



Driver Information and Adjudication System (DIAS)

E-Services User Guide

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Washington State Department of Licensing

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Introduction

The Department of Licensing provides you with an online service, via License eXpress for Business, for the Driver Information and Adjudication System (DIAS) to submit court forms and request Abstract Driving Records (ADRs).

For more information, contact the Data Services unit at 360-902-3708 or DataServices@dol.wa.gov. This DIAS user guide is not available unless you have a contract with the Data Services unit for this account type.

Getting Started

All License eXpress (LX) for Business users need to register for their own LX Business account. If you already have an LX Business account, you can request to add new services to your existing account. Each business is allowed one account administrator with as many managers and employees, as needed.

User Roles

Administrators	Managers	Employees
The contract manager or business owner	Several managers allowed per business	Several employees allowed per business
Only 1 administrator allowed per business	Generates manager and employee access codes	Performs account functions only
Generates access codes for managers and employees	Changes access for managers and employees	
Changes access for managers and employees	Removes access for managers and employees	
Removes access for managers and employees	Performs account functions	
Performs account functions		

Register for a License eXpress for Business Account

Use the following steps to register a new account. Make sure to use a valid email address and write down your username and password. If you currently have a License eXpress account, skip to the [Multi-Factor Authentication Process](#).

Join License eXpress

1. Access the secure.dol.wa.gov website.
2. Click the **Join now!** button.

License eXpress: Account and services

A new customer?

[Join now!](#)

[I haven't received my activation email](#)

[What is License eXpress?](#)

[I need to check to see if I have an account](#)

3. Click the **License eXpress for business** radio button and click **Continue**.

Join now

What type of account do you want to join?

License eXpress for individuals
Manage my personal driver license, ID card, vehicle and boat licenses
Pre-apply for my first Washington driver permit, driver license or ID card

License eXpress for business

- Driver related business
- Vehicle and vessel related business

[Continue](#)

4. Enter the applicable information in the First name, Last name fields, and click **Continue**.

Vehicle, vessel, and driver related business - Step 1 of 4

License eXpress for business
Tell us who you are

First name

Last name

5. Enter the applicable information in the Username, Email, Confirm email fields, and click **Continue**.

Vehicle, vessel, and driver related business - Step 2 of 4

License eXpress for business
Test, please continue setting up your account.

[I want to use my existing SecureAccess WA account.](#)

Username

No spaces, 4 or more characters

Email

Confirm email

6. Enter the applicable information in the Password, Confirm password fields, and click **Register me**.

Vehicle, vessel, and driver related business - Step 3 of 4

License eXpress for business
Registering username: testcourt

Password must have 10 characters and at least 3 of the following:

- A number,
- A special character like (\$ % #),
- An upper case letter,
- A lower case letter.

Password

Confirm password

7. Check your email account and click the **activation** hyperlink. This hyperlink directs you to Secure Access Washington (SAW) to complete the Multi-Factor Identification (MFA) process before you complete registration process. The email comes from noreply@dol.wa.gov.



Multi-Factor Authentication Process

1. Enter your Username, Password, and click the **Login** button after clicking the activation hyperlink from your email.

WASHINGTON STATE DEPARTMENT OF LICENSING

License eXpress: Account and services

Thank you testcourt, you have successfully activated your account. Please login to manage your account.

Username

Password

Login

[I forgot my username](#)
[I forgot my password](#)

2. Click the **Choose Method** button to receive the code in your email that you'll need for the next step.
3. Enter the Code sent to your email and click **Submit**.
4. Click the **Yes, remember my device** checkbox, if applicable, and click **Submit**. The MFA authentication process is complete. Continue registering your account.

Complete the Registration Process

1. Enter the appropriate information in the Phone number field and click **Next**. The Extension field is optional.

Profile Setup and Terms of Agreement

New online account

Profile

Contact information

Continue registering your account

Your name
Test Court1

Phone type
Business

Phone Number *
Required

Extension

Email address
testcourt@fakeemail.com

Confirm email address
testcourt@fakeemail.com

Cancel Previous Next

2. Enter the applicable information in the following required fields and click **Next**:
 - a. Street address
 - b. City
 - c. Zip code

Profile Setup and Terms of Agreement

New online account

Profile

Contact information

Address

Continue registering your account

Country
USA

Street address *
Required a

Street 2

Unit type

Unit

City *
Required b

State
WA - WASHINGTON

Zip code *
Required c

Cancel Previous Next

3. Review to verify the address entered and click **Next**.

4. Click the **I agree to the terms of service above.** checkbox and click **Next.**

agreement must be in the Superior Court for Thurston County.

15. Assignment
This Agreement is personal to User. User may not assign any rights or obligations under this agreement to any other person or entity without DOL's prior written approval.

I agree to the terms of service above. *

Agreement Date
02-Jul-2021

Cancel Previous Next

5. Review the Summary section and click **Submit.**
6. Click the **Print** button to print the transaction confirmation or click **Continue** to go to your homepage. You successfully registered your License eXpress for Business account.

Request Administrator Access

Follow the process below if your business account is already established and you are a new administrator for the account. The system allows only one administrator per business.

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Request access to driver-related services** button.

Add an Account

Driver Services
Driver services related accounts for authorized partners
> Request access to driver-related services

Vehicle Services
Vehicle services related accounts for authorized partners
> Request access to Vehicle-related services

3. Click the **Driver Info. and Adjudication** hyperlink, make sure you have the required information (UBI, TIN or EIN # and Account ID), and click **Next.**

4. Enter the applicable information from the following fields and click **Next**:
 - a. Choose a state or federal ID
 - b. State or federal ID
 - c. What is your Driver Information and Adjudication System ID?
 - d. What access level would you like to request?

5. Enter the appropriate information in the following fields, as applicable, and click **Next**:
 - a. Your name
 - b. Are you the owner or supervisor?
 - c. What is your role in your organization

6. Click the **I agree to the terms of service above.** checkbox and click **Next**.

7. Review the Summary screen information and click **Submit**.

8. Click the **Print** button to print your confirmation or click **Continue**. You will receive an email once DOL approves your access.

Manage Users Functions

The sections below outline how to generate an access code for new managers or employees, how to change their access, and how to remove access.

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Driver Info. & Adjudication** hyperlink.

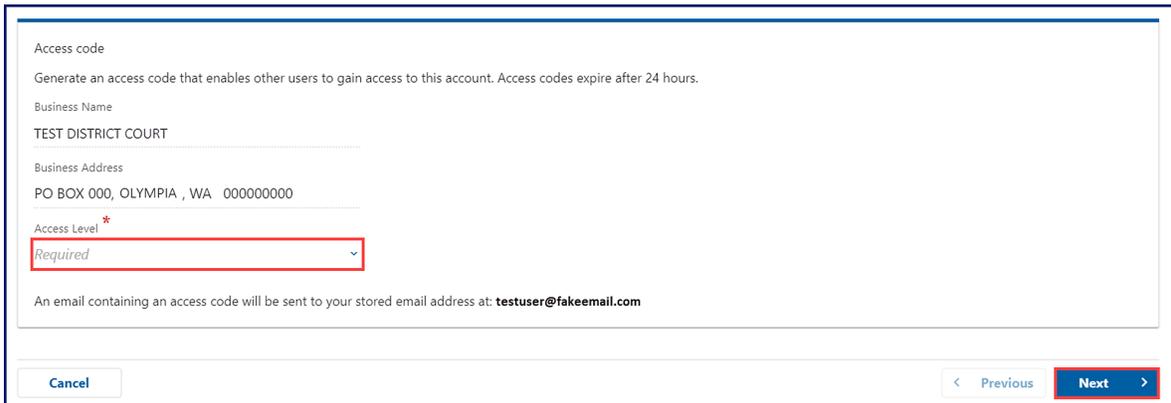
Generate Access Code for Manager or Employee

1. Click the **Create new user access code** hyperlink.



A screenshot of a web application menu. On the left, the text "Account Management" is displayed. To its right, there are two hyperlinks: "Create new user access code" and "Users List". The "Create new user access code" link is highlighted with a red rectangular box.

