

# Consent Release Form Instructions

Please complete the attached form entirely to process the search and return to First Advantage.

You must include the attached Cover Sheet when returning the completed form.

Choose one option below:

## **1. Upload Signed Form Electronically to First Advantage**

- If you are still in the process of filling out your information in Candidate Portal, upload a clear scanned copy of the signed form along with the attached Cover Sheet on the “Documents” tab/step in Candidate Portal by clicking the “Upload” button or dragging the signed form to drop section.
- If you have already completed all other steps and submitted your data, you will receive a separate email with a link to the Candidate Portal Activity Center where you will be able to upload the signed form.

## **2. Email Signed Form Electronically to First Advantage**

- Email the signed form along with the attached Cover Sheet to: [MVR\\_Consent-ST@fadv.com](mailto:MVR_Consent-ST@fadv.com)

## **3. Fax Signed Form to First Advantage First Advantage**

- Fax the signed form along with the attached Cover Sheet to: **+1-646-829-3236**

## **4. Mail Signed Form to First Advantage**

- Mail the original signed form along with the attached Cover Sheet to:

**First Advantage**  
ATTN: MVR Department  
7271 Engle Rd., Suite 200,  
Cleveland, OH 44130  
United States

# USE THIS COVER SHEET

(Must accompany all signed forms)

----- URGENT -----

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ATTENTION: **MVR CONSENT TEAM**

FAX: +1 646-829-3236

EMAIL: [MVR\\_Consent-ST@fadv.com](mailto:MVR_Consent-ST@fadv.com) (US)

CLIENT NAME:

CONSENT FORM NAME:

Instructions for completing the WA DMV Release Form:

**Employee, prospective employee, or volunteer Section: This section needs to be completed by the applicant.**

**Please review the sample form filled with information highlighted in Red that needs to be completed by Candidate.**

1. Enter the **candidate's** Full Name, WA Driver's License Number and Date of Birth in the boxes designated.
2. **Candidate** must check the "Authorization From" options which identify specifically if the record is for an Employee, Prospective Employee or Volunteer.
3. **Candidate** must sign and date as "Employee/Prospective Employee/Volunteer in the boxes designated. **Electronic signatures are accepted.**

**Company Section: This section needs to be completed by the Employer/ End-User.**

**Please review the sample form filled with information highlighted in Blue that needs to be completed by Employer/End-User.**

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. The **Employer/End-User** information should be provided at the bottom of the form for Employer, Prospective employer, or volunteer organization name under **Employee, prospective employee, or volunteer Section.**

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 <b>ABC Company</b>	
Agent company name (if applicable) Sterling	
Company/Agent company address <b>7271 Engle Road, Suite 200, Cleveland, OH 44130</b>	
Authorized representative name <b>John Doe</b>	Title <b>HR</b>
Answer the following	
1. Is this company an employer, prospective employer, or volunteer organization of the individual whose driving record is being requested? .....	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Certification <i>I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.</i>	
<b>01/01/2022 Seattle, WA</b>	<b>X John Doe</b>
Date and place signed	Authorized representative signature

**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 <b>Mark Marsupial</b>	Date of birth (mm/dd/yyyy) <b>02/02/1980</b>	WA driver license number <b>ABC12D4E5FGH</b>
Authorization from		
<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 <input type="checkbox"/> Prospective employee—for release of my driving record for employment purposes, not to exceed 30 days from date signed <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		
Employer, prospective employer, or volunteer organization name <b>ABC Company</b>		
Employer agent company name if acting on behalf of the company for employment purposes Sterling		
Authorization <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>		
<b>X Mark Marsupial</b>		<b>02/03/2022</b>
Signature		Date

## 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>		