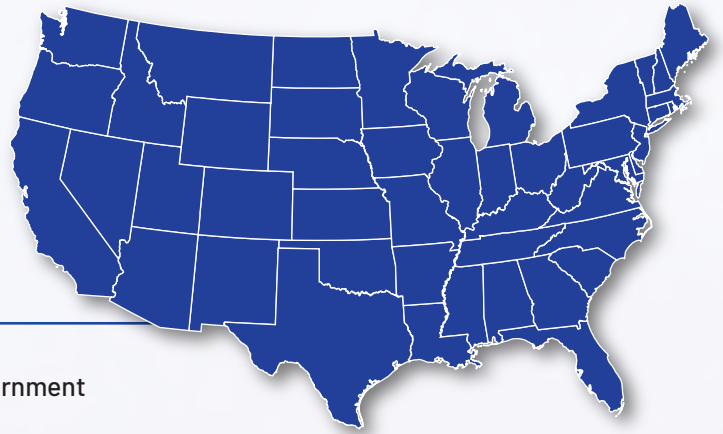


STATE PUBLIC RECORD LISTINGS



DISTRICT OF COLUMBIA

State Public Record Listings (SPRLs) enable you to quickly reach government agencies and institutions that house public records.

SPRLs are an ideal tool for returning citizens looking to identify sources and repositories of public record documents and those seeking to conduct legal research.

State Public Record Listings Includes 28,000+ Agencies:

- **Agency Facts:** office hour; time zone; web sites, types of records held.
- **Search and Access Facts:** all methods of access; indexing; search requirements; how far back records are kept and available, online availability with comments on accuracy; when public access terminals are onsite; turnaround times.
- **Privacy Facts:** restrictions imposed on searchers or types of searchers; if signed releases or notarized statements are required.
- **All Fees:** access, copy; certification; expedited; if credit cards are accepted; if personal or business checks accepted.
- **Searching Tips and Idiosyncrasies:** inside information on what you need to know about a particular agency holding records.
- Plus Much More!

SPRLs are your direct connection to these six comprehensive categories:

1. County and Local Courts

- 75% of criminal and civil courts provide online access to an historical docket index - but how good are these sites? SPRLs includes analyzation of all state online judicial systems; if statewide, if on-site equivalent; all access methods.
- Nearly 80% of the courts now offer an onsite public access terminal (PAT).
- Know which courts will or will not perform a clerk name search.
- Besides criminal and civil, find out about probate, eviction, small claims, traffic, town infractions, and family court records, etc. - and more!

2. Federal Courts

- The counties assigned to each Federal Court - or when not assigned.
- How to obtain online records.
- All about Multi-Voice Case Information Systems (VCIS & McVCIS), Electronic Case Files (CFE), and Federal Record Centers, EDGAR, etc. - and more!

3. Local Recorder and Assessor Offices

- Which agencies provide online document images.
- When you need to hire your own onsite retriever.
- Direct phone lines to county/city/parish agencies, etc. - and more!

4. State Agencies with Public Records

- Permit purchase of databases or customized lists.
- Offer online access to records.
- Offer record access by phone.
- Require a signed release, offer expedited services, accept business checks, permit requesters to set up an account, etc. - and more!

5. Occupational Licensing Boards

- 5,466 Web sites with credential lookups by name.
- Direct phone lines for license status to complaints, violations, or disciplinary actions.

6. The County Locator

- Identifies the correct county location for 159,000 ZIP Code and place/city name combinations.
- Identifies 9,000+ ZIPs that cross county lines.

Thank You for relying on Reentry Essentials for your reentry needs. Reentry Essentials does not endorse, takes no responsibility for, and exercises no control over any linked organization or its views, or contents, nor does it vouch for the accuracy or accessibility of the information contained within this document. Reentry Essentials also cannot authorize the use of copyrighted materials contained herein and/or in linked websites. Users must request such authorization from the copyright holder or sponsor of the linked material/website.

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STATE PUBLIC RECORD LISTINGS - LEGAL AND PUBLIC RECORD RESEARCH MADE EASY!

State Public Record Listings include thousands of local contacts for county, state and Federal agencies in every state. Each listing is divided into 6 individual categories to ensure ease of use. The below listing of categories and sub-categories is an example of the types of information provided and does not represent the entirety of each category or listing.

1. County and Local Courts

2. Federal Courts

3. Local Recorder and Assessor Offices

4. State Agencies with Public Records

- Criminal Records
- Sexual Offender Registry
- Incarceration Records
- Statewide Court Records
- Corporation, LP, LLC, LLP, Trade Names, Trademarks/Service Marks
- Uniform Commercial Code, Federal & State Tax Liens
- Sales Tax Registrations
- Birth Certificates
- Death Records

- Marriage Certificates
- Divorce Records
- Workers' Compensation Records
- Driver Records
- Vehicle Ownership & Registration
- Legislation Records
- Voter Registration, PACs, Lobbyists
- GED Certificates

5. State Occupational Licensing Boards

- Licensing Quick Finder
- Licensing Agency Information

6. County Locator

- City/County Cross Reference
- Zip/City Cross Reference

AVAILABLE STATE PUBLIC RECORD LISTINGS & PRICING

State Public Record Listings are available for the following states and territories. Each SPRL contains the aforementioned categories. However, due to variations in how state and territories manage their records, listings vary in size and complexity.

| LOCATION | PRICE | ITEM # | LOCATION | PRICE | ITEM # | LOCATION | PRICE | ITEM # |
|----------------------|---------|--------|----------------|---------|--------|----------------|---------|--------|
| Alabama | \$13.08 | ALSPRL | Kentucky | \$14.68 | KYSPRL | North Dakota | \$11.68 | NDSPRL |
| Alaska | \$10.20 | AKSPRL | Louisiana | \$12.28 | LASPRL | Ohio | \$16.76 | OHSPRL |
| Arizona | \$12.28 | AZSPRL | Maine | \$10.76 | MESPRL | Oklahoma | \$12.28 | OKSPRL |
| Arkansas | \$14.12 | ARSPRL | Maryland | \$11.12 | MDSPRL | Oregon | \$11.24 | ORSPRL |
| California | \$15.60 | CASPRL | Massachusetts | \$13.20 | MASPRL | Pennsylvania | \$14.44 | PASPRL |
| Colorado | \$11.80 | COSPRL | Michigan | \$15.96 | MISPRL | Rhode Island | \$9.84 | RISPRL |
| Connecticut | \$12.60 | CTSPRL | Minnesota | \$13.52 | MNSPRL | South Carolina | \$12.04 | SCSPRL |
| Delaware | \$9.16 | DESPRL | Mississippi | \$12.96 | MSSPRL | South Dakota | \$11.92 | SDSPRL |
| District of Columbia | \$8.60 | DCSPRL | Missouri | \$14.68 | MOSPRL | Tennessee | \$13.64 | TNSPRL |
| Florida | \$13.52 | FLSPRL | Montana | \$11.36 | MTSPRL | Texas | \$23.32 | TXSPRL |
| Georgia | \$16.64 | GASPRL | Nebraska | \$14.56 | NESPRL | Utah | \$10.44 | UTSPRL |
| Hawaii | \$9.16 | HISPRL | Nevada | \$10.76 | NVSPRL | Vermont | \$11.80 | VTSPRL |
| Idaho | \$11.00 | IDSPRL | New Hampshire | \$11.24 | NHSPRL | Virginia | \$16.52 | VASPRL |
| Illinois | \$14.44 | ILSPRL | New Jersey | \$11.68 | NJSPRL | Washington | \$13.64 | WASPRL |
| Indiana | \$13.76 | INSPRL | New Mexico | \$11.12 | NMSPRL | West Virginia | \$12.72 | WVSPRL |
| Iowa | \$13.52 | IASPRL | New York | \$16.64 | NYSPRL | Wisconsin | \$12.84 | WISPRL |
| Kansas | \$13.20 | KSSPRL | North Carolina | \$13.64 | NCSPRL | Wyoming | \$10.32 | WYSPRL |

ORDER YOUR PRINTED STATE PUBLIC RECORD LISTING TODAY!

