



Secretary of State  
Record Inquiry Section  
501 S. Second St., Rm. 626  
Springfield, IL 62756-8888  
217-785-8594  
recordinquiry@ilsos.gov  
ilsos.gov

## Secretary of State Information Request Form

Please make sure you have signed, dated, enclosed the proper fee and stated a reason for your request. Also include a copy of your business license and/or valid driver's license/identification card.  
Mail completed form to the address at left.

This space for use by  
Secretary of State.

### Section 1: Business Name (if applicable) and/or Your Name and Mailing Address

Requester Name	Business Name (if applicable)
Address	
City/State/ZIP	
Daytime Phone Number	Driver's License Number

### Section II: Requested Services (check appropriate boxes)

- ☐ Title Search — \$5 each    ☐ Registration Search — \$5 each    ☐ Certified Title Search — \$10 each  
☐ Certified Registration Search — \$10 each    ☐ Microfilm Requested with any Search Option, no charge.    ☐ Microfilm Only — \$5

The proper fee must be enclosed for each search. Please make check or money order payable to Secretary of State. If copies are required for a court appearance, the records MUST be certified. This form cannot be used to obtain a Duplicate Title. The Duplicate Title fee is \$50, and an Application for Vehicle Transaction(s) (VSD 190) must be completed in full. Visa, Mastercard, American Express and Discover credit cards are accepted (processing fee applies).

If you are paying with credit card, please provide your email and daytime phone number.

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Section III: Provide as much of the following information as possible to assist in processing your request. (If the request pertains to a Chicago Parking Violation, submit a copy of the notice.)

Vehicle Year: \_\_\_\_\_ Vehicle Make: \_\_\_\_\_ Title Number: \_\_\_\_\_ VIN: \_\_\_\_\_

Plate Category: ☐ Passenger    ☐ B-truck    ☐ Other (specify) \_\_\_\_\_

Owner Name and Address: (if known) \_\_\_\_\_

License Plate Number: \_\_\_\_\_ Plate Year(s): \_\_\_\_\_

### Section IV: Reason for Request

I am requesting Secretary of State information based upon a permissible use(s) as provided for in the Driver Privacy Protection Act (18 U.S.C. sec. 2721 et seq.).

Reason(s) for requesting the record(s) (required): \_\_\_\_\_

### Section V: Affirmation of Requester

I affirm that any information provided by the Illinois Secretary of State is allowable under provisions of the DPPA as indicated above. I understand that using the information provided pursuant to this request for any use other than indicated on this document may be a violation of state and federal law. I also understand that releasing personal information to unauthorized persons within or outside of the organization may be a violation of state and federal law. I am also aware that the Federal Driver Privacy Protection Act provides for civil and criminal penalties for those convicted of violating this Act, which may result in fines of up to \$10,000. This affirmation shall apply to each and every record provided by the Illinois Secretary of State. Obtaining personal information under false pretenses is a state and federal crime.

I agree to inform all authorized users of the provisions and protections of the DPPA, and of the penalties and fines for violations of the same. Further, if there is a misuse of information or an information breach, I shall indemnify the Office of the Secretary of State and will be responsible for all associated damages, including the costs of notifying the affected persons of the information breach. Under penalties of perjury, I swear that the information given is true and correct.

X \_\_\_\_\_  
Signature and Date Position in Organization (if applicable)

Mark the category that accurately describes the reason for requesting this information. If none of the categories apply, mark "none of the above." For all requests, in Section IV on the front of this form describe the intended use of the information (e.g., name of government agency and function for which the information is required; caption of court case or description of existing cause of action if information is to be used in litigation; name of towing company and date and location from which the vehicle was towed; etc.). If the request is being made by an automobile dealership, attorney or other licensed professional, include license or ARDC number.

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License/ARDC Number (if applicable)

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- ☐ A. For use by a government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a federal, state or local agency in carrying out its functions.
  - ☐ B. For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
  - ☐ C. For use in the normal course of business by a legitimate business or its agents, employees or contractors, but only: (A) to verify the accuracy of personal information submitted by an individual to the business or its agents, employees or contractors; and (B) if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against the individual.
  - ☐ D. For use in research activities and for use in producing statistical reports. I agree that the personally identifying information is not published, redisclosed or used to contact individuals. Supporting documentation is required.
  - ☐ E. For use by a lawyer, private investigator or insurance company in connection with any civil, criminal, administrative or arbitral proceeding in any federal, state or local court or agency, or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a federal, state or local court. Supporting documentation is required.
  - ☐ F. For use by an insurer or insurance support organization or by a self-insured entity or its agents, employees or contractors in connection with claims investigation activities, antifraud activities, rating or underwriting.
  - ☐ G. For use in providing notice to the owners of towed or impounded vehicles, pursuant to 625 ILCS 5/4-203 et. seq.
  - ☐ H. For use by any private investigative agency or licensed security service licensed in Illinois for any purpose permitted under this subsection.
  - ☐ I. For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under Chapter 313 of Title 49 of the U. S. Code.
  - ☐ J. For use in connection with the operation of private toll transportation facilities.
  - ☐ K. For use by an individual requesting his/her own records or for use by any requester, if the requester demonstrates it has obtained the written consent of the individual to whom the information pertains. (Copy of notarized consent must be attached.)
  - ☐ L. For use by members of the news media, as defined in Section 1-148.5, for the purpose of news gathering when the request relates to the operation of a motor vehicle or public safety.
  - ☐ M. For use by a new or used vehicle dealer, licensed remittance agent or lienholder for use in the normal course of business.
  - ☐ N. With the written consent of the individual to whom the information pertains.
  - ☐ O. None of the above. (If this category is marked, the records requested will be mailed to you in approximately 10 working days, after the current owner of record is notified of this request. The information you receive will not list the name, address, telephone number or any other personally identifying information of the vehicle owner.)
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