



GOVERNMENT REQUESTER ACCOUNT INSTRUCTIONS/APPLICATION

NOTE: All forms referenced in this packet are available on-line at:

dmv.ca.gov

Key "Government Requester Accounts" in the "Search DMV Site" box
or call Account Processing Unit at (916) 657-5564.

Disclaimer

***The information collected on the attached forms is public record
and open to inspection by the public, unless prohibited by statute.***

INSTRUCTIONS FOR COMPLETING THE GOVERNMENT REQUESTER ACCOUNT APPLICATION AND AGREEMENT

Before You Begin

Incomplete applications result in processing delays. Review the following instructions and note any changes or suggestions that would make them more understandable. Make your comments or suggestions directly on the instructions and return them with your application.

Read all of the instructions completely before filling out the forms. Use the **CHECKLIST** which is provided to ensure that you have completed and submitted and/or retained the appropriate forms.

Effective January 1, 2012, electrical corporations, as defined in *Public Utilities Code* (PUC) §218; local publicly owned electric utilities, as defined in PUC §224.3; and agents of these entities are authorized to obtain residence address information for the purpose of identifying where electric vehicles are registered. The corporations, public utilities and agents must have an approved requester code account to obtain residence address information from the department.

If your local publicly owned electric utility:

- **Qualifies** as a governmental entity:
 - Follow the instructions to complete and submit the Government Requester Account Application (INF 1130), and other required documents in this packet.
 - **Does not qualify** as a governmental entity:
 - Refer to the Commercial Requester Account Instructions and Forms Packet (INF 1133) on the DMV Internet website at: dmv.ca.gov.
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Who qualifies as a Governmental Entity for the purposes of enrolling in the Requester Account Program:

As defined in California Code of Regulations, Title 13, Section 350.02, which includes the following:

- **US Government Agency** – The United States Government or any subdivision, department, court or agency.
 - **State Agency** – Any state or any subdivision, department, court or agency thereof, including school districts, and the Board of Regents of the University of California.
 - **Special District – In California** - As defined in *California Government Code* §12463, includes any of the following:
 - Any agency of the state for the local performance of governmental or proprietary functions within limited boundaries. May include a county service area, a maintenance district or area, an improvement district or improvement zone, or any other zone or area formed for the purpose of designating an area within which a property tax rate will be levied to pay for a service or improvement benefiting that area.
 - A commission provided for by a joint powers agreement (JPA) pursuant to Chapter 5 (commencing with Section 6500 of Division 7 of Title 1 of the *California Government Code*).
 - A nonprofit corporation that is any of the following:
 - a) Was formed in accordance with the provisions of a joint powers agreement (JPA) to carry out functions specified in the agreement.
 - b) Issued bonds, the interest on which is exempt from federal income taxes, for the purpose of purchasing or constructing a building, stadium, or other facility, that is subject to a lease or agreement with a local public entity.
 - c) Is wholly owned by a public agency.
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Note: Special Districts in California are required to submit annual financial reports to the State Controller's Office and must be identified in the *Special Districts Annual Reports* produced by the Controller's Office in order to qualify as a government entity. You can view this publication on the Internet at sco.ca.gov, click on *Publications* and scroll down to *Special Districts Annual Report*. If your agency is not included on this report, you must contact the California State Controller's Office at (916) 324-8363 or (916) 327-9496 prior to submitting your application.

- **Special District – Other than California** – Any special district of a state other than California, must provide proof they are a governmental entity. Proof may include a copy of the Joint Powers Agreement (JPA), a Memorandum of Understanding (MOU), etc.
- **Other** – Applicant must provide sufficient evidence they are a governmental entity to be approved for a government requester account. All applications indicating “other” will require additional review.

Who DOES NOT qualify as a Governmental Entity for the purposes of enrolling in the Government Requester Account Program:

- A Sovereign nation such as a Native American Tribe or any foreign jurisdiction including Canada and Mexico.
- Any other non-profit organization whether partially or fully funded by a governmental entity.
- A Private Company with their own Fire or Police Department – A fire department or police department which is owned and operated by a private company for its own use.

Part I – APPLICATION

Section A – Type of Application

Original – Check this box if you are applying for a new account. All sections must be complete or the application will be returned unprocessed. **DMV WILL ASSIGN YOUR REQUESTER/PARKING/COURT CODE NUMBER.**

Change – Check this box if you have an existing account and you are changing information, such as, the contact person, address, record access method, permissible use, etc. Complete Part I, Section B, note any changes, and sign Part II, Section F. **BE SURE TO INCLUDE YOUR EXISTING REQUESTER/PARKING/COURT CODE NUMBER.**

Renewal – If you have received a “renewal notice” (commonly referred to as an “address insert sheet”) in the mail or your account is expiring, check this box and complete all sections. Return your “renewal notice(s)” with your renewal application. **AND INCLUDE YOUR EXISTING REQUESTER/PARKING/COURT CODE NUMBER.**

Section B – Agency Information

1. **Name of Agency** – Enter the name of the Government Agency applying for this account. Special Districts must provide the name exactly as reported to the California State Controller’s Office or as shown on the Joint Powers Agreement (JPA). **BE SURE TO INCLUDE ANY DBAs, if applicable.** Example: Santa Cruz – Monterey Managed Medical Care Commission **DBA** Central Coast Alliance for Health.
2. **Division/Program That Will Request Department Information** - Enter the name of the division, program, section, of the government agency in #1 that will be requesting and using the information to perform their governmental function(s). Example: Human Resources Division, Investigations Division, etc.
3. **Agency Website Address** – Enter the Agency/Division Internet Website or indicate “None.”
4. **Fax Number** of person identified in #5.

5. **Name and Title of the Person for DMV Contact**– Provide the name and title of the person who will be available for DMV to contact.
6. **Telephone** – Provide the daytime telephone number of the person identified in #5.
7. **E-Mail Address** – Provide the e-mail address of the person identified in #5.
8. **Street Address (Physical Location)** – Enter the physical location where the Agency/Division is located including the street number and name, city, county, state and zip code.
9. **Mailing Address (If Different)**– Enter the mailing address where you want information mailed. If the mailing address is the same as the street address above, indicate “Same.”
10. **Record Storage Physical Address**– Enter the physical location where DMV records will be maintained for on-site inspection, review or audit by DMV or its representatives.

Section C – Type of Agency

1. **Check Appropriate Box for the Type of Government Agency (one box only):**

Note: Sovereign nations, foreign jurisdictions and private companies **DO NOT** qualify as government agencies.

