

INSTRUCTIONS FOR REQUEST FOR RECORD – REQUESTOR AUTHORIZED BY DPPA

This form can be used by individual's who are the exception under the DPPA and can obtain a person's driver record even if the driver requested the information not be released.

The requestor must complete the form, indicate the authorized purpose and reason for the request, mark the document needed, and submit the form along with a letter from the company or agency on company letterhead verifying the reason for the request.. If multiple drivers' records are needed, then the Multiple Request for Records form may also be completed. There is a \$5.00 charge for each driver record. Cashier's check or money order should be made payable to the Tennessee Department of Safety. The request can be mailed to the Tennessee Department of Safety, Financial Responsibility Division, 1150 Foster Avenue, Nashville, TN 37210 or a copy can be obtained in person at any Reinstatement or Driver License station in the state. If mailing, please allow two weeks for postmark date for delivery of requested driver record.

