



MISSOURI DEPARTMENT OF  
**REVENUE**  
Request for Information

<b>Requestor Information</b>	Name		Security Access Code (if applicable)	
	Address	City	State	ZIP Code
	E-mail Address	Telephone Number (____)____-____	Fax Number (____)____-____	

For multiple record requests, please complete page 2.

<b>Subject Information</b>	Name As It Appears On Subject's Current Missouri Driver License or Record	Driver License or Social Security Number	Date of Birth (MM/DD/YYYY) __/__/____	
	Address As It Appears On Subject's Current Missouri Driver License or Record	City	State	ZIP Code

<b>Record(s) Requested</b>	I hereby request the following record (please select the appropriate box(es): The fee is \$2.82 per record.	
	<input type="checkbox"/> Driver Record* <input type="checkbox"/> Case History* (A case history consists of any open case or any reinstatement or termination case not less than two years old). Case Document (Specify)* <input type="checkbox"/> Reinstatement Notice <input type="checkbox"/> Suspension Notice <input type="checkbox"/> Conviction (Ticket # _____) <input type="checkbox"/> SR-22 <input type="checkbox"/> Image Portfolio (License Photo) <input type="checkbox"/> Limited Driving Privilege Package (Consists of a certified driver record, certified SR-22, and a certified Ignition Interlock Device (IID) if applicable).	<input type="checkbox"/> Other (Specify) _____ _____ _____ _____ _____ _____ _____

\*Records May Be Certified

<b>Payment Options</b>	Please send the above record(s) by: <input type="checkbox"/> Mail <input type="checkbox"/> Fax (Add \$0.50 per page faxed)																																															
	<input type="checkbox"/> Select If Certified Record Requested																																															
	Records can be obtained by walk-in, mail-in, or e-mail request. The fee is \$2.82 per record. A convenience fee will be charged for credit or debit card transactions.																																															
	<table border="1"> <thead> <tr> <th></th> <th>Cash</th> <th>Check</th> <th>Money Order</th> <th>Debit Card</th> <th>Discover</th> <th>Visa</th> <th>American Express</th> <th>Mastercard</th> </tr> </thead> <tbody> <tr> <td>Central Office Visit</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Mail</td> <td></td> <td>✓</td> <td>✓</td> <td></td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Fax or E-mail</td> <td></td> <td></td> <td></td> <td></td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table>		Cash	Check	Money Order	Debit Card	Discover	Visa	American Express	Mastercard	Central Office Visit	✓	✓	✓	✓	✓	✓	✓	✓	Mail		✓	✓		✓	✓	✓	✓	Fax or E-mail					✓	✓	✓	✓	<table border="1"> <thead> <tr> <th>Total Record Fees</th> <th>Convenience Fee</th> </tr> </thead> <tbody> <tr> <td>\$0.00 - \$50.00</td> <td>\$1.25</td> </tr> <tr> <td>\$50.01 - \$75.00</td> <td>\$1.75</td> </tr> <tr> <td>\$75.01 - \$100.00</td> <td>\$2.15</td> </tr> <tr> <td>\$100.01 or more</td> <td>2.15%</td> </tr> </tbody> </table>	Total Record Fees	Convenience Fee	\$0.00 - \$50.00	\$1.25	\$50.01 - \$75.00	\$1.75	\$75.01 - \$100.00	\$2.15	\$100.01 or more	2.15%
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If you are paying by credit or debit card you must provide the following:																																																
Name (as it appears on card)	Card Type	Card Number	Expiration Date __/__/__																																													
Requester's Signature		Printed Name																																														

The Missouri Department of Revenue may electronically resubmit checks returned for insufficient or uncollected funds. You may visit us at Central Office, Harry S Truman Building, Room 470, 301 West High Street, Jefferson City, Missouri.

Form 1745 (Revised 02-2019)

**Mail to:** Driver License Bureau  
DL Record Center  
P.O. Box 2167  
Jefferson City, MO 65105-2167

**Phone:** (573) 526-3669  
**Fax:** (573) 526-7367  
**E-mail:** [dlrecords@dor.mo.gov](mailto:dlrecords@dor.mo.gov)



Visit <http://dor.mo.gov/drivers/records.php> for additional information.

	<b>Name</b>	<b>Date of Birth (MM/DD/YYYY)</b>	<b>Driver License or Social Security Number</b>
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