- **Federal Agency** – The United States Government or any subdivision, department, court or agency thereof such as the U.S. Forest Service or U.S. Postal Service.
- **State Agency** – Any state or any subdivision, department, court or agency thereof, including school districts, and the Board of Regents of the University of California. Examples may include WA-Dept of Corrections, CA-Dept of Motor Vehicles, or NV Department of Justice.
- **City Agency** – Any city agency. City agencies usually have the name of the city as part of the agency name such as City of Sacramento Police Department or the Cathedral City Fire Department.
- **County Agency** – Any county agency. Always include the name of the county such as the Fresno County District Attorneys Office, Kings County Fire Department or the Riverside County Waste Management Department.

IMPORTANT

Applications identified as a special district cannot be processed unless: (1) you are listed on the California State Controller's reports (See **Note** under *Who qualifies as a Governmental Entity for the purposes of enrolling in the Requester Account Program?*) or you have submitted proof, such as a joint powers agreement (JPA), Memorandum of Understanding (MOU), etc., that you are a recognized special district.

- **Special District (IN CALIFORNIA)** - As defined in *California Government Code* §12463. See Page 1 for further information.
 - **Special District (OTHER THAN CALIFORNIA)** - If you are not a California Special District, you must provide a copy of your Joint Powers Agreement (JPA), Memorandum of Understanding (MOU), etc., identifying your agency as a "special district" of your state, county, etc.
 - **Other (Please describe)** – Please provide sufficient evidence to show you are a governmental entity. Each application will be reviewed and if additional information is needed, you will be contacted.
2. If this account is being established by a government agency exclusive for use by one of the following, check the appropriate box and provide additional information, **if requested**.

CALIFORNIA APPLICANTS ONLY

- "Peace Officers" as described in *California Penal Code* §830.1 through 830.5, inclusive, which includes 830.1, 830.2, 830.3, 830.31 thru 830.39, 830.4, 830.5. Identify the specific section number in the space provided.
- California City Attorneys prosecuting misdemeanor actions under *California Government Code* §41803.5.

ANY STATE OR FEDERAL APPLICANT

- If you are an Attorney General, District Attorney, Public Defender or Public Defender Investigator of any state or federal agency, check this box.
 - If you are any other Government Agency whose employees have statutory authority to carry firearms **AND** execute warrants **AND** make arrests (i.e., Dept. of Homeland Security Criminal Investigators, FBI, etc.), check this box. Please note that employee must possess **all three authorities**.
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Section D – Purpose of Account

Permissible Use(s): Federal legislation, the Driver's Privacy Protection Act (DPPA), Title 18, *United States Code*, §§2721-2725, provides that any personal information, as defined, contained in a motor vehicle record is confidential unless the information is requested and used for an identified "permissible use." An identified "permissible use" includes use by a government agency, including any court or law enforcement agency, in carrying out its functions.

Note: As a general rule, governmental functions are those which are essential to its existence, in the sense of serving the public at large, in the discharge of the government's obligation for the health, safety, or general welfare of the public generally, rather than those functions which are private, such as commercial solicitation. Commercial solicitation by a government entity does not involve either ministerial (absolute, certain, and imperative) or discretionary (one which requires exercise in judgment and choice and involves what is just and proper under the circumstances) acts when serving the public at large. If you have questions, consult your agency Legal Office.

1. **EPN (Employer Pull Notice)** – Check this box if you are requesting to enroll your employees that drive during the course of their employment in the EPN program. An EPN printout (current reportable driver license record) will automatically generate every 12 months or anytime a specified activity occurs to an enrolled employee's record. A specified activity may include, but is not limited to, suspension, revocation, accident, etc. The EPN requester code can also be used to request DL records for EPN purposes, such as pre-employment, casual drivers, etc.). **For more information about the EPN program**, go to dmv.ca.gov and Search for: EPN General Information.
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Note: Confidential residence address information will no longer be provided on an EPN printout.

2. **Update** – If your Agency is applying for authorization to update DMV records (i.e., courts, parking/toll, revenue recovery, etc.), check this box; provide an explanation in the space provided for the type of information being updated (e.g., vehicle/vessel registration [VR] or driver license/identification card [DL/ID]) and specify the purpose.
3. **Inquiry** – If your Agency is applying for authorization to request and obtain DMV record information in order to carry out your governmental functions, check this box and provide an explanation in the space provided for the type of information being requested.
- 3a.–3d. **Is residence address necessary to perform this function?** Section 1808.21 of the *California Vehicle Code* provides that residence address information within the department's files is confidential. It is, therefore, the policy of this department to limit residence address release to only those agencies which are statutorily authorized and express a legitimate need to receive addresses. Administrative, civil or criminal action may be taken for false representation and/or failure to maintain the confidentiality of the information obtained.

DL/ID – A driver license/identification card (DL/ID) record contains information obtained from an individual's DL/ID application, abstracts of driving related convictions, actions taken against DL and accidents.

VR – A vehicle/vessel registration (VR) record contains information relating to the registration of a vehicle or vessel.

- FR** – A Financial Responsibility (FR) request to obtain a copy of an SR 1 (Reporting Traffic Accident Occurring in California). There is no on-line (instantaneous) access to SR 1 information at this time. If you have questions, please contact the Financial Responsibility Unit at (916) 657-6677.
- OL** – Information regarding an Occupational Licensee (OL) (i.e., vehicle salesperson, dealer, registration service, etc.)

**Section E – Access Method(s) –
Check ALL That Apply**

- **Paper/Hardcopy** – This is a manual process and requires approximately 7 to 14 working days to process.
- **Cartridge Tape (IBM Compatible, 3480 non-compressed or 3490 compressed)** - This is a batch (overnight) plus mail time process. Cartridge Tape is available to **EXISTING TAPE CUSTOMERS ONLY**.
- **File Transfer Protocol (FTP)** – via Virtual Private Network (VPN). This is a batch (overnight) process.
- **On-Line** – This requires a network connection and provides an instantaneous response. **YOU MUST COMPLETE SECTION F.**
- **CLETS** – If you are applying for a requester code in order to obtain access through the CA Law Enforcement Telecommunications System (CLETS), check this box. **DO NOT COMPLETE SECTION F.**

**Section F – On-Line Applicants Only –
Do Not Complete For CLETS Access**

1. **Hours of On-Line Access** – State the days of the week and hours of on-line service being requested.
 2. **Data Center Information** – Provide all requested information related to the Data Center (i.e., DTS or city/county data center) you will be using to connect to DMV records.
 3. **Government Agency Information Security Officer and Access Control Administrator** – Provide all requested information for the Information Security Officer and the Access Control Administrator of the Government Agency identified in Part I, Section B.
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Part II — Agreement

- **Section A – General Provisions**
- **Section B – Information Use**
- **Section C – General Security Requirements**
- **Section D – Residence Address Access Authority**
- **Section E – Audit**
- **Section F – Signature Requirements**

The person signing this application/agreement is certifying to all of the following:

- √ He/She is an authorized representative of the agency,
- √ He/She is agreeing to comply with all of the statutes and regulations pertaining to the access and use of Department information,
- √ He/She has read and agrees to all of the provisions contained herein and shall be responsible for the orientation, training, and supervision of persons authorized to access Department information, and
- √ All information submitted is true and correct to the best of their knowledge.

**Approved by Department of Motor Vehicles
Representative (DO NOT COMPLETE)**

A letter will be mailed with the requester code (**one requester code per application**) that has been assigned to your agency following approval of the application. The approval letter will identify the permissible use/purpose(s) that have been approved, including whether residence address access has been authorized.



CHECKLIST

ALL APPLICANTS: ORIGINAL, CHANGE AND RENEWAL, MUST SUBMIT:

- Two (2) signed copies of the Government Requester Account Application and Agreement (INF 1130)**
 - **SUBMIT BOTH COMPLETED FORM(S) TO DMV (Original signature on both)**
 - **A signed copy will be returned to you upon approval.**

RENEWALS ONLY:

- Government Requester Account Renewal Notice(s)** – DMV will send notices approximately 90 days prior to expiration of an existing requester account. If you have received a renewal notice, please return it to DMV with your application.
 - **RETURN COMPLETED FORM TO DMV.**

EPN “ORIGINAL” APPLICATIONS ONLY:

- INF 1103 - Enrollment or Deletion of [California] Drivers** – If this is an “Original” application for enrolling employees in the Employer Pull Notice program, complete this form for each California licensed driver and **submit** with “Original” application.
 - Use this form for any future enrollment/deletions of California licensed drivers.**
 - SUBMIT COMPLETED FORM TO DMV.**
- INF 1103A - Enrollment or Deletion of Out of State Drivers** – If this is an “Original” application for enrolling employees in the Employer Pull Notice program, complete this form for each driver licensed in a state other than California and submit with “Original” application. Use this form for any future enrollment/deletions of out-of-state licensed drivers.
 - SUBMIT COMPLETED FORM TO DMV.**

ADDITIONAL INFORMATION

ALL ORIGINAL, CHANGE(S) AND RENEWALS:

- Information Security Statement (INF 1128)** – This form, or an internal document with similar language, must be completed upon presentation and re-certified annually by ANY individual whether inside or outside your organization that has direct or incidental access to DMV records including paper or electronic. This form is to be retained at the account holder’s worksite and made available to DMV audit staff upon request.
 - DO NOT SUBMIT INF 1128 FORMS TO DMV. RETAIN COMPLETED FORMS AT WORKSITE.**

EPN APPLICATIONS ONLY:

- Authorization for Release of Driver Record Information (INF 1101)** – This form, or an internal document with similar language, must be used when an employer wishes to enroll a non-mandated driver into the Employer Pull Notice (EPN) Program. The form must be completed and retained at the employer’s principal place of business and must be available upon request to DMV staff.
 - DO NOT SUBMIT INF 1101 FORMS TO DMV. RETAIN COMPLETED FORMS AT WORKSITE.**

Note: A non-mandated driver is any employee who drives frequently for the agency but is **not** required to be enrolled in the EPN program under California Vehicle Code Section 1808.1.

WHERE TO MAIL YOUR APPLICATION AND SUPPORTING DOCUMENTS

All Agencies (Except Parking/Toll Agencies); mail application and supporting documents to:

Department of Motor Vehicles
Account Processing Unit – MS H221
PO Box 944231
Sacramento, CA 94244-2310
(916) 657-5564

Parking and Toll Agencies ONLY; mail application and supporting documents to:

Department of Motor Vehicles
Justice & Government Liaison Branch
Attn: Parking Coordinator – MS H171
PO Box 932345
Sacramento, CA 94232-3450
(916) 657-7732

INFORMATION SERVICES PROGRAM

GOVERNMENT REQUESTER ACCOUNT APPLICATION

DMV USE ONLY		
REQUESTER CODE	EXPIRATION DATE	TECH ID

PART I APPLICATION
PLEASE PRINT CLEARLY IN INK OR TYPE

SECTION A. TYPE OF APPLICATION

CHECK ONE (1) BOX ONLY:

- Original** — Complete ALL SECTIONS — DMV will assign Requester/Parking/Court Code.
- Change(s)** to Existing Account — Complete Sections A, B and C, and all applicable sections where information is changing. Provide signature in Part II, Section F. Provide current Requester/Parking/Court Code(s): _____
- Renewal** — Complete ALL SECTIONS — Provide current Requester/Parking/Court Code(s): _____

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

SECTION B. AGENCY INFORMATION

1. NAME OF AGENCY		2. DIVISION/PROGRAM THAT WILL REQUEST DEPARTMENT INFORMATION		
3. AGENCY WEBSITE ADDRESS OR INDICATE "NONE"				4. FAX NUMBER
5. NAME AND TITLE OF THE PERSON FOR DMV CONTACT		6. TELEPHONE ()	7. E-MAIL ADDRESS	
8. STREET ADDRESS (PHYSICAL LOCATION) STREET		CITY	COUNTY	STATE ZIP
9. MAILING ADDRESS OR INDICATE "SAME"		10. RECORD STORAGE PHYSICAL ADDRESS		

SECTION C. TYPE OF AGENCY

1. CHECK APPROPRIATE BOX FOR THE TYPE OF GOVERNMENT AGENCY (*CHECK ONLY ONE*):
- Federal State City County Special District Other: _____ DESCRIBE

2. IS THIS ACCOUNT BEING ESTABLISHED BY A GOVERNMENT ENTITY EXCLUSIVELY FOR USE BY ONE OF THE FOLLOWING?

- Yes, check appropriate box. No, go to Section D.

CALIFORNIA APPLICANTS

- "Peace Officers" as described in California Penal Code §830.1 through 830.5. Identify Section #: _____
- City Attorney prosecuting misdemeanor actions under Government Code Section 41803.5.

ANY STATE OR FEDERAL APPLICANT

- Attorney General District Attorney Public Defender Public Defender's Investigator
- Government employees having statutory authority to carry firearms **AND** execute warrants **AND** make arrests. Identify Statutory Authority; Code and Section #: _____

SECTION D. PURPOSE OF ACCOUNT — Check one purpose only (Continued on Page 2)

1. **EPN (Employer Pull Notice)** – Check this box if you are enrolling employees in the EPN program. For more information about the EPN program and to obtain enrollment forms, go to www.dmv.ca.gov and "Search" for EPN General Information.
2. **UPDATE AND INQUIRY** – If your Agency is applying for authorization to update DMV records (i.e., courts, parking/toll, revenue recovery, etc.), check this box. Explain the purpose of updating DMV records (space provided below):

a. <input type="checkbox"/> Vehicle/Vessel Registration (VR) PURPOSE OF UPDATE:	DMV USE ONLY Purpose Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
	DMV USE ONLY Purpose Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
b. <input type="checkbox"/> Driver License/Identification Card (DL) PURPOSE OF UPDATE:	DMV USE ONLY Purpose Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION D. PURPOSE OF ACCOUNT (Continued from Page 1)

3. **INQUIRY ONLY** – If your Agency is applying for authorization to request and obtain DMV record information in order to carry out your governmental functions, check this box. Explain the purpose of inquiry below:

a. <input type="checkbox"/> Vehicle/Vessel Registration (VR) PURPOSE OF INQUIRY: Is residence address necessary to perform this function? <input type="checkbox"/> Yes <input type="checkbox"/> No	DMV USE ONLY Purpose Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
b. <input type="checkbox"/> Driver License/Identification Card (DL/ID) PURPOSE OF INQUIRY: Is residence address necessary to perform this function? <input type="checkbox"/> Yes <input type="checkbox"/> No	DMV USE ONLY Purpose Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
c. <input type="checkbox"/> Financial Responsibility (FR) - Available in paper/hardcopy only — See Instructions for more information. PURPOSE OF INQUIRY: Is residence address necessary to perform this function? <input type="checkbox"/> Yes <input type="checkbox"/> No	DMV USE ONLY Purpose Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
d. <input type="checkbox"/> Occupational License (OL) PURPOSE OF INQUIRY: Is residence address necessary to perform this function? <input type="checkbox"/> Yes <input type="checkbox"/> No	DMV USE ONLY Purpose Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION E. ACCESS METHOD(S) — Check ALL That Apply

- Paper/Hardcopy** - Manual Process (Allow 7 to 14 working days)
 Cartridge Tape (IBM Compatible, 3480 non-compressed or 3490 compressed) - Batch (Overnight plus mail time) - **Renewals Only**
 File Transfer Protocol (FTP) via Virtual Private Network (VPN) - Batch (Overnight)
 On-Line - (Requires Network Connection) COMPLETE SECTION F.
 CLETS - If you are applying for a requester code in order to obtain access through the CA Law Enforcement Telecommunications System (CLETS), check this box.

SECTION F. ON-LINE APPLICANTS ONLY — DO NOT COMPLETE FOR CLETS ACCESS


1. HOURS OF ON-LINE ACCESS:

Days _____ Hours _____ A.M. TO _____ P.M.

2. NAME OF DATA CENTER (I.E., DTS OR CITY/COUNTY DATA CENTER, etc.)	TELEPHONE #	DATA CENTER WEBSITE ADDRESS		
NAME AND TITLE OF THE DATA CENTER TECHNICAL COORDINATOR	TELEPHONE #	E-MAIL ADDRESS		
STREET ADDRESS (PHYSICAL LOCATION)	CITY	COUNTY	STATE	ZIP CODE
MAILING ADDRESS (IF DIFFERENT)	CITY	COUNTY	STATE	ZIP CODE
3. NAME AND TITLE OF INFORMATION SECURITY OFFICER	TELEPHONE #	E-MAIL ADDRESS		
NAME AND TITLE OF ACCESS CONTROL ADMINISTRATOR	TELEPHONE #	E-MAIL ADDRESS		
STREET ADDRESS (PHYSICAL LOCATION)	CITY	COUNTY	STATE	ZIP CODE
MAILING ADDRESS (IF DIFFERENT)	CITY	COUNTY	STATE	ZIP CODE

PART II AGREEMENT – PLEASE READ EACH SECTION CAREFULLY

A. GENERAL PROVISIONS

1. This Application/Agreement, hereinafter referred to as “Agreement”, is between the State of California, Department of Motor Vehicles (DMV), hereinafter referred to as the “Department”, and the Government Agency identified in Part I, hereinafter referred to as the “Requester”, for the purpose of the Department providing information from its files for Government Agency use.
2. The term of this Agreement shall be for forty eight (48) months from the approval date and renewable at forty eight (48) month intervals thereafter.
3. This Agreement is subject to any restrictions, limitations, or provisions enacted by the California State Legislature which may affect the provisions or terms set forth herein. The Requester is required to comply with the applicable statutes of the California Vehicle Code (CVC), California Code of Regulations (CCR) Title 13, and United States Code Title 18.
4. No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by both parties hereto. No oral understanding or agreement, not incorporated herein, shall be binding on either party.
5. Requester shall not represent themselves as agents/employees of the Department. For the purposes of this Agreement, the “Requester” includes the Requester’s employees, unless the context provides otherwise.
6. **(Applies to Federal Government and Out-of-State Agencies/Requesters)**—“The Requester agrees to pay for any loss, liability or expense, including attorney fees, expert witness fees and court costs, which arises out of or relates to the Requester’s acts or omissions regarding its obligations hereunder, where a final determination of liability on the part of the Requester is established by a court of law or where settlement has been agreed to by the Requester. This provision may not be construed to limit the Requester’s rights, claims, or defenses which arise as a matter of law or under any other provision of this Agreement. This provision may not be construed to limit the sovereign immunity of the Requester.”
7. This Agreement is not assignable by the Requester, either in whole or in part, without prior written consent of the Department.
- 8a. Any promotional or informational material related to accessing the Department’s records shall be accurate and consistent with the terms of this Agreement and shall only contain factual statements relating to the purpose and condition of access.
- b. Requester shall not use the logogram  in any advertising or other agency business materials used in the business of the Requester. Advertising shall neither state nor imply that there is any official connection between the Department and the Requester, or that the Department has sanctioned or approved of either the advertisement or the Requester’s service.
- 9a. If the Authorized Representative, designee responsible for the administration of the account, the DMV contact person, agency address, or any other changes of information occur in Part I of this Agreement, notification shall be submitted, in writing, within ten (10) business days on Government Requester Account Application (INF 1130) or Agency Letterhead to the following address:
Department of Motor Vehicles, Account Processing Unit—H221, P.O. Box 944231, Sacramento, CA 94244-2310
- b. Requester shall notify the Account Processing Unit, in writing, (see address in 9a) within ten (10) business days of any intended or actual closure of the Government Agency Requester Account.

B. INFORMATION USE

1. Requester shall not use Department records for any purpose except for that which has been approved by the Department in Part I.
2. When a non-law enforcement agency receives information from Department records that indicates a vehicle or vessel has a Department of Justice (DOJ) “stop,” Requester shall immediately notify local law enforcement of its location, if known.
3. Pursuant to California Government Code §3, Chapter 1725 (commencing with §7284,) federal, state or local law enforcement agencies shall not use any non-criminal history information contained within these databases for immigration enforcement purposes. ‘Immigration enforcement’ includes any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal civil immigration law, and also includes any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal criminal immigration law that penalizes a person’s presence in, entry, or reentry to, or employment in, the United States. [Government Code §7284.4, subd. (f)]. This restriction does not pertain to any information that is regarding a person’s immigration or citizenship status pursuant to 8 U.S.C. §1373 and §1644.

C. GENERAL SECURITY REQUIREMENTS

1. Requester shall maintain the security and integrity of the information it receives. A violation of any provision(s) of the Agreement, whether by omission or commission, may result in suspension or termination of service to Requester.
2. Requester shall ensure compliance with all the security provisions of this Agreement. If misuse or inappropriate access is suspected or confirmed, Requester shall notify the Department’s Information Services Branch, Policy and Information Privacy Section, by telephone, at (916) 657-5583 within one (1) business day. A written notification containing all facts therein shall be prepared by the Requester within three (3) business days and mailed to the Department at the following address:
Department of Motor Vehicles, Information Services Branch, Policy and Information Privacy Section—H225, P. O. Box 942890, Sacramento, CA 94290-0890
3. In the event of any breach of the security of the Requester’s system or database containing the personal information of California residents, the Requester shall bear all responsibility for providing notice of the breach to the affected residents as required by California Civil Code Section 1798.29. The Requester shall bear all costs associated with providing this notice. In addition, the Requester agrees to comply with all federal and California state law, including all of the provisions of the California statutes and Title 13 of the California Code of Regulations.
- 4a. Requester shall require every employee and the system administrator having direct or incidental access to Department records to sign a copy of the Information Security Statement (INF 1128). The INF 1128 is required upon initial authorization for access to Department records and annually thereafter. The Requester’s signed statement(s) shall be maintained on file at Requester’s work site for at least two years following the deactivation or termination of the authorization and shall be available to the Department upon demand.
- b. Requester shall restrict the use and knowledge of requester codes and operational manuals to employees who have signed an Information Security Statement (INF 1128).
- c. Requester shall maintain a current list of names of persons authorized to access Department records. This list shall be available to the Department upon demand.

5. Access terminals and modems shall not be left unattended while in active session unless secured by a locking device that prevents entry or receipt of information, or are placed in a locked room that is not accessible to unauthorized persons.
6. Video terminals, printers, hardcopy printouts, or any other form of duplication of Department approved records that are located in public access areas shall be placed so that the records shall not be viewed by the public or other unauthorized persons.
7. All information received from the Department's files must be destroyed once its legitimate use has ended. The method of destruction for the Department's records will be conducive to the type of record requested and in a manner that cannot be reproduced or identified in any physical or electronic form.
8. Requester shall not disclose its' Department assigned requester code, either orally or in writing, to anyone who is not in the direct employ of the Requester and has not signed the Information Security Statement (INF 1128) other than a Department approved Service Provider (Vendor or Agent).
9. Requester shall not sell, retain, distribute, provide or transfer any record information or portion of the record information acquired under this Agreement except as authorized by the Department.

D. RESIDENCE ADDRESS ACCESS AUTHORITY

1. Requester shall protect the confidentiality of any residence address received from Department records pursuant to CVC §1808.47. Requester's employees shall not obtain or use any confidential or restricted records for any purpose other than the reason set forth and authorized by the Department.
2. Requester may release residence or mailing address information to an individual, other than an employee, who is acting on behalf of the Requester provided an agreement acknowledging the confidentiality of residence address information pursuant to CVC §1808.47 is signed by the individual with whom the Requester has contracted services.

E. AUDIT

1. Requester's documentation supporting the reason for inquiry, including but not limited to, transaction details, and computer software/ programs maintained for the purposes defined in this Agreement, shall be subject to inspection, review, or audit by the Department or its designee for a period of two years from the date of the request.
2. Requester agrees to accommodate Department's request for an inspection, review or audit immediately upon request from the department or the department's representative and to allow on-site audits during regular business hours.

F. SIGNATURE REQUIREMENTS

I hereby acknowledge that I am an authorized representative of the agency named in Part I, Section B and have been designated as the person responsible for compliance with the statutes and regulations pertaining to access and use of Department record information. I have read and agree to the provisions contained herein and shall be responsible for the orientation, training, and supervision of persons authorized to access Department record information.

I understand that false or misleading answers are cause for denial of an Agreement and/or termination of any access agreement granted. I understand that if this application for requester account is approved, I will be required to conform to the statements presented within. This Agreement specifies the terms and conditions of our relationship. Any deviations will be considered by DMV as misuse and may result in both revocation of the account and refusal of subsequent applications. I understand that according to provisions of the California Vehicle Code Section 1808.45, the willful, unauthorized disclosure of information from any department record for a purpose other than the one stated in the request, or the use of any false report to obtain information from any department record, or the sale or other distribution of the information to a person or organization not disclosed in the request is a misdemeanor, punishable by a fine not exceeding \$5,000 or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment.

I understand that according to provisions of the California Vehicle Code Section 1808.46, any person holding a requester code who directly or indirectly obtains information from the Department of Motor Vehicles using false representations or distributes restricted or confidential information to any person or uses the information for a reason not authorized or specified in this application is liable to the Department of Motor Vehicles for civil penalties up to \$100,000 and shall have their requester code privileges suspended for a period up to five (5) years or revoked.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

PRINT NAME AND TITLE OF GOVERNMENT OFFICIAL OR AUTHORIZED REPRESENTATIVE	DAYTIME TELEPHONE NUMBER ()
SIGNATURE OF GOVERNMENT OFFICIAL OR AUTHORIZED REPRESENTATIVE	DATE
X	

APPROVED BY DEPARTMENT OF MOTOR VEHICLES REPRESENTATIVE:

PRINT NAME AND TITLE	DATE
SIGNATURE	
X	

WHERE TO MAIL YOUR APPLICATION AND SUPPORTING DOCUMENTS

ALL AGENCIES (Except Parking/Toll Agencies)

mail to:

Department of Motor Vehicles
 Account Processing Unit – MS H221
 PO Box 944231
 Sacramento, CA 94244-2310
 (916) 657-5564

PARKING AND TOLL AGENCIES ONLY,

mail to:

Department of Motor Vehicles
 Justice & Government Liaison Branch
 Attn: Parking Coordinator – MS H171
 PO Box 932345
 Sacramento, CA 94232-3450
 (916) 657-7732

INFORMATION SERVICES PROGRAM

GOVERNMENT REQUESTER ACCOUNT APPLICATION

DMV USE ONLY		
REQUESTER CODE	EXPIRATION DATE	TECH ID

PART I APPLICATION
PLEASE PRINT CLEARLY IN INK OR TYPE

SECTION A. TYPE OF APPLICATION

CHECK ONE (1) BOX ONLY:

- Original** — Complete ALL SECTIONS — DMV will assign Requester/Parking/Court Code.
- Change(s)** to Existing Account — Complete Sections A, B and C, and all applicable sections where information is changing. Provide signature in Part II, Section F. Provide current Requester/Parking/Court Code(s): _____
- Renewal** — Complete ALL SECTIONS — Provide current Requester/Parking/Court Code(s): _____

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

SECTION B. AGENCY INFORMATION

1. NAME OF AGENCY		2. DIVISION/PROGRAM THAT WILL REQUEST DEPARTMENT INFORMATION			
3. AGENCY WEBSITE ADDRESS OR INDICATE "NONE"			4. FAX NUMBER		
5. NAME AND TITLE OF THE PERSON FOR DMV CONTACT		6. TELEPHONE ()		7. E-MAIL ADDRESS	
8. STREET ADDRESS (PHYSICAL LOCATION) STREET		CITY		COUNTY	
STATE		ZIP			
9. MAILING ADDRESS OR INDICATE "SAME"			10. RECORD STORAGE PHYSICAL ADDRESS		

SECTION C. TYPE OF AGENCY

1. CHECK APPROPRIATE BOX FOR THE TYPE OF GOVERNMENT AGENCY (*CHECK ONLY ONE*):

Federal State City County Special District Other: _____ DESCRIBE

2. IS THIS ACCOUNT BEING ESTABLISHED BY A GOVERNMENT ENTITY EXCLUSIVELY FOR USE BY ONE OF THE FOLLOWING?

- Yes, check appropriate box. No, go to Section D.

CALIFORNIA APPLICANTS

- "Peace Officers" as described in California Penal Code §830.1 through 830.5. Identify Section #: _____
- City Attorney prosecuting misdemeanor actions under Government Code Section 41803.5.

ANY STATE OR FEDERAL APPLICANT

- Attorney General District Attorney Public Defender Public Defender's Investigator
- Government employees having statutory authority to carry firearms **AND** execute warrants **AND** make arrests. Identify Statutory Authority; Code and Section #: _____

SECTION D. PURPOSE OF ACCOUNT — Check one purpose only (Continued on Page 2)

1. **EPN (Employer Pull Notice)** – Check this box if you are enrolling employees in the EPN program. For more information about the EPN program and to obtain enrollment forms, go to www.dmv.ca.gov and "Search" for EPN General Information.
2. **UPDATE AND INQUIRY** – If your Agency is applying for authorization to update DMV records (i.e., courts, parking/toll, revenue recovery, etc.), check this box. Explain the purpose of updating DMV records (space provided below):

<p>a. <input type="checkbox"/> Vehicle/Vessel Registration (VR)</p> <p>PURPOSE OF UPDATE: _____</p>	<p>DMV USE ONLY</p> <p>Purpose Approved?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>b. <input type="checkbox"/> Driver License/Identification Card (DL)</p> <p>PURPOSE OF UPDATE: _____</p>	<p>DMV USE ONLY</p> <p>Purpose Approved?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

SECTION D. PURPOSE OF ACCOUNT (Continued from Page 1)

3. **INQUIRY ONLY** – If your Agency is applying for authorization to request and obtain DMV record information in order to carry out your governmental functions, check this box. Explain the purpose of inquiry below:

a. <input type="checkbox"/> Vehicle/Vessel Registration (VR) PURPOSE OF INQUIRY:		DMV USE ONLY Purpose Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is residence address necessary to perform this function? <input type="checkbox"/> Yes <input type="checkbox"/> No		
b. <input type="checkbox"/> Driver License/Identification Card (DL/ID) PURPOSE OF INQUIRY:		DMV USE ONLY Purpose Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is residence address necessary to perform this function? <input type="checkbox"/> Yes <input type="checkbox"/> No		
c. <input type="checkbox"/> Financial Responsibility (FR) - Available in paper/hardcopy only — See Instructions for more information. PURPOSE OF INQUIRY:		DMV USE ONLY Purpose Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is residence address necessary to perform this function? <input type="checkbox"/> Yes <input type="checkbox"/> No		
d. <input type="checkbox"/> Occupational License (OL) PURPOSE OF INQUIRY:		DMV USE ONLY Purpose Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is residence address necessary to perform this function? <input type="checkbox"/> Yes <input type="checkbox"/> No		

SECTION E. ACCESS METHOD(S) — Check ALL That Apply

- Paper/Hardcopy** - Manual Process (Allow 7 to 14 working days)
- Cartridge Tape** (IBM Compatible, 3480 non-compressed or 3490 compressed) - Batch (Overnight plus mail time) - **Renewals Only**
- File Transfer Protocol (FTP)** via Virtual Private Network (VPN) - Batch (Overnight)
- On-Line - (Requires Network Connection) COMPLETE SECTION F.**
- CLETS - If you are applying for a requester code in order to obtain access through the CA Law Enforcement Telecommunications System (CLETS), check this box.**


SECTION F. ON-LINE APPLICANTS ONLY — DO NOT COMPLETE FOR CLETS ACCESS

1. HOURS OF ON-LINE ACCESS:
 Days _____ Hours _____ A.M. TO _____ P.M.

2. NAME OF DATA CENTER (I.E., DTS OR CITY/COUNTY DATA CENTER, etc.)	TELEPHONE #	DATA CENTER WEBSITE ADDRESS		
NAME AND TITLE OF THE DATA CENTER TECHNICAL COORDINATOR	TELEPHONE #	E-MAIL ADDRESS		
STREET ADDRESS (PHYSICAL LOCATION)	CITY	COUNTY	STATE	ZIP CODE
MAILING ADDRESS (IF DIFFERENT)	CITY	COUNTY	STATE	ZIP CODE
3. NAME AND TITLE OF INFORMATION SECURITY OFFICER	TELEPHONE #	E-MAIL ADDRESS		
NAME AND TITLE OF ACCESS CONTROL ADMINISTRATOR	TELEPHONE #	E-MAIL ADDRESS		
STREET ADDRESS (PHYSICAL LOCATION)	CITY	COUNTY	STATE	ZIP CODE
MAILING ADDRESS (IF DIFFERENT)	CITY	COUNTY	STATE	ZIP CODE

PART II AGREEMENT – PLEASE READ EACH SECTION CAREFULLY

A. GENERAL PROVISIONS

1. This Application/Agreement, hereinafter referred to as “Agreement”, is between the State of California, Department of Motor Vehicles (DMV), hereinafter referred to as the “Department”, and the Government Agency identified in Part I, hereinafter referred to as the “Requester”, for the purpose of the Department providing information from its files for Government Agency use.
2. The term of this Agreement shall be for forty eight (48) months from the approval date and renewable at forty eight (48) month intervals thereafter.
3. This Agreement is subject to any restrictions, limitations, or provisions enacted by the California State Legislature which may affect the provisions or terms set forth herein. The Requester is required to comply with the applicable statutes of the California Vehicle Code (CVC), California Code of Regulations (CCR) Title 13, and United States Code Title 18.
4. No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by both parties hereto. No oral understanding or agreement, not incorporated herein, shall be binding on either party.
5. Requester shall not represent themselves as agents/employees of the Department. For the purposes of this Agreement, the “Requester” includes the Requester’s employees, unless the context provides otherwise.
6. **(Applies to Federal Government and Out-of-State Agencies/Requesters)**—“The Requester agrees to pay for any loss, liability or expense, including attorney fees, expert witness fees and court costs, which arises out of or relates to the Requester’s acts or omissions regarding its obligations hereunder, where a final determination of liability on the part of the Requester is established by a court of law or where settlement has been agreed to by the Requester. This provision may not be construed to limit the Requester’s rights, claims, or defenses which arise as a matter of law or under any other provision of this Agreement. This provision may not be construed to limit the sovereign immunity of the Requester.”
7. This Agreement is not assignable by the Requester, either in whole or in part, without prior written consent of the Department.
- 8a. Any promotional or informational material related to accessing the Department’s records shall be accurate and consistent with the terms of this Agreement and shall only contain factual statements relating to the purpose and condition of access.
- b. Requester shall not use the logogram  in any advertising or other agency business materials used in the business of the Requester. Advertising shall neither state nor imply that there is any official connection between the Department and the Requester, or that the Department has sanctioned or approved of either the advertisement or the Requester’s service.
- 9a. If the Authorized Representative, designee responsible for the administration of the account, the DMV contact person, agency address, or any other changes of information occur in Part I of this Agreement, notification shall be submitted, in writing, within ten (10) business days on Government Requester Account Application (INF 1130) or Agency Letterhead to the following address:
Department of Motor Vehicles, Account Processing Unit—H221, P.O. Box 944231, Sacramento, CA 94244-2310
- b. Requester shall notify the Account Processing Unit, in writing, (see address in 9a) within ten (10) business days of any intended or actual closure of the Government Agency Requester Account.

B. INFORMATION USE

1. Requester shall not use Department records for any purpose except for that which has been approved by the Department in Part I.
2. When a non-law enforcement agency receives information from Department records that indicates a vehicle or vessel has a Department of Justice (DOJ) “stop,” Requester shall immediately notify local law enforcement of its location, if known.
3. Pursuant to California Government Code §3, Chapter 1725 (commencing with §7284,) federal, state or local law enforcement agencies shall not use any non-criminal history information contained within these databases for immigration enforcement purposes. ‘Immigration enforcement’ includes any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal civil immigration law, and also includes any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal criminal immigration law that penalizes a person’s presence in, entry, or reentry to, or employment in, the United States. [Government Code §7284.4, subd. (f)]. This restriction does not pertain to any information that is regarding a person’s immigration or citizenship status pursuant to 8 U.S.C. §1373 and §1644.

C. GENERAL SECURITY REQUIREMENTS

1. Requester shall maintain the security and integrity of the information it receives. A violation of any provision(s) of the Agreement, whether by omission or commission, may result in suspension or termination of service to Requester.
2. Requester shall ensure compliance with all the security provisions of this Agreement. If misuse or inappropriate access is suspected or confirmed, Requester shall notify the Department’s Information Services Branch, Policy and Information Privacy Section, by telephone, at (916) 657-5583 within one (1) business day. A written notification containing all facts therein shall be prepared by the Requester within three (3) business days and mailed to the Department at the following address:
Department of Motor Vehicles, Information Services Branch, Policy and Information Privacy Section—H225, P. O. Box 942890, Sacramento, CA 94290-0890
3. In the event of any breach of the security of the Requester’s system or database containing the personal information of California residents, the Requester shall bear all responsibility for providing notice of the breach to the affected residents as required by California Civil Code Section 1798.29. The Requester shall bear all costs associated with providing this notice. In addition, the Requester agrees to comply with all federal and California state law, including all of the provisions of the California statutes and Title 13 of the California Code of Regulations.
- 4a. Requester shall require every employee and the system administrator having direct or incidental access to Department records to sign a copy of the Information Security Statement (INF 1128). The INF 1128 is required upon initial authorization for access to Department records and annually thereafter. The Requester’s signed statement(s) shall be maintained on file at Requester’s work site for at least two years following the deactivation or termination of the authorization and shall be available to the Department upon demand.
- b. Requester shall restrict the use and knowledge of requester codes and operational manuals to employees who have signed an Information Security Statement (INF 1128).
- c. Requester shall maintain a current list of names of persons authorized to access Department records. This list shall be available to the Department upon demand.

5. Access terminals and modems shall not be left unattended while in active session unless secured by a locking device that prevents entry or receipt of information, or are placed in a locked room that is not accessible to unauthorized persons.
6. Video terminals, printers, hardcopy printouts, or any other form of duplication of Department approved records that are located in public access areas shall be placed so that the records shall not be viewed by the public or other unauthorized persons.
7. All information received from the Department's files must be destroyed once its legitimate use has ended. The method of destruction for the Department's records will be conducive to the type of record requested and in a manner that cannot be reproduced or identified in any physical or electronic form.
8. Requester shall not disclose its' Department assigned requester code, either orally or in writing, to anyone who is not in the direct employ of the Requester and has not signed the Information Security Statement (INF 1128) other than a Department approved Service Provider (Vendor or Agent).
9. Requester shall not sell, retain, distribute, provide or transfer any record information or portion of the record information acquired under this Agreement except as authorized by the Department.

