



## **NEW HAMPSHIRE FORM INSTRUCTIONS**

The following information will assist you in completing this form to access Motor Vehicle Records in New Hampshire.

1. Include your First Advantage ADR account number.
2. Check the appropriate box (Agent of an Employer or Employer).
3. Include account information fields completely.
4. Sign and date in the fields provided.

When complete, mail or fax the completed forms to:

First Advantage ADR  
Attn: Compliance Department  
2860 Gold Tailings Court  
Rancho Cordova, CA 95670  
Fax: (916) 456-3332

1. THIS FORM MUST BE COMPLETED IN ITS ENTIRETY.

2. FAX COMPLETED FORM TO: 916-456-3332

ADR ACCOUNT # \_\_\_\_\_

**NEW HAMPSHIRE MOTOR VEHICLE RECORDS  
USER CERTIFICATION**

I hereby certify:

That the COMPANY designated below is an employer or the agent of an employer and is requesting New Hampshire Driver/Vehicle Record Information on an employee or prospective employee because operating a motor vehicle is a condition of employment.

That American Driving Records, Inc. ("ADR") is acting as Third Party Transaction facilitator for said COMPANY.

(Please check applicable box)

**Agent of an Employer**

That Driver/Vehicle Record Information obtained by ADR for said COMPANY shall be used exclusively for legitimate business, only as long as said COMPANY sells or packages the information with additional information for employment purposes to the ultimate and final end user. The end user will be prohibited from reselling, redisplaying, or otherwise redistributing the information to any other party.

**Employer**

That Driver/Vehicle Record Information obtained by ADR for said COMPANY shall be used exclusively for legitimate business. That said COMPANY will be prohibited from reselling, redisplaying, or otherwise redistributing the information to any other party.

That the information contained in the Driver/Vehicle Record Information obtained from New Hampshire Motor Vehicle Division shall be used in accordance with the requirements and in no way violate the New Hampshire state regulations, Saf-C 5600, and state law, RSA 260:14.

That all Fair Credit Reporting Act (F.C.R.A.) and Driver's Privacy Protection Act (D.P.P.A.) regulations have been met with regard to the requests submitted by said COMPANY to ADR, including, but not limited to, obtaining a signed release for each Driver Record Information request submitted to ADR.

I affirm that I am a representative authorized to bind the COMPANY named below and I will comply with RSA 260:14 and New Hampshire Code of Administrative Rules Saf-C 5600 and I understand the limitations placed on the use of information received from the New Hampshire Department of Safety. This form is subject to the penalties by RSA 260:14, IX.

**"RSA 260:14, IX IX.** (a) A person is guilty of a misdemeanor if such person knowingly discloses information from a department record to a person known by such person to be an unauthorized person; knowingly makes a false representation to obtain information from a department record; or knowingly uses such information for any use other than the use authorized by the department. In addition, any professional or business license issued by this state and held by such person may, upon conviction and at the discretion of the court, be revoked permanently or suspended. Each such unauthorized disclosure, unauthorized use or false representation shall be considered a separate offense. (b) A person is guilty of a class B felony if, in the course of business, such person knowingly sells, rents, offers, or exposes for sale motor vehicle records to another person in violation of this section.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Authorized Representative Signature      Date

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Printed Name      Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Fax Number