Placing your order is quick and easy! Simply submit payment (specific to the state or territory requesting) along with your personal and mailing details to Reentry Essentials! Once processed, you'll receive your requested SPRL by USPS in 7 to 10 business days. All prices include postage.

☎ 347.973.0004

✉ info@ReentryEssentials.org

🌐 www.ReentryEssentials.org

Reentry Essentials, Inc., 2609 East 14 Street, Suite 1018, Brooklyn, NY 11235-3915

General Information:

Time Zone: EST

Population: 646,449

Website: www.dc.gov/index.asp

District of Columbia

Mayor's Office

1350 Pennsylvania Ave NW
Washington, DC 20004
<http://mayor.dc.gov/DC/Mayor>

202-727-6300
Fax 202-727-0505
8:30AM-6:00PM

Attorney General

441 4th St NW, Suite 1060 N
Washington, DC 20001
<http://oag.dc.gov/DC/OAG>

202-727-3400
Fax 202-347-8922
8:30AM-5:00PM

Legislative Records

Council of the District of Columbia 202-724-8050
1350 Pennsylvania Ave NW, Rm 10 Fax 202-347-3070
Washington, DC 20004 9AM-5:30PM
www.dccouncil.us/legislation

District Archives

Office of Archives/Public Records 202-671-1105
1300 Naylor Ct NW Fax 202-727-6076
Washington, DC 20001-4225; 10AM-4:00PM research hrs
<http://os.dc.gov/service/district-columbia-archives>

District Agencies

Criminal Records

Metropolitan Police Dept, ATTN: Police Clearances, 300 Indiana Ave NW, Rm 1075, Washington, DC 20001; 202-727-4245 (Criminal History), 202-727-4257 (Document), Fax- 202-727-4464; 9AM-5PM.

<http://mpdc.dc.gov/service/police-reports>

Records are also available with less restrictions from the Superior Court, Criminal Div. at 500 Indiana NW, Rm 4001, phone 202-879-1373. The court record mail/fax search fee is \$10.00; a signed release not required there.

Indexing & Storage: Records available for 10 years. New records available for inquiry in 1 day.

Searching: A criminal record check is referred to as a Police Clearance. This document will contain a listing only of adult convictions for which the sentence was completed not more than 10 years before the date on which the records were requested. Include in request- signed, notarized release from subject, full name (middle initial), SSN, date and place of birth, year. Use of the PD70 Application (Criminal History Request) is suggested. The SSN, race, current address and case number, if known, are helpful. Although 80% of the records are fingerprint supported, fingerprints searches are not available. This data not released: pending cases. A Police Clearance is only completed on those who are least 18 years old. The

only records released to the public contain convictions.

Access by: mail, in person.

Fee & Payment: A Police Clearance (criminal record check) is \$7.00, a Police Report of an incident is \$3.00. Fee payee: Superior Court, Criminal Division Personal checks not accepted. Make money order or cashier check payable to DC Treasurer. No credit cards accepted.

Mail search: Turnaround time: 1-2 days. Clearances on individuals for employment purposes must include signed, notarized authorization by the subject. A SASE is required. Send to Attn: Police Clearances.

In person search: Counter service for a Police Clearance is available at this address at Arrest and Criminal History Sect, 3rd Fl. Wait is usually less than 1 hr. If you are the subject, you must provide a gov't-issued photo ID or original birth certificate and SSN card.

Sexual Offender Registry

Metropolitan Police Department, Sex Offender Registry Unit, 300 Indiana Ave NW, Rm 3009, Washington, DC 20001; 202-727-4407, Fax- 202-727-0588; 8AM-4PM.

<http://mpdc.dc.gov/service/sex-offender-registry>

In general, an offense requiring registration is a felony sexual assault (regardless of the age of the victim); an offense involving sexual abuse or

exploitation of minors; or sexual abuse of wards, patients, or clients.

Indexing & Storage: Records available from 1996. New records available for inquiry in 1 day.

Searching: Searchers can visit any police station and inspect a public registry that will contain current information on all registered sex offenders in the District of Columbia. Include in request- name, DOB. A list of the offenses which require registration with this agency is presented at <http://mpdc.dc.gov/node/184462>. This data not released: pending cases.

Access by: mail, fax, in person, online.

Mail search: An SASE is requested

Fax search: Records may be requested by fax.

In person search: Records for all classes may be searched here and all local police stations in DC.

Online search: A list of Class A & B registered sex offenders is provided at <http://mpdc.dc.gov/service/search-sex-offender-registry>.

Incarceration Records

District of Columbia Department of Corrections, 2000 14th Street NW, 7th Fl, Washington, DC 20009; 202-673-7316, 202-673-8257 (DC Jail Records Office), Fax- 202-671-2043; 8AM-5PM.

<http://doc.dc.gov/>

The administrative headquarters is located at 1923 Vermont Ave, NW, Washington, DC 20001; the telephone number is (202) 673-7316.

Indexing & Storage: Records available on current and former inmates. New records available for inquiry in 1 day.

Searching: For full information, a subpoena or signed release is required. The reason for the search must be stated in your request. For general "public" information, this agency prefers that you access the VINE telephone locator system. Include in request- full name, and DOB. SSN, inmate number, PVID or case number helpful and requested. Type of data released varies depending on request.

Mail search: Turnaround time: 2 to 4 weeks minimum. For a search, you must provide first and last name, DOB; SSN and/or PVID number helpful.

Online search: The agency directs online searching to a third party at <https://www.vinelink.com/vinelink/siteInfoAction.do?siteId=9900>.

Corporation, LP, LLC, Trade Name, Fictitious Name

Corporations Division, Department of Consumer & Regulatory Affairs, PO Box 92300, Washington, DC 20090 (Courier address- 1100 4th Street SW, 4th Fl, Washington, DC 20024); 202-442-4432, 202-442-4400, Fax- 202-442-4523; 8:30AM-4PM M,T,W,F; 8:30AM-4:30PM TH.

<http://dcra.dc.gov/>

As of July 12, 2010, a 10 % technology fee was added to all Corporate Registration services.

Indexing & Storage: Records available from 1794. There is no trademark or service mark statute. New records available f in 1-2 days.

Searching: Include in request- full name of business. The website provides download capability of forms.

Fee & Payment: Certified copies are \$50 per document for business entities and \$40 for nonprofit entities; good standing certificates are the same - \$50 for business entities and \$40 for nonprofit entities. Plain copies are provided. Fee payee: DC Treasury. Prepayment required. Personal checks accepted. Credit cards accepted for in person searches only.

Mail search: Turnaround time: 5 to 10 days.

Phone search: They will release agent's name and address, date of incorporation, and status over the phone at no fee. Names and addresses of Officers and Directors will not be released over the phone, unless time permits.

In person search: You may request information in person. There is no fee unless copies of documents are needed. You may use a credit card.

Online search: Verify a Business License at <http://pivs.dkra.dc.gov/BBLV/Default.aspx>. A search of all registered entities (with expanded data) is free after registration at <https://corp.dkra.dc.gov/Account.aspx/LogOn?ReturnUrl=%2fHome.aspx>.

Other access: For information concerning lists and bulk file purchases, contact the Office of Information Services.

Expedited service: Expedited service is offered; \$100 for same day, \$50 for 3-day services.

Uniform Commercial Code, Federal & State Tax Liens, Recorded Documents

UCC Recorder, District of Columbia Recorder of Deeds, 1101 4th Street, SW, 5th Floor, Washington, DC 20001; 202-442-8610, 202-727-5374, Fax- 202-442-6304; 8:30AM-4:30PM.

<http://otr.cfo.dc.gov/page/ucc-uniform-commercial-code-filings>

This agency will not perform name searches-you must do yourself or hire someone.

Indexing & Storage: Records available from the 1900's; 1979 from the online system.

Searching: Local tax liens are called district tax liens. Include in request- debtor name. Searches from 1973 forward are not performed by state personnel. Use the in-house terminal or the website. Searches prior to 1973 need a book and page number.

Access by: mail, in person, online.

