



Washington Motor Vehicle Report

Instructions to order search

Please be advised that when requesting Washington DMV records for employment purposes, the end-user is required to have a Washington State release form (Attachment G-1 & G-2) signed by the prospective applicant/employee and by the employer.

** Employment records are limited by state statute to those individuals that drive as a condition of employment or otherwise at the direction of the employer. Misuse of records obtained from the State of Washington may result in prosecution under RCW 46.52.130.

To order a WA Motor Vehicle Report, please follow these instructions:

1. Order the WA Motor Vehicle Report online through your NCS account.
2. If ordering for a **prospective employee**, follow these instructions:
 - Washington Attachment G-1 – PROSPECTIVE EMPLOYEE REQUEST (Release form not to exceed thirty (30) days from date signed)
 - Leave Account Number blank.
 - Prospective Employee name goes on the first blank line provided in the first paragraph.
 - Must be dated and signed by prospective employee.
 - Must be dated and signed by prospective employer.
 - **Penalty Clause, read and understand RCW 46.52.130.
3. If ordering for an **employee**, follow these instructions:
 - Washington Attachment G-2 – EMPLOYEE REQUEST (Release form for the full term of employment)
 - Leave Account Number blank.
 - Employee name goes on the first blank line provided in the first paragraph.
 - Must be dated and signed by employee.
 - Must be dated and signed by employer.
 - **Penalty Clause, read and understand RCW 46.52.130.
4. E-mail the completed forms to support@nationalcrimesearch.com or fax to NCS at 800-571-6303.

The results will be uploaded to your online account and an e-mail will be sent to you as soon as the results are available. Please allow up to 2 business days for results. Contact NCS if you have any questions.

Phone: 888-527-3282 | Fax: 800-571-6303 | E-mail: support@nationalcrimesearch.com

Thank you for your business.

Sincerely,

NCS Customer Support

Your Background Screening Partner

**Attachment G-1
Prospective Employee Request**

That I, _____, am a prospective employee of the company named below and that I request a copy of my official Driving Record in the State of Washington be released to my prospective employer or their agent.

Authorization of prospective employee for release of abstract of driving record for employment purposes as defined in (C) below, not to exceed thirty (30) days from date signed:

Signature	Date	WA License # or print full name and date of birth
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EMPLOYER ATTESTATION

- A. That the company named below is a prospective employer of the above named individual and that I am a representative authorized to bind said company.
- B. That _____ is acting as agent on our behalf to obtain the abstract of driver records of the above named individual.
- C. An abstract of the full driving record maintained by the department may be furnished to an employer or prospective employer or an agent acting on behalf of an employer or prospective employer of the named individual for purposes related to driving by the individual as a condition of employment or otherwise at the direction of the employer.
- D. That the information contained in the abstracts of driver records obtained from the DEPARTMENT shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130, attached in part for easy reference.

By affirming my signature below, I declare under penalty of perjury, under the laws of the State of Washington, that the foregoing is true and correct.

COMPANY NAME

Address

_____ Name (print)	_____ Title
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_____ Signature	_____ Date
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The employer or prospective employer must maintain this record for a period of not less than two (2) years from the date of the most recent request. Failure to obtain all signatures or misuse of records obtained from the State of Washington may result in prosecution under RCW 46.52.130.

RCW for Attachment G-1 –Prospective Employee Request

Abstract of driving record — Access — Fee — Violations.

Upon a proper request, the department may furnish an abstract of a person's driving record as permitted under this section

(2) **Release of abstract of driving record.** An abstract of a person's driving record may be furnished to the following persons or entities:

(b) **Employers or prospective employers.** (i)(A) An abstract of the full driving record maintained by the department may be furnished to an employer or prospective employer or an agent acting on behalf of an employer or prospective employer of the named individual for purposes related to driving by the individual as a condition of employment or otherwise at the direction of the employer.

(B) Release of an abstract of the driving record of an employee or prospective employee requires a statement signed by: (I) The employee or prospective employee that authorizes the release of the record; and (II) the employer attesting that the information is necessary for employment purposes related to driving by the individual as a condition of employment or otherwise at the direction of the employer. If the employer or prospective employer authorizes an agent to obtain this information on their behalf, this must be noted in the statement.

(C) Upon request of the person named in the abstract provided under this subsection, and upon that same person furnishing copies of court records ruling that the person was not at fault in a motor vehicle accident, the department must indicate on any abstract provided under this subsection that the person was not at fault in the motor vehicle accident.

