



Iowa Department of Transportation

Office of Driver Services and Vehicle Services
Motor Vehicle Division

**PRIVACY ACT AGREEMENT
FOR REQUEST OF MOTOR VEHICLE RECORD(S)**

<p>INSTRUCTIONS: This application must be completed and approved before an applicant can obtain personal information. Only applicants who meet the criteria outlined in Section B are eligible to obtain personal information.</p>	<p>OFFICIAL USE ONLY:</p> <p>Date: _____</p> <p>Authorized Access For: _____</p> <p>Authorized by: _____</p>
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SECTION A. REQUESTOR INFORMATION (This Section Must Be Completed)

Company Name:	Telephone Number:	
Name of Requestor:		
(Last)	(First)	(Middle Initial)
Street Address: (physical location)	City	State Zip Code
Mailing Address: (if different)	City	State Zip Code

SECTION B. AUTHORIZATION (This Section Must Be Completed)

I/We hereby certify that I/we are requesting driver or vehicle records as permitted by the provisions of the Federal Driver's Privacy Protection Act and Iowa Code Section 321.11. Iowa Code Section 321.11 prohibits the release of personal information when the request is submitted by plate number except to a law enforcement officer or law enforcement agency; licensed private investigation agency; Iowa security service or licensed employees of either, and employees of a Federal or State agency or political subdivisions and contract employees of the Department of Inspections and Appeals in the conduct of their investigations. I/We understand that Federal and State laws restrict the use and re-disclosure of the personal information from driver and vehicle records.

Personal information means information that identifies a person, including a person's photograph, social security number, driver's license number, name, address, telephone number, and medical or disability information.

The Federal law has further restricted the release of some personal information as being "sensitive" (Public Law Number 106-69, section 350(b) and Title 18 U.S.C. 2721). This "sensitive" personal information includes the social security number, medical and disability information, and the photograph. Social security numbers are not released unless being used as a driver license number and the requestor is a specified authorized recipient. Iowa law requires strict confidentiality of medical and disability information. Iowa law also limits the release of a photograph only to law enforcement agencies, law enforcement officers, or a governmental agency with a legitimate use for the photograph.

PLEASE REVIEW CAREFULLY AND CHECK THE APPROPRIATE ENTRY THAT ALLOWS YOU AUTHORIZATION TO OBTAIN PERSONAL INFORMATION.

- Personal information including "sensitive" information:**
- For use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a Federal, State or local agency in carrying out its functions.
 - For use in connection with any civil, criminal, administrative, or arbitral proceeding or investigations for pending proceedings.
 - Authorized representative, agent, contractor, or employed by such, of an insurer, insurance support organization, or self-insured entity and the driver and vehicle record being requested will be used only in connection with the following:
 - a. claims investigation activities
 - b. anti-fraud activities
 - c. rating or underwriting
 - For use by an employer, its agent, or insurer to obtain or verify information relating to a CDL holder.

SECTION B. AUTHORIZATION *(Continued)*

Personal information that does NOT include "sensitive" information:

- Authorized representative or owner of a licensed private investigative agency or licensed security service and the driver or vehicle record is being requested for use of purposes permitted under the Federal Driver's Privacy Protection Act.
Copy of Iowa Private Investigator's license must be attached.
- Authorized under the Federal Driver's Privacy Protection Act to request and obtain the driver or vehicle record for use in connection with matters of motor vehicle or driver safety and theft, motor vehicle emissions, motor vehicle product alterations, recalls, or advisories, performance monitoring motor vehicles, motor vehicle parts and dealer, motor vehicle market research activities including survey research, and removal of non-owner records from the original owner records of motor vehicle manufacturers.
- Authorized representative, agent, contractor, or employed by such, of a legitimate business and the driver or vehicle record being requested will be used for normal course of business, but only to:
 - a. verify accuracy of the personal information
 - b. obtain correct information but only for purposes of preventing fraud, pursuing legal remedies, or collecting a debt or security interest against the individual.
- Authorized under the Federal Driver's Privacy Protection Act to request and obtain the driver or vehicle record for use in research activities and producing statistical reports so long as the personal information is not published, redisclosed, or used to contact individuals.
- Authorized under the Federal Driver's Privacy Protection Act to request and obtain the driver or vehicle record for use in providing notice to the owners of towed or impounded vehicles.
- Authorized representative or owner of a private toll transportation facility and authorized under the Federal Driver's Privacy Protection Act, to request and obtain the driver or vehicle record for use in the operation of the facility.
- For any other use specifically authorized under the laws of the State, if the use is related to the operation of a motor vehicle or public safety.

Redisclosure of personal information is restricted. If you redisclose, you must maintain a record of the redisclosure for five years and make those records available to the Iowa Department of Transportation upon request. Non-compliance with any provisions of State or Federal laws will result in the Department's denial of your requests for driver or vehicle records.

I certify under the penalty of perjury that all information completed in Sections A and B is true and correct and the willful, unauthorized disclosure of information from any Department record for a purpose other than the one stated in the request or the sale or other distribution of the information to a person or organization not disclosed in the request may result in penalties imposed under Title 18 U.S.C. Section 2723 and Iowa Revised Statutes Section 321.11.

Signature of Requestor:

Date Signed: