



WASHINGTON EMPLOYMENT FORM INSTRUCTIONS

The following information will assist you in completing this form to access Motor Vehicle Records in Washington.

1. Include your First Advantage ADR account number on the upper right hand corner of form.
2. Include account information fields completely.
3. Sign and date in the fields provided.
4. The attached "Appendix C – Employee or Prospective Employee Request" form must be signed by the applicant and employer for each record request. This form must be kept on file for auditing purposes.

When complete, mail or fax the completed forms to:

First Advantage ADR
Attn: Compliance Department
2860 Gold Tailings Court
Rancho Cordova, CA 95670
Fax: (916) 456-3332

EMPLOYER
SUBSCRIBER CERTIFICATION OF USE
TO WASHINGTON STATE DEPARTMENT OF LICENSING
(DEPARTMENT)

I hereby certify:

- (A) That the company or their agent designated below as SUBSCRIBER is an employer or prospective employer.
- (B) That **AMERICAN DRIVING RECORDS** is acting as agent for SUBSCRIBER.
- (C) **That abstracts of driver records shall be used exclusively to determine whether an employee or prospective employee should be employed to operate a school bus or commercial vehicle upon the public highways, and that no information contained therein shall be divulged, sold, assigned, or otherwise transferred to any third person or party. A commercial vehicle is defined as any vehicle the principal use of which is the transportation of commodities, merchandise, produce, freight, animals, or passengers for hire and commercial vehicles as defined in Chapter 46.25 RCW.**
- (D) That 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.

The SUBSCRIBER listed below agrees to, and shall, indemnify and hold harmless the State of Washington, Department of Licensing (DEPARTMENT), the Director of the DEPARTMENT and all DEPARTMENT 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's fees, arising from any incorrect or improper disclosure of individual names or addresses under this "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 below named.

Subscriber

Address

Name (Print)

Signature

Date

**RCW 46.52.130 Abstract of driving record -- Access
-- Fees -- Penalty.**

A certified abstract of the driving record shall be furnished only to the individual named in the abstract, an employer or prospective employer or an agent acting on behalf of an employer or prospective employer, ... Upon proper request, a certified abstract of the full driving record maintained by the department shall be furnished to ... the individual named in the abstract or to an employer or prospective employer or an agent acting on behalf of an employer or prospective employer of the named individual. The abstract, whenever possible, shall include an enumeration of motor vehicle accidents in which the person was driving; the total number of vehicles involved; whether the vehicles were legally parked or moving; whether the vehicles were occupied at the time of the accident; whether the accident resulted in any fatality; any reported convictions, forfeitures of bail, or findings that an infraction was committed based upon a violation of any motor vehicle law; and the status of the person's driving privilege in this state. The enumeration shall include 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. ...

...

Any employer or prospective employer or an agent acting on behalf of an employer or prospective employer receiving the certified abstract shall use it exclusively for his or her own purpose to determine whether the licensee should be permitted to operate a commercial vehicle or school bus upon the public highways of this state and shall not divulge any information contained in it to a third party.

...

Release of a certified abstract of the driving record of an employee or prospective employee requires a statement signed by: (1) The employee or prospective employee that authorizes the release of the record, and (2) the employer attesting that the information is necessary to determine whether the licensee should be employed to operate a commercial vehicle or school bus upon the public highways of this state. If the employer or prospective employer authorizes an agent to obtain this information on their behalf, this must be noted in the statement.

Any negligent violation of this section is a gross misdemeanor. Any intentional violation of this section is a class C felony.