STATE OF CALIFORNIA
DMV
DEPARTMENT OF MOTOR VEHICLES®

COMMERCIAL REQUESTER ACCOUNT INSTRUCTIONS/APPLICATION

A Public Service Agency

Disclaimer

The information collected on the attached forms is public record and open to inspection by the public, unless prohibited by statute.

Instructions for Completing the Commercial Requester Account (CRA) Application

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 and keep a copy of all forms for your records; **DMV will not return copies.**

The Commercial Requester Account Application (INF 1106) is to be used by "End Users" **ONLY**. An "End User" is any requester code holder for whose use DMV record information (commonly referred to as "Motor Vehicle Records (MVRs)" is requested. (Examples: Attorney/Law Office, Auto Auction, Dealer, Financial Institution, Insurance Company, Insurance Agent/Broker, Lien Sale Co., Registration Service, etc.)

Effective January 1, 2012, electrical corporations, as defined in Public Utilities Code (PUC) §218; local publicly owned electric utilities, as defined in PUC §224.3; and agents of these entities are authorized to obtain residence address information for the purpose of identifying where electric vehicles are registered. The corporations, public utilities, and agents must have an approved requester code account to obtain residence address information from the department.

If your electrical corporation or local publicly owned electric utility:

- Qualifies as a commercial requester:

  — Follow the instructions to complete and submit the Commercial Requester Account Application (INF 1106), and other required documents contained in this packet.

- **Does not qualify** as a commercial requester:

  — Refer to the Government Requester Account Instructions/ Application (INF 40) packet on the DMV Internet website at: ***www.dmv.ca.gov.***

Effective January 1, 2011, if you will be acting as an authorized contractor on behalf of an insurance company, pursuant to a contractual agreement; and will request residence address access for the purpose of obtaining the address of another motorist or vehicle owner involved in an accident with the insurance company's insured; you must apply for a Commercial Requester Code Account. Additionally, you must comply with the following requirements:

- Provide a copy of each contract with any insurance company that has a contractual agreement with you for the purposes described above. Submit the document(s) with the Commercial Requester Account Application (INF 1106).
- Submit copies of all new or renewal contracts, as specified that become effective after applying for and obtaining a Commercial Requester Code Account. (Mail these documents to the DMV - Accounts Processing Unit. The Unit's address is provided at the end of the instructions.)
- Retain the contract(s) for audit purposes. You must produce the document(s) immediately upon request.

If you are requesting access to DMV record information to provide a pass-thru/reformat service to another approved requester (Vendor or End User) or a person or entity who is authorized by another approved End User to access, receive and use DMV record information on their behalf, you must complete form INF 1106V "Commercial Requester Account Service Provider 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.

Account Number

If you are an existing customer and are submitting a renewal or change application, indicate the "account number" that has been issued by the DMV. For first time applicants, the account number will be entered by the DMV technician and included on your approval letter.

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

Type of Application
($50 w/o residence address)
($250 w/residence address)

Original – Check this box if you are applying for a new account. All sections must be complete 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. Include all Requester Codes currently issued.

Renewal – If you have received a "renewal notice" (commonly referred to as an "address insert sheet") 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. **Business Name...** – Enter the true full name of the sole proprietor or each partner or corporation name as on file with the State of Issuance.

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

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2. **Daytime Telephone Number** - Enter daytime telephone number of 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 and state.
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 Commercial Requester Account 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**, if applicable.

NOTE: 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 (i.e., sole proprietor).

Section C – Business Type

Check the type of business in which you are involved. If none of the business types listed are applicable, please check "Other" and identify your business type.

Section D – Professional/Occupational License Information

If the type of business identified in Section C is such that it requires the applicant to be licensed by a state or federal agency in order to engage in such business (i.e., an attorney must be licensed by the state bar, insurance agent/broker must be licensed by the Department of Insurance, registration service must be licensed by California DMV, Occupational Licensing Section, etc.), please provide:

1. **Professional or Occupational Licensee Name** - the name of the licensee as it appears at the registering agency (Example – John Quincy Public)

2. **Issuing Agency Name** – the name of the state or federal agency issuing such license (Example - California State Bar).

2.A. **License Number** - the license number assigned to the applicant (Example - 234567),

2.B. **Expiration Date** - the expiration month and year of the license (Example - 01/2004).

NOTE: If you have been issued a professional/occupational license in a state other than California, please attach a copy to your application. The professional/occupational license may be verified for active status and the name must match the name identified in item D.1. Inconsistencies may result in processing delays.

Section E – 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 and 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) and/or business/DBA, the reasons 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 that includes the name of the person, the specific code violation, conviction date, court and action taken.

