

Bulletin

D-02-14-02

DATE: February 3, 2014
BULLETIN: Automotive Dismantlers, Recyclers and Scrap Processors
FROM: Sharon Crow, Manager
Business Licensing and Consumer Services
RE: **Last Known Registered Owner Virginia and Washington DC.**

The Maryland RAPID Help Desk understands that there has been some confusion regarding established processes for Virginia and the District of Columbia that enable Maryland's ADR&SP's to obtain last known registered owner/lienholder information. The below bulletin has been completed in an effort to assist Maryland ADR&SP to comply with the notification requirements outlined in Transportation Article 15-509.

Washington, DC

Since 2007, **Washington D.C.** has had a process that allows licensed District and out-of-state towers and Automotive Dismantlers, Recyclers & Scrap Processors (ADRS&P) to obtain motor vehicle information on last known registered owner/lienholder for District of Columbia vehicles.

Licensed dealers requesting this information should:

- Read the attached documents
- Register with the DC MVA Office of Service Integrity
- Once registered, make last known registered owner/lienholder requests directly to the DC MVA
- There is a \$7 per document fee

The DC MVA will provide a receipt to the registered Maryland ADRS&P confirming this transaction request. We have included the forms from D.C. Department of Motor Vehicles.

Virginia

The **Virginia** Department of Motor Vehicles (DMV) has an on-line program for abandoned vehicles. This process may be used by Maryland's licensed Automotive Dismantlers, Recyclers & Scrap Processors (ADR&SP) to determine a vehicle's last known registered owner/lienholder. The fee for this on-line service is \$25.00 per transaction. For this fee, Virginia's DMV will send the last known registered owner/lienholder a certified letter notifying them of the need to contact the requesting dealer reference their vehicle. In addition, Virginia's DMV will provide the Maryland ADR&SP with a receipt confirming this request. <https://www.dmv.virginia.gov/apps/AVP/intropage.aspx>

Vehicles Abandoned in Other States - AVP

The AVP transactions below are for vehicles abandoned in other states. Out-of-state VINs entered for these transactions do not remain on the Virginia Abandoned Vehicle Process file and are not searchable.

Out-of-State Abandoned Vehicle Record Request – Use this transaction to request Virginia DMV search its records for Virginia owner(s) and lienholder(s) for a vehicle, trailer, or manufactured home abandoned in another state (not located in Virginia). DMV will send identified Virginia owner(s) and lienholder(s) certified mail notification with your contact information. You will need the vehicle's identification number (VIN) and the cost is \$25.

Out-of-State Receipt Request - If you have lost your original out-of-state AVP receipt, use this transaction to request a duplicate. You will need the VIN.

Out-of-State Abandoned Vehicle Record Request

The Out-of-State Abandoned Vehicle Record Request is a one step process for those in possession of a vehicle, trailer, or manufactured home abandoned outside Virginia who are required to notify the vehicle owner and lienholder on record in Virginia. Use this transaction to

- Request Virginia DMV search for Virginia owners and lienholders on file
- Request that the identified Virginia owners and lienholders be notified by certified mail of the abandoned vehicle location and contact information
- Print a receipt stating the results of the Virginia record search. If a Virginia owner and lienholder was found, the receipt verifies that certified mail notification was sent by Virginia DMV, to the owner's/lienholder's last known address.

What You Will Need

- The vehicle identification number (VIN), make and year from the vehicle. Note that the VIN you enter in the Abandoned Vehicle Process (AVP) must match exactly the VIN on the abandoned vehicle, trailer, or manufactured home! Be sure to enter the VIN carefully and be aware of characters that look very similar, such as the letter "O" and the number "0", the letter "I" and the number "1", the letter "Z" and the number "2", and so on. Manufacturers never assign VIN's containing the letters "O" or "I". If you cannot find the VIN plate on the vehicle, refer to the Abandoned Vehicle FAQs for guidance.
- The \$25.00 AVP fee is nonrefundable. We accept Discover, MasterCard, VISA or American Express. You may also use a debit card displaying the VISA or MasterCard logo.

Information Provided

- Once you complete the out-of-state record request, print the AVP receipt. You may present it to the other state as proof that Virginia owners and lienholders were sent certified mail notification by Virginia DMV.
- Virginia DMV cannot guarantee that a Virginia owner and/or lienholder exists on record for the VIN entered. When no Virginia owner and/or lienholder is found, you will receive a "No Virginia Record Found" receipt verifying that the search in DMV records for the VIN entered resulted in no owners and/or lienholders.
- Additionally, Virginia DMV does not guarantee that the Out-of-State AVP receipt will be acceptable proof of compliance with abandoned vehicle laws in the state in which you are processing the abandoned vehicle. Please check the abandoned vehicle laws in your state.

