



DEPARTMENT OF TRANSPORTATION  
DRIVER AND MOTOR VEHICLE SERVICES  
1905 LANA AVE NE, SALEM OREGON 97314

## ORDER YOUR OWN RECORD

This form can be used to order your own record by mail from DMV Headquarters. You can also order your own driving records online at DMV's web portal: [DMV2U.Oregon.gov](http://DMV2U.Oregon.gov). Records ordered using this form are mailed to you at your address shown on DMV's record unless you indicate otherwise. You must include enough information in your request to verify your identity, such as: date of birth, place of birth, address on record, mother's maiden name. **If you are requesting a record that contains another person's personal information (such as a title history or vehicle sold indicator), the other person's information will be sanitized. Please note that DMV will not certify documents that have been sanitized.**

NAME OF INDIVIDUAL			
ODL / ID / CUSTOMER #	DATE OF BIRTH (MM / DD / YYYY)	MOTHER'S MAIDEN NAME	PLACE OF BIRTH (i.e. CITY, STATE)
PLATE NUMBER		VIN (VEHICLE IDENTIFICATION NUMBER)	
ADDRESS		CITY	STATE ZIP CODE
ADDRESS TO MAIL TO (IF DIFFERENT)		CITY	STATE ZIP CODE
TELEPHONE NUMBER (INCLUDE EXT. IF ANY) ( )		FAX NUMBER (IF YOU WANT YOUR RECORDS RETURNED TO YOU BY FAX) ( )	
EMAIL ADDRESS (Records cannot be emailed)			

SPECIAL INSTRUCTIONS:

### TYPE OF RECORD REQUESTED

- |   |   |
|---|---|
| <input type="checkbox"/> <b>CP</b> CERTIFIED COURT PRINT = THIS OPTION MAY INCLUDE MORE THAN FIVE YEARS OF RECORD INFORMATION <b>\$3.00</b>   | <input type="checkbox"/> <b>PA</b> POLICE TRAFFIC CRASH REPORT <b>\$8.50</b><br>CRASH DATE: _____ COUNTY: _____                   |
| <input type="checkbox"/> <b>MQ</b> CERTIFIED COURT PRINT with CDL MEDICAL CERTIFICATION INFORMATION = MAY INCLUDE MORE THAN FIVE YEARS OF RECORD INFORMATION <b>\$3.00</b><br>(The CP and MQ cannot both be ordered. The MQ already includes a CP.) | <input type="checkbox"/> <b>II</b> VEHICLE INSURANCE INFORMATION <b>\$10.00</b>   |
| <input type="checkbox"/> <b>DE</b> EMPLOYMENT DRIVING RECORD = 3 YEAR RECORD <b>\$2.00</b>  | <input type="checkbox"/> <b>VH</b> VEHICLE TITLE HISTORY <b>\$22.50</b><br>(If you order the VH, you do not need to order the VO) |
| <input type="checkbox"/> <b>DI</b> DRIVER LICENSE INFORMATION <b>\$1.50</b>   | <input type="checkbox"/> <b>VO</b> PREVIOUS OWNER INFORMATION <b>\$14.00</b>  |
| <input type="checkbox"/> <b>DO</b> OPEN-ENDED NON-EMPLOYMENT DRIVING RECORD <b>\$1.50</b>   | <input type="checkbox"/> <b>VP</b> VEHICLE SOLD NOTICE <b>\$4.00</b><br>Actual document (if available) Letter Format              |
| <input type="checkbox"/> <b>DR</b> NON-EMPLOYMENT DRIVING RECORD = 3 YEAR RECORD <b>\$1.50</b>  | <input type="checkbox"/> <b>VR</b> VEHICLE RECORD PRINT <b>\$4.00</b>   |
|   | <input type="checkbox"/> OTHER: _____   |

SIGNATURE X	DATE
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### A CHECK OR MONEY ORDER, PAYABLE TO "OREGON DMV"

For a complete list of fees and records (refer to Form 735-6691) [www.oregondmv.com](http://www.oregondmv.com)

**MAIL REQUEST TO: DMV RECORDS SERVICES, 1905 Lana Ave NE, Salem OR 97314**

Please call Records Services at 503-945-5475 or email  
[DMVRequestforInfo@odot.oregon.gov](mailto:DMVRequestforInfo@odot.oregon.gov) with questions regarding this form.

