

Memorandum

Bureau of Motor Vehicles

Dealer and Agent Services

To: All Municipalities

From: Susan Harris-Pomerleau, Section Manager, Dealer and Agent Services

Subject: Returned Plates

Date: May 25, 2007

We receive many boxes of returned plates from municipalities, which we are very happy to take when we are in your area. We discovered that included in some of these boxes were yellow registration forms and other documents with personal information on them.

Please do not put forms or documents in with the plates being returned. You should mail those documents to this office in a separate envelope. We should always be aware of the fact that personal information could fall into the wrong hands and we should take every step possible to ensure that this information is protected.

Please share this information with all of your staff to ensure they are all aware of this policy.

I thank you for your assistance in this matter.