## Utah Driver License



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### INTRODUCTION



#### 1.0 Overview of the Utah Driver License File

The Utah Driver License file is owned, operated, and updated by the Utah Driver License Division (DLD). BCI is granted inquiry access to this file from the DLD to allow Utah criminal justice agencies access through the Utah Criminal Justice Information System (UCJIS).

U.S. Citizens, U.S. Nationals, and Legal Permanent Resident Aliens are eligible to apply for a "regular" Utah driver license, "regular" CDL, or a "regular" identification card.

The Driver License Division controls updates and the quality of this information. The time it takes to make updates may vary. For any information not shown in this manual, please contact the Drivers License Division by phone at 801-965-4437 Monday through Friday 8:00 am to 5:00 pm.

#### 1.1 Use of Driver License information acquired through UCJIS

When the information from a person's driver license is obtained through UCJIS, that information is protected by both state and federal law. Utah Driver License information is available for criminal justice investigation and criminal justice employment only.

The "administration of criminal justice" is defined by the FBI as one of these nine functions: detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, and rehabilitation. A Utah driver license may legally be run for any of these reasons.

"Criminal justice employment" means that the individual inquired upon will be employed by the agency running the driver license query and that his/her paycheck will come from criminal justice funds. For example: Agencies may run a driver license inquiry on an officer who will be driving one of their patrol cars. If the city hires a garbage truck driver and his paycheck does not come from criminal justice funds, agencies CANNOT access that truck driver's driving record, nor can they give it to the city administration.

#### 1.2 Misuse of information acquired through UCJIS

The federal "Drivers Privacy Protection Act" establishes a baseline for the protection of information. Utah law can require more protection if decided by the state. The Utah Code Annotated 53-10-108 governs the use of UCJIS information. In Section 12 defines misuse as:

(12) (a) It is a class B misdemeanor for a person to knowingly or intentionally access, use, disclose, or disseminate a record created, maintained, or to which access is granted by

the division or any information contained in a record created, maintained, or to which access is granted by the division for a purpose prohibited or not permitted by statute, rule, regulation, or policy of a governmental entity.

In addition to the Law 53-10-108, the Uniform Driver License Act Law 53-3-109 (8) states:

(a) It is a class B misdemeanor for a person to knowingly or intentionally access, use, disclose, or disseminate a record created or maintained by the division or any information contained in a record created or maintained by the division for a purpose prohibited or not permitted by statute, rule, regulation, or policy of a governmental entity.

Therefore, per Utah law, accessing the Utah Driver License file by way of UCJIS or disseminating DLD information for any other reason than the administration of criminal justice or criminal justice employment is prohibited.

#### 1.3 Driver's Privacy Protection Act

Each driver license record falls under the federal "Drivers Privacy Protection Act (DPPA)." (18 U.S.C. § 2721 et. seq.) which incorporates the following definitions:

- (1) "motor vehicle record" means any record that pertains to a motor vehicle operator's permit, motor vehicle title, motor vehicle registration, or identification card issued by a department of motor vehicles;
- (2) "person" means an individual, organization or entity, but does not include a State or agency thereof; and
- (3) "personal information" means information that identifies an individual, including an individual's photograph, social security number, driver identification number, name, address (but not the 5-digit zip code), telephone number, and medical or disability information, but does not include information on vehicular accidents, driving violations, and driver's status.

The DPPA prohibits the release and use of certain personal information from the State motor vehicle records as follows:

- (a) In General -- Except as provided in subsection (b), a State department of motor vehicles, and any officer, employee, or contractor, thereof, shall not knowingly disclose or otherwise make available to any person or entity personal information about any individual obtained by the department in connection with a motor vehicle record.
- (b) Permissible Uses -- 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 the *Automobile Information Disclosure Act*, the *Motor Vehicle Information and Cost Saving Act*, the *National Traffic and Motor Vehicle Safety Act of 1966*, the *Anti-Car Theft Act of 1992*, and the *Clean Air Act*, and may be disclosed as follows:

- (1) 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 Federal, State, or local agency in carrying out its functions.
- (2) 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.
- (3) 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.
- (4) 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.