3.a. If you will be using the information for your own business use, check this box. (Example – An applicant that is requesting DMV record information in order to underwrite insurance for an insurance company or perform a background pre-employment screening for an employer.)

3.b. If you will be providing a service to another applicant, such as, pass through/reformat services (Vendor) or other contracted services, (government agent) check this box. **Additional documents may be required, contact Accounts Processing Unit (APU) at (916) 657-5564.**

Section F – Record Access Method

Commercial Requester Account applicants can purchase information directly from DMV or from an approved Commercial Requester Account Service Provider (AKA Vendor/Reseller) that has been authorized by DMV to provide access to DMV records through a pass through/reformat process. A list of authorized Commercial Requester Account Service Providers is available on DMV website at www.dmv.ca.gov, click on "Forms", "Commercial Requester Accounts," then scroll down to "Reseller Vender List."

1. If you choose to request information from an approved Commercial Requester Account Service Provider and not directly from DMV, check **"Yes."** You will be billed by the Service Provider for information received from that Service Provider.

   If you will be using the services of a Commercial Requester Account Service Provider and you checked **"Yes"** above, does that Service Provider offer on-line (instantaneous) access and will you be requesting information through that on-line method? Check appropriate box.

NOTE: There is no on-line (instantaneous) access to financial responsibility (FR) information. See Section G for further information on how to obtain FR information.

   If you choose to request information directly from DMV, check **"No."** DMV will establish an Automated Billing Information Service (ABIS) account and you will be billed monthly by DMV for information received.

2. If you are interested in finding out about other electronic methods of accessing information directly from DMV, such as, Cartridge Tape (IBM compatible, 3480 non-compressed or 3490 compressed, optional) or File Transfer Protocol via Virtual Private Network (VPN), please contact the Electronic Access Administration Unit at (916) 657-5582 for more information.

Section G – Permissible Use(s)/Purpose

Identify Proposed Use: Use the space provided to explain your purpose for requesting DMV records using a separate section for each purpose.

NOTE: DMV record information must be used only for the purpose identified on your application (INF 1106) and approved by DMV. Any other use is prohibited and could result in civil, criminal, or administrative penalties. BE SPECIFIC.

Refer to "Permissible Use(s)" below for assistance/guidelines in completing this information.

Type of Information Available:

☑ **VR** ☑ **DL** ☑ **OL** ☑ **FR**

Mark the appropriate box(es) on the application for the type of DMV information you are requesting.

VR – A vehicle/vessel registration (VR) record contains information relating to the registration of a vehicle or vessel.

DL – A driver license/identification card (DL/ID) record contains information obtained from an individual's DL/ID application, abstracts of convictions, and accidents.

OL – Information regarding an Occupational Licensee (i.e., vehicle salesperson, dealer, registration service, etc.)

FR – Marking the box for financial responsibility (FR) information will only allow the DMV to bill your Commercial Requester Account. For obtaining FR information, you must submit form SR 19 to the FR Unit; there is no on-line (instantaneous) access to FR information at this time. The forms are available on the Internet or you can contact the FR Unit at (916) 657-6677.

Permissible Use(s) – Federal legislation, the Driver's Privacy Protection Act (DPPA), Title 18, United States Code, Sections 2721-2725, makes any personal information contained in a motor vehicle record confidential unless the information is requested and used for a "permissible use" as defined below.

NOTE: The identified "permissible uses" only authorize access to non-confidential information. Confidential residence address information will not be provided unless you qualify under a separate state or federal statute. See "Residence Address Requested…" for more information.

Motor Vehicle or Driver's Safety and Theft – Information received must be used in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions, motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.

Legitimate Business for Purposes of Preventing Fraud – Information received must be used in the normal course of business by a legitimate business or its agents, employees, or contractors, but only to verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and if information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against the individual.

Civil, Criminal, Administrative or Arbitral Processing - For use in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a Federal, State, or local court.

Research and Statistical Reports - For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, re-disclosed, or used to contact individuals.

Insurance Purposes - For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, anti-fraud activities, rating or underwriting.

Towed or Impounded Vehicles - For use in providing notice to the owners of towed or impounded vehicles.

Private Investigator/Security Service - For use by any licensed private investigative agency or licensed security service for any purpose permitted under this section.

NOTE: A Private Investigator/Security Service MUST include the other purpose permitted under this section. Example: Private Investigator for Insurance Claims investigation.

Any Other Use Specifically Authorized Under California Law - For any other use specifically authorized under the law of the State that holds the record, if such use is related to the operation of a motor vehicle or public safety. (Include state law, identified by code name and section number, which requires or permits use.) Example: "Service of Summons pursuant to California Code of Procedure Section 415 et seq." or "News Gathering and Reporting pursuant to California Vehicle Code Section 1808."

