Table of Contents

Chapter 1: Introduction to DVS Access

Section 1.1: About this Guide

Section 1.2: BCA Policy on Appropriate Use

Section 1.3: System requirements

Microsoft Internet Explorer
Alternate web browsers
OS X and iOS compatibility
Windows 8 compatibility

Section 1.4: Authorized use permission

Certification required
Access to historical license or ID photo

Chapter 2: Getting Started

Section 2.1: Logging into DVS Access

MyBCA login procedure
Forgotten user name or password
Your MyBCA session
MyBCA session timeout
Additional information

Section 2.2: Launching DVS Access

DVS Access
Search type
# Table of Contents

Multiple matches ................................................................. 25  
Minimal Criteria Warning ......................................................... 26  
Too many matches ................................................................. 26

**Section 4.3: Search results** ................................................................. 27  
Number of drivers found .......................................................... 27  
Show entries ........................................................................... 27  
Filter ........................................................................................ 28  
Print ......................................................................................... 29  
Table of search results ............................................................ 30  
Paging controls ........................................................................ 31

**Section 4.4: Driving Record navigation** ......................................................... 32  
Sections .................................................................................. 33  
Refine Search ......................................................................... 34  
Print ......................................................................................... 34  
New Search ............................................................................. 34

**Section 4.5: Driving Record information** ................................................................. 35  
Driver Information ................................................................. 35  
Memos .................................................................................... 37  
Incidents ................................................................................ 38  
DWI Events ............................................................................. 39  
Vehicles ................................................................................... 41  
Disability Certificates ............................................................... 43

**Section 4.6: Other information** ................................................................. 44  
Miscellaneous Events ............................................................. 44  
Withdrawals ........................................................................... 45  
Medical Certificate ................................................................. 46  
Commercial Learners Permit .................................................. 48  
Miscellaneous ................................................................. 49

**Section 4.7: Driver’s license/ID card photos** ................................................................. 50  
Purposes for displaying photo ................................................. 50  
Reason for displaying photo .................................................. 51  
Displaying a current photo ...................................................... 51  
Copying and pasting a current photo ...................................... 52  
Printing or saving a current photo ........................................... 52
| Purpose and reason carry over through search          | 53 |
| Display older photo                                  | 53 |

### Chapter 5: Search for Vehicle 55

#### Section 5.1: Search Vehicle Registration Information page 55
- Plate ............................................................... 57
- VIN ................................................................. 58
- Title ..................................................................... 59
- Name .................................................................... 60
- Name search criteria ........................................... 61
- Driver License .................................................. 62
- Company Name ................................................... 63
- Advanced vehicle search ..................................... 63

#### Section 5.2: Starting your search 64
- Error in search criteria ...................................... 64
- No match ................................................................ 64
- One match .......................................................... 64
- Multiple matches ............................................... 64
- Minimal Criteria Warning .................................... 65
- Too many matches ............................................... 65

#### Section 5.3: Search results 66
- Number of matches found .................................... 66
- Show entries ....................................................... 66
- Filter ...................................................................... 67
- Print ....................................................................... 68
- Table of search results ....................................... 69
- Paging controls ................................................... 72

#### Section 5.4: Vehicle Information navigation 73
- Tabs ................................................................. 74
- Refine Search ...................................................... 74
- Print .................................................................... 74
Table of Contents

New Search......................................................................................... 75

Section 5.5: Vehicle Information ........................................................... 76
   Vehicle Description ............................................................................. 76
   Current Owners................................................................................ 78
   Lessees .......................................................................................... 79
   Previous Owners ........................................................................... 80
   Liens .............................................................................................. 81
   Title ................................................................................................ 82

Section 5.6: Miscellaneous information ................................................. 83
   Plate .............................................................................................. 83
   Sticker .......................................................................................... 84
   Stickers beginning with “4” ............................................................... 85
   Vehicle .......................................................................................... 85

Section 5.7: New and purged vehicle records ......................................... 87
   New vehicles ................................................................................ 87
   Purged vehicles ............................................................................ 87

Chapter 6: Search for Disability Certificate ........................................... 89

Section 6.1: Search Disability Certificates page .................................... 89
   Name .............................................................................................. 90
   Name search criteria ........................................................................ 90
   Driver License .............................................................................. 92
   Disability Certificate Number ........................................................ 93

Section 6.2: Starting your search ............................................................. 95
   Error in search criteria .................................................................... 95
   No match ...................................................................................... 95
   One match .................................................................................... 95
   Multiple matches .......................................................................... 95
   Minimal Criteria Warning ............................................................ 96
   Too many matches ....................................................................... 96
Section 6.3: Search results

Number of drivers found
Show entries
Filter
Print
Table of search results
Paging controls

Section 6.4: Disability Certificates page

Refine Search
Driver information
Disability certificate information

Chapter 7: Search for IPS

Section 7.1: Search DWI - Inimical to Public Safety page

City
County
Zip Code
Name

Section 7.2: Starting your search

Error in search criteria
No match
Multiple matches

Section 7.3: Search results

Number of canceled licenses found
Show entries
Filter
Print
Table of search results
Paging controls
## Table of Contents

### Chapter 8: 
**Search for Plate/Sticker**

- Section 8.1: Plate/Sticker Search page ........................................................................  117
  - Plate ..........................................................................................................................  118
  - Sticker ....................................................................................................................  118
- Section 8.2: Starting your search ...............................................................................  120
  - Error in search criterion .........................................................................................  120
  - No match ................................................................................................................  120
  - One match ..............................................................................................................  120
  - Multiple sticker matches .......................................................................................  121
- Section 8.3: Plate/Sticker Detail page ...........................................................................  121
  - Refine Search ...........................................................................................................  121
  - Plate Information ...................................................................................................  122
  - Sticker Information ...............................................................................................  123
- Section 8.4: Sticker exceptions ....................................................................................  124
  - Stickers beginning with “4” ....................................................................................  124
  - Sticker information not available ...........................................................................  125
  - New sticker on plate ...............................................................................................  125

### Chapter 9: 
**Search for Dealer**

- Section 9.1: Search Dealer page ..................................................................................  127
  - Dealer Name ............................................................................................................  128
  - Dealer Number .......................................................................................................  129
  - Plate .......................................................................................................................  130
- Section 9.2: Starting your search ..................................................................................  131
  - No match ................................................................................................................  131
  - One match ..............................................................................................................  131
  - Multiple matches ..................................................................................................  131
Section 9.3: Search results ...................................................................................... 132
  Number of dealers found ....................................................... 132
  Show entries ......................................................................... 132
  Filter ...................................................................................... 133
  Export options ....................................................................... 133
  Table of search results .......................................................... 135
  Paging controls ..................................................................... 135

Section 9.4: Dealer Information page ...................................................................... 136
  Refine Search ....................................................................... 136
  Plate information ................................................................... 137
  Dealer information ................................................................. 137
  Dealer contact information .................................................... 138
  Show on Map ........................................................................ 138
  Additional location and phone number ..................................... 139
  Additional dealer information ................................................. 139

Chapter 10: Advanced Search 141

Section 10.1: Advanced vehicle search .................................................................. 141

Section 10.2: Advanced vehicle search criteria ..................................................... 143
  Plate ...................................................................................... 144
  Plate Styles ........................................................................... 145
  VIN ........................................................................................ 146
  Model Year ............................................................................ 147
  Make ..................................................................................... 148
  Models ................................................................................... 149
  Vehicle Styles ........................................................................ 150
  Colors .................................................................................... 152
  Plate Classes .......................................................................... 153
  Counties ................................................................................ 155

Section 10.3: Starting your Advanced vehicle search .......................................... 156
  Search criteria problem .......................................................... 156
Table of Contents

Pending Queries ................................................................. 156

Section 10.4: Advanced vehicle search results ........................................ 157
  Number of matches found and search criteria .................. 157
  Show entries ............................................................. 158
  Filter ............................................................................ 158
  Export options .......................................................... 159
  Table of search results ............................................... 161
  Use of search results in investigations ......................... 163
  Paging controls ......................................................... 164

Chapter 11: Additional Help ................................................. 165

  Section 11.1: Online resources ........................................ 165
    DVS Access training and certification ....................... 165
    MyBCA User Guide .................................................. 165
    MyBCA resources ................................................... 166

  Section 11.2: BCA Service Desk ..................................... 166

  Section 11.3: DVS data issues ....................................... 166

  Appendix A: Troubleshooting ....................................... 167

  Document Version and Revision Information ............... 169
DVS Access is BCA’s replacement for Driver and Vehicle Services’ (DVS) “LE Support” website. It allows law enforcement personnel to search for Minnesota driver and vehicle information.

1.1 About this Guide

This user guide describes:

- how to launch the DVS Access application on MyBCA
- the common features found on DVS Access pages
- how to search for DVS information on:
  - drivers
  - vehicles
  - disability certificates
  - driver’s licenses canceled for those deemed inimical to public safety
  - license plates and stickers (i.e., tabs)
  - dealers and dealer plates
- how to get additional help using DVS Access
1.2 BCA Policy on Appropriate Use

Use of this system falls under the BCA’s Policy on Appropriate Use of Systems and Data, first issued on October 3, 2013. A copy of this policy can be found here:

https://dps.mn.gov/divisions/bca/bca-divisions/mnjis/Pages/products-services-factsheets.aspx

Using any system available through the CJDN for unauthorized purposes could result in loss of access and other sanctions for both an offending user and their agency.

1.3 System requirements

To use DVS Access, your computer must meet the following minimum requirements:

- Intel-compatible processor
- Operating System: Windows 7 or Windows Vista

1.3.1 Microsoft Internet Explorer

The BCA’s applications support Microsoft Internet Explorer, version 8 or higher. For the best possible experience, version 9 or higher is recommended.

Using “Compatibility View” when using DVS Access is not recommended.

1.3.2 Alternate web browsers

Alternate web browsers are listed below. If you encounter problems using an alternate web browser, switch to Microsoft Internet Explorer, as noted above.

- Firefox
- Google Chrome

1.3.3 OS X and iOS compatibility

DVS Access has not been tested with the OS X operating system or iOS devices (iPhone, iPod Touch and iPad). There is no mobile version of DVS Access.
1.3.4 Windows 8 compatibility

DVS Access has not been tested with Windows 8 or 8.1.

1.4 Authorized use permission

Access to the DVS Access application is restricted to law enforcement users.

1.4.1 Certification required

Before you can access DVS Access, you must be certified to use the application.

- The DVS Access training is located on Launchpad (https://bcanextest.x.state.mn.us/launchpad).

- The DVS Access certification test is located on nexTEST (https://bcanextest.x.state.mn.us/nextest/index.cgi).

Once you successfully complete the certification, nexTEST communicates the results to MyBCA within 24 hours. Once the certification is received by MyBCA, you are able to use DVS Access.

DVS Access certification is good for two years.

1.4.2 Access to historical license or ID photo

DVS Access users normally have access to a driver’s current license or state ID photo.

The driver’s most recent historical license photo is also available in DVS Access. Your agency head or CLEO (Chief Law Enforcement Officer) must submit a written request to the BCA for you to have access to this additional photo. For additional information, contact the BCA Service Desk.
This chapter provides you with information about getting started with DVS Access.

### 2.1 Logging into DVS Access

You must open a MyBCA session to use DVS Access.

MyBCA is a secure criminal justice web portal. It provides you with access to multiple BCA applications, including DVS Access, from a single page. You can launch these applications with a single user name and password.

#### 2.1.1 MyBCA login procedure

To open a DVS Access session:

1. Go to https://mnjis.x.state.mn.us. You are taken to the MyBCA Login page.

2. Enter your User Name and Password.

---

Figure 2.1: MyBCA Login Page

---

DVS Access User Guide
v1.30 (09/09/14)
3. Click Log In.

If you entered an invalid User Name or Password, an error message appears. Click Return to Login page. This returns you to the MyBCA Login page. You can then reenter your User Name and Password.

![MyBCA Authentication Failed](image)

Figure 2.2: MyBCA Authentication Failure

If you entered a valid User Name and Password, you are taken to the MyBCA Applications page.

### 2.1.2 Forgotten user name or password

If you have forgotten your User Name or Password, click the Forgot UserName? or Forgot Password? link on the MyBCA Login page.

### 2.1.3 Your MyBCA session

Think of your MyBCA session like you would your Windows operating system. You need Windows to work with applications such as Microsoft Word. Similarly, you need a MyBCA session to use MyBCA applications such as DVS Access.

Once you successfully open a MyBCA session it remains open while any MyBCA application registers activity or until you close it.

Once you open a MyBCA session, you can launch other MyBCA applications by selecting them from the MyBCA Applications page. As long as your MyBCA session is open and active, those applications are ready to use without an additional login.
2.1.4 MyBCA session timeout

Your MyBCA session automatically times out after 60 minutes of inactivity in DVS Access or any other MyBCA application. If a system timeout occurs, close all browsers and open a new MyBCA session, as described in Section 2.1.1, "MyBCA login procedure", above.

2.1.5 Additional information

For additional information about MyBCA, refer to the MyBCA User Guide.
2.2 Launching DVS Access

There are two ways to start your DVS Access session from the MyBCA Applications page.

![DVS Access Application Panel on MyBCA Applications Page](image)

2.2.1 DVS Access

Click **DVS Access** on the MyBCA Applications page to start your session. If your certification is current and the application is available, DVS Access launches in a separate browser window or tab. You are taken to the **DVS Access** page. For more information, see Section 2.3, "DVS Access page".

2.2.2 Search type

Click one of the **Search** links under DVS Access to start your session on the page for the selected search type. The application launches in a separate browser window or tab.

- Selecting **Search Driver** lets you search for driver information. You are taken to the **Search Driver Information** page. For more information on this search type, see Chapter 4, "Search For Driver".

- Selecting **Search Vehicle** lets you search for vehicle information. You are taken to the **Search Vehicle Registration Information** page. For more information on this search type, see Chapter 5, "Search for Vehicle".

- Selecting **Search Disability** lets you search for disability certificate information. You are taken to the **Search Disability Certificates** page. For more information on this search type, see Chapter 6, "Search for Disability Certificate".
2.3 DVS Access page

Figure 2.4: DVS Access Page

The DVS Access page is the home page for the DVS Access application. From here, you can select the type of search you will perform:

- Selecting **Driver** lets you search for driver information. For more information on this search type, see Chapter 4, "Search For Driver".

- Selecting **Vehicle** lets you search for vehicle information. For more information on this search type, see Chapter 5, "Search for Vehicle".

- Selecting **Disability Certificate** lets you search for disability certificate information. For more information on this search type, see Chapter 6, "Search for Disability Certificate".

- Selecting **DWI - Inimical to Public Safety** lets you search for drivers whose licenses have been canceled for being inimical to public safety. For more information on this search type, see Chapter 7, "Search for IPS".

- Selecting **Plate/Sticker** lets you search for license plate and license plate sticker information. For more information on this search type, see Chapter 8, "Search for Plate/Sticker".

- Selecting **Dealer** lets you search for dealer plate information. For more information on this search type, see Chapter 9, "Search for Dealer".

You can also perform other tasks from this page. For more information, see Chapter 3, "Common Features".
This chapter describes the common features that appear on each page of DVS Access.

3.1 Menu bar

At the top of each DVS Access page is the menu bar. It has seven elements:

- DVS Access
- Search For
- Pending Queries
- Night Mode
- MyBCA
- User Options
- Close DVS Access

3.2 DVS Access

Clicking DVS Access on the left of the menu bar returns you to the DVS Access page.
3.3 Search For

Figure 3.2: Search For Options

The **Search For** options are to the right of the **DVS Access** link. These options let you select the type of search you will perform. There are four options:

- Selecting **Driver** lets you search for driver information. For more information on this search type, see Chapter 4, "Search For Driver".

- Selecting **Vehicle** lets you search for vehicle information. For more information on this search type, see Chapter 5, "Search for Vehicle".

- Selecting **Disability** lets you search for disability certificate information. For more information on this search type, see Chapter 6, "Search for Disability Certificate".

- Selecting **Other** displays a menu of other search types:
  - Selecting **DVI - Inimical to Public Safety** lets you search for drivers whose licenses have been canceled for being inimical to public safety. For more information on this search type, see Chapter 7, "Search for IPS".
  - Selecting **Plate/Sticker** lets you search for license plate and license plate sticker information. For more information on this search type, see Chapter 8, "Search for Plate/Sticker".
  - Selecting **Dealer** lets you search for dealer plate information. For more information on this search type, see Chapter 9, "Search for Dealer".

A selected search type turns a darker shade of blue.

*Selecting a search type from the menu bar clears any current search results.*
3.4 Pending Queries

To the right of the Other menu is an inbox symbol. If you have submitted one or more Advanced search queries, a number next to the inbox symbol shows how many queries are available for review.

![Pending Queries Inbox Symbol](image)

Figure 3.4: Inbox Symbol with Pending Queries

Clicking the inbox symbol takes you to the Pending Queries page.

![Pending Queries Page](image)

Figure 3.5: Pending Queries Page
3.4.1 Table of submitted queries

Below the page header is a table of your submitted Advanced search queries. There are five fields:

Table 3.1: Pending Queries Results Table Data Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parameters</td>
<td>These are the parameters you submitted in your search query.</td>
</tr>
<tr>
<td>Query Status</td>
<td>This is the status of your search query. There are four options:</td>
</tr>
<tr>
<td></td>
<td>• IN PROGRESS – This query has been submitted to DVS Access. Results are</td>
</tr>
<tr>
<td></td>
<td>not yet available.</td>
</tr>
<tr>
<td></td>
<td>• AVAILABLE – This query has been returned by DVS Access and its results</td>
</tr>
<tr>
<td></td>
<td>can be viewed.</td>
</tr>
<tr>
<td></td>
<td>• VIEWED – This query’s results have been previously viewed. The results</td>
</tr>
<tr>
<td></td>
<td>remain available for viewing until the date and time it Expires.</td>
</tr>
<tr>
<td></td>
<td>• EXPIRED – This query’s results are more than 48 hours old and have expired.</td>
</tr>
<tr>
<td></td>
<td>You are no longer able to view its results. Expired queries remain on the</td>
</tr>
<tr>
<td></td>
<td>Pending Queries page for 24 hours after the Expires date and time for your</td>
</tr>
<tr>
<td></td>
<td>reference.</td>
</tr>
<tr>
<td>Query Type</td>
<td>This is the type of search conducted. Currently, Advanced Vehicle Search is</td>
</tr>
<tr>
<td></td>
<td>the only search type with queued searches.</td>
</tr>
<tr>
<td>Submitted</td>
<td>This is the date and time that you submitted the search query.</td>
</tr>
<tr>
<td>Expires</td>
<td>This is the date and time that the results of your search query expire.</td>
</tr>
<tr>
<td></td>
<td>This is 48 hours after the date and time you submitted the query.</td>
</tr>
</tbody>
</table>
3.4.2 Viewing your search results

Each set of Parameters for AVAILABLE or VIEWED searches listed is a link. Clicking that link causes one of three things to occur:

**Query error**: If DVS Access is unable to retrieve your search results from Driver and Vehicle Services (DVS), an error message displays. Try viewing the search results later.

![Error retrieving results for advanced search: No response received from Driver and Vehicle Services (DVS).](image)

*Figure 3.6: Query Error*

**No match**: If your search generated no search results, a message displays to that effect.

```
No results containing your search criteria were found.
```

*Figure 3.7: Example of No Records Found Message*

**One or more matches**: If your search generated one or more search results, the Pending Queries page displays a table of search results below the table of submitted queries. Your search criteria are displayed between the two tables.

For more information on the table of results for an Advanced vehicle search and the information it displays, see Section 10.4, "Advanced vehicle search results" in Chapter 10, Advanced Search.

**Too many matches**: If your search generates more results than DVS Access’ limit, the Pending Queries page displays a message.

```
Your search exceeds the limit of 5000 results. Please narrow your search criteria or contact the BCA Service Desk.
```

*Figure 3.8: Search Result Maximum Being Reached*
3.5 Night Mode

Next to the inbox symbol is a moon symbol. Clicking this symbol allows you to switch from the colors normally displayed by DVS Access to a night vision-friendly scheme. This is intended for law enforcement use in the field.

Figure 3.9: Moon Symbol

If you are in night mode, the moon symbol is replaced by a sun symbol. Clicking this symbol allows you to switch from night mode back to the default DVS Access color scheme.

Figure 3.11: Sun Symbol

Your choice of color scheme becomes the default for DVS Access on the computer you are using until it is changed again. It also becomes the default for the MyBCA Applications portal until it is changed.
3.6 MyBCA

Click the MyBCA link to launch a new browser window or tab with the MyBCA Applications page. This allows you to access other MyBCA applications.

![MyBCA Link](image)

Figure 3.12: MyBCA Link

*If you have a browser window or tab already running the MyBCA Applications page, the MyBCA link may cause that window or tab to refresh.* This depends on your browser.
3.7 User Options

Clicking User in the right of the menu bar displays the User Options menu. This is similar to the Options menu of the MyBCA Applications page.

Figure 3.13: User Options Menu

The Options menu has four elements:

- The first section of the User Options menu displays your name, user name, your user role, and your agency ORI. If your password is due to expire, a message appears above this information.

If this section does not display your information, Close DVS Access and Logout of MyBCA. Then, log into MyBCA and launch DVS Access again.

- The My account option allows you to change your MyBCA account attributes. For more information, see Chapter 5, “Managing Your MyBCA Account”, in the MyBCA User Guide.

- The Change my password option allows you to change your MyBCA account password. For more information, see Chapter 5, “Managing Your MyBCA Account”, in the MyBCA User Guide.

- The Provide feedback option allows you to provide the BCA with feedback about DVS Access or DVS Access applications. For more information, see Chapter 6, “Feedback”, in the MyBCA User Guide.
3.8 Close DVS Access

Click **Close DVS Access** to close your DVS Access session.

![Close DVS Access Link](image)

**Figure 3.14: Close DVS Access Link**

Clicking **Close DVS Access** causes one of two things to occur:

- If you have a browser window/tab currently running MyBCA Applications, your DVS Access window or tab closes. You are taken to the window/tab with the **MyBCA Applications** page.

- If you do not have a browser window/tab currently running MyBCA Applications, your DVS Access window or tab is replaced with the **MyBCA Applications** page.

From the **MyBCA Applications** page, you can access another MyBCA application (including DVS Access) or logout of MyBCA completely.

*The behavior described above may vary, depending on your browser and its setup.*
### 3.9 Error messages

If you encounter an error while using DVS Access, an error message appears below the page heading.

![Example of Error Message](image1)

**Figure 3.15: Example of Error Message**

To clear the error message from the page, click the X in the right-hand side of the message.

### 3.10 Browser window/tab size

To optimize screen space, DVS Access does the following when it is used in a smaller browser window or tab:

- The **Search For** links, moon or sun symbol; **MyBCA** link, **User Options** menu, and **Close DVS Access** button may combine into a single menu. You may need to scroll to see the entire menu.

![Combined Menu](image2)

**Figure 3.16: Combined Menu**

- The **Search For** buttons may display in a single column instead of three.
This chapter describes how to search for driver information in the DVS Access application.

### 4.1 Search Driver Information page

Selecting a search for **Driver** information takes you to the **Search Driver Information** page.

**Figure 4.1: Search Driver Information Page (Name Tab Selected)**

There are two types of driver information searches you can perform from this page:

- **Name** – search using name and/or date of birth
- **Driver License** – search using driver’s license number or state ID card number

By default, you are taken to the **Name** tab. If someone has previously performed a **Driver** search on this computer, you are taken to the tab of the last search.
4.1.1 Name

To search for a driver using a name and/or date of birth:

1. Select **Driver** search from the menu bar or **DVS Access** page. You are taken to the **Search Driver Information** page.

2. If not already selected, select the **Name** tab.

3. Enter your search criteria into the fields provided:

<table>
<thead>
<tr>
<th>Table 4.1: Name Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
</tr>
<tr>
<td>--------------------------------</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Middle Name</td>
</tr>
<tr>
<td>Date of Birth</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

4. Click **Search**.

4.1.2 Name search criteria

At a minimum, you must enter one of the following for your search criteria:

- at least two characters of a name (**Last Name**, **First Name**, or **Middle Name**)  
- a complete **Date of Birth** (MM/DD/YYYY format)  
- at least two characters of a name (**Last Name**, **First Name**, or **Middle Name**) and at least one of the three **Date of Birth** fields (month, date, and/or year)

The following additional rules apply to **Name** search criteria:
| **Names are “begins with” search criteria** | **Last Name, First Name, and Middle Name** are “begins with” criteria. For example, searching for “john” returns “Johns” and “Johnson” for results. |
| **Date of Birth is “exact” search criterion** | **Date of Birth** is an “exact” criterion. Searching for a specific date or portions of a date only returns results matching those criteria. |
| **Names not case sensitive** | The **Last Name, First Name, and Middle Name** fields are not case sensitive. |
| **Punctuation ignored** | **Name** search ignores any punctuation you enter. For example, searching for “O’Brien” returns “OBrien” and “O Brien” for results. |
| **Suffixes** | **Name** search ignores suffixes (e.g., Jr., Sr., II, III, IV). |
| **Online help** | Clicking the question mark symbol displays online help for **Name** searches. To hide the help, click the question mark symbol again. You can also hide the help by clicking the X on its right side. |

![Figure 4.2: Name Search Online Help](image-url)
4.1.3 Driver License

To search for a person using a driver’s license or state ID card number:

1. Select Driver search from the menu bar or DVS Access page. You are taken to the Search Driver Information page.

2. If not already selected, select the Driver License tab.

3. Enter the driver’s license or state ID card number into the Driver License field. This must be a letter followed by 12 digits. The red asterisk indicates this is a required field.

4. Click Search.

**Exact search**  
Driver License search is an “exact” search. Searching for a driver’s license or state ID card number only provides search results for that number.

**Company IDs and motor vehicle IDs**  
When viewing a vehicle’s Vehicle Detail page, the following vehicles may show a Driver License number:

- vehicles owned by a company
- vehicles owned by an individual without a driver’s license

In these situations, the number displayed is a placeholder used by DVS. It is not an actual driver’s license number. Searching for these numbers using Driver License search generates no results.

For more information on Vehicle search, see Section 5.5.2, "Current Owners" in Chapter 5, Search for Vehicle.
4.2 Starting your search

Clicking Search causes one of five things to occur:

4.2.1 Error in search criteria

If you did not enter your search criteria correctly, an error message appears below that field. Check your entry and try again.

![Driver License number must start with letter and end with 12 digits](Figure 4.4: Example of Error in Search Criteria)

4.2.2 No match

If you entered your search criteria correctly, the Search button changes to read Searching.... If your search generates no search results, a message displays to that effect.

![No results containing your search criteria were found.](Figure 4.5: Example of No Records Found Message)

4.2.3 One match

If you entered your search criteria correctly, the Search button changes to read Searching.... If your search generates a single result, you are taken directly to that person’s Driving Record page. For more information, see Section 4.4, "Driving Record navigation", and Section 4.5, "Driving Record information".

4.2.4 Multiple matches

If you entered your search criteria correctly, the Search button changes to read Searching.... If your search generates more than one result, your page displays a table of search results. For more information, see Section 4.3, "Search results".
4.2.5 Minimal Criteria Warning

If you entered your Name search criteria correctly, the Search button changes to read Searching.... If your search meets the following criteria, a dialog appears:

- only two letters entered for First Name, Middle Name, or Last Name
- partial or no Date of Birth entered

The dialog warns you that a large number of results are likely from such a broad search. This would cause your search to take longer than normal.

![Figure 4.6: Minimal Criteria Warning](image)

- Click OK to continue your search.
- Click Refine Search to edit your search criteria. You are returned to your search criteria on the Name tab.

4.2.6 Too many matches

If you entered your Name search criteria correctly, the Search button changes to read Searching.... If your search generates more results than DVS Access' limit, your page displays a message.

The search limit is set by the BCA and is subject to change.

![Figure 4.7: Example of Search Result Maximum Being Reached](image)
4.3 Search results

If your search criteria generate more than one search result, the **Search Driver Information** page displays a table of search results. Your search criteria remain in the fields you entered them into, above the table.

![Search Driver Information Page](image)

*Figure 4.8: Search Driver Information Page (Search Results Displayed and Highlighted)*

4.3.1 Number of drivers found

The top of the table shows how many people matched your search criteria. This information is also shown at the bottom of the page (e.g., *Showing 1 to 25 of 985 entries*).

4.3.2 Show entries

Select **Show entries** to select the number of search results displayed on each page. There are four options:

- 10
- 25 (default)
- 50
- 100
### 4.3.3 Filter

Typing text into the **Filter** narrows your search results to those containing that text. For example, typing “john” into the **Filter** limits your search results to records where any field (e.g., **Driver License**, **Name**, **Date of Birth**, **Street**, **City**) contains the letters “john”.

**Birth dates**

To filter birth dates, type in the month, date, and/or year. Use leading zeroes and the MM/DD/YYYY format. Separate month, date, and/or year with slashes.

For example, searching for “08/01” filters your search results to those born on August 1 of any year.

**City names**

**City** name may be listed in multiple ways. For example, Minneapolis could be abbreviated as “Mpls”. Saint Paul could be abbreviated at “St. Paul” or “St Paul”. If your filtering is unsuccessful, try a variant of the **City** name.

**Multiple search items**

Separate multiple search terms with a space. For example, searching for “john 08/01” filters your search results to those born on August 1 of any year who has a **Name**, **Street**, or **City** containing “john”.

**Filter help**

Clicking the question mark symbol next to the **Filter** text box displays the filter’s online help. To hide the help, click the question mark symbol again. You can also hide the help by clicking the **X** on its right side.
4.3.4 Print

Click **Print** to print your search results. Your view of the page changes to “print view” – only the table of search results is displayed. A message appears, telling you to use your browser’s print function to print the table. This is normally done by pressing Ctrl+P.

![Print view](image)

*Figure 4.9: Print View Message*

If you have multiple pages of search results, they all appear on the “print view” page.

Once you have finished printing, press Esc to return to the normal view of the **Search Driver Information** page.

If you filter your search results (as described in Section 4.3.3, "Filter", above), your exported search results (i.e., files, copied tables and printouts) are also filtered.
4.3.5 Table of search results

Below the Show entries and Filter fields is the table of search results. There are five fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver License</td>
<td>This is the person’s driver’s license or state ID card number.</td>
</tr>
<tr>
<td>Name</td>
<td>This is the person’s name. Last name is displayed first, followed by first name and middle name (if any).</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>This is the person’s date of birth. It is displayed in MM/DD/YYYY format.</td>
</tr>
<tr>
<td>Street</td>
<td>This is the person’s registered street address.</td>
</tr>
<tr>
<td>City</td>
<td>This is the city of the person’s registered street address.</td>
</tr>
</tbody>
</table>

Each Driver License number listed is a link. Clicking that link takes you to that person’s Driving Record. For more information, see Section 4.4, "Driving Record navigation" and Section 4.5, "Driving Record information".

By default, the table is sorted on Name in ascending (A to Z) order. You can sort the search results on one of the fields shown by clicking its column heading. An arrow shows if the data is being sorted in ascending or descending order.
4.3.6 Paging controls

There are paging controls below the table of search results.

![Example of Paging Controls](image)

Figure 4.10: Example of Paging Controls

- Click **First** to go to the first page of search results.
- Click **Previous** to go to the previous page of search results, if any.
- Click a page number to go to that page of the search results. The page number of the results you are viewing has a blue background.
- Click **Next** to go to the next page of search results, if any.
- Click **Last** to go to the last page of search results.
4.4 Driving Record navigation

Figure 4.11: Driving Record Page

The **Driving Record** page displays the relevant information in a person’s DVS driving record. This section describes how to navigate the **Driving Record** page.
4.4.1 Sections

Below the header showing the person’s name and date of birth are several tabs. These correspond to the sections of the Driving Record page:

- **Driver Information** (this is labeled Identification Card Information if the person has a State ID card)
- **Memos**
- **Incidents**
- **DWI Events**
- **Vehicles**
- **Disability Certificates**
- **Other** is a menu that displays five additional sections. Click Other to display the following:
  - Miscellaneous Events
  - Withdrawals
  - Medical Certificate
  - Commercial Learners Permit
  - Miscellaneous
The tab corresponding to the section you are viewing is shown in a darker shade of blue. As you scroll up or down the **Driving Record** page, the tab selection follows the section displayed on your screen.

If a section name has a flag next to it, there are records available under that section of the **Driving Record**.

Click a section name to go to that section of the **Driving Record** page. For more information, see Section 4.5, "Driving Record information".

### 4.4.2 Refine Search

Click **Refine Search** to return to the **Search Driver Information** page. Your previous search criteria are provided. You can then add to or change those criteria to refine your search results.

### 4.4.3 Print

Click **Print** to print the information displayed on the **Driving Record** page. The print dialog for your browser appears.

The output includes any current or historical photos selected. Additional details available by clicking an item (e.g., vehicle data) are not included.

### 4.4.4 New Search

To leave the **Driving Record** page and start a new search, do one of the following:

- click **DVS Access**
- click one of the **Search for** links in the menu bar

For more information, see Chapter 3, "Common Features".
4.5 Driving Record information

The Driving Record page displays the relevant information in a person’s DVS driving record. This section describes the information displayed on the Driving Record page.

4.5.1 Driver Information

The first section of the Driving Record page is the Driver Information section. This section displays basic information on the selected person. This information includes:

<table>
<thead>
<tr>
<th>Field</th>
<th>Data Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>This is the person’s name.</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>This is the person’s date of birth.</td>
</tr>
<tr>
<td>Gender</td>
<td>This is the person’s gender.</td>
</tr>
<tr>
<td>Height</td>
<td>This is the person’s height in feet and inches (e.g., 5’ 10”).</td>
</tr>
<tr>
<td>Weight</td>
<td>This is the person’s weight in pounds, shown as a three-digit number.</td>
</tr>
<tr>
<td>Eye Color</td>
<td>This is the person’s eye color.</td>
</tr>
<tr>
<td>Address</td>
<td>This is the person’s registered home address.</td>
</tr>
<tr>
<td>Driver License</td>
<td>If the person has a driver’s license, its number is displayed here. If they have a State ID card, this field does not appear.</td>
</tr>
<tr>
<td>State ID Card Number</td>
<td>If the person has a State ID card, its number is displayed here. If they have a driver’s license, this field does not appear.</td>
</tr>
<tr>
<td>Class</td>
<td>This is the class of the person’s driver’s license, if any.</td>
</tr>
<tr>
<td>Enhanced DL</td>
<td>If the driver’s license is an enhanced driver’s license, it is displayed here. An enhanced driver’s license allows the holder to re-enter the United States from land or sea from Canada, Mexico, Bermuda, or the Carribean.</td>
</tr>
<tr>
<td>CDL</td>
<td>If the person holds a commercial driver’s license (CDL), it is displayed here.</td>
</tr>
<tr>
<td>Issued Date</td>
<td>This is the date the person’s driver’s license or state ID card was issued.</td>
</tr>
<tr>
<td>Expires</td>
<td>This is the date the person’s driver’s license or state ID card expires.</td>
</tr>
</tbody>
</table>
Some of this information is also displayed elsewhere on the Driving Record page:

- **Name** and **Date of Birth** are displayed above the tabs on the page, to the right of the Refine Search and Print buttons.

- **Status** is also displayed in large print to the right of the Display Current Photo or Display Older Photo button.

### Table 4.3: Driver Information Data (Continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Data Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>The status of the person’s driver’s license or state ID card is displayed here.</td>
</tr>
<tr>
<td>Medical Alert</td>
<td>If the person has a medical alert on their driver’s license or state ID card, it is noted here.</td>
</tr>
<tr>
<td>Corrective Lenses</td>
<td>If the driver is required to wear corrective lenses while driving, it is noted here.</td>
</tr>
<tr>
<td>Endorsements</td>
<td>Any endorsements present on the driver’s license are displayed here.</td>
</tr>
<tr>
<td>Restrictions</td>
<td>Any restrictions placed on the driver’s license are displayed here.</td>
</tr>
</tbody>
</table>
4.5.2 Memos

The next section of the Driving Record page is the Memos section. This section displays memos entered by DVS. If there is no such information, this section reports “No memos on driving record.”

![Figure 4.14: Memos Section](Image)

If the person has memos on their Driving Record, the following information is displayed in a table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Data Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>This is the date the memo was entered into the person’s Driving Record.</td>
</tr>
<tr>
<td>Text</td>
<td>This is the text of the memo.</td>
</tr>
</tbody>
</table>
4.5.3 Incidents

The next section of the Driving Record page is the Incidents section. This section displays incident information recorded by DVS. If there is no such information, this section reports “No incidents on driving record.”