#### 1.4 Dissemination of Driver License information

The dissemination of driver license information is for the administration of criminal justice with the exception of at the scene of an accident which is governed by Utah Law 43-6a-401(3)(a) which states "accidents involving property damage, and 41-6a-401.7(1)(a), accidents involving injury, death or property damage, or operator of a vehicle involved in an accident is REQUIRED to provide to the person involved, the operator's name, operator's

address, registration number of the vehicle, and the name of the insurance provider covering the vehicle and the phone number of the agency or provider."

#### 2.0 Access and Permission to DLD information

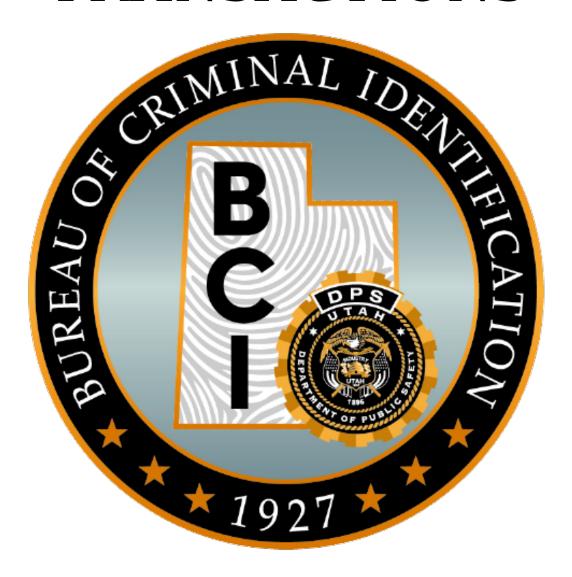
Utah driver license information can be obtained several different ways. This information can be accessed through UCJIS or by software vendors such as, eForce, Spillman, Versaterm, etc. Various criminal justice agencies have access to varying types of information depending on their needs. Whether the information is accessed directly through UCJIS or a vendor, the information is protected by state and federal laws.

The amount of information seen by an agency is determined by the Utah Driver License Division. If your agency has been granted one type of access and wishes to obtain a different kind, contact the Utah DLD in writing to request a change in access. As of October 2014, the Utah Driver License Division has granted the following access:

Permission	Agencies
3/10 Citation Convictions	Law Enforcement & Corrections
3/10 Department Actions/Withdrawals	Law Enforcement & Corrections
S98 Citation Convictions	Special Services 3 (Highway Safety)
S98 Citation Convictions	Justice System - Courts/Prosecutors
Accident History	No Agencies
Active Military Flag	Everyone
Alerts	Everyone
Aliases	Everyone
Arrests	Everyone
Citation Convictions (All Dates)	Justice System - Courts/Prosecutors
Citation Convictions (All Dates)	Special Services 3 (Highway Safety)
Concealed Firearm Permit	Law Enforcement & Corrections
Concealed Firearm Permit	Prosecutors
Conditions	All Criminal Justice - LLE/CORR/COURT/PROS
Conditions	Special Services 3 (Highway Safety)
Department Actions/Withdrawals (All Dates)	Justice System - Courts/Prosecutors
Department Actions/Withdrawals (All Dates)	Special Services 3 (Highway Safety)
Emergency Contact Flag	Law Enforcement & Corrections
Endorsements	Everyone

