

Motor Vehicle Records at the County DMV

Overview

County DMV Offices, as the first line of contact for many DMV customers, often receive requests from various entities to provide records concerning motor vehicles titled and/or registered in the state of Idaho.

Motor Vehicle Records (MVRs) contain personal information and fall under the provisions of the Driver Privacy Protection Act (DPPA) both by federal law ([18 U.S.C. § 2725](#)) and Idaho State law ([Idaho Code 49-203](#)). The laws are meant to protect private information for vehicle owners, but have limited provisions which may allow entities to receive the information under some circumstances. To qualify to receive information contained in a motor vehicle record, the requestor is required to provide their name and address, contact information and the reason for the request. The reason must be one of those included on page 2 of the *ITD3374 Motor Vehicle Record Request form* shown below. If all the conditions are met and the completed form is presented to the DMV, the MVR request may be granted.

This document will outline the protocol for providing those Motor Vehicle Records by the County DMV office. It includes:

- Motor Vehicle Record (MVR) Request Form
- Processing an MVR request on RMS Datapoint
- Record Keeping
- Access Idaho

Motor Vehicle Record Request Form

Your DMV office may receive requests from the general public, certain businesses or from other agencies. The requestor may submit the record request in person, by mail or other delivery methods, but in all cases, the *ITD 3374- Motor Vehicle Records Request Form* must be completed. All requestors are required to complete the form, even if the request is being made by another entity in your office or a by another federal, state or county agency.

The form is available in paper format from ITD Supply, and is also available on the Idaho Department of Transportation (ITD) web site at dmv.idaho.gov:

<http://itd.idaho.gov/dmv/VehicleServices/documents/3374.pdf> .

The requestor must complete, sign and provide you with *an ITD 3374-MVR Form*, in order for you to process a customer's motor vehicle record request. (Form front and back shown on the next 2 pages.)



Your Safety • Your Mobility
Your Economic Opportunity

Idaho Motor Vehicle Record Request

Idaho Transportation Department

ITD 3374 (Rev. 12-17)
Supply # 019574755

Incomplete applications will be returned. No refunds will be processed whether or not a record is found.

Requestor/Agency Information				
Requesting Company Name (Print)			FEIN	
Requestor or Company Authorized Representative's Name (Print)			Drivers License or SSN	
Address		City	State	Zip
Phone Number	Preferred Method of Receiving Response <input type="checkbox"/> Mailed <input type="checkbox"/> E-Mailed To <input type="checkbox"/> Faxed To			

Authorization To Receive Request (See page 2 for detailed Authorization Definitions and Requirements)	
Per Idaho Code Section 49-203, in order to receive personal information found in motor vehicle records, by signing below I certify under penalty of perjury pursuant to the law of the state of Idaho that I meet the authorization listed below and that the use of such information will be strictly limited to the use described on this form. <input type="checkbox"/> I certify that I meet the requirements for authorization number _____. (Determine your authorization from the list on Page 2.) <input type="checkbox"/> I do not meet the requirements for authorization and request only the release of non-personal information.	
Requestor's Signature (Required) X	Date

Request Type and Associated Fees	
<input type="checkbox"/> Current Title Record \$ 7.00 ea. Includes current record and any lienholder for a specific vehicle <input type="checkbox"/> History Title Record* \$14.00 ea. Includes current title record and any supporting documents for a specific vehicle <input type="checkbox"/> Title Record Summary by Name* \$ 7.00 (ea. name variation) Includes make, model, year, VIN, and indicates lien <input type="checkbox"/> Proof of Liability Release* \$ 7.00 ea. Includes liability release for a specific sale - Provide seller name or date range below. _____	<input type="checkbox"/> Current Registration Record \$ 7.00 ea. Includes most recent registration record for a specific vehicle <input type="checkbox"/> History Registration Record \$ 7.00 ea. Includes any one registration record - Provide name or date below. _____ <input type="checkbox"/> Certification of the Record* \$14.00 Note: This fee is in addition to the fee for each record; e.g., certified current title records are \$21.00 for each record.
Total Remittance \$ _____	

Request Types followed by * must be processed by ITD. Requests processed by ITD take approximately one week.

