



NOTICE

TO ALL PERSONS REQUESTING INFORMATION FROM MOTOR VEHICLE RECORDS

Please be advised that in accordance with the Federal Driver's Privacy Protection Act, Department of Revenue (DOR) has promulgated a regulation, Miss Admin Code Title 35.VII.1.02, to protect information contained on motor vehicle records. All employees, agents or contractors of the DOR must adhere to this policy and not knowingly disclose or make available any information based on a motor vehicle record, except where otherwise permitted in the regulation.

If you wish to obtain information based on an individual motor vehicle record maintained by the DOR, you must first qualify under the guidelines set by federal statute. To do so, you must complete Form 77-600 and forward to the DOR for processing. You will receive information concerning the steps you will need to take in receiving the requested information. The information received by the requesting party is privileged information and may not be disclosed to anyone else unless provided for in the regulation. Please note that using the information acquired from motor vehicle records for any use other than a permitted use as defined in the regulation, may subject the offender to criminal fines and other damages.

If you have any questions, you may contact us at the number or address below.



— DEPARTMENT OF —
REVENUE
— STATE OF MISSISSIPPI —

MOTOR VEHICLE SERVICES BUREAU

MOTOR VEHICLE RECORD INFORMATION REQUEST

You have requested instruction on how to receive information from motor vehicle records maintained by the Department of Revenue.

You must first complete form 77-600, Motor Vehicle Records Disclosure Application. Be advised that only those persons who will use the information for the permitted reasons will be able to receive such information. If you complete the form and falsely certify to the use, you will lose all privileges to receive information in the future. You could also be liable to the individual to whom the information pertains, who may bring a civil action in a United States District Court. The remedies the court may award are:

- (1) Actual damages, but not less than liquidated damages in the amount of \$2,500;
- (2) Punitive damages upon proof of willful or reckless disregard of the law;
- (3) Reasonable attorneys' fees and other litigation costs reasonably incurred; and
- (4) Such other preliminary and equitable relief as the court determines to be appropriate.

The application must be forwarded to the Department of Revenue for processing. All requests for information must be made in writing. You may use form 77-601, Request for Information, or you may write your request on your company's letterhead. The request must give us as much detail as possible to perform the search. Enclosed you will find Form 77-600, Motor Vehicle Records Disclosure Application, Form 77- 601, Request for Motor Vehicle Records Information, and a copy of Miss Admin Code 35.VII.1.02, Motor Vehicle Records Disclosure.

We do not maintain drivers' licenses information. The Department of Public Safety has that information. Our records do not contain birthdays, social security numbers or driver's license numbers. Therefore we cannot locate information by these items.

If you have any questions, you may contact us at the number or address below.

FOR INDIVIDUAL RECORD INQUIRIES:

You must complete Form 77-600, Motor Vehicle Records Disclosure Application. State statute requires that we make available the information you request within 14 days. We, in most cases, process the request and return the information to you within 72 hours by mail.

If you are requesting information one time only, you must pay the fee at the time of the request. If you anticipate requesting information on numerous occasions, you can either pay at the time of the request or an account can be established for you. A non-refundable fee will be required to set up an account. Those with accounts will have their fees for record inquiries **added to their account and paid by the end of the month**. Failure to pay the bill will cause your account to be suspended or revoked and you will no longer receive information until such time as the outstanding bill is paid. Requests may be made by fax or by mail. If you are inquiring by name, you will have to use this method. A fee schedule may be acquired from the Department of Revenue.

If you are inquiring by title, VIN, or tag number you can use the internet query system which allows unlimited online access. You must apply for using this system. There is an annual fee. You will be assigned a User ID and a Password. You must have one account per business location. Your permit will expire annually, and your fees must be paid or your User ID/Password will be revoked.

All applications, fees and written requests for individual record inquiries should be sent to:

Physical Address

Department of Revenue
500 Clinton Center Dr.
Clinton, MS 39056
Attn: Motor Vehicle Record Inquiries

Mailing Address

Department of Revenue
PO Box 1033
Jackson, MS 39215-1033
Attn: Motor Vehicle Record Inquiries

Fax Number: (601) 923-7224

FOR BULK INFORMATION REQUEST:

You must complete Form 77-600, Motor Vehicle Records Disclosure Application along with a written request detailing the information you want. The charge for bulk requests will depend upon each request and will be due at the time of request.

