

**Instructions for Completing**  
**CALIFORNIA DEPARTMENT OF MOTOR VEHICLE AUTHORIZATION FORMS**  
**From ADP Screening and Selection Services**

Requests for the California Driving Records require the requestor to provide a valid “requestor code” issued by the California Department of Motor Vehicles (DMV). Clients must complete the necessary forms contained within this packet and pay the California DMV \$50.00 for a requestor code that allows you to access California driving records for two years.

Please note: The California DMV will not sell driving records containing address information to third parties.

**If you have any questions about this form, please call ADP’s Client Services Department at 888-606-7868 for assistance.** You can also visit the California DMV’s Web site at [www.dmv.ca.gov](http://www.dmv.ca.gov). Click on “Other Services.” All forms and an informational guide are available for your review.

You will need to complete the forms listed below as part of the California DMV authorization process:

- Commercial Requestor Account Application (INF 1106)
- Information Security Statement (INF 1128) – Complete this form and retain at your workplace
- Commercial Requestor Account Terms and Conditions (INF 1230)

**Guidelines for the Commercial Requestor Account Application (INF 1106)**

This is the mandatory document you will need to complete in order to gain access to California driving records. Answer all questions on the form. Below are important tips to help you complete the form more easily.

- |           |  |
|-----------|--|
| Section E | Question 3, check box “a.”   |
| Section F | In response to Question 1, “Will you obtain information through a DMV approved Service Provider/Vendor?” check “Yes.”<br><br>For second part of Question 1, “If ‘Yes,’ is the access method online? (Instant Response)” check “No.”  |
| Section G | Under “1. IDENTIFY PROPOSED USE”, enter the following response, “Verify validity of stated driver’s license information for employment purposes.”<br><br>Next to “Type:” check “DL.”<br><br>Next to “Residence Address Requested” check “No.”<br><br>“2. IDENTIFY PROPOSED USE” is not applicable.<br><br>“3. IDENTIFY PROPOSED USE” is not applicable.<br><br>“4. IDENTIFY PROPOSED USE” is not applicable. |

Section H

Be sure to enter your organization's city and county and the date on the line above the signature spaces. Sign the document. Enter your name, title and phone number on the line below the signature line.

**Information Security Statement (INF 1128) Recordkeeping Tips**

The Information Security Statement is to be completed by your employees who are responsible for handling information received from the department. The completed form should be retained at your organization's worksite.

**Final Steps**

Mail required forms, with original signatures, signed by the same person, along with a check for \$50.00 to:

Department of Motor Vehicles  
Account Process – H221  
P.O. Box 944231  
Sacramento, CA 94244-2310

**In about 10 business days, the California DMV will send several forms back to you. Please fax those forms to ADP Screening and Selection Services, ATTN: Driving Record Compliance at 800-237-4011.**

Once we receive these state-issued forms, we will enter your requestor code into your ADP account and you can begin to order California driving records.