



Internet User Application/Licensing Agreement For Employers of Commercial Drivers

To obtain driver histories via the Internet, you must:

- ▶ Complete **all parts** of this form
- ▶ Sign the Affidavit and have the form notarized
- ▶ Submit **2 separate checks or money orders:**
 1. A non-refundable application fee in the amount of \$200.00 made payable to: **PennDOT**.
 2. An annual access fee of \$12.00 per estimated number of commercial driver employees made payable to: **PennDOT**.

Example: 234 drivers X \$12 = \$2,808.00

The annual access fee provides unlimited access to driver histories of commercial driver employees for one year. This unlimited access fee may be renewed yearly by completing the DL-9010 renewal application available on our website.

- ▶ Mail form and application fees to: PennDOT
Riverfront Office Center
Bureau of Driver Licensing
1101 South Front Street
Driver Record Services, 3rd Floor
Harrisburg, PA 17104
- ▶ If you have questions or need additional information, please call (717) 705-1051.

ACCOUNT INFORMATION

Please print clearly or type

CHECK ONE: Individual Partnership Corporation Non-Profit

| PART A: Main Office | | | |
|---|------------------|-----------------|---------------------|
| Legal Business Name | | DBA | |
| Contact Person | Telephone Number | Ext | Fax Number |
| Street Address (Physical Location) | | City | State Zip Code |
| Mailing Address (If Different) | | City | State Zip Code |
| Record Storage Address (Physical location where records will be maintained for on-site inspection, review or audit by PennDOT or its representatives) (If same as above, so state) | | | |
| E-Mail Address | | Website Address | |

PART B: Business Identification and Licensing Information

Provide your federal employer identification number, and date and state of incorporation (**attach copy of certification(s)**). If your business is required to be licensed by any local, state, or federal governmental entity, (Department of State, etc.) please provide the licensing information as indicated and **attach a copy of the license** for verification purposes.

| Federal ID Number(EIN) | Date and State of Incorporation | Dun & Brad Street # | DOT Number | MC/MX Number |
|------------------------|---------------------------------|---------------------|------------|--------------|
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PART C: Ownership

List name, title, phone number, driver license/identification card number (DL/ID) and the state issued of individual (sole owner), each partner, and each corporate officer participating in the direction, control or management of the business. Attach list if necessary.

| Name (Last, First, MI) | Title | Phone Number | Driver's License/ID Number and State of Issuance |
|------------------------|-------|--------------|--|
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PART D: Business Description

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|------------------|--|
| Type of Business | Number of CDL drivers currently employed and potential hires during the year |
|------------------|--|

Describe How Your Business Will Use the Driver Abstract (Be specific):

PART E: Business References

List name, address and telephone number of references.

| Business Name | Address | Contact Person | Telephone Number |
|---------------|---------|----------------|------------------|
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| | | | |

PART F: Requester Account History

Answer each question. If additional space is needed, attach a separate sheet with name and address as shown above.

1. Have you, your partners, any corporate officer, or the business previously applied for, had, or have an on-line account with PennDOT?

Yes No If yes, enter the current/prior account number: _____

2. Have you, your partners, any corporate officer, company official, or the business been subject to a PennDOT administrative action against a prior or current account?

Yes No If yes, identify the type of action, the name of the person and/or business and the reason.

3. Have you, your partners, any corporate officer or company official ever been convicted of any crime for a violent act, stalking, computer fraud, unauthorized disclosure, access or distribution of information or is there any legal action pending against you?

Yes No If yes, identify the name of the person, the violation, and the action taken:

4. Have you, your partners, any corporate officer, company official or the business ever obtained Pennsylvania driver records through means other than the mail process?

Yes No If yes, please list the name of the service you utilized and your account number.

5. If approved for Internet access to driver records, do you still plan to utilize other means to obtain Pennsylvania driver records, i.e. mail, approved service provider, messenger, etc.?

Yes No If yes, please list what method you plan to utilize.

PART G: User Name/Number and Password

After your account has been approved, you will receive two separate emails. One will provide your username/number and one will provide your temporary password. Additional instructions on how to access your account will also be provided.

INTERNET USER AFFIDAVIT

Your signature below indicates all the information you provided is correct and that you, the applicant (and your officers, agents, partners, owners and employees), have read and will comply with the following terms.

