  
Authorized Signature



**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**

**Division of Motor Vehicles**

**Joe Manchin III**  
Governor


**1800 Kanawha Boulevard East • Building Three**  
**Charleston, West Virginia 25317-0010 • 304/558-3900**  
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**Promulgation History**

**91 CSR 8**

**Disclosure of Information from the Files of the Division of Motor Vehicles**

Rule Cite:	91 CSR 8
Rule Type:	Legislative
Initial Filing:	September 19, 2007
Filed as Emergency Rule	September 19, 2007
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Rule Authorized as Agency Modified:	December 8, 2007
Authorization by Legislature:	HB 4244, WV Code §64-8-2
Final Filing:	April 15, 2008
Effective Date:	July 1, 2008

  
Joseph Cicchirillo  
Commissioner of Motor Vehicles



OFFICE OF THE SECRETARY OF STATE  
STATE OF WEST VIRGINIA

**Betty Ireland**

Secretary of State

March 12, 2008

STEVE DALE  
MOTOR VEHICLES  
STATE CAPITOL COMPLEX  
BLDG 3 RM 319  
CHARLESTON WV 25305

**HB 4244** passed the Legislature on **March 7, 2008** and is awaiting the Governor's signature authorizing **Title 91, Series 8, Disclosure of Information from the Files of the Division of Motor Vehicles.**

You have sixty (60) days after the Legislature passed **HB 4244** to final file the legislative rule with the Secretary of State's office. To final file your legislative rule, fill in the blanks on form #6, "Final Filing", and file the form with your rule in our office. For your convenience, the forms are now available on the Internet. Go to [www.wvsos.com/csr](http://www.wvsos.com/csr) and click on rulemaking, then forms. You may fill out the form online and print it. Authorization for your legislative rule is cited in **HB 4244, Section § 64-8-2(b)**. The effective date of the legislative rule may be set from the date it is final filed up to ninety (90) days from the date the legislative rule is final filed with the Secretary of State's office. Please have an authorized signature on the bottom line.

**\*\*\*IMPORTANT:** When your agency completes the legislative rule in word or wordperfect compatible format, **you must submit a clean copy with all underlines and strike-throughs, headers or footers removed**, to our office when final filing the rule. Remember, the text of the electronically filed rule **must be** identical word for word, comma for comma, as the paper copy authorized by the legislature. **Notice: All electronic filings not complying with this will be rejected and sent back to the agency to be resubmitted!**

After the final rule is entered into the database, the rule will be sent back to the agency for review and proofing. The agency has ten (10) working days to send a confirmation or corrections to the Secretary of State. **If the agency fails to return this within ten (10) working days, the rule WILL be filed in the database with a disclaimer attached stating that the agency failed to review the rule.** Following confirmation, corrections or failure to review, as the case may be, the Secretary of State shall submit to the agency a final version of the rule for their records.

If you have any questions or need any assistance, please do not hesitate to contact our office.

Thank you,  
Administrative Law Division

Building 1, Suite 157-K  
1900 Kanawha Blvd., East  
Charleston, West Virginia 25305

FILED

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TITLE 91  
WEST VIRGINIA LEGISLATIVE RULE  
DIVISION OF MOTOR VEHICLES

SECRETARY OF STATE

SERIES 8  
DISCLOSURE OF INFORMATION  
FROM THE FILES OF THE DIVISION OF MOTOR VEHICLES

§91-8-1. General.

1.1. Scope – This legislative rule establishes procedures for the Division's disclosures of information and other requests for information made to the Division.

1.2. Authority – W. Va. Code §§17A-2-9, 17A-2A-12, 17D-2-2, 29A-1-1 et seq.

1.3. Filing Date – April 15, 2008

1.4. Effective Date – July 1, 2008

1.5. Repeal of Former Rule. – This legislative rule repeals and replaces West Virginia Legislative Rules, Division of Motor Vehicles 91 CSR 8 Policies Pertaining to the Collection, Filing, and Distribution of Information from the Files of the Department of Motor Vehicles as filed August 14, 1974 and effective September 13, 1974.

§91-8-2. Application and Enforcement.

2.1. Application. – This legislative rule applies to persons requesting information from the Division of Motor Vehicles.

2.2. Enforcement. – Enforcement of this legislative rule is vested with the Commissioner of Motor Vehicles or his or her lawful designee.

§ 91-8-3. Statutory Background.

3.1. The Uniform Motor Vehicle Records Disclosure Act requires the Division of Motor Vehicles to disclose information, including personal information, maintained in its motor vehicle records. The Act mandates disclosure dependent on who is making the request, the type of information requested, and the proposed use of the information.

3.2. Personal information disclosure may be further restricted by the Health and Insurance Portability Accountability Act, 42 U.S.C. §1301 et seq.