Fee & Payment: Copies cost \$2.25 per page. There is also a \$2.25 fee to certify a document. Fee payee: DC Treasurer. Prepayment required. Personal checks accepted. Credit cards accepted for online service only.

Mail search: Turnaround time: 2 weeks. No name searches.

In person search: There is a public access terminal available to look up names to find instrument numbers.

Online search: Search by name or document number at <https://gov.propertyinfo.com/DC-Washington/>. This is a vendor site promoted by this agency. Data is provided from 1921 forward. Both a non-subscriber system (which requires registration) and a subscriber account are offered. Subscribers receive unlimited view of index data and pay \$2.00 per document, plus a \$175 fee per month. A registered "non-subscriber" pays no fee to view documents and \$4.00 per document mage downloaded. Registration is required. Use of a credit card is required. Note that this system provided access to all recorded documents - not just UCC filings.

Sales Tax Registrations

Office of Tax and Revenue, Sales Tax Certificates, 1101 4th Street, SW, Ste 270 West, Washington, DC 20004; 202-727-4829, 202-727-2476, Fax-202-442-6304; 8AM-5PM.

<http://otr.cfo.dc.gov/service/business-tax-service-center>

Indexing & Storage: Records available from the 1980's. Records are computerized since 1990, otherwise are hard copies.

Searching: This agency will only confirm that a tax certificate number is registered. If a request is made to search by company name, requester should talk to the agency's legal department. They will provide no other information. Include in request- business name, tax certification number, federal employer identification number, address.

Access by: mail, phone, fax, in person.

Mail search: Turnaround time: 3 to 5 days. A SASE is requested. No fee for mail request.

Phone search: No fee for telephone request.

Fax search: Same criteria as mail searches.

In person search: Immediate turnaround time. The Customer Service Center is on the 1st Fl.

Birth Certificates

Department of Health, Vital Records Division, 899 North Capitol St NE, 1st Fl, Washington, DC 20002; 202-442-9303, 877-572-6332 (Customer Service Dept), Fax- 202-442-4848; 8:30AM-3:30PM.

<http://doh.dc.gov/service/birth-certificates>

Indexing & Storage: Records available from 1874 to present. New records available for inquiry immediately.

Searching: Records less than 100 years old are only released to person of record or immediate family members or to legal representative of family. Requester should include a copy of photo ID and daytime phone number. Include in request- full name, date of birth, place of birth, names of parents, name of the hospital.

Access by: mail, phone, fax, in person, online.

Fee & Payment: A certificate of Search (3 years) is \$23.00. A certified copy is \$23.00. A verification is \$5.00. Fee payee: DC Treasurer. Prepayment required. Personal checks accepted. Credit cards are only accepted for expedited services.

Mail search: Turnaround time: 2 weeks. All genealogical searches must be done by mail or in person and cannot be expedited. Turnaround time is 6-8 weeks. SASE required. Application form is at website.

Phone search: Phone requests are through VitalChek, are considered expedited and extra fees are involved.

Fax search: Order from VitalChek at 202-783-0136.

In person search: Simple requests may be processed while you wait.

Online search: Orders may be placed online via a state designated vendor at www.vitalchek.com.

Expedited service: Expedited service is available for phone, fax and online orders. Expedited service is available from VitalChek 800-255-2414 and requires a credit card and additional \$12.95 for 7-10 day delivery or \$29.95 for 3-5 day service.

Death Records

Department of Health, Vital Records Division, 899 North Capitol St NE, 1st Fl, Washington, DC 20002; 202-671-5000, 877-572-6332 (VitalChek); 8:30AM-3:30PM.

<http://doh.dc.gov/service/death-certificates>

Request forms are available from the website.

Indexing & Storage: Records available from August 1874 on. New records available for inquiry immediately.

Searching: Records up to 50 years old are only released to immediate family members of person of record or to legal representative of family. Requester should include copy of a photo ID and daytime phone number. Include in request- full name, date of death, Social Security Number.

Access by: mail, phone, in person, online.

Fee & Payment: The fee is \$18.00 per certified record, a verification is \$5.00. A certification of Seraph (3 years) is \$18.00. Fee payee: DC Treasurer. Prepayment required. Personal checks accepted if address shown. Credit cards are only accepted for expedited services.

Mail search: Turnaround time: 2 weeks. Genealogical searches must be in writing and cannot be expedited. SASE not required.

Phone search: Phone requests are through VitalChek, are considered expedited and extra fees are involved.

In person search: Turnaround time is 1/2 hour unless extensive search required.

Online search: Orders may be placed online via a state designated vendor at www.vitalchek.com. Also, a Nationwide Gravesite Locator is located at <http://gravelocator.cem.va.gov/>. Includes VA, national, state, military, veteran, DOI, and where grave is marked with a government grave marker.

Expedited service: Expedited service is available for phone, fax and online orders. Expedited service is available from VitalChek 800-255-2414 and requires a credit card and additional \$12.95 for 7-10 day delivery or \$29.95 for 3-5 day service.

Marriage Certificates

Moultrie Courthouse, Marriage Bureau, 500 Indiana Ave, NW, Room 4485, Washington, DC 20001; 202-879-4840, Fax- 202-879-1280; 8:30AM-5PM.

www.dccourts.gov/internet/superior/org_family/marriagebureau.jsf

Indexing & Storage: Records available from 1811 on. New records available for inquiry immediately.

Searching: The Marriage Bureau handles all filing, docketing, and file maintenance of all District of Columbia marriage records from 1811 to the present, and assisting the public in their review. Include in request- both names, wife's maiden name, date of marriage. This data not released: SSN

Access by: mail, in person.

Fee & Payment: Search fee is \$10.00. Extra copies are \$.50 per page. To search prior to 1921 there is an additional \$10.00 per year charge to search. Fee payee: Clerk of DC Superior Court. Prepayment required. Only money orders are accepted unless requester is an attorney or a minister/priest/rabbi. No personal checks accepted. No credit cards accepted.

Mail search: Turnaround time: 2 weeks. A SASE is requested.

In person search: Unless the request is a simple search, the results are mailed within 15 days. Turnaround time is within the same day.

Divorce Records

Superior Court - Family Court Operations, Divorce Records, 500 Indiana Ave, NW, JM 300, Washington, DC 20001; 202-879-1261, Fax- 202-879-1572; 8:30AM-5PM.

www.dccourts.gov/internet/superior/org_family/main.jsf

Indexing & Storage: Records available from 1956 on. Records prior to 1956 are located at the US District Court at 202-273-0520. New records available for inquiry immediately.

Searching: The Domestic Relations Branch processes case filings for divorce, annulment, legal separation, custody, visitation, standby guardianship, foreign judgments, foreign subpoenas, adoption, and termination of parental rights. Include in request- names of husband and wife, date of divorce, year divorce case began, case number (if known). This data not released: sealed records.

Fee & Payment: Search fee is \$10.00. Certification is \$6.50. Copy fee is \$.50 per page.

Fee payee: Clerk of the Superior Court. Prepayment required. Use either a money order or a cashier's check if ordering by mail. Personal checks not accepted. No credit cards accepted.

Mail search: Turnaround time: 3-6 weeks. Written requests must include requester's phone number so the court can call back with the charge. A SASE is requested.

In person search: Turnaround time is same day for record after 1996. Prior records are kept off site and will take longer to retrieve.

Workers' Compensation Records

Office of Workers' Compensation, Records, 4058 Minnesota Avenue, NE, 3rd Floor, Washington, DC 20019; 202-671-1000, Fax- 202-671-1929; 8:30AM-5PM.

<http://does.dc.gov/page/workers-compensation-does>

Indexing & Storage: Records available from June 1982 on. Records are archived after a year and will take longer to locate. Records are only from private employers. New records available for inquiry immediately.

Searching: Only claimant or parties to claim can access records. An employer may request a post-hire record check, but must submit a signed release from the employee. Include in request- claimant release, SSN, employer. An employer may request

Access by: mail, fax, in person.

Fee & Payment: There is no search fee, copies are \$.25 per page. Fee payee: DC Treasurer. Prepayment required. Personal checks accepted. No credit cards accepted.

