



Attachment G(a)
Washington – General Information

Please be advised that when requesting Washington DMV records for employment purposes, the end-user is required to have a Washington State release form (Attachment G-1 & G-2) signed by the prospective applicant/employee and by the employer. These state release forms must be kept on file by the end-user and available upon request by Softech, for auditing purposes. The release forms are attached and/or they may be directly downloaded from our website:

<http://www.softechinternational.com/accountapps.htm>

STATE SPECIFIC INFORMATION:

Washington Attachment G-1 – PROSPECTIVE EMPLOYEE REQUEST

(Release form not to exceed thirty (30) days from date signed)

1. Prospective Employee name goes on the first blank line provided in the first paragraph.
2. Must be dated and signed by prospective employee.
3. Must be dated and signed by prospective employer.
4. ****Penalty Clause, read and understand RCW 46.52.130.**

Washington Attachment G-2 – EMPLOYEE REQUEST

(Release form for the full term of employment)

1. Employee name goes on the first blank line provided in the first paragraph.
2. Must be dated and signed by employee.
3. Must be dated and signed by employer.
4. ****Penalty Clause, read and understand RCW 46.52.130.**

**** Employment records are limited by state statute to only certain types of employment. Misuse of records obtained from the State of Washington may result in prosecution under RCW 46.52.130.**

IMPORTANT:

- Attachment G-1 & G-2 - **Prospective Employee or Employee Request:**
 1. Must be completed prior to requesting Washington DMV information.
 2. Must be completed as directed and kept on file by the end-user/employer.
 3. Must be made available upon request by Softech, for auditing purposes.

Company Name/Subscriber

Signature

Title

Date

**Attachment G-1
Prospective Employee Request**

That I, _____, am a prospective employee of the company named below and that I request a copy of my official Driving Record in the State of Washington be released to my prospective employer or their agent.

Authorization of prospective employee for release of abstract of driving record for employment purposes as defined in (C) below, not to exceed thirty (30) days from date signed:

Signature	Date	WA License # or print full name and date of birth
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EMPLOYER ATTESTATION

- A. That the company named below is a prospective employer of the above named individual and that I am a representative authorized to bind said company.
- B. That _____ is acting as agent on our behalf to obtain the abstract of driver records of the above named individual.
- C. That abstracts of driver records shall be used exclusively to determine whether the above named individual should be employed to operate a school bus or commercial vehicle or for employment purposes related to driving by an individual as a condition of that individual's employment upon the public highways, and that no information contained therein shall be divulged, sold, assigned, or otherwise transferred to any third person or party. A commercial vehicle is defined as any vehicle the principal use of which is the transportation of commodities, merchandise, produce, freight, animal, or passengers for hire as defined in RCW 46.04.140, and commercial motor vehicles as defined in Chapter 46.25 RCW.
- D. That the information contained in the abstracts of driver records obtained from the DEPARTMENT shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130, attached in part for easy reference.

By affirming my signature below, I declare under penalty of perjury, under the laws of the State of Washington, that the foregoing is true and correct.

COMPANY NAME

Address

Name (print) Title

Signature Date

The employer or prospective employer must maintain this record for a period of not less than two (2) years from the date of the most recent request. Failure to obtain all signatures or misuse of records obtained from the State of Washington may result in prosecution under RCW 46.52.130.

RCW for Attachment G-1 –Prospective Employee Request**RCW 46.52.130 Abstract of driving record -- Access -- Fees -- Penalty.**

(1) A certified abstract of the driving record shall be furnished only to: (a) The individual named in the abstract; (b) An employer or prospective employer or an agent acting on behalf of an employer or prospective employer;

(6) Upon proper request, a certified abstract of the full driving record maintained by the department shall be furnished to a city or county prosecuting attorney, to the individual named in the abstract, to an employer or prospective employer or an agent acting on behalf of an employer or prospective employer of the named individual, or to a volunteer organization for which the named individual has submitted an application for a position that could require the transportation of children under eighteen years of age, adults over sixty-five years of age, or persons with physical or mental disabilities, or to an employee or agent of a transit authority checking prospective volunteer vanpool drivers for insurance and risk management needs.

(7) The abstract, whenever possible, shall include: (a) An enumeration of motor vehicle accidents in which the person was driving; (b) The total number of vehicles involved; (c) Whether the vehicles were legally parked or moving; (d) Whether the vehicles were occupied at the time of the accident; (e) Whether the accident resulted in any fatality; (f) Any reported convictions, forfeitures of bail, or findings that an infraction was committed based upon a violation of any motor vehicle law; (g) The status of the person's driving privilege in this state; and (h) Any reports of failure to appear in response to a traffic citation or failure to respond to a notice of infraction served upon the named individual by an arresting officer.

(10) The director shall collect for each abstract the sum of ten dollars, fifty percent of which shall be deposited in the highway safety fund and fifty percent of which must be deposited according to RCW 46.68.038.

(12) Any employer or prospective employer or an agent acting on behalf of an employer or prospective employer, or a volunteer organization for which the named individual has submitted an application for a position that could require the transportation of a children under eighteen years of age, adults over sixty-five years of age, or persons with physical or mental disabilities, receiving the certified abstract shall use it exclusively for his or her own purpose: (a) To determine whether the licensee should be permitted to operate a commercial vehicle or school bus, or operate a vehicle for a volunteer organization for purposes of transporting children under eighteen years of age, adults over sixty-five years of age, or persons with physical or mental disabilities, upon the public highways of this state; or (b) for employment purposes related to driving by an individual as a condition of that individual's employment or otherwise at the direction of the employer or organization, and shall not divulge any information contained in it to a third party.

