



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. The end user completes Section E, F, G. Then the Business Contact will complete Sections A, B, C and D. Only forms submitted by Business contacts will be accepted. Upload completed document to the RMV's Community Portal.

A. Business Information

Type of agency: Constable Government Agency Municipality Other:

Legal Business Name

DBA

Federal Employer ID Number (FEIN)

Business Mailing Address:

Street City State Zip Code

Contact Name (please print clearly)

Phone

Email

B. Business Contact Certification and Signature

I, _____, hereby certify the below named individual as a permitted user for this business.

Contact Signature: _____ Date: _____

C. Request Type

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

D. Access Roles

Program Type must be the same as checked on your business's 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)			
<input type="checkbox"/> Constable	<input type="checkbox"/> Driver Inquiry	<input type="checkbox"/> Vehicle Inquiry and/or	<input type="checkbox"/> Driving Records	
<input type="checkbox"/> General	<input type="checkbox"/> Driver Inquiry	<input type="checkbox"/> Vehicle Inquiry	<input type="checkbox"/> Driving Records and/or	<input type="checkbox"/> Insurance Inquiry
<input type="checkbox"/> General-Fleet-Registrations	<input type="checkbox"/> Process Vehicle Registrations/Titles			
<input type="checkbox"/> Excise Tax Commitments	<input type="checkbox"/> Driver Inquiry	<input type="checkbox"/> Vehicle Inquiry	<input type="checkbox"/> Change garaging address	
<input type="checkbox"/> Non-Renewal	<input type="checkbox"/> Driver Inquiry	<input type="checkbox"/> Vehicle Inquiry	<input type="checkbox"/> Process Marks and Clears	
→ Non-Renewal Type (select all that apply):	<input type="checkbox"/> Abandon	<input type="checkbox"/> Excise	<input type="checkbox"/> Parking	<input type="checkbox"/> EZ Pass/Pay by Plate and/or <input type="checkbox"/> Tolling
<input type="checkbox"/> Towing				
<input type="checkbox"/> Other:				

E. End User Information

End User Name

End User MA Driver's License/ID #:

Last 4 Digits of Social Security Number

*Non-Mass residents must attach a copy of their state-issued driver's license or if you are a local, state, or federal government employee, attach an unexpired employer-issued ID.

User's Business Mailing Address:

Street City State Zip Code

User's Business Email Address:

If you have the following information: ATLAS ID: _____

F. RMV System Policy

End User Must read this RMV System Policy

The RMV System(s) stores personal and confidential data. The Federal Driver Privacy Protection Act (DPPA, 18 U.S.C. § 2721 et seq.), the Massachusetts Identity Theft Act (M.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) protect this data. 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; and 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/ATLSTraining.aspx> and complete the ATLAS Business Portal Training/ DPPA and Navigation video;
2. Never divulge your password to anyone;
3. Only access the RMV records and 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 records and data to any agency that primarily enforces immigration law or to any employee or agent of any such agency; unless you are provided with a lawful court order or judicial warrant signed by a judge appointed pursuant to Article II of the U.S. Constitution, a federal grand jury or trial subpoena, or as otherwise required by federal law.
6. Notify the RMV immediately if you receive a court order or judicial warrant regarding RMV obtained records or data;
7. Never leave your computer unattended with the RMV system actively logged on. You must lock the computer or log off before leaving your computer unattended;
8. Ensure that RMV records and data are not visible to unauthorized individuals;
9. Shred or deposit RMV records and data into a locked shredder container when no longer needed;
10. Never bring RMV records or data 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 and data 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 and data unless such dissemination is required by your specific job duties; and
14. Never use RMV records and data in the furtherance of an illegal act, including a violation of any criminal or civil laws.
15. Never sell, barter, charge a fee or receive any other consideration for RMV records and data.

If you suspect your account has been compromised, contact the RMV IS Security at RMVBusinessPartners@dot.state.ma.us or 857-368-7930 immediately.

G. End User Certification and Signature

I, _____, (print name) 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.

Signed and sworn to under the pains and penalties of perjury.

End User Signature: _____ Date: _____

The RMV reserves the exclusive right to alter or amend this policy at any time.