



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

OFFICE USE ONLY	
Confirmation	_____
System	_____
Date	_____
Approved By	_____

Petition for Variance to DVS Policy 125-1000 on Security and Confidentiality of Data and Records for One-Person Office

This form pertains to an office that only has one authorized user with access to the Department of Public Safety's Driver and Vehicle Services (DVS) information system. This form (once approved) allows offices that have only one authorized user access to the DVS information system to complete a record view for the purposes of a transaction by receiving written approval from DVS in advance of the transaction for themselves, family members, or individuals residing in the same household as the authorized user.

Instructions

1. Complete the *Petition for Variance to DVS Policy 125-1000 on Security and Confidentiality of Data and Record for One-Person Office* and submit the completed form to dvs.datapracticesauditors.dps@state.mn.us or complete form and then click on submit by e-mail link.
2. DVS will review the submission within five business days and respond back with a written approval or denial.
3. If approved and once the record view (transaction) is complete, you are required to e-mail DVS at dvs.datapracticesauditors.dps@state.mn.us and include the following (to the extent applicable):
 - a. Confirmation number (if applicable).
 - b. Transaction or session ID (if applicable).
 - c. Date/Time of record view.
4. DVS will return the form with the Office Use Only section completed. Please retain a copy of the final approved form in your office files for three years.

Tennessee Notice

What is the purpose of supplying the requested information?

The Department of Public Safety's Driver and Vehicle Services (DVS) collects the information on this form to evaluate your request for a variance to *DVS Policy 125-1000 Security and Confidentiality of Data and Records*, and for record keeping purposes as required by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

Am I required to provide the requested information?

You are not legally required to complete this form.

What will happen if I do not provide the requested information?

You can refuse, however; DVS will consider your request incomplete and will not be able to fulfill your request.

Who will have access to the requested information?

DVS may disclose personal information when it relates to the operation or use of a vehicle or to public safety. The use of personal information relates to public safety if it concerns the physical safety or security of drivers, vehicles, pedestrians, or property. The personal information you provide is classified by 18 United States Code section 2721, the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, and is subject to the disclosure in accordance with these laws. The information you provide may also be shared upon court order or provided to the state or legislative auditor.

Username/Logon ID: _____

Legal name of user: _____

Entity Name (business location): _____

Reason for access (e.g., process driver license renewal, process motor vehicle renewal, driver record check to verify eligibility to operate vehicles owned by entity, etc.): _____

Driver's license number or plate/VIN of record holder: _____

Date of birth of record holder: _____