LEADS Daily Bulletin July 23, 2021

SOS Soundex Inquiry

Users will need to follow the field instructions listed in each field on LEADS 3.0 (hover cursor over the field for the instructions). When using the SOS Soundex Form to search individuals by location the CITY NAME or ZIP CODE (Z) is to be entered in the OPTION field.

- Completion of the name is LAST, FIRST MIDDLE
- Use Options to select the search criteria you wish to use.
 - Options for your search include:
 - Driver's License type "DL"
 - Searches SOS driver's license records by name only
 - Registration "RT"
 - Searches for the vehicles listed by the registered owner
 - CITY NAME: Type out the City Name
 - Searches by city
 - Zip Code type "Z"

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- Searches by zip code
- If multiple pages of results return, you can select B or F in the Option Field <u>after</u> you receive a response and navigate the multiple pages to find the information.

ZWS - SOS Soundex Query	
Header Information	
<u>O</u> RI	
	~
Search Information	
* <u>N</u> ame	
Option	•
Value	
DL = Driver License Names	
RT = Vehicle Reg Names	
Z = Zip Code	Close
R = Detail Line #	
B = Backward	
F = Forward	

For assistance please contact the Help Desk at 866/LEADS-00.

nitials Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date