

Office of Driver Services and Vehicle Services Motor Vehicle Division

## PRIVACY ACT AGREEMENT FOR REQUEST OF MOTOR VEHICLE RECORDS

INSTRUCTIONS:			OFFICIAL USE ONLY:			
This Privacy Act Agreement for Request of Motor Vehicle		cle Date Received	Date Received: / /			
Records must be completed and approved before a Requestor can obtain personal information or highly restricted personal information from the lowa Department of Transportation. Only Requestors who meet the criteria outlined in Part C are eligible to obtain such information from the lowa Department of Transportation. This Agreement must be completed with all required attachments before the lowa Department of Transportation will consider a request for motor vehicle records.  Requestor must attach a legible photocopy of his or her drivers license or non-driver identification card.  Requestor must print his or her full name on each page of this Agreement.  An lowa Department of Transportation employee will contact Requestor to advise Requestor whether the request is approved or denied.		a Authorized of Access For:	Persona	d:  Information:  estricted Personal Inf	Allowed:  formation:	
		Authorized By:  Authorized By:	User ID Passwor VTN rec Record a Photo Fi Request Date acc Legal Re	DOT employee:  User ID given:  Password given:  VTN record given:  Photo File access given:  Requested Access denied:  Date access given/denied:  Legal Reviewer:  Date of review by Legal:  / /		
PART A. REQUESTOR INFORMATION ( <u>This Section Must Be Completed</u> . Each blank space in this Part must be completed. If you do not provide information for a space, you must write "N/A" for "not applicable.")						
Please Check One Box:  ☐ I am requesting a copy of my own record. ☐ I am requesting a copy of the record of another person, and ☐ Other . for all other record requests, you must initial at least following boxes: ☐ I am making a one-time request, and I will ☐ I am requesting on-line record access. (Skip I am requesting Photo File access. (Skip I	t one permi use the rec sip Part B o	issible use in Part C of cord one time and for c if this form if you are re	this Agreem ne purpose. questing rec	ord access).	< at least one of the	
Name of Requestor (Last)	(Firs	(First)			(Middle Initial)	
Address			Driveros License or Non-Drive		ver ID Number	
City	Stat	State		Zip Code		
Email Address	Telephone Number ( )		Fax Number ( )			
Requestor is an Authorized Representative of (List Name of Person or Entity):			or if do clorabio			
Person/Entity Address		City		List dealer numb	Zip Code	
PART B. INFORMATION REQUESTED (Provide A	As Much	Information As Pos	ssible If Th	nis Is A One-Time Re	equest)	
Name (Last)	(Firs	st)			(Middle Initial)	
Address	City		State		Zip Code	
Driveros License or Non-Driver ID Number	Date of Birth S		Social Se	curity Number -	Sex □ M □ F	
Year and Make of Vehicle	Vehicle Title Number					
License Plate Number	Vehicle Id	dentification Number (\	/IN)			

