

ACCOUNT PACKAGE INSTRUCTIONS

The Department of Motor Vehicles is authorized to maintain an information reporting service for driver's license and vehicle registration/title records.

Pursuant to NRS 481.063 Nevada law requires all requesters applying for an account, meet the following criteria:

- Complete, sign and date application.
- Complete, sign, date and have notarized affidavit stating understanding of Nevada Revised Statute 481.063 (IR-003).
- Mail completed application, affidavit, and required documents to the Records Section.

Required Documents, if applicable:

- Copy of current Business or State License. If business is located in Nevada – must provide State of Nevada business license.
- Fictitious Name filing document if DBA is listed.
- Copy of Private Investigators License.
- Copy of Documents showing Licensed Attorney.
- National Association of Insurance Commissioners (NAIC) number
- Articles of Incorporation
- Letter of Authorization (For 3rd party business, 3 letters of reference are needed).
- Any other documentation deemed necessary by the Department.

Governmental Agencies:

- Include the following statement on letterhead "The information obtained will be used solely for carrying out official functions".

Upon receipt of the application by the Records Section, your request will be reviewed, and you will be notified by letter of approval or denial of your request. Upon approval, you will be given your assigned account number. This number is to be used for identification purposes whenever service is requested. Account payments are due within 21 days from the date of the billing statement.

Enclosed is an application, affidavit, guidelines and fee schedule for your use and information. Any questions regarding the requesting of Department information may be directed to the Records Section in writing at the above address, by telephone at (775) 684-4590 or through our website at www.dmv.nv.com

APPLICATION FOR COMMERCIAL RECORDS

 Open Records Account
 One Time Records Request

1.	Corporation/Business Name:																		
2.	DBA: (if applicable)																		
3.	Federal Employer Identification Number (FEIN):																		
4.	Business Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> Government Entity <input type="checkbox"/> Other																		
5.	Incorporation Effective Date: <input style="width: 100px;" type="text"/> <div style="text-align: center; font-size: small;">mm/dd/yyyy</div>		Incorporation State: <input style="width: 100px;" type="text"/>																
6.	<i>Full Legal Name of Owners/Corporate Officers (if additional lines are needed, please attach a separate document):</i> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 25%;">Last Name</th> <th style="width: 25%;">First Name</th> <th style="width: 5%;">M.I.</th> <th style="width: 25%;">Title (Check One)</th> <th style="width: 20%;">Phone Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> <input type="checkbox"/> Corporate Officer <input type="checkbox"/> Manager <input type="checkbox"/> Owner <input type="checkbox"/> Other _____ </td> <td>() -</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> <input type="checkbox"/> Corporate Officer <input type="checkbox"/> Manager <input type="checkbox"/> Owner <input type="checkbox"/> Other _____ </td> <td>() -</td> </tr> </tbody> </table>				Last Name	First Name	M.I.	Title (Check One)	Phone Number				<input type="checkbox"/> Corporate Officer <input type="checkbox"/> Manager <input type="checkbox"/> Owner <input type="checkbox"/> Other _____	() -				<input type="checkbox"/> Corporate Officer <input type="checkbox"/> Manager <input type="checkbox"/> Owner <input type="checkbox"/> Other _____	() -
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7.	Business Physical Address <hr/> <div style="display: flex; justify-content: space-between;"> Address City State Zip </div>																		
8.	Business Mailing Address <hr/> <div style="display: flex; justify-content: space-between;"> Address City State Zip </div>																		
9.	Web Address:																		
10.	Business Fax Number () - Fax Number																		
11.	Primary Point of Contact: <hr/> <div style="display: flex; justify-content: space-between;"> Name Phone Number </div>																		
12.	Secondary Point of Contact: <hr/> <div style="display: flex; justify-content: space-between;"> Name Phone Number </div>																		
13.	Accounts Payable Name (if applicable): <hr/> <div style="display: flex; justify-content: space-between;"> Name Phone Number </div>																		
14.	IT Contact Name <hr/> <div style="display: flex; justify-content: space-between;"> Name & Email Address Phone Number </div>																		
15.	NAIC NUMBER (Insurance) <hr/> NAIC Number																		

