

 WRAPAROUND MILWAUKEE Policy & Procedure	Date Issued: 9/16/98	Reviewed: 6/22/12 By: JF Last Revision: 7/31/12	Section: PROVIDER NETWORK	Policy No: 029	Pages: 1 of 6 (5 Attachments)
☒ Wraparound ☒ Wraparound-REACH ☒ FISS ☒ Project O-Yeah	Effective Date: 8/1/12	Subject: TRANSPORTATION SERVICES			

I. POLICY

It is the policy of Wraparound Milwaukee, REACH, FISS and O'YEAH that an adult be present when children under the age of 12 are being transported. Escorts are adults age 18 or older who may include a parent, family member, foster parent, caregiver, legal guardian or other individual as authorized by the child and family team; paid Providers may not be used as escorts. The escort is to remain with the child from the child's pick-up location and stay with the child through arriving at the drop-off location.

II. PROCEDURE

A. Types of Transportation Arrangements that can be made.

The Care Coordinator / FISS Case Manager can access transportation services for enrollees/families through one or more of the four ways listed below. **Transportation Service reimbursement should be sought through the means identified in #1, #2, & #3 prior to seeking Transportation Services through #4.**

1. Care Coordination / Case Management Agency – Bus Tickets.

The Care Coordinator/Transition Specialist/FISS Case Manager can assist the enrollee/family with meeting the transportation needs of the enrollee/family by arranging for access to bus tickets and in some cases, bus passes.

2. Medicaid – Billable Transportation.

When the enrollee's transportation needs can be covered under Medicaid, the Care Coordinator/Transition Specialist/FISS Case Manager should contact Logisticare ([see Attachment 1](#)) to determine eligibility. If eligible, authorization **for these transportation services should not be entered on a Service Authorization Request (SAR).**

Transportation needs covered under Medicaid are limited to medical-related appointments, doctor appointments, dental/vision appointments, therapy appointments, transportation to Medicaid Day Treatment Programs and any other justifiable medical service.

A Medicaid billable transportation service can also be used for siblings/parents who have a physical disability or Medicaid diagnosis of SED. The Care Coordinator/Transition Specialist/FISS Case Manager should contact Logisticare to determine eligibility.

When an enrollee is able to safely use an automobile, bus or taxi, and is not eligible for Medicaid Transportation through Logisticare, the Care Coordinator/Transition Specialist/FISS Case Manager may authorize one of the options identified below.

3. School Mandated Transportation

A child who is identified as having special education needs and in need of transportation to school or a Medicaid Day Treatment Program should have this identified and supported in their Individualized Educational Plan (IEP) and the Wraparound Plan of Care (POC) / Safety Services Treatment Plan. If it is supported in the child's IEP, **the child's school district is responsible** for the cost of transportation and it should **not** be authorized through the SAR process.

4. **Network Provider Transportation.**

Transportation and Taxi services are also available through the Wraparound Milwaukee Provider Network. Additional information regarding the use of Wraparound Milwaukee Provider Network transportation services is below.

B. Network Provider Transportation - Care Coordinator / Case Manager Responsibilities.

1. **Referrals.**

It is the responsibility of the Care Coordinator / FISS Case Manager to complete and fax a copy of the appropriate Transportation Referral Form to the Transportation Provider prior to the provision of services.

a. Referral Forms and SAR Entry - Transportation Providers.

The “REFERRAL FOR TRANSPORTATION” form (*see Attachment 2*) available on the “FORMS” tab in Synthesis (*Wraparound Milwaukee’s Information Management System*) is completed for enrollees/family members referred for services from Wraparound Milwaukee Provider Network Transportation Providers. The service recipient(s) is identified as the “Name of the Person to be Transported” on the referral form. The Care Coordinator / FISS Case Manager must fax the completed form to the Provider Network Transportation service provider prior to the provision of service.

The Care Coordinator / FISS Case Manager must also enter a Service Authorization Request (SAR) in Synthesis prior to the service being provided.

b. Referral Forms and SAR Entry – American United Taxi.

The “REFERRAL FOR TRANSPORTATION-AMERICAB” (*see Attachment 3*) available on the “Forms” tab in Synthesis is completed for enrollees/family members referred for Taxi services. The Care Coordinator / FISS Case Manager must fax the referral form to American United Taxi prior to the provision of services. The referral form also serves as the authorization for payment for American United Taxi. There is **NO NEED TO ENTER A SAR for services provided by American United Taxicab** as service costs vary for each ride and all Taxi service related data entry is completed by Wraparound Milwaukee Finance Staff.

2. **Service Cancellations.**

If a transportation request needs to be cancelled for any reason, it is the responsibility of the Care Coordinator / FISS Case Manager or designated Child & Family Team member to notify the Transportation Provider regarding the cancellation. The call should be made as soon as the need to cancel becomes evident. This includes cancellation of “one time” and “repeat” rides. When cancelling repeat taxi rides, the Care Coordinator/Transition Specialist/FISS Case Manager must fax to American Taxi the original Referral form with “cancel all rides” written on the form.

3. **Changes in Enrollee/Service Recipient Contact Information.**

The Care Coordinator / FISS Case Manager is responsible for immediately notifying the Transportation/Taxi Provider of changes in the enrollee’s status, address, and any changes related to the information on the Transportation Referral Form (such as contact persons names and numbers, etc.) including the names of contact persons at the clinics / facilities where the enrollee/service recipient is being transported for services. The Care Coordinator / FISS Case Manager is also responsible for sharing Transportation/Taxi contact and ride schedule information with family members/custodians and service providers that will be required to interface with the Transportation Provider(s). This is important, as these contact persons will be responsible for monitoring the enrollee/family member’s reception by the Transportation/Taxi service provider, including seeing the enrollees off, signing Transportation Provider trip verification logs and following up with Transportation Providers if they are running late.

4. **Pre-Authorization of Transportation Services - Extended Trips.**

Transportation service authorizations for trips that extend beyond 25 miles from the pick-up location to the destination or where the pick-up location is more than 25 miles from outside the City of Milwaukee require pre-authorization by Wraparound Milwaukee Quality Assurance in advance of travel. Care Coordinators must submit the following information:

- Enrollee name.
- Name(s) of the individual(s) to be transported and their relationship to the enrollee.
- Explanation of need.
- Total number of trips for the month.
- Expected duration for the service to include start and end dates.
- Pick-up address.
- Destination address.
- Transportation Provider name.
- Approximate total travel distance.
- Is individual eligible for transportation through Medicaid Logisticare.

The Care Coordinator will be notified via email with the authorization decision. Authorization is for current month and through the next month. Trips beyond this time period must be resubmitted for an extension.

C. Transportation Provider Responsibilities.

1. **Criminal History / Criminal Background Check.**

All Transportation Providers must comply with the Background Check requirements outlined in the Wraparound Milwaukee Fee-for-Service Agreement and Wraparound Milwaukee Background Checks/Milwaukee County Resolution Policy #057. This includes submitting driver background checks to the Wraparound Milwaukee Provider Network for review if the Department of Justice report shows any findings other than “no record found”.

2. **Valid Drivers License and Driver’s Abstract.**

Transportation Providers must maintain copies of current valid Wisconsin driver’s licenses for all drivers. A Driver’s Abstract must be conducted on each potential driver to assure a clean driving record (*see Attachment 4 – DMV’s DRIVERS ABSTRACT INFORMATION*). The Transportation Provider should forward reports with significant adverse activity to the Wraparound Milwaukee Provider Network for review.

Drivers of vehicles that are designed to serve 16 or more passengers, including the driver, must have a Commercial Driver’s License – Minimum Class C.

3. **Insurance Coverage.**

Transportation Providers must comply with all insurance requirements identified in the Wraparound Milwaukee Fee-for-Service Agreement.

