



## Insurance Compliance Information

To help make our customers aware of pertinent federal and state requirements and regulatory issues surrounding Motor Vehicle Records (“MVRs”) and other consumer reports, we have compiled certain information. . It is not intended to supply legal advice and should not be construed as such.

- ❑ MVRs ordered under the iiX Insurance Subscription Agreement are to be used only in connection with the underwriting process. Be mindful that potentially overbroad requests for MVRs, such as ordering MVRs on all consumers potentially affiliated with a policy when the actual focus is on certain policyholders, might raise privacy issues. In addition, certain states limit the ordering of MVRs for claims investigation purposes. A separate subscription agreement is available for claims investigation.
- ❑ The reports that your company obtains through iiX may not be offered for sale and may not be provided to a third party except from an insurance agency to an insurance company during the underwriting or renewal process. Material containing personal information, such as MVRs, must be kept confidential, and customers agree to ensure the security and confidentiality of personal information. Certain states prohibit access to MVRs by offshore users.
- ❑ An MVR report is to be ordered for a single purpose and a single use. You cannot pass the report or the information in it to a third party, either in written or oral form. For example, you cannot supply a report you have ordered for underwriting purposes to your insured, who might wish to use it for employment purposes. Use of a single MVR for dual purposes does not comply with iiX’s subscription agreements, which reflect mandates of the state-federal framework to protect consumer privacy. In addition, individual states strictly constrain access to MVRs, with the express or implicit restriction of a single-purpose use.
- ❑ In certain states, insurance customers need only enter the driver’s license number when ordering reports. However, iiX recommends that customers enter identifying information when ordering to help ensure accuracy and to make it easier to identify the reports. The comment field on the ordering form may be used to identify the report by entry of the client name, policy number, department, etc.
- ❑ If you take an adverse action against the consumer, such as denying insurance, based in whole or in part on a consumer report such as an MVR, a copy of the consumer’s rights under the FCRA (available on our website at [www.iiX.com](http://www.iiX.com)) must be provided to the consumer with notice of the adverse action, along with iiX’s toll free phone number so the consumer may request a copy of the record. Note that Arkansas and North Dakota send a written notice to the consumer when an MVR is requested for any reason.
- ❑ Know whether specific states require insurance customers to obtain a release from the consumer before the report is ordered. Example: When a request for a record for insurance purposes is made in Alaska, a release signed by the person about whom the report is ordered must be obtained before ordering. The release must be retained for at least five (5) years from the request date.
- ❑ Check other specific requirements. Example: Nevada requires requests for driver records for insurance purposes to have an insurance carrier’s National Association of Insurance Commissioners (“NAIC”) number. If no NAIC number is provided, access to Nevada MVRs is denied.
- ❑ Records on the ordering and use of each MVR must be maintained for a period of five (5) years.
- ❑ Forms required by states, some specific to insurance, are on our website at [www.iiX.com](http://www.iiX.com) under State Forms. Some states require that their forms be renewed annually or biannually. In these instances, iiX will notify you via fax or telephone at least a month before the form expires. An updated form must be received before the expiration date for continued access to that state’s MVR data.
- ❑ To help ensure compliance with state and federal requirements, our customers undergo a credentialing process before their accounts are activated, which might include an on-site visit. We also conduct random audits of customers to verify compliance with requirements in subscription agreements, including the “sole use” provision and adherence to applicable laws. Certain states also identify customers for audit.

Links to federal laws pertinent to uses of MVR are available on our website at [www.iiX.com](http://www.iiX.com). If you have any questions about the information above, please contact us at 800-299-7099, ext. 232.