Searching Correspondence-SR22
Quick Reference Guide

The following provide steps on how to search correspondence to locate active SR22 Insurance Documents.

Steps:

1. Access the ARTS Console.

2. Tools > Correspondence > Search Correspondence
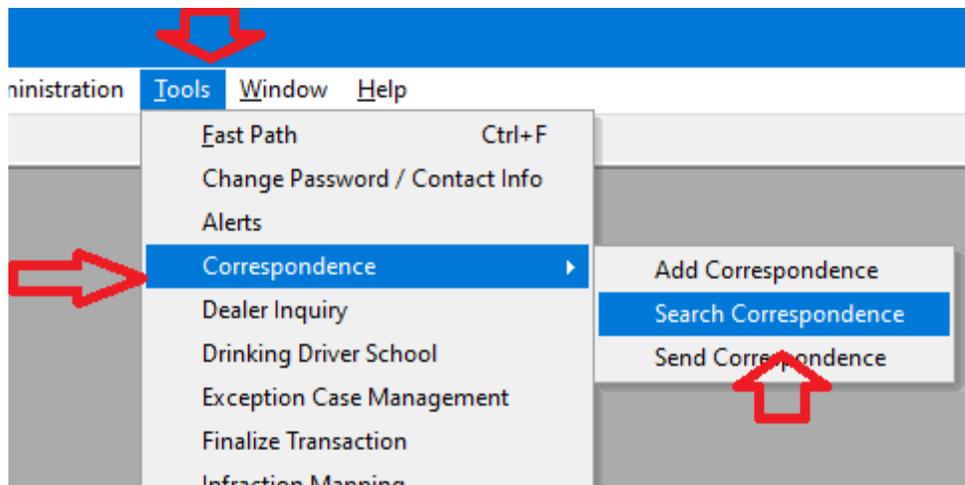
3. When Search Correspondence window opens, select the ellipsis [...].

4. The Search window for your customer will appear.

5. Search by customer number, credential number, Social Security number, or name.
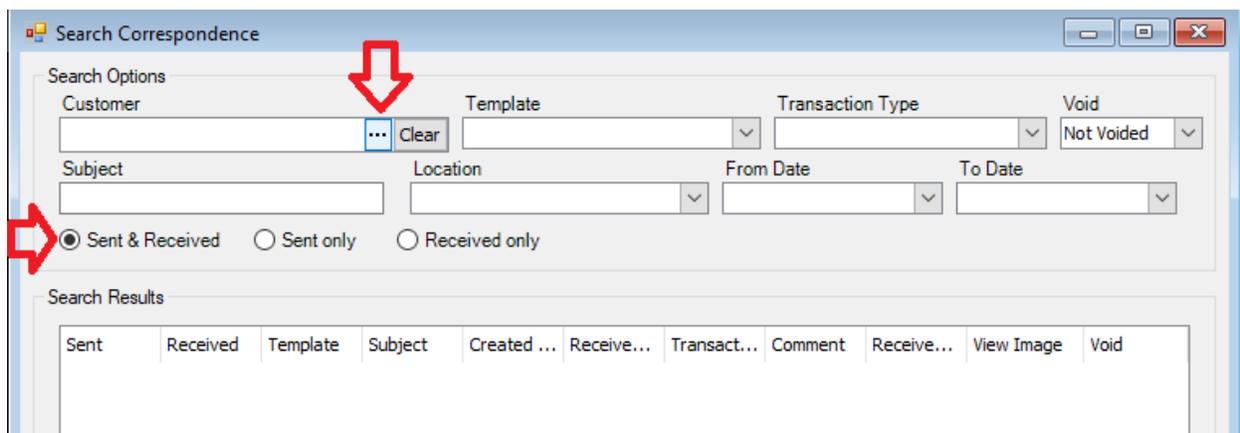
6. Search results will populate customer name.

