RTS Search By Owner Name

Texas Department
of Motor Vehicles

Welcome

Training Agenda

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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 Name Demonstration

Locating an Existing Record: Inquiry Key Selection KEY001 Page

Locating an Existing Record: Search by Owner

Locating an Existing Record: Search by Owner – Select Record

Locating an Existing Record: Search by Owner – Results

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