3.3. W. Va. Code §17A-6-4 prohibits the disclosure of information contained in a motor

vehicle dealership file. If the information requested is not personal information as defined by the Act, the information may be released if permitted by the Freedom of Information Act, W. Va. Code §29B-1-1 et seq. and §17A-2A-1 et seq.

3.4. The Act is based on a federal government requirement to regulate the disclosure of personal information from motor vehicle agencies.

3.5. The purpose of the Act is to implement the federal Drivers Privacy Protection Act of 1994, 18 U.S.C. § 2721 et seq. in order to protect the interest of individuals in their personal privacy by prohibiting the disclosure and use of personal information contained in their motor vehicle record, except as authorized by an individual or by law.

3.6. The Act allows the Division to promulgate rules in accordance with chapter twenty-nine-a of the West Virginia Code to carry out the purposes of the Act.

#### §91-8-4 Definitions.

4.1. "Appropriate identification" means an original or a legible photocopy of the driver's license or state-issued identification card of the person requesting personal information. If the person is a corporation or business, an employee of the company shall provide a copy of his or her driver's license or state-issued identification card.

4.2. "Consensual users" means persons to whom the Division may disclose personal information pursuant to W.Va. Code §17A-2A-6. Under that section, personal information may be disclosed by the Division with written permission of the person about whom the information is sought.

4.3. "Permitted users" means persons allowed to receive information as defined by the permitted disclosures section of the Act found in W. Va. Code §17A-2A-7. Persons who want copies of their own records are permitted users and may obtain copies of their own records.

4.4. "Requestor" means any person who requests personal information from the Division.

4.5. "Required users" means persons to whom the Division must disclose personal information as mandated under W.Va. Code §17A-2A-5.

4.6. "Uniform Motor Vehicle Records Disclosure Act" or "Act" means the provisions of W.Va. Code §17A-2A-1 et seq. pertaining to the implementation of the federal Drivers Protection Act of 1994 in this state.

4.7. "Written permission" includes a copy of a power of attorney, a completed Division waiver form, or a written statement signed and dated by the individual about whom the information is sought.

#### §91-8-5 Disclosure of Records that do not contain personal information.

5.1. Verbal Requests. The Division may disclose records that do not contain personal information upon verbal request.

5.1.a. Division employees may confirm information over the telephone given by the person requesting the information.

5.1.b. Division employees may disclose information over the telephone regarding the status of vehicle titles, and vehicle registrations including the vehicle identification number, the year, the make, and the model of vehicles registered or titled in West Virginia.

5.1.c. Division employees may disclose information over the telephone concerning the status of driver's licenses and identification cards including revocations, suspensions, and citations.

5.1.d. Division employees may disclose information over the telephone regarding the status of a dealership license including final revocations, suspensions, and civil penalties.

5.2. Written Requests. The Division may disclose records that do not contain personal information upon written request pursuant to W. Va. Code §29B-1-1 et seq.

§91-8-6 Disclosure of Records that contain personal information.

6.1. Verbal Requests. The Division may not disclose records that contain personal information upon verbal request.

6.2. Written Requests. The Division shall disclose records that contain personal information if the request is in writing on a form prescribed by the Division, if the request is for a legitimate purpose, if the requestor pays the required fees, and if the requestor provides proper identification. Records shall be disclosed only to required users, consensual users, or permitted users pursuant to the Act.

6.2.a. Permitted Users.

1. Requestors may obtain their own driver records at any branch office of the Division. All other requests must be processed through the Charleston Capitol office at the following address:

Attention: Driver Records  
WVDMV  
1800 Kanawha Blvd., E  
Charleston, WV 25317

2. Obtaining Another Person's Driver's License Records. All driver records released will cover a five-year period. Courts, law enforcement agencies, government agencies, and employers may request records covering a longer period.

3. Requesting Vehicle Records. Requestors may obtain their own vehicle records and other persons' vehicle information, if permitted, by sending a written request to the Charleston Capitol office at the following address:

Attention: Vehicle Records  
WVDMV  
1606 Washington Street, E  
Charleston, WV 25317

6.2.b. Bulk Sales. The Division shall disclose personal information in bulk to required or permitted users only after review by the Division and only after the requestor has:

1. Completed and submitted a letter of intent. The letter of intent shall specify that personal information will be used only in accordance with the Act; and it shall specify the section of the Act that qualifies the requestor as either a required user, a consensual user, or a permitted user;

2. Completed and submitted a contract prescribed by the Division; and

3. Submitted the appropriate fees.

6.2.c. Non-Permitted Users. The Division may release records that contain personal information to non-permitted users under the Act if all personal information has been obscured or redacted. Any requestor who wants copies of another person's personal information, including copies of records about their immediate family members, may be able to obtain this information only if:

1. The Division has a completed Opt-in form from the person who is the subject of the request; or

2. The requestor is a consensual user as defined by W. Va. Code §17A-2A-6.

6.2.d. Opt-In. The Division shall disclose all personal information about a person to any requestor if the person about whom the information is requested has signed and submitted a written consent form, or opt-in form, allowing the Division to disclose personal information for any purpose.

