

# NORTH CAROLINA TRANSPORTATION NOTIFICATION SYSTEM (NC TNS)

The North Carolina Division of Motor Vehicles' (DMV) has developed the North Carolina Transportation Notification System (NC TNS). This system is designed to provide subscribers with up to the minute detailed information on any licensed driver within the state of North Carolina. With NC TNS your agency can review driving records for occurrences of convictions, suspensions, disqualifications and points.

*Benefits of NC TNS are:*

- 24/7 access to driver records
- Reports current driver status conditions directly from the DMV State Automatic Driver License System. (SADLS)
- DMV Driver Help Desk assistance

Currently, DMV is piloting the system statewide. You may participate in the pilot at no cost to your agency. The end of the pilot program has not been determined and participation is voluntary.

To participate in the program you must complete the following steps:

1. Send an email on company letter head requesting access to the system.

The email should be addressed and sent to:

Attn: Trenetta Williamson  
[Data-control@ncdot.gov](mailto:Data-control@ncdot.gov)

2. The following questions will need to be answered by the organization once access is granted. A sample letter is provided in this document.
  - What data is needed?
  - Why is the data needed?
  - How the requestor plans on using the data, be specific, give information as to how the data will be used in your agency's daily usage?

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- Requestor must disclose if the data will be re- disclosed or resold.
  - Requestor must include security protocols that are in place to ensure that the data will be secure.

*\*Please be very specific and descriptive about how the data will be secured and disposed of as it relates to PII (Personal Identifiable Information). Please provide a copy of your security protocols/ procedures with your request letter. You may send an attachment with your request letter detailing how you secure the data and how the data is disposed of (ie. Public shredding company) or whatever the means may be that you have in place to secure the data whether in the daily usage or disposal of it. Make sure it is clear of the methods that you use and outline line specifically.*

- Who will have access to DMV data?
- How long will the data be retained before disposal?

Once access is granted to the NC TNS, a disclosure form (attached) must be completed for each member and submitted to the same address. This form is an agreement that will be signed by drivers indicating that the driver is aware that you will have access to their driving record during their term of employment with your agency and the access to the record will end with termination of employment.

Additional questions or concerns should be directed to Trenetta Williamson, Data Management Services, Business Operations, NCDOT – Division of Motor Vehicles, 1405 North Church Street, Rocky Mount, NC 27804. The email address is [data-control@ncdot.gov](mailto:data-control@ncdot.gov), and her contact number is 919-615-7714.

# SAMPLE LETTER ON DEPARTMENT LETTERHEAD

Emergency Services Organization  
(Full legal name of F.D., EMS or other)  
400 Any Street  
Anytown, NC 55555

Date:

NCDOT – Division of Motor Vehicles  
Data Management Services  
Attention: Trenetta Williamson  
1405 North Church Street  
Rocky Mount, NC 27804

To whom it may concern:

The (ABC Fire Department/EMS Agency) is requesting access to the North Carolina Transportation Notification System for all members/employees currently on our active NC State roster.

Our purpose and intent of access is to evaluate drivers of Emergency Vehicles pre-hire and pre-membership/employment with our agency. We also intend to perform annual evaluations of members/employees driving history to determine if citations or violations exist that the member/employee has not disclosed to the organization. These citations or violations may or may not exclude the member/employee from operating an emergency vehicle for our agency. This decision will be at the discretion of the agency based on established rules, regulations, standard operating procedures and or decisions made by the governing body of the agency.

Upon termination, retirement or any other applicable separation from the agency; access for that member will be revoked by the agency. The agency further agrees not to disclose the information to any other person or agency, except as is required by NC State Law.

Sincerely,

Agency Official



**NORTH CAROLINA  
DIVISION OF MOTOR VEHICLES  
DRIVER LICENSE SECTION**



**Driver Privacy Protection Act Authorization  
To Disclose Personal Information Form DL-DPPA-2**

I understand that personal information contained in my Motor Vehicle Record is protected by the federal Driver Privacy Protection Act and N.C. General Statute 20-43.1. I hereby authorize the release of my personal information to the person named below.

\_\_\_\_\_

Print your full name as it appears on your driver license

\_\_\_\_\_

Your signature (MUST BE SIGNED)

\_\_\_\_\_

Your N.C. driver license number, SSN or ITIN & date of birth

\_\_\_\_\_

Date signed

Person to receive information:

\_\_\_\_\_

Mailing address:

\_\_\_\_\_

Fees: Certified Complete History - \$14.00 Uncertified Complete History -\$10.00 Uncertified Limited History - \$10.00

**Circle one of the above to indicate the type of MVR to be released. Make checks payable to "NCDMV".** Mail this form and fees to: NCDMV, Driver License Records, 3113 Mail Service Center, Raleigh, NC 27699, *please allow 10 business days processing time, this does not include US Postal service delivery time to or from the DMV.*

**Form DL-DPPA-2, Revised January 2016**