

ENROLLMENT APPLICATION TVS/COURT PRIMARY ADMINISTRATOR TRAFFIC VIOLATOR COURSE COMPLETION DATABASE

INSTRUCTIONS:

- Print clearly in blue or black ink or type.
- Keep a copy of this document for Traffic Violator School records.
- This form must be completed in its entirety or it will be returned to you.

Mail to: Department of Motor Vehicles, P.O. Box 932345, MS J152, Sacramento, CA 94232-3450.

SECTION A — TVS OR COURT PRIMARY ADMINISTRATOR CONTACT INFORMATION Type or Print.

ADMINISTRATOR'S TRUE FULL NAME (LAST, FIRST, MIDDLE)

TVS	BUSINESS NAME OR COURT NAME		TVS LICENSE OR CC	OURT ID NUMBER
TVS	OR COURT MAILING ADDRESS	CITY	STATE	ZIP CODE
ADMINISTRATOR'S EMAIL ADDRESS		BUSINESS TELEPHO	DNE NO.	
SE	CTION B — PRIMARY ADMINISTRATOR RESPO	ONSIBILITIES		
	the primary administrator I understand and agree count Creation and Access Controls:	to the following responsibilities:		ADMINISTRATOR'S INITIALS
1.	I will create additional unique administrator according batabase for the sole purpose of performing administration administration of the sole purpose of performing administration of the sole purpose of the			;)
2.	I will create unique user accounts for the TVCC course completion information.			g
3.	I will provide each user or administrator with a u in person.	nique access ID and password	by telephone, e-mail c	or
4.	I will restrict access to the TVCC Database to only those administrators or users who have an official role in updating course completion data, or receiving course completion data to update court records.		e	
5.	I will access the TVCC Database only when new reject completion information.			or
6.	I will request the Department of Motor Vehicles (DMV) Administrator disable a user or administrator account, if the user or administrator has not complied with completing an annual Information Security			
7.	I will request the DMV Administrator disable any user or administrator accounts when his/her official duties no longer require access to the TVCC Database, or when the user or administrator is separating from a position with the Traffic Violator School or Traffic Court.			
8.	I will immediately request the DMV Administrator official duties are temporarily suspended for a pe	disable any user or administrate		er
9.	I will immediately notify the DMV Administrator in primary administrator, or my official duties no lon	n writing when I will no longer p	erform the duties of the	e
Pas	ssword Maintenance:			
10.	I will change my password to a new password, or the system for the first time and when the password		ards when logging ont	0
11.	I will instruct users and administrators to chang logging on for the first time and when the passwo		er own password whe	n
12.	I will change my password when notified that th days.)	e password will expire. (Passwo	ord will expire every 3	0
13.	I will contact the DMV Administrator if I forget my logon three consecutive times, or the password with the second			у
14.	 I will keep my password and user name confide secrecy. Reasonable precautions include, but are Never share or allow others to view my password Never display my password or user name in place 	ntial by taking precautionary me e not limited to the following: ord or user name.		e

Security Procedures:				
15. I will secure my personal or provided computer with a password or locking device when it is unattend or at any time while logged onto the TVCC Database.	led,			
16. I will report any suspicious circumstances or potential unauthorized access to the TVCC Database access to information used to update the TVCC Database to the DMV Administrator at (916) 657-655				
17. I will complete an Information Security and Disclosure Statement Firm, EXEC 201X, each calen year, and retain it for at least one additional calendar year; and will make the agreement available up request by the Department or the Department's agent.	dar			
18. I will request the DMV Administrator provide an Information Security and Disclosure Statement Put Private Partnerships Employee, EXEC 200X, to each user or administrator, and obtain the signature the EXEC 200X before creating the user account.				
19. I will terminate the account of any user or administrator who fails to sign the EXEC 200X, or who fails submit the signed EXEC 200X to the business office to retain as a required record.	s to			
20. I will retain a copy of EXEC 200X for each user or administrator account, for at least two calendar year and make copies available to the Department or the Department's agent.	ars;			
21. I will periodically monitor each user or administrator to ensure precautionary measures are being utilized for keeping his/her password and user name private.	zed			
22. I will provide help to users and administrators when questions arise about the TVCC Database.				
23. I will contact the DMV Administrator Help Desk, Monday – Friday, 8 a.m. – 4:30 p.m., when additional assistance is needed in responding to questions from users or administrators.	onal			
24. I will restrict contact with the DMV administrators to administrators.				
25. I will notify the DMV Administrator in writing whenever information provided on this form changes.				
By signing this form Lacknowledge that Lhave read understand and agree to its contents and realize the penalties				

By signing this form, I acknowledge that I have read, understand, and agree to its contents and realize the penalties for non-compliance with its terms. I acknowledge and agree to utilize the Traffic Violator Course Completion Database in accordance with the terms outlined in the Enrollment Application.

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 further understand that I can undergo disciplinary action from the Traffic Violator School or Court, reference in Section 1 of this enrollment application, up to and including termination of employment.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

ADMINISTRATOR'S PRINTED NAME	EXECUTED AT (CITY)
ADMINISTRATOR'S SIGNATURE	DATE SIGNED
X	

SECTION C — TVS OWNER AND OPERATOR CERTIFICATION

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

I further certify (or declare) that I will notify the DMV Administrator in writing within 10 days when the person identified in section B no longer acts as the primary administrator.

TVS OWNER'S PRINTED NAME	TVS OWNER'S SIGNATURE	EMAIL ADDRESS	DATE SIGNED
	X		
TVS OPERATOR'S PRINTED NAME (IF DIFFERENT FROM OWNER)	TVS OPERATOR'S SIGNATURE	EMAIL ADDRESS	DATE SIGNED
	X		

SECTION D — COURT EXECUTIVE OFFICER CERTIFICATION. To be completed if you are requesting access as a court. Cannot be the same person as the Primary Administrator.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

I further certify (or declare) that I will notify the DMV Administrator in writing within 10 days when the person identified in section B no longer acts as the primary administrator.

COURT EXECUTIVE OFFICER'S PRINTED NAME	COURT EXECUTIVE OFFICER'S SIGNATURE	DATE SIGNED
	X	