



# *Town of Lake Placid*

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Subject: Applicant Background Investigation

The Town of Lake Placid requires a certified driver's license history for all applicants who will be operating town vehicles in any capacity. The Town Supervisor hiring you will inform you if a driver's license history is required. If required the town requires a 10 year history.

Applicants are responsible for acquiring the history from either source listed below and then for delivering same to the Town Administrator's Office at 311, West Interlake Boulevard, Lake Placid, Fl. 33852.

Applicants are required to pay required fees for the history but will be reimbursed for same if a receipt is presented and the employee is hired.

You may purchase your own driver record from any driver license office, or tax collector that offers driver licensing services, or court clerks who provide this service, or from a private vendor.

Tax Collector's Office  
11 North Pine Avenue  
Lake Placid, Fl. 33852

Cost of a 7 year history at the office is \$16.75

To obtain a copy of a driving record by mail, please submit the Driver License Record Request Form which includes the individual's full name, date of birth or approximate age, social security number, Florida driver license number (if available) and the address where to send the record, along with the appropriate Driver History Records fee to:

Bureau of Records  
P.O. Box 5775  
Tallahassee, Florida 32314-5775

Cost of a 10 year history is \$10.00 plus \$3.75 for certification

The following form is required in either case. There is a two week waiting period for requests sent to Tallahassee.

Results can be emailed to: [lakeplacidinfo@gmail.com](mailto:lakeplacidinfo@gmail.com)



DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES  
**DIVISION OF MOTORIST SERVICES**  
 2900 Apalachee Parkway, Room B239, Mail Stop 91  
 Neil Kirkman Building - Tallahassee, FL 32399

**DRIVER LICENSE RECORDS REQUEST**

FEES ARE REQUIRED AT TIME OF REQUEST AND ARE PAYABLE TO DIVISION OF MOTORIST SERVICES. PLEASE ALLOW A 2-WEEK PROCESSING TIME FROM THE DATE WE RECEIVE THIS REQUEST.

**Requester's Information:**

Name of Requester \_\_\_\_\_ Date \_\_\_\_\_ Reference # (Case/File Name) \_\_\_\_\_

Mailing Address \_\_\_\_\_ To receive personal information indicate the appropriate number(s) from the exemptions list. **If you request your own personal information see note below.** Email Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax Number \_\_\_\_\_

**Under penalty of perjury, I affirm that I am entitled to receive this information and understand that I may not redisclose this information according to the [Driver Privacy Protection Act](#), except as provided in section 119.0712(2), Florida Statutes.**

Signature of Requester or Contact Person \_\_\_\_\_ Telephone Number \_\_\_\_\_

*Note: If you are requesting your own personal information you must include your driver license/identification card number or social security number, your date of birth and sign this request.*

**Request for A Driver History Record/Transcript (Attach a separate sheet for additional requests)**

First	Middle	Last	Date of Birth
Address on Record		City	State
<input type="checkbox"/> 3-year driver history \$8.00 <input type="checkbox"/> 7-year driver history \$10.00 <input type="checkbox"/> Complete driver history \$10.00		_____ <b>Driver License or Identification Card Number</b>	
Or <input type="checkbox"/> Certified 3-year, 7-year or complete is just \$10.00 (please circle 3-year, 7-year or complete)		_____ <b>Social Security Card Number</b>	

**Other Types of Requests And Fees:**  DL/ID Application  Other (specify below)

If you are requesting something other than a driver history record, there is a \$2.00 search fee per request and a document fee of \$0.50 each item/document requested or a \$1.00 for each **certified** document/item requested.

Letter of Verification - \$2.50 each  Certified Letter of Verification - \$3.00 each

Examples of this request are for specific information such as verifying type license held or address on record during a specific time or date(s), etc.

**Identify what needs to be stated in the letter of verification or specify what you are requesting. (If additional space is needed you may attach a separate sheet.)**

## **DRIVER PRIVACY PROTECTION ACT EXEMPTIONS**

Pursuant to section 119.0712(2), F. S., personal information in motor vehicle and driver license records can be released for the following purposes, as outlined in 18 United States Code, section 2721.

1. Personal information referred to in subsection (a) shall be disclosed for use in connection with matters of motor vehicle or driver safety and theft, motor vehicle emissions, motor vehicle product alterations, recalls, or advisories, performance monitoring of motor vehicles and dealers by motor vehicle manufacturers, and removal of non-owner records from the original owner records of motor vehicle manufacturers to carry out the purposes of titles I and IV of the Anti Car Theft Act of 1992, the Automobile Information Disclosure Act (15 U.S.C. 1231 et seq.), the Clean Air Act (42 U.S.C. 7401 et seq.), and chapters 301, 305, and 321-331 of title 49, and, subject to subsection.
2. 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.
3. For use in connection with matters of motor vehicle or driver safety and theft; 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 owner records of motor vehicle manufacturers.
4. 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; and
  - (b) if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual.
5. 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 service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a Federal, State, or local court.
6. For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact individuals.
7. 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, antifraud activities, rating or underwriting.
8. For use in providing notice to the owners of towed or impounded vehicles.
9. For use by any licensed private investigative agency or licensed security service for any purpose permitted under this subsection.
10. 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 chapter 313 of title 49.
11. For use in connection with the operation of private toll transportation facilities.
12. For any other use in response to requests for individual motor vehicle records if the State has obtained the express consent of the person to whom such personal information pertains.
13. For bulk distribution for surveys, marketing or solicitations if the State has obtained the express consent of the person to whom such personal information pertains.
14. For use by any requester, if the requester demonstrates it has obtained the written consent of the individual to whom the information pertains.
15. For any other use specifically authorized under the law of the State that holds the record, if such use is related to the operation of a motor vehicle or public safety.

**If you have questions or need additional information, please contact the Department's Customer Service Center at (850) 617-2000.**

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