

# Dealer Inquiry Tool Iowa Department of Transportation ARTS System

MVD Learning & Development

Audience: Iowa vehicle dealers who need access to Dealer Inquiry Tools in ARTS.

**Overview:** This document provides the process needed to request access to the Dealer Inquiry Tools in the Iowa Department of Transportation's ARTS System. Access to the Dealer Inquiry Tools can be found at <a href="https://arts.iowadot.gov/login.aspx">https://arts.iowadot.gov/login.aspx</a> and includes the following features:

- Credit Calculator
- Fee Estimator
- Registration Inquiry
- Truck Rate Calculator
- Vehicle Inquiry
- Weight and List Price Calculator

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#### **Helpful Resources**

- Iowa DOT- MVD Dealer Resource Site: <a href="https://iowadot.gov/registration-plates/dealerships/dealer-licenses-requirements">https://iowadot.gov/registration-plates/dealerships/dealer-licenses-requirements</a>
- Form 431069: Privacy Act Agreement for Request of Motor Vehicle Records



### **Accessing Dealer Inquiry Tools: Application Process and Privacy Requirements**

A representative of the dealership is required to complete this process to apply for access to the Dealer Inquiry Tools in ARTS:

- 1. The representative of the dealership completes Form 431069: Privacy Act Agreement for Request of Motor Vehicle Records, also known as a Driver's Privacy Protection Act (DPPA) Form, using wet ink. The steps for filling out the form are found starting on page 3 of this job aid.
- **2.** A new dealership must also submit an ARTS Access Letter of Intent that clearly outlines how the dealership intends to use the data in ARTS. An outline for the letter of intent can be found on page 6 of this job aid.
- **3.** The representative of the dealership should send the completed <u>DPPA Form</u> (plus letter of intent, if applicable) to:

#### privacy.agreements@iowadot.us

OR

Privacy Agreements PO Box 9278 Des Moines, Iowa 50306-9278

- **4.** Account access is valid for two years, and dealerships are responsible for ensuring the agreement is renewed.
  - For renewals, dealers must resubmit a <u>Driver's Privacy Protection Act (DPPA)</u>
     <u>Form</u> following the same directions as found on <u>page 3</u> of this job aid.
  - If not renewed, access will be disabled until a new DPPA form is received and approved.

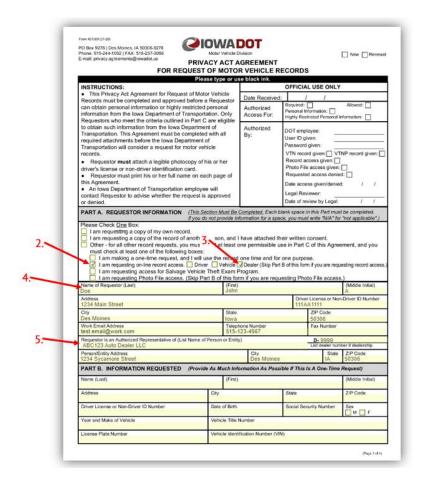


## Completing the Privacy Act Agreement for Request of Motor Vehicle Records Form

A representative of a dealership is required to complete <u>Form 431069</u>: <u>Privacy Act Agreement for Request of Motor Vehicle Records</u>, also known as a Driver's Privacy Protection Act (DPPA) Form, when requesting an account to access the Dealer Inquiry Tools. Follow the steps below to complete the form using wet ink.

#### Page 1:

- 1. Complete "Part A. Requester Information" on page 1.
- 2. Check the box under "Other" that states "I am requesting on-line record access."
- **3.** Check the "Dealer" box.
- **4.** Complete the Name of requestor (Last, First, Middle Initial), Address, Driver's License or Non-Driver's license ID Number, City, State, Zip, Work email, Telephone Number.
- **5.** Complete the "Requestor is an Authorized Representative of" (this would be the name of the dealership), Dealership License number, Dealership Address, City, State and Zip Code.
- **6.** Skip Part B.





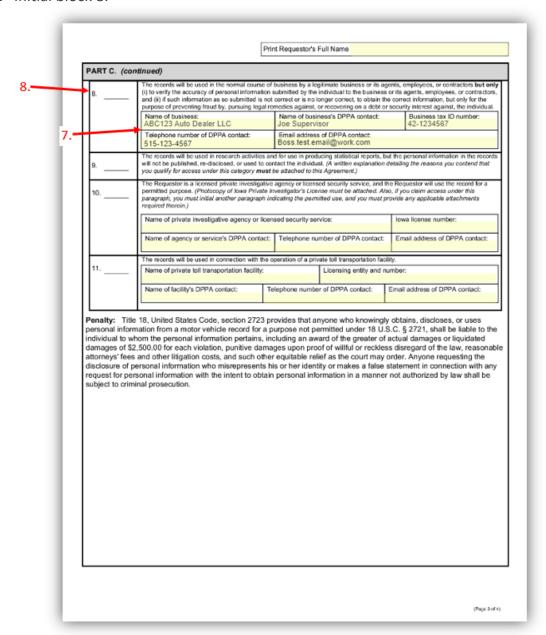
Page 2: Not applicable for dealers.

