

### PLEASE READ THIS BEFORE SUBMITTING A REQUEST

The Records and Disclosure Unit provides copies of existing documents and records. We do not provide current titles or registration certificates. We also do not conduct licensing or titling services.

Submit all vehicle and boat public records requests using this form or our [Public Records Portal](https://wadolpublicrecords.nextrequest.com) (<https://wadolpublicrecords.nextrequest.com>). We do not provide records in response to phone calls to DOL. If you need information for several vehicles or boats, use one request form and list all vehicles and boats on a separate sheet of paper.

**We cannot process incomplete and unsigned forms.**

#### **DO NOT submit this form if you...**

- Need title or license assistance
  - To obtain or replace a title, registration, tabs, or plates, visit [dol.wa.gov](http://dol.wa.gov), a vehicle licensing office, or contact our Customer Service Center at 360.902.3770
  - For driver license matters, visit [dol.wa.gov](http://dol.wa.gov) or contact our Customer Service Center at 360.902.3900
- Seek records of vehicle or boat maintenance or proof of insurance (DOL does not maintain these records)
- Seek information about abandoned or unauthorized vehicles or boats:  
You cannot sell or assume ownership of vehicles or boats, found or abandoned on your property or elsewhere, and DOL cannot provide owner information to you.
  - *For vehicles:* Call a registered tow truck company for removal.
  - *For boats:* Contact your local law enforcement agency for guidance.
- Seek records for vehicles or boats that are not in your possession, you do not own or have never owned.

Disclosure may be permitted under certain circumstances as defined in these laws:

- The Federal Driver Privacy Protection Act of 1994– 18USC2721-2725
- Washington laws RCW 42.56, 46.12.635, 46.12.640, WAC 308-10-075 and WAC 308-93-087

# Vehicle/Boat Record Request

Use this form to request copies of records for vehicles, motorcycles, snowmobiles, motor homes, mobile homes, trailers, and boats you own or have owned.

For validation only

- To obtain or replace titles, tabs, registration, certificates or plates, visit [dol.wa.gov](http://dol.wa.gov)
- For help with titles and licensing, contact your local county auditor or a local vehicle licensing office.
- If you need further assistance, contact Customer Service at 360-902-3770.

<p><b>Requests by public and government—FREE</b> Complete and mail this form, or skip the form and use our online portal. Requests are processed in the order received.</p>	<p><b>Requests by businesses—\$2.00 per record</b> Complete and sign this page, include any required documents, and submit by using one of the methods listed below.</p>
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Once your request is processed, you will receive an invoice with instructions about how to mail your payment.

<p><b>Public Records Portal</b> (quickest) Log on to: <a href="http://wadolpublicrecords.nextrequest.com">wadolpublicrecords.nextrequest.com</a></p>	<p><b>Mail</b> Vehicle/Vessel Records Disclosure Unit Department of Licensing PO Box 2957 Olympia, WA 98507</p>
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## Your information

PRINT or TYPE your name ( <i>Last, First, Middle</i> )		Business/Agency/Jurisdiction name, if applicable		CPS # if applicable
Mailing address ( <b>Required</b> )		City	State	ZIP code
10-digit phone #	Return records to me by <input type="checkbox"/> Portal <input type="checkbox"/> U.S. mail	Email required for portal account		

## Vehicle/Boat information

Year	Make	Model	License plate/Registration #	Vehicle/Hull identification # (VIN/HIN)
Answer the following				
1. Is the vehicle or boat in your possession? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," how did you obtain it? _____				
2. Owner name/address if known _____				
3. What information do you need? (For mobile homes, include size, VIN, location or owner/address if known) <input type="checkbox"/> Seller's report of sale <input type="checkbox"/> Current owner <input type="checkbox"/> Title history Or describe what you need: _____				
4. How will you use the records? _____				

## Signature attestation (required)

By signing or typing your name, you affirm that the information is true and correct.

\_\_\_\_\_  
Date and place (county) signed

**X**  
Signature of Individual or Representative

Vehicle record disclosure is governed by the Federal Driver Privacy Protection Act (DPPA) 18 U.S.C. § 2721 et. seq. Vehicle and boat disclosure is also governed by Washington State laws RCW 46.12.635 , 46.55, and WAC 308-10-075. Requests may be denied in whole or part, and personal or identity information may be redacted.

**\*\*\* BUSINESS/ORGANIZATION REQUIRED INFORMATION \*\*\***

**Depending on your type of business/organization, submit the following documentation with your request:**

- **Washington State business**—Attach a legible copy of your current business license
- **Business outside Washington State**—Attach a legible copy of one of the following:
  - Your current business license, or;
  - A letter signed by the owner or authorized representative indicating you are their agent. The letter must include your Federal Employer Identification Number (EIN) or Federal Tax Identification Number (TIN)
- **Non-profit organization or corporation**—Attach a legible copy of one of the following:
  - Your Articles of Incorporation, filed with the Secretary of State, or;
  - Your Tax Exempt Status, (501)(c)(3), from the Internal Revenue Service
- **Exporter/shipping agent**—Attach legible copies of:
  - Your current business license
  - A bill of sale
  - Signed documentation authorizing you to act on behalf of the buyer
- **Attorney**—Attach a legible copy of your current bar card, or proof of current/active bar status in your state.
- **Private investigator**—Attach a legible copy of your current private investigator license.

You may not use the personal information contained in a vehicle or boat registration record for unsolicited business contact. Unsolicited business contact means a contact that is intended to result in, or promote, the sale of any goods or services to a person named in the disclosed information. RCW 46.12.635(1)(c).