



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

# DMV PUBLIC RECORD REQUEST

Please complete this form to request a public record.

(Do NOT use this form to order Driver or Vehicle Records. Please see forms 735-7122 Request For Information, 735-7266 Order Your Own Record & 735-6691 DMV Record Fee List.)

## Section A – Requester Information

|                                |       |          |
|--------------------------------|-------|----------|
| NAME OF REQUESTING INDIVIDUAL  |       | TITLE    |
| PHONE                          | FAX   | E-MAIL   |
| BUSINESS NAME                  |       |          |
| BUSINESS ADDRESS               |       |          |
| CITY                           | STATE | ZIP CODE |
| MAILING ADDRESS (IF DIFFERENT) |       |          |
| CITY                           | STATE | ZIP CODE |

## Section B – Record(s) Requested

Describe the record you are requesting. Please be as specific as possible and include enough detail to assist DMV staff in locating the record(s). For multiple records, attach additional pages.

|                                    |
|------------------------------------|
| DESCRIPTION OF RECORD(S) REQUESTED |
|------------------------------------|

## Section C – Receiving Record(s), Certification

Please specify preferred method of receiving the requested record(s), and whether you require the records to be certified.

I prefer to receive the record(s):

- I would like to have the record(s) certified.
- By postal mail at the mailing address above
- In person
- FAX (max. of 20 pages) FAX number: \_\_\_\_\_

By signing below I certify that the information above is true and correct to the best of my knowledge.

|                                    |      |
|------------------------------------|------|
| SIGNATURE OF REQUESTING INDIVIDUAL | DATE |
| X                                  |      |

### Office use only

#### Estimate

An estimate of \$ \_\_\_\_\_  
(AMOUNT)

was provide on \_\_\_\_\_  
(DATE)

by \_\_\_\_\_  
(DMV STAFF)

#### Forward completed form to:

Custodian of Records  
DMV Record Services  
1905 Lana Ave NE  
Salem, OR 97314

#### Requesting status

- Authorization to proceed \_\_\_\_\_  
(DATE)
- Request withdrawn \_\_\_\_\_  
(DATE)
- Information provided and request completed \_\_\_\_\_  
(DATE)
- Information not provided – law excludes information requested
- Other \_\_\_\_\_  
(DETAIL)

#### Payment status

Amount received \$ \_\_\_\_\_

Check \_\_\_\_\_  
(NUMBER)

SIGNATURE OF CUSTODIAN OF RECORDS

X

# HOW TO REQUEST A PUBLIC RECORD FROM DMV

Due to dedicated funding sources, DMV may not waive its fees for furnishing public records. [39 Op Atty Gen 61 (1978) Manual at 14] A requester who believes there has been an unreasonable denial of a fee waiver or fee reduction may petition the Attorney General.

## General information about DMV records

As described in Oregon Revised Statute 192.420, every person has a right to inspect any public records of a public body in this state, except as otherwise expressly provided by Oregon's Public Records Law and Oregon's Records Privacy Law (ORS 802.175-802.191). (ORS 192.501 through 192.505)

DMV will provide copies of the public record in the format requested, if available. If the public record is not available in the format requested, it will be made available in the format in which is maintained.

DMV will certify true copies of public records upon request. A reasonable period, as determined by DMV, shall be allowed for the records to be located and assembled.

## Oregon Administrative Rule 735-010-0000

(1) ORS 192.440 provides that any public body may establish fees reasonably calculated to reimburse it for actual costs in making records available to the public, government agencies or commercial firms.

(2) The Driver and Motor Vehicle Services Division of the Department of Transportation (DMV) shall use the following to calculate the actual cost of providing a public record:

- (a) All computer costs. This includes programmer/analyst services, magnetic tapes, and time to run and produce the required record;
- (b) All time spent by staff to produce a record. This includes phone time, typing, data entry, and search efforts;
- (c) A pro-rata share of DMV's overhead expense; and
- (d) All materials which are used to provide a record.

If you have questions or comments about this form, please send an e-mail to: [dmvrequestforinfo@odot.state.or.us](mailto:dmvrequestforinfo@odot.state.or.us)