



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):

Form with fields for Name, Organization (if applicable), Address (Number and Street), City, State, ZIP Code, E-mail Address (Required if you want your records sent to you electronically)\*, and Phone Number (optional).

\*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. 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.



**3. Describe the DMV Records That You Want:**

Please provide a clear description of the record(s) you are requesting with as much detail as possible.

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

**4. 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

**5. Method of Payment (DO NOT SEND CASH):**

Check the box that shows your payment method.

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

**Check**

- Make checks payable to the "Commissioner of Motor Vehicles"
- Please remember to SIGN YOUR CHECK
- No starter checks
- U.S. Funds only

**Money Order**

**DMV Escrow Account:** \_\_\_\_\_

## 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 (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 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. (18 U.S.C. §2721 (b)(4))
2. \_\_\_ 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))
3. \_\_\_ Use in providing notice to the owners of towed or impounded vehicles. (18 U.S.C. §2721 (b)(7))
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. (18 U.S.C. §2721 (b)(9))
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; (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))
6. \_\_\_ Use required under NYS Vehicle and Traffic Law, Article 19A - Special Requirements for Bus Drivers. (18 U.S.C. §2721 (b)(14))
7. \_\_\_ Use required under NYS Vehicle and Traffic Law, Article 19B - Special Requirements for Commercial Motor Carriers. (18 U.S.C. §2721 (b)(14))
8. \_\_\_ Use by any government agency, including any court or law enforcement agency, in carrying out its functions. (18 U.S.C. §2721 (b)(1))
9. \_\_\_ 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))
10. \_\_\_ Use in matters of motor vehicle or driver safety. (18 U.S.C. §2721 (b)(2))
11. \_\_\_ Use in matters of motor vehicle theft. (18 U.S.C. §2721 (b)(2))
12. \_\_\_ Use in matters of motor vehicle emissions. (18 U.S.C. §2721 (b)(2))
13. \_\_\_ Use in matters of motor vehicle product alterations, recalls or advisories. (18 U.S.C. §2721 (b)(2))
14. \_\_\_ Use in performance monitoring of motor vehicles, motor vehicle parts and dealers. (18 U.S.C. §2721 (b)(2))
15. \_\_\_ Use in motor vehicle market research activities, including survey research. (18 U.S.C. §2721 (b)(2))
16. \_\_\_ Use in removal of non-owner records from the original owner records of motor vehicle manufacturers. (18 U.S.C. §2721 (b)(2))
17. \_\_\_ Use in the operation of private toll transportation facilities. (18 U.S.C. §2721 (b)(10))
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). (18 U.S.C. §2721 (b)(13))
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))
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.** (18 U.S.C. §2721 (b)(5))

*To knowingly make a false statement or conceal a material fact in this written statement may be punishable as a criminal offense. 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. §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.*

*I certify that if I receive or have access to records or information from the DMV, I shall not (i) use such records or information for civil immigration purposes or (ii) disclose such records or information to any agency that primarily enforces immigration law, such as U.S. immigration and customs enforcement and U.S. customs and border protection, or to any employee or agent of any such agency unless such disclosure is pursuant to a cooperative arrangement between city, state and federal agencies which does not enforce immigration law and which disclosure is limited to the specific records or information being sought pursuant to such arrangement. I certify that, in addition to the requirements of 18 USC 2721(c), I shall keep for a period of five years records of all uses and identifying each person or entity that primarily enforces immigration law that received department records or information from such certifying person or entity. I shall maintain the records in a manner and form prescribed by the commissioner, and I shall make them available for inspection upon the commissioner's request.*

**X**

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, ROOM 136B, ALBANY NY 12228. Or send it via email to [dmv.sm.foil@dmv.ny.gov](mailto:dmv.sm.foil@dmv.ny.gov).