16.	Type of business:												
17.	Specific Information Requested:												
18.	Reason/need for information:												
19.	How will information be used:												
20.	Previous Nevada DMV Records Account? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, under what name? Account Number? When?												
21a.	<p>I hereby certify the above information is true and correct, and the information obtained will be used for the purpose stated above and in accordance with the Drivers Privacy Protection Act and NRS 481.063.</p> <p>It is further agreed payment on this account will be made within twenty-one (21) days of the billing date and, if required, a bond insuring payment of the account will be posted.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 60%;"></td> <td style="border-bottom: 1px solid black; width: 20%; text-align: center;">Title</td> <td style="border-bottom: 1px solid black; width: 20%; text-align: center;">Date</td> </tr> <tr> <td style="text-align: center;">Signature of Owner/Corporate Officer</td> <td></td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black; text-align: center;">Title</td> <td></td> </tr> <tr> <td style="text-align: center;">Printed Name of Owner/Corporate Officer</td> <td></td> <td></td> </tr> </table>		Title	Date	Signature of Owner/Corporate Officer				Title		Printed Name of Owner/Corporate Officer		
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Please note: Payment in full is due at the time record requests are submitted, except for requests charged to a Records Account. Monthly invoices will be issued for Records accounts and payment in full is due within 21 days of the billing date. If your account is suspended for non-payment, you will be required to pay not only the past due amount, but any current invoice amounts before any further business can be conducted with the Department. In addition, per NRS 353C, your account will be turned over to a private collection agency. Accounts referred for private collection may be required to pay a private collection fee. Accounts referred to the collection agency will remain suspended until proper notification of payment in full is received directly from the collection agency.

Account No. _____

OFFICE USE ONLY

Reviewed By _____ Date _____

Denied _____ Accepted _____ Pending _____ Updated _____

Comments _____

Type of Account:

- | | | | | |
|-----------------------------------|--|---------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> FTP | <input type="checkbox"/> Overnight Batch | <input type="checkbox"/> Vquest | <input type="checkbox"/> Web Portal | <input type="checkbox"/> Hidden Driver Extract |
| <input type="checkbox"/> Reg File | <input type="checkbox"/> DL File | <input type="checkbox"/> Smog Extract | <input type="checkbox"/> Title File | <input type="checkbox"/> Other |

Run:

- Monthly Semi-Monthly Weekly Annually Semi Annual Upon Request
- Other _____

Account No. _____

Instructions - Application for Commercial Records (IR008)

1.	Official legal business name or name of corporation (all corporation types, LLC's, LLP's)
2.	"Doing Business As" Name
3.	Federal Employee Identification Number or N/A if your business is a sole proprietorship and does not have an FEIN
4.	Check the applicable business type <ul style="list-style-type: none"> • Corporation = All corporation types (S. Corp, Publicly Traded Corp, Privately Held Corp) • Individual = Sole proprietorships and unincorporated partnerships • LLC = Limited Liability Company • LLP = Limited Liability Partnership • Governmental Entity = City, County, State, and Federal entities • Other = Any business entity not listed above
5.	Incorporation Effective Date = Date of Incorporation for all corp types and/or date of formation for LLC's and LLP's Incorporation State = State of incorporation for all corp types and/or state of formation for LLC's and LLP's
6.	Full Legal Names, Titles, and Phone Numbers for: Corporations of all types = Corporate Officers Individual = Names of Sole Proprietors/Unincorporated partnerships LLC = Managing Members/Members/Officers LLP = Managing Partners/Partners Governmental Entity = Director, Agency Head, Appointing Authority, etc. Other = Responsible party(s)
7.	Business Physical Address
8.	Business Mailing Address
9.	Web Address (official URL for business website)
10.	Fax Number: Business Fax Number for sending/receiving record requests
11.	Primary Point of Contact has the authority to make changes to the account, add or delete users, and receive information.
12.	Secondary Point of Contact has the same authority as the Primary Point of Contact, once appointed by the owner or primary point of contact
13.	Accounts Payable Name has permission to receive billing information only.
14.	IT Contact Name is the information technology person with the authority to communicate with us for programming purposes only.
15.	NAIC Number: 5 digit number given to insurance companies/rep's by the National Association of Insurance Commissioners.
16.	Type of Business (i.e., Insurance company, auto repair, tow company, attorney, etc.)
17.	List specific information requested (i.e., sequence of data, zip codes, vehicle types, age groups, counties, etc.). Use additional sheet if necessary.
18.	Provide specific details on why information is needed.
19.	Provide specific details on how the information you receive from DMV will be used.
20.	Check No if you/your business have not previously had an account with Nevada DMV Records. Check Yes if you/your business have previously had an account and answer the subsequent questions.
21.	Box 21a must be signed by one owner/corporate officer. Box 21b must be signed by Primary. Box 21c must be signed by the Secondary. Printed names are also required for all signatories.
FORM IR003	Form IR003 must also be completed. Corporation, Individual, LLC, or LLP: Affidavit must be signed by one owner/corporate officer. Governmental entity or Other: Affidavit must be signed by responsible party, -listed in box 6.