(ii) In addition to the methods described in (b)(i) of this subsection, the director may enter into a contractual agreement with an employer or its agent for the purpose of reviewing the driving records of existing employees for changes to the record during specified periods of time. The department shall establish a fee for this service, which must be deposited in the highway safety fund. The fee for this service must be set at a level that will not result in a net revenue loss to the state. Any information provided under this subsection must be treated in the same manner and is subject to the same restrictions as driving record abstracts.

(3) **Release to third parties prohibited.** Any person or entity receiving an abstract of a person's driving record under subsection (2)(b) through (i) of this section shall use the abstract exclusively for his, her, or its own purposes or as otherwise expressly permitted under this section, and shall not divulge any information contained in the abstract to a third party.

(4) **Fee.** The director shall collect a thirteen dollar fee for each abstract of a person's driving record furnished by the department. Fifty percent of the fee must be deposited in the highway safety fund, and fifty percent of the fee must be deposited according to RCW [46.68.038](#).

(5) **Violation.** (a) Any negligent violation of this section is a gross misdemeanor.

(b) Any intentional violation of this section is a class C felony.

**Attachment G-2
Employee Request**

That I, _____, am an employee of the company named below and that I request a copy of my official Driving Record in the State of Washington be released to my employer or their agent.

Authorization of employee for release of abstract of driving records for employment purposes as defined in (C) below, at my employers discretion for the full term of my employment:

<hr/>	<hr/>	<hr/>
Signature	Date	WA License # or print full name and date of birth

EMPLOYER ATTESTATION

- A. That the company named below is an employer of the above named individual and that I am a representative authorized to bind said company.
- B. That _____ is acting as agent on our behalf to obtain the abstract of driver records of the above named individual.
- C. An abstract of the full driving record maintained by the department may be furnished to an employer or prospective employer or an agent acting on behalf of an employer or prospective employer of the named individual for purposes related to driving by the individual as a condition of employment or otherwise at the direction of the employer.
- D. That the information contained in the abstracts of driver records obtained from the DEPARTMENT shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130, attached in part for easy reference.

By affirming my signature below, I declare under penalty of perjury, under the laws of the State of Washington, that the foregoing is true and correct.

COMPANY NAME

Address

_____ Name (print)	_____ Title
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_____ Signature	_____ Date
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The employer must maintain this record for a period of not less than two (2) years from the date of the most recent request. Failure to obtain all signatures or misuse of records obtained from the State of Washington may result in prosecution under RCW 46.52.130.

RCW for Attachment G-2 – Employee Request

Abstract of driving record – Access – Fee – Violations.

Upon a proper request, the department may furnish an abstract of a person's driving record as permitted under this section

(2) **Release of abstract of driving record.** An abstract of a person's driving record may be furnished to the following persons or entities:

(b) **Employers or prospective employers.** (i)(A) An abstract of the full driving record maintained by the department may be furnished to an employer or prospective employer or an agent acting on behalf of an employer or prospective employer of the named individual for purposes related to driving by the individual as a condition of employment or otherwise at the direction of the employer.

(B) Release of an abstract of the driving record of an employee or prospective employee requires a statement signed by: (I) The employee or prospective employee that authorizes the release of the record; and (II) the employer attesting that the information is necessary for employment purposes related to driving by the individual as a condition of employment or otherwise at the direction of the employer. If the employer or prospective employer authorizes an agent to obtain this information on their behalf, this must be noted in the statement.

(C) Upon request of the person named in the abstract provided under this subsection, and upon that same person furnishing copies of court records ruling that the person was not at fault in a motor vehicle accident, the department must indicate on any abstract provided under this subsection that the person was not at fault in the motor vehicle accident.

(ii) In addition to the methods described in (b)(i) of this subsection, the director may enter into a contractual agreement with an employer or its agent for the purpose of reviewing the driving records of existing employees for changes to the record during specified periods of time. The department shall establish a fee for this service, which must be deposited in the highway safety fund. The fee for this service must be set at a level that will not result in a net revenue loss to the state. Any information provided under this subsection must be treated in the same manner and is subject to the same restrictions as driving record abstracts.

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(4) **Fee.** The director shall collect a thirteen dollar fee for each abstract of a person's driving record furnished by the department. Fifty percent of the fee must be deposited in the highway safety fund, and fifty percent of the fee must be deposited according to RCW [46.68.038](#).

(5) **Violation.** (a) Any negligent violation of this section is a gross misdemeanor.

(b) Any intentional violation of this section is a class C felony.