



## **A Resource Parent's Guide to Accessing Virginia DMV Records**

### **Option# 1 – Obtaining DMV Records online (Please follow instructions below)**

**Step 1:** Please log onto <https://www.dmv.virginia.gov/dmvnet/online.asp>.

**Step 2:** If you do not already have an online pin #, you have two options:

1. Online - The most convenient way to get a PIN and create your myDMV Account is online. PINs obtained through this online process are permanent and do not expire.
2. By Phone - Call the DMV DIRECT call center, (804) 497-7100. DMV will issue your PIN over the phone during normal business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m., and Saturday, 8:00 a.m. to noon). This PIN will expire 24 hours from the date and time of issuance if you do not activate it on the DMV website.

**Step 3:** Once you have the PIN #, then you can visit the above website, and click on the link labeled [Record Request](#) under the Driver/ID Services section in the left of the page.

**Step 4:** Once you have clicked the above link please log in with SSN/Drivers License and then proceed with the transaction.

### **Option #2 – Obtaining DMV Records at your DMV branch**

**Step 1:** Call or visit your local DMV branch

**Step 2:** Please follow the instructions provided by the DMV branch

**If your drivers license is from another state, please go to that state's website and follow directions**

If you need help, feel free to contact UMFS staff