



MINNESOTA DEPARTMENT OF PUBLIC SAFETY
DRIVER AND VEHICLE SERVICES

Records Access Agreement

Private Entity

This agreement is between the State of Minnesota, acting through its *Department of Public Safety* (hereinafter "STATE") and _____, an owner, officer or representative of _____ located at _____ (hereinafter "DVS BUSINESS PARTNER").

I understand by signing this document I agree to the following terms and conditions to gain access to the STATE's, Driver and Vehicle Services Division (hereinafter "DVS") record information system for a DVS BUSINESS PARTNER and only for the uses described in the DVS Business Partner Intended Use Statement.

1. Access to the DVS record information system is restricted to use by DVS BUSINESS PARTNER employees who need access to perform their DVS BUSINESS PARTNER duties.
2. The DVS data obtained by the DVS BUSINESS PARTNER **will not** be used for personal or non-business purposes.
3. The DVS BUSINESS PARTNER will provide the STATE with general use of data and specific examples of how DVS data will be used by the DVS BUSINESS PARTNER and its employees in number 17 of this agreement which is entitled **Intended Use Statement**. The STATE will determine the appropriate access allowed by statute and applicable laws, based on the information provided. The DVS data obtained by the DVS BUSINESS PARTNER will only be used for the uses described and approved in number 17 of this agreement.
4. The DVS BUSINESS PARTNER is responsible for training all individuals of the proper use and dissemination of DVS data using the material provided by the STATE. The DVS BUSINESS PARTNER must collect the certificate of completion provided at the end of the training and retain for audit purposes.
5. The DVS BUSINESS PARTNER will require each individual who has a business need to access the DVS data to sign a private entity individual user agreement regarding usage and dissemination of DVS data. This form is submitted to and maintained by the STATE.
6. The DVS BUSINESS PARTNER will notify the STATE within three (3) days when an individual has left the DVS BUSINESS PARTNER so the access can be disabled.
7. The DVS BUSINESS PARTNER understands each individual is assigned their own username by the STATE, and the individual's username and password **will not** be shared with anyone, including other employees or their supervisors.
8. The DVS BUSINESS PARTNER understands improper use or release of DVS data may result in loss of record access as well as possible civil penalties under both state and federal laws.

9. Information Security

The DVS BUSINESS PARTNER is required to secure and protect the DVS data requested in this application. Respond to the questions below to indicate how information security will be maintained:

- a. How will electronic/paper copies of records be securely stored?

- b. What type of security do you use for your online computer terminals?

- c. How will you manage access by your users and audit their usage?

- d. What is the authentication method used to access online computer terminal(s)?

Approval by DVS is required for use of automated interfaces/electronic extraction. The documentation of the following areas must be submitted for review and approval by DVS:

- Security of records, files, and systems.
- Names and addresses of data extraction method and software creators/vendors.
- Network diagrams and descriptions of data extraction methods and software.
- Descriptions of system support processes including backup methods and frequencies.

10. Fees

Non-government accounts pay a fee, established by Minnesota statute 168.327, for each inquiry based on the attached Exhibit C. This fee is automatically deducted from the account balance every time an inquiry is made. The DVS BUSINESS PARTNER is responsible for establishing and maintaining an account balance sufficient to cover individual usage.

11. Report of Misuse

All incidents of misuse or suspected misuse by DVS BUSINESS PARTNER employees must be reported to DVS. DVS will examine each incident for validity and forward any substantiated report of misuse for further investigation to the DVS BUSINESS PARTNER and/or law enforcement. Failure to report confirmed or suspected misuse may result in suspension or cancellation of the DVS BUSINESS PARTNER user account.

12. Liability

The DVS BUSINESS PARTNER will indemnify, save, and hold the STATE, and its employees harmless from any claims or causes of action, including attorney's fees incurred by the STATE, arising from the performance of this agreement by the DVS BUSINESS PARTNER or the DVS BUSINESS PARTNER's employees. This clause will not be construed to bar any legal remedies the DVS BUSINESS PARTNER may have for the STATE's failure to fulfill its obligations under this agreement.

13. Government Data Practices

The DVS BUSINESS PARTNER and the STATE must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and U.S. Code Title 18 § 2721, as they apply to all data provided by the STATE under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the DVS BUSINESS PARTNER under this agreement. The civil remedies of Minn. Stat. §§ 13.08 and 13.09, and U.S. Code Title 18 § 2721 apply to the release of the data referred to in this clause by either the DVS BUSINESS PARTNER or the STATE (See **Exhibits A and B**).

14. Audits

The STATE maintains an electronic log of data accessed through the DVS website. This electronic log includes, in part, the username, date, time, IP address, and the data queried.

The DVS BUSINESS PARTNER must maintain a record to verify work-related queries. This record must be maintained for at least five (5) years from the date of the inquiry and must be presented to the STATE upon request.

Inspection of Records

The DVS BUSINESS PARTNER's place of business shall be available within a reasonable period of time for an electronic or manual audit of records upon request from the STATE or its representative. The DVS BUSINESS PARTNER understands that failure to respond to an audit report request with findings may result in suspension or cancellation of the DVS BUSINESS PARTNER's user account.

Audits will be conducted at the DVS BUSINESS PARTNER's expense.

15. Termination

The STATE or the DVS BUSINESS PARTNER may terminate this agreement at any time, with or without cause, upon written notice to the other party.

Delegation of Data Use Representative (DUR)

The DUR is the only person from whom DVS will accept changes.

DUR Responsibilities:

- Verify the identity of the user via a current state issued ID card or driver's license
- Provide the new user with training on the proper use and dissemination of DVS data
- Obtain signed individual agreement and verify access requested for user is based on job duties
- Stress to users that access is for work related purposes only
- Provide the new user with the username assigned and the link to the records access system
- Send an email to DVS.DataServices@state.mn.us to remove access when a user no longer needs access due to assignment change or when no longer employed

*Please attach a legible copy of your current state issued DL or ID card to verify your identity.
Without a copy of your DL or ID card, DVS is unable to provide you access to the records access system.*

DUR Full Name (please print or type)

Email

Phone Number

DUR Attestation:

I attest that I have read and understand my responsibilities as Data Use Representative (DUR).

Signature

Date

17. Intended Use Statement

Pursuant to 18 U.S.C. § 2721, check the box(es) that correspond to the permissible use(s) that allows your organization access to DVS data.

See **Exhibit B for the list of permissible uses**. Check all uses that apply.

- | | |
|----------------------------|-----------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 8 |
| <input type="checkbox"/> 2 | <input type="checkbox"/> 9 |
| <input type="checkbox"/> 3 | <input type="checkbox"/> 10 |
| <input type="checkbox"/> 4 | <input type="checkbox"/> 11 |
| <input type="checkbox"/> 5 | <input type="checkbox"/> 12 |
| <input type="checkbox"/> 6 | <input type="checkbox"/> 13 |
| <input type="checkbox"/> 7 | <input type="checkbox"/> 14 |

Type of Access Requested

Driver's License Data

Provide general use and specific examples of how the driver's license data will be used by the BUSINESS PARTNER.

Motor Vehicle Data

Provide general use and specific examples of how the motor vehicle data will be used by the BUSINESS PARTNER.

