

Maryland Department of Transportation  
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Approved by: *R. C. Lewis*  
Deputy Secretary of Policy, Planning, and Enterprise Services

Date: 3/31/16

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### PIA Request Forms

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The attached forms shall be available on the MDOT internet site for all MDOT employees and the public to use when submitting MDOT PIA requests. Applicants may request documents/public records for review or reproduction online, in writing, in person, by phone, and by email.

To facilitate PIA requests within the response times required by law, MDOT encourages the public and employees to use the appropriate attached forms available online and clearly state that the documents/public records are being requested under the PIA. When a form is submitted through the internet site, the appropriate MDOT staff will receive the request by email.

Requests to all business units **except** MVA use D-RM-005  
Requests to the MVA use DR-057

To avoid confusion, MDOT encourages all Requesters to state that the documents/public records are being requested under the PIA. All requests for documents/public records, except for those requested as part of a typical working relationship between MDOT and an outside entity, such as a national association or regulatory agency, shall be considered as a PIA request. This includes requests from legislators.

The online PIA request forms may be revised, as required, with the approval of the Deputy Secretary of Policy, Planning, and Enterprise Services or his designee. Once approved, the Office of Transportation Technology Services shall remove the old form(s) and replace with the new, approved version(s).

**Maryland Department of Transportation  
Public Information Act (PIA) Request Form**

**Part I: Applicant Identification**

DATE OF REQUEST	REQUESTER FIRST NAME	MI	LAST NAME	
REQUESTER TYPE <input type="checkbox"/> Attorney <input type="checkbox"/> Business <input type="checkbox"/> Citizen <input type="checkbox"/> Dealership <input type="checkbox"/> Government <input type="checkbox"/> Interest Group <input type="checkbox"/> Media <input type="checkbox"/> Student <input type="checkbox"/> Other _____				
NAME OF ORGANIZATION, IF APPLICABLE				
STREET ADDRESS				
CITY		STATE	COUNTRY	ZIP CODE
COUNTRY CODE	AREA CODE	PHONE NO.	EMAIL ADDRESS	

**Part II: Description of Records**

TITLE/DESCRIPTION OF RECORD(S)
SUBJECT OF RECORD
REMARKS

**Part III: Action Requested**

<input type="checkbox"/> Review of Record <input type="checkbox"/> Copy of Record <input type="checkbox"/> Other _____
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I understand there may be fees associated with this request. I will receive a written cost estimate for my approval, along with remittance information, prior to the request being fulfilled.

**SUBMIT**



Motor Vehicle Administration  
8001 Ritchie Highway, N.E.  
Glen Burnie, Maryland 21062

DR-057 (01-15)

**Request for Motor Vehicle Administration Records**

**Certified Record: \$12.00**  
**Non-Certified Record: \$9.00**

Please complete all requested information as applicable.

<b>Subject of Record:</b> <input type="checkbox"/> Vehicle record Tag No.: _____ VIN: _____ Yr./Make/Model: _____	<b>Type of Record:</b> <input type="checkbox"/> 3 year driving record <input type="checkbox"/> *Complete driving record (all information in MVA data base) <input type="checkbox"/> *FBI driving record <small>*Available to: individual of record or individual's attorney, police or judicial system, authorized representative of any federal, state or local government, or authorized employer of CDL drivers.</small> <input type="checkbox"/> Application for driver's record/identification card <input type="checkbox"/> Title record <input type="checkbox"/> Certified copy of Maryland title for export of vehicle <input type="checkbox"/> Registration record <input type="checkbox"/> Original issue date of license <input type="checkbox"/> Other: _____
<input type="checkbox"/> Driver Record Name: _____ DOB: _____ LIC #: _____ Address: _____	<b>Requestor Information:</b> Name: _____ LIC #: _____ Address (Home): _____ Telephone (Home): _____ Address (Work): _____ Telephone (Work): _____
Please complete this section if record is to be mailed. Please print or type information.  Full Name: _____ Street Address: _____ City: _____ State: _____ Zip Code: _____	<b>Identification (MVA Use Only):</b> Type of Identification Accepted: _____ LIC #: _____ Other Number: _____ Verified By: _____
<b>Status:</b> <input type="checkbox"/> Attorney (Please sign "Attorney Certification" if requesting complete driving record of your client) <small>*I certify that I am the attorney for the individual whose complete driving record or FBI is being requested.*</small> Attorney's Signature: _____ <input type="checkbox"/> Employer: <small>*I certify that I am an employer or potential employer of the individual for whom I am requesting/receiving a driving record, and that a valid commercial driver's license is required of the individual as a condition of employment.*</small> Employer's Signature: _____ Printed Name: _____	<input type="checkbox"/> Business Name: _____ <input type="checkbox"/> Law Enforcement/Government Agency Name: _____ <input type="checkbox"/> Insurance Company Name: _____ <input type="checkbox"/> Researcher: _____ <input type="checkbox"/> Own record: _____ <input type="checkbox"/> Other: Please specify: _____
<b>Purpose of Request:</b> _____ My signature acknowledges, under penalty of criminal prosecution, that I will use information received from the Motor Vehicle Administration (MVA) solely for the purpose I describe on this application, and further agree that I will not release personal information obtained from MVA records except as permitted by Title 4 of the General Provisions Article (Maryland Public Information Act).  I understand and acknowledge that by requesting information from Motor Vehicle Administration records I have read and agree to the terms of the MVA Privacy Protection Agreement on the reverse side of this form. I also acknowledge that I have read the Notice of Appeal Procedure also set forth on the reverse side.  Signature: _____ Printed name: _____ Date: _____	