![Figure 4.15: Incidents Section](image)

If the person has incidents noted on their Driving Record, the following information is displayed in a table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Data Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>The date of the incident. The incidents on a person’s Driving Record are listed in ascending order by Date.</td>
</tr>
<tr>
<td>DWI</td>
<td>If the incident was a DWI-related offense, a check mark appears in this column. See the DWI section of the Driving Record for additional details (for more information, see Section 4.5.4, &quot;DWI Events&quot;).</td>
</tr>
<tr>
<td>Description</td>
<td>This is a description of the driver’s offense. If the event was a DWI-related offense, the driver’s alcohol content is reported here.</td>
</tr>
<tr>
<td>Court Location</td>
<td>This is the location of the court that handled the driver’s offense.</td>
</tr>
</tbody>
</table>

Table 4.5: Basic Incident Information on Driving Record Page
4.5.4 DWI Events

The next section of the Driving Record page is the **DWI Events** section. This section displays information on DWI-related events. If there is no such information, this section reports “No DWI events on record.”

![Figure 4.16: DWI Events Section](image)

If the person has DWI events on their Driving Record, the following information is displayed in a table:

**Table 4.6: Basic DWI Event Information on Driving Record Page**

<table>
<thead>
<tr>
<th>Field</th>
<th>Data Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>This is the date of the DWI-related event. The DWI-related events on a person’s Driving Record are listed in ascending order by Date, then Description. The first event is the most recent entry.</td>
</tr>
<tr>
<td>Description</td>
<td>This is a description of the DWI-related event (e.g., implied consent, AC over 0.16, etc.). The driver's alcohol content is reported here.</td>
</tr>
<tr>
<td>Court Location</td>
<td>This is the location of the court that handled the driver’s offense.</td>
</tr>
</tbody>
</table>

**First-time off-road and watercraft DWIs**

A first-time off-road or watercraft DWI does not impact a driver’s motor vehicle driver’s license (for more information, see Minnesota Statutes §169A.07). In these cases, a Memo is usually placed on their Driving Record.
Information related to a specific DWI event is not contained only in the **DWI Events** section. Such information could be located in other sections of the **Driving Record**, including:

- Memos
- Miscellaneous Events
- Withdrawals

Clicking the question mark symbol next to the **DWI Events** heading displays a reminder to this effect. To hide the help, click the question mark symbol again. You can also hide the help by clicking the X on its right side.

Figure 4.17: DWI Events Section (Help Displayed)
4.5.5 Vehicles

The next section of the Driving Record page is the Vehicles section. This section displays information on any vehicles linked to the person’s driver’s license by DVS. If there is no such information, this section reports “No vehicles on record.”

If the person has vehicle information in their Driving Record, the following information is displayed in a table:

Table 4.7: Basic Vehicle Information on Driving Record Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Data Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plate</td>
<td>This is the license plate number of the vehicle.</td>
</tr>
<tr>
<td>Title</td>
<td>This is the vehicle’s title number.</td>
</tr>
<tr>
<td>Sticker Expiration</td>
<td>This is the expiration date (month and year) for the vehicle’s license plate</td>
</tr>
<tr>
<td></td>
<td>stickers (i.e., tabs).</td>
</tr>
<tr>
<td>Make</td>
<td>This is the make of the vehicle.</td>
</tr>
<tr>
<td>Model</td>
<td>This is the model of the vehicle.</td>
</tr>
<tr>
<td>Year</td>
<td>This is the model year of the vehicle.</td>
</tr>
</tbody>
</table>
Vehicle details

Clicking a row of vehicle information displays additional detail for that vehicle. This information includes:

Table 4.8: Vehicle Detail Information Displayed on Driving Record Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Data Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plate</td>
<td>This is the license plate number of the vehicle.</td>
</tr>
<tr>
<td>VIN</td>
<td>This is the vehicle’s Vehicle Identification Number.</td>
</tr>
<tr>
<td>Title</td>
<td>This is the vehicle’s title number.</td>
</tr>
<tr>
<td>Suspense</td>
<td>If the vehicle’s title is in suspense, it is noted here.</td>
</tr>
<tr>
<td>Transfer Date</td>
<td>This is the date of the vehicle’s last title transfer within the state of Minnesota, if any.</td>
</tr>
<tr>
<td>Flags</td>
<td>If the vehicle has any constraints imposed upon it (e.g., held for resale, etc.), that information is displayed here. Each vehicle may have up to three flags.</td>
</tr>
<tr>
<td>Owners</td>
<td>This field contains information on the current owner(s) of the vehicle, including:</td>
</tr>
<tr>
<td></td>
<td>• Name</td>
</tr>
<tr>
<td></td>
<td>• Date of Birth</td>
</tr>
<tr>
<td></td>
<td>• the owner’s full Address</td>
</tr>
<tr>
<td></td>
<td>• County for the Address</td>
</tr>
<tr>
<td>Liens</td>
<td>This field contains information on lienholders for the vehicle, including:</td>
</tr>
<tr>
<td></td>
<td>• Lien Holder name</td>
</tr>
<tr>
<td></td>
<td>• the Issue Date of the lien</td>
</tr>
<tr>
<td></td>
<td>• the lienholder’s full Address</td>
</tr>
</tbody>
</table>

Closing vehicle details

To close the vehicle details, click the X in the upper right hand of the information window. You can also click the row of vehicle information a second time. Clicking another row of vehicle information displays that row’s details.

License-to-vehicle linkage

In some circumstances, a person’s Driving Record may not display a vehicle that they own. This usually occurs when there is a difference in the name on a person’s driver’s license and their vehicle’s title.
4.5.6 Disability Certificates

The next section of the Driving Record page is the Disability Certificates section. This section displays any disability certificates linked to the person’s driver’s license or ID card. If there is no such information, this section reports “No disability certificates for this person.”

If the person has disability certificate information in their Driving Record, the following information is displayed in a table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Data Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability Certificate Number</td>
<td>This is the disability certificate’s number.</td>
</tr>
<tr>
<td>Type</td>
<td>This is the type of disability certificate issued.</td>
</tr>
<tr>
<td>Issued Date</td>
<td>This is the date the disability certificate was issued.</td>
</tr>
<tr>
<td>Expiration</td>
<td>This is the expiration date (month and year) for the disability certificate.</td>
</tr>
<tr>
<td>Status</td>
<td>This is the status of the disability certificate.</td>
</tr>
</tbody>
</table>
4.6 Other information

Below the Disability Certificates section of the Driving Record page are the sections covered under the Other menu.

4.6.1 Miscellaneous Events

The Miscellaneous Events section contains miscellaneous information DVS has entered on the person’s Driving Record. If there is no such information, this section reports “No miscellaneous events on record.”

![Miscellaneous Events Section](Figure 4.20: Miscellaneous Events Section)

If the person has miscellaneous event information in their Driving Record, the following information is displayed in a table:

**Table 4.10: Basic Miscellaneous Events Information on Driving Record Page**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Date</td>
<td>This is the date the noted event was entered on the person’s Driving Record.</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>This is a description of the event that was entered on the person’s Driving Record.</td>
</tr>
<tr>
<td>Additional Text</td>
<td>This is additional text describing the event entered on the person’s Driving Record.</td>
</tr>
</tbody>
</table>
4.6.2 Withdrawals

The Withdrawals section contains information on any withdrawals of a person’s license (e.g., cancellations, revocations, disqualifications, etc.). If there is no such information, this section reports “No Withdrawals on record.”

![Withdrawals Table]

If the person has withdrawal information in their Driving Record, the following information is displayed in a table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Date</td>
<td>This is the date the withdrawal was entered on the person’s Driving Record.</td>
</tr>
<tr>
<td>Valid Text</td>
<td>This is a description of the reason the driver’s license was withdrawn.</td>
</tr>
<tr>
<td>Length</td>
<td>This is the number of days the withdrawal of the driver’s license is effective.</td>
</tr>
<tr>
<td>Reinstatement</td>
<td>This is the date the driver’s license is reinstated.</td>
</tr>
</tbody>
</table>
4.6.3 Medical Certificate

The Medical Certificate section contains information on a driver’s medical certificate. This is required for holders of commercial driver’s licenses (CDLs). If there is no such information, this section reports “No CDL medical certificate on record.”

![Figure 4.22: Medical Certificate Section](image)

If the person has CDL medical certificate information in their Driving Record, the following information is displayed:

The Medical Certification section displays information about the driver’s medical certification. This information includes:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Certification</td>
<td>If the person has CDL medical certification, it is displayed here.</td>
</tr>
<tr>
<td>Status</td>
<td>This is the status of the CDL medical certificate.</td>
</tr>
<tr>
<td>Issued</td>
<td>This is the date the CDL medical certification was issued.</td>
</tr>
<tr>
<td>Posted</td>
<td>This is the date the CDL medical certificate was posted by DVS.</td>
</tr>
<tr>
<td>Expiration</td>
<td>This is the date the CDL medical certification expires.</td>
</tr>
<tr>
<td>Restriction Expiration</td>
<td>This is the date any CDL-related medical restriction expires.</td>
</tr>
</tbody>
</table>
The **Self Certification** section displays information about the driver’s self-certification. Holders of a CDL are required to self-certify that they are subject to or exempt from the medical examination requirements of 49 CFR, Part 391, or Minnesota Statutes, Chapter 221. This information includes the **Status** of the self-certification and the date it was **Posted** by DVS.

The **Medical Examiner** section displays information about the medical examiner that provided the **Medical Certification**. This information includes the examiner’s **Name**, **Phone**, **Registry ID**, and **License** (including the license number and state of origin).
4.6.4 Commercial Learners Permit

The **Commercial Learners Permit** section contains information on a person’s commercial learner’s permit. If there is no such information, this section reports “No commercial learners permit on record.”

![Commercial Learners Permit](image)

**Figure 4.23: Commercial Learners Permit Section**

If the person has commercial learner’s permit information in their **Driving Record**, the following information is displayed:

<table>
<thead>
<tr>
<th>Field</th>
<th>Data Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>This is the class of the person’s commercial learner’s permit.</td>
</tr>
<tr>
<td>Effective</td>
<td>This is the date the person’s commercial learner’s permit is effective.</td>
</tr>
<tr>
<td>Issued Date</td>
<td>This is the date the person’s commercial learner’s permit was issued.</td>
</tr>
<tr>
<td>Expiration</td>
<td>This is the date the person’s commercial learner’s permit expires.</td>
</tr>
<tr>
<td>Corrective Lenses</td>
<td>If the driver is required to wear corrective lenses while driving, it is noted here.</td>
</tr>
<tr>
<td>Endorsements</td>
<td>Any endorsements present on the commercial learner’s permit are displayed here.</td>
</tr>
<tr>
<td>Restrictions</td>
<td>Any restrictions placed on the commercial learner’s permit are displayed here.</td>
</tr>
</tbody>
</table>

Table 4.13: Commercial Learner’s Permit Data
4.6.5 Miscellaneous

The **Miscellaneous** section contains other information collected by DVS and displayed on driver’s licenses and ID cards.

![Miscellaneous Section](image)

Figure 4.24: Miscellaneous Section

This information includes:

<table>
<thead>
<tr>
<th>Field</th>
<th>Data Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organ Donor</td>
<td>If the person’s driver’s license or state ID card indicates that they are an organ donor, it is displayed here.</td>
</tr>
<tr>
<td>Limited Mobility</td>
<td>If the person’s driver’s license or state ID card indicates that they have limited mobility, it is displayed here.</td>
</tr>
<tr>
<td>Living Will</td>
<td>If the person’s driver’s license or state ID card indicates that they have a living will or health care directive, it is displayed here.</td>
</tr>
<tr>
<td>Senior Citizen</td>
<td>If the person’s driver’s license or state ID card indicates that they are a senior citizen (i.e., age 65 or over), it is displayed here.</td>
</tr>
</tbody>
</table>
4.7 Driver’s license/ID card photos

Figure 4.25: Driving Record Page, Driver Information Section (Focus on Photo Section)

By default, a person’s current driver’s license or ID card photo is not displayed on the Driving Record page. To display that photo, you must select a Purpose for displaying photo and provide a Reason for displaying the photo.

4.7.1 Purposes for displaying photo

There are eight purposes available:

- Traffic investigation
- Criminal court investigation
- Juvenile court investigation
- Service of process
- Enforce OFP and DANCO
- Locate missing person
- Prosecute crime
- Offender supervision

If you have selected the Purpose for displaying photo list, you can select the purpose code by selecting its first letter. For example, typing “T” selects “Traffic investigation”.

4.7.2 Reason for displaying photo

You must provide a Reason for displaying a driver’s license photo unless the Purpose for displaying photo is Traffic investigation. The Reason you provide should be something that would help you reference this case in the future. This could be a case or incident number, physical ID, etc.

4.7.3 Displaying a current photo

To display a person’s current driver’s license or ID photo:

1. Select the Purpose for displaying photo.

2. If required, enter a Reason.

3. Click Display Current Photo. The person’s current photo and signature are retrieved from DVS and displayed on the page. Below the signature is the date the photo was taken.

![Figure 4.26: Example of Current Photo Displayed](image-url)
4.7.4 Copying and pasting a current photo

To copy a current photo or signature and paste it into another document:

1. Right-click the image you want to copy. The current photo and signature are separate images.

2. Use your browser’s controls to copy the image. *Do not copy the image’s URL.*

3. Select the document you want to paste the image into.

4. **Paste Special** the image.

5. Paste the image as a *Device Independent Bitmap* (or *Bitmap* if this is not available).

6. Click **OK**. The image is pasted into your document.

4.7.5 Printing or saving a current photo

You can also print or save the current photo and signature displayed. To perform either task, click the current photo. A new browser window or tab launches, containing the photo and signature.

**Printing**

To print the current photo and signature, click **Print** above current photo. The print dialog for your browser appears. You can then print the photo and signature page.

**Saving**

The current photo and signature are separate images on the page.

To save the current photo or signature, right-click the image you want to save. Use your browser’s controls to save the image to a drive of your choice.

**Copy/paste**

You can copy and paste the current photo and signature from this window or tab, as described in Section 4.7.4, above.

**Closing**

Once you have finished with the current photo and/or signature, close the browser window or tab containing them.
4.7.6 Purpose and reason carry over through search

If you refine your search (for more information, see Section 4.4.2, "Refine Search") and then select another Driving Record, your selected Purpose for displaying photo and Reason are carried over to that Driving Record. You do not need to reenter this information before viewing that person’s photo.

If you start a new search (for more information, see Section 4.4.4, "New Search", your selected Purpose for displaying photo and Reason are not carried over to that search.

4.7.7 Display older photo

DVS may have at least one previous driver’s license or ID photo on file. Some law enforcement personnel are authorized to view this additional photo.

If you have this access, a Display Older Photo button appears to the right of the Display Current Photo button. Once you have displayed the current photo, the Display Older Photo button becomes available.

Click Display Older Photo to display the historical photo.

Figure 4.27: Example of Current and Historical Photos Displayed
The historical photo and signature can be copied and pasted. For more information, see Section 4.7.4, "Copying and pasting a current photo". They can also be printed or saved, much like the current photo and signature. For more information, see Section 4.7.5, "Printing or saving a current photo".

Historical photo access must be requested by your agency’s CLEO (chief law enforcement officer). For more information, contact the BCA Service Desk.
Search for Vehicle

This chapter describes how to search for motor vehicle information in the DVS Access application.

5.1 Search Vehicle Registration Information page

Selecting a search for Vehicle information takes you to the Search Vehicle Registration Information page.

There are seven types of vehicle registration searches you can perform from this page:

- **Plate** – search using license plate number
- **VIN** – search using a Vehicle Identification Number (VIN)
- **Title** – search using a title number
- **Name** – search using owner name and/or date of birth
- **Driver License** – search using a driver’s license or ID card number
● **Company Name** – search using a company’s name

● **Advanced** – search using multiple vehicle attributes, including: partial license plate, partial VIN, vehicle flags, model years, make, models, colors, classes, styles, and counties of registration

By default, you are taken to the **Plate** tab. If someone has previously performed a **Vehicle** search on this computer, you are taken to the tab of the last search.
5.1.1 Plate

To search for a motor vehicle using the vehicle’s license plate number:

1. Select Vehicle search from the menu bar or DVS Access page. You are taken to the Search Vehicle Registration Information page.

2. If not already selected, select the Plate tab.

3. Enter the license plate number into the Plate field. The red asterisk indicates this is a required field.

4. Click Search. Go to Section 5.2, "Starting your search" to learn about what happens after you click Search.

**Exact search**

Plate search is an “exact” search. Searching on "ABC123" only provides search results for "ABC123". Plates with numbers or letters before, inside, or after those characters are not included as results.

Plate must be between two and eight characters. It can contain hyphens.

*Partial license plate number searches are done from the Advanced tab. For more information, see Chapter 10, "Advanced Search".*

**Online help**

Clicking the question mark symbol displays online help for Plate searches. Clicking the symbol again hides the online help.

![Plate Search Online Help](image-url)
5.1.2 VIN

To search for a motor vehicle using a Vehicle Identification Number:

1. Select Vehicle search from the menu bar or DVS Access page. You are taken to the Search Vehicle Registration Information page.

2. If not already selected, select the VIN tab.

3. Enter the VIN. The VIN must be no longer than 17 characters (letters and digits). The red asterisk indicates this is a required field.

4. Click Search. Go to Section 5.2, "Starting your search" to learn about what happens after you click Search.

**Exact search**  
VIN search is an “exact” search. Searching for a VIN only provides search results for that VIN.

*Partial VIN searches are done from the Advanced tab. For more information, see Chapter 10, "Advanced Search".*

**Online help**  
Clicking the question mark symbol displays online help for VIN searches. Clicking the symbol again hides the online help.

---

**Figure 5.3: Search Vehicle Registration Information Page (VIN Tab Selected)**

**Figure 5.4: Plate Search Online Help**
5.1.3 Title

To search for a motor vehicle using the vehicle's title number:

1. Select Vehicle search from the menu bar or DVS Access page. You are taken to the Search Vehicle Registration Information page.

2. If not already selected, select the Title tab.

3. Enter the title number into the Title field. This cannot exceed nine characters in length. The red asterisk indicates this is a required field.

