



## Division of State Patrol Policy and Procedure

Number

**10-12**

Subject <b>CERTIFIED COPIES OF OFFICIAL RECORDS</b>	
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Records Management Statement Supersedes P&P 10-12 dated December 23, 2009 Posted on WisDOT internal Website (SharePoint) at <a href="https://wigov.sharepoint.com/sites/dot-dsp/policy/sitepages/home.aspx">https://wigov.sharepoint.com/sites/dot-dsp/policy/sitepages/home.aspx</a>	

### I. POLICY

It is the policy of the Division of State Patrol (DSP) to have its officers obtain copies of official records when required as supplemental evidence in a court trial.

### II. BACKGROUND

In the past, the process for obtaining certified copies of driver and vehicle records has been to complete a paper form and forward to the Division of Motor Vehicles (DMV) through State Patrol Central Headquarters. Technology now allows records to be applied for electronically. To promote efficiency and quicker turnaround, the DMV prefers that electronic requests be utilized when possible.

### III. GENERAL PROVISIONS

- A. Requests for certified copies of driver records or vehicle registration may be submitted to DMV by several methods via the Wisconsin Law Enforcement Network (WILENET). Note: Must allow a lead-time of greater than 14 days prior to the anticipated/scheduled court date for DMV processing of the request.
- B. Other methods for submitting requests for certified copies of driver records will require payment of an abstract fee to be paid by the requestor. These methods include:
  1. Electronic Mail
  2. Fax

3. U.S. Mail
4. Transaction of information for management of Enforcement (TIME) System Messaging:
  - a. WOLN for Driver Certifications
  - b. WREG for Vehicle Certifications
5. Telephone:

Should only be used for RUSH requests and not used for normal requests.

- C. Requests should be sent directly to the individual section of DMV and not to DSP Headquarters. This will expedite processing.

#### IV. PROCEDURE

- A. Requests for **Driver Records** must include:

1. Name
2. Date of Birth
3. Address
4. Driver License Number
5. Date of Violation
6. Citation Number/Charge
7. Revocation/Suspension Number, if applicable
8. Trial Date
9. Agency/Officer Name and Mailing Address
10. Any Special Instructions
11. Certified copies will be returned by U.S. mail. Officers should allow ample lead-time before the trial date, as there is normally a two-week processing turnaround.

- B. Requests for **Vehicle Registration Records** must include:

1. Carrier Name

2. Carrier Account/Authority Number
  3. Address
  4. Vehicle Owner Name
  5. Vehicle Owner Address
  6. Type of Vehicle, i.e., Auto, Truck-Tractor, Trailer, Semi Trailer, etc.
  7. Complete Vehicle Identification, including Year, Make, Model, License Plate Number and vehicle identification number (VIN)
  8. Citation Number/Charge
  9. Date Citation Issued
  10. Trial Date
  11. Any Special Instructions
- C. Certified copies will be returned by U.S. mail. Officers should allow ample lead-time before the trial date, as there is normally a two-week processing turnaround.
- D. The information needed by DMV to process requests is found on form MV2386, Certified Records Request. Mailing addresses, fax and telephone numbers may also be found on form MV2386.

**V. REFERENCES**

MV2386, Certified Records Request  
<https://wilenet.org>