Vehicle Identification Number	Plate Number	Make	Model	Year
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Name (Include Variations)	Address	City	State	Zip
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Payment Information – Credit Card, Check, or Money Order - Do Not Send Cash			
Credit Card Type <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Card Number	Expiration Date	Security Code
Cardholder's Signature (Required if paying by credit/debit card) X		Date	

Credit card purchases are subject to an ITD service fee. ~ For mailing or faxing instructions - See Page 2 ~



Idaho Motor Vehicle Record Request Instructions and Requestor Authorization

The completed request may be delivered in person to any county DMV location, or mailed to:

Idaho Transportation Department

PO Box 34

Boise ID 83731-0034

Credit card orders may be faxed to (208) 287-3885 or e-mailed to DMVHelp@itd.idaho.gov.

Use the list below to verify authorization to receive personal information.

If you have any questions, call (208) 334-8773.

Vehicle history reports from other states are available at www.vehiclehistory.gov.

Requestors Authorized to Receive Personal Information Under Idaho Code, Section 49-203*

1. **Government:** For use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a federal, state, or local agency in carrying out its functions.
2. **Driver or Vehicle Safety:** For use in 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 parts, and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original records of motor vehicle manufacturers.
3. **Business Activities:** For use in the normal course of business by a legitimate business or its agents, employees or contractors, but only:
 - a) To verify the accuracy of personal information submitted by the individual to the business or its agents, employees or contractors; and
 - b) If such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purpose of preventing fraud by pursuing legal remedies against, or recovering on a debt or security interest against, the individual
4. **Court Proceedings:** For use in connection with any civil, criminal, administrative or arbitral proceeding in any federal, state or local court or agency or before any self-regulatory body, including the services 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.
5. **Research:** For use in research activities, and for use in producing statistical reports, so long as personal information is not published, re-disclosed or used to contact individuals.
6. **Insurance:** For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees or contractors, in connection with claims investigation activities, rating or underwriting.
7. **Towed/Impounded Vehicles:** For use in providing notice to the owners of towed or impounded vehicles.
8. **Investigation:** For use by any licensed private investigative agency or licensed security service for any purpose permitted under the provisions of *Idaho Code, Title 49*.
9. **Employer Information:** For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under the Commercial Motor Vehicle Safety Act of 1986 (*49 USC 31101 et seq.*).
10. **Public Safety/Vehicle Operation:** For any other use specifically authorized under *Idaho Code*, if such use is related to public safety or the operation of a motor vehicle.
11. **Transportation Facilities:** For use in connection with the operation of private toll transportation facilities, including companies that operate parking facilities for the purpose of providing notice to the owners of vehicles who have used the facility.
12. **Written Consent Given:** The individual being inquired about has authorized the requestor to have access to their personal information, in writing. A verified copy of the signed authorization must be included with the MVR request.

*Release of an individual's photograph, digitized image of a photograph, digitized signature, social security number and medical or disability information may not be disclosed without the written consent of the person to whom such information pertains, except for uses permitted under *Idaho Code, Section 49-203, subsections (4)(a) and (4)(d)*.

The following section will describe specific portions of the Motor Vehicle Record Request Form in detail.

Requestor/Agency Information

Requestor/Agency Information			
Requesting Company Name (Print)		FEIN	
Requestor or Company Authorized Representative's Name (Print)		Drivers License or SSN	
Address		City	State Zip
Phone Number	Preferred Method of Receiving Response <input type="checkbox"/> Mailed <input type="checkbox"/> E-Mailed To <input type="checkbox"/> Faxed To		

Figure 1-1– MVR form- Requestor/Agency Information section

The Requestor/Agency Information section (Figure 1-1) gathers contact information about the individual or entity requesting a Motor Vehicle Record including how to contact the requestor if necessary.