Mail search: Turnaround time: 2 to 3 days. A SASE is requested.

Fax search: Limit 2 pages, turnaround is 2-3 days.

In person search: Limited to interested parties or with signed release from claimant.

Driver Records

Department of Motor Vehicles, Driver Records Division, PO Box 90120, Washington, DC 20090; 202-737-4404; 8:15AM-4PM.

<http://dmv.dc.gov>

Copies of tickets are available from the Bureau of Traffic Adjudication, same address. The fee is \$1.00 per ticket.

Indexing & Storage: Records available for 3 years for moving violations, suspensions/revocations for 5 years, and DWIs for an indefinite period. Accidents are listed on the record if there is a conviction, but fault is not indicated.

Searching: The agency's policy is stricter than DPPA. Personal information is suppressed unless authority is granted by subject. Include in request- name and DL number; DOB is optional. Online requesters must submit DL, name and DOB; the sex and middle initial is optional. This data not released: SSN, height, and weight

Access by: mail, in person, online.

Fee & Payment: The cost for a driving record is \$7.00 for a three or five-year record and \$13.00 for a ten-year record. Since 7/1/2008, only the ten-year record is sold online. Fee payee: DC Treasurer. Prepayment required. Personal checks accepted. Credit cards accepted for in person requests.

Mail search: Turnaround time: 10 to 14 days. SASE not required.

In person search: Walk-in requesters may obtain up to 5 records at once. Additional records are available the next day. There are three locations: Penn Branch Service Center at 3220 Penn Ave SE; Georgetown Service Center at 3222 M St N; and the Southwest Service Center at 95 M Street SW.

Online search: Online requests are taken throughout the day and are available in batch the next morning after 8:15 am. There is no minimum order requirement. Fee is \$13.00 per record; only the ten-year record is sold. This system is restricted to high volume, ongoing users. Each requester must be approved, sign a contract and pay a \$3,500 annual fee. Billing is a "bank" system which draws from pre-paid account. For more information, call 202-727-5692. There is driver license number verification site at <https://public.dmv.washingtondc.gov/BusinessPages/DL/DriverLicenseVerification.aspx>. Also, DC drivers may obtain their driving record at <http://dmv.dc.gov/service/request-driver-record>.

Vehicle Ownership & Registration

Department of Motor Vehicles, Vehicle Records, 95 M Street SW, Washington, DC 20024; 202-737-4404, Fax- 202-673-9908; 8:15AM-5PM M-F; 8PM Wed. <http://dmv.dc.gov>

Indexing & Storage: New records available for inquiry in 24 hours.

Searching: Records are classified as either "Authorized" or "General." Authorized is for law enforcement. General records (DPPA permissible use purposes) suppress the SSN but show personal information. Casual requesters must have permission of the subject. General Records suppress the Social Security Number, date of birth, height, weight, and certain medical restrictions; these are the records issued to insurance companies, record-retrieval firms, lien-holders, etc. This data not released: SSNs or financial information.

Access by: mail, in person, online.

Fee & Payment: The current fee is \$7.00 per request for VIN, registration or lien information. Fee payee: DC Treasurer. Prepayment required. Cash is accepted for in person transactions. Personal checks accepted. Credit cards accepted.

Mail search: Turnaround time: 10 days. SASE not required.

In person search: Counter service available.

Online search: DC provides a Vehicle Registration Verification at <https://public.dmv.washingtondc.gov/BusinessPages/VR/VehicleRegistrationVerification.aspx> and an Out-of-State Title Status at <https://public.dmv.washingtondc.gov/scripts/V/OutOfStateTitleStatus.aspx>.

Other access: Bulk requests can be obtained for commercial purposes upon approval by the Director, Department of Motor Vehicles if it is determined that the requested use "is for the public interest." Commercial purposes are not permitted.

Accident Reports

Metro. Police Dept., Accident Report Section, 300 Indiana Ave NW, Room 3075, Washington, DC 20001; 202-727-4357; 9AM-5PM.

<http://mpdc.dc.gov/service/request-accident-incident-and-offense-reports>

An officer may write an Accident Report (PD-10) or an Incident/Offense Report (PD-251). This report is given a six-digit identifying number (often referred to as the CCN).

Indexing & Storage: New records available for inquiry in 14 days.

Searching: An officer may write an Accident Report (PD-10) or an Incident/Offense Report (PD-251). Include in request- full name and either date of accident and location of accident or the six-digit report number. The agency will not perform a "name only" search. This data not released: reports that have not been validated by staff review.

Access by: mail, phone, fax, in person.

Fee & Payment: The fee is \$3.00 per report, non-refundable if no record found. There is no charge for complainants, their spouses, and parents/guardians. Fee payee: DC Treasurer. Prepayment required. Personal checks and credit cards not accepted, corporate checks are.

Mail search: Turnaround time: 2 weeks. A SASE is requested.

Phone search: No searching by telephone.

Fax search: Records are available by fax.

In person search: Counter service available.

Vessel Records

Access to Records is Restricted.

Harbor Master, Metropolitan Police Department, 550 Water St SW, Washington, DC 20024; 202-727-4582, Fax- 202-727-3663; 6:30AM-4:30PM.

<http://mpdc.dc.gov/page/harbor-legal-requirements>

DC is a 'title jurisdiction.' All vessels regardless of size with or without motor, must be registered. Liens appear on titles. See <http://mpdc.dc.gov/node/207802> for an overview. Coast Guard documented vessels must register, but will not be titled. Information is not open to the public. Record verifications are handled on a case-by-case basis as a FOIA request. The agency uses discretion in release of data for lawful purposes, but does not follow DPPA.

Legislation Records

Council of the District of Columbia, Legislative Services Division, 1350 Pennsylvania Ave NW, Grd Fl Rm 10, Washington, DC 20004; 202-724-8050, Fax- 202-347-3070; 9AM-5:30PM.

<http://dccouncil.us/legislation>

Indexing & Storage: Records available from 1975 to present on microfilm.

Searching: Include in request- bill number.

Fee & Payment: 1993-2000 bills are considered current and are on paper. 1975 through 1988 are on microfilm, and you must do your own copying at \$.10 per page. 1989-1992 are stored offsite at archives. Fee payee: DC Treasurer. Prepayment required. Personal checks accepted. No credit cards accepted.

Online search: Bill text and status may be reviewed at the Internet site. DC Municipal Regulations and Register is viewable at www.dcregs.dc.gov/.

Voter Registration

DC Board of Elections, Voter Registration Records, 441 4th St NW, #250 North, Washington, DC 20001; 202-727-2525, Fax- 202-347-2648; 8:15AM-4:45PM. director@dcboee.org

<https://www.dcboee.org/home.asp>

Indexing & Storage: Records available for active records. The database is updated every four months. New records available in up to 19 days.

Searching: Records are open to the public. Include in request- name and address. This data not released: SSNs or date of birth.

Access by: mail, phone, fax, in person, online.

Fee & Payment: There is no fee for a search nor for a copy. Fee payee: DC Treasurer. Prepayment required. If purchasing the database, certified funds are required. No credit cards accepted.

Mail search: Turnaround time: 7 to 10 days. SASE is not required.

Phone search: For verification purposes only.

Fax search: Fax searching available.

In person search: Information is available immediately.

Online search: Check voter registration status at https://www.dcboee.org/voter_info/reg_status/index.asp. Name, DOB and ZIP are required.

Other access: Records can be purchased on CD. A variety of data is available from party registration to voter history. Minimum fee \$2 for CD. Call 202-727-2525 for details. Form at www.dcboee.org/pdf_files/Data_Request_Form.pdf.

Campaign Finance, Lobbyists

Office of Campaign Finance, Frank D. Reeves Municipal Building, 2000 14th Street, NW, Suite 433, Washington, DC 20009; 202-671-0547, Fax- 202-671-0658; 8:30AM-4:45 PM.

www.ocf.dc.gov/

The Office of Campaign Finance (OCF) regulates the conduct of political campaigns and government officials, administers and enforces DC laws pertaining to campaign finance operations, lobbying activities, and conflict of interest matters.

