

CAP Driver's License

Revised 19 Nov 2019

Scan your driver's license and store it.

Obtain your driving record with one of the methods listed below.

Method	Amount	Notes
In-person	\$10.00	785-537-2140 8200 South Port Drive, Manhattan
On-line	\$13.70	https://www.accesskansas.org/ssrv-mvr-ltd/

Notes:

- Prices subject to change without notice
- You will need a pdf copy of your driving record to upload into eServices
- You will need a pdf copy of your driver's license to upload into eServices

On-line driving record instructions

Launch web browser (ex. Chrome or Firefox)

Note: Do not refresh or click links. If you do, you will have to pay again

Enter <https://www.accesskansas.org/ssrv-mvr-ltd/>

Click [Continue to search](#)

The screenshot shows a web browser window with the URL <https://www.accesskansas.org/ssrv-mvr-ltd/>. The page header includes the Kansas Department of Motor Vehicles logo and navigation links: MVR LTD Search, Driving Record Codes PDF document, Helpful Hints, Contact Info, KDMV Web site, and Kansas Web site. A central message states: "Kansas Motor Vehicle Information is currently accessible 24 hours a day EXCEPT 4am-6am Monday-Saturday and 4am-2pm Sunday. Holiday availability is varied." Below this, a red arrow points to a box titled "Limited Drivers License Record Search (\$13.70)" which contains the text: "Please be aware that you will be charged for all inquiries including those that return a 'Record Not Found' message." and a "Continue to search" link. At the bottom, there is a "CONFIDENTIALITY AGREEMENT" section with a disclaimer: "By proceeding past this screen, I declare that I am eligible and have the express authority to receive the requested information pursuant to the Federal Drivers' Privacy Protection Act of 1994, as amended. I further declare that any personal information I receive will not be used to sell or offer for sale any property or service."

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1. Enter **Your Information**
2. Click **A. I am requesting my own record** (radio button)
3. Click **Submit**

Kansas.gov: the Official Web site of the State of Kansas

Kansas Motor Vehicle Records

MVR/LTD Search | Driving Record Codes PDF document | Helpful Hints

Kansas Department of Revenue
Request for Electronic Access to Vehicle Records
Information Network of Kansas
Certificate of Acceptable Use

► indicates a required field

Your Information **1**

► First Name:
► Last Name:
Organization:
Title:
► Address:
Address 2:

► City:
► State:
► Zip:
► Phone:
► Email:

2

Verification of your eligibility to receive the requested records.
Please review the exceptions listed below and select the code that corresponds with your request(s).

A. I am requesting my own record.
 B. I have written consent from the individual to whom the requested information pertains, to obtain records on their behalf.
 C. I work for or am acting on the behalf of a government agency and am requesting this information to fulfill the functions of that agency.
 D. I am requesting this information in connection with matters of motor vehicle or driver safety and theft, motor vehicle emissions, motor vehicle product alterations, recalls, or advisories; perform survey research, and removal of non-owner records from the original owner records of motor vehicle manufacturers.
 E. I am an employee, agent or contractor of a legitimate business. I am requesting record information in order to verify the accuracy of personal information submitted by the individual in question, pursue legal remedies against or recover on a debt or security interest against the individual in question.
 F. I am going to use this information in connection with a civil, criminal, administrative, or arbitral proceeding in a Federal, State, or local court or agency or before a self-regulatory body. This may include orders, or pursuant to an order of a Federal, State, or local court.
 G. I am involved in a research project to produce statistical reports. The personal information obtained will not be published, redisclosed or used to contact the individual in question.
 H. I am an agent, employee or contractor for an insurer, an insurance support organization or I am self-insured. The information requested will be used in connection with a claims investigation, or for other purposes.
 I. I am requesting record information to provide notice to owners of towed or impounded vehicles.
 J. I work for a licensed private investigative agency or a licensed security service.
 K. I am an employer or an agent or insurer working on the behalf of an employer of licensed commercial drivers. I am requesting records information in order to obtain or verify information relating to the driver's license status.
 L. I am requesting records of individuals who have given the state the express consent to release personal information by "opting in" their records.
 M. I will use the information requested in a manner that is specifically authorized by Kansas law and is related to the operation of a motor vehicle or public safety.

