

CPS Annual Statement of Compliance

Contracted Plate Search (CPS) agreement holders use this form to certify their compliance as required in their agreement with Department of Licensing (DOL). Failure to submit this certification may result in DOL conducting an audit at your expense, suspension of service, or termination of the agreement. Send the completed form using the Email Data Services button at the bottom of the form or scan and email to DataServices@dol.wa.gov. If you are sending information that includes data privacy and security deficiencies or other sensitive information, contact Data Services for a secure email link.

Business/Agency information

Business/Agency name		CPS account number
Contact name	(Area code) Phone number	Email
Authorized signer name	(Area code) Phone number	Email

Statement of Compliance

Privacy and Security Requirements

The annual statement of compliance must include:

- Review and verification of the Privacy and Security Requirements in your agreement.
- Review of all authorized users' access, Information Request Logs (IRL), and use of Protected Personal Information to make sure their access and use is within official job duties and the permissible uses in your agreement.
- Verification authorized users reviewed the CPS Agreement and signed the [Appropriate Use Declaration](#) prior to accessing CPS through License eXpress.

1. Did you conduct your annual self-assessment? Yes No
If "No," why not?

2. Are you in compliance with the Privacy and Security Requirements in your agreement? Yes No
If "No," describe any deficiencies and what has been done to resolve them:

3. Did you review all authorized users access and permissible uses? Yes No
If "No," explain:

4. Did you have any data security breaches or permissible use violations? Yes No
If "Yes," describe the breaches or violations and what has been done to resolve them:

Subrecipient Requirements (if applicable) – Attach current Subrecipient Roster to your return email

"Subrecipient" means any entity outside your immediate organization that receives or has access to protected personal information, including but not limited to subsidiaries, subcontractors, requesters or agents.

5. Are you in compliance with the Subrecipient requirements in your agreement? Yes No
If "No," describe any deficiencies and what has been done to resolve them:

6. Do you have a written Subrecipient agreement with each Subrecipient that sets forth the terms and conditions of the Privacy and Security Requirements in your agreement? Yes No
If "No," explain:

By typing or signing your name, you declare under penalty of perjury under the law of Washington that the foregoing is true and correct.