

Instructions for completing the Affidavit of Intended Use

1. The affidavit must be completed and signed by a member of your firm who has the authority to certify the agency or firm's compliance. **Member must be listed on Ownership section.**
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. *An incomplete document will require that it be returned to sender for completion, delaying the approval process.*
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. The completed and notarized affidavit must be **mailed** to iiX at the address shown below. Once received by iiX, the affidavit will be forwarded to PENNDOT for approval.
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. Please note that employment screeners may not access Pennsylvania driver records through iiX. Contact PennDOT directly for more details on employment screening.



Insurance Information Exchange
Attn: Government Relations
1716 Briarcrest, Ste 200
Bryan, TX 77802

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.