Authorization to Receive Request

Authorization To Receive Request (See page 2 for detailed Authorization Definitions and Requirements)	
Per Idaho Code Section 49-203, in order to receive personal information found in motor vehicle records, by signing below I certify under penalty of perjury pursuant to the law of the state of Idaho that I meet the authorization listed below and that the use of such information will be strictly limited to the use described on this form.	
<input type="checkbox"/> I certify that I meet the requirements for authorization number _____. (Determine your authorization from the list on Page 2.)	
<input type="checkbox"/> I do not meet the requirements for authorization and request only the release of non-personal information.	
Requestor's Signature (Required) X	Date

Figure 1-2 – MVR form -Authorization to Receive Request section

The Authorization section of the form (Figure 1-2) allows the requestor to comply with *Idaho Code, Section 49-203* by providing the number of the authorization reason (listed on page 2 of the *ITD 3374 MVR form*) and by certifying that they meet the requirements and will use the information strictly for the use described on the form. If the Authorization section of the form is missing information, processing of the request cannot proceed until it is complete. ***Because the requestor is taking legal responsibility for this authorization reason, it is important not to advise the customer which authorization should be selected.***

Authorization Numbers

Authorization numbers for the number field of the form (Figure 1-2) are explained in detail on the second page of the *MVR form*. The descriptions are mostly self-explanatory; but two options, the 'Government' and 'Public Safety' have nuances that will be described in more detail below.

○ Government Option for Authorization (Choice 1)

Governmental agencies may receive MVR information free of charge. Examples of such agencies include law enforcement and federal, state and local agencies. Requests from police departments, county prosecutors, sheriff's offices and city or state parking services are the most common entities using the Government authorization option. A request by *any* governmental agency including those from other states may receive records for no fee. If a *non-governmental* company or agency is requesting

information that could fall within the 'Government' option guidelines, the company or agency is required to pay the MVR fee.

- **Public Safety/Vehicle Operation Option for Authorization (Choice 10)**

This is the broadest option available to requestors and is the most common option used by non-governmental requestors. The typical private party requestor for DMV records needs information for 'Court Proceedings' (Choice 4) or to obtain information required to appropriately title a vehicle. An example of the latter occurs when a vehicle has a broken chain of ownership (vehicle sold and new owner has not provided the title for proper transfer of the vehicle). In this example the requestor is not a titled owner and therefore is not eligible for most authorization options as they are defined. In situations such as this, the "operation of a motor vehicle" portion of choice 10 may apply. It can allow for the release of information needed to legally and ethically title and/or register a vehicle.

Request Type and Associated Fees

Request Type and Associated Fees	
<input type="checkbox"/> Current Title Record \$ 7.00 ea. Includes current record and any lienholder for a specific vehicle	<input type="checkbox"/> Current Registration Record \$ 7.00 ea. Includes most recent registration record for a specific vehicle
<input type="checkbox"/> History Title Record* \$14.00 ea. Includes current title record and any supporting documents for a specific vehicle	<input type="checkbox"/> History Registration Record \$ 7.00 ea. Includes any one registration record - Provide name or date below.
<input type="checkbox"/> Title Record Summary by Name* \$ 7.00 (ea. name variation) Includes make, model, year, VIN, and indicates lien	<input type="checkbox"/> Certification of the Record* \$14.00 Note: This fee is in addition to the fee for each record; e.g., certified current title records are \$21.00 for each record.
<input type="checkbox"/> Proof of Liability Release* \$ 7.00 ea. Includes liability release for a specific sale - Provide seller name or date range below.	
Total Remittance \$ _____	

Figure 1-3 – Request Type and Associated Fees

In this section of the form (Figure 1-3) the requestor is offered choices for specific types of records that may be provided along with the associated fees. Title and registration records may be provided through the RMS Datapoint system.

