



FREEDOM OF INFORMATION LAW REQUEST FOR DMV RECORDS

MAKE SURE YOU USE THE CORRECT FORM TO REQUEST RECORDS!

You will receive your records more quickly when you use the correct request form. DMV forms are available at dmv.ny.gov



DO NOT USE THIS FORM TO REQUEST THE FOLLOWING RECORDS:

- Driver license record ("abstract") - use form MV-15
- Driver history ("lifetime abstract") - use form MV-15
- Vehicle registration record ("abstract") - use form MV-15
- Accident report - use form MV-198C
- Vehicle title record - use form MV-15
- Copy of a ticket and/or ticket disposition - use form MV-15
- Copy of a revocation or suspension order - use form MV-15

1. Information About You (the Requestor):

Name: _____

Organization: _____
(if applicable)

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____
(optional)

Email address: _____
*(required if you want your records sent to you electronically)**

*Records sent by email or by fax will not be certified. Certified records must be mailed. We can only provide your records by one method (mail, email, or fax).

2. Describe the DMV Records That You Want:

Please provide as much detail as possible about the records you are requesting. You may attach additional sheets if necessary.

YOU CANNOT USE THIS FORM TO REQUEST YOUR LIFETIME ABSTRACT. YOU MUST USE FORM MV-15!



3. Fee Information:

Section 202 of the NYS Vehicle and Traffic Law requires a \$10 search fee and a copy fee of \$1 per page. You must send a \$10 search fee with your FOIL request, unless you or your organization is exempt from these fees.

Only these groups are exempt from search fees:

- Government agencies
- Volunteer fire companies
- Volunteer ambulance services
- Public officers, boards, or bodies
- Legal aid bureaus or societies or other private entities when acting pursuant to §722 of the New York State County Law

4. Method of Payment:

Check the box that shows your payment method. If you pay with a credit card, you must sign on the Authorized Signature line to authorize DMV to charge your card.

Exempt (Check this box ONLY if you belong to one of the exempt groups described in the Fee Information section above.)

Check

Money Order

DMV Escrow Account

Credit Card:

MasterCard

Visa

American Express

Discover Card

Credit Card Number: _____ Expiration Date: _____

Zip Code Associated with Credit Card: _____

Authorized Signature  _____

5. Important Information About Requests for Certain DMV Records:

Personal information on certain DMV records is protected by the Federal Driver's Privacy Protection Act (18 U.S.C. §2721 et seq.) and by §87 and §89 of the NYS Public Officers Law. Records about a driver license or permit, motor vehicle title, motor vehicle registration, or identification card issued by DMV are protected by the Driver's Privacy Protection Act. If any of the records you want are protected by the Driver's Privacy Protection Act, you must do the following:

1. Mark your permissible use in the list on page 3 of this form;
2. Send a photocopy of your driver license or government-issued non-driver ID card with this form (you can cover the photo on the document); and
3. Sign the certification on the bottom of page 3.

**List of Permissible Uses
Driver Privacy Protection Act**

➔ **Step 1)** Check the permissible use(s) for the records that you want:

The Federal Driver's Privacy Protection Act (DPPA) (18 U.S.C. §2721 et seq.) regulates access to DMV records and how the recipients of motorists' records subsequently share them. Pursuant to the DPPA, you must have a DPPA Permissible Use to search DMV records. A list of permissible uses appears below:

(Recipient must check all that apply.)

1. 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.
2. 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 of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
3. For use in the normal course of business by a legitimate business or its agents, employees, or contractors, but only –
(A) to verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and
(B) if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual.
4. For use in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a Federal, State, or local court.
5. For use in research activities and for use in producing statistical reports, so long as the personal information is not published, re-disclosed, or used to contact individuals.
6. For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, anti-fraud activities, rating or underwriting.
7. For use in providing notice to the owners of towed or impounded vehicles.
8. For use by any licensed private investigative agency or licensed security service for any purpose permitted under this subsection.
9. For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under Chapter 313 of title 49 [49 U.S.C. §31301 et seq.].
10. For use in connection with the operation of private toll transportation facilities.
11. For any other use in response to requests for individual motor vehicle records if the State has obtained the express consent of the person to whom such personal information pertains.
12. For bulk distribution for surveys, marketing or solicitations if the State has obtained the express consent of the person to whom such personal information pertains.
13. For use by any requester, if the requester demonstrates it has obtained the written consent of the individual to whom the information pertains.
14. For any other use specifically authorized under the law of the State that holds the record, if such use is related to the operation of a motor vehicle or public safety.

To knowingly make a false statement or conceal a material fact in this written statement is a criminal offense, punishable under Penal Law Section 210.45. In addition, anyone who makes false representation to obtain any personal information from an individual's Motor Vehicles record is subject to federal criminal fines under the Driver's Privacy Protection Act (DPPA).

➔ **Step 2)** Attach a copy of **your** driver license or government-issued identification card. (You may cover the picture.)

➔ **Step 3)** Sign the following Privacy Certification:

I certify that I have read the Driver's Privacy Protection Act (18 U.S.C. Sec. 2721 et seq.) and will comply fully with the terms of such law. I also certify that I shall not request or use any information provided by the Department of Motor Vehicles that is not specifically authorized by the Driver's Privacy Protection Act.



Requester's Signature (**required**)

Date

Requester - Print Name Here

Mail your request to: NEW YORK STATE DEPARTMENT OF MOTOR VEHICLES
FREEDOM OF INFORMATION LAW OFFICE
6 EMPIRE STATE PLAZA
ALBANY NY 12228