



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

# ORDER YOUR OWN RECORD

You can order you own record, by mail, from the DMV Headquarters. Records are mailed to you at your address shown on your DMV computer record unless you indicate otherwise. If you want records faxed or mailed to an address other than your address on the DMV's record, you must include enough information in your request for DMV to verify your identity, such as: date of birth, place of birth, address of record, mother maiden name, etc. If you are requesting a record that contains another person's personal information as well as your own (such as a title history or odometer history), your personal information will appear on the record(s) but other person's will not.

**INSTRUCTIONS:** Fill out the name and address fields completely. You must include enough vehicle and/or driver information for DMV to locate the record.

NAME OF INDIVIDUAL

ODL / ID / CUSTOMER #	DATE OF BIRTH (MM / DD / YYYY)	MOTHER'S MAIDEN NAME	PLACE OF BIRTH
-----------------------	--------------------------------	----------------------	----------------

PLATE NUMBER	VIN (VEHICLE IDENTIFICATION NUMBER)
--------------	-------------------------------------

ADDRESS	CITY	STATE	ZIP CODE
---------	------	-------	----------

ADDRESS TO MAIL TO (IF DIFFERENT)	CITY	STATE	ZIP CODE
-----------------------------------	------	-------	----------

TELEPHONE NUMBER (INCLUDE EXT. IF ANY) (       )	FAX NUMBER (       )
---	-------------------------

**MESSAGE:**

Please Fax Copy of DR Record to:

Ashland High School Athletic Department  
c/o Kelly Tygerson  
(541) 482-8298

**TYPE OF RECORD REQUESTED**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> DR NON-EMPLOYMENT DRIVING RECORD = 3 YEAR RECORD \$1.50                                   | <input type="checkbox"/> VR VEHICLE RECORD PRINT \$4.00          |
| <input type="checkbox"/> DE EMPLOYMENT DRIVING RECORD = 3 YEAR RECORD \$2.00  | <input type="checkbox"/> VH VEHICLE TITLE HISTORY \$22.50        |
| <input type="checkbox"/> DI DRIVER ADDRESS INFORMATION \$1.50   | <input type="checkbox"/> VO PREVIOUS OWNER INFORMATION \$14.00   |
| <input type="checkbox"/> DO OPEN-ENDED NON-EMPLOYMENT DRIVING RECORD \$1.50   | <input type="checkbox"/> II INSURANCE INFORMATION SEARCH \$10.00 |
| <input type="checkbox"/> CP CERTIFIED COURT PRINT = THIS OPTION MAY INCLUDE MORE THAN FIVE YEARS OF RECORD INFORMATION \$3.00 | <input type="checkbox"/> CC CERTIFICATION \$1.00                 |
| <input type="checkbox"/> OTHER: _____   |  |

SIGNATURE X	DATE
----------------	------

**A CHECK OR MONEY ORDER, PAYABLE TO "OREGON DMV"**

For a complete list of fees and records (refer to Form 6691) [www.oregondmv.com](http://www.oregondmv.com)

**MAIL REQUEST TO: DMV RECORDS SERVICES, 1905 Lana Avenue, Salem, OR 97314**

Please call Records Services at 503-945-5475 with questions regarding this form.