

INFORMATION USE APPLICATION
For Electronic Access to Virginia Department of Motor
Vehicle Records

PURPOSE:

Completion and approval of this Information Use Application is required when applying for initial or renewed authorization to obtain driver, vehicle, and/or personal information from the Department of Motor Vehicles' (DMV) record database. Pursuant to an agreement between DMV and Virginia Interactive (VI), DMV has authorized VI to provide authorized users electronic access to DMV records. Section [46.2-208](#) of the Code of Virginia specifies the entities that may access DMV driver and vehicle records.

INSTRUCTIONS:

1. Complete in ink or type. If you download this application from VI's website you may complete it online. However, you must print the form, sign it and include attachments for Parts 6 and 7.
2. Complete all applicable sections of the application. Be as specific as possible. If additional room is needed, attach additional pages. Please write N/A beside any section(s) or question(s) that do not apply to the applicant.
3. Have an authorized agent or representative of the applicant sign and date the application.
4. Mail complete applications and all supporting documents to:

Virginia Interactive (VI)
1111 E. Main St.
Ste. 901
Richmond, VA 23219
5. Unsigned or incomplete applications cannot be processed and will be returned to the applicant.

SPECIAL APPLICATION NOTES AND PROVISIONS

Each approved applicant must execute with VI an Information Use Agreement that specifies the requirements for and restrictions on electronic access to DMV records.

This application is subject to change based on changes in state or federal laws, rules, and regulations governing access and use of the requested information.

By submitting this application, the applicant agrees to comply with all federal and state statutes, rules and regulations and all DMV policies pertaining to personal information disseminated by DMV. Applicants are subject to the provisions of and should be familiar with the following: the Virginia Code §§ 2.2-3800 through 2.2-3809 and §§ 46.2-208, 46.2-209 and 46.2-210; the federal Driver's Privacy Protection Act (DPPA), 18 U.S.C. §§ 2721 through 2725; the Fair Credit Reporting Act, Public Law 91-508.

All automated systems access users shall, at their own expense, comply with and maintain compliance with all Commonwealth of Virginia IT security policies, standards, any guidelines, including any revisions, amendments, and/or successors thereto. All automated systems access users shall make all necessary modifications to comply with and maintain compliance with all revisions, updates, modifications, and/or successors to such policies, standards, and guidelines at its own costs. All automated systems access users also shall, at their own expense, comply with and maintain compliance with the DMV IT Architecture and Security Documents, as may be amended from time to time.

- Copies of the current Commonwealth of Virginia IT security policies, standards, and guidelines are available on the VITA website at:
<http://www.vita.virginia.gov/library/default.aspx?id=537#securityPSGs>
- Copies of the most recent DMV IT Architecture and Security Documents are available on the DMV website at: http://www.dmv.virginia.gov/webdoc/general/security_docs.asp

All automated systems access users will be responsible for reviewing these websites for revisions, updates and/or modifications at least once every six months.

Antivirus Requirements: User understands and agrees that each and every electronic device used to access data stored on VI Systems must have commercially available Antivirus software installed and actively running on the device, and that the Antivirus software must be maintained with up to date virus definitions. **Audit Requirements:** If approved for electronic access, VI reserves the right to audit User to confirm compliance with all requirements in this agreement. User shall provide VI with full access to and the opportunity to examine any records, electronic devices, and/or other materials necessary to perform such audits.

Violation of the state laws concerning use of DMV information and files may be punishable under state law. Violation of federal Driver's Privacy Protection Act (DPPA), Law 91-508 (Fair Credit Reporting Act), and the provisions therein is punishable by a fine up to \$5,000 or two years imprisonment or both.

Applications with false, misleading, or otherwise deceptive information will not be processed and may be grounds for criminal prosecution under state and federal law.

INFORMATION USE APPLICATION

The information below is required by the State Comptroller for debt set-off collection purposes in accordance with Code of Virginia Section 2.1-196.1, 2.1-731, and 2.1-734

Please print or type. Document must be printed and signed.

PART 1: USER/COMPANY INFORMATION

User/Company Name:

Type of Business:

Social Security or Federal Identification Number:

Address (Street or P.O. Box):

City, State, Zip Code:

Telephone Number:

Facsimile Number:

E-mail Address:

Request Date:

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PART 2: TYPE OF INFORMATION REQUESTED

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Please give a detailed description of the information that applicant is requesting (attach additional pages if necessary).

PART 3: STATED PURPOSE FOR REQUESTED INFORMATION

Please give a detailed description of the purpose(s) for applicant's access to the requested information (attach additional pages if necessary).

PART 4: INFORMATION DELIVERY METHOD

INDICATE HOW YOU WISH TO RECEIVE REQUESTED INFORMATION

Request and receive information via secure electronic file transfer over the **INTERNET**

Request and receive information via a Web-based interactive service over the **INTERNET**

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PART 5: USER LIST

Please provide a list of all potential electronic access users and a description of the type access needed to obtain information (you may attach the list of names to the application).

Name of Information System Contact Person:

Address (if different than applicant's address):

Contact Person's Title:

Telephone Number:

If you currently use, or plan to use a third party information service, please state the name of service:

PART 6: INFORMATION SECURITY

Attach a copy of a plan outlining the steps or methods you will take to secure and protect the information requested in this application. Be as thorough as possible and address the following points. • Security of files and/or copies of records (for hardcopy) • Security of online computer terminals (online users only) • Designation of authorized users/assignment of access codes • For automated interfaces/electronic extraction and storage of data, if applicable • Security of records, files, and systems • Names and addresses of data extraction method and software creators/vendors • Network diagrams and descriptions of data extraction methods and software • Descriptions of system support processes including backup methods and frequencies • Proposed audit/management controls over access and dissemination of requested information

Address the following issues:

Security of files and/or copies of records

Security of online computer terminals

Security of VI-issued token security devices

Designation of authorized users/assignment of access codes

Proposed audit/management controls over access and dissemination of requested information

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PART 7: VALIDATION OF USER NEED

Attach a copy of any documents supporting the applicant's need for the requested information and verifying the identity of the applicant.

Examples may include copies of the following:

Business license or professional license

Company charter, annual report, or financial statement

Statement on company letterhead from the applicant user

Other items validating the applicant's need explained in part 3 of the application

PART 8: CERTIFICATION

I, the undersigned, certify and affirm that:

- 1) I am a duly authorized agent of the applicant;
- 2) I am authorized to make application to DMV for any information use agreement for the purpose stated in this application; and
- 3) all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.

User/Company Name (print or type):

User/Company Representative's name (print or type)

User/Company Representative's Title (print or type)

User/Company Representative's Signature

User/Company Representative's Telephone Number

Request Date:

Address (if different than in part 1)

VI USE ONLY

APPLICATION

Signature/Title/Date

Approved

Denied

If Approved, list date Use Agreement mailed:

If denied, give reason(s):