



## Overview of Compliance Forms Required to Access MVRs for Employment Purpose

This document provides a summary of the agreements required to purchase Motor Vehicle Records (MVRs) through IntelliCorp. In order to obtain these records, an Employment Subscription Agreement is required. The agreement covers 38 states and the District of Columbia; there are 12 individual states which require supplementary documentation for access (listed below).

All documents, including the Employment Subscription agreement and individual state forms can be located on the Forms and Downloads page of the IntelliCorp website: [http://www.intellicorp.net/marketing/Resources\\_FormsAndDownloads.aspx](http://www.intellicorp.net/marketing/Resources_FormsAndDownloads.aspx)

- **Employment Subscription Agreement** – 6 page document, required for access
- **State business license of official federal document** – A current and valid business license, or a copy of the one of the following dated within the last 24 months:
  - Current state sales and use tax certificate
  - Official federal documents
  - 940, 941 or federal tax return
- **Alaska Agreement** – 2 page document, does not expire
- **California Agreement**
  - The California DMV requires submission of an application directly to their agency for MVR access.
    - Go to <http://www.dmv.ca.gov/portal/dmv/detail/forms/cra/inf1133> to download the application. Note: there is an application fee.
    - Once approved, the confirmation letter from the DMV must be sent to IntelliCorp to establish account access
    - Requires renewal every 2 years
- **Colorado Agreement** – 3 page document, does not expire
- **Georgia Agreement** – 1 page document, requires annual renewal
- **Indiana Agreement** – 1 page document, does not expire
- **Maryland Agreement** – 2 page document, does not expire
- **New Hampshire Agreement** – 1 page document, requires annual renewal
  - The form must be copied onto your company's letterhead
- **New Jersey** – 2 page document, does not expire, complete all blank fields
- **New Mexico** – 3 page document, does not expire
- **Ohio Agreement** – 2 page document, does not expire
  - Federal Tax ID Number required in two locations on page 2
- **Pennsylvania Agreement** – 1 page document, does not expire
  - Must be **NOTARIZED**



- **Utah Agreement**

The state of Utah is now requiring clients that run MVRs in this state to register on their website. Once registered, the approval process from the State can take up to five (5) business days.

Click [here](#) to get a copy.

A couple of key points:

- Client will need to register for their account at the designated [Utah agency website](#).
  - The state will require a vendor and sub-vendor code be included as part of the registration process.
  - Customers must complete this process prior to the currently unstated state deadline. Failure to register with the state prior to the deadline will result in the removal of customer's Utah MVR access.
- As of this time, there will be no changes made to the current Utah MVR ordering process.

Please note:

The State of Utah has advised that MVRs can only be requested for the purposes of underwriting or renewal of Automobile Insurance. As a result, MVRs can no longer be requested for Life Insurance or any other insurance related purpose. The decision was made per the state's interpretation of Utah State Code 53-3-109(c)(ii), the state may disclose personal identifying information to an insurer, insurance support organization or a self-insured entity or its agents, employees, or contractors that issues any motor vehicle insurance under title 31A, Chapter 22, Part 3.

- **Virginia Agreement** – 1 page document, requires renewal every 2 years

- **Washington Process** – 1 page document, does not expire

- Attachment E is completed by the client for initial access
- Attachment F is the required authorization form that the consumer must sign prior to submitting an MVR

When you have completed and signed all forms, please make a copy for your files and email ([mvrcompliance@intellincorp.net](mailto:mvrcompliance@intellincorp.net)), fax (216-450-5249), or U.S. Mail the documents to IntelliCorp.

IntelliCorp Records, Inc.  
Attn: MVR Compliance Department  
3000 Auburn Drive, Suite 410  
Beachwood, Ohio 44122  
Phone: 888-946-8355

Access to Motor Vehicle Reports is usually made available within 48 - 72 hours of IntelliCorp receiving properly completed agreement forms. CA and PA require additional processing time for access (up to 4-8 weeks for CA and 2–3 weeks for PA).