



Business Portal User Request Form

Effective Date: _____

A. Business Information

Type of agency Constable Government Agency Municipality Other: _____

Legal Business Name _____

DBA _____ Federal Employer ID Number (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. Request Type

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: ATLAS ID: _____

Program Type must be the same as checked on your businesses Agreement for Access to Records and Data Maintained by Registry of Motor Vehicles.

Program Type: (Check all that apply)	Access Levels: (Check needed access for the program type requested)			
<input type="checkbox"/> Constable	<input type="checkbox"/> Driver Inquiry	<input type="checkbox"/> Vehicle Inquiry and/or	<input type="checkbox"/> Driving Records	
<input type="checkbox"/> General	<input type="checkbox"/> Driver Inquiry	<input type="checkbox"/> Vehicle Inquiry	<input type="checkbox"/> Driving Records and/or	<input type="checkbox"/> Insurance Inquiry
<input type="checkbox"/> General-Fleet-Registrations	<input type="checkbox"/> Process Vehicle Registrations/Titles			
<input type="checkbox"/> General-Salvage Title	<input type="checkbox"/> Title update			
<input type="checkbox"/> Excise Tax Commitments	<input type="checkbox"/> Driver Inquiry	<input type="checkbox"/> Vehicle Inquiry	<input type="checkbox"/> Change garaging address	
<input type="checkbox"/> Non-Renewal	<input type="checkbox"/> Driver Inquiry	<input type="checkbox"/> Vehicle Inquiry	<input type="checkbox"/> Process Marks and Clears	
→ Non-Renewal Type (select all that apply): <input type="checkbox"/> Abandon <input type="checkbox"/> Excise <input type="checkbox"/> Parking <input type="checkbox"/> EZ Pass/Pay by Plate and/or <input type="checkbox"/> Tolling				
<input type="checkbox"/> Other: _____				

Non-Renew Only: List All Town Codes for Marking/Clearing: _____

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

End User Must read this RMV System ID Policy

The RMV System(s) 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 RMV System(s) 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.

The RMV may conduct background checks to ensure that you have not been convicted of a felony involving violence, dishonesty, deceit or indecency. If you have been convicted of such a felony you may not be authorized to access the RMV systems or view its data.

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 the RMV system(s) 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
<p>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.</p> <p>End User Signature: _____ Date: _____</p>

Return BOTH pages of this form to: RmvBusinessPartners@dot.state.ma.us

Security Administration Use Only			
Assigned System ID	Password		
Date Received (MM/DD/YYYY) - -	ATLAS Account Created	Verify Info	Roles Added
Trained:	VPN:	VPN Group:	
Access Sent:	AC	VPN Requested	VPN Sent