Driver and Plate Search (DAPS) Guide

This guide outlines the steps for searching for drivers, printing records, and paying for your orders in License Express for Business.

The Department of Licensing (DOL) offers an easy way for you to conduct business online. Through License Express you can search for drivers, print records, and pay for your orders. This guide outlines the steps to help you navigate through each activity.

We're updating our user guides

We recently upgraded the License Express portal and are still updating our user guides. FYI, screenshots in this guide might not match what you see in the system.

What is DAPS?

- Web-based search tool for use by law enforcement and other governmental entities
- Search for driver, vehicle, and vessel records
- Requires registration with our License Express for Business

Who can access DAPS?

- Law enforcement agencies, courts, and other government agencies
- 911 dispatch, communications, and records centers

Register for a License Express for Business and Driver and Plate Search account

This guide provides the steps for customers requesting online access to an existing Driver and Plate Search (DAPS) account.

Please request your access promptly after the Department of Licensing (DOL) approves your DAPS account to prevent cancellation of your account due to no activity. You can request access by following the steps in Part 3 below.

Part 1: Gather the required information

You'll need the following information to request account access:

- A License Express for Business account
- Your role (Administrator, Manager, or Employee)

- The DAPS account number
- Managers and Employees need an access code

Part 2: Create a username and password for License Express

First, you must create a License Express account for yourself.

1. Go to the License Express login page and choose the “Create account” button.
2. Choose the “License Express for Business” option and choose the “Next” button.
3. Enter your “First name” and “Last name” and choose the “Next” button.
4. Enter the “Username” you want to use.
5. Enter your “Email” and “Confirm email”. Choose the “Next” button. We will send an email to that address with a link to activate your account.

Note: If necessary, you can set up other License Express accounts using the same email address in the future.

6. Enter your “Password” and “Confirm password” that you want to use and choose the “Create account” button. The page will show a confirmation message.
7. Open the link in the email we sent you. Check your junk or spam folder if you do not see the email.
8. Enter the “Username” and “Password” you just created and choose the “Log in” button.

Part 3: Set up MFA

After you log in, we will automatically redirect you to Secure Access Washington (SAW) to set up multi-factor authentication (MFA). We require this to help protect your identity and prevent fraud.

1. Under “Choose Method,” choose your email address. You will only be able to see part of the address.
2. You will get an email from SAW with a verification code. Enter the last 6 digits after the dash of that code and choose the “Submit” button.
3. Decide if you want SAW to remember the device you’re using. Don’t check the box if you’re using a computer that is public or that you share with anyone else. Choose the “Submit” button.

Part 4: Finish setting up your License Express account

At this point, you will be logged into License Express for Business. Now you’ll need to provide information for your account. License Express will automatically enter your name and email address.

1. Select your phone number type from the dropdown menu. This automatically defaults to Business. Enter your phone number and your extension (if applicable). Choose the “Next” button.

2. Enter your address information: License Express will automatically select “USA” from the country dropdown menu.
    1. License Express will automatically select “USA” from the country dropdown menu.
    2. Enter your street address.
    3. Optional: Enter a second line. Do not add information like apartment or suite numbers here.
    4. Optional: Select a unit type, such as "Apartment,” from the dropdown menu.
    5. Optional: Enter your unit number.
    6. Enter your city.
    7. License Express will automatically select “WA-Washington” from the state dropdown menu. If necessary, select a different state from the dropdown menu.
    8. Enter your zip code.
    9. Choose the “Next” button.
3. Verify your address. We might suggest small changes, like abbreviating “avenue” to “AVE” or adding the ZIP+4 digits to your zip code:
    1. If our suggested address is correct, choose that option.
    2. If you want to use the address you entered on the previous screen, choose the “Use the address I entered” option.
    3. Choose the “Next” button.
4. Read the access agreement. Once you’ve read the terms, check the box next to “I agree to the terms of service above.” License Express will automatically fill in the date. Choose the “Next” button.
5. Check your information one more time. If you notice something incorrect, you can use the “Previous” button to make edits. Don’t use the “Back” button in your browser. When all your information is correct, choose the “Submit” button.
6. The page will show a confirmation code and the time and date when you registered. Keep these for your records. We may ask for them if you ever need to contact us for help. Choose the “Continue” button.