2. Select the applicable **Access Level** from the dropdown menu and click **Submit**. License eXpress automatically sends an email with the access code, which you can send to an employee or manager for them to access the DIAS account. The access code expires after 24 hours.



A screenshot of a web form titled "Access code". Below the title is a sub-header: "Generate an access code that enables other users to gain access to this account. Access codes expire after 24 hours." The form contains several fields: "Business Name" with the value "TEST DISTRICT COURT"; "Business Address" with the value "PO BOX 000, OLYMPIA, WA 000000000"; and "Access Level" which is a dropdown menu currently showing "Required". Below these fields is a note: "An email containing an access code will be sent to your stored email address at: testuser@fakeemail.com". At the bottom of the form, there are three buttons: "Cancel", "Previous", and "Next". The "Next" button is highlighted with a red rectangular box.

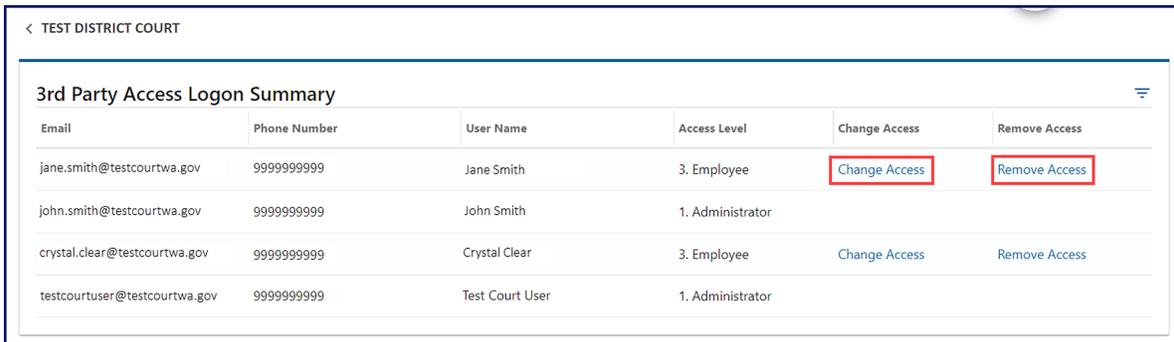
Note: A Manager performs actions and manages users. An Employee performs actions but cannot manage users.

Manage User Access

1. Click the **Users List** hyperlink.



2. Click the **Change Access** or **Remove Access** hyperlinks for the user you want to manage.



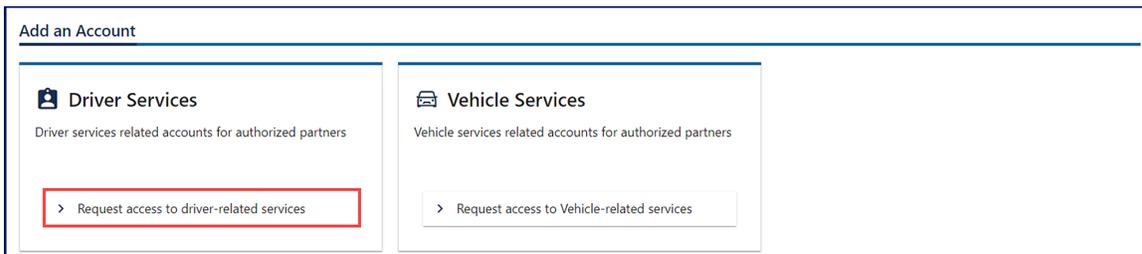
A screenshot of a web interface showing a table titled "3rd Party Access Logon Summary". The table has columns for Email, Phone Number, User Name, Access Level, Change Access, and Remove Access. The "Change Access" and "Remove Access" buttons for the first user (Jane Smith) are highlighted with red boxes.

Email	Phone Number	User Name	Access Level	Change Access	Remove Access
jane.smith@testcourtwa.gov	9999999999	Jane Smith	3. Employee	Change Access	Remove Access
john.smith@testcourtwa.gov	9999999999	John Smith	1. Administrator		
crystal.clear@testcourtwa.gov	9999999999	Crystal Clear	3. Employee	Change Access	Remove Access
testcourtuser@testcourtwa.gov	9999999999	Test Court User	1. Administrator		

Employee and Manager Access

The access code, provided to you by the account administrator or manager, expires after 24 hours. Please check the date and time stamp on the original access code email to make sure your code is not expired.

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Request access to driver-related services** button.



3. Click the **Driver Info. and Adjudication** hyperlink.
4. Make sure you have the required information (UBI, TIN or EIN # and Account ID) and click **Next**.

5. Enter the applicable information from the following fields and click **Next**:
 - a. Choose a state or federal ID
 - b. State or federal ID
 - c. What is your Driver Information and Adjudication System ID?
 - d. What access level would you like to request?

Request your Driver Information and Adjudication System (DIAS) account access

Introduction

What you'll need

Request access

What account?

What account are you trying to access?

In order to gain access, you will need to provide information to identify your account

Choose a state or federal ID *

Required a

State or federal ID *

Required b

What is your Driver Information and Adjudication System ID? *

Required c

What access level would you like to request? *

Required d

< Previous Next >

6. Enter the **access code** provided to you by your Administrator or Manager and click **Next**.

Request your Driver Information and Adjudication System (DIAS) account access

Introduction

What you'll need

Request access

What account?

Enter access code

Enter access code

You must provide an access code to be granted **Manager** access.
A manager or administrator of your organization can give you an access code.
Access codes are only valid for 24 hours after they are created.

What is your access code? *

Required

< Previous Next >

7. Review the Summary screen information and click **Submit**.
8. Click the **Print** button to print the transaction confirmation or click **Continue**. You now have access to the DIAS account!

Searching for Drivers

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Driver Info. & Adjudication** hyperlink.

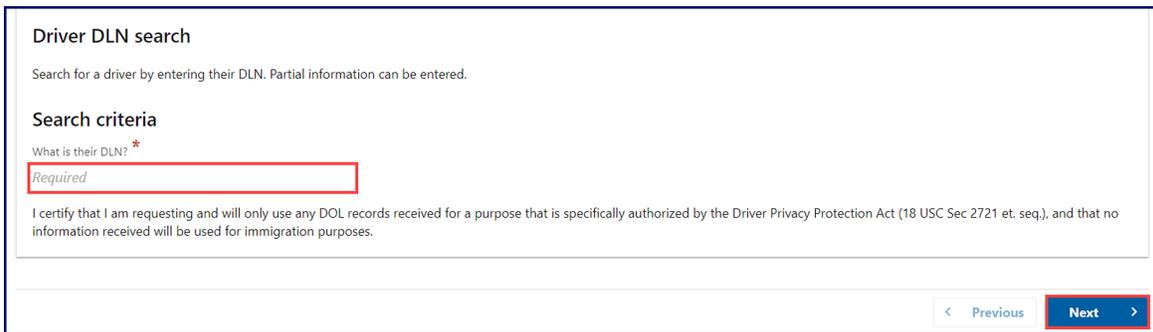
Search by Driver License Number (DLN)

1. Click the **Driver DLN search** hyperlink.



I Want To > **Driver DLN search**
> Driver name search

2. Enter the customer DLN and click **Next**. The customer's information displays.



Driver DLN search
Search for a driver by entering their DLN. Partial information can be entered.

Search criteria
What is their DLN? *

I certify that I am requesting and will only use any DOL records received for a purpose that is specifically authorized by the Driver Privacy Protection Act (18 USC Sec 2721 et. seq.), and that no information received will be used for immigration purposes.