Indexing & Storage:

Searching: Other than on-going investigative matters, all reports and opinions of the Office of Campaign Finance are available as public records. Include in request- name and address.

Access by: mail, phone, fax, in person, online.

Fee & Payment: There is no fee for a search or for a copy. Fee payee: DC Treasurer.

Mail search: Turnaround time: 7 to 10 days. SASE is not required.

Phone search: For verification purposes only.

Fax search: Fax searching available.

In person search: Information is available immediately.

Online search: Financial Reports Images Searches available at www.ocf.dc.gov/IMAGING/SEARCHIMAGES.ASP. Search cContributions and expenditures at www.ocf.dc.gov/dsearch/dsearch.asp. Search lobbyists activities at www.ocf.dc.gov/serv/lobbying_activity.asp.

GED Certificates

GED Testing Center, One Judiciary Square, 441 4th St. N.W., Ste. 370N, Washington, DC 20004 202-274-7173; 9AM-1PM.

<http://osse.dc.gov/service/general-education-development-tests-ged>

Third party requesters must use a designated vendor for GED verifications. See www.gedtestingservice.com/testers/gedrequest-a-transcript or Online Access below.

Indexing & Storage: Records available from 1940 to present. Test records for the years 1997 - 2002 are maintained under social security number. Records prior to 1997 are filed by year. New records available for inquiry in 4 weeks.

Searching: An examinee must request in writing that an official score report or verification be sent to a specific institution, employer, or other organization. Include in request- a signed release, name at time of test, DOB, date/year test, SSN, and city of test. A request form available at <http://dcged.org/documents/GEDTranscriptRequestForm1.pdf>.

Access by: mail, in person, online.

Fee & Payment: All verifications and transcript copy requests are \$10.00 each. Fee payee: OSSE - GED Testing Center Money orders are accepted. No credit cards accepted.

Mail search: Turnaround time is 7-10 days if record is after 1994, 2-3 weeks if prior to 1994.

In person search: Results are mailed or can be picked up.

Online search: Third parties must set up an account at: <http://exchange.parchment.com/ged-receiver-registration-page>. A consent form from each student is needed.

District of Columbia Licensing Agencies

For details about the agency responsible for licensing/certifying/registering an item below or in the Agency Quick Finder section, match an item's number with the number of the agency in the *Licensing Agency Information* section.

Licenses Searchable Online

The following licenses are searchable at <http://164.82.148.59/weblookup/>

| | | |
|-------------------------------------|--------------------------------|---------------------------------------|
| Acupuncturist #02 | Naturopath #02 | Physician/Medical Doctor #02 |
| Addiction Counselor #02 | Nurse Anesthetist #02 | Podiatrist #02 |
| Audiologist #08 | Nurse-Clinical #02 | Psychologist #02 |
| Chiropractor #02 | Nurse-LPN/RN #02 | Psychometrist/School Psychologist #08 |
| Counselor, Professional #02 | Nursing Home Administrator #02 | Recreational Therapist #02 |
| Dance Therapist #02 | Occupational Therapist #02 | Respiratory Care #02 |
| Dentist/Dental Hygienist #02 | Optometrist #02 | Social Worker #02 |
| Dietitian/Nutritionist #02 | Osteopath #02 | Speech Language Pathologist #08 |
| Emergency Medical Technician #11 | Pharmacist/Pharmacy #02 | Veterinarian #05 |
| Massage Therapist/Establishment #02 | Physical Therapist #02 | |
| Midwife #02 | Physician Assistant #02 | |

The following licenses are searchable at <http://pivs.dcr.dcgov//bblv/default.aspx>

| | | |
|--|--|-------------------------------------|
| Asbestos Contractor/Worker #05 | Barber, Shop, Related #05 | Securities Broker/Dealer #07 |
| Firearms Permit #14 | Contractor, Mechanical/Resident'l #05 | Securities Agent #07 |
| Security Agency/Guard, Related #14 | Interior Designer #05 | Air Conditioning/Refrigeration #05 |
| Alarm Technician #14 | Cosmetologist, Shop, Related #05 | Real Estate Agent/Broker/Seller #05 |
| School, Degree/Non-Degree Granting #05 | Funeral Director/Establishment #05 | Auctioneer, Auction Sales #05 |
| Firearms Instructor #14 | Engineer #05 | Parking Lot Attendant, Related #05 |
| Solid Waste, Related #05 | Pesticide Dealer #04 | Plumber #05 |
| Pesticide Applicator #04 | Pesticide Employee/Operator #04 | Electrician #05 |
| Motor Vehicle Dealer/Salesperson #05 | Solicitor #05 | |
| Automobile, Rental, Repossesso #05 | Security Alarm Dealer/Agent, Related #05 | |

The Rest:

| | |
|---|---|
| Accountant-CPA #05 | http://www.pearsonvue.com/dc/accountancy/ |
| Alcohol Mfg/Vendor/Dist #01 | http://abra.dc.gov/node/682002 |
| Alcohol Permit #01 | http://abra.dc.gov/node/682002 |
| Alcohol Server/Seller #01 | http://abra.dc.gov/node/682002 |
| Alcohol Susp'd/Revk'd License #01 | http://abra.dc.gov/node/682002 |
| Attorney #03 | http://www.dcb.org/membership/find-a-member.cfm |
| Attorney Disciplinary Decisions #03 | http://www.dcb.org/attorney-discipline/disciplinary-decisions.cfm |
| Bank #10 | http://disb.dc.gov/service/verify-financial-institution-or-representative-licensed-disb |
| Check Casher #10 | http://disb.dc.gov/service/verify-financial-institution-or-representative-licensed-disb |
| Insurance Broker/Agent #12 | https://sbs-dc.naic.org/Lion-Web/jsp/sbsreports/AgentLookup.jsp |
| Insurance Company #12 | https://sbs-dc.naic.org/Lion-Web/jsp/sbsreports/AgentLookup.jsp |
| Investment Advisor #07 | http://www.adviserinfo.sec.gov/IAPD/Content/lapdMain/iapd_SiteMap.aspx |
| Investment Advisor Rep #07 | http://www.adviserinfo.sec.gov/IAPD/Content/lapdMain/iapd_SiteMap.aspx |
| Money Lender #10 | http://disb.dc.gov/service/verify-financial-institution-or-representative-licensed-disb |
| Money Transmitter #10 | http://disb.dc.gov/service/verify-financial-institution-or-representative-licensed-disb |
| Mortgage Broker/Lender #10 | http://disb.dc.gov/service/verify-financial-institution-or-representative-licensed-disb |
| Notary Public #15 | http://dcatlas.dcgis.dc.gov/agencyapps/notary.aspx |
| Sales Finance Company #10 | http://disb.dc.gov/service/verify-financial-institution-or-representative-licensed-disb |
| Taxi Insurer #06 | http://dctaxi.dc.gov/page/taxicab-insurance-companies |