**CP CERTIFIED COURT PRINT\* – \$3.00**

Includes convictions for major traffic offenses, commercial driver license entries, diversion agreements and alcohol rehabilitation entries for at least ten years; convictions for minor offenses and accidents for at least five years. Suspensions, cancellations and revocations also are included. May contain miscellaneous administrative entries, multiple status entries and some out-of-state commercial entries. Entries shown on court print may exceed time periods listed due to annual file purge scheduling.

**DE EMPLOYMENT DRIVING RECORD\* – \$2.00**

Certified three-year record of Oregon employment-related convictions and accidents and commercial driver license entries. May contain some out-of-state commercial entries, multiple status entries and miscellaneous administrative entries. **Will only include entries that occurred while a person was driving for employment purposes.**

**DI DRIVER LICENSE INFORMATION\* – \$1.50**

Includes name, address, license number, date of birth, license type, license issue and expiration dates, original business date, restrictions, endorsements, multiple status entries and ID card expiration date, if applicable. **This record type only includes information for valid, unexpired credentials.**

**DQ OPEN-ENDED NON-EMPLOYMENT DRIVING RECORD\* – \$1.50**

Contains the same information as a non-employment driving record but is not limited to three years. This record is only to be used by insurers or insurance support organizations for the purposes of offering an insurance discount to an individual. An individual may request their own insurance abstract to obtain an insurance discount under ORS 746.265(3).

**DR NON-EMPLOYMENT DRIVING RECORD\* – \$1.50**

Certified record includes Oregon accidents, diversion agreements, and convictions other than those in the employment driving record for the last three years. Record may contain some commercial driver license entries, some out-of-state commercial entries, miscellaneous administrative entries and multiple status entries.

**MQ CERTIFIED COURT PRINT with CDL MEDICAL CERTIFICATION \* – \$3.00**

Contains the same information as a certified court print record but includes CDL medical qualifications.

**\* A \$1.50 fee will be charged even when no record can be found.**

**PA POLICE TRAFFIC CRASH REPORT – \$8.50**

Photocopy of Police Traffic Crash Report of accident that has been filed with DMV. **The \$8.50 fee is to cover the cost of the record search and will be charged whether or not the record is found.**

**II INSURANCE INFORMATION SEARCH – \$10.00**

A search of DMV records to identify the insurance company and policy number for a vehicle or individual. Information may be obtained from a vehicle registration renewal, a financial responsibility filing or information stored electronically, put into certified letter format. **NOTE: The \$10.00 fee is to cover the cost of the record search and will be charged whether or not records are found.**

**VH VEHICLE TITLE HISTORY – \$22.50**

Details of all title transactions dating back to when the vehicle was first titled in Oregon or to the extent DMV has kept such records. Information includes but is not limited to owner information, vehicle description, odometer information (if available), title status, title number, title issuance date and brand information. Information will be provided in a certified letter format. **A \$2.50 fee will be charged even when no record can be found.**

**VO PREVIOUS OWNER INFORMATION – \$14.00**

Details of the last title transaction containing previous owner(s). Information will be provided in a certified letter format. **A \$2.50 fee will be charged even when no record can be found.**

**VR VEHICLE RECORD PRINT – \$4.00**

A certified vehicle record ordered by mail or online (online option is only available to Record Inquiry Account holders). Records include vehicle description, registered owner and security interest holder information, odometer information (if available) and other related information. **A \$2.50 fee will be charged when no record can be found.**