



A DO-IT-YOURSELF GUIDE TO DRIVER'S LICENSE REINSTATEMENT

In 2020, the W.Va. Legislature passed House Bill 4928, which allows people to set up payment plans to pay off many (but not all) unpaid citations, court fines and fees. Once the payment plans are set up and accepted by the court clerk, the court involved gives the applicant a Verification of Satisfaction, which the applicant takes to the DMV.

Before you begin, a few notes:

1. Not all citations are eligible for this program. Cases in which you failed to appear in Court, for example, are not eligible.
2. If you have unpaid citations, fees and fines in more than one county and/or more than one court (including municipal or city court, magistrate court, and circuit court), you will need to set up separate payment plans in each court where you have unpaid citations, fees and fines.
3. Once you set up payment plans and get Verifications of Satisfaction for the courts in which you have unpaid citations, fees and fines, that does not automatically mean you will get your license back. The DMV often will require you to deal with other issues first, such as DUIs, prior lack of insurance, and re-taking your driving test.
4. West Virginia is the only state with this program. Unpaid citations, fees and fines in other states may affect your ability to get your license reinstated in West Virginia. If that applies to you, you will need to contact the DMVs on those other states and work with them to resolve those unpaid citations, fees and fines.

Step 1: Request your driving record. You can request it online at <https://apps.wv.gov/DMV/SelfService/DrivingRecord>. The cost is \$12.50, and will include your record for the past 5 years. You must pay with a credit card. You get the record immediately. If you need your record for longer than 5 years, you can also request your record by mail. The form you need to complete and mail to the DMV is attached to this guide. You will need to pay \$7.50 for your record if you know your license number, or \$8.50 if you do not know your license number.

Step 2: Request additional detail from the DMV. Once you get your driving record, e-mail the DMV to request more detail, so you know exactly what courts you need to go to set up payment plans. You can e-mail the DMV at: dmvcitations@wv.gov. Here's what you should say:

"Hello, I am writing to request more detailed information so I can set up payment plans to get my driver's license back. My full legal name is [insert your full name]. My date of birth is [insert your date of birth]. My license number is [insert your license number]. Can you please tell me the information for all of my outstanding citations that need to be paid before I can get my license reinstated (including counties/courts, case numbers, citation numbers, and phone numbers), as well as the DMV's reinstatement fee? Thank you, [insert your name]"

It may take the DMV a few weeks to get back to you, depending on how busy they are.

Step 3: Complete a Payment Plan Affidavit for each court in which you have unpaid citations, fines or fees. The form is attached to this guide. Remember, you will need to file a separate Payment Plan Affidavit ("PPA") in each court in which you have unpaid citations, fines or fees. Make sure the PPA is fully completed, and attach copies of all forms of income you have, such as pay stubs, unemployment benefits, social security benefits, child support or spousal support, food stamps, etc. If you do not have any income, you must get a letter from whomever is supporting you or with whom you are living, saying that you live with them and they are providing you with food and shelter at no cost. You will also need to bring a copy of your driving record and the e-mail you get back from the DMV.

Step 4: Go to each court to file and set up your PPAs. Remember to take the completed PPA and all supporting documents, including proof of income, your driving record, and the e-mail you get from the DMV. It costs \$25 to set up the PPA. You should bring cash. If you cannot afford the \$25 fee, the court can break that into five payments of \$5.00 each. The amount you are required to pay each month will be based on your income. It will be at least \$10.00 per month.

Step 5: If the DMV says you have more issues to be resolved, take care of those. On the e-mail you receive from the DMV when you ask for more detail on your unpaid citations, fines and fees, the DMV will tell you if you have more issues to be resolved, such as DUIs, prior lack of insurance, and re-taking your driving test. If you have these issues to deal with, call the DMV and ask what you need to do.

