

Assisting the Customer with Emergency Contact Information on myMVD

Overview:

Customers may now manage Emergency Contact requests through myMVD.

The purpose of this document is to provide internal customer support team members with screenshots of Emergency Contact Information screens in myMVD.

The Emergency Contact Information is important to add to a customer's record as it will allow law enforcement the ability to reach out quickly to those contacts in an emergency.

The customer will be able to do the following through myMVD:

- 1. Add Primary/Secondary Emergency Contacts
- 2. Edit or Remove Primary/Secondary Emergency Contacts
- 3. A customer can only Opt-Out or Opt-In as an Emergency Contact by filling out the Emergency Contact Information Request to Opt-Out Form. A customer cannot opt-out or opt-in with the myMVD online service.

Additional changes/requests may be made by form or at the time of an issuance transaction.

Please see the Emergency Contact SharePoint site for additional support and assistance.



Adding, Editing, or Removing Emergency Contact Information on myMVD:

- 1. The customer will go to:
 - a. mymvd.iowadot.gov/
 - b. mymvd.iowadot.gov/Account/Login
- 2. The customer will login using the required fields (fields with a red asterisk *).

The first name field is required	
Last name *	1
The last name field is required	
Date of birth (mm/dd/yyyy) *	
Date of birth is required in the format of mr	
Last 5 DIGITS of your Social Security nur	nber *
The last five digits of your Social Security I	
lowa driver's license (DL) or identification card (ID) number *	
Drivers license number is required	1
By checking the box below, I certify the first last five digits of the Social Security number to knowingly submit false information to the ation, and/or loss of driving or registration pr	name, last name, driver's license/ID number, date of birth, and entered above are my own. I understand it is a criminal offense owa Department of Transportation, punishable by fines, incarcer ivileges.
I certify, under penalty of perjury and statement is true and correct.	I pursuant to the laws of the State of Iowa, that the above

3. Customer will see these different options in the left margin and by scrolling down through the resources with blue headings.



4. Customers may choose to select *EMERGENCY CONTACT INFORMATION* in the left margin or scroll down and select *Manage your Emergency Contact Information*.





- 5. The customer will be taken to a verification of their DL or ID. The customer will need the Document Discriminator (DD#) Number from their DL or ID.
- 6. The customer will enter the first 5 digits of the DD# listed at the bottom of their DL/ID.

Important: The customer needs their Document Discriminator Number from their current credential to be able to access the Emergency Contact features online. They can find their DD# on their credential. The DD# is considered Personally Identifiable Information (PII) and is unique to each credential. In an effort to protect Iowa residence identity, this number should not be given out over the phone or in-person.

7. The customer will select Next.

CIOWADOT	EMERGENCY CONTAG	
MYMVD	VERIFY YOUR LICENSE OR I	DCARD
DRIVER'S LICENSE/ID RENEWAL	Enter the first 5	
COMMERCIAL DRIVER'S LICENSE SERVICES	digits of the number listed at the	WA STATE
DRIVER'S LICENSE/ID REPLACEMENT	bottom of your driver's license	
UNDER 18 DRIVER LICENSE SERVICES	Enter 5 digits	C) and annual surger
CHECK LICENSE/ID CARD MAILING DATE	IO	WA The second second
ORDER SPECIALTY OR PERSONALIZED PLATE		All seconds a property of
ELECTRONIC RENEWAL NOTIFICATION	-	A Completion of the Land
EMERGENCY CONTACT		
CHANGE MAILING ADDRESS		NEXT
VIEW MY NONCERTIFIED DRIVING RECORD		
PURCHASE MY CERTIFIED DRIVING RECORD		

NOTE: If the customer has recently renewed their DL/ID or requested a replacement through an online myMVD service **they will only have one chance at the end of that transaction to update an emergency contact**. At the end of the transaction, the customer is issued a new license which has a new DD#. myMVD does not provide them with an interim which would have that number. They will have to wait until they physically have that new license before they are able use the Emergency Contact Information online service. The DD# that they have on their current credential is no longer valid.



At the end of a myMVD online renewal or replacement transaction, the customer will need to select the *MANAGE EMERGENCY CONTACTS* to add Emergency Contact information.

