

## WEST VIRGINIA INSTRUCTIONS FOR STATE ACCESS

In accordance with the iiX Subscription Agreement, your business (“Customer”) is requesting that Verisk/iiX obtain West Virginia Motor Vehicle Records (“MVRs”) on your behalf. Per the West Virginia Department of Motor Vehicles (“WVDMV”) “Application & Agreement for Official Drivers License Data Access From West Virginia”, Customer must provide the following to Verisk/iiX:

1. Copy of the government issued photo identification for the individual who signed the existing Subscription Agreement (Agreement) between Customer and iiX.
2. Proof of Employment for the individual who signed the Agreement. For example:
  - a. Statement of confirmation of employment on company letterhead
  - b. Business license with signer’s name listed
  - c. Pay stub with financial information redacted

Please note that proof of employment and photocopies of IDs will be securely maintained in-house with iiX solely for the purpose of complying with the State’s requirements. This data will not be used for any other purposes. Other than WVDMV, this information will not be shared with any other entities.

These items may be mailed or faxed to:

iiX  
Attn: Compliance  
1574 Crescent Pointe Pkwy  
College Station, TX 77845  
Fax: 201-748-1019

If you wish to email the artifacts, they can be emailed to [iiXsetup@verisk.com](mailto:iiXsetup@verisk.com), but must be sent in an encrypted or secured manner.

Please note that if the individual who signed the Agreement is no longer associated with Customer, an updated Agreement or proof of assignment is needed to transfer signatory to an authorized Officer of the Customer.

iiX USE ONLY		
IDENTIFICATION VALIDATED? _____	PROOF OF EMPLOYMENT OBTAINED? _____	
NOTES/COMMENTS:		
DATE: _____	ACCESS GRANTED: Y/N	INITIALS: _____