

**Motor Vehicle Licensing Bureau**  
**Street Address:**  
**1577 Springridge Road**  
**Raymond, Mississippi 39154**

*www.mstc.state.ms.us*



**MISSISSIPPI**

**STATE TAX COMMISSION**

## **NOTICE**

### **TO ALL PERSONS REQUESTING INFORMATION FROM MOTOR VEHICLE RECORDS**

Please be advised that in accordance with the Federal Driver's Privacy Protection Act, the Mississippi State Tax Commission has promulgated a rule, Revenue Rule #3, to protect information contained on motor vehicle records. All employees, agents or contractors of the State Tax Commission 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 rule.

If you wish to obtain information based on an individual motor vehicle record maintained by the State Tax Commission, you must first qualify under the guidelines set by federal statute. To do so, you must complete Form 77-600 and forward to the State Tax Commission 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 rule. Please note that using the information acquired from motor vehicle records for any use other than a permitted use as defined in the rule, may subject the offender to criminal fines and other damages.

For any questions, contact your local tax collector or the State Tax Commission.

**Mailing Address:**  
**Post Office Box 1140**  
**Jackson, Mississippi 39215**

**Telephone: 601-923-7100**  
**FAX: 601-923-7133**

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### **MOTOR VEHICLE RECORD INFORMATION REQUEST**

You have requested instruction on how to receive information from motor vehicle records maintained by the State Tax Commission. Please review the permitted uses on Revenue Rule #3 which is attached.

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 State Tax Commission 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 Revenue Regulation #3, 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, please contact the State Tax Commission at 1-601-923-7100 or 1-601-923-7200 or any of the local tax collector's offices or Local State Tax Commission District Offices.



**Revenue Rule #3  
Motor Vehicle Records Disclosure**

Synopsis of Federal Laws

Mississippi follows federal statutes with regard to the disclosure of information obtained from motor vehicle records. Such statutes provide that information from vehicle records may be disclosed (permitted uses) in the following instances:

- (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, motor vehicles 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 manufactures.
- (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 informations 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 anticipaton 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 a holder of a commercial driver's 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 use by any requester, if the requester demonstrates it has obtained the written consent of the individual to whom the information pertains.
- (12) 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.

Resale or Re-disclosure-An authorized recipient of personal information to be used for permitted purposes may resale or re-disclose the information only for a permitted use.

Except as otherwise provided above, the State Tax Commission and any officer, employee, or contractor, thereof, shall not knowingly disclose or otherwise make available to any person or entity personal information about any individual obtained by the department in connection with a motor vehicle record.

#### Procedure for Accessing or Obtaining Motor Vehicle Record for Permitted Uses

Governmental agencies, businesses and others seeking to obtain information from motor vehicle records must apply for an account number on form #77-600. Such form will allow the applicant to designate the use of the information permitted pursuant to this rule. Once the applicant has obtained an account number, the information may be obtained for a fee based on the number and type of records obtained. The cost is set by the State Tax Commission on the basis of cost to provide, maintain, and access the information required. The request for information should be mailed or faxed to the State Tax Commission. 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 only* should likewise be faxed to the State Tax Commission.

## Actions Against Person Misusing Personal Information

As provided under Federal Laws, a person who knowingly obtains, discloses or uses personal information, from a motor vehicle record, for purpose not permitted is liable to the individual to whom the information pertains, who may bring a civil action in a United State District Court. 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 reasonable incurred; and
- (4) such other preliminary and equitable relief as the court determines to be appropriate.

Additionally, the commissioner may deny access to motor vehicle records if he determines other motor vehicle information has been misused by the applicant previously.

# MISSISSIPPI REQUEST for MOTOR VEHICLE RECORDS INFORMATION

Forward Request To: State Tax Commission  
PO Box 1140  
Jackson, MS 39215  
Attn: Motor Vehicle Records Inquiries

From \_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip

Fax: 601 923-7133, 601 923-7134  
Titles Fax 601 923-7224

\_\_\_\_\_  
Authorized Signature

Please furnish information on the following motor vehicle records:

Name	Address and/or	Tag Number	VIN number	Title Number	County

Do you require Lienholder information? Yes  No

Payment Included  Bill to Account \_\_\_\_\_

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

## MISSISSIPPI MOTOR VEHICLE RECORDS DISCLOSURE FORM

I hereby apply for the privileges of receiving information from motor vehicle records maintained by the State Tax Commission. 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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip

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

- One time request. Payment at time of request. Each request will require a signed application.
- Multiple request (With Account & A non-refundable account fee). Account will be established in the name listed below and payment is due upon receipt of quarterly billing statement. Payment at time of request.
- Multiple requests with access to Internet Query System (Annual Fee Required) Account will be established in the name listed below. Upon receipt of payment, a User ID and Password will be assigned.

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Name of Person to receive bill

**Please check the box for the type of record that you are requesting.**

- Individual Record Information       Bulk Records Information

**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 use by any requester, if the requester demonstrates it has obtained the written consent of the individual to whom the information pertains.
- 12. 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.

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**FOR STATE / COUNTY USE ONLY:**

Account Number: \_\_\_\_\_ Processed( initial and date)

**MOTOR VEHICLE LICENSING BUREAU &  
TITLE BUREAU FEES**

DOCUMENT TYPE	CURRENT FEE
MB SCREEN (REGISTRATION INFORMATION)	3.00
MB SCREEN CERTIFIED	8.00
MT SCREEN (TITLE/LIEN HOLDER INFO)	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.(ex. Title number is 123456-03. The 03 indicates that there are 3 sets of documents.) 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.