FINAL	
Thank you for renewing online. Your new card will be sent to your mailing address within 21 days. If you do not receive your new card within 21 days, please contact us by calling 515-244-8725. Please continue to carry your current card with you until you receive your new card.	Need help? 515-244-8725 515-244-1052 mvMVD@kowadot.us
Add Emergency Contact information to your record so when emergencies happen, law enforcement will quickly know whom to contact.	
MANAGE EMERGENCY CONTACTS	
Emergency Contacts", you will need to wait until you receive your new card in the mail to update your Emergency Contact	
Information.	
New card expiration date: 3/17/2029	
Einst name:	
rist name.	
Middle name:	
Last name:	
Suffix:	
Class: C-Operators	
Endorsements: NONE	
Restrictions: NONE	
Address printed on your card: STH ST BOONE, IA 500367330	
Address where card will be mailed: STH ST BOONE, IA 500367330	
Sex: Malo	



8. After the verification page or selection of the Manage Emergency Contacts button on the final transaction page, the customer will see the View Emergency Contacts page. The page view will vary depending on how many Emergency Contacts have been previously entered for the specified customer. For our example we will start with the page view in which the customer has no entries. To enter new emergency contacts, the customer will need to select *ADD PRIMARY CONTACT*.

	CIOWADOT	EMERGENCY CONTACT INFORMATION
-		VIEW EMERGENCY CONTACTS
	RENEWAL	To learn more about why you should add an Emergency Contact, how the information is used and how to opt
ないない	COMMERCIAL DRIVER'S LICENSE SERVICES	out of being an Emergency Contact for someone else, <u>view our frequently asked questions page</u> . View the Emergency Contact information below; to make changes select a button for the action you would
	DRIVER'S LICENSE/ID REPLACEMENT	like to perform. For more information about the button, click on the Help Icon 3 next to the button.
	UNDER 18 DRIVER LICENSE SERVICES	ADD PRIMARY CONTACT
	CHECK LICENSE/ID CARD MAILING DATE	
	ORDER SPECIALTY OR PERSONALIZED PLATE	

The customer is required to add the following to complete the Emergency Contact Information:

- a. Last Name
- b. Relationship (Parent/Stepparent, Guardian/Custodian, Caretaker, Spouse, Partner, Childe/Stepchild, Sibling, Grandparent, Grandchild, Relative, Friend, Other)
- c. Phone Number or Address
- 9. The customer will select Next.

JIOWADOT	EMERGENC	CONTACT INFORMATIC	N	CIOWADOT	EMERGENCY	CONTACT INFOR	IOITAMS
UT/MVD	ADD PRIMARY E	MERGENCY CONTACT		NYANO	ADD PRIMARY E	MERGENCY CONTACT	
RIVER'S LICENSE/D	Add the information in successfully will be up	the fields below. Any changes that are say dated immediately on your driving record.	ed	DRIVER'S LICENSE/ID RENEWAL	Add the information in successfully will be up	the fields below. Any changes dated immediately on your driv	that are save
COMMERCIAL DRIVER'S ICENSE SERVICES	Emergency Contacts	will not be notified that they have been liste	d as	COMMERCIAL DRIVER'S LICENSE SERVICES	Emergency Contacts	will not be notified that they have	ve been listed
DRIVER'S LICENSE/ID REPLACEMENT	,			DRIVER'S LICENSE/ID REPLACEMENT	your contact, it is up to	you to make mem aware.	
INDER 18 DRIVER LICENSE SERVICES	PRIMARY EMERG	SENCY CONTACT		UNDER 18 DRIVER LICENSE	* You must provide	a phone number or an addres	5.
HECK LICENSE/ID CARD IAILING DATE	First Name	Sample		CHECK LICENSE//D CARD	PRIMARY EMERG	SENCY CONTACT	
RDER SPECIALTY OR ERSONALIZED PLATE	Middle Name	Emergency		ORDER SPECIALTY OR PERSONALIZED PLATE	First Name	Sample	
LECTRONIC RENEWAL OTIFICATION	Last Name	Contact Parent	•	ELECTRONIC RENEWAL NOTIFICATION	Middle Name	Emergency	
MERGENCY CONTACT	Relationship	Select One	•	EMERGENCY CONTACT	Last Name	Contact Parent	
HANGE MAILING ADDRESS	Phone	Select One Parent/Stepparent		CHANGE MAILING ADDRESS	Relationship	Parent/Stepparent	
	International	Guardian/Custodian 66 Caretaker Spouse		VIEW MY NONCERTIFIED DRIVING RECORD	Phone	(515)231-2345	
RIVING RECORD	Phone	Partner Child/Stepchild		PURCHASE MY CERTIFIED DRMING RECORD	International	011	
EINSTATEMENT EQUIREMENTS	Street Address	Sibling Grandparent		REINSTATEMENT REQUIREMENTS	Phone		
AY CML PENALTY	City	Relative		PAY CIVIL PENALTY	Street Address		
	State	Other		VOTER REGISTRATION	City		
	ZIP			alon out	State	Select One	•
	International Address				ZIP		
			_		International Address		I
		NEXT CANO	EL				100



