

## APPLICATION FOR EXTRANET TRANSACTION ACCESS

**PURPOSE:** This application must be used when applying for or renewing an existing Memorandum of Understanding and Agreement (MOA) with the Department of Motor Vehicles (DMV). An MOA is needed when obtaining driver, vehicle and/or personal information from DMV's record database or providing information to DMV's record database via the Internet (extranet).

### INSTRUCTIONS:

1. Complete in ink or type. If you downloaded this application from DMV's website you may complete it online. However, you must print the form and sign it.
2. Complete all applicable parts of the application. Be as specific as possible. If additional space is needed, attach additional pages. Write N/A beside any part(s) or question(s) that do not apply.
3. