



**REQUEST FOR DRIVING RECORD INFORMATION**

**INSTRUCTIONS:**

- ◆ To receive a copy of a DMV record, you must check one of the permissible use boxes on page 2 of this form (uses are defined in the Driver's Privacy Protection Act). *See page 2 for a list of permissible uses.* However, if the records you are requesting are your own, check the box in Part A below instead of checking a permissible use box on page 2.
- ◆ **Print** all information requested in sections A and B below. Please provide the 9-digit Client ID number in section A, if possible.
- ◆ Proof of your identity is required (see form ID-44 for acceptable proofs of identity).
- ◆ Make checks payable to Commissioner of Motor Vehicles.
- ◆ A separate form must be used for each search requested.

**FEE: The law requires us to charge a \$10 fee each time we search a file, whether or not we find the requested information.** If we cannot find a license record using the information you provide, you will receive a statement telling you we could not find such a record.

**INFORMATION THAT IS AVAILABLE ON THE DRIVER LICENSE FILE:**

Address and driving record information for the current year and the past three years; alcohol-related and/or drug-related convictions for the past ten years, or for as long as the record has existed, depending on the type of conviction. To find the information on this file, we need either:

- the 9-digit Client ID number that is printed above the photo on the driver license or non-driver ID, **OR**
- the name, date of birth and sex.

**A. DRIVING RECORD REQUESTED (Print one of the following exactly as it appears on the person's New York driver license or non-driver ID):**

Client ID #	<b>OR</b>	Name (Last, First, M.I.)	
<input type="checkbox"/> The records I am requesting are my own.		Date of Birth (Mo./Day/Yr.) / /	<input type="checkbox"/> Male <input type="checkbox"/> Female

**B. REQUESTER INFORMATION:**

Last Name	First	M.I.	Date of Birth (Mo./Day/Yr.) / /	<input type="checkbox"/> Male <input type="checkbox"/> Female
Street Address			Apt. #	
City		State	Zip Code	

**CERTIFICATION:** I certify that I will comply fully with the terms of the Driver's Privacy Protection Act (18 USC Sec 2721 et. seq.). I also certify that I shall not request any information, or use any information provided by the Department of Motor Vehicles, that is not specifically authorized by the Driver's Privacy Protection Act. If I am using a credit card for payment of my fee(s) in connection with this request, I understand that my signature below also authorizes use of my credit card.

\_\_\_\_\_ Requester's Signature (required)
  \_\_\_\_\_ Date

**CREDIT CARD AUTHORIZATION IF CARDHOLDER IS NOT THE REQUESTER:**

My signature authorizes \_\_\_\_\_ to use my credit card for payment of any fees in connection with this request, and I understand that I must be present for this transaction.

Sign Here  \_\_\_\_\_  
 (Cardholder-Sign Name in Full)

<b>FOR OFFICE USE ONLY</b>	<b>Proof of Identification Provided by Requester:</b>		<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	
	<input type="checkbox"/> Driver License/Non-Driver ID Card	Client ID #	<input type="checkbox"/> Exempt	
	<input type="checkbox"/> Other ID (Specify):			
	<b>Proof of Qualification for a No Fee Abstract:</b>		Name of Organization	
Name of Organization Claiming Exemption		Purpose of the Abstract Request		
MVR Signature		Initials	Date	

THE SPACE BELOW THE LINE IS FOR VALIDATION PURPOSES ONLY.

**LIST OF PERMISSIBLE USES  
DRIVER PRIVACY PROTECTION ACT**

*The Federal Driver's Privacy Protection Act (18 U.S.C. §2721, et seq.) ("DPPA") regulates access to Motor Vehicles records. Recipient hereby certifies that the information provided hereunder by DMV shall be used solely for the following purpose(s).*

**(Recipient must check all boxes that apply.)**

1.  Use in any civil, criminal, administrative, or arbitral proceeding in any court or agency, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders or pursuant to a court order.
2.  Use by an insurer or insurance support organization or self-insured entity in claims investigations, anti-fraud activities, rating or underwriting activities.
3.  Use in providing notice to the owners of towed or impounded vehicles.
4.  Use by an employer, its agent or insurer to obtain information relating to the holder of a commercial driver's license required under Chapter 313 of Title 49 of the U.S.C.
5.  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.
6.  Use required under NYS Vehicle and Traffic Law, Article 19A - Special Requirements for Bus Drivers.
7.  Use required under NYS Vehicle and Traffic Law, Article 19B - Special Requirements for Commercial Motor Carriers.
8.  Use by any government agency in carrying out its functions.
9.  Use by any private person or entity acting on behalf of a federal, state, or local agency in carrying out its functions.
10.  Use in matters of motor vehicle or driver safety.
11.  Use in matters of motor vehicle theft.
12.  Use in matters of motor vehicle emissions.
13.  Use in matters of motor vehicle product alterations, recalls or advisories.
14.  Use in performance monitoring of motor vehicles, motor vehicle parts and dealers.
15.  Use in motor vehicle market research activities, including survey research.
16.  Use in removal of non-owner records from the original owner records of motor vehicle manufacturers.
17.  Use in the operation of private toll transportation facilities.
18.  For use by any requester, if the requester demonstrates it has obtained the written consent of the individual to whom the information pertains. (May use form MV-15GC).
19.  Use specifically authorized under NYS law, IF such use is related to the operation of a motor vehicle or public safety.  
Cite the specific NYS law here: \_\_\_\_\_
20.  Use in research activities and in producing statistical reports, **as long as the personal information is not published, disclosed or used to contact individuals.**

*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).*

