

Number	Effective	Title	Owner
	01-11	ACCESS IDAHO MOTOR VEHICLE REGISTRATION SEARCH	OPERATIONS DIVISION

PURPOSE: This policy describes the statutory authority and defines the process for Idaho Department of Parks and Recreation Compliance Enforcement Officers to utilize the Access Idaho Motor Vehicle Registration Search to obtain vehicle ownership information for compliance enforcement purposes associated with Department owned or managed lands or administered programs.

LEGAL AUTHORITY: This policy sets forth procedures concerning the utilization of the Access Idaho Motor Vehicle Registration Search to obtain motor vehicle registered ownership information for compliance enforcement purposes associated with Department owned lands or administered programs. This policy is promulgated pursuant to Idaho Code Sections 67-4210, 67-4223, and 67-4239 and shall be construed in a manner consistent with the duties and responsibilities of the Idaho Park and Recreation Board as set forth in Idaho Code Title 67, Chapter 42. This policy shall not be construed as affecting any valid existing rights.

DEFINITIONS:

Access Idaho – an internet-based electronic portal designed to streamline access to government information.

Compliance Enforcement Officer and CEO – any full time classified Department employee who has successfully completed the POST Council approved 80-hour compliance enforcement training course and has been commissioned by the Department Director.

Department and IDPR – Idaho Department of Parks and Recreation.

Motor/Motorized Vehicle – every vehicle that is self-propelled except for vehicles moved solely by human power and motorized wheelchairs as defined in Section 49-123(g), Idaho Code.

Motor Vehicle Record and MVR – means any record that pertains to a motor vehicle registration, motor vehicle title or identification documents or other similar credentials issued by the department or other state or local agency.

Registered Owner – any person required to register a vehicle, whether or not a lienholder appears on the title in the records of the department.

Registration – the registration certificate or certificates and license plate or plates issued under the laws of this state pertaining to the registration of vehicles.

POLICY:

The Board has established various rules and regulations associated with the administration and management of Department parks and programs as allowed under Idaho statute authority and through IDAPA code. The Department's Director has been given enforcement authority including the issuance of citations in Idaho Code Section 67-4239(1) which states, "*The director of the department . . . may issue Idaho uniform citations, as provided for by the rules of the court . . . to violators of title 67, chapters 42 (state parks), 70 (safe boating act), 71 (recreational activities) and 75 (marine sewage disposal act), Idaho Code, and rules adopted under those chapters, within properties owned or managed by the department. The director may delegate this authority to qualified employees of the department.*"

The Department has authority to issue citations for a vehicle that is in a park illegally or in an unauthorized manner to the vehicle's registered owner as provided for in Idaho Code Section 67-4237, Parking Violations which states, "*(1) If any vehicle . . . is stopped, standing, or parked in an illegal or unauthorized manner within a state park and the operator cannot be identified readily, the fact that the vehicle is registered or leased in the name of a person shall be prima facie evidence that such person was in control of the vehicle at the time it was parked, unless that person can prove to the satisfaction of the court the vehicle was driven and stopped, placed or parked by an unauthorized person. (2) The provisions . . . shall be enforced by commissioned peace officers . . . qualified employees of the department of parks and recreation delegated with enforcement authority . . . (3) Any violation . . . shall be an infraction . . .*"

In the case of non-payment of park fees, the Department has the authority to assess a fee collection surcharge which is assessed against the associated motor vehicle registered owner when the operator or responsible party is not present as stated in IDAPA 26 Title 01 Chapter 20, 26.01.20 - Rules Governing the Administration Of Park and Recreation Areas and Facilities, 225.Fees and Services, 06. Fee Collection Surcharge which states, "*A ten dollar (\$10) surcharge may be added to all established fees when the operator of a motorized vehicle or responsible party of a camping unit fails to pay required fees prior to entering a park area or occupying a campsite. If the surcharge is assessed, and the operator of the vehicle or responsible party is not present, all required fees in addition to the ten dollar (\$10) surcharge will be assessed against the registered owner of the motorized vehicle or camping unit.*"

When a motor vehicle is parked illegally or in an unauthorized manner or when an operator of a motorized vehicle or responsible party of a camping unit fails to pay the surcharge and associated fees and the operator cannot be identified in either case, CEO's are to issue citations to the name of the person that is listed as the registered owner or vehicle lessee. To accomplish this, CEO's must obtain ownership/lessee information (MVR) through the respective state's Department of Motor Vehicles. Due to the Department's limited enforcement activities, the Department does not have direct access to the Idaho Law Enforcement Telecommunications System (ILETS) that is a part of the National Law Enforcement Telecommunications System (NLETS).

To facilitate obtaining Idaho MVR information, the Department entered into an *Exempt Service Subscription Agreement for Online Motor Vehicle and/or Driver's License Record Searches* through Access Idaho. The authority to utilize Access Idaho is limited to

Park and Program Managers as identified by the Deputy Director or Director. Authorized Department staff shall only use Access Idaho for enforcement purposes associated with Department owned or managed properties and managed programs. All out-of-state MVR requests are to be coordinated with the respective Region or Program Manager.

The release of personal information contained in Idaho Motor Vehicle and Driver's License records is restricted under section 49-203 of the Idaho Code. It is understood that this information is being provided 'For use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a federal, state, or local agency in carrying out its functions.' Department staff warrants that they are aware of and will comply with all applicable federal, state, local, or other laws and regulations with regard to access to or use of any and all information, databases, programs, or other products to which access is provided by or through Access Idaho.

All MVR information obtained through Access Idaho is to be secured so that the information cannot be accessed by unauthorized parties. Department staff will enter the obtained information directly onto citations and incident reports as applicable. If documentation is needed for evidentiary purposes it is to be attached to the respective citation or incident report and filed in a secured evidence case or in a secured computer file as identified by the Park or Program Manager. All documentation not required for evidentiary purposes is to be properly disposed of so that it is not readable through immediate shredding.

The following limitations apply:

- a) Under no circumstances may Department staff use data received from or through Access Idaho in any way except in full and complete compliance with all applicable federal, state, local, or other laws and regulations.
- b) Department staff shall comply with all applicable provisions of all Idaho laws and regulations.
- c) Department staff understands that Access Idaho service privileges may be terminated for a violation of this Agreement or an applicable federal, state, local or other law or regulation, and further that they may be prosecuted for such violations.
- d) Department staff shall not tamper with, alter, or change in any fashion any databases or programs made available to the Department by Access Idaho.
- e) Department staff acknowledges that records of its access to exempt services will be maintained by Access Idaho and are subject to audit and examination for compliance with applicable limitations on use.

Authorized Department staff accounts shall be accessed routinely every 90 days to prevent the account from being purged and having to complete a new application and create a new account. Authorized Department staff shall utilize the following steps to establish and access an account. If problems arise with the account, staff is to contact the Access Idaho Help Desk at (208) 332-0102.

