



**MOTOR VEHICLE RECORD  
SEARCH ACCOUNT APPLICATION**

http://dmv.ny.gov/dial-in  
Email: DataServices@dmv.ny.gov

- ◆ Before you begin, please review the Terms of Service on page 3.
- ◆ If you are opening a new account for a commercial or not-for-profit organization, attach an opening deposit. The deposit amount should fund your estimated usage for two months. Electronic searches are \$7 each. Mail order searches are \$10 or more, depending on what kinds of certified documents you request. Please make your check or money order payable to “Commissioner of Motor Vehicles”.
- ◆ If you are opening a new account for a:
  - ◆ government organization;
  - ◆ volunteer fire company;
  - ◆ volunteer ambulance service;
  - ◆ legal aid bureau or society or other private entity when acting pursuant to Section 722 of the New York State County Law;

and you will be using the information obtained for a public purpose, complete the Fee Exemption Certification on page 4 to claim the exemption from search fees under Section 202 of the New York State Vehicle and Traffic Law. **You must also provide evidence of your government employment or your affiliation with the exempt organization, such as a pay stub or an official letter from the organization.**

- ◆ If you represent a commercial or not-for-profit organization (including volunteer fire companies and volunteer ambulance services), **include a certified copy of your business certificate.**
- ◆ Send the form to: DATA SERVICES - NEW SEARCH ACCOUNT  
NYS DEPARTMENT OF MOTOR VEHICLES  
6 EMPIRE STATE PLAZA  
ALBANY NY 12228

**ACCOUNT INFORMATION**  
(Please Print or Type)

Please mark one of the following boxes to indicate which service you are requesting:

- Open new account
- Update information for an existing account. DMV will need your account number to process any changes.

**ACCOUNT #:** \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant's Driver License Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ State/Province: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ (DO NOT GIVE P.O. BOX) State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Federal Employer ID Number: 

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Please describe in detail how you plan to use the information from searches of DMV's records:

If DMV has ever **terminated** a search account held by you, your organization, or any principal, agent, officer or employee associated with your organization, please provide the account number(s):

## CERTIFICATION OF PERMISSIBLE USES

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

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

1. \_\_\_ Use by any government agency including any court or law enforcement agency, in carrying out its functions. (18 U.S.C. §2721 (b)(14))
2. \_\_\_ Use by any private person or entity acting on behalf of a federal, state, or local agency in carrying out its functions. (18 U.S.C. §2721 (b)(1))
3. \_\_\_ Use in matters of motor vehicle or driver safety. (18 U.S.C. §272 (b)(2))
4. \_\_\_ Use in matters of motor vehicle theft. (18 U.S.C. §2721 (b)(2))
5. \_\_\_ Use in matters of motor vehicle emissions. (18 U.S.C. §2721 (b)(2))
6. \_\_\_ Use in matters of motor vehicle product alterations, recalls or advisories. (18 U.S.C. §2721 (b)(2))
7. \_\_\_ Use in performance monitoring of motor vehicles, motor vehicle parts and dealers. (18 U.S.C. §2721 (b)(2))
8. \_\_\_ Use in motor vehicle market research activities, including survey research (18 U.S.C. §2721 (b)(2))
9. \_\_\_ Use in removal of non-owner records from the original owner records of motor vehicle manufacturers. (18 U.S.C. §2721 (b)(2))
10. \_\_\_ 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; (18 U.S.C. §2721 (b)(3)(A)) 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. (18 U.S.C. §2721 (b)(3)(B))
11. \_\_\_ 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. (18 U.S.C. §2721 (b)(4))
12. \_\_\_ Use by an insurer or insurance support organization or self-insured entity in claims investigations, anti-fraud activities, rating or underwriting activities. (18 U.S.C. §2721 (b)(6))
13. \_\_\_ Use in providing notice to the owners of towed or impounded vehicles. (18 U.S.C. §2721 (b)(7))
14. \_\_\_ Use by an employer, its agent or insurer to obtain information relating to the holder of a commercial driver license required under Chapter 313 of Title 49 of the U.S.C.) (18 U.S.C. §2721 (b)(9))
15. \_\_\_ Use in the operation of private toll transportation facilities. (18 U.S.C. §2721 (b)(10))
16. \_\_\_ 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-25GC) (18 U.S.C. §2721 (b)(13))
17. \_\_\_ Use required under NYS Vehicle and Traffic Law, Article 19-A — Special Requirements for Bus Drivers. (18 U.S.C. §2721 (b)(14))
18. \_\_\_ Use required under NYS Vehicle and Traffic Law, Article 19-B — Special Requirements for Commercial Motor Carriers. (18 U.S.C. §2721 (b)(14))
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: \_\_\_\_\_ (18 U.S.C. § 2721(b)(14))

