



A Public Service Agency

# MESSAGE FORWARDING SERVICE

## INSTRUCTIONS FOR SENDER OF MESSAGE: (Type or Print Legibly)

SENDER'S NAME	TELEPHONE NUMBER						
SENDER'S ADDRESS	CITY STATE ZIP CODE						
<p>Please complete at least one of the following lines of information regarding the person you wish to contact.</p> <ul style="list-style-type: none"> <li>• full name _____ and birthdate _____</li> <li style="padding-left: 20px;"><b>OR</b></li> <li>• full name _____ and driver license or ID card number _____</li> <li style="padding-left: 20px;"><b>OR</b></li> <li>• full name _____ and vehicle license or VIN number _____</li> </ul> <p><b>A \$5 non-refundable service fee</b>, payable by check or money order, must be included with your request. You will be notified if your message is returned unclaimed, however, we will attempt to re-mail your message if the postal service is able to provide us with a new forwarding address.</p> <p><b>Please mail request to:</b></p> <div style="text-align: right; padding-right: 50px;"> <p><b>Department of Motor Vehicles Information Services Branch Public/Commercial OIS-MFS P.O. Box 944247 MS H264 Sacramento, CA 94244-2470</b></p> </div>							
<b>FOR DEPARTMENT USE ONLY</b>							
<input type="checkbox"/> The department is unable to identify the subject or your request. <input type="checkbox"/> Message was returned unclaimed by the Post Office, with no forwarding address provided. <input type="checkbox"/> Your request is being returned as it appears to be contrary to public interest.							
<input type="checkbox"/> Other _____	<table style="width:100%; border: none;"> <tr> <td style="border: none; width: 60%;">OFFICE NO.</td> <td style="border: none; width: 20%;">DATE</td> <td style="border: none; width: 20%;">INITIALS</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>	OFFICE NO.	DATE	INITIALS	_____	_____	_____
OFFICE NO.	DATE	INITIALS					
_____	_____	_____					

Dear Recipient:

The Department of Motor Vehicles is prohibited by law from providing residence address information from its files to those persons seeking to locate someone. In the interest of public service, the department has established a message forwarding service. The party identified above has contacted the department and asked that the message indicated be transmitted to you. There is no legal requirement that you comply with the message or that you contact the person who prepared it. The department has not retained a copy of this message. We **have not and will not** release your address to the person who submitted the request.

**MESSAGE:** \_\_\_\_\_

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**“Upon request, this document can be produced in Braille or large print.” California Relay Telephone Service for the deaf of hearing impaired from TDD Phones: 1-800-735-2929; Voice Phones: 1-800-735-2922**