



BASIC SECURITY REQUIREMENTS FOR NEW YORK STATE LICENSED PRIVATE SERVICE BUREAUS

Listed below are the security requirements for New York State licensed private service bureaus (PSBs):

- All PSBs must install and maintain a security system to deter unauthorized access to the secure area where Department of Motor Vehicles (DMV) funds, supplies, and/or customers' personal information/paperwork is stored.
All PSBs must have a secure document storage container that is large enough to deter unauthorized access to the secure area where DMV supplies and/or customer personal information is stored.
The secure document storage container must be in an area that is limited to authorized personnel (must be approved by DMV) and cannot be accessed by the public.
All PSBs must store DMV funds in a secure, locked filing cabinet or combination safe.

I have read and understand the security procedures and requirements described above. I understand that failure to maintain the security requirements described above will result in the suspension or revocation of my private service bureau license.

Print Name of Private Service Bureau Owner (please print clearly)

Signature

Date