

# **Department of Licensing**

## **User Manual**

**February 2012 Edition**

# Department of Licensing

---

## Table of Contents

<b>DEPARTMENT INTRODUCTION .....</b>	<b>3</b>
<b>TELEPHONE NUMBERS AVAILABLE FOR CRIMINAL JUSTICE AGENCIES.....</b>	<b>4</b>
<b>INTRODUCTION .....</b>	<b>6</b>
<b>CONFIDENTIALITY REQUIREMENTS FOR USING DOL RECORDS .....</b>	<b>8</b>
CONFIDENTIALITY STATEMENTS.....	8
<b>FIREARMS .....</b>	<b>8</b>
<b>DRIVERS .....</b>	<b>8</b>
<b>VEHICLES.....</b>	<b>9</b>
<b>VESSELS.....</b>	<b>9</b>
<b>DOL COMPUTER INQUIRY FORMAT.....</b>	<b>9</b>
INPUT HEADER .....	10
MESSAGE KEY.....	10
OPTIONAL AGENCY IDENTIFIER .....	10
DATA INDEX .....	10
<b>WASHINGTON STATE DRIVER LICENSE IMAGE INQUIRY.....</b>	<b>12</b>
<b>MOTOR VEHICLE REGISTRATIONS .....</b>	<b>13</b>
HANDICAP PLACARDS.....	13
INQUIRY/PROCEDURE FORMATS .....	13
<b>CHECK STOLEN/REGISTRATION INQUIRY.....</b>	<b>13</b>
VEHICLE INQUIRY RESPONSE WILL INCLUDE: .....	14
MULTIPLE "HIT" ON NON-UNIQUE VIN .....	15
CAPTIONS ASSOCIATED WITH MOTOR VEHICLE INQUIRIES .....	15
PARTIAL VEHICLE LICENSE PLATE INQUIRY.....	18
<b>DRIVER LICENSE CHECK.....</b>	<b>19</b>
<b>INQUIRY/PROCEDURE FORMATS .....</b>	<b>19</b>
MULTIPLE "HIT" ON NON-UNIQUE NAMES .....	20
CAPTIONS ASSOCIATED WITH DRIVER'S LICENSE AND CDL INQUIRIES .....	23
STATUS.....	23
PHOTO REQUESTS.....	27
ADRs AND CCDRs .....	28
ERROR MESSAGES .....	31
<b>WEAPON/CONCEALED PISTOL LICENSE FILE CHECKS.....</b>	<b>32</b>
INQUIRY/PROCEDURE FORMATS .....	32
MULTIPLE "HIT" ON NON UNIQUE NAME.....	34
CAPTIONS ASSOCIATED WITH FIREARMS INQUIRIES .....	34
INFORMATION ON CONCEALED PISTOL LICENSES EXEMPT. ....	34
DEALER, ALIEN FIREARM LICENSE, OR CERTIFICATION INQUIRIES .....	34
<b>ADDITIONAL DOL INFORMATION AVAILABLE.....</b>	<b>35</b>
<b>VESSEL REGISTRATIONS.....</b>	<b>37</b>
INQUIRY PROCEDURE/FORMATS .....	37
INQUIRY RESPONSE INFORMATION.....	37
MULTIPLE "HIT" ON NON UNIQUE HULL IDENTIFICATION NUMBER .....	39
HULL IDENTIFICATION NUMBER (HIN) SYSTEMS.....	40
GAME VIOLATION INFORMATION SYSTEM.....	41
<b>AIRCRAFT REGISTRATION REQUESTS.....</b>	<b>41</b>

# Department of Licensing

---

## DEPARTMENT INTRODUCTION

Department's Mission Statement: One vision, one voice, working together for a safer Washington.

### **DOL RECORD UPDATES: M/S 48104**

Highways and Licensing Building  
PO Box 9030  
1125 Washington St. SE  
Olympia WA 98507

Teletype Address: **OLYDL**

Telephone: (360) 902-3915  
FAX: (360) 570-1246  
Email: [fraud@dol.wa.gov](mailto:fraud@dol.wa.gov)

**DOL RECORD UPDATES  
Manager  
(360) 902-3967**

Driver, vehicle, and vessel information provided through ACCESS may only be used by governmental criminal justice agencies, i.e., law enforcement, prosecutor and courts. Washington State Department of Licensing records are not to be shared by governmental criminal justice agencies with contractors or groups who may assist in their work. Revised Code of Washington 46.55.110 does however provide for the release of registered and legal owner information by law enforcement agencies to towing firms.

Information may be obtained via the automated system. If information is unavailable via the automation, an administrative message may be sent to DOL Record Updates. Additional backup files and supplement files are available for manual inquiry. Requests will be processed by Record Updates on a priority basis. All requests for manual look-ups should indicate the urgency of the request. Routine inquiries, i.e., vehicle inquiries to process parking citations should be held until DOL computer service is restored.

The DOL Record Updates Unit hours of operation is Monday – Friday, 8:00am – 4:30 pm, and closed on holidays.

# Department of Licensing

---

## ***Telephone Numbers Available for Criminal Justice Agencies***

### **DRIVER RECORDS**

Law & Justice Program Manager	(360) 902-3669
Ignition Interlock/Occupational Driver Licenses	(360) 902-3797
DUI Arrest Reports, Convictions, Temporary Licenses/Extension/Probationary Licenses	(360) 902-4079
CCDRs	(360) 902-3913
Record Corrections	(360) 902-3988
Re-Exams	(360) 902-3888
Driver License Photos	(360) 902-3915
Fraudulent Driver License Program	(360) 902-3915
Citations/FTA	(360) 902-3966
Deferred Prosecution	(360) 902-4079
Commercial Driver License Program	(360) 902-3619

The ordering of forms is no longer available by phone. The email address is:  
driverform@dol.wa.gov

### **FIREARMS**

Bureau of Alcohol, Tobacco, and Firearms	(206) 389-6800
Or	
Alien Firearm License	(360) 664-6616
	FAX (360) 586-2726
Seattle ATF	(206) 389-6818
Spokane ATF	(509) 324-7881
Copy of Current Firearm Laws (as of August 2009)	(360) 664-6616
Statewide Law Enforcement Directory	(360) 486-2380
Private Sale Forms	(360) 664-6616
Transfer forms	(360) 664-6616
Washington Business License (Master Business License)	(360) 664-1400
Wildlife Pamphlets (Fish and Wildlife)	(360) 902-2200

### **CUSTOMER SERVICE RELATIONS DIVISION**

***Customer Service Center –Driver License	(360) 902-3900
***Customer Service Center –Vehicle License	(360) 902-3770
	Option 5

### **CENTRAL OPERATIONS AND RESOURCES DIVISION**

Parking Ticket Holds	(360) 359-4002
***Vehicle Records	(360) 359-4002
Certified Copy of vehicle record	(360) 359-4002

## Department of Licensing

---

### **PROGRAMS AND SERVICES DIVISION**

Department Holds	(360) 902-3803
Wrecker Reports	(360) 902-4035
Abandoned Vehicles	(360) 902-4036

### **DEALERS DIVISION**

Vehicle Dealer Licensing	(360) 664-6466
--------------------------	----------------

### **E-permitting DIVISION**

Dealer Licensing	(360) 664-6466
------------------	----------------

### **BUSINESS AND PROFESSIONS DIVISION**

Court Reporters	(360) 664-6633
Security Guards/Private Detectives	(360) 664-6611
Bail Bondsman	(360) 664-6624
Firearms	(360) 664-6616

### **HEARINGS – Olympia Headquarters Office**

Hearings Examiners and Support Staff	(360) 902-3878
--------------------------------------	----------------

Requests for all vehicles registered to should be emailed to [www.dolvscvvr@dol.wa.gov](mailto:www.dolvscvvr@dol.wa.gov) or 360-359-4012.