10. The Certification will appear.

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ORD

SE MY CERTIFIED

PAY CMI PENALTY

OTER REGISTRATION

Relationship

International Phone:

Street Address City: State:

hone

Zip: Internationa Address: Parent/Stepparent

(515)231-2345

- a. If the customer chooses CANCEL, it will take them back to the page to ADD PRIMARY CONTACT.
- b. If the customer chooses, *I Disagree*, then selects *SUBMIT* it will take them back to the page to ADD PRIMARY CONTACT.
- c. If the customer chooses, *I Agree*, then selects *SUBMIT*, the VIEW EMERGENCY CONTACTS screen will appear again, with any updated content, in our example it will now show one emergency contact entry.

CE	RTIFICATION	
Pur 761 con	suant to Iowa Code section 321.197(4) and Iowa administrative rule 601.3. I request the Iowa DOT to change my existing emergency tact persons.	
l ce low true	rtify under penalty of perjury and pursuant to the laws of the state of a that the information provided in this electronic change request is and correct.	
Pur 18 (for	suant to lowa Code section 321.197, I understand that if I am under years old, and not emancipated I am required to provide information one Emergency Contact that is my parent, guardian, or custodian.	
I S S	Agree with the above statements, and understand that electing this option serves as my legal and binding signature o this agreement.	
O I s v	Disagree with the above statements, and understand that selecting this option will cancel any progress I have made and will return me to the prior page with no changes saved.	
_	100 APR	
DOT	EMERGENCY CONTACT INFORMATION	
	VIEW EMERGENCY CONTACTS	
D	To learn more about why you should add an Emergency Contact, how the information is used and how to o	pt
RS	out of being an Emergency Contact for someone else, <u>view our requently asked questions hade</u> . View the Emergency Contact information below; to make changes select a button for the action you would	
D	like to perform. For more information about the button, click on the Help Icon 🔮 next to the button.	
ICENSE	EDIT PRIMARY CONTACT	
CARD		
DR TE	ADD SECONDARY CONTACT 3	
WL	PRIMARY EMERGENCY CONTACT	
100		
ICT	First Name: Sample	
ICT IORESS	Firat Name: Sample Middle Name: Emergency	

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11. The customer will then have a few options: EDIT PRIMARY CONTACT, REMOVE PRIMARY CONTACT, and ADD SECONDARY CONTACT.

	EMERGEN	CY CONTACT	INFORMAT	TION	
MYMVD	VIEW EMERGE	ENCY CONTACTS			
DRIVER'S LICENSE/ID RENEWAL	To learn more abo	ut why you should add a	In Emergency Con	tact, how the informa	tion is used and how to op
COMMERCIAL DRIVER'S LICENSE SERVICES	View the Emergen	cv Contact information I	neone else, <u>view o</u> pelow: to make cha	unces select a button	for the action you would
DRIVER'S LICENSE/ID REPLACEMENT	like to perform. For	r more information abou	t the button, click o	on the Help Icon 😗 n	ext to the button.
UNDER 18 DRIVER LICENSE SERVICES	EDIT PRI	MARY CONTACT	0		
CHECK LICENSE/ID CARD MAILING DATE	REMOVE P	RIMARY CONTACT	0		
ORDER SPECIALTY OR PERSONALIZED PLATE	ADD SECO	NDARY CONTACT	0		
ELECTRONIC RENEWAL NOTIFICATION	PRIMARY EMER	GENCY CONTACT			
EMERGENCY CONTACT	First Name:	Sample			
CHANGE MAILING ADDRESS	Middle Name:	Emergency			
VIEW MY NONCERTIFIED DRIVING RECORD	Last Name:	Contact Parent			
PURCHASE MY CERTIFIED DRIVING RECORD	Relationship:	Parent/Stepparent			
REINSTATEMENT	Phone:	(515)231-2345			
PAY CIVIL PENALTY	International				
VOTER REGISTRATION	Phone:				
	Street Address:				
	City:				
	State:			2	
	Zip:			B	
	International Address:				

