



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 cjleadssaudit@nc.gov. If an agency does not have scanning capabilities, the signed form will be accepted via fax (919-754-6947) 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	<small>(Type in your organization)</small>
Division	<small>(Type in your division)</small>
Section	<small>(Type in your section)</small>
Customer ID or Driver License Number:	<small>Customer ID number of interest</small>
VIN:	<small>VIN of interest</small>
Plate Number:	<small>Plate number of interest</small>
Login Activity Time Range	<small>Begin date</small> _____ <small>End date</small> _____
Report Format	
Detail/Summary	Detail <input type="checkbox"/> Summary <input type="checkbox"/>

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