Images of titling documentation (History Title Record), History Registration records (Archive), Proof of Liability Release records and certification of records are only available through the Motor Vehicle Records desk at ITD Headquarters. If this type of record is needed, please refer your customer to:

MVR Desk at (208) 332-7872 or

Idaho Transportation Department-MVR Desk, PO Box 34, Boise Idaho 83731

Processing an MVR

Once the completed ITD 3374 form is received, use the County RMS Datapoint system to provide a printed Motor Vehicle Record for title or registration records from current, pending or history files. The process generates a document and at the same time records the search in a system transaction file. When the transaction is finalized, it is saved and becomes searchable. This allows the Department to find the record and provide the searched information to any person on whom a motor vehicle record

was searched as well as to identify the specific person who made the search on their private record. Use the completed MVR form to enter the required information into to the system by completing these steps:

- **Logging Request and Printing MVR Documents in RMS Datapoint**

In Datapoint, MVRs are termed “Inquiries”. To begin, log-in. (Figure 2-1)

Sign in as usual, and after entering your access code, the DMV Function Menu will appear.

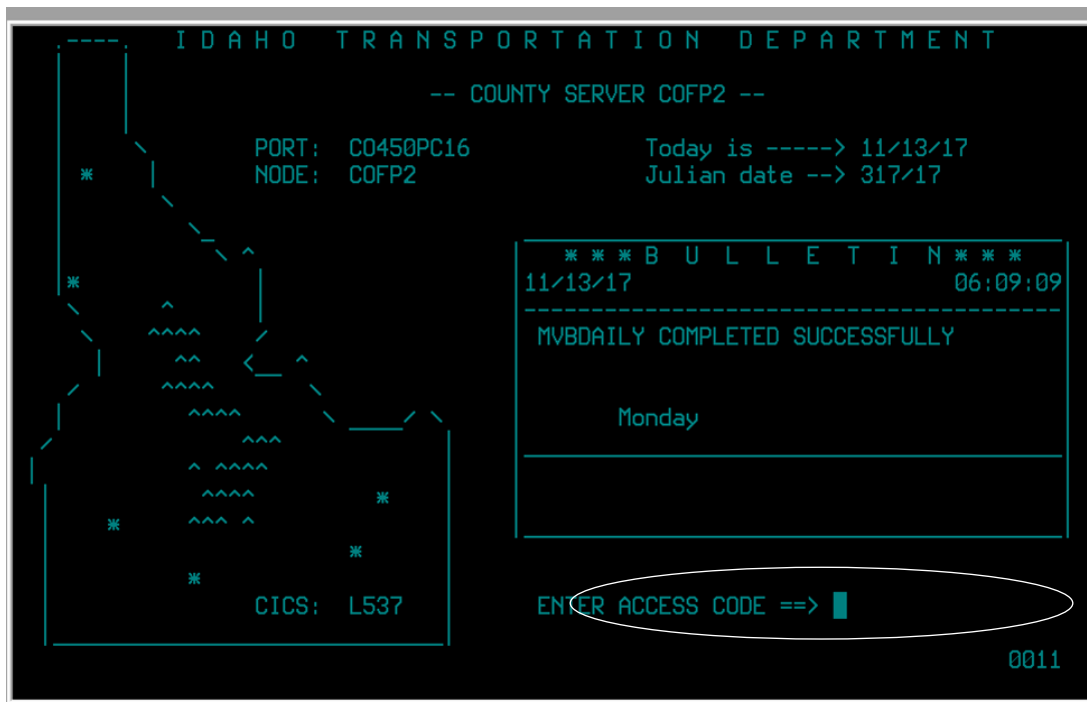


Figure 2-1 – Datapoint Login

```

DMV/111011          DIVISION OF MOTOR VEHICLES          s-R c-45 1-0
County Location:  0 - SPECIAL PLATES
IS Region:  6
UAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
UAAAAAAAAAAAAAAAAAAAAAAAAAAAAAU  Locked-In Printers  AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
3Dr Lic:
3Regis:  P903          Special Plates area, partition next to microfiche
3Titles: P903          Special Plates area, partition next to microfiche
3Captur:
3Scan:
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
          DMV FUNCTION MENU
R. Registrations-Titles
T. Titles-Registrations

P. Printer Selection
C. Change County Location
*. Sign Off

Choice:  █

F5/<Esc>=Sign Off          F9=Help

