



96-0484 R07/14 azdot.gov

Mail Drop 502M  
Electronic Data Services  
Motor Vehicle Division  
PO Box 2100  
Phoenix AZ 85001-2100

# MVRRS COMMERCIAL USER APPLICATION

A separate application must be completed and signed by each user who will have access to the Motor Vehicle Records Request System (MVRRS). Please submit your completed application by **mail to the address above**.

Company Name		Applicant Name (first, middle, last, suffix)	
E-mail Address	Phone Number ( )	License Number *	Expiration Date

Type <input type="checkbox"/> New User <input type="checkbox"/> User Change Request <input type="checkbox"/> Delete User	* Attach copy of license (PI, Associate PI, Attorney or Security Guard)
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Record Access Requested (check all that apply to this user)	
<b>Driver Database Records</b> <input type="checkbox"/> Interactive 39-month (uncertified) records <input type="checkbox"/> Interactive 5-year (certified) records <input type="checkbox"/> Batch 39-month (uncertified) records <input type="checkbox"/> Batch 5-year (certified) records	<b>Title and Registration Database Records</b> <input type="checkbox"/> Interactive uncertified records <input type="checkbox"/> Interactive certified records <input type="checkbox"/> Batch uncertified records <input type="checkbox"/> Batch certified records

Requested MVRRS User Functions (check all that apply)
<input type="checkbox"/> Records access inquiry user – access to motor vehicle records (MVRs) for specific business purposes <input type="checkbox"/> Billing access user – access to the invoices and payment information <input type="checkbox"/> Report access user – access to customer and history reports for your company

**Permissible Uses** – Check all that apply to this user; must be the same or a subset of those Driver's Privacy Protection Act permissible uses authorized at the company level.

Permissible Uses Under Authority of 18 USC 2721 Subsection B (indicate by number)
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 13 <input type="checkbox"/> 14a <input type="checkbox"/> 14b <input type="checkbox"/> 14e

If you are registering as a **records access inquiry user**, you will have access only to records that your company authorized you to access. If you are registering as a **billing access user**, you are responsible for access to the invoices and payment information for your company.

If you knowingly obtain, use or otherwise disclose personal information from an MVD record for a use not permitted under 18 USC 2721 or ARS Title 28, Chapter 2, Article 5, or request the disclosure of personal information by misrepresenting your identity or making a false statement in connection thereto, with the intent to obtain such information in a manner not authorized by law, you are subject to civil and/or criminal penalties. Additionally, any violation of these laws will authorize the immediate termination of your access. Improper use of an MVR is a violation of Arizona statutes and may be grounds for the service to be canceled.

At no time are you permitted to access a record for a friend, relative or other employee, other than for official business as authorized by the Motor Vehicle Division. At no time will anyone access his or her own records. Before any employee leaves an operational computer, the computer must be secured from unauthorized access. Under no circumstances will an employee log onto a computer using another's userid.

Your userid/password are your means to access the system. It is to be used solely in conjunction with the performance of your authorized job function. The use of your userid by anyone other than you is prohibited. You must take all necessary steps to prevent anyone other than you from using it. Any unauthorized use of a userid must be reported to MVD immediately.

You must activate your user account within 30 days of being registered. You must change your password at least every 90 days to avoid account deactivation. It is prohibited to circumvent the system in order to maintain the same password.

All computer programs and data are the sole properties of the Arizona Department of Transportation (ADOT). Any use of ADOT software or data for other than Department-related business is expressly prohibited.

Any violation of this agreement is subject to disciplinary action, including cancellation of access and prosecution. Action will be taken pursuant to ARS 13-2408, 13-2316, 13-2316.02, and the Computer Security Act of 1987 (Public Law 100-235).

I certify that I have read and understand the above and agree to comply.

Applicant Signature	Date
Business Contact Signature	Date

<b>MVD Use</b>	Customer Number	Company ID	Activation Date	Staff Initials
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