

THIRD PARTY INITIAL CONSULTATION CHECKLIST

SITE SELECTION REQUIREMENTS:

- Must be submitted for Department approval
- Proof of Zoning Board/municipality approval, including compliance with the Americans with Disabilities Act (ADA)
- Proposed floor plan including location of workstations, registration and title printers, inventory, records storage rooms, safe, Digital Video Workstation (DVW) and camera, security camera and motion detectors (Alterations to the approved floor plan may delay connectivity with the Department. In order to receive proper connectivity, the floor plan must closely match the approved physical location layout)
- Certificate of Occupancy

FACILITY REQUIREMENTS:

- Adequate floor space to perform authorized services
- Off-site 24 hour monitored reporting alarm system
- Camera footage stored off-site and Cameras to view entrances/exits, processor areas, MVD terminals, secure room (inside and doorways)
- Security camera footage must be retained for 30 days
- Security alarm company must automatically notify local law enforcement and a designated Authorized Third Party (ATP) Provider employee to respond if the alarm is set off
- Motion detectors in each room or space, including the inventory and records storage rooms
- 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. **Off-site storage is not permitted.**
- Minimum Safe standards: 20" x 20" x 20" (4.6 cubic feet)

If Driver License Authorization:

Camera Area:

- 60 square feet minimum camera area
- Secure DVW PC with steel box mounted to floor (minimum size: 8" x 17.5" x 21")
- Camera Lens must be at least 53" from the ground and may not exceed 72" when secured to counter

Painted Backdrop or Screen:

- Color must either be Glidden Base GLN9012, 90B6 28/213, Waterbury C, or closely
- Minimum Backdrop width of 45"
- Backdrop should start 35" from the ground and extend 90" or higher
- Backdrop screen must be adjustable for persons with disabilities
- Distance to customer subject must be between 48" and 60"
- Distance to backdrop must be between 60" and 72" (must be 12" farther than distance to customer subject)

Dedicated Parking Test Area:

- Must be a paved surface and include at least one of two options:
 - Parallel Parking size: 8' by 27' (Total Parallel Parking size: 16' by 81')
 - Three point parking: 72' by 56'
- A minimum of 42" in height tube/cone. A removable rubber base that weighs a minimum of 10lbs. is recommended for the tube
- A minimum of 6 tubes/cones for parallel parking testing area and a minimum of 15 (20 recommended) tubes/cones for three point parking area
- Each tube/cone used must have a permanent painted placement indicator

Road Skills Test Routes:

- Two Department approved road skills 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 one 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 residential, school, business, and highway speed zones, as available
 - Two to three right turns
 - Two to three left turns

Other:

- Knowledge test area must be in view of ATP Provider employees

 COUNTER REQUIREMENTS:

- Responsible for providing sufficient counter space to accommodate all required equipment, to serve the customers in a convenient manner and to accommodate the efficiency and comfort of the ATP Provider employees
- ADA compliant (at least one terminal service area shall be readily accessible for use by individuals with disabilities)
- Counters that provide restricted access to the public
- Workstation monitors must not be visible to non-certified personnel

If Driver License Authorization:

- The Department will provide a template and additional information related to camera equipment installation
- ATP Providers will be responsible for all drilling and cleanup activities associated with installation of camera equipment

 SIGNAGE REQUIREMENTS:

- Must be submitted for Department approval
- The exterior sign must correspond with the business operation
- Visibly and conspicuously posted:
 - ATP Provider Certificate
 - Business Hours
 - The amount charged for each transaction performed by the ATP Provider and the amount charged by the Department for the same transaction. Lettering must be a minimum of one inch in height
 - Title VI information including how to file a complaint or submit a concern to the Department about the ATP Provider

 NETWORK, HARDWARE AND SOFTWARE REQUIREMENTS:

- Network:** RESERVED FOR MINIMUM STANDARDS

- Hardware:** RESERVED FOR MINIMUM STANDARDS

If Driver License Authorization:

- MorphoTrust Camera Tower SCD-CT with Find a Face Advanced Flash
- Laser Jet printer
- Signature Pad: Signature Gem LCD 4x3
- Keystone View DVS-V GT screening instrument. ATP Providers may choose alternative equipment if Department standards can be properly met (Please see [OFFICE MEMO T6141](#))
 - Vision screening must be provided to individuals with disabilities and individuals of short stature. The terminal service area and the vision screening area for individuals with disabilities shall be conveniently located at the same or adjacent locations.