4. Click Search. Go to Section 5.2, "Starting your search" to learn about what happens after you click Search.

Title search is an “exact” search. Searching for a title number only provides search results for that title.
5.1.4 Name

To search for a motor vehicle using the owner’s name and/or date of birth:

1. Select Vehicle search from the menu bar or DVS Access page. You are taken to the Search Vehicle Registration Information page.

2. If not already selected, select the Name tab.

3. Enter your search criteria into the fields provided:

   Table 5.1: Name Search Criteria

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Enter part or all of the owner’s last name into this field.</td>
</tr>
<tr>
<td>First Name</td>
<td>Enter part or all of the owner’s first name into this field.</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Enter part or all of the owner’s middle name into this field.</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>There are three Date of Birth fields:</td>
</tr>
<tr>
<td></td>
<td>• month</td>
</tr>
<tr>
<td></td>
<td>• date</td>
</tr>
<tr>
<td></td>
<td>• year</td>
</tr>
<tr>
<td></td>
<td>Enter part or all of the owner’s date of birth into these fields.</td>
</tr>
</tbody>
</table>

4. Click Search. Go to Section 5.2, "Starting your search" to learn about what happens after you click Search.
5.1.5 Name search criteria

At a minimum, you must enter one of the following for your search criteria:

- at least two characters of a name (Last Name, First Name, or Middle Name)
- a complete Date of Birth (MM/DD/YYYY format)
- at least two characters of a name (Last Name, First Name, or Middle Name) and at least one of the three Date of Birth fields (month, date, and/or year)

The following additional rules apply to Name search criteria:

- Names are “begins with” search criteria: Last Name, First Name, and Middle Name are “begins with” criteria. For example, searching for “john” returns “Johns” and “Johnson” for results.
- Date of Birth is “exact” search criterion: Date of Birth is an “exact” criterion. Searching for a specific date or portions of a date only returns results matching those criteria.
- Names not case sensitive: The Last Name, First Name, and Middle Name fields are not case sensitive.
- Punctuation ignored: Name search ignores any punctuation you enter. For example, searching for “O’Brien” returns “OBrien” and “O Brien” for results.
- Suffixes: Name search ignores suffixes (e.g., Jr., Sr., II, III, IV).
- Online help: Clicking the question mark symbol displays online help for Name searches. To hide the help, click the question mark symbol again. You can also hide the help by clicking the X on its right side.
5.1.6 Driver License

To search for a motor vehicle using the owner's driver's license or ID card number:

1. Select **Vehicle** search from the menu bar or **DVS Access** page. You are taken to the **Search Vehicle Registration Information** page.

2. If not already selected, select the **Driver License** tab.

3. Enter the driver's license or state ID card number into the **Driver License** field. This must be an alphabetic character followed by 12 digits. The red asterisk indicates this is a required field.

4. Click **Search**. Go to Section 5.2, "Starting your search" to learn about what happens after you click **Search**.

**Driver License** search is an “exact” search. Searching for a driver’s license or state ID card number only provides search results for that number.

---

**Figure 5.7: Search Vehicle Registration Information Page (Driver License Tab Selected)**

To search for a motor vehicle using the owner's driver's license or ID card number:

1. Select **Vehicle** search from the menu bar or **DVS Access** page. You are taken to the **Search Vehicle Registration Information** page.

2. If not already selected, select the **Driver License** tab.

3. Enter the driver's license or state ID card number into the **Driver License** field. This must be an alphabetic character followed by 12 digits. The red asterisk indicates this is a required field.

4. Click **Search**. Go to Section 5.2, "Starting your search" to learn about what happens after you click **Search**.

**Driver License** search is an “exact” search. Searching for a driver’s license or state ID card number only provides search results for that number.
5.1.7 Company Name

To search for a motor vehicle using a company name:

1. Select **Vehicle** search from the menu bar or **DVS Access** page. You are taken to the **Search Vehicle Registration Information** page.

2. If not already selected, select the **Company Name** tab.

3. Enter the full or partial **Company Name**. This must be between 3 and 50 characters in length. The red asterisk indicates this is a required field.

4. Click **Search**. Go to Section 5.2, "Starting your search" to learn about what happens after you click **Search**.

**Company Name** search is a “contains” search. Searching for “auto” produces results including the characters “auto”, including “John’s Auto” and “Auto World”.

5.1.8 Advanced vehicle search

**Advanced** vehicle search allows you to search for one or more motor vehicles using multiple criteria, including: partial license plate, partial VIN, vehicle flags, model years, make, models, colors, classes, styles, and counties of registration.

For more information on **Advanced** vehicle search, see Chapter 10, "Advanced Search".
5.2 Starting your search

Clicking **Search** for a regular (i.e., not **Advanced**) vehicle search causes one of six things to happen:

5.2.1 Error in search criteria

If you did not enter your search criteria correctly, an error message appears below that field. Check your entry and try again.

![Figure 5.9: Example of Error in Search Criteria](image)

5.2.2 No match

If you entered your search criteria correctly, the **Search** button changes to read **Searching**.... If your search generates no search results, a message displays to that effect.

![Figure 5.10: Example of No Records Found](image)

5.2.3 One match

If you entered your search criteria correctly, the **Search** button changes to read **Searching**.... If your search generates a single result, you are taken directly to that vehicle’s **Vehicle Information** page. For more information, see Section 5.4, "Vehicle Information navigation" and Section 5.5, "Vehicle Information".

5.2.4 Multiple matches

If you entered your search criteria correctly, the **Search** button changes to read **Searching**.... If your search generates more than one result, your page displays a table of search results. For more information, see Section 5.3, "Search results".
5.2.5 Minimal Criteria Warning

If you entered your Name search criteria correctly, the Search button changes to read Searching.... If your search meets the following criteria, a dialog appears:

- only two letters entered for First Name, Middle Name, or Last Name
- partial or no Date of Birth entered

The dialog warns you that a large number of results are likely from such a broad search. This would cause your search to take longer than normal.

![Figure 5.11: Minimal Criteria Warning](image)

- Click OK to continue your search.
- Click Refine Search to edit your search criteria. You are returned to your search criteria on the Name tab.

5.2.6 Too many matches

If you entered your Name search criteria correctly, the Search button changes to read Searching.... If your search generates more results than DVS Access' limit, your page displays a message.

The search limit is set by the BCA and is subject to change.

![Figure 5.12: Example of Search Result Maximum Being Reached](image)
5.3 Search results

If your search criteria generate more than one search result, the **Search Vehicle Registration Information** page or **Pending Queries** page displays a table of search results. Your search criteria are displayed above the table.

![Search Vehicle Registration Information Page](image)

**Figure 5.13: Search Vehicle Registration Information Page**

**(Name Search Results Displayed and Highlighted)**

5.3.1 Number of matches found

The top of the table shows how many people, vehicles, or companies your search criteria matched. This information is also shown at the bottom of the page (e.g., *Showing 1 to 25 of 985 results*).

5.3.2 Show entries

Select **Show entries** to select the number of search results displayed on each page. There are four options:

- 10
- 25 (default)
- 50
- 100
5.3.3 Filter

Typing text into the Filter narrows your search results to those containing that text. For example, typing “john” into the Filter limits your search results to records where any field contains the letters “john”.

**Birth dates**

To filter birth dates, type in the month, date, and/or year. Use leading zeroes and the MM/DD/YYYY format. Separate month, date, and/or year with slashes.

For example, searching for “08/01” filters your search results to those born on August 1 of any year.

**City names**

City name may be listed in multiple ways. For example, Minneapolis could be abbreviated as “Mpls”. Saint Paul could be abbreviated at “St. Paul” or “St Paul”. If your filtering is unsuccessful, try a variant of the City name.

**Multiple search items**

Separate multiple search terms with a space. For example, searching for “john 08/01” filters your search results to those born on August 1 of any year and contains “john” in another field.

**Filter help**

Clicking the question mark symbol next to the Filter text box displays the filter’s online help. To hide the help, click the question mark symbol again. You can also hide the help by clicking the X on its right side.
5.3.4 Print

Click **Print** to print your search results. Your view of the page changes to “print view” – only the table of search results is displayed. A message appears, telling you to use your browser’s print function to print the table. This is normally done by pressing Ctrl+P.

![Print view message](image)

**Figure 5.14: Print View Message**

If you have multiple pages of search results, they all appear on the “print view” page.

Once you have finished printing, press Esc to return to the normal view of the **Search Vehicle Registration Information** page.

If you filter your search results (as described in Section 5.3.3, "Filter", above), your exported search results (i.e., files, copied tables and printouts) are also filtered.
5.3.5 Table of search results

Below the Show entries and Filter fields is the table of search results. The fields displayed depends on the type of search run.

**Plate search**

There are seven data fields shown for a **Plate** search:

Table 5.2: Plate or Advanced Search Results Table Data Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle</td>
<td>This is the vehicle’s description. It can include the vehicle’s model year, primary color, make, model, style, and number of doors.</td>
</tr>
<tr>
<td>Plate</td>
<td>This is the vehicle’s license plate number.</td>
</tr>
<tr>
<td>Title</td>
<td>This is the vehicle’s title number.</td>
</tr>
<tr>
<td>VIN</td>
<td>This is the vehicle’s Vehicle Identification Number.</td>
</tr>
<tr>
<td>Sticker Expiration</td>
<td>This is the expiration date (month and year) for the vehicle’s license plate stickers (i.e., tabs).</td>
</tr>
<tr>
<td>Street</td>
<td>This is the person’s registered street address.</td>
</tr>
<tr>
<td>City</td>
<td>This is the city of the person’s registered street address.</td>
</tr>
</tbody>
</table>

Each Vehicle description, Plate, Title, and VIN listed is a link for a single vehicle. Clicking that link takes you to the vehicle’s Vehicle Information page. For more information, see Section 5.4, "Vehicle Information navigation" and Section 5.5, "Vehicle Information".

By default, the table is sorted on **Plate** in ascending (A to Z) order. You can sort the search results on one of these fields by clicking its column heading. An arrow shows if the data is being sorted in ascending or descending order.
Name search

There are five data fields shown for a Name search:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver License</td>
<td>This is the person’s driver’s license or state ID card number.</td>
</tr>
<tr>
<td>Name</td>
<td>This is the person’s name. Last name is displayed first, followed by first name and middle name (if any).</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>This is the person’s date of birth. It is displayed in MM/DD/YYYY format.</td>
</tr>
<tr>
<td>Street</td>
<td>This is the person’s registered street address.</td>
</tr>
<tr>
<td>City</td>
<td>This is the city of the person’s registered street address.</td>
</tr>
</tbody>
</table>

Each Driver License number listed is a link.

- If the person only has one vehicle, clicking that link takes you to the vehicle’s Vehicle Information page. For more information, see Section 5.4, "Vehicle Information navigation" and Section 5.5, "Vehicle Information".

- Otherwise, clicking that link takes you to a table listing the person’s vehicles. This table operates like the one described for a Plate search (for more information, see "Plate search", above).

- It is possible for a driver’s license or state ID card number to be listed as a search result and not have a matching motor vehicle. In this case, clicking the Driver License link causes a message to appear. Search on the vehicle’s VIN, Title, or Plate to confirm this result.

Figure 5.15: Message - No Motor Vehicle Matching Driver’s License

By default, the table is sorted on Name in ascending (A to Z) order. You can sort the search results on one of these fields by clicking its column heading. An arrow shows if the data is being sorted in ascending or descending order.
Company Name search

There are five data fields shown for a Company Name search:

Table 5.4: Company Name Search Results Table Data Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicles</td>
<td>This is the number of vehicles registered in the company’s name.</td>
</tr>
<tr>
<td>Company ID</td>
<td>This is the company’s ID number.</td>
</tr>
<tr>
<td>Company Name</td>
<td>This is the company’s legal name.</td>
</tr>
<tr>
<td>Street</td>
<td>This is the company’s registered street address.</td>
</tr>
<tr>
<td>City</td>
<td>This is the city of the company’s registered street address.</td>
</tr>
</tbody>
</table>

Each Company ID number listed is a link.

- If the company only has one vehicle, clicking that link takes you to the vehicle’s Vehicle Information page. For more information, see Section 5.4, "Vehicle Information navigation" and Section 5.5, "Vehicle Information".

- Otherwise, clicking that link takes you to a table listing the company’s vehicles. This table operates like the one described for a Plate search (for more information, see "Plate search", above).

By default, the table is sorted on the Vehicles field in ascending (highest number to lowest number) order. You can sort the search results on one of these fields by clicking its column heading. An arrow shows if the data is being sorted in ascending or descending order.

Limitation on Company Name search results

Some companies listed in a Company Name search may have more than 100 Vehicles. Because of limitations with DVS’ databases, only 100 search results are made available to DVS Access. In these circumstances, a message is displayed.

Click the X in the upper right-hand corner of the message to remove it from the page.

Figure 5.16: Company Name Vehicle Search Limit Message
5.3.6 Paging controls

There are paging controls below the table of search results.

![Paging Controls](image)

*Figure 5.17: Paging Controls*

- Click **First** to go to the first page of search results.
- Click **Previous** to go to the previous page of search results, if any.
- Click a page number to go to that page of the search results. The page number of the results you are viewing has a blue background.
- Click **Next** to go to the next page of search results, if any.
- Click **Last** to go to the last page of search results.
5.4 Vehicle Information navigation

The Vehicle Information page displays the relevant information for a vehicle registered in the state of Minnesota. This section describes how to navigate the Vehicle Information page.
5.4.1 Tabs

Below the header showing the vehicle’s license plate number and description (including year, make, and model) are several tabs. These correspond to the sections of the Vehicle Information page:

- Vehicle Description
- Current Owners
- Liens
- Title
- Miscellaneous

The tab corresponding to the section you are viewing is shown in a darker shade of blue. As you scroll up or down the Vehicle Information page, the tab selection follows the section displayed on your screen.

If a section name has a number next to it, there are records available under that section of the Vehicle Information page.

Click a section name to go to that section of the Vehicle Information page. For more information, see Section 5.5, "Vehicle Information".

5.4.2 Refine Search

Click Refine Search to return to the Search Vehicle Registration Information page. Your previous search criteria are provided. You can then add to or change those criteria to refine your search results.

5.4.3 Print

Click Print to print the information displayed on the Driving Record page. The print dialog for your browser appears.

The output only includes the Vehicle Description and Current Owners sections of the Vehicle Information page.
5.4.4 New Search

To leave the Vehicle Information page and start a new search, do one of the following:

- click **DVS Access**
- click one of the **Search for** links in the menu bar

For more information, see Chapter 3, "Common Features".
5.5 Vehicle Information

The Vehicle Information page displays the relevant information for a vehicle registered in the state of Minnesota. This section describes the information displayed on the Vehicle Information page.

5.5.1 Vehicle Description

The first section of the Vehicle Information page is the Vehicle Description section. This section displays the basic information on the selected person. This information includes:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>This is the model year of the vehicle.</td>
</tr>
<tr>
<td>Primary Color</td>
<td>This is the vehicle’s primary color.</td>
</tr>
<tr>
<td>Secondary Color</td>
<td>This is the vehicle’s secondary color.</td>
</tr>
<tr>
<td>Make</td>
<td>This is the vehicle’s make.</td>
</tr>
<tr>
<td>Model</td>
<td>This is the vehicle’s model.</td>
</tr>
<tr>
<td>Style</td>
<td>This is the vehicle’s style (e.g., “Sedan 4DR”).</td>
</tr>
<tr>
<td>Class</td>
<td>This is the vehicle’s class (e.g., “Passenger/SUV”).</td>
</tr>
<tr>
<td></td>
<td>The information in this field determines how DVS calculates registration</td>
</tr>
<tr>
<td></td>
<td>taxes (i.e., base price or gross weight).</td>
</tr>
<tr>
<td>Current Plate</td>
<td>This is the vehicle’s current license plate number.</td>
</tr>
<tr>
<td>VIN</td>
<td>This is the vehicle’s Vehicle Identification Number.</td>
</tr>
<tr>
<td>Previous Plate</td>
<td>This is the vehicle’s previous license plate number, if available.</td>
</tr>
</tbody>
</table>
### Table 5.5: Vehicle Description Data (Continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sticker Expiration</td>
<td>This is the expiration date (month and year) for the vehicle's license plate stickers (i.e., tabs).</td>
</tr>
</tbody>
</table>
| Flags            | If the vehicle has any special conditions (e.g., held for resale, junked, etc.), that information is displayed here. The vehicle's license plate style (e.g. Critical Habitat) is also displayed here.  
If a vehicle is junked, the vehicle's dealer may be shown as a link. This link takes you to the dealer's Dealer Information page. For more information on this page, see Section 9.4, "Dealer Information page" in Chapter 9, Search for Dealer.  
Each vehicle may have up to three flags. |
5.5.2 Current Owners

The next section of the Vehicle Information page is the Current Owners section. This section displays basic information on the owners of the vehicle. The following information is displayed for each owner:

Table 5.6: Current Owner Information on Vehicle Information Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>This is the name of the owner.</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>This is the owner’s date of birth, if any.</td>
</tr>
<tr>
<td>Driver License</td>
<td>If the owner’s information is matched to a driver’s license number, that number is displayed here. The Driver License number serves as a link. Clicking that link takes you to the Driving Record for that person. For more information, see Chapter 4, &quot;Search For Driver&quot;. If the vehicle is owned by a company or an individual without a driver’s license, the number displayed is a placeholder used by DVS. A message to this effect displays if these links are clicked.</td>
</tr>
<tr>
<td>Address</td>
<td>This is the full address for the owner.</td>
</tr>
<tr>
<td>County</td>
<td>This is the owner’s county of residence (based on Address). It is only displayed if the Address is within the state of Minnesota.</td>
</tr>
</tbody>
</table>

A vehicle having two or more entries under the Current Owners section may not have multiple owners. If the vehicle is owned by a company and its Name is longer than 32 characters, it appears as two owners.

Clicking the question mark symbol next to the Current Owners heading displays a reminder to this effect. To hide the reminder, click the question mark symbol again. You can also hide the reminder by clicking the X on its right side.

Figure 5.20: Current Owners Section (Help Displayed)
5.5.3 Lessees

If the vehicle is currently leased, the next section of the Vehicle Information page is the Lessees section. This section displays information on the lessees of the vehicle.

