

Chapter MVD 15

FEE SCHEDULES FOR SEARCHES AND CERTIFIED
COPIES OF PUBLIC RECORDS

MVD 15.01 Fees and searches and certificates

MVD 15.01 Fees for searches and certificates. The following fees shall be charged for searches and certifications of department records as required by law when no statutory fee schedule is provided: (1) **SEARCHING FEE.** A fee of 35 cents shall be charged for each file searched, with a minimum fee of \$1.00.

(2) **CERTIFIED COPIES OF NOTICES, RECORDS, ORDERS, INSTRUMENTS OR OTHER PUBLIC RECORDS.** (a) A fee of 50¢ per photostatic copy, with a certifying fee of \$1.00 shall be charged for any record. Any request for a photostatic copy without certification shall have a minimum fee of \$1.00.

(b) A fee of \$1.50 per 8½ x 11 double spaced page, with a \$1.50 certification fee shall be charged for typewritten copy.

(3) **PAYMENT OF FEES.** Sufficient payment to cover all searches or certifications must accompany each request. No searches or certifications will be made by the department if the request does not comply with this rule. No fee shall be required of law enforcement agencies or other state officials which are exempt by law. All out-of-state checks must be certified. Unless requested, no refunds shall be made by the department if the total amount to be refunded does not exceed 50¢.

History: Cr. Register, March, 1962, No. 75, eff. 4-1-62.