
County Veterans Affairs Request for Veteran Designation Information Access

Instructions for Form Completion:

To request access to driver or motor vehicle records on behalf of the County Veterans Affairs office, please follow these steps carefully. This will ensure your form is completed correctly and processed promptly.

1. **Reason for Request:** Indicate the reason for your request in the designated section.
2. **Personal Information:** Enter your personal details under the "Name of Requester" section. If you are acting as a representative, fill in the fields under "Requester is an Authorized Representative of."
3. **Signature:** You must sign and date the agreement. Please note that only original wet ink signatures will be accepted—digital or scanned signatures are not permitted.

Form Sections:

- **Part A:** Mark the box labeled "Other" and indicate that you are requesting online record access.
- **Part C:** Initial C-1 and provide the details of the individual from your government agency who has authorized you to access motor vehicle records on behalf of the Veterans Affairs office. This individual will also be responsible for notifying the DOT if your access needs to be removed for any reason.
- **Part D:** Initial all items in Part D except for 9a to confirm your agreement with the terms. Then, sign and date the form.

Required Attachments:

1. **Driver's License or ID:** Attach a clear, legible copy of your driver's license or non-driver identification card.
2. **Proof of Authority:** Provide proof of your authority to make these requests on behalf of the County Veterans Affairs office. Acceptable proof includes an employee ID or a signed statement from your employer on official business letterhead.

Form Submission:

Once the form is complete, submit it by one of the following methods:

- Email: privacy.agreements@iowadot.us
- Fax: 515-817-6536
- Mail to: Iowa DOT
Systems & Admin Bureau
PO Box 9204
Des Moines, IA 50306-9204

Important: Any incorrect or incomplete requests will be returned to the email address provided by the requester.