WASHINGTON

The Washington State release must be completely filled out by the prospective applicant and employer for each request. Forms must be forwarded to InfoMart at the time of the request.

Please note that the state of Washington will only process motor vehicle reports on applicants who are applying for positions that will require they operate a commercial vehicle. The state of Washington considers a commercial vehicle to be one whose:

"Principal use is the transportation of commodities, merchandise, produce freight, animals, or passengers for hire."

Any applicants not fitting this description cannot be processed by the State.

The following section will need to be completed by client:

"Company" Section

- Company name: Insert your company name
- Authorized representative name/Title: Name of the person filling out the form
- Certification: Client authorized representative signature/date

The following section will need to be completed by the employee/candidate:

"Employee, prospective employee, or volunteer" Section

- Full name of employee/prospective employee/volunteer: Employee/candidate name
- Date of birth: Employee/candidate date of birth
- WA driver license number: Employee/candidate license number
- Authorization from: Please check ONE of the three options.
    - Employee (current employee) - The release will remain valid for full term of employment
    - Prospective employee – The release will only be valid for 30 days from signature date
    - Volunteer
- Employer, prospective employer, or volunteer organization name: Name of company
- Authorization: Employee/candidate signature/date

WASHINGTON STATE DEPARTMENT OF LICENSING

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 two 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
Delta Sigma Theta Sorority Inc.

Agent company name *(if applicable)*
InfoMart

Company/Agent company address
1582 Terrell Mill Rd.; Marietta, GA 30067

Authorized representative name	Title
Dorcas E. Washington	Executive Director

Answer the following

1. Is this company an employer, prospective employer, or volunteer organization of the individual whose driving record is being requested? . . . . . ☑ Yes ☐ No
2. Is the record you are requesting necessary for employment purposes related to driving by the employee or prospective employee as a condtion of employment or related to driving by the volunteer at the direction of the volunteer organization? . . . . . ☑ Yes ☐ No
3. Do you agree to use the information contained in the record exclusively for this purpose and not divulge it to a third party? . . . . . ☑ Yes ☐ No
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? . . . . . ☑ Yes ☐ No

Certification

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

9/9/21 Washington, DC
Date and place signed

X Dorcas E. Washington
Authorized representative signature

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

Authorization from

☐ Employee – for release of my driving record for employment purposes, at my employer's discretion for the full term of my employment

☐ Prospective employee – for release of my driving record for employment purposes, not to exceed 30 days from date signed

☐ Volunteer – for release of my driving record for a position applied for that requires me driving at the direction of the volunteer organization

Employer, prospective employer, or volunteer organization name

Employer agent company name if acting on behalf of the company for employment purposes

Authorization

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.

X
Signature Date

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