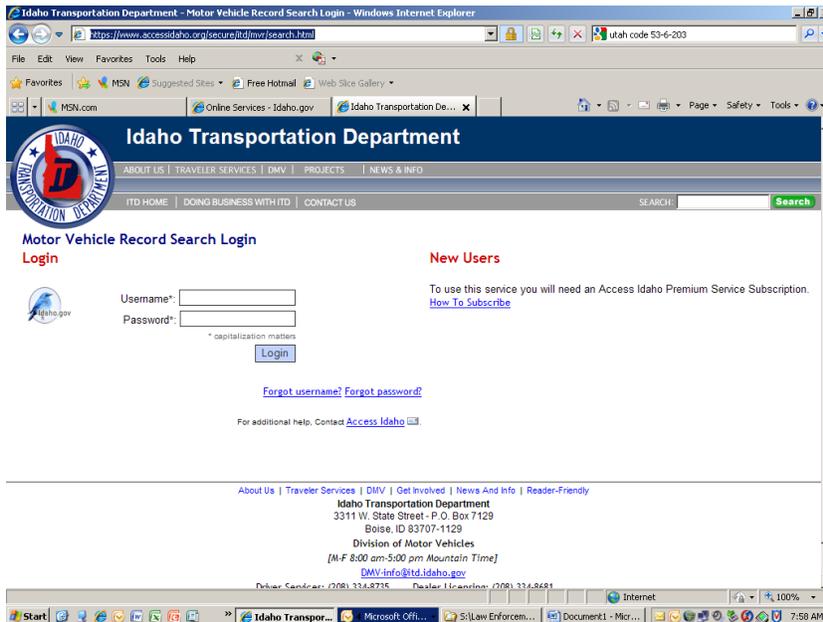
LOGIN PROCEDURES

Following are the Login procedures for accessing Access Idaho Motor Vehicle Registration Search the first time and in the future allowing authorized Department staff the ability to obtain vehicle ownership information for compliance enforcement purposes associated with Department owned or managed lands or administered programs. This is a secure site that is to be used only by authorized Department staff for the authorized purposes as outlined in the Access Idaho Motor Vehicle Registration Search Policies and Procedures.

GO TO THE FOLLOWING WEBSITE FOR MOTOR VEHICLE RECORD SEARCHES AND BOOKMARK THIS SITE FOR FUTURE ACCESS:

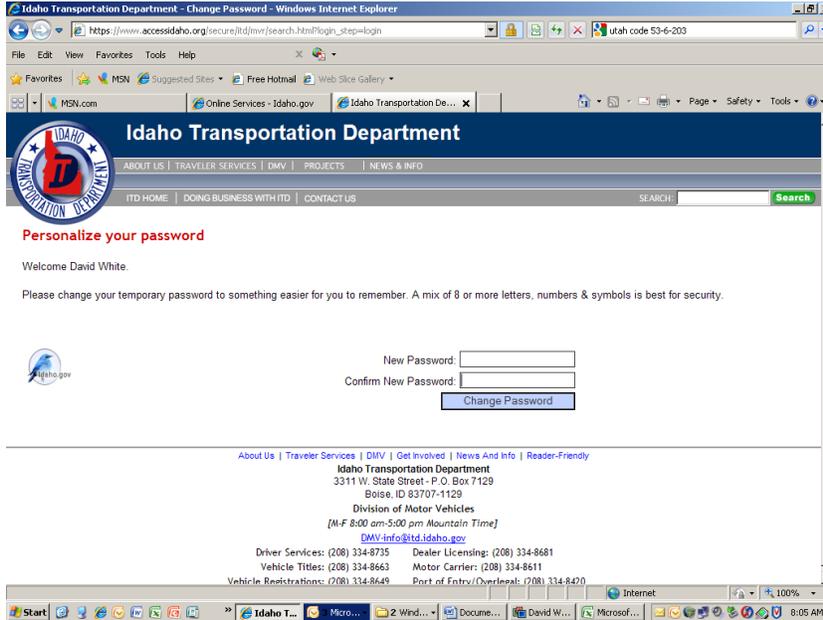
<https://www.accessidaho.org/secure/itd/mvr/search.html>

ENTER USERNAME AND TEMPORARY PASSWORD PROVIDED IN EMAIL BY webmaster@accessidaho.org

