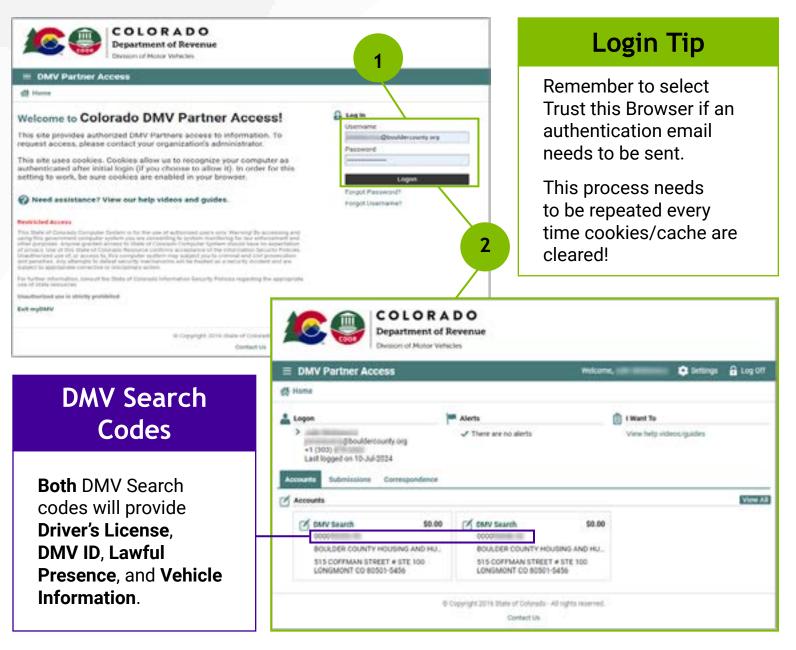
# DMV Interface Reference Guide

#### Accessing the DMV

- Navigate to the <u>DMV Website</u>
- Enter your Username and Password
- Click Logon

Note: If you're a **first time user**, you must <u>set up</u> your account.

An authentication email may be required prior to logging in.





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#### **DMV Search**

Once you've been redirected to the DMV Search page, select either:

- Perform Driver Search
- Perform a Vehicle Search

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### **Driver Search**

Click **Perform Driver Search** to locate a customer using their:

- Social Security Number
- Customer Identifier (ID Number)
- First/Last Name and Date of Birth



#### Driver License Information

This section displays any current and expired Colorado licenses/IDs, Name History, and Lawful Presence.

If an ID/LP doesn't interface into CBMS through DMV, it can be data entered manually.

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# **Address History**

This section displays the **current** home/mailing address in addition to any previously used addresses. Take note of any different zip codes before you perform a **vehicle search**.

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## Vehicle Search

Vehicles can be located by:

- Name (First, Last, Zip Code)
- Plate Number
- VIN

Use each Zip Code that appears for your customer under **Driver Search**.

Search using the customer's **VIN** if a previously verified vehicle no longer appears. Check V2 for past registrations.

All vehicles **must** be valued using the **lowest value** found on <u>Kelley Blue Book</u> or <u>NADA</u>.



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#### Select Vehicle Owner

Once **Search** is clicked, the window will expand **downwards** with a list of vehicle(s) the customer appears as an owner on. If **no results** are found, the message "*No matching results were found for your search*" will appear under the **Search** button.

To view vehicles, select the **radio button** next to the vehicle(s) you want more information on, then click **Get Vehicles**.

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## Vehicle Information

Pay careful attention to:

- VIN: This can help you determine what vehicle your customer owns. The <u>VIN</u> <u>Decoder</u> can help identify vehicles without a make/ model listed.
- Last Business Date: This is the last time the vehicle was registered.
- Taxable Value: This is the value that will be used for Homemade Trailers.
  Remember, for AF, if a value can't be determined using NADA or Kelly Blue Book, use \$400.



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