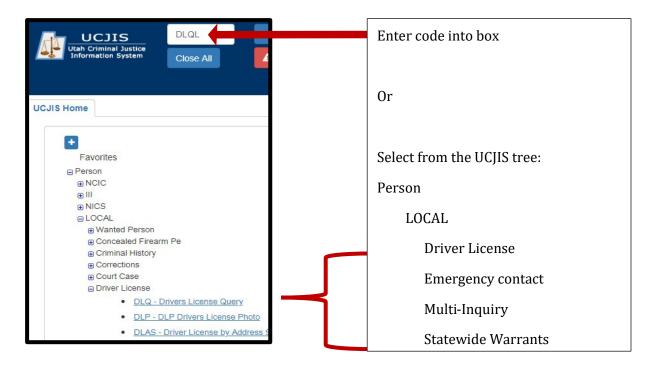
Failure To Appear	Special Services 3 (Highway Safety)
Failure To Appear	All Criminal Justice - LLE/CORR/COURT/PROS
Failure To Comply	Special Services 3 (Highway Safety)
Failure To Comply	All Criminal Justice - LLE/CORR/COURT/PROS
HME Threat	Everyone
Insurance Convictions Flags	All Criminal Justice - LLE/CORR/COURT/PROS
Insurance Convictions Flags	Special Services 3 (Highway Safety)
Insurance History	All Criminal Justice - LLE/CORR/COURT/PROS
Insurance History	Special Services 3 (Highway Safety)
Learners Permit Information	Everyone
Mailing Address	Everyone
Mailing Address History	Everyone
Medical Card	Law Enforcement & Corrections
Offender Number	Law Enforcement & Corrections
Organ Donor	Law Enforcement & Corrections
Photos	Special Services 2(DCFS) and 4(ORS)
Photos	All Criminal Justice - LLE/CORR/COURT/PROS
Physical Descriptors	Everyone
Plea In Abeyance	Justice System - Courts/Prosecutors
Prior License History	Justice System - Courts/Prosecutors
Residence	Everyone
Residence History	Everyone
Restrictions	Special Services 3 (Highway Safety)
Restrictions	All Criminal Justice - LLE/CORR/COURT/PROS
Sex Offender Flag	Law Enforcement & Corrections
Social Security Number	All Criminal Justice - LLE/CORR/COURT/PROS
Social Security Number	Special Services 4(ORS)
Social Security Number History	Special Services 4(ORS)
Social Security Number History	All Criminal Justice - LLE/CORR/COURT/PROS
Surrender History	No Agencies

# UCJIS DLD TRANSACTIONS



#### 3.0 UCJIS DLD Transactions

Driver license, Utah Identity Card, and Utah Driving Privilege Card information are available through several different UCJIS transactions depending upon the information needed. Each transaction can be accessed by either entering the transaction code into the Transaction Code Box or by selecting the transaction from the UCJIS tree.



#### 3.1 DLQ Driver License Query

The DLQ transaction will display the subject's Utah driver license. Before selecting which search option to inquire with, users can select how many photos they want to view with their results. The photo selection option defaults to one photo. After selecting how many



photos are wanted with the inquiry, user will then choose one of the search option.

Any additional photo(s), if requested and available, will be displayed at the end of the record.

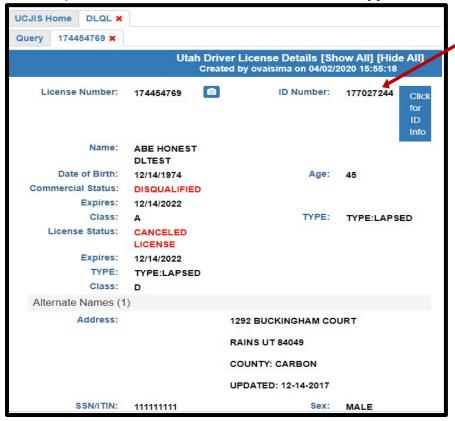
Only one option can be chosen at a time.

#### 3.1.1 By OLN/ID Card Number/Driving Privilege Card

This option will only produce results if the subject has been issued a Utah driver license, a Utah Identification Card, or a Utah Driving Privilege Card. Enter the number into field without the UT.



If the subject has information in the DLD files, it will appear like in the screenshot below.



If a subject has a driver license and an ID card, the ID card information can be viewed from the OLN record by clicking on the ID info box.