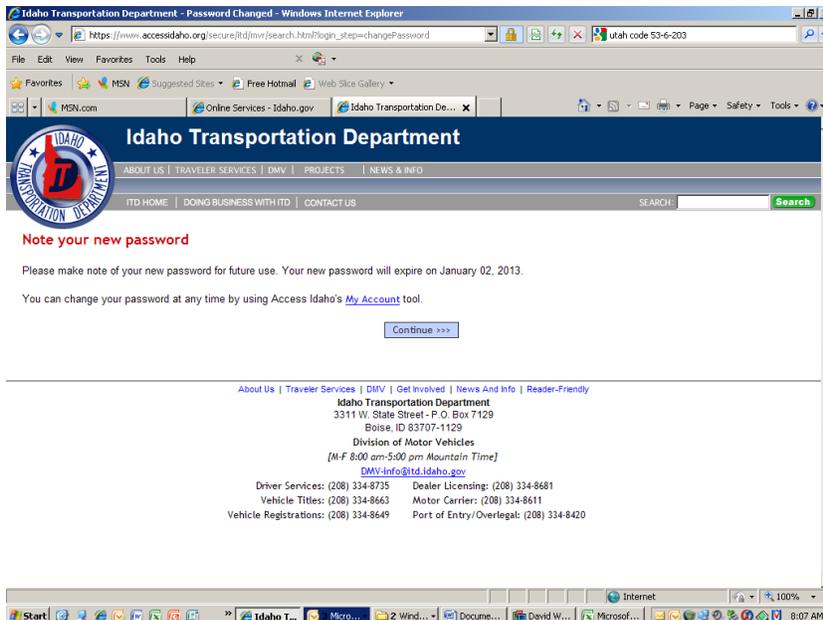


The screenshot shows a web browser window displaying the login page for the Idaho Transportation Department's Motor Vehicle Record Search. The page title is "Idaho Transportation Department - Motor Vehicle Record Search Login - Windows Internet Explorer". The address bar shows the URL: <https://www.accessidaho.org/secure/itd/mvr/search.html>. The page features the Idaho Transportation Department logo and navigation links such as "ABOUT US", "TRAVELER SERVICES", "DMV", "PROJECTS", and "NEWS & INFO". The main content area is titled "Motor Vehicle Record Search Login" and includes a "Login" section with input fields for "Username:" and "Password:". A "Login" button is positioned below the password field. To the right of the login fields, there is a "New Users" section with a note: "To use this service you will need an Access Idaho Premium Service Subscription." and a link "How To Subscribe". Below the login fields, there are links for "Forgot username?" and "Forgot password?". At the bottom of the page, there is contact information for the Idaho Transportation Department, including the address "3311 W. State Street - P.O. Box 7129, Boise, ID 83707-1129" and the phone number "(208) 334-8735". The taskbar at the bottom shows several open applications, including "Idaho Transport...", "Microsoft Offi...", "S:\Law Enforcem...", and "Document1 - Micr...", along with the system clock showing "7:58 AM".

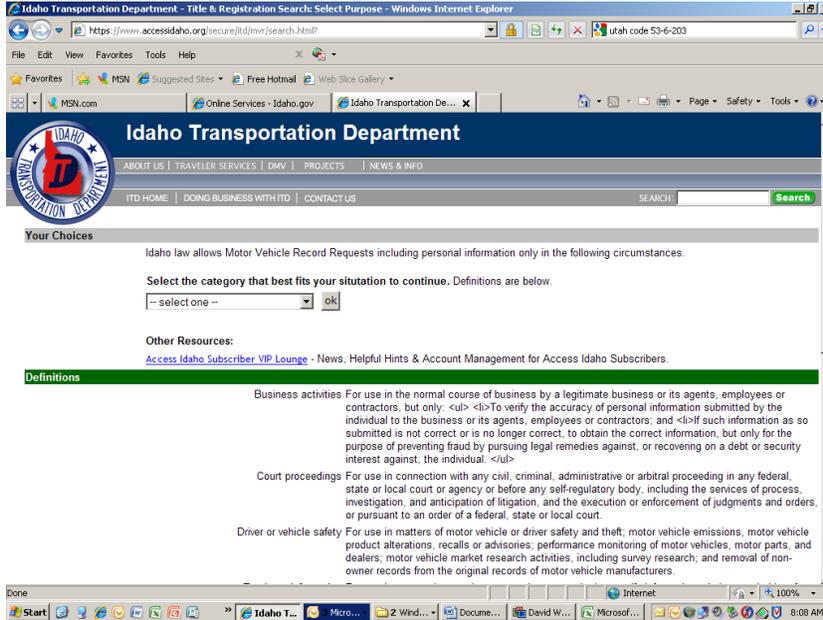
CHANGE TEMPORARY PASSWORD AS INDICATED.