Part 5: Request access to an existing DAPS Account

Follow the process below if your business account is already established and you are a new administrator for the account. Online Services only allows one administrator per business. Managers and employees use access codes provided by the administrator to request access. Codes expire after 24 hours.

Administrator access

1. Under the “Driver Services” heading, choose the “Request access to driver-related services” button.
2. You will request access under the “Driver and Plate Search” header and choose the “Request access to a Driver and Plate Search account” button. Make sure you have the required information (UBI, TIN, or EIN # and DAPS account ID).
3. You’ll see a screen confirming the information you need to move forward with requesting access. Choose the “Next” button.
4. You will need to complete the following steps in the “What account are you trying to

access?” section:
    1. Choose a state or federal ID option.
    2. Enter the “State or federal ID.”
    3. Enter the “Driver and Plate Search ID.”
    4. Choose the access level you would like to request.
    5. Choose the “Next” button.
5. On the next screen, you will need to complete the following steps for the “Your business role” section:
    1. Enter “Your name.”
    2. Provide an answer for the “Are you the owner or supervisor?” question.
    3. Provide an answer for the “What’s your role in your organization” question. This field may not apply.
    4. Choose the “Next” button.
6. Choose the checkbox to agree to the terms of service after reviewing the information on the screen and choose the “Next” button.
7. Review the "Summary screen and then choose “Submit.”
8. You can choose the “Print” button to print your confirmation or choose “Continue.” You will receive an email once DOL approves your access.

Manager and employee access

9. Under the “Driver Services” heading, choose the “Request access to driver-related services” button.
10. You will request access under the “Driver and Plate Search” header and choose the “Request access a Driver and Plate Search account” button. Make sure you have the required information (UBI, TIN, or EIN # and DIAS account ID).
11. You’ll see a screen confirming the information you need to move forward with requesting access. Choose the “Next” button.
12. You will need to complete the following steps in the “What account are you trying to access?” section:
    1. Choose a state or federal ID option.
    2. Enter the “State or federal ID.”
    3. Enter the “Driver and Plate Search ID” number.
    4. Choose the access level you would like to request.
    5. Choose the “Next” button.
13. Enter the access code provided to you by the administrator and choose the “Next” button.
14. Review the Summary screen information and choose the “Submit” button.
15. You can choose the “Print” button to print your confirmation or choose “Continue.” You will receive an email once DOL approves your access.

Manage user logins in License Express

This guide provides the steps for DAPS business customers to complete one of the following options through their business account:

- Generate an access code for managers or employees
- Change or remove other user's access to DAPS accounts