The following information is displayed for each lessee:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>This is the name of the lessee.</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>This is the lessee’s date of birth, if any.</td>
</tr>
<tr>
<td>Driver License</td>
<td>If the lessee’s information is matched to a driver’s license number, that number is displayed here.</td>
</tr>
<tr>
<td></td>
<td>The Driver License number serves as a link. Clicking that link takes you to the Driving Record for that person. For more information, see Chapter 4, &quot;Search For Driver&quot;.</td>
</tr>
<tr>
<td></td>
<td>If the vehicle is owned by a company or an individual without a driver’s license, the number displayed is a placeholder used by DVS. A message to this effect displays if these links are clicked.</td>
</tr>
<tr>
<td>Address</td>
<td>This is the full address for the lessee.</td>
</tr>
<tr>
<td>County</td>
<td>This is the lessee’s county of residence (based on Address). It is only displayed if the Address is within the state of Minnesota.</td>
</tr>
</tbody>
</table>

A vehicle having two or more entries under the Lessees section may not have multiple owners. If the vehicle is owned by a company and its Name is longer than 32 characters, it appears as two owners.

Clicking the question mark symbol next to the Lessees heading displays a reminder to this effect. To hide the reminder, click the question mark symbol again. You can also hide the reminder by clicking the X on its right side.
5.5.4 Previous Owners

If the vehicle has previous owners, the next section of the Vehicle Information page is the Previous Owners section. This section displays information on the previous owners of the vehicle. It also displays title transfer information.

The two most recent previous owners' information are displayed, if available. They are listed in chronological order (i.e., the first owner displayed is the older of the two).

The following information is displayed for each previous owner:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>This is the previous owner's name.</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>This is the previous owner's date of birth.</td>
</tr>
<tr>
<td>Address</td>
<td>This is the full address for the previous owner at the time of the title transfer.</td>
</tr>
<tr>
<td>County</td>
<td>This is the county of residence for the previous owner at the time of the title transfer. It is only displayed if the Address was within the state of Minnesota.</td>
</tr>
<tr>
<td>Title</td>
<td>This is the vehicle’s previous title number.</td>
</tr>
<tr>
<td>Transfer Date</td>
<td>This is the date of the title transfer.</td>
</tr>
<tr>
<td>Sticker Expiration</td>
<td>This was the expiration date (month and year) for the vehicle’s license plate stickers (i.e., tabs) at the time of the transfer.</td>
</tr>
<tr>
<td>Odometer Reading</td>
<td>This was the odometer reading at the time of the vehicle’s title transfer.</td>
</tr>
</tbody>
</table>
Search for Vehicle

A vehicle having two or more entries under the Previous Owners section may not have multiple owners. If the vehicle is owned by a company and its Name is longer than 32 characters, it appears as two owners.

Clicking the question mark symbol next to the Previous Owners heading displays a reminder to this effect. To hide the reminder, click the question mark symbol again. You can also hide the reminder by clicking the X on its right side.

![Figure 5.23: Previous Owners Section (Help Displayed)](image)

5.5.5 Liens

If a vehicle has one or more liens against it, the next section of the Vehicle Information page is the Liens section. This section displays lienholder information for the vehicle. If there is no such information, this section reports “No lien information available for this vehicle.”

If the vehicle has one or more liens, the following information is displayed in a table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lien Holder</td>
<td>This is the lienholder’s name.</td>
</tr>
<tr>
<td>Issue Date</td>
<td>This is the date the lien was issued.</td>
</tr>
<tr>
<td>Address</td>
<td>The full address of the Lien Holder is displayed here.</td>
</tr>
</tbody>
</table>
5.5.6 Title

![Figure 5.25: Title Section](image)

The next section of the **Vehicle Information** page is the **Title** section. This section displays title information for the vehicle. This information includes:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>This is the vehicle’s title number.</td>
</tr>
<tr>
<td>Printed</td>
<td>If the title was printed, that is noted here.</td>
</tr>
<tr>
<td>Suspense</td>
<td>If the vehicle’s title is in suspense, that is noted here.</td>
</tr>
<tr>
<td>Type</td>
<td>This is the type of title (e.g., regular, prior salvage, etc.) issued.</td>
</tr>
<tr>
<td>Issued Date</td>
<td>This is the date the title was issued.</td>
</tr>
<tr>
<td>Agency Issued</td>
<td>This is the agency that issued the title.</td>
</tr>
<tr>
<td>Title Odometer</td>
<td>This is the mileage reported to DVS when the vehicle was titled.</td>
</tr>
</tbody>
</table>
5.6 Miscellaneous information

Below the Title section of the Vehicle Information page are the Miscellaneous sections: Plate, Sticker, and Vehicle.

![Plate Section](image)

Figure 5.26: Plate Section

5.6.1 Plate

The Plate section of the Vehicle Information page provides additional details on a vehicle’s license plate. These details include:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plate Status</td>
<td>This is the current status of the vehicle’s license plate.</td>
</tr>
<tr>
<td>Class</td>
<td>This is the class of the vehicle’s license plate.</td>
</tr>
<tr>
<td>Agency Issued</td>
<td>This is the agency that issued the license plate.</td>
</tr>
<tr>
<td>Deputy Number</td>
<td>This is the number of the deputy registrar responsible for the license plate transaction.</td>
</tr>
<tr>
<td>Updated Date</td>
<td>This is the date of the transaction that placed the license plate into its current Plate Status.</td>
</tr>
<tr>
<td>Allocated Date</td>
<td>This is the date the license plate was allocated to the issuing agency.</td>
</tr>
</tbody>
</table>
5.6.2 Sticker

The **Sticker** section of the **Vehicle Information** page provides details on the sticker (i.e., tabs) assigned to a vehicle’s license plate. These details include:

![Sticker Section](image)

**Table 5.12: Sticker Information on Vehicle Information Page**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Sticker</td>
<td>This is the number of the license plate’s current sticker.</td>
</tr>
<tr>
<td>Sticker Status</td>
<td>This is the status of the license plate’s current sticker.</td>
</tr>
<tr>
<td>Tax</td>
<td>This is the amount of tax paid on the vehicle to obtain its current sticker.</td>
</tr>
<tr>
<td>Class</td>
<td>This is the type of sticker issued.</td>
</tr>
<tr>
<td>Agency Issued</td>
<td>This is the agency that issued the license plate’s current sticker.</td>
</tr>
<tr>
<td>Deputy Number</td>
<td>This is the number of the deputy registrar responsible for the license plate sticker transaction.</td>
</tr>
<tr>
<td>Updated Date</td>
<td>This is the date of the transaction that placed the sticker into its current <strong>Sticker Status</strong>.</td>
</tr>
<tr>
<td>Allocated Date</td>
<td>This is the date the sticker was allocated to the issuing agency.</td>
</tr>
</tbody>
</table>
5.6.3 Stickers beginning with “4”

Some stickers issued by DVS begin with the number “4”:

- Stickers beginning with “402” are tabs that have been renewed through the mail.
- Stickers beginning with “418” are tabs that have been renewed online through DVS’ website.

These stickers were not assigned to or sold by a registrar’s office. As such, they do not have the information available for other stickers in DVS’ systems.

5.6.4 Vehicle

The Vehicle section of the Vehicle Information page provides additional miscellaneous details on the vehicle. These details include:

![Figure 5.28: Vehicle Section](image)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Sale</td>
<td>This is the date of the vehicle’s first sale in the state of Minnesota.</td>
</tr>
<tr>
<td>Base Price</td>
<td>This is the base value for a passenger class vehicle’s base value. This value determines its registration tax.</td>
</tr>
<tr>
<td>Gross Weight</td>
<td>If the vehicle is a truck, trailer, or combination of truck-tractor or semi-trailer, the vehicle is licensed for its gross weight. That information is displayed here.</td>
</tr>
<tr>
<td>Empty Weight</td>
<td>For information on Source Code, contact DVS (see Section 11.3, &quot;DVS data issues&quot; in Chapter 11, Additional Help).</td>
</tr>
<tr>
<td>Last Transaction Date</td>
<td>This is the date of the last DVS transaction entered for this vehicle.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Last Transaction</td>
<td>This is DVS’ description of the last transaction for this vehicle.</td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Files</td>
<td>If this vehicle's information has been placed into a DVS file (e.g.,</td>
</tr>
<tr>
<td></td>
<td>“junked”) it is listed here.</td>
</tr>
</tbody>
</table>
5.7 New and purged vehicle records

Sometimes the information shown on the **Vehicle Information** page is incomplete. This would normally occur in two situations:

- when a vehicle is newly purchased
- when an older vehicle’s record is purged from DVS’ main vehicle database

### 5.7.1 New vehicles

If a vehicle is newly purchased, it is possible that the transaction has not been completely entered into DVS’ database by a Deputy Registrar. The **Vehicle Information** page displays an alert to this effect.

![Figure 5.29: New Vehicle Alert](image)

Click the X in the upper right-hand corner of the alert to remove it from the page.

### 5.7.2 Purged vehicles

Older vehicle records are periodically purged from DVS’ main vehicle database. In these situations, DVS Access searches additional databases to provide limited information on the vehicle. The **Vehicle Information** page displays an alert, informing you:

- the year the record was purged
- the information is incomplete.

![Figure 5.30: Purged Vehicle Alert](image)

Click the X in the upper right-hand corner of the alert to remove it from the page.
This chapter describes how to search for disability certificate information in the DVS Access application.

6.1 Search Disability Certificates page

Selecting a search for Disability information takes you to the Search Disability Certificates page.

There are three types of disability certificate information searches you can perform from this page:

- **Name** – search using name and/or date of birth
- **Driver License** – search using driver’s license number
- **Disability Certificate Number** – search using disability certificate number

By default, you are taken to the Name tab. If someone has previously performed a Disability search on this computer, you are taken to the tab of the last search.
6.1.1 Name

To search for a disability certificate using a name and/or date of birth:

1. Select **Disability** search from the menu bar or **Disability Certificate** from the DVS Access page. You are taken to the **Search Disability Certificates** page.

2. If not already selected, select the **Name** tab.

3. Enter your search criteria into the fields provided:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Enter part or all of the search subject's last name into this field.</td>
</tr>
<tr>
<td>First Name</td>
<td>Enter part or all of the search subject's first name into this field.</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Enter part or all of the search subject's middle name into this field.</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>There are three Date of Birth fields:</td>
</tr>
<tr>
<td></td>
<td>• month</td>
</tr>
<tr>
<td></td>
<td>• date</td>
</tr>
<tr>
<td></td>
<td>• year</td>
</tr>
<tr>
<td></td>
<td>Enter part or all of the search subject's date of birth into these fields.</td>
</tr>
</tbody>
</table>

4. Click **Search**.

6.1.2 Name search criteria

At a minimum, you must enter one of the following for your search criteria:

- at least two characters of a name (Last Name, First Name, or Middle Name)
- a complete Date of Birth (MM/DD/YYYY format)
- at least two characters of a name (Last Name, First Name, or Middle Name) and at least one of the three Date of Birth fields (month, date, and/or year)
The following additional rules apply to **Name** search criteria:

**Names are “begins with” search criteria**

Last Name, First Name, and Middle Name are “begins with” criteria. For example, searching for “john” returns “Johns” and “Johnson” for results.

**Date of Birth is “exact” search criterion**

Date of Birth is an “exact” criterion. Searching for a specific date or portions of a date only returns results matching those criteria.

**Names not case sensitive**

The Last Name, First Name, and Middle Name fields are not case sensitive.

**Punctuation ignored**

Name search ignores any punctuation you enter. For example, searching for “O’Brien” returns “OBrien” and “O Brien” for results.

**Suffixes**

Name search ignores suffixes (e.g., Jr., Sr., II, III, IV).

**Online help**

Clicking the question mark symbol displays online help for Name searches. To hide the help, click the question mark symbol again. You can also hide the help by clicking the X on its right side.

![Name Search Online Help](image)

**Figure 6.2: Name Search Online Help**
6.1.3 Driver License

To search for a disability certificate using a driver’s license number:

1. Select **Disability** search from the menu bar or **Disability Certificate** from the **DVS Access** page. You are taken to the **Search Disability Certificates** page.

2. If not already selected, select the **Driver License** tab.

3. Enter the driver’s license or state ID card number into the **Driver License** field. This must be a letter followed by 12 digits. The red asterisk indicates this is a required field.

4. Click **Search**.

**Driver License** search is an "exact" search. Searching for a driver’s license or state ID card number only provides search results for that number.
6.1.4 Disability Certificate Number

To search for a disability certificate using a disability certificate number:

1. Select Disability search from the menu bar or Disability Certificate from the DVS Access page. You are taken to the Search Disability Certificates page.

2. If not already selected, select the Disability Certificate Number tab.

3. Enter the Disability Certificate Number. The red asterisk indicates this is a required field.

   Disability Certificate Number can be in one of two formats:

   a. one letter followed by six digits
   b. two letters followed by five digits

   For more information on disability certificate numbers, see "Disability certificate numbers", below.

4. Click Search.

Disability Certificate Number search is an "exact" search. Searching for a disability certificate number only provides search results for that number.
Disability certificate numbers are seven characters long. They have two parts:

- one letter indicating the type of certificate - this is not displayed on the placard
- a six-character certificate number

To determine the **Disability Certificate Number**:

- If the certificate number is on a blue placard, start the **Disability Certificate Number** with:
  - P (permanent) - *most blue placard numbers begin with P*
  - L (long-term)
  - S (short-term)
  
  You may need to search more than one type before finding the correct certificate number.

- If the certificate you are searching for is on a red placard, start the **Disability Certificate Number** with the letter *T*. This is a temporary certificate.

- If the certificate you are searching for is on a green placard, start the **Disability Certificate Number** with the letter *C*. This is a commercial certificate.
6.2 Starting your search

Clicking Search causes one of six results:

6.2.1 Error in search criteria

If you did not enter your search criteria correctly, an error message appears below that field. Check your entry and try again.

![Figure 6.5: Example of Error in Search Criteria](image)

6.2.2 No match

If you entered your search criteria correctly, the Search button changes to read Searching.... If your search generates no search results, a message displays to that effect.

![Figure 6.6: Example of No Records Found](image)

6.2.3 One match

If you entered your search criteria correctly, the Search button changes to read Searching.... If your search generates a single result, you are taken directly to the Disability Certificates page for the person holding the certificate. For more information, see Section 6.4, "Disability Certificates page".

6.2.4 Multiple matches

If you entered your search criteria correctly, the Search button changes to read Searching.... If your search generates more than one result, your page displays a table of search results. For more information, see Section 6.3, "Search results".
6.2.5 Minimal Criteria Warning

If you entered your **Name** search criteria correctly, the **Search** button changes to read **Searching**.... If your search meets the following criteria, a dialog appears:

- only two letters entered for **First Name**, **Middle Name**, or **Last Name**
- partial or no **Date of Birth** entered

The dialog warns you that a large number of results are likely from such a broad search. This would cause your search to take longer than normal.

![Minimal Criteria Warning](image)

**Figure 6.7: Minimal Criteria Warning**

- Click **OK** to continue your search.
- Click **Refine Search** to edit your search criteria. You are returned to your search criteria on the **Name** tab.

6.2.6 Too many matches

If you entered your **Name** search criteria correctly, the **Search** button changes to read **Searching**.... If your search generates more results than DVS Access' limit, your page displays a message.

The search limit is set by the BCA and is subject to change.

![Search Result Maximum Being Reached](image)

**Figure 6.8: Example of Search Result Maximum Being Reached**
6.3 Search results

If your search criteria generate more than one search result, the **Search Disability Certificates** page displays a table of search results. Your search criteria remain in the fields you entered them into, above the table.

![Search Disability Certificates Page](image)

**Figure 6.9: Search Disability Certificates Page (Search Results Displayed and Highlighted)**

### 6.3.1 Number of drivers found

The top of the table shows how many people matched your search criteria. This information is also shown at the bottom of the page (e.g., *Showing 1 to 25 of 985 entries*).

### 6.3.2 Show entries

Select **Show entries** to select the number of search results displayed on each page. There are four options:

- 10
- 25 (default)
- 50
- 100
6.3.3 Filter

Typing text into the Filter narrows your search results to those containing that text. For example, typing “john” into the Filter limits your search results to records where any field (e.g., Driver License, Name, Date of Birth, Street, City) contains the letters “john”.

**Birth dates**

To filter birth dates, type in the month, date, and/or year. Use leading zeroes and the MM/DD/YYYY format. Separate month, date, and/or year with slashes.

For example, searching for “08/01” filters your search results to those born on August 1 of any year.

**City names**

City name may be listed in multiple ways. For example, Minneapolis could be abbreviated as “Mpls”. Saint Paul could be abbreviated at “St. Paul” or “St Paul”. If your filtering is unsuccessful, try a variant of the City name.

**Multiple search items**

Separate multiple search terms with a space. For example, searching for “john 08/01” filters your search results to those born on August 1 of any year who has a Name, Street, or City containing “john”.

**Filter help**

Clicking the question mark symbol next to the Filter text box displays the filter’s online help. To hide the help, click the question mark symbol again. You can also hide the help by clicking the X on its right side.
6.3.4 Print

Click Print to print your search results. Your view of the page changes to “print view” – only the table of search results is displayed. A message appears, telling you to use your browser’s print function to print the table. This is normally done by pressing Ctrl+P.

![Print View Message](image)

**Figure 6.10: Print View Message**

If you have multiple pages of search results, they all appear on the “print view” page.

Once you have finished printing, press Esc to return to the normal view of the Search Disability Certificates page.

If you filter your search results (as described in Section 6.3.3, "Filter", above), your exported search results (i.e., files, copied tables and printouts) are also filtered.
6.3.5 Table of search results

Below the Show entries and Filter fields is the table of search results. There are five fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver License</td>
<td>This is the person’s driver’s license or state ID card number.</td>
</tr>
<tr>
<td>Name</td>
<td>This is the person’s name. Last name is displayed first, followed by first name and middle name (if any).</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>This is the person’s date of birth. It is displayed in MM/DD/YYYY format.</td>
</tr>
<tr>
<td>Street</td>
<td>This is the person’s registered street address.</td>
</tr>
<tr>
<td>City</td>
<td>This is the city of the person’s registered street address.</td>
</tr>
</tbody>
</table>

Each Driver License number listed is a link. Clicking that link takes you to that person’s Disability Certificates page. For more information, see Section 6.4, "Disability Certificates page".

It is possible for a driver’s license or state ID card number to be listed as a search result and not have a matching disability certificate. In this case, clicking the Driver License link causes a message to appear. Search on the Disability Certificate Number to confirm this result. Click the X on the right side of the message to remove it from the page.