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1. Click **I Agree ...** (check box)
2. Click **Submit**

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Kansas Motor Vehicle Records

MVR/LTD Search | Driving Record Codes PDF document | Helpful Hints | Contact Info

Agreement

Before agreeing to this document, read this section carefully
Under the Drivers' Privacy Protection Act of 1994, as amended (18 U.S.C. 2721), personal information obtained by the Kansas Department of Revenue cannot be released unless the request for information is back of this form.
It is unlawful for personal information to be used for any purpose not permitted under these exceptions. Furthermore, it is unlawful for any person to make false representation in order to obtain personal information.
The owner of personal information may bring civil action against the record requester. Should this happen, the court may award the following: actual damages of not less than \$2,500.00, punitive damages, or equitable relief as the court determines to be appropriate.
In addition, Kansas law (K.S.A. 45-215 et seq) prohibits any list of names and addresses derived from public records to be sold, given or received for the purpose of selling or offering for sale any property or service.
I declare that I am eligible and have the express authority to sign for and receive the requested information pursuant to the Federal Drivers' Privacy Protection Act of 1994, as amended, used to sell or offer for sale any property or service.

Please Verify your Certificate of Acceptable Use Information:
Name:
Address:
Phone:
Email:

1

Section 1: **A** - I am requesting my own record.

I Agree (by checking this box you agree to the above statement and confirmed your information)

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1. Enter **First Name**
Enter **Last Name**
Enter **Date of birth**
Enter **DL Number** (Driver's License #)
2. Click the CAPTCHA **I'm not a robot** box
3. Click **Issue Search** (button)

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Kansas Motor Vehicle Records

[MVR LTD Search](#) | [Driving Record Codes PDF document](#) | [Helpful Hints](#)

Drivers License Number
Search by Drivers License Number (\$13.70 statutory fee)
Enter the drivers license number and press "Issue Search". Searches are not case-sensitive. Enter client information for your reference only.

► Indicates a required field

1 Information must be entered as it appears on the Drivers License

► First Name:
► Last Name: When last name is hyphenated, only enter the first last name. For example, Smith-Jones would only enter S
► Date of birth: 18 | November | 2019
► DL Number: Drivers license numbers are either 6 or 9 digits in length. License numbers are either all numeric or start with the letter

2

Type in the words in the box exactly as they appear.

► CAPTCHA: I'm not a robot 
reCAPTCHA
Privacy - Terms

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1. Verify the Information
2. Click **Submit**

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Kansas Motor Vehicle Records

[MVR LTD Search](#) | [Driving Record Codes PDF document](#)

Verify Motor Vehicle Record Search Criteria
Please verify that the search criteria below is correct. If it is then press submit to continue or if you need to make modifications then press back.

Drivers License Search on:

Name: .
Date of Birth:
DL Number:

Feedback
Our commitment to excellence involves receiving feedback from you. We would appreciate your [feedback](#) in the form of a brief survey describing your

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1. Enter in your Credit Card Information
2. Click **Next**

The screenshot shows the 'Payment' section of the Kansas Information Network of Kansas website. The 'Payment Type' is set to 'Credit Card'. The 'Customer Information' section is active, with a progress indicator '2' above it. The form includes fields for Country (United States), First Name, Last Name, Company Name, Address, Address 2, City, State (Select State), ZIP/Postal Code, Phone, and Email. A red arrow points to the 'Next >' button at the bottom right of the form.

1. Enter in Credit Card Number, Expiration Month, Expiration Year and Name on Credit Card
2. Click **Next**

The screenshot shows the 'Payment Info' section of the Kansas Information Network of Kansas website. The 'Payment Type' is 'Credit Card' and 'Customer Information' is completed, both with green checkmarks. The 'Payment Info' section is active, with a progress indicator '3' above it. The form includes fields for Credit Card Number (marked with a blue '1'), Credit Card Type (with icons for American Express, Visa, Discover, and Mastercard), Expiration Month (Select a Month), Expiration Year (Select a Year), and Name on Credit Card. A blue box with the number '2' is positioned above the 'Next >' button at the bottom right.