a. If the customer selects, EDIT PRIMARY CONTACT, they may edit over the existing contact data or update the present data.

	EDIT PRIMARY E	MERGENCY CONTACT	Need help?
DRIVER'S LICENSE/ID	Edit the information in	the fields below. Any changes that are saved suc	515-244-8725 515-244-1052
CENEVAL.	cessfully will be updat	ed immediately on your driving record.	myMVD(Qiowadot.us
COMMERCIAL DRIVER'S ICENSE SERVICES	Emergency Contacts your contact, it is up to	will not be notified that they have been listed as o you to make them aware.	
DRIVER'S LICENSE/ID REPLACEMENT			
UNDER 18 DRIVER LICENSE SERVICES	PRIMARY EMERC	SENCY CONTACT	
CHECK LICENSE/ID CARD MAILING DATE	First Name	Sample	
DRDER SPECIALTY OR PERSONALIZED PLATE	Middle Name	Emergency	
ELECTRONIC RENEWAL	Last Name	Contact Parent	
EMERGENCY CONTACT	Relationship	Parent/Stepparent	
CHANGE MAILING ADDRESS	Relationarity		
VIEW MY NONCERTIFIED	Phone	(515)231-2345	
PURCHASE MY CERTIFIED DRIVING RECORD	International Phone	011	
REINSTATEMENT	Street Address	1234 Main Street	
AY CIVIL PENALTY	City	Des Moines	
NOTER REGISTRATION	State	lowa 🗸	
50N 001			
	219	50320	
	International Address		
		NEXT CANCEL	



b. If the customer selects REMOVE PRIMARY CONTACT, they will validate the request and be notified of the impacts that it has.

IYMVD	REMOVE PRIMARY E	MERGENCY CONTACT	Need help? 515-244-8725
RIVER'S LICENSE/ID ENEWAL	Any changes that are saved on your driving record.	successfully will be updated immediately	515-244-1052 mvMVD@iowadot.us
OMMERCIAL DRIVER'S CENSE SERVICES	Emergency Contacts will no your contact, it is up to you to	t be notified that they have been listed as to make them aware.	
RIVER'S LICENSE/ID EPLACEMENT	WARNING: If this was you Primary Contact, you will	r only contact, after removal of the no longer have any contacts listed. If you	
NDER 18 DRIVER LICENSE ERVICES	have a Secondary Contact Secondary Contact to you	, removing the Primary will shift the r Primary position.	
HECK LICENSE/ID CARD AILING DATE	PRIMARY EMERGENC	Y CONTACT	
RDER SPECIALTY OR ERSONALIZED PLATE	First Name:	Sample	
LECTRONIC RENEWAL OTIFICATION	Middle Name: Last Name:	Emergency Contact Parent	
MERGENCY CONTACT	Relationship: Phone:	Parent/Stepparent (515)231-2345	
HANGE MAILING ADDRESS	International Phone: Street Address:	1234 Main Street	
IEW MY NONCERTIFIED RIVING RECORD	City: State:	Des Moines IA	
URCHASE MY CERTIFIED RIVING RECORD	ZIP: International Address:	50320	
EINSTATEMENT		REMOVE PRIMARY CANCEL	
AY CIVIL PENALTY			
OTER REGISTRATION			

c. If the customer selects *ADD SECONDARY CONTACT*, they add a Secondary Emergency Contact.

