

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**THE FEDERAL BUREAU OF INVESTIGATION  
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION**

**AND**

**THE DELAWARE DIVISION OF MOTOR VEHICLES**

**CONCERNING THE SEARCH OF PROBE PHOTOS AGAINST THE  
DELAWARE DIVISION OF MOTOR VEHICLES PHOTO REPOSITORY**

**I. PURPOSE**

The purpose of this Memorandum of Understanding (MOU) is to document the agreed responsibilities and functions of the Parties with respect to conducting searches of the Delaware Division of Motor Vehicles (DMV) facial recognition (FR) photo repository. These searches will be performed for the purpose of comparing FBI Facial Analysis, Comparison, and Evaluation (FACE) Services Unit probe photos against photos housed in the Delaware DMV's FR photo repository and obtaining information that will advance active FBI investigations, apprehend wanted fugitives or known or suspected terrorists, and locate missing persons nationwide. A probe photo refers to the photo of the subject of an active FBI investigation that is submitted for search against a photo repository. The anticipated result of that search will be a photo gallery of potential matches. These potential matches (candidates) will be forwarded to the FBI, along with any associated information stored with the photo in the Delaware DMV FR system. The FBI FACE Services Unit will then perform comparisons of the candidate photo(s) against the probe photo(s) to determine their value as investigative leads.

**II. PARTIES**

- A.** The FBI, Criminal Justice Information Services (CJIS) Division, Biometric Services Section (BSS), FACE Services Unit provides investigative support to FBI field offices and headquarters divisions. The CJIS Division, through its Assistant Director, is the FBI's point of contact (POC) for this MOU. For certain day-to-day operations of the activities described by this MOU, the FBI's POC with the Delaware DMV will be the FACE Services' Management Unit and its Management and Program Analysts.
- B.** "The Delaware DMV is responsible for a variety of services to the general public. The division is spread across the state in four separate facilities with a facility residing in both Kent and Sussex Counties and two facilities in New

Castle County. The division is responsible for collecting over \$256 million in revenues annually for the Transportation Trust Fund. This revenue is generated by the hard work and dedication of approximately 320 full-time and part-time employees and an operating budget of \$17 million."

"The division monitors and processes over 850,000 registered vehicles and over 630,000 licensed drivers. The four main areas of responsibility of the DMV include Vehicle Services, Driver Services, Transportation Services and Toll Services."

For the purposes of this MOU, the Delaware DMV POC is the Chief of the Fraud/Investigations Unit. For certain day-to-day operations of the activities described by this MOU, the FACE Services Unit will contact the Delaware DMV POC [REDACTED]

### III. AUTHORITIES

- A. The FBI enters into this MOU pursuant to Title 28, United States Code (U.S.C.) Sections 533 and 534; Title 28, Code of Federal Regulations Section 0.85; Title 42, U.S.C. Section 3771; and Title 18, U.S.C. Chapter 123.
- B. The State of Delaware is authorized to share driver's license information with the FBI for authorized law enforcement purposes pursuant to Title 18, U.S.C. Section 2721 (b)(1).
- C. The Delaware DMV enters into this MOU pursuant to Delaware Law Title 21 Section 305 (b) (1)

### IV. BACKGROUND INFORMATION

- A. General Information: The FACE Services Unit provides a facial recognition service in which FBI Special Agents, or other authorized FBI personnel, submit to the FBI CJIS Division a photo of the subject of an active FBI investigation. These probe photos are compared to photographs in databases authorized for use by the FBI (i.e., FR databases maintained by state motor vehicle departments/agencies, law enforcement, or other government agencies). In this case, a probe photo is sent to the Delaware DMV. The Delaware DMV compares the probe photo to its database, and candidates produced as a result of the search are sent by the Delaware DMV to the FACE Services Unit. The FACE Services Unit compares Delaware DMV candidate list against the submitted probe in an effort to narrow down to the one or two most-likely candidates. These candidates are then provided to the requesting FBI contributor for use as an investigative lead. The number of candidates produced and provided to the FACE Services Unit as a result of

these searches is dependent upon the searching threshold set by the individual agency.

- B. Delaware DMV -Specific: Once the Delaware DMV has conducted an automated search of the probe against the photos in its FR photo repository, the Delaware DMV will then provide the Driver's License or Personal Identification Card number along with a photo of the resulting candidate to the FACE Services Unit. The FACE Services Unit will review the information to determine a likely candidate and then submit to the Delaware DMV a Delaware DMV-provided form requesting copies of the candidate's Driver's License or Personal Identification Card. The number of candidates produced as a result of these searches is dependent upon the searching threshold set by the Delaware DMV.
- C. The intent of this service is not to provide a positive identification, but to provide the FBI Agent with a valuable investigative lead and analysis to support that lead. The FBI will utilize the Delaware DMV FR photo repository to supplement information provided by existing FBI photo database searches.

