



**FREEDOM OF INFORMATION LAW REQUEST FORM**

↓ Requester, enter your Name and Address ↓

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daytime telephone number (optional) \_\_\_\_\_

<b>PAYMENT METHOD</b>		● DO NOT SEND CASH ●	
<input type="checkbox"/> Exempt	<input type="checkbox"/> Check	<input type="checkbox"/> Money Order	
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover Card
Account Number: _____			
Expiration Date: _____			
ZIP Code Associated with Card: _____			
Authorized Signature  _____			

In the following space, describe in detail the **DMV records** you are requesting copies of. Please be as specific as possible. If you are requesting a driver license record or application, a vehicle registration record or application, or a vehicle title record or application, please use form MV-15 (Request for Driver and/or Vehicle Record Information). For accident reports, use form MV-198C (Request for Copy of an Accident Report). These forms are available on-line at [www.nysdmv.com](http://www.nysdmv.com).

**PLEASE READ THE FOLLOWING INFORMATION BEFORE SUBMITTING YOUR REQUEST.**

Fees: Section 202 of the Vehicle and Traffic Law requires a \$10.00 search fee and a copy fee of \$1.00 per page. **A \$10.00 search fee must accompany your FOIL request unless you are, or your organization is, exempt from paying fees.** Government agencies, public officers, boards or bodies or volunteer fire companies are exempt. The search fee must be charged for every search even if no record is found.

We will send you a bill for fees beyond the \$10 search fee. In some cases, we may send an estimated bill and request payment before sending the records to you. Checks should be made payable to the Commissioner of Motor Vehicles.

If you wish to inspect records rather than receive copies, please state so in your request. We will arrange for inspection of the records. There is no fee for inspection of records (aside from the \$10 search fee).

Personal information on certain DMV records is protected by the Federal Driver's Privacy Protection Act (18 U.S.C. 2721 et seq) and also by sections 87 and 89 of the NYS Public Officer's Law. Records that pertain to a motor vehicle operator's license, permit, motor vehicle title, motor vehicle registration, or identification card issued by DMV are protected by the Driver's Privacy Protection Act. If the records you are requesting may be protected by the Driver's Privacy Protection Act:

1. identify your permissible use from the list on page 2 of this form;
2. sign the certification statement near the bottom of page 2; and
3. include a photocopy of your: driver license or government-issued non-driver ID card. (You may black out the picture.)

➔ **Step 1)** Check the permissible use(s) for the records you are requesting:

1.  Use by any government agency, including any 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.  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. 18 U.S.C. Sec 2721 (b)(2)
3.  Use in the normal course of business by a legitimate business or its agents, employees, or contractors **ONLY:**
  - to verify the accuracy of personal information submitted by the individual to the business; **AND**
  - 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 the individual, or pursuing legal remedies or recovering on a debt or security interest against the individual. 18 U.S.C. Sec 2721 (b)(3)
4.  Use in connection with any civil, criminal, administrative, or arbitral proceeding in any federal, state, or local court or agency or before any self-regulating body, including:
  - the service of process ● investigation in anticipation of litigation ● the execution or enforcement of judgments and orders **OR** ● pursuant to an order of a federal, state or local court. 18 U.S.C. Sec 2721 (b)(4)
5.  Use: ● in research activities **AND** ● in producing statistical reports, **so long as** the personal information is not published, redisclosed or used to contact individuals. 18 U.S.C. Sec 2721 (b)(5)
6.  Use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors in connection with:
  - claims investigation activities ● antifraud activities ● rating or ● underwriting. 18 U.S.C. Sec 2721 (b)(6)
7.  For use in providing notice to the owners of towed or impounded vehicles
8.  Use by any requester if the requester demonstrates that he/she has obtained written consent of the individual to whom the information pertains. 18 U.S.C. Sec 2721 (b)(13)
9.  For use by any licensed private investigative agency or licensed security service for any purpose permitted under this subsection.
10.  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 Chapter 313 of title 49 ([49 U.S.C. § et seq.].
11.  For use in connection with the operation of private toll transportation facilities.
12.  Use specifically authorized under NYS law, IF such use is related to the operation of a motor vehicle or public safety. [18 U.S.C Sec. 2721 (b)(14)] Cite the specific NYS law here: \_\_\_\_\_
13.  Any personal information in the documents requested pertains to me.

**Note:** If you checked any boxes from 1 through 14, complete Steps 2 and 3 below.

➔ **Step 2)** Attach a copy of **your** driver license or government-issued identification card. (You may black out the picture.)

➔ **Step 3)** Sign the following Privacy Certification:

*I certify that I have read the Driver's Privacy Protection Act (18 USC Sec 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.*



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 435  
ALBANY NY 12228