\*\*\*These telephone numbers are the ONLY ones to be given to other government agencies and the public.

# Department of Licensing

---

## **INTRODUCTION**

The DOL in Olympia maintains the following on-line computerized files:

1. Motor Vehicle Master File - Motor vehicles (including many special purpose vehicles, powered and non-powered) which are titled and/or licensed in Washington. Commercial prorate vehicles, dealers, rental cars, titled out-of-state and not Washington-based, are maintained by DOL and are not available via on-line. For information, submit an administrative message, via ACCESS, to DOL Record Updates (**OLYDL**).
2. Driver License Master File - Licensed drivers, instruction permits, Washington identification ("ident") records, out-of-state and unlicensed drivers with accidents or driving convictions on-file.
3. Firearms File – Recorded purchases and transfers of handguns from the dealer and concealed pistol license records.
4. Vessel File - Watercraft registered and/or titled in Washington State.
5. Handicap Placards – The handicap placards are maintained by the Department of Licensing and are available to in-state users by direct access to the computer.

Note:

Providing the vehicle information to a private party is prohibited by RCW 46.12.635 (law enforcement may provide vehicle records to tow operators). Providing the information to other government agencies is a violation of the intended use of ACCESS. Other government agencies and business entities may obtain the information by contacting Central Operations and Resources, Records Disclosure and Organizational Development Unit, telephone (360) 359-4002.

<http://www.dol.wa.gov/driverslicense/externallawenforcement.html>

## **U.S. Government Plates**

The U.S. Government keeps a record of the plates issued by them in Auburn. The hours are 0800 – 1700 Monday through Friday. The phone number is (253) 931-7711.

# Department of Licensing

---

## ***Indian Tribal Plates***

Indian Tribes issue their own plates. These plates must be checked with the individual tribes.

## ***Additional Inquiries***

For additional vehicle information, refer to the following:

- Vehicle File Chapter of this manual
- Vehicle/Boat Part File Chapter of this manual
- Nlets Manual

For additional persons inquiries, refer to the following:

- Appropriate person file (Wanted Persons, Protection Orders, etc.) chapter of this manual
- Nlets Manual

# Department of Licensing

---

## ***Confidentiality Requirements for Using DOL Records***

DOL data being provided through ACCESS is intended to be used only by official governmental agencies for enforcement and arrest, prosecutor, sentencing, and probation monitoring data in the field of criminal justice.

DOL records are **NOT** to be provided to other agencies, land compliance, public works, etc. and are not to be shared in community policing activities (i.e., neighborhood speed watches).

## **Confidentiality Statements**

### ***Firearms***

#### RCWs

9.41

Confidentiality - Firearms Records - only by Law Enforcement and Correction Agencies

### ***Drivers***

Driving Records - Law Enforcement, prosecutors, courts, probation

DOL maintains CIVIL records, not CRIMINAL.

Driver records cannot be used for employment purposes. Criminal justice agencies are required to submit the Washington driver license number, or name and date of birth, with \$10.00 to Department of Licensing and obtain a driving record for hiring purposes.

#### RCWs

46.52.120     ADR

46.52.130     ADR/CCDR

46.20.118     Photos



# Department of Licensing

---

## ***Vehicles***

Vehicle Disclosure:

RCW 46.12

RCW 46.12.630

RCW 46.12.635

Washington Administrative Code (WAC) 308-10-040

In general, DOL does not provide individual requests for public disclosure on a vehicle or vessel record. An individual can only obtain their personal data if they are involved in a titling transaction. Government agencies and law enforcement may obtain record information. Businesses may apply for an account to receive record information and are required to sign an agreement with DOL. They are able to fill out a form for first time requests without an account.

Vehicle Records - For usage by certified governmental criminal justice agencies.

Title histories must be accompanied by a mailing address for the agency requesting them.

## ***Vessels***

Vessel Disclosure:

RCW 42.17

RCW 88.02.070

RCW 88.02.100

WAC 308-93-670

In general, the DOL does not provide individual requests for public disclosure on a vehicle or vessel record. Government agencies and law enforcement may obtain record information. Businesses may apply for an account to receive record information and are required to sign an agreement with DOL. They are able to fill out a form for first time requests without an account.

## ***DOL COMPUTER INQUIRY FORMAT***

Input Header	;	Message key Index	.	Optional Agency Identifier	.	Data	send
-----------------	---	----------------------	---	----------------------------------	---	------	------

# Department of Licensing

---

## Input Header

Standard ACCESS input header "D" for in state.

Standard ACCESS input header "L" for out-of-state checks.

## Message Key

- "BH" = Inquiry against the Vessel Database by boat hull identification number
- "BR" = Inquiry against the Vessel Database by registration number
- "BD" = Inquiry against the Vessel Database by decal and year
- "D" = Inquiry against the Driver License File
- "P" = Inquiry against the Handicap Placard File
- "F" = Inquiry against the Weapon File using serial number and NCIC code
- "FN" = Inquiry against the Weapon-Alpha File using name and date of birth
- "FP" = Inquiry against Weapon-Alpha File using Personal Identification Code (PIC) number
- "K" = Inquiry against the Driver License file for on-line abstract of driving record ADR (five-year history)
- "L" = Inquiry against the Motor Vehicle File using license plate number
- "T" = Inquiry against Motor Vehicle File using the Tab number
- "V" = Inquiry against the Motor Vehicle File using vehicle identification number

## Optional Agency Identifier

Zero to nine-character optional field. If filled, should contain the NCIC Originating Agency Identifier (ORI) of the agency making the inquiry. NCIC ORI must be used by all agencies inquiring through other computer networks interfaced with the ACCESS computer.

## Data Index

**BOAT IDENTIFICATION NUMBER** - May be used with the following message key: "BH." If hull identification number is more than 20 characters, use only the right most 20 characters. See Hull Identification Number (HIN) System for information regarding boat hull numbers.

**BOAT REGISTRATION NUMBER** - May be used with the following message key: "BR."

**BOAT DECAL NUMBER** - May be used with the following message key: "BD". Decal number is: Two character year of decal, one letter and six numeric.

## Department of Licensing

---

**DRIVER'S LICENSE NUMBER OR PERSONAL IDENTIFICATION CODE (PIC)** - May be used with the following message keys: "D", "FP" and "K." This is a 12-character code computed from name and date of birth. The first seven characters must be alphabetic or "\*\*", the eighth and ninth characters must be numeric, the tenth character must be numeric or "\*\*", and the eleventh and twelfth characters may be alphabetic or numeric.

**Handicap Placards (PLC)** - May be used with the following message key "P."

**WEAPON SERIAL NUMBER AND NCIC WEAPON CODE** - May be used with the following message key: "F." If serial number is more than ten characters, use only the right most ten characters. Use a hyphen to separate serial number and NCIC Weapon Code. Weapon codes can be found in the *NCIC Codes Manual*, Part 3. Example: Smith and Wesson revolver with serial number A123456 is inquired on as "A123456-SW."