Step 6: Go to the DMV. Once you have filed PPAs in every court in which you have unpaid citations, fines and fees, and you have dealt with any other issues the DMV requires of you, go to the DMV. Some DMVs require you to schedule an appointment ahead of time. You may need to re-take your driving test, so make sure you know ahead of time if you will need to do so, and study if you have to re-take the test. The manual to study is here:

https://transportation.wv.gov/DMV/DMVFormSearch/Drivers_Licensing_Handbook_web.pdf

You should also make sure you bring all of the documentation you need, such as proof of identity and residency. A list of the documents you need are here:

<https://transportation.wv.gov/DMV/Drivers/Pages/Drivers-Licenses.aspx>

CONGRATULATIONS, YOU HAVE REGAINED YOUR DRIVER'S LICENSE!

Common Questions:

1. I don't understand how to do this. Is there anyone who can help me with the paperwork and process?

Yes. You can apply for Legal Aid at 1-866-255-4370, or online at www.lawv.net. You must satisfy Legal Aid's financial eligibility requirements and otherwise qualify for their services to get their help.

2. What happens if I don't make the payments once I set up the payment plans?

If you do not make the payments as agreed under the payment plans, the Court may turn the matter over to a collection agency. You will not lose your license again for defaulting on the payment plan.

3. I don't have the money to pay all of the fees required by the DMV directly. Don't they have to set up a payment plan for me, too?

No, they do not. The DMV is an administrative agency, separate from the courts through which you got your citations. The DMV is not required to set up a payment plan for you.

West Virginia Department of Transportation
Division of Motor Vehicles
Request for Driving Record



Call: (304) 926-3952 Fax: (304) 957-7584

Email: DMVDrivingRecordFax@wv.gov

NOTE: In addition to this form, please complete form DMV-101-PS2 (Driving Record Release Authorization) if you are requesting your driving record be released to anyone other than yourself. These forms must be submitted to the DMV Driving Records Section in the Kanawha City DMV Headquarters and cannot be processed in any DMV Regional Office.

This form may be used for multiple requests and a fee of **\$7.50 per name** must accompany each request. You may duplicate this form or contact the Division of Motor Vehicles for additional forms or any questions by telephoning 1-800-642-9066. Driver's license number and last name must be provided. If you do not have the driver's license number, you must provide the Social Security number and/or date of birth with an additional \$1.00 fee. *All fees are non-refundable.*

Driving Record Requesting: Five Year Lifetime Certified (State Seal)
(for CDL, State Bar or Law Enforcement Background)

Driver's License Number	Name	Social Security Number	Date of Birth

Please return requested records to the following address:

PLEASE PRINT COMPANY NAME, IF APPLICABLE	TELEPHONE NUMBER
MAILING ADDRESS	CITY STATE ZIP

Any person may request their own driving record at any DMV regional office. You must provide your state government issued ID or driver's license for proof of identification.

All other requests must be sent to the address provided below. You may not obtain information about others without their signed written consent (attach form DMV-101-PS-2) unless the request is made by a company/business on letterhead and provides a legitimate and detailed reason for the request as defined in the Uniform Motor Vehicles Records Disclosure Act (§17-A-2A-1 et seq.). **Each request form submitted must include a copy of the requestor's valid state government issued ID or driver's license.** If you do not meet these requirements, your reasons will be reviewed, and, if accepted, you will receive a driving record that excludes all personal information from the record.

Any person who knowingly or willfully obtains information under false pretenses will be in violation of state and federal law, and, if convicted, will be fined not more than \$1,000 and/or imprisoned not more than one year. I hereby certify that the information obtained from the Division of Motor Vehicles will be used for the sole purposes stated above.

(X) _____
 SIGNATURE OF REQUESTOR

OFFICE USE ONLY
 ID VERIFIED BY: _____

If you do not qualify for the information requested, you may submit a Message Forwarding Form. On this form you may write a message and the Division of Motor Vehicles will forward the form with all information you provide to the licensee at their current address in our records. This service has a non-refundable fee of \$5.00. The DMV does not guarantee a delivery or response.

Any request for a driving record other than the individual's own, must be submitted to the WV-DMV at the address listed below. DMV Regional offices are prohibited from dispensing driving records to anyone requesting another individual's records.

Before mailing, be sure you've included a completed DMV-101-PS1 form, applicable fees, a copy of driver's license or photo ID, and, if applicable, a completed DMV-101-PS2 form. For employers and attorneys, a letterhead explanation must also be included.

