

National Application Processing & Screening, Inc.

1920 3rd Avenue North Bessemer, AL 35020

Phone Toll-Free: 866-425-9671, Fax Toll-Free: 866-425-5129

www.nationalaps.com

**OBTAINING MOTOR VEHICLE DRIVING RECORDS FROM
THE STATE OF PENNSYLVANIA**

The following document is a requirement of the Pennsylvania Department Of Transportation.

“End Users” must have an “Affidavit of Intended Use” on record and be pre-approved by PennDOT prior to placing any order for a Motor Vehicle Driving Record from the state of Pennsylvania.

This form must be completed in its entirety, notarized and mailed to:

**NAPS, Inc.
1920 3rd Avenue North
Bessemer, AL 35020**

**** NOTE: Failure to complete the “Affidavit of Intended Use” in its entirety may result in rejection of your request or further delay in ordering MVR records from this state. ****

INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT OF INTENDED USE

1. The affidavit must be completed and signed by a member of your agency or firm who has the authority to certify the agency or firm’s compliance.
2. Please complete each line on the form in its entirety to avoid delays in processing your affidavit. If requested information does not apply to your business insert “N/A” (not-applicable) on that line.
3. The person responsible for completing the affidavit must initial each of the nine (9) declaration statements, then sign and date the form in the presence of Notary.
4. This affidavit must be filed with your information provider and approved by PennDOT.
5. You are required to complete, notarize and file a new Affidavit of Intended Use whenever information about your company changes. (Name, address, ownership, telephone, website, etc.)

***Experience the total difference!
Guaranteed excellent performance!!***

**EMPLOYMENT AFFIDAVIT OF INTENDED USE
INFORMATION SALES UNIT**

PLEASE TYPE OR PRINT IN BLUE OR BLACK INK ALL INFORMATION

PA Department of Transportation • Bureau of Driver Licensing
P.O. Box 68272 • Harrisburg, PA 17106-8272

(See Reverse Side for Instructions)

Business Type (check one): Individual Partnership Corporation Non-Profit

Legal Business Name: _____

D/B/A Name (if applicable): _____

Person Responsible: Name: _____ Title: _____

Street Address: _____ P.O. Box: _____

City: _____ State: _____ Zip: _____

Business Telephone: (____) _____ Fax No.: (____) _____

E-mail: _____ Web Site Address: _____

Federal Employer ID No.: _____ If Corporation, Date & State of Incorporation: _____

Year Business Established: _____ Dun & Bradstreet #: _____ U.S. DOT #: _____ (if applicable)

Location of Records: For departmental on-site inspection, audit and review purposes. Check here, If address is same as above.

Street Address: _____ City: _____ State: _____ Zip: _____

Type of Business: _____**Ownership:** List below individual, each partner, or each corporate officer participating in the direction, control or management of the business. Attach list if needed.

<i>Name (Last, First, MI)</i>	<i>Title</i>	<i>Date of Birth (MM/DD/YYYY)</i>	<i>STATE Driver Lic. Issued</i>	<i>Day-Time Phone Number</i>
1.				
2.				
3.				

Please initial each statement below and sign at the bottom of the form.

- _____ 1. I swear and affirm that any requested information will be used for **employment** purposes only.
- _____ 2. I swear and affirm that I have on file a signed release for the subject of each driver record requested.
- _____ 3. I swear and affirm that I understand the driver record is confidential and restricted information and I will establish procedures to protect the confidentiality of these records.
- _____ 4. I swear and affirm that I will not request driver information from the Department for personal reasons. (Examples of inappropriate access or misuse of Department information include, but are not limited to: making personal inquiries on my own record or those of my relatives; accessing information about another person, including locating their residence address, for any reason that is not related to my job responsibilities.)
- _____ 5. I swear and affirm that the information obtained from the Department shall not be sold, assigned or otherwise transferred to any other party.
- _____ 6. I swear and affirm that I understand that the Department retains exclusive ownership of all driver record information provided and no record shall be combined and/or linked in with any other data on any database for any reason.
- _____ 7. I swear and affirm that the information obtained from the Department will not be used for direct mail advertising or any other type or types of mail or mailings.
- _____ 8. I swear and affirm that I will not disseminate or publish on the Internet the personal information obtained from the Department or allow any other person to disseminate or publish the personal information on the Internet without the express written permission of the Department.
- _____ 9. I swear and affirm that the statements made herein are true and correct, and that any statement made on or pursuant to this form is subject to the penalties of 18 PA C.S. Section 4903(a)(2) (relating to false swearing), which shall include punishment of a fine not exceeding \$5,000, or a term of imprisonment of not more than two years, or both.

Subscribed and Sworn			
to Before Me:	Mo.	Day	Year
S E A L	<i>Signature of Person Administering Oath</i>		
	Sign in Presence of Notary		

Signature_____
Date_____
Title