



328 N. Main Street, Seymour, Wisconsin 54165 Phone: 920-833-2209 Fax: 920-833-7221

OPEN RECORDS REQUEST

OPEN RECORDS REQUESTS MAY TAKE UP TO TEN (10) BUSINESS DAYS

General Copy & Related Costs

Releasable Reports: .25/page
Faxing Reports: \$1 plus .25/page
Mailing Reports: \$1 plus .25/page
E-mail Reports: no fee
Forms of Payment accepted: cash, check or credit card (additional \$1.75 fee for credit card)
To pay with credit card go to www.govpaynow.com and enter Pay Location Code (PLC) 6141

The Federal Driver's Privacy Protection Act (DPPA) (18 U.S.C. § 2721) prohibits the disclosure of certain "personal information" or "highly restricted personal information" which originates from a State motor vehicle record. Under current controlling law, disclosure of each item "personal information" or "highly restricted personal information" must be justified by the specific permissible use identified below. Failure to provide such justification may result in redaction of the record requested. Such information shall not knowingly be disclosed or otherwise made available without the express consent of the person to whom the information pertains or unless specifically permitted by the DPPA. For purposes of determining whether such information should be released or redacted, please complete and return this form.

PRINT LEGIBLY OR FILL OUT AND E-MAIL TO RECORDS@SEYMOUR-PD.COM

Section I: Requester Information

Date of Request: _____ Requester Phone: _____ Requester Fax: _____

Requester Name or Company: _____

Requester Address: _____

E-mail Address: _____

Receive Results Via: fax mail pick up E-mail

Section II: Scope of Requested Information

Type of records sought: _____

Dates of records sought: _____

Name of person about whom records are requested, if known: _____

Reason for request of particular items of "personal information" or "highly restricted personal information":



328 N. Main Street, Seymour, Wisconsin 54165 Phone: 920-833-2209 Fax: 920-833-7221

Section III: Authorization

I/We are authorized under the Driver's Privacy Protection Act to obtain the identified records containing personal information based upon the following: (mark and initial all that apply)

Private Individuals

- Authorized for use, if requester has obtained the written consent from the person about whom the information pertains.
 - I am requesting a copy of my own record.
 - I am a parent or legal guardian of a minor child, and I am requesting a copy of his/her record.
 - I am requesting the record of another person and have attached their written and notarized consent.
- I am requesting a copy for my own personal information.

Insurance Companies Representing an Insured

- Authorized representative, agent, contractor, or employed by such, of an insurer, insurance support organization, or self-insured entity and the vehicle/driving record(s) being requested will be used only in connection with the following: (a) claims investigation; (b) anti-fraud activities; (c) rating or underwriting.

Attorneys Representing a Client & Private Individuals Contemplating Litigation

- Authorized for use in connection with any civil, criminal, administrative, or arbitral proceedings in any federal, state, circuit, local, or tribal court or agency, or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution of enforcement of judgments and orders, or pursuant to an order of a federal, state, circuit, local, or trial court.

Private Investigators Representing a Specific Client or Case

- A Federal, State, Circuit, local, or tribal court, or employed by such, for the purposes of the court to carry out its official functions.
- A law enforcement agency, or employed by such, for the purpose of the law enforcement agency to carry out its functions.
- Authorized representative, agent, contractor, or employed by such, of a legitimate business and the vehicle/driving record being requested will be used for normal course of business, but only to: (a) verify accuracy of the personal



328 N. Main Street, Seymour, Wisconsin 54165 Phone: 920-833-2209 Fax: 920-833-7221

information; (b) If such information as so submitted is not correct or is no longer correct, to obtain correct information, but only for purposes of preventing fraud, pursuing legal remedies, or collecting a debt.

- A government agency (Federal, State, local, or tribal) or employed by such, for the purposes of the government agency to carry out its official functions.
- Authorized for use in research activities and producing statistical reports, as long as the personal information is not published, re-disclosed, or used to contact individuals.
- For use in connection with matters of a motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers to carry out the purposes of the Automobile Information Disclosure Act, the Anti-Car Theft Act of 1992, and the Clean Air Act.
- Authorized for use in providing notice to the owners of towed or impounded vehicles.
- Authorized representative or owner of a licensed private investigative agency or licensed security service and the vehicle/driving record is being requested for the use of purposes permitted under the Driver's Privacy Protection Act.
- Authorized as an employer, or its agent or insurer for use in obtaining or verifying information relating to a holder of a commercial driver license (CDL).
- Authorized representative or owner of a private toll transportation facility for use in the operation of the facility.
- For any other use specifically authorized under the law of the State that holds the record, if such use is related to the operation of a motor vehicle or public safety

Section IV: Penalties

The Driver Privacy Protection Act (DPPA) is enforced by the U.S. Department of Justice, which may seek civil and criminal penalties for improperly obtaining, disclosing, or using personal information from a motor vehicle record for a purpose not permitted by the DPPA. In addition, private citizens may also seek civil damages in Federal Court.