For bulk request(s) contact Department of Revenue
500 Clinton Center Dr.
Clinton, MS 39056
Attn: Director of Motor Vehicle Services

Title 35 Part VII
Subpart 01 General

Chapter 02 Motor Vehicle Records Disclosure

- 100 Mississippi follows federal statutes with regard to the disclosure of information obtained from motor vehicle records. Please see 18 USC Chapter 123 Section 2721.
- 101 Governmental agencies, businesses and others seeking to obtain information from motor vehicle records must complete a Mississippi Motor Vehicle Records Disclosure Form. This form will allow the applicant to designate the use of the information permitted pursuant to this rule. Once the applicant has been approved, the information may be obtained for a fee based on the number and type of records obtained. The cost is set by the Department of Revenue based on the cost to provide, maintain, and access the information required. The request for information should be mailed or faxed to the Department. Certain records may also be accessed through our internet query system. There is an annual fee to use this online system. Request for bulk information related to permitted uses should be submitted in writing to the Department.
- 102 The Department may deny access to an applicant if the Department determines that the applicant has previously misused motor vehicle information.
- 103 (Reserved)

35.VII.1.02 revised effective August 1, 2019

MISSISSIPPI MOTOR VEHICLE RECORDS DISCLOSURE FORM

I hereby apply for the privileges of receiving information from motor vehicle records maintained by the Department of Revenue. I agree to pay any and all fees associated with this privilege and to comply fully in all respects with the applicable Mississippi Tax Laws and any corresponding rules and regulations. I understand that if I complete this form and falsely certify to the use I will lose all my privileges to receive information in the future. I could also be liable to the individual to whom the information pertains, who may bring a civil action in a United States District Court. The remedies the court may award are: (1) Actual damages, but not less than liquidated damages in the amount of \$2,500.00; (2) Punitive damages upon proof of willful or reckless disregard of the law; (3) Reasonable attorneys' fees and other litigation costs reasonably incurred; and (4) Such other preliminary and equitable relief as the court determines to be appropriate. I do hereby certify that all statements are true and correct and that I will only use the information for the indicated permitted reason(s) on the back.

Print Name / Contact Person

Signature

Mailing Address

Email Address of Contact

City, State, Zip

Date

Please check the box that best describes your activity in requesting information.

- One time records request. Payment at time of request. Each request will require a signed application.
- Bulk Records Information (a specified group of records)

Name of Business

Phone Number

Address

Fax Number

City, State, Zip

Contact Person

Type of Business

SSN/FEIN

INCOMPLETE APPLICATIONS WILL BE RETURNED PRIOR TO PROCESSING

Please indicate below which permitted reason(s) the motor vehicle record will be used.

- 1. For use by any governmental 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.
- 2. 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 parts or dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
- 3. 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 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.
- 4. 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 of enforcement of judgements and orders, or pursuant to an order of a Federal, State or local court.
- 5. 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.
- 6. 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, anti-fraud activities, rating or underwriting.
- 7. For use in providing notice to the owners of towed or impounded vehicles.
- 8. For use by any licensed private investigative agency or licensed security service for any purpose permitted under this subsection.
- 9. For use by an employer or its agent or insurer to obtain or verify information relating to the holder of a commercial drivers' license that is required under the Commercial Motor Vehicle Safety Act of 1986 (49 U.S.C. App. 2710 et seq.).
- 10. For use in connection with the operation of private toll transportation facilities.
- 11. For any other use in response to request for individual motor vehicle records if the State has obtained the express consent of the person to whom such personal information pertains.
- 12. For bulk distribution for surveys, marketing or solicitations if the State has obtained the express consent of the person to whom such personal information pertains.
- 13. For use by any requester, if the requester demonstrates it has obtained the written consent of the individual to whom the information pertains.
- 14. For any other use specifically authorized under the law of the State that holds the record, if such use is related to the operation of a motor vehicle or public safety.

FOR STATE / COUNTY USE ONLY:

Account Number: _____ Processed(initial and date)

MISSISSIPPI REQUEST for MOTOR VEHICLE RECORDS INFORMATION

Forward Request To: Department of Revenue
PO Box 1033
Jackson, MS 39215
Attn: Motor Vehicle Records Inquiries

Fax: 601 923-7224

From _____
Name

Mailing Address

City State Zip

Authorized Signature

Please furnish information on the following motor vehicle records:

Name	Address	Tag Number	VIN number	Title Number	County

Do you require Lienholder information? Yes No

Payment Included Bill to DOR Account _____

Please furnish all information that you have in order for our office to process your request.

MOTOR VEHICLE SERVICES BUREAU FEES

DOCUMENT TYPE	CURRENT FEE
REGISTRATION INFORMATION	\$3.00
REGISTRATION INFORMATION CERTIFIED	\$8.00
TITLE / LIEN HOLDER INFORMATION	\$5.00
TITLE HISTORY – **SEE BELOW	\$8.00
TITLE VERIFICATION LETTER	\$8.00
CERTIFIED LETTER OF NO TITLE	\$8.00

** This fee is for each time that the vehicle has had a title issued. Each set includes the front/back of each title, the title application, replacement title application (if applicable) and any other documentation that might have been included such as a Power of Attorney, etc.