CARACTER COMPLEX CONTRACT DEVEN				
MYMVD	ADD SECONDAR	Y EMERGENCY CONTA	СТ	Need help? 515.244.8725
DRIVER'S LICENSE/D RENEWAL	Add the information in successfully will be up	the fields below. Any changes dated immediately on your driv	that are saved ring record.	515-244-1052 mvMVD@iowadot.us
COMMERCIAL DRIVER'S LICENSE SERVICES	Emergency Contacts your contact, it is up to	will not be notified that they have o you to make them aware.	re been <mark>list</mark> ed as	
DRIVER'S LICENSE/ID REPLACEMENT				
UNDER 18 DRIVER LICENSE SERVICES	SECONDARY EM	ERGENCY CONTACT		
CHECK LICENSE/ID CARD MAILING DATE	First Name			
ORDER SPECIALTY OR PERSONALIZED PLATE	Middle Name			
ELECTRONIC RENEWAL NOTIFICATION	Last Name	Friend Last Name		
EMERGENCY CONTACT INFORMATION	Relationship	Friend	v •	
CHANGE MAILING ADDRESS				
VIEW MY NONCERTIFIED DRIVING RECORD	Phone			
PURCHASE MY CERTIFIED DRIVING RECORD	International Phone	011	0	
REINSTATEMENT REQUIREMENTS	Street Address	341 Unity Point Apt 1		
PAY CIVIL PENALTY	City	Des Moines		
VOTER REGISTRATION				
SIGN OUT	State	lowa	*	
	ZIP	50316		
	International			



12. When a customer edits, removes, or adds any information the CERTIFICATION will appear, and the customer will have to *Agree* to the terms for the information to update.



13. After the customer adds a Secondary Emergency Contact, the customer will see the VIEW EMERGENCY CONTACTS page which displays all the entered contacts and is then able to edit or remove the information.

	EMERGENO	CY CONTACT	INFO	RMATION	
IYMVD	VIEW EMERGE	NCY CONTACTS			
RIVER'S LICENSE/ID ENEWAL	To learn more abou	t why you should add	an Emerg	ency Contact, how th	e information is used and how to o
OMMERCIAL DRIVER'S CENSE SERVICES	View the Emergence	ergency Contact for so y Contact information	below; to	se, <u>view our frequently</u> make changes select	asked questions page. a button for the action you would
RIVER'S LICENSE/ID EPLACEMENT	like to perform. For	more information abo	ut the butt	on, click on the Help I	con 3 next to the button]
NDER 18 DRIVER LICENSE ERVICES	EDIT PRIM	MARY CONTACT	0	EDIT SECO	NDARY CONTACT
IECK LICENSE/ID CARD AILING DATE	REMOVE PR	RIMARY CONTACT	0	REMOVE SEC	ONDARY CONTACT
RDER SPECIALTY OR RSONALIZED PLATE	PRIMARY EMER	GENCY CONTACT		SECONDARY EM	ERGENCY CONTACT
ECTRONIC RENEWAL	First Name:	Sample		First Name:	
RERGENCY CONTACT FORMATION	Middle Name:	Emergency		Middle Name:	
IANGE MAILING ADDRESS	Last Name:	Contact Parent		Last Name:	Friend Last Name
EW MY NONCERTIFIED RIVING RECORD	Relationship:	Parent/Stepparent		Relationship:	Friend
IRCHASE MY CERTIFIED	Phone:	(515)231-2345		Phone:	
	International Phone:			International Phone:	
Y CIMIL PENALTY	Street Address:	1234 Main Street		Street Address:	341 Unity Point Apt 1
TER REGISTRATION	City:	Des Moines		City:	Des Moines
	State:	IA		State:	IA



Information icons



The information icons provide the customer with information pertaining to that specific button or field.







