LIMITED VEHICLE/DRIVER RECORD INFORMATION REQUEST FORM

Required for Disclosure of Personal Information or Highly Restricted Personal Information

The Federal Driver's Privacy Protection Act (DPPA) (18 U.S.C. § 2721) prohibits the disclosure of certain "personal information" or "highly restricted personal information" which originates from a State motor vehicle record. Under current controlling law, disclosure of each item "personal information" or "highly restricted personal information" must be justified by the specific permissible use identified below. Failure to provide such justification may result in redaction of the record requested. Such information shall not knowingly be disclosed or otherwise made available without the express consent of the person to whom the information pertains or unless specifically permitted by the DPPA. For purposes of determining whether such information should be released or redacted, please complete and return this form.

SECTION I. REQUESTER INFORMATION (Please Print)

Name of Person Completing Form:_____

Firm/Corporation:_____

Street Address _____

Date of Request:_____ Phone #:_____

SECTION II. RECORD INFORMATION SHEET (Please Print)

Date of Accident/Incident:_____

Type of Incident:_____

Name of person about whom record(s) are requested:_____

Reason for request of particular items of "personal information" or "highly restricted personal information"___

_____

_____

Requester, please note: Under Wisconsin law a request for access to a public record "is deemed sufficient if it reasonably describes the requested record or the information requested." However, "a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request." (See State Statute 19.35(1)(h), Wis Stats.

PURSUANT TO SEC. 19.35 (4) (B), WIS STATS, YOU ARE HEREBY NOTIFIED THAT IF YOUR REQUEST WAS MADE IN WRITING AND DENIED IN WHOLE OR IN PART, YOU HAVE A RIGHT TO REVIEW BY "WRIT OF MANDAMUS" OR UPON APPLICATION TO THE DISTRICT ATTORNEY, OR ATTORNEY GENERAL.

Request Taken Date:_____	**Date Completed:**_____
Action Taken:	Completed By:_____
☐ Request approved in whole	**Fee:**_____
☐ Request approved in part	**Notification Date:**_____
☐ Request denied (see Section IV)	**Notified by:**_____
Approved/Denied by:_____	**Date Delivered to Requester:**_____
AGENCY USE ONLY	AGENCY USE ONLY

SECTION III. AUTHORIZATION

I/We are authorized under the Federal Driver's Privacy Protection Act to obtain the identified accident/incident report and personal information based upon the following **(mark all applicable boxes):**

☐ 1. Authorized for use, if requester has obtained the written and notarized consent from the person about whom the information pertains.

- ☐ I am requesting a copy of my own record.
- ☐ I am a parent or legal guardian of a minor child and I am requesting a copy of their record.
- ☐ I am requesting the record of another person and have attached their written and notarized consent.

☐ 2. For use in connection with matters of a 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 to carry out the purposes of the Automobile Information Disclosure Act, the Anti-Car Theft Act of 1992 and the Clean Air Act.

☐ 3. A government agency (Federal, State, local or tribal) or employed by such, for the purposes of the government agency to carry out its official functions.

☐ 4. A federal, state, circuit, local or tribal court, or employed by such, for the purposes of the court to carry out its official functions.

☐ 5. A Wisconsin or out-of-state law enforcement agency, or employed by such, for the purpose of the law enforcement agency to carry out its functions.

☐ 6. Authorized representative, agent, contractor, or employed by such, of a legitimate business and the vehicle/driving record being requested will be used for normal course of business, but only to:

a. Verify accuracy of the personal information;
b. Obtain correct information, but only for purposes of preventing fraud, pursuing legal remedies, or collecting a debt.

☐ 7. Authorized for use in connection with any civil, criminal, administrative, or arbitral proceedings in any federal, state, circuit, local, or tribal 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, circuit, local, or tribal court. Client's Name:_____

☐ 8. Authorized for use in research activities and producing statistical reports, as long as the personal information is not published, re-disclosed, or used to contact individuals.

Date Range: _____Kind/Nature:_____

☐ 9. Authorized representative, agent, contractor, or employed by such, of an insurer, insurance support organization or self-insured entity and the vehicle/driving record(s) being requested will be used only in connection with the following:

a. Claims investigation;
b. Anti-fraud activities;
c. Rating or underwriting. Client's Name:_____

☐ 10. Authorized for use in providing notice to the owners of towed or impounded vehicles.

☐ 11. Authorized representative or owner of a licensed private investigative agency or licensed security service and the vehicle/driving record is being requested for the use of purposes permitted under the Federal Driver's Privacy Protection Act.

☐ 12. Authorized as an employer, or its agent or insurer for use in obtaining or verifying information relating to a holder of a commercial driver license (CDL).

☐ 13. Authorized representative or owner of a private toll transportation facility for use in the operation of the facility.

☐ 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.

SECTION IV. PENALTIES

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. In addition, private citizens may also seek civil damages in Federal Court.

SECTION V. CERTIFICATION

I agree that the use of the records I have requested is specifically authorized under the laws of the State of Wisconsin and the DPPA and that my intended use of the records is related to the operation of a motor vehicle or public safety or for other use as identified above.

I certify that the information and statements on this request are true and correct and understand that the unauthorized disclosure of information obtained from these records for a purpose other than stated on this request form, or the sale or other distribution of the information to a person or organization not disclosed in this request, may result in civil and criminal penalties imposed under Title 18 U.S.C. Section 2724.

I further understand that I have the right to request a mandamus review of the responses provided to this request under Wisconsin Statute Section 19.37(1).

X_____

(Requestor Signature) (Date)

PHOTOCOPIES:	$.25 per paper page.
	$2.00 for mail or fax requests plus cost of copies per above
PHOTOGRAPHS:	$2.00 per print (regular size)
VIDEO/AUDIO CD:	Actual necessary and direct cost of providing a video tape copy.
	$10.00 per tape/CD plus $12.00 per page for a transcript of the recording, if a transcript of the recording is requested.
SEARCH HOURS:	$14.24 per hour (only if cost exceeds $50.00)

IN ADDITION: Necessary cost of mailing, shipping via special delivery, next day delivery or the fees involved with a delivery service. Should the cost of locating a record retained by the City Clerk's Office exceed $50.00, that cost will be charged to the person making the request per state statute 19.35(3)(c). If the total estimated cost of any fee or fees proposed for the providing of a record retained by the Cudahy City Clerk's Office exceeds $5.00, prepayment is required for the compliance with request per state statute 19.35(3)(f).