Part 1: Gather the required information

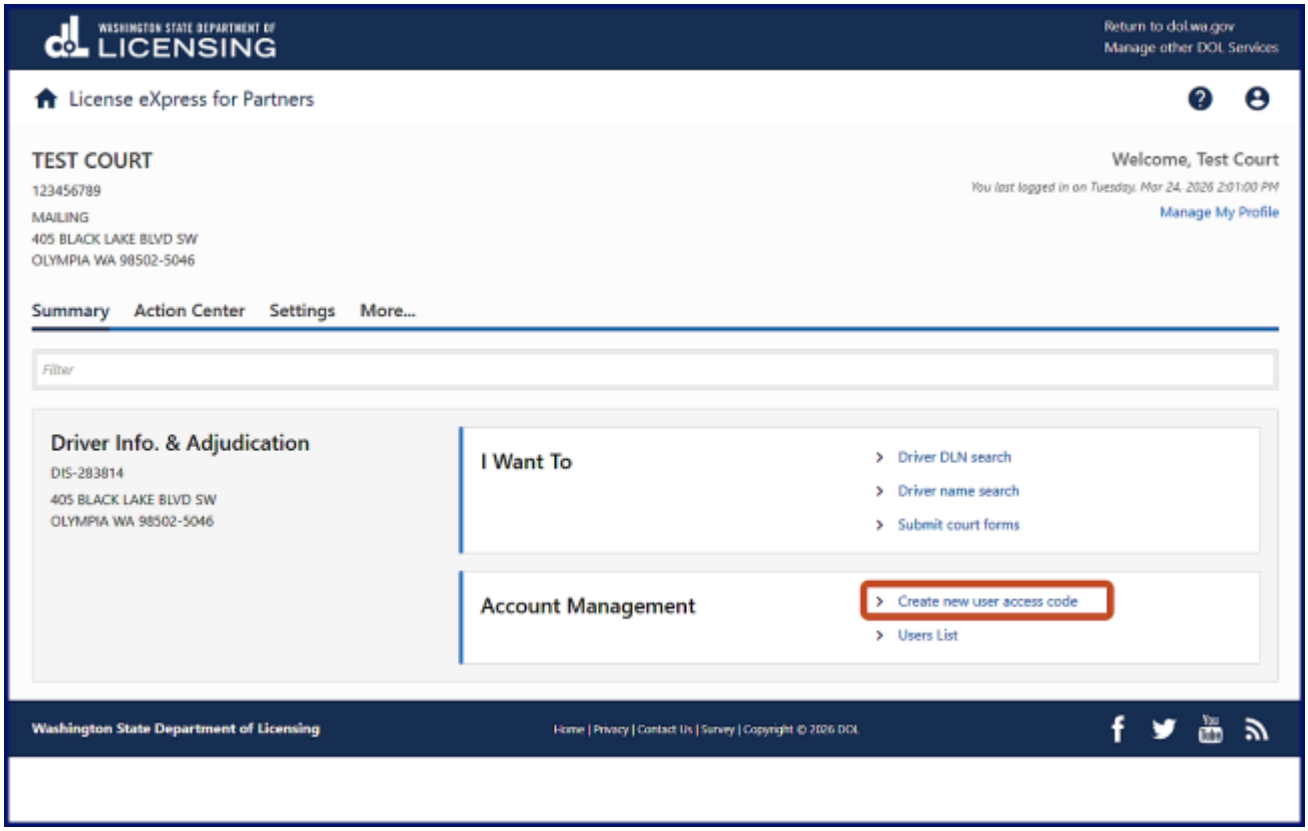
You'll need the following information to request account access

- Staff name and role (Manager or Employee).
- Staff email address so you can send the access code.

Part 2: Create an access code for another user

To allow other users to view your DAPS account or complete transactions, please follow the steps below to create an access code for them

1. Once you reach the "Summary" screen, you will need to find the DAPS account you want to allow another user to access. Under the "Account Management" heading, choose "Create new user access code" button.



2. From the "Access Level" dropdown, you will need to select what level of access you want this user to have.

Note: License Express will auto-fill your business name and address.

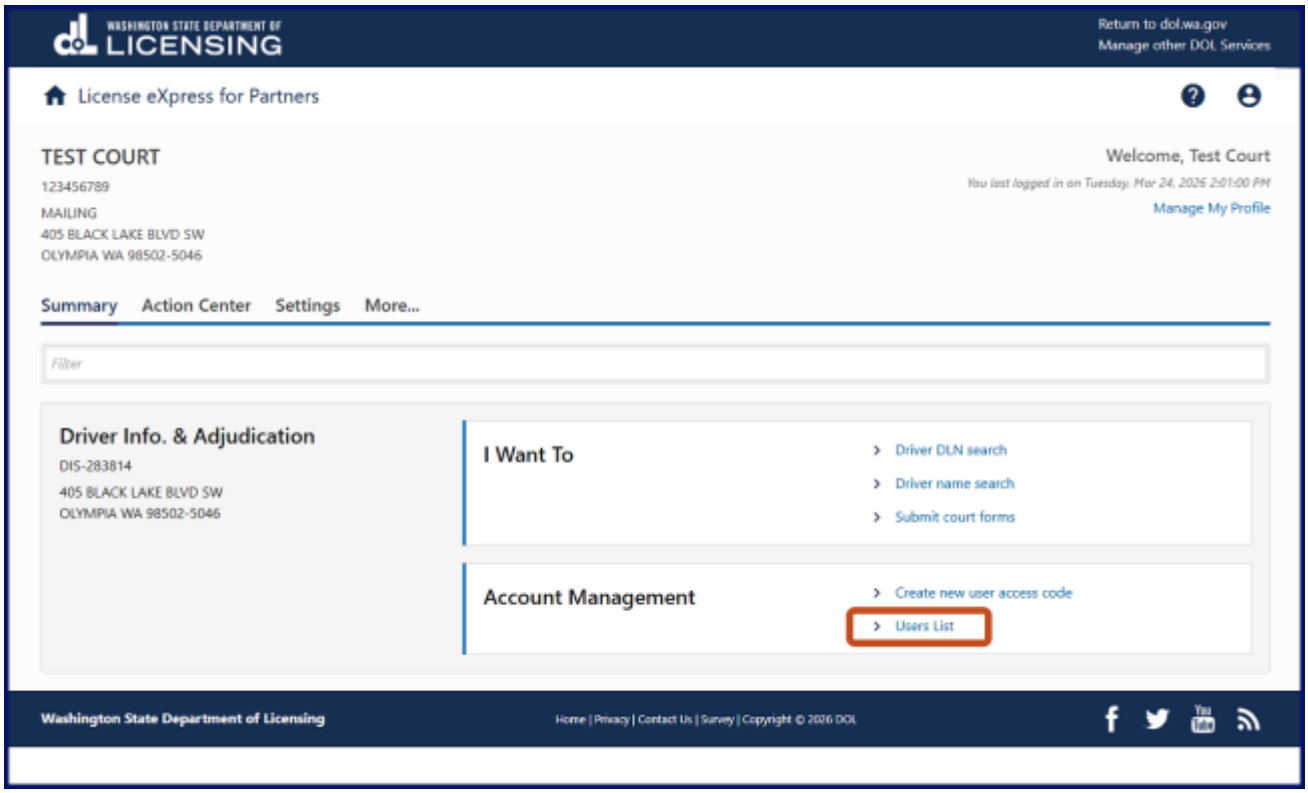
3. Once you complete the steps, you need to choose the "Submit" button.
4. Once you reach the "Confirmation" page, you'll see a request code and the date and time when you submitted your request. Keep this information for your records. We may ask for it if you need to contact us for help.