< Previous **Next** >

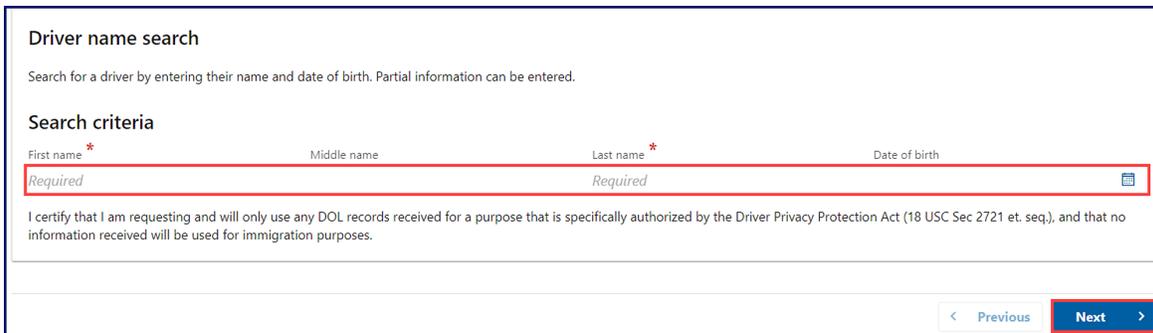
Search by Driver Name

1. Click the **Driver name search** hyperlink.



I Want To > Driver DLN search
> **Driver name search**

2. Enter the appropriate information in the First name and Last name fields and click **Next**. Alternatively, you can enter the Middle name or Date of birth in combination with the required fields, if applicable. The customer's information displays.



Driver name search
Search for a driver by entering their name and date of birth. Partial information can be entered.

Search criteria
First name * Middle name Last name * Date of birth

I certify that I am requesting and will only use any DOL records received for a purpose that is specifically authorized by the Driver Privacy Protection Act (18 USC Sec 2721 et. seq.), and that no information received will be used for immigration purposes.

< Previous **Next** >

Request an Abstract Drive Record (ADR)

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Driver Info. & Adjudication** hyperlink.
3. Click the **Driver DLN search** or **Driver Name search** hyperlink.



I Want To > Driver DLN search
> Driver name search

4. Enter the search criteria in the appropriate field(s) and click **Next**.
5. Click the **Request ADR** button from the ADR section. The ADR takes 5-10 seconds to process.



ADR
Request ADR

6. Click the **View ADR** button when the ADR is available to view. The ADR opens in a new window.



ADR
Request ADR Retrieved 7/6/2021 4:32:40 PM
View ADR

Note: If you have a pop-up blocker enabled, you may need to disable it before you can view the ADR.

Submit Court Forms

Each section below outlines the steps for you to submit many different types of court forms to the Department of Licensing (DOL).

Abstract of Court Record

Report a Court Conviction

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Driver Info. & Adjudication** hyperlink.
3. Click the **Submit court forms** hyperlink.



4. Click the **Report Court Conviction** button.



5. Enter the License Number (DLN) or click the **No License Number** checkbox.
6. Select the applicable License Jurisdiction from the dropdown menu if different from WA – Washington and click **Next**. The driver information displays.
7. Click the **Add Court Conviction** button.
8. Enter the applicable information into the following fields and click **Next**:
 - a. Citation Number
 - b. Conviction Date
 - c. Offense Date
 - d. Hour (military time)
 - e. Minute (military time)
 - f. Driver has CDL/CLP per citation
 - g. Aiding and Abetting

9. Click the **Search** hyperlink from the RCW field.
10. Type the applicable RCW into the Filter bar and press Enter.

11. Click the applicable **RCW/Statute** hyperlink. The selection auto-populates the ACD code in the Description field.
12. Select the applicable options from the following dropdown menus:
 - a. Court Disposition
 - b. Amended?

Note: The Finding/Judgment field auto-populates after choosing the Court Disposition. The Amended? dropdown menu defaults to No.

13. Enter the applicable information in the following fields in the Details section and click **Submit**:

- a. CMV
- b. 16 Pass.
- c. HazMat
- d. Fatality
- e. Exempt
- f. No Test
- g. BAC
- h. Mental Health
- i. Pass. Under 16
- j. Num. Under 16
- k. 27/Prog
- l. Add discretionary period?
- m. Years(s), Month(s), Days

The screenshot shows the 'Add new conviction' form. At the top, there is a progress bar with 'Conviction' and 'Charge' steps. The 'Charge' section includes a note about felony convictions and a search for RCW 46.61.502, resulting in 'A21 - DUI of alcohol'. The Court Disposition is 'G - Guilty' and the Finding/Judgment is 'Guilty'. The 'Details' section has several required fields: 'Vehicle' (CMV, 16 Pass., HazMat, Fatality, Exempt), 'DUI' (No Test, BAC), 'Mental Health', 'Pass. Under 16', 'Num. Under 16' (set to 0), '24/7 Prog' (set to 0), and 'Discretionary' (Add discretionary period?, Period to add: 0 Year(s), 0 Month(s), 0 Days). Red circles with letters a through m are placed over the dropdown menus and input fields corresponding to the list items in the previous block. At the bottom, there are 'Cancel', 'Previous', and 'Submit' buttons.

Note: Some fields only display when reporting an alcohol or drug-related conviction.

14. Click the **OK** button from the Confirmation pop-up window.

15. Click the **Print** button from the Confirmation screen to print your confirmation or click **Continue**.

Report a Minor-In-Possession

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Driver Info. & Adjudication** hyperlink.
3. Click the **Submit court forms** hyperlink.



4. Click the **Report Minor-In-Possession** button.



5. Click the **Add Minor In Possession** button.

6. Enter the applicable information in the following fields and click **Next**:
 - a. Citation Number
 - b. Conviction Date
 - c. Offense Date
 - d. Hour (military time)
 - e. Minute (military time)
 - f. Driver has CDL/CLP per citation
 - g. Aiding and Abetting

7. Click the **Search** hyperlink from the RCW field.
8. Type the RCW into the filter bar and press Enter.

9. Click the applicable **RCW/Statute** hyperlink. The selection auto-populates the ACD code in the Description field.
10. Select the applicable Court Disposition from the dropdown menu and click **Submit**. The selection auto-populates the Finding/Judgment field.
11. Click the **OK** button from the Confirmation pop-up window.
12. Click the **Print** button from the Confirmation screen to print your confirmation or click **Continue**.

Report a Probation Violation

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Driver Info. & Adjudication** hyperlink.
3. Click the **Submit court forms** hyperlink.



4. Click the **Report Probation Violation** button.



5. Enter the License Number (DLN) or click the **No License Number** checkbox.
6. Select the applicable License Jurisdiction from the dropdown menu if different from WA – Washington and click **Next**. The driver information displays.
7. Click the **Add Probation Violation** button.

8. Enter the applicable information in the following fields and click **Next**:
 - a. Citation Number
 - b. Conviction Date
 - c. Offense Date
 - d. Hour (military time)
 - e. Minute (military time)
 - f. Driver has CDL/CLP per citation

Report a new Probation Violation

Conviction

Probation Violation

Citation Number * **a**
Required

Conviction Date * **b**
Required

Offense Date * **c**
Required

Hour **d**
00

Minute **e**
00

Court
WA12345J - TEST DISTRICT COURT

Driver has CDL/CLP per citation * **f**
Required

Cancel Previous **Next**

9. Select the applicable option from the following dropdown menus and click **Submit**:
 - a. No Valid License
 - b. No Insurance
 - c. BAC/THC above limit
 - d. Refusal
 - e. No IID

Report a new Probation Violation

Conviction Charge

Charge

RCW
46.61.5055 Search

Description
VP - Violation of Probation VP - Violation of Probation

Court Disposition
PV - Probation Violation

Finding/Judgment
Committed

Details

Probation Violation
No Valid License * **a**
Required

No Insurance * **b**
Required

BAC/THC above limit * **c**
Required

Refusal * **d**
Required

No IID * **e**
Required

Cancel Previous **Submit**

10. Click the **OK** button from the Confirmation pop-up window.
11. Click the **Print** button from the Confirmation screen to print your confirmation or click **Continue**.

