



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

# HOW TO REQUEST A DMV RECORD

Visit the Records Section of DMV's website, [www.oregondmv.com](http://www.oregondmv.com) for current information, forms, and links to Oregon laws.

## General Information About DMV Records

DMV is required by Oregon law to maintain vehicle and driver records. These records are public records and are available by making a request and paying a fee. However, there are circumstances when certain information contained in DMV records cannot be disclosed. Personal information contained in motor vehicle records is protected and all requesters must qualify under Oregon law to receive it. **Personal information is: Driver License, Driver Permit, or Identification Card Number; Name; Address; and Telephone Number.** Customers can still obtain records if they don't qualify to receive personal information, but the records they receive will be "sanitized." Sanitized records contain only the personal information of the person receiving the record. Oregon's Record Privacy Law makes personal information contained in motor vehicle records private. This protects Oregon citizens from having personal information in their motor vehicle records given out to individuals not qualified to receive it.

## Records Available From DMV (Form 735-6691)

Refer to Form 735-6691, *DMV Record Fee List*, for a list of records provided by DMV and their fees.

## Who Can Order Records At A DMV Field Office?

DMV field offices can order records for customers under the following conditions:

1. A person can order their own record;
2. A parent or guardian of a minor (not emancipated) can order the minor's records;
3. A person with a notarized general power of attorney (POA) or notarized permission slip (Form 735-7297) can order records of the person who signed the notarized POA or permission slip;
4. A guardian or conservator of a non-minor can order records of the person for whom they are guardian or conservator (You must have a filed court document proving you are the guardian or conservator.); and
5. Anyone can order the record of another person as long as the record is mailed **to the address on record for the person whose record is ordered.**

Acceptable proof of identity when the request is made in person is an Oregon-issued driver license, permit, or identification card or one item from the proof of identity and date of birth list in **OAR 735-62-0020**. Photo on file may be used in combination with other information from the driver record if the applicant does not have the current driver license, permit or identification card in their possession.

- **Records ordered at a DMV field office are mailed to you from DMV Headquarters in Salem the following business day.** •

## How To Order Your Own Record From DMV Headquarters

You can order your own record, by mail, from DMV Headquarters. Records are mailed to you at your address shown on DMV's computer unless you indicate otherwise. If you want records faxed or mailed to an address other than your address on DMV's record, you must include enough information in your request for DMV to verify your identity, such as: date of birth, place of birth, address of record, mother's maiden name, etc. If you are requesting a record that contains another person's personal information as well as your own (such as a title history or odometer history), your personal information will appear on the record but the other person's will not. Submit a written request that includes:

1. The type of record you are requesting (refer to Form 735-6691);
2. Enough information for DMV to identify the correct record; and
  - a) For vehicle records this includes vehicle identification number, plate number and owner information.
  - b) For driver records this includes name, date of birth, address, and driver license number.
3. A check or money order, payable to Oregon DMV, for the correct fee (refer to Form 735-6691).

Or you can order your own record by completing the form "Order Your Own Record" form number 735-7266. You can visit the Records Section of DMV's website, [www.oregondmv.com](http://www.oregondmv.com) to retrieve the form. Fill out the name and address fields completely. You must include enough vehicle or driver information for DMV to locate the record.

- **Mail the request to: DMV Record Services, 1905 Lana Ave. NE, Salem OR 97314.** •

## How To Order a Sanitized Record From DMV

**Sanitized records can only be ordered by mail from DMV Headquarters.** They contain only personal information of the person receiving the record. For example, if DMV sends a sanitized vehicle history to John Doe, only John Doe's customer number, name, address, and telephone number will appear on the record. Any other person's personal information will be blocked out. Other information that is not personal, such as odometer readings, will still appear on the record. To order a sanitized record, submit a written request that includes:

1. The type of record you are requesting (refer to Form 735-6691);
2. Enough information for DMV to identify the correct record:
  - a) For vehicle records this includes vehicle identification number, plate number and owner information.
  - b) For driver records this includes name, date of birth, address, and driver license number.
3. Where to send the record;
4. A statement that you understand that the personal information contained in the record will be omitted; and
5. A check or money order, payable to Oregon DMV, for the correct fee (refer to Form 735-6691).

• **Mail the request to: DMV Record Services, 1905 Lana Ave. NE, Salem OR 97314.** •

## Who Qualifies To Receive Personal Information From DMV Records?

Only certain entities can qualify to receive personal information from motor vehicle records. Some of these entities are: attorneys, legitimate businesses, insurance companies, police agencies, and other government agencies. These entities must certify their qualification for, and use of, personal information. Refer to Oregon Revised Statutes (ORS) 802.175-ORS 802.191 for the complete list of entities who may qualify for personal information and their allowed uses of the information. Qualified entities can order records from DMV using a *Request for Information* (Form 735-7122), or Record Inquiry Account, as outlined below.

## Requests For Records Containing Personal Information (other than your own) - Form 735-7122

The entities listed on the Form 735-7122, *Request For Information*, may order motor vehicle records containing personal information. Entities and individuals eligible to receive personal information must submit a request by mail to DMV Headquarters. It must include:

1. A completed and signed Form 735-7122;
2. Any required documentation proving you qualify for personal information; and
3. A check or money order, payable to Oregon DMV, for the correct fee.

• **Mail the request to: DMV Record Services, 1905 Lana Ave. NE, Salem OR 97314.** •

If you qualify for personal information, but are not listed on Form 735-7122, you may submit a written request explaining how you qualify and why you need the information.

## Record Inquiry Accounts

Entities who qualify to receive personal information may be eligible for a Record Inquiry Account. To apply for an account: complete a *Record Inquiry Account Application* (Form 735-6037), submit any documents necessary to prove you qualify for personal information, and submit a \$70, non-refundable, application fee. If your application is approved, you are pre-qualified to receive record information. Account holders are billed monthly for records requested. For questions about Record Inquiry Accounts, please contact the Records Policy Unit a 503-945-7950.