

# Navigating DPS for License Information

## Objective

Follow these steps to locate information regarding an individual's driver license from the Department of Public Safety's CICS system.

- 1 Login to OSIS , select **DPSCICS** from the IMS main menu

Press **Pause-Break** to move past the welcome screen



Session ID	Description
IMS	INFORMATION MGT. SYSTEM
RDS	VIEWDIRECT REPORTS
IMSTEST	IMS TEST
IMSTRAIN	IMS USER TESTING/TRAINING
DPSCICS	DEPT. OF PUBLIC SAFETY CICS

- 2 From a blank screen, type either **DHS1** or **DHS3**, depending on what information you need

### Access to DHS3

Your DPSCICS password is different than your OSIS or network passwords. You will need to send an email to \*OCSS.ITSecurity with your name and U# to obtain access.

The security team will respond with a temporary password.

After selecting DPSCICS from the IMS main menu, type "**CESN**" from a blank screen to get to the login screen for DHS3.

At your first login, you will be prompted to change your password.

*Note: It is recommended that you change your password to the same as your OSIS password.*

### DHS1 vs. DHS3

Both DHS1 and DHS3 have the same search options

- License Number
- Name
- Sex
- Date of birth

Both return results with the individual's license number, date of birth, full name, sex, race, full address, and any previous names

**HOWEVER . . .**

DHS3 results also include the individual's license class identifier, status, issued, replaced, and expired dates, as well as the individual's social security number, height and weight

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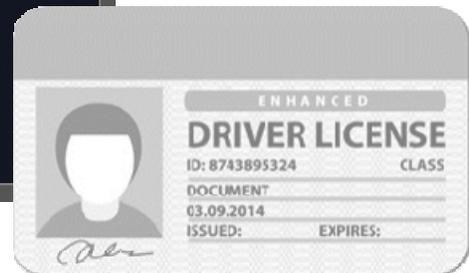
- 3 Enter in the requested information and press **Enter**

*Note: There is an example with formatting instructions along the bottom of the screen.*

```
DHS1                DEPARTMENT OF PUBLIC SAFETY
                    THE NEW AND IMPROVED DRIVER LICENSE INQUIRY
                    COMPLIMENTS OF YOUR FRIENDLY DPS PROGRAMMING SHOP

                    DL.NO..
                    NAME...
                    SEX....
                    DOB....

                    ENTER:  DL NO, NAME AND SEX, OR NAME, SEX AND DOB
                    EXAMPLE: NAME... DOE, JOHN D.
                    EXAMPLE: DOB.... 043039          (MMDDYY)
```



## Results

Individuals meeting the criteria entered will be listed

Select the desired individual by tabbing to their name and pressing **Enter**

### DHS1

```
DHS1                DEPARTMENT OF PUBLIC SAFETY
                    DRIVER LICENSE RECORD DISPLAY

                    DL.NO.... N082XXX456          DOB.. 12/31/82
                    NAME..... SMITH, SAMUEL J    SEX.. M  RACE.. WHITE
                    ADDRESS.. 1234 SPRINGFIELD LN
                    CITY..... MCALESTER          STATE.. OK  ZIP.. 74501
                    PREVIOUS NAMES.. NONE

                    MSG06 (ENTER) = MENU SCREEN - (PA2) = RETURN TO BROWSE
```

### DHS3

```
DHS3                DEPARTMENT OF PUBLIC SAFETY
                    DRIVER LICENSE MASTER INQUIRY

                    LICENSE.. N082XXX456          DOB.. 12-31-1982
                    CLASS... D                    SSN.. 460XXX123
                    STATUS... VALID                SEX.. M    RACE.. WHITE
                    ISSUED... 03-04-2013          HGT.. 6'01" WGT... 195
                    REPLACED. 12-30-2014          EXP.. 03-31-2017
                    NAME..... SMITH, SAMUEL J
                    ADDRESS.. 1234 SPRINGFIELD LN
                    CITY..... MCALESTER          STATE.. OK  ZIP.. 74501
                    PREVIOUS NAMES.. NONE

                    MSG06 (ENTER) = MENU SCREEN - (PA2) = RETURN TO BROWSE
```

*Note: DHS1 is a great Locate tool. Check on ASA in IMS to see if this information is there as well.*

*Note: DHS3 provides more detailed information about the individual and their drivers license.*