**NAME/DATE OF BIRTH CODE** - May be used with the following message keys: "D", "FN", and "K." Use the first five characters of the last name (fill in with "\*\*" if shorter than five), follow with the first and middle initials (use "\*\*" if none), then eight-digit birth date (yyyymmdd). For example: John J. Johnson 1-2-50 is coded: JOHNSJJ19500102 and Mary (no middle initial [NMI]) Cox 122560 is coded: COX\*\*M\*19601225.

**LICENSE PLATE NUMBER** - May be used with the following message key: "L." Most license numbers may be inquired on as they appear on the plate or on current registration documents; however, some state and city exempt vehicles are maintained on file as six/seven-character license numbers even though the plate may contain fewer characters. Inquiries on these vehicles must contain sufficient high order zeros to the numeric portion of the plate number to make six/seven characters (e.g., M616 is inquired on as M00616). Some license plates must have a prefix added for inquiry. For example, "Medal of Honor" license number 5 would be inquired on as MOH005 and "Horseless Carriage" license number 1234 would be inquired on as HC1234.

Some vehicles are not licensed (Title Purpose Only [TPO]), but have been titled in Washington and are in the computer with a "license number" beginning with the following characters: #, @, \$, %, +, &, or <. These vehicles should be inquired on by VIN or by "License" including the symbol. The TPO "license" number DOES NOT appear on the vehicle.

**VEHICLE TAB NUMBER (TAB)** - May be used with the following message key: "T." Must know year and complete tab number (seven digits total).

**VEHICLE IDENTIFICATION NUMBER (VIN)** - May be used with the following message key: "V."

## Department of Licensing

---

### ***WASHINGTON STATE DRIVER LICENSE IMAGE INQUIRY***

Washington State Driver License Images may be queried using the ACCESS System. The Operator's License Number (OLN) may be queried through the use of the Query WA Driver License Image (DQI) transaction in the Omnixx Force Desktop. For further information on how to inquire on the Washington State Driver License Image using another connection to the ACCESS System (such as a regional, CAD, RMS, etc), please contact the Washington State Patrol Customer Services Unit at (360) 705-5999.

# Department of Licensing

---

## ***MOTOR VEHICLE REGISTRATIONS***

### **Handicap placards**

Handicap placards are available in state by using the system with the D:P.. and the placard is either T(numbers), P(numbers) or (numbers)P.

1. Handicap D;P..T123456(send) for a temporary permit
2. Handicap D;P..P123456(send) for a permanent permit
3. Handicap D;P..123456P(send) for a permanent permit

### **Inquiry/Procedure Formats**

Registration information may be queried through the DOL computer by:

License Plate number  
Vehicle Identification Number (VIN)  
Tab Number (TAB)

A single inquiry, as shown below, may be sent to check both the DOL computer for registration information and the WACIC computer for stolen/wanted information (VIN inquiries are also forwarded to NCIC).

The DOL computer is not programmed to search by title number, partial license or VIN, or registered owner's name. Queries of this type must be directed to DOL Record Updates (ACCESS terminal address **OLYDL**) for a manual search.

### ***Check Stolen/Registration Inquiry***

1. License W;RV..XYZ123(send)
2. VIN W;RV....WVWCA0538EK013569(send)

### ***Registration Only Inquiry***

1. License D;L..XYZ123(send)
2. VIN D;V..WVWCA0538EK013569(send)
3. Tab D;T..\*\*B123456(send)\_\_\_\_\_ (\*\* is the year of the tab)

## Department of Licensing

---

### Vehicle Inquiry Response will include:

1. The inquiry received and processed
2. The VIN, if a license plate inquiry or license plate (or TPO number) if a VIN inquiry
3. The vehicle year, make, model/style and if applicable special vehicle type, gross weight, tonnage expiration date (mmyyyy)
4. Registration expiration date (mm-dd-yyyy)
5. Registered owner's name and address (2<sup>nd</sup> owner if applicable)
6. Legal owner's name and address
7. Title date and title number
8. Driver license number of 1<sup>st</sup> owner
9. Driver license number of 2<sup>nd</sup> owner
10. Current tab number and expiration
11. Previous tab number and expiration
12. Plate issue date (mm/yyyy)
13. Primary color of vehicle
14. Secondary color of vehicle
15. WACIC/NCIC "flag", if applicable. ( \*\*\*\*\*validate via NCIC if vehicle is stolen\*\*\*\*\* )

On the right side of the screen "Captions" associated with the registration record will be noted.

The current year tab number

The previous year tab number if available

First color (if available)

Second color (if available)

### Sample response to inquiry by license:

1 L. WADMV0000.LIC/3894MV

2 VIN/130p09451854069

3 .VYR/1979.VMAWILDN.VMO/23P/8

4 EXP DATE/06-10-2005

5 GROSECLOSE,CARLA M

5 WEAVER,SCOTT E

5 1315 10<sup>TH</sup> AVE SE

5 OLYMPIA,WA 98501

6 CARLA GROSECLOSE

6 1315 10<sup>TH</sup> AVE SE

6 OLYMPIA, WA, 98501

7 TITLE/ 06-10-2003 0316152705

8 PIC NAME1 GROSECM378NA

9 PIC NAME2 WEAVERSE301C0

10 TAB# IS S619917 05

11 PREV TAB G371783 04

12 PLATE ISSUE DATE/ 05-2000

13 FIRST COLOR IS WHITE

14 SECOND COLOR IS GREEN

15 CHECK VEHICLE IN WACIC/NCIC

## Department of Licensing

---

### Multiple “HIT” on Non-unique VIN

If an inquiry is made on VIN for which there is more than one registration record on file (usually on very short VINs), the DOL computer will reply with the usual first line followed by up to 22 matches by license, year, and make. The caption “MORE PLATES - PAGE 2” will appear if more than 22 records are on file for that VIN. To obtain the next page, inquire using the same VIN and the format:

**D;V2..WVWCA0538EK013569(send)**

To obtain a third page, use message key “V3..” To obtain the record on the desired vehicle, inquire by license number. If there are more than 63 vehicles on file with the same VIN, the reply will be “MORE THAN 63 PLATES ASSIGNED TO GIVEN ID, REFER TO STATION OLYDL.” A terminal message to DOL at ACCESS address **OLYDL** giving the vehicle description and VIN will elicit the desired information.

The WACIC/NCIC “flag” may appear on a multiple VIN response. Since records are flagged by VIN, one (or more) of the vehicles may be stolen, but not all of them. The flag will appear only on the last page of multi page VIN responses.

### Captions Associated with Motor Vehicle Inquiries

1. “CHECK VEHICLE IN WACIC/NCIC FILE”

The VIN associated with this vehicle has been flagged indicating that the WACIC and/or NCIC vehicle file should be checked.

**Note:** *This indicates only that the vehicle has at one time been reported as stolen/wanted, and does not necessarily indicate the current status of the vehicle.*

2. “DEPARTMENT HOLD”

Department holds are put on for many reasons. They are there to prevent a title from being generated. They are usually put on by the courts or law enforcement. Some reasons may be due to divorce, drug investigations, or dispute in ownership. A “Department Hold” prevents the vehicle from being sold and a title issued to a new owner.

3. “LEGAL OWNER SAME AS ABOVE”

Legal owner same as registered owner.