- Software:** RESERVED FOR MINIMUM STANDARDS

SURETY BOND REQUIREMENTS:

- One-hundred thousand dollars (\$100,000)
 - Company as principal obligor
 - State of Arizona as obligee

If Driver License Authorization:

- Three hundred thousand dollars (\$300,000) for an initial application and one hundred thousand dollars (\$100,000) for each additional location
 - Company as principal obligor
 - State of Arizona as obligee

INSURANCE REQUIREMENTS:

- Commercial General Liability:
 - General Aggregate \$2,000,000
 - Products – Completed Operations Aggregate \$1,000,000
 - Personal and Advertising Injury \$1,000,000
 - Blanket Contractual Liability – Written and Oral \$1,000,000
 - Damage to Rented Premises \$ 50,000
 - Each Occurrence \$1,000,000
- Automobile Liability:
 - Combined Single Limit (CSL) \$1,000,000
- Cyber Liability Insurance:
 - Insurance Network & Information Security Liability
 - Each Claim \$1,000,000
 - Annual Aggregate \$2,000,000
- Worker’s Compensation and Employers’ Liability:
 - Worker’s Compensation Statutory Amount
 - Employers’ Liability
 - Each Accident \$ 500,000
 - Disease – Each Employee \$ 500,000
 - Disease – Policy Limit \$1,000,000
- Fidelity Insurance (Crime Bond):
 - Current Minimum Limit (based on revenue) \$ 50,000
 - Current Maximum Limit (based on revenue) \$2,000,000

ADVERTISING REQUIREMENTS:

- Must be submitted for Department approval

MISC. MATERIALS REQUIREMENTS:

- Commercial document shredder
- Fraudulent document recognition tools (e.g. Mag Loupe, Black Light, Flashlight)

If Driver License Authorization:

- I.D. Check Guide – Most current both United States/Canada and International Edition

PROCESSOR CERTIFICATION REQUIREMENTS:

- New Employee:**
 - Criminal Records Check – required for all individuals with access behind the counter
 - \$22 criminal records check fee per individual must be submitted with your packet to the T&R Certification Desk (certified check or money order). Check must be made payable to the Department of Public Safety
 - Third Party Certified Individual Application (form [#96-0118](#))
 - Notarized Statement of Personal History (form [#46-0409](#))
 - Notarized Third Party Authorization To Release Information (form [#46-0903](#))
 - Authorized Presence Documentation (MVD form [#96-0560](#)), if applicable
 - Authorized Presence Exemption Request (MVD form [#96-0566](#)), if applicable
 - Computer Access Request form: Existing ATP providers **MUST** download the form through http://adotnet/forms/data_sec/CARF.pdf and TYPE ALL INFORMATION COMPLETELY AND THOROUGHLY. Incomplete and/or incorrect forms will be returned to the ATP Provider

- Department Acceptable Use Agreement
 - Department Information Access and Non-Disclosure Agreement
 - Resource Access Control Facility (RACF) Agreement
 - **ONE** fingerprint card (Note: must be completed at a local law enforcement office. A list of law enforcement agencies has been attached for your convenience)
- Existing Employee:**
- Third Party Individual Certification Application (form [#96-0118](#))
 - Authorized Presence Documentation (form [#96-0560](#))
 - Computer Access Request form http://adotnet/forms/data_sec/CARF.pdf
 - 39 month Driver License Motor Vehicle Record (MVR)
 - Required Training Fees

If Driver License Authorization:

- Third Party Individual Certification Application (form [#96-0118](#))
- Authorized Presence Documentation (form [#96-0560](#))
- Computer Access Request form: ATP providers **MUST** download the form through http://adotnet/forms/data_sec/CARF.pdf and **TYPE ALL INFORMATION COMPLETELY AND THOROUGHLY.** Incomplete and/or incorrect forms will be returned to the ATP Provider
- 39 month Driver License Motor Vehicle Record (MVR)
- Training fee of \$750 per processor must be submitted (Classroom training only)