



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

### **Option# 1 – Obtaining DMV Records online**

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

**Step 2:** If you do not already have an online PIN #, this may be obtained in one of two ways:

a) 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.

b) 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 #, 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/Driver's 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 driver's license is from another state, please go to that state's website and follow instructions listed for obtaining your driver's transcript.**

If you need help, please contact UMFS staff for assistance.