

**This form is for Employment Purposes only.**

**PA INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT OF INTENDED USE**

The following information will assist you with completing the attached form to access Pennsylvania Motor Vehicle Records.

- The affidavit must be completed and signed by a member of your agency or firm who has the authority to certify the agency or firm's compliance.
- Please complete each field on the form in its entirety to avoid delays in processing the affidavit.
- If requested information does not apply to your business or organization, **enter N/A in that field.**
- The person responsible for completing the affidavit **must INITIAL** each of the nine (9) declaration statements, then sign and date the form in the presence of a Notary.
  - Note: The **date that the form is notarized MUST match the date of the signature** by the authorized representative of your company.
- The below sections on the form **MUST BE COMPLETED IN INK:**
  - Signature Line
  - Notary Section
  - Attestation Statement (Initials)
    - All other areas on the form may be typed
- Only **ORIGINAL** completed affidavits are accepted by PennDOT.
  - IntelliCorp's MVR Compliance Team will review the form and send a follow-up email to you with additional instructions for mailing the original affidavit.
- *You are required to complete, notarize and file a new Affidavit of Intended Use whenever information about your company changes (Name, Address, Ownership, etc.).*

**UPON COMPLETION, EMAIL OR FAX THE FORM FOR REVIEW:**

EMAIL: [mvrcompliance@intellincorp.net](mailto:mvrcompliance@intellincorp.net) OR FAX: 216-450-5249



Account Number: \_\_\_\_\_

IS THIS AN UPDATE TO THE EXISTING SUBACCOUNT? YES  NO   
IF YES, THE CURRENT SUBACCOUNT NUMBER MUST BE LISTED.

SUBACCOUNT NUMBER \_\_\_\_\_

## EMPLOYMENT AFFIDAVIT OF INTENDED USE INFORMATION SALES UNIT

(See Reverse Side for Instructions)

Business Type (check one):  Individual  Partnership  Corporation  Non-Profit

Legal Business Name: \_\_\_\_\_

D/B/A Name (if applicable): \_\_\_\_\_

Person Responsible: Name: \_\_\_\_\_ Title: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website Address: \_\_\_\_\_

Federal Employer ID No.: \_\_\_\_\_ If Corporation, Date &amp; State of Incorporation: \_\_\_\_\_

Year Business Established: \_\_\_\_\_ Dun &amp; Bradstreet #: \_\_\_\_\_ U.S. DOT #: \_\_\_\_\_ (if applicable)

**Location of Records:** For departmental on-site inspection, audit and review purposes.  Check here, if address is same as above.

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Type of Business:** \_\_\_\_\_**Ownership:** List below individual, each partner, or each corporate officer participating in the direction, control or management of the business. Attach list if needed.

Name (Last, First, MI)	Title	Phone Number	Email Address
1.			
2.			
3.			

**Please initial each statement below and sign at the bottom of the form.**

- \_\_\_\_ 1. I swear or affirm that any requested information will be used for **employment** purposes only.
- \_\_\_\_ 2. I swear or affirm that I have on file a signed release for the subject of each driver record requested.
- \_\_\_\_ 3. I swear or affirm that I understand the driver record is confidential and restricted information and I will establish procedures to protect the confidentiality of these records.
- \_\_\_\_ 4. I swear or affirm that I will not request driver information from the Department for personal reasons. (Examples of inappropriate access or misuse of Department information include, but are not limited to: making personal inquiries on my own record or those of my relatives; accessing information about another person, including locating their residence address, for any reason that is not related to my job responsibilities.)
- \_\_\_\_ 5. I swear or affirm that the information obtained from the Department shall not be sold, assigned or otherwise transferred to any other party.
- \_\_\_\_ 6. I swear or affirm that I understand that the Department retains exclusive ownership of all driver record information provided and no record shall be combined and/or linked in with any other data on any database for any reason.
- \_\_\_\_ 7. I swear or affirm that the information obtained from the Department will not be used for direct mail advertising or any other type or types of mail or mailings.
- \_\_\_\_ 8. I swear or affirm that I will not disseminate or publish on the Internet the personal information obtained from the Department or allow any other person to disseminate or publish the personal information on the Internet without the express written permission of the Department.
- \_\_\_\_ 9. I swear or affirm 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 fine not exceeding \$5,000, or a term of imprisonment of not more than two years, or both.

Subscribed and Sworn			
to Before Me:	Mo.	Day	Year
<b>S E A L</b>	Signature of Person Administering Oath		
	<b>Sign in Presence of Notary</b>		

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Title