5. You can either choose the “Continue” button to go back to your dashboard or the “Print” button to print your confirmation page.
6. We’ll send the access code to the email address you use for this DAPS account. Give this to the user you want to have access to your account. Then have them follow our guide on registering using an access code.

Part 3: Change or remove access to a DAPS account

Follow the steps below to change whether or how another user can access one of your DAPS accounts.

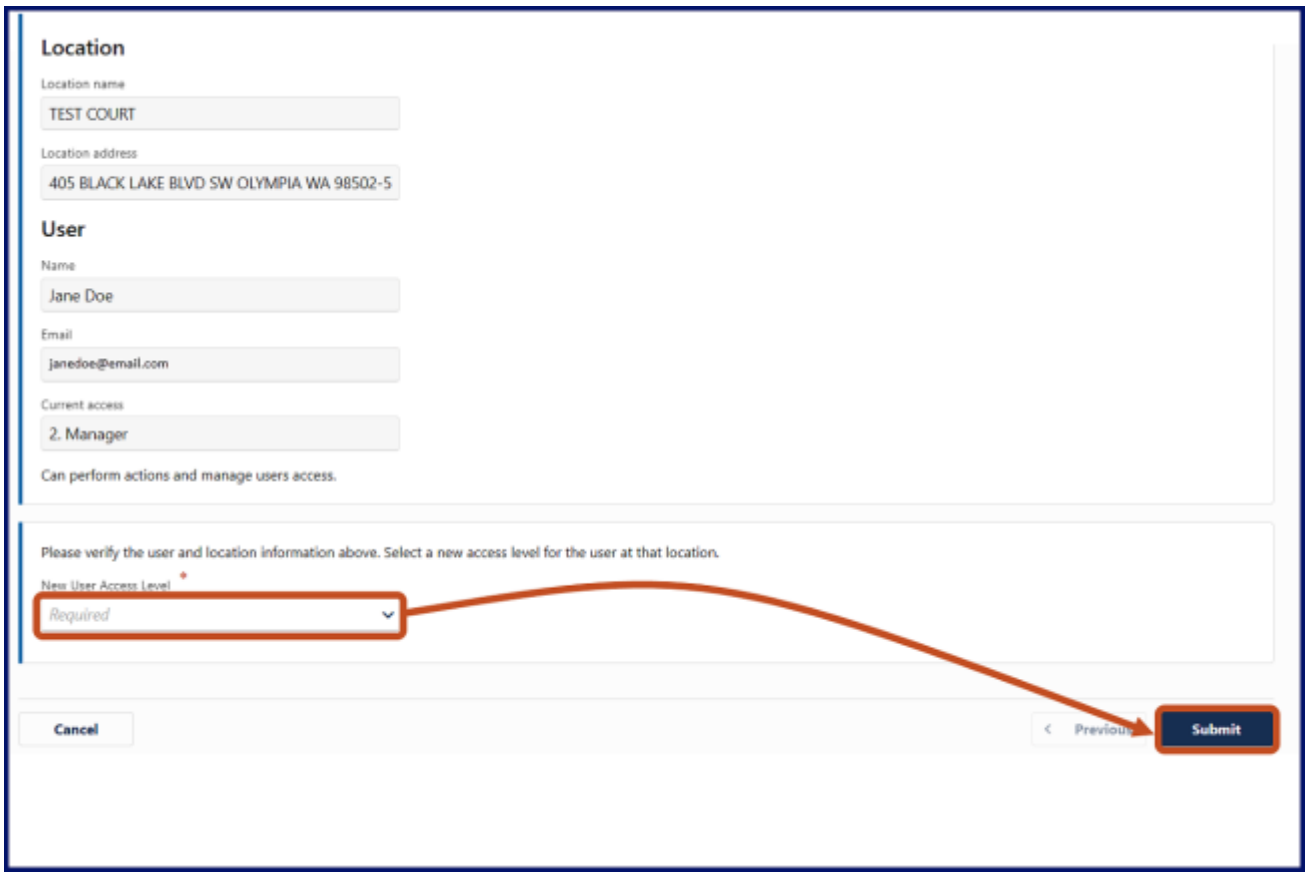
1. Once you reach the “Summary” screen, you will need to find the DAPS account you want to change or remove a user’s access to. Under the “Account Management” heading, you need to choose “Users List.”