Report a Record Correction

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Driver Info. & Adjudication** hyperlink.
3. Click the **Submit court forms** hyperlink.



I Want To

- > Driver DLN search
- > Driver name search
- > **Submit court forms**

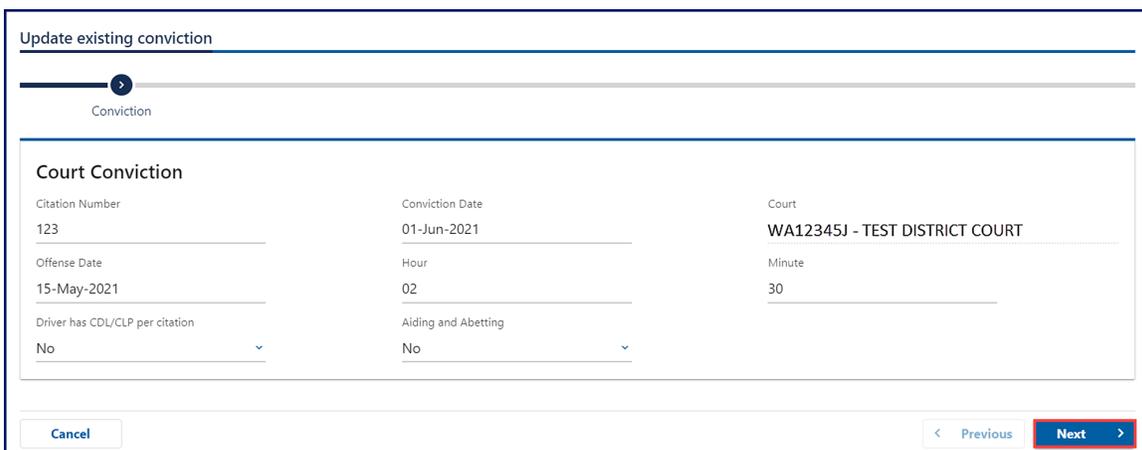
4. Click the **Report Record Correction** button.



 **Abstract of Court Record**
Submit conviction and infraction information

- > Report Court Conviction
- > Report Minor-In-Possession
- > Report Probation Violation
- > **Report Record Correction**
- > Remove Conviction

5. Enter the License Number (DLN) or click the **No License Number** checkbox.
6. Select the applicable License Jurisdiction from the dropdown menu if different from WA – Washington and click **Next**. The driver information displays.
7. Click the applicable **Citation #** hyperlink.
8. Click the **Update Conviction** button.
9. Enter the appropriate information in the necessary fields requiring a correction, if applicable, and click **Next**.



Update existing conviction

Conviction

Court Conviction

Citation Number 123	Conviction Date 01-Jun-2021	Court WA12345J - TEST DISTRICT COURT
Offense Date 15-May-2021	Hour 02	Minute 30
Driver has CDL/CLP per citation No	Aiding and Abetting No	

Cancel < Previous **Next** >

10. Enter the appropriate information in the necessary fields requiring a correction in the Charge or Details section, if applicable, and click **Submit**.

Update existing conviction

Conviction Charge

Charge

If you are submitting a felony conviction, the law requires that only charges where a vehicle was used in the commission of the crime be reported. If no vehicle was used in the commission of the crime, do not submit the charge to the Department of Licensing as a conviction.

RCW: 46.61.500 Search Description: M84 - Reckless driving Reckless driving or operating a motor vehicle

Court Disposition: G - Guilty Finding/Judgment: Guilty Amended?: No

Details

Vehicle: No CMV: No 16 Pass.: No HazMat: No Fatality: No Exempt: No

Cancel Previous Submit

11. Click the **OK** button from the Confirmation pop-up window.

12. Click the **Print** button from the Confirmation screen to print your confirmation or click **Continue**.

Remove a Conviction

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Driver Info. & Adjudication** hyperlink.
3. Click the **Submit court forms** hyperlink.

I Want To

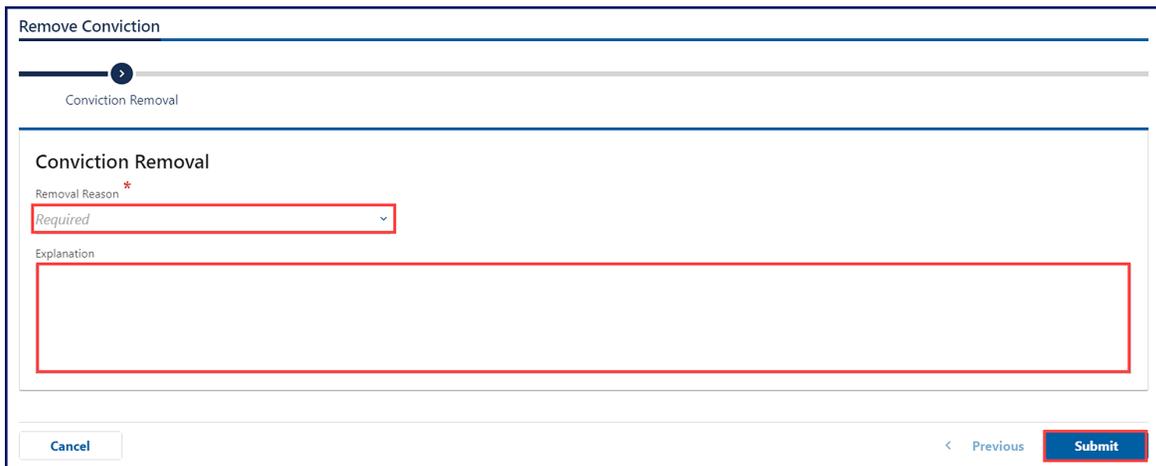
- > Driver DLN search
- > Driver name search
- > **Submit court forms**

4. Click the **Remove Conviction** button.



The screenshot shows a web form titled "Abstract of Court Record" with the subtitle "Submit conviction and infraction information". Below the subtitle are five menu items, each with a right-pointing chevron: "Report Court Conviction", "Report Minor-In-Possession", "Report Probation Violation", "Report Record Correction", and "Remove Conviction". The "Remove Conviction" item is highlighted with a red rectangular border.

5. Enter the License Number (DLN) or click the **No License Number** checkbox.
6. Select the applicable License Jurisdiction from the dropdown menu if different from WA – Washington and click **Next**. The driver information displays.
7. Click the applicable **Citation #** hyperlink.
8. Click the **Remove Conviction** button.
9. Select the applicable **Removal Reason** from the dropdown menu, enter an **Explanation**, and click **Submit**.



The screenshot shows a web form titled "Remove Conviction" with a progress indicator at the top. Below the title is a "Conviction Removal" section. It contains a "Removal Reason" dropdown menu with "Required" selected and a red border around it. Below that is a large "Explanation" text area, also with a red border. At the bottom of the form are three buttons: "Cancel", "Previous", and "Submit".

10. Click the **OK** button from the Confirmation pop-up window.
11. Click the **Print** button from the Confirmation screen to print your confirmation or click **Continue**.

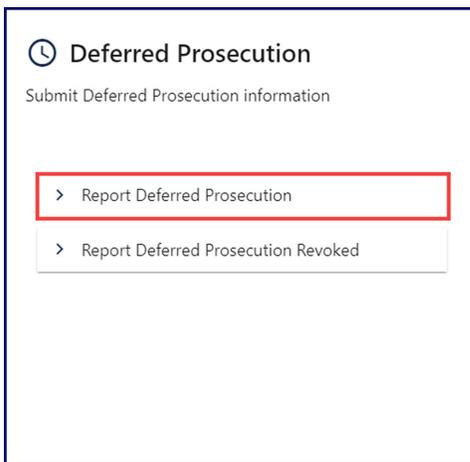
Deferred Prosecution

Report a Deferred Prosecution

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Driver Info. & Adjudication** hyperlink.
3. Click the **Submit court forms** hyperlink.