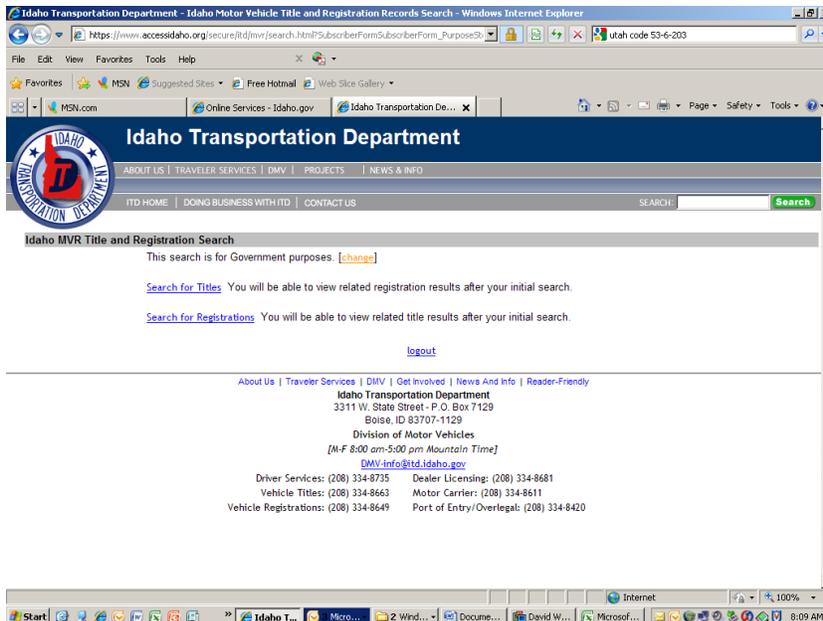
THE FOLLOWING PAGE SHOWS UP SO BE SURE AND SECURE YOUR NEW PASSWORD THEN CLICK ON CONTINUE.



ENTER GOVERNMENT AS INDICATED ON THE FOLLOWING PAGE AND CLICK OK.



CLICK ON SEARCH FOR REGISTRATIONS ON THE FOLLOWING PAGE.



ENTER LICENSE PLATE NUMBER AND CLICK SEARCH.

Idaho Transportation Department - Registration Search - Windows Internet Explorer

https://www.accessidaho.org/secure/itd/mv/search.html?SubscriberFormStep=registration

Idaho Transportation Department

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SEARCH: [Search](#)

This search is for Government purposes. [\[change\]](#)
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Enter Known Information

Enter the information you currently have available into the fields below.

You can search using ANY of the following fields.

Name: Example: "Smith, Mary J" or "Smith Family Trust". All record searches by name requires the name to match the beginning part of the name on the vehicle record.

VIN: Enter full number

License Plate Number: Enter full number

City: Must be combined with another field

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Idaho Transportation Department
 3311 W. State Street - P.O. Box 7129
 Boise, ID 83707-1129
 Division of Motor Vehicles
 [M-F 8:00 am-5:00 pm Mountain Time]
 DMV:info@itd.idaho.gov

EXAMPLE OF RESULTS FOR IDPR NORTH REGION VAN.

