



### **New Hampshire MVR State Form Procedures**

The process for completing New Hampshire MVR State forms is as follows:

1. Please complete Section V of the form, just providing your name, date of birth, driver's license number and address.
2. Please sign and date the notary section of VI and have it notarized. Do not sign the certification section of VI. This is for Wheels use only.

### **DO NOT SEND PAYMENT OR FORM TO THE STATE OF NEW HAMPSHIRE**

3. Please provide your employer name in the upper right hand corner of the State Release of Motor Vehicle Records form.
4. Please mail or fax the completed form directly to:

Wheels, Inc.  
Attn: SafetyFirst  
P.O. Box 1816  
Des Plaines, IL 60017

Fax: 847-627-8662

\*If faxing the form, the notary stamp must be visible. If the notary used a raised or embossed stamp, the form must be mailed to Wheels.

**\*\*Please note** - If your company requires you to submit an authorization through Wheels, please insure the authorization process is completed prior to the submission of the state form; the form will not be submitted until the authorization process has been completed. The authorization process will appear in Driver Tools as a requirement if it has not yet been completed.

If you have any questions, please contact the Safety Department at [safetyfirst@wheels.com](mailto:safetyfirst@wheels.com).  
Thank you for your assistance.

# RELEASE OF MOTOR VEHICLE RECORDS

(Pursuant to RSA 260:14)



## NH DEPARTMENT OF SAFETY Division of Motor Vehicles

23 Hazen Drive, Concord, NH 03305

Telephone: Driver Records/Accidents (603) 227-4040  
Registration (603) 227-4030  
Title (603) 227-4150  
Fax (603) 271-1061 (all areas)

Form DSMV 505 (Rev. 01/12)

<b>I. Requested Information: Are you requesting:</b>  <b>A.</b> <input type="checkbox"/> Your Motor Vehicle Record?  <b>B.</b> <input checked="" type="checkbox"/> Another person's Motor Vehicle Record? <small>The back of this form must be completed and notarized.</small>  <b>C.</b> <input type="checkbox"/> Another person's Motor Vehicle Record as an authorized agent of your employer or a company? <small>A Certificate of Authority must accompany this request, or one must be on file with the Division of Motor Vehicles.</small>	<b>II. Requestor Information:</b>  <b>Name of Requestor:</b> _____  Employer/Company (if applicable): <u>Wheels, Inc. / Safety Department</u>  Address: <u>P.O. Box 1816</u> Tele.#: <u>(847) 699-5996</u>  City: <u>Des Plaines</u> State: <u>IL</u> Zip: <u>60017</u>
<b>III. Requested Records:</b>  <input type="checkbox"/> Driver Record (Certified copy): \$ 15.00 <input checked="" type="checkbox"/> Driver Record (Non-Certified copy): \$ 15.00 <input type="checkbox"/> Driver Record (Insurance copy): \$ 15.00 <input type="checkbox"/> Registration Listing (Current Information Only): \$ 5.00 <input type="checkbox"/> Registration (Certified copy): \$ 15.00 <input type="checkbox"/> Title (Certified copy): \$ 15.00 <input type="checkbox"/> Title Search: \$ 20.00 <input type="checkbox"/> License Applications and Letters of Verification: \$ 15.00 <input type="checkbox"/> Insurance Card (Accident use only): \$ 1.00 <input type="checkbox"/> Mechanics Lien (RSA 444.4-a): \$ 0.00 <input type="checkbox"/> Accident Report (Requestor will be notified of cost): \$ 1.00 per page (\$5.00 minimum) <input type="checkbox"/> Other: _____: \$ _____  <b>Make checks payable to "State of NH - DMV"</b>	<b>IV. Intended Use of Information:</b> <b><u>IMPORTANT: To be completed only if you checked Box C above</u></b>  <input type="checkbox"/> For use in connection with any civil, criminal, administrative or arbitral proceeding. Docket # _____ Court: _____ [RSA 260:14 V (a)(2)].  <input type="checkbox"/> By a bank or similar institution to verify the accuracy of personal information submitted by the individual to the bank [RSA 260:14 V (a)(3)].  <input type="checkbox"/> For providing notice to the owner(s) of a towed or impounded vehicle [RSA 260:14 V (a)(5)].  <input type="checkbox"/> For use by any private investigative agency or security service licensed by this state for any purpose permitted pursuant to RSA 260:14, V (a), other than for bulk distribution for surveys, marketing or solicitations pursuant to RSA 260:14, V (a)(8) [RSA 260:14 V (a)(6)]. <small>Indicate specific reason here</small>  <input type="checkbox"/> By an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license [RSA 260:14 V (a)(7)].  <input type="checkbox"/> By a public utility to perform its public service obligation provided the individual has given their express consent [RSA 260:14, V (a)(9)].  <input type="checkbox"/> For an insurance company or by its authorized agent [RSA 260:14 IV (a)(2)].  <input type="checkbox"/> Vehicle or boat information only.  <input type="checkbox"/> For use by a life insurance company authorized to write life insurance policies in New Hampshire, or its authorized agent. In checking off this box, I represent that the named person's written consent to the release of the record has been obtained and that the record will be used solely in connection with claims investigation, rating, and underwriting. _____ [(RSA 260:14, V(a)(10))] <div style="text-align: center;"><small>(Initial here)</small></div>
<b>V. Search For (provide all applicable information):</b>  Name: _____ Date of Birth: _____ Registration/Plate #: _____ Driver License/I.D. #: _____ Vehicle Identification #: _____	Last Known Address: _____  Date of Accident: _____ Location of Accident: _____ <div style="display: flex; justify-content: space-between;"><small>Route/Street</small><small>City/Town</small></div> Other Identification Information: _____