4. Click the **Report Deferred Prosecution** button.



5. Enter the License Number (DLN) or click the **No License Number** checkbox.
6. Select the applicable License Jurisdiction from the dropdown menu if different from WA – Washington and click **Next**. The driver information displays.
7. Click the **Add Deferred Prosecution** button.

8. Enter the applicable information in the following fields and click **Next**:
 - a. Citation Number
 - b. Conviction Date
 - c. Offense Date
 - d. Hour (military time)
 - e. Minute (military time)
 - f. Driver has CDL/CLP per citation
 - g. Aiding and Abetting

Add Deferred Prosecution

Conviction

Deferred Prosecution

Citation Number * **a**
Required

Conviction Date * **b**
Required

Offense Date * **c**
Required

Hour **d**
00

Minute **e**
00

Driver has CDL/CLP per citation * **f**
Required

Aiding and Abetting * **g**
Required

Court
WA12345J - TEST DISTRICT COURT

Cancel Previous **Next**

9. Click the **Search** hyperlink from the RCW field.
10. Type the RCW into the filter bar and press Enter.

Select RCW or Statute

Select an RCW from the list below.
You can search by typing in the "filter" area above the list.

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Filter

RCW/Statute	Description	Commence	Cease
-------------	-------------	----------	-------

11. Click the applicable **RCW/Statute** hyperlink. The selection auto-populates the ACD code in the Description field.
12. Select the applicable Court Disposition from the dropdown menu and click **Submit**. The selection auto-populates the Finding/Judgment field.
13. Select the applicable answer from the Amended? dropdown menu, if applicable. This field defaults to No.

14. Enter the applicable information in the following fields and click **Submit**:
- a. CMV
 - b. 16 Pass.
 - c. HazMat
 - d. Fatality
 - e. Exempt
 - f. No Test
 - g. BAC
 - h. Mental Health
 - i. Pass. Under 16
 - j. Num. Under 16
 - k. 24/7 Prog
 - l. Add discretionary period?
 - m. Years(s), Month(s), Days(s)

The screenshot shows a web form titled "Add Deferred Prosecution". At the top, there is a progress bar with two steps: "Conviction" (completed) and "Charge" (current). Below the progress bar, the "Charge" section includes a search for "RCW 46.61.502" and a description of "A21 - DUI of alcohol". The "Court Disposition" is set to "DP - Deferred prosecution" and "Amended?" is "No". The "Details" section contains several dropdown menus: "Vehicle" (with options CMV, 16 Pass., HazMat, Fatality, Exempt), "DUI" (with options No Test, BAC, Mental Health, Pass. Under 16, Num. Under 16, 24/7 Prog), and "Discretionary" (with option Add discretionary period?). There are also input fields for "Period to add" in years, months, and days. At the bottom, there are buttons for "Cancel", "Previous", and "Submit".

Note: Some fields only display when reporting an alcohol or drug-related conviction.

- 15. Click the **OK** button from the Confirmation pop-up window.
- 16. Click the **Print** button from the Confirmation screen to print your confirmation or click **Continue**.

Report a Deferred Prosecution Revoked

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Driver Info. & Adjudication** hyperlink.
3. Click the **Submit court forms** hyperlink.



4. Click the **Report Deferred Prosecution Revoked** button.



5. Enter the License Number (DLN) or click the **No License Number** checkbox.
6. Select the applicable License Jurisdiction from the dropdown menu if different from WA – Washington and click **Next**. The driver information displays.
7. Click the **Add DP Revoked** button.

8. Enter the applicable information in the following fields and click **Next**:
 - a. Citation Number
 - b. Conviction Date
 - c. Offense Date
 - d. Hour (military time)
 - e. Minute (military time)
 - f. Driver has CDL/CLP per citation
 - g. Aiding and Abetting

9. Click the **Search** hyperlink from the RCW field.
10. Type the RCW into the filter bar and press Enter.

11. Click the applicable **RCW/Statute** hyperlink. The selection auto-populates the ACD code in the Description field.
12. Select the applicable Court Disposition from the dropdown menu and click **Submit**. The selection auto-populates the Finding/Judgment field.
13. Select the applicable Court Disposition from the dropdown menu. This selection auto-populates the Finding/Judgment field.
14. Select the applicable answer from the Amended? dropdown menu, if applicable. This field defaults to No.

15. Enter the applicable information in the following fields and click **Submit**:
- a. CMV
 - b. 16 Pass.
 - c. HazMat
 - d. Fatality
 - e. Exempt
 - f. No Test
 - g. BAC
 - h. Mental Health
 - i. Pass. Under 16
 - j. Num. Under 16
 - k. 24/7 Prog
 - l. Add discretionary period?
 - m. Years(s), Month(s), Days(s)

Report a new Deferred Prosecution Revoked

Conviction Charge

Charge

RCW: 46.61.502 Description: A21 - DUI of alcohol Driving or operating a motor vehicle under the influence of alcohol

Court Disposition: G - Guilty Finding/Judgment: Guilty Amended?: No

Details

Vehicle

CMV * 16 Pass. * HazMat * Fatality * Exempt

DUI

No Test * BAC *

Mental Health Pass. Under 16 Num. Under 16 24/7 Prog

Discretionary Add discretionary period? Period to add: Year(s) Month(s) Days

Note: Some fields only display when reporting an alcohol or drug-related conviction.

- 16. Click the **OK** button from the Confirmation pop-up window.
- 17. Click the **Print** button from the Confirmation screen to print your confirmation or click **Continue**.

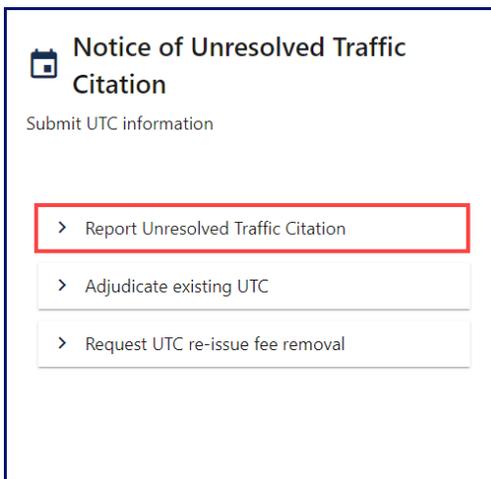
Notice of Unresolved Traffic Citation

Report an Unresolved Traffic Citation

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Driver Info. & Adjudication** hyperlink.
3. Click the **Submit court forms** hyperlink.



4. Click the **Report Unresolved Traffic Citation** button.



5. Enter the License Number (DLN) or click the **No License Number** checkbox.
6. Select the applicable License Jurisdiction from the dropdown menu if different from WA – Washington and click **Next**. The driver information displays.
7. Click the **Add new UTC** button.

8. Enter the applicable information in the following fields:
 - a. Citation Number
 - b. Conviction Date
 - c. Offense Date
 - d. Hour (military time)
 - e. Minute (military time)
 - f. Driver has CDL/CLP per citation
 - g. Aiding and Abetting

Add new UTC

Conviction

Unresolved Traffic Citation

Citation Number * <i>Required</i>	Conviction Date * <i>Required</i>	Court WA12345J - TEST DISTRICT COURT
Offense Date * <i>Required</i>	Hour 00	Minute 00
Driver has CDL/CLP per citation * <i>Required</i>	Aiding and Abetting * <i>Required</i>	Unresolved Traffic Citation Type * <i>Required</i>

Cancel Previous Next

9. Select one of the following options from the Unresolved Traffic Citation Type dropdown menu and click **Next**:
 - a. Failure to Appear
 - b. Failure to Comply
 - c. Failure to Respond

Add new UTC

Conviction

Unresolved Traffic Citation

Citation Number 123	Conviction Date 20-Jan-2023	Court WA12345J - TEST DISTRICT COURT
Offense Date 05-Jan-2023	Hour 13	Minute 20
Driver has CDL/CLP per citation Yes	Aiding and Abetting No	Unresolved Traffic Citation Type * <i>Required</i>

Failure to Appear
Failure to Comply
Failure to Respond

Cancel Next

10. Click the **Search** hyperlink from the Underlying RCW field.
11. Type the RCW into the filter bar and press Enter.

12. Click the applicable **RCW/Statute** hyperlink. The selection auto-populates the ACD code in the Underlying Description field.
13. Click the **Submit** button.