Idaho Transportation Department - Registration Search - Windows Internet Explorer

https://www.accessidaho.org/secure/itd/mv/search.html?SubscriberFormStep=registration

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[Search](#)

Name	City	Zip	Expire Date	Year	Make	Model	VIN (last 6)	Title	View
DEPT OF PARKS & RECREATION	BOISE	83720	02/28/2013	1999	DODG	CVN	343467	search	registration

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Idaho Transportation Department
 3311 W. State Street - P.O. Box 7129

CLICK ON VIEW REGISTRATION TO OBTAIN OWNER'S PHYSICAL ADDRESS AND ADDITIONAL VEHICLE INFORMATION FOR VERIFICATION.

Idaho Transportation Department - Motor Vehicle Title and Registration Records Search - Windows Internet Explorer

https://www.accessidaho.org/secure/td/mv/search.html?PS_SubscriberFormStep=regview&SubscriberF... Utah code 53-6-203

Idaho Transportation Department

12/02/2010

David White

Access Idaho MVR Document ID #907475 No customer.

This is the motor vehicle registration record you requested. If you need further information, please contact the Idaho Transportation Department, Motor Vehicle Records Desk at (208) 334-8773. Our fax number is (208) 334-8542.

1. Owner Information:

DEPT OF PARKS & RECREATION	--
STATE OF IDAHO	
5657 WARM SPRINGS BLVD	
PO BOX 83720	
BOISE	ID 83720 0065

2. Registration Information:

License Plate: R248	Reg Type: EX	Sub: CAR	Options:
Sticker Number:	Tran Type: RENEWED BY MAIL		
Expire Date: 02/28/2013	Tran Date: 01/30/2006		

3. Vehicle Information:

Idaho Transportation Department - Motor Vehicle Title and Registration Records Search - Windows Internet Explorer

https://www.accessidaho.org/secure/td/mv/search.html?PS_SubscriberFormStep=regview&SubscriberF... Utah code 53-6-203

License Plate: R248

Sticker Number:

Expire Date: 02/28/2013

Reg Type: EX

Tran Type: RENEWED BY MAIL

Tran Date: 01/30/2006

Sub: CAR

Options:

3. Vehicle Information:

Title Number: 994008389			
VIN: 2B4FP2535R343467			
Year: 1999	Make: DODG	Body: VN	Model: CVN
Color: WHITE	Description:		

Section 49-203 Idaho Code prohibits the release of personal information contained in driver and vehicle records to unauthorized parties, without express written consent of the individual the information pertains to. As an authorized requester you may receive this information but you may not re-release or re-sell it.

No fees were charged for this request (exempt government user).

[Request Certified Packet](#)

[title search](#) | [registration search](#)

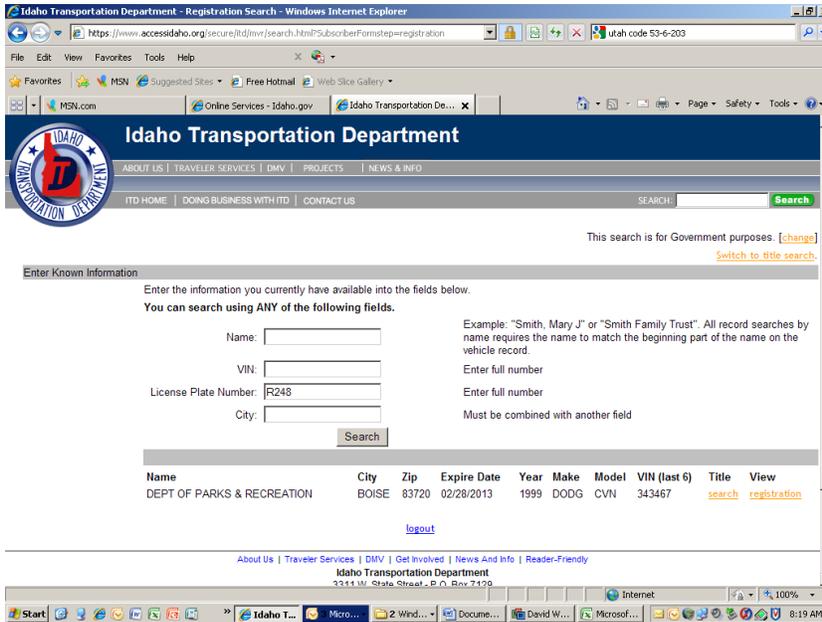
In order to improve our online services you may [complete this DMV customer survey](#).