```

7

The Registration-Title Main Menu will then be displayed. (Figure 2-3)

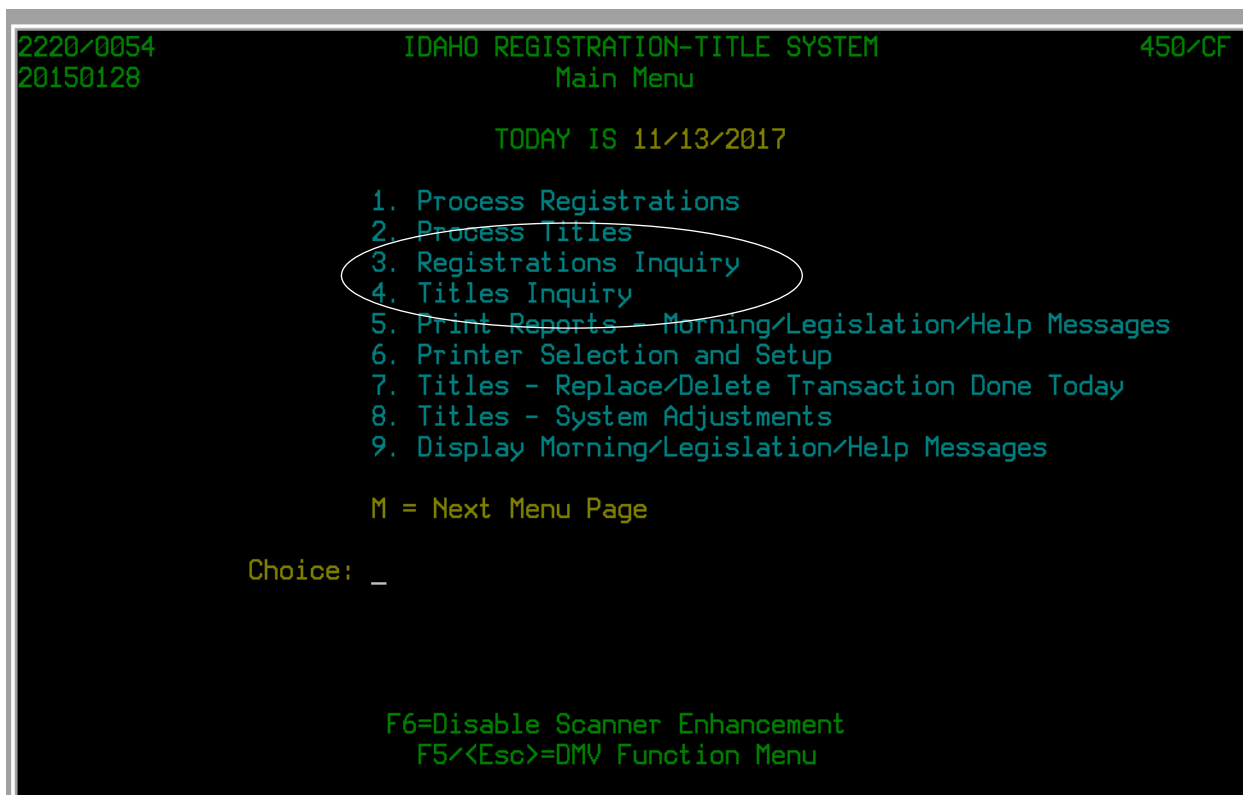
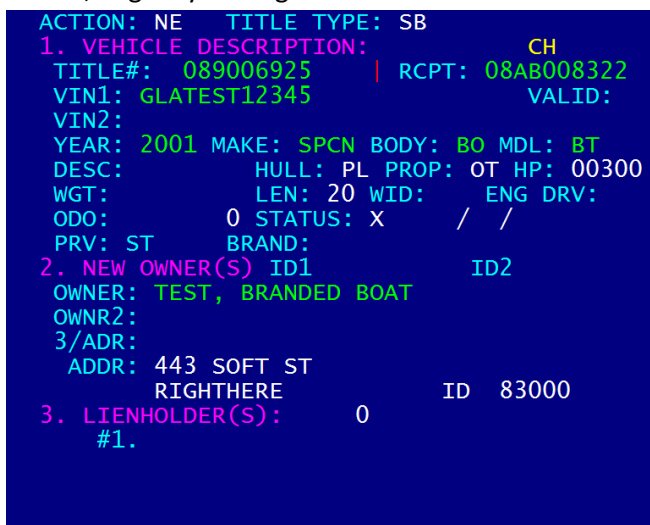