## Department of Licensing

---

4. "LICENSE CANCELED
  - NSF CHECK (DISHONORED CHECK)
  - OUT OF STATE (STATE MOYR)
  - VEHICLE DESTROYED (SCRAP PROCESSOR NUMBER OR WRECKER NUMBER DATE MODAYR).
  - BY DOL
5. "LICENSE CANCELED ALSO SEE XXXXXX"

Refer to the plate number shown for more current data on this vehicle. When new license plates are issued, the previous record is retained on-file with a reference to the new record.
6. "NO MORE PLATES"

All plates associated with the VIN have been displayed.
7. "NOT A CURRENT RECORD"

Record is current as indicated by expiration. This message is for DOL purposes to indicate an action is required on this account.
8. "NOT REGISTERED IN WASHINGTON"

VIN entry for flagging purposes only. Blank plate hold (record reflects the message as "Blk plate hold.")
9. "NOT REGISTERED TPO"

This vehicle has a Washington title for "Title Purposes Only" but is not licensed. If this response was obtained by using a TPO number as a plate number (five-digit number preceded by a #, @, \$, %, +, or <), check for possible second record for this vehicle with a plate number by making an inquiry by VIN. The TPO number appears in the license number field on the vehicle Certificate of Title.
10. "ORV"

Off-road vehicle
11. "PRORATE"

This is a Washington-based commercial vehicle licensed to operate in several states.



## Department of Licensing

---

### 12. "REPORT OF SALE"

The registered owner has filed a report with DOL indicating that he/she has sold the vehicle; however, title transfer has not yet been processed.

Effective with report of sale documents updated April 23, 1995, or later, if the customer supplied DOL with the complete date of sale, DOL is storing this actual reported date of sale on the vehicle record.

If the customer supplied a date of sale, the MAXSM message will now read:  
VEHICLE SOLD DD/MM/YY.

If the customer did not supply the date of sale, the message reads:  
VEHICLE SOLD 00/00/00.

The new owner's name and address, as submitted on the Report of Sale form, is accessible through automation.

**Inquiry by plate:** (by plate and last four characters of the VIN).

Enter d:avl..plate#.vin# (d:avl..508htn.4321) and press the send button. If the VIN is only three characters, then use the full VIN. The vehicle information will be returned with the current information.

**Inquiry by full VIN:**

Enter d;avv..vin#1234567891234 (d;avv...1234567891234) and press the send button. The vehicle information will be returned with the current owner information.

If for some reason you are unable to retrieve the new owner information via automation, then submit your request via teletype to **OLYDL**.

### 13. "TITLE/MO-DA-YR"

The date the current owner originally titled the vehicle.

### 14. "TITLE AND LICENSE CANCELED-OUT OF STATE (STATE MOYR)"

The license plate, registration, and title for this vehicle have been canceled by DOL after notification that the vehicle has been titled and registered in another state.

Inquiries should include the following information:

1. Name, agency, mailing address, telephone and fax number of requester
2. Reason for requests (hit-run, robbery, rape, etc.)
3. Vehicle information (please provide as much vehicle information as possible)
4. Sort sequence: license, county, model year/make, or registered owner

Vehicle information should be sent by fax at (360)-570-1246.

# Department of Licensing

---

## **Partial Vehicle License Plate Inquiry**

Registration information searches by partial vehicle description and/or partial license number can be done through the Driver and Plate Search (DAPS) application which is available to all law enforcement in Washington State. DAPS provides access to driver and vehicle records for Department of Licensing, law enforcement and other authorized users. Email [fraud@dol.wa.gov](mailto:fraud@dol.wa.gov) for further information.

# Department of Licensing

## **DRIVER LICENSE CHECK**

### ***Inquiry/Procedure Formats***

Driver license information, including physical description, of all licensed motor vehicle operators in the state of Washington is available through DOL. Inquiries to the DOL computer can be submitted by:

1. Name and date of birth; or,
2. Driver license number or personal identification code (PIC).

A single inquiry may be sent to check both the DOL computer for driver license information and the WACIC and NCIC computers for wanted, missing, and restraining order information.

### ***Wanted Person/Driver Check Inquiry***

W;DW..Weaver-Dream,Test Record May. DOB/19010101(send)

### ***Driver Check Only Inquiry***

Inquiries submitted directly to the DOL computer for driver license information only must be formatted to conform to the DOL computer data index. That is, names are submitted using the first five letters of the last name, first and middle initials and followed by date of birth or PIC.

Name/DOB D;D..WEAVETR19010101(send)  
DL/PIC Number D;D..WEAVETR997BA(send)

*Note: If inquiring a WA record with name and date of birth and there is no middle initial, return may display no record. Please us WA license number to get a return.*

### ***Driver's License Number (PIC) Breakdown***

Incorporates five letters of last name, first and middle initials, coded full birth date and a self-checking code. Arrangements of characters representing name elements and birth date are as follows:

			(D)	(D)	
				N	N
AAAAA	AA	NN	N	A	A
Last Name: First five characters of last name					
Initials: First and Middle initials					
Year of Birth / complement of 100					
Self-checking Digit					
Month of Birth (Coded)					
Day of Birth (Coded)					

## Department of Licensing

---

A = Alphabetic character

N = Numeric character

(D) = Alternate code possible for duplicate records (see attachment)

\* = Blanks in name field or middle initial are replaced with asterisks (\*)

### **CODES USED IN DRIVER'S LICENSE/ID CARD/PERMIT**

#### **DRIVERS LICENSE MONTH OF BIRTH CODES**

<b>MONTH</b>	<b>CODE</b>	<b>1<sup>st</sup> ALT CODE</b>	<b>MONTH</b>	<b>CODE</b>	<b>1<sup>st</sup> ALT CODE</b>
JAN(01)	B	S	JUL (07)	M	4
FEB(02)	C	T	AUG(08)	N	5
MAR(03)	D	U	SEP(09)	0 (alpha)	6
APR(04)	J	1	OCT(10)	P	7
MAY(05)	K	2	NOV(11)	Q	8
JUN(06)	L	3	DEC(12)	R	9

#### **DRIVER'S LICENSE DAY OF BIRTH CODES**

<b>DAY</b>	<b>CODE</b>	<b>DAY</b>	<b>CODE</b>	<b>DAY</b>	<b>CODE</b>
01	= A	13	= L	25	= 5
02	= B	14	= M	26	= 6
03	= C	15	= N	27	= 7
04	= D	16	= W	28	= 8
05	= E	17	= P	29	= 9
06	= F	18	= Q	30	= T
07	= G	19	= R	31	= U
08	= H	20	= 0 (numeric)		
09	= Z	21	= 1		
10	= S	22	= 2		
11	= J	23	= 3		
12	= K	24	= 4		

LIC ORIG: WEAVETR997BA

1ST ALT: WEAVETR997SA

2ND ALT: WEAVETRZ97SA

### **Multiple "HIT" on Non-unique Names**

If a driver's check is requested by name and birth date that has a duplicate on-file (same name/initials and birth date), the response may be for the wrong person. An alternate (ALT) PIC number is also returned for further checking.

# Department of Licensing

---

## Inquiry Response

A DOL computer inquiry will consist of the following:

1. Driver's license number or personal identification code (PIC)
2. Check ALT PIC and current alternate PIC number
3. Social Security Number
4. Date of query
5. Name
6. Date birth, sex
7. Restrictions (i.e, medical, area and equipment)
8. Street address
9. Eye color, height, weight
10. City, State and Zip
11. Comments (i.e., probationary license required or issued based on an alcohol/drug conviction)
12. Record type and issue date. One or more of the following record types followed by the issue date, if appropriate.
  - a. **PDL** – personal driver license
  - b. **ID** – had a license and now has an identification card
  - c. **ID ONLY** – means never had and WA license only has identification card
  - d. **INSTR PERMIT** – has an instruction permit
  - e. **NO LICENSE** – no driver's license has been issued but a record of violations/departamental action is on file. No expiration date will appear
  - f. **MILITARY** – Expiration year will be shown as 00: license expires 90 days after discharge
13. Expiration date
14. Number of DUI/PC (driving under the influence/physical control convictions within the last 10 years)
15. Number of Vehicular Homicide (VH) convictions within the last 10 years
16. Status of record
  - a. DWLS/R 1ST DG
  - b. DWLS/R 2ND DG
  - c. DWLS/R 3RD DG
  - d. REINSTATED
  - e. CLEAR
  - f. NONE
  - g. SURRENDERED
  - h. CANCELLED
  - i. IIL
  - j. ORL
  - k. ORL/IIL
  - l. INVALID
17. HAZMAT INL – driver is not authorized to drive vehicle carrying hazardous materials
18. Number of DUI/PC (RD/DUI) reduced to a lesser charge within the last 10 years

## Department of Licensing

---

19. Commercial Driver License Classifications (CDL) class
  - a. Class A - Single or combination vehicles of any size, vehicles carrying 16 or more persons including the driver or vehicles carrying hazardous materials with a weight rating of 26,001 pounds or more.
  - b. Class B - Single vehicles of any size, vehicles towing a trailer with a weight rating of 10,000 pounds or less or any vehicles listed under Class C, if properly endorsed, vehicles carrying 16 or more persons including the driver or vehicles carrying hazardous materials with a weight rating of 26,001 pounds or more.
  - c. Class C - Vehicles carrying 16 or more persons including the driver or vehicles carrying hazardous materials with a weight rating of 26,001 pounds or less.
20. CDL endorsements
  - a. N – Tanker
  - b. H – Hazardous materials
  - c. T- Double/Triple trailer
  - d. P1- Passenger any bus
  - e. P2 – Passenger bus with a gross weight of 26000 lbs or less
  - f. S1 – Any School bus
  - g. S2- School bus with a gross weight of 26000 lbs or less
21. Number of driving license suspended/revoked 1st degree convictions on record
22. Number of driving license suspended/revoked 2nd degree convictions on record
23. Number of driving license suspended/revoked 3rd degree convictions on record
24. Ignition Interlock Device restriction
25. Occupational/Restricted License restrictions
26. Ignition Interlock License status (issuance and expiration)
27. Law Enforcement Comment field – ie: unknown person uses name when cited
28. Reason for revocation, suspension or cancellation of license, action date, reason and release date
29. Fraud Comment information
30. Extension Sticker number – ( no longer used but data may display from previous use)
31. Organ Donor
32. Additional comments or AKA's

## Department of Licensing

---

### Sample Response:

T1DQ R2.D .. OLN/GROSETR992BA

CHK ALT PIC GROSETR992SA SOC/123-45-6789 01-10-11 RESTRICTIONS:  
GROSECLOSE,TEST RECORD DOB/01-01-1901 FEMALE COR LENS MEDICAL  
R/9898 MICKEY MOUSE LN EYE/BLU;HGT/5-00;WGT/135 FIN RESP AREA/EQP  
R/OLYMPIA WA 98507

PROB LICENSE STATUS EFF DATE 042208 ENDS 042213  
ID:ISS/04-23-04 EXP/01-01-08 DUI/PC 004 VH 001 CDL:STATUS: INVALID  
STATUS: IIL HAZMAT INL RD/DUI 004 VA 000 CLASS: A ENDR:TPNS2  
DWLS/R 1ST:000 DWLS/R 2ND:000 DWLS/R 3RD:000  
ENDR: M/C 2 WHEELS

PERMIT: M/C EXP/010102

RESTR EXPL: INTERLOCK REQ 123109-1231144

PLS NOTE: UNKNOWN PERSON USES RECORD WHEN CITED

FRAUD CMT: CONTACT DSI FILE 4/30/09

0000001 DONOR: Y

COMMENT/AKA'S: 123456789 OR

### Captions Associated with Driver's License and CDL Inquiries

#### Status

1. "CANCELED": Ineligible to drive; driving privilege has been canceled by DOL
2. "CLEAR": Eligible to drive; no actions against license
3. "OCC/RESTR DRIVER'S LICENSE" (ORL): Eligible to drive; will have restrictions of time and area indicating when and where subject may drive
4. "IGNITION INTERLOCK LICENSE" (IIL) - Eligible to drive with restriction of ignition interlock device unless valid employer waiver is shown
5. "OCCUPATION/INTERLOCK LICENSE" (ORL/IIL) - combination of occupational and ignition interlock license - all restriction apply
6. "DWLS/R 1st DG, "DWLS/R 2nd DG" & "DWLS/R 3rd DG." Ineligible to drive; for further clarification contact Driver Records (360) 902-3655
7. "INVALID": Privilege to drive and/or drivers license is invalidated in Washington State. Contact DOL Record Updates, terminal **OLYDL** for further information.
8. "PERM LIC HELD": DOL is withholding issuance of a permanent license due to an FTA, which was pending at the time of license renewal

## Department of Licensing

---

9. "PROBATIONARY LICENSE STATUS": Person has had a DUI or PC arrest--driver can be arrested for NVOL
10. PROBATIONARY LICENSE ISSUED/UNTIL (DATE) Person has had a DUI or PC arrest and the driver has been issued a probationary license indicating a previous alcohol/drug incident
11. "REINSTATED": Eligible to drive if "FINANCIAL RESPONSIBILITY" is printed on license
12. "REVOCATION": 365 days or more--must take written and skill test, reissue fee, SR22. Fee to acquire new license to be issued
13. "SUSPENDED": 364 days or less unless specified by statute. Suspension requires reissue fee. Suspensions based on convictions require an SR22.
14. "SURRENDERED": License has been voluntarily surrendered

### **Comments**

1. "DECEASED"  
Subject has been reported deceased to DOL
2. "NO WASHINGTON DRIVER'S LICENSE ON RECORD"  
Associated with an identification card only record
3. "NEW LICENSE NUMBER"  
The inquired record has been transferred to another license number, usually because of a name change or correction. Inquire again with new license number that is provided.
4. "NOT A DRIVERS LICENSE"  
The subject has not been issued a drivers license. The record was created to record violations and/or departmental actions. No expiration date will be shown.
5. "OUT OF STATE"  
Subject has surrendered his/her Washington driver's license to another state to obtain a license in that state. The "out-of-state" comment is followed by the two-letter state code and date of notification.
6. "IDENTITY NOT VERIFIED"  
There are two times when this may appear on a Washington State Driver's License:
  1. When an applicant applies for an original license and does not provide sufficient ID. DOL will issue a drivers license strictly to be used for driving, not for ID. License indicates: "Identity not verified."
  2. If a person applies for a driver's license by mail while residing temporarily outside of Washington State. That driver's license will be issued without a photo and where the signature would normally appear is a stamp saying "IDENTITY NOT VERIFIED."



# Department of Licensing

---

## ***Endorsements/Permits***

1. Endorsements  
"MOTORCYCLE"
  - MC3 – Two-wheel motorcycle only
  - MC5 – Motorcycle with sidecar attached, or trike only
  - MC7 – All two-wheel and three-wheel vehicles
2. Permits  
"MOTORCYCLE"  
"CDL"  
"BASIC INSTRUCTION PERMIT" ... must be accompanied by a licensed driver with five years' driving experience

### **CDL Endorsements:**

**H-HAZARDOUS MATERIAL:** Required for drivers of vehicles carrying hazardous materials that require the vehicle to be marked with a placard.

**N-LIQ BULK/CARGO TANKER:** Required for drivers of vehicles carrying liquids or liquid gases in portable or fixed tanks. Not required for portable tanks with a rated capacity under one thousand gallons.

**P1-PASSENGER TRANSPORT:** Required for all drivers of vehicles designed to carry 16 or more persons including the driver and the gross vehicle weight rating is 26,001 lbs or more.

**P2-PASSENGER TRANSPORT:** Required for all drivers of vehicles designed to carry 16 or more persons including the driver and the gross vehicle weight rating is 26,000 lbs or less.

**S1-Bus Drivers SCHOOL BUSTRANSPORT:** Required for all drivers of vehicles designed to carry 16 or more persons including the driver of all public school bus drivers and the gross vehicle weight rating is 26,001 lbs or more.

**S2-Bus Drivers SCHOOL BUSTRANSPORT:** Required for all drivers of vehicles designed to carry 16 or more persons including the driver of all public school bus drivers and the gross vehicle weight rating is 26,000 lbs or less.

**T-DOUBLE/TRIPLES:** Required for drivers pulling sets of double or triple trailers

**K-Restricts operators to vehicles without air breaks**

**X-Combines both tank and hazardous material endorsements**

### ***Error Messages for Driving Inquiries***

1. "FILE SECTION TEMPORARILY INACCESSIBLE": Record not available at this time or file down. Try again in 10 to 15 minutes. If still not available, try the following day or send manual inquiry to DOL Record Updates.
2. "INVALID FORMAT-RETRY": Inquiry data submitted in incorrect format
3. "OLN/@@@@@@@@@@@@ NAME": Name or birth date has incorrect character(s)
4. "NO COMPUTER RECORD FOUND": Record not found on DOL driver's database. Check with DOL Record Updates, if you believe record should definitely be on file.
5. "OLN/----- PIC\*": Incorrect driver's license number (PIC) submitted. The PIC returned will generally have a different self-checking digit (third- of five-digit PIC) than that which was submitted as the DOL automatically computes the check digit based on the remainder of the driver's license number submitted.

# Department of Licensing

---

## Photo Requests

Guidelines for obtaining photos of driver license/instruction permit/ID card:

Photo requests are made through Department of Licensing (DOL), License Integrity Unit (LIU) unit. Although you may be accustomed to requesting photos through DOL Record Updates by teletype, the process has changed. All law enforcement requests related to Program and Services Division will now be made directly through the **LIU unit**.

- Email [fraud@dol.wa.gov](mailto:fraud@dol.wa.gov)
- Telephone 360-902-3915
- Regular mail PO Box 9029, Olympia, WA 98507-9029
- Fax 360-570-1246

All requests must include the following:

- Any identifiers of the subject (name, DOB, PIC/OLN, address)
- Specific crime committed
- Your specific needs (large photo w/o seal, actual card image, or montage)
- Your return e-mail address
- Your return mailing address

E-mail is the preferred method for making requests. Other options include telephone, regular mail, or by fax. Please do not duplicate a request using more than one method. Include the reason for the request, both your email and mailing address, and your fax number on all communications. Most digital requests are completed within one hour. Others may take up to two days. An immediate response will occur if the reason falls within our emergency criteria:

- Armed Robbery
- Homicide/murder
- Rape
- Kidnapping/Amber Alert/Missing Person
- US Marshal's or FBI's most wanted
- Threat to public official
- Terrorism
- Officer Shooting

Photos are for criminal investigation cases only. Montages should be requested by e-mail. They will be completed and mailed within 7-14 days.

If your request falls under one of the above emergency reasons and is needed outside of LIU's hours of operation (Monday through Friday, 6:30am – 4:30pm), call our emergency cell phone – (360) 561-0179.

# Department of Licensing

---

## ADRs and CCDRs

### Guidelines for obtaining Driver Abstracts

1. An Abstract of Driving Record (ADR) is available from the computer
2. A Certified Copy of the Driving Record (CCDR) should be requested only when the subject is cited for Driving while Suspended or Revoked and DUI. The CCDR consists of a cover sheet and complete copy of driver record. These are used by the court to establish whether the subject's driving privilege was suspended or revoked on a given day.
3. You may be accustomed to requesting a Certified Copy of the Driving Record (CCDR) by teletype to Record Updates at DOL. However, CCDR's can **ONLY** should be requested by one of the following ways:

E-mail: [DSCCDR@DOL.WA.GOV](mailto:DSCCDR@DOL.WA.GOV)

Phone: (360) 902-3913

Fax: (360) 570-1247

4. A request for a CCDR must contain the following information:
  - a. Driver's name, driver's license number, date of birth and OLN if available
  - b. Date of arrest – must be on
  - c. Arresting officer's or prosecutor's name and phone number
  - d. Officer's or prosecutor's email address or fax number

**Note:** *Request must be filled out completely.*

5. ADR is automated for in-state availability from the computer.  
Driver Records, phone (360) 902-3913
6. Description of ADR/CCDR field;

### VIOLATIONS

1. Each violation line is preceded with an asterisk (\*)
2. Date citation was issued
3. Description of violation
4. Disposition/conviction date - if citation is an "FTA" - FTA replaces date
5. Disposition (first position):
  - "F" = FTA
  - "J" = Jail
  - "Y" = Deferred prosecution

## Department of Licensing

---

6. Court designation (M=Municipal; D=District; J=Justice, S=Superior, F=Federal)

7. City and County number of court

a. ACCIDENTS

1. Date of accident
2. Parked, moving, runaway, legally standing
3. Number of cars involved in accident

b. DEPARTMENTAL ACTIONS

1. Date action began
2. Type of action (STATUS reflects the latest action with highest priority)

CANC	=	Canceled
COMP	=	Compliance
COND	=	Condition
DISQ	=	Disqualified
N/A	=	No Action
ORL	=	Occ/Restr Driver License
IIL	=	Ignition Interlock License
PEND	=	Pending
PROB	=	Probation
REIN	=	Reinstatement
REL	=	Released, Financial Responsibility (SR-22) No Longer Needed
REV	=	Revoked
SUSP	=	Suspended
STAY	=	Stayed
SURR	=	Surrendered License

Section of DOL that placed action on driver record:

- |    |   |   |
|----|---|---|
| AS | = | Accident Suspension (uninsured accident)  |
| CM | = | Department actions affecting Commercial Driver License status (Disqualification - serious traffic offenses, breath test refusal, felony involving vehicle, driving while under influence, etc.) |
| DR | = | Driver Responsibility Revocation (Habitual traffic offender, refusal of Breathalyzer, driving while revoked)  |
| DS | = | Driver Responsibility Suspension (Continuing offenses, interest of safety, medical, administrative action, driving while suspended)   |
| JS | = | Judgment suspension   |
| SR | = | Safety Responsibility Revocation (driving while under the influence, hit and run, vehicular homicide, driving while revoked, etc.)  |

