

UNIVERSITY OF WASHINGTON, BOTHELL
CASCADIA COMMUNITY COLLEGE
POLICIES AND PROCEDURES MANUAL

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LICENSE PLATE POLICY
15.5
REV 10-14
Campus Safety
352.5239

Obtaining Vehicles' Registered Owner Information

OVERVIEW

It is occasionally necessary to determine the identity of a campus driver; this policy provides the guidance for the Campus Safety Department to obtain this information from the Department of Licensing (DOL).

POLICY

Campus Safety Dispatchers will research the registered owner of a vehicle using the vehicle license plate when:

- A violation occurs that is defined in [WAC 478-117](#)
- There is a blatant disregard for the safety of pedestrians, other drivers, or Security & Campus Safety Officers, or disregards the traffic and parking objectives defined in [WAC 478-117-010](#)
- There is a violation of the Student Conduct Code

PROCEDURE(S)

Campus Safety Officer will fill out a Registered Owner Information Request form. The on-duty supervisor will review the request and, if appropriate, will approve and sign the form. The Campus Safety Director will review all requests submitted for DOL owner information to ensure that compliance with request guidelines are observed. The Campus Safety Dispatcher will contact the Department of Licensing to obtain the registered owner information.

ADDITIONAL INFORMATION

Registered owner information will not be obtained for any reason other than those listed above. The information will be treated with confidentiality, and will be obtained by official agreement with Washington State Department of Licensing.