Print Requestors Full Name:		
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PART C. USE					
vehicle records. claim access. Th	acy Protection Act of 1994 (DPPA), 18 U.S.C. §§ You <b>must</b> tell us why you want the records you are lowa Department of Transportation reserves the ryou qualify for access.	are req	uesting. Sign your initials	s next to	o each use under which you
1	The Requestor is an employee of a federal, state, or local government agency, or a private person acting on behalf of a feder state, or local government agency, and the records will be used to carry out the official functions of such federal, state, or local government agency. (Please attach proof of Requestor's authority to act on behalf of a government agency).				ns of such federal, state, or local
	Name of agency:		Name of agency DPPA con		
	Telephone number of DPPA contact:		Email address of DPPA conf	tact:	
2	The records will be used in connection with a civil, criminal, administrative, or arbitral proceeding in federal, state, or local court or agency or before a 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. ( <i>Please attach proof of the Requestor's status</i> (e.g., a photocopy of an attorney's certificate of admission to bar) and court order, if applicable).				
	Requestor is (check one): attorney	represe	ented litigant  pro se lit	igant	☐ other (attach explanation)
	If currently involved in a proceeding:		icipating litigation or proceeding		If pursuant to a court order:
	Name of court, agency, or self-regulatory body:	Name	e of involved parties:		Name of court:
	Name of case or matter:	Expe	cted forum:		Name of case or matter:
	Case/matter number:	Date	of occurrence:		Case number:
3	The Requestor is an agent, employee, or contractor of an insurer or insurance support organization, and the record will be a connection with claims investigation activities, antifraud activities, rating, or underwriting. (Please attach proof of the Requistatus).  Name of insurer or insurance support organization:  Name of insurer or insurance support organization DPPA contact:  Telephone number of DPPA contact:  Email address of DPPA contact:			e attach proof of the Requestor's	
4.	The Requestor is an employer or its agent or insurer and the records will be used to obtain or verify information relating to a holder of a commercial drivers license that is required under 49 U.S.C. Chapter 313. (Please attach proof of the Requestor's status).				
¬	Name of employer:	Name of employers DPPA contact:		37 37 313 7 10 4 2 3 3 3 3 7 3 3 3 3 3 3 3 3 3 3 3 3 3 3	
	Telephone number of DPPA contact:		Email address of DPPA cont	tact:	
5	The records will be used in connection with matters vehicle product alterations, recalls, or advisories; per vehicle market research activities, including survey remotor vehicle manufacturers. (A written explanation category must be attached to this Agreement).	formano esearch	ce monitoring of motor vehicle a; and removal of non-owner r	es, motor records f	r vehicle parts and dealers; motor from the original owner records of
6	The records will be used in connection with matters vehicle product alterations, recalls, or advisories; per vehicle market research activities, including survey remotor vehicle manufacturers to carry out the purp Information Disclosure Act (15 U.S.C. § 1231, et see 305, and 321-331. (A written explanation detailing to be attached to this Agreement).	formandesearcheses of a consession of a conses	ce monitoring of motor vehicle r; and removal of non-owner r of Title I and IV of the Anti Clean Air Act (42 U.S.C. § 7	es, motor records f Car The 7401, et	r vehicle parts and dealers; motor from the original owner records of eft Act of 1992, the Automobile seq.), and Title 49 chapters 301,
	The records will be used to provide notice to owners	(includi	ng lienholders) of towed or im	pounde	d vehicles.
7	Name of towing company:		Iowa license number:		
	Name of companys DPPA contact: Tele	ephone ) -	number of DPPA contact:	Email a	ddress of DPPA contact:
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Print Requestor <b>c</b> Full Name:		
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PART C (cor	ntinued)				
8	The records will be used in the normal course of business by a legitimate business or its agents, employees, or contractors <b>but only</b> (i) to verify the accuracy of personal information submitted by the individual to the business or its agents, employees or contractors, and (ii) if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purpose of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual.				
	Name of Business:	Name of businessos DPPA cont	act:	Business tax ID number:	
	Telephone number of DPPA contact: ( )	Email address of DPPA contact	:		
9	The records will be used in research activities and for use in producing statistical reports, but the personal information in the records will not be published, re-disclosed, or used to contact the individual. (A written explanation detailing the reasons you contend that you qualify for access under this category <b>must</b> be attached to this Agreement).				
10	The Requestor is a licensed private investigative agency or licensed security service, and the Requestor will use the record for a permitted purpose. (Photocopy of lowa Private Investigator's License must be attached. Also, if you claim access under this paragraph, you must initial another paragraph indicating the permitted use, and you must provide any applicable attachments required therein).				
	Name of private investigative agency or license	sed security service: lowa license number:			
	Name of agency or services DPPA contact:	Telephone number of DPPA contact: Email address of DPPA contact: ( ) -		Email address of DPPA contact:	
	The records will be used in connection with the operation of a private toll transportation facility.				
11	Name of private toll transportation facility:	Licensing entity and number:		entity and number:	
	Name of facilitys DPPA contact: Teleph (	none number of DPPA contact: )	ct: Email address of DPPA contact:		
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**Penalty:** Title 18, United States Code, section 2723 provides that anyone who knowingly obtains, discloses, or uses personal information from a motor vehicle record for a purpose not permitted under 18 U.S.C. § 2721, shall be liable to the individual to whom the personal information pertains, including an award of the greater of actual damages or liquidated damages of \$2,500.00 for each violation, punitive damages upon proof of willful or reckless disregard of the law, reasonable attorneysqfees and other litigation costs, and such other equitable relief as the court may order. Anyone requesting the disclosure of personal information who misrepresents his or her identity or makes a false statement in connection with any request for personal information with the intent to obtain personal information in a manner not authorized by law shall be subject to criminal prosecution.