MVA Use Only:  Certified  Non-Certified  Cash  Check  Credit Card  Grátis

For more information, please call: 410-768-7000 (to speak with a customer service representative).  
 TTY for the hearing impaired: 1-800-492-4575. Visit our website at: [www.MVA.Maryland.gov](http://www.MVA.Maryland.gov)  
 Part 1 - Accounting Copy      Part 2 - Office Copy      Part 3 - Customer Copy

## MVA Privacy Protection Agreement

Use of information obtained through this Request is governed by Federal and State laws. It is the responsibility of the Requestor to insure that all use of information obtained through this Request complies with all applicable Federal and State laws.

By signing this "Request for Motor Vehicle Records", the Requestor certifies that the Requestor, (if applicable) Requestor's employer and employees:

1. Understand that federal laws affect access to and use of computer information, including, but not limited to, 15 U.S.C. § 271 et seq. (National Institute of Standards and Technology); 44 U.S.C. § 3541 et seq. (Federal Information Security Management Act of 2002); 49 U.S.C. § 30301 et seq. (National Driver Register Act of 1982); 5 U.S.C. § 552 (Freedom of Information Act); 5 U.S.C. § 552a (Privacy Act of 1974); 18 U.S.C. § 1030 (U.S. Computer Crime Statute of 1984); 18 U.S.C. § 1001 et seq. (Computer Fraud and Abuse Act of 1986); 17 U.S.C. § 109 (Computer Software Rental Amendments Act of 1990); 15 U.S.C. § 1681 et seq. (Fair Credit Reporting Act); and 18 U.S.C. § 2721 et seq. (Driver's Privacy Protection Act of 1994).
2. Understand that the Maryland Department of Transportation Office of Transportation Technology Services, its client agencies and their customers also adhere to State data processing security policies as set forth in Executive Order 01.01.1983.18 (Privacy and State Data System Security); Md. Code Ann., Criminal Law Article § 8-806 (Making false entries in public records and related crimes) and § 7-302 (Unauthorized access to computers and related material); Md. Code Ann., General Provisions Article, Title 4 (Maryland Public Information Act); and, as published by the Secretary of the Department of Budget and Management from time to time under Md. Code Ann., State Finance and Procurement Article, Title 3A, Subtitle 3 (Information Processing).
3. Agree to maintain in strictest confidence and not willfully disclose to any person, firm, or corporation information obtained as a result of their access to personal information from motor vehicle records.
4. Are familiar with all provisions of the federal Driver's Privacy Protection Act of 1994, 18 U.S.C. § 2721 et seq., and with Title 4 of the General Provisions Article (Maryland Public Information Act), and §§ 12-111 through 12-113 of the Transportation Article, Annotated Code of Maryland, which limit access to personal information from public records in Maryland. The Requestor on behalf of itself, its successors and assigns further agrees that all users will abide by the terms of both the federal and state law including, but not limited to, those restricting access to personal information from Motor Vehicle Administration records only to those persons and for those purposes which are permitted under both laws.
5. Agree to keep a record for five (5) years of persons to whom personal information is redisclosed under this Agreement, and the purpose for which the personal information is to be used; and, to make that record available to the Motor Vehicle Administration upon request.
6. Shall be liable for, and shall indemnify, defend and hold the Motor Vehicle Administration harmless for any misuse or misappropriation of any personal information in a record obtained from the Administration in connection with this Agreement, including, without limitation, reasonable attorneys' fees and all other costs of litigation.
7. Shall further indemnify the Motor Vehicle Administration for and against any and all losses, damages, judgments, liabilities, or similar costs and expenses which arise in whole or part out of acts or omissions by the client with respect to laws restricting access to and disclosure of vehicle records including, without limitation, reasonable attorneys' fees and all other costs of defending against such action or claim.

### Notice of Appeal Procedure

In accordance with General Provisions Article ("GP") § 4-203(c), the Requestor ("You" or "you") is informed of all available remedies for review of the decision of the Motor Vehicle Administration ("MVA") to withhold any of the documents requested on this front side of the form. Under GP § 4-361, you are entitled to administrative review of the MVA's position upon request. If requested, such review will be conducted in accordance with the Administrative Procedures Act, §§ 10-201 through 10-227 of the State Government Article, and the hearing regulations of the MVA found at COMAR (Code of Maryland Regulations) 11.11.02. You may also pursue judicial enforcement under GP § 4-362 of the Maryland Public Information Act. (Copies of the law available upon request.)

Reverse



Apply to register to vote with your driver's license transaction. For details ask your customer agent.