AUTHORIZED USER'S LIST

No changes from previous year's Authorized User's List

Account Name _____

Please list users that will be added or deleted; all users not listed will remain active.

(Please Check) Account Privileges

Account Payable IT Contacts User All
 Add Delete Name _____ Phone No _____

(Please Check) Account Privileges

Account Payable IT Contacts User All
 Add Delete Name _____ Phone No _____

(Please Check) Account Privileges

Account Payable IT Contacts User All
 Add Delete Name _____ Phone No _____

(Please Check) Account Privileges

Account Payable IT Contacts User All
 Add Delete Name _____ Phone No _____

(Please Check) Account Privileges

Account Payable IT Contacts User All
 Add Delete Name _____ Phone No _____

SIGNATURE OF POINT OF CONTACT/OWNER/CORPORATE OFFICER _____ DATE _____

An updated authorized users list must be submitted when an authorized user leaves or is hired.

Primary Point of Contact has the authority to make changes to the account, add or delete users and receive information.
Secondary Point of Contact has the same authority as the Primary Point of Contact, once appointed by the Primary Point of Contact.

Authorized User is limited to 25 and has permission to obtain information on the account's behalf, based on account privileges.

Accounts payable has permission to receive billing information.

IT Contact is your information technology person we communicate with for programming issues only.

ACCOUNT NO. _____

State of _____)

AFFIDAVIT

County of _____)

Being first duly sworn under penalty of perjury I hereby state:

- (a) I submit I have been duly authorized to represent myself or organization(s) for which I enter into this binding agreement. Subsequently I have read, fully understand and agree to abide by the laws and regulations now in effect and hereinafter enacted or adopted regarding the manner in which personal information from the Department of Motor Vehicles driver's license, registration files and records may be obtained and the limited uses which are permitted;
- (b) I understand that any sale or disclosure of information so obtained must be in accordance with the provisions of this section. Specifically, that I must keep records of such sale or disclosure for five years for Department inspection, and that such sale or disclosure may only be for a use permitted under law;
- (c) I understand that a record will be maintained by the Department of any information which I request;
- (d) I understand that a violation of the provisions of NRS 481.063 and NRS 485.316 is a criminal offense. Specifically, that it is unlawful to make a false representation to obtain any information from the Department, or to knowingly obtain or disclose any information from the files or records of the Department for any use not permitted by the provisions of this chapter.
- (e) I understand that I and the organization(s) I represent shall keep all data, information, reports, tests, manuals, instructions, plans, system designs, computer codes, and any documents or drawings that are related to infrastructure security received from the State of Nevada, Department of Motor Vehicles ("Department"), or created by the agency as necessary to render performance under this Agreement, strictly confidential. Except for the sharing of information among law enforcement agencies for law enforcement purposes under NRS 481.063 Section 6, I agree that I will not disclose any of the items as referenced in this subsection to a person who is not a party to this agreement absent the express written consent of the Department. I further understand and agree that the Department may be required to disclose, in certain instances, some of the above items in compliance with Nevada Public Records Law, and these instances do not change my or my organization's obligations to maintain confidentiality as set out above. The confidential items, as set out above, specifically include, but are not limited to, the following items:
- 1) Information regarding defense in-depth strategies, Information Security Policies, Information Security Plans, Intrusion Protection / Prevention systems, access control measures, network and/or systems architecture, security passwords, security access codes, and security programs; access codes for software applications; and security procedures, processes, and recovery plans.
 - 2) Specific data collected in preparation of connection to the Department's infrastructure or information essential to the Department's information security.
 - 3) Security testing results, especially if the results identify specific system vulnerabilities.

