



**Terry L. Rhodes**  
Executive Director

2900 Apalachee Parkway  
Tallahassee, Florida 32399-0500  
www.flhsmv.gov

November 28, 2018

City of Hollywood Office of Parking  
Attn: Wazir Ismael  
2600 Hollywood Blvd.  
Hollywood, FL 33020

RE: Memorandum of Understanding  
Contract No.: HSMV-0275-16

Dear Wazir Ismael,

The purpose of this letter is to advise your agency (Requesting Party) of additional requirements regarding the deceased date of individuals provided in the Driver and Vehicle Information Database (DAVID) as described below. These requirements are effective immediately. However, since we are in the process of revising your current Memorandum of Understanding (MOU), we are notifying you of these changes by this letter. Please be advised that the additional requirements listed herein, will be included as part of the new MOU via amendment. (see attached)

The deceased date provided by the Department of Highway Safety and Motor Vehicles (Department) via the DAVID application is obtained from the National Technical Information Service (NTIS) through the NTIS Limited Access Death Master File, as defined in 15 CFR §1110.2. We have been advised by NTIS, that in order to continue our access to the Limited Access Death Master File, we must ensure that anyone we share the data with has authority to access the information, has controls in place to protect the data, and is aware of the penalties associated with misuse of the data. In summary, access to data from the NTIS Limited Access Death Master File is subject to the following requirements:

(1) Pursuant to 15 CFR §1110.102, the Requesting Party certifies that its access to DMF information is appropriate because the Requesting Party (a) has (i) a legitimate fraud prevention interest, or (ii) a legitimate business purpose pursuant to a law, governmental rule, regulation, or fiduciary duty, (b) has systems facilities, and procedures in place to safeguard such information, and experience in maintaining the confidentiality, security, and appropriate use of such information, pursuant to requirements reasonably similar to the requirements of section 6103(p)(4) of the Internal Revenue Code of 1986, and (c) agrees to satisfy such similar requirements.

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(2) Pursuant to 15 CFR §1110.102, the Requesting Party certifies that it shall not: (i) disclose DMF information to any person other than a person who meets the requirements of Section 1 above; (ii) disclose DMF information to any person who uses the information for any purpose

other than a legitimate fraud prevention interest or a legitimate business purpose pursuant to a law, governmental rule, regulation, or fiduciary duty; (iii) disclose the DMF information to any person who further discloses it to any person other than a person who meets the requirements of Section (1) above; or (iv) use the DMF information for any purpose other than a legitimate fraud prevention interest or a legitimate business purpose pursuant to a law, governmental rule, regulation or fiduciary duty.

(3) Failure to comply with 15 C.F.R. §1110.102 pertaining to the deceased date of an individual may result in penalties of \$1000.00 for each disclosure or use, up to a maximum of \$250.000 in penalties per calendar year, pursuant to 15 CFR §1110.200.

In order to ensure compliance with these express requirements of federal law, we are requiring that agencies with access to DAVID provide specific information as to how your agency qualifies to receive access to information from the NTIS Limited Access Death Master File.

Please notify the department within 30 days from the date of this letter regarding whether or not you intend to comply with the requirements above pertaining to the deceased date, or if you would like to terminate your access to DAVID. Failure to provide this notification could result in termination of your DAVID access.

Please mail the signed amendment to:

Chief, Bureau of Records  
2900 Apalachee Parkway, MS 89  
Tallahassee, Florida 32399  
E-mail: [Datalistingunit@flhsmv.gov](mailto:Datalistingunit@flhsmv.gov).

If you have any questions, please do not hesitate to contact the Data Listing Unit at (850) 617-2805.

Sincerely,



Stephanie D, Duhart, Chief  
Division of Motorist Services  
Bureau of Records