

TO: Clerks of County Court

FROM: Dana Reiding, Chief
Bureau of Records

DATE: December 22, 2009

SUBJECT: Memorandum of Agreement (MOU) for Accessing and Receiving Driver License Data

In an effort to update our records, we are sending you the attached Memorandum of Understanding (MOU) with the supporting documents which identifies different types of information/data your office is currently accessing or receiving from our department.

In the supporting documents of the MOU, Attachment 3 identifies the assigned vendor number(s) for your office when obtaining a driver transcript both for the court use and public use. Please note the differences between the two types of vendor numbers. One number is used to produce a complete transcript for the court's use at no cost to the county per Florida Statute. The other number produces a 3 year driver transcript at the statutory cost of \$8.00. If you sell driver records, please ensure that you are using the correct vendor number, that you are charging at least \$8 per record, and remitting to the Department \$8 for each record sold as required by 322.20(12), Florida Statutes.

Please be aware that there have been some recent arrests of employees related to the misuse of driver license data. Each Clerk of Court must be responsible for ensuring that appropriate auditing procedures are in place to guard against inappropriate access and misuse of driver license information. Please sign, and return the attached documents as soon as possible to acknowledge your compliance with this important requirement.

You may visit our web site at www.flhsmv.gov/courts for more department related information. Please direct any questions regarding this MOU to Larry Bilbo at (850) 617-2634 or email your questions to LarryBilbo@fldhsmv.gov.

DR/bsw

Attachment