

REQUEST FOR CT MOTOR VEHICLE RECORDS

Please use this form to request MVR/driver histories.

Requests are currently being sent to the DMV from COSTA in the following format:

LastName,FirstName (no spaces) License # (9 characters) Date of Birth (01/01/2022)

For example:

Smith, John	123456789	03/08/1984
Doe, Jane	111222333	11/06/1972
Jonesville, Christine	987654321	01/23/1968

Instructions:

- Type each record request using the format above. Names must be spelled and formatted exactly as they appear on the license, including any punctuation. *Middle Names should not be included.*
- Each record request should be entered on a new line (press "Enter" to begin a new line).
- When complete, submit the form to administrator@ctschoolbus.org in a secure email. If you do not have access to a secure email, please email COSTA to request access using the same email address.
- Please note that when you reach the end of the first window, you can press enter to continue typing. You will automatically be brought to the window on the next page, where you can continue entering requests.

If you are unable to use this form, you may type your entries into the body of a secure email in the format listed in the example above. We can no longer accept handwritten requests. Thank you.

CARRIER	ADDRESS	CITY	
ATTENTION	EMAIL	PHONE	Are you a current member of COSTA?
Total Number of Requested Records:	Date Requested:	ACCT#:	<i>(Account # not required)</i>

LASTNAME, FIRSTNAME *then* LICENSE # *then* DATE OF BIRTH (in mm/dd/yyyy format):
**Please put each entry on a new line. There should be no space between the last and first names. Thank you.*

Date Returned: _____ of _____ requested records returned.