Please mail your request to:

WV Division of Motor Vehicles
Driving Records
 PO Box 17020
 Charleston, WV 25317

Fax | (304) 957-7584
Email | DMVDrivingRecordFax@wv.gov
Call | (304) 926-3952

**FINANCIAL AFFIDAVIT:
PAYMENT PLAN APPLICATION**

WV Code § 50-3-2a & §62-4-17

A. Information for the Applicant:

In order to enter into a payment plan agreement with this court, to pay in full all outstanding balances you may owe, you must enroll in the clerk's office payment plan and pay an administrative fee of \$25.00. Additionally:

1. You must complete the affidavit for the court to determine the amount and number of your monthly payments as mandated by W.Va. Code § 50-3-2a & §62-4-17a.
2. You will be required to provide proof of income such as the most current W2, current pay stubs and the most current income tax return.
3. The information you give in this form will be confidential.
4. Except for signatures, all information must be clearly printed.
5. In circuit court cases, restitution is not included in your payment plan and you may be required to pay restitution in full before being eligible for participation in this program.

APPLICATION INFORMATION

Applicant Information:

Applicant(s) Name <i>(First/Middle/Last)</i>	Social Security No. _____ - _____ - _____
Street Address	Date of Birth: ____ / ____ / ____
City, State, Zip Code	Phone Number: (____) ____ - _____
	Drivers License # _____

1. What is the total number of dependents, including yourself? _____
(Include only those persons listed on your U.S. Income tax return.)
2. Are you married? Yes No Does your Spouse work? Yes No
Spouse's Yearly Income : _____

NET INCOME:

3. Current **monthly** net (take-home) income from **all** sources:

(Net income is your total income including salary, wages, bonuses, commissions, allowances, overtime, tips and similar payments, minus deductions required by law and other court-ordered payments such as child support.)

Employer:	\$	Second Job:	\$	Self-Employment:	\$
Public Assistance:	\$	Food Stamps:	\$	Unemployment:	\$
Benefits:	\$	Disability Benefits:	\$	Social Security/SSI:	\$
Alimony:	\$	Pensions:	\$	Rental Income:	\$
Interest:	\$	Dividends:	\$	Annuities:	\$
Odd Jobs:	\$	Other:	\$	(specify):	
TOTAL:	\$				

EXPENSES:

4. Regular **monthly** household debt-payment and other expenses:

Mortgage/Rent:	\$	Car Payment:	\$	Loan Payments:	\$
Credit Card Payments:	\$	Other Debt Payments:	\$	Utilities:	\$
Cell Phone:	\$	Food:	\$	Child Care:	\$
Child Support:	\$	Alimony:	\$	Medical Bills:	\$
Other Expenses:	\$	(specify):			

What is the total amount of these monthly expenses? \$ _____

ASSETS:

5. List the value of any individually or jointly owned assets.

Cash:	\$	Savings Account:	\$	Boats/ATVs	\$
Bank Accounts:	\$	Stocks/Bonds:	\$	Tax Refund Due:	\$
Certificate of Deposits	\$	Real Estate::	\$	Money Owed you:	\$
Money Market Accts.	\$	Vehicle/s:	\$	Medical Bills:	\$
Other Assets::	\$	(specify):			

What is the total amount of these assets? \$ _____

5a. List the name of each bank/institution in which you have cash, checking/savings accounts, CD's, stocks/bonds, or money market accounts' :

5b. List all cars, trucks, motorcycles, or recreational vehicles (all-terrain vehicles, motor homes, snowmobiles, boats), including their make, model, and year, that you own, individually or jointly:

5c. List the county and address of all real estate (houses, lots, land, rental property, other commercial property) that you, individually or jointly, own.

By signing my name on this form, I swear to or affirm the completeness and truthfulness, to the best of my ability and knowledge, of the information I have provided.

Signature of Applicant: _____ Date: _____

Taken, subscribed, and sworn or affirmed before me, by the person whose signature appears above, on this _____ day of _____, 20_____, in _____ County, West Virginia.

Signature of Notary (Clerk): _____