


Due to requirements imposed by statute and/or data providers (e.g., state departments of motor vehicles), HireRight customers must execute certain state-specific paperwork prior to being granted access to motor vehicle records (MVRs) from HireRight. The General Affidavit of Intended Use is required for general access to ALL state MVR records. Several of these documents are state specific and are required by the applicable state for access to be granted.

Below is a summary of the current requirements for gaining access to MVRs for employment purposes. These requirements are subject to change from time to time based on updates from the states. Please closely review the below chart to determine which documents are applicable based on your company's MVR needs and follow the instructions in the relevant exhibits to complete and submit each required document. Until the required document(s) are completed and processed, HireRight will not be able to provide the corresponding MVRs to your company. Please allow 72 hours for processing of these documents to grant access.

If you have questions or require assistance, please contact HireRight Customer Service at **866-521-6995**.

 State:	Required Document Attached As:	Renewal Requirements	Notes/Instructions for Returning:
<u>ALL</u> States	Exhibit 1 General Affidavit of Intended Use		Customer must complete this document and return it to HireRight as outlined in the attached Exhibit 1 . This document is required before obtaining ANY MVRs (regardless of jurisdiction) from HireRight.
California	Exhibit 2 Commercial Requester Account Application	Every 2 years	Customer must obtain a Commercial Requester Code <u>directly from the State of California</u> , which may take approximately 30 days. Upon receipt, please forward the California requestor code approval to HireRight as outlined in the attached Exhibit 2 .
Georgia	Exhibit 3 Bulk MVR User Acknowledgement		Customer must complete this form and return it to HireRight as outlined in the attached Exhibit 3 .
New Hampshire	Exhibit 4 Letter of Agent Exhibit 5 Release of Motor Vehicle Records Form	Annually - Submit Letter of Agent	Customer must, on an annual basis, complete a Letter of Agent on customer's company letterhead and return it to HireRight as outlined in the attached Exhibit 4 . Customer must also obtain a completed and notarized Release of Motor Vehicle Records form, DSMV 505 (see the attached Exhibit 5) prior to submitting each New Hampshire MVR request, and retain such form for at least two years.
New Jersey	Exhibit 6 New Jersey State Supplemental Agreement		Customer must complete this document and return it to HireRight as outlined in the attached Exhibit 6 .
Pennsylvania	Exhibit 7 Insurance Affidavit of Intended Use		Customer must complete this form and return it to HireRight as outlined in the attached Exhibit 7 . HireRight will then forward the form to the State of Pennsylvania. Upon approval (which may take more than 30 days), Pennsylvania will send HireRight an approval notice with customer's requestor code, which HireRight will apply to customer's account.
Washington	Exhibit 8 Washington State Supplemental Agreement & Subscriber Certification of Use Exhibit 9 Release of Interest	Annually - Submit Certification of Compliance	Customer must complete the Washington State Supplemental Agreement and Subscriber Certification of Use documents and return them to HireRight as outlined in the attached Exhibit 8 . Customer must submit an annual certification of compliance. Customer must also obtain a completed Release of Interest (Exhibit 9) form from each candidate(s) prior to submitting each Washington MVR request, and retain such form for at least two years.



General Affidavit of Intended Use Exhibit 1

This General Affidavit of Intended Use ("Affidavit") must be completed by each legal entity seeking Motor Vehicle Records (MVRs) from HireRight prior to the procurement of MVRs. This Affidavit does not replace any state specific documents that may also be required. This Affidavit must be correctly completed in its entirety and signed by an officer of your company with signatory authority. Please ensure that all fields are complete, including either your DOB or your Driver's License Number and the issuing state of your Driver's License. ***Note: Your organization must correctly complete and return pages 1-4 of the enclosed Affidavit packet before any MVR access will be granted.***

The Federal Drivers Privacy Protection Act, 18 U.S.C. §2721 et seq. ("DPPA") the full text of which is available at: <https://www.law.cornell.edu/uscode/text/18/part-I/chapter-123> permits a variety of permissible purposes under which an end user may obtain MVRs; however, HireRight allows the permissible purposes of employment screening and insurance underwriting. The permissible purposes under which you may order MVRs are reflected in the attached Affidavit.

Please be advised that HireRight is unable to accept substantive modifications to these terms and conditions. Please also note that you may be required to complete additional state-specific documentation for access to MVRs from certain states.

Securely send your completed form to:

Email: hirerighttaskforce@hireright.com

Fax: 918-664-4366

Please contact Customer Service at 866-521-6995 if you have any questions.

General Affidavit of Intended Use

To obtain MVRs, you must declare your intended use of MVRs by marking the option(s) for the following permissible purposes. If you have more than one permissible purpose for ordering MVRs, then please select all of the boxes that apply.

INFORMATION MAY BE USED ONLY FOR THE FOLLOWING APPROVED DRIVER PRIVACY PROTECT ACT (DPPA) PURPOSES.

SELECT THE PURPOSE(S) FOR WHICH YOU WILL BE ORDERING MVRs:

Yes ☐ No ☐ **Non-CDL Employment**

By a business that will use the information to verify the accuracy of information submitted by individuals for the purposes of preventing fraud, pursuing legal remedies against or recovering a debt or security interest. (Non-CDL Employment)

Written consent of the person whose record is being requested. (Non-CDL Employment for below states)
(Available in: AR, CA, CO, CT, DC, FL, HI, IL, KY, MA, MN, NM, NY, NC, ND, OK, RI, TX, VT, VA, WY)

Yes ☐ No ☐ **CDL Employment**

By an employer/agent or insurer to obtain or verify information on a Commercial Driver License Holder. (CDL Employment)

As an officer authorized to bind the below referenced Company, under penalty of perjury, I attest that my Company and I shall not obtain, resell, transfer, or use the information in any manner prohibited by law. I understand that motor vehicle or driver records that are obtained, resold, or transferred for purposes prohibited by law may subject me to civil penalties under federal and state law. I further understand that I must provide my Driver's License Number and Issuing State or my Date of Birth as a condition to receiving MVRs, and that this requirement is imposed on me by HireRight MVR suppliers, which include state agencies. I acknowledge and agree to the terms and conditions in ATTACHMENT A - Certification of Supplier Requirements by End Users of Driver Record Information as a condition to receiving MVRs, and hereby agree to abide by said terms and conditions as evidenced by my signature below.

Company Name			
Company Information			
Physical Address		City	State
Federal Employer Identification Number			
Printed Name		Signature	
Title		State & Driver's License # or Date of Birth ✓	
Date of Signature:		Please provide the State and License or Date of Birth above.	

ATTACHMENT A

Certification of Supplier Requirements by End Users of Driver Record Information

Company identified in the General Affidavit of Intended Use ("Company") is an end user of motor vehicle records ("MVRs") and acknowledges that certain HireRight suppliers of MVRs including some state agencies ("Suppliers") require Company to agree to the following terms and conditions set forth in this Certification of Supplier Requirements by End Users of Driver Record Information ("Certification"). Company further acknowledges that HireRight does not have the authority to modify these terms. As evidenced in the General Affidavit of Intended Use by the signature of an officer duly authorized to bind Company to the terms and conditions of this Certification, Company agrees to the following:

1. Certifications of Intended Use and Permissible Purposes. In addition to acknowledging the terms and conditions in this Certification and prior to accessing the data, the Company must complete and return to HireRight a General Affidavit of Intended Use. Company warrants and represents that its use of any information in the MVRs will be strictly limited to the uses permitted by applicable law and shall seek to obtain MVRs only for the purpose(s) set forth on the General Affidavit of Intended Use. Company acknowledges that it may be subject to criminal and civil liability for use inconsistent with the General Affidavit of Intended Use and for any use of the MVRs in violation of this Certification and applicable state and federal laws.

2. Authorized Subscribers. Company acknowledges and agrees that HireRight and Suppliers must approve the Company's access to the data and that such approval may be rescinded by HireRight and/or the Suppliers at any time without prior notice. Company shall procure, at its expense, all licenses and permits necessary for the fulfillment of its obligations under this Certification and pursuant to any applicable laws. Company further warrants and represents that each of its principals, employees, subcontractors or agents who may have access to any MVR records has signed a confidentiality agreement or that Company itself has signed a confidentiality statement in its underlying HireRight service agreement and hereby extends the confidentiality statement to add its principals, employees, subcontractors or agents who may have lawful access to any MVRs. Any violation by the foregoing parties shall constitute a violation of this Certification by Company.

