

## Washington MVR Access for Employment Purposes Instructions

### RELEASE OF INTEREST

#### Exhibit 9

#### REQUIREMENTS - USING WASHINGTON MVRS FOR EMPLOYMENT, PROSPECTIVE EMPLOYMENT or VOLUNTEER PURPOSES:

Washington permits MVR dissemination and use by an employer, prospective employer or volunteer organization to determine whether an employee, prospective employee or volunteer should be employed to operate a school bus, commercial vehicle, or for employment purposes related to driving by an individual as a condition of that individual's employment. Commercial vehicle is defined as any vehicle the principle use of which is the transportation of commodities, merchandise, produce, freight, animals, or passengers for hire. Obtaining WA MVRs for the employment screening of a non-commercial driving position is ALLOWED under Washington law if that position involves driving as part of their job responsibilities.

#### **To be a valid Release of Interest, all sections MUST be completed.**

- The State of Washington requires that a "Release of Interest" (following) be completed **PRIOR to ordering an MVR.**
- The Company section must be completed in full by providing all requested information, including signature and signature date/place.
- Answer the four (4) questions by selecting, "yes" or "no".
- The Employee, prospective employee or volunteer section must be completed by the applicant by providing information for the required fields, Name, Date of Birth and WA Driver's License.
- The ordering purpose (Authorization from), Employee, Prospective Employee or Volunteer" option should be selected. If selecting prospective employee, the release is good for only 30 days from the date of signature. A permanent release should be executed if employment offer is made.
- The company name should be entered below the ordering purpose.
- "HireRight" should be entered as the agent company name.
- The applicant's **AND** company representative's signature are requirements on the Release of Interest.

#### **THIS FORM MUST COMPLETED IN ITS ENTIRETY AND MAINTAINED FOR A MINIMUM OF TWO YEARS (from the date of the last MVR request) BY THE EMPLOYER, REGARDLESS OF WHETHER OR NOT THE INDIVIDUAL WAS HIRED BY YOUR COMPANY.**

Under our contract with the State of Washington, HireRight is required to perform **random audits on** Washington MVR requests. Should you be audited, you will receive notification from HireRight requesting a copy of the signed Washington release form. We will provide you with the individuals name and date of order. You will have seven (7) days to respond to the audit with a copy of the signed Washington release. Failure to respond timely or completely to these audits may result in termination of your access to Washington driving records.

Upon audit completion, you will be notified of a satisfactory audit, or if you have been put on probation or suspension. The Washington Department of Licensing will be notified of any Subscriber's misuse data.

## Driving Record Release of Interest

**Employers, prospective employers, volunteer organizations, or their agent** can get driving records for an employee, prospective employee, or volunteer when authorized. Use this form to get their authorization.

- Complete the Company section.
- Give this form to your employee, prospective employee, or volunteer to complete their section.
- For audit purposes, keep this completed form in your files for at least five years. Do not mail it to the Department of Licensing.

**Sealed juvenile records.** Information contained in a driving record related to a sealed juvenile record may not be used for any purpose unless required by federal law. The employee or prospective employee may furnish a copy of the court order sealing the juvenile record to the employer, prospective employer, or their agent.

**Company** –To be completed by the company or the agent of the company

PRINT or TYPE Company name	
Agent company name (if applicable) <b>HireRight</b>	
Company/Agent company address	
Authorized representative name	Title
<p>Answer the following</p> <p>1. Is this company an employer, prospective employer, or volunteer organization of the individual whose driving record is being requested? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Is the record you are requesting necessary for employment purposes related to driving by the employee or prospective employee as a condition of employment or related to driving by the volunteer at the direction of the volunteer organization? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Do you agree to use the information contained in the record exclusively for this purpose and not divulge it to a third party? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Do you agree to hold harmless the Washington State Department of Licensing for all matters relating to the release of the requested driving record? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Certification</p> <p><i>I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.</i></p> <p style="text-align: center;"><b>X</b></p> <p>_____</p> <p>Date and place signed <span style="margin-left: 200px;">Authorized representative signature</span></p>	

**Employee, prospective employee, or volunteer** – Complete this section and return the form to the company

PRINT or TYPE Full name (First, Middle, Last) of employee/prospective employee/volunteer	Date of birth (mm/dd/yyyy)	WA driver license number
<p>Authorization from</p> <p><input type="checkbox"/> Employee – for release of my driving record for employment purposes, at my employer's discretion for the full term of my employment</p> <p><input type="checkbox"/> Prospective employee – for release of my driving record for employment purposes, not to exceed 30 days from date signed</p> <p><input type="checkbox"/> Volunteer – for release of my driving record for a position applied for that requires me driving at the direction of the volunteer organization</p>		
Employer, prospective employer, or volunteer organization name		
Employer agent company name if acting on behalf of the company for employment purposes HireRight		
<p>Authorization</p> <p><i>I am an employee, prospective employee, or volunteer of the company named above and I request that a copy of my Washington State driving record be sent to them/their agent.</i></p> <p style="text-align: center;"><b>X</b></p> <p>_____</p> <p style="text-align: center;">Signature <span style="float: right;">Date</span></p>		