#### Page 3:

7. Complete item #8, on page 3.

Provide the information for the supervisor or manager of the person requesting access. This is the person the Iowa DOT will contact if there are questions about the business's use of the website. They will also need to inform the Iowa DOT when a current or former employee no longer requires ARTS access, so the account can be disabled.

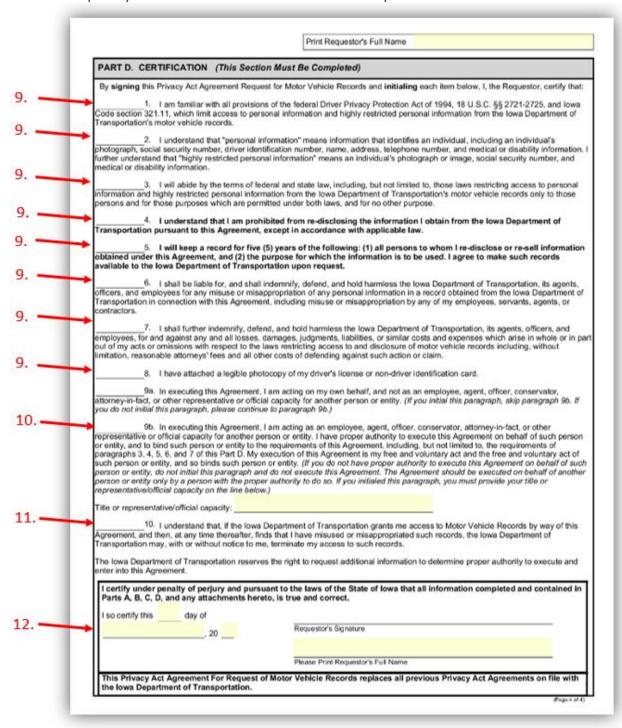
#### 8. Initial block 8.





#### Page 4:

- 9. Initial items 1 through 8 of Part D.
- 10. Initial item 9b and fill in the "Title or representative/official capacity".
- 11. Initial item 10.
- **12.** Read the bottom block and fill in the date and sign on the "Requestor's Signature" and print your full name in the "Please Print Requestor's Full Name" line.





#### **ARTS Access Letter of Intent for New Dealerships**

New dealers requesting access to the Dealer Inquiry Tools in ARTS can use this outline for the Letter of Intent to be submitted as part of the application process from <a href="mage2">page 2</a> of this job aid. The dealer's Letter of Intent must clearly identify how the dealership intends to use the data in ARTS and be accompanied by <a href="Form 431069">Form 431069</a>: <a href="Privacy Act Agreement for Request">Privacy Act Agreement for Request</a> of Motor Vehicle Records.

### LETTER OF INTENT

#### On Your Company Letterhead

1234 Alphabet Drive Des Moines, IA 50309

Before you are eligible for online access to ARTS your company must provide us with a Letter of Intent. Your Letter of Intent must include the following information:

- 1). The Letter must be on company letterhead.
- 2). The Letter must be signed by the business owner, company president or CEO. If your business is a dealership, the Letter should be signed by a dealer license holder.
- 3). The Letter must include an explanation of the company's intended use of the records, if access is approved. If your company is a dealership, you must include the dealer number.
- 4). The Letter should include the name and email address of the person whom the company has nominated to be the DPPA contact person. The DPPA contact person will be responsible for promptly letting us know that any employee with an ARTS user account has left your employment so we may disable that account immediately. The DPPA contact person is also the person we will contact if we have concerns about your business' use of your ARTS access.
- 5). The Letter should be sent to: <a href="mailto:privacy.agreements@iowadot.us">privacy.agreements@iowadot.us</a>
- 6). If you have questions, you may send those questions to: privacy.agreements@iowadot.us

Thank you.

The representative of the new dealer requesting access to the Dealer Inquiry Tools in ARTS should send the completed DPPA Form plus the letter of intent to:

#### privacy.agreements@iowadot.us

OR

Privacy Agreements PO Box 9278 Des Moines, Iowa 50306-9278