3. Use of the Data. All driver record information, or data, shall be requested only for the exclusive, one-time use of Company, and shall not be transferred (unless otherwise required by law), sold, assigned, or loaned, to any third party in whole or in part including Company's affiliates and/or parent company or any employee or agent thereof, provided however, that the transmission of MVRs between an insurance agent and the insurance company as required in order to facilitate the transaction for which the MVRs were ordered shall constitute a single, one-time use. Under no circumstances shall the undersigned Company use or permit others to use any data provided by Suppliers for the purpose of commercial solicitation or marketing, direct mail advertising, political canvassing or campaigning, surveillance or to investigate or locate an individual for reasons not specifically related to motor vehicle activity (including, but not limited to, divorce disputes and matchmaking services), or any similar purpose or objective, and shall not provide such information to any person or entity which seeks to use such information for any such purpose(s). Data shall not be retained, accumulated, stored, combined, and/or linked in with any other data on any database or to update a file to be used by the Company for the purpose of developing its own source of data. Company further agrees that it will not merge any MVR or Supplier data with any other document obtained from any other source in order to sell or provide the information to another party as an official Supplier record. Employers may retain the information only in the employee's history file. The Company acknowledges that the continuing ownership of the original record underlying each copy of a motor vehicle record, including a driver license record, remains with the state issuing the MVR. Company agrees not to disseminate or publish on the Internet any information, including the data, contained within driver records obtained from Suppliers.

4. Security. The Company shall at all times maintain safeguards and procedures to ensure the security and protection of data furnished by the Suppliers and shall take all necessary steps to prevent the theft, unauthorized disclosure, divulgence or use of such data in any form or manner not expressly permitted by this Certification. Minimum security measures shall include background investigations on employees, controlled access to data storage and production areas, secure destruction of data after its use, adequate measures and monitoring to ensure no unauthorized access, enforcement of username and password protection measures, network firewall provisioning, intrusion detection and prevention, denial of service protection, encryption during transmission, periodic vulnerability scanning and penetration testing, internal independent audits at random and when suspicious activity is suspected, maintenance of a hardware inventory (including name and network address), and other reasonable security measures determined to be necessary at the sole discretion of the Suppliers. Company agrees that no driver record information or data shall be processed on or transferred to any portable device or portable storage medium, including smart devices and/or USB devices. Company shall secure all equipment storing driver record information and data in a manner that ensures no unauthorized/unnecessary access will occur, and that it will secure all driver record information and data from manipulation, sabotage, theft or breach of confidentiality and integrity. Company shall not disseminate MVRs containing

consumer information except within its organization and only by a secure means. Storage arrangements shall be subject to inspection or audit by the Suppliers or by HireRight. HireRight and/or its Suppliers may request a copy of the Company's IT security policies and procedures, and the Company shall comply with this request; such data will be treated as confidential and proprietary.

5. Breach of Security. Company shall implement and maintain a policy dedicated to incident responses and procedures, which shall include procedures for reporting to HireRight any of the following occurrences within twenty-four (24) hours of discovery: a) any breach of security or confidentiality involving a driving record, b) any unauthorized access, c) any breach of this written Certification between HireRight and Company.

6. Audits. The Company acknowledges and agrees that the Suppliers, an independent auditor selected by the Suppliers, or a representative of HireRight may audit the Company's performance under this Certification, and the Company agrees to cooperate fully with said auditors. The audit request may include generating within twenty-four (24) hours of the request, a history of the Company's transfer of data of any single individual. The Company agrees to keep and maintain, in accordance with commercially reasonable data archive standards and for audit purposes only, for a period of five years, records of each driving record access, including the person or entity that received the MVR (including the user ID of the requester, as applicable) the date of the request, the date the record was received, the unique identifier used to identify the record, and its intended use for which such information was obtained and revealed.

7. Compliance with the Law. Data obtained from the State of Pennsylvania shall be used in accordance with the requirements of the Vehicle Code, including, but not limited to, 75 Pa. C.S. § 6114(b)(5). Data obtained from the State of Colorado shall be used in accordance with the requirements of C.R.S. 42-2-121, 42-1-206, and 24-72- 204(7). The laws of the State of Colorado and rules and regulations issued pursuant thereto shall be applied in the interpretation, execution, and enforcement of this Certification with respect to Colorado data. Any actions between the parties for claims concerning this Certification regarding Colorado data shall be in the City and County of Denver, Colorado. Data and/or information, including personal information and personally identifiable information contained within the data and/or information, obtained from the State of New Jersey shall be used, stored and protected in accordance with the requirements of the New Jersey Drivers' Privacy Protection Act, N.J.S.A. 39:2-3.3 et seq. and New Jersey Identity Theft Prevention Act, N.J.S.A. 56:11-44, et seq. In addition to complying with all state laws, regulations, local ordinances, and State policies of the state issuing each particular MVR, the Company agrees to comply with the Federal Driver Privacy Protection Act, 18 U.S.C. 2721 et seq., and the Fair Credit Reporting Act, 15 U.S.C. §§ 1681, et seq. Company shall comply with all applicable state and federal laws that require the notification of individuals in the event of an unauthorized release of personal information, or other event requiring notification. The failure to comply with all applicable laws and regulations may result in a breach of this Certification, termination of service, and civil and criminal liability. Company shall promptly execute and return to HireRight all documentation required, now or in the future, by HireRight or any Supplier to permit release of information or to ensure compliance with applicable laws or regulations.

8. Hold Harmless. In the event the Company fails to comply with any requirement of this Certification or applicable law, HireRight and/or the Suppliers may immediately terminate the Company's access to data. To the extent not prohibited by applicable law, including the North Carolina Constitution Article V, Section 4, where applicable, the Company agrees to indemnify, hold harmless, and release Suppliers, its contractors, departments, agencies, boards, employees, officials, and institutions, (collectively, the "Indemnitees") from any and all suits at law or equity, claims, demands or loss of any nature including but not limited to all costs and attorney's fees, arising from Company's incorrect or improper disclosure of individual names or addresses, misuse, misappropriation, or other act or omission with respect to laws restricting access to and/or disclosure of MVRs containing consumer information, from any defects in any of the Company's procedures followed or omitted, from the failure of the Company or its officers, employees, customers, contractors or agents to fulfill any of its obligations under this Certification as a result of willful or negligent acts and omissions or otherwise by the Company or its officers, employees, customers, contractors, or agents. For West Virginia, Suppliers shall include the State of West Virginia and West Virginia Interactive, LLC. In the event the Company fails to comply with any requirement in this Certification, the Suppliers and their respective departments and/or agencies may seek such other damages as the Suppliers might elect to pursue. For Colorado only, the Company acknowledges that the Colorado Governmental Immunity Act and risk management self-insurance statutes control and limit the liability of the State. Company shall, within twenty-four (24) hours of discovering any litigation or Notice of Claim involving the content or handling of an MVR furnished to Company, notify HireRight. For any non-monetary breach of this Certification, Company shall report the same to HireRight within twenty-four (24) hours of discovering such breach.

ATTACHMENT B
Additional Business Entities

If you use a Letter of Authorization to include additional business entity(ies) under your agreement, and such entity(ies) have a unique Federal Employer Identification Number ("FEIN") AND order driving records, each such entity with a unique FEIN MUST COMPLETE its own MVR forms. All below information is required. ***

*****If your company orders all MVRs through one entity operating under a parent company's FEIN, then only that ordering entity will be required to complete this Affidavit and any applicable MVR State Form(s).**

Does your company currently have a Letter of Authorization on file with HireRight? Yes ☐ No ☒
(If yes, proceed to the next question)

Do any of the entities or locations listed on the LOA ("LOA Entities/Locations") operate under a different FEIN? (If yes, proceed to the next question.) Yes ☐ No ☒

Do any of the LOA Entities/Locations with different FEINs order MVRs? Yes ☐ No ☐

If you answered "Yes" to all three preceding questions, please list each LOA Entity/Location that orders MVRs along with that entity's applicable FEIN.

Legal Entity Name (use the same name as indicated on the Letter of Authorization)

FEIN

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*****All pages of this document must be returned.**



California MVR Access Instructions

Exhibit 2

The State of California requires your organization to obtain its own Commercial Requester Code in order to be granted access to California driving records. The most current California Commercial Requester Code Application can be found in the "How to Apply for an End User Account" section of the following webpage:

<https://www.dmv.ca.gov/portal/vehicle-industry-services/motor-carrier-services-mcs/motor-carrier-services-mcs-records-and-information/commercial-requester-accounts-cra/>

Please be sure to carefully read and follow all instructions on the State's website. Keep copies of all forms you complete prior to submitting them to the State, as the originals may not be returned to you. Please note that we cannot accept government requestor codes.

Commercial Requester Account Instructions and Forms Packet

The INF 1133 packet contains detailed instructions and forms needed to apply for a Commercial Requester Account. All instructions must be followed carefully and completely.

INF 1133 Packet: <https://www.dmv.ca.gov/portal/uploads/2020/05/inf1133.pdf>

Please mail the completed forms directly to the State of California at the address listed on the bottom of the forms. Allow approximately 30 days for the CA DMV to process your paperwork.

Once you receive your California Commercial Requester Account Approval Letter with your account number and expiration date from the CA DMV, email or fax a copy of both pages to HireRight:

Secure email: hirerighttaskforce@hireright.com

Fax: 918-664-4366

HOW TO COMPLETE

INF 1133 – COMPLETING THE FORM

Information Services Branch		DMV USE ONLY	
COMMERCIAL REQUESTER ACCOUNT APPLICATION Account Number _____		CHECK/M.O. #	AMOUNT
		CA ID/DATE	EXPIRES

Check One Only:

- ☒ Original Application (All sections must be completed or application will be returned unprocessed.)
- ☐ Change(s) to existing Account—Complete only those sections that are changing **and** list **ALL** existing Requester Code(s) (REQUIRED)
- ☐ Renewal (All sections must be completed or application will be returned unprocessed.)

