Business Portal User Request Form

MassDOT RMV-IS Security
25 Newport Avenue Ext. ● Quincy, MA 02171

Effective Date: _____

Instructions

Please complete this form in its entirety to request access to the RMV's Business Portal. Depending on your permitted use, you may not get access to all that is checked. If not completing via AdobeSign, send completed document to: RMVBusinessPartners@dot.state.ma.us.

Business Information

Type of agency ☐ Constable ☐ Government Agency ☐ Municipality ☐ Other: _____

Legal Business Name

DBA   Federal Employer ID Number (FEIN)

Business Mailing Address:

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: _____

Request Type

☐ New User   ☐ Change Access Roles   or   ☐ Reactivate Access – To delete access, email: **RMVBusinessPartners@dot.state.ma.us**

End User Information

End User Name

Massachusetts License #	Last 4 Digits of Social Security Number	Non-Mass Residents must attach a photocopy of state issued license or ID.

User's Business Mailing Address:

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)			
☐ Constable	☐ Driver Inquiry	☐ Vehicle Inquiry and/or	☐ Driving Records	
☐ General	☐ Driver Inquiry	☐ Vehicle Inquiry	☐ Driving Records and/or	☐ Insurance Inquiry
☐ General-Fleet-Registrations	☐ Process Vehicle Registrations/Titles			
☐ General-Salvage Title	☐ Title update			
☐ Excise Tax Commitments	☐ Driver Inquiry	☐ Vehicle Inquiry	☐ Change garaging address	
☐ Non-Renewal	☐ Driver Inquiry	☐ Vehicle Inquiry	☐ Process Marks and Clears	
→ Non-Renewal Type (select all that apply): ☐ Abandon ☐ Excise ☐ Parking ☐ EZ Pass/Pay by Plate and/or ☐ Tolling				
☐ Other:				

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

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, Regulations Authorizing Disclosure of Massachusetts Driver's License or Learner's Permit Applicant Information, 940 CMR 37.00, and the Standards for the Protection of Personal Information of Residents of the Commonwealth 201 C.M.R. 17.00 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. Go to https://atlas.massrmv.com/Home/ATLASTraining.aspx and complete the ATLAS Business Portal Training/Driver's Privacy Protection Act (DPPA) and Navigation video.
2. Never divulge your password to anyone
3. Only access the RMV data for business purposes.
4. Never use such records or information for the purpose of enforcing federal immigration law (including the investigation, participation, or cooperation with the enforcement of such law)
5. Never disclose RMV data to any agency that enforces immigration law or to any employee or agent of any such agency
6. Notify the RMV immediately if you receives a court order or judicial warrant regarding RMV obtained data or records.
7. Never leave your computer unattended with the ATLAS actively logged on. You must lock the computer or log off before leaving your computer unattended.
8. Ensure that RMV records are not visible to unauthorized individuals;
9. Shred or deposit RMV records into a locked shredder container when no longer needed;
10. Never bring RMV records or use the RMV system(s) outside the workplace, unless required to perform your job duties.
11. 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;
12. 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;
13. Never disseminate RMV records unless such dissemination is required by your specific job duties;
14. 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

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.

End User Signature _____ Date: _____