2. You’ll see a table with a list of users who have access to this account. Find the user whose access you want to change or remove.
    1. To change a user’s access level, choose “Change Access.”
    2. To remove a user’s access, choose “Remove Access.”

Change a user’s access to a DAPS account

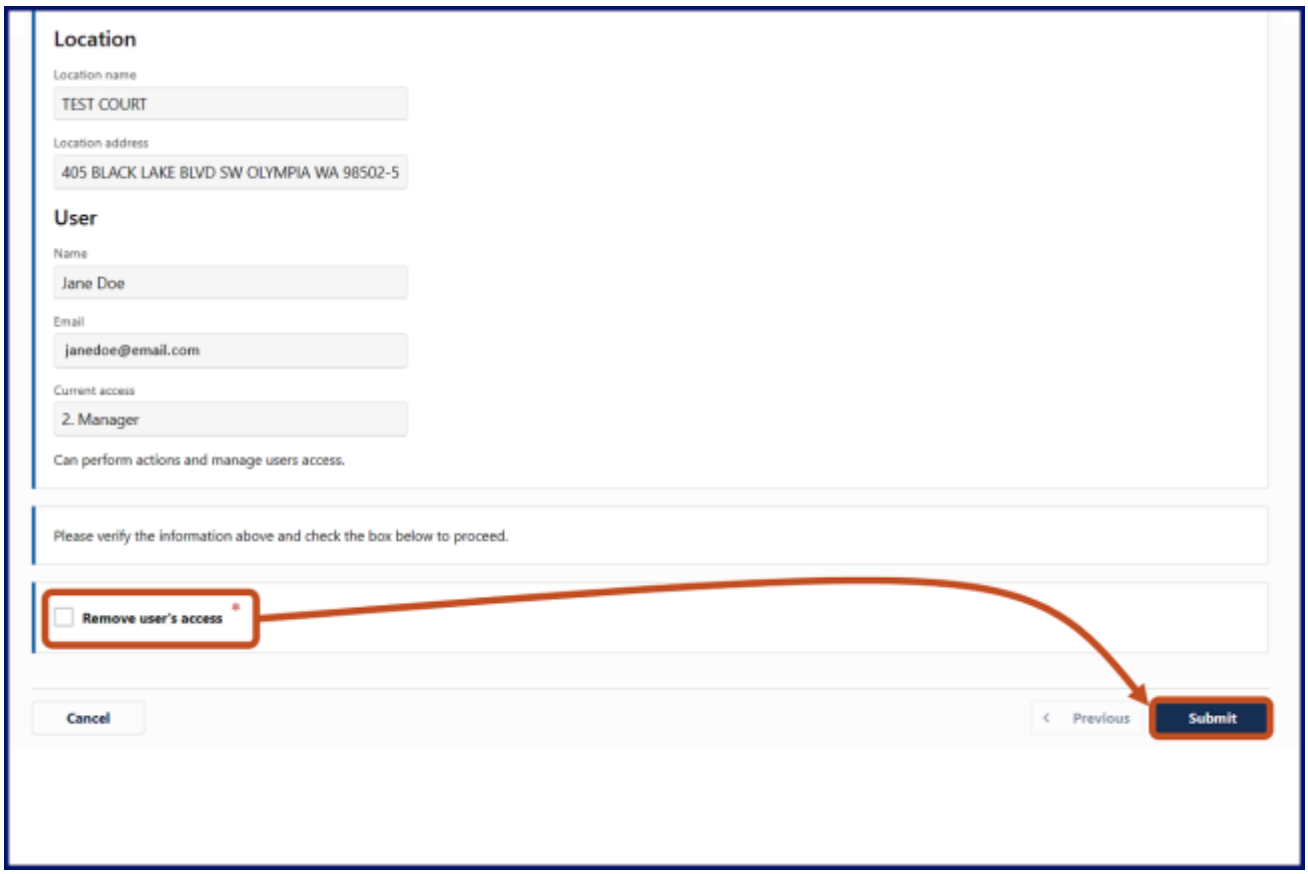
3. In the “Access Level” dropdown, select what you want to change the user’s access level to and choose the “Submit” button.