IMPORTANT
TO AVOID PROCESSING DELAYS, PLEASE READ ALL INSTRUCTIONS PRIOR TO COMPLETING FORM.

SECTION A. BUSINESS INFORMATION

1. BUSINESS NAME [Insert Company Name Here]		2. DAYTIME TELEPHONE NUMBER (999) 999-9999	
3. DBA (FICTITIOUS BUSINESS NAME) [Insert DBA name as applicable]	4. INTERNET WEBSITE ADDRESS (IF NONE, SO STATE) www.example.com	5. FAX NUMBER 999-999-9999	
6. CONTACT PERSON NAME/TITLE (INDIVIDUAL RESPONSIBLE FOR THE ACCOUNT) [Insert Name and Title Here]		7. E-MAIL ADDRESS example@example.com	
8. DAYTIME TELEPHONE NUMBER (999) 999-9999			
9. STREET ADDRESS (PHYSICAL LOCATION REQUIRED) [Enter full physical address of the commercial location]		CITY	STATE ZIP CODE
10. MAILING ADDRESS (IF SAME AS PHYSICAL LOCATION, SO STATE) [If working from home, a home address can be provided to receive the approval letter] Send to HireRight		CITY	STATE ZIP CODE

SECTION B. BUSINESS IDENTIFICATION

1. FEDERAL EMPLOYER ID# OR STATE TAX ID # [Enter FEIN Number Here]	2. CORPORATION, LLC, LLP, LP ID#, IF APPLICABLE Number: [Enter the state filing number as shown on the Sec of State filing Here]	STATE OF ISSUANCE
3. OTHER (PLEASE IDENTIFY)		

Section A and B is an example of a first-time application. The Original Application checkbox indicates that the company doesn't currently have a commercial requestor account. Complete the general details about the company as shown in this example of completing the information.

Section B must include a FEIN number that is 9 digits (i.e. 00-0000000) in part 1. In part 2., please include the Sec of State filing number and the state of issuance.

Don't know the numbers?

Sec of State registration can be found through Google search by entering the following example in the search field to find your specific state. (EX: Nashville Business Entity Search) After locating the state, a search option should be available for Business Search.

SECTION C. BUSINESS TYPE

- | | | |
|---|--|--|
| <input type="checkbox"/> Attorney/Law Office | <input type="checkbox"/> Independent Institution of Higher Education | <input type="checkbox"/> PI/Detective Agency |
| <input type="checkbox"/> Auto Auction | <input type="checkbox"/> Insurance Agent/Agency/Broker | <input type="checkbox"/> Process Server |
| <input type="checkbox"/> Dealer (Vehicle/Vessel) | <input type="checkbox"/> Insurance Company | <input type="checkbox"/> Registration Service |
| <input type="checkbox"/> Dismantler (Vehicle/Vessel) | <input type="checkbox"/> Lessor/Retailer | <input type="checkbox"/> Rental Company (Vehicle/Vessel) |
| <input type="checkbox"/> Distributor (Vehicle/Vessel) | <input type="checkbox"/> Lien Sale | <input type="checkbox"/> Salvage Company |
| <input type="checkbox"/> Financial Institution | <input type="checkbox"/> Manufacturer (Vehicle/Vessel) | <input checked="" type="checkbox"/> Other: (Please Identify) |
| <input type="checkbox"/> Hospital/Clinic | <input type="checkbox"/> Media | Add appropriate business type |

SECTION D. PROFESSIONAL/OCCUPATIONAL LICENSE INFORMATION

1. PROFESSIONAL OR OCCUPATIONAL LICENSEE NAME (Complete this section if applicable)		
2. ISSUING AGENCY NAME	A. LICENSE NUMBER	B. EXPIRATION DATE (MONTH/YEAR)

Only complete this section if the company is required to be licensed

Section C. Business Type
Check the box that is applicable to your business. If selecting Other, complete the freeform field and enter the type.

SECTION E. COMMERCIAL REQUESTER ACCOUNT HISTORY AND USE

- Answer these with the checkbox answers provided as shown above. Change the selections above if the answers should be different and provide the additional details for Yes answers as needed.

Answer these with the checkbox answers provided as shown above.

HOW TO COMPLETE

SECTION G. PERMISSIBLE USE(S)/PURPOSE - Each permissible use must be listed separately.		For DMV Use Only
1. IDENTIFY PROPOSED USE [Enter a detailed description. Example: Review of records for purposes of employment as employees drive company vehicles, perform deliveries or use their own vehicle to perform tasks as representatives.]		Proposed Use Approved <input type="checkbox"/> Yes <input type="checkbox"/> No Requester Code Issued # _____
Type: <input type="checkbox"/> VR <input checked="" type="checkbox"/> DL <input type="checkbox"/> OL <input type="checkbox"/> FR	Residence address requested: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
2. IDENTIFY PROPOSED USE [Enter additional examples as needed and mark the same Type if requesting for applicant screening.]		Proposed Use Approved <input type="checkbox"/> Yes <input type="checkbox"/> No Requester Code Issued # _____
Type: <input type="checkbox"/> VR <input checked="" type="checkbox"/> DL <input type="checkbox"/> OL <input type="checkbox"/> FR	Residence address requested: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
3. IDENTIFY PROPOSED USE		Proposed Use Approved <input type="checkbox"/> Yes <input type="checkbox"/> No Requester Code Issued # _____
Type: <input type="checkbox"/> VR <input type="checkbox"/> DL <input type="checkbox"/> OL <input type="checkbox"/> FR	Residence address requested: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Section G.

With Background Screening, the Type should be marked as DL. Then in the Identify Proposed Use, explain what the purpose of using the DMV records is for. Above is an example of using the records for purposes of employment. If you need to explain an additional purpose for applicant screening for employment, then just select DL in the next section and No in the checkbox and provided the descriptive details.

SECTION H. ACKNOWLEDGEMENT AND CERTIFICATION STATEMENT

I hereby acknowledge that I have received, read, and agree to the Commercial Record Release Policy.

I understand that the use, or unauthorized disclosure, of departmental information for purposes not intended by the Department, is prohibited and may result in suspension/revocation of applicant's access to the Department's information system. (California Vehicle Code Section 1808.45) I further understand that the use, or unauthorized disclosure, of departmental information for purposes not intended by the Department, may result in suspension/revocation of applicant's access to the Department's information system. (California Vehicle Code Section 1808.46)

I certify (or declare) under penalty of perjury under of the laws of the State of California that the foregoing is true and correct. I further consent to receive service of process pursuant to the provisions of California Vehicle Code Section 1808.21(c).

EXECUTED AT	CITY	COUNTY	ON (DATE)
Anywhere		Anywhere	4/29/2019

SIGNATURE OF AUTHORIZED REPRESENTATIVE

X

PRINTED NAME	TITLE	DAYTIME TELEPHONE NUMBER
John Doe (SIGN IN BLUE INK!!!)	President	(999) 999-9999

SECTION I. DMV APPROVAL

STATE OF CALIFORNIA
Department of Motor Vehicles

SIGNATURE (DMV REPRESENTATIVE)

X

Section H.

Complete by filling in the details required and then Print to have signed in BLUE INK.

IMPORTANT

Information provided on this form is Public Record, unless expressed otherwise in statute.
Any confidential information will not be released to the general public.

Applicant must retain a copy of the application for their records.

Mail To: DMV, Account Processing Unit
MS-H221, P.O. Box 944231,
Sacramento, CA 94244-2310

Clear Form

Print



Georgia MVR Instruction Sheet

Exhibit 3

The following Georgia Department of Driver Services Bulk MVR User Acknowledgement form is required for your account to be granted access to Georgia MVRs. Please complete this form and return the completed document to HireRight via email, fax, or mail:

Secure email: hirerighttaskforce@hireright.com
Fax: 918-664-4366
Mail: HireRight
Attn: MVR Access
14002 E. 21st Street, Suite 1200
Tulsa, OK 74134

When completing the document, please enter the required information into the applicable fields in accordance with the below instructions:

- Company Name – Enter your company's legal name (company name on the Service Agreement).
- User Name – Enter the name of the person who is responsible for processing reports.
- Company Address – Enter your company's physical address.

If you have any questions or need assistance, please contact Customer Service at 866-521-6995.



GEORGIA DEPARTMENT OF DRIVER SERVICES BULK MVR USER ACKNOWLEDGEMENT

Company Name:			
User Name:			
Company Address:			
City:		State:	Zip Code:
User Telephone #:		User Fax #:	
User Email:			

The company or individual named above certifies that for each driving record requested, the information contained therein shall be used solely for one of the following approved purposes: insurance claims investigation, insurance antifraud activities, insurance rating, insurance underwriting, car rental agreements, address verification by a creditor, or as part of a background investigation on an employee or applicant for employment.

If an adverse decision is based upon any information supplied to the User by the Department of Driver Services (DDS), then upon request of the driver named in the driving record, the User or the producing insurance agent, if applicable, shall inform the driver named in the record of all information pertinent to the decision. This provision is to be construed as requiring the User to include specific information included in the driver's record.