4. **Vehicle Safety/Maintenance.**

A copy of a Vehicle Inspection Report for each transportation vehicle used by a Transportation Provider is to be submitted during the application process. As vehicles are added to the fleet, an Inspection Report must be obtained prior to using the vehicle in transporting enrollees/families. All vehicles inspected must have a sticker with the current year verifying the inspection. Vehicle inspection reports are to be made available to Wraparound Milwaukee upon request.

All vehicles used to provide services through the Wraparound Milwaukee Provider Network must be in good repair and equipped with functional seat belts for all passengers, a basic first aid kit and

properly maintained fire extinguisher. The driver and all passengers must wear seat belts that are properly secured at all times during transport.

5. Dispatch/Communication.

The Transportation Provider must have an agency staff person available to receive or make calls until the last enrollee of the day has been dropped off and received by a responsible caregiver.

All vehicle drivers must have some means of communication with the Provider Agency (i.e., cell phone, dispatch radio, etc.) while transporting enrollees. These communication devices must be in good working order and turned on at all times during transport.

6. Referrals and Provider Emergency Plan.

- a. Providers must ensure that they receive a referral form that has been completed by the Care Coordinator / FISS Case Manager prior to the provision of service.
- b. Providers are required to maintain up-to-date emergency contact information for all Wraparound Milwaukee/FISS service recipients. The Transportation Provider must also have a written Agency “Emergency Plan” (policy and procedure) for the driver to follow if an accident should occur, if a child becomes ill during transport or if any other “emergency” situation should arise.

7. Transportation Provider Billing.

- a. Transportation Providers are paid on a “per trip” basis. The “per trip” rate (established in the Fee-for-Service Agreement) is based on one passenger for a trip of up to 5.9 miles.
- b. Transportation Provider can be paid for up to four (4) additional passengers per trip (rate established in the Wraparound Milwaukee Fee-for-Service Agreement) if authorized by the Care Coordinator / FISS Case Manager on the “REFERRAL FORM FOR TRANSPORTATION”. Providers report additional passengers on the daily Trip Logs entered in Synthesis.
- c. Escorts traveling with children under the age of 12 may be claimed as an additional passenger and may be billed accordingly. Providers may only invoice for one escort per trip. The names of all escorts must be listed on the Transportation Signature Log sheet under “Person being Transported”, and in the “Relationship to Enrollee” column the word “escort” must be written.
- d. Transportation Providers are paid a mileage adjustment for trips of 6.0 miles or more. This mileage adjustment is processed automatically by Finance Staff based on Trip Logs entered in Synthesis and payment is based on the rate established in the Wraparound Milwaukee Fee-for-Service Agreement.
- e. Transportation Providers are required to use Synthesis (*Wraparound Milwaukee’s Information Management and Online Billing System*) to submit monthly billing and enter trip log. Provider training on the Wraparound Milwaukee online billing system is available through the Wraparound Milwaukee Finance Department. Providers bill for the number of trips provided. Wraparound Milwaukee Finance Department staff use information entered on each Trip Log to determine adjustments due to the Provider for additional passengers and/or mileage.
- f. Transportations Providers should work with the service recipient’s Care Coordinator / FISS Case Manager to minimize appointment “NO SHOWS”. Transportation Providers are reimbursed for up to 2 “NO SHOWS” per client per month. Payment for “NO SHOWS” is

calculated by Wraparound Milwaukee Finance staff and is based on the Provider entering “zero” as the number of passengers on the trip log. Transportation Providers CANNOT bill a “no show” when they arrive late for a pick up and other arrangements have already been made to transport the passenger.

8. **Documentation / Signature Logs.**

Transportation Providers must maintain a “SIGNATURE LOG” for ALL rides billed to Wraparound Milwaukee and FISS. A “SIGNATURE LOG” (*see Attachment 5*) is available from Wraparound Milwaukee in Synthesis, which the Transportation Provider can use to satisfy this requirement.

The Signature Logs must contain the following:

- Transportation Provider Name.
- Enrollee Name.
- Month of Service and Year.
- Type of Trip.
- Date of Transport – date must include month/day/year.
- Service Recipient.
- Start Time.
- End Time.
- Trip Number (if using Synthesis generated Signature Log).
- Location.
- Number of riders.
- Driver Initials.
- Responsible Adult Signature.
- Relationship of Signature to Enrollee.