By default, the table is sorted on Name in ascending (A to Z) order. You can sort the search results on one of the fields shown by clicking its column heading. An arrow shows if the data is being sorted in ascending or descending order.
6.3.6 Paging controls

There are paging controls below the table of search results.

![Figure 6.12: Example of Paging Controls](image)

- Click **First** to go to the first page of search results.
- Click **Previous** to go to the previous page of search results, if any.
- Click a page number to go to that page of the search results. The page number of the results you are viewing has a blue background.
- Click **Next** to go to the next page of search results, if any.
- Click **Last** to go to the last page of search results.
6.4 Disability Certificates page

The Disability Certificates page displays the relevant information for disability certificates issued in the state of Minnesota. This section describes the operation of the Disability Certificates page.

6.4.1 Refine Search

Click Refine Search to return to the Search Disability Certificates page. Your previous search criteria are provided. You can then add to or change those criteria to refine your search results.

6.4.2 Driver information

Below the Refine Search button is basic information on the holder of the disability certificate(s). This information includes:

<table>
<thead>
<tr>
<th>Field</th>
<th>Data Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>This is the person’s name.</td>
</tr>
<tr>
<td>Driver License</td>
<td>This is the person’s driver’s license number or state ID card number.</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>This is the person’s date of birth.</td>
</tr>
<tr>
<td>Address</td>
<td>This is the person’s registered home address.</td>
</tr>
</tbody>
</table>
6.4.3 Disability certificate information

The final section of the Disability Certificates page lists the disability certificates issued to the person described in the previous section. The following information is displayed in a table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Data Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability Certificate Number</td>
<td>This is the disability certificate’s number.</td>
</tr>
<tr>
<td>Type</td>
<td>This is the type of disability certificate issued.</td>
</tr>
<tr>
<td>Issued Date</td>
<td>This is the date the disability certificate was issued.</td>
</tr>
<tr>
<td>Expiration</td>
<td>This is the expiration date (month and year) for the disability certificate.</td>
</tr>
<tr>
<td>Status</td>
<td>This is the status of the disability certificate.</td>
</tr>
<tr>
<td>Reason</td>
<td>This is the reason code for the disability certificate action, if any.</td>
</tr>
<tr>
<td></td>
<td>The codes include:</td>
</tr>
<tr>
<td></td>
<td>A – Active</td>
</tr>
<tr>
<td></td>
<td>D – Deceased</td>
</tr>
<tr>
<td></td>
<td>L – Lost</td>
</tr>
<tr>
<td></td>
<td>M – Mutilated</td>
</tr>
<tr>
<td></td>
<td>N – Not Eligible</td>
</tr>
<tr>
<td></td>
<td>P – Pending</td>
</tr>
<tr>
<td></td>
<td>R – Revoked</td>
</tr>
<tr>
<td></td>
<td>S – Stolen</td>
</tr>
<tr>
<td></td>
<td>U – Unknown</td>
</tr>
<tr>
<td></td>
<td>V – Void</td>
</tr>
</tbody>
</table>
This chapter describes how to search for information in the DVS Access application for drivers whose licenses have been recently canceled for being inimical to public safety.

### 7.1 Search DWI - Inimical to Public Safety page

Selecting a search for **DWI - Inimical to Public Safety** information takes you to the **Search DWI - Inimical to Public Safety** page.

![Search DWI - Inimical to Public Safety Page (City Tab Selected)](image)

**Figure 7.1: Search DWI - Inimical to Public Safety Page (City Tab Selected)**

There are four types of searches you can perform from this page:

- **City** – search using the name of the driver’s city
- **County** – search using the name of the driver’s county
- **Zip Code** – search using the driver’s ZIP code
- **Name** – search using the driver’s name

You can search DVS records of newly canceled drivers for one or four weeks. Each search page displays the last date that Driver and Vehicle Services (DVS) updated the search data.
By default, you are taken to the City tab. If someone previously performed a DWI - Inimical to Public Safety search on this computer, you are taken to the tab of the last search.

### 7.1.1 City

To search for canceled drivers by city:

1. Select DWI - Inimical to Public Safety search from the Other menu or DVS Access page. You are taken to the Search DWI - Inimical to Public Safety page.

2. If not already selected, select the City tab.

3. Enter the City you want to search for. The red asterisk indicates this is a required field.

4. Select the Duration you want to search for. By default, City search returns results from DVS' canceled list from the previous week (1 Week). You can also search the list from the previous 4 Weeks.

5. Click Search.

City search is an “exact” search. Searching for a city only provides search results for canceled drivers registered in that city.

City name may be listed in multiple ways. For example, Minneapolis could be abbreviated as “Mpls”. Saint Paul could be abbreviated at “St. Paul” or “St Paul”. If your filtering is unsuccessful, try a variant of the City name.
7.1.2 County

To search for canceled drivers by county:

1. Select **DWI - Inimical to Public Safety** search from the **Other** menu or **DVS Access** page. You are taken to the **Search DWI - Inimical to Public Safety** page.

2. If not already selected, select the **County** tab.

3. Select the **County** you want to search from the list. The red asterisk indicates this is a required field.

4. Select the **Duration** you want to search for. By default, **County** search returns results from DVS’ canceled list from the previous week (**1 Week**). You can also search the list from the previous **4 Weeks**.

5. Click **Search**.

**County** search is an “exact” search. Searching for a county only provides search results for canceled drivers registered in that county. **All** provides results for all counties.
To search for canceled drivers by ZIP code:

1. Select **DVI - Inimical to Public Safety** search from the **Other** menu or **DVS Access** page. You are taken to the **Search DVI - Inimical to Public Safety** page.

2. If not already selected, select the **Zip Code** tab.

3. Enter the **Zip Code** you want to search on. This field only accepts five digits. The red asterisk indicates this is a required field.

4. Select the **Duration** you want to search for. By default, **Zip Code** search returns results from DVS' canceled list from the previous week (**1 Week**). You can also search the list from the previous **4 Weeks**.

5. Click **Search**.

**Zip Code** search is an “exact” search. Searching for a ZIP code only provides search results for canceled drivers registered in that ZIP code.
7.1.4 Name

To search for canceled drivers by their name:

1. Select **DVI - Inimical to Public Safety** search from the **Other** menu or **DVS Access** page. You are taken to the **Search DVI - Inimical to Public Safety** page.

2. If not already selected, select the **Name** tab.

3. Enter the full or partial **Name** you want to search for. The red asterisk indicates this is a required field. *See below for additional information.*

4. Select the **Duration** you want to search for. By default, **Name** search returns results from DVS' canceled list from the previous week (**1 Week**). You can also search the list from the previous **4 Weeks**.

5. Click **Search**.

**Search criteria**

This **Name** search is different from others in DVS Access. It is similar to a “contains” search. However, DVS Access only matches the entire search term. To obtain accurate results, you must:

- enter one part of the name (i.e., any correctly spelled first, middle, or last name or portion thereof)

- enter consecutive parts of the person’s name (i.e., a first and middle name, a middle and last name)

- enter the person’s full name
For example, you could search for JOHN ALAN DOE by entering the following in the **Name** field:

- **JO** or **JOHN** (i.e., some or all of the subject’s first name)
- **JOHN A** or **JOHN ALAN** (i.e., the subject’s full first name and the beginning or all of the middle name)
- **ALAN D** or **ALAN DOE** (i.e., the subject’s full middle name and the beginning or all of the last name)
- **JOHN ALAN DOE**

**Online help**

Clicking the question mark symbol displays online help for this **Name** search. To hide the help, click the question mark symbol again. You can also hide the help by clicking the **X** on its right side.

![Figure 7.5: IPS Name Search Online Help](image-url)
7.2 Starting your search

Clicking **Search** causes one of four results:

### 7.2.1 Error in search criteria

If you did not enter your search criteria correctly, an error message appears below that field. Check your entry and try again.

![Figure 7.6: Example of Error in Search Criteria](image)

### 7.2.2 No match

If you entered your search criteria correctly, the **Search** button changes to read **Searching**.... If your search generates no search results, a message displays to that effect.

![Figure 7.7: Example of No Records Found Message](image)

### 7.2.3 Multiple matches

If you entered your search criteria correctly, the **Search** button changes to read **Searching**.... If your search generates more than one result, your page displays a table of search results. For more information, see Section 7.3, "Search results".
7.3 Search results

If your search criteria generate more than one search result, the Search DWI - Inimical to Public Safety page displays a table of search results. Your search criteria remain in the fields you entered them into, above the table.

![Search DWI - Inimical to Public Safety Page](image)

**Figure 7.8: Search DWI - Inimical to Public Safety Page**
*(Search Results Displayed and Highlighted)*

7.3.1 Number of canceled licenses found

The top of the table shows how many people with canceled driver's licenses matched your search criteria. This information is also shown at the bottom of the page (e.g., *Showing 1 to 25 of 985 entries*).

7.3.2 Show entries

Select **Show entries** to select the number of search results displayed on each page. There are four options:

- 10
- 25 (default)
- 50
- 100
7.3.3 Filter

Typing text into the Filter narrows your search results to those containing that text. For example, typing “john” into the Filter limits your search results to records where any field (e.g., Driver License, Name, Date of Birth, Street, City) contains the letters “john”.

**Birth dates**

To filter birth dates, type in the month, date, and/or year. Use leading zeroes and the MM/DD/YYYY format. Separate month, date, and/or year with slashes.

For example, searching for “08/01” filters your search results to those born on August 1 of any year.

**City names**

City name may be listed in multiple ways. For example, Minneapolis could be abbreviated as “Mpls”. Saint Paul could be abbreviated at “St. Paul” or “St Paul”. If your filtering is unsuccessful, try a variant of the City name.

**Multiple search items**

Separate multiple search terms with a space. For example, searching for “john 08/01” filters your search results to those born on August 1 of any year who has a Name, Street, or City containing “john”.

**Filter help**

Clicking the question mark symbol next to the Filter text box displays the filter’s online help. To hide the help, click the question mark symbol again. You can also hide the help by clicking the X on its right side.
7.3.4 Print

Click **Print** to print your search results. Your view of the page changes to “print view” – only the table of search results is displayed. A message appears, telling you to use your browser’s print function to print the table. This is normally done by pressing Ctrl+P.

![Print view](image)

*Figure 7.9: Print View Message*

If you have multiple pages of search results, they all appear on the “print view” page.

Once you have finished printing, press Esc to return to the normal view of the **Search DWI - Inimical to Public Safety** page.

If you filter your search results (as described in Section 7.3.3, "Filter", above), your exported search results (i.e., files, copied tables and printouts) are also filtered.

7.3.5 Table of search results

Below the **Show entries** and **Filter** fields is the table of search results. There are six fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver License</td>
<td>This is the person’s driver’s license or state ID card number.</td>
</tr>
<tr>
<td>Name</td>
<td>This is the person’s name. Last name is displayed first, followed by first name and middle name (if any).</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>This is the person’s date of birth. It is displayed in MM/DD/YYYY format.</td>
</tr>
<tr>
<td>Street</td>
<td>This is the person’s registered street address.</td>
</tr>
<tr>
<td>City</td>
<td>This is the city of the person’s registered street address.</td>
</tr>
<tr>
<td>County</td>
<td>This is the county of the person’s registered street address.</td>
</tr>
</tbody>
</table>

Each **Driver License** number listed is a link. Clicking that link takes you to that person’s **Driving Record**. For more information, see Chapter 4, "Search For Driver".
Search for IPS

By default, the table is sorted on **Name** in ascending (A to Z) order. You can sort the search results on one of the fields shown by clicking its column heading. An arrow shows if the data is being sorted in ascending or descending order.

### 7.3.6 Paging controls

There are paging controls below the table of search results.

![Figure 7.10: Example of Paging Controls](image)

- Click **First** to go to the first page of search results.
- Click **Previous** to go to the previous page of search results, if any.
- Click a page number to go to that page of the search results. The page number of the results you are viewing has a blue background.
- Click **Next** to go to the next page of search results, if any.
- Click **Last** to go to the last page of search results.
This chapter describes how to search for license plate and sticker information in the DVS Access application.

### 8.1 Plate/Sticker Search page

Selecting a search for **Plate/Sticker** information takes you to the **Plate/Sticker Search** page.

![Plate/Sticker Search Page](image)

**Figure 8.1: Plate/Sticker Search Page (Plate Tab Selected)**

There are two types of searches you can perform from this page:

- **Plate** – search using a license plate number
- **Sticker** – search using a renewal tab sticker number

By default, you are taken to the **Plate** tab. If someone has previously performed a **Plate/Sticker** search on this computer, you are taken to the tab of the last search.
8.1.1 Plate

To search for plate/sticker information based on a vehicle’s license plate number:

1. Select Plate/Sticker search from the Other menu or DVS Access page. You are taken to the Plate/Sticker Search page.

2. If not already selected, select the Plate tab.

3. Enter the license plate number into the Plate field. Plate must be between two and eight characters (including hyphens). The red asterisk indicates this is a required field.

4. Click Search.

Plate search is an “exact” search. Searching on “ABC123” only provides search results for “ABC123”. Plates with digits or letters before, inside, or after those characters are not included as results.

8.1.2 Sticker

To search for plate/sticker information based on a license plate’s sticker number:

1. Select Plate/Sticker search from the Other menu or DVS Access page. You are taken to the Plate/Sticker Search page.

2. If not already selected, select the Sticker tab.

3. Enter the sticker number into the Sticker field. Sticker must be a letter followed by seven digits. The red asterisk indicates this is a required field.

4. Click Search.
Exact search

Sticker search is an “exact” search. Searching for a sticker number only provides search results for that number.

Stickers beginning with “4”

Some stickers issued by DVS begin with the number “4”:

- Stickers beginning with “402” are tabs that have been renewed through the mail.
- Stickers beginning with “403” are tabs that have been purchased through the mail for a new vehicle.
- Stickers beginning with “418” are tabs that have been renewed online through DVS’ website.

These stickers were not assigned to or sold by a registrar’s office. As such, they do not have the information available for other stickers in DVS’ systems. You cannot search for these stickers through DVS Access.

Clicking the question mark symbol displays online help for Sticker searches. To hide the help, click the question mark symbol again. You can also hide the help by clicking the X on its right side.

Figure 8.3: Sticker Search Online Help
8.2 Starting your search

Clicking Search causes one of four results:

8.2.1 Error in search criterion

If you did not enter your search criterion correctly, an error message appears below that field. Check your entry and try again.

8.2.2 No match

If you entered your search criterion correctly, the Search button changes to read Searching.... If your search generates no search results, a message displays to that effect.

8.2.3 One match

If you entered your search criterion correctly, the Search button changes to read Searching.... If your search generates a result, you are taken directly to that plate or sticker’s Plate/Sticker Detail page.
8.2.4 Multiple sticker matches

If you entered your search criterion correctly, the **Search** button changes to read **Searching**.... In the rare circumstance that a sticker is associated with two or more license plates, you receive a message. You must contact Driver and Vehicle Services (DVS) for information on the sticker.

*Figure 8.6: Example of Message When a Single Sticker is Assigned to Multiple Plates*

8.3 Plate/Sticker Detail page

The **Plate/Sticker Detail** page displays the relevant information on license plates and license plate stickers (i.e., tabs) issued in the state of Minnesota. This section describes the operation of the **Plate/Sticker Detail** page.

8.3.1 Refine Search

Click **Refine Search** to return to the **Plate/Sticker Search** page. Your previous search criterion is provided. You can then change that criterion and run another search.
8.3.2 Plate Information

If you ran a Plate search, Plate Information is located below the Refine Search button. This information includes:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plate</td>
<td>This is the vehicle’s license plate number.</td>
</tr>
<tr>
<td>Plate Status</td>
<td>This is the current status of the vehicle’s license plate.</td>
</tr>
<tr>
<td>Plate Year</td>
<td>This is the year the plate was issued.</td>
</tr>
<tr>
<td>Agency Issued</td>
<td>This is the agency that issued the license plate.</td>
</tr>
<tr>
<td>Deputy Number</td>
<td>This is the number of the deputy registrar responsible for the license plate transaction.</td>
</tr>
<tr>
<td>Class</td>
<td>This is the class of the vehicle’s license plate.</td>
</tr>
<tr>
<td>Updated Date</td>
<td>This is the date of the transaction that placed the license plate into its current Plate Status.</td>
</tr>
<tr>
<td>Allocated Date</td>
<td>This is the date the license plate was allocated to the issuing agency.</td>
</tr>
</tbody>
</table>

*If you ran a search for a personalized license plate, Plate Information may not be complete.*
8.3.3 Sticker Information

If you ran a Plate search, Sticker Information associated with the plate you searched for is located to the right of the Plate Information section. If you ran a Sticker search, Sticker Information is the only information on the page. This information includes:

Table 8.2: Sticker Information on Plate/Sticker Detail Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sticker Number</td>
<td>This is the sticker number. If you ran a Plate search, this is the sticker associated with the displayed license plate.</td>
</tr>
<tr>
<td>Sticker Status</td>
<td>This is the status of the license plate’s current sticker.</td>
</tr>
<tr>
<td>Expiration Year</td>
<td>This is the calendar year the sticker expires in.</td>
</tr>
<tr>
<td>Agency Issued</td>
<td>This is the agency that issued the license plate’s current sticker.</td>
</tr>
<tr>
<td>Deputy Number</td>
<td>This is the number of the deputy registrar responsible for the license plate sticker transaction.</td>
</tr>
<tr>
<td>Class</td>
<td>This is the type of sticker issued.</td>
</tr>
<tr>
<td>Updated Date</td>
<td>This is the date of the transaction that placed the sticker into its current Sticker Status.</td>
</tr>
<tr>
<td>Allocated Date</td>
<td>This is the date the sticker was allocated to the issuing agency.</td>
</tr>
</tbody>
</table>
8.4 Sticker exceptions

There are several exceptions to the behavior of the Plate/Sticker Detail page described in Section 8.3, "Plate/Sticker Detail page". They all involve the stickers

8.4.1 Stickers beginning with “4”

Some stickers issued by DVS begin with the number “4”:

- Stickers beginning with “402” are tabs that have been renewed through the mail.
- Stickers beginning with “403” are tabs that have been purchased through the mail for a new vehicle.
- Stickers beginning with “418” are tabs that have been renewed online through DVS’ website.