All information is requested only for the User's exclusive use. The User shall not share, sell or otherwise disseminate any information included in the motor vehicle report to any other person or company, except as provided in O.C.G.A. §40-5-2, 18 U.S.C. §2721, *et seq.*, Ga. Admin. Comp. Ch. 375-3-8-.03, any other applicable provision of law, or as provided herein.

Any violation of the rules, laws or agreements applicable to the access provided herein to the User shall be considered sufficient grounds for the DDS to refuse to release any additional information on any other driver that the User may request. This administrative action by the DDS shall not be deemed to supersede any other sanctions prescribed by law, including, but not limited to, any applicable civil or criminal penalties.

The DDS has the right to inspect and copy all records, files, reports, or any other materials deemed necessary to verify that the User has abided by all terms of the certificate unless such access is prohibited by law. The burden of showing compliance with the provisions of this certificate is always on the User. Upon reasonable notice by the DDS, the User must be able to demonstrate such compliance.

Users obtaining driving records for any of the aforementioned insurance purposes must have an application for insurance or renewal thereof in order to obtain driving records. Users obtaining driving records for employment or pre-employment background investigations must obtain the written consent of each licensee whose driving record is requested.

Access granted to this User via the Requestor named above, if any, shall cease immediately if the DDS terminates the Requestor's access to driving records for any reason.

Termination, non-renewal, or expiration of the agreement between the Requestor named above and the Georgia Technology Authority terminates the User's access to driving records for any reason.

The person signing below has authority to do so on behalf of the applicant named above. **The DDS will only accept original documents with original signatures.**

Date

Signature

Title/Position

Printed Name



New Hampshire Employment MVRs Instructions

Exhibit 4

PLEASE FORWARD TO THE APPROPRIATE PERSON WITHIN YOUR COMPANY.

New Hampshire requires a Letter of Agent to be submitted annually for access to their driving records for employment purposes. Note: New Hampshire MVRs are available for the purpose of employment screening **only when driving is part of the employee's job duties.**

Please supply HireRight with a **Letter of Agent** (sample attached) completed by your company authorizing HireRight to process your New Hampshire MVR requests. **You must place the Letter of Agent on your company's letterhead, and the letter must be signed by an authorized representative of your company.**

New customers may leave the account code blank. For current customers, please provide your account code or account number.

Please email, fax, or mail the letter to HireRight:

Secure email: hirerighttaskforce@hireright.com

Fax: **918-664-4366**

Mail: HireRight
Attn: NH MVR Access
14002 E. 21st Street
Suite 1200
Tulsa, OK 74134

Once an acceptable Letter of Agent has been received, your account may be granted access to New Hampshire MVRs. . Access to NH MVRs will be valid for **one year** from date on these documents. In order to maintain access after one year, a new Letter of Agent will be required.

If you have any questions or need assistance, please contact Customer Service at 866-521-6995.

Letter of Agent template

Copy this form onto your company letterhead.

To: Division of Motor Vehicles of New Hampshire

From: _____
(Name)

(Company Name)

(Address)

(City, State, Zip Code)

Dear Director:

This will certify that we are an employer authorized to obtain driving records from the State of New Hampshire, pursuant to RSA 260:14, V (a). We will obtain our New Hampshire driving record requests through HireRight. HireRight will act as our authorized agent to process our New Hampshire MVRs.

We will only access New Hampshire MVRs through HireRight for employment purposes on individuals who will be operating motor vehicles as a condition of employment. We understand that failure to comply with New Hampshire state law is subject to criminal penalties. We are aware that it is a class B felony if, in the course of business, a person knowingly sells, rents, offers or exposes for sale, motor vehicle records to another person. Information will not be resold or reused for any purpose.

This authorization is valid until _____ (maximum one year), unless revoked prior to that time and written notification is provided to the Division of Motor Vehicles of New Hampshire.

Sincerely,

(Signature of Director, Principal, or Owner)

(Printed name and title of signatory)

Customer Account Code: _____

Date: _____

New Hampshire MVR Employment Release

Form DSMV 505

[New Hampshire DMV](#) requires that this MVR release form [DSMV 505](#) be completed for each NH MVR request submitted.

The [DSMV 505](#) form must be completed in its entirety, for employment requests notarization is not required. Once complete, you must retain a copy for your records for a minimum of 2 years from the date of the last MVR request of the applicant, regardless of whether the applicant was hired by the company or not. Please be prepared to produce such document upon request.

- **Step 1 – Driver Information**
 - Check driver record, certified copy with current record information (\$15)
 - Disregard reference charge, HireRight will bill you.
- **Step 2 – Who are you?**
 - Check “I AM NOT THE RECORD HOLDER”
 - Driver needs to complete the section listed under “Whose information are you looking for”
 - Full Name
 - Date of Birth
 - Driver License
- **Step 3 – Information of the person filling this form – this is for the Requestor *Required**
 - Full Name of requestor
 - Phone number
 - Mailing address
 - And company name
- **Step 4 – Is only required for insurance MVRs or personal inquiries. Notarization for employment MVRs is not required.**
- **Step 5 – Intended Use of form – This is only if you are ordering for CDL purposes.**
 - Check the box, “By an employer or its agent or insurer to obtain or verify information...”
 - ☐ By an **employer or its agent or insurer** to obtain or verify information relating to a holder of a commercial drivers license [RSA 260:14, V(a)(7)].
- **Step 6 – Please read penalty clause.**
- **Step 7 – Company representative must sign form and date form.**

Signature of Requestor: _____ Date: ____/____/____
- **Step 8 – Do not submit to the state, keep for your records.**

☐ Driver record, certified copy with current record information (\$15)

☐ **I AM NOT THE RECORD HOLDER**, but the record holder has approved this request and has had their signature notarized in Step 4. The requestor may NOT be the Notary or Justice of the Peace.

You will be required to forward this form to HireRight when selected in our random audit processor should the state of New Hampshire request a specific copy for audit purposes.

Please contact Customer Service at 866-521-6995 if you have any questions.



Robert L. Quinn
Commissioner of Safety

State of New Hampshire

DEPARTMENT OF SAFETY DIVISION OF MOTOR VEHICLES

STEPHEN E. MERRILL BUILDING
23 HAZEN DRIVE, CONCORD, NH 03305
Telephone: (603) 227-4000 TDD Access Relay NH 7-1-1



John C. Marasco
Director of Motor Vehicles

RELEASE OF MOTOR VEHICLE RECORDS

FORM DSMV 505 (Rev. 3/22)

STEP 1

What information are you requesting from the DMV?

DRIVER information:	REGISTRATION information:	TITLE information:	TICKET, ACCIDENT OR COURT information:	OTHER information:
<input type="checkbox"/> Driver record, certified copy with current record information (\$15) <input type="checkbox"/> Driver record, insurance copy (\$15) <input type="checkbox"/> A copy of a driver license application (\$15) <input type="checkbox"/> A letter verifying a NH driver license with original issue date (\$15) <input type="checkbox"/> A copy of a Driver Education Certificate (\$1)	<input type="checkbox"/> Certified vehicle/vessel information for registration year _____ (\$15) <input type="checkbox"/> A letter verifying a walking disability placard (\$15) <input type="checkbox"/> Report of only currently registered vehicles (\$5) <input type="checkbox"/> A copy of a bill of sale (\$1)	Out-of-state company request for a title search of an owner's information (\$20): <input type="checkbox"/> Storage or Mechanic's Lien <input type="checkbox"/> Abandoned Vehicle NH company request for owner's information: <input type="checkbox"/> Storage or Mechanic's Lien <input type="checkbox"/> Abandoned Vehicle (must attach a TDMV 71, which can be found on our website www.nh.gov/dmv) <input type="checkbox"/> Title history search for a vehicle (\$20) (this is not a duplicate title) <input type="checkbox"/> Titled owner's supporting documents submitted when applying for a title (\$1 per page)	<input type="checkbox"/> Copy of a ticket (\$1 per page): Date: _____ <input type="checkbox"/> Copy of a suspension notice (\$1 per page): Date: _____ <input type="checkbox"/> Copy of a restoration letter (\$1 per page): Date: _____ <input type="checkbox"/> An accident report (\$5 minimum, \$1 per page. You will be notified if cost exceeds \$5). Please complete the information to the right → → → → → → → → → → <input type="checkbox"/> Copy of an insurance card related to an accident (\$1).	<input type="checkbox"/> Other (please specify): _____ _____ _____ _____ Date of accident: ____/____/____ Location of accident: _____ Street or Route _____ City/Town

STEP 2

Who are you? Check **ONE** of the three boxes below:

Whose information are you looking for (the record holder's information)? *Required information

*Full name (include hyphen if applicable):

First name Middle name Last name

*Date of birth: ____/____/____

Last known address: _____

Driver license or ID #: _____

----- OR -----

Plate or Bow #: _____

Vehicle or Boat Identification Number (VIN/HIN): _____

STEP 3

Information of the person filling out this form (the requestor):

*Required information

*Your full name: _____ Your phone number: (____) _____ - _____
 (Be sure to include a hyphen if applicable.)

