



TENNESSEE DEPARTMENT OF REVENUE
VTRS / IVTR Access Revision Form

Individual's Name (First, M.I., Last), User ID (DG #), Work Address, City, State, ZIP, Email Address, Work Phone, Last 4 SSN

TYPE OF CHANGE NEEDED

- ADD NEW USER, RETURNING USER, REVOKE USER ACCESS, MODIFY USER ACCESS

Start Date, Last Day

For County Clerks County Clerks, please return completed form to: CountyClerk.Help@TN.gov

- COUNTY CLERK USER, COUNTY CLERK USER (ADMIN), County

For External Organizations External Organizations, please return completed form to: Revenue.Security@TN.gov

- INQUIRY SCREENS, IVTR ACCESS, STOP INQUIRY with associated notes

AUTHORIZATION

Supervisor or County Clerk Official User ID

Supervisor or County Clerk Official Printed Name

Title

Signature

Date

NO CHANGES WILL BE MADE WITHOUT AUTHORIZATION. AUTHORIZATION CANNOT BE SIGNED BY APPLICANT, MUST BE SUPERVISOR OR COUNTY CLERK OFFICIAL. A WRITTEN OR ELECTRONIC SIGNATURE IS REQUIRED.



TENNESSEE DEPARTMENT OF REVENUE
VTRS Access Revision Form
Non-Disclosure Agreement

**Confidentiality and Disclosure of Tennessee Motor Vehicle Title and Registration Information
To Federal, State or Local Government Employees**

I acknowledge that my official duties involve access to Tennessee motor vehicle title and registration information. Such information may include motor vehicle titles, motor vehicle registrations, information that identifies individuals, photographs or images of individuals, social security numbers, names, addresses, telephone numbers, and medical or disability information.

I have been advised that Tennessee motor vehicle title and registration information requires special protection and may be accessed and used only in the performance of my official duties.

I have received and read the attached copies of Tennessee's Uniform Motor Vehicle Records Disclosure Act found in Tenn. Code Ann. § 55-25-101 et seq. and the Federal Drivers' Privacy Protection Act (Prohibition on Release and Use of Information from State Motor Vehicle Records) found in Title 18 U.S.C. § 2721 et seq., which pertain to the unauthorized access or disclosure of information from state motor vehicle records.

I have been advised that it is unlawful to access or disclose Tennessee motor vehicle title and registration information for any purpose not authorized as part of my official duties and that it is unlawful to disclose such information except as provided in the above referenced statutes. I have also been advised that these disclosure restrictions continue to apply even after my government employment ceases. I agree to comply with the attached Federal and Tennessee statutes described above.

I will not access or disclose any Tennessee motor vehicle title and registration information in any manner whatsoever, except to the extent, and in a manner specifically permitted by applicable laws, rules, or regulations.

I also understand that Title 18 U.S.C. §§ 2723 and 2724 state that a person who knowingly obtains, discloses or uses motor vehicle records and information for a purpose not permitted under Title 18 U.S.C. § 2721 et seq. is subject to a fine and is liable to the individual to whom the information pertains. The person whose privacy rights were violated may bring a civil action in a United States District Court and be awarded actual damages, punitive damages, reasonable attorney fees, litigation costs and other preliminary and equitable relief.



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I understand that violation of any of the foregoing requirements will be grounds for my being denied further access to Tennessee motor vehicle title and registration information and also ground for my immediate dismissal from employment. In addition, I will also be subject to the penalties outlined above.

User ID

User Printed Name

User Title

Organization or Department

Division and Location

User Signature

Date

A WRITTEN OR ELECTONIC SIGNATURE IS REQUIRED.