



Instructions for completing the WA DMV Release Form:

- Attachment F: Release of Interest
  1. Enter the Company Name (**Employer/End-User**)
  2. **Employer/End-User** should sign the Authorized Representative name with Title.
  3. **Employer/End-User** should sign/date the Certification section. Electronic signatures are accepted.
  4. Enter the **candidate's** full name for "Employee/Prospective/Volunteer Name."
  5. Enter the **candidate's** Full Name, WA Driver's License Number and Date of Birth in the boxes designated.
  6. **Candidate** must check the "Authorization From" options which identify specifically if the record is for an Employee, Prospective Employee or Volunteer.
  7. **Candidate** must sign and date as "Employee/Prospective Employee/Volunteer in the boxes designated. Electronic signatures are accepted.
  8. The **Employer/End-User** information should be provided at the bottom of the form for Employer, Prospective employer, or volunteer organization name.
  9. **Candidate** must sign and date the bottom of the form. Electronic signatures are accepted.

***The employer or prospective employer must maintain this signed document for a period of not less than 5 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.***

- Attachment F – Release of Interest – **Important Information:**
  1. Release must be completed prior to requesting Washington DMV information.
  2. Release must be completed as directed and kept on file by the end-user/employer.
  3. Release must be made available upon request by Vendor, for auditing purposes.

\* The candidate must sign and date the form within 30 days of processing the initial DMV check. The original release form does authorize the release of abstract of driving records for employment purposes at the employer's discretion for the duration of employment. However, the original release is to be provided to Sterling Talent Solutions upon any rescreening submissions for results to be completed.

Washington DMVs cannot be processed until the release is received by Sterling Talent Solutions. Upon receipt of a completed release, the Washington DMV results should be returned within 1 business day.

The Washington MVR release may be completed entirely electronic including all signatures.

## Driving Record Release of Interest

**Employers, prospective employers, volunteer organizations, or their agent** can get driving records for an employee, prospective employee, or volunteer when authorized. Use this form to get their authorization.

- Complete the Company section.
- Give this form to your employee, prospective employee, or volunteer to complete their section.
- For audit purposes, keep this completed form in your files for at least five years. Do not mail it to the Department of Licensing.

**Sealed juvenile records.** Information contained in a driving record related to a sealed juvenile record may not be used for any purpose unless required by federal law. The employee or prospective employee may furnish a copy of the court order sealing the juvenile record to the employer, prospective employer, or their agent.

**Company** – To be completed by the company or the agent of the company

PRINT or TYPE Company name	
Agent company name (if applicable)	
Company/Agent company address	
Authorized representative name	Title
<p>Answer the following</p> <p>1. Is this company an employer, prospective employer, or volunteer organization of the individual whose driving record is being requested? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Is the record you are requesting necessary for employment purposes related to driving by the employee or prospective employee as a condition of employment or related to driving by the volunteer at the direction of the volunteer organization? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Do you agree to use the information contained in the record exclusively for this purpose and not divulge it to a third party? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Do you agree to hold harmless the Washington State Department of Licensing for all matters relating to the release of the requested driving record? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Certification</p> <p><i>I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.</i></p> <p style="text-align: center;"><b>X</b></p> <p>_____</p> <p>Date and place signed <span style="float: right;">Authorized representative signature</span></p>	

**Employee, prospective employee, or volunteer** – Complete this section and return the form to the company

PRINT or TYPE Full name (First, Middle, Last) of employee/prospective employee/volunteer	Date of birth (mm/dd/yyyy)	WA driver license number
<p>Authorization from</p> <p><input type="checkbox"/> Employee – for release of my driving record for employment purposes, at my employer’s discretion for the full term of my employment</p> <p><input type="checkbox"/> Prospective employee – for release of my driving record for employment purposes, not to exceed 30 days from date signed</p> <p><input type="checkbox"/> Volunteer – for release of my driving record for a position applied for that requires me driving at the direction of the volunteer organization</p>		
Employer, prospective employer, or volunteer organization name		
Employer agent company name if acting on behalf of the company for employment purposes		
<p>Authorization</p> <p><i>I am an employee, prospective employee, or volunteer of the company named above and I request that a copy of my Washington State driving record be sent to them/their agent.</i></p> <p style="text-align: center;"><b>X</b></p> <p>_____</p> <p style="text-align: center;">Signature <span style="float: right;">Date</span></p>		