

RTS Search By Owner Name



Texas Department
of Motor Vehicles

Welcome

Training Agenda

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Search by Owner Name Walk Through
Questions and Summary



Course Overview

Search by Owner Name Training Objectives

The purpose of this training course is to provide you with tailored instruction on how to access and use the search by owner name functionality in RTS.

Upon completion of this course, you should be able to use the appropriate criteria to search for owner information and be able to narrow your search when required.



How do I search for Owner records?

Locating Owner Information

- Currently, there are three ways to search for owner information:
 - By Plate No.
 - By VIN
 - By Document No.
- Beginning December 5, 2015, you will also be able to search by owner name or address information on the Inquiry Key Selection (KEY001) page



TxDMV Core Users

Search by Owner
RTS Core

RTS Core

RTS.MNF.676.001 REGISTRATION AND TITLE SYSTEM M446676
DBID: TST8 MAIN MENU Dec 01 2015
 Availability: 7:00 AM to 8:00 PM 11:10:50 AM

C PRINT COO/SALVAGE/COA/NRCT MENU	M MVD1 LOOKUP
P PRINTING OF TITLES	O OLD1 LOOKUP
E E-LIEN TRANSACTION INQUIRY	SR SPECIAL REGIS LOOKUP
NM NMVTIS TRANSACTION INQUIRY	TP TIMED PERMIT LOOKUP
V VEHICLE DATA MAINTENANCE MENU	RS RECORD SELECTION
R REINSTATE RECORD	SS RECORD SELECTION (SPCL PLATES)
H HISTORY & REPORTS MENU	S SPECIAL PLATES MAINTENANCE
A5 ADDRESS SEARCH	CT CPA TURNAROUND FILE LOOKUP
G GENERATE VTR-275 RESPONSE / CMTR	A ADMIN. TABLE MAINTENANCE MENU
J JOBTRAC ONLINE PARAMETER EDIT	DD DATA DICTIONARY REPORT MENU
L LAW ENFORCEMENT ADASTRIP	B ADMIN. TABLE FUNCTIONS MENU
D DOWNLOAD ODVS REPORTS	ID APPLICATION-CONTROL LOOKUP
N ADDRESS CHANGE/RENEWAL NOTICE	X STOP FUNCTIONS
T TITLE RELEASE/REJECT	Y TEST RECORD MAINTENANCE (FILES)
F FINANCE MAIN MENU	

SELECTION

ENTR=CONTINUE F1=HELP F9=FILES F11=CANCEL

ENTR PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12 PF13
PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23 PF24 CLR PA1
PA2 PA3 PGDN PGUP




Search by Owner Name Demonstration

The screenshot shows the Texas Department of Motor Vehicles (DMV) Registration & Title System (RTS) interface. At the top left is the DMV logo with the text "Texas Department of Motor Vehicles" and the slogan "HELPING TEXANS GO. HELPING TEXAS GROW." To the right of the logo is a green header bar with the text "REGISTRATION & TITLE SYSTEM". Below the header is a navigation menu with the following items: Customer, Miscellaneous, Reports, Local Options, Accounting, Inventory, Funds, Exit, and Help. The main content area is a large gray rectangle containing the DMV logo and the text "Texas Department of Motor Vehicles" and "HELPING TEXANS GO. HELPING TEXAS GROW." At the bottom left of the interface, it says "User: LYN.MALONEY, TYLER COUNTY, MAIN OFFICE, WS 908". At the bottom right, it says "POS Version 8.2.0 (11/10/2015)".



Locating an Existing Record: Inquiry Key Selection KEY001 Page

 Texas Department of Motor Vehicles
HELPING TEXANS GO. HELPING TEXAS GROW.

