



Motor Vehicle Division

34-6002 R02/19 azdot.gov

Mail Drop 547M
MVD Compliance Inspection Unit
1801 W. Jefferson St.
Phoenix AZ 85007

MVD COMPLIANCE PROGRAM
120 DAY DRIVER LICENSE
INSPECTION CHECKLIST

Inspection Date:
Salesforce Number:
Contact Name:

Company Name:
Office Number:
Inspector Name:

1. Pre-Inspection paperwork:

- Verify company information on Salesforce and also in the Arizona Corporation Commission
Hours of operation and company contact information (Must be compared to Salesforce)
Most recent assigned window report for temporary credentials
OIMS-Print out the Storeroom Inventory Report
Driver License Accuracy Report
Verify CARFs were submitted timely for new and terminated processors who are processing Driver License
Verify Contracts are 1 year, (note: might still have ATPs with a 3 year) authorized and prohibited transaction codes, addendums, or joint letter of renewal
Verify current Certificate of General Liability Insurance yearly renewal; approved by ADOT Safety and Risk
ADOT MVD is included as the additional insured
Verify Surety Bond for DL \$300,000.00, reinstatement yearly renewal; approved by ADOT Safety and Risk

Comments:

Empty rectangular box for comments.

2. A. Signage Requirements:

- Hours of operation should disclose DL hour's
Processor certificates posted or accessible
Company contact consistent with Salesforce
Title VI poster is displayed and conspicuously posted
Auxiliary Aids & Services Notice
Third Party Authorization poster visible to public
Written testing area has signs posted unauthorized electronics is prohibited

B. Marketing Requirements:

- The Company shall not place any language or statement which indicates or implies that the company can, in any way, influence ADOT MVD or obtain preferential, advantageous treatment or endorsements from ADOT MVD. The ADOT MVD said logo must have prior approval in writing from ADOT MVD to utilize.
Yes No

- The amount charged for each transaction by ADOT MVD, the amount charged by the ATP for the same transaction, with a total column, and lettering must be at least 1/2 inch in height, and have a sign posted “how to file a complaint or concern with the department about the authorized third party.”  
 Yes  No
- The text and graphics of any marketing or website content; the sound, text and picture content of any electronic marketing; and the name of each publication medium. Comments or marketing activities on the Company’s social media sites or other Company web pages shall be made available to ADOT MVD upon request. To include any scheduled or unscheduled media representative interview or office visits per [Authorized Third Party Marketing Request form #96-0495](#)  
 Yes  No
- The Company shall also maintain at the Company’s place of business a complete and current listing of all marketing activity created or initiated by or on behalf of the Company  
 Yes  No
- The listing referenced above shall include: a) specific source names, when applicable; b) specific “start” and “end” dates, when applicable; and c) the listing shall be made available for immediate review upon request by ADOT MVD representatives or by law enforcement officials  
 Yes  No  N/A

**Comments:**

**3. Facility Requirements ([Third Party Provider Security Requirements](#) memo):**

- Office, secure storeroom, and workstations appear secure.  Yes  No
- Adequate floor space to perform authorized services  Yes  No
- Off-site 24 hour monitored reporting alarm system  Yes  No
- Security camera footage must be retained for 30 days  Yes  No
- Camera provides adequate coverage  Yes  No
- Cameras and motion detectors in each room or space including the inventory, and records storage  
 Yes  No
- Monitor alarm system include security alarm company must automatically notify law enforcement and designated Authorized Third Party Provider employee to respond if the alarm system is set off  Yes  No
- Review security camera and picture angles  Yes  No
- Knowledge test area must be in view of ATP provider’s employee’s  Yes  No
- Secure area for inventory and records (must not have drop down ceiling or windows), this secure area must be separate from others and adequately secured to prevent loss or theft of stored records as well as accountable and non-accountable inventory (Offsite storage is not permitted)  Yes  No
- Minimum safe standards 20” x 20” x 20” (4.6 cubic feet)  Yes  No
- Safe is in a secure area  Yes  No
- Safe must be locked at all times  Yes  No

**NOTE: I hereby acknowledge that I have read and meet the Third Party Provider Security Requirements per memo dated November 13, 2017 as bulleted below:**

- **Color Video**
- **Video resolution quality of 1920 x 1080**
- **Video recorded at 20 frames per second (FPS)**
- **Proper/sufficient 24 hour lighting throughout the location so that the cameras can operate effectively and information is properly recorded**
- **Where lighting cannot be changed, the cameras must be "day/night" cameras, which provide a black and white image in low-light conditions**

\_\_\_\_\_

**Print Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**4. Camera Area:**

- Secure DVW PC with steel box mounted to floor (minimum size: 8" x 17.5")  **Yes**  **No**
- Camera secured to the counter  **Yes**  **No**

**Comments:**

**5. Fraudulent Document Recognition (FDR) Tools:**

- MAG Loop  **Yes**  **No**
- UV light and or light table/flashlight  **Yes**  **No**
- Current version of I.D. checking guide  **Yes**  **No**

**Comments:**

**6. Quarterly Inventory:**

- Quarterly Inventory Report are required to be completed on (01/05, 04/05, 07/05, 10/05)  **Yes**  **No**
  - Quarterly Inventory report completed timely  **Yes**  **No**
  - Affirmation form is signed and dated by two designated person's  **Yes**  **No**

**7. Inventory Storeroom/Windows**

- Verify copy of recent packing slip for temporary credential  **Yes**  **No**
- Verify temporary credentials are being stored in sequential order  **Yes**  **No**
- Temporary credential securely stored in the storeroom  **Yes**  **No**
- Temporary Credential Voided Log completed correctly  **Yes**  **No**

**Comments:**

**8. Road Test Log:**

- Filled out correctly  Yes  No
- Road test logs being electronically submitted to TPA weekly in which the tests were conducted  Yes  No
- Confirm the company has 2 road test routes between one and a half to two and a half miles in distance and each should include the following:
  - At least one traffic light
  - At least on lane change
  - At least two of the turns should be at a major intersection
  - Observance of stop, yield, caution, railroad, and/or other signs, as available
  - Observance of resident, school, business, and highway speed zones, as available
  - Two to three right turns
  - Two to three left turns Yes  No

**Comments:**

**9. Employee Transaction [Policy 20.1.1 dated June 14, 2018](#):**

- Employee Transaction is completed in accordance with policy noted above  Yes  No
- Verify Owner, Supervisor or Manager has approved family member through TPA Support  Yes  No

**Comments:**

Please click the submit button when you have completed this form to open an email and send to [MVDComplianceProgram@azdot.gov](mailto:MVDComplianceProgram@azdot.gov). Additional documents may be attached to the email.