*Mailing address: _____
 Street/PO Box City/Town State Zip

If Applicable:

Company Name: _____ NHB# _____ Prepaid Acct. #: _____

CONTINUED ON NEXT PAGE – SIGNATURE REQUIRED (SEE STEP 7)

STEP 4**Notary Public or Justice of the Peace
Acknowledgment**

I am the record holder and I authorize my record to be released to the requester listed in Step 3:

Signature of record holder Date: ____/____/____

State of _____, County of _____, ss. Date: ____/____/____

The above named _____ personally appeared and made oath that the above declaration by him/her is true.

Notary Public/Justice of the Peace

Commission expires

Affix Seal

This Acknowledgment is required to be signed by the record holder **ONLY** if the record holder is authorizing someone else to get the requested information.

If the requestor is asking for his/her own information, this section **DOES NOT** need to be completed, and you may proceed to Step 6.

STEP 5

Intended Use of Information: To be completed only if you are a member of a bank or lienholder, a tow company, a private investigator licensed by this state, an employer, an insurance company, a public utility, or a law firm/lawyer, all pursuant to RSA 260:14 (see sections below).

- ☐ For use in connection with any **civil, criminal, administrative or arbitral proceeding**. [RSA 260:14, V(a)(2)].
Docket #: _____ Court: _____
- ☐ By a **bank or similar institution** to verify the accuracy of personal information submitted by the individual to the bank [RSA 260:14, V(a)(3)].
- ☐ For providing notice to the owner(s) of a **towed or impounded vehicle** [RSA 260:14, V(a)(5)]
- ☐ For providing notice to the owner(s) for **storage** or a **Mechanic's Lien**
- ☐ For use by any **private investigative agency or security service** licensed by this state for any purpose permitted pursuant to RSA 260:14, V(a), other than for bulk distribution for surveys, marketing or solicitations pursuant to RSA 260:14 V(a)(8). Indicate specific reason here: _____ [RSA 260:14, V(a)(6)].
- ☐ By an **employer or its agent or insurer** to obtain or verify information relating to a holder of a commercial drivers license [RSA 260:14, V(a)(7)].
- ☐ By a **public utility** to perform its public service obligation provided the individual has given their express consent [RSA 260:14, V(a)(9)].
- ☐ For an **insurance company** or its authorized agent [RSA 260:14, IV(a)(2)].
- ☐ For use by a **life insurance company** authorized to write life insurance policies, or its authorized agent. In checking this, I represent that the named person's written consent to the release of the record has been obtained and that the record will be used solely in connection with claims investigation, rating and underwriting. [RSA 260:14, V(a)(10)]. Initial here: _____

**Requirements for a
Certificate of Authority (C.O.A.):**

1. Must be on company letterhead.
2. Must list the types of DMV documents you want.
3. Must state what you intend to do with the DMV documents named.
4. Must name employees who may make requests in person/mail for your company, if any.
5. Must be signed by the attorney/owner/principal.
6. The NH DMV must have a new C.O.A. each calendar year. All expire December 31st.
7. All requests requiring a C.O.A. must be completed at Concord DMV.
8. A requestor may not sign or authorize their own C.O.A.

STEP 6**IMPORTANT!!! Please read the penalty clause below:**

RSA 260:14, IX states as follows: (a) A person is guilty of a misdemeanor if such person knowingly discloses information from a department record to a person known by such person to be an unauthorized person; knowingly makes a false representation to obtain information from a department record; or knowingly uses such information for any use other than the use authorized by the department. In addition, any professional or business license issued by this state and held by such person may, upon conviction and at the discretion of the court, be revoked permanently or suspended. Each such unauthorized disclosure, unauthorized use or false representation shall be considered a separate offense.

STEP 7**Signature (this step is required):**

I have read the NH law RSA 260:14 and I understand the limitations placed on the use of information received by the Department of Safety. This form is signed under penalty of unsworn falsification pursuant to NH law RSA 641:3 and subject to the penalties specified in NH law RSA 260:14, IX.

Signature of Requestor: _____ Date: ____/____/____

STEP 8**Submit your request:**

- **Mail:** NH DMV, 23 Hazen Drive, Concord NH 03305 (Please indicate "DSMV 505" on the envelope).
- **In person:** You are required to bring photo identification that has not been expired for more than 3 years.
- **Payment:** Please make checks payable to: "State of NH – DMV."



New Jersey MVR Instruction Sheet

Exhibit 6

The following Supplemental Agreement is required for access to be granted to New Jersey MVR records. Please read and complete the following New Jersey State Supplemental Agreement and return the completed document to HireRight via email, fax or mail.

Secure Email: Hirerighttaskforce@hireright.com

Fax Number: 918.664.4366

Email Address: HireRight
Attn: New Jersey MVR Access
14002 E 21st Street, Suite 1200
Tulsa, OK 74134

If you have any questions or need assistance, please contact HireRight's Customer Service at **866.521.6995**

New Jersey State Supplemental Agreement

This New Jersey State Supplemental Agreement hereby supplements the Certification of Supplier Requirements by End Users of Driver Record Information (collectively, the "Agreement"), both of which are required in order for the undersigned company ("Subscriber") to access driver record information, motor vehicle records, and any information contained therein (collectively, the "Information") from the New Jersey Motor Vehicle Commission ("MVC"). Subscriber agrees as follows:

1. To, at its own expense, comply with and maintain compliance with all State of New Jersey and MVC IT security policies, standards, and guidelines, including any revisions, amendments, and/or successors thereto. Subscriber further agrees that it will, at its own expense, make all necessary modifications to comply with and maintain compliance with all revisions, updates, modifications, and/or successors to such policies, standards, and guidelines, including all MVC IT Architecture and Security Documents, as may be amended from time to time.
2. To protect all Personally Identifiable Information and Personal Information (both as defined below) and that all such data and information: (i) will be classified in accordance with New Jersey's Asset Classification and Control policy, 08-04-NJOIT, and (ii) will be disposed of in accordance with New Jersey's Information Disposal and Media Sanitation policy, 09-10-NJOIT.
3. To encrypt all data and/or information during transmission and while at rest, defined as Personally Identifiable Information or Personal Information by the State of New Jersey or applicable law, regulation or standard, and shall not transfer State of New Jersey data and/or information outside of the United States.
4. To maintain its network security to include, but not be limited to annual independent and accredited third-party penetration testing.
5. To maintain network security that conforms to current standards equal to or exceeding those set forth and maintained by the National Institute of Standards and Technology (NIST), including those at: <http://web.nvd.nist.gov/view/ncp/repository> as updated from time to time, and all then current MVC IT specifications.
6. To abide by all applicable terms and conditions of the Limited Online Access Program Agreement between the MVC and HireRight as set forth in the Agreement.
7. **Definitions.**
 - (a) "Personal Information", for purposes of the Agreement, means information that identifies an individual, including an individual's photograph; social security number; driver identification number; name; address other than the five-digit zip code; telephone number; and medical or disability information, but does not include information on vehicular accidents, driving violations, and driver's status.
 - (b) "Personally Identifiable Information", for purposes of the Agreement, means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., either alone, or when combined with other Personal or Identifying Information which is linked or linkable to a specific individual, such as data and place of birth, mother's maiden name, etc.

Subscriber's Legal Entity Company Name

Signature

Printed Name

Date

Pennsylvania MVR Instruction Sheet

Exhibit 7

The State of Pennsylvania requires the following Pennsylvania Affidavit of Intended Use (DL-9105 (10-13)) to be completed before your account may be granted access to Pennsylvania driving records.

Please complete the following form and securely email or fax a copy of the completed form to the HireRight Task Force team at hirerighttaskforce@hireright.com or fax to 918-664-4366 to review. Please do not send the forms to PennDOT directly.

When completing the form, please review the below checklist.

The completed form will be forwarded to Pennsylvania for processing. Please Note: It may take a minimum of 4 – 6 weeks before the state will approve your documentation. In the interim, we have included the following link to PennDOT <http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Form/DL-503.pdf>. This link provides access to the necessary paperwork for you to order driving records manually from the state. This will allow you to obtain Pennsylvania driving records before the account number is assigned.

Important Details Checklist:

The below checklist was compiled based on some of the most common mistakes we have encountered on Pennsylvania Affidavits. Please review the checklist thoroughly before returning your Affidavit to HireRight. We will return any incomplete forms to you for completion.

- ☐ OWNERSHIP Section: PennDOT requires the top three officers from your company, or one officer and the manager(s) of the department(s) responsible for processing MVR requests.
- ☐ Initial each statement 1 through 9. Note: The signer completing the affidavit must use a written initial as electronic initials using Adobe Pro or other electronic process will not be accepted.
- ☐ Pennsylvania Affidavit of Intended Use **MUST** be notarized. **IMPORTANT NOTE:** The same individual completing the form cannot notarize the Affidavit. The date of signature by the signer and date of notarization by the notary must be the same date.
- ☐ Please do not destroy or dispose of the original affidavit once completed as you may be required to provide the original form before access is granted to Pennsylvania driving records. If the original is required, a HireRight representative will contact you to provide you with the appropriate mailing address. Additionally, make a copy of the form for your files prior to mailing the original, as the original will not be returned to you.
- ☐ The Affidavit must be signed by a member of your company that has signing authority and will certify the company's compliancy.
- ☐ You are required to complete, notarize and file a new Affidavit whenever information about your company changes. (e.g. name, address, ownership, telephone, website, etc.)



