REGISTRY OF MOTOR VEHICLES

Truck Safety Devices User Request Form

Instructions

This request form needs to be completed for all authorized State Agency end users ("End Users") that will be granted access to the RMV's Truck Safety Devices Portal. The Truck Safety Devices Portal is an application used to manage vehicles to comply with the Act to Reduce Traffic Fatalities. The authorized signatory ("Business Partner Contact") must complete Sections A, B, C and D. The End User must complete Section E, F and G. The Business Partner Contact must return completed form by uploading in the RMV's Community Portal.

A. Business Entity Information (End Users' Business)

The Business entity is a State Agency authorized by the RMV to access the RMVs Truck Safety Device Program.

Legal Business Name: _____ FEIN: _____

Department: _____

Business Mailing Address: _____

Contact Name: _____ Contact Title: _____

Contact Email: _____ Contact Phone: _____

B. Business Partner Certification and Signature

I, _____, (print name) certifies all information on this request form is true and the named End User below is a permitted user for this business.

Business Partner Contact Signature: _____ Date: _____

C. Request Type (Check One)

☐ New User ☐ Change Access Roles or ☐ Reactivate Access

To delete access, email: RMVBusinessPartners@dot.state.ma.us

D. Access Levels (Check One)

Each business may have up to 3 users for Case Reviewer and Submitting Vehicles and unlimited users for submitting vehicles.

☐ Case Reviewer and Submit Vehicles ☐ Submit Vehicles

E. End User Information (Person authorized by the business to obtain RMV's Truck Safety Devices Program)

End User's Full Legal Name: _____

End User's MA Driver's License/ID* #: _____ Last 4 digits of SSN: _____

End User's Business Email Address: _____

End User's Phone Number: _____

Active Directory (AD) Account: _____ MassDOT User? ☐ Yes or ☐ No

***Non-Mass Residents must attach a copy of state-issued driver's license or ID.**

F. RMV System Policy for Truck Safety Devices

End Users must read, understand, and follow this policy.

The RMV's Truck Safety Devices Portal contains personal information. The Federal Driver Privacy Protection Act (18 U.S.C. § 2721) ("DPPA"), the Massachusetts Identity Theft Act (G.L. c. 93H), An Act Relative to Work and Family Mobility (Chapter 81 of the Laws of 2022), 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 that identifies

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an individual, including driver identification number, name, address, and telephone number. Highly restricted personal information is defined as an individual's photograph or image, social security number, medical or disability information. Specifically excluded from the definition of personal information is information on vehicular accidents, driving violations and the driver's license 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 will 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 will be denied access.

You will be held personally responsible for all activity that occurs on your issued security credentials including: the accuracy and use of any transaction performed and/ or any inquiry conducted.

All transactions/inquiries 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 crash data for any particular transaction.

As the End User you will:

1. Never divulge your password to anyone.
2. Only access the RMV records and data for approved business purposes.
3. 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).
4. Never disclose RMV data to any agency that primarily enforces immigration law or to any employee or agent of any such agency.
5. Notify the RMV immediately if you receive a court order, judicial warrant, or a federal grand jury or trial subpoena regarding RMV obtained data or records.
6. Never leave your computer unattended with the Truck Safety Devices Portal actively logged on. You must lock the computer or log off before leaving your computer unattended.
7. Ensure that RMV data and records are not visible to unauthorized individuals.
8. Shred or deposit RMV data and records into a locked shredder container when no longer needed.
9. Never bring RMV data and records or use the Truck Safety Devices Portal outside the workplace, unless required to perform your job duties.
10. Never knowingly obtain, disclose, or use RMV data and 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.
11. 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.
12. Never disseminate RMV data or records unless such dissemination is required by your specific job duties.
13. Never use RMV data or records in the furtherance of an illegal act, including a violation of any criminal or civil laws.
14. Never sell, barter, charge a fee or receive any other consideration for RMV data and records.

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

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

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G. End User Affirmation 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's Signature: _____ Date: _____