



# South Carolina Department of Motor Vehicles

## Application for Member Services and Data Requests

AD-900C  
(Est. 10/2021)

This form is for applicants to apply for online access for Member Services and data requests. The South Carolina Department of Motor Vehicle's (SCDMV) Member Services is an official South Carolina government data system available for authorized use only. Access to this system and data shall be in accordance with all state and federal applicable laws, regulations, and policies, including, but not limited to the Driver's Privacy Protection Act (18 USC §2721 et seq.). The SCDMV reserves the right to deny or terminate access to Member Services and data at any time with or without notice. This application must be completed in its entirety as applicable (i.e. non-law enforcement applicants do not need to complete a section that is labeled law enforcement only).

**Administrator Information**  
(Individual who oversees the account)

Agency/Organization/Business: \_\_\_\_\_

Street Address	City	Zip Code	ORI Number (law enforcement only)
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Work Phone Number	Work Email
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Administrator's Name	Title
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Administrator's Signature: \_\_\_\_\_

**Applicant Information**  
(Each applicant must complete and sign an application form.)

Last Name	First Name	Middle Name	Title and Division/Unit/Branch/Department
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Work Phone Number	Work Email
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Personal/Cell Phone Number	Reason for Access
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*Initial each statement below to acknowledge your understanding:*

\_\_\_\_\_ *I understand that access to online data requests and Member Services is for **official business use only**.*

\_\_\_\_\_ I understand that federal law (18 USC, Chapter 123) defines permissible uses for obtaining driver and vehicle information. I understand that by signing below I am swearing, under penalty of perjury, that I am entitled to receive and use this information as permitted under the Driver's Privacy Protection Act of 1994 for the reasons set forth in this application. Further, I understand that any violation of this law is punishable by a criminal fine of \$5,000 and civil damages not less than \$2,500 (per violation).

\_\_\_\_\_ I understand that S.C. Code §30-2-50 specifically prohibits the use of personal information for commercial solicitation purposes when that personal information is obtained from a State Agency. Further, I understand that any violation of this law is punishable by a fine of \$500, one year of imprisonment, or both (per violation).

\_\_\_\_\_ I acknowledge that if I misuse this information or give it to someone who uses it for an unauthorized purpose, I may be subject to federal criminal law (fine of up to \$5,000 per violation) as well as a civil lawsuit for actual damages (not less than \$2,500), punitive damages, and attorneys' fees and costs.



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I understand that the SCDMV reserves the right to take steps necessary to ensure the integrity of the federally protected customer information by restricting access, requiring additional documentation to ensure lawful use, or terminating my access to Member Services at any time with or without notice.

In accordance with the signed agreement between the SCDMV and your department, the following actions by all account holders are strictly prohibited: Sharing user names and passwords, accessing your own records or those belonging to family members, randomly searching customer records without a specific investigavtive reason to do so (a record has been provided for training and/or testing purposes). Violations of this agreement may be subject to the SCDMV disabling your access or criminal prosecution.

**For Law Enforcement and Coroners, which of the below DPPA (18 USC §2721) exemptions applies to your use of the SCDMV's records? (select all that apply)**

18 USC §2721(b)(1), first half, which states "For use by any government agency, including any court or law enforcement agency, in carrying out its functions."

*User must provide specific information about its intended use of the various data fields being requested, to show that the data is needed to carry out the agency's functions and cannot be reasonably obtained through other means.*

18 USC §2721(b)(4), which states "For 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."

*If User is an attorney or law firm, a managing attorney must sign the agreement. If User is employed by or contracting with one or more law firms, User must provide the names and addresses of firms for which it will be obtaining information. If User does not fit the preceding categories, User must provide very specific information to explain how this exemption applies to it.*

Applicant's Signature: \_\_\_\_\_

**Submit BOTH this Application for Online Data Requests and the Member Services' Personal Information Release Agreement to [datarequest@SCDMV.net](mailto:datarequest@SCDMV.net).**

**This completes the application for Law Enforcement and Coroners. All other requestors continue with the application.**

AGENCY USE ONLY Approved By: \_\_\_\_\_ Username: \_\_\_\_\_

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**Answer the following questions and for question four, check which exemption applies to the personal data requested.**

1. What specific information is being requested from the SCDMV?

- Current Plate
- Current Title
- 3 Year Driver Record
- 10 Year Driver Record
- Plate History
- Title History
- Insurance Information
- Abandoned Vehicle Inquiry
- Employee Watch Report
- Other: Please Describe:

2. How does your organization intend to use the information obtained from the SCDMV's records? (Please make specific reference to the DPPA exemption categories to explain your answer, be as detailed as possible in your response to this question, and attach additional pages if needed)

3. Other than the people already listed on page one of this application, who, specifically, will have access to the SCDMV information within your organization? (Please identify each person by name and title and attach additional pages if needed)

4. Which of the below DPPA (18 USC §2721) exemptions applies to your use of the SCDMV's records? (select all that apply)

\_\_\_ 18 USC §2721(b)(1), first half, which states "For use by any government agency, including any court or law enforcement agency, in carrying out its functions."

*User must provide specific information about its intended use of the various data fields being requested, to show that the data is needed to carry out the agency's functions and cannot be reasonably obtained through other means.*

\_\_\_ 18 USC §2721(b)(1), second half, which states "any private person or entity acting on behalf of a Federal, State, or local agency in carrying out its functions."

*User must provide documents from the government agency specifying the work being performed and the period of time covered by the contract. Also, the User must explain why the information cannot be reasonably obtained through other means.*



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\_\_\_ 18 USC §2721(b)(2), which states “For 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.”

*User must specify the exact services for which the data will be used and must provide documents from the corporation, for which it is providing these services, indicating the work being performed and the period of time covered by the contract.*

\_\_\_ 18 USC §2721(b)(3), which states “For 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 personal information submitted by the individual to the business or its agents, employees, or contractors; and (B) if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual.”

***The User must provide specific information to explain (1) how it will receive personal information that will need to be verified, (2) what personal information will be received, and (3) how it will use the correct information when it is received from the Department. Note that this exemption will be viewed very narrowly.***

\_\_\_ 18 USC §2721(b)(4), which states “For 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.”

*If User is an attorney or law firm, a managing attorney must sign the agreement. If User is employed by or contracting with one or more law firms, User must provide the names and addresses of firms for which it will be obtaining information. If User does not fit the preceding categories, User must provide very specific information to explain how this exemption applies to it.*

\_\_\_ 18 USC §2721(b)(5), which states “For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, re-disclosed, or used to contact individuals.”

***The User must provide very specific information to demonstrate that it is entitled to application of this exemption. Note that this exemption will be viewed very narrowly and will most probably not apply to any private, non-educational organization.***

\_\_\_ 18 USC §2721(b)(6), which states “For 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.”

*The User must provide **specific** information to explain how this exemption applies to it.*

\_\_\_ 18 USC §2721(b)(7), which states “For use in providing notice to the owners of towed or impounded vehicles.”

*If User is not a towing company, it must provide specific information to explain how this exemption applies to it.*

\_\_\_ 18 USC §2721(b)(9), which states “For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under chapter 313 of title 49 [49 USCS §§31301, et seq.]”

*If User is not an employer of persons using commercial driver's licenses, it must provide specific information to explain how this exemption applies to it.*

\_\_\_ 18 USC §2721(b)(10), which states “For use in connection with the operation of private toll transportation facilities.”

*User must provide proof that it operates a private toll transportation facility or has a contract with such a facility.*

AGENCY USE ONLY

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