



SambaSafety Announcement

- 1. Elimination of Manual Order Processing in Pennsylvania**
- 2. Process for Ordering Real Time Electronic Records**

We have been informed by the Pennsylvania Department of Transportation (PennDOT) that their offices will remain closed, and manual MVR orders will not be processed until further notice.

As a result of this open-ended shut down and the ongoing risk of relying on manual order processing in Pennsylvania, SambaSafety is eliminating manual processing of MVR's and offering electronic access to all customers. This change is effective immediately. We are committed to offering support for every customer to enable a smooth transition to a superior service for real time MVR's.

All manual Pennsylvania orders that have been submitted to SambaSafety, but have not been processed or received back from the state, will need to be resubmitted using the real time MVR service. This impacts all orders submitted in March but may also impact orders submitted prior to March where results from the State have not been returned.

The attachments referenced below cover the necessary steps for electronic access to Pennsylvania MVRs and include technical guidance for your internal teams. This is a positive change that will result in reduced order processing time, elimination of manual paperwork and greater security in the delivery of these critical records.

Attachments:

1. Exhibit A (Process to qualify for Real Time MVR's in Pennsylvania)
2. Exhibit B (PennDOT Form DL-9105 (10-13) Employment Affidavit of Intended Use). Please send completed Affidavits to Customer Care at customercare@sambasafety.com.
3. Exhibit C (Specifications for API Delivery of PennDOT Access Code)

Exhibits are available for download at <https://go.sambasafety.com/PA-ordering.html>

For questions, please contact Customer Care at customercare@sambasafety.com.

Exhibit A

Qualification for Real Time MVRs in Pennsylvania

PennDOT mandates that, for an end user employer to receive access to real time MVR's, the end user employer must first complete the PennDOT Form DL-9105 (10-13) Employment Affidavit of Intended Use ("Affidavit") which is attached hereto as Exhibit B; this is a one-time requirement for each end user employer. Customers should submit all completed Affidavits to SambaSafety (a scanned PDF via email is acceptable sent to Customer Care at customercare@sambasafety.com). SambaSafety will submit the completed Affidavits to PennDOT and, subject to PennDOT approval, an access code will be issued by PennDOT for each employer end user. SambaSafety will return access codes to the customer for use with orders submitted via API.

Each electronic MVR order must include the applicable access code for the end user employer. The specifications for API delivery of the access code are attached hereto as Exhibit C. The order will generate an error if it lacks a valid access code.

Note: For manual orders, a copy of a signed consumer authorization was required to be submitted to SambaSafety with each MVR order. Although the Fair Credit Reporting Act (FCRA) requires that the end user employer certify that it has and will follow the FCRA disclosure and authorization requirements, electronic orders via API do not require that the customer provide SambaSafety with copies of the completed authorizations unless specifically requested pursuant to an audit.

Exhibit B

PennDOT Form DL-9105 (10-13) Employment Affidavit of Intended Use

Following 3 pages

Note: "Customer" as identified in the last page of the Affidavit is the end user employer


 Account Number: **106P** or #3

EMPLOYMENT AFFIDAVIT OF INTENDED USE INFORMATION SALES UNIT

(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: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Business Telephone: _____ Fax No.: _____

E-mail: _____ Website 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.

Name (Last, First, MI)	Title	Date of Birth (MM/DD/YYYY)	Driver License STATE	Day-Time Phone Number
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 _____

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 a Notary.**
4. This affidavit must be returned to your information provider.
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.)
6. If you need assistance in completing this affidavit, please contact your information provider.

PENNSYLVANIA COMPLIANCE TERMS

Required for access to PA records through the SambaSafety System

1. Confidentiality of Personal Information. Customer acknowledges that in connection with the receipt of Motor Vehicle Records ("MVR") data, it may receive "Personal Information" (including without limitation: name, address, driver's license number, date of birth) from the State of Pennsylvania. Customer agrees to treat as confidential all Personal Information received from the State of Pennsylvania through any source and to use such information only as permitted under applicable laws, and to disclose personal information only to those authorized and who have a need to know such information to accomplish their duties in accordance with applicable laws. Customer will not disclose Personal Information, except to Customer's affiliates, employees, agents or professional advisors who need to know it and who have agreed in writing (or in the case of professional advisors are otherwise bound) to keep it confidential and to use it only in accordance with applicable laws.

2. Use and Ownership of MVR Data. Customer agrees to only use the MVR data obtained as set forth in any applicable state-mandated forms, or that they will obtain approval from applicable state agencies prior to the release of any individual's name and address. Exclusive proprietary ownership of MVRs remains with the State of Pennsylvania and Customer agrees that use of MVR data is restricted to use, one time, for the permissible purpose declared by Customer.

3. Account Information. In order to receive MVR data from the State of Pennsylvania through SambaSafety, Customer: (a) shall not provide any such information to any third party; (b) agrees to limit access to Information Services only to its current employees whose responsibilities require such access and only to the extent necessary for its proper use in accordance with Applicable Law and as authorized by the Agreement; (c) agrees to immediately terminate the User ID and password granted in connection with the Agreement for any employee that leaves Customer's organization or violates any terms or conditions of the Agreement or in the event there is reason to believe such User ID or password might be compromised; (d) shall remain fully responsible and liable for any unauthorized use of its account number, User IDs or passwords granted in connection with receipt of Pennsylvania MVR data; and (e) agrees that Customer's employees shall be forbidden to attempt to obtain MVR data on themselves, associates, or any other persons, except in the exercise of their official duties for Customer.

4. Other Conditions

a) Retention. Customer shall make commercially reasonable efforts to promptly and adequately destroy any MVR data in its possession when the MVR data is no longer required for its authorized permissible purpose.

b) Use of Information Services. Customer will not disclose, distribute, resell and/or transfer any MVR data to any third party, nor provide any MVR data to individuals who are the subjects of MVR data, or to the general public except as required by the Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq., nor permit any third party direct access to the MVR data except as expressly permitted herein. Customer shall not, and shall not permit others to, use any MVR data for any solicitations, direct mail advertising, or any other mailings or communications.

Acknowledged and Agreed:

Signature: _____

Printed Name: _____

Title: _____

Date Signed: _____

Company Name ("Customer") _____