

New Application Paperwork Checklist

Privacy Act Agreement (PAA)

Read through the Instructions on the Privacy Act Agreement and note: a legible copy of the Requestor's driver's license or non-driver identification card must be included with the application/agreement paperwork.

**** See instructions for completing one-time requests on page 3 ****

1. Part A:
 - a. Check box for 'Other - for all other record requests, you must initial at least one permissible use in Part C of this agreement, and you must check at least one of the following boxes.'
 - b. Under "Other", check the second box that states 'I am requesting on-line record access.'
 - i. This option then instructs to Skip Part B.
 - c. Name of Requestor (Last), (First) and (Middle Initial) is that of the individual who will be physically accessing the web service and pulling the driver license record information.
 - d. The Requestor then must list their home address and personal driver's license number for identity verification.
 - e. Email address, telephone number and fax number fields are the main contact information for business purposes when contacting the Requestor.
 - f. In the field "Requestor is an Authorized Representative of", enter the company/organization/business entity which the Requestor is representing or requesting information on behalf of.
 - g. In the "Person/Entity" field, enter the company/organization/business entity address.
2. Part B: *Skip* this section as instructed in the options selected in Part A.
3. Part C:
 - a. The Requestor must read through the information regarding the Driver's Privacy Protection Act of 1994 (DPPA), 18 U.S.C. ss2721-2725, and the Iowa Code Section 321.11.
 - b. Select and initial at least one permissible access item and complete the required information for that option.
 - i. Those options referring to the DPPA contact must be completed with the company/organization/business entity's compliance person to be sure that the company/organization/business entity is in compliance with the legislature, law and code mentioned at the beginning of Part C.
 - ii. Other documentation might be required in the instructions of the permissible item selected. Please read permissible item requirements carefully for the selection made.
 - c. For Free certified records as a government entity, complete statements #1 and #4 in full.
 - d. For Help America Vote Act (HAVA) records, complete statement #1 in full.
4. Part D:
 - a. Each notification and statement in Part D must be read thoroughly, agreed upon and initialed by the Requestor. The only item that can be left blank is number 9a.
 - b. In number 9b, the Requestor must list their title with the company/organization/business entity.

- c. The agreement must be signed and dated by the Requestor. (Initials and signatures must be original).
- d. The Requester's name must be listed at the top of each page where indicated.

Letter of Intent or Letter of Authorization

1. A 'Letter of Intent' is required for the set-up of *new* accounts and should be signed by the individual that will be the point-of-contact on the account. This letter should explain, in your words, the company's need to access the online drivers' license records.
2. The 'Letter of Authorization' should be completed for *already existing* accounts and signed by the point-of-contact on the account, noting any new users that should be granted access and/or termination of any current account users.
 - a. If the current point-of-contact is no longer available, the Letter of Authorization must be completed by the company/organization/business entity's CEO/General Manager/President or equivalent. The letter must note the termination of the current point-of-contact, any new users that should be granted access to the account, and the name of the new point-of-contact on the account going forward.

****If you are a non-profit (501c3) agency, please include a copy of your IRS Tax Letter or other documentation stating your status, as you may qualify for free access to the records.**

Mail all application/agreement paperwork with original signatures to:

State of Iowa OCIO
Attn: DLR
Hoover State Office Building
1305 E. Walnut, Level B
Des Moines, IA 50319

Note: If application/agreement paperwork received by the OCIO is missing any documentation or requirements as listed above, the Requestor will be contacted about the missing requirements.

***For one-time requests:**

1. Part A:
 - a. Check box for 'Other - for all other record requests, you must initial at least one permissible use in Part C of this agreement, and you must check at least one of the following boxes.'
 - b. Under "Other", check the first box that states "I am making a one-time request, and I will use the record one time and for one purpose."
 - c. Name of Requestor (Last), (First) and (Middle Initial) is that of the individual who will be physically accessing the web service and pulling the driver license record information.
 - d. The Requestor then must list their home address and personal driver's license number for identity verification.
 - e. Email address, telephone number and fax number fields are the main contact information for business purposes when contacting the Requestor.
 - f. In the field "Requestor is an Authorized Representative of", enter the company/organization/business entity which the Requestor is representing or requesting information on behalf of.
 - g. In the "Person/Entity" field, enter the company/organization/business entity address.
2. Part B: This section must be completed with the Iowa driver's information you are requesting for the one-time lookup.
3. Part C and Part D should be completed per the instructions on page 1.
4. Requests for one-time lookups must be *mailed directly to the DOT*. Send the completed form, letter of intent, a copy of *your* driver's license or non-driver identification card, with a check for \$5.50 made payable to "Treasurer, State of Iowa" to:

Office of Driver Services
Iowa Department of Transportation
P.O. Box 9204
Des Moines, Iowa 50306-9204

Note: If application/agreement paperwork received by the DOT is missing any documentation or requirements as listed above, the entire packet will be returned to the requestor.