



**MOTOR VEHICLE RECORD  
SEARCH ACCOUNT APPLICATION**

<http://www.nysdmv.com/dialin.htm>  
dialin@dmv.state.ny.us

- ◆ 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, a volunteer fire company, or a volunteer ambulance service, and will be using the information obtained for a public purpose, complete the Fee Exemption Certification section on page 4 of this form to claim an exemption from search and document fees under Section 202 of the New York State Vehicle & 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, RM 422  
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: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

E-Mail 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 (DPPA) (18 U.S.C. Sec. 2721 et seq.) regulates access to DMV records and how the recipients of motorists' records subsequently share them. Pursuant to the DPPA, you must have a DPPA Permissible Use to search DMV records. A list of permissible uses appears below. **Place your initials next to your permissible use(s).**

- \_\_\_\_\_ Use by any government agency in carrying out its functions.
- \_\_\_\_\_ Use by any private person or entity acting on behalf of a federal, state, or local agency in carrying out its functions.
- \_\_\_\_\_ Use in matters of motor vehicle or driver safety.
- \_\_\_\_\_ Use in matters of motor vehicle theft.
- \_\_\_\_\_ Use in matters of motor vehicle emissions.
- \_\_\_\_\_ Use in matters of motor vehicle product alterations, recalls or advisories.
- \_\_\_\_\_ Use in performance monitoring of motor vehicles, motor vehicle parts, and motor vehicle dealers.
- \_\_\_\_\_ Use in motor vehicle market research activities, including survey research.
- \_\_\_\_\_ Use in removal of non-owner records from the original owner records of motor vehicle manufacturers.
- \_\_\_\_\_ Use in preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against an individual in order to verify or correct the accuracy of personal information submitted by the individual to a legitimate business or its agents, employees, or contractors.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Use in research activities and in producing statistical reports, **as long as the personal information is not published, disclosed or used to contact individuals.**
- \_\_\_\_\_ Use by an insurer or insurance support organization or self-insured entity in claims investigations, anti-fraud activities, rating or underwriting activities.
- \_\_\_\_\_ Use in providing notice to the owners of towed or impounded vehicles.
- \_\_\_\_\_ Use by an employer, its agent or insurer to obtain information relating to the holder of a commercial driver's license required under the Commercial Motor Vehicle Safety Act of 1986 (Chapter 313 of Title 49 of the U.S.C.).
- \_\_\_\_\_ Use in the operation of private toll transportation facilities.
- \_\_\_\_\_ Use by any requester who has obtained the written consent of the motorist.
- \_\_\_\_\_ Use required under NYS Vehicle & Traffic Law, Article 19-A – Special Requirements for Bus Drivers.
- \_\_\_\_\_ Use required under NYS Vehicle & Traffic Law, Article 19-B – Special Requirements for Commercial Motor Carriers.
- \_\_\_\_\_ Use required under other NYS law cite law here: \_\_\_\_\_

## 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. 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: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-Mail 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 Commissioner may terminate this agreement at his/her discretion. Reasons for termination include and 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**

My signature indicates that I, the applicant (and my officers, agents, partners, owners and employees), have read and will comply with the DPPA, and that I agree to the Terms of Service on page 3 of this application.

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

**FEE EXEMPTION CERTIFICATION  
FOR GOVERNMENT ORGANIZATIONS, VOLUNTEER FIRE COMPANIES,  
AND VOLUNTEER AMBULANCE SERVICES ONLY**

Section 202 of the New York State Vehicle & Traffic Law exempts government organizations, volunteer fire companies, and volunteer ambulance services from fees for searches or copies of documents to be used for a public purpose. I certify that my organization qualifies for this exemption, and that this account will be used only for public purposes.

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

**TO BE COMPLETED BY NOTARY**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

On \_\_\_\_\_, before me personally came \_\_\_\_\_,  
*(Date)* *(Applicant who signed above)*

to me known and, who by me being duly sworn, deposes and says: that he/she works/resides at

\_\_\_\_\_  
*(Address)*

and that he/she signed his/her name thereto.

\_\_\_\_\_  
Notary Public