Figure 2-3 – Main Menu

From here choose registration or title records. For a title inquiry, type “4” in the choice field and press <Enter>

- **Title Inquiry**

This action invokes the Title Inquiry menu. (Figure 2-4) To log and print an MVR document for a title record, begin by finding the record in the correct database. This is the test record for our example:



The default setting in the program is established for the Current Title record or “C” so confirm this by pressing <Enter>. If the record needed is located in the titles “history” or “pending” database, type “H” or “P” and press <Enter>

```
1314/20170712          TITLE INQUIRY          450/CF
                                     PROD

To inquire, enter C to get records from the current titles database, enter H
to get records from the history titles database, enter P to get records from
the titles pending database or enter T to get records from the titles
transaction database.
You may use the clone key (=) on the VIN, owner1 and owner2 fields.

Current (C), History (H), Pending (P), Old Transactions (T) C
Title Number
VIN
Serial
Name
Name2
Receipt

F1=Previous Field    F2=Restart    F5/<Esc>=Quit    F8=Reg inquiry
```

Figure 2-4 – Title Inquiry screen

The <Title Number> search field will activate. (Figure 2-4) Enter the title number here or use the <Enter> key to move to a different search field such as VIN, serial (last 6 of VIN), name, name 2 or receipt number. In Figure 2-5 a title number is used as the search value.

```
Current (C), History (H), Pending (P), Old Transactions (T) C
Title Number    089006925
VIN
Serial
Name
Name2
Receipt
```

Figure 2.5 – Enter title number

Type the search criteria and press <Enter>. If the database contains a current title record, it will display on the next screen (Figure 2-6). If the database contains more than one record with those criteria, a list will be displayed. If the correct record was not found, repeat with a different search value.

```
1314/20170712          TITLE INQUIRY          PROD/450/CF
Ttl Type: SB Title: 089006925 Action Type: NE VIN: GLATEST12345
                               VIN 2:
Make: SPCN Bdy: B0 Year: 2001 Mdl: BT Hull: PL Prop: OT Drive: HP: 00300
Desc:      Length: 20 HIN:      Prev State-Title#: -
Vehicle Owner:      Odometer:      Status:
- - TEST, BRANDED BOAT
DPPA = Y
443 SOFT ST
RIGH THERE          ID 83000-0000
LIENHOLDER(S):
VIN Hits: CH
Receipt Number: 08AB008322
Comments:

Dealer:      Recorded: 10/15/08 Rcd Time: 14:59
County:      Issued: 10/15/08 Printed: 08/15/17

Privacy Protection code is set for this record!!
F3=Issue      F5=Restart
F10=Print     Esc=Quit
```

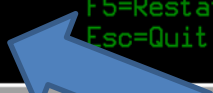


Figure 2-6– Title record

Verify that the correct record has been selected and if so, press the <F10> Print key to access the Inquirer Identification screen (Figure 2-7) to enter the requestor's information and print an MVR document .

```

Inquirer Identification
  Name: 
  Company:
  Name/Address:
  Address:
  City:
  State:      Zip:
  Telephone Number:
  Driver License:      (or other ID)

Inquiry Comment:
Operator Initials:
Is Inquiry For Law Use?      Exemption Code?

Inquiry Fee:

```

Figure 2-7 – Inquirer Identification screen

Enter the inquirer information as shown on the ITD 3374 MVR form. Indicate if the request is for law use ie: law enforcement or other governmental agencies exempt from MVR fees <Y=Yes, N=No> and enter the exemption code from the Authorization section of the *ITD 3374 MVR form* in the <Exemption code?> field. (Figure 2-7) At the end of each line press <Enter> to move to the next field. The <F1> key can be used to return to previous fields.

```

Inquirer Identification
  Name: JANE DOE
  Company: MY COMPANY, INC.
  Name/Address:
  Address: 1234 MAIN ST
  City: ANYWHERE
  State: ID      Zip: 83707-
  Telephone Number:
  Driver License: 000000000      (or other ID)

Inquiry Comment: TEST
Operator Initials: MB
Is Inquiry For Law Use? N      Exemption Code? 3
Inquiry Receipt? 0
Inquiry Fee: 700

```

Figure 2-8– Information entered on Inquirer Identification screen

Once all fields on the Inquirer Identification screen are completed; a prompt will appear to confirm printing of the document. Type “Y” to print the document and collect the fee if required.

- **Registration Inquiry**

Logging and printing an MVR document for a registration record in Datapoint is very similar to the process used for a title record. For a registration record, Type 3 in the Choice field of the main menu, (Figure 2-9) press <Enter>

```

2220/0054          IDAHO REGISTRATION-TITLE SYSTEM          450/CF
20150128              Main Menu

              TODAY IS 11/13/2017

1. Process Registrations
2. Process Titles
3. Registrations Inquiry
4. Titles Inquiry
5. Print Reports - Morning/Legislation/Help Messages
6. Printer Selection and Setup
7. Titles - Replace/Delete Transaction Done Today
8. Titles - System Adjustments
9. Display Morning/Legislation/Help Messages

M = Next Menu Page

Choice: _

F6=Disable Scanner Enhancement
F5/<Esc>=DMV Function Menu
  
```

Figure 2-9— Registrations Inquiry

For the “Registration Inquiry” section, we will use this test record:

1. TRANSACTION INFORMATION	2. REGISTRATION INFORMATION
LICENSE PLATE <u>RLTYM</u>	ID1 <u>TQ101562J</u> ID2 <u></u>
REG AG SUB CAR <u>OPTNS P</u>	SMITH, JOHN J JINGELHEIMER <u>--</u>
EXPIRATION DATE <u>07/31/2017</u>	THIS IS A TEST RECORD <u></u>
TRAN TYPE NE DT <u>07/29/2016</u>	
TRAN TIME <u>16:40:13</u>	<u>123 LOONEY LN</u>
ORIG ISSUE DATE <u>07/29/2016</u>	BOISE <u></u> ID <u></u>
ORIG TRAN NE <u></u>	<u>83704-0000</u> MAILOUT? <u>N</u>
NEW PLATE DATE <u>07/29/2016</u>	
STICKER NUMBER <u>RLTYM</u>	3. VEHICLE INFORMATION DPPA Y
RECEIPT NUMBER <u>0000000000</u>	TITLE <u>321654</u> ENG <u></u>
VER/CERT FLAG <u>DT</u>	VIN <u>1B4U2C</u>
PREV REG KEY <u>PCCARP</u>	MAKE <u>DODG</u> YR <u>1993</u> BD <u>VN</u> MOD <u>TK</u>
PREVIOUS PLATE <u>TEST</u>	COLOR <u>SIL</u> / <u></u> DESCRIP <u>GR</u> CARA <u></u>
RES COUNTY <u>01</u> HIGHWAY <u>0101</u>	COMMENT <u></u>
COUNTY/LOC <u>45/0</u> MONTHS <u>04</u>	THIS IS ONLY A TEST <u></u>
PLATE SPACING <u>RL TYM</u>	
CHAIR <u>_</u> BLD-A-PLATE <u>I</u>	
PRK PSFORT <u>Y</u> RNT <u>N</u>	

To print a Registration MVR document, inquire on the record from the Reg Inquiry screen. The default setting in this program is established for the current record or “C” so confirm this by pressing the <Enter> key. (Figure 2-10) To find a “history” registration record, type “H” and press <Enter>.

