

State of West Virginia  
Department of Transportation  
Division of Motor Vehicles  
***Privacy Notice***  
**Summary**

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**WHAT INFORMATION WE COLLECT AND WHY WE COLLECT IT**

- We need your personal and nonpersonal information to decide if you can get a driver's license, title, vehicle registration and/or plate.
- We may collect your name, address, date of birth, social security number, driver's license number, signature, finger image and photo as well as medical or disability information.
- If your issue cannot be solved while you are in the office, we take your phone number and email address to contact you.
- We will check your personal information with the Social Security Administration and Homeland Security. We will check your driving record with a national driver registry before approving your driver's license application.

**HOW WE USE YOUR INFORMATION**

- By West Virginia law and the Privacy Act of 1974, we must collect your social security number before we can give you a driver's license. Without your social security number, the DMV cannot give you a driver's license.
- We may share your information with government organizations and others required by law or that we have hired. These groups include Homeland Security, IRS, Social Security Administration, law enforcement and child support services. We also sell personal information to companies that are legally allowed to buy it, but not to telemarketers.
- As a State Agency, we may have to give your information to authorities after receiving a legal request or a court order.
- We will not knowingly collect a child's personal information without a parent/guardian's written permission.
- Documents that contain your personal and nonpersonal information are scanned and stored in a computer server.
- The West Virginia Office of Technology uses an encrypted security program to protect your personal information.

**REVIEWING AND CORRECTING YOUR RECORD – INDIVIDUAL RIGHTS**

- You have the right to review your information in our records and to correct it if it is wrong or outdated. Fees are required. For more information, go to [www.wvdot.com](http://www.wvdot.com) and click on Motor Vehicles or DMV.
- To make changes to your driver's license, or driving record, you must fill out a driver's license application and provide proof of your new information.
- To update information about your vehicle, you must complete a title application and provide proof of new information.
- To make other changes about your vehicle or driving record, you must write a request to:  
Vehicle Services or Driver Services  
WVDMV  
Charleston, WV 25317
- You may get a copy of **your** driving record by completing a request form, providing your driver's license or state-issued ID and paying a fee.

***For more information about our privacy requirements and practices, please call 1.800.642.9066 and your call will be directed to the Division's Privacy Officer for response.***