

**IntelliCorp**  
**Employment Motor Vehicle Records (MVRs)**  
**Compliance Forms Packet Checklist**

Thank you for completing the necessary forms for IntelliCorp's enhanced MVR Services. The following packet must be completed and signed to order and receive driving records. The **Employment Subscription Agreement** covers 40 states and there are 10 individual state forms requiring additional information and signatures to complete the compliance packet. Special procedures exist for California and Washington – see below. The checklist below will assist you in assuring your packet is complete. **Please keep a copy for your records.**

- **Employment Subscription Agreement** – 4 page document, required for all clients to fill out
- **State Business License or Official Federal Document** – Please send us ONE clean copy of any of the following forms: 940, 941, SS-4, Form 8109 with Fed ID#, you may black out any financial info. A copy of many state business license dated within the last 24 months may be obtained on the following website: <http://www.residentagentinfo.com/>
- **Alaska Agreement**  
-State form does not expire
- **California Agreement**  
-Go to <http://www.dmv.ca.gov/forms/inf/inf1133.pdf> - to obtain a CA Requestor ID and a CA Agreement # (start this process **NOW** if you want CA access and FAX a copy of the approval letter when you receive it from California DMV) to IntelliCorp. There is an initial \$50 fee to the state of CA and a \$50 fee every 2 years when you renew your agreement.
- **Colorado Agreement** – 2 page document  
-State form must be updated annually
- **Georgia Agreement**  
-State form must be updated annually  
-NOTE: All customers must have a **NOTARIZED** release form from the individual on each requested report on file.
- **Maryland Agreement** – 2 page document  
-State form does not expire
- **New Hampshire Agreement** –  
-You **MUST** copy the form onto **your company's letterhead first**, then fill out and sign in blue ink  
- Expires Annually
- **Ohio Agreement** – 2 page document  
-State form does not expire  
-Federal tax ID# required on Page 2
- **Virginia Agreement**  
-State form does not expire
- **Washington Process**  
-Prequalification required – Call Sally Medina (800) 299-7099 x8459, if unavailable x8399  
-State form expires every 2 years

When you have completed and signed all forms, please make a copy for your files. Please fax all agreements to 216-450-5301 or 216-450-5155.

IntelliCorp  
Attn: Tammie Hurt, MVR Compliance Department  
3000 Auburn Drive, Suite 410  
Beachwood, Ohio 44122  
PH: 216-450-5300 x135/1-866-514-3404 (Toll Free)  
FAX: 216-450-5301 or 216-450-5155