9. **Transportation Log / Documentation Maintenance.**

- a. The Transportation Provider must keep ONE (1) Log per enrollee/per month.
- b. The Transportation Provider can determine how they prefer to file their Logs at their Agency (*i.e., per month/year, per enrollee, etc.*) for active enrollees. If the Log is not being kept in the enrollee file during the time services are being actively provided, the Logs must be filed in the enrollee’s file after the last date of service.
- c. Referral Forms and other relevant enrollee related documentation must be kept in an organized manner and be easily accessible. Each enrollee must have his or her own file. All enrollee related information is confidential and all enrollee files must be kept in a safe and secure cabinet or room. Enrollee files of minors must be maintained at the agency until the youth turns 19 or 7 years past the last date of service, whichever is longer. Enrollee files of adults (*i.e., FISS enrollees*) must be maintained for 7 years after the last date of service.

10. **Pick-Ups, Drop-Offs and Running Late.**

a. **Pick-Up and Drop-Off**

All enrollees (minors) must be received by an identified / responsible adult caregiver when being dropped off at an agency, home, appointment, etc.

b. **Running Late.**

If a Transportation Provider’s driver anticipates that they are going to be **more than 15 minutes late** for a pick-up, they must notify the service recipient that they will be picking up or the identified contact person (*i.e., the Therapist, if the youth is at a counseling session*) responsible for the enrollee at that pick-up location of the anticipated late arrival time. It is also permissible for the Transportation Provider Dispatcher to make the call to the

enrollee/contact person.

The driver/dispatcher should inform the enrollee/contact person of the situation and indicate the time that the driver will arrive. If this arrival time is acceptable to the enrollee/contact person, then no further arrangements need to be made. In the case of a late transport for a minor, the contact person should then notify the identified caregiver of the situation and remain with the youth to provide supervision.

In a situation in which 15 minutes have lapsed and the enrollee/contact person has not received a call from the Transportation Provider's driver indicating that they are running late, the enrollee/contact person should initiate a call to the Transportation Provider to inquire about the arrival time. If the Transportation Provider cannot be reached, then the enrollee /contact person will need to decide if they want use an alternate means of transportation.

If returning from an appointment, the contact person of the agency waiting for the Transportation services should refer to the service recipient's Referral Form for caregiver phone numbers, emergency contacts and Care Coordinator / FISS Case Manager phone numbers to assist them in coordinating an alternate means of transportation.

If an alternate means of transportation is sought and arranged, and the Transportation Provider's driver arrives in the meantime, the enrollee/contact person (*with permission from the caregiver in the case of a minor*) should inform the individual with whom arrangements have been made and they should collaboratively determine if the Transportation Provider's driver should still do the transport. If it is determined that the Transportation Provider's driver should not transport the enrollee, then the Transportation Provider cannot bill for that transport or for the contact as a NO SHOW.

11. **Physical Contact (Touching) / Harassment.**

Under no circumstances should a Transportation Provider's driver have physical contact with an enrollee (*exception to the above applies when the enrollee needs assistance entering or disembarking from the van due to a disability*). Drivers may not have personal or other contact with service recipients outside the provision of the authorized service (i.e., outside the work environment).

12. **Scope of Service.**

Transportation Providers/Drivers are not authorized to provide services to enrollees and their families outside of their role as a Transportation Provider. If an enrollee, parent/guardian, family member, service provider or team member requests that the provider perform non-related transportation services, the provider is instructed to contact the Care Coordinator/Transition Specialist/FISS Case Manager immediately to inform them of the situation. If unresolved or otherwise necessary, providers should call the Care Coordinator/Transition Specialist/FISS Case Manager's supervisor or Wraparound Milwaukee Administration.