2214/170329 REG INQUIRY 450/CF
PROD

To inquire, enter 'C' to get records from the current database or 'H' for the history database. Then, select the key field you want with the <Enter> key. For Plate, the inquiry looks only at the first eight characters you enter. The ninth character can be an asterisk, meaning an old-style plate. When looking at Plate on the history database, the records are listed from oldest to newest. For VIN and DLN1, the inquiry looks for an exact match. For Name and Name2, the inquiry finds every record fitting that portion of your entry. For both of these, Residence County is optional. If you enter it, the inquiry only shows records from that county. Otherwise, it gives all records in the state. For Sticker, the inquiry finds every record fitting that portion of your entry. Format is YYMMNNNNNN, where YY=year, MM=month & NNNNNN=seq number. You may use the clone key (=) on plate, VIN, Name or Name2.

Current (C) or History (H)	C
Plate	RLTYM
VIN	
Name	Res
Name2	Res
DLN1	
Sticker	

F1=Prev Field F2=Restart F5/Esc=Quit F8=Titles Inquiry

Figure 2-10 Reg Inquiry Screen

This action displays the <Plate> search field. Several search criteria are also available to use. One option is to enter the plate number as shown in figure 2-10 but in this example we are using the name as the search criteria. Press <enter> to move to the search field you wish to use (figure 2-11).

Current (C) or History (H)	C
Plate	
VIN	
Name	SMITH, JOHN J Res
Name2	Res
DLN1	
Sticker	

Figure 2-11 – Searching for current record with name

Type the search criteria and press <Enter>. If there is a record, it will appear on the screen. If there are multiple records, a list will be generated.

2214/170329 REG INQ(CURR) 450/CF

No	Name	Cy	City	Plate	RT	Yr	Make	Bd	Mod	TT	Expir
1	SMITH, JOHN J	01	BOISE	814BKL	TB	06	HMDE	BT	TL	NE	12/16
2	SMITH, JOHN J JINGELHEIMER	01	BOISE	RLTYM	AG	93	DODG	VN	TK	NE	07/17
3	SMITH, JOHN J JINGELHEIMER	01	BOISE	TEST	PA	17	FORD	PK	F35	TF	03/18
4	SMITH, JOHN J JINGELHEIMER	01	BOISE	TEST1	PC	07	RAM	PK	R15	RS	10/18

F1=Next F2=Prev F5=Restart Esc=Quit OR Pick One/Enter: 2




Figure 2-12 – Selecting from Current record list

If a list is displayed, indicate the record needed by typing the corresponding number in the space provided. (Figure 2-12) Once the correct record is selected, press the <F10> key to access the Inquirer Identification screen. (Figure 2-7). This will allow the entry of requestor information and printing of an MVR document. To finish, follow the same steps to print an MVR document as were used in the Title Inquiry section.

The RMS Datapoint system generates an MVR document which includes vehicle and ownership information. When the document is printed, it records the information about the requestor, the reason for the MVR and fees paid. If a requestor does not meet the qualifications on page two of the MVR form and leaves that field blank, there is still an option to obtain a skeleton record with only vehicle information. It does not include the personal information, but may be useful for customers in some cases.

If it is necessary to research registration archives, release of liability records or back documentation (titles history and associated documents); the customer should be referred to ITD

HQ MVR desk at (208) 332-7872 or

Idaho Transportation Department-MVR Desk, PO Box 34, Boise Idaho 83731

Record Keeping

The record retention schedule for Motor Vehicle Record requests is five (5) years. Keep the request forms in a retrievable fashion for that period of time. The automated record in the RMS Datapoint system is retained electronically. There is no reason to keep a copy of the computer generated form for your files.

Access Idaho

Some businesses and governmental agencies direct their MVR requests through the Access Idaho web portal. For customers who routinely need Motor Vehicle records for business purposes, this may be a good option for them. Interested customers may contact Access Idaho via the Internet at:

<https://www.accessidaho.org/secure/itd/mvr/lookup.html> to apply for a subscription. The customer will be required to meet a set of requirements similar to those mandated on the Motor Vehicle Record request form in order to qualify. Once a customer has qualified, information generated from these requests is made immediately available to the customer and is available 24/7.