6-07/560.40 Department of Motor Vehicles

All civil process in actions brought against the director and the Department of Motor Vehicles and all subpoenas for the production of department records shall be served upon the director or his appointed representatives at the department's headquarters. (VEH 24.5)

Use the guidelines and mailing address below for serving process to DMV. Do not accept the process if you cannot meet the service deadlines. In each case where a DMV process is received for mailing ensure that the process is prepared and mailed immediately.

– Civil or criminal subpoenas calling for a personal appearance by a DMV employee must be served at the specified local office.

– Criminal subpoenas for records shall be sent by certified mail to DMV headquarters and must be received at least five days prior to the hearing date.

– Civil subpoenas for records shall be sent by certified mail to DMV headquarters and must be received at least ten days prior to the hearing date.

– Civil subpoenas for depositions shall be sent by certified mail to DMV headquarters and must be received at least fifteen days prior to the hearing date.

Department of Motor Vehicles

Legal Department E-128

2415 First Avenue

Sacramento, California 95818

Questions can be referred to the DMV Legal Department at (916) 657-6469.

Completion of the bottom of the Summons and the Proof of Service should be completed accordingly using the example in 6-07/560.00 Public Entities.