Business Partner User Request Form for Business Portal End Users

REGISTRY OF MOTOR VEHICLES

Effective Date: _____

A. Business Information

Type of agency ☐ Constable ☐ Government Agency ☐ Municipality ☐ Other: _____

Legal Business Name | DBA

FEIN:

Business Mailing Address:

Street | City | State | Zip Code

Security Contact (please print clearly)	Phone	Email

Security Contact Certification and Signature

I, _____, hereby certify the below named individual as a permitted user for this business.

Security Contact Signature: _____ Date: _____

B. Service Type- Vehicle Information only

Nature of request: ☐ New User ☐ Change Access Roles or ☐ Reactivate Access – To delete access email: RMV-DL-ISSecurity@state.ma.us

C. End User Information

End User Name

Massachusetts License #	Last 4 Digits of Social Security Number	Non Mass Residents must attach a photo copy of state issued license or ID.

User's Business Mailing Address:

Street | City | State | Zip Code

User's Email Address

If you have the following information:

ALARS ID: _____ ATLAS ID:: _____ Username or UAID: _____

Access Roles: Check all that applies ☐ Driver Basic Information ☐ Vehicle Basic Information ☐ Driver Histories ☐ Insurance Information

☐ Non-Renew ☐ Other: _____

Non-Renew Only: ☐ Inquiry Only or ☐ Inquiry with Update-List All Town Codes: _____

Type of Marking: ☐ Abandon/EZ Pass ☐ Excise ☐ Parking

*Note: Depending on your permitted use, you may not get access to all that is checked.

SAMPLE FOR REVIEW ONLY

End User Must read this RMV System ID Policy

Both RMV Systems ALARS and ATLAS stores personal and confidential data. The Federal Driver Privacy Protection Act (DPPA) and the Massachusetts Identity Theft Act, G.L. c. 93H protects this information. The DPPA broadly defines personal information as information that identifies an individual, including an individual's photograph, social security number, driver identification number, name, address, telephone number, and medical or disability information. Specifically excluded from the definition of personal information is information on vehicular accidents, driving violations, and driver's status.

You have been granted access to ATLAS and/or ALARS because your company is a permitted business partner allowed to access RMV records. If you are not clear on the business purpose for which you may access the RMV data, talk to your manager/supervisor.

You will be held personally responsible for all activity that occurs on your issued security credentials including:

any money collected (if applicable);

the accuracy of any transaction performed

any inquiry conducted

All transactions are the official records of the RMV; they are recorded, stored, monitored and audited. The RMV may in its sole discretion require you to explain and/or demonstrate the legitimate business purpose or permitted use for accessing the RMV's data for any particular transaction.

As the end user you will:

1. Never divulge your password to anyone
2. Only access the RMV data for business purposes.
3. Never leave your computer unattended with the ATLAS or ALARS actively logged on. You must lock the computer or log off before leaving your computer unattended.
4. Ensure that RMV records are not visible to unauthorized individuals;
5. Shred or deposit RMV records into a locked shredder container when no longer needed;
6. Never bring RMV records or use ATLAS/ALARS outside the workplace, unless required to perform your job duties.
7. Never knowingly obtain, disclose or use RMV records for a purpose not permitted under the DPPA. You may be liable for impermissible dissemination of personal information to any individual to whom the personal information pertains;
8. Never misrepresent yourself or make a false statement in connection with a request for personal information with the intention of obtaining said information in a manner not authorized in your companies signed Agreement for Access to Records and Data Maintained by the Registry of Motor Vehicles or the DPPA;
9. Never disseminate RMV records unless such dissemination is required by your specific job duties;
10. Never use RMV records in the furtherance of an illegal act, including a violation of any criminal or civil laws;

If you suspect your account has been compromised, contact the RMV IS Security at 857-368-7930 immediately.

The RMV reserves the exclusive right to alter or amend this policy at any time.

End User Affirmation and Signature
I, _____, agree and will abide by the policy described above. Violation of this policy may be subjected to disciplinary actions, including termination of RMV access, criminal proceedings and/or fines per each violation. End User Signature: _____ Date: _____

Return BOTH pages of this form to: **RmvBusinessPartners@state.ma.us or mail to:**
MassDOT RMV-IS Security ● 25 Newport Avenue Ext. ● Quincy, MA 02171

Security Administration Use Only			
Assigned System ID		Password	
Date Received (MM/DD/YYYY) – –	CMC	Model	Security
ATLAS ID	PWD	ATLAS Group(s)	
24/Sat	VPN:	VPN Group	
Tr/Sent	AC	VPN requested:	VPN Sent:

SAMPLE FOR REVIEW ONLY