## V. SPECIFIC RESPONSIBILITIES

### A. The FBI will:

1. Submit probe photos, via Law Enforcement Online (LEO)-to-LEO e-mail, to the Delaware DMV for the purposes of comparing the probe photos with photos in the Delaware DMV FR photo repository. The LEO is accredited and approved by the FBI for Sensitive-but-Unclassified law enforcement information.
2. Manually analyze, compare, and evaluate the returned candidate photo gallery against the probe photo to determine the most-likely candidate.
3. Submit the photo(s) of the most-likely candidate(s) to be searched against the FBI Photo File in order to:
  - a. Locate any additional photos and associated arrest information relating to the "most likely" candidate(s).
  - b. Identify additional potential candidates and associated information.

The results of this search will be compared and analyzed against the original probe photo(s). Once the analysis is complete, the one or two most-likely candidate photos, along with their associated information, will be provided to the requesting agent as an investigative lead.

4. Store, in the FACE Services Work Log for record keeping purposes, photo images and text associated with the driver's license of the most-likely candidate to the probe. This will adhere to National Archive and Records Administration retention schedule. Access to the FACE Services Work Log is limited to FACE Services personnel and other authorized FBI personnel who access the log for audit and legal purposes.
5. Immediately destroy all other unused gallery photos and associated information.

**B. The Delaware DMV will:**

1. Apply for a LEO e-mail account through the LEO Operations Unit.
2. Compare the FACE Services Unit-submitted probe photo against the Delaware DMV FR photo repository.
3. Immediately and permanently return electronic photos of all possible candidates to the FACE Services Unit via LEO e-mail.
4. Ensure that only authorized Delaware DMV personnel will handle requests submitted by the FBI CJIS Division. Authorized Delaware DMV personnel refer to personnel who are currently trained to perform FR queries against the Delaware DMV FR photo repository for law enforcement purposes. Names of these predetermined Delaware DMV personnel will be submitted to the FBI CJIS Division for the purpose of the FACE Services Unit establishing and maintaining communications contact with those Delaware DMV personnel who will be providing services to the FACE Services Unit. The Delaware DMV, through its authorized personnel, will conduct queries of the Delaware DMV FR photo repository using the FACE Services-supplied probe image.
5. Include all information associated with the candidate's/candidates' driver's license in the response to the FACE Services Unit, including information relating to all aliases.
6. Immediately and permanently destroy all probe photo images, and any associated data submitted from the FACE Services Unit, once the search has been completed and the response has been sent to the FACE Services Unit via LEO.

7. Ensure that photos received from the FACE Services Unit will not be electronically transmitted by any internal or external Delaware DMV systems.

**VI. PRIVACY AND SECURITY**

- A. The information involved in the MOU may identify United States persons, whose information is protected by the Privacy Act of 1974. The FBI will ensure that all such information will be handled lawfully pursuant to the provisions thereof. Conversely, the Delaware DMV will comply with its own state's privacy laws.
- B. For purposes of this MOU, Personally Identifiable Information (PII) is defined as information which can be used to distinguish or trace an individual's identity, including any personal information which is linked or linkable to a specific individual. Examples of PII are name, social security number, date of birth, place of birth, citizenship, mother's maiden name, and photographs, fingerprints, and other biometrics.
- C. The parties will review and make appropriate changes, if any, to their privacy compliance documents, including applicable Privacy Act system of records notices and/or privacy impact assessments, in advance of the implementation of this MOU to ensure that privacy risks are appropriately mitigated and the scope and routine uses of applicable system of records notices permit the collection, maintenance, and sharing of PII as set forth in this MOU.
- D. Each party that discloses PII is responsible for making reasonable efforts to ensure that the information disclosed is accurate, complete, timely, and relevant.
- E. Each party will immediately report to the other party each instance in which information received from the other party is used, disclosed, or accessed in an unauthorized manner (including any information losses or breaches).
- F. All transmissions of probes submitted by the FACE Services Unit to the Delaware DMV and responses returned to the FACE Services Unit will be made through a LEO-to-LEO e-mail connection.
- G. The Delaware DMV will ensure user accounts and authorities granted to its personnel are maintained in a current and secure "need-to-know" status.