(15) Release of a certified abstract of the driving record of an employee or prospective employee, or prospective volunteer requires a statement signed by: (a) The employee or prospective employee, or prospective volunteer that authorizes the release of the record, and (b) the employer attesting that the information is necessary: (i) to determine whether the licensee should be employed to operate a commercial vehicle or school bus, or operate a vehicle for a volunteer organization for purposes of transporting children under eighteen years of age, adults over sixty-five years of age, or persons with physical or mental disabilities, upon the public highways of this state; or (ii) for employment purposes related to driving by an individual as a condition of that individual's employment or otherwise at the direction of the employer or organization. If the employer or prospective employer authorizes an agent to obtain this information on their behalf, this must be noted in the statement. This subsection does not apply to entities identified (1) (i) of this section.

(16) Any negligent violation of this section is a gross misdemeanor.

(17) Any intentional violation of the section is a class C felony.

**Attachment G-2
Employee Request**

That I, _____, am an employee of the company named below and that I request a copy of my official Driving Record in the State of Washington be released to my employer or their agent.

Authorization of employee for release of abstract of driving records for employment purposes as defined in (C) below, at my employers discretion for the full term of my employment:

Signature	Date	WA License # or print full name and date of birth
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EMPLOYER ATTESTATION

- A. That the company named below is an employer of the above named individual and that I am a representative authorized to bind said company.
- B. That _____ is acting as agent on our behalf to obtain the abstract of driver records of the above named individual.
- C. That abstracts of driver records shall be used exclusively to determine whether the above named individual should be employed to operate a school bus or commercial vehicle or for employment purposes related to driving by an individual as a condition of that individual's employment upon the public highways, and that no information contained therein shall be divulged, sold, assigned, or otherwise transferred to any third person or party. A commercial vehicle is defined as any vehicle the principal use of which is the transportation of commodities, merchandise, produce, freight, animal, or passengers for hire as defined in RCW 46.04.140, and commercial motor vehicles as defined in Chapter 46.25 RCW.
- D. That the information contained in the abstracts of driver records obtained from the DEPARTMENT shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130, attached in part for easy reference.

By affirming my signature below, I declare under penalty of perjury, under the laws of the State of Washington, that the foregoing is true and correct.

COMPANY NAME

Address

Name (print) Title

Signature Date

The employer must maintain this record for a period of not less than two (2) years from the date of the most recent request. Failure to obtain all signatures or misuse of records obtained from the State of Washington may result in prosecution under RCW 46.52.130.

RCW for Attachment G-2 – Employee Request**RCW 46.52.130 Abstract of driving record -- Access -- Fees -- Penalty.**

(1) A certified abstract of the driving record shall be furnished only to: (a) The individual named in the abstract; (b) An employer or prospective employer or an agent acting on behalf of an employer or prospective employer;

(6) Upon proper request, a certified abstract of the full driving record maintained by the department shall be furnished to a city or county prosecuting attorney, to the individual named in the abstract, to an employer or prospective employer or an agent acting on behalf of an employer or prospective employer of the named individual, or to a volunteer organization for which the named individual has submitted an application for a position that could require the transportation of children under eighteen years of age, adults over sixty-five years of age, or persons with physical or mental disabilities, or to an employee or agent of a transit authority checking prospective volunteer vanpool drivers for insurance and risk management needs.

(7) The abstract, whenever possible, shall include: (a) An enumeration of motor vehicle accidents in which the person was driving; (b) The total number of vehicles involved; (c) Whether the vehicles were legally parked or moving; (d) Whether the vehicles were occupied at the time of the accident; (e) Whether the accident resulted in any fatality; (f) Any reported convictions, forfeitures of bail, or findings that an infraction was committed based upon a violation of any motor vehicle law; (g) The status of the person's driving privilege in this state; and (h) Any reports of failure to appear in response to a traffic citation or failure to respond to a notice of infraction served upon the named individual by an arresting officer.

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(12) Any employer or prospective employer or an agent acting on behalf of an employer or prospective employer, or a volunteer organization for which the named individual has submitted an application for a position that could require the transportation of a children under eighteen years of age, adults over sixty-five years of age, or persons with physical or mental disabilities, receiving the certified abstract shall use it exclusively for his or her own purpose: (a) To determine whether the licensee should be permitted to operate a commercial vehicle or school bus, or operate a vehicle for a volunteer organization for purposes of transporting children under eighteen years of age, adults of over sixty-five years of age, or persons with physical or mental disabilities, upon the public highways of this state, or (b) for employment purposes related to driving by an individual as a condition of that individual's employment or otherwise at the direction of the employer or organization, and shall not divulge any information contained in it to a third party.

(15) Release of a certified abstract of the driving record of an employee or prospective employee, or prospective volunteer requires a statement signed by: (a) The employee or prospective employee, or prospective volunteer that authorized the release of the record, and (b) the employer or volunteer organization attesting that the information is necessary: (i) to determine whether the licensee should be employed to operate a commercial vehicle or school bus, or operate a vehicle for a volunteer organization for purposes of transporting children under eighteen years of age, adults over sixty-five years of age, or persons with physical or mental disabilities, upon the public highways of this state; or (ii) for employment purposes related to driving by an individual as a condition of that individual's employment or otherwise at the direction of the employer or organization. If the employer or prospective employer authorizes an agent to obtain this information on their behalf, this must be noted in the statement. This subsection does not apply to entities identified (1) (i) of this section.

(16) Any negligent violation of this section is a gross misdemeanor.

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