INSTRUCTIONS FOR ORDERING YOUR OWN DMV RECORD

To order your own DMV record, but not a title record, use this checklist to complete all of the requirements listed below. (Read about title records in the note at the bottom of this section.) You must:

_____ Provide the name and address of where to send your record(s) in Step 1.

_____ Provide your name, address and signature in Step 2.

_____ Check the box next to each type of record that you want and provide as much search information as possible in Step 3.

_____ Enclose an acceptable form of payment according to the instructions in Step 4.

_____ Include a photocopy of your driver license or government-issued identification card with this request form or have your signature notarized in Step 5.

NOTE: Sometimes, title (vin) abstracts may contain the names of other individuals, so you must check one or more of the permissible uses that are listed and sign the certification in Step 5.

INSTRUCTIONS FOR ORDERING ANOTHER PERSON'S DMV RECORD

To order another person's DMV record, use this checklist to complete all of the requirements listed below. You must:

_____ Provide the name and address of where to send the record(s) in Step 1.

_____ Provide your name and address in Step 2.

_____ Check the box next to each type of record that you want and provide as much search information as possible in Step 3.

_____ Enclose an acceptable form of payment according to the instructions in Step 4.

_____ Have one or more of the permissible uses described in Step 5. Check all of the permissible uses that apply and sign the certification.

_____ Include a photocopy of your driver license or government-issued identification card with this request form or have your signature notarized in Step 5.

Exemption from fees: Government Agencies; public officers, boards or bodies; volunteer fire companies and ambulance services; legal aid bureaus or societies or any private entity acting pursuant to NY County Law § 722 are exempt as long as the Agency identifies themselves, that the records being requested are for business use, and the records are mailed to the requesting Agency’s business address.

Exemption cannot be used to obtain your own personal records, or V&T Law Books.

MAIL YOUR completed MV-15 form, payment, and identification to:

NYS DEPARTMENT OF MOTOR VEHICLES, MV-15 PROCESSING, 6 EMPIRE STATE PLAZA, ALBANY NY 12228 (DO NOT STAPLE)

STEP 1

Print/Type name and mailing address where the records will be mailed

Name ____________________________
Address1 ____________________________
Address2 ____________________________
City, State, Zip ____________________________

DMV OFFICE USE ONLY

No record ABS___ HIS___ TCK___ SUS___ APP___ INS___ $_____
Abstract(s) Life____ Stnd____ Reg____ Ttl____ $_____
Application $_____
Ticket(s)/Disposition(s) $_____
Suspensions/Revocations Lic___ Reg___ $_____
Insurance Search Activity Report $_____

TOTAL FEE $_____

Initials ____________
Date ____________ Amount Received $_____
FT # ____________ REFUND (IF ANY) $_____

MV-15 (7/18)
### STEP 2  REQUESTOR'S INFORMATION

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST</th>
<th>M.I.</th>
<th>DAYTIME PHONE NUMBER (REQUIRED):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS WHERE YOU GET YOUR MAIL (INCLUDE STREET &amp; NO.)</th>
<th>APT #</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Check here if the mailing address you provided in Step 1 is different from the requestor’s address.**

<table>
<thead>
<tr>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### STEP 3  CHECK THE BOX NEXT TO EACH TYPE OF RECORD THAT YOU WANT (SEARCH INFORMATION REQUIRED)

**Provide as much search information as you know about the record(s) you are requesting.**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST</th>
<th>M.I.</th>
<th>DATE OF BIRTH</th>
<th>SEX</th>
<th>N.Y. DRIVER OR NON-DRIVER ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAILING ADDRESS (INCLUDE STREET &amp; NO.)</th>
<th>APT #</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>TICKET NUMBER of SUSPENSION ORDER NUMBER</th>
<th>DATE OF VIOLATION</th>
<th>OFFENSE</th>
<th># of copies</th>
<th>Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**IF YOU WANT MORE THAN ONE TICKET, DISPOSITION, OR SUSPENSION ORDER, PLEASE ATTACH A LIST AND INCLUDE $10 FOR EACH ONE**

<table>
<thead>
<tr>
<th># of copies</th>
<th>Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

### STEP 4  PAYMENT METHOD - DO NOT SEND CASH

- Make checks payable to the “Commissioner of Motor Vehicles”
- Please remember to SIGN YOUR CHECK
- No starter checks
- US Funds only

<table>
<thead>
<tr>
<th></th>
<th>Check</th>
<th>Money Order</th>
<th>Exempt</th>
<th>DMV Dial-in account number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Please calculate the total for each of the items you want and enter the total here: TOTAL DUE $
Driver Privacy Protection Act: The Federal Driver’s Privacy Protection Act (DPPA) (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))


13. ____ Use in matters of motor vehicle product alterations, recalls or advisories. (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 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).

YOU MUST ATTACH A COPY OF YOUR ID.

I certify that I have read the Drivers Privacy Protection Act (18 U.S.C. Sec 2721 et seq.) and will comply fully with the terms of such law. I also agree to defend, hold harmless and indemnify DMV from all actions brought against DMV, or damages alleged against DMV, for my negligent, improper or unauthorized use or dissemination of the information provided by the DMV.

Signature X

Print Name ________________________________ Date: ________________

MV-15 (7/18)  PLEASE DO NOT StapLe