

# How to fill out Form 851 — Request for Research or Verification of Motor Vehicle Record

Alaska · written against Form 851 (Rev 04/2024), issued under AS 28.10.505, the disclosure statute printed in full on the form's own second page, and the federal Driver's Privacy Protection Act

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/forms/alaska/851-request-for-research-or-verification/

The form that answers the questions a seller cannot answer from the paperwork in front of them: who does the Division currently show as the owner, is that lien still recorded, what did the last transaction actually say. It is a records request rather than a title transaction, it costs \$10 per vehicle, and it takes 8 to 12 weeks - so it is worth filing early, particularly when a certificate has gone missing and you are not certain what the Division holds. Personal information in vehicle records is confidential under federal and state law, so the form makes you say which of eight lawful reasons you are asking under.

**This sheet is not the form.** Download the blank Form 851 from the Alaska Division of Motor Vehicles, Department of Administration at <https://dmv.alaska.gov/media/i2ejuy3v/851.pdf?f=alaska-851.pdf> — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

## Every line, in the order you meet it

|   |     |                                           |                                                                                                                                                                                                                                                                                                                        |
|---|-----|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | YOU | Requestor name                            | Your name at the top of the requestor block, with a business name only where a business is asking. <b>Watch out:</b> Ask as yourself where you can. The owner-of-record ground is the only one of the eight that needs nothing attached to it.                                                                         |
| 2 | YOU | Alaska driver's licence number            | Your licence number - or, if you do not hold one, the date of birth and last four digits of the social security number the form asks for instead. <b>Watch out:</b> The asterisked note explains why: the information is used solely to verify requestor identity, which is what the confidentiality statute requires. |
| 3 | YOU | Where the record should be sent           | One of hand delivered, email or post - with hand delivery available only on an in-person application. <b>Watch out:</b> Email is the fastest of the three by weeks, and the record arrives as a document you can forward to whoever needs it.                                                                          |
| 4 | YOU | The vehicle or hull identification number | The full VIN in the first box of the vehicle block. <b>Watch out:</b> If you no longer have the vehicle and cannot read the number off it, an old registration or insurance document carries it - the plate number alone will not always find the record.                                                              |
| 5 | YOU | Plate, year, make, model                  | The description row under the identification number. <b>Watch out:</b> Fill it in even though the VIN is the key. It is what the research unit checks the returned record against before sending it out.                                                                                                               |
| 6 | YOU | Tick one type of research                 | Source document, current registration information, a copy of a prior transaction, or Other. <b>Watch out:</b> For a seller wondering whether a sale ever registered, the second is usually the right one - it returns the current owner and lienholder of record.                                                      |
| 7 | YOU | Tick one reason                           | The ground you are entitled to the information under, from the eight the form lists. <b>Watch out:</b> Read them before you tick. Each one carries a different attachment requirement, and six of the eight need a document in the envelope.                                                                           |
| 8 | YOU | Sign and date                             | Your signature, under the certification, and the date - which starts a ninety-day validity. <b>Watch out:</b> Arrange the fee at the same time. The form is discarded after three days if the payment has not reached the Division.                                                                                    |

**What gets this one rejected**

- More than one type of research ticked. Select only one type is printed above the list, and a form asking for two things is a form the research unit has to write back about.
- A reason ticked without its attachment. Six of the eight grounds require something in the envelope, and the form names what each one needs on the line itself.
- No payment following within three days. The form says the request is held for three days and then discarded, which means a form posted without arrangements for the fee simply disappears.
- One form for two vehicles. You must submit a separate form and \$10 for each vehicle research request - the instruction is in the first paragraph.
- An old signature. The signature is valid for 90 days from the date beside it, so a form found in a drawer and posted next spring is not a live request.

☒ Amber is what you write    ☐ Grey is a block somebody else completes    The completed example follows overleaf.

# 851

## STATE OF ALASKA DIVISION OF MOTOR VEHICLES

### REQUEST FOR RESEARCH OR VERIFICATION OF MOTOR VEHICLE RECORD

**INSTRUCTIONS:** PLEASE PRINT OR TYPE CLEARLY. You may only obtain the information if you certify you are authorized to receive the information for one of the reasons outlined under TYPE OF RESEARCH NEEDED below. Personal information contained in vehicle records is confidential under federal and state law. You must submit a separate form and \$10 for each vehicle research request. Please allow 8 to 12 weeks for processing.

#### REQUESTOR INFORMATION

|   |                                |                                                                                                                                 |                                          |
|---|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| 1 | <b>Talia R. Sturdevant</b>     |                                                                                                                                 |                                          |
|   | Requestor Name                 | Business Name                                                                                                                   |                                          |
| 2 | <b>4820917</b>                 |                                                                                                                                 |                                          |
|   | Alaska Driver's License Number | Date of Birth*                                                                                                                  | Last 4 Digits of Social Security Number* |
|   | <b>(907) 555-0142</b>          |                                                                                                                                 |                                          |
|   | Contact Phone Number           | * Required if requestor does not have an Alaska driver's license. Information will be used solely to verify requestor identity. |                                          |

**Requests will be held for 3 days. If payment information has not been received by that time the request will be discarded.**

I WANT THE VEHICLE RECORD TO BE SENT TO (Select One):

☐ Hand Delivered (In Person Application Only)

3 ☒ Email Address : **t.sturdevant@example.com**

☐ Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

#### VEHICLE INFORMATION

4 **Vehicle or Hull Identification Number**

**5T7NU4FR7FX208461**

| Plate Number (I/A) | Year        | Make          | Model              | Body Style    | Color         |
|--------------------|-------------|---------------|--------------------|---------------|---------------|
| 5 <b>NHV 725</b>   | <b>2015</b> | <b>Toyota</b> | <b>4Runner SR5</b> | <b>4D SUV</b> | <b>Silver</b> |

#### TYPE OF RESEARCH NEEDED

**Select only one type:**

- 6 ☐ Copy of source document used to originally title or register the vehicle in Alaska. (i.e. title from previous state, Manufacturer's Certificate of Origin, etc.)
- ☐ Current motor vehicle registration information including Owner and lienholder's name and address.
- ☒ Copy of a prior DMV transaction. (i.e. registration application, documents submitted to obtain a title)
- ☐ Other (please be specific):

**Submit request to DMV Research:**

4001 Ingra Street, Suite 101  
Anchorage, AK 99503  
Email: [doa.dmv.research@alaska.gov](mailto:doa.dmv.research@alaska.gov)

**Select only one request reason:**

- 7 ☒ I am the owner of record of this vehicle.
- ☐ I am the manufacturer of this vehicle Requires letter on letter head stating reason for research. IE recall or mandatory upgrade
- ☐ I have the written permission of the owner(s) and lienholder (if lienholder is an individual) of record of this vehicle. Requestor must attach a copy of the owner and lienholder's permissions.
- ☐ I am an agent, employee, or contractor of a legitimate business, and am requesting verification of information provided to the business by the owner of the vehicle. This information will be used only for the purpose of preventing fraud by pursuing legal remedies against or recovering on a debt or security interest against the owner of the vehicle. Requestor must attach a copy of the information provided to the business by the vehicle owner.
- ☐ The requested information is to be used in connection with a civil, criminal, administrative or arbitration proceeding in a court or government agency or before a self-regulatory body. Requestor must attach a copy of the subpoena or other legal document justifying request.
- ☐ I am an agent, employee or contractor for an insurer, or an insurance support agency and the information will be used in connection with claims investigation activities, anti-fraud activities, rating, or underwriting.
- ☐ The information will be used to provide notice to owners of a towed, impounded, or abandoned vehicle.