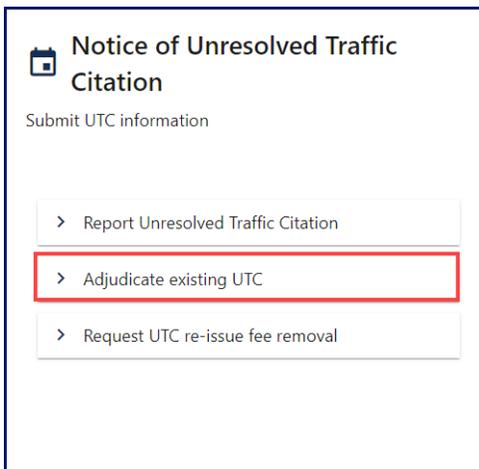
14. Click the **OK** button from the Confirmation pop-up window.
15. Click the **Print** button from the Confirmation screen to print your confirmation or click **Continue**.

Adjudicate an Existing UTC

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Driver Info. & Adjudication** hyperlink.
3. Click the **Submit court forms** hyperlink.



4. Click the **Adjudicate existing UTC** button.



5. Enter the License Number (DLN) or click the **No License Number** checkbox.
6. Select the applicable License Jurisdiction from the dropdown menu if different from WA – Washington and click **Next**. The driver information displays.
7. Click the applicable **Citation #** hyperlink.
8. Click the **Update UTC** button. The UTC Details screen displays.

9. Click the **Next** button.

UTC Adjudication

UTC Adjudication

UTC Details

UTC Details

The UTC details are listed below. Verify that this is the correct FTA that you wish to adjudicate. To continue the adjudication process, press the "Next" button.

Citation number : 123	Court : Test District Court
Violation code : D45 - Failed to appear for trial or court	Street : 1125 Washington St SE
Requirement : UTC Requirement	City : Olympia
Sanction : Unresolved Traffic Citation	Zipcode : 98501-0001
Sanction code : D45 - Failed to appear for trial or court	Phone # : 999 999-9999
Citation date : 05-Jan-2023	
Finding date : 20-Jan-2023	
Suspendable : Yes	

< Previous **Next** >

10. Click the **Submit** button.

11. Click the **OK** button from the Confirmation pop-up window.

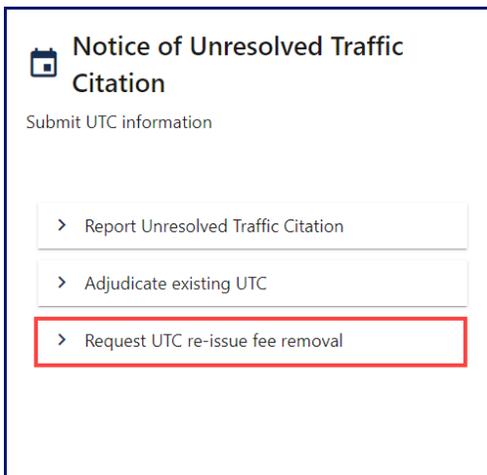
12. Click the **Print** button from the Confirmation screen to print your confirmation or click **Continue**.

Request UTC Re-issue Fee Removal

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Driver Info. & Adjudication** hyperlink.
3. Click the **Submit court forms** hyperlink.



4. Click the **Request UTC re-issue fee removal** button.



5. Enter the License Number (DLN) or click the **No License Number** checkbox.
6. Select the applicable License Jurisdiction from the dropdown menu if different from WA – Washington and click **Next**. The driver information displays.
7. Click the applicable Citation # hyperlink.
8. Click the **Request Fee Removal** button.

9. Enter the appropriate date in the Adjudication Date field, select a Removal Reason from the dropdown menu, enter an Explanation, and click **Submit**.

Request UTC re-issue fee removal

Re-issue Fee Removal

UTC Re-issue Fee Removal

Adjudication Date *

Removal Reason *

Explanation *

10. Click the **OK** button from the Confirmation pop-up window.
11. Click the **Print** button from the Confirmation screen to print your confirmation or click **Continue**.

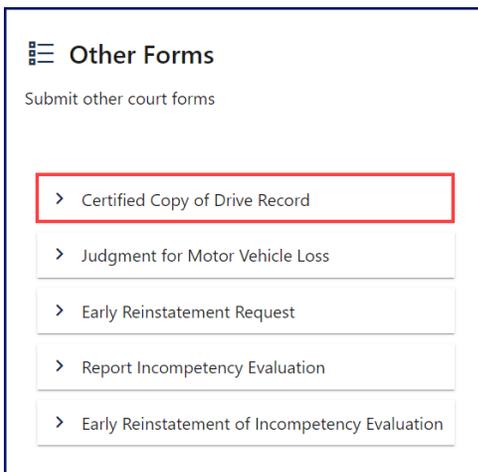
Other Forms

Certified Copy of Drive Record

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Driver Info. & Adjudication** hyperlink.
3. Click the **Submit court forms** hyperlink.



4. Click the **Certified Copy of Drive Record** button.



5. Enter the License Number (DLN) or click the **No License Number** checkbox.
6. Select the applicable License Jurisdiction from the dropdown menu if different from WA – Washington and click **Next**. The driver information displays.
7. Click the **Certified Records Request** button.

8. Enter the appropriate date in the Violation/arrest date field.
9. Click the applicable checkboxes from the following list of options:
 - a. Status (AR and supporting docs at time of violation/arrest date)
 - b. Certified photo (copy of license, permit, or ID)
 - c. Address history (last 7 years)

The screenshot shows a web form titled "Certified Records Request". At the top, there is a progress bar with two steps: "Request Records" (active) and "Requestor Information". Below the progress bar, the form is divided into sections. The "Records requested" section includes a "Violation/arrest date" field with the value "01-Mar-2020". Below this is a heading "Select documents that you are requesting (check all that apply) *" followed by three unchecked checkboxes: "Status (ADR and supporting docs at time of violation/arrest date)", "Certified photo (copy of license, permit, or ID)", and "Address history (last 7 years)". These three checkboxes are enclosed in a red rectangular box. Below the checkboxes is an "Additional information" text area. At the bottom of the form, there are three buttons: "Cancel", "Previous", and "Next".

10. Enter any information in the Additional information field, if applicable, and click **Next**.

11. Enter the applicable information in the following fields:
 - a. Requestor name
 - b. Agency/Department
 - c. (Area code) Telephone number
 - d. Email
 - e. (Area code) Fax number, if applicable
 - f. Email to send records (if different from requestor)
 - g. (Area code) Fax number (if different than requestor), if applicable

Certified Records Request

Request Records Requestor Information

Requestor information

Requestor name * **a**
Required

Agency/Department * **b**
Required

(Area code) Telephone number * **c**
Required

Email * **d**
Required

(Area code) Fax number, if applicable **e**

Email to send records (if different than requestor) **f**
Required

(Area code) Fax number (if different than requestor), if applicable **g**

Are you law enforcement? *
 Yes No

12. Click the **Yes** or **No** button for the Are you law enforcement? question and click **Submit**.
13. Click the **OK** button from the Confirmation pop-up window.
14. Click the **Print** button from the Confirmation screen to print your confirmation or click **Continue**.

Judgment for Motor Vehicle Loss

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Driver Info. & Adjudication** hyperlink.
3. Click the **Submit court forms** hyperlink.

