



## INDIVIDUAL RECORDS REQUEST PACKAGE INSTRUCTIONS

*NRS 353C, 481, 482, 485*

The Department of Motor Vehicles is authorized to maintain an information reporting service for driver's license and vehicle registration/title records.

Pursuant to **NRS 481.063** all requestors must meet the following criteria:

- Complete sections A, B, and C; sign and date Application for Record Information (**Form IR002, page 2 of this package**).
- Complete, sign, date, and have notarized affidavit (**Form IR003, page 3 of this package**) stating your understanding of Nevada Revised Statute 481.063.
- Mail completed application, affidavit, and any documentation showing your legal right to the requested information, i.e., work order, court order, bill of sale, title, crash report.
- Businesses must submit a copy of current Business or State license. If business is based in Nevada, State of Nevada business license must be provided.
- Private Investigators must submit a copy of their P.I. license.
- Insurance companies or businesses requesting information on behalf of an insurance company must furnish their National Association Insurance Commissioner (NAIC) number.
- Attorneys must submit documentation showing they are licensed to practice law.
- Submit the enclosed Letter of Authorization from any person about whom information is requested, i.e., employers requesting driving records on employees. The release must not be dated more than 90 days before the date of request. **This is not required for your own records.**
- Submit the proper fees with application. Credit card authorization slip, check or money order accepted. Do not send cash.
- Governmental entities: submit [Form IR022](#) with a coversheet containing the words "For official use only."

If you will be requesting information on a regular basis, you may wish to open an account. If so, please submit an Application for Records Account package ([Form IR001](#)).

Enclosed is an application, affidavit, guidelines, and fee schedule for your use and information. Any questions regarding the requesting of Department information may be directed to the Records Section in writing at the above address, by telephone at (775) 684-4590, or by visiting us at the following website: [dmv.nv.gov](http://dmv.nv.gov)



## APPLICATION FOR RECORD INFORMATION

A. Requester Name \_\_\_\_\_  
 Business Name (if applicable) \_\_\_\_\_  
 Current Mailing Address \_\_\_\_\_  
 Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ NAIC # (if applicable) \_\_\_\_\_

B. INFORMATION REQUESTED (Please mark appropriate box and fill out corresponding section)

**Driver's License Information:**

- Certification (S2)  Research (S3) (Must also request a Driver's History Record)
- Driver's License Info (D1)
- Clearance Letter (D3)

**Driver's History Record (D2) Select one:**

- 3-Year History  10-Year History (Released to individual & law enforcement only)
- Original issue date requested (Must also request a Driver's History Record)
- Handicap Placard Information  School Bus History

When requesting any of the above information, please provide the following identifying information:

Full name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 NV address \_\_\_\_\_  
 NV Driver's License No. \_\_\_\_\_ Social Security No. \_\_\_\_\_

**Vehicle Information:**

- Certification (S2)  Research (S3)
- Vehicle Registration Printout (V1)  Insurance Information
- Title Verification Letter (S4) (Title and Registration Printout included)  Tax Information Receipt
- Vehicle Title Printout (V2)  Plate Surrendered Receipt or Letter
- Vehicle Registration History (V3a)  Vehicle Title History (V3b)

Full Name \_\_\_\_\_  
 NV Address \_\_\_\_\_  
 Year \_\_\_\_\_ Make \_\_\_\_\_ License Plate No \_\_\_\_\_  
 Vehicle I.D. No. (VIN) \_\_\_\_\_

C. FOR WHAT PURPOSE IS THIS INFORMATION NEEDED?

\_\_\_\_\_

\_\_\_\_\_

I hereby declare under penalty of perjury that the information received will not be used for an illegal purpose or unwarranted invasion of a particular person's privacy nor will I release or sell any information received through this application to any other party for use by such party.

I agree to indemnify and hold the State of Nevada, Department of Motor Vehicles, its agents, and employees from any and all claims, causes of action, or liability arising from the careless, negligent, or improper use by myself or my agents, of any of the information received under this application.

\_\_\_\_\_  
 Signature of Requester Date  
 (Request for information will not be processed without the signature of the requesting party)



State of \_\_\_\_\_
County of \_\_\_\_\_

AFFIDAVIT

Being first duly sworn under penalty of perjury I hereby state:

- (a) I submit I have been duly authorized to represent myself or organization(s) for which I enter into this binding agreement. Subsequently I have read, fully understand, and agree to abide by the laws and regulations now in effect and hereinafter enacted or adopted regarding the manner in which personal information from the State of Nevada Department of Motor Vehicles ("Department") driver's license, registration files, and records may be obtained and the limited uses which are permitted.
(b) I understand that any sale or disclosure of information so obtained must be in accordance with the provisions of this section. Specifically, I must keep records of such sale or disclosure for five years for Department inspection, and that such sale or disclosure may only be for a use permitted under law. This duty extends to all authorized persons, subcontractors, agents, and employees of the Vendor.
(c) I understand that a record will be maintained by the Department of any information which I request.
(d) I understand that a violation of the provisions of NRS 481.063 and NRS 485.316 is a criminal offense, up to and including a category D felony for which a court shall sentence a convicted person to imprisonment in the state prison for a minimum term of not less than 1 year and a maximum term of not more than 4 years. In addition to any other penalty, the court may impose a fine of not more than \$5,000 unless a greater fine is authorized or required by statute. Specifically, it is unlawful to make a false representation to obtain any information from the Department, or to knowingly obtain or disclose any information from the files or records of the Department for any use not permitted by the provisions of this chapter.
(e) I understand that I and the organization(s) I represent shall keep all data, information, reports, tests, manuals, instructions, plans, system designs, computer codes, and any documents or drawings that are related to infrastructure security received from the Department or created by the agency as necessary to render performance under this Agreement, strictly confidential. Except for the sharing of information among law enforcement agencies for law enforcement purposes under NRS 481.063 Section 6, I agree and hold accountable any vendors, contractors, subcontractors, agents, outsourcers, and auditors as disclosed as part of the initial contract agreement with the Department. I will not disclose any of the items as referenced in this subsection to a person who is not a party to this agreement absent the express written consent of the Department. I further understand and agree that the Department may be required to disclose, in certain instances, some of the above items in compliance with Nevada Public Records Law, and these instances do not change my or my organization's obligations to maintain confidentiality as set out above. The confidential items, as set out above, specifically include, but are not limited to, the following items:
1) Information regarding defense in-depth strategies, Information Security Policies, Information Security Plans, Intrusion Protection/Prevention systems, access control measures, network and/or systems architecture, security passwords, security access codes, and security programs; access codes for software applications; and security procedures, processes, and recovery plans.
2) Specific data collected in preparation of connection to the Department's infrastructure or information essential to the Department's information security.
3) Security testing results, especially if the results identify specific system vulnerabilities.

I also agree and understand that this confidentiality provision's purpose is to prevent public disclosure that may have an impact on public safety or security, including but not limited to security of personally identifiable information (PII). In addition to any other indemnification agreements contained in this Affidavit, I further agree to indemnify, hold harmless, and defend the Department from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, based on the agencies release of the aforementioned items. If I must disclose some of the above items to a third party, I shall obtain the written consent of the Department and the third party must agree, in writing, to the terms of this provision. The terms of this provision shall survive the completion of performance under this Agreement and/or the termination of this Agreement.

I attest to the fact that I am an authorized representative for myself or of the requesting organization. I declare under penalty of perjury that the foregoing is true and correct. Signatures must be original. Photocopies are not acceptable.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, (20 \_\_\_\_)

Signature of Applicant Printed Name and Title (if applicable) of Applicant

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, (20 \_\_\_\_)

By \_\_\_\_\_

NOTARY Public or Authorized Nevada DMV Representative (Notary Seal)



## GUIDELINES AND FEES FOR INDIVIDUAL RECORD INQUIRIES

This guide is for the most effective use of Nevada records. If you provide specific information, a record search can be accomplished more efficiently.

Identifiers for driver's license inquiries:

- Driver's license number
- Social Security Number
- Name, date of birth, and address

Identifiers for registration/title inquiries:

- Vehicle Identification Number (VIN)
- Registered owner's name and address

Payment in full is due at the time record requests are submitted. Requests submitted without payment will be denied. The Nevada DMV accepts personal and cashier's checks, money orders, Visa, MasterCard, and Discover. Please make checks payable to the Department of Motor Vehicles, **RECORDS SECTION. PLEASE DO NOT SEND CASH.**

- D1 DRIVER LICENSE INFORMATION – Provides information shown on the front of the driver's license. Fee: \$5.00
- D2 DRIVER RECORD INFORMATION – Provides information shown on the front of the driver's license and convictions for the past three or ten years. Fee: \$7.00
- ORIGINAL ISSUE DATE – Date driver's license was originally issued (includes drive history). Fee \$10.00
- D3 DRIVER LICENSE CLEARANCE LETTER – States Nevada record is clear to obtain a driver's license in other states. Fee: \$6.00
- NO MATCH CLEARANCE LETTER – States Nevada does not have a match for a driver's license. Fee: \$6.00
- V1 VEHICLE REGISTRATION INFORMATION – Provides the year, make, model, expiration date, plate number and registered owner's name and address. Fee: \$5.00
- V2 VEHICLE TITLE INFORMATION – Provides owner(s) name and address and/or lienholder(s) name and address, title number, and date title was created. Fee: \$5.00
- V3(a) REGISTRATION HISTORY – Timeframe the vehicle was registered in Nevada. Fee: \$7.00
- V3(b) TITLE HISTORY – Provides copies of documents previously submitted for Nevada title creation/transfer. Fee: \$7.00 plus any additional research (S3) \$3.00 per page (includes front & back).
- S2 CERTIFICATION OF DOCUMENTS Fee: \$4.00
- S3 RESEARCH FEE: \$3.00 per page; includes front and back.
- S4 TITLE VERIFICATION LETTER – States no Nevada title has been issued to a specific vehicle. Fee: \$7.00
- INSURANCE INFORMATION – Provides current insurance information on file. Fee: \$5.00
- HANDICAP PLACARD INFORMATION – Provides placard issuance information. Fee: \$5.00

Social Security Numbers are not released. License plate numbers are not released, nor can information be obtained by the presentation of a license plate number; except to law enforcement agencies, governmental agencies processing parking violations, vehicle insurance companies, public administrators, public guardians, public defenders, and private investigators. No information will be released when multiple listings are found on a search by name only where no positive match can be established. Driver license withdrawal information is only provided to law enforcement agencies and the judicial system.