Reviewed & Approved by: _____



Bruce Kamradt, Director

LogistiCare

Effective July 1, 2011, the Wisconsin Department of Health Services has contracted with an outside vendor, Logisticare, to run state-centralized transportation requests for all Wisconsin Medical Assistance patients.

Patients will arrange their own rides through LogistiCare by calling (866) 907-1493 (TTY: 866-288-3131).

Who can get a ride from Logisticare?

- Wisconsin Medicaid
- BadgerCare Plus Standard Plan
- BaderCare Plus Benchmark Plan
- Family Planning Only services (related appointments only)
- Tuberculosis-related services (related appointments only)
- BaderCare Plus express enrollment for pregnant women (related appointments only)

The program does not apply to:

- BaderCare CORE programs
- Members who live in or being discharged into a nursing home (rehabilitation services are different from actually living in the nursing facility)
- Members enrolled in Family Care
- Wisconsin Medicaid or BadgerCare Plus members who are enrolled in an HMO and live in one of the following counties: Milwaukee, Waukesha, Washington, Ozaukee, Kenosha and Racine.

What types of appointments are covered under this program?

LogistiCare will cover planned and urgent medical appointments. Request for planned non-emergent appointments must be made two business days in advance of the appointment for a scheduled pick up time by calling 866-907-1493. A maximum wait for a return ride is 60 minutes.

For urgent medical needs, patients should call 866-907-1493. If appropriate, Logisticare will arrange transportation to the clinic/hospital within 3 hours.

Call 911 if you have a life threatening emergency.

LogistiCare

What are Logisticare's hours?

To request a transport for non-emergency medical transportation, call 866-907-1493, Monday through Friday 7am to 6pm. Transports must be pre-arranged two business days in advance. The two business days include the day of the call, but not the day of the appointment.

Example: Call on Monday by noon for an appointment on Wednesday. This allows for better transportation arrangements for everyone.

To request urgent or hospital discharge trips (24/7) call 866-907-1493.

Will LogistiCare be able to help non-English speaking/hearing-impaired patients?

Yes, non-English speaking and hearing-impaired language services are available through LogistiCare. The TTY number is 866-288-3183.

What type of transportation is available for eligible members?

Depending on the member's location, physical abilities and support network, Logisticare may provide bus passes, vehicle rides, wheelchair or stretcher transports. LogistiCare does not own or operate these vehicles. They contract with area vendors to provide the service.

Who can contact Logisticare?

Patients or their caregivers and their doctor's offices should contact Logisticare (866-907-1493) to schedule transportation.

LogistiCare®

Can transportation be scheduled for patients who have ongoing, regularly-scheduled appointments?

For patients who require multiple scheduled visits (at least three days per week for three months or more), “standing order” rides can be requested. They must be arranged by the patient’s health care provider a minimum of two business days in advance of the first ride for such things dialysis, chemotherapy, and rehabilitation.

How many riders will LogistiCare approve for transport?

One escort rides for free provided there is a medical reason for the patient to be escorted to the appointment. For example, this may include minor children, or adults with medical/physical conditions.



TRANSPORTATION REFERRAL FORM

Enrollee Name: Sample1, Client

Initial Referral Date: 7/25/12

DOB: 1/1/90 Age: 22.6 Gender: Male

Referred by:

ID Number:: 27679

Phone Number(s):

Email:

Current Referral Date	7/31/12
Transportation Vendor Requested	LS Transportation, Inc.
Phone number for driver to call	414-999-9999
Name of person(s) to be transported	Client Sample1
Relationship to youth	Self
Reason for transportation request	Non-therapy Appt
Pick Up Date	8/1/12
Pick Up Time	11:00:00 AM
Pickup Location	Wraparound 9201 Watertown Plank Road
Drop Off Time	11:15:00 AM
Dropoff Location	Home 1234 Somewhere
How often will trips occur	Weekly
If this is a recurring trip, specify details	Every Wednesday starting 8/1/12 ending 8/29/12
Trip Type	One Way
Emergency Contact Name	Mom Sample1
Emergency Contact Phone	414-999-9999
Medical Concerns, if any	None
Safety Concerns / Special Accommodations	None
Wheelchair Needed?	No
SMV Form Status	None
Name of escort	Mom Sample1