I certify under penalty of law that I am authorized as an individual or as an employee, agent, or contractor of a business to receive motor vehicle record information as provided in AS 28.10.505 for the reason checked above. I further certify that this information will not be sold or disclosed except as provided by law. I have personally reviewed the information on this application and certify under penalty of perjury that to the best of my knowledge and belief the information on this application is true and correct. (NOTE: Making a false statement or omitting a material fact is subject to a maximum penalty of \$10,000 or 1-year imprisonment or both per AS 11.56.210 and AS 28.35.135.)

**Talia R. Sturdevant**

Signature

**08/26/2026**

Date (Valid for 90 days from this date.)

Alaska Statute 28.10.505. Disclosure of personal information contained in motor vehicle records.

- (a) Notwithstanding AS 40.25.300 and except as provided in this section, the department may not disclose personal information contained in motor vehicle records maintained by the department under this chapter.
- (b) Personal information shall be disclosed for use in connection with matters of motor vehicle or driver safety or theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles and dealers by motor vehicle manufacturers; and removal of non-owner records from the original owner records of motor vehicle manufacturers as required by federal law.
- (c) Personal information may be disclosed if the requesting person demonstrates, in a form and manner the department prescribes, that the requesting person has obtained the written consent of the person who is the subject of the information.
- (d) Personal information may be disclosed by the department upon proof of the identity of the person requesting a record and representation by the requesting person that the use of the personal information is strictly limited to one or more of the following uses:
  - (1) for use by a government agency, including a court or law enforcement agency, in carrying out its functions, or a private person or entity acting on behalf of a government agency in carrying out its functions;
  - (2) for use in the normal course of business by a legitimate business or an agent, employee, or contractor of the business, but only
    - (A) to verify the accuracy of personal information submitted by an individual to the business or an agent, employee, or contractor of the business; and
    - (B) if the information submitted is not correct, to obtain the correct information, but only for the purposes of preventing fraud by pursuing legal remedies against, or recovering on a debt or security interest against, an individual;
  - (3) for use in connection with a civil, criminal, administrative, or arbitration proceeding in a court or government agency or before a self-regulatory body, including service of process and the execution or enforcement of a judgment or court order;
  - (4) for use in research activities, or in producing statistical reports, if the personal information is not published, redisclosed, or used to contact an individual;
  - (5) for use by an insurer or insurance support organization, or by a self-insured entity, or an agent, employee, or contractor of an insurer, in connection with claims investigation activities, anti-fraud activities, rating, or underwriting;
  - (6) for use in providing notice to the owners of towed or impounded vehicles;
  - (7) for use by an employer or an agent or insurer of an employer to obtain or verify information relating to a holder of a commercial driver's license that is required under 49 U.S.C. 31101 - 31162 (Commercial Motor Vehicle Safety Act);
  - (8) for use in connection with the operation of private toll transportation facilities;
  - (9) for use in connection with a legitimate business operating under a contract with the department;
  - (10) for bulk distribution for surveys, marketing, or solicitations if the person who is the subject of the information has provided written consent to the release; and
  - (11) any other purpose specifically authorized by law that is related to the operation of a motor vehicle or related to public safety.
- (e) Personal information contained in an individual record may be disclosed, without regard to the intended use of the personal information, if the person who is the subject of the information has provided written consent to the release.

Federal Drivers Privacy Protection Act 18 U.S.C. § 2724. Civil Action

- (a) Cause of Action – A person who knowingly obtains, discloses or uses personal information, from a motor vehicle record, for a purpose not permitted under this chapter shall be liable to the individual to whom the information pertains, who may bring a civil action in a United States district court.
- (b) Remedies – The Court may award –
  - (1) actual damages, but not less than liquidated damages in the amount of \$2,500;
  - (2) punitive damages upon proof of willful or reckless disregard of the law;
  - (3) reasonable attorneys' fees and other litigation costs reasonably incurred; and
  - (4) such other preliminary and equitable relief as the court determines to be appropriate.