7. Select the radial button on *Sent & Received* (system defaults to *Sent only*).
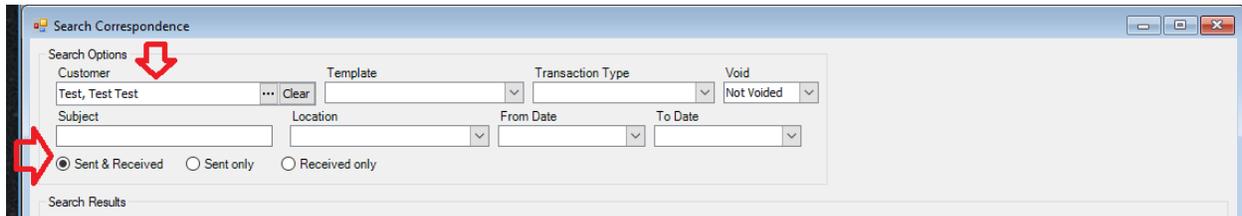
8. Select *Search*.

9. Search Results will appear.

10. Locate the *Template*, SR22/SR23/SR26.

11. Select the most current *Created Date*.

12. Select *View Image*.
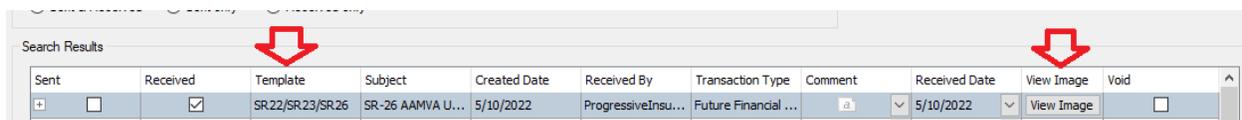
13. This will bring up the correspondence requested to view.

Appendix/Resources:

SR22 Example

Confirm in the top LEFT of the form, SR22 (proof of insurance) is needed. Verify that it provides OWNER coverage, identifying the specific vehicle. Remember, there are also SR26 (cancellation of SR22) and SR23 (proof for an operator in the employ of a fleet of motor vehicles). Effective From is today or prior to today.

SR-22

AAMVA UNIFORM FINANCIAL RESPONSIBILITY FORM - Automated

Insured Name: _____ (Last Name, First Name, Middle Initial)
Insured Address: _____
EXIRA, IA   50076

Case Number	Driver's License Number	Birth Date	Social Security Number

Current Policy Number _937121615_ Effective From _05/04/2022_

This certification is effective from _05/04/2022_ and continues until canceled or terminated in accordance with the financial laws and regulation of this State. The insurance hereby certified is provided by an:

☒ OWNER'S POLICY: Applicable to (a) the following described vehicle(s), (b) any replacement(s) thereof by similar classification, and (c) any additionally acquired vehicles of similar classification for a period of at least 30 days from the date of acquisition

Model Year	Trade Name	Identification Number
2002	OLDSMOBILE	1G_____

☒ OPERATOR'S POLICY: Applicable to any non-owned vehicle

SR26 Example

Example of SR26 (cancellation of SR22/SR23 insurance), found in the same search.
This is NOT proof of SR22. If this item is the most current *Created Date*, contact the ACE Team for guidance.

➡ SR-26

AAMVA UNIFORM FINANCIAL RESPONSIBILITY FORM

Insured Name: ▮▮▮▮▮▮▮▮▮▮▮ (Last Name, First Name, Middle Initial)
Insured Address: ▮▮▮▮▮▮▮▮▮▮▮
EXIRA, IA   50076

Case Number	Driver's License Number	Birth Date	Social Security Number
	▮▮▮▮▮▮	▮▮▮▮▮	

Current Policy Number 937121615 Effective From 05/04/2022 To 05/22/2022

➡ Effective date of cancellation or termination 05/22/2022 at 12:01 AM

(Check whichever is applicable)
☒ Financial Responsibility Insurance Certificate - SR-22
☐ Financial Responsibility Notice for Fleets - SR-23

Name of Insurance Company Progressive Northern Insurance Company NAIC 38628

Date 5/10/2022   By (Name of Authorized Representative)   HOLLY BURKE