District of Columbia Licensing Quick Finder

| | | | | | |
|--|--------------|---|--------------|--|--------------------------|
| Accountant-CPA #05 | 202-442-4400 | Alcohol Susp'd/Revk'd License #01 | 202-442-4423 | Audiologist #08 | 202-442-5885 |
| Acupuncturist #02 | 202-672-2174 | Amusement Park/Mechnc'l, Related#05 | 202-442-4400 | Automobile Repossessor #05 | 202-442-4400 |
| Addiction Counselor #02 | 202-672-2174 | Appraiser, Real Estate #05 | 202-442-4400 | Bank #10 | 202-727-8000 |
| Air Conditioning/Refrigeration #05 | 202-442-4400 | Architect #05 | 202-442-4400 | Barber #05 | 202-442-4400 |
| Alarm Technician #14 | 202-671-0500 | Asbestos Contractor/Worker #05 | 202-442-4400 | Bed/Breakfast, Billiard, Bowling #05 | 202-442-4400 |
| Alcohol Mfg/Vendor/Dist #01 | 202-442-4423 | Attorney #03 | 202-737-4700 | Bingo Operation #13 | 202-645-7900 or 645-8000 |
| Alcohol Permit #01 | 202-442-4423 | Attorney Disciplinary Decisions #03 | 202-737-4700 | Boxing Event/Professional #05 | 202-442-4400 |
| Alcohol Server/Seller #01 | 202-442-4423 | Auctioneer, Auction Sales #05 | 202-442-4400 | Card Tournament #13 | 202-645-7900 or 645-8000 |

| | | | | | |
|---|--------------------------|--|--------------------------|---|--------------|
| Check Casher #10 | 202-727-8000 | Massage Therapist #02 | 202-672-2174 | Real Estate Appraiser #05 | 202-442-4400 |
| Chiropractor #02 | 202-672-2174 | Mechanic, Master #05 | 202-442-4400 | Real Estate School #05 | 202-442-4400 |
| Cigarette Retail/Wholesale #01 | 202-442-4311 | Midwife #02 | 202-672-2174 | Recreational Therapist #02 | 202-672-2174 |
| Contractor, Mechanical/Resident#1 #05 | 202-442-4400 | Money Lender #10 | 202-727-8000 | Respiratory Care #02 | 202-672-2174 |
| Cosmetologist #05 | 202-442-4400 | Money Transmitter #10 | 202-727-8000 | Restaurant, Related #05 | 202-442-4400 |
| Counselor, Professional #02 | 202-672-2174 | Mortgage Broker/Lender #10 | 202-727-8000 | Sales Finance Company #10 | 202-727-8000 |
| Credit Union #10 | 202-727-8000 | Motor Vehicle Dealer/Salesperson #05 | 202-442-4400 | Savings & Loan Company #10 | 202-727-8000 |
| Dance Therapist #02 | 202-672-2174 | Naturopath #02 | 202-672-2174 | Secondhand Dealer, Related #05 | 202-442-4400 |
| Dentist/Dental Hygienist #02 | 202-672-2174 | Notary Public #15 | 202-727-3117 | School Athletic Trainer/Coach #08 | 202-442-5885 |
| Dietitian/Nutritionist #02 | 202-672-2174 | Nurse Anesthetist #02 | 202-672-2174 | School Attendance Officer/Worker #08 | 202-442-5885 |
| Driving School #05 | 202-442-4400 | Nurse-Clinical #02 | 202-672-2174 | School Counselor #08 | 202-442-5885 |
| Educational Institution, Higher #08 | 202-442-5885 | Nurse-LPN/RN #02 | 202-672-2174 | School Librarian/Media Specialist #08 | 202-442-5885 |
| Electrician #05 | 202-442-4400 | Nursing Home Administrator #02 | 202-672-2174 | School Social Worker #08 | 202-442-5885 |
| Emergency Medical Technician #11 | 202-671-4222 | Occupational Therapist #02 | 202-672-2174 | School, Degree/Non- Granting #05 | 202-442-4400 |
| Engineer #05 | 202-442-4400 | Optometrist #02 | 202-672-2174 | Securities Agent #07 | 202-727-8000 |
| Engineer, Steam #05 | 202-442-4400 | Osteopath #02 | 202-672-2174 | Securities Broker/Dealer #07 | 202-727-8000 |
| Fair Housing Provider #05 | 202-442-4400 | Parking Lot Attendant #05 | 202-442-4400 | Security Agency/Guard #14 | 202-671-0500 |
| Firearms Instructor #14 | 202-671-0500 | Pesticide Applicator #04 | 202-535-2600 | Security Alarm Dealer/Agent #05 | 202-442-4400 |
| Firearms Permit #14 | 202-671-0500 | Pesticide Dealer #04 | 202-535-2600 | Social Worker #02 | 202-672-2174 |
| Firearms Registration Section #14 | 202-671-0500 | Pesticide Employee/Operator #04 | 202-535-2600 | Solicitor #05 | 202-442-4400 |
| Funeral Director #05 | 202-442-4400 | Pharmacist/Pharmacy #02 | 202-672-2174 | Solid Waste Collector #05 | 202-442-4400 |
| Gambling Party/Event #13 | 202-645-7900 or 645-8000 | Physical Therapist #02 | 202-672-2174 | Speech Language Pathologist #08 | 202-442-5885 |
| Gas Fitter #05 | 202-442-4400 | Physician Assistant #02 | 202-672-2174 | Steam Fitter #05 | 202-442-4400 |
| Health Spa #05 | 202-442-4400 | Physician/Medical Doctor #02 | 202-672-2174 | Surveyor, Land #05 | 202-442-4400 |
| Hearing Aid Dispenser #02 | 202-672-2174 | Plumber #05 | 202-442-4400 | Taxi Dispatch #06 | 855-484-4966 |
| Insurance Broker/Agent #12 | 202-727-8000 | Podiatrist #02 | 202-672-2174 | Taxi Fleet/Company #06 | 855-484-4966 |
| Insurance Company #12 | 202-727-8000 | Political Campaign Contributor #09 | 202-671-0547 | Taxi Insurer #06 | 855-484-4966 |
| Interior Designer #05 | 202-442-4400 | Private Investigator #14 | 202-671-0500 | Teacher/Teacher Trainer #08 | 202-442-5885 |
| Investment Advisor #07 | 202-727-8000 | Property Manager #05 | 202-442-4400 | Tour Guide #05 | 202-442-4400 |
| Investment Advisor Rep #07 | 202-727-8000 | Psychologist #02 | 202-672-2174 | Trust Company #10 | 202-727-8000 |
| K-9 Unit #14 | 202-671-0500 | Psychometrist/School Psychologist#08 | 202-442-5885 | Veterinarian #05 | 202-442-4400 |
| Lobbyist #09 | 202-671-0547 | Raffle #13 | 202-645-7900 or 645-8000 | Wrestling Event/Professional #05 | 202-442-4400 |
| Lottery Retailer #13 | 202-645-7900 or 645-8000 | Real Estate Agent/Broker/Seller #05 | 202-442-4400 | | |

Licensing Agency Information

#01 Department of Consumer Regulatory Affairs, Alcohol Beverage Regulation Administration, 2000 14th St NW, #400S, Washington, DC 20009-; 202-442-4423, Fax- 202-442-9563. Hours- 8:30AM-4PM. <http://abra.dc.gov/>

#02 Department of Health, Health Professional Licensing Admin, 899 N Capitol St NE, Washington, DC 20002-; 202-672-2174, Fax- 202-727-8471. Hours- 8:15AM-4:45PM. <http://doh.dc.gov/service/licensing-boards>

#03 District of Columbia Bar Association, 1101 K St NW, #200, Washington, DC 20005-; 202-737-4700, Fax- 202-626-3471. www.dcbbar.org/index.cfm

#04 Department of Health, Environment Pesticide Program, 1104 4th Street, SW, Washington, DC 20024-; 202-535-2600. Hours- 9AM-5PM. <http://ddoe.dc.gov/service/pesticide-licensing>

#05 Department of Consumer & Regulatory Affairs, License & Certification Division - Central Verifications, 1100 4th St SW, Washington, DC 20024-; 202-442-4400, Fax- 202-442-9445. <http://dcra.dc.gov/page/business-licensing-corporate-registration>

#06 DC Taxicab Commission, 2041 Martin Luther King Jr Ave, SE, #204, Washington, DC 20020-7024; 855-484-4966, Fax- 202-889-3604. Hours- 8:30AM-4:30PM. <http://dctaxi.dc.gov/>

#07 Department of Insurance, Securities and Banking, Securities Bureau, 810 1st St NE, #701, Washington, DC 20002-4227; 202-727-8000, Fax- 202-535-1196. Hours- 8:15AM-4:45PM. <http://disb.dc.gov/page/securities>

#08 District of Columbia Public Schools, Licensure & Credentials, 1200 1st St NE, Washington, DC 20002-; 202-442-5885, Fax- 202-442-5026. Hours- 8:30AM-5:30PM. <http://dcps.dc.gov/portal/site/DCPS/dcsea/certification/>