Transportation Request from Wraparound Milwaukee

Enrollee Name: Client, Sample

DOB: 1/1/91

Referred by:

Name/Phone:

Email

American United Taxicab

Fax to 414-220-5017

Acct. No. WM 15

ID Number: 7976

Phone number for driver to call	555-55555
Name of person(s) to be transported	1
Relationship to youth	Self
Reason for transportation request	Doctor/Dentist
Pickup Date	10/23/09
Pickup Location	1234 Any Street
Time of Appointment	10:00 AM
Dropoff Location	4321 Main Street
How often will trips occur?	Single Ride
Trip Type	Round Trip
Emergency Contact Name	Mrs. Sample Client
Emergency Contact Phone	555-55555
Medical Concerns, if any	None

Care Coordinators Note: American United Taxicab requires that a **Transportation Request form** be faxed to them **FOR ALL NEW RIDES AND RIDES WHERE THE PICK-UP TIME VARIES.**



Points/driver
records

Check your driver's
license status

Driver license
points - frequently
asked questions

**Driver record
abstracts**

Out-of-state traffic
violations

Point system

Request your
driving record

Traffic convictions

Traffic safety
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Driver record abstracts

Driver record abstracts are computer-generated copies of the Division of Motor Vehicles (DMV's) driver records. Most driver record entries are retained for five years; however, certain convictions can result in a driver record being retained indefinitely.

Driver abstracts contain the following standard information:

- name and address
- driver license or identification card number
- sex and date of birth
- former names
- dates and types of traffic convictions, accidents, restrictions, and withdrawals

More information on:

- Requesting a copy of your own driving record
- Requesting a copy of someone else's driving record

Some large volume requesters maintain accounts for immediate response by the [Public Abstract Request System \(PARS\)](#). PARS is a secure Web-based system that allows participating accountholders to have instant access to driver record abstracts via Portable Document Format (PDF) images.

Commercial driver employers are eligible to enroll in the [Employer Notification program](#). This program is available to PARS participants and identifies any enrolled commercial driver with recent activity on their driving record.

Other volume users provide computer tapes of requests for next-day return of abstract information. Brokers are authorized recipients of the DMV records who resell or re-disclose the record information to other private entities.

Why WisDOT provides this information

Wisconsin's Motor Vehicle and Open Records Laws provide that anyone who requests a driver abstract, pays the appropriate fee and provides a completed Vehicle/Driver Record Information Request form [MV2896](#)  can request any person's driver record information.

Confidential information

Medical information is confidential and is only released if the driver has signed a release

Related links:

[Request your own driver abstract](#)

authorization form. Certain information on juveniles (such as suspensions for juvenile alcohol and truancy) is also confidential and will only be released to courts, law enforcement and, in some cases, parents or guardians.

Social Security numbers are used for driver licensing purposes and are not available to the public. Identification (ID) card information is also confidential and can only be released to the courts, district attorneys, county corporation counsels, city, village or town attorneys, law enforcement agencies, the ID card holder, or to the parent/legal guardian of an ID card holder who is under 18 years of age.

Opting out for requests from marketing and research entities

Customers can "opt out" from having their name included by completing form MV3592 . If 10 or more records are requested, their personal identifiable data will be suppressed. Forms can also be obtained at all [DMV service centers](#).

For more information contact:

- E-mail: driverrecords.dmv@dot.state.wi.us
- Phone: (608) 266-2353

Federal Driver's Privacy Protection Act

The Federal Drivers' Privacy Protection Act became effective on April 13, 2000, requiring that any request for driver record information be accompanied by a MV2896 (DPPA) form. The form requires information regarding the requester, name of person about whom record(s) are being requested and authorization for the information.



