



New Hampshire MVR State Form Procedures

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

1. Please complete **Step 2** of the form, just providing your name, date of birth, driver's license number and address.

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

2. Under **Step 4** Please physically sign the "signature of record holder" field and complete the "date" field. The state of NH will not accept an electronic signature. No notarization is required.
3. Please do not sign the **Step 7** section, as this is for Wheels use only.
4. Please scan the physically signed form and upload it to the MVR/Abstract Upload page, located under My Profile in your DriverView account. Under "Upload Documents", click "Choose File" and select your saved form. Once successfully uploaded, you will see the file name under Upload History.

You can also mail or fax the completed form 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 ensure 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.

Thank you for your assistance.

CONTINUED ON NEXT PAGE – SIGNATURE REQUIRED (SEE STEP 7)

STEP 4**Notary Public or Justice of the Peace
Acknowledgment**

I am the record holder and I authorize my record to be released to the requester listed in Step 3:

This Acknowledgment is required to be signed by the record holder **ONLY** if the record holder is authorizing someone else to get the requested information.

If the requestor is asking for his/her own information, this section **DOES NOT** need to be completed, and you may proceed to Step 6.

Signature of record holder Date: ____/____/____

State of _____, County of _____, ss. Date: ____/____/____

The above named _____ personally appeared and made oath that the above declaration by him/her is true.

Notary Public/Justice of the Peace Commission expires ____/____/____

Affix Seal

STEP 5

Intended Use of Information: To be completed only if you are a member of a bank or lienholder, a tow company, a private investigator licensed by this state, an employer, an insurance company, a public utility, or a law firm/lawyer, all pursuant to RSA 260:14 (see sections below).

- ☐ For use in connection with any civil, criminal, administrative or arbitral proceeding. [RSA 260:14, V(a)(2)].
Docket #: _____ Court: _____
- ☐ 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)].
- ☐ For providing notice to the owner(s) of a towed or impounded vehicle [RSA 260:14, V(a)(5)]
- ☐ For providing notice to the owner(s) for storage or a Mechanic's Lien
- ☐ 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). Indicate specific reason here: _____ [RSA 260:14, V(a)(6)].
- ☒ By an employer or its agent or insurer to obtain or verify information relating to a holder of a _____ drivers license [RSA 260:14, V(a)(7)].
- ☐ By a public utility to perform its public service obligation provided the individual has given their express consent [RSA 260:14, V(a)(9)].
- ☐ For an insurance company or its authorized agent [RSA 260:14, IV(a)(2)].
- ☐ For use by a life insurance company authorized to write life insurance policies, or its authorized agent. In checking this, 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)]. Initial here: _____

**Requirements for a
Certificate of Authority (C.O.A.):**

1. Must be on company letterhead.
2. Must list the types of DMV documents you want.
3. Must state what you intend to do with the DMV documents named.
4. Must name employees who may make requests in person/mail for your company, if any.
5. Must be signed by the attorney/owner/principal.
6. The NH DMV must have a new C.O.A. each calendar year. All expire December 31st.
7. All requests requiring a C.O.A. must be completed at Concord DMV.
8. A requestor may not sign or authorize their own C.O.A.

STEP 6**IMPORTANT!!! Please read the penalty clause below:**

RSA 260:14, IX states as follows: (a) A person is guilty of a 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.

STEP 7**Signature (this step is required):**

I have read the NH law 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 NH law RSA 641:3 and subject to the penalties specified in NH law RSA 260:14, IX.

Signature of Requestor: Scott Brinker Date: ____/____/____

STEP 8**Submit your request:**

- Mail: NH DMV, 23 Hazen Drive, Concord NH 03305 (Please indicate "DSMV 505" on the envelope).
- In person: You are required to bring photo identification that has not been expired for more than 3 years.
- Payment: Please make checks payable to: "State of NH – DMV."