TYPE OF REQUEST

Please select one of the following categories that best explains the purpose for the request. (You will need to provide the documents required in that category to receive the information)

Type of Request	Required Documents	Requester
<input type="checkbox"/> Service of Process	Attach a subpoena or other pleading.	Attorney
<input type="checkbox"/> Investigation in anticipation of litigation.	Attach supporting documents, such as an insurance claim, a court filing, or a police report.	Attorney, Investigator
<input type="checkbox"/> Execution or enforcement of judgment.	Attach judgment issued by the court.	All
<input type="checkbox"/> Order of a federal, State, or local court.	Attach copy of order issued by the court.	All
<input type="checkbox"/> Verification of personal information submitted.		Employer, Investigator
<input type="checkbox"/> Verification of information related to a commercial driver's license as required under 49 USC §§31301, et seq.		Employer, Investigator
<input type="checkbox"/> Notice to the owner of a towed or impounded vehicle.	Provide proof the vehicle has been towed, impounded, or illegally parked on private property.	All
<input type="checkbox"/> Claims investigation activities, antifraud activities, rating or underwriting.		Insurance Company, Investigator

SIGNATURE

I certify that I have read this application and know and understand its content; all information herein is true and accurate. I understand that it is unlawful to willingly make a false statement or knowingly use any requested document for purposes other than those stated in this application and doing so is subject to criminal sanctions. (D.C. Official Code §§ 2-534(a)(2) and 22-2405 and 18 USC § 2723).

Signature of Contact Person or Authorized Agent

Date

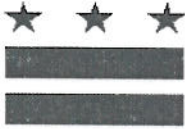
PAYMENT METHOD

A fee may be assessed for your request. You may pay any associated fee by credit card (Visa, MasterCard, or Discover Card) or by check or money order made Payable to: "DC Treasurer"

DELIVERY METHOD OF REQUESTED DOCUMENTS

- Fax the Document to Requester at: ()
- Mail Document to Requester at the address provided above.
- E- Mail document to Requester at the following address:

E-Mail Address:



Government of the District of Columbia
 Department of Motor Vehicles
 P.O. Box 91980
 Washington, D.C. 20090



THIRD PARTY DATA REQUESTS

REQUESTER APPLICATION		
Applicant's Name:		
Affiliated Company:		Contact Telephone Number: ()
Address Where Business is Located (DO NOT LIST P.O. BOX):		
City	State	Zip Code

(Please provide a list of employees on the reverse side of this application.)

TYPE OF REQUESTER

<input type="checkbox"/> Law Firm	<input type="checkbox"/> Investigator or Security Service	<input type="checkbox"/> Employer	<input type="checkbox"/> Insurance Company	<input type="checkbox"/> Business or Individual
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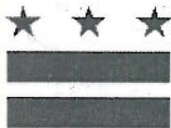
Federal Identification Number (EIN)	Date of Incorporation or Limited Liability Partnership	State of Incorporation or Limited Liability Partnership	
Licensing Jurisdiction	Licensing Agency	License Number	Expiration Date

SIGNATURE

I understand that it is unlawful to willfully make a false statement or knowingly use any requested document for purposes other than those stated in the Application for Requested Materials and doing so is subject to criminal sanctions. (D.C. Official Code §§ 2-534(a)(2) and 22-2405 and 18 USC § 2723).

Signature of Contact Person or Authorized Agent		Date	
DC DMV USE ONLY			
Requester Number	Effective Date	Expiration Date	Authorized by

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MOTOR VEHICLES



OFFICE OF SERVICE INTEGRITY

MEMORANDUM

TO: Non-Governmental Third Party Requestor
FROM: Gabriel Robinson, Integrity Officer (DC DMV)
DATE: August 28, 2009
SUBJECT: Requesting Information from DC Dept. of Motor Vehicles

The DMV's Office of Service Integrity is responsible for processing third party requests for information in accordance to the Driver Privacy Protection Act (DPPA). In most cases, requests are filled within 24 to 48 business hours.

Your company or firm **Must** apply or register to become a Third Party Requestor using the application provided by the Office of Service Integrity. The application to become a Third Party Requestor will remain apart of your file. Periodically, you may be asked to update the information on the application. Keep in mind, an appointment is necessary for this process and all information on the application must be filled in or it may be denied and slow up the approval process.

Requests should contain the following information:

- Submit your request on the Request form provided by the Office of Service Integrity or;
- Submit on official letterhead (include the information below)
 - Identify the subject of the request (Name, SSN, DOB, DLN, VIN, Tag #, Address, more the better)
 - Specify what information you are looking for (driver's record, title info, registration, insurance, etc)
 - State why the information is needed ***along with documentation*** (include insurance claim, police report, subpoena, court order, release authorization, etc) See application for other required documents.
 - Contact information of the requester
 - Payment information or include a check or money order payable to DC Treasurer; No Cash Accepted

Note: All Requests made on your letterhead must include the following statement with a signature:

I understand that it is unlawful to willfully make a false statement or knowingly use any requested document for purposes other than those stated in the Application for Requested Materials and doing so is subject to criminal sanctions. (D.C. Official Code §§ 2-534(a)(2) and 22-2405 and 18 USC § 2723).

Requests must be made in writing using one of the following methods:

- Mail or Postal Service to the address below
- Emailed from your government email address (email to: dmvdatarequest@dc.gov) **The Best Option!!**
- Faxed from a government machine (202-698-0754)
- Dropped off to the Service Integrity Office (*by appointment only*)

Contact Information:

Department of Motor Vehicles
Office of Service Integrity
95 M Street, SW Suite 308
Washington, DC 20024

Gabriel Robinson, Integrity Officer: (202) 729-7021