		EMERGENC	Y CONTACT IN	FORMATION		
	sanna i paris i fotores cente	ADD SECONDAR		NTACT	Need help?	- A4458
Cilitar and	MYMVD DRIVER'S LICENSE/ID RENEWAL	Add the information in successfully will be up	the fields below. Any ch adated immediately on yo	anges that are saved our driving record.	515-244-8725 515-244-1052 mvMVD@lowadot.us	100
- Andrews	COMMERCIAL DRIVER'S LICENSE SERVICES	Emergency Contacts your contact, it is up t	will not be notified that th o you to make them awa	ey have been listed as re		
and all the second	DRIVER'S LIGENSEAD REPLACEMENT					A BALLET
and the second design	UNDER 18 DRIVER LICENSE SERVICES	SECONDARY EN	IERGENCY CONTACT			13 12 1 1
	CHECK LICENSE/ID CARD MAILING DATE	First Name				all had been be
INTERNATIO	ONAL PHONE					X
Enter an inte	ernational Phone number in the formation	t of: [country code][area code]	[local phone number]. Do n	ot enter any spaces or hyphens (-). Note that +, +1, 00 or 011 do	es not need to be entered.
		6				Close
	VIEW MY NONCERTIFIED	Phone				1813
and the second second	PURCHASE MY CERTIFIED DRIVING RECORD	International Phone	011	0		
and the second	REINSTATEMENT REQUIREMENTS	Street Address	341 Unity Point Apt 1			
	PAY CIVIL PENALTY VOTER REGISTRATION	City	Des Moines			
		State	Iowa	~		
and a state of the		ZIP	50316			
		International Address				
A DESCRIPTION OF A DESC						
	_					
		ALE LORGE AND COLORES AND COL	NCY CONTACT INFO DENCY CONTACTS Construity you should add an Emergen Simargency Contact for Someone a for more information about the but set of the source information about the source information set of the source information about the source information about the source information about the source information set of the source information about the source	RMATION ency Contact, how the information is us te, une can fiscuently asked president can make changes select a buffer of the set to the and, cick on the Help Icon 0 exit to the LDIT SECONDARY CONTACT REMOVE SECONDARY CONTACT	ed and how to get B25 tbutton. 101 101 101 101 101 101 101 10	
EXACLE INSUMPY CONTACT TO SHEEP & Prinzy Enrogency Contact, sheet to R		ACOURT ACCORT AC	NCY CONTACT INFO DENCY CONTACTS Control you should add an Emerge Contact for somene el ancy Contact Information below to the NAMRY CONTACT IPERMARY CONTACT INFORMARY CONTACT	RMATION ency Contact, how the information is us to <u>size can finance</u> a bioteconstance indic charges select a butter of the at on, click on the Help Icon I and to the LOIT SECONDARY CONTACT REMOVE SECONDARY CONTACT I REMOVE SECONDARY CONTACT I REMOVE SECONDARY CONTACT	ed and how to get 50: cition yes would isoution. T T D D T D D T D D D D D D D D D D D D D	the Phrasey will spit the Secondary Contact to your Phrasey pages
ERCACE FRANKY COLTACT. To desia a Prinzy Energiety Cortact, siest ba R		ADDOT BENEROLUCIONA GREEN SERIO VENT DE LOCINO SERIO VENT DE LOCINO VENT DE LOCINO VEN	NCY CONTACT INFO DENCY CONTACTS Footing you should add an Emerge Transparcy Contacts to sometic al Information below, to rom or information below, to rom or information below, to rom or information below, to rom or information below, to remain any contract Information and the solution submet. This was your only contact, the	RMATION ency Contact, here the information is us te view continuent autor deviation on make changes select a button or the ar- make changes select a button	ed and how to opt bit: toto yes would buttor.	the Printary will with the Secretary Cotacits to you Printary parts
CMANE REMARK CONTACT		ADDOT AD	NCY CONTACT INFO SENCY CONTACTS control may you should add an Emerge margency Contact for someone a rome a information below to be REMARY CONTACT Parent/Stepparent (515)231-2345 s: 1234 Main Street Des Mones L	RMATION ancy Contact. New the information is use the utime of leasen's when the information is use the utime of leasen's when the information is use the utime of leasen's when the information is used. Cont Secondary contract Relationship: Priced Phone: Waternational Phone: Street Address: 341 Unity Peint. City: Des Monres Statum in the information is used.	ed and how to get See to year would toutor. T por have a Beconcery Contact, removing T Apt 1	the Principul and the Beenratery Contacts to your Principul and the
EXCUR REMOVE CONTACT To sees a Prinzy Emigring Contact, sees the R		ADDOT EMERGE VEW EMER VEW EMER VEW EMER VEW THE Emerge VEW THE Emerge VEW THE Emerge VEW THE Emerge VEW THE Emerge VEW THE Emerge VEW THE Emerge THE THE THE THE THE THE THE THE THE THE	NCY CONTACT INFO SENCY CONTACTS Contributy you should add an Emerge transpracy Contracts reasonse el rency Contract Information belors to REMARY CONTACT INFORMARY CONTACT INF	RMATION ency Contact, here the information is us the <u>view out frequent</u> , <u>whend devisions</u> or make charges select a builton for the <i>x</i> on, clock on the Help Icon ① exit to the EDIT SECONDARY CONTACT REMOVE SECONDARY CONTACT REMOVE SECONDARY CONTACT Resolution ship: Priend Ppione:: International Phones:: International Phones:: 341 Unity Point / City: Street Address: 341 Unity Point / Destines Street Address: 142 Unity Point / Destines	ed and how to get. Iso: touton yes would touton. T © * Peor have & Secondary Cordact. removing I 4pt 1	the Printary will shark the Salescripts (Collection your Printary parts)



ARTS and Emergency Contact Information

To review if confirm a customer has added, updated, or removed Emergency Contact data through the myMVD online service, look within the Active Emergency Contacts and Historical Emergency Contacts graphs, under the "Created By" column (scroll to the right). This will display with the ARTS Customer Number instead of an ARTS username.

Note: Updates made in the Emergency Contacts online services sync with ARTS in real-time. If the contact information is not showing in ARTS, a screen refresh may be needed for the data to populate.

Customer Name Lesidency Address Jentification Active Ememency Co	Test, Ter 800 Linc Drivers I	at User oln Way Ames IA Jicense - 563AT33	500106915 76 (IA)			Custome Custome Date of B	r# 670 rType Indi andh 11/1	2922 vidual 16/1999
Contact Type	First Nam	e Middle	Name	Last Name	Relatio	nship	Phone	Street Address
Primary	Sample	Emerge	ncy	Contact Pare	nt Parent/	Stepparent	(515)231-234	5 1234 Main Street
Secondary								
<				AN			0	>
Emergency Contact B	Entry						End Date Fr	try
E de la constant	July						End Da	
Contact Type		201022						ne
		irst Name	Middle	e Name	Last Name		End Date	
Primary	y • Sample		Emergency Co			Lorsact Parent		
Relationship Street Address			1 mail				End Date H	reason
Parent/Stepparent		1234 Mari Subbi	Chata 71a				-Select C	ne *
(515)231,2345	City Dec Moines				50320	0320		
International Phone		ternational Addre			96959			
011								
				Sa	e Ger	cel.	58	re, Geroel
Opt-Out No Emergency Cont	acts have	opted-out for this	customer.					
Historical Emergency	Contacts							
ty S	tate	Zp		Intl Phone	Inti Addre	ss C	reated By	End Dated By
-						C1	02022	6702922



ARTS view with a Primary Emergency Contact.

ustomer Name esidency Address entification	Test, 800 L Drive	Test User incoln Way A rs License -	Ames IA 500106 563AT3376 (IA)	915		Custon Custon Date of	ner# nerType Birth	6702922 Individual 11/16/199	9
Contact Type	First N	lame	Middle Name	Last Nam	e	Relationship	Phone		Street Address
Primary	Sample		Emergency	Contact P	arent	Parent/Stepparent	(515)231	-2345	
Secondary						_			
<							10 I		1
mergency Contact I	Entry						End Dat	e Entry	
							E	Data	
Eur							EIR	Date	
Contact Type	ype First Nam		Niddle Name		Last	Name	End D	ate	
Primary	*	* Sample		Emergency		tact Parent			
Relationship Street Ad		Address					ate Reaso	3	
Parent/Stepparent	*	~		143	-		-Sele	ect One	
Phone		City State		Select One	Zip				
(310)231-2340			-	Select One-	a				
International Phone	-	Internation	al Address	1	2				
UT					0				
					ave	Cencel			Garpel
Opt-Out No Emergency Cont	tacts ha	ave opted-ou	t for this custon	her.					
Historical Emergency	Contac	ts					_		
Contact Type	First N	lame	Middle Name	Last Nam	e	Relationship	Created	Date	End Date

ARTS view with Primary and Secondary Contacts.

