



**BACKGROUND BUREAU**  
.....INCORPORATED.....

**FAST FACTS ON BACK TRACKS**  
.....BEFORE YOU HIRE.....

To: Whom it may concern

From: Abby Rekers – Background Bureau, Inc.

Effective immediately, new regulations will take place in the processing of Pennsylvania driving record requests. Please complete and notarize the attached form according to the instructions and mail the form back to Background Bureau. It will then take about 5 business days for processing. After this takes place, you should have your driving records back in a timelier manor. Please note that the Pennsylvania Department of transportation is requiring that we go through this process and will not allow us to process your driving records without this form. Please mail the notarized form to:

Background Bureau, Inc.  
Attn: Abby Rekers  
2019 Alexandria Pike  
Highland Heights, KY 41076

Thank you for your cooperation and, as always, we appreciate your business.

Abby Rekers  
Background Bureau, Inc.

### **INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT OF INTENDED USE**

1. The affidavit must be completed and signed by a member of your agency or firm who has the authority to certify the agency or firm's compliance.
2. Please complete each line on the form in its entirety to avoid delays in processing your affidavit. If requested information does not apply to your business insert **n/a** (not-applicable) on that line.
3. The person responsible for completing the affidavit **must initial each of the nine (9) declaration statements, then sign and date the form in the presence of a Notary.**
4. This affidavit must be filed with your information provider and approved by PennDOT.
5. You are required to complete, notarize and file a new Affidavit of Intended Use whenever information about your company changes. (name, address, ownership, telephone, website, etc.)

# EMPLOYMENT AFFIDAVIT OF INTENDED USE INFORMATION SALES UNIT

PLEASE TYPE OR PRINT IN BLUE OR BLACK INK ALL INFORMATION



PA Department of Transportation • Bureau of Driver Licensing  
P.O. Box 68272 • Harrisburg, PA 17106-8272

(See Reverse Side for Instructions)

**Business Type (check one):**    Individual    Partnership    Corporation    Non-Profit

Legal Business Name: \_\_\_\_\_

D/B/A Name (if applicable): \_\_\_\_\_

Person Responsible: Name: \_\_\_\_\_ Title: \_\_\_\_\_

Street Address: \_\_\_\_\_ P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Telephone: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Web Site Address: \_\_\_\_\_

Federal Employer ID No.: \_\_\_\_\_ If Corporation, Date & State of Incorporation: \_\_\_\_\_

Year Business Established: \_\_\_\_\_ Dun & Bradstreet #: \_\_\_\_\_ U.S. DOT #: \_\_\_\_\_ (if applicable)

**Location of Records:** For departmental on-site inspection, audit and review purposes.  Check here, if address is same as above.

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Ownership:** List below individual, each partner, or each corporate officer participating in the direction, control or management of the business. Attach list if needed.

Name (Last, First, MI)	Title	Date of Birth (MM/DD/YYYY)	STATE Driver Lic. Issued	Day-Time Phone Number
1.				
2.				
3.				

Please **initial** each statement below and sign at the bottom of the form.

- \_\_\_\_\_ 1. I swear and affirm that any requested information will be used for **employment** purposes only.
- \_\_\_\_\_ 2. I swear and affirm that I have on file a signed release for the subject of each driver record requested.
- \_\_\_\_\_ 3. I swear and affirm that I understand the driver record is confidential and restricted information and I will establish procedures to protect the confidentiality of these records.
- \_\_\_\_\_ 4. I swear and affirm that I will not request driver information from the Department for personal reasons. (Examples of inappropriate access or misuse of Department information include, but are not limited to: making personal inquiries on my own record or those of my relatives; accessing information about another person, including locating their residence address, for any reason that is not related to my job responsibilities.)
- \_\_\_\_\_ 5. I swear and affirm that the information obtained from the Department shall not be sold, assigned or otherwise transferred to any other party.
- \_\_\_\_\_ 6. I swear and affirm that I understand that the Department retains exclusive ownership of all driver record information provided and no record shall be combined and/or linked in with any other data on any database for any reason.
- \_\_\_\_\_ 7. I swear and affirm that the information obtained from the Department will not be used for direct mail advertising or any other type or types of mail or mailings.
- \_\_\_\_\_ 8. I swear and affirm that I will not disseminate or publish on the Internet the personal information obtained from the Department or allow any other person to disseminate or publish the personal information on the Internet without the express written permission of the Department.
- \_\_\_\_\_ 9. I swear and affirm that the statements made herein are true and correct, and that any statement made on or pursuant to this form is subject to the penalties of 18 PA C.S. Section 4903(a)(2) (relating to false swearing), which shall include punishment of a fine not exceeding \$5,000, or a term of imprisonment of not more than two years, or both.

<b>Subscribed and Sworn to Before Me:</b>			
	<b>Mo.</b>	<b>Day</b>	<b>Year</b>
<b>S E A L</b>	<i>Signature of Person Administering Oath</i>		
	<b>Sign in Presence of Notary</b>		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title