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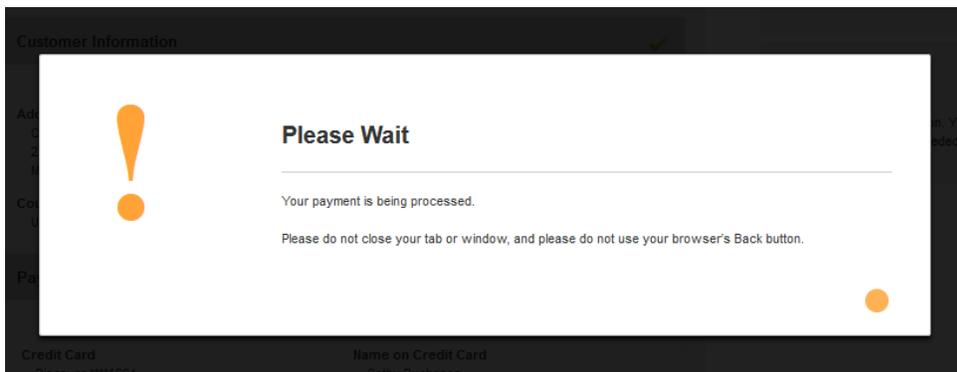
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Verify Credit Card Information

1. Click on **I'm not a robot**
2. Click on **Submit Payment**

The screenshot shows a web form for verifying credit card information. At the top left is the Kansas Information Network of Kansas logo. The form is divided into several sections, each with a green checkmark in the top right corner: 'Payment Type' (Credit Card), 'Customer Information' (with fields for Address, Phone, Country (United States), and Email Address), and 'Payment Info' (with fields for Credit Card and Name on Credit Card). Below these is a 'Verification' section containing a reCAPTCHA 'I'm not a robot' checkbox. A blue square with the number '1' points to the checkbox. At the bottom of the form are 'Cancel' and 'Submit Payment' buttons. A blue square with the number '2' points to the 'Submit Payment' button.

Please Wait screen will appear DO NOT close the screen or use your browser's Back button while this is processing



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1. Click **Print This Page** (Note: This will be needed for eServices)
2. Print to pdf
3. Save the pdf

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Kansas Motor Vehicle Records

[MVR LTD Search](#) | [Driving Record Codes PDF document](#) | [Helpful Hints](#)

Motor Vehicle Record Search Results

WARNING: If you select ANY of the links on this page or hit refresh you will not be able to return to this record without paying again!

Certificate of Acceptable Use Information:

Name: _____
Address: _____
Phone: _____
Email: _____
Section I: **A** - I am requesting my own record.

Drivers License search on:

Name: _____
Date of Birth: _____
DL Number: _____

Print This Page

Click [Logout of Session](#) from the top right hand corner of the screen

A partnership of the
KANSAS DEPT. OF MOTOR VEHICLES
& INFORMATION NETWORK
of KANSAS, INC.

[Kansas Web site](#)

[Logout of Session](#)

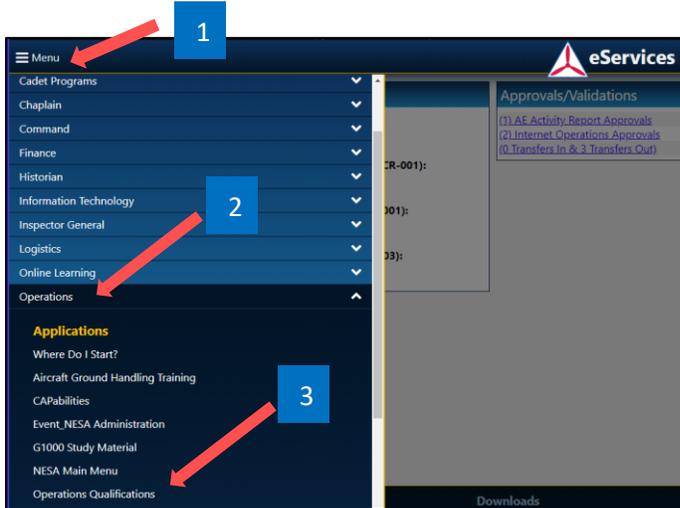
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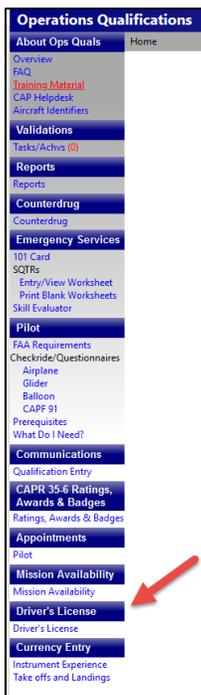
Log onto Civil Air Patrol eServices:

