

Driver and Plate Search (DAPS) and Driver Information and Adjudication System (DIAS) Agency Access Request

Please read the following instructions before completing the attached form to request access to the DAPS or DIAS systems.

An executive with the authority to authorize the **Account Administrator** to contractually bind your agency for system access must sign the form. A copy of documentation that identifies the administrator as an employee of your agency (examples: employee ID, credentials, badge, etc.) is also required. Once the application is approved, the Account Administrator will be required to create a License eXpress business account, add the service, and sign a click-to-agree Interagency Data Sharing Agreement for Driver and Vehicle System (DRIVES) Access ("Agreement").

After the DAPS or DIAS account is set-up, the Account Administrator will be able to add Managers to manage user access to the system.

It is important that you read and understand the Agreement's terms and conditions. Here is a link to the Agreement <https://www.dol.wa.gov/external/daps-dias.html> and below are some key points. Please refer to the Agreement for complete requirements:

- Access roles and responsibilities will be:
 - **Administrator** Administrator has the designated authority from your organization to click to agree on the Agreement. They will be the person accountable to the Department of Licensing (DOL) for administering this Agreement and for managing all Manager and User accounts on behalf of the Licensee. The Administrator has the capability to:
 - Perform authorized functions consistent with permissions granted by DOL;
 - Request codes to add Managers and Users;
 - Revoke Manager and User access; and
 - View and search activities performed by all Authorized Users.
 - **Managers** have the capability to:
 - Perform authorized functions consistent with permissions granted by DOL;
 - Request codes to add other Managers and Users;
 - Revoke Manager and User access; and
 - View and search activities performed by all Authorized Users.
 - **Users** have the capability to:
 - Perform authorized functions consistent with permissions granted by DOL; and
 - View and search their activities.
- Each authorized user must have an individual License eXpress account.
- Authorized user must be revoked immediately when it is no longer required for job responsibilities.

Governmental agencies can use the data for performing their job functions, except pursuant to Executive Order 17-01, DOL data may not be used for purposes of investigating, locating, or apprehending individuals for immigration related violations.

- You must proactively ensure that information accessed through DAPS and/or DIAS is only used as allowed by the Agreement and notify DOL immediately of any misuse.
- You must conduct annual assessments for data Privacy and Security Requirements, and internal control requirements of the Agreement and annually attest to DOL that you meet these requirements.

Driver and Plate Search (DAPS) and Driver Information and Adjudication System (DIAS) Agency Access Request

Governmental entities use this form to request access to the DAPS or DIAS systems. A person with authority to commit its organization to contractual obligations must sign this form.

Email the completed application and documentation that identifies the designated Account Administrator as an employee of your agency (examples: employee ID, credentials, badge, etc.) to: DataServices@dol.wa.gov

Online system access (*select all that apply*):

DAPS—online driver and vehicle records search for use in investigations
 DIAS— online system to view, electronically update, and request driver records and submit vehicle registration holds/releases used by courts, prosecuting attorneys, and government agencies.

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|--|-----------------------|
| Agency name | |
| ORI or NCIC number | EIN, TIN, or UBI |
| Office name and location | |
| Physical address (<i>Street, Apartment or suite number, City, State, ZIP code</i>) | |
| Mailing address (<i>Address or PO Box, City State, ZIP code</i>) | |
| Account administrator name (person authorized to agree to the click-through contract) | Title |
| Email | 10-digit phone number |
| <p>Provide a detailed explanation as to why you need access to these programs. Incomplete information may cause your application to be delayed or rejected.</p> | |
| <p>Will you disclose the information to third parties? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," to whom and why? Be specific.</p> | |
| <p>Pursuant to Executive Order 17-01 and RCW 43.17.425, do you understand that your organization must not use DOL data for purposes of investigating, locating, or apprehending individuals for immigration related violations? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | |
| <p>Do you have the authority to delegate the Account Administrator named above to agree to the contract terms and conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | |

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

X

Date and place

Signature (Type your name or sign here)

Title