



**e-VERIFILE.COM, INC.**



**INSURANCE  
INFORMATION  
EXCHANGE**

a unit of ISO

3011 Earl Rudder Fwy S, College Station, Texas 77845

## Employment Compliance Requirements and Information

In our continuing efforts to keep our customers up-to-date and aware of the changes in Federal and State Laws as well as the most significant regulatory issues concerning Motor Vehicle Records, we have compiled the following information for your review and signature.

- The reports that your company obtains from iiX may not be offered for sale over the internet, sent via email or provided to a third party, except from an insurance agency to an insurance company during the underwriting or renewal process.
- When a report is ordered, you cannot pass this information to a third party (i.e., employer to insurance agent or insurance agent to employer) either in verbal or written form. This is due to F.C.R.A. regulations that state a report that could be used in an employment decision is a "consumer report". Consumer reports have stringent guidelines and restrictions regarding their use, and any reports ordered through iiX must be identified as an "insurance" or "employment" request when first ordered, and cannot be used for a dual purpose.
- You should not provide the report to the consumer directly, **unless** you are taking an adverse action against the consumer, such as denial of employment. In the instance of an adverse action, you must provide a copy of the MVR along with a copy of the consumer's rights under FCRA (available on our website at [www.iiX.com](http://www.iiX.com) (under Information/forms tab) and provide them with iiX's toll free phone number (as the consumer reporting agency).
- Anytime an **employment** record request is made, a signed release by the person for whom the report is ordered must be received and maintained by the customer ordering the report. We recommend that copies of releases should be maintained for a period of at least five (5) years from the request date.
- Employment customers must enter first name, last name, drivers license number and date of birth (if required by requested state) to receive reports.
- iiX conducts random audits to ensure compliance measures are maintained.
- Required State Forms may be found on our website at <http://www.iiX.com/forms.htm>; utilize the appropriate form for your business needs, (i.e. Employment). Some states require an annual or bi-annual State Form renewal. In these instances, iiX will notify you via fax or phone at least a month prior to expiration. An updated form must be received prior to the expiration date for continued access to that state's MVR data.
- Note that for Georgia MVRs, all customers ordering employment related MVR requests must have a **notarized** release form from the individual on each requested report.

Federal Laws regarding appropriate uses of MVR are available on our website at [www.iiX.com/forms](http://www.iiX.com/forms). If you have any questions regarding the above information, please contact us at 800-299-7099, ext 8399.