Reset Form Print Form

MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE AND DRIVER LICENSING DIVISION

REQUEST FROM RECORD HOLDER

FORM **4681** (REV. 01-2009)

I hereby certify that my name is _____.
(First Name) (Middle Initial) (Last Name)

I further certify that my date of birth is _____, that my Missouri driver license number is
(Month/Day/Year)

_____, that my present mailing address is _____
(Street)

_____and that my daytime telephone number is
(Apartment/Unit) (City) (State) (Zip Code)

(___ ___ ___) ___ ___ ___ - ___ ___ ___ ___ .
(Include Area Code)

I am requesting the following records (including my personal information on those records):

☐ MOTOR VEHICLE RECORDS:

_____ _____
Year-Make-VIN Registration (Plate) Number

☐ Title record (specify current or history)
☐ Lienholder information
☐ Registration record (license plates)
☐ Other(specify) _____

☐ DRIVER LICENSE RECORDS:

☐ Copy of application (specify year) _____
☐ Driver record
☐ Other (specify) _____
☐ Temporary Driving Privilege_____(no fee required)
☐ Image portfolio (black and white permit/license photo)
☐ Clearance letter (no fee required).
Phone number (573) 751-2730

PLEASE SEND THE REQUESTED RECORD(S) BY

☐ **MAIL** and/or ☐ **FAX (add $0.50 per page faxed)**

PAYMENT OPTIONS

Records can be obtained by walk-in, mail-in, fax, or e-mail request. The fee is **$5.88 per record**. A convenience fee will be charged for credit/debit card transactions.

Walk In: DEBIT/CREDIT CARD (DISCOVER OR AMERICAN EXPRESS), CASH, CHECK, OR MONEY ORDER ACCEPTED.
Located at: CENTRAL OFFICE, HARRY S TRUMAN BUILDING, ROOM 360, 301 WEST HIGH STREET, JEFFERSON CITY, MISSOURI

Mail-In: CREDIT CARD (DISCOVER, VISA, AMERICAN EXPRESS, OR MASTERCARD), CHECK, OR MONEY ORDER ACCEPTED.
Mail request to: MOTOR VEHICLE AND DRIVER LICENSING DIVISION - RECORD SALES, PO BOX 2167, JEFFERSON CITY, MISSOURI 65105-2167

Fax or E-mail: CREDIT CARD (DISCOVER, VISA, AMERICAN EXPRESS, OR MASTERCARD) ACCEPTED.
Fax request to: (573) 526-7367 or e-mail request to: **dlrecords@dor.mo.gov**

NOTE: AMERICAN EXPRESS AND DISCOVER CREDIT CARDS CHARGE A 3% CONVENIENCE FEE.
DEBIT CARDS CHARGE A 2.5% CONVENIENCE FEE.

If you are paying by credit/debit card you must provide the following:

NAME (AS IT APPEARS ON CARD)	CARD TYPE	CARD NUMBER	EXPIRATION DATE
			__ __ / __ __

I hereby authorize the Missouri Department of Revenue to ☐ fax ☐ mail this record information to:

Name: _____ Fax: (___ ___ ___) ___ ___ ___ - ___ ___ ___ ___
(First Name) (Middle Initial) (Last Name)

Agency Name (if applicable) _____

Address: _____

RECORD HOLDER'S SIGNATURE	DATE
	__ __ / __ __ / __ __ __ __

NOTARY INFORMATION

NOTARY PUBLIC EMBOSSER OR BLACK RUBBER STAMP SEAL	STATE	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF YEAR	**USE RUBBER STAMP IN CLEAR AREA BELOW.**
	NOTARY PUBLIC SIGNATURE / MY COMMISSION EXPIRES	
	NOTARY PUBLIC NAME (TYPED OR PRINTED)	

THE MISSOURI DEPARTMENT OF REVENUE MAY ELECTRONICALLY RESUBMIT CHECKS RETURNED FOR INSUFFICIENT OR UNCOLLECTED FUNDS