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Questions about the content of this page:
Bureau of Driver Services, driverrecords.dmv@dot.state.wi.us
Last modified: September 28, 2009

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Request your own driving record

Your motor vehicle driving abstract (commonly called a driving record) contains your driving history for a specific period of time. Most entries remain on your record for 5 years, except for serious offenses or alcohol related convictions, which remain on your record for 55 years.

The Division of Motor Vehicles (DMV) does not have a public counter where driving records can be obtained. You can request a copy of your own driver record over the phone or by mail.

To purchase your record by phone, call (608) 261-2566. The automated system, available 24 hours a day, 7 days a week, will prompt you to enter your Social Security Number. It is very important that you listen to the complete message and follow the instructions given, or the transaction will not be completed and your request will not go through.

A bill, charging the appropriate fee(s), and your driver record abstract will be mailed to the address on your driving record the next business day. BDS108  will provide you with an explanation of the codes used on the driver record abstract.

To purchase your record by mail, complete a Vehicle/Driver Record Information Request Form MV2896  and mail it with the appropriate fee to:

Wisconsin Department of Transportation
P.O. Box 7995
Madison, WI 53707-7995

You can check the current status of your driver license online or call (608) 264-7133 (for a recorded message, 24 hours a day). You will need your Social Security number and date of birth to access this information.

If you have questions about specific convictions:

- E-mail: driverrecords.dmv@dot.state.wi.us
- Call: (608) 266-2353

 You will need the Adobe Reader (provided free of charge) to view PDF files. For more information about getting your free copy of the Adobe Reader, visit WisDOT's [Software information page](#).

Questions about the content of this page:
Bureau of Driver Services, driverrecords.dmv@dot.state.wi.us
Last modified: June 9, 2009

VEHICLE / DRIVER RECORD INFORMATION REQUEST

Wisconsin Department of Transportation

MV2896 9/2008 Title 18 USC Section 2721-2725 and s.19.36(1) Wis. Stats.

NOTE: This form may be photocopied for future use.

This form is also available in .pdf format on the DOT website at www.dot.wisconsin.gov/drivers/forms/mv2896.pdf**This request must be completed before information about a Wisconsin vehicle/driver record can be obtained.**

Knowledge of what access and uses are permitted under the listed Federal Acts is the responsibility of the requester.

Section A - Requester Information

Name - Firm, or Corporation	DMV Agency Code/Account # - If Applicable	Area Code-Telephone 7:00 a.m. - 4:30 p.m.	
Name - Person Completing This Form		Area Code-Telephone #	
Street Address	City	State	ZIP Code
Mailing Address (If Different from Above)	City	State	ZIP Code

Section B - Record Information Request - Complete if requesting individual driver/vehicle records only.**I (we) request the following record information:** Please provide information for each individual driver record or vehicle that you are requesting.

Check One:

☐ **Driver Record Information**☐ **Certified Driver Record Information**

Name of Person about whom record(s) are being requested	Wisconsin Driver License Number	Birth Date
1		
2		

Check One:

☐ **Motor Vehicle Record Information**☐ **Certified Motor Vehicle Record Information**

Please explain request in Comments area below			Current Plate No. or DisID No.	Information Requested		
Vehicle Year	Make	Vehicle Identification Number		Current Owner	or	* History of All Owners
1				☐	or	☐
2				☐	or	☐

* Note: If you request the history of all owners, an additional charge of \$5 per owner will be assessed.

Comments - Please be specific when describing your request, for example, lien information, a complete history, current owner only, etc.**Section C - Authorization** - Please check the statement below that allows you authorization to obtain personal information. Sign certification.**I (we) are authorized under the Federal Driver's Privacy Protection Act to obtain the identified records and personal information based on the following:**

- ☐ 1. Authorized for use, if the requester demonstrates that they have obtained the written consent from the person about whom the information pertains. This is not for DMV account holders.
- ☐ (a) I am requesting a copy of my own record.
- ☐ (b) I am a parent or legal guardian of a minor child and am requesting a copy of his/her record.
- ☐ (c) I am requesting the record of another person and have attached their written consent.
- ☐ 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 to carry out the purposes of the Automobile Information Disclosure Act, the Anti-Car Theft Act of 1992, and the Clean Air Act.
- ☐ 3. A government agency (federal, state, local or tribal) or employed by such, for the purpose of the government agency to carry out its functions.

