

Office of the Sheriff - Jefferson County



411 S. Center Avenue
Jefferson, Wisconsin 53549-1703

Paul S. Milbrath, Sheriff

Jeffrey Parker, Chief Deputy

Duane Scott
Administrative Captain

★ Paul Wallace
Patrol Captain

★ Jerry Haferman
Jail Captain

Date of Request _____
Report # _____
Date Completed _____

For Agency Use Only

FEDERAL DRIVER PRIVACY PROTECTION ACT (DPPA) PERMISSIBLE USES/REQUEST FORM

Based upon the Federal Driver's Privacy Protection Act, this Request must be completed before information containing personally identifiable information in the police report can be released without redaction. Knowledge of what access and uses are permitted under the listed Federal Act is the responsibility of the requestor.

SECTION I. REQUESTOR INFORMATION:

Name of Person Completing Form: _____

Firm/Corporation: _____

Phone Number: _____

Physical Address: _____

Mailing Address (if different): _____

SECTION II. RECORD INFORMATION

A) Incident Information

a. Complaint/Incident Number: _____

b. Date/Time of Accident/Incident: _____

c. Location of Accident/Incident: _____

d. Individual(s) Involved: _____

e. Other Information: _____

B) Type of Record Requesting

Report Video Recording Other: _____

Attachments Audio Recording _____

Photos Citations _____

SECTION III. AUTHORIZATION

The Driver's Privacy Protection Act is enforced by the United States Department of Justice, which may seek civil and criminal penalties for improperly obtaining, disclosing, or using personal information from an accident report or other police record, or the information was acquired through the Wisconsin Department of Transportation System and it is determined that these records are used for purposes other than as stated in this request.

I/We are authorized under the Federal Driver's Privacy Protection Act to obtain the identified accident/incident report and personal information based upon the following (mark all applicable boxes):

- 1. Authorized for use, if requestor has obtained the written consent from the person about whom the information pertains.
 - I am requesting a copy of my own record (photo ID required). *You will receive a copy of the report with all your "personal information" contained therein but all other personal information pertaining to other individuals/drivers will be redacted. You may be able to receive an unredacted copy, but only if you qualify for a one or more permissible uses under DPPA see #2 - #13 listed below.*
 - I am a biological parent or legal guardian of a minor child and I am requesting a copy of his/her record (photo ID required).
 - I am requesting the record of another person and have attached their written consent.
- 2. For use in connection with matters of a motor vehicle or driver safety; motor vehicle 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.
- 3. 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.
- 4. A Federal, State, Circuit, local or tribal court, or employed by such, for the purposes of the court to carry out its official functions.
- 5. A Wisconsin or out-of-state law enforcement agency, or employed by such, for the purpose of the law enforcement agency to carry out its functions.
- 6. 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 information;
 - b. Obtain correct information, but only for purposes of preventing fraud, pursuing legal remedies, or collecting a debt.
- 7. 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 or enforcement of judgments and orders, or pursuant to an order of a federal, state, circuit, local, or tribal court. Client's Name: _____

8. Authorized for use in research activities and producing statistical reports, as long as the personal information is not published, redisclosed, or used to contact individuals.

Date Range: _____ Kind/nature: _____

9. 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. Client's Name: _____

10. Authorized for use in providing notice to the owners of towed or impounded vehicles.

11. 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 Federal Driver's Privacy Protection Act. You must also mark which permissible use you are requesting records under.

12. 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).

13. Authorized representative or owner of a private toll transportation facility for use in the operation of the facility.

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 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 civil and criminal penalties imposed under Title 18 U.S.C. Section 2724.

X _____
(Requestor Signature)

(Date Signed)

For Agency Use Only

Photo ID Verified

Enclosures:

