DEPARTMENT MEMORANDUM NO. 08-6

SUBJECT: Request for Missouri Driver Record

RESCINDS: Department Memorandum 03-10, "Request for Missouri Driver Record,"

Form 99 P.D.

The Federal Driver's Privacy Protection Act, enacted on September 13, 1997, restricts the release of certain personal information from driver/non-driver license records and vehicle registration records. Personal information includes: name, address, date of birth, sex, height, weight, eye color, photograph, driver license number, social security number, telephone number, and medical or disability information, including restrictions. Vehicle registration records include motor vehicle and marine title and registration records, and disabled placard registration records. Strict penalties, including criminal fines and civil suits, will apply to the Kansas City, Missouri Police Department if personal information on driver/non-driver license records or vehicle registration records is improperly released or misused.

To ensure appropriate access to restricted Missouri Department of Revenue (DOR) records, the Kansas City, Missouri Police Department will supply DOR with a roster of current department members each month. New members, or members recently transferred from a covert assignment, will not be able to apply for or receive DOR driver records until the subsequent month, or as soon as practicable. Members currently working in covert assignments will need to contact their administrative staff for assistance.

Except in vehicular accidents, officers **will not** release driver license or vehicle registration information. Citizens who request information from their driver/non-driver license records or vehicle registration records should be instructed to contact DOR. Members requiring restricted information that is not displayed through the ALERT system may contact the DOR Customer Services Division at (573) 751-4300 or (573) 751-4475. Office hours are from 0730 hours to 1730 hours Monday - Friday. The member making the request must provide the DOR access code located on the "Request for Missouri Driver Record," Form 99 P.D.

Members requesting a Missouri driver record for court use will:

1. Complete the "Request for Missouri Driver Record," Form 99 P.D., available at all patrol division facilities. Ensure that the <u>current</u> DOR access code is preprinted on the form by obtaining the most recent Form 99 P.D. from the Word Templates folder, located on the Public (P:) drive.

NOTE: In the "ADDRESS" box, the member will use the address for Police Headquarters, 1125 Locust Street Kansas City, Missouri 64106, regardless of the member's assignment. In the "ASSIGNMENT" box, the member will fill in his/her actual assignment; e.g., "EPD WII."

- 2. Place the completed Form 99 P.D. inside a white Kansas City, Missouri Police Department envelope with the department return address pre-printed.
- 3. Address the envelope as follows:

Missouri Department of Revenue P.O. Box 200 Jefferson City, Missouri 65105

4. Forward the envelope through inter-departmental mail to the Mail Room where postage will be affixed and the request will be mailed.

Members will ensure that any driving record obtained for court is not viewed by unauthorized persons. (Attorneys are exempt if involved in the case.) When the record is no longer needed, it must be shredded in order to prevent unintentional disclosure to unauthorized personnel.

Department members may also restrict personal information on their driver license and vehicle registration records to prevent the information from being obtained by any business or individual not specifically authorized to receive such information. This information can be restricted by completing DOR Form 4573 entitled, "Restriction of Personal Information," available at most Missouri DOR - License Bureau Offices.

James D. Corwin Chief of Police

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