

**Attachment F(a)**  
**EMPLOYER**  
**SUBSCRIBER CERTIFICATION OF USE**  
**TO WASHINGTON STATE DEPARTMENT OF LICENSING (DEPARTMENT)**

**I hereby certify:**

- A. That the company or their agent designated below as Subscriber is an employer or prospective employer.  
 B. That SOFTECH INTERNATIONAL INC is acting as agent for SUBSCRIBER.  
 C. That abstracts of driver records shall be used exclusively to determine whether an employee or prospective employee should be employed to operate a school bus or commercial vehicle 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.

*The SUBSCRIBER listed below agrees to, and shall, indemnify and hold harmless the State of Washington, Department of Licensing (Department), the Director of the DEPARTMENT and all of the DEPARTMENT employees from any and all suits at law or equity, and from any and all claims, demands or loss of any nature, including but not limited to all costs and attorney's fees, arising from any incorrect or improper disclosure of individual names or addresses under this "Certification of Use;" any defects in any of Subscriber's procedures followed or omitted or arising from the failure of SUBSCRIBER or its officers, employees, customers, contractors or agents to fulfill any of its obligations under this Contract; or arising in any manner from any negligent act or omission by SUBSCRIBER or its officers, employees, customers, contractors or agents.*

I affirm that I am a representative authorized to bind the SUBSCRIBER below named.

\_\_\_\_\_  
 SUBSCRIBER

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Name (print)

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**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; ...

(5) Upon proper request, a certified abstract of the full driving record maintained by the department shall be furnished 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

(6) The abstract, whenever possible, shall include: (a) An enumeration of motor vehicle accidents in which the person was driving; the total number of vehicles involved; (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...

(9) The director shall collect for each abstract the sum of five dollars, which shall be deposited in the highway safety fund.

(11) Any employer or prospective employer or an agent acting on behalf of an employer or prospective employer, receiving the certified abstract shall use it exclusively for his or her own purpose to determine whether the licensee should be permitted to operate a commercial vehicle or school bus, upon the public highways of this state and shall not divulge any information contained in it to a third party.

(14) Release of a certified abstract of the driving record of an employee or prospective employee, requires a statement signed by: (a) The employee or prospective employee, that authorizes the release of the record, and (b) the employer attesting that the information is necessary to determine whether the licensee should be employed to operate a commercial vehicle or school bus, upon the public highways of this state. If the employer or prospective employer authorizes an agent to obtain this information on their behalf, this must be noted in the statement.

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

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



**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) signed by the prospective applicant/employee and by the employer, for each record request. This state release form must be kept on file by the end-user and available upon request by Softech, for auditing purposes. The release form is attached and/or it may be directly downloaded from our website:

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

**STATE SPECIFIC INFORMATION:**

**Washington Attachment G – Employee or Prospective Employee Request**

1. Employee name goes on the first blank line provided in the first paragraph.
2. Must be dated and signed by employee/prospective employee.
3. Must be dated and signed by employer or prospective 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 - **Employee or Prospective 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.

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Company Name/Subscriber

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Signature

Title

Date

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**Attachment G**  
**Employee or Prospective Employee Request**

That I, \_\_\_\_\_, am an employee or 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 employer or prospective employer or their agent.

Authorization of employee or prospective employee for release of abstract of driving record

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 or prospective employer of the above named individual and that I am a representative authorized to bind said company.
- B. That SOFTECH INTERNATIONAL INC 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 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 defines 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 – Employee Request or 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;

(5) Upon proper request, a certified abstract of the full driving record maintained by the department shall be furnished 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.

(6) 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.

(9) The director shall collect for each abstract the sum of five dollars, which shall be deposited in the highway safety fund.

(11) Any employer or prospective employer or an agent acting on behalf of an employer or prospective employer, receiving the certified abstract shall use it exclusively for his or her own purpose to determine whether the licensee should be permitted to operate a commercial vehicle or school bus, upon the public highways of this state and shall not divulge any information contained in it to a third party.

(14) Release of a certified abstract of the driving record of an employee or prospective employee, requires a statement signed by: (a) The employee or prospective employee, that authorized the release of the record, and (b) the employer attesting that the information is necessary to determine whether the licensee should be employed to operate a commercial vehicle or school bus upon the public highways of this state. If the employer or prospective employer authorizes an agent to obtain this information on their behalf, this must be noted in the statement.

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

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