



New London Police Department

700 Shiocton Street
New London, Wisconsin 54961
Jeffrey A. Schlueter, Chief of Police

When there is no obvious criminal intent, this is a civil matter. Follow the steps below to recover your funds.

To legally obtain the vehicle's Registered Owner Information, you must complete the **MV2896**, Available from WI DOT (<http://www.dot.state.wi.us/drivers/forms/mv2896.pdf>).

Mail the **MV2896** to the Wisconsin D.O.T. at the address on the form along with the \$5 fee.

Law Enforcement has no legal authority to collect money or order payment in any Civil Matter.

The Business may correspond with the registered owner of the vehicle in an attempt to collect payment for the gasoline or pursue Civil Action.

Or

Wisconsin state law allows WPMCA to obtain vehicle registration information on your behalf from the Wisconsin Public Abstract Request System (PARS) to help you recover losses due to a drive-off. You can then demand payment from the vehicle owner plus a service charge of up to \$30.

<https://www.wpmca.org/gasdriveoff>

Questions? Contact Christopher Luther at luther@wpmca.org or 608-256-7555.

STEP 1: Purchase a PARS report

WPMCA members pay \$10 per request. This covers the fee charged to WPMCA by the State of Wisconsin for each lookup plus administrative costs. Non-members pay \$25 per request.

Go to wpmca.org/pay to purchase a PARS report. You can buy one lookup now, or as many as you think you will need in the future.

STEP 2: Submit incident details

Send the details of the incident using the [Gas Drive-Off Request Form](#). Once the form is processed they will send you the vehicle owner's contact information.

STEP 3: Send notice to the vehicle owner

Fill out and mail a [Notice and Demand of Payment for Motor Fuel](#) to inform the vehicle owner that you are demanding payment for fuel obtained during a drive-off, plus a service fee of up to \$30. If you do not receive payment, the notice serves as your first step in pursuing a civil process.

Telephone (920) 982-8505 – Fax (920) 982-8554
E-Mail jschlueter@newlondonwi.gov

GAS DRIVE-OFF FORM

New London Police Department

INSTRUCTIONS FOR STATION EMPLOYEES

If the following can be verified it is an intentional Criminal Act?

- No Credit Card swipe attempted on properly working Credit Card Reader at pump (verified).
- Gas hose set on the ground to avoid detection/license plate removed from vehicle, etc.
- Person(s) told to stop, and did not/ran from the store/vehicle sped away, etc.
- Person(s) taking gas committed other illegal acts; retail theft, etc.

ONLY IF THIS INCIDENT IS INTENTIONAL – CALL FOR AN OFFICER: (920) 982-8505

Please report intentional gas drive-offs within 24 hours of the incident taking place
(An unintentional Gas Drive-Off is a Civil Matter and cannot be handled by Police)

TO BE COMPLETED BY EMPLOYEE FOR EACH INCIDENT

Date: _____ Time of Incident: _____ AM / PM

Vehicle Description:	License Plate	State	Approx. Year	Make	Model	2DR/4DR/SUV/TRK	Color
Driver Description:	Male/Female	Race	Height/Weight	Hair: Length/Color	Facial Hair	Glasses	Clothing
Gasoline:	\$ Amount	Gallons	Type	Pump #	Payment Attempt:	Swiped Card/Other Purchases - \$ Amount	

Incident Description (If intentional act; detail reasons):

***Save any Security Video and Receipt for the Gasoline and give to the officer**

Employee signature: _____

Date: _____

Required in Criminal Prosecution/Employee will Testify in Court if Necessary

If there is no obvious Criminal Intent, this is a Civil Matter:

- Vehicle owner information cannot be given to you by Law Enforcement
- To legally obtain the vehicle's Registered Owner Information, you must complete the MV2896, Available from WI DOT (<http://www.dot.state.wi.us/drivers/forms/mv2896.pdf>).
- Mail the MV2896 to the Wisconsin D.O.T. at the address on the form along with the \$5 fee.
- Law Enforcement has no legal authority to collect money or order payment in any Civil Matter. The Business may correspond with the registered owner of the vehicle in an attempt to collect payment for the gasoline or pursue Civil Action.

WPMCA GAS DRIVE-OFF PARS REQUEST FORM



Please fill out this form completely and return to WPMCA.

Email: info@wpmca.org
Fax: (608) 256-7666
Mail: WPMCA, Inc.
122 W Washington Ave Ste 101
Madison WI 53703

_____ Date & time of incident
_____ Address of incident
_____ City, state, ZIP
_____ Wisconsin license plate
_____ Vehicle make, model, color
_____ Fuel type & amount of loss

I hereby certify that I am requesting this vehicle registration information only in relation to monetary losses suffered due to a "drive-off." I understand that use of this information for any other purpose is illegal and can result in legal action against me and my company/employer.

Signature of requestor

Printed name of requestor

Date

Company/Employer

Phone number and/or email address



VEHICLE / DRIVER RECORD INFORMATION REQUEST



Wisconsin Department of Transportation (WisDOT)

MV2896 7/2015 Title 18 USC Section 2721-2725 and s.19.36(1) Wis. Stats.

Form MV2896 may be photocopied for future use and is also available on the DMV website at: wisconsindot.gov/Documents/formdocs/mv2896.pdf.

This request must be completed before information about a Wisconsin vehicle or driver record can be obtained. It is the responsibility of the requestor to determine if they qualify for the information and uses permitted under the listed Federal Acts, see page two of this form. The Wisconsin Department of Transportation cannot determine qualification for requestors.

Public Abstract Request System (PARS) is a secure online service that allows authorized account holders to receive driver and/or vehicle record abstracts quickly and easily using the web. Visit www.portal.wi.gov/register for information on setting up an account.

Individuals can request their own driver or vehicle record online: wisconsindot.gov/Pages/online-srvcs/online.aspx

Section A – Requester Information

Name (Business or other non-individual, if applicable)		Name (Individual or person completing for non-individual)			
Requester FEIN (if applicable)	Requester Driver License Number				
Street Address		City	State	ZIP Code	(Area Code) Telephone Number (daytime)
Mailing Address (if different from above)		City	State	ZIP Code	Email Address

Section B – Record Information Request (For additional records, complete additional MV2896)

Incomplete or incorrect information provided may result in an additional **\$5 fee per driver** record, and **\$5 fee per vehicle** or Disable Parking Identification Permit (DisID) record. If you request the history of all owners, an additional charge of **\$5 per owner** will be assessed. Also, **\$0.25** may apply per page. Government requests are subject to a **\$2 fee** for each paper request per 343.24(2)(d).

DRIVER RECORDS – List identifiers for whom record is requested (Limit 3)

Name of Person	WI Driver License Number	Birth Date

Non-Certified – Fee \$7 each **Quantity**

- Consists of:
- Driver abstract (record) summarizing record at time of producing abstract

Certified – Fee \$12 each **Quantity**

- Consists of:
- Current driver record and cover letter Certification form as described in s.909.02

Mail check or money order made payable to **Registration Fee Trust to: Driver Records**, WisDOT, PO Box 7995, Madison, WI 53707-7995

VEHICLE RECORDS – List identifiers for vehicle/plate being requested (Limit 3)

Year	Make	Vehicle Identification Number (VIN)	WI Plate or DisID	Current Owner	History of Owners
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

Non-Certified – Fee \$5 each **Quantity**

- Consists of:
- Vehicle abstract (record) summarizing record at time of producing abstract, will include each record/owner for history requests
 - Copies of applications and other documents will be included **ONLY** if specifically requested in the comment section below.

Certified – Fee \$10 each **Quantity**

- Consists of:
- Current vehicle record and cover letter
 - Certification form as described in s.909.02

Mail check or money order made payable to **Registration Fee Trust to: Vehicle Records**, WisDOT, PO Box 7995, Madison, WI 53707-7995

DRIVER RECORDS TOTAL DUE: \$ 0 . 0 0

VEHICLE RECORDS TOTAL DUE: \$ 0 . 0 0

VEHICLE / DRIVER RECORD INFORMATION REQUEST *(continued)*

Wisconsin Department of Transportation MV2896

Section C – Authorization Please check the statement below that allows you authorization to obtain personal information. Sign certification.
I (we) are authorized under the Federal Driver's Privacy Protection Act to obtain the identified records and personal information based on the following:

- 1. Authorized for use, if the requester demonstrates that they have obtained the written consent from the person about whom the information pertains. This is not for DMV account holders.
 - a. I am requesting a copy of my own record.
 - b. I am a parent or legal guardian of a minor child and am requesting a copy of his/her record.
 - c. I am requesting the record of another person and have attached their written consent.
- 2. For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers to carry out the purposes of the Automobile Information Disclosure Act, the Anti-Car Theft Act of 1992, and the Clean Air Act.
- 3. A government agency (federal, state, local or tribal) or employed by such, for the purpose of the government agency to carry out its functions.
- 4. A federal, state, circuit, local, or tribal court, or employed by such, for the purpose of the court to carry out its functions.
- 5. A Wisconsin or out-of-state law enforcement agency, or employed by such, for the purpose of the law enforcement agency to carry out its functions.
- 6. Authorized representative, agent, contractor, or employed by such, of a legitimate business and the vehicle/driving record being requested will be used for normal course of business, but only to:
 - a. verify the accuracy of the personal information submitted by the individual to the business;
 - b. if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual.
- 7. Authorized for use in connection with any civil, criminal, administrative, or arbitral proceeding in any federal, state, circuit, local, or tribal court or agency, or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a federal, state, circuit, local, or tribal court.
- 8. Authorized for use in research activities and producing statistical reports, as long as the personal information is not published, redisclosed, or used to contact individuals.
- 9. Authorized representative, agent, contractor, or employed by such, of an insurer, insurance support organization or self-insured entity and the vehicle/driving record(s) being requested will be used only in connection with the following:
 - a. Claims investigation;
 - b. Anti-fraud activities;
 - c. Rating or underwriting.
- 10. Authorized for use in providing notice to the owners of towed or impounded vehicles.
- 11. Authorized representative or owner of a licensed private investigative agency or licensed security service and the vehicle/driving record is being requested for the use of purposes permitted under the Federal Driver's Privacy Protection Act.
- 12. Authorized as an employer, or its agent or insurer for use in obtaining or verifying information relating to a holder of a commercial driver license (CDL).
- 13. Authorized representative or owner of a private toll transportation facility for use in the operation of the facility.

The Driver Privacy Protection Act (DPPA) is enforced by the U.S. Department of Justice, which may seek civil and criminal penalties for improperly obtaining, disclosing, or using personal information from a motor vehicle record for a purpose not permitted by the DPPA. In addition, private citizens may also seek civil damages in Federal Court.

Comments: Please be specific when describing your request, for example, lien information, a complete history, current owner only, etc. Attach additional pages if needed.

CERTIFICATION

I (we) certify that the information and statements on this request are true and correct, comply with the provisions of the Federal Driver's Privacy Protection Act and understand that the willful, unauthorized disclosure of information obtained from these records for a purpose other than stated on this request, or the sale or other distribution of the information to a person or organization not disclosed in this request may result in penalties imposed under Title 18 U.S.C. Section 2724.

X

(Requester Signature)

(Date Signed – m/d/yyyy)

NOTICE AND DEMAND OF PAYMENT FOR MOTOR FUEL

Name _____

Address _____

City _____ State _____ ZIP _____

You are hereby notified that:

On ____/____/____, your vehicle with license plate number _____,

drove off without paying for \$ _____ of _____ from

Business Name and Address

Wisconsin State Statute:

943.20 (1) Whoever does any of the following may be penalized as provided in sub. (3):

943.20 (1) (a) Intentionally takes and carries away, uses, transfers, conceals or retains possession of movable property of another without the other's consent and with intent to deprive the owner permanently of possession of such property.

943.30 (2) (ag) "Movable property" is property whose physical location can be changed, without limitation including electricity and gas, documents which represent or embody intangible rights, and things growing on, affixed to or found in land.

895.449 (4) The fuel retailer may send a letter by 1st class mail to the vehicle owner at the address obtained under sub. (3), requesting payment of the amount owed for the unpaid gasoline or diesel fuel, plus a service fee that does not exceed \$30.

Within thirty (30) days of receipt of this notice:

Remit \$ _____ (cost of fuel plus service fee of \$ _____) to

Business Name and Address

**This notice is not an extension of credit nor an offer of credit.
Failure to pay will result in civil and possible criminal action against you.**

Signature _____ Print Name _____

Title _____ Date _____ Phone _____