STATE OF WEST VIRGINIA

D M V

DIVISION OF MOTOR VEHICLES
DMV-100 REV. 11/99

REQUEST FOR VEHICLE INFORMATION

PRINT OR TYPE ALL INFORMATION LEGIBLY

DO NOT SEND CASH

A separate application is required for each record desired. Only one form is required when requesting a title history. In section B, Vehicle Information, you must furnish as much information as possible for an effective search. Should you have questions concerning this form, you may call 304-558-0282.

A INFORMATION REQUESTED

- ☐ BASIC VEHICLE REGISTRATION INFORMATION - $1.00
  Includes Name, Address, Title No., Tag, VIN Make, Expiration of Tag.
- ☐ ENCUMBRANCE - $2.00
  Includes basic information in addition to lienholder name and address.
- ☐ FEES PAID AND TAX RECEIPT - $1.00

MICROFILM/MICRO IMAGING

- ☐ TITLE COPY - $5.00
  Includes copy of document or title file.
- ☐ TITLE HISTORY - $15.00
  Includes entire title history of vehicle

** PRICES LISTED ARE PER VEHICLE **

B VEHICLE INFORMATION

Plate Number _____

Title Number _____

Name _____

Address _____

_____

Vehicle ID Number (VIN)

_____

Make of Vehicle _____

Year

West Virginia Motor Vehicle Code 17A-2A-2 states that all residential information is confidential, therefore name and address of the record holder will be withheld on individual requests.

INSTRUCTIONS

1. Complete ALL requested information on form (front and back).
2. The statement provided on the back of this form must be completed. If the request is submitted by mail, the completed statement must also be notarized. You must provide identification when the request is submitted in person (driver's license, WV ID, or birth certificate). A copy of this request may be sent to the person about whom this request is made.
3. If the Agency has no record for the information requested or the data supplied is insufficient, the fee will be applied to the cost of the search. Submitting **ONLY** a name or name and address does not provide enough information for a proper search of the vehicle files.
4. List all data available needed to process the request in Section B. You must furnish as much information as possible for an effective search. **PRINT OR TYPE** all information in Section B.
5. Forms will be processed only when fee is received. Make check or money order payable to:
   "Division of Motor Vehicles"
6. Attach your check or money order and send to:
   DIVISION OF MOTOR VEHICLES
   INFORMATION SERVICES
   1606 WASHINGTON ST. E.
   CHARLESTON, WV 25311

STATEMENT OF INTENDED USE

PRINT NAME OF REQUESTER _____

ADDRESS OF REQUESTER _____

_____

REASON FOR REQUESTING OUR RECORDS _____

_____

_____

_____

_____

_____

WALK-IN

I HEREBY CERTIFY THAT THE INFORMATION OBTAINED FROM THE DIVISION OF MOTOR VEHICLES WILL BE USED FOR THE SOLE PURPOSE STATED ABOVE.

SIGNATURE OF REQUESTER _____

ID VERIFIED BY_____
EMPLOYEE NAME

NOTARY STATEMENT BELOW MUST BE COMPLETED <u>ONLY</u> I F REQUEST IS MAILED

I HEREBY CERTIFY THAT THE INFORMATION OBTAINED FROM THE DIVISION OF MOTOR VEHICLES WILL BE USED FOR THE SOLE PURPOSE STATED ABOVE.

Signature of Requester _____

Notary Statement: State of_____ County of_____ I certify that the Requester has provided identification to me by driver's license, West Virginia ID, or birth certificate and signed this form before me this _____ day of_____, _____.

My commission expires _____.

_____
NOTARY PUBLIC