4. Once you reach the “Confirmation” page, you’ll see a request code and the date and time when you submitted your request. Keep this information for your records. We may ask for it if you need to contact us for help.
5. You can either choose the “Continue” button to go back to your dashboard or the “Print” button to print your confirmation page.

Remove a user’s access to a DAPS account

6. You will need to check the box next to “Remove user’s access” and choose the “Submit” button. License Express will auto-fill the location, name, and address, as well as the user’s name, email address, and current access level.



7. On the “Confirmation” page, you’ll see a request code and the date and time when you submitted your request. Keep this information for your records. We may ask for it if you need to contact us for help.
8. You can either choose the “Continue” button to go back to your dashboard or the “Print” button to print your confirmation page.

Searching for driver and vehicle information

This guide provides the steps for DAPS users to search for vehicle or driver records. It also explains how to export and print your search results.

You must have a Driver and Plate Search (DAPS) account and be an authorized user to perform a search. You must request access to a DAPS account if you are not an authorized user or you can contact your account administrator.

Part 1: Gather the required information

You can use the following information to generate a thorough search:

- Vehicle plate, VIN, make, model, and color
- Driver name, birthdate, social security number, or driver license number
- Driver demographic information or vehicle body and use types
- UBI or EIN information if the search includes a business owner or driver

Part 2: Searching for driver records

This section provides the steps to search for a driver. Gather as much information as you can about the driver before you begin.