Out-of-State Lien Sale-Out-of-State Lien Sale applicants must attach a copy of their state statute that requires DMV to release confidential residence address information.

Residence Address Requested: ☑ Yes ☑ No

Section 1808.21 of the Vehicle Code states that all residence address information within the department's files is confidential, to be released only to a court, law enforcement agency, or other government entity. If you are requesting access to confidential residence address information, you **MUST** cite the specific state or federal statute (by code name and section number) that authorizes or requires the DMV to release that information.

For your convenience, DMV has provided a list of previously approved statutes authorizing access to residence address information. The California Vehicle Code is available on DMV's website at www.dmv.ca.gov then click on "Publications."

NOTE: It is the requester's responsibility to read and ensure that they are authorized under the identified statute. Administrative, civil or criminal action may be taken for false representation.

Statutes that have been previously approved as authorizing access to residence address information includes, but may not be limited to:

- California Vehicle Code Sections 1808.21 et al., 1808.22 et al., 1808.23 et al., 1808.25, 4465, 22851.8,
- California Civil Code Sections 3067 - 3075, inclusive
- Harbors/Navigation Code Sections 500 - 509, inclusive

NOTE: All requesters of residence address information MUST provide the specific statute by code name and section number, in order to request such information. Each statute will be reviewed prior to approval.

EXAMPLES OF IDENTIFIED PURPOSES

Example # 1. Identify Proposed Use

Represent client in civil or criminal processes. Address authority CA Vehicle Code § 1808.22(c)

Type: ☑ **VR** ☑ **DL** ☑ **OL** ☑ **FR**
Residence address: ☑ **Yes** ☐ **No**

Example # 2. Identify Proposed Use

For use by a legitimate business for preventing fraud in determining the proper identity and driver license status of applicants for rental cars.

Type: ☑ **VR** ☐ **DL** ☐ **OL** ☐ **FR**
Residence address: ☐ **Yes** ☑ **No**

NOTE: Please note in item #1 that because residence address access was requested, the authorizing statute by code name and section number was included, as required.

Section H – 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 I – DMV Approval (DO NOT COMPLETE)

Once the application is approved, an approval letter will be mailed to you with the requester code(s) that have been assigned to your business. The approval letter will identify the permissible use/purpose(s) that have been approved including whether residence address access has been authorized. 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). You may immediately use your account to receive non-address records pending receipt of your bond, if applicable.

CHECK LIST – ORIGINAL/RENEWAL APPLICATION

The following documents/items MUST be submitted to the DMV for processing.

REQUIRED:

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

ORIGINAL APPLICATION OR RENEWAL FEE:

Make check or money order payable to Department of Motor Vehicles.

☐ Account not requesting and/or authorized to receive confidential residence address information **$50**

☐ Account authorized to and requesting access to confidential residence address information **$250**

NOTE: $50 of the application fees is non-refundable and will be retained by DMV.

☐ No charge for changing contact person, address, phone number, proposed use, etc.

NOTE: Change of ownership will require "New" application and fee.

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.

☐ **Branch Location Requester Code(s) Application (INF 1106BL)** – Instructions are provided on the reverse of the form. Complete and submit with completed application **only if** you are requesting additional requester code(s) for branch locations as defined on reverse of form.

NOTE: The Branch Location Requester Code(s) Application (INF 1106BL) is only needed when you require additional requester codes issued for your branch locations. An additional requester code for branch locations would be required if you want to store records at that branch or if you need to have information sent directly from DMV to that branch.

☐ **Certification of Agency (INF 1184)** – You are required to complete and return this form if you are a Dealer Agent (i.e., registration service) who will be requesting residence address information in order to process vehicle registration transactions/documents for a vehicle dealer **OR** if you are a Manufacturer Agent processing recall advisories for a vehicle manufacturer.

NOTE: Each licensed dealer or manufacturer for whom you will be processing work must sign form INF 1184. All INF 1184 forms must be submitted to DMV and DMV notified upon termination of contractual relationship.

NOTE: If you request and are approved by DMV to access confidential residence address information, DMV will mail you 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 REQUIREMENTS

Commercial Requester Account Terms & Conditions (INF 1230) – By signing the Commercial Requester Account Application (INF 1106), the applicant is agreeing to comply with all terms and conditions contained herein. 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 upon presentation 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.**

NOTE: 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 which is to be maintained at the account holder's worksite and made available to DMV audit staff upon request.

WHERE TO MAIL YOUR ORIGINAL/RENEWAL/CHANGE APPLICATION

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

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

If you need additional assistance, please contact your Service Provider who will be able to assist you, or call the DMV 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 and send them with your application. All comments/suggestions will be appreciated.