CJLEADS

Criminal Justice Law Enforcement Automated Data Services

Request Form

DMV Access Report

DMV access reports are available in two formats, summary and detail. A summarized report displays who accessed a specific Driver's License Number (Customer ID), VIN, or Plate within your agency a given period of time. This report counts the number of times a DMV record was accessed and/or printed. A detailed report displays who accessed a specific Driver's License Number (Customer ID), VIN, or Plate within your agency a given period of time. This report details the dates and times a DMV record was accessed and/or printed.

Instructions:
An AGENCY Chief Executive Officer or the CJLEADS Authorized Administrator must complete and email the request form to the CJLEADS Production Services team via email at cjleadsaudit@nc.gov. If an agency does not have scanning capabilities, the signed form will be accepted via fax (919-754-6957) or mail (4101 Mail Service Center Raleigh, NC 27699-4101). However, CJLEADS Production Services will confirm the report request with the agency executive through a follow-up email and/or phone call.

Users who have accessed the following DMV records	
DMV License or Vehicle Information	
Organization	*(Type in your organization)*
Division	*(Type in your division)*
Section	*(Type in your section)*
Customer ID or Driver License Number:	Customer ID number of interest
VIN:	VIN of interest
Plate Number:	Plate number of interest
Login Activity Time Range	Begin date / End date
Report Format	
Detail/Summary	Detail ☐ Summary ☐

Chief Executive Officer/
CJLEADS Authorized Administrator: _____ **Date:** _____