

# 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 2. \**

### 1. Part A:

- a. Check box for 'Other - for all other record requests, you must initial at least one permissible use in Part B 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."
- 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:

- 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. The option you select and complete must be consistent with the statement of intended use. If they are not consistent, your application will be returned for correction.
  - 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 B.
  - 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 provide proof of authority to act on behalf of a government entity
- d. For Help America Vote Act (HAVA) records, complete statement #1 in full.

### 3. Part C

- a. Each statement in Part C must be read thoroughly, agreed upon and initialed by the Requestor.
- b. The agreement must be signed and dated by the Requestor.
- c. The Requestor'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 an owner, officer or executive of a business or government entity. This letter should explain, in your words, the company's intended use of the online drivers' license records.
2. The 'Letter of Authorization' should be completed for already existing accounts and signed by an owner, officer or executive of the company or government entity, 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.
  - b. A Letter of Intent and Authorization must accompany renewal requests to ensure continued eligibility to access the records.

*\*\*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 Dept of Information Technology  
Attn: Driver License Records  
200 East Grand Avenue  
Des Moines, IA 50309

**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:

Complete the Privacy Act Agreement, include 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" mailed 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.*