I also agree and understand that this confidentiality provision's purpose is to prevent public disclosure that may have an impact on public safety or security, including but not limited to, security of personally identifiable (PII) information. In addition to any other indemnification agreements contained in this Affidavit, I further agree to indemnify, hold harmless, and defend the Department from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, based on the agencies release of the aforementioned items. If I must disclose some of the above items to a third party, I shall obtain the written consent of the Department and the third party must agree, in writing, to the terms of this provision. The terms of this provision shall survive the completion of performance under this Agreement and/or the termination of this Agreement.

I attest to the fact that I am an authorized representative for myself or of the requesting organization. I declare under penalty of perjury that the foregoing is true and correct. **Signatures must be original. Photocopies are not acceptable.**

DATED this _____ day of _____, (20 __)

Signature of Applicant

Printed Name and Title (if applicable) of Applicant

Signed and sworn to before me this _____ day of _____, (20 __)

By _____

NOTARY Public or Authorized Nevada DMV Representative

(Notary Seal)

IR003 (Rev 03.2015)

COMMERCIAL SALES FEES

TOTAL FILE / PARTIAL FILE

1ST request = \$2,500 + \$1.00 technology fee = total of \$2,501.00
2ND request within 12 months = \$2,000 + \$1.00 technology fee = total of \$2,001.00
3RD and subsequent requests within 12 months = \$1,500 + \$1.00 technology fee = total of \$1,501.00

FTP Monthly conviction extract
\$5.00 Fee per conviction + \$1.00 Technology Fee per file.

Governmental Agencies = \$150 + \$1.00 technology fee = total of \$151.00

WEB SERVICE

Web Service 3 year MVR
\$7.00 + \$1.00 technology fee = total of \$8.00 per record in.

Registration and Title Web Service
\$5.00 Registration + \$1.00 Technology Fee; \$5.00 Title + \$1.00 Technology Fee; \$10.00 Registration and Title + \$1.00 Technology Fee.

STATISTICS

No breakdown = \$200 + \$1.00 technology fee = total of \$201.00
Two breakdowns = \$250 + \$1.00 technology fee = total of \$251.00
Three breakdowns = \$300 + \$1.00 technology fee = total of \$301.00
More than three breakdowns = requester must purchase entire or partial file and pay appropriate fees.

Commercial sales fees are subject to change.

Note: There has been a \$1.00 Technology fee associated to each file.

1. The Director may charge and collect reasonable fees for official publications of the Department and from persons making use of files and records of the Department or its various divisions for a private purpose. All money so collected must be deposited in the State Treasury for credit to the Motor Vehicle Fund.

2. Except as otherwise provided in subsection 6, the Director may release personal information, except a photograph, from a file or record relating to the driver's license, identification card, or title or registration of a vehicle of a person if the requester submits a written release from the person who holds a lien on the vehicle, or an agent of that person, or the person about whom the information is requested which is dated not more than 90 days before the date of the request. The written release must be in a form required by the Director.

