








Running an Inquiry

1. To perform a new inquiry, select the  **Process Menu** from the left.
2. Then select the  **Inquiry Icon**.
3. Then select from  **New Icon** from the top horizontal graphical menu.
4. You may be prompted to enter a control number for the inquiry. This is an identifier you will use to index this inquiry and make it unique from all others.
5. You may search by Plate number, VIN, or Title Number (**make sure syntax for specialty plates is correct**).
6. Once all fields are gray, you may select  **Transmit Icon** from the top horizontal graphical menu to retrieve the inquiry.
7. The inquiry information will display on screen to be printed, or automatically print depending on your inquiry settings.

Looking up an Existing Inquiry

NOTE: Previous inquiries are not saved for an indefinite amount of time, and are only saved to the station it was originally run on.

1. To view an inquiry you have done in the past so you do not need to connect to the Illinois Title & Registration databases again, select the  **Reports Menu** from the left sliding menus.
2. Then select the  **Inquiry Icon**.
3. Highlight an inquiry and choose  **Display** to preview first, or  **Print**.

Common Plate Syntax's (The Example Plate # Being 123456)	
Passenger	12345
B-Truck	12345B or 12345-B
Disabled/Handicapped	W12345 or W-12345
Environmental	E12345 or E-12345
Prevent Violence	12345PV or 12345-PV
Etc...	Etc...