



Guidelines Nebraska Department of Motor Vehicle Data Requests

The Nebraska Department of Motor Vehicles is accountable to the citizens of Nebraska to protect the integrity of the data entrusted to us. We take the obligation very seriously; therefore, we require specific, detailed information before we can make a determination with regard to requests for access to our data.

At some point in the future additional information may be required to reach a final determination in relation to your company's request. You will be notified if and when this becomes necessary.

Be advised this review and the final determination regarding your request is an extremely thorough process in Nebraska. Approval or denial of your request could take from 30 to 120 days. Repeated calls or emails regarding the status of your request will not speed the process.

REQUIREMENTS:

Requestors are required to carefully and thoroughly review the provisions of the Uniform Motor Vehicle Records Disclosure Act (UMVRDA). Your intended use for the requested data must meet one of the exempted uses defined in the Act. Information regarding the UMVRDA, including the applicable statutory references, is available on our website at: <http://www.dmv.ne.gov/dvr/disclosureact.html>

UMVRDA statutes may be reviewed on the Nebraska Unicameral website at: <http://uniweb.legislature.ne.gov/laws/laws.php>.

As part of your initial request you must provide:

1. The specific Exempted Use(s) under the Uniform Motor Vehicle Records Disclosure Act which qualifies you to receive access to the data you are requesting.

NOTE: *If there is no exempted use which applies to your intended use, you are not eligible to receive the data and your request will not be processed.*

2. Detailed information about the company with specific information regarding the type of business it is, the services it provides, and to whom those services are provided.

3. A copy of pertinent documentation related to the company's status as a viable Partnership, Limited Liability Company, Association, Corporation, Business Trust, etc.
4. A copy of your company's annual report and income statement/balance sheet for the last fiscal year of operation.
5. The name, title and contact information of the company officer authorized to sign such a contract on behalf of your company.
6. A list of the names, titles and contact information for all company officers.
7. A list of the names, titles and contact information for all company employees who will have direct access to the data provided by the Department.
8. A list of names, titles and contact information for any individual in the company who will determine and/or implement redisclosure of the data provided by the Department to a third party.
9. Your company's Federal Identification Number.
10. Details of your request specifying if you desire a one-time purchase of the entire file or a purchase of the entire file with on-going monthly updates, what type of data (driver or vehicle) and the actual data fields desired to be included. Bulk purchased driver files (header records) are limited to the following data fields: name, driver license number, date of birth, address, and physical description.

Note: If your request is approved, purchase of the entire file requires an upfront fee of \$20,000 with any remaining fees due before the data is provided. Record numbers range from approximately 1 to 2.3 million records. State statute sets record fees at \$18.00 per 1,000 records. Monthly update fees average \$550 to \$5500 per month. An invoice will be sent at the first of the month with payment due by the 25th.

11. A secure FTP address and password.

Note: If your request is approved and you elect to receive on-going updates the initial load and on-going updates would be provided via secure FTP.

Contract Details (if your request for data is approved): Before any data will be provided, a signed contract (for a period not to exceed five years) between your company and this Department is required. As part of the contract process, the Department may require filing of a bond.

Cooperation with this Department is mandatory. Your company will be required to furnish a list of contracts generated as a result of your company's redisclosure of Department data upon demand by the Department. Your company will be required to notify this Department immediately in the event of any breach of law or security

involving our data, cooperate fully in any investigation of the matter, and take all corrective actions required by this Department.

Your company will be required to develop a security plan, approved by the Department, to monitor and identify any misuse of data received from this Department by your company or any entity to which you have redisclosed the information. Your plan must require the immediate termination of the contract of any entity responsible for the misuse and the immediate notification of misuse to this Department.

An independent cyber security audit at your company expense will be required within four months of the effective date of the contract unless a current, detailed information security plan certified by an independent cyber security analyst is provided. This will be an annual requirement as a prelude to any extension of the contract.

Redisclosure and Liability: A written contract will be required between your company and any entity to which you transfer personal information obtained from this Department. You will be required to keep records for at least five years of any redisclosed information and the permitted purpose. It is also your responsibility to ensure any entity to which you have redisclosed information provided to you by this Department also retain the required records for a period of five years from the date of the record disclosure.

Both your company and any entity to which you have redisclosed Department information must make redisclosure records, including signed contracts, available to the Department, immediately upon demand for a period of five years from the date of the record disclosure.

Your company will be held liable for any misuse of records and personal information obtained from this Department by you or any entity to which you have redisclosed the information.

All questions should be submitted in written form to: jane.bond@nebraska.gov. Make sure your questions are detailed and clear. You will receive a response as soon as possible.