

## **375-3-1-.35 Open Records Requests**

1. All Open Records Request must be made in accordance with O.C.G.A. §50-18-70 et. seq. Open Records requests to the Department of Driver Services shall be submitted and addressed to the Open Records Officer.
  - a. Requests shall be submitted to the Open Records Officer using one of the following methods:
    - i. e-mail to: DDSopenrecords@dds.ga.gov;
    - ii. fax to: (678) 413-8773;
    - iii. or by U.S. Mail to:  
Legal Division  
ATTN: Open Records Officer  
Department of Driver Services  
P.O. Box 80447  
Conyers, Georgia 30013
2. The request should include the Requestor's name, mailing address, contact telephone number, and list of records requested.
3. DDS will provide a response within a reasonable amount of time, not to exceed three business days of receiving the written request addressed to the Open Records Officer.
  - a. In accordance with the Open Records Act a reasonable fee may be charged for search, redactions, retrieval, production, copying and other direct administrative costs for fulfillment of the request.
  - b. Driving histories, motor vehicle records (MVR), and other personal information maintained by DDS are not subject to open records.
4. The release of all information maintained by DDS will be limited by provisions set forth in state and federal law.

Authority: O.C.G.A. §§ 50-18-70 et. seq., 40-16-2, 40-16-3, 40-5-101, 40-5-4, 40-5-2