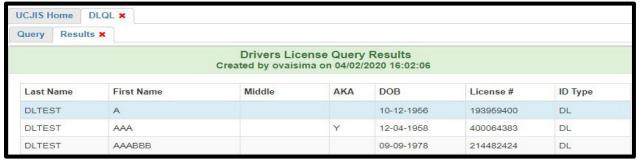
#### **3.1.2 By Name**

The minimum amount of information that needs to be entered is the first couple of letters of the last name and the name search type. The name search type is a drop down menu. Users can choose "starts with", "exact", "contains", or "phonetic". The search type can be default to the user's choice using UCJIS preference settings. Be aware that if the results list exceeds 5000 records, an error will be given, and more information will be required to provide a smaller results list.

If the first name is entered, a name search type must be selected. If the date of birth is selected, users can choose to search by either "exact" or "range" from the date search type. When using the range search, the system looks for +/- 2 years, +/- 2 months and +/- 5 days of the day entered. Each search type can be different.

By Name				
Last Name:*	DLTEST	Name Search Type:	EXACT	•
First Name:	Α	Name Search Type:	STARTSWIT	•
Middle Initial:	ENTER MIDDLE			
Date of Birth:	10/17/1970	Date Search Type:	RANGE	•

The results of the query will appear in a separate tab under the DLQL tab. The query produces a list of names that match the criteria requested.



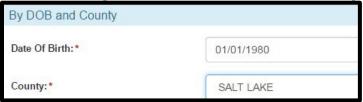
By selecting the subject in question, the driver license information will appear.

#### 3.1.3 By Social Security Number

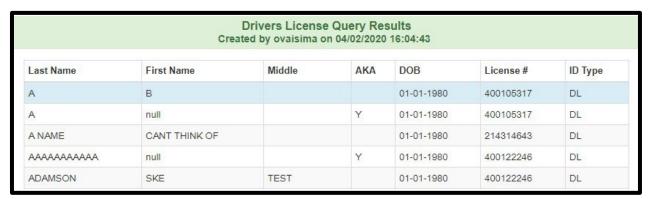
When applying or renewing a Utah driver license, if the subject supplied their social security number, then a result will appear.

#### 3.1.4 By Date of Birth (DOB) and County

In this search option, enter the DOB and use the drop down menu for the county.



The query will produce a results list of all of the subjects in that county with that birth date that have been issued a Utah driver's license.



#### 3.1.5 Optional Information

The driver license information can be displayed in detail or summary. The DETAIL is all of the information that the agency is allowed to receive from DLD. The SUMMARY is very limited in the information displayed.

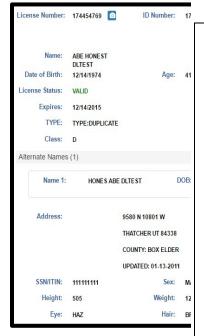
#### 3.2 Explanation of DLQ results

The driver's license results will display in different sections. Each section is titled as to what information is enclosed. Some of these sections are displayed in full detail, and others need to be selected for the detail to appear. If there is no information in one of the sections, the section title will not appear. The following is a list of the different sections.

- Personal identifiers
- Driving Restrictions
- Alerts
- Endorsements
- Miscellaneous Information
- Notifications and Other Alerts
- Driver License Information
- Driving Conditions
- Failures
- Permits
- Alternate Addresses
- Mailing Addresses
- Arrests (DLD administrative actions)
- Additional Information
- Driver Withdrawal
- Driver Convictions (court civil action)
- Photos

#### 3.2.1 Personal Identifiers

The first section of the driver's license is the personal identifiers of the subject. This information is from the subject's initial application or last renewal.



Personal Identifiers include:

- License number
- ID card number
- Name
- Date of Birth and Age
- License status
- Expiration date
- Type of license
- Photo
- Date of photo
- Alternative Names
- Address
- Date address last updated
- Social Security Number
- Individual Tax Payer ID number
- Sex
- Height and Weight
- Eye and Hair Color

#### 3.2.2 Driving Restrictions

Restrictions such as corrective lenses, automatic transmission, mechanical or prosthetic aid, limited only to daylight, limited to employment, farm waiver, etc.

will appear underneath the personal identifiers if applicable.

Driving Restrictions (30)

1: 2-249 CC OR LESS MOTORCYCLE, Code: 2

2: 3-649 CC OR LESS MOTORCYCLE, Code: 3

3: 4-STREET LEGAL ATV, Code: 4

#### **3.2.3 Alerts**



Alerts such as ignition interlock device required, alcohol restricted driver, early reinstatement (DUI reduced to Impaired), SR-22 driver (show proof of insurance), Invisible Conditions (Hearing loss, diabetes, heart conditions, etc.) and skeleton file will appear underneath the driving restrictions if they belong on the record.

#### 3.2.4 Endorsements



Endorsements such as hazmat, tanker, taxi, school bus, double trailer, and motorcycle are listed underneath the record's alert section.

#### 3.2.5 Miscellaneous Information



Miscellaneous information can be found under the endorsement section. An example of some of the information found in this section is Utah concealed firearm permit information, registered sex offender, organ donor, and military. If military is listed, the license is valid up to 3 months after discharge.

Insurance information is supplied by Insure-Rite and is updated several times a week. Please view the motor vehicle file for more information.

#### 3.2.6 Notifications and Other Alerts



The notifications section will list information such as when the subject received a seatbelt or speeding warning, or is a hazardous material security threat. A summary of their court convictions and driving arrests.



#### 3.2.7 Driver License Information



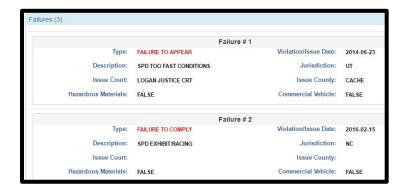
Basic diver license information section contains information such as license status and class, as well as the issue and expiration date.

#### 3.2.8 Driving Conditions



The driving conditions section contains information such as ignition interlock device restrictions

#### 3.2.9 Failures



In the failures section, users can see information such as failure to appear in court and failure to comply with court terms. When the hazardous materials field displays the word false, it is indicating that the driver is not hauling hazardous Materials. This is the same with the commercial vehicle field. If it displays the word false, it is indicating that the driver was not driving a commercial vehicle.

#### **3.2.10 Permits**



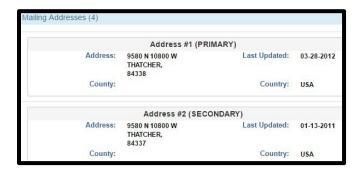
The permits section will provide information on the driver's permits and their status.

#### 3.2.11 Alternate Addresses



If the driver has additional address, they can be found in the alternate address section.

#### 3.2.11 Alternate Addresses



The preferred address for receiving information from the DLD can be found in the mailing address section.

#### 3.2.13 Arrests (DLD Administrative action)



If applicable, the driving history arrest information is available in the arrests section.

#### 3.2.14 Additional Information



The additional information section can contain a driver's email address and phone if they have supplied it to the DLD.

#### 3.2.15 Driver Withdrawal (Suspended or Revoked)



If the Utah driver license has been withdrawn, suspended, or revoked it will show in this section. The effective date of the suspension or revoked license is indicated along with the date the suspension or revocation. The driver has the right to drive from the violation date to the effective date.

