



VIRGINIA STATE FORM INSTRUCTIONS (EMPLOYMENT)

The following information will assist you in completing the appropriate form to access MVRs in this state.

- **Note:** This form is for **employment** purposes only.
- Fill in all blanks in **account information** fields completely.
- Sign and date the forms in the fields provided.
- Only a person who is authorized to execute contracts for your company should complete and sign this form.

- Fax signed forms to:

Intellicorp
Attn: Tammie Hurt
216-450-5155 (Direct Fax)

1-866-514-3404 (Toll Free for questions)



INFORMATION USE ACKNOWLEDGEMENT EMPLOYMENT

WHEREAS, the State of Virginia, Department of Motor Vehicles, may under existing statutes furnish an abstract of a driver's record as maintained by said office for the purpose of employment screening, Va. Code §46.2-208 (B) (11) which limits the release of such abstract to an employer, potential employer, or authorized agent who has been authorized in writing by such driver to obtain the driver's record;

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING, THE UNDERSIGNED DOES HEREBY ACKNOWLEDGE AND CERTIFY AS FOLLOWS:

1. That the undersigned represents and warrants to Insurance Information Exchange, a unit of ISO Claims Services Inc. ("iiX"), that as prescribed by the laws of the Commonwealth of Virginia, every person on whom a request for an abstract for employment purposes is made by the undersigned, shall have first given his or her written consent to the release of such an abstract when required for statutory compliance.
2. That anytime an **employment** record request is made, a signed release by the person for whom the report is ordered must be received and maintained by the customer ordering the report. The original written authorization signed by the driver on whom the abstract is requested, or a copy thereof, shall be maintained by the undersigned for a minimum of five years from the date of the record's request.
3. That the original written authorization signed by the driver on whom an abstract is requested, or a copy thereof, shall be furnished by the undersigned to iiX or the Commonwealth of Virginia upon request.
4. That the undersigned further agrees to indemnify and hold harmless iiX and the Commonwealth of Virginia for any liabilities and/or damages caused by virtue of the undersigned's breach of this agreement or the laws of the Commonwealth of Virginia.
5. That the reports your company obtains from iiX may not be offered for sale over the internet, sent via email or provided to a third party.
6. When a report is ordered, you will not pass this information to a third party either in verbal or written form. This is due to F.C.R.A. regulations that prohibit a person from obtaining a consumer report from a consumer reporting agency (CRA) unless the person has certified to the CRA the permissible purpose for which the report is being obtained and certifies that the report will not be used for any other purpose.
7. That you will not provide the report to the consumer directly, **unless** you have taken an adverse action against the consumer, such as denial of employment. In the instance of an adverse action, you must provide a copy of the MVR along with a copy of the consumer's rights under FCRA (available on our website at www.iiX.com, forms/information section) and provide them with iiX's toll free phone number (as the consumer reporting agency). The consumer may request a free copy of the report, in the case of an adverse action, from iiX.
8. That iiX will conduct random audits to ensure compliance measures are maintained.

Federal Laws regarding appropriate uses of MVR are available on our website at www.iiX.com/fcra-dppa/.

I have read and understand the above requirements.

Company or Organization

Signature

Address

Date

City, State