



PRINT YOUR NAME AND RETURN ADDRESS BELOW

Empty rounded rectangular box for name and return address.

\* THERE IS A \$10.00 SEARCH FEE REQUIRED BY LAW \*

PAYMENT METHOD section with checkboxes for DMV Dial-in account number, Check, Money Order, and Exempt. Payable to the Commissioner of Motor Vehicles.

Daytime Phone Number (required):

Horizontal line for phone number.

If you have been in an accident with a vehicle that is registered in New York State and you need the name of the company that insured the vehicle, please provide the information in all of the fields marked "REQUIRED" on this form.

ENTER THE INFORMATION NEEDED TO COMPLETE THE INSURANCE SEARCH (\* REQUIRED)

Form with fields for Date of Accident, Year and Make of Vehicle, Plate Number, Registrant's Last Name, First, M.I., and Date of Birth.

- Checkmarks and text explaining insurance coverage requirements and DMV actions based on records.

DMV USE ONLY YOUR REPLY FROM THE DEPARTMENT OF MOTOR VEHICLES IS AS FOLLOWS DMV USE ONLY

DMV USE ONLY section with checkboxes for insurance coverage status and updated information, and a shaded box with instructions for denied coverage.

DMV USE ONLY

↓ YOUR REPLY FROM THE DEPARTMENT OF MOTOR VEHICLES IS AS FOLLOWS ↓

DMV USE ONLY

A.  We are unable to determine if insurance was in effect on the date of accident. Your request and accident report have been forwarded to the Insurance Services Bureau for further review. You will be notified within 90 days.

B.  Your \$10.00 fee is being returned because it was accompanied with a denial letter. There is no fee due when the company is denying the claim for "no insurance". Your request has been forwarded to the Insurance Services Bureau for further review. You will be notified within 90 days.

C. Insurance information is not available for the reason checked below:

- The vehicle is registered out of state. You must contact that state for insurance information.
- The insurance information is beyond the retention period as required by law and has been purged.
- The vehicle is exempt from NYS compulsory filing requirements because the vehicle is registered to a Government Agency (*insurance code 994*). You must contact the registrant to resolve this matter.
- There is no record of the plate number you provided.

D. Your search for insurance information has been completed. We are returning it to you for the reason checked below. Please return this FS-25 form and the accident report to:

**Insurance Services Bureau  
6 Empire State Plaza  
Albany, NY 12228**

- We are unable to determine if insurance was in effect on the date of accident. In order for DMV to issue a revocation against the registrant and/or the driver, we need a copy of the police accident report (form MV-104A or MV-104AN). If one is not available, please complete an MV-104 form (available at **dmv.ny.gov**).
- Insurance coverage was not in effect on the date of accident. In order for DMV to issue a revocation against the registrant and/or the driver, we need a copy of the police accident report (form MV-104A or MV-104AN). If one is not available, please complete an MV-104 form (available at **dmv.ny.gov**).
- The accident involved a hit-and-run vehicle. In order to process your request, we must receive a police report (MV-104A or MV-104AN) which specifies the vehicle year, make, and name of registrant.

E. We are unable to process your search request for insurance information and are returning it to you for the reason(s) checked. Please resubmit fee and completed FS-25 to:

**Certified Document Center  
6 Empire State Plaza  
Albany, NY 12228**

- The required \$10.00 search fee was not included.
- There is not enough information to process your request. Please complete the highlighted boxes on the front of this form.

F.  Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**RESET/CLEAR**

DMV USE ONLY

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_