



Minnesota Department of Public Safety  
Driver and Vehicle Services  
445 Minnesota Street, Saint Paul, MN 55101-5191  
Phone: (651) 201-7775 TTY: (651) 282-6555  
drive.mn.gov

## Driver and Vehicle Services (DVS) disciplinary action appeal request form

### Eligibility for an appeal

An individual who is the subject of disciplinary action due to misuse of the Driver and Vehicle Services (DVS) information system under Minnesota Statute section 171.12, after Oct. 1, 2023, may appeal the determination using the following process. An individual who is convicted of a crime related to the conduct that resulted in disciplinary action of their access is ineligible to reapply for access.

### Written appeal request requirements

An individual who is the subject of disciplinary action can submit an appeal request in writing to DVS no later than 30 calendar days following the imposition of the disciplinary action. A written appeal must include the following or the appeal request will be returned to the individual and not reviewed:

1. Written documentation that demonstrates that the individual is currently employed by an agency or entity that requires access for the employee to conduct their work duties.
2. Written documentation that demonstrates that the individual is in compliance with all existing requirements to be considered eligible for continued access, including completion of required background checks and signed policies.
3. Signed statement from the individual's employer acknowledging that the employer and supervisor are aware that the individual was previously subject to disciplinary action and that any future violations of DVS policies and procedures and state or federal law may again result in disciplinary action, including permanent revocation.
4. Signed and written statement from the individual describing:
  - a) Grounds for appeal.
  - b) Their understanding of appropriate use of the system data under existing DVS policies and procedures and state and federal law.
  - c) Their understanding of why the misuse that led to the imposition of disciplinary action was inappropriate, including what policies and procedures and state and/or federal laws the misuse violated.
  - d) The remedial steps the individual has taken to ensure that no future misuse occurs.

### Submission of appeal request

Completed form and letter from employer may be submitted by email to [dvsaccessappeals.DPS@state.mn.us](mailto:dvsaccessappeals.DPS@state.mn.us) or by fax to 651-797-1205. You will receive a written response via email and U.S. mail within 30 days after DVS receives your request.

## 1. Applicant section

### Section A. Applicant information

Full name	Phone number		
Email address			
Mailing address	City	State	Zip
<b>Current employer</b>			
Address	City	State	Zip
Email address	Phone		
Position title			

## 1. Applicant section continued

☐ **Attach written documentation from employer on letterhead that demonstrates you are currently employed by an agency or entity that requires DVS information system access for your work duties.**

### Section B. Level of disciplinary action imposed:

☐ Level 1: Corrective action    ☐ Level 2: Suspension    ☐ Level 3: Permanent revocation

### Section C. Grounds for appeal

- ☐ I believe the determination of misuse was incorrect.  
☐ I believe the level of disciplinary action imposed is inappropriate.

Please describe why you believe the determination of misuse is incorrect and/or why the level of disciplinary action imposed is inappropriate:

### Section D. Applicant statement

I, \_\_\_\_\_, hereby appeal the determination of misuse of imposition of disciplinary action and request reinstatement of my access to the DVS information system. I attest that:

- ☐ I was not convicted of a crime related to the conduct leading to the disciplinary action of my access; and  
☐ I am aware that any future violations may result in permanent revocation of access.

### Section E: Understanding and remedial steps

i) **Understanding of appropriate use:** I affirm my understanding of the appropriate use of the DVS information system under state and federal laws.    Yes    No

ii) **Remedial steps taken:** Please describe the steps you have taken to ensure that no future misuse occurs. This includes additional training, implementing new procedures, or any other mitigating measures you have put in place.

### Section F: Verification and signature

Yes    No    I, \_\_\_\_\_, hereby affirm that all the information provided is accurate and complete to the best of my knowledge.

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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## 2. Employer section [To be completed by the employer]

### Section E: Employer information

Agency or entity name

Agency or entity address

City

State

Representative name

Zip

Representative email address

Representative phone number

### Section F: Employer attestations

I, \_\_\_\_\_, attest that \_\_\_\_\_:

Yes      No      is currently employed at \_\_\_\_\_;  
Yes      No      requires access to the DVS information system to complete their work duties; and  
Yes      No      is in compliance with all existing requirements to be considered eligible for access,  
including completion of required background checks.

### Section G: Employer acknowledgment

I, \_\_\_\_\_, acknowledge that:

- ☐ I am aware of the disciplinary action of the applicant's access to the DVS information system; and
- ☐ I understand that any future violations by this applicant may result in permanent revocation of access.

Employer representative signature \_\_\_\_\_ Date \_\_\_\_\_

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### Tennessen Notice

#### What is the purpose of supplying the requested information?

The purpose of supplying this information to DVS is to allow DVS to review and consider an appeal of disciplinary action imposed by DVS for a misuse of its information data system and for record keeping purposes as required by the Minnesota Government Data Practices Act, Minnesota Statutes 13.04(2).

#### Am I required to provide the requested information?

No. You are not required to provide this information to DVS.

#### What will happen if I do not provide the requested information?

You can refuse; however, DVS cannot review your request for appeal to the DVS information system.

#### Who will have access to the requested information?

DVS may disclose your name, place of employment, and supporting documentation for your appeal. Your personal address and phone number will not be released. DVS will follow Minnesota Statutes, Chapter 13, and is subject to disclosure of information as required by these laws.