

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
1574 Crescent Pointe Pkwy
College Station, TX 77845



Account Number: _____

 IS THIS AN UPDATE TO THE EXISTING SUBACCOUNT? YES NO
 IF YES, THE CURRENT SUBACCOUNT NUMBER MUST BE LISTED.

SUBACCOUNT NUMBER _____

EMPLOYMENT AFFIDAVIT OF INTENDED USE

INFORMATION SALES UNIT

iiX PAI Account #7

(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	Phone Number	Email Address
1.			
2.			
3.			

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

- _____ 1. I swear or affirm that any requested information will be used for **employment** purposes only.
- _____ 2. I swear or affirm that I have on file a signed release for the subject of each driver record requested.
- _____ 3. I swear or 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 or 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 or affirm that the information obtained from the Department shall not be sold, assigned or otherwise transferred to any other party.
- _____ 6. I swear or 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 or 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 or 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 or 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	Signature of Person Administering Oath		
	Sign in Presence of Notary		

 Signature Date

 Title

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6. If you need assistance in completing this affidavit, please contact your information provider.