1. Requester will only perform searches of PennDOT records for the purpose stated on this application and each search will be in compliance with Section 6114 of the Vehicle Code, 75 Pa.C.S. § 6114, Limitation on sale, publication, and disclosure of records; Title 67, Pennsylvania Code, Chapter 95, Sale, Publication, or Disclosure of Driver, Vehicle, and Accident Records and Information; the Federal Driver's Privacy Protection Act, 18 U.S.C., §§ 2721, *et seq.*; and the Federal Fair Credit Reporting Act, 15 U.S.C. §§ 1681, *et seq.*
2. Requester understands that the driver record is confidential and restricted information and will establish procedures to protect the confidentiality of these records.
3. Requester agrees not to sell, assign or otherwise transfer to any other party the information obtained from PennDOT.
4. Requester understands that PennDOT retains exclusive ownership of all driver record information provided and Requester agrees not to combine and/or link in with any other data on any database except as may be required by law.
5. Requester will not use the information received from PennDOT for direct mail advertising or any other type or types of mail or mailings.
6. Requester will not disseminate or publish on the Internet personal information obtained from PennDOT or allow any other person to disseminate or publish the personal information on the Internet without the express written permission of PennDOT.
7. Requester understands that they are responsible for all actions taken with their assigned commercial account number and password and will establish procedures to protect this information. Requester understands that they must contact PennDOT immediately if they feel their account number and/or password has been used by any unauthorized person or for any fraudulent or non-legitimate purpose.
8. Requester agrees that PennDOT, or an independent auditor selected by PennDOT, may audit their records as to their performance under this Licensing Agreement. The degree and conduct of any such audit, and the frequency of such audits, will be at the sole discretion of PennDOT and will focus on compliance with the terms of this Licensing Agreement. Requester agrees to fully cooperate with PennDOT's auditors and agrees to be responsible for ensuring cooperation by any and all employees.
9. Requester understands that this agreement, account number and password may not be shared, transferred or sold to another party.
10. Requester will notify PennDOT in writing, within 10 days if there is any change in the information the requester has provided on this application. Requester will file a replacement application within 30 days of any such request by PennDOT.
11. Requester understands that the annual access fee submitted with this application allows free access to their commercial driver employees driver histories for one year from the date PennDOT issues the business account number.
12. Requester understands that they must submit a DL-9010, Internet Access Annual Renewal Form, and annual access fee to PennDOT 30 days prior to the expiration date of the one year period. Requester understands that failure to submit the renewal form and annual fee will result in their Internet account being converted to a paid account. The DL-9010 form is available online at www.dmv.pa.gov (click on the "Forms and Publications" link.)
13. Requester understands that this account can only be used to check the records of current or potential commercial driver employees. Requester agrees to establish another Internet account or utilize another service channel to obtain driver records for employees who are not employed as commercial drivers.
14. Requester understands that PennDOT will audit the Requester to determine that the annual fee submitted by the Requester is in line with the number of employees' records being accessed. If PennDOT determines that the Requester misrepresented the number of drivers whose records would be accessed or that a driver other than a commercial driver employee or prospective commercial driver employee was accessed, PennDOT shall take appropriate action.
15. Requester understands the Director, in and for the Bureau of Driver Licensing, may terminate this Licensing Agreement at their discretion. Reasons for termination include and are not limited to: false statements made by the applicant, concealment of material facts in connection with this application, violation of any of the terms of this Licensing Agreement or for the convenience of PennDOT.
16. Requester understands that they must utilize a web browser with 128-bit encryption to perform online transactions. Requester agrees to limit the number of business transactions to 25 per session. Requester further understands that they must close their browser after each session.
17. Requester is responsible for all costs in obtaining access to PennDOT records under this Licensing Agreement. PennDOT shall have no liability whatsoever for payment for any costs associated with the implementation or continued operation of this Licensing Agreement.

18. Requester agrees that they will act in an independent capacity and shall not act or be deemed to act as an agent or employee of PennDOT.
19. Requester agrees to defend, hold harmless and indemnify the Commonwealth and its employees or agents from all claims, actions, damages, or losses which may be brought or alleged against them for my negligent, improper, or unauthorized use or dissemination of information provided by PennDOT.
20. Requester understands that they are bound by all terms and conditions of the Commonwealth website privacy and security policies that can be accessed through the following website links:
<https://www.oa.pa.gov/Policies/Pages/itp.aspx>
<https://www.dmv.pa.gov/Pages/Site-Security.aspx>
21. Requester swears and affirms that the statements made herein are true and correct, and that any statement made on or pursuant to this form is subject to the penalties of 18 Pa C.S. Section 4903(a)(2) (relating to false swearing), which shall include punishment of a

PART H: Certification Statement and Signatures
 You must sign in the presence of Notary. Partnerships require signature of all partners (if more than two, sign on the same line and print name). Corporations require the signature of corporate officer authorized to sign for corporation. Government agency requires signature of individual responsible for the direction, control or management of operations.

A. Individual: I certify under the penalty of perjury that I am the sole owner of the business and that no other person is associated in the ownership of the business, and that all answers and information contained within this form are true and correct.

SIGNATURE
 X

B. Partnership: We certify under the penalty of perjury that we are co-partners and that no other person is associated in the ownership of the business, and that all answers and information contained on this form are true and correct.

| | |
|----------------|----------------|
| SIGNATURE X | SIGNATURE X |
|----------------|----------------|

C. Corporation: I certify under the penalty of perjury that I am a corporate officer authorized to sign for the corporation and that all answers contained within this form are true and correct.

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|----------------|-------|
| SIGNATURE X | TITLE |
|----------------|-------|

TO BE COMPLETED BY NOTARY

State of _____ County of _____
 On _____, before me personally came _____
 (Date) (Person(s) who signed above)
 to me known and, who by me being duly sworn, deposes and says that they (check) _____ works _____ resides
 at _____
 (street address, city, state, zip code)

Subscribed and Sworn
 to Before Me: _____
 MO DAY YEAR
 _____ Notary Public
 (Signature of Person Administering Oath)

WARNING: Misstatement of fact is a misdemeanor of the third degree punishable by a fine of up to \$2,500 and/or imprisonment up to 1 year (18 Pa C.S. Section 4904(b)).

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|----------------------------|-----------------------------------|
| S E A L | SIGN IN PRESENCE OF NOTARY |
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