D. RESIDENCE ADDRESS ACCESS AUTHORITY

1. Requester shall protect the confidentiality of any residence address received from Department records pursuant to CVC §1808.47. Requester's employees shall not obtain or use any confidential or restricted records for any purpose other than the reason set forth and authorized by the Department.
2. Requester may release residence or mailing address information to an individual, other than an employee, who is acting on behalf of the Requester provided an agreement acknowledging the confidentiality of residence address information pursuant to CVC §1808.47 is signed by the individual with whom the Requester has contracted services.

E. AUDIT

1. Requester's documentation supporting the reason for inquiry, including but not limited to, transaction details, and computer software/ programs maintained for the purposes defined in this Agreement, shall be subject to inspection, review, or audit by the Department or its designee for a period of two years from the date of the request.
2. Requester agrees to accommodate Department's request for an inspection, review or audit immediately upon request from the department or the department's representative and to allow on-site audits during regular business hours.

F. SIGNATURE REQUIREMENTS

I hereby acknowledge that I am an authorized representative of the agency named in Part I, Section B and have been designated as the person responsible for compliance with the statutes and regulations pertaining to access and use of Department record information. I have read and agree to the provisions contained herein and shall be responsible for the orientation, training, and supervision of persons authorized to access Department record information.

I understand that false or misleading answers are cause for denial of an Agreement and/or termination of any access agreement granted. I understand that if this application for requester account is approved, I will be required to conform to the statements presented within. This Agreement specifies the terms and conditions of our relationship. Any deviations will be considered by DMV as misuse and may result in both revocation of the account and refusal of subsequent applications. I understand that according to provisions of the California Vehicle Code Section 1808.45, the willful, unauthorized disclosure of information from any department record for a purpose other than the one stated in the request, or the use of any false report to obtain information from any department record, or the sale or other distribution of the information to a person or organization not disclosed in the request is a misdemeanor, punishable by a fine not exceeding \$5,000 or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment.

I understand that according to provisions of the California Vehicle Code Section 1808.46, any person holding a requester code who directly or indirectly obtains information from the Department of Motor Vehicles using false representations or distributes restricted or confidential information to any person or uses the information for a reason not authorized or specified in this application is liable to the Department of Motor Vehicles for civil penalties up to \$100,000 and shall have their requester code privileges suspended for a period up to five (5) years or revoked.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

PRINT NAME AND TITLE OF GOVERNMENT OFFICIAL OR AUTHORIZED REPRESENTATIVE	DAYTIME TELEPHONE NUMBER ()
SIGNATURE OF GOVERNMENT OFFICIAL OR AUTHORIZED REPRESENTATIVE	DATE
X	

APPROVED BY DEPARTMENT OF MOTOR VEHICLES REPRESENTATIVE:

PRINT NAME AND TITLE	DATE
SIGNATURE	
X	

WHERE TO MAIL YOUR APPLICATION AND SUPPORTING DOCUMENTS

ALL AGENCIES (Except Parking/Toll Agencies)

mail to:

Department of Motor Vehicles
 Account Processing Unit – MS H221
 PO Box 944231
 Sacramento, CA 94244-2310
 (916) 657-5564

PARKING AND TOLL AGENCIES ONLY,

mail to:

Department of Motor Vehicles
 Justice & Government Liaison Branch
 Attn: Parking Coordinator – MS H171
 PO Box 932345
 Sacramento, CA 94232-3450
 (916) 657-7732



INFORMATION SERVICES BRANCH
INFORMATION SECURITY STATEMENT

To be completed by any individual having access to DMV record information. Annual re-certification is required. (See reverse)

By signing this form, the undersigned represents that he/she has read and understands the same, agrees to its contents and realizes the penalties for non-compliance to its terms.

The California Department of Motor Vehicles (CA DMV) collects information from the public to administer the various programs for which it has responsibility. CA DMV is committed to protect this information from unauthorized access, use, or disclosure. The following have been adopted to address commercial and governmental users responsibilities for handling and protecting information obtained from the CA DMV. I understand the following are my responsibilities:

1. I may access information only when necessary to accomplish the responsibilities of my employment. I may not access or use information from the CA DMV for personal reasons. (Examples of inappropriate access or misuse of CA DMV information include, but are not limited to: making personal inquiries or processing transactions on my own records or those of my friends or relatives; accessing information about another person, including locating their residence address, for any reason that is not related to my job responsibilities.)
2. I may disclose CA DMV information only to individuals who have been authorized to receive it through the appropriate procedures as regulated by CA DMV. Requesters of information must complete the appropriate forms, submit them to CA DMV as specified, and pay all applicable fees. In the case of confidential or personal information, a proper accounting of all disclosures must be made and the subject must be notified in accordance with statute and CA DMV directives. (Examples of unauthorized disclosures include, but are not limited to: telling someone the address of another person when it is not an authorized disclosure or part of my job responsibilities.)
3. To keep the requester code and/or password confidential, I must take reasonable precautions to maintain the secrecy of any requester code and/or my password. Reasonable precautions include, but are not limited to, not telling or allowing others to view my password or requester code; securing my terminal with a locking device if one has been provided; storing user documentation to sensitive programs in a secure place; to destroy CA DMV information in a manner that it cannot be reproduced or identified in any physical or electronic form; and reporting any suspicious circumstances or unauthorized individuals I have observed in the work area to my supervisor, if applicable.
4. To promptly notify your manager or supervisor of any indication of misuse or unauthorized disclosure of information obtained from CA DMV.

Federal law states:

“Any person who knowingly obtains, discloses, or uses personal information from a motor vehicle record for a purpose not permitted under the Driver’s Privacy Protection Act (Title 18 of the United States Code, Section 2721 – 2725), shall be liable to the individual to whom the information pertains, who may bring a civil action in a United States district court.

I certify under penalty of perjury, under the laws of the State of California, that I have read and understand the security policies stated above. I understand that failure to comply with these policies and regulations may result in disciplinary action in accordance with state and federal laws and regulations, and/or civil or criminal prosecution in accordance with applicable statutes. I further understand that I may undergo disciplinary action from my employer up to and including termination from employment.

EXECUTED AT CITY COUNTY STATE ZIP CODE

SIGNATURE DATE

X

PRINTED NAME OF SIGNATORY

GOVERNMENT OR COMMERCIAL ENTITY REPRESENTATIVE NAME OF GOVERNMENT OR COMMERCIAL ENTITY

This form must be completed upon presentation and re-certified annually and RETAINED AT THE WORKSITE of the Requester Account Holder with a current list of those authorized direct or incidental record access for the life of the account and for two years following the deactivation or termination of the account. This completed form and list must be made available upon request to DMV audit staff.

