



MINNESOTA DEPARTMENT OF PUBLIC SAFETY

DRIVER AND VEHICLE SERVICES

445 Minnesota Street, Saint Paul, MN 55101-5161
Phone: (651) 215-1335 TTY: (651) 282-6555 Web: dvs.dps.mn.gov

For Office Use

Fees Due \_\_\_\_\_

DVS RECORDS REQUEST

Are you checking to see that a Minnesota driver's license is valid? You may verify the driver's license number 24 hours a day by calling (651) 284-2000 or visiting DVS on the web at dvs.dps.mn.gov. There is no fee.

Section A: Minnesota Driving Record

Check all that apply. For multiple records, please attach a multiple record supplement to this request form.

- Non-Certified Copy (5 yr. History - Convictions Only)
Certified Copy (Complete History)
I am requesting correspondence to show the date my driver's license was originally issued (this is an additional \$1 fee)

Driver's Name: Last, First, Middle

[Text box for Driver's Name]

Date of Birth:

[Text box for Date of Birth]

Minnesota DL Number:

- . - . - .

Section B: Motor Vehicle Record

Check all that apply. For multiple records, please attach a multiple record supplement to this request form.

- Motor Vehicle Record
Certified Motor Vehicle Record
Title History

Vehicle Year & Make:

[Text box for Vehicle Year & Make]

Minn. License Plate #:

[Text box for Minn. License Plate #]

Vehicle Identification Number:

Section C: Requester's Information - Please check one:

- I am requesting a copy of my own record.
I am requesting the record of another person and have attached their written consent.
Other - For all other record requests you must provide authorized use number (see next page):

Note: You must provide additional information justifying your request in the space below:

[Large empty text box for justification]

Mailing Address to send Record:

[Text box for Mailing Address]

Printed name of requester: \_\_\_\_\_

If an Attorney or Private Investigator, indicate license #: \_\_\_\_\_

If representing a company, list company name: \_\_\_\_\_

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

The Driver Privacy Protection Act (DPPA) is enforced by the U.S. Department of Justice, which may seek civil and criminal penalties for improperly obtaining, disclosing or using personal information from a motor vehicle record for a purpose not permitted by the DPPA.

Certification I (we) certify that the information and statements on this request are true and correct, comply with the provisions of the Federal Driver's Privacy Protection Act and understand that the willful, unauthorized disclosure of information obtained from these records for a purpose other than stated on this request, or the sale or other distribution of the information to a person or organization not disclosed in this request may result in penalties imposed under Title 18 U.S.C. Section 2724.

Signature of Requester/Representative: X \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

If applicable, Escrow Account Number: \_\_\_\_\_

Fee Schedule - Payment must accompany request - Please make checks payable to Driver and Vehicle Services

Table with 3 columns: Record Type, Requester IS the subject of data, Requester IS NOT the subject of data. Rows include Non-certified Record Copy, Certified Record Copy, and Vehicle Title History/Driver's Correspondence.

**Authorization** – On the front of this form indicate the permissible use (found below) that permits you to obtain personal information.

**PERMISSIBLE USES OF MOTOR VEHICLE DATA AS PROVIDED IN UNITED STATES CODE, TITLE 18, SECTION 2721**

I (we) are authorized under the Federal Driver's Privacy Protection Act to obtain the identified records and personal information based on the following:

- 1) For use by any government agency, including court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a Federal, State or local agency in carrying out its functions.
- 2) For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
- 3) 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 agencies, employees, or contractors; and (B) if such information as so submitted is not correct or is no longer correct, to obtain 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. ***If acting as agent of lienholder, must submit proof of contract with lienholder.***
- 4) For use in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any 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. ***Must furnish court information or specifics related to potential litigation.***
- 5) For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, re-disclosed, or used to contact individuals.
- 6) For use by any insurer or insurance support organization, or by self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating or underwriting. ***If agent of insurance company, must provide insurance company name.***
- 7) For use in providing notice to the owners of towed or impounded vehicles. ***Must provide name, address, and telephone number of entity that request the vehicle be towed.***
- 8) For use by any licensed private investigative agency or licensed security service for any purpose permitted under this subsection. ***Must provide additional permissible use for the data request.***
- 9) For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under the Commercial Motor Vehicle Safety Act of 1986 (49 U.S.C. App. 2710 et seq.).
- 10) For use in connection with the operation of private toll transportation facilities.
- 11) For any other use in response to requests for individual motor vehicle records if the State has obtained the express consent of the person to whom such personal information pertains.
- 12) For bulk distribution for surveys, marketing, or solicitations if the State has obtained the express consent of the person to whom such personal information pertains.
- 13) For Use by any requester, if the requester demonstrates it has obtained written consent of the individual to whom the information pertains.
- 14) For any other use specifically authorized under the law of the State that holds the record, if such use is related to the operation of a motor vehicle or public safety. ***List specific statutory authorization.***

Access to Driver's License and Motor Vehicle records is governed by:

- Minnesota Statutes, chapters 168.346; 171.12 subd. 7; and 171.12 subd. 7a
- United States code title 18, sections 2721-2725 and Minn. Statute, Chapter 13

Personal information is classified as private data.

**Mail requests to:**

Driver and Vehicle Services  
Records Unit  
445 Minnesota St., Ste. 161  
St. Paul, MN 55101-5161

**The Department in accordance with Minnesota Statutes, chapter 138.17, will retain this record request.**

**If you require the return of your request with the record, send the original request and a duplicate. The copy will be returned.**

**To expedite service, enclose a self-addressed stamped envelope for the return of your request or a fax number.**