## Department of Licensing

---

SS = Safety Responsibility Suspension (driving while under the influence, reckless driving, driving while suspended)  
FA = Fraud or Out of State Cancellation or Suspension  
FT = FTA (Failure to Appear) Suspension  
DI = Driver Improvement (used for displaying requirement for data or requirements)

3. Description of action
4. Release date of action

## ERROR MESSAGES

When an error is made in the information submitted in the inquiry, the transaction will be rejected and an error message will be returned. There are 11 error conditions the user may encounter while attempting an inquiry, 1 through 7 below indicate invalid data in the inquiry and can be corrected by reentering the inquiry with the correct information:

1. Last name should be five-position alphabetic, space(s) filled by “\*.”
2. First initial should be alphabetic or “\*.”
3. Middle initial should be alphabetic or “\*.”
4. Invalid birth date entered
5. Invalid birth month. Should be 01 through 12.
6. Invalid birthday. Should be 01 through 31.
7. Invalid birth year. Should be numeric and greater than zeros. DOL is starting to use the full year of birth not just the last two numbers for a baby born in the year “2000” use the full number.

The errors described in 8 through 11 below are computer system errors. If these errors are received as a result of an inquiry, the user should immediately notify ACCESS Operations at 705-5999 or terminal ACCSS and should not inquire again until further advised.

8. Master input file access error
9. Master input file assign error
10. Invalid keys on write of temp file
11. Invalid key on read of temp file

# Department of Licensing

---

## **WEAPON/CONCEALED PISTOL LICENSE FILE CHECKS**

### **Inquiry/Procedure Formats**

Weapon information, ineligible to possess firearms, and including purchaser information of weapons (handguns, see RCW 9.41) which have been recorded in the state of Washington and concealed pistol license information is available through DOL. Weapons may be checked with the DOL computer by:

#### **Handguns**

1. Weapon serial number and WACIC/NCIC Weapon Make Code

#### **Concealed Pistol License**

1. Name and date of birth (MMDDYY)
2. Driver license number (PIC)

**NOTE:** *Paging may be required to obtain a complete record. Additional pages are available, if indicated on line one (1) of the first computer response. The first page of the record is indicated by "01", and the last page is indicated by "\*." Up to 30 pages are available per record, depending on the number of guns owned. Pages "02" through "30" are obtained by adding page number to the inquiry message format (refer samples below).*

### **Serial/Make Inquiry**

D;F..937534-SW(send)

D;F..937534-SW.02(send)= (Page two requested)

### **Name/DOB Inquiry**

D;FN..JERPERT19300502(send)

D;FN..JERPERT19300502.30(send)= (Page thirty requested)



# Department of Licensing

---

## ***DL/PIC Number Inquiry***

D;FP..JERPERT700KB(send)

D;FN..JERPERT700KB.25(send)= (Page twenty five requested)

Information furnished in response to a computer request of the DOL firearms file by serial/make will consist of:

- a. Serial number and make inquired upon (page number or "\*" if last page)
- b. Microfilm number, purchase date
- c. Make, caliber
- d. PIC number
- e. Concealed Pistol License (license number, expiration date, microfilm number)
- f. Sex, height, weight, eye and hair color
- g. Name
- h. Address
- i. Comments (about the weapon, if applicable)
- j. Weapons purchased (serial number, NCIC Weapon Code, caliber, make, and purchase date, comment)
- k. Ineligibility to possess firearms

Sample response to inquiry by serial/make:

F.WADMV0001.017889-SW *						
WPN FILM #: 733050002 PURCHASE DATE: 770323						
MAKE: S/W CALIBER 9MM						
MCNULTR990BA						
PERMIT: B000004 EXP: 750107 FILM #: 733050002						
MALE BIRTH:010101 RACE:@ EYE:BLU WGT:200 HGT:602 ORI:						
MC NULTY, TEST RECORD						
123 YOUR STREET						
OLYMPIA WA 98504 COUNTY: 34						
SERIAL #	NCIC	CALIBER	MAKE	PUR/DATE	UBI#	
1234	SW	45	SMITH/WESS	77/03/23		
017889	SW	9MM	SMITH/WESS	73/03/14		
2303795	HS	22 HI	STANDAR	73/03/10		

# Department of Licensing

---

## Multiple “HIT” on Non unique Name

If a weapons check is requested on a name and birth date that has a duplicate record on-file, the computer will return the information on one subject followed by a maximum of two alternate (ALT) PIC numbers. If the information received does not cover the correct subject, the alternate PIC numbers may be checked. The possibility of duplicate name and birth dates is remote.

## Captions Associated with Firearms Inquiries

1. “DENIED GUN “nnnnnnnnnn”  
“n” represents microfiche number of source document
2. “DENIED PERMIT # (number) (date)  
Permit number and date of permit application
3. “ALSO SEE \_\_\_\_\_”  
Alternate key where additional weapons are filed for this individual.
4. “PERMIT: (number) EXP: (date) FILM#” (number)”  
If no permit, will say “NONE”
5. “304592C CLT 45 73/03/09 REPORTED (STOLEN)(DATE)”  
(LOST)  
(SOLD)

Owner reported on (date) to DOL that this weapon was (stolen, lost, or sold) and is not in his/her possession.

## Information on concealed pistol licenses exempt.

### RCW 42.56.240 (4)

The license applications under RCW 9.41.070 are exempt from the disclosure requirements of this chapter. Copies of license applications or information on the applications may be released to law enforcement or correction agencies.

## Dealer, Alien firearm license, or certification Inquiries

Call (360) 664-6616 Dealers and Firearms.

# Department of Licensing

---

## ***ADDITIONAL DOL INFORMATION AVAILABLE***

Most of the following information is available from DOL through a point-to-point terminal message inquiry to DOL Record Updates (ACCESS terminal address **OLYDL**).

1. If the DOL computer is unavailable, most information is available from the microfiche files.
2. Vehicle registration by title number.
3. Vehicle registration by registered owner's name and city or partial license number and vehicle description.
4. Special plates - dealer, wrecker, scrap processor, hulk hauler, manufacturer, transporter, and miscellaneous dealer.
5. Prorate data
6. Driver's check
7. Miscellaneous questions or requests for clarification of and DOL information or procedure.
8. Report of Sale information: New owner information. To access report of sale information through automation, refer to the directions on page 12, #12.
9. Rental Car
10. Disability placards (Red and Blue Handicapped Placards)
11. Dealer Plate Information  
You can get dealer plate information on the internet:
  1. go to: <http://www.dol.wa.gov/business/professionals.html>
  2. select business & professional license search
  3. fill in the dealer plate number in the dealer # field but do not include the letter of the plate when filling it in or it will come back no record found.
12. Information on the following licenses issued by the Business and Professions Division may be obtained by telephone: (360) 664-1400.