3. Except as otherwise provided in subsections 2 and 4, the Director shall not release to any person who is not a representative of the Division of Welfare and Supportive Services of the Department of Health and Human Services or an officer, employee or agent of a law enforcement agency, an agent of the public defender's office or an agency of a local government which collects fines imposed for parking violations, who is not conducting an investigation pursuant to [NRS 253.0415](#) or [253.220](#), who is not authorized to transact insurance pursuant to [chapter 680A](#) of NRS or who is not licensed as a private investigator pursuant to [chapter 648](#) of NRS and conducting an investigation of an insurance claim:

(a) A list which includes license plate numbers combined with any other information in the records or files of the Department;

(b) The social security number of any person, if it is requested to facilitate the solicitation of that person to purchase a product or service; or

(c) The name, address, telephone number or any other personally identifiable information if the information is requested by the presentation of a license plate number.

È When such personally identifiable information is requested of a law enforcement agency by the presentation of a license plate number, the law enforcement agency shall conduct an investigation regarding the person about whom information is being requested or, as soon as practicable, provide the requester with the requested information if the requester officially reports that the motor vehicle bearing that license plate was used in a violation of [NRS 205.240](#), [205.345](#), [205.380](#) or [205.445](#).

4. If a person is authorized to obtain such information pursuant to a contract entered into with the Department and if such information is requested for the purpose of an advisory notice relating to a motor vehicle or the recall of a motor vehicle or for the purpose of providing information concerning the history of a vehicle, the Director may release:

(a) A list which includes license plate numbers combined with any other information in the records or files of the Department; or

(b) The name, address, telephone number or any other personally identifiable information if the information is requested by the presentation of a license plate number.

5. Except as otherwise provided in subsections 2, 4 and 6 and [NRS 483.294](#), [483.855](#) and [483.937](#), the Director shall not release any personal information from a file or record relating to a driver's license, identification card, or title or registration of a vehicle.

6. Except as otherwise provided in paragraph (a) and subsection 7, if a person or governmental entity provides a description of the information requested and its proposed use and signs an affidavit to that effect, the Director may release any personal information, except a photograph, from a file or record relating to a driver's license, identification card, or title or registration of a vehicle for use:

(a) By any governmental entity, including, but not limited to, any court or law enforcement agency, in carrying out its functions, or any person acting on behalf of a federal, state or local

governmental agency in carrying out its functions. The personal information may include a photograph from a file or record relating to a driver's license, identification card, or title or registration of a vehicle.

(b) In connection with any civil, criminal, administrative or arbitration proceeding before any federal or state court, regulatory body, board, commission or agency, including, but not limited to, use for service of process, investigation in anticipation of litigation, and execution or enforcement of judgments and orders, or pursuant to an order of a federal or state court.

(c) In connection with matters relating to:

- (1) The safety of drivers of motor vehicles;
- (2) Safety and thefts of motor vehicles;
- (3) Emissions from motor vehicles;
- (4) Alterations of products related to motor vehicles;
- (5) An advisory notice relating to a motor vehicle or the recall of a motor vehicle;
- (6) Monitoring the performance of motor vehicles;
- (7) Parts or accessories of motor vehicles;
- (8) Dealers of motor vehicles; or
- (9) Removal of nonowner records from the original records of motor vehicle manufacturers.

(d) By any insurer, self-insurer or organization that provides assistance or support to an insurer or self-insurer or its agents, employees or contractors, in connection with activities relating to the rating, underwriting or investigation of claims or the prevention of fraud.

(e) In providing notice to the owners of vehicles that have been towed, repossessed or impounded.

(f) By an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license who is employed by or has applied for employment with the employer.

(g) By a private investigator, private patrol officer or security consultant who is licensed pursuant to [chapter 648](#) of NRS, for any use permitted pursuant to this section.

(h) By a reporter or editorial employee who is employed by or affiliated with any newspaper, press association or commercially operated, federally licensed radio or television station for a journalistic purpose. The Department may not make any inquiries regarding the use of or reason for the information requested other than whether the information will be used for a journalistic purpose.

(i) In connection with an investigation conducted pursuant to [NRS 253.0415](#) or [253.220](#).

