Reset

Kansas Department of Revenue
Request for Access to Vehicle Records

(Please print or type.)

I. Requestor's Information

Requestor's Name: _____

Organization (if applicable): _____ Title: _____

Address: _____ _____ _____

City: _____ State: _____ Zip: _____

II. Record you are requesting: Provide as much information as possible. (See back of form, instruction number 2.)

☐ Vehicle registration/title information

Name: _____

Address: _____

City: _____ State: _____

Plate No.: _____

VIN: _____

☐ Driver's License information

Name: _____

Address: _____

City _____ State: _____

DL No.: _____

Date of Birth: _____

III. Fees: Please submit your payment with this form. (Include a check or money order.)

_____ $5.00 per vehicle registration record

_____ $10.00 per vehicle history

_____ $5.00 per driver's license record

_____ $10.00 per driver's license folder

IV. Verification of your eligibility to receive the requested records.

Please review the exceptions listed on the back of this form and fill in the code that corresponds with your request.

Code: _____

V. If you selected code "J", complete this section.

A licensed private investigative agency or security service can obtain DMV records as long as the request falls within one of the other exceptions listed. If you have selected code "J", indicate the second code that would make you eligible to receive this information.

Code: _____

VI. If you selected code "M", complete this section.

Anyone can obtain DMV records if the intended use is specifically authorized by Kansas law and is related to the operation of a motor vehicle or public safety. If you have selected code "M", indicate the intended use of the requested record.

_____

_____

_____

VII. Signature - Before signing this document, read this section carefully.

Under the Drivers' Privacy Protection Act of 1994, as amended (18 U.S.C. § 2721), personal information obtained by the Kansas Department of Revenue cannot be released unless the request for information falls within one of the exceptions in the Act. Those exceptions are listed on the back of this form.

It is unlawful for personal information to be used for any purpose not permitted under these exceptions. Furthermore, it is unlawful for any person to make false representation in order to obtain personal information from DMV records.

Civil action may be brought against you by the owner of the personal information released. Should this happen, the court may award the following: actual damages of not less than $2,500.00, punitive damages, reasonable attorney fees, other litigation costs and other preliminary and equitable relief as the court determines to be appropriate.

In addition, Kansas law (K.S.A. 21-3914 and K.S.A. 45-220(c)(2)) prohibits any list of names and addresses derived from public records to be sold, given or received for the purpose of selling or offering for sale any property or service.

I declare that I am eligible and have the express authority to sign for and receive the requested information pursuant to the Federal Drivers' Privacy Protection Act of 1994, as amended. I further declare that any personal information I receive will not be used to sell or offer for sale any property or service.

Requestor's Signature: _____ Date: _____

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Instructions:

1. Complete this form including signature and date.
2. The department will provide records upon a direct match. If you have not provided enough information to establish a direct match, the department will contact you requesting additional information.
3. Provide a completed form for each request. (You may make copies of this form.)
4. Submit the required payment, see front page for fee amounts, by check or money order along with this form to:

For vehicle registration/title records:
Kansas Department of Revenue
Titles and Registration Bureau
915 SW Harrison
Topeka, KS 66626-0001
Phone: (785) 296-3621

For driver's license records:
Kansas Department of Revenue
Driver Control Bureau
PO Box 12021
Topeka, KS 66612-2021
Phone : (785) 296-3671

5. Make check or money order payable to the "Division of Vehicles".

Exception codes for completion of section IV on the front of this form.

A. I am requesting my own record.

B. I have written consent from the individual to whom the requested information pertains, to obtain records on their behalf. (Please attach form TR/DL 301.)

C. I work for or am acting on the behalf of a government agency and am requesting this information to fulfill the functions of that agency.

D. I am requesting this information 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.

E. I am an employee, agent or contractor of a legitimate business. I am requesting record information in order to verify the accuracy of personal information submitted by the individual in question. If the information I have is incorrect, I am requesting to obtain corrected information. This information will be used to pursue legal remedies against or recover on a debt or security interest against the individual in question.

F. I am going to use this information in connection with a civil, criminal, administrative, or arbitral proceeding in a Federal, State, or local court or agency or before a self-regulatory body. This may include 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.

G. I am involved in a research project to produce statistical reports. The personal information obtained will not be published, redisclosed or used to contact the individual in question.

H. I am an agent, employee or contractor for an insurer, an insurance support organization or I am self-insured. The information requested will be used in connection with a claims investigation, antifraud activities, rating or underwriting.

I. I am requesting record information to provide notice to owners of towed or impounded vehicles.

J. I work for a licensed private investigative agency or a licensed security service. (See section V on the front of this form.)

K. I am an employer or an agent or insurer working on the behalf of an employer of licensed commercial drivers. I am requesting records information in order to obtain or verify information relating to a holder of a commercial driver's license.

L. I am requesting records of individuals who have given the state the express consent to release personal information by "opting in" their records.

M. I will use the information requested in a manner that is specifically authorized by Kansas law and is related to the operation of a motor vehicle or public safety. (See section VI on the front of this form.)