These stickers were not assigned to or sold by a registrar’s office. As such, they do not have the information available for other stickers in DVS’ systems.

If, in a Plate search, a license plate has one of these stickers:

- the Sticker Number is shown in the Sticker Information section
- a message explaining the lack of further detail is displayed below the Sticker Number

![Figure 8.9: Example of 400-Series Sticker Message](image)
8.4.2 Sticker information not available

A **Plate** search can provide **Plate Information** without a corresponding sticker. This occurs in two circumstances:

- the plate has not been sold
- a data error at Driver and Vehicle Services (DVS)

In these cases, a message displays in lieu of sticker information.

![Figure 8.10: Example of Sticker Information Not Available for Plate](image)

8.4.3 New sticker on plate

Your **Sticker** search could be for a sticker that has been replaced on a particular license plate. In this circumstance, the information for the new sticker and its license plate are displayed. A message above the plate and sticker information describes the change. Click the X on the right side of the message to remove it from the page.

![Figure 8.11: Example of Updated Plate/Sticker Message](image)
This chapter describes how to search for dealer and dealer plate information in the DVS Access application.

9.1 Search Dealer page

Selecting a search for Dealer information takes you to the Search Dealer page.

There are three types of searches you can perform from this page:

- **Dealer Name** – search using a dealer’s name
- **Dealer Number** – search using a dealer number
- **Plate** – search using a dealer license plate number

By default, you are taken to the Dealer Name tab. If someone has previously performed a Dealer search on this computer, you are taken to the tab of the last search.
9.1.1 Dealer Name

To search for an automotive dealer by their name:

1. Select Dealer search from the Other menu or DVS Access page. You are taken to the Search Dealer page.

2. If not already selected, select the Dealer Name tab.

3. Enter part or all of the dealer’s name into the Dealer Name field. You must enter between 3 and 15 characters. The red asterisk indicates this is a required field.

4. Click Search.

Dealer Name search is a “contains” search. Searching for “auto” produces results including the characters “auto”, including “John’s Auto” and “Auto World”.
9.1.2 Dealer Number

To search for an automotive dealer by their dealer number:

1. Select Dealer search from the Other menu or DVS Access page. You are taken to the Search Dealer page.

2. If not already selected, select the Dealer Number tab.

3. Enter the dealer’s number into the Dealer Number field. This must be two or three letters followed by five digits. The red asterisk indicates this is a required field.

4. Click Search.

Dealer Number search is an “exact” search. Searching for a dealer number only provides search results for the dealer with that number.
9.1.3 Plate

To search for a dealer plate:

1. Select **Dealer** search from the **Other** menu or **DVS Access** page. You are taken to the **Search Dealer** page.

2. If not already selected, select the **Plate** tab.

3. Enter the dealer plate number into the **Dealer Plate Number** field. **Dealer Plate Number** must be no longer than 8 characters (letters or digits). The red asterisk indicates this is a required field.

4. Click **Search**.

**Dealer Plate** search is an “exact” search. Searching on “ABC123” only provides search results for “ABC123”. Plates with numbers or letters before, inside, or after those characters are not included as results.
9.2 Starting your search

Clicking **Search** causes one of five results:

### 9.2.1 Error in search criterion

If you did not enter your search criterion correctly, an error message appears below that field. Check your entry and try again.

![Figure 9.4: Example of Error in Search Criterion](image)

### 9.2.2 No match

If you entered your search criterion correctly, the **Search** button changes to read **Searching**... If your search generates no search results, a message displays to that effect.

![Figure 9.5: Example of No Records Found Message](image)

### 9.2.3 One match

If you entered your search criterion correctly, the **Search** button changes to read **Searching**... If your search generates a single result, you are taken directly to that dealer’s **Dealer Information** page. For more information, see Section 9.4, "Dealer Information page".

### 9.2.4 Multiple matches

If you entered your **Dealer Name** correctly, the **Search** button changes to read **Searching**... If your search generates more than one result, your page displays a table of search results. For more information, see Section 9.3, "Search results".
9.3 Search results

If your Dealer Name search generates more than one search result, the Search Dealer page displays a table of search results. Your search criterion remains in the field you entered it into, above the table.

![Search Dealer Page (Search Results Displayed and Highlighted)](image)

Figure 9.6: Search Dealer Page (Search Results Displayed and Highlighted)

9.3.1 Number of dealers found

The top of the table shows how many dealers matched your search criterion. This information is also shown at the bottom of the page (e.g., Showing 1 to 25 of 985 entries).

9.3.2 Show entries

Select Show entries to select the number of search results displayed on each page. There are four options:

- 10
- 25 (default)
- 50
- 100
9.3.3 Filter

Typing text into the Filter narrows your search results to those containing that text. For example, typing “john” into the Filter limits your search results to records where any field (e.g., Dealer Number, Dealer Name, Additional Dealer Names, City, ZIP) contains the letters “john”.

City names

City name may be listed in multiple ways. For example, Minneapolis could be abbreviated as “Mpls”. Saint Paul could be abbreviated at “St. Paul” or “St Paul”. If your filtering is unsuccessful, try a variant of the City name.

Multiple search items

Separate multiple search terms with a space. For example, searching for “ford DLR3” filters your search results to those dealerships with a Dealer Number containing with “DLR3” and has a Dealer Name, Additional Dealer Names, or City containing “ford”.

Filter help

Clicking the question mark symbol next to the Filter text box displays the filter’s online help. To hide the help, click the question mark symbol again. You can also hide the help by clicking the X on its right side.

9.3.4 Export options

There are three options for exporting your search results:

CSV

Click CSV to export your search results into a CSV (comma-delimited) file. These files can be opened by spreadsheets.

If you have multiple pages of search results, they are all exported to the CSV file as a single table.

A dialog appears. Select the location on your computer where you want to save the file. Change the File name, if desired.

Click Save to save the file. Click Cancel to return to your search results.
Click **Copy** to copy your search results. A message appears, informing you of the number of rows copied to your clipboard. You can then paste the data into another application, such as a word processor or spreadsheet.

![Figure 9.7: Table Copied Message](image)

If you have multiple pages of search results, they are all copied.

**Print**

Click **Print** to print your search results. Your view of the page changes to “print view” – only the table of search results is displayed. A message appears, telling you to use your browser’s print function to print the table. This is normally done by pressing Ctrl+P.

![Figure 9.8: Print View Message](image)

If you have multiple pages of search results, they all appear on the “print view” page.

Once you have finished printing, press Esc to return to the normal view of the **Search Dealer** page.

**Filtering results and exports**

If you filter your search results (as described in Section 9.3.3, "Filter", above), your exported search results (i.e., files, copied tables and printouts) are also filtered.
9.3.5 Table of search results

Below the Show entries and Filter fields is the table of search results. There are five fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dealer Number</td>
<td>This is the dealer's number.</td>
</tr>
<tr>
<td>Dealer Name</td>
<td>This is the dealer's primary name.</td>
</tr>
<tr>
<td>Additional Dealer Names</td>
<td>These are additional names the dealer is or has been known as.</td>
</tr>
<tr>
<td>City</td>
<td>This is the city of the dealer's registered address.</td>
</tr>
<tr>
<td>Zip</td>
<td>This is the ZIP code of the city the dealer is located in.</td>
</tr>
</tbody>
</table>

Each Dealer Number listed is a link. Clicking that link takes you to that dealer's Dealer Information page. For more information, see Section 9.4, "Dealer Information page".

By default, the table is sorted on Dealer Name in ascending (A to Z) order. You can sort the search results on one of the fields shown by clicking its column heading. An arrow shows if the data is being sorted in ascending or descending order.

9.3.6 Paging controls

There are paging controls below the table of search results.

- Click First to go to the first page of search results.
- Click Previous to go to the previous page of search results, if any.
- Click a page number to go to that page of the search results. The page number of the results you are viewing has a blue background.
- Click Next to go to the next page of search results, if any.
- Click Last to go to the last page of search results.
9.4 Dealer Information page

The Dealer Information page displays the relevant information on an automotive dealer. If a Plate search was run, this page also includes information on the dealer plate. This section describes the operation of the Dealer Information page.

9.4.1 Refine Search

Click Refine Search to return to the Search Dealer page. Your previous search criterion is provided. You can then change that criterion and run another search.
9.4.2 Plate information

If you ran a Plate search, information on the dealer plate you searched for is located below the Refine Search button. This information includes:

Table 9.2: Dealer Plate Information on Dealer Information Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dealer Plate Number</td>
<td>This is the dealer plate number.</td>
</tr>
<tr>
<td>Plate Status</td>
<td>This is the current status of the dealer plate.</td>
</tr>
<tr>
<td>Plate Exp</td>
<td>This is the date (month and year) the dealer plate expires.</td>
</tr>
</tbody>
</table>

9.4.3 Dealer information

If you ran a Dealer Name or Dealer Number search, information on the dealer you searched for is located below the Refine Search button. This information includes:

Table 9.3: Dealer Information on Dealer Information Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dealer Number</td>
<td>This is the dealer’s license number.</td>
</tr>
<tr>
<td>License Expiration</td>
<td>This is the date (month and year) the dealer’s license expires.</td>
</tr>
<tr>
<td>Ownership</td>
<td>This is the ownership type of the dealer (e.g., Corporation, LLC, etc.).</td>
</tr>
<tr>
<td>Status</td>
<td>This is the status of the dealer’s license.</td>
</tr>
<tr>
<td>Type</td>
<td>This is the dealer’s type (e.g., New, Used, Lessor, etc.).</td>
</tr>
</tbody>
</table>
9.4.4 Dealer contact information

The next section of the Dealer Information page displays the dealer’s contact information. This includes:

Table 9.4: Dealer Contact Information on Dealer Information Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>This is the name of the dealer.</td>
</tr>
<tr>
<td>Dealer Phone</td>
<td>This is the registered phone number of the dealer.</td>
</tr>
<tr>
<td>Address</td>
<td>This is the registered mailing address of the dealer.</td>
</tr>
<tr>
<td>County</td>
<td>This is the county of the dealer’s registered mailing address.</td>
</tr>
</tbody>
</table>

9.4.5 Show on Map

Next to the dealer’s Address is the Show on Map button. Click Show on Map to view the dealer’s location in a separate browser window or tab.

![Figure 9.12: Example of Show on Map Function](image)

The map can be printed using your browser’s built-in printing options.

Close the map by closing the map’s browser window or tab.
9.4.6 Additional location and phone number

The next section of the Dealer Information page displays:

- the address of an Additional Location for the dealer
- any Additional Phone number for the dealer

9.4.7 Additional dealer information

The final section of the Dealer Information page displays additional information about the dealer. This information includes:

Table 9.5: Additional Dealer Information on Dealer Information Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officers</td>
<td>These are the officers of the dealer’s company.</td>
</tr>
</tbody>
</table>
| Additional Dealer Numbers  | If the dealer operates or has operated under other dealer numbers, they are listed here.  
                           | Numbers listed here do not include the two or three letter prefix. This information is not provided by DVS. |
| Makes                      | These are the makes of automobile sold by the dealership, if reported to DVS. |
| Additional Dealer Names    | If the dealer operates or has operated under other names, they are listed here. |
This chapter describes how to use the advanced search features of the DVS Access application.

## 10.1 Advanced vehicle search

![Image of advanced vehicle search](image)

**Figure 10.1: Search Vehicle Registration Information Page (Advanced Tab Selected)**

**Advanced** vehicle search allows you to search for one or more motor vehicles using multiple criteria, including: partial license plate, partial VIN, plate styles and classes; model years, make, models, colors, styles, and counties of registration.
To search for a motor vehicle using **Advanced** search:

1. Select **Vehicle** search from the menu bar or **DVS Access** page. You are taken to the **Search Vehicle Registration Information** page.

2. If not already selected, select the **Advanced** tab.

3. Enter up to 40 characters describing the **Reason** for your search. *This field is required.* The **Reason** should be something that would help you reference this case in the future. This could be a case or incident number, physical ID, etc.

4. Enter your search criteria into the fields provided. These criteria are described in Section 10.2, "Advanced vehicle search criteria", below.

5. Click **Search**. Go to Section 10.4, "Advanced vehicle search results" to learn about what happens after you click **Search**.
10.2 Advanced vehicle search criteria

At a minimum, you must enter one of the following for your search criteria:

- a complete or partial Plate
- a complete or partial VIN
- three of the following criteria:
  - Plate Styles
  - Model Year range
  - Make
  - Models
  - Vehicle Styles
  - Colors
  - Plate Classes
  - owner Counties

Clicking the question mark symbol to the left of the Search button displays the minimum criteria for the Advanced search type. To hide the help, click the question mark symbol again. You can also hide the help by clicking the X on its right side.

![Figure 10.2: Advanced Search General Help](image)
10.2.1 Plate

You can enter a license plate number into the **Plate** field in two ways:

- You can use “wildcard” characters if you only have a partial plate number.
  
  - You can use the asterisk (*) to substitute for one or more characters in a plate number. For example, searching on “123*5” produces “12345” and “123AB5” for results.
  
  - You can use the question mark (?) to substitute for a single character in a plate number. For example, searching for “12?ABC” produces “123ABC” and “12ZABC” for results.
  
  - You can use both asterisks and question marks for a partial plate search.

- If you enter a plate number without wildcard characters, **Plate** is a “contains” criterion. Searching on “ABC123” provides search results for containing “ABC123”. This is the same as putting asterisks on either side of your search term.

Clicking the question mark symbol to the left of the **Plate** field displays its online help. To hide the help, click the question mark symbol again. You can also hide the help by clicking the X on its right side.

![Figure 10.3: Advanced Search Plate Help](image-url)
10.2.2 Plate Styles

To select a plate style (e.g., “Critical Habitat”, “Veteran/War”, etc.) as a search criterion, you have two options:

- Tab to the **Plate Styles** field. Type text contained in the plate style you are looking for. The text you type becomes underlined in a list of possible options. You can use your up and down arrow keys to move through the list. Highlight the plate style you are looking for.

- Click the **Plate Styles** field. The complete list of plate styles available is displayed. You can then type in the field to filter the list, or select the plate style you are looking for.

![Figure 10.4: Example of Plate Style List](image)

Once you have highlighted your desired plate style or category, left-click it or press Enter. It is added as a search term to the **Plate Styles** field. You can repeat adding another plate style if desired. Press Ctrl+A to select all listed plate styles.

![Figure 10.5: Example of Plate Style Search Term](image)

To remove a search term, click the **X** to the left of the box it is contained in. Press Ctrl+D while the cursor is in the **Plate Styles** field to remove all selected search terms.

Clicking the question mark symbol to the left of the **Plate Styles** field displays its online help. To hide the help, click the question mark symbol again. You can also hide the help by clicking the **X** on its right side.

![Figure 10.6: Advanced Search Plate Style Help](image)
10.2.3 VIN

You can enter a Vehicle Identification Number (VIN) into the VIN field in two ways:

- You can use “wildcard” characters if you only have a partial VIN.
  - You can use the asterisk (*) to substitute for one or more characters in a VIN. For example, searching on “123*5” produces “12345” and “123AB5” for results.
  - You can use the question mark (?) to substitute for a single character in a VIN. For example, searching for “12?ABC” produces “123ABC” and “12ZABC” for results.
  - You can use both asterisks and question marks for a VIN search.

- If you enter a VIN without wildcard characters, VIN is a “contains” criterion. Searching on “ABC123” provides search results for containing “ABC123”. This is the same as putting asterisks on either side of your search term.

Clicking the question mark symbol to the left of the VIN field displays its online help. To hide the help, click the question mark symbol again. You can also hide the help by clicking the X on its right side.

![Figure 10.7: Advanced Search VIN Help](image-url)
10.2.4 Model Year

To use model year as a search criterion:

1. Tab to or select the first Model Year field. This field is for the starting year. It must be a four-digit number greater than 1890.

2. Tab to or select the second Model Year field. This field is for the ending year. It must be a four-digit number greater than 1890. It must also be the same or greater than the starting year.

   If you use Model Year as a criterion, you must enter years in both fields.

Clicking the question mark symbol to the left of the Model Year field displays its online help. To hide the help, click the question mark symbol again. You can also hide the help by clicking the X on its right side.

![Figure 10.8: Advanced Search Model Year Help]
10.2.5 Make

To select a vehicle make (e.g., Chevrolet, Ford, Volvo, etc.) as a search criterion:

1. Tab to or select the **Make** field.

2. Type text contained in the make you are looking for. You must provide at least two characters. The text you type becomes underlined in a list of possible options.

3. Use your up and down arrow keys to move through the list, as needed. Highlight the model you are looking for.

![Figure 10.9: Example of Make List](image)

4. Once you have highlighted your desired make, left-click it or press Enter. It is added as the search term for the **Make** field.

![Figure 10.10: Example of Make Search Term](image)

To remove the selected **Make**, click the X to the right of the field. You can also select the **Make** field and select a new vehicle make – the new **Make** replaces the old one.
10.2.6 Models

If you have selected a vehicle **Make**, you can select a specific vehicle model (e.g., Impala, Taurus, Focus, etc.).

To select a vehicle model as a search criterion:

1. Tab to or select the **Models** field.

2. Type text contained in the model you are looking for. You must provide at least two characters. The text you type becomes underlined in a list of possible options.

3. Use your up and down arrow keys to move through the list, as needed. Highlight the model you are looking for.

![Figure 10.11: Example of Model List](image)

*If you are searching for a Ford F-series truck (e.g., F-150, F-350, etc.), select COF from the Models list. “COF” is short for “Community of Ford”.*

4. Once you have highlighted your desired model, left-click it or press Enter. It is added as a search term to the **Models** field. You can repeat the process to add another model if desired. Press Ctrl+A to select all listed models.

![Figure 10.12: Example of Model Search Term](image)

To remove a search term, click the **X** to the left of the box it is contained in. Press Ctrl+D while the cursor is in the **Models** field to remove all selected search terms.
10.2.7 Vehicle Styles

To select a vehicle style (e.g., “Sedan 4DR”) as a search criterion:

1. Tab to or select the Vehicle Styles field.

2. Type text contained in the vehicle style you are looking for. You must provide at least two characters. The text you type becomes underlined in a list of possible options.

3. Use your up and down arrow keys to move through the list, as needed. Highlight the vehicle style you are looking for.

4. Once you have highlighted your desired vehicle style, left-click it or press Enter. It is added as a search term to the Vehicle Styles field. You can repeat the process to add another vehicle style if desired. Press Ctrl+A to select all listed vehicle styles.