1. After you log in to your License Express account, you will need to enter the Multi-Factor Authentication (MFA) code you received in your email and choose the “Submit” button. Secure Access Washington sends the MFA codes to the email associated with your DAPS account.
2. Make sure to select the correct “DAPS” account if you have more than one.
3. Once you reach your home screen, you will need to choose the “Search for a driver or vehicle” hyperlink from the I Want To panel.
4. To begin your search, select “Driver records” from the Search for: dropdown menu.
5. You’ll need to select an option from the “Search type” dropdown menu and enter the number of records you want displayed in the list of search results. Search results default to 50 records.
6. Enter any information you have in the “DLN, UBI, EIN, or VIN” fields in the ID panel.
7. Enter the “First name,” “Middle name,” “Last name,” and select the appropriate “Suffix” from the dropdown menu in the Name panel.
8. Next, you will need to enter the “Street”, “City”, “State”, and “Zip Code.”
9. Choose the “Counties” hyperlink, the “Select” hyperlink for the involved county or counties, and then the OK button to save your selections.
10. To locate the driver please provide information for one of the following processes in the Driver Detail panel:
    1. Option 1 allows you to search over a Date of Birth (DOB) range by completing the following steps:
        1. Choose the “Search over a DOB range” toggle button.
        2. Enter the appropriate information in the DOB from and DOB to fields.
        3. Enter the appropriate information in the Height from and Height to fields.
        4. Choose the “Eye Color” hyperlink, the appropriate “Select” hyperlink, and then choose “OK.”
        5. Enter the appropriate information in the “Weight from” and “Weight to” fields.
    2. Option 2 allows you to search with a specific Date of Birth (DOB) by completing the following steps:
        1. Choose the “DOB calendar” icon and select the appropriate date of birth.
        2. Enter the information you have in the “Height from” and “Height to” fields.
        3. Choose the “Eye Color” hyperlink, the appropriate “Select” hyperlink, and then choose “OK.”
11. Finally, you can choose the affirmation “checkboxes”, then enter a “Reference ID” or “Justification Code,” and choose the “Search” button. These are the only required fields on this screen. You can proceed to [Part 5] if you want to print or export your results.

Part 3: Searching for vehicle records

Part 3 provides the steps to search for a vehicle. Enter as much information as you can into the optional fields to help provide more accurate and relevant search results.

1. Once you log in to your License Express account, you will need to enter the Multi-Factor Authentication (MFA) code you received in your email and the choose “Submit” button. Secure Access Washington sends MFA codes to the email associated with your DAPS account.
2. Make sure to select the appropriate DAPS account if you have more than one.
3. On your home screen, you can choose the “Search for a driver or vehicle” hyperlink from the I Want To panel.
4. To begin, you’ll need to select the “Vehicle records” option from the Search for: dropdown menu in the Search for a driver or vehicle section.
5. Next, you’ll need to determine what kind of search you want to do. Your choices are Historic, Phonetic, and Standard. Select your choice from the “Search type:” dropdown menu.
6. Enter a “number” in the Limit results to: field if you want a certain number of records displayed in your list of results. The system defaults to 50.
7. Scroll down to the Vehicle Detail panel and provide any information you have in the following optional fields. You will receive a better list of results by providing as much information as possible:
    1. Enter the “Model year from:” and “Model year to.”
    2. Enter the vehicle “Make:” and “Model:” information.
    3. Choose the “Body style:” hyperlink and the “Select” hyperlink for applicable vehicle style. You can select more than one vehicle style.
    4. Choose the “OK” button once you make your selection(s). The pop-up window contains 7 pages of vehicle styles. Use the Filter bar in the upper right-hand corner to help you narrow down the styles to choose from.
    5. The next step is identifying the color of vehicle you’re looking for. Choose the “Vehicle color:” hyperlink and the “Select” hyperlink for the applicable vehicle color. You can select more than one vehicle color, if needed.
    6. Choose the “OK” button once you make your selection(s). Again, you can use the Filter bar to narrow down your options.
    7. Next, indicate whether the vehicle is branded or not. Choose the “Select” hyperlink or hyperlinks to indicate any brands and choose the “OK” button.
8. After completing the Vehicle Detail panel, enter what you can in the Vehicle Registration panel by completing the following steps:
    1. Enter the “vehicle plate”, “tab number”, and the registration “expiration dates.”
    2. Choose the “Plate type:” hyperlink, the appropriate “Select” hyperlink, and then the “OK” button.
    3. Next, choose the “Use type:” hyperlink, the “Select” hyperlink for the required use type, and then the “OK” button.
9. Next, you will need to scroll down to the last panel and complete the required fields. Choose the affirmation “checkboxes”, enter a “Reference ID” or “Justification Code” and then choose the “Search” button. you can proceed to Part 5 if you want to print or export your results.

Part 4: Searching for driver and vehicle records

This section provides the steps to search for driver and vehicle records at the same time. Again, having as much information available as possible will help to provide more accurate search results.