IS THIS AN UPDATE TO THE EXISTING SUBACCOUNT? YES ☐ NO ☐
IF YES, THE CURRENT SUBACCOUNT NUMBER MUST BE LISTED.
SUBACCOUNT NUMBER

EMPLOYMENT AFFIDAVIT OF INTENDED USE

(See Reverse Side for Instructions)

Business Type (check one): ☐ Individual ☐ Partnership ☐ Corporation ☐ Non-Profit

Legal Business Name:

D/B/A Name (if applicable):

Person Responsible: Name: _____ Title: _____

Physical Address:

City: _____ State: _____ Zip: _____

Business Telephone: _____ Fax No.: _____

E-mail: _____ Website Address: _____

Federal Employer ID No.: _____ If Corporation, Date & State of Incorporation: _____

Year Business Established: Dun & Bradstreet #: U.S. DOT #: (if applicable)

Location of Records: For departmental on-site inspection, audit and review purposes. ☐ Check here, If address is same as above.

Street Address: _____ City: _____ State: _____ Zip: _____

Type of Business: _____

Ownership: List below individual, each partner, or each corporate officer participating in the direction, control or management of the business. Attach list if needed.

<i>Name (Last, First, MI)</i>	<i>Title</i>	<i>Phone Number</i>	<i>Email Address</i>
1.			
2.			
3.			

Please initial each statement below and sign at the bottom of the form.

- _____ 1. I swear or affirm that any requested information will be used for **employment** purposes only.
- _____ 2. I swear or affirm that I have on file a signed release for the subject of each driver record requested.
- _____ 3. I swear or affirm that I understand the driver record is confidential and restricted information and I will establish procedures to protect the confidentiality of these records.
- _____ 4. I swear or affirm that I will not request driver information from the Department for personal reasons. (Examples of inappropriate access or misuse of Department information include, but are not limited to: making personal inquiries on my own record or those of my relatives; accessing information about another person, including locating their residence address, for any reason that is not related to my job responsibilities.)
- _____ 5. I swear or affirm that the information obtained from the Department shall not be sold, assigned or otherwise transferred to any other party.
- _____ 6. I swear or affirm that I understand that the Department retains exclusive ownership of all driver record information provided and no record shall be combined and/or linked in with any other data on any database for any reason.
- _____ 7. I swear or affirm that the information obtained from the Department will not be used for direct mail advertising or any other type or types of mail or mailings.
- _____ 8. I swear or affirm that I will not disseminate or publish on the Internet the personal information obtained from the Department or allow any other person to disseminate or publish the personal information on the Internet without the express written permission of the Department.
- _____ 9. I swear or affirm that the statements made herein are true and correct, and that any statement made on or pursuant to this form is subject to the penalties of 18 PA C.S. Section 4903(a)(2) (relating to false swearing), which shall include punishment of a fine not exceeding \$5,000, or a term of imprisonment of not more than two years, or both.

S E A L	Subscribed and Sworn			
	to Before Me:	Mo.	Day	Year
	Signature of Person Administering Oath			
	Sign in Presence of Notary			

Signature
Date

Title

INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT OF INTENDED USE

1. The affidavit must be completed and signed by a member of your agency or firm who has the authority to certify the agency or firm's compliance.
2. Please complete each line on the form in its entirety to avoid delays in processing your affidavit. If requested information does not apply to your business insert **n/a** (not-applicable) on that line.
3. The person responsible for completing the affidavit **must initial each of the nine (9) declaration statements, then sign and date the form in the presence of a Notary.**
4. This affidavit must be returned to your information provider.
5. You are required to complete, notarize and file a new Affidavit of Intended Use whenever information about your company changes. (name, address, ownership, telephone, website, etc.)
6. If you need assistance in completing this affidavit, please contact your information provider.



Washington MVR Access for Employment Purposes Instructions

Exhibit 8

The following Washington Supplemental Agreement and Washington Subscriber Certification of Use must be signed and returned to HireRight for your account to be granted access to Washington MVRs.

Also included is the state-required Release of Interest (**Exhibit 9**), which you are required to obtain from the applicants prior to ordering a request for MVR records.

HireRight cannot accept any revisions to this Supplemental Agreement.

Please read over these documents carefully. The information provided in the weblink referenced in the Supplemental Agreement contains required pass-through language set by the state. It is important you review this language.

Please note that the Washington Supplemental Agreement requires an annual compliance certification.

Reminder emails will be sent to the account Super User prior to the expiration date. If the annual compliance certification is not returned, the access to Washington driving records will be suspended until the Washington **Subscriber Certification of Use** is received. Access may be reinstated upon the return of the signed compliance certification.

Please complete this form and securely send the completed documents to HireRight via email, fax, or mail:

Secure email: hirerighttaskforce@hireright.com

Fax: 918-664-4366

Mail: HireRight
Attn: Washington MVR Access
14002 E. 21st Street, Suite 1200
Tulsa, OK 74134

REQUIREMENTS FOR OBTAINING WASHINGTON MVRS FOR EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR VOLUNTEER PURPOSES:

Washington permits MVR dissemination to and use by an employer, prospective employer or volunteer organization only as outlined in the Washington Subscriber Certification of Use form based on your selection. Please be sure to read carefully and only select what applies to your business needs.

HireRight is required to perform **random audits** on Washington MVR requests. Should your account be selected for an audit, you will receive notification from HireRight with instructions on how to respond. Failure to respond timely or completely to this audit may result in suspension of your access to Washington driving records. The Washington Department of Licensing will be notified of any audit failures.

If you have any questions or you need assistance, please do not hesitate to contact HireRight Customer Service at 866-521-6995 with any questions.

Washington State Supplemental Agreement

This Washington State Supplemental Agreement ("Agreement") hereby supplements the Subscriber Certification of Use, both of which are required in order for the undersigned company ("Subscriber") to access driver record information, motor vehicle records, and any information contained therein (collectively, "MVR(s)" or "Data") from the Washington State Department of Licensing ("DOL"). Subscriber agrees that the Data Licensing Agreement for Driver Record Information between DOL and HireRight, a sample of which is available at: [HireRight/PDFs/WA Sample Agreement](#), is incorporated herein by reference, and Subscriber shall comply with the provisions therein. Subscriber further agrees as follows:

1. Access Period. Subscriber may only have access to MVR(s) during HireRight's active Access Period and upon approval from HireRight. "Access Period" is the duration of time during which HireRight is granted access to MVR(s) under its Data Licensing Agreement with DOL.
2. Subscriber Disqualification. If HireRight discovers that DOL disqualified Subscriber from receiving DOL Data, HireRight shall immediately terminate and prevent Subscriber's access to said data.
3. Records; Access; Inspections. Subscriber acknowledges and agrees that DOL, DOL's agent, an independent auditor selected by the State of Washington, or a representative of HireRight, may access, investigate or review records related to any Data provided under this Agreement. Such access must be afforded to DOL without redaction or refusal to disclose based on privilege or confidentiality.
4. Compliance with Law. Subscriber shall use any DOL data Subscriber receives, including Washington driving records, in accordance with all applicable Law, and in no way violate the provisions of the Revised Code of Washington (RCW) 46.52.130.
5. Certification. By signing the below, Subscriber certifies that it has reviewed the terms and requirements of this Agreement, the Washington State DOL's Subscriber Certification of Use (which Subscriber certifies that it has completed and signed), HireRight's General Affidavit of Intended Use (which Subscriber certifies that it has completed and signed), the existing services agreement under which Subscriber obtains MVR(s) from HireRight, and all applicable state and federal law, including the Revised Code of Washington (RCW) 46.52.130, each of which in part outline terms and requirements for accessing Washington DOL data, including driving records. Subscriber further certifies that it is and will remain in compliance with each of these terms and requirements for accessing Washington DOL Data, and that it is not aware of any current or ongoing violations of these terms or requirements by Subscriber.

AGREED:

Subscriber Company Name*: _____
[*use full legal entity name]

Authorized Signature: _____

Name: _____

Title: _____

Date: _____

Subscriber Certification of Use

Use this form to Certify the Subscriber's use of Washington State Department of Licensing data.

Choose one:

☐ Insurance company

I hereby certify:

1. The insurance carrier to which the named individual has applied for motor vehicle insurance or life insurance and/or has life insurance in effect covering the named individual.
2. The insurance carrier or the agent of the insurance carrier designated below as Subscriber:
 - a. Has motor vehicle insurance in effect covering the employer or a prospective employer; or
 - b. Has motor vehicle insurance in effect covering the named individual; or
 - c. Is the insurance carrier to which the employer or prospective employer has applied for motor vehicle insurance.
3. HireRight (company name) is acting as agent for Subscriber.
4. Abstract Driver Records shall be used exclusively for our insurance underwriting purposes only, and that no information contained therein shall be divulged, sold, assigned, or otherwise transferred to any third person or party.
5. The information contained in the abstracts of driver records obtained from the Department shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130, attached in part for easy reference.

