



WHAT IS “TVB Ticket Management for Attorneys”?

A web application that allows attorneys to schedule hearings online for clients’ traffic tickets answerable in Traffic Violations Bureau (TVB) offices. This web application cannot be used to schedule any other type of hearing.

WHO MAY HAVE ACCESS?

Only attorneys, currently licensed to practice law in New York State, who abide by the Terms of Use as set forth herein may use the **TVB Ticket Management for Attorneys** web application. A New York State Department of Motor Vehicles (DMV) web access account is required to access this web application.

INSTRUCTIONS FOR COMPLETING THIS APPLICATION:

1. Complete Section I (please type or print legibly).
2. Read the Terms of Use in Section II, and sign and date the Certification in Section III (use black or blue ink).
3. Attach a photocopy of the front (photo side) of your driver license or non-driver identification card to this application. All information on the license or ID card must be legible in the photocopy.
4. Mail the original signed form and attachment to:

Traffic Violations Division - Attorney Scheduling
New York State Department of Motor Vehicles
6 Empire State Plaza, Room 424C
Albany, NY 12228

The Department will not process your application unless you provide all required information and sign the certification.

NOTE: Applicants who do not have a web account with DMV will receive their new account User ID by e-mail. Their password will be sent by regular mail to the business address provided in Section I of this application. Applicants who have a web account with DMV will receive an e-mail notification advising them when access to the TVB Ticket Management for Attorneys web application is granted.

WARNING: *Making a false statement on this application, or submitting any documentation in support of this application that is false, may be punishable as a criminal offense.*

SECTION II - TERMS OF USE for TVB TICKET MANAGEMENT FOR ATTORNEYS

It is expressly understood and agreed that access to the TVB Ticket Management For Attorneys web application is provided at the sole discretion of the Department of Motor Vehicles (“DMV”), and access may be withdrawn without notice in the event that DMV determines that any terms or conditions of use have been violated. DMV shall not be responsible for any omissions or errors in the information furnished to the attorney. The attorney does hereby waive all claims for damages arising from the use of the TVB Ticket Management For Attorneys web application.

An attorney shall be permitted access to the TVB Ticket Management For Attorneys web application only for the purposes specified below and under the following terms and conditions:

1. The web application may be used only while the attorney is licensed to practice law in the State of New York;
2. Access to the information is provided solely for reviewing information about clients’ tickets, and scheduling or rescheduling hearings with Traffic Violations Bureau (“TVB”) offices for those tickets;
3. Access is limited to the attorney and the attorney’s supervised support staff with the understanding that the attorney shall be responsible for all use of or access to the account;
4. If the undersigned attorney shares “personal information” obtained via the web application, which is defined in and protected under the Driver’s Privacy Protection Act (“DPPA”) (18 U.S.C. 2721, et seq.), with a recipient outside the attorney’s organization, the attorney shall maintain a record of information identifying the recipient and specifying the recipients’ “permissible use”, as defined in the DPPA, for such information. The attorney shall retain such record(s) FOR FIVE YEARS and shall make such records available to DMV, upon request, for audit purposes;
5. Under the Information Security Breach and Notification Act (“ISBNA”) (General Business Law, §899-aa; State Technology Law, §208), DMV is required to notify individuals if their records are accessed for unauthorized purposes. The attorney shall notify DMV in writing, within one (1) business day in the event the attorney becomes aware of a breach of the security of a system, as defined in the ISBNA. The attorney shall defend, indemnify and hold harmless the DMV and its employees or agents from all claims, actions, damages, or losses, including the cost of any notifications required under the ISBNA, arising from the attorney’s negligent, improper, or unauthorized use or dissemination of information contained in DMV records. Prior approval from DMV is required before any notifications are sent;
6. In the event a client decides not to be represented by the attorney with respect to a particular ticket or tickets, after the attorney has already associated the client’s ticket or tickets to the attorney’s account, then the attorney shall be required to disassociate such ticket or tickets from the attorney’s account within one (1) business day from receiving notice by the client. Failure to do so shall be treated as a breach of the terms hereof, and may result in DMV disassociating the client’s ticket or tickets from the account, and termination of access to this web application;
7. The attorney may not appear or represent as an agent or employee of DMV;
8. The Commissioner has the discretion to terminate the undersigned attorney’s access to the web application. Reasons for termination include, but are not limited to, false statements made by the attorney, concealment of material facts in connection with this application, or suspension or disbarment from the practice of law;
9. The attorney must notify DMV, in writing, within 30 days of any change in the information provided in connection with the attorney’s application for any DMV web account.

SECTION III - CERTIFICATION and ACKNOWLEDGEMENT OF TERMS OF USE

I hereby declare, under penalty of perjury, that I am an attorney admitted to the practice of law, currently in good standing with the appropriate department of the Appellate Division of the Supreme Court of the State of New York.

I agree to abide by the terms of use of the **TVB Ticket Management For Attorneys** web application as stated herein.

I certify that if I receive or have access to records or information from the DMV, I shall not (i) use such records or information for civil immigration purposes or (ii) disclose such records or information to any agency that primarily enforces immigration law, such as U.S. immigration and customs enforcement and U.S. customs and border protection, or to any employee or agent of any such agency unless such disclosure is pursuant to a cooperative arrangement between city, state and federal agencies which does not enforce immigration law and which disclosure is limited to the specific records or information being sought pursuant to such arrangement. I certify that, in addition to the requirements of 18 USC 2721(c), I shall keep for a period of five years records of all uses and identifying each person or entity that primarily enforces immigration law that received department records or information from such certifying person or entity. I shall maintain the records in a manner and form prescribed by the commissioner, and I shall make them available for inspection upon the commissioner’s request.

Signature of Applicant: _____ Date: _____
(Sign)

SECTION IV - DMV OFFICE USE ONLY

The above-named applicant’s access to TVB Ticket Management For Attorneys is hereby (check only one):

- Approved
- Disapproved for the following reason(s):
 - Not listed in the OCA register
 - Identity uncertain (information on the application does not match the photocopy of the driver license/ID)
 - Applicant blocked from having a VPASS account

on _____ by _____ ; _____
(dd/mm/yy) (Printed Name) (Initials)