

New Jersey Motor Vehicle Commission
Business & Government Services
P.O. Box 122
Trenton, NJ 08666-0122
609-292-4572

ALL PAGES MUST BE COMPLETED AND SUBMITTED FOR YOUR REQUEST TO BE CONSIDERED.

YOUR SIGNATURE IS REQUIRED ON THE LAST PAGE.

Once completed, mail this form to the New Jersey Motor Vehicle Commission (MVC), Business & Government Services unit at the above address. You must attach a copy of your Certification of Incorporation or, if you are a Private Investigator, a copy of your PI license.

Please Check One: New Application Revised Application Renewal Application Online Account #:

Company Information			
Company Name:			
Federal Tax ID#:	Company Phone #:	Company Fax #:	
Street Address:			
City:	State:	Zip Code:	
Do you do business under any other names?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>If yes, please list any other names:</i>
Have any of the owners/principals of this company ever had their ability to obtain records from the State of New Jersey or any other jurisdiction suspended or revoked?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>If yes, please state when, the name of the company, and the state where suspended or revoked:</i>
Have any of the owners/principals of this company ever been convicted of any crime arising out of fraud or improper use/release of Personal Information? *	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>If yes, please state the nature of the conviction, the date of conviction, and the jurisdiction:</i>
Do you have any subsidiary companies or a parent company purchasing information directly from the MVC?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>If yes, please provide information in the "Parent Company/Subsidiary/Related Entity" section that follows.</i>
Nature of Business Activity:			
Contact Information (Address where you would like your correspondence sent to)			
Contact Administrator Name:			
Company Phone #:	Company Email Address:		
Street Address:			
City:	State:	Zip Code:	

* Personal Information means information that identifies an individual, including an individual's photograph; social security number; driver identification number; name; address other than the five-digit zip code; telephone number; and medical or disability information, but does not include information on vehicular accidents, driving violations, and driver's status.

Application for Online Access to Motor Vehicle Records



Parent Company / Subsidiary / Related Entity Information					
Company Name Shown on MVC Application:					
MVC CAIR Account Number (if applicable):			Relationship to Your Company:		
Street Address:					
City:		State:		Zip Code:	
Is this business now or has it ever been suspended from purchasing MVC information?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Has this business ever had its ability to purchase MVC information permanently revoked?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Accessing Information						
Will you be requesting (please select one)?		Individual Requests <input type="checkbox"/>		OR	Batch Requests (250+ = Batch) <input type="checkbox"/>	
Type of access required (select all applicable)	5-Year Driver History <input type="checkbox"/>	Full Driver History <input type="checkbox"/>	Registration Inquiry <input type="checkbox"/>	Title History <input type="checkbox"/>	Title Inquiry <input type="checkbox"/>	Driver Status <input type="checkbox"/>
In your own words, state your intended use for each access of information obtained from the Motor Vehicle Commission. Attached additional sheets if necessary. <i>(please be specific).</i>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>					
Anticipated number of employees that will access the online system: (Please provide a complete list of employees who will have access)	How will users access the MVC online system?		Office <input type="checkbox"/>	Home <input type="checkbox"/>	Both <input type="checkbox"/>	
Are you reselling or disclosing, or do you intend to resell or disclose the MVC records that you obtain?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>If yes, you will be required to provide:</i> a) A list of your clients to whom you will be reselling or disclosing personal information, mailed to the above address or emailed in MS Excel format to MVC.CAIR@mvc.nj.gov . b) A separate document detailing the procedures/methods you will use to monitor the use of the information to ensure that your client(s) comply with the NJ State and federal Driver Privacy Protection Acts.			
Is your business now or has it ever been suspended from purchasing MVC information?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Has your business ever had its ability to purchase MVC information permanently revoked?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

**ONLY COMPLETE IF REQUESTING TITLE HISTORY
TITLE (OWNERSHIP) HISTORY – APPROVAL GUIDELINES**

It is MVC’s responsibility to ensure that the integrity of Title (Ownership) History database is not compromised, therefore, approval of this feature will only be granted when the following documentation is provided to the MVC:

An original letter from any/all Insurance Company(s) indicating that you have been hired and/or authorized by them to conduct automobile insurance fraud investigations

The letter must be on the Insurance Company’s letterhead signed by an executive of the company completion of the Certification form.