- H. The Delaware DMV will, through the aforementioned authorized LEO e-mail account, immediately e-mail positive and negative responses to the Face Services Unit via [REDACTED]@leo.gov >. Both FBI requests and Delaware DMV responses will contain PII, and LEO e-mail is approved and authorized to ensure security of information contained in these transmissions. After completing its response to the FACE Services Unit request, the Delaware DMV will then, in a secure manner, immediately and permanently dispose of the FACE Services Unit-supplied probe photo, along with the FACE Services Unit's image search request.
- I. All hardcopy facial images determined by the FACE Services Unit not to be a most-likely candidate, along with all associated textual information, will be disposed via confidential trash. Hardcopy facial images include facial images printed on paper, digitally captured on a Compact Disc, or digitally captured on a Digital Video Disc. Textual information can include biographic information such as: name, address, date of birth, height, weight, eye color, driver's license/personal identification number, and signature. All electronic facial images, including those saved on thumb drives, determined by the FACE Services Unit not to be a most-likely candidate, along with all associated textual information, will be deleted.
- J. Photo images of most-likely candidate will be retained by the FACE Services Unit in a log located in a secure folder on the FBINET Domain for record-keeping purposes. All others will be destroyed by the FACE Services Unit.

## VII. EFFECT OF THIS AGREEMENT

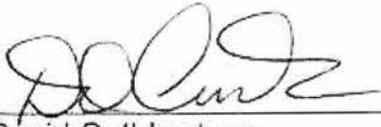
- A. This MOU is not intended, and should not be construed, to create any right or benefit, substantive or procedural, enforceable by law or otherwise against any of the parties, their parent agencies, the United States, or the officers, employees, agents, or other associated personnel thereof. The parties will seek to resolve any disputes regarding this MOU by mutual consultation.
- B. This MOU is not an obligation or commitment of funds, nor a basis for transfer of funds, but rather is a basic statement of the understanding between the parties of the matters described herein. Unless otherwise agreed in writing, each party shall bear its own costs in relation to this MOU. Expenditures by each party will be subject to its budgetary processes and to the availability of funds and resources pursuant to applicable laws, regulations, and policies. The parties expressly acknowledge that the language in this MOU in no way implies that funds will be made available for such expenditures.

- C. This MOU does not constitute an agreement for any party to assume or waive any liability or claim under any applicable law.
- D. Each party is responsible for ensuring that information it discloses was not knowingly obtained or maintained in violation of any law or policy applicable to the disclosing party, and that information is only made available to the receiving party as may be permitted by laws, regulations, policies, or procedures applicable to the disclosing party.
- E. Each party will provide appropriate training regarding the responsibilities under this MOU to individuals whose information-sharing activities are covered by the provisions of this MOU.
- F. The information and/or documents provided by Delaware DMV to the FACE Services Unit will contain PII about persons retained in the Delaware DMV FR system. The FACE Services Unit will use this information for lawful/authorized purposes only. This material will be provided by Delaware DMV at no cost to the FBI.
- G. Each party shall be responsible for the safeguarding of any equipment used by it to access records and shall limit access to authorized users with a need to know the information and who have been properly instructed as to their duties and responsibilities under this MOU.
- H. Each party shall implement procedures to ensure that such equipment is located in a secure area and to prevent information, including any printed copies of records, from being viewed by individuals not authorized to use the equipment and from being viewed by individuals not authorized to see or have access to this information.

**VIII. EFFECTIVE DATE, MODIFICATION, AND TERMINATION**

- A. This agreement shall be effective when executed by all of the parties and will continue in effect until terminated. This agreement may be modified at any time by written consent of all parties.
- B. This MOU may be terminated, with respect to any party, at any time upon written notice of withdrawal to all other parties. Any party desiring to withdraw from this MOU will endeavor to provide such written notification to all parties at least thirty (30) days prior to withdrawal. This MOU will be reviewed annually to ensure that the terms remain current, complete, and relevant.
- C. This MOU, in eight distinct sections, is the exclusive statement of the parties with respect to its subject matter and supersedes any and all prior agreement, negotiations, representations, and/or proposals, written or verbal, relating to its subject matter.

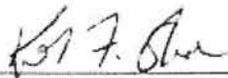
FOR THE FEDERAL BUREAU OF INVESTIGATION



David Cuthbertson  
Assistant Director  
Criminal Justice Information  
Services Division

5/10/12  
Date

FOR THE DELAWARE DIVISION OF MOTOR VEHICLES



Kenneth Shock  
Chief of the Fraud/Investigations Unit  
Delaware Division of Motor Vehicles

5/21/12  
Date