1. Once you log in to your License Express account, you'll need to enter the Multi-Factor Authentication (MFA) code you received in your email and choose the "Submit" button. Secure Access Washington sends the MFA codes to the email associated with your DAPS account.
2. Make sure to select the correct "DAPS" account if you have more than one.
3. On your home screen choose the "Search for a driver or vehicle" hyperlink in the I Want To panel.
4. To begin your search, select "Driver and vehicle records" from the Search for: dropdown menu.
5. Select "Historic", "Phonetic", or "Standard" from the "Search type" dropdown menu.
6. Enter a "number" in the Limit results to: field if you want a certain number of records displayed in your list of results. The system defaults to 50.
7. Enter the DLN or SSN in the ID panel, if you have it.
8. Enter the First name, Middle name, Last name, and select the appropriate Suffix from the dropdown menu in the Name panel.
9. Next, enter the Street, City, State, and Zip Code.
10. Choose the "Counties" hyperlink, the appropriate Select hyperlink, and choose the "OK" button, if required.
11. To locate the driver please provide the information for one of the following processes in the Driver Detail panel:
    1. Search over a Date of Birth (DOB) range
        1. Choose the "Search over a DOB range" button.
        2. Enter the appropriate information in the DOB from and DOB to fields.
        3. Enter the appropriate information in the Height from and Height to fields.
        4. Choose the "Eye Color" hyperlink and the "Select" hyperlink for the individuals eye color.
        5. Next choose the "OK" button to save your selections.
        6. Enter the appropriate information in the Weight from and Weight to fields.
    2. When you search using the Date of Birth (DOB)
        1. Choose the "DOB calendar" icon and select the appropriate date of birth.
        2. Enter the driver's information in the Height from and Height to fields.
        3. Choose the "Eye Color" hyperlink and the "Select" hyperlink for the individuals eye color.
        4. Next choose the "OK" button to save your selections.
        5. Enter the appropriate information in the Weight from and Weight to fields.
12. Now that you have entered the driver information, you will now need to enter the vehicle information. In the Vehicle Detail panel provide any information you have in the following fields:
    1. Enter the Model year from: and Model year to:.
    2. Enter the vehicle Make: and Model: information.

3. Choose the “Body style:” hyperlink and the “Select” hyperlink for applicable vehicle style. You can select more than one vehicle style.
4. Choose the “OK” button once you make your selection(s). The pop-up window contains 7 pages of vehicle styles. You can use the Filter bar in the upper right-hand corner to help you narrow down the styles to choose from.
5. Next, identify the color of vehicle you’re looking for. You can then choose the “Vehicle color:” hyperlink and the “Select” hyperlink for the applicable vehicle color. If you need to, you can select more than one vehicle color.
6. Choose the “OK” button once you make your selection(s). Again, you can use the Filter bar to narrow down your options.
7. Next, if you identify any brands that need added to the vehicle, you can add them by choosing the “Select” hyperlink or hyperlinks and then choosing the “OK” button.

13. After completing the Vehicle Detail panel, enter what you can in the Vehicle Registration panel by completing the following steps:
    1. Enter the vehicle plate, tab number, and registration expiration dates.
    2. Choose the Plate type:” hyperlink, the appropriate “Select” hyperlink, and then the “OK” button.
    3. Next, you’ll need to choose the “Use type:” hyperlink, the “Select” hyperlink for the required use type, and then the “OK” button to save your selections.
14. Finally, choose the affirmation “checkboxes”, enter a “Reference ID” or “Justification Code”, and then choose the “Search” button. Proceed to Part 5 if you want to print or export your results.

Part 5: Export and print your search results

If you need to you can export and print your search results once you complete your search. The steps below outline this optional process.

1. At the top of the search results screen choose the Export hyperlink.
2. Next, choose “Open,” “Save as,” or “Save” if your internet browser displays a dialog box. The document opens or saves in an Excel file format for you to print.

View the Driver and Plate Search (DAPS) report

This guide is for customers with an existing Driver and Plate Search (DAPS) account to view the account search history.

Part 1: Gather the required information

You’ll need the following information to view a report of searches performed in your Driver and Plate Search (DAPS) account:

- Dates parameters
- Staff name who performed the searches

Part 2: View the Driver and Plate Search (DAPS) Report

1. After you log in to your License Express account, you'll need to select the correct account if you have more than one.
2. Choose the "Search Report" hyperlink from the Prior Activity panel on your home screen.
3. Next, choose the "calendar" icon to select the appropriate date for the Search starting from and Search up to fields.
4. Finally, choose the "Generate" hyperlink once you enter the necessary information.