I Want To

- > Driver DLN search
- > Driver name search
- > **Submit court forms**

4. Click the **Judgment for Motor Vehicle Loss** button.

The screenshot shows a web interface titled "Other Forms" with the subtitle "Submit other court forms". Below the title is a list of five menu items, each with a right-pointing chevron: "Certified Copy of Drive Record", "Judgment for Motor Vehicle Loss", "Early Reinstatement Request", "Report Incompetency Evaluation", and "Early Reinstatement of Incompetency Evaluation". The "Judgment for Motor Vehicle Loss" item is highlighted with a red rectangular border.

5. Enter the License Number (DLN) or click the **No License Number** checkbox.
6. Select the applicable License Jurisdiction from the dropdown menu if different from WA – Washington and click **Next**. The driver information displays.
7. Click the **Motor Vehicle Loss Judgment** button.
8. Enter the applicable information in the following fields and click **Next**:
 - a. DLN State
 - b. DLN
 - c. Last name
 - d. First Name
 - e. Middle Name
 - f. Street
 - g. City
 - h. State
 - i. Zip

The screenshot shows the "Judgment for Motor Vehicle Loss" form. At the top, there is a progress bar with four steps: "Plaintiff", "Attorney/Insurance", "Judgment Information", and "Judgment Type". The "Plaintiff" step is active. Below the progress bar is a section titled "Plaintiff - Information" containing several input fields. Each field has a red circle with a letter label: "DLN State" (a), "DLN" (b), "Last name" (c), "First Name" (d), "Middle Name" (e), "Street" (f), "City" (g), "State" (h), and "Zip" (i). The "Last name", "Street", "City", "State", and "Zip" fields are marked as "Required". At the bottom of the form, there is a "Cancel" button on the left and "Previous" and "Next" buttons on the right. The "Next" button is highlighted with a red border.

Note: The Plaintiff – Information auto-populates if DRIVES locates a matching DLN. If not, you must manually enter this information. The DLN State defaults to WA.

9. Select the applicable answer from the Attorney dropdown menu.
10. Enter the appropriate information in the following fields, if applicable:
 - a. Attorney
 - b. Attorney Company
 - c. Attorney Phone

Judgment for Motor Vehicle Loss

Plaintiff Attorney/Insurance Judgment Information Judgment Type

Plaintiff - Attorney / Insurance

Add Attorney Information Add Insurance Information *

Yes Required

Attorney * Required a

Attorney Company * Required b

Attorney Name * Required c

Attorney Phone * Required c

Override Attorney Name

Override Address

Address Unvalidated

Cancel < Previous Next >

Note: The Attorney Name and Address fields auto-populate after selecting an Attorney. The Override Attorney Name checkbox allows you to manually override the name field and enter the applicable information.

11. Select the applicable answer from the Add Insurance Information dropdown menu.

12. Enter the appropriate information in the following fields, if applicable:
- a. Insurance Company
 - b. Representative Name
 - c. Representative Phone

Judgment for Motor Vehicle Loss

Plaintiff Attorney/Insurance Judgment Information Judgment Type

Plaintiff - Attorney / Insurance

Add Attorney Information Add Insurance Information

No Yes

Insurance Company * **a**

Required

Insurance Company Name * Representative Name * Representative Phone * **b** **c**

Required Required Required

Override Company Name

Override Address

Address Unvalidated

Cancel Previous Next

Note: The Insurance Company Name and Address fields auto-populate after selecting an Insurance Company. The Override Company Name checkbox allows you to manually override the name field and enter the applicable information.

13. Click the **Next** button.

14. Click the **Collision** or **Theft** button, enter the appropriate information in the following fields, and click **Next**:

- a. Court Case Number
- b. Judgment Amount
- c. Incident Date
- d. File Date
- e. Judgment Date
- f. Extension Date

Judgment for Motor Vehicle Loss

Plaintiff Attorney/Insurance Judgment Information Judgment Type

Judgment Information

Select the type of incident *

Collision Theft

Court NCIC: WA12345J - TEST DISTRICT COURT Court: Test District Court

Court Case Number * (Required) **a** Judgment Amount * (Required) **b**

Incident Date * (Required) **c** File Date * (Required) **d** Judgment Date * (Required) **e** Extension Date **f**

Override Extension

Cancel Previous **Next**

Note: The Override Extension button allows you to override and enter a Judgment Extension Cease, if applicable.

15. Click one of the following buttons, complete any required fields, if applicable, and click **Submit**:
- Judgment Unsatisfied
 - Default on Judgment Order
 - Discharged through Bankruptcy
 - Judgment by Default
 - Payment By Installment Order
 - Judgment Fully Satisfied
 - Vacate Judgment

16. Click the **OK** button from the Confirmation pop-up window.
17. Click the **Print** button from the Confirmation screen to print your confirmation or click **Continue**.

Early Reinstatement Request

- Login to License eXpress for Business secure.dol.wa.gov.
- Click the **Driver Info. & Adjudication** hyperlink.
- Click the **Submit court forms** hyperlink.

4. Click the **Early Reinstatement Request** button.

The screenshot shows a web interface titled "Other Forms" with the subtitle "Submit other court forms". Below the title is a list of menu items, each with a right-pointing chevron: "Certified Copy of Drive Record", "Judgment for Motor Vehicle Loss", "Early Reinstatement Request" (highlighted with a red box), "Report Incompetency Evaluation", and "Early Reinstatement of Incompetency Evaluation".

5. Enter the License Number (DLN) or click the **No License Number** checkbox.
6. Select the applicable License Jurisdiction from the dropdown menu if different from WA – Washington and click **Next**. The driver information displays.
7. Click the **Early Reinstatement Request** button.
8. Click the **Search** hyperlink from the RCW field.
9. Type the RCW into the filter bar and press Enter.

The screenshot shows a search interface titled "Select RCW or Statute". It includes instructions: "Select an RCW from the list below. You can search by typing in the 'filter' area above the list." Below the instructions is a search bar labeled "Filter" with a red box around it. To the right of the search bar is a pagination control showing "Page 1 of 374". Below the search bar is a table with columns: "RCW/Statute", "Description", "Commence", and "Cease".

10. Click the applicable **RCW/Statute** hyperlink.
11. Select the applicable **Charge Description** from the dropdown menu, enter the appropriate information in the following fields, and click **Submit**:
 - a. Offense Date
 - b. Citation/Case/Complaint Number

The screenshot shows the "Early Reinstatement Request" form. It has a progress bar at the top with a right-pointing chevron. Below the progress bar is the text "Early Reinstatement". The main section is titled "Charge Details" and contains the following fields:

- RCW: 13.40.265 (with a "Search" link next to it)
- Charge Description: A dropdown menu with "Required" selected (highlighted with a red box)
- Offense Date: A field with "Required" and a red circle containing the letter "a"
- Citation/Case/Complaint Number: A field with "Required" and a red circle containing the letter "b"

At the bottom of the form, there is a "Cancel" button on the left and "Previous" and "Submit" buttons on the right. The "Submit" button is highlighted with a red box.

12. Click the **OK** button from the Confirmation pop-up window.
13. Click the **Print** button from the Confirmation screen to print your confirmation or click **Continue**.

Report Incompetency Evaluation

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Driver Info. & Adjudication** hyperlink.
3. Click the **Submit court forms** hyperlink.



4. Click the **Report Incompetency Evaluation** button.



5. Enter the License Number (DLN) or click the **No License Number** checkbox.
6. Select the applicable License Jurisdiction from the dropdown menu if different from WA – Washington and click **Next**. The driver information displays.
7. Click the **Report Incompetency Evaluation** button.

8. Enter the applicable information in the following fields and click **Submit**:
 - a. Citation Number
 - b. Citation Date
 - c. Competency Evaluation Date

Early Reinstatement of Incompetency Evaluation

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Driver Info. & Adjudication** hyperlink.
3. Click the **Submit court forms** hyperlink.

4. Click the **Early Reinstatement of Incompetency Evaluation** button.
5. Enter the License Number (DLN) or click the **No License Number** checkbox.

