



DEPARTMENT OF TRANSPORTATION
DRIVER AND MOTOR VEHICLE SERVICES
1905 LANA AVE NE, SALEM OREGON 97314

RECORD INQUIRY ACCOUNT APPLICATION FOR SANITIZED RECORDS

A. IDENTIFICATION NUMBERS:

FEDERAL EMPLOYER ID NUMBER _____
OR
 DRIVER LICENSE NUMBER _____
OR
 SOCIAL SECURITY NUMBER * _____

* I am providing my Social Security Number on a voluntary basis. I understand that I cannot be compelled to provide it or be denied consideration solely for the failure to provide it. It may be used to verify my identification, credit and employment information, and be used for collection purposes.

B. NAME, ADDRESS AND TELEPHONE NUMBER:

COMPANY NAME

CONTACT PERSON NAME

CONTACT TITLE

CONTACT TELEPHONE NUMBER

()

E-MAIL ADDRESS

MAILING ADDRESS

CITY

STATE

ZIP CODE

BILLING ADDRESS

CITY

STATE

ZIP CODE

TYPE OF BUSINESS

TELEPHONE NUMBER

()

FAX NUMBER

()

NAME OF APPLICANT (PLEASE PRINT)

TITLE

TELEPHONE NUMBER

()

SIGNATURE OF APPLICANT

X

DATE

FOR AGENCY USE ONLY

Account #: _____

Account Type: _____

Date Opened: _____

Date Closed: _____

Received: _____

Returned: _____

Approved By: _____

Date: _____

Requalified: _____

Date: _____

Reopened: _____

Date: _____

With this account, you will only be able to receive sanitized records; (i.e.) Non-Employment Driving Record, Employment Driving Record, and Certified Court Print. Sanitized records will contain no personal information on them including the individual's name, address or driver's license number however the date of birth is on the record in order for you to determine which record is being returned. The body of the driving record will include all accidents, convictions, suspensions, etc.

**A FEE OF \$70 MUST ACCOMPANY THIS APPLICATION.
IF APPLICATION IS DENIED, THE FEE WILL BE RETURNED.**

Mail Application and \$70 (Payable to Oregon DMV) to:

Records Policy Unit
Oregon DMV
1905 Lana Avenue NE
Salem, OR 97314-2250

General Information and Rules for Account Holders Receiving Sanitized Records

1. DMV will furnish *summary billings only* by type of record. Keep an internal log of your specific requests if you want to reconcile your monthly billing.
2. To insure prompt posting of your payment, enclose the bottom portion of the invoice showing the amount paid with all payments on your account. **Make payments payable to “Oregon DMV.”**
3. Billing is on a thirty (30) day cycle, when an account is sixty (60) days overdue a temporary hold will be placed on the account until the past due portion is paid.
4. You must notify DMV within one (1) business day of an intended or actual closure of your business or voluntary termination of your account and within ten (10) working days if your business has a change in ownership, signatory person, contact person, address or any other changes relevant to this account.
5. The contact person you have assigned is the person DMV will contact if there is a question regarding a request for records. Any person making an inquiry as to your business account number or password will be referred to the contact person. It is your responsibility to monitor who has access to your account number and password.
6. If your account has an outstanding balance of \$500 or more for three (3) consecutive months, you will be required to furnish a bond to insure payment. The bond shall be \$1500 or three (3) times the average outstanding monthly balance for the past year or since the date the account was opened, whichever period is shorter. The bond must be furnished within thirty (30) days of notification.
7. A bond may be required on Record Inquiry Accounts carrying outstanding balances of less than \$100 when DMV becomes aware that the account holder has a poor credit rating, or has been delinquent in paying the account charges for over sixty (60) days, or at least three (3) times since the account was opened.

Reasons Why Your Account Can Be Closed

1. You fail to notify DMV within 10 days of a change in the contact person or signatory person identified on the Record Inquiry Account application.
2. If you do not use your account to order at least one record in a 12-month period, the account will automatically be closed for non-use, after a 30-day notice. A credit balance will not keep the account open, but will be refunded. A \$70 fee will be charged to reopen the account.
3. Your account balance has been delinquent for four (4) months and your account is not paid within fifteen (15) days of written notification by DMV.
4. You fail to obtain a bond, when required, to insure payment.
5. Your account becomes delinquent in excess of the bond.
6. DMV receives notice that your bond has been canceled or expired.
7. DMV receives notice of bankruptcy regarding your business.