#09 Director of Campaign Finance, Office of Campaign Finance, 2000 14th St NW, #433, Frank D Reeves Municipal Bldg, Washington, DC 20009-; 202-671-0547, Fax- 202-671-0658. <http://ocf.dc.gov>

#10 Economic Development, Banking & Financial Institutions Office, 810 1st St NE, #701, Washington, DC 20002-; 202-727-8000, Fax- 202-535-1196. Hours- 8:15AM-4:45PM. <http://disb.dc.gov/>

#11 Department of Health (HEPRA), Emergency Medical Services Div, 899 North Capitol Street, NE, Washington, DC 20002-; 202-671-4222, Fax- 202-671-0707. Hours- 8:15AM-4:45PM. <http://doh.dc.gov/service/ems-training-and-certification>

#12 Department of Insurance, Securities & Banking, Insurance Licensing Division, 810

1st St NE, #701, Washington, DC 20002-; 202-727-8000, Fax- 202-535-1196. Hours- 8:15AM-4:45PM. <http://disb.dc.gov/>

#13 Lottery & Charitable Games Control Board, 2101 Martin Luther King Jr Ave SE, Washington, DC 20020-5731; 202-645-727-9528, Fax- 202-724-4217. Hours- 8:15AM-4:45PM. <http://dclottery.com/default.aspx>

#14 Security Officers Management Branch, Metro Police, Security Unit, 300 Indiana Avenue, NW, Room 5059, Washington, DC 20001-; 202-671-0500, Fax- 202-673-7418. Hours- 8AM-2PM M,T,TH; 8AM-4PM W; Closed F. <http://mpdc.dc.gov/page/security-officers-management-branch-somb>

#15 Notary Commissions & Authentications Section, Office of the Secretary, Suite 810 South 441 4th St. NW, Washington, DC 20001-; 202-727-3117, Fax- 202-727-8457. Hours- 9AM-1PM M-F. <http://os.dc.gov/service/notary-and-authentication-services>

District of Columbia Federal Courts

Searching Standards for Federal Courts:

District Courts index by defendant, plaintiff, and by case number. Bankruptcy Courts usually index by debtor and case number. Most case files created prior to 1999 were maintained in paper format only. Since 2006, all cases are filed electronically. Paper case files may be stored at the courthouse or forwarded to a designated Federal Records Center (see <http://archives.gov/frc>), the timeframe determined by the Court. These case files may be obtained via the Court or directly from the FRC.

Case data may be viewed PACER, the online public access program. An account is required, the fee is \$.10 per page; there is no fee if a usage does not exceed \$15.00 in a quarter. For details about PACER see the Appendix or go to <https://www.pacer.gov> or call 800-676-6856.

The copy fee is \$.50; \$.10 if electronic document is printed from terminal. Certification fee is \$11.00 per document and \$21.00 for exemplification, if available. If a case is still available from the individual federal court, the search fee is \$30.00. If the case is at the Archives, the case can be ordered from the court. The fee to retrieve a paper file is \$64.00 for the first box and \$39.00 ea add'l box. Also, the public can order copies direct online from the National Archives. Copies can be delivered by mail, fax, or email. See more information, including fees, at www.archives.gov/research/court-records/55.

US District Court District of Columbia

Washington DC Division Clerk's Office, US Courthouse, Rm 1225, 333 Constitution Ave NW, Washington, DC 20001 202-354-3050; records-202-354-3080; crim dockets- 202-354-3060; civil dockets- 202-354-3120; Fax- 202-354-3524. Hours- 9AM-4PM. www.dcd.uscourts.gov/dcd/

Counties/Note: District of Columbia.

Searches/Indexing: Search request requires name; helpful- DOB, SSN, address. Criminal search results include DOB; civil returns name only. Records on computer back to 1991, includes an archive program of some older cases; microfiche for crim cases from 1932 to mid-1991; from 1950 for civil. Divorce cases up to 1956 are still here. Searchers calling locally are not given info via phone. Out of state calls are given the 3 most current docket entries only. Archived records not available via phone. **In person:** 4 public terminals available. Court will make up to 20 copies only. No self serve copier at court. Court can recommend an outside vendor to make copies.

E-Services: ECF at <https://ecf.dcd.uscourts.gov>. **Opinions Online:** www.dcd.uscourts.gov/dcd/CourtOpinions. **Online Note:** Calendars www.dcd.uscourts.gov/dcd/court-calendars

US Bankruptcy Court District of Columbia

Washington DC Division Court Clerk, E Barrett Prettyman Courthouse, Rm 1225, 333 Constitution Ave NW, Washington, DC 20001 202-354-3280; Fax- 202-354-3128. Hours- 9AM-4PM. www.dcb.uscourts.gov/dcb/

Counties/Note: District of Columbia.

Searches/Indexing: Search request requires name only. Results include last 4 SSN digits. McVCIS available: 866-222-8029. **In person:** 4 public terminals available. No self-serve copier. Court can recommend an outside vendor to make copies.

E-Services: PACER records go back to 1991. ECF at <https://ecf.dcb.uscourts.gov>.

Opinions Online: <https://ecf.dcb.uscourts.gov/cgi-bin/Opinions.pl>.

District of Columbia Courts

Administration

Executive Office, 500 Indiana Av NW, Room 1500, Washington, DC, 20001; 202-879-1700, Fax: 202-879-4829. www.dccourts.gov/internet/welcome.jsf

The D.C. Courts are funded by the Federal government; the Courts' budget request is submitted to the Office of Management and Budget for presidential recommendation and then to the U.S. Congress. The Courts also submit their budget to the Mayor and the Council of the District of Columbia.

The Court of Appeals

The Court of Appeals, the highest court of the District, reviews decisions of the Superior Court and the District of Columbia government's administrative agencies. The decisions of the Court of Appeals are reviewable by the Supreme Court of the United States. The court home page above provides online access to Opinions from the Court of Appeals.

| Court | Type | How Organized | Jurisdiction Highpoints |
|-----------|---------|---------------|--|
| Superior* | General | 9 Divisions | Felony, Misdemeanor, Civil, Small Claims, Family, Probate, Juvenile, Traffic, Eviction, Domestic Relations |

Record Searching Facts You Need to Know

About Online Access

The Court Cases Online system at www.dccourts.gov/internet/CCO.jsf provides public information of case summary and docket entries in civil, criminal, criminal domestic violence and tax cases, probate cases for large estates and small estates, disclaimers of interest, major litigation, wills and foreign estate proceedings. The results are returned by name match only.

The online system does not provide images, address, SSNs, DOB, and phone numbers. While dockets are continually updated throughout the day, there is a disclaimer.

Superior Court - Civil 500 Indiana Ave NW, Rm 5000, Washington, DC 20001; 202-879-1133; fax: 202-879-8335; 8:30AM-5PM M-F; 9AM-12 Sat (EST). *Civil Actions*.

www.dccourts.gov/internet/superior/org_civil/smallclaimsbranch.jsf

General Information: Small Claims is a separate branch that handles claims of \$5,000 or less. No sealed records released. Will fax up to 15 pages to local or toll-free number. Court makes copy: \$.50 per page. Certification fee: \$5.00 plus copy fees. Payee: Clerk-Superior Court of DC. Only cashiers checks and money orders accepted. Will accept checks from members of DC Bar. No credit cards accepted for record copies or searches, etc. Prepayment required. Mail requests: SASE required.

Civil Search: Access: Mail, in person, online. Both court and visitors may perform in person name searches. Search fee: \$10.00 per name. Required to search: name. Civil cases indexed by defendant, plaintiff. Civil records on computer from 1975. On microfiche, archived and on index from 1976 to 1986. Harp copies are kept 30 years max. Note: Attorneys and legal professionals participating in the e-Filing Project must register for the CaseFileXpress eFile service either by logging onto www.casefilexpress.com/ or calling 1-877-433-4533. Mail Turnaround time depends on case involved. Public use terminal has civil records back to 1983. Only the name is displayed for records prior to 2005, some newer records may have DOB. See above regarding online access.

