



REQUEST FOR VEHICLE INFORMATION

The most current version of this form can be found at www.dmv.state.pa.us

\$5.00 Fee required for each record requested or \$10.00 Fee for each certified record.

PRINT OR TYPE ALL INFORMATION LEGIBLY

DO NOT SEND CASH

SEE REVERSE FOR INSTRUCTIONS / INFORMATION

<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:5%; text-align: center;">A</td> <td>REQUESTER INFORMATION</td> </tr> <tr> <td colspan="2">NAME</td> </tr> <tr> <td colspan="2">ADDRESS: P.O. Box number may be used in addition to the actual address, but cannot be used as the only address.</td> </tr> <tr> <td>CITY</td> <td>STATE ZIP CODE</td> </tr> <tr> <td>DAYTIME TELEPHONE NUMBER (Required) ()</td> <td>REFERENCE NUMBER</td> </tr> <tr> <td colspan="2">SIGNATURE X _____ NOTARIZATION <u>NOT</u> REQUIRED WHEN REQUESTING YOUR OWN RECORD</td> </tr> </table>	A	REQUESTER INFORMATION	NAME		ADDRESS: P.O. Box number may be used in addition to the actual address, but cannot be used as the only address.		CITY	STATE ZIP CODE	DAYTIME TELEPHONE NUMBER (Required) ()	REFERENCE NUMBER	SIGNATURE X _____ NOTARIZATION <u>NOT</u> REQUIRED WHEN REQUESTING YOUR OWN RECORD		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:5%; text-align: center;">B</td> <td>END USER OF INFORMATION BEING REQUESTED</td> </tr> <tr> <td colspan="2">NAME OF BUSINESS</td> </tr> <tr> <td colspan="2">ADDRESS: (P.O. Box not accepted), need to provide physical location of business/residence</td> </tr> <tr> <td>CITY</td> <td>STATE ZIP CODE</td> </tr> <tr> <td colspan="2">CONTACT PERSON</td> </tr> <tr> <td colspan="2">PHONE #</td> </tr> <tr> <td>NAIC NUMBER</td> <td>POLICY NUMBER</td> </tr> <tr> <td colspan="2">CLAIM NUMBER</td> </tr> <tr> <td style="width:5%; text-align: center;">D</td> <td>MICROFILM Certified - <input type="checkbox"/> YES (Additional \$5.00 Required)</td> </tr> <tr> <td colspan="2">CHECK (✓) ONE ONLY: SEE REVERSE SIDE OF FORM FOR EXPLANATION OF INFORMATION YOU WILL RECEIVE.</td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> TITLE HISTORY- Indicate if you want: <input type="checkbox"/> ODOMETER READINGS <input type="checkbox"/> CURRENT RECORD, or the <input type="checkbox"/> ENCUMBRANCE/BASIC <input type="checkbox"/> PREVIOUS RECORD <input type="checkbox"/> BASIC INFORMATION <input type="checkbox"/> INSURANCE </td> </tr> </table>	B	END USER OF INFORMATION BEING REQUESTED	NAME OF BUSINESS		ADDRESS: (P.O. Box not accepted), need to provide physical location of business/residence		CITY	STATE ZIP CODE	CONTACT PERSON		PHONE #		NAIC NUMBER	POLICY NUMBER	CLAIM NUMBER		D	MICROFILM Certified - <input type="checkbox"/> YES (Additional \$5.00 Required)	CHECK (✓) ONE ONLY: SEE REVERSE SIDE OF FORM FOR EXPLANATION OF INFORMATION YOU WILL RECEIVE.		<input type="checkbox"/> TITLE HISTORY- Indicate if you want: <input type="checkbox"/> ODOMETER READINGS <input type="checkbox"/> CURRENT RECORD, or the <input type="checkbox"/> ENCUMBRANCE/BASIC <input type="checkbox"/> PREVIOUS RECORD <input type="checkbox"/> BASIC INFORMATION <input type="checkbox"/> INSURANCE	
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INSTRUCTIONS

1. A \$5.00 non-refundable fee is required for each request. If the Bureau has no record for the information requested or the data supplied is insufficient, the fee will be applied to the cost of the search.
2. **PRINT OR TYPE** all requested information on front of form. Submitting **ONLY** a name or name and address does not provide enough information for a proper search of the vehicle files. A search on TAG Number only is restricted to insurance claims investigation. If the TAG Number is the only vehicle information available, Section B must be completed and must include NAIC Number, Policy Number and Claim Number.

Reference Number - Is a unique identifier assigned by the Requestor. This information will be printed on the vehicle record that is returned to the Requestor. The Reference Number can assist you in processing the record when it is returned to your office. This information is not required.
3. **If requesting your own record**, complete Sections A, C and D only. Notarization is NOT required. If you currently own the vehicle but are requesting a Title History, you must complete Section F and have the application notarized.
4. **If requesting someone else's record**, complete Sections A, C, D, and either E or F.
5. **If requesting a record on behalf of another person**, complete Sections A, B, C, D, and either E or F. NAIC Number, Policy Number and Claim Number are only required when the only vehicle information available is the TAG Number.
6. **When requesting a title history**, a \$5.00 fee is required for each title record. To determine the appropriate fee, please contact the numbers listed below to determine the number of title records available.

HOURS TO CALL FOR INFORMATION...8:00 A.M. TO 6:00 P.M.

IN STATE	1-800-932-4600
OUT-OF-STATE	(717) 412-5300
TDD IN STATE	1-800-228-0676
TDD OUT-OF-STATE	(717) 412-5380

7. Make check or money order payable to: "**Commonwealth of PA**".

DO NOT SEND CASH. Attach your check or money order and send to:

**Department of Transportation
Bureau of Driver Licensing
Vehicle Record Services
P.O. Box 68691
Harrisburg, PA 17106-8691**

DESCRIPTION OF INFORMATION AVAILABLE

Vehicle record information is available for the past 10 years only

NOTE: Sales tax and purchase price are considered confidential and will not be provided.

- **Title History** A copy of the title transaction documents will be provided.
- **Odometer** A copy of the title/renewal transaction will be provided.
- **Encumbrance** Includes basic information listed above in addition to lienholder's name and address and expiration date.
- **Insurance** A copy of the title/renewal transaction will be provided.
- **Basic** Includes name, address, title number, tag, vehicle identification number (VIN), make and expiration date of tag.

IMPORTANT INFORMATION CONCERNING THE USE OF VEHICLE INFORMATION

- Vehicle record information is confidential and restricted information and the Requestor/End User is responsible for establishing procedures to protect the confidentiality of these records.
- Vehicle record information can only be used for the purpose stated in Section F.
- Vehicle record information cannot be sold, assigned, or otherwise transferred to any party, other than the End User.
- PennDOT retains exclusive ownership of all vehicle record information and the Requestor/End User shall not combine and/or link in with any other data on any database except as may be required by law.
- The vehicle record information cannot be used for direct mail advertising or any other type or types of mail or mailings.
- The vehicle record information cannot be disseminated or published on the Internet without the express written permission of PennDOT.
- PennDOT reserves the right to audit each request for vehicle record information. If the Requestor/End User is found to have requested vehicle record information for an unauthorized purpose, access to Pennsylvania vehicle record information will be terminated.