☒ Employer / Transit authority / Volunteer organization

I hereby certify:

1. The company or their agent designated below as Subscriber is an employer, prospective employer, a volunteer organization, or a transit authority for its vanpool program.
2. HireRight (company name) is acting as agent for Subscriber.
3. Abstracts of driver records shall be used exclusively for determining:
 - a. Whether the volunteer licenses meet those insurance and risk management requirements necessary to drive a vanpool vehicle; or
 - b. Whether an employee, prospective employee, or volunteer should be employed to operate a vehicle or for employment purposes related to driving by an individual as a condition of that individual's employment upon the public highways.
4. No information contained therein shall be divulged, sold, assigned, or otherwise transferred to any third person or party.
5. The information contained in the abstracts of driver records obtained from the Department shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130.

The Subscriber listed below agrees to, and shall indemnify and hold harmless the state of Washington, Department of Licensing (DOL), the Director of DOL and all DOL employees from any and all suits at law or equity, and from any and all claims, demands or loss of any nature, including but not limited to all costs and attorney fees, arising from any incorrect or improper disclosure of individual names or addresses under this "Subscriber Certification of Use"; Any defects in any of Subscriber's procedures followed or omitted or arising from the failure of Subscriber or its officers, employees, customers, contractors or agents to fulfill any of its obligations under this Contract; or arising in any manner from any negligent act or omission by Subscriber or its officers, employees, customers, contractors or agents.

I affirm that I am a representative authorized to bind the Subscriber named below.

Subscriber name (Full company name)	
Address	
Authorized representative name (Print Name)	Title

X

Date and place signed

X

Authorized representative signature

RCW 46.52.130

Abstract of driving record—Access—Fee—Violations.

Upon a proper request, the department may only furnish information contained in an abstract of a person's driving record as permitted under this section.

- (1) **Contents of abstract of driving record.** An abstract of a person's driving record, whenever possible, must include:
 - (a) An enumeration of motor vehicle accidents in which the person was driving, including:
 - (i) The total number of vehicles involved;
 - (ii) Whether the vehicles were legally parked or moving;
 - (iii) Whether the vehicles were occupied at the time of the accident; and
 - (iv) Whether the accident resulted in a fatality;
 - (b) Any reported convictions, forfeitures of bail, or findings that an infraction was committed based upon a violation of any motor vehicle law;
 - (c) The status of the person's driving privilege in this state; and
 - (d) Any reports of failure to appear in response to a traffic citation or failure to respond to a notice of infraction served upon the named individual by an arresting officer.
- (2) **Release of abstract of driving record.** Unless otherwise required in this section, the release of an abstract does not require a signed statement by the subject of the abstract. An abstract of a person's driving record may be furnished to the following persons or entities:
 - (a) **Named individuals.** (i) An abstract of the full driving record maintained by the department may be furnished to the individual named in the abstract.
 - (ii) Nothing in this section prevents a court from providing a copy of the driver's abstract to the individual named in the abstract or that named individual's attorney, provided that the named individual has a pending or open infraction or criminal case in that court. A pending case includes criminal cases that have not reached a disposition by plea, stipulation, trial, or amended charge. An open infraction or criminal case includes cases on probation, payment agreement or subject to, or in collections. Courts may charge a reasonable fee for the production and copying of the abstract for the individual.
 - (b) **Employers or prospective employers.** (i) An abstract of the full driving record maintained by the department may be furnished to an employer or prospective employer or agents acting on behalf of an employer or prospective employer of the named individual for purposes related to driving by the individual as a condition of employment or otherwise at the direction of the employer.
 - (ii) The department may provide employers or their agents a three-year insurance carrier driving record of existing employees only for the purposes of sharing the

driving record with its insurance carrier for underwriting. Employers may not provide the employees' full driving records to its insurance carrier.

- (iii) An abstract of the full driving record maintained by the department may be furnished to an employer or prospective employer or the agent(s) acting on behalf of an employer or prospective employer of the named individual for purposes unrelated to driving by the individual when a driving record is required by federal or state law, or the employee or prospective employee will be handling heavy equipment or machinery.
 - (iv) Release of an abstract of the driving record of an employee or prospective employee requires a statement signed by: (A) The employee or prospective employee that authorizes the release of the record; and (B) the employer attesting that the information is necessary for employment purposes related to driving by the individual as a condition of employment or otherwise at the direction of the employer. If the employer or prospective employer authorizes agents to obtain this information on their behalf, this must be noted in the statement. The statement must also note that any information contained in the abstract related to an adjudication that is subject to a court order sealing the juvenile record of an employee or prospective employee may not be used by the employer or prospective employer, or an agent authorized to obtain this information on their behalf, unless required by federal regulation or law. The employer or prospective employer must afford the employee or prospective employee an opportunity to demonstrate that an adjudication contained in the abstract is subject to a court order sealing the juvenile record.
 - (v) Upon request of the person named in the abstract provided under this subsection, and upon that same person furnishing copies of court records ruling that the person was not at fault in a motor vehicle accident, the department must indicate on any abstract provided under this subsection that the person was not at fault in the motor vehicle accident.
 - (vi) No employer or prospective employer, nor any agents of an employer or prospective employer, may use information contained in the abstract related to an adjudication that is subject to a court order sealing the juvenile record of an employee or prospective employee for any purpose unless required by federal regulation or law. The employee or prospective employee must furnish a copy of the court order sealing the juvenile record to the employer or prospective employer, or the agents of the employer or prospective employer, as may be required to ensure the application of this subsection.
- (c) **Volunteer organizations.** (i) An abstract of the full driving record maintained by the department may be furnished to a volunteer organization or an agent for a volunteer organization for which the named individual has submitted an application for a

position that would require driving by the individual at the direction of the volunteer organization.

(ii) Release of an abstract of the driving record of a prospective volunteer requires a statement signed by: (A) The prospective volunteer that authorizes the release of the record; and (B) the volunteer organization attesting that the information is necessary for purposes related to driving by the individual at the direction of the volunteer organization. If the volunteer organization authorizes an agent to obtain this information on their behalf, this must be noted in the statement.

(d) **Transit authorities.** An abstract of the full driving record maintained by the department may be furnished to an employee or agents of a transit authority checking prospective or existing volunteer vanpool drivers for insurance and risk management needs.

(e) **Insurance carriers.** (i) An abstract of the driving record maintained by the department covering the period of not more than the last three years may be furnished to an insurance company or its agents:

- (A) That has motor vehicle or life insurance in effect covering the named individual;
- (B) To which the named individual has applied; or
- (C) That has insurance in effect covering the employer or a prospective employer of the named individual.

(ii) The abstract provided to the insurance company must:

- (A) Not contain any information related to actions committed by law enforcement officers or firefighters, as both terms are defined in RCW [41.26.030](#), or by Washington state patrol officers, while driving official vehicles in the performance of their occupational duty, or by registered tow truck operators as defined in RCW [46.55.010](#) in the performance of their occupational duties while at the scene of a roadside impound or recovery so long as they are not issued a citation. This does not apply to any situation where the vehicle was used in the commission of a misdemeanor or felony;
- (B) Include convictions under RCW [46.61.5249](#) and [46.61.525](#), except that the abstract must report the convictions only as negligent driving without reference to whether they are for first or second degree negligent driving; and
- (C) Exclude any deferred prosecution under RCW [10.05.060](#), except that if a person is removed from a deferred prosecution under RCW [10.05.090](#), the abstract must show the deferred prosecution as well as the removal.

(iii) Any policy of insurance may not be canceled, nonrenewed, denied, or have the rate increased on the basis of information regarding an accident included in the abstract of a driving record, unless the policyholder was determined to be at fault.

(iv) Any insurance company or its agents, for underwriting purposes relating to the operation of commercial motor vehicles, may not use any information contained in the abstract relative to any person's operation of motor vehicles while not engaged in such employment. Any insurance company or its agents, for underwriting purposes relating to the operation of noncommercial motor vehicles, may not use any information contained in the abstract relative to any person's operation of commercial motor vehicles. For the purposes of this subsection, "commercial motor vehicle" has the same meaning as in RCW [46.25.010](#)(6).

(f) **Alcohol/drug assessment or treatment agencies.** An abstract of the driving record maintained by the department covering the period of not more than the last five years may be furnished to an alcohol/drug assessment or treatment agency approved by the department of health to which the named individual has applied or been assigned for evaluation or treatment, for purposes of assisting employees in making a determination as to what level of treatment, if any, is appropriate, except that the abstract must:

- (i) Also include records of alcohol-related offenses, as defined in RCW [46.01.260](#)(2), covering a period of not more than the last ten years; and
- (ii) Indicate whether an alcohol-related offense was originally charged as a violation of either RCW [46.61.502](#) or [46.61.504](#).

