

New Hampshire DSMV 505 form instructions

Please be advised that when requesting New Hampshire DMV records, University of Michigan (U-M) – Fleet Services is required to have a New Hampshire State release form (DSMV 505) **signed** and **notarized** by MVR requester. This state release form must be either scanned and emailed to mvr-check@umich.edu.

State Specific Information:

New Hampshire Form DSMV 505

1. Step 2: Who are you? (provide all applicable information):

Complete the following information name, date of birth, last known address and driver license / ID #.

2. Step 3: REQUIRED – Information of the person filling out this form (the requestor):

Complete the following information full name, mailing address, City/Town, State, Zip and your phone number.

3. Step 4: Notary Public or Justice of the Peace Acknowledgement:

Notary Public / Justice of the Peace Acknowledgement must be completed by a notary public. See resource list for location on campus of notary public. The seal needs to be legible.

Complete the following information in the Certification Box, **the signature of the record holder and date is required.**

4. Step 6: Penalty Clause:

Read and understand

5. Step 7: Signature (this step is required):

Complete the signature and date

Notarization resource:

Document must be notarized before submission to U-M Fleet Services. There is a resource for notarization on campus - <https://studentlegalservices.umich.edu/notary-services>.