#### 3.2.16 Driver Convictions (Civil Court action)



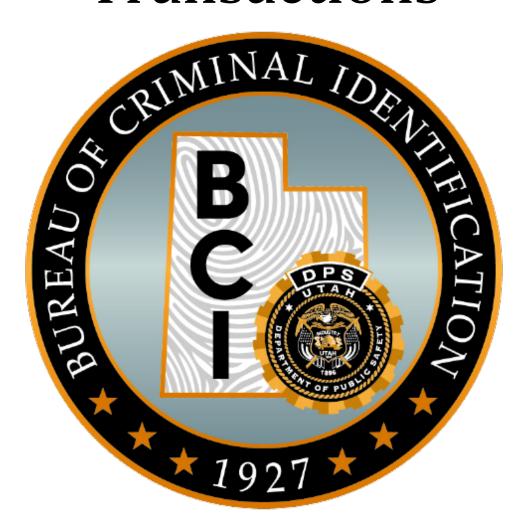
This section contains civil court actions which are different than administrative actions. Drivers can receive both administrative actions and a civil court actions. A driver may satisfied a court action and still receive an administrative action.

#### 3.2.17 Photos



If the agency has approved access from the DLD, the most recent driver license photo will be displayed. The date the photo was captured is displayed above the photo and the driver's signature will appear below or next to the photo depending upon the browser screen size. If multiple photos are available and the option on the search screen to view multiple photos was selected, then all photos will be displayed in this section.

# Additional Driver License Transactions



#### 4.0 Additional Driver License Transactions

UCJIS offers additional driver license transactions to assist criminal justice agencies. The information available in these transactions come from the Utah Driver License Division and are protected by state and federal laws and policies.

#### 4.1 DLP Driver License Photo(s)

The Utah Driver License Division has allowed all criminal justice agencies and select service agencies to view all available digital driver license photos. If a user only wants to view the driver license photo(s) with minimum personal identifiers, the DLP transaction can be used by entering the driver license number with an option to select multiple photos:



The results will be displayed with the name and personal identifiers and all available photos.

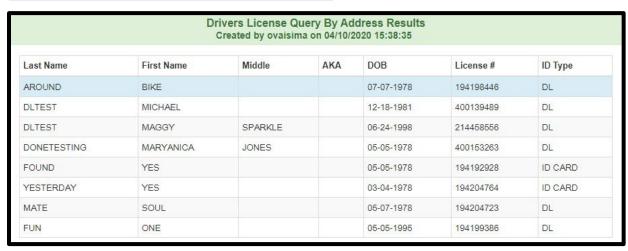


#### 4.2 DLAS Driver License by Address Search

DLAS allows the user to search by a Utah address to determine if any Utah Driver's License have that address listed.



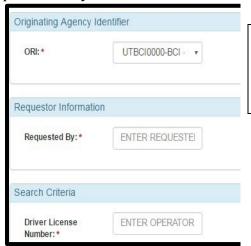
Once the search criteria have been entered and submitted, the results will appear.



Please note that the address must match exactly, be aware of variations (E, East, E, etc.)

#### 4.3 EMRG Emergency Contact Information

A Utah driver license or identification card holder may provide the DLD with contact information for two individuals who may be contacted in the event of vehicle crash or another emergency situation. This information can only be accessed if the license holder is unable to communicate with law enforcement. The emergency contact information is protected by Utah Code Annotated 53-3-205.6.



The requestor must be law enforcement and the reason can only be for a crash or other emergency situation.



#### Remember

This information is only to be used in the event of a motor vehicle crash or other emergency situation. This information cannot be used for criminal investigation purposes.

#### 4.4 MIL Multiple Inquiry

The MIL transaction in UCJIS can search criminal histories, statewide warrants, NCIC wanted persons, motor vehicles, and driver licenses. For the MIL transaction to search Utah driver license information, the search requires a person's name. The results will appear in the DLQL tab.

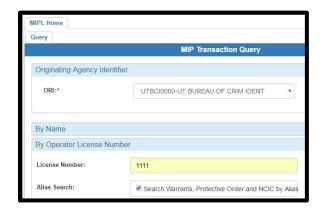


Once the driver has been selected from the results list, the driver license information will display.



#### 4.5 MIP Multiple Inquiry Person

The MIP transaction is similar to the MIL transaction with the additional option to search by alias names in warrants, protective orders, and NCIC records.



Click on the DLQ tab, and the Utah driver license will appear.

