



MINNESOTA DEPARTMENT OF PUBLIC SAFETY
DRIVER AND VEHICLE SERVICES
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dvs.dps.mn.gov

Deputy Registrar/DL Agent Record Access Information

Instructions for New Office or Updated Agreements

First Page

- In the first blank, list the name of the owner/officer.
- In the second blank, list the name of the Deputy Registrar/DL Agent Office.
- In the third blank, provide the address of the Deputy registrar/DL Agent Office.

Second Page

- Please have the owner/officer sign and complete the information under the header "Deputy Registrar/DL Agent/Officer".

Email the **signed** agreement to DVS.DataServices@state.mn.us or fax to (651) 797-1205.

Deputy Registrar/DL Agent Individual Intended Use Statement

Each individual using the system needs to complete and sign this form.

- In the first blank, list the full name of the user.
- In the second blank, list the name of the Deputy Registrar/DL Agent Office.
- Have the user read the document, complete the data privacy training found in ESupport, then sign and complete the information under the header "Deputy Registrar/DL Agent Employee"
- Have the Deputy Registrar/DL Agent Owner/Officer sign and complete the information under the header "Deputy Registrar/DL Agent Owner/Officer"

The *Individual Intended Use Statement* and *Certification of Completion* should be kept in your office and presented to DVS upon request.

Obtaining Username and Password

Please send an email to: DVS.DataServices@state.mn.us requesting new user(s) access with the following information:

- Full name
- Access requested for each new individual (i.e. DL, MV, or both)

Passwords must be changed every 60 days to remain active. After 120 days of inactivity, the username will be disabled for security reasons. The individual will have to submit an updated application to reactivate the account.

Exhibits A and B are for your information. Please retain these in your office as reference materials.