

**Chapter MVD 15**

**FEE SCHEDULES FOR SEARCHES AND CERTIFIED COPIES OF PUBLIC RECORDS**

MVD 15.01 Fees for driver records  
MVD 15.02 Fees for registration and vehicle title records

MVD 15.03 Fees for certified copies, photostatic copies and transcripts

**History:** Chapter MVD 15 as it existed on August 31, 1975 was repealed and a new chapter MVD 15 was created effective September 1, 1975.

**MVD 15.01 Fees for driver records.** The following fees plus sales tax, shall be charged for searches of driver records as required by law when no statutory fee schedule is provided:

(1) **SEARCHING FEE.** (a) A fee of \$1.00 shall be charged for each file searched.

(b) A request for a search of 2 or more records simultaneously, with the information requested for such searches prepared for processing as designated by the division on optical character reader forms furnished by the division or on 80 column data processing cards keypunched and interpreted with the following information punched in the designated columns:

- 1. Complete 14 digit driver ID number..... columns 1 -14
- 2. First name..... columns 15-25
- 3. Middle initial..... column 26
- 4. Last name ..... columns 27-42
- 5. Month, day and year of birth.  
Right justify within the field ..... columns 43-48
- 6. Sex ..... column 49
- 7. Agency codes, as assigned by the division of  
motor vehicles..... columns 50-52

A request may be processed with any of the following information submitted:

- 1. Complete 14 digit driver ID number and agency code.
- 2. Complete name, date of birth, sex and agency code.
- 3. All of the above information, in which case the name will be used for the inquiry if it does not match the number furnished.

The charge for such searches shall be \$.75 per search.

(2) **PAYMENT OF FEES.** (a) Sufficient payment to cover all searches or certifications must accompany each request unless other prior arrangements are made. No searches or certifications will be made by the division if a request does not comply with this rule, with the following exceptions:

- 1. No fees shall be required of law enforcement agencies or other local, state or federal officials when such information is used for official business.

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(3) **TELEPHONE REQUESTS FOR SEARCHES.** Requests for driver record searches may be accepted by telephone by the division of motor vehicles subject to the following procedures and fees:

(a) Any person or agency requiring special telephone service must request such service in writing. Upon receipt of such written request, the person or agency will be required to sign a customer agreement to pay a guaranteed amount of \$10.00 per billing period, or the amount accumulated by the total number of file searches during such billing period at \$2.00 each, whichever is greater. The division will assign account numbers and bill telephone customers on a monthly billing period for the service. Prompt payment of fees shall be required. Telephone service will be terminated if payment is not received by the division within 30 days of the last billing. The requestor will be required to identify himself or his agency by name and account number to receive driver record information by phone.

(4) **CHARGES FOR CERTAIN DISCLOSURES.** When a request for a disclosure of the recipients of any consumer report is made in compliance with the Federal Fair Credit Reporting Act, a fee of \$2.00 will be required of the requestor for the search.

**History:** Cr. Register, August, 1975, No. 236, eff. 9-1-75.

**MVD 15.02 Fees for registration and vehicle title records.** The following fees plus sales tax shall be charged for searches and certifications of registration and title records when no statutory fee schedule is provided:

(1) **SEARCHING FEE.** (a) A fee of \$1.00 shall be charged for each file search.

(b) A fee of \$6.00 per hour may be charged for manual checks in lieu of the per item charge, depending on the nature and volume of the search. Computer searches may be made at the discretion of the administrator, and fees will be based on computer time and administrative cost.

(c) For manufacturer recall programs, searches may be conducted manually and charged on a per hour basis, or by computer, in which case fees will be based on computer time plus administrative costs.

(d) A request for a search may be processed with any of the following information submitted:

1. Identification number of vehicle.
2. Title number of vehicle.
3. License plate number of vehicle.
4. Name of individual, year and make of vehicle.
5. Name and address of individual.

(2) **PAYMENT OF FEES.** (a) Sufficient payment to cover all searches or certifications must accompany each request unless other prior arrangements are made. No searches or certifications will be made by the division if a request does not comply with this rule, with the following exceptions:

Register, June, 1982, No. 318

1. No fees shall be required of law enforcement agencies or other local, state or federal officials when such information is used for official business.

2. Any salvage dealer, mobile home dealer, or motor vehicle dealer licensed under ch. 218, Stats., and any secured party shall receive vehicle identification number information without charge if the information is to be used for the completion of an application for licensing or titling, or to determine the existence or non-existence of a security interest in a vehicle. Registration book subscribers shall receive auto license plate information not published in the registration book without charge.

(3) **TELEPHONE REQUESTS FOR SEARCHES.** Requests for registration file searches may be accepted by telephone by the division of motor vehicles subject to the following procedures:

(a) Any person or agency requiring special telephone service must request such service in writing. Upon receipt of such written request, the person or agency will be required to sign a customer agreement to pay a guaranteed amount of \$10.00 per billing period, or the amount accumulated by the total number of file searches at \$1.00 each, whichever is greater. The division will assign account numbers and bill telephone customers each month for the service. Prompt payment of fees shall be required. Telephone service will be terminated if payment is not received by the division within 30 days of last billing. The requestor will be required to identify himself or his agency by name and account number to receive registration information by phone.

(b) In an individual emergency situation, the required registration information may be given over the telephone with a request that fees for the file search(es) be sent to the division promptly.

*History:* Cr. Register, August, 1975, No. 236, eff. 9-1-75.

**MVD 15.03 Fees for certified copies, photostatic copies and transcripts.** (1) **CERTIFIED COPIES OF NOTICES, RECORDS, ORDERS, INSTRUMENTS OR OTHER PUBLIC RECORDS.** (a) A fee of \$.75 per photostatic copy, with a certifying fee of \$2.00 shall be charged for any record. A request for a photostatic copy without certification shall have a minimum fee of \$1.00.

(b) A fee of \$2.00 per 8½ x 11 double-spaced page, with \$2.00 certification fee shall be charged for typewritten copy.

(2) **DIVISIONAL TRANSCRIPTS.** A fee of \$.75 per 8½ x 11 double-spaced page shall be charged for copies of divisional transcripts.

*History:* Cr. Register, August, 1975, No. 236, eff. 9-1-75.