

SECTION 3: CUSTOMER SEARCH

If the customer record was not found with the Driver Identification Number (DID#), Social Security Number (SSN), or Federal Employer Identification Number (FEIN) entered, the following message will appear:



Select **OK** and verify the **DID#, SSN or FEIN** was entered correctly. Enter a corrected number and select **Next**, if appropriate.

If the identifier was entered correctly, select **SEARCH**.



Processing Tip: If you cannot find the correct record with the DID#, try using the SSN before using the Search function.

Note: You cannot create a new record with an incorrect Wisconsin DID#. You must first search by SSN if you cannot find a record using the DID#.

INDIVIDUAL SEARCH

Individual Information Search

First Name :

Middle Initial :

Last Name :

Date Of Birth : (mm/dd/yyyy)

Gender :

Results :

For Individuals, enter name, date of birth and gender. Select Search.

- If the correct customer records appears, click on the record to highlight it and press Select.
- If the correct customer record does not appear, refer *Customer Record Not Found* in this chapter.

NON-INDIVIDUAL SEARCH

WISCONSIN DEPARTMENT OF TRANSPORTATION
Doing Business

Non-Individual Information Search

Legal Name :

Optional parameters to narrow down the search :

Street

City

Zip

County

Results :

ACM ADMINISTRATIVE SERVICES INC - WATERLOO / 211 CANAL RD / PO Box: / WI / 53594 / 9303 / DANE
ACM FIRE PROTECTION INC - MILWAUKEE / 2206 MILLER PKWY / PO Box: / WI / 53219 / 1642 / MILWAUKEE
ACM FIRE PROTECTION INC - MILWAUKEE / 2206 MILLER PARK WAY / PO Box: / WI / 53219 / 1642 / MILWA
ACM OF MILWAUKEE - MILWAUKEE / 8026 W MEDFORD AVE / PO Box: / WI / 53218 / 3501 / MILWAUK
ACM OF MILWAUKEE - MILWAUKEE / 2821 N 4TH ST #416 / PO Box: / WI / 53212 / / MILWAUKEE
ACM OF MILWAUKEE INC - MILWAUKEE / 2821 N 4TH ST / PO Box: / WI / 53212 / 2362 / MILWAUKEE
ACME AUTO AND TRUCK SALES - APPLETON / 710 12 N BLUEMOUND / PO Box: / WI / 54915 / /
ACME AUTO AND TRUCK SALES - APPLETON / 710 1/2 BLUEMOUND DR / PO Box: / WI / 54914 / / OUTAGAMIE
ACME AUTO AND TRUCK SALES - APPLETON / 710 1/2 N BLUEMOUND DR / PO Box: 433 / WI / 54914 / 5752 /
ACME AUTO LEASING LLC - NORTH HAVEN / 440 WASHINGTON AVE / PO Box: / CT / 06473 / 1311 /

Highlight applicable entry and press select

Enter Non-Individual name and zip code. Select **Search**.

If the correct customer records appears, click on the record to highlight it and press **Select**

Processing Tip: When searching for customers, you may receive only incorrect search results. You cannot create a new record unless there are NO search results for the entered criteria. You must narrow your search criteria by entering a zip code or additional address information and search again.

When the entered information returns no search results, you may then proceed to create a new record by selecting **OK**. See *Customer Record Not Found* in this chapter.

CUSTOMER RECORD NOT FOUND

Individual Information Search

First Name :
Middle Initial :
Last Name :
Date Of Birth : (mm/dd/yyyy)
Gender :

Results :

No match found. Click ok to create new record, else change search parameters and try again



1. If the customer record was not found, select **OK** to create a new record.
2. Proceed through the Lessee Information screen and the Lien Holder Information screen, adding any pertinent data.
3. At the Ownership Details screen, complete the owner address information and select **Next** to continue processing the application.

Ownership Details

Owner Information

Owner 1

Owner Name (first, middle, last)

SSN

Date of Birth (MM/DD/YYYY)

DID #

Address

PO Box

City

State Zip

Complete the owner address information and select **Next**.