Instructions for Completing Commercial Requester Account (CRA) Service Provider Application (INF 1106V)

Last Updated 04/2005

Before You Begin

Incomplete applications result in processing delays. As you review the following instructions, please take a moment to note any changes or suggestions that you feel would make them more understandable. You can make your comments or suggestions directly on the instructions and return them with your application.

Be sure to read all instructions completely before filling out the forms. Be sure to keep a copy of all forms for your records. The DMV will not return copies of forms.

The Service Provider Application (INF 1106V) is to be used by Service Providers **ONLY**. A "Service Provider" includes:

(1) a "**Vendor,**" including intermediate (second-tier) vendors who are authorized by the DMV to provide a pass-thru/reformat service to a pre-approved requester and

(2) an "**Agent**" which includes a person or entity who is authorized by a pre-approved requester and the DMV to access, receive and or use DMV record information on behalf of that pre-approved requester.

If you are requesting access to DMV record information to perform your own legitimate business purpose, you should be completing form INF 1106 "Commercial Requester Account Application" which is available on the DMV's website at www.dmv.ca.gov, click on "Other Services" and "Commercial Requester Account" or by contacting the DMV's Account Processing Unit at (916) 657-5564.

LOOK

No Service Provider is allowed to go through another Service Provider in an intermediate or second tier process for Direct Access (On-Line). See Section E.3.

Account Number

If you are submitting a renewal or change application, indicate the "account number" that has been issued by the DMV. On new applications, the account number will be entered by the DMV technician and included on your approval letter.

LOOK

The "Account Number" was formerly referred to as the "Agreement Number".

Type of Application

Original – Check this box if you are applying for a new account. All sections must be complete (Section F only if applicable) or the application will be returned unprocessed.

Change – Check this box if you have an existing account and you are changing information, such as, the contact person, address, record access method, permissible use, etc.

Renewal – If you have received a "renewal notice" in the mail or your account is expiring, check this box and complete all sections. Be sure to return your "renewal notice(s)" with your renewal application.

Section A – Business Information

1. Name of… -- Enter the following:

- **Sole Owner --** true, full name of the sole owner applying for the account.
- **Partnership --** true, full name of each partner.
- **LLP or LLC --** true full name of the limited liability partnership or company.
- **Corporation --** true full name of the corporation as filed with the State of Issuance.

- **Association --** true full name of the association.

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The Corporation, LLC, LLP or LP status will be verified and the Name or DBA provided must match. Inconsistencies will need to be verified and result in processing delays.

2. Daytime Telephone Number -- Enter the daytime telephone number of the applicant

3. DBA -- Fictitious Business Name under which applicant will be doing business.

4. Internet Website Address – Enter the Internet Website Address of the business or indicate "None".

5. Fax Number - Enter the fax number of the business or indicate "None".

6 thru 8. Contact Person, e-mail address, daytime phone – Enter the name/title, e-mail address (if available) and the daytime telephone number of the person who will be responsible for the account and who DMV can contact in the event of questions or problems.

9. Street Address – Enter the physical location where the business is located including the street number and name, city, state and zip code.

10. Mailing Address – Enter the mailing address where you want information mailed. If the mailing address is the same as the street address provided in #9 above, indicate "Same".

Section B – Business Identification

1. Federal Employer ID Number (FEIN) or State Tax ID # - The FEIN or State Tax ID number is required on all applications. If you wish to have an FEIN assigned, contact the IRS at (800) 829-1040. If you are a sole proprietor, this may be the same as your Social Security Number (SSN). SSN information collected as part of the CRA application process will be used strictly for collection of delinquent or administrative fines and will not be released outside of the DMV.

2. Corporation Identification Number/State of Issuance – Enter the number issued to the corporation, LLC, LLP, or LP and the state of issuance.

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If your corporation is not located in California and your state does not issue corporation numbers, you must list the state in which you are incorporated and write "No Corp. # issued."

3. Other (Identify) – If none of the above are applicable, identify your business category (e.g., sole owner).

Section C – Commercial Requester Account History and Use

1.a. If you have or have had a Commercial Requester Account, including renewals, check "**yes**" and print the business name or DBA and the associated Agreement/Account number or Requester Code number(s).

1.b. Check "**yes**" if your previous account has been subject to a DMV administrative action and attach a separate sheet of paper that includes the type of action, the name of the person(s) involved, business name or DBA, and the reasons for and date of the action.

2. If anyone having access to DMV record information has ever been convicted of any crime, as specified, check "**yes**" and attach a separate sheet of paper that includes the name of the person, the specific code violation, conviction date, court and action taken.

Section D – Type of Service Being Provided (Check One ONLY)

Check the type of service you will be providing to another pre-approved requester. You must check either #1 **or** #2, **not both**. If you wish to apply for both types of services, a separate application must be completed and submitted to DMV. A separate application fee of $250 is also required.

1. "**Vendor/Reseller"** - Check here if you will be accessing DMV record information and providing a "Pass Through/Reformat Service" to other pre-approved requesters. A pass through/reformat service involves providing the technology/access to a DMV pre-approved requester.

2. "Agent" – As defined in California Code of Regulations section 350.02(a), an Agent is a person or entity authorized by a pre-approved requester and the DMV to access, receive and or use DMV record information on behalf of that pre-approved requester. An Agent must have DMV form INF 03 (Agent Authorization) completed and signed by each pre-approved requester (government or commercial) for whom they will be accessing information.

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The "Agent" process is only necessary when the Agent is requesting access to confidential information (residence addresses) based on the statutory authority of the "Principal" (AKA pre-approved requester). If only non-confidential information is requested, this information is open to public inspection pursuant to Section 1808 of the California Vehicle Code for any permissible use, as defined, and form INF 1106 (Commercial Requester Account Application) should be completed. Please contact the Accounts Processing Unit at (916) 657-5564 if you have questions.