*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).*

## TERMS OF SERVICE

1. You will perform searches of DMV records only when one of the permissible uses that you initialed on page 2 arises. You agree not to perform searches of DMV records for the purposes described in 18 USC Sec 2721(b)(5), (11), and/or (12). Under the *New York State Information Security Breach and Notification Act*, DMV is required to notify individuals if their records are accessed for unauthorized purposes.
2. **You will notify DMV in writing, within 30 days, if there is any change in the information you have provided in this application. You will file a replacement for this application within 60 days of any request by DMV to do so.**
3. You will maintain business records documenting the purpose of each search and identifying the individual who performed the search. You will maintain each record FOR FIVE YEARS after the date of your search. The records must be available to DMV, upon request, for audit purposes. At DMV's direction, you will forward the records to DMV or you will make the records available for inspection at your place of business. The records must be organized to permit retrieval by the name, license number, plate number or VIN for which you searched. If you do not maintain an office location within New York State, you may be asked to forward all records requested to a place and location designated by the Department. The location where you will keep records of searches is:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

4. If you share personal information from DMV with a recipient outside your organization, you will collect from that recipient an agreement identifying the recipient and specifying their DPPA Permissible Use for the information. You will retain the agreement FOR FIVE YEARS after the date when you last shared DMV records information with the recipient. You will make the agreement available to DMV for audit purposes.
5. You will not represent yourself as an agent or employee of the DMV.
6. You will 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 *New York State Information Security Breach and Notification Act*, arising from your negligent, improper, or unauthorized use or dissemination of information contained in DMV records.
7. New York State will not be responsible for any omissions or errors in the information furnished to you.
8. You acknowledge that all records of searches placed by you are public records, and may be made available to any party.
9. The DMV reserves the right to terminate access to your account at anytime, in its sole discretion, and without advance notice. Reasons for termination include but are not limited to: false statements made by you; concealment of material facts in connection with this application; and violation of any of the terms of service.
10. This agreement is not transferable.

**ACKNOWLEDGEMENT OF TERMS OF SERVICE**

I certify that I have read, understood, and will comply with the DPPA, and the Terms of Service for use of the search account.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Sign in the presence of a notary)*

**FEE EXEMPTION CERTIFICATION  
FOR GOVERNMENT ORGANIZATIONS, VOLUNTEER FIRE COMPANIES,  
VOLUNTEER AMBULANCE SERVICES, AND ENTITIES ACTING PURSUANT TO  
SECTION 722 OF THE NEW YORK STATE COUNTY LAW ONLY**

Section 202 of the New York State Vehicle and Traffic Law exempts government organizations, volunteer fire companies, and volunteer ambulance services from fees for searches and documents to be used for a public purpose, and also exempts legal aid bureaus and societies and other private entities from such fees when acting pursuant to Section 722 of the New York State County Law. I certify that my organization qualifies for this exemption, and that I will use this account only for qualified fee-exempt purposes.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Sign in the presence of a notary)*

**TO BE COMPLETED BY NOTARY**

STATE OF \_\_\_\_\_ }  
                                          }    ss:  
COUNTY OF \_\_\_\_\_ }

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_ before me, the undersigned, a Notary Public in and for said State, \_\_\_\_\_ personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary

