

# 90-300 APPENDIX B. FORM 16-67 HHS A

SAN DIEGO COUNTY DEPARTMENT OF SOCIAL SERVICES  
DMV CLEARANCE FOR PROPERTY

TO: DMV CLEARANCE CASE NO. \_\_\_\_\_  
 FROM: \_\_\_\_\_ CASE NAME: \_\_\_\_\_  
 DATE: \_\_\_\_\_ PAYEE: \_\_\_\_\_

SECTION A: WORKER COMPLETES OR ATTACH PHOTOCOPY OF DMV IDENTIFICATION		
Client (Last Name, First Name, MI):	Birthdate:	Driver's License #:
1.		
2.		
SECTION B: WORKER COMPLETES		
VEHICLE LISTED AS OWNED (MAKE AND YEAR):		
1.		
2.		
3.		
Release of information on file (AFDC, MC, FS) _____ (X)		

TO: \_\_\_\_\_ DATE \_\_\_\_\_  
 FROM: DMV CLEARANCE

OTHER VEHICLES REGISTERED TO CLIENT PER DMV (MAKE AND YEAR)	REGISTRATION EXPIRATION DATE
1.	
2.	
3.	
Results inconclusive _____ (X)	
Comments:	

## INSTRUCTIONS FOR DMV CLEARANCE (PROPERTY) REQUEST

### WORKER INITIAL REFERRAL:

Worker must complete Section A unless a photocopy of the DMV identification is attached to a referral.

1. If no DMV photocopy attached, enter applicant last name, first and middle initial (if possible). Many DMV clearances cannot be completed without a middle initial. Enter client's birthdate and Driver's License No., if known.
2. Enter 2<sup>nd</sup> adult applicant information.
3. Enter applicant's address.

Worker must complete Section B.

1. Enter any vehicle declared owned by the applicant.
2. If AFDC, FS, or MC client, indicate with an "X" if release of information has been obtained.

### CLEARANCE ENTRY:

1. If request is for an AFDC, FS, or MC case and nothing is entered in the release of information box, return form to worker – unable to process.
2. If unreported vehicles are located in the DMV system for the applicant, list under section, "Other vehicle registered to client per DMV" or provide screen prints of vehicles registrations. If screen print not done, list month and year of registration expiration.
3. If the DMV clearance fails to produce any unreported vehicles because of lack of information or too many name matches, "X" the box "Results Inconclusive."
4. Any comments to the worker may be entered in "comment" section. Such as – common name, need middle initial.

NOTE: After the form has returned to the worker, file under the property tab.