<https://www.caphq.gov/CAP.eServices.Web/Default.aspx?ReturnUrl=%2fCAP.eServices.Web%2feServices.aspx>

1. Click **Menu** (hamburger icon)
2. Click **Operations** (left menu)
3. Click **Operations Qualifications**



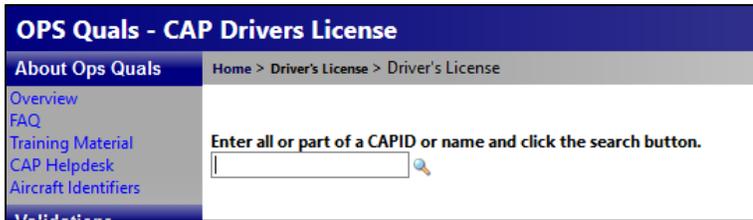
Scroll down to **Driver's License** (left vertical menu)
Click on **Driver's License**



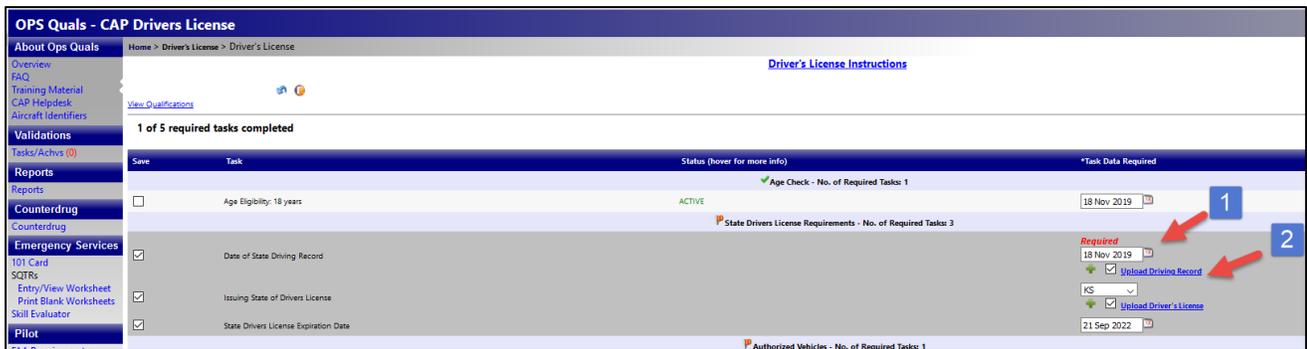
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Enter **CAPID**
Click **Enter**

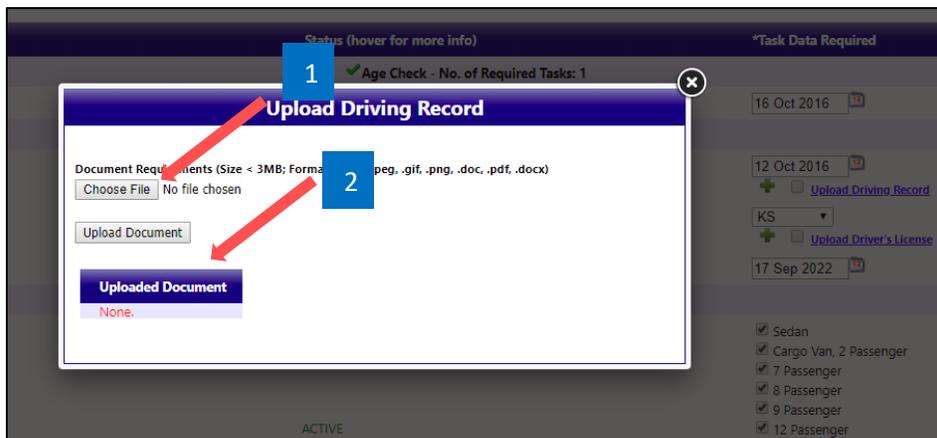


Select date the driving record was obtained from calendar pick list
Click **Upload Driving Record** (hyperlink)



Click **Choose File** (button)

1. Select [**your driving record document (pdf)**]
2. Click **Upload Document** (button)



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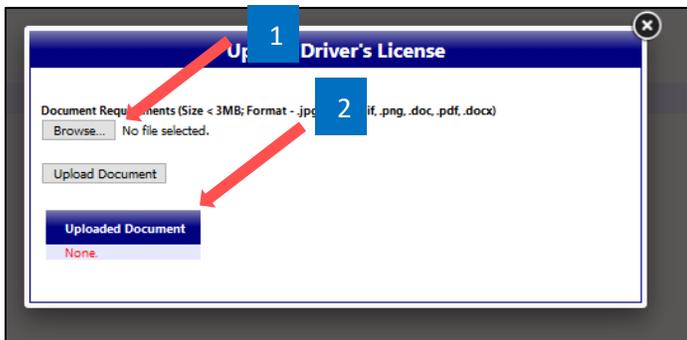
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Select state from where driver's license was issued
Click **Upload Driver's License** (hyperlink)

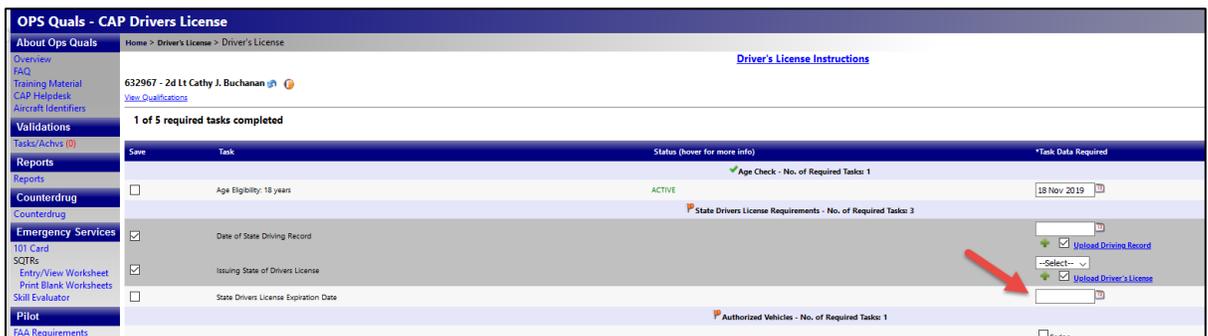


Click **Browse** (button)

1. Select [**your driver's license (pdf)**]
2. Click **Upload Document** (button)



Enter **Issuing State of Driver's License Expiration Date** (Select date from calendar)



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Check Authorized Vehicles (check all of the vehicles that you can operate)

The screenshot shows a web application interface for 'Driver's License Instructions'. At the top, it says '1 of 5 required tasks completed'. Below this is a table with columns for 'Save', 'Task', 'Status (hover for more info)', and '*Task Data Required'. The table lists several tasks: 'Age Eligibility: 18 years' (ACTIVE), 'Date of State Driving Record', 'Issuing State of Drivers License', and 'State Drivers License Expiration Date'. Below the table is a section for 'Authorized Vehicles - No. of Required Tasks: 1'. A red arrow points to a list of vehicle types with checkboxes: Sedan, Cargo Van, 2 Passenger, 7 Passenger, 8 Passenger, 9 Passenger, 12 Passenger, 15 Passenger, Pickup Truck, Special Purpose Vehicles, Tow Trailers under 2000 Pounds, and Tow Trailers over 2000 Pounds.

Click **Submit** at the bottom of the screen

This screenshot shows the bottom of the page with a navigation menu on the left containing 'Driver's License', 'Currency Entry', 'Instrument Experience', and 'Take offs and Landings'. Below the menu is a section titled '*Denotes Required Fields' and three buttons: 'Submit', 'Delete', and 'Clear Selected'. A red arrow points to the 'Submit' button.

Click **OK** (button)

The screenshot shows a 'Submission Notice' dialog box with the text 'Submit all selected task for this member?'. At the bottom right, there are two buttons: 'OK' and 'CANCEL'. A red arrow points to the 'OK' button.

Click **OK** (button)

The screenshot shows a 'Successful Update.' dialog box with the text 'Your driver's license qualification'. At the bottom right, there is an 'OK' button. A red arrow points to the 'OK' button.

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Complete **KSWG 2 Auto Fuel and Maintenance Credit Card Usage Statement of Understanding** (form is attached)

- Return signed KSWG Form 2 back to the squadron commander (i.e. Lt Col Roger Eaton) for his signature and his approval
- Send completed KSWG 2 to the KSWG Finance Officer and KSWG Administrator – completed by the squadron commander
 - jferguson@capnhq.gov
 - douglas.dutton@kswg.cap.gov