(j) In activities relating to research and the production of statistical reports, if the personal information will not be published or otherwise redisclosed, or used to contact any person.

7. Except as otherwise provided in paragraph (j) of subsection 6, the Director shall not provide personal information to individuals or companies for the purpose of marketing extended vehicle warranties, and a person who requests and receives personal information may sell or disclose that information only for a use permitted pursuant to subsection 6. Such a person shall keep and maintain for 5 years a record of:

- (a) Each person to whom the information is provided; and
- (b) The purpose for which that person will use the information.

É The record must be made available for examination by the Department at all reasonable times upon request.

8. Except as otherwise provided in subsection 2, the Director may deny any use of the files and records if the Director reasonably believes that the information taken may be used for an unwarranted invasion of a particular person's privacy.

9. Except as otherwise provided in [NRS 485.316](#), the Director shall not allow any person to make use of information retrieved from the system created pursuant to [NRS 485.313](#) for a private

purpose and shall not in any other way release any information retrieved from that system.

10. The Director shall not release any information relating to legal presence or any other information relating to or describing immigration status, nationality or citizenship from a file or record relating to a request for or the issuance of a license, identification card or title or registration of a vehicle to any person or to any federal, state or local governmental entity for any purpose relating to the enforcement of immigration laws.

11. The Director shall adopt such regulations as the Director deems necessary to carry out the purposes of this section. In addition, the Director shall, by regulation, establish a procedure whereby a person who is requesting personal information may establish an account with the Department to facilitate the person's ability to request information electronically or by written request if the person has submitted to the Department proof of employment or licensure, as applicable, and a signed and notarized affidavit acknowledging that the person:

(a) Has read and fully understands the current laws and regulations regarding the manner in which information from the Department's files and records may be obtained and the limited uses which are permitted;

(b) Understands that any sale or disclosure of information so obtained must be in accordance with the provisions of this section;

(c) Understands that a record will be maintained by the Department of any information he or she requests; and

(d) Understands that a violation of the provisions of this section is a criminal offense.

12. It is unlawful for any person to:

(a) Make a false representation to obtain any information from the files or records of the Department.

(b) Knowingly obtain or disclose any information from the files or records of the Department for any use not permitted by the provisions of this chapter.

13. As used in this section:

(a) "Information relating to legal presence" means information that may reveal whether a person is legally present in the United States, including, without limitation, whether the driver's license that a person possesses is a driver authorization card, whether the person applied for a driver's license pursuant to [NRS 483.290](#) or [483.291](#) and the documentation used to prove name, age and residence that was provided by the person with his or her application for a driver's license.

(b) "Personal information" means information that reveals the identity of a person, including, without limitation, his or her photograph, social security number, individual taxpayer identification number, driver's license number, identification card number, name, address, telephone number or information regarding a medical condition or disability. The term does not include the zip code of a person when separate from his or her full address, information regarding vehicular accidents or driving violations in which he or she has been involved or other information otherwise affecting his or her status as a driver.

(c) "Vehicle" includes, without limitation, an off-highway vehicle as defined in [NRS 490.060](#).

(Added to NRS by 1957, 611; A 1975, 210; 1979, 1118; 1981, 1590; [1985, 686](#); [1989, 473](#); [1993, 2479](#); [1995, 1926](#); [1997, 65, 312, 2342](#); [1999, 1932](#); [2001, 909](#); [2003, 454](#); [2009, 709, 2201, 2273](#); [2011, 289, 2679](#); [2013, 1291](#), effective January 1, 2014)

NRS 482.170 Records of Department concerning registration and licensing. Except as otherwise provided in [NRS 239.0115](#), [481.063](#) and [485.316](#), all personal information in the records of

registration and licensing in the offices of the Department is confidential and must not knowingly be disclosed by the Department.

[4:202:1931; 1931 NCL § 4435.03]—(NRS A [1991, 487](#); [1993, 2479](#); [1995, 1929](#); [2007, 2114](#))