Other data access request and authority – Please Explain:

I, the undersigned as an authorized representative of the DVS BUSINESS PARTNER, certify by signing this agreement the information provided is correct, and I agree to the terms and conditions for intended use of DVS data as defined in Exhibit A, Exhibit B and Exhibit C, which are attached and incorporated into this agreement by reference. The DVS BUSINESS PARTNER must comply with the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, and U.S. Code Title 18 § 2721, as they apply to all data provided by the STATE under this agreement. The DVS BUSINESS PARTNER will indemnify, save, and hold the STATE and its agents and employees, harmless from any claims or causes of action, including attorney's fees incurred by the STATE, arising from the performance of this agreement by the DVS BUSINESS PARTNER or the DVS BUSINESS PARTNER's agents, employees or customers. The civil remedies of Minn. Stat. § 13.08 and § 13.09, and U.S. Code Title 18 § 2721, apply to the release of the data referred to in the clause by either the DVS BUSINESS PARTNER or the STATE.

DVS BUSINESS PARTNER	STATE
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Title (no acronyms): _____	Title (no acronyms): _____
Date: _____	Date: _____
Email: _____	
Phone Number: _____	

**Please send completed form to DVS:
 Email to DVS.DataServices@state.mn.us or fax to (651) 797-1205**

Exhibit A

Access to Driver License and Motor Vehicle records is governed by Minnesota Statutes Sections 168.346, 171.12 Subd. 7 and 171.12 Subd. 7a. and United States Code, Title 18, Sections 2722-2725.

Under United States Code, Title 18, Sec. 2722 the following are unlawful acts:

(a) Procurement for Unlawful Purposes. -- It shall be unlawful for any person knowingly to obtain or disclose personal information, from a motor vehicle record, for any use not permitted under section 2721(b) of this title.

(b) False Representation. -- It shall be unlawful for any person to make false representation to obtain any personal information from an individual's motor vehicle record.

Under United States Code, Title 18, Sec. 2723 the following penalty may apply to unlawful acts:

(a) Criminal Fine. -- A person who knowingly violates this chapter shall be fined under this title.

United States Code, Title 18, Sec. 2724 provides for the following Civil action.

(a) Cause of Action. -- A person who knowingly obtains, discloses or uses personal information, from a motor vehicle record, for a purpose not permitted under this chapter shall be liable to the individual to whom the information pertains, who may bring a civil action in a United States district court.

(b) Remedies. -- The court may award--

- (1) actual damages, but not less than liquidated damages in the amount of \$2,500;
- (2) punitive damages upon proof of willful or reckless disregard of the law;
- (3) reasonable attorneys' fees and other litigation costs reasonably incurred; and
- (4) such other preliminary and equitable relief as the court determines to be appropriate.

Under United States Code Title 18, Sec. 2725 Motor vehicle record is defined as:

(1) "motor vehicle record" means any record that pertains to a motor vehicle operator's permit, motor vehicle title, motor vehicle registration, or identification card issued by a department of motor vehicles;

Exhibit B

Permissible Uses of Motor Vehicle Data as provided in United States Code, Title 18, Section 2721

- 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.
- 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.
- 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.
- 7) For use in providing notice to the owners of towed or impounded vehicles.
- 8) For use by any licensed private investigative agency or licensed security service for any purpose permitted under this subsection.
- 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.**

Exhibit C

Photocopies of Records by Mail or In Person

Driver's License Records		
Subject of Data	Not Subject of Data	Record Type
\$9	\$9.50	Driver's License Record
\$10	\$10.50	Certified Copy of Driver's Record
Record fee + \$1 per page		Moving Vehicle Citation
Record fee + \$1 per page		Driver's License Application

Motor Vehicle Records		
Subject of Data	Not Subject of Data	Record Type
\$9	\$9.50	Motor Vehicle Record
\$10	\$10.50	Certified Copy of Motor Vehicle Record
Record fee + \$1 per page		Copy of Motor Vehicle Title Document
Record fee + \$1 per page		Copy of Motor Vehicle Registration Document

Crash Records			
Fee	Surcharge	Total	
\$4.50	\$0.50	\$5	Crash Record

Electronic Web Records			
Fee	Surcharge	Total	
\$4.50	\$0.50	\$5	Electronic (Web/Batch) Records
			There is a \$100 minimum deposit

*****Prices are subject to change*****