



## SOUTHEASTERN NEW HAMPSHIRE SERVICES

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### **TO OBTAIN THE FORM FOR REQUESTING AN ORIGINAL AND CERTIFIED COPY OF YOUR NH MOTOR VEHICLE RECORD**

You may download the NH Motor Vehicle Record Request Form directly from our website, or you may download and print a copy of these directions in order to obtain your NH motor vehicle record directly from the NH DMV's website. Please remember that the required NH Motor Vehicle Record **MUST BE** an original certified record that is no older than 60 days prior to the date of your scheduled Intake Interview with our program. Outdated records or copies of these records cannot be accepted!

1. Go to the url: [www.nh.gov/dmv](http://www.nh.gov/dmv)
2. On the sidebar menu click: **Documents and Forms**
3. Scroll down (in the middle of this window) until you see the heading for: **"Financial Responsibility"**
4. Under "Financial Responsibility", click the hyperlink which says: **"Release of Motor Vehicle Records-DSMV 505"**.

### **Instructions**

- The NH Motor Vehicle Record form is in Adobe Acrobat Reader. You can type into the form, and print it (for mailing), however, you **cannot** save the information (on your computer) that you input into the form itself.
- Please read the form carefully, as errors in completing all required fields, or providing the inaccurate amount of money necessary to process the form, will result in the form and your check being returned to you.
- Please remember that the NH Health Rules governing our program require that the "Search Date" on the motor vehicle records you provide our office be **no later than** 60 days prior to the date of your IDIP Intake Interview.
- We **cannot** accept copies of the certified record, as our Health Rules require that the original certified copy be provided to the IDIP Program.

