



## Driving Under the Influence Internet Program Forms System AGREEMENT

*(To be completed by the Program Director of the program referenced in Section I of this agreement)*

Prerequisite: Active ADP License

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### SECTION I – Program Provider Information

PROVIDER ADP LICENSE NUMBER	PROVIDER LEGAL NAME		
PROVIDER BUSINESS NAME			
PROGRAM DIRECTOR NAME			
PROVIDER BUSINESS LOCATION	CITY	STATE <b>CA</b>	ZIP CODE
PROVIDER BUSINESS TELEPHONE NUMBER (     )	PROVIDER BUSINESS FAX NUMBER (     )		
PROVIDER E-MAIL ADDRESS			

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### SECTION II – Program Director

The California Department of Motor Vehicles collects information from the Driving Under the Influence Program Providers (Provider), and is responsible for processing the information in order to take the appropriate driver license eligibility action. The information processed is from the three Driving Under the Influence forms submitted to the Department of Motor Vehicles by the Providers. These three forms are the Proof of Enrollment Certificate (DL 107), Notice of Completion Certificate (DL 101), and Notice of Non-Compliance (DL 101A).

This Agreement is between the Director of the Program, referenced in Section I, and the Department of Motor Vehicles, which allows the Program Provider Internet access to the Driving Under the Influence Internet Program Forms System for submitting the three Driving Under the Influence Forms electronically (Vehicle Code Sections 1801.1[b]).

By signing this Agreement, the Program Director, referenced in Section I, acknowledges reading, understanding, and agreeing to its contents and realizes the consequences of not complying with its terms.

I understand the following are my responsibilities:

1. To make available the Driving Under the Influence Internet Program Forms System online or classroom training to the Driving Under the Influence Program Provider Administrator (Administrator) and Provider Representative(s) (users).
2. To monitor the Driving Under the Influence Internet Program Forms System's users to ensure compliance with the security procedures and role responsibilities listed in Section III of this Agreement, and the Internet Security Agreement Certification documents (Program Provider Administrator and Program Provider Representative.)
3. To sign an Internet Security Agreement Certification (DL 945 New, 8/2005) document, if acting in the role of the Driving Under the Influence Program Provider Administrator or Provider Representative.
4. To ensure the Provider Administrator and Representative(s) are following the instructions that are printed at the bottom of each electronically submitted Driving Under the Influence form. Each form has the following instructions: print the appropriate number of copies, apply the signature(s), retain a copy, and distribute to the participant and court [California Vehicle Code Section 1801.1(b)].
5. To provide notification to each program participant that the information collected, including confidential information (participant's address), on the Driving Under the Influence forms is required to update the driver license record. It is required under the authority of Divisions 1 and 6, California Vehicle Code Sections 1651 and 13343.45, and Title 13,

Article 2.5, Sections 120.00-01. Failure to provide this information to the Department of Motor Vehicles is cause for refusal to update the participant's driver license record. The participant's address is confidential, and access to this information is now restricted, and will be available to various authorized requesters for limited use [California Vehicle Code Section 1808.21(a)].

**SECTION III – Driving Under The Influence Program Provider Administrator Designation and Oversight**

To designate a person from the Provider Program, referenced in Section I, to the role of Driving Under the Influence Program Provider Administrator (Administrator), complete the Provider Administrator Designee document (DL 948 New, 8/2005), and submit it to the Department of Motor Vehicles along with the completed Agreement and Internet Security Agreement Certification-Program Provider Administrator (DL 945 New, 8/2005) documents.

To provide oversight of the Administrator, which includes the following tasks:

1. Ensure compliance of security procedures as outlined in the Provider Administrator Internet Security Agreement Certification, for setting up and maintaining the Representative(s).
2. Contact the DMV Administrator to request the user account of the Provider Administrator be disabled if the Provider Administrator has not complied with the security procedures as outlined in the Provider Administrator Internet Security Agreement Certification document.
3. Contact the DMV Administrator to request the user account of the Provider Administrator be disabled when the Provider Administrator no longer requires access to the Department of Motor Vehicles Driving Under the Influence Internet Program Forms System, or the Provider Administrator is separating from the position with the Provider Program referenced in Section I.

I have read and understand the procedures stated above. I acknowledge and agree to utilize the Driving Under the Influence Internet Program Forms System in accordance with the terms outlined in this Agreement. I understand that failure to comply with these procedures may result in disciplinary action in accordance with applicable laws and regulations, or civil and criminal prosecution in accordance with applicable statutes.

***I certify under penalty of perjury, under the laws of the State of California, that the foregoing statements are true and correct.***

DATE	SIGNATURE OF PROGRAM DIRECTOR <b>X</b>
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PRINTED NAME

**FOR DEPARTMENT OF MOTOR VEHICLES OFFICIAL USE ONLY**

- The Program Provider is **not** licensed by the Department of Alcohol and Drug Programs.
- The Program Provider is licensed by the Department of Alcohol and Drug Programs.

Driving Under the Influence Internet Program Forms System Agreement reviewed and approved by:

<b>X</b>	DATE
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SIGNATURE OF DL DUI PROGRAM PROVIDER ACCESS ADMINISTRATOR

DATE

NOTE(S)

**Instructions to Program Director:** Mail DMV original form to:  
DMV Staff Services Branch, MS H222  
P. O. Box 932345, Sacramento, CA 94232-3450