CERTIFICATION FOR USE OF TITLE (OWNERSHIP) HISTORY

I certify that the Title (Ownership) History will only be used in conjunction with automobile insurance fraud investigations on behalf of the insurance companies for which,

_____, is entitled to do
(Applicant Company Name Here)

business as evidenced by letters supplied to MVC.

Name: _____
(Please print)

Signature: _____

Date: _____

NEW JERSEY MOTOR VEHICLE COMMISSION TECHNOLOGY QUESTIONNAIRE

Company Name:		MVC CAIR Account Number (if renewing):
Name of Company Representative:	Title of Company Representative:	Phone Number:

The New Jersey Motor Vehicle Commission (MVC) requires that customers of the CAIR (Customer Abstract Information Retrieval) program perform due diligence in their protection of any information and data obtained through the program. The protection of this information and data is of the utmost importance for the MVC. The sensitivity of this data and the increase of identity theft requires that we partner with you to ensure that MVC and you meet our obligations under the Driver Privacy Protection Act (DPPA) and that your technology environment meets both Federal Information Security Act (FISMA) and the National Institute of Standards and Technology (NIST) standards. The terms and conditions related to protection of this information and data can be found within the CAIR agreement. Requestors to the CAIR program must be able to demonstrate their ability to comply with these terms and conditions.

*Please complete this questionnaire and submit it with your application. **All parts must be completed.** Do not leave blanks. If something is not applicable, please indicate this on the questionnaire and explain why. If you need more space to provide the information requested, indicate so next to the question and attach additional pages. All pages of this questionnaire must be returned.*

Scope of the questionnaire

All MVC PI and PII (see below) data held in electronic format or contained within a structured manual filing system must be audited. In particular, but not exclusively, the audit will cover PII data held in the following systems and formats:

- Personal Computer
- Databases
- Servers
- Virtual Machines
- Cloud Services
- Document management systems (including documents stored in standard directory structures)
- Individual computer files where appropriate, e.g., spreadsheets and other such analysis tools, word-processed lists
- Structured e-mail directories
- Structured manual filing systems that can be referenced by individual, e.g., student files, staff files, survey data forms, examination scripts, holiday charts/lists, directories, publication lists
- Web-pages
- Microfiche
- CD's
- Thumb drives or memory sticks
- Any other storage devices not listed here
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Please note that in conducting the audit it will be necessary to meet with all staff within your organization to ensure that PI and PII is being handled uniformly and according to the aforementioned standards.

Definitions

Driver's Privacy Protection Act (DPPA) is a federal and State law that limits the occasions when state departments of motor vehicles and authorized recipients may disclose to the public personal information contained in a person's motor vehicle record, which includes a motor vehicle operator's permit, motor vehicle title, motor vehicle registration, or identification card issued by a department of motor vehicles. Many states have enacted similar legislation further regulating this data. (*N.J.S.A.39:2-3.3 et seq.*)

Personal Information (PI) means information that identifies an individual, including an individual's photograph; social security number; driver identification number; name; address other than the five-digit zip code; telephone number; and medical or disability information, but does not include information on vehicular accidents, driving violations, and driver's status. (*N.J.S.A.39:2-3.3*)

Personally Identifiable Information (PII) means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

NEW JERSEY MOTOR VEHICLE COMMISSION TECHNOLOGY QUESTIONNAIRE (cont.)

Questions

User Access:

Q1. **If you are renewing your application**, provide a list of the users in your organization who have access or who will have access to the MVC's CAIR system. Please be advised that each user **MUST** have their own logon ID.
(If necessary, attach a separate sheet of paper.)

Name:	E-Mail Address:	Logon ID:

Operating System:

Q2. What OS (Operating System) version(s) are your servers, laptops and PCs utilizing? If you are not running the latest version(s), do you have plans and a timetable to upgrade? If yes, what are your plans and timetable to upgrade?

Anti-Virus|Spyware:

Q3. What anti-virus and related software are you currently utilizing and what version(s)? If you are not running the latest version(s), do you have plans and a timetable to upgrade? If yes, what are your plans and timetable to upgrade?

Q4. When accessing or manipulating MVC data, is your organization logging the anti-virus, anti-spyware, or anti-malware events from your servers, laptops, PCs, or any other device?

Q5. Does your organization periodically assess security controls within your information system(s)? If so, how often and what industry standards are you following?

