**DMV RECORDS SERVICE DATA ACCESS ACKNOWLEDGEMENT**

Wisconsin Department of Transportation

MV3121 6/2020

Staff Acknowledgement of Electronic DMV Records Service Data Access Agreement between the Wisconsin Department of Transportation, Division of Motor Vehicles, and Employer.

User’s Name:

Employer Name:

The User agrees:

* To comply with all federal regulations, state laws, local laws, and ordinances regarding access, use, and distribution of the data.
* To comply with the Federal Driver Privacy Protection Act (DPPA), Title 18 USC § 2721-2725 and Wis. Stat. § 19.36(1).
  + The DPPA prohibits disclosure of “personal information” about any individual obtained by the Division of Motor Vehicles in connection with a motor vehicle record unless the use is authorized. The DPPA allows disclosure of personal information for a variety of reasons, but Wisconsin law may contain additional prohibitions on disclosure.
  + Personal information includes name, date of birth, street address, post-office box number, nine digit extended zip code, driver identification number, or other information that identifies an individual. Personal information is confidential. User may not publish, disclose, sell, or release personal information unless authorized by state and federal law.
* User will only access driver and vehicle data for business related purposes, during times, at locations, and in the manner authorized by Employer.
* User will not retrieve data for personal gain or benefit, use personal data to contact individuals, nor share data with unauthorized persons. This includes, for example, looking up the User’s, co-worker’s, or a family member’s birth date, home address, driver record, vehicles owned, any vehicle suspensions, accident reports, or any similar type of information.
* User will not share logons and passwords to access the Wisconsin DMV Records Service.
* User will follow all of Employer’s security guidelines to reduce the possibility of questionable use or inappropriate access of the data.
* User understands that User may disclose Wisconsin DMV is the provider and owner of the data.
* User is not an employee of the Wisconsin DMV or its agents.
* User will not initiate any press or media contact concerning Wisconsin DMV or its agents without approval from Wisconsin DMV.
* User will inform Employer if User becomes aware of any misuse or breach of security or confidentiality or security flaws involving the data provided by Wisconsin DMV.
* User understands that if a DMV customer claims their personal information was inappropriately accessed or provided, DMV will inform that customer who accessed their information and that they may file a claim with appropriate agencies of the state or federal government.
* User’s access to the data will be terminated if User does not follow this access acknowledgement. Such action may also result in discipline including termination as well as civil and criminal charges.
* User understands Wisconsin DMV maintains records of their access and that Wisconsin DMV or its agents will audit their use of the service.

User has not been arrested, charged, or convicted of any crime, except those listed below.

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By signing, I acknowledge that I understand and agree to the above conditions and certify the accuracy of information provided:

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| User’s Printed Name |  |
|  |  |
| User’s Signature | Date |