6. Select the applicable License Jurisdiction from the dropdown menu if different from WA – Washington and click **Next**. The driver information displays.
7. Click the **Report Incompetency Evaluation** button.

8. Click the applicable **Citation #** hyperlink.
9. Click the **Early Reinstatement Request** button.
10. Enter the applicable information in the Early Reinstatement Date field and click **Submit**.

Early Reinstatement of Incompetency Evaluation

Early Reinstatement

Early Reinstatement of Incompetency Evaluation

Citation Number	Citation Date	Competency Evaluation Date	Early Reinstatement Date *
123	01-Oct-2023	01-Oct-2023	Required 

Court NCIC
WA12345J - TEST DISTRICT COURT

[Cancel](#) [Previous](#) [Submit](#)

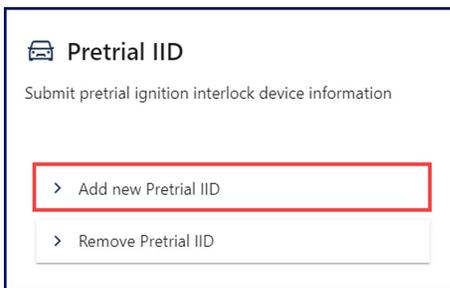
Pretrial IID

Add a New Pretrial IID

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Driver Info. & Adjudication** hyperlink.
3. Click the **Submit court forms** hyperlink.



4. Click the **Add new Pretrial IID** button.



5. Enter the License Number (DLN) or click the **No License Number** checkbox.
6. Select the applicable License Jurisdiction from the dropdown menu if different from WA – Washington and click **Next**. The driver information displays.
7. Click the **Add new Pretrial IID** button.

8. Enter the applicable information in the following fields and click **Submit**:
 - a. Pretrial Ordered Date
 - b. Citation Number
 - c. Offense Date

9. Click the **OK** button from the Confirmation pop-up window.
10. Click the **Print** button from the Confirmation screen to print your confirmation or click **Continue**.

Remove a Pretrial IID

1. Login to License eXpress for Business secure.dol.wa.gov.
2. Click the **Driver Info. & Adjudication** hyperlink.
3. Click the **Submit court forms** hyperlink.

4. Click the **Remove Pretrial IID** button.

5. Enter the License Number (DLN) or click the **No License Number** checkbox.
6. Select the applicable License Jurisdiction from the dropdown menu if different from WA – Washington and click **Next**. The driver information displays.

- Click the applicable **Indicator** number hyperlink.
- Click the **Remove Pretrial IID** button.
- Click the **Submit** button.

- Click the **OK** button from the Confirmation pop-up window.
- Click the **Print** button from the Confirmation screen to print your confirmation or click **Continue**.

Vehicle Violations

Payment of Vehicle Violation

- Login to License eXpress for Business secure.dol.wa.gov.
- Click the **Driver Info. & Adjudication** hyperlink.
- Click the **Submit court forms** hyperlink.

- Click the **Payment of Vehicle Violation** button.

- Enter the applicable License plate number and click **Next**.
- Enter the appropriate date in the Violation Date field.

7. Enter the applicable number in the Amount field.
8. Enter the applicable Ticket/Docket number.
9. Click one of the following checkboxes, complete any required fields, and click **Submit**:
 - a. Dismissed
 - b. Failure to pay
 - c. Paid
 - d. Date Paid (only required when choosing the Paid checkbox)

Proof of Payment for a Vehicle Violation

✓
✗

Vehicle Information
Disposition Payments

a
b
c
d

Dismissed
Failure to pay
Paid
Date Paid

Violation date	Amount	Ticket/Docket number	Dismissed	Failure to pay	Paid	Date Paid
<input type="checkbox"/> × 01-Jul-2021	50.00	12345678	* <input type="checkbox"/>	* <input type="checkbox"/>	* <input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

10. Click the **OK** button from the Confirmation pop-up window.
11. Click the **Print** button from the Confirmation screen to print your confirmation or click **Continue**.

Technical Support

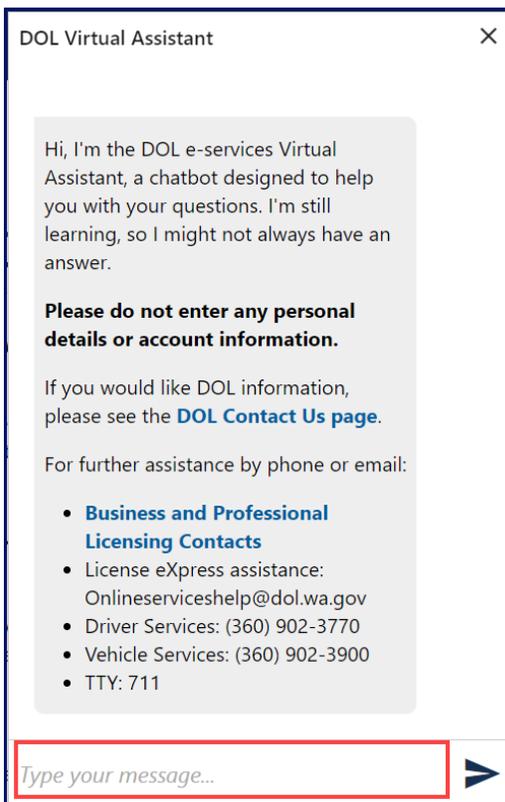
DOL Virtual Assistant

You can utilize the Virtual Assistant if you need additional assistance while using License eXpress. Alternatively, you can email DOL with your Support ID and a representative can help you resolve the issue.

1. Click the **Assistant** icon to open the chat assistant. Alternatively, click on the support menu icon and Open the Assistant hyperlink.



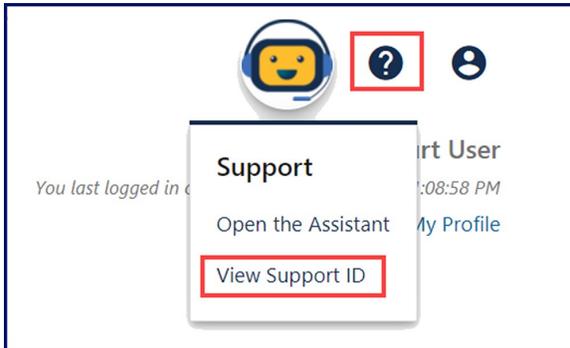
2. Type your message or keyword, and press Enter. The DOL Virtual Assistant will do its best to direct you to information to help you complete your transaction.



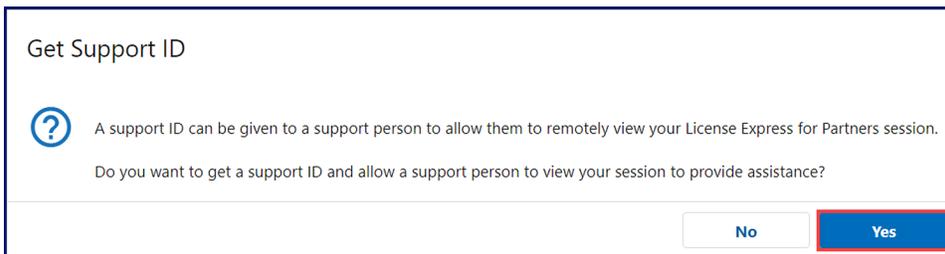
Support ID

If you experience trouble completing a submission in your DIAS Business account, email Department of Licensing so we can help you with this issue at DRIVESHelp@dol.wa.gov. It is important to capture your Support ID immediately and include it in your email. If possible, do not log out of your account until we help you find a resolution. Each time you log out of E-services, the support ID number changes.

1. Click the **View Support Menu** icon and **View Support ID** hyperlink. You can access the menu icon from any screen in your E-services account.



2. Click the **Yes** button from the Get Support ID pop-up window.



3. Click the **OK** button to close the dialog box after noting the support ID number. Provide the support ID number to the representative when you email DOL for assistance.