Security:

Q6. If there is a data breach, what is your incident response procedure?

Q7. Based on the provisions of the Driver's Privacy Protection Act (DPPA), how is your organization planning to protect the Motor Vehicle Commission's PI and PII data? In the event PI or PII data has been lost, leaked or mishandled, what is your organization's current process for notifying motor vehicle departments affected?

Q8. Is your organization logging any network events that would allow you to determine if a data security breach may have occurred?

Q9. Is the MVC data encrypted at rest and at transmission?

NEW JERSEY MOTOR VEHICLE COMMISSION TECHNOLOGY QUESTIONNAIRE (cont.)

Q10. How does your organization monitor for insider threats to MVC data?

Q11. Does your organization have policies and procedures to identify Advanced Persistent Threats (APTs) within your organization? Please describe them.

Q12. Does your organization provide all staff members with data security awareness training? If so, please provide the date that the most recent training was provided and describe the training program used.

Q13. Does your organization's training include the proper handling of MVC PI and PII data?

Data Storage:

Q14. Are you following key practices in log management listed below?

	Circle One	
Prioritizing log management throughout the organization	yes	no
Establishing policies and procedures for log management	yes	no
Creating and maintaining a secure log management infrastructure	yes	no
Providing proper training for all staff with log management responsibilities	yes	no

Q15. For your organization's network infrastructure, servers and related appliances, are you logging security events where MVC data is temporally stored?

Q16. What other network devices are you logging activity on (i.e. switched routers and firewalls)?

Q17. How long do you maintain your security logs?

Q18. How long do you retain MVC data? Please specify the format.

Q19. Is MVC data co-mingled with other data?

Q20. Does your organization catalog MVC data and information? If so, how and where is it stored?

Is additional space needed to respond to the technology questionnaire? If so, please attach additional pages.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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NEW JERSEY MOTOR VEHICLE COMMISSION TECHNOLOGY QUESTIONNAIRE (cont.)

Application for Online Access to Motor Vehicle Records



CERTIFICATION OF REQUESTOR

**PLEASE READ AND INITIAL NEXT TO THE CATEGORY THAT APPLIES TO YOUR SPECIFIC USE OF THE MVC RECORDS.
SIGN AND DATE THE CERTIFICATION.**

USES PERMITTED BY N.J.S.A. 39:2-3.4(c)

- _____ For use by any government agency including any court or law enforcement agency carrying out its functions, or any private person or entity acting on behalf of a federal, State or local agency in carrying out its functions.
- _____ For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls or advisories; performance monitoring of motor vehicles; motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and the removal of non-owner records from the original owner records of motor vehicle manufacturers.
- _____ For use in the normal course of business by a legitimate business or its agents, employees or contractors, but only;
1. to verify the accuracy of personal information submitted by the individual to the business or agents, employees or contractors; and
 2. if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by pursuing legal remedies against, or recovering on a debt or security interest against the individual.
- _____ For use in connection with any civil, criminal, administrative or arbitral proceeding in any federal, State or local court or agency or before any self-regulating body, including service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a federal, State or local court.
- _____ For use in educational initiatives, research activities, and in producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact individuals and, in the case of educational initiatives, only to organ procurement organizations as aggregated, non-identifying information.
- _____ For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating or underwriting.
- _____ For use in providing notice to the owners of towed or impounded vehicles.
- _____ For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under the "Commercial Motor Vehicle Safety Act," 49 U.S.C. App. §2710 et seq.
- _____ For use in connection with the operation of private toll transportation facilities.
- _____ For use by an organ procurement organization designated pursuant to 42 U.S.C. §1320b-8 to serve in the State of New Jersey, or any donor registry established by any such organization, exclusively for the purposes of determining, verifying, and recording organ and tissue donor designation and identity.

I hereby certify that the foregoing statements and submitted supporting lists and documents are true. I understand that if any of the statements or submitted supporting lists and documents are willfully false, I am subject to punishment. I have read N.J.S.A. 39:2-3.4 ("Drivers' Privacy Protection Act") and I have initialed all the permitted purposes that apply to my request for online access. I will only use personal information contained in records I have requested as permitted by the Drivers' Privacy Protection Act and the MVC.

Name and Title of Authorized company Representative
(Print Name)

Name of Company

Signature of Authorized Company Representative
(Original Signature)

Date