REGISTRATION & TITLE SYSTEM

Customer Miscellaneous Reports Local Options Accounting Inventory Funds Exit Help

Inquiry Key Selection KEY001

Inquiry Key:

Select Appropriate Key:

Plate No

VIN

Document No

Same Vehicle

Locating an Existing Record: Search by Owner

SEARCH BY OWNER SBO001

Search Criteria (use % for wildcard search)

Owner Name/Entity

Street

City

ZIP Code

Search

Name	Owner Address	Vehicle Type	Vehicle Make	Vehicle Year	V
Search	Search	Search	Search	Search	Se

Page: 1 / 1

Loaded: 0

View Details Select Record

Close



Locating an Existing Record: Search by Owner – Select Record

SEARCH BY OWNER SBO001
✖

Search Criteria (use % for wildcard search)

Owner Name/Entity

Street

City

ZIP Code

[Search](#)

Name	Owner Address	Vehicle Type	Vehicle Make	Vehicle Year	VIN	Plate No
Search	Search	Search	Search	Search	Search	Search
SMITH FARMS	1000 BULL BRANCH ROA	TRK>1	INTL	1997	2HSFBGURC	T97775
SMITH CO SHERIF	BOX 90, TYLER 75710	MISC	GOOS	1998	16GSH6F20L	82TCVD
SMITH FARMERS C	PO BOX 85, NEEDVILLE 7	TRK>1	PTRB	2002	1XPALA9X4F	C1366V
SMITH AND CO	PO BOX 691 42, CONROE	MISC	MACK	1983	RD686S224E	L0299L
SMITH & SMITH	327 S 38TH, KILEEN 7654	TRK>1	FRHT	2011	1FV6HF4A7D	4VVH56
SMITH CATTLE CC	3310 I-40 WEST, AMARIL	TRK>1	FORD	1981	F70EUV7368	W1R841
SMITH INTERNATI	P O BOX 60068, HOUSTO	TRLR	CM	2011	49TCB16278	81ZSGD
SMITH PUMP COM	301 M&B INDUSTRIAL, W	TRK<=1	CHEV	2012	1GCEC29JX	AH07393

⏪ ⏩ Page: / 1 ⏪ ⏩

Results found: 24

Loaded: 24

[View Details](#)
[Select Record](#)

[Close](#)



Locating an Existing Record: Search by Owner – Results

The screenshot displays the Texas Department of Motor Vehicles (DMV) Registration & Title System (RTS) interface. At the top, the header includes the DMV logo and the slogan "HELPING TEXANS GO. HELPING TEXAS GROW." The main title "REGISTRATION & TITLE SYSTEM" is prominently displayed in a green bar. Below the header, a navigation menu lists various options: Customer, Miscellaneous, Reports, Local Options, Accounting, Inventory, Funds, Exit, and Help.

The main content area is titled "Inquiry Key Selection KEY001". It features a form with the following elements:

- Inquiry Key:** A text input field containing the value "16GSH6F20LB041004".
- Select Appropriate Key:** A section with three radio button options:
 - Plate No
 - VIN
 - Document No
- Search by Owner:** A button located below the radio button options.
- Same Vehicle:** A checkbox option located to the right of the "Search by Owner" button.

At the bottom of the form, there are three buttons: "Enter", "Cancel", and "Help".

Using the Wild Card Search - Search by Owner

- You can search using a wildcard (%) in the Name field.
- You can put the %:
 - At the beginning of your search criteria to return results for owners with a first name matching your search criteria (for example, %smi may return records of owners named Pat Smith, Terry Smithley, Tim Smiley, and so on)
 - At the end of your search criteria to return results for owners with a last name matching your search criteria (for example, smi% may return records of owners named smith, smithley, and so on)
 - On either side of a search criteria to return results for owners whose name contains part of your search criteria (for example, sm%e may return records of owners named smythe and smalle)
- RTS returns only the first 200 records from your search so you may need to narrow your search using the name of the City or ZIP Code.



Tips and Tricks for Searching by Owner Name

- Be as focused as possible on your initial search:
 - After entering the name criteria, you can enter the name of the city or the ZIP Code of the owner to narrow the results returned (for example, when searching for Pat Smith, a large number of Pat Smith records will return. If you also enter Hutto, fewer records will return)
 - If you enter the street number and name, do not enter the street designator (Street, Drive, Lane) because it may have been entered in a variation (St., Dr., Ln)
- Use the wildcard search strategically (in order to limit results)
 - Using the % in the name field (like when entering smi%) may return more than 200 Smith records; but pairing it with the ZIP Code may help limit the records returned



Policy Notice

- The search by owner name feature should only be used for business purposes
- Searches will be monitored by IT



Summary and Questions

Summary

As a quick refresher, remember you should:

- Understand how to access and use the search by owner name feature
- Understand how to narrow search results

