

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) A fee of 75 cents shall be charged for each file searched, with a minimum fee of \$1.00 for a single search.

(b) Whenever there is a request for a search of 2 or more records simultaneously, with the information requested for such searches processed on an 80 column data processing card 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 and if we do not find a match the number will be used.

The charges for such searches shall be 50 cents per search.

(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; renum. (1) to be (1) (a) and am.; cr. (1) (b), Register, June, 1968, No. 150, eff. 7-1-68.

Register, June, 1968, No. 150