(g) **Attorneys—City attorneys, county prosecuting attorneys, and named individual's attorney of record.** An abstract of the full driving record maintained by the department, including whether a recorded violation is an alcohol-related offense, as defined in RCW [46.01.260](#)(2), that was originally charged as a violation of either RCW [46.61.502](#) or [46.61.504](#), may be furnished to city attorneys, county prosecuting attorneys, or the named individual's attorney of record. City attorneys, county prosecuting attorneys, or the named individual's attorney of record may provide the driving record to alcohol/drug assessment or treatment agencies approved by the department of social and health services to which the named individual has applied or been assigned for evaluation or treatment.

(h) **State colleges, universities, or agencies, or units of local government.** An abstract of the full driving record maintained by the department may be furnished to (i) state colleges, universities, or agencies for employment and risk management purposes or (ii) units of local government authorized to self-insure under RCW [48.62.031](#), or their agents, for employment and risk management purposes. "Unit of local government" includes an insurance pool established under RCW [48.62.031](#).

(i) **Superintendent of public instruction.**

- (i) An abstract of the full driving record maintained by the department may be furnished to the superintendent of public instruction for review of public school bus driver records. The superintendent or superintendent's designee may discuss information on the driving record with an authorized representative of the employing school district for employment and risk management purposes.
 - (ii) The superintendent of public instruction is exempt from paying the fees related to the reviewing of records and the fee required in subsection (5) of this section.
 - (j) **State and federal agencies.** An abstract of the driving record maintained by the department may be furnished to state and federal agencies, or their agents, in carrying out its functions.
 - (k) **Transportation network companies.** An abstract of the full driving record maintained by the department may be furnished to a transportation network company or its agents acting on its behalf of the named individual for purposes related to driving by the individual as a condition of being a contracted driver.
 - (l) **Research.** (i) The department may furnish driving record data to state agencies and bona fide scientific research organizations. The department may require review and approval by an institutional review board. For the purposes of this subsection, "research" means a planned and systematic sociological, psychological, epidemiological, biomedical, or other scientific investigation carried out by a state agency, or by a scientific research professional associated with a bona fide scientific research organization with an objective to contribute to scientific knowledge, the solution of social and health problems, or the evaluation of public benefit and service programs. This definition excludes methods of record analysis and data collection that are subjective, do not permit replication, and are not designed to yield reliable and valid results.
 - (ii) The state agency, or a scientific research professional associated with a bona fide scientific research organization, are exempt from paying the fees related to the reviewing of records and the fee required in subsection (5) of this section. However, the department may charge a cost-recovery fee for the actual cost of providing the data.
- (3) **Reviewing of driving records.** (a) In addition to the methods described herein, the director may enter into a contractual agreement for the purpose of reviewing the driving records of existing employees for changes to the record during specified periods of time. The department shall establish a fee for this service, which must be deposited in the highway safety fund. The fee for this service must be set at a level that does not result in a net revenue loss to the state. Any information provided under this subsection must be treated in the same manner and is subject to the same restrictions as driving record abstracts.
- (b) The department may provide reviewing services to the following entities:

- (i) Employers for existing employees, or their agents;
- (ii) Transit authorities for current vanpool drivers, or their agents;
- (iii) Insurance carriers for current policyholders, or their agents;
- (iv) State colleges, universities, or agencies, or units of local government, or their agents;
- (v) The office of the superintendent of public instruction for school bus drivers statewide; and
- (vi) Transportation network companies, or their agents.

(4) **Release to third parties prohibited.** (a) Any person or entity receiving an abstract of a person's driving record under subsection (2)(b) through (l) of this section shall use the abstract exclusively for his, her, or its own purposes or as otherwise expressly permitted under this section, and shall not divulge any information contained in the abstract to a third party.

(b) The following release of records to third parties are hereby authorized:

- (i) Employers may divulge driving records to regulatory bodies, as defined by the department by rule, such as the United States department of transportation and the federal motor carrier safety administration.
- (ii) Employers may divulge a three-year driving record to their insurance carrier for underwriting purposes.
- (iii) Employers may divulge driving records to contracted motor carrier consultants for the purposes of ensuring driver compliance and risk management.

(5) **Fee.** The director shall collect a thirteen dollar fee for each abstract of a person's driving record furnished by the department. Fifty percent of the fee must be deposited in the highway safety fund, and fifty percent of the fee must be deposited according to RCW [46.68.038](#).

(6) **Violation.** (a) Any negligent violation of this section is a gross misdemeanor.

(b) Any intentional violation of this section is a class C felony.

(7) Effective July 1, 2019, the contents of a driving abstract pursuant to this section shall not include any information related to sealed juvenile records unless that information is required by federal law or regulation.



Washington MVR Access for Employment Purposes Instructions RELEASE OF INTEREST

REQUIREMENTS - USING WASHINGTON MVRs FOR EMPLOYMENT, PROSPECTIVE EMPLOYMENT or VOLUNTEER PURPOSES:

Washington permits MVR dissemination and use by an employer, prospective employer or volunteer organization to determine whether an employee, prospective employee or volunteer should be employed to operate a school bus, commercial vehicle, or for employment purposes related to driving by an individual as a condition of that individual's employment. Commercial vehicle is defined as any vehicle the principle use of which is the transportation of commodities, merchandise, produce, freight, animals, or passengers for hire. Obtaining WA MVRs for the employment screening of a non-commercial driving position is ALLOWED under Washington law if that position involves driving as part of their job responsibilities.

To be a valid Release of Interest, all sections MUST be completed.

- The State of Washington requires that a "Release of Interest" (following) be completed **PRIOR to ordering an MVR**.
- The Company section must be completed in full by providing all requested information, including signature and signature date/place.
- Answer the four (4) questions by selecting, "yes" or "no".
- The Employee, prospective employee or volunteer section must be completed by the applicant by providing information for the required fields, Name, Date of Birth and WA Driver's License.
- The ordering purpose (Authorization from), Employee, Prospective Employee or Volunteer" option should be selected. If selecting prospective employee, the release is good for only 30 days from the date of signature. A permanent release should be executed if employment offer is made.
- The company name should be entered below the ordering purpose.
- "HireRight" should be entered as the agent company name.
- The applicant's **AND** company representative's signature are requirements on the Release of Interest.

THIS FORM MUST COMPLETED IN ITS ENTIRETY AND MAINTAINED FOR A MINIMUM OF TWO YEARS (from the date of the last MVR request) BY THE EMPLOYER, REGARDLESS OF WHETHER OR NOT THE INDIVIDUAL WAS HIRED BY YOUR COMPANY.

Under our contract with the State of Washington, HireRight is required to perform **random audits on** Washington MVR requests. Should you be audited, you will receive notification from HireRight requesting a copy of the signed Washington release form. We will provide you with the individuals name and date of order.

You will have seven (7) days to respond to the audit with a copy of the signed Washington release. Failure to respond timely or completely to these audits may result in termination of your access to Washington driving records.

Upon audit completion, you will be notified of a satisfactory audit, or if you have been put on probation or suspension. The Washington Department of Licensing will be notified of any Subscriber's misuse data.

Driving Record Release of Interest

Employers, prospective employers, volunteer organizations, or their agent can get driving records for an employee, prospective employee, or volunteer when authorized. Use this form to get their authorization.

- Complete the Company section.
- Give this form to your employee, prospective employee, or volunteer to complete their section.
- For audit purposes, keep this completed form in your files for at least five years. Do not mail it to the Department of Licensing.

Sealed juvenile records. Information contained in a driving record related to a sealed juvenile record may not be used for any purpose unless required by federal law. The employee or prospective employee may furnish a copy of the court order sealing the juvenile record to the employer, prospective employer, or their agent.

Company—To be completed by the company or the agent of the company

PRINT or TYPE Company name	
Agent company name (if applicable)	
Company/Agent company address	
Authorized representative name	Title
<p>Answer the following</p> <p>1. Is this company an employer, prospective employer, or volunteer organization of the individual whose driving record is being requested? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Is the record you are requesting necessary for employment purposes related to driving by the employee or prospective employee as a condition of employment or related to driving by the volunteer at the direction of the volunteer organization? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Do you agree to use the information contained in the record exclusively for this purpose and not divulge it to a third party? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Do you agree to hold harmless the Washington State Department of Licensing for all matters relating to the release of the requested driving record? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Certification</p> <p><i>I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.</i></p> <p style="text-align: center;">X</p>	
Date and place (city or county) signed	Authorized representative signature

Employee, prospective employee, or volunteer—Complete this section and return the form to the company

PRINT or TYPE Full name (First, Middle, Last)	Date of birth (mm/dd/yyyy)	WA driver license number
<p>Authorization from</p> <p><input type="checkbox"/> Employee—for release of my driving record for employment purposes, at my employer's discretion for the full term of my employment</p> <p><input type="checkbox"/> Prospective employee—for release of my driving record for employment purposes, not to exceed 30 days from date signed</p> <p><input type="checkbox"/> Volunteer—for release of my driving record for a position applied for that requires me driving at the direction of the volunteer organization</p>		
Employer, prospective employer, or volunteer organization name		
Employer agent company name if acting on behalf of the company for employment purposes		
<p>Authorization</p> <p><i>I am an employee, prospective employee, or volunteer of the company named above and I request that a copy of my Washington State driving record be sent to them/their agent.</i></p> <p style="text-align: center;">X</p>		
Signature		Date