## Department of Licensing

---

Appraisers  
Architects  
Auctioneers  
Bail Bonds  
Barbers  
Body Art & Body Piercing  
Camping Resorts  
Cemetery Board  
Collection Agency  
Collection Agency & Brokers  
Corporation  
Cosmetology  
Court Reporters  
Debt Adjusters  
Driver Training Schools  
Embalmers  
Employment Agencies  
Engineers  
Esthetician

Firearms Dealer  
For Hire Vehicles  
Funeral Directors  
Home Inspectors  
Land Development  
Land Surveyors  
Landscape Architects  
Manicurist  
Notary  
Private Investigator  
Professional Athletics  
R. E. Appraiser  
R. E. Broker  
R. E. Commission  
R. E. Education  
R. E. Salesperson  
Security Guards  
Tattoo Artist  
Timeshares

\*Requests may be submitted anytime, but will be processed between 8:00 a.m. and 5:00 p.m., Monday through Friday.

# Department of Licensing

---

## **VESSEL REGISTRATIONS**

### **Inquiry Procedure/Formats**

Vessel registration information may be queried through the DOL computer by:

1. Registration number
2. Hull identification number (HIN)
3. Decal

The DOL computer is not programmed to provide vessel registration information by owner's name or any other identifier except as outlined above. During periods when the DOL computer is not available, the DOL Record Updates Unit can provide vessel registration information by decal number, hull identification number, and by owner's name. Such inquiries should be sent to DOL by terminal message to **OLYDL** or email at **fraud@dol.wa.gov**.

### **Vessel Registration Inquiries**

1. Registration number: D;BR..9198JH(send)  
Registration numbers may be submitted with or without the state prefix. Registration number WN9198JH can be submitted as shown above.
2. Hull identification number: D;BH..SER26A70878(send)
3. Decal: D;BD..XXAXXXXXXX(send)  
Decal number is: Two character year of decal, one letter and six numeric.

### **Inquiry Response Information**

#### **Vessel registration response will include:**

1. Registration number and expiration date
2. Decal number. Will always show the current decal number
3. Boat Hull Number (HIN/BHN)
4. Expiration. Month and year registration expires
5. Year vessel was built
6. Make of vessel. The first eight characters of the name of the manufacturer. The vessel make abbreviations used by DOL will not necessarily correspond to those contained in the *NCIC Codes Manual*.
7. Length of vessel in feet

## Department of Licensing

---

8. Use. One of the following use classifications will be indicated:
- |                                 |          |
|---------------------------------|----------|
| COM FISH (Commercial Fishing)   | DEALER   |
| COM PASS (Commercial Passenger) | MANUFACT |
|                                 | OTHER    |
|                                 | PLEASURE |
|                                 | RENTAL   |
9. Hull material. Will contain one of the following:
- |          |        |
|----------|--------|
| ALUMINUM | RUBBER |
| CONCRETE | STEEL  |
| OTHER    | WOOD   |
| PLASTIC  |        |
10. Type. Will contain one of the following:
- |           |          |
|-----------|----------|
| CABIN     | OTHER    |
| HOUSEBOAT | RUNABOUT |
| JET SKI   | SAIL     |
11. Propulsion: Will contain one of the following:
- |             |          |
|-------------|----------|
| IN-BOARD    | OTHER    |
| IN-OUTBOARD | OUTBOARD |
| JET         | SAIL     |
12. Fuel. Will contain one of the following:
- |          |         |
|----------|---------|
| DIESEL   | OTHER   |
| ELECTRIC | PROPANE |
| GASOLINE | SAIL    |
13. Comment. If present, this is a free text field by DOL for comments in the case of purged or canceled registration numbers.
14. Registered owner's name and address
15. Legal owner's name and address, if appropriate
16. Status. If present, may contain one or more of the following:
- |             |                |
|-------------|----------------|
| ADD. OWNERS | DESTROYED      |
| CANCELED    | OUT OF STATE   |
| CHECK NCIC  | PURGE          |
| DEPT HOLD   | REPORT OF SALE |

## Department of Licensing

---

If the registration number has been purged and replaced by a new registration number, the following status will be returned: PURGED NEW REG/RRRRRR

### Sample Vessel Registration Response D;BR..0751AA(send)

BR.WADMV0001.WN0751AA

VESSEL-DATA:

REG/WN0751AA BHN/BWC26A760878 EXPIRES/06-86  
YR BUILT/1978 MAKE/BOSTONWH LENGTH/19  
USE/PLEASURE HULL/PLASTIC TYPE/RUNABOUT  
PROPULSION/OUTBOARD FUEL/GASOLINE

REGISTERED OWNER:

FURILLO, FRANCIS  
123 ANY STREET  
OLYMPIA, WA 98501

LEGAL OWNER:

1ST NATIONAL BANK  
PO BOX 1234  
OLYMPIA, WA 98507

### Multiple “Hit” on non unique Hull Identification Number

If an inquiry is submitted on a hull identification number for which there is more than one vessel registration record on file, the DOL computer will respond with a list of the registration number, boat year, and make for all records with a matching hull identification number (up to 20). The desired record can then be obtained by inquiring on the appropriate registration number. If more than 20 records are on-file with the same HIN, 20 matches will be returned followed by “\*\*MORE DUPLICATES-CONTACT DOL Record Updates\*\*.” A terminal message should be sent to DOL Record Updates to obtain all matching records.

For information on old HULL numbers or vessels over 32’ in length, please contact the Coast Guard in Seattle.

### Sample Non unique HIN response

Vessel registration information may be queried through the DOL computer by:

BH.WADMV0001.1234567

DUPLICATES ENCOUNTERED FOR BHN# 1234567

REG-NO MOD-YR MAKE

1234AA 1960 BAYLINER

4321CC 1966 GLASPAR PURGED

# Department of Licensing

---

## Hull Identification Number (HIN) Systems

Hull Identification number systems used on boats since 1972.

Hull Identification numbers always contain twelve characters. The manufacturer may add additional characters after the HIN if they are separated by a hyphen (-).

### Calendar Year Method - 1972 to Aug 1984

ABC 12345 08 83  
| | | | \_Year Built  
| | | | \_Month Built  
| | | | \_Sequential Production Nbr  
| \_Manufacturer's ID Code

### Model Year and Month

ABC 12345 M 84A	AUG-A FEB-G
_Model Year and Month	SEP-B MAR-H
_Always the letter "M"	OCT-C APR-I
_Sequential Production Nbr	NOV-D MAY-J
_Manufacturer's ID Code	DEC-E JUN-K
	JAN -F JUL-L

### New Method - Effective August 1, 1984

ABC 12345 H 384	JAN -A JUL-G
_Model Year	FEB-B AUG-H
_Year Built	MAR-C SEP-I
_Month Built	APR-D OCT-J
_Sequential Production Nbr	MAY-E NOV-K
_Manufacturer's ID Code	JUN-F DEC-L

The first three characters will always be the three-letter manufacturer's code as contained in Sections 2.2 and 2.4 of the *NCIC Codes Manual* (BMA Codes for Boats).

The boat hull number can contain more than 12 characters if separated by a hyphen from the 12-character number described above.

For example: SER26A760878-300EX562-9 - Sample H.I.N. for Searay boats



## Department of Licensing

---

### **GAME VIOLATION INFORMATION SYSTEM**

GAME VIOLATION FILE - Washington game regulation violation history and status of the hunting or fishing privilege of those persons with a violation record is available from Department of Fish and Wildlife.

### ***AIRCRAFT REGISTRATION REQUESTS***

All aircraft requests go to FAA or DOT.

Department of Transportation is open Monday through Friday.

The DOT AVIATION DIVISION TOLL FREE number is 1-800-552-0666.