

WA STATE INSTRUCTIONS FOR COMPLETING THE DRIVING RECORD RELEASE OF INTEREST FORM

The following information will assist with completing the *Driving Record Release of Interest* to access Washington State Motor Vehicle Records.

Please note the below information:

- The Washington State Department of Licensing requires that all companies retain a *Driving Record Release of Interest* for each WA Motor Vehicle Record.
 - The *Driving Record Release of Interest* should be retained by your office.
 - Unless requested, please do not send the *Driving Record Release of Interest* to IntelliCorp.
- To assist with completion, please review the SAMPLE WA State *Driving Record Release of Interest* on the next page.
 - All information, including signatures and dates, must be added in highlighted fields.
 - Under **Employee, prospective employee, or volunteer category** on the form, the candidate/applicant is required to select the applicable reason for authorizing the motor vehicle record screening.

Please direct any questions to our Client Success Team via phone at 1-888-946-8355, email at customerservice@intellincorp.net, or chat after logging into your account.

**Driving Record
Release of Interest**

Employers, prospective employers, volunteer organizations, or their agent can get driving records for an employee, prospective employee, or volunteer when authorized. Use this form to get their authorization.

- Complete the Company section.
- Give this form to your employee, prospective employee, or volunteer to complete their section.
- For audit purposes, keep this completed form in your files for at least two years. Do not mail it to the Department of Licensing.

Sealed juvenile records. Information contained in a driving record related to a sealed juvenile record may not be used for any purpose unless required by federal law. The employee or prospective employee may furnish a copy of the court order sealing the juvenile record to the employer, prospective employer, or their agent.

Company – To be completed by the company or the agent of the company

PRINT or TYPE Company name		YOUR COMPANY'S NAME
Agent company name (if applicable)		
Company/Agent company address		
Authorized representative name	Title	
NAME OF YOUR COMPANY'S AGENT	TITLE OF YOUR COMPANY'S AGENT	
Answer the following <i>FOR PROCESSING, CERTIFY 'YES' TO ALL QUESTIONS</i>		
1. Is this company an employer, prospective employer, or volunteer organization of the individual whose driving record is being requested? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
2. Is the record you are requesting necessary for employment purposes related to driving by the employee or prospective employee as a condition of employment or related to driving by the volunteer at the direction of the volunteer organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
3. Do you agree to use the information contained in the record exclusively for this purpose and not divulge it to a third party? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
4. Do you agree to hold harmless the Washington State Department of Licensing for all matters relating to the release of the requested driving record? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Certification		
<i>I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.</i>		
ENTER DATE AND CITY/STATE	X	SIGNATURE OF YOUR COMPANY'S REP
Date and place signed		Authorized representative signature

Employee, prospective employee, or volunteer – Complete this section and return the form to the company

PRINT or TYPE Full name (First, Middle, Last) of employee/prospective employee/volunteer	Date of birth (mm/dd/yyyy)	WA driver license number
FIRST, MIDDLE, LAST NAMES	01/19/1990	WDLFBCD789GK
Authorization from		
<input type="checkbox"/> Employee – for release of my driving record for employment purposes, at my employer's discretion for the full term of my employment		
<input type="checkbox"/> Prospective employee – for release of my driving record for employment purposes, not to exceed 30 days from date signed		
<input type="checkbox"/> Volunteer – for release of my driving record for a position applied for that requires me driving at the direction of the volunteer organization		
Employer, prospective employer, or volunteer organization name		
YOUR COMPANY NAME		
Employer agent company name if acting on behalf of the company for employment purposes		
Authorization		
<i>I am an employee, prospective employee, or volunteer of the company named above and I request that a copy of my Washington State driving record be sent to them/their agent.</i>		
X	DRIVER'S SIGNATURE	DATE SIGNED
Signature		Date

Driving Record Release of Interest

Employers, prospective employers, volunteer organizations, or their agent can get driving records for an employee, prospective employee, or volunteer when authorized. Use this form to get their authorization.

- Complete the Company section.
- Give this form to your employee, prospective employee, or volunteer to complete their section.
- For audit purposes, keep this completed form in your files for at least two years. Do not mail it to the Department of Licensing.

Sealed juvenile records. Information contained in a driving record related to a sealed juvenile record may not be used for any purpose unless required by federal law. The employee or prospective employee may furnish a copy of the court order sealing the juvenile record to the employer, prospective employer, or their agent.

Company – To be completed by the company or the agent of the company

PRINT or TYPE Company name	
Agent company name (if applicable)	
Company/Agent company address	
Authorized representative name	Title
<p>Answer the following</p> <p>1. Is this company an employer, prospective employer, or volunteer organization of the individual whose driving record is being requested? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Is the record you are requesting necessary for employment purposes related to driving by the employee or prospective employee as a condition of employment or related to driving by the volunteer at the direction of the volunteer organization? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Do you agree to use the information contained in the record exclusively for this purpose and not divulge it to a third party? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Do you agree to hold harmless the Washington State Department of Licensing for all matters relating to the release of the requested driving record? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Certification</p> <p><i>I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.</i></p> <p style="text-align: center;">X</p> <p>_____</p> <p>Date and place signed Authorized representative signature</p>	

Employee, prospective employee, or volunteer – Complete this section and return the form to the company

PRINT or TYPE Full name (First, Middle, Last) of employee/prospective employee/volunteer	Date of birth (mm/dd/yyyy)	WA driver license number
<p>Authorization from</p> <p><input type="checkbox"/> Employee – for release of my driving record for employment purposes, at my employer’s discretion for the full term of my employment</p> <p><input type="checkbox"/> Prospective employee – for release of my driving record for employment purposes, not to exceed 30 days from date signed</p> <p><input type="checkbox"/> Volunteer – for release of my driving record for a position applied for that requires me driving at the direction of the volunteer organization</p>		
Employer, prospective employer, or volunteer organization name		
Employer agent company name if acting on behalf of the company for employment purposes		
<p>Authorization</p> <p><i>I am an employee, prospective employee, or volunteer of the company named above and I request that a copy of my Washington State driving record be sent to them/their agent.</i></p> <p style="text-align: center;">X</p> <p>_____</p> <p style="text-align: center;">Signature Date</p>		