIRST	M.I.	DAYTIME PHONE NUMBER (REQUIRED): <b>248-357-3330</b>	
ADDRESS WHERE YOU GET YOUR MAIL (INCLUDE STREET & NO.) <b>PO BOX 5054</b>			APT #	<input type="checkbox"/> Check here if the mailing address you provided in Step 1 is different from the requestor's address.	
CITY <b>SOUTHFIELD</b>	STATE <b>MI</b>	ZIP CODE <b>48086-5054</b>			
SIGNATURE <b>X</b>					

**STEP 3 CHECK THE BOX NEXT TO EACH TYPE OF RECORD THAT YOU WANT (SEARCH INFORMATION REQUIRED)**

**LICENSE**

Provide as much search information as you know about the record(s) you are requesting.

LAST NAME	FIRST	M.I.	DATE OF BIRTH	SEX	N.Y. DRIVER OR NON-DRIVER ID #
MAILING ADDRESS (INCLUDE STREET & NO.)		APT #	CITY	STATE	ZIP CODE
TICKET NUMBER of SUSPENSION ORDER NUMBER		DATE OF VIOLATION	OFFENSE		

	# of copies	Fee	Total
<input type="checkbox"/> <b>DRIVING ABSTRACT</b> (displays records for the last 4 years) .....	_____	x \$10 each = \$	0
<input type="checkbox"/> <b>DRIVING RECORD HISTORY*</b> (referred to as "LIFETIME ABSTRACT") .....	_____	x \$10 each = \$	0
* DMV can only provide this type of abstract to the individual whose name is on the record. Examples of when this may be required include: background checks, bar exam, applicants for a license in U.S. or Canada, and an attorney reviewing client's entire record.			
* If your lawyer, court personnel or someone other than YOU is requesting your Lifetime abstract, they must include form <b>MV-15GC</b> . Go to <a href="http://dmv.ny.gov">dmv.ny.gov</a> to get the form.			
* Note - this history does not always include information that dates back to when a person was originally granted driving privileges. Some information is purged, as required by law.			
<input type="checkbox"/> <b>ADDRESS HISTORY</b> (only your own address history) .....	_____	x \$10 each = \$	0
<input type="checkbox"/> <b>TICKET DISPOSITION*</b> (includes photocopy of ticket or copy of electronic record) .....	_____	x \$10 each = \$	0
* DMV does not retain parking tickets - contact city, town or village			
<input type="checkbox"/> <b>DRIVER LICENSE REVOCATION/SUSPENSION ORDER</b> .....	_____	x \$10 each = \$	0

**IF YOU WANT MORE THAN ONE TICKET, DISPOSITION, OR SUSPENSION ORDER, PLEASE ATTACH A LIST AND INCLUDE \$10 FOR EACH ONE**

**REGISTRATION / OWNER**

Provide as much search information as you know about the record(s) you are requesting.

LAST NAME	FIRST	M.I.	DATE OF BIRTH
OR			
PLATE	YEAR	MAKE	MODEL
			VIN #

	# of copies	Fee	Total
<input type="checkbox"/> <b>INSURANCE INFORMATION SEARCH/ACTIVITY REPORT</b> .....	_____	x \$10 each = \$	0
<input type="checkbox"/> If crash/accident related, please include date of crash/accident _____			
<input type="checkbox"/> <b>LIST OF AN INDIVIDUAL'S CURRENT AND PREVIOUS VEHICLE REGISTRATION (PLATES)</b> (if available) .....	_____	x \$10 each = \$	0
<input type="checkbox"/> <b>VEHICLE REGISTRATION (PLATE) ABSTRACT</b> .....	_____	x \$10 each = \$	0
<input type="checkbox"/> <b>VEHICLE REGISTRATION SUSPENSION ORDER</b> .....	_____	x \$10 each = \$	0
<input type="checkbox"/> <b>VEHICLE TITLE (VIN) ABSTRACT</b> (Owner - only includes active lien information) .....	_____	x \$10 each = \$	0

**IF YOU WANT MORE THAN ONE PLATE, VIN ABSTRACT OR SUSPENSION ORDER, PLEASE ATTACH A LIST AND INCLUDE \$10 FOR EACH ONE**

Please calculate the total for each of the items you want and enter the total here  $\longrightarrow$  **TOTAL DUE \$ \_\_\_\_\_**

**STEP 4 PAYMENT METHOD - DO NOT SEND CASH**

<ul style="list-style-type: none"> <li>• Make checks payable to the "Commissioner of Motor Vehicles"</li> <li>• Please remember to SIGN YOUR CHECK</li> <li>• No starter checks</li> <li>• US Funds only</li> </ul>	<input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Exempt  <input type="checkbox"/> DMV Dial-in account number _____
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**Driver Privacy Protection Act:** *The Federal Driver's Privacy Protection Act (DPPA) (18 U.S.C. §2721. et seq.) regulates access to DMV records and how the recipients of motorists' records subsequently share them. Pursuant to the DPPA, you must have a DPPA Permissible Use to search DMV records. A list of permissible uses appears below:*

**(Recipient must check all that apply.)**

1. \_\_\_\_ For use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a Federal, State, or local agency in carrying out its functions.
2. \_\_\_\_ 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.
3. \_\_\_\_ For use in the normal course of business by a legitimate business or its agents, employees, or contractors, but only –
  - (A) to verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and
  - (B) if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual.
4. \_\_\_\_ 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.
5. \_\_\_\_ For use in research activities and for use in producing statistical reports, so long as the personal information is not published, re-disclosed, or used to contact individuals.
6. \_\_\_\_ 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.
7. \_\_\_\_ For use in providing notice to the owners of towed or impounded vehicles.
8. \_\_\_\_ For use by any licensed private investigative agency or licensed security service for any purpose permitted under this subsection.
9. \_\_\_\_ For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under Chapter 313 of title 49 [49 U.S.C. §31301 et seq.].
10. \_\_\_\_ For use in connection with the operation of private toll transportation facilities.
11. \_\_\_\_ For any other use in response to requests for individual motor vehicle records if the State has obtained the express consent of the person to whom such personal information pertains.
12. \_\_\_\_ For bulk distribution for surveys, marketing or solicitations if the State has obtained the express consent of the person to whom such personal information pertains.
13. \_\_\_\_ For use by any requester, if the requester demonstrates it has obtained the written consent of the individual to whom the information pertains. (May use form MV-15GC)
14. \_\_\_\_ 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.

*To knowingly make a false statement or conceal a material fact in this written statement is a criminal offense, punishable under Penal Law Section 210.45. In addition, anyone who makes false representation to obtain any personal information from an individual's Motor Vehicles record is subject to federal criminal fines under the Driver's Privacy Protection Act (DPPA).*

**YOU MUST ATTACH A COPY OF YOUR ID.**

**I certify** that I have read the Drivers Privacy Protection Act (18 U.S.C. Sec 2721 et seq.) and will comply fully with the terms of such law. I also agree to defend, hold harmless and indemnify DMV from all actions brought against DMV, or damages alleged against DMV, for my negligent, improper or unauthorized use or dissemination of the information provided by the DMV.

**Signature X** \_\_\_\_\_

**Print Name** \_\_\_\_\_ **Date:** \_\_\_\_\_