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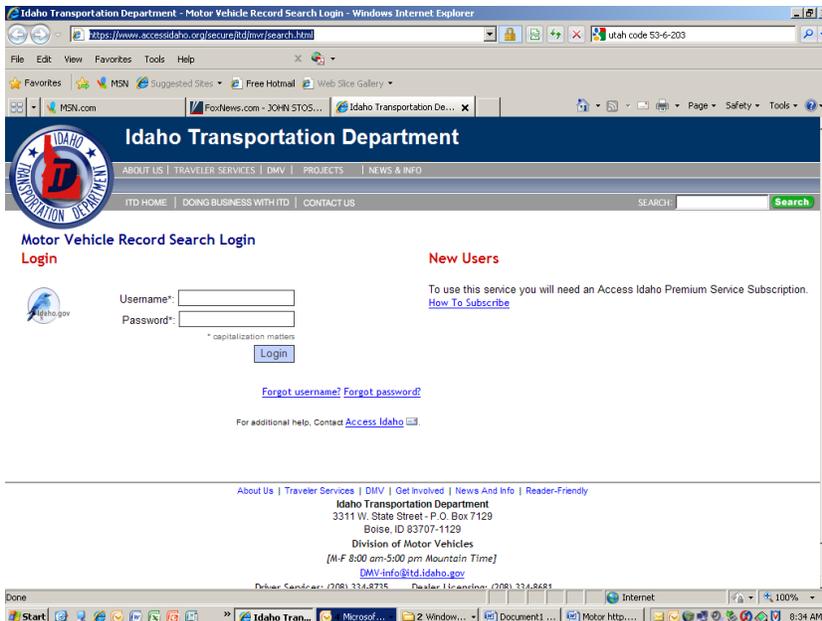
Idaho Transportation Department
3311 W. State Street - P. O. Box 7129
Boise, ID 83707-1129
Division of Motor Vehicles
[M-F 8:00 am-5:00 pm Mountain Time]
DMV-info@td.idaho.gov

Driver Services: (208) 334-8735 Dealer Licensing: (208) 334-8681
Vehicle Titles: (208) 334-8663 Motor Carrier: (208) 334-8611
Vehicle Registrations: (208) 334-8649 Port of Entry/Overlegal: (208) 334-8420

CLICK ON REGISTRATION SEARCH AT BOTTOM OF PAGE TO START OVER AND CONDUCT ANOTHER LICENSE PLATE NUMBER SEARCH. WHEN DONE, BE SURE AND LOGOUT AT BOTTOM OF PAGE.



FUTURE LOGINS AT <https://www.accessidaho.org/secure/itd/mvr/search.html> WILL TAKE YOU DIRECTLY TO THE IDAHO MVR TITLE AND REGISTRATION SEARCH PAGE.



LOGOUT WHEN DONE BY CLICKING ON LOGOUT AT THE BOTTOM OF THE PAGE.

Idaho Transportation Department - Registration Search - Windows Internet Explorer

https://www.accessidaho.org/secure/itd/inw/search.html?SubscriberFormstep=registration

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Name	City	Zip	Expire Date	Year	Make	Model	VIN (last 6)	Title	View
DEPT OF PARKS & RECREATION	BOISE	83720	02/28/2013	1999	DODG	CVN	343467	search	registration

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Idaho Transportation Department
2314 W. State Street - P.O. Box 7479

Done

Start | Idaho Trans... | Inbox - Micro... | 2 Windows ... | Access Idaho ... | Microsoft Exc... | 7:42 AM