

# Notice

In order to gain access to Motor Vehicle Records we must schedule an on-site physical visit at your place of business. A fee of **\$99.95** will be charged to your account for the on-site visit. This is an on-site inspection to document compliance with the Fair Credit Reporting Act (FCRA).

Some things the inspector may document are:

- Locate a paper-shredder used to shred confidential documents
- Document door locks and/or alarm systems for security purposes
- Secure filing cabinets with locks
- Computer access is password protected on the computer where reports are accessed
- If you are in a home office, the office is located separately from the living space and has a door lock.
- Permanent exterior signage (Commercial offices only)
- A photo of the outside of your business, including signage and photo's of filing cabinet, paper shredder, workspace, and exterior showing the property address.

We use a third party inspection service that will contact you within 48 hours to schedule the visit at your convenience, usually within 5 business days.

The site inspection will determine access.

**interactiveinfo.net**  
**DMV AUDITS - Addendum**

Client shall keep and retain on file, for a period of not less than 5 (five) years, accurate and detailed information as to who is provided with DMV (Department of Motor Vehicles) Records, what specific Records were provided and for what purpose. These Records must be made immediately available to interactiveinfo.net or to any Jurisdiction or other governmental authority for review and copying upon request.

The information retained pursuant to this Section must include:

- Request date
- Requested individual
- Requestor
- Permissible purpose for each DMV Data report
- A signed release from the prospective or current employee each time a request is made for employment or employment pre-screening purposes
- Any other information sufficient to verify that the ordering and use of the DMV Data complies with the terms of the Agreement and Applicable Laws.

Initial audits shall be performed between 30-90 days after Client's first request for DMV Data from interactiveinfo.net.

Audits shall verify that the Release of Authorization contains: 1) the name of the Client for which the record was obtained; 2) the permissible purpose for which the record was obtained; 3) language permitting the acquisition of DMV data; and 4) the date the Release of Authorization was signed.

Failure of an audit will result in a Probationary audit. A failure of the Probationary audit may result in:

- Termination of Clients account with interactiveinfo.net
- Damages
- Legal action

Additional audits may include verification by the governing state Attorney General of any complaints filed against Client.

interactiveinfo.net reserves the right to perform any additional random audits when deemed necessary or required by any governmental agency.

Any serious breach of compliance or if required by state or federal government will result in the immediate termination of the account with interactiveinfo.net.

I understand that non-compliance with interactiveinfo.net's audit process or failure of an audit may result in one or more of the aforementioned actions, as well as notification to each state in which Client has requested DMV data.

Company Name: \_\_\_\_\_

Corporate Officer Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_