Print Requestors Full Name:
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PART D. CERTIFICATION (This Section Must Be Completed)
By signing this Privacy Act Agreement Request for Motor Vehicle Records and initialing each item below, I, the Requestor, certify that:
1. I am familiar with all provisions of the federal Driver Privacy Protection Act of 1994, 18 U.S.C. §§ 2721-2725, and Iowa Code section 321.11, which limit access to personal information and highly restricted personal information from the Iowa Department of Transportations motor vehicle records.
2. I understand that %personal information+means information that identifies an individual, including an individual photograph social security number, driver identification number, name, address, telephone number, and medical or disability information. I further understand that %highly restricted personal information+means an individual photograph or image, social security number, and medica or disability information.
3. I will abide by the terms of federal and state law, including, but not limited to, those laws restricting access to personal information and highly restricted personal information from the lowa Department of Transportations motor vehicle records only to those persons and for those purposes which are permitted under both laws, and for no other purpose.
4. I understand that I am prohibited from re-disclosing the information I obtain from the lowa Department of Transportation pursuant to this Agreement, except in accordance with applicable law.
5. I will keep a record for five (5) years of the following: (1) all persons to whom I re-disclose or re-sell information obtained under this Agreement, and (2) the purpose for which the information is to be used. I agree to make such records available to the lowa Department of Transportation upon request.
6. I shall be liable for, and shall indemnify, defend, and hold harmless the lowa Department of Transportation, its agents officers, and employees for, any misuse or misappropriation of any personal information in a record obtained from the lowa Department of Transportation in connection with this Agreement, including misuse or misappropriation by any of my employees, servants, agents, of contractors.
7. I shall further indemnify, defend, and hold harmless the lowa Department of Transportation, its agents, officers, and employees, for and against any and all losses, damages, judgments, liabilities, or similar costs and expenses which arise in whole of part out of my acts or omissions with respect to laws restricting access to and disclosure of motor vehicle records including, without limitation, reasonable attorneys of ees and all other costs of defending against such action or claim.
8. I have attached a legible photocopy of my driver license or non-driver identification card.
9a. In executing this Agreement, I am acting on my own behalf, and not as an employee, agent, officer, conservator, attorney in-fact, or other representative or official capacity for another person or entity. (If you initial this paragraph, skip paragraph 9b. If you do not initial this paragraph, please continue to paragraph 9b.)
9b. In executing this Agreement, I am acting as an employee, agent, officer, conservator, attorney-in-fact, or other representative or official capacity for another person or entity. I have proper authority to execute this Agreement on behalf of such person or entity, and to bind such person or entity to the requirements of this Agreement, including, but not limited to, the requirements of paragraphs 3, 4, 5, 6, and 7 of this Part D. My execution of this agreement is my free and voluntary act and the free and voluntary act and the free and voluntary act and the free and voluntary act of such person or entity, and so binds such person or entity. (If you do not have proper authority to execute this Agreement on behalf of such person or entity, do not initial this paragraph and do not execute this Agreement. The Agreement should be executed on behalf of another person or entity only by a person with proper authority to do so. If you initialed this paragraph, you must provide your title of representative/official capacity on the line below.)
Title or representative/official capacity:
10. I understand that, if the Iowa Department of Transportation grants me access to Motor Vehicle Records by way of this Agreement, and then, at any time thereafter, finds that I have misused or misappropriated such records, the Iowa Department of Transportation may, with or without notice to me, terminate my access to such records.
The lowa Department of Transportation reserves the right to request additional information to determine proper authority to execute and enter into this Agreement.
I certify under the penalty of perjury and pursuant to the laws of the State of Iowa that all information completed and contained in Parts A, B, C, D, and any attachments hereto, is true and correct.
I so certify this day of
Requestor Signature
, 200
Please Print Requestors Full Name

This Privacy Act Agreement For Request of Motor Vehicle Records replaces all previous Privacy Act Agreements on file with the lowa Department of Transportation.