Superior Court - Criminal 500 Indiana Ave NW, 4th Fl, W, Washington, DC 20001; 202-879-1373; fax: 202-638-5352; 8:30AM-5PM (EST). *Felony, Misdemeanor, Infractions, Criminal Traffic*.

www.dccourts.gov/internet/superior/org_criminal/main.jsf

General Information: The court is selective of type of document they will make copies of. Note all criminal domestic violence cases (DVM) are handled by the Domestic Violence Unit. No sealed records released. Will not fax documents. Court makes copy: \$.50 per page. Certification: \$5.00 plus copy fees. Payee: DC Superior Court. Personal checks accepted. No credit cards accepted for copies or searches, etc.

Criminal Search: Access: Mail, fax, in person, online. Visitors must perform in person searches themselves. Search fee: None. Required to search: name, years to search, DOB. Criminal records computerized from 1978, on microfiche from 1974, on index from 1970, archived from 1962. Note: This court recommends to contact the Metro DC Police for a "police clearance" record check for \$7.00. ID and signed release is required. Call 202-727-4245 or see <http://mpdc.dc.gov/node/187552> Mail Turnaround time depends on case involved. Public use terminal has crim records back to 1978. Three public access terminals available, includes Traffic cases index. See above regarding online access.

Civil Division - Small Claims and Conciliation Branch 510 Fourth St NW, #120, Washington, DC 20001; 202-879-1120; fax: 202-508-1696; 8:30AM-5PM M-F; 9AM-12 Sat (EST). *Small Claims - \$5,000 or less*.

www.dccourts.gov/internet/superior/org_civil/main.jsf

General Information: Open 6:30 PM to 8PM Wed only for filings.

Superior Court - Family Court Division 500 Indiana Ave NW, John Marshall Level, East Wing, JM 520, Washington, DC 20001; 202-879-1634 or 1010; 8:30AM-5PM (EST). *Domestic Relations*

www.dccourts.gov/internet/superior/org_family/main.jsf

General Information: The Family Court Operations Division processes these cases: child abuse and neglect, juvenile delinquency, adoption, divorce, custody, guardianship, visitation, paternity, child support, termination of parental rights, and mental health and habilitation.

Superior Court - Landlord & Tenant Branch 510 4th Street NW Rm110, Building B, Washington, DC 20001; 202-879-4879; fax: 202-508-1621; 8:30AM-5PM; 9AM-N Sat (EST). *Eviction*.

www.dccourts.gov/internet/public/aud_civil/lease.jsf

General Information: This information applies to the Landlord & Tenant Branch only, which processes cases filed for possession of real property or violations of lease agreements. Will fax documents to local or toll-free number. Court makes copy: \$.50 per page. Certification fee: \$5.00 plus copy fees. Payee: Clerk-Superior Court of DC. No personal checks accepted. No credit cards accepted for record copies or searches, etc. Prepayment required.

Civil Search: Access: Mail, In person, online. Both court and visitors may perform in person name searches. Search fee: \$10.00. Required to search: name, years to search; also helpful-case number. Civil records go back to 1994; computerized records go back 5 years. Records destroyed after 30 years. Note: No out of district inquires taken by phone. Mail Turnaround time depends on case involved. Public use terminal has civil records back to 2002. No identifiers are shown. Access information using the civil record index at www.dccourts.gov/internet/CCO.jsf. There is no fee. Although the system provides case summary data it does not provide images, address, SSNs, DOB, or phone numbers.

Superior Court - Probate Division 515 5th Street NW, Rm 314, Court Bldg A, Washington, DC 20001; 202-879-9460; 8:30AM-5PM (EST). *Probate*.

www.dccourts.gov/internet/superior/org_probate/main.jsf

General Information: Copy fee is \$.50, certification is \$5.00 plus \$.50 a page, search fee is \$10.00.

District of Columbia Recording Offices

| | |
|--|---|
| Organization: | The Recorder of Deeds, an administration of the Office of Tax and Revenue, is the official repository of all land records and general public instruments for the District of Columbia. The office is responsible for the collection of all recordation and transfer tax and filing fees on instruments being recorded and maintains these records for public inspection. District of Columbia is in the Eastern Time Zone (EST). |
| What can be recorded: | All land records and general public instruments for the District of Columbia, plus all federal and state tax liens. |
| Recorded Document Search: | The District does not perform real estate searches, you must come into the office and do it yourself. |
| Searching Tax Lien and UCC Records: | Federal tax liens and all DC tax liens regardless if on businesses or individuals are filed with the Recorder. Note a taxpayer who resides outside the U.S.A. is deemed to be a resident of D.C. Financing statements are filed with the Recorder, including real estate related collateral. |
| Online Access: | See Below. |

District of Columbia

Recorder of Deeds, 1101 4th St SW, 5th Fl, Washington, DC 20024. 202-727-5374; 8:30AM-4:30PM. (EST)
<http://otr.cfo.dc.gov/service/otr-recorder-deeds>

Recorder of Deeds also has a branch office located at 320 Pennsylvania Ave SE. The mayor's citywide call center at 202-727-1000 is suggested to quickly find DC phone number info. Index: All recorded documents are in one master index. This include federal and DC tax liens. Records indexed on a 20 public use terminals back to 1972. Search pre-1972 manually in Rm #304. Staff does not perform name searches. Public may search in person. Search fee not applicable. Copy fee \$2.25 per page. Payee- D.C. Treasurer. **Online:** : Search the index by name or document number at <https://gov.propertyinfo.com/DC-Washington/>. This is a vendor site promoted by this agency. Data is provided from 1921 forward. Both a non-subscriber system (requires registration) and a subscriber account are offered. Subscribers receive unlimited view of index data and pay \$2.00 per document, plus a \$175 fee per month. A registered "non-subscriber" pays no fee to view documents and \$4.00 per document image downloaded. Registration is required. Use of a credit card is required. Also, search the real property database and real estate sales database at <http://otr.cfo.dc.gov/page/real-property-tax-database-search>.
ASSESSOR INFO: 1101 4th St SW, W270, Tax and Revenue Ofc, Washington, DC 20002; 202-727-4829, assessor fax- 202-442-6890. hours- 8:15AM-5:30PM. <http://otr.cfo.dc.gov/service/real-property-taxpayers> **Online:** Search the real property tax database at <http://otr.cfo.dc.gov/page/real-property-tax-database-search>.

District of Columbia County Locator

You will usually be able to find the city name in the City/County Cross Reference below. We have also included a ZIP/City Cross Reference immediately following the City/County Cross Reference.

If you know the ZIP Code but the city name does not appear in the City/County Cross Reference index, look up the ZIP Code in the ZIP/City Cross Reference, find the city name, then look up the city name in the City/County Cross Reference. For example, you want to know the county for an address of Menands, NY 12204. There is no "Menands" in the City/County Cross Reference. The ZIP/City Cross Reference shows that ZIP Codes 12201-12288 are for the city of Albany. Looking back in the City/County Cross Reference, Albany is in Albany County.

District of Columbia - City/County Cross Reference

ANACOSTIA ANNEX - District of Columbia

NAVAL ANACOST ANNEX - District of Columbia

WASHINGTON - District of Columbia

WASHINGTON NAVY YARD - District of Columbia

District of Columbia - ZIP/City Cross Reference

20000-20099 WASHINGTON
20201-20330 WASHINGTON
20332-20373 WASHINGTON
20373-20373 ANACOSTIA ANNEX
20373-20373 NAVAL ANACOST ANNEX
20374-20374 WASHINGTON
20374-20374 WASHINGTON NAVY YARD
20375-20376 WASHINGTON
20376-20376 WASHINGTON NAVY YARD
20380-20388 WASHINGTON
20388-20388 WASHINGTON NAVY YARD
20389-20391 WASHINGTON
20391-20391 WASHINGTON NAVY YARD
20392-20398 WASHINGTON
20398-20398 WASHINGTON NAVY YARD
20401-20599 WASHINGTON
20511-20511 WASHINGTON, DIR NATIONAL INTELLIGENCE
56901-56920 WASHINGTON
56902-56904 PARCEL RETURN SERVICE
56915-56920 WASHINGTON
56933-56999 PARCEL RETURN SERVICE