Section E – Method of Access (Check ALL That Apply)

1. Hardcopy (Paper) – Requester submits paper request for information on form provided by DMV - Paper response will be mailed to requester. Turnaround time: Approximately 10 days.

2. Electronic (VPN, Tape, FTP) – Generally referred to as "batch." Requester submits request for information via specified electronic method – DMV responds via same method. Turnaround time: generally 24 hours.

3. Direct Access (On-Line) – Requester submits and receives requests electronically through an on-line computer system either directly or via an authorized on-line access information Service Provider (Reseller). Turnaround time: Instantaneous.

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REMEMBER Direct Access (On-Line) service is not available for intermediate/second tier use. Contact the DMV's Electronic Access Administration Unit at (916) 657-5582 for additional information regarding Electronic or Direct Access.

Section F – On-Line "Permittee" Only

A "Permittee" is a requester who has been authorized by DMV for computer-to-computer communication in order to access DMV record information.

Form INF 1174 (Personal History Questionnaire) must be completed and submitted to the DMV for the Access Control Administrator, Review Security Administrator, as well as, each sole owner, partner and corporate officer.

LOOK

A one-time permit fee of $10,000 is required for on-line access. Applicants must be able to comply with all technical, security and programming requirements necessary to interface with DMV's automated systems. Please contact the DMV's Electronic Access Administration Unit at (916) 657-5582 for technical, security and programming requirements information.

1. Indicate the name of the Access Control Administrator by Last Name, First Name, Middle Initial (if any) and Title. **

2. Indicate the name of the Review Security Administrator by Last Name, First Name, Middle Initial (if any) and Title. **

3. List any current requester code number(s) that you want to use for on-line service. Only those requester code number(s) identified may be programmed for on-line access.

4. If you would like to have a new requester code to use for on-line access, check "Yes". If you will only use the requester code number(s) listed in #3 above, check "No."

** Access Control Administrator and Review Security Administrator must be separate individuals.

Section G – Acknowledgement and Certification Statement

The person signing the application must be an authorized representative of the business and agree to all conditions set forth in the Commercial Requester Account Terms and Conditions (INF 1230).

Section H – DMV Approval

Once the application is approved, an approval letter will be mailed to you with the requester code(s) that has/have been assigned to your business. Your access is determined by your client's (pre-approved requester) level of approval. You must submit your requester code as well as your client's requester code to receive information. Your account will be activated immediately upon approval, however, residence address information will not be released until your Commercial Requester Account Surety Bond (INF 1132) is received and approved by DMV. (See Checklist for further information)

CHECK LIST

This following checklist has been created for your convenience. It does not need to be returned to DMV.

LOOK

Service Provider – A commercial entity approved by the DMV to provide a service to other pre-approved requester (commercial or government).

Please be sure that the following documents/items are submitted to the DMV for processing.

REQUIRED:

☐ **Commercial Requester Account Application (INF 1106V)**

Original Application or Renewal Fee:

☐ **All Applicants $250**

LOOK

PLEASE MAKE CHECKS OR MONEY ORDERS PAYABLE TO DMV. If your application is denied $50 of the application fees is non-refundable and will be retained by DMV to cover processing costs.

ONLY IF APPLICABLE:

☐ **Commercial Requester Account Renewal Notice(s)** – DMV will send notices approximately 90 days prior to expiration of a CRA. If you have received a renewal notice, please return it to DMV with your application.

☐ **Agent Authorization (INF 03)** – If you checked box #2 in Section D (Type of Service Being Provided), you are **REQUIRED** to have DMV form INF 03 (Agent Authorization) completed and signed by each pre-approved requester (government or commercial) for which you will be accessing DMV record information. You are **REQUIRED** to notify DMV of any changes/additions/deletions regarding your Agent Authorization.

LOOK

All approved Service Providers accessing confidential residence address information on behalf of another pre-approved requester is required to submit a $50,000 CRA bond. If your application is approved, DMV will mail the CRA bond form (INF 1132) for you to complete.

Please do not submit the bond form until you are notified by DMV that you have been approved for residence address information.

ADDITIONAL INFORMATION -

Commercial Requester Account Terms & Conditions (INF 1230) – By signing the Commercial Requester Account Service Provider Application (INF 1106V), the applicant is agreeing to comply with all terms and conditions contained therein. Form INF 1230 must be retained on file by applicant/account holder for frequent reference.

DO NOT RETURN TO DMV

Information Security Statement (INF 1128) – This form must be completed and re-certified annually by **ANY** individual whether inside or outside your organization that has direct or incidental access to DMV record information

DO NOT RETURN TO DMV

LOOK

DMV form INF 1128 is replacing the previous Representative Non-Disclosure Statement form (INF 1110). On your next annual re-certification process, any person having access to DMV record information, internal or external, must complete DMV form INF 1128 that is to be maintained at the account holder's worksite and made available to DMV audit staff upon request. This is your responsibility!

WHERE TO MAIL YOUR APPLICATION

Congratulations, You have now completed the CRA Service Provider Application/Renewal process. Mail your application/renewal **and applicable fee** to the following address:

Department of Motor Vehicles
Accounts Processing Unit – MS H221
PO Box 944231
Sacramento, CA 94244-2310

Physical Address:

Department of Motor Vehicles
Accounts Processing Unit – MS H221
2570 24th Street
Sacramento, CA 95818

If you need additional assistance, please contact the DMV's Account Processing Unit at (916) 657-5564.

Please don't forget that if you have any comments or suggestions to improve the instructions, note them directly on the appropriate page of the instructions and send them with your application. All comments/suggestions will be appreciated.