### 6.3. Nondisclosure of Records.

6.3.a. The Division shall not disclose personal information contained in records if the Division has reasonable grounds to believe that the information will not be used for a legitimate purpose.

6.3.b. The Division shall not disclose personal information to satisfy curiosity, for marketing purposes, for solicitations or for any purpose not permitted under the Act.

6.3.c. The Division shall not disclose personal information to the media since the

media are not required users, permitted users, or consensual users under the Act.

6.3.d. The Division shall not disclose finger images collected by the Division except for issuing and processing driver's licenses and any legal process associated with issuing and processing driver's licenses.

6.3.e. The Division shall not disclose personal information by facsimile machine unless the request is made pursuant to the Act and all appropriate fees have been received.

6.3.f. The Division shall not disclose information contained in motor vehicle dealership files maintained by the Division pursuant to W.Va. Code §17A-6-4, except by valid subpoena or court order.

6.3.g. The Division shall not disclose medical or disability records to any person except a consensual user; a required user with statutory requirements and authority for the use of medical or disability records; the Division's driver's license advisory board; a reviewing court, pursuant to a valid subpoena pursuant to a valid Supreme Court or Circuit Court order.

6.3.h. Message Forwarding- The Division shall not disclose personal information if the requester is not a permitted user, a required user, or a consensual user. However, the Division may send a message to the person about whom the personal information pertains. The requestor shall fill out a form prescribed by the Division, write a message on the form and pay the appropriate, nonrefundable fee. The Division shall forward the message to the last known address in its records. The Division shall not guarantee a response. The Division may refuse to send the message if it contains offensive language, threats, language that may incite violence, or any language that may induce or assist in criminal activities.

6.3.i. The Division shall not disclose social security numbers or credit card numbers except pursuant to federal law, West Virginia law, a valid court order, a valid subpoena, or a valid government agency request on agency letterhead that includes statutory authority for the release of the social security number or credit card number.

§91-8-7 Fees. All fees listed in this subsection shall accompany requests for information. Fees are nonrefundable even if the requested information is not available from the Division's records. Fees referenced in this rule are established in accordance with W.Va. Code §17A-2A-9 or related statute.

7.1. Five Dollars (\$5) per request for a certified abstract of operating record (~~7~~ 5 years). A One Dollar (\$1) additional fee will be charged if the driver's license number is not provided by the requestor.

7.2. Five Dollars (\$5) per request for each certified complete abstract of operating record.

7.3. One Dollar (\$1) per request for vehicle registration information (screen print from computer records).

7.4. Five Dollars (\$5) for a title file which includes any documents submitted at the time the



vehicle was titled and any documents submitted subsequent to titling.

7.5. Twenty-five Dollars (\$25) for a complete title history.

7.6. Five Dollars (\$5) per request for proof of fees paid to the Division when vehicle was purchased.

7.7. Five Dollars (\$5) per request for encumbrance information that includes both registration and lien information (screen print from computer records).

7.8. Twenty-five Dollars (\$25) per copy for each administrative hearing cassette tape.

7.9. One Dollar and fifty cents (\$1.50) per page for each transcribed page from an administrative hearing.

7.10. Twenty-five cents (0.25) per page for each copy of a driver license suspension, revocation, or disqualification file. This excludes investigation information.

7.11. Five Dollars (\$5) nonrefundable fee for any message forwarding request.

7.12. Thirty Dollars (\$30) for each copy of an administrative hearing CD.

7.13. Fifteen Dollars (\$15) per copy of a video tape in the administrative hearing file.

7.14. The cost of each bulk information request fee may vary and will be determined by the cost of producing the information.

7.15. Ten Dollars (\$10) for each certified record of a vehicle title.

7.16. Twenty Dollars (\$20) per copy of lien perfection information.



**WEST VIRGINIA**  
**DEPARTMENT OF TRANSPORTATION**  
1900 Kanawha Boulevard East • Building Five • Room 109  
Charleston, West Virginia 25305-0440 • 304/558-0444

**Joe Manchin III**  
Governor

April 15, 2008

The Honorable Betty Ireland  
Secretary of State  
State Capitol Building  
Charleston, WV 25305

Dear Madam Secretary:

The Commissioner of Motor Vehicles is hereby authorized to promulgate proposed amendments to 91 CSR 8 Disclosure of Information from the Files of the Division of Motor Vehicles. The promulgation of this rule was approved by the Legislature and the authorizing legislation was signed by the Governor.

Comments and concerns about the contents of this rule should be directed to the Commissioner of Motor Vehicles. Thank you for your assistance in this matter.

Sincerely

A handwritten signature in black ink that reads "Paul A. Mattox, Jr." with a stylized flourish at the end.

Paul A. Mattox, Jr., P.E.  
Commissioner of Highways

PAM:sd  
Enclosure