   ![Figure 10.13: Example of Vehicle Style List](image)

   **Figure 10.13: Example of Vehicle Style List**

   ![Figure 10.14: Example of Vehicle Style Search Term](image)

   **Figure 10.14: Example of Vehicle Style Search Term**

To remove a search term, click the X to the left of the box it is contained in. Press Ctrl+D while the cursor is in the Vehicle Styles field to remove all selected search terms.

*Driver and Vehicle Services (DVS) is not consistent in its classification of vehicle styles. You may need to select multiple styles to ensure accurate search results.*
Clicking the question mark symbol to the left of the **Vehicle Styles** field displays its online help. To hide the help, click the question mark symbol again. You can also hide the help by clicking the X on its right side.

![Figure 10.15: Advanced Search Vehicle Style Help](image)
10.2.8 Colors

To select a vehicle color as a search criterion:

1. Tab to or select the Colors field.

2. Type text contained in the color you are looking for. The text you type becomes underlined in a list of possible options.

3. Use your up and down arrow keys to move through the list, as needed. Highlight the color you are looking for.

4. Once you have highlighted your desired color, left-click it or press Enter. It is added as a search term to the Colors field. You can repeat the process to add another color if desired. Press Ctrl+A to select all listed colors.

To remove a search term, click the X to the left of the box it is contained in. Press Ctrl+D while the cursor is in the Colors field to remove all selected search terms.

DVS has incomplete color data on registered vehicles. If you specify a vehicle color, Advanced search includes all vehicles meeting your other search criteria but have no color in their information. This ensures that no results are unintentionally excluded from your search.
10.2.9 Plate Classes

To select a plate class (e.g., “Passenger/SUV”, “Motorcycle”) as a search criterion:

1. Tab to or select the **Plate Classes** field.

2. Type text contained in the plate class you are looking for. The text you type becomes underlined in a list of possible options.

3. Use your up and down arrow keys to move through the list, as needed. Highlight the plate class you are looking for.

![Figure 10.18: Example of Plate Class List](image)

4. Once you have highlighted your desired vehicle class, left-click it or press Enter. It is added as a search term to the **Plate Classes** field. You can repeat the process to add another plate class if desired. Press Ctrl+A to select all listed plate classes.

![Figure 10.19: Example of Plate Class Search Term](image)

To remove a search term, click the X to the left of the box it is contained in. Press Ctrl+D while the cursor is in the **Plate Classes** field to remove all selected search terms.
Clicking the question mark symbol to the left of the **Plate Classes** field displays its online help. To hide the help, click the question mark symbol again. You can also hide the help by clicking the X on its right side.

**Figure 10.20: Advanced Search Plate Class Help**
10.2.10 Counties

To select a vehicle’s registration county as a search criterion:

1. Tab to or select the **Counties** field.

2. Type text contained in the county name you are looking for. You must provide at least two characters. The text you type becomes underlined in a list of possible options.

3. Use your up and down arrow keys to move through the list, as needed. Highlight the county you are looking for.

4. Once you have highlighted your desired county, left-click it or press Enter. It is added as a search term to the **Counties** field. You can repeat adding another county if desired. Press Ctrl+A to select all listed counties.

To remove a search term, click the **X** to the left of the box it is contained in. Press Ctrl+D while the cursor is in the **Counties** field to remove all selected search terms.
10.3 Starting your Advanced vehicle search

Clicking Search causes one of two things to happen:

10.3.1 Search criteria problem

If you did not provide enough search criteria, or if you entered Model Year incorrectly, an error message appears. Check your entry and try again.

Figure 10.23: Example of Error in Search Criteria

10.3.2 Pending Queries

If you provided enough search criteria, your search is submitted to Driver and Vehicle Services (DVS). You are taken to the Pending Queries page. A message at the top of the page informs you that your query has been submitted.

Because of the resources required to run Advanced searches, DVS queues those searches. DVS Access informs you when the results are ready by placing a number next to the icon symbol in the menu bar (for more information, see Section 3.4, "Pending Queries" in Chapter 3, Common Features).

Queued search results expire 48 hours after you submit your search query.

Figure 10.24: Pending Queries Page
For more information about the **Pending Queries** page, see Section 3.4, "Pending Queries" in Chapter 3, *Common Features*.

For more information about the table of results from an **Advanced** vehicle search and the information it displays, see Section 10.4, "Advanced vehicle search results".

## 10.4 Advanced vehicle search results

If your search criteria generate at least one search result, the **Pending Queries** page displays a table of search results when you select the **Parameters** of the query. The results appear below the table of pending queries.

![Pending Queries Page](Figure 10.25: Pending Queries Page (Vehicle Search Results Displayed and Highlighted))

### 10.4.1 Number of matches found and search criteria

The top of the table shows how many people, vehicles, or companies your search criteria matched. This information is also shown at the bottom of the page (e.g., *Showing 1 to 25 of 985 results*). The number of matches found is followed by the criteria used to create the search results.
10.4.2 Show entries

Select **Show entries** to select the number of search results displayed on each page. There are four options:

- 10
- 25 (default)
- 50
- 100

10.4.3 Filter

Typing text into the **Filter** narrows your search results to those containing that text. For example, typing “john” into the **Filter** limits your search results to records where any field contains the letters “john”.

**Birth dates**

To filter birth dates, type in the month, date, and/or year. Use leading zeroes and the MM/DD/YYYY format. Separate month, date, and/or year with slashes.

For example, searching for “08/01” filters your search results to those born on August 1 of any year.

**City names**

City name may be listed in multiple ways. For example, Minneapolis could be abbreviated as “Mpls”. Saint Paul could be abbreviated at “St. Paul” or “St Paul”. If your filtering is unsuccessful, try a variant of the City name.

**Multiple search items**

Separate multiple search terms with a space. For example, searching for “john 08/01” filters your search results to those born on August 1 of any year and contains “john” in another field.

**Filter help**

Clicking the question mark symbol next to the **Filter** text box displays the filter’s online help. To hide the help, click the question mark symbol again. You can also hide the help by clicking the X on its right side.
10.4.4 Export options

There are three options for exporting your search results:

**CSV**

Click **CSV** to export your search results into a CSV (comma-delimited) file. These files can be opened by spreadsheets.

If you have multiple pages of search results, they are all exported to the CSV file as a single table.

A dialog appears. Select the location on your computer where you want to save the file. Change the **File name**, if desired.

Click **Save** to save the file. Click **Cancel** to return to your search results.

**Copy**

Click **Copy** to copy your search results. A message appears, informing you of the number of rows copied to your clipboard. You can then paste the data into another application, such as a word processor or spreadsheet.

![Figure 10.26: Table Copied Message](image)

If you have multiple pages of search results, they are all copied.
Click **Print** to print your search results. Your view of the page changes to “print view” – only the table of search results is displayed. A message appears, telling you to use your browser's print function to print the table. This is normally done by pressing Ctrl+P.

![Print view](image)

**Figure 10.27: Print View Message**

If you have multiple pages of search results, they all appear on the “print view” page.

Once you have finished printing, press Esc to return to the normal view of the **Pending Queries** page.

**Filtering results and exports**

If you filter your search results (as described in Section 10.4.3, "Filter", above), your exported search results (i.e., files, copied tables and printouts) are also filtered.
10.4.5 Table of search results

Below the **Show entries** and **Filter** fields is the table of search results. There are seven data fields shown for an **Advanced** vehicle search:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle</td>
<td>This is the vehicle’s description. It can include the vehicle’s model year, primary color, make, model, style, and number of doors.</td>
</tr>
<tr>
<td>Plate (Previous)</td>
<td>This information displays on two lines:</td>
</tr>
<tr>
<td></td>
<td>• The first line is the vehicle’s current license plate number.</td>
</tr>
<tr>
<td></td>
<td>• The second line is the vehicle’s most recent previous license plate number.</td>
</tr>
<tr>
<td>VIN</td>
<td>This is the vehicle’s Vehicle Identification Number.</td>
</tr>
<tr>
<td>Current Owners</td>
<td>This is the full name of vehicle’s current owner.</td>
</tr>
<tr>
<td></td>
<td>If there is more than one listed owner, each is listed on its own line and has a number after their name (e.g., John Doe-1 on the first line, Jane Doe-2 on the second, etc.). These correspond to the current owners listed on the vehicle’s <strong>Vehicle Description</strong> page.</td>
</tr>
<tr>
<td></td>
<td>If you sort the results table on this field, it sorts on the first-listed business or owner first name.</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>This is the date of birth of the vehicle’s current registered owner.</td>
</tr>
<tr>
<td></td>
<td>If there is more than one listed owner, each owner’s date of birth is listed on its own line and has a number after the date (e.g., 01/01/1950-1 on the first line, 02/02/1951-2 on the second, etc.). These correspond to the current owners listed on the vehicle’s <strong>Vehicle Description</strong> page.</td>
</tr>
</tbody>
</table>

*This information is based on the driver’s license data of the owner listed on the vehicle’s title. It may differ from the information on the title, as shown on the **Vehicle Description** page.* For more information, see Section 10.4.6, "Use of search results in investigations".
### Advanced Vehicle Search Results Table Data Fields (Continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td>This is the current owner’s registered street address. If there is more than one listed owner, each owner’s street address is listed on its own line and has a number after the date (e.g., 1234 Pruder Way-1 on the first line, 2345 Mockingbird St-2 on the second, etc.). These correspond to the current owners listed on the vehicle’s <strong>Vehicle Description</strong> page. <em>This information is based on the driver’s license data of the owner listed on the vehicle’s title. It may differ from the information on the title, as shown on the <strong>Vehicle Description</strong> page. For more information, see Section 10.4.6, &quot;Use of search results in investigations&quot;.</em></td>
</tr>
<tr>
<td>City</td>
<td>This is the city of the current owner’s registered street address. If there is more than one listed owner, each owner’s city is listed on its own line and has a number after the date (e.g., Mankato-1 on the first line, Minneapolis-2 on the second, etc.). These correspond to the current owners listed on the vehicle’s <strong>Vehicle Description</strong> page. <em>This information is based on the driver’s license data of the owner listed on the vehicle’s title. It may differ from the information on the title, as shown on the <strong>Vehicle Description</strong> page. For more information, see Section 10.4.6, &quot;Use of search results in investigations&quot;.</em></td>
</tr>
<tr>
<td>County</td>
<td>This is the county of the current owner’s registered street address. If there is more than one listed owner, each owner’s county is listed on its own line and has a number after the date (e.g., Chisago-1 on the first line, Hennepin-2 on the second, etc.). These correspond to the current owners listed on the vehicle’s <strong>Vehicle Description</strong> page. <em>This information is based on the driver’s license data of the owner listed on the vehicle’s title. It may differ from the information on the title, as shown on the <strong>Vehicle Description</strong> page. It may also differ from your <strong>County</strong> search criterion. For more information, see Section 10.4.6, &quot;Use of search results in investigations&quot;.</em></td>
</tr>
</tbody>
</table>

Each **Vehicle** description, current **Plate**, **Title**, and **VIN** listed is a link for a single vehicle. Clicking that link takes you to the vehicle’s **Vehicle Information** page. For more information, see Section 5.4, "Vehicle Information navigation" and Section 5.5, "Vehicle Information".

By default, the table is sorted on **Plate** in ascending (A to Z) order. You can sort the search results on one of these fields by clicking its column heading. An arrow shows if the data is being sorted in ascending or descending order.
10.4.6 Use of search results in investigations

**Advanced** vehicle search is an investigative tool. Its search results are different from other searches in DVS Access:

- **Vehicle, Plate, VIN, and Current Owners** data come from the vehicle’s record.

- **Owner-specific data** *(Date of Birth, Street, City, and County)* come from the driver’s license data for that vehicle’s titled owners. This information considered to be more accurate. A vehicle’s owners may have moved from the address listed on their title when they purchased it.

Because displayed owner data is current driver’s license data, the owner information shown on the vehicle’s **Vehicle Description** page may be different.

For example, the owner of a particular vehicle purchased in County A later moves to County B. You perform an advanced vehicle search including the **County** criterion for County A:

- The search results table shows the owners’ **County** as County B. *This is correct – it is the current county of the owners’ residences.* The vehicle was titled in County A – this is why it was included in your results.

- The **Vehicle Description** page shows the listed owners’ addresses when the vehicle was originally titled in County A.

*Check both vehicle and driver’s license information in the course of your investigation.*
10.4.7 Paging controls

There are paging controls below the table of search results.

![Paging Controls](image)

Figure 10.28: Paging Controls

- Click **First** to go to the first page of search results.
- Click **Previous** to go to the previous page of search results, if any.
- Click a page number to go to that page of the search results. The page number of the results you are viewing has a blue background.
- Click **Next** to go to the next page of search results, if any.
- Click **Last** to go to the last page of search results.
This chapter provides information on how to obtain additional help in using DVS Access and MyBCA Applications.

11.1 Online resources

In addition to this user guide, the following materials are available:

11.1.1 DVS Access training and certification

Online training on accessing driver and vehicle data through DVS Access is available on the BCA’s LaunchPad application. It is recommended that you complete this training before taking the required certification for using DVS Access. For more information, see Section 1.4.1, "Certification required" in Chapter 1, Introduction to DVS Access.

Go to this web address to access this training:

https://bcanextest.x.state.mn.us/launchpad/training/training.cgi

11.1.2 MyBCA User Guide

The MyBCA User Guide provides assistance in using the MyBCA Applications portal. It is available on the MyBCA Applications page, under the BCA logo. It is also available on BCA’s LaunchPad application. Go to this web address to access this document:

https://bcanextest.x.state.mn.us/launchpad/training/training.cgi
11.1.3 MyBCA resources

There are links to additional resources available on the MyBCA Applications page. Click the question mark symbol on the DVS Access panel to view other help resources.

Figure 11.1: DVS Access Application Panel on MyBCA Applications Page

11.2 BCA Service Desk

Contact the BCA Service Desk if neither of the previous options are helpful:

- **Hours of Operation**: 7:00 a.m. to 4:30 p.m., Monday through Friday (excluding State holidays)
- **Email**: bca.servicedesk@state.mn.us
- **Phone**: (651) 793-2500 or (888) 234-1119

If you are writing an email or leaving a phone message for the Service Desk, be as detailed as possible in the information you provide. Include the page you were working on, the steps you took before encountering your issue and any messages generated at the time. This allows the Service Desk to better duplicate what you experienced and provide a solution.

11.3 DVS data issues

If you have questions about DVS data in the DVS Access application, email DVS.DataServices@state.mn.us.
This chapter provides information on troubleshooting known issues with DVS Access.

A.1 Garbled text in PDF print output

There is a known issue with DVS Access when printing PDF documents. This is not a problem with DVS Access. It is a well-known problem for users of both Adobe Acrobat and Microsoft Internet Explorer.

To resolve this issue:

1. Go to your Control Panel. Open one of the following:
   a. in Windows Vista, open Printers
   b. in Windows 7, open Devices and Printers

2. Right-click the Adobe PDF printer. Select Printing Preferences. The Adobe PDF Printing Preferences panel appears.

3. Select the Adobe PDF Settings tab.
4. Uncheck the **Rely on system fonts only; do not use document fonts** check box.

5. Click **OK**.

6. **Close DVS Access**.

7. Close Microsoft Internet Explorer.

8. Restart Microsoft Internet Explorer.

9. Log in to MyBCA and DVS Access. You can now print your PDF normally.
## Table B.1: Document Version and Revision Information

<table>
<thead>
<tr>
<th>Date</th>
<th>Ver</th>
<th>Description</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/09/2014</td>
<td>1.30</td>
<td>• Refreshed all images impacted by user interface changes.</td>
<td>David W. Hill</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Added new Section 3.4 to cover addition of <strong>Pending Queries</strong> page.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Added new Sections 4.3.4, 5.3.4, 6.3.4, 7.3.4, and 9.3.4 to reflect addition of <strong>Print</strong> functionality.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Updated Sections 4.4 and 4.5 to reflect addition of <strong>Enhanced DL</strong> field to <strong>Driver Information</strong> page.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Made the following revisions to Sections 4.5.3 and 4.5.4:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ Removed references to event details panels.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ Updated <strong>Description</strong> field description to note inclusion of BAC for DWI-related incidents.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ Updated references to <strong>County</strong> field to reflect change to <strong>Court Location</strong> field.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Removed references to event details panels from Sections 4.6.1 and 4.6.2.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Updated Section 7.1 and images in Chapter 7 to reflect addition of DVS data provision date.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Added new Chapter 10 to explain the operation of the <strong>Advanced</strong> vehicle search type and the <strong>Pending Queries</strong> page.</td>
<td></td>
</tr>
<tr>
<td>03/12/2014</td>
<td>1.20</td>
<td>• Updated Section 3.5 to reflect the change in the function of the MyBCA link.</td>
<td>David W. Hill</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Updated the text in Sections 3.6, 3.7, 3.9, and Appendix A to reflect the replacement of the <strong>Logout</strong> link with the <strong>Close DVS Access</strong> link.</td>
<td></td>
</tr>
</tbody>
</table>
### Table B.1: Document Version and Revision Information (Continued)

<table>
<thead>
<tr>
<th>Date</th>
<th>Ver</th>
<th>Description</th>
<th>Author</th>
</tr>
</thead>
</table>
| 03/12/2014 (cont’d) | 1.20 | • Updated text and related images in Sections 4.4, 4.5.1, 4.7 to reflect the removal of the duplicate name/DOB and addition of **Status** to the top of the **Driving Record** page.  
• Added new Section 4.7.4 to cover workaround for copying and pasting of photo and images.  
• Updated images in Chapters 2-9 to reflect the replacement of the **Logout** link with the **Close DVS Access** link.  
• Updated images in Chapters 4-9 to reflect changes in online help display. | David W. Hill |
| 03/05/2014 | 1.10 | • Updated and refined field descriptions throughout Chapter 4.  
• Added subsection to Section 4.5.4 describing the handling of first-time off-road vehicle and watercraft DWIs.  
• Removed erroneous Section 7.2.3 – unable to test prior to release. Replaced with previous Section 7.2.4.  
• Updated Section 8.4.3 to show new messaging when updated plate and sticker information is displayed.  
• Relabeled Section 10.1.1.  
• Updated Section 10.3.  
• Added Appendix A for troubleshooting known issues. | David W. Hill |
| 02/13/2014 | 1.00 | Initial version. | David W. Hill |