Idaho Driver's License Record Request

ITD 3120 (Rev. 06-15)
itd.idaho.gov

If the request is mailed, please enclose the proper fee.

- Do not send cash in the mail.
- Make check or money order payable to the Idaho Transportation Department.
- No refunds will be processed whether or not a record is found.

In accordance with Idaho Code Section 49-202, and Administrative Rule Number 39.02.41, I hereby request the driving record(s) of the following:

Name	Driver's License Number	Date of Birth	Use 1, 2, 3 or 4 From Fee Schedule Below	Mark One: 3-Year Record	Mark One: Entire Record
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐

Requester's Name/Business Name	Telephone (If None, State "None")		
Requester's Address	City	State	Zip
Registered Account Number (If Applicable)	For Personal Requests Only - Fax or Email Back to ☐ Fax ☐ Email		

Authorization Statement

In order to receive motor vehicle or driver records under *Idaho Code Section 49-203* (see list on page 2), I certify under penalty of perjury pursuant to the law of the State of Idaho, that I meet the authorization requirements and that the use of such information will be strictly limited to the use described.

Requester's Signature	Date		Authorization (Select From List on Page 2)
MasterCard or Visa Number	Expiration Date	Security Code	Cardholder's Authorization Signature

Fee Schedule

1. Driver's License Record (DLR) ..... $ 7.00
2. Photocopy per document ..... $ 7.00
3. Certification of the Record (Additional) ..... $ 14.00
4. DLR plus copies of File Documents..... $ 14.00
   (i.e., Citations, Suspension Orders, etc.)

TOTAL REMITTANCE $_____

Credit card purchases are subject to an ITD service fee.

How to Submit Completed Request

Mail To: Driver Services
Idaho Transportation Department
PO Box 34
Boise ID 83731-0034

Phone: (208) 334-8736 Fax: (208) 334-8739

Email: ITDDriverRecords@itd.idaho.gov

Idaho Driver's License Record Request

Categories of Requesters Who May be Authorized to Receive Personal Information under *Idaho Code 49-203**

1. **Government:** For use by any government agency, including any court or law enforcement agency, in carrying out its functions or any private person or entity acting on behalf of a federal, state, or local agency in carrying out its functions.
2. **Driver Or Vehicle Safety:** For use in matters of motor vehicle or driver safety and theft, such as motor vehicle emissions, motor vehicle product alterations, recalls or advisories; performance monitoring of motor vehicles, motor vehicle parts, and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original records of motor vehicle manufacturers.
3. **Business Activities:** For use in the normal course of business by a legitimate business or its agents, employees or contractors, but only:
   a. To verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors.
   b. If such information as submitted is not correct or is no longer correct, to obtain the correct information, but only for the purpose of preventing fraud by pursuing legal remedies against or recovering on a debt or security interest against the individual.
4. **Court Proceedings:** For use in connection with any civil, criminal, administrative or arbitral proceeding in any federal, state, or local court or agency or before any self-regulatory body, including the services of process and investigation in anticipation of litigation, and the execution or enforcement of judgments and orders or pursuant to any order of a federal, state, or local court.
5. **Research:** For use in research activities and for use in producing statistical reports, so long as personal information is not published, re-disclosed, or used to contact individuals.
6. **Insurance:** For use by any insurer or insurance support organization (or by a self-insured entity) or its agents, employees, or contractors in connection with claims investigation activities, rating, or underwriting.
7. **Towed/Impounded Vehicles:** For use in providing notice to the owners of towed or impounded vehicles.
8. **Investigation:** For use by any licensed private investigative agency or licensed security service for any purpose permitted under the provisions of *Idaho Code Title 49*.
9. **Employer Information:** For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under the Commercial Motor Vehicle Safety Act of 1986 (*49 USC 31101* et seq.).
10. **Public Safety/Vehicle Operation:** For any other use specifically authorized under *Idaho Code*, if such use is related to public safety or the operation of a motor vehicle.
11. **Transportation Facilities:** For use in connection with the operation of private toll transportation facilities, including companies that operate parking facilities for the purpose of providing notice to the owners of vehicles who have used the facility.
12. **Written Consent Given:** The individual being inquired about has authorized the requestor in writing to have access to their personal information. A verified copy of the signed authorization must be included with the DLR request. Unless specifically stated, the individual's photograph, digitized signature, social security number, and medical or disability information will not be disclosed.*

---

*Release of an individual's photograph, digitized image of a photograph, digitized signature, social security number, and medical or disability information may not be disclosed without the written consent of the person to whom such information pertains, except for uses permitted under *Idaho Code Section 49-203, subsections (4)(a) and (4)(d)*.