Customer Name Residency Address dentification Active Emergency Ci	Test, Test User s 800 Lincoln Way Ames IA 500106915 Drivers License - 563AT3376 (IA) Contacts				Customer # 6702922 Customer Type Individual Date of Birth 11/16/1999			
Contact Type	First Name	Middle Name	Last Name		Relationship	Phone	Street Address	
Primary	Sample	Emergency	Contact Pare	nt	Parent/Stepparent	(515)231-2345	1234 Main Street	
Secondary			Friend Last N	lame	Friend		341 Unity Point A	
<						di .	>	
Emergency Contact Edit Contact Type Primary	Entry First N + Sample	ame Mid	dle Name ergency	Last Con	Name tact Parent	End Date Entr End Date End Date		
Relationship	Street	Address				End Date Re	ason	
Parent/Stepparent	12341	van street		~		-Select On	8 *	
/616/001 00/6	Dec M	City State		2ip				
laterational Phase	Leteres m	tional Address		* 50320				
011	s interna	uorial Address						
Opt-Out No Emergency Con	tacts have opted	-out for this custome	537 M.	E:	Cancel	Save	Gencel	
Contrast Turns	Contacts	Middle Manue	Last Name		Deletiseshie	Created Date	End Date	
Primary	Sample	Emergency	Contact Pare	nt	Parent/Stepparent	3/21/2022 10:	26 3/21/2022 10:28	



EMERGENCY CONTACT INFORMATION, view our frequently asked question page.

There are several locations within myMVD that we have provided links to the new Emergency Contact online service. This includes the login of the existing renewal and replacement services as well as the DOT website.

Note: the DOT website may change links or viewable content than what is provided in this document; select a link for the *View our frequently asked questions page*. to view the most current information.

210WA		CY CONTACT INFORMATION					
MYMVD	VIEW EMERGE	encry contacts at why you should add an Emergency Contact, how the information is used and how to opt ergency Contact for someone else, view our frequently asked questions page					
DRIVER'S LICENS RENEWAL	To learn more about						
COMMERCIAL DRI LICENSE SERVICE	VER'S Out of being an Em						
DRIVER'S LICENS	EIIO like to perform. For	more information about the button, click on the Help Icon 3 next to the button.					
REPLACEMENT UNDER 18 DRIVER LICENSE ADD PRI SERVICES ADD PRI		IARY CONTACT 3					
CHECK LICENSE/I MAILING DATE	D CARD						
	HOME ONLINE SERVICES	TRAVEL DRIVERS/VEHICLES BUSINESS FORMS ABOUT 🔍 Go 🔀					
	CIOWADOT	MOTOR VEHICLE					
1	MOTOR VEHICLE HOME	EMERGENCY CONTACT INFORMATION					
	ONLINE SERVICES	If you were in a crash or had another emergency where you could not respond, how would your friends and family be notified? By voluntarily entering up to two emergency contacts, law enforcemen will be able to contact your family or friends quickly, even if they are out of state.					
	DRIVER'S LICENSE						
1	DRIVER EDUCATION	will be able to contact your family of monos quickly, even if they are out of state.					
	MOTOR CARRIERS	WHO HAS ACCESS TO MY INFORMATION AND HOW WILL IT BE USED? Only the lowa DOT and law enforcement would have access to your emergency contact information. This information would only be used in an emergency to notify the contacts that you designate. The					
趋	COMMERCIAL VEHICLE/CDL						
	VEHICLE REGISTRATION	information is stored electronically and it does not go on your driver's license or identification card.					
	BUYING AND SELLING A VEHICLE	HOW DO I MANAGE MY EMERGENCY CONTACT INFORMATION? Providing this information is voluntary and you can add up to two emergency contacts. To add or					
MOTORCYCLES AND MOPED		update your emergency contacts, complete and submit the Emergency Contact Form or click the					
	FORMS	button below.					
	MILITARY/VETERAN SERVICES	ADD OR UPDATE YOUR EMERGENCY CONTACT INFORMATION					
2	PAID RIDESHARE						
	MOBILE ID	WHAT IF I WANT TO OPT OUT?					
	EMERGENCY CONTACT INFORMATION	If you are currently an emergency contact for someone and would like to opt out, please complete and submit the <u>Emergency Contact Information – Request to Opt Out Form</u> or click the link below. We are not authorized to share personal information about other customers so we will not be able provide a list of twice here listed we are an emergence center. However, we can set aut to be an					
計	IOWA DOT LOCATIONS						
MANUALS & RESOURCES		provide a list of who has listed you as an emergency contact. However, you can opt out to be an emergency contact for a specific person by filling out the form.					
18	ABOUT						
9							