



HAMILTON COUNTY CLERK
MOTOR VEHICLE DIVISION

VEHICLE INFORMATION REQUEST

All sections of this request must be completed entirely before motor vehicle information can be obtained from the Hamilton County Clerk. Knowledge of what access and uses are permitted under the listed State and Federal Acts is the responsibility of the requester.

****Failure to complete all sections will result in a rejection of the request.****

SECTION A. Requester Information

Name (Individual, Firm, Corp. or Government Entity) _____

Name and Title (Person requesting information) _____

Street Address _____ City, State, Zip _____

E-mail Address _____ Telephone No. _____

Mailing Address _____
(if different from above)

SECTION B. Vehicle Information Requested (Itemize any additional requests on a separate list and attach.)

Check items requested.

Computer printout of vehicle records: \$1.00 per record Other (Describe specific information requested.)

Certified current motor vehicle record: \$5.00 per record _____

Provide any known vehicle information below.

Make _____ Year _____ VIN _____ Tag # _____

Name and address of last known owner _____

SECTION C. Authorization

Please describe the proposed use of the information requested in the space below and select box on page two that references the law in which you are entitled to the requested information.

****Failure to describe reason and select associated box on next page will result in rejection of application.****

I (we) am authorized under the Federal Driver's Privacy Protection Act, 18 U.S.C. §§ 2721-2725 (2012) and the Tennessee Uniform Motor Vehicle Records Disclosure Act, Tenn. Code Ann. §§ 55-25-101 through -112 (2012 & Supp. 2013) to obtain the identified records and personal information for the following use(s) (MUST CHECK ONE BOX):

- GOVERNMENT USE ONLY Use by a government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a federal, state, or local agency in carrying out its functions. Your request for information **must be accompanied by a statement on agency letterhead** verifying employment status. TCA § 55-25-107(b)(1).
- Use in connection with matters of 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. TCA § 55-25-107(b)(2).

Section C cont'd on next page.

- Use in the normal course of business by a legitimate business or its agents, employees, or contractors, but only:
 - a. To verify the accuracy of the personal information submitted by the individual to the business or its agents, employees, or contractors, TCA § 55-25-107(b)(3)(A); or
 - b. To obtain correct information if the above is not correct or no longer correct, but only for purposes of preventing fraud, pursuing legal remedies, or recovering on a debt or security interest against the individual. TCA § 55-25-107(b)(3)(B).
- Use in connection with any civil, criminal, administrative, or arbitral proceeding in any federal, state, or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a federal, state, or local court. TCA § 55-25-107(b)(4).
- Use in research activities, and for use in producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact individuals. TCA § 55-25-107(b)(5).
- Use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating, or underwriting. TCA § 55-25-107(b)(6).
- Use by any employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver license that is required under 49 U.S.C. § 31301, et seq. TCA § 55-25-107(b)(9).
- Use in providing notice to owners of towed or impounded vehicles. TCA § 55-25-107(b)(7). **This is for our state towing companies only. **Tennessee towing companies must submit an Abandoned Vehicle Request Form.****
- Use by any licensed private investigative agency or licensed security service for any exempted use listed. TCA § 55-25-107(b)(8).
- Use in connection with the operation of private toll transportation facilities. TCA § 55-25-107(b)(10).
- Use by any requester, if the requester provides a written and notarized consent of the person to whom the personal information pertains. TCA § 55-25-106-107(b)(14).
- Use as specifically authorized under the law of the State, if that use is related to the operation of a motor vehicle or public safety. TCA § 55-25-107(b)(14).

SECTION D. Redisclosure

A recipient of motor vehicle records may only resell or redisclose the information disclosed by the Department for uses permitted under the **Federal Driver's Privacy Protection Act**, 18 U.S.C. §§ 2721-2725 and the **Tennessee Uniform Motor Vehicle Records Disclosure Act**, TCA §§ 55-25-101-112. A recipient of motor vehicle records shall make and keep for five years, records identifying each person to whom the recipient redisclosed the information and the permitted purpose for which the information was redisclosed. Such records shall be made available upon request for inspection and copying by a representative of the Department of Revenue or Department of Safety. TCA § 55-25-107(c).

Section E. Certification

I (we) certify that the information and statements on this request are true and correct, comply with the provisions of the **Federal Driver's Privacy Protection Act**, 18 U.S.C. §§ 2721-2725 and the **Tennessee Uniform Motor Vehicle Records Disclosure Act**, TCA §§ 55-25-101 through -112, and understand that the willful, unauthorized disclosure of information obtained from these records for a purpose other than stated on this request, or the sale or other distribution of the information to a person or organization not disclosed in this request may result in penalties imposed under 18 U. S. C. § 2724. I (we) further understand that misrepresentation of my (our) identity or the making of false statements on this application constitutes a Class C misdemeanor, punishable by fine not to exceed \$1,000.00. TCA § 55-25-112.

I (we) assume responsibility for all information obtained, pursuant to the **Federal Driver's Privacy Protection Act**, 18 U.S.C. §§ 2721-2725, and the **Tennessee Uniform Motor Vehicle Records Disclosure Act**, TCA §§ 55-25-101 through -112.

Signature
(REQUIRED)

Driver's License Number State
(REQUIRED)

Date Signed
(REQUIRED)

Mail to: Motor Vehicle Records
Attn.: Monica Brown
625 Georgia Avenue, Room 111
Chattanooga, TN 37402

Office #: (423) 209-6552
Fax #: (423) 209-6596
E-Mail: MotorVehicleRecords@HamiltonTN.gov