**\*\*\*Reverse Side Must Be Completed Before Processing\*\*\***

## VI. Signed Authorization:

If you are requesting your record be released to another person, the authorization of the person listed in Section V "Search For" must be acknowledged by a Notary Public or a Justice of the Peace on the back of this form.

### Notary Public / Justice of the Peace Acknowledgement:

I authorize my record to be released to a third person:

\_\_\_\_\_  
(Signature) Date: \_\_\_\_\_

State of \_\_\_\_\_, County of: \_\_\_\_\_ ss Date: \_\_\_\_\_

The above named \_\_\_\_\_ personally appeared and made oath that the above declaration by him is true.

In witness whereof I hereunto set my hand and official seal:

\_\_\_\_\_  
Notary Public/Justice of the Peace

\_\_\_\_\_  
Commission Expiration

### Certification:

I have read RSA 260:14 and I understand the limitations placed on the use of information received by the Department of Safety. This form is signed under penalty of unsworn falsification pursuant to RSA 641:3 and subject to the penalties specified in RSA 260:14, IX.

\_\_\_\_\_  
*Signature of Requestor*

Date: \_\_\_\_\_

## VIII. PENALTY CLAUSE:

RSA 260:14, IX states as follows:

(a) A person is guilty of a class B misdemeanor if such person knowingly discloses information from a department record to a person known by such person to be an unauthorized person; knowingly makes a false representation to obtain information from a department record; or knowingly uses such information for any use other than the use authorized by the department. In addition, any professional or business license issued by this state and held by such person may, upon conviction and at the discretion of the court, be revoked permanently or suspended. Each such unauthorized disclosure, unauthorized use or false representation shall be considered a separate offense.

(b) A person is guilty of a class B felony if, in the course of business, such person knowingly sells, rents, offers, or exposes for sale motor vehicle records to another person in violation of this section.

### OFFICIAL USE ONLY

Date Received: \_\_\_\_\_

Date Sent: \_\_\_\_\_

Type of Identification: ☐ Valid Photo Driver License ☐ State-issued Photo ID ☐ Valid Military Identification  
☐ Valid Passport ☐ Birth Certificate ☐ Other (specify) \_\_\_\_\_

ID Number \_\_\_\_\_

\_\_\_\_\_  
Employee Verifying Applicant Identification (Print Name)

\_\_\_\_\_  
Signature

-----DO NOT WRITE BELOW THIS LINE-----