



POLICE DEPARTMENT

DALE DANTER, CHIEF

137 EAST MINNESOTA AVENUE, GLENWOOD, MINNESOTA 56334
PHONE: 320.634.4518 - FAX: 320.634.5592

REQUEST FOR DRIVER LICENSE OR MOTOR VEHICLE DATA

PLEASE READ THIS NOTICE CAREFULLY IF YOU ARE ASKING THIS LAW ENFORCEMENT AGENCY TO PROVIDE DRIVER LICENSE OR MOTOR VEHICLE REGISTRATION DATA

Under Minnesota Statutes 168.346 and 171.12, subdivision 7, data concerning motor vehicle registration or driver license information not part of a closed criminal case file or active investigation is classified as private data. As private data, as a general rule and subject to a few exceptions, the data may be provided only to the data subject (the person it is about), a person that has the written informed consent of the data subject, or someone granted access by a specific statute or court order.

You and/or your written authorized representation are now asking this agency to provide access to and a copy of a vehicle registration or driver license record of which you are the subject. Because these records are those of the Minnesota Department of Public Safety to which this law enforcement agency does not have full access, you may obtain a copy of this record in one of two ways. Each way has its advantages and disadvantages to you in terms of cost, time and your privacy. Therefore, please consider the following two options.

1. You may complete a request for the data with this agency. If you do so, we will require you to prove your identity as the data subject and enter what is known as a Request For Services or Response or Incident Data record. We will then provide you the requested data as soon as reasonably possible and may charge you for a copy of any written report consistent with our promulgated fee schedule. Once this report is completed, it, along with the record that you have requested, **BECOMES PUBLIC DATA AND IS AVAILABLE TO ANYONE THAT WISHES TO SEE IT OR OBTAIN A COPY.**
2. If you wish to obtain this data in a manner that will not result in it becoming a public record, you will have to obtain the data directly from the Department of Public Safety by completing the attached form, sending it to the indicated address and paying the required fee.

I UNDERSTAND THE TWO OPTIONS I HAVE TO OBTAIN THE REQUESTED RECORD AND WISH TO OBTAIN THE REQUESTED INFORMATION FROM YOU AT THIS TIME.

_____ Dated: _____
Data Subject

For Agency Use:

Proof of Identity was Provided by: Driver License Other (Specify): _____