Please sign on the reverse side.

- ☐ 4. A federal, state, circuit, local, or tribal court, or employed by such, for the purpose of the court to carry out its functions.
- ☐ 5. A Wisconsin or out-of-state law enforcement agency, or employed by such, for the purpose of the law enforcement agency to carry out its functions.
- ☐ 6. Authorized representative, agent, contractor, or employed by such, of a legitimate business and the vehicle/driving record being requested will be used for normal course of business, but only to:
- Verify accuracy of the personal information;
 - Obtain correct information, but only for purposes of preventing fraud, pursuing legal remedies, or collecting a debt.
- ☐ 7. Authorized for use in connection with any civil, criminal, administrative, or arbitral proceeding in any federal, state, circuit, local, or tribal 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, circuit, local, or tribal court.
- ☐ 8. Authorized for use in research activities and producing statistical reports, as long as the personal information is not published, redisclosed, or used to contact individuals.
- ☐ 9. Authorized representative, agent, contractor, or employed by such, of an insurer, insurance support organization or self-insured entity and the vehicle/driving record(s) being requested will be used only in connection with the following:
- Claims investigation;
 - Anti-fraud activities;
 - Rating or underwriting.
- ☐ 10. Authorized for use in providing notice to the owners of towed or impounded vehicles.
- ☐ 11. Authorized representative or owner of a licensed private investigative agency or licensed security service and the vehicle/driving record is being requested for the use of purposes permitted under the Federal Driver's Privacy Protection Act.
- ☐ 12. Authorized as an employer, or its agent or insurer for use in obtaining or verifying information relating to a holder of a commercial driver license (CDL).
- ☐ 13. Authorized representative or owner of a private toll transportation facility for use in the operation of the facility.

The Driver Privacy Protection Act (DPPA) is enforced by the U.S. Department of Justice, which may seek civil and criminal penalties for improperly obtaining, disclosing, or using personal information from a motor vehicle record for a purpose not permitted by the DPPA. In addition, private citizens may also seek civil damages in Federal Court.

Certification

I (we) certify that the information and statements on this request are true and correct, comply with the provisions of the Federal Driver's Privacy Protection Act and understand that the willful, unauthorized disclosure of information obtained from these records for a purpose other than stated on this request, or the sale or other distribution of the information to a person or organization not disclosed in this request may result in penalties imposed under Title 18 U.S.C. Section 2724.

X

(Requester Signature)

(Date Signed)

NOTE: Incomplete or incorrect information provided in section "B" may result in an additional \$5 fee per driver record, and \$5 fee per vehicle or DisID record. Also, \$0.25 may apply per photocopy.

Mail completed form with check or money order made payable to: **Registration Fee Trust**

Non-Certified Driver Record Fee: \$5.00 ea. Mail fee(s) with completed form to: Driver Records Wisconsin Department of Transportation PO Box 7995 Madison WI 53707-7995	Certified Driver Record Fee: \$10.00 ea. Mail fee(s) with completed form to: Citations & Withdrawals Section Wisconsin Department of Transportation PO Box 7917 Madison WI 53707-7917	Non-Certified Vehicle Record Fee: \$5.00 ea. Certified Vehicle Record Fee: \$10.00 ea. Mail fee(s) with completed form to: Vehicle Records Section Wisconsin Department of Transportation PO Box 7911 Madison WI 53707-7911
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Please attach a stamped, self-addressed envelope for return of the requested information.

**Wraparound Milwaukee
Transportation Services Policy
Attachment 5**

Vendor Name:

Service Month:

Location 2

Person Being Transported:

If NOT enrollee- list rider name(s)

Time

Trip #
(from
above)

Location

Riders
(use 0 for
no-shows)

Driver
Initials

*Responsible
Adult Signature*

*Relationship to enrollee
(not req'd if enrollee sig*