MINNESOTA DEPARTMENT OF PUBLIC SAFETY
DRIVER AND VEHICLE SERVICES DIVISION
445 Minnesota St., Saint Paul, MN 55101
Phone: (651) 201-7775 TTY: (651) 282-6555
Fax: (651) 797-1205
dvs.dps.mn.gov

Change of Data Use Representative (DUR) Designation

DVS Business Partner: _____

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
- Have new user read and complete Individual User Agreement and request access for user 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 ESupport
- Send an email to DVS.DataServices@state.mn.us to remove access when a user no longer needs access due to assignment change or is no longer employed

Authorized Representative: (print or type) _____

Email Address: _____

X _____ _____
Authorized Representative Signature Date

DUR Name: (print or type) _____

Email Address: _____

DUR Attestation:

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

X _____ _____
DUR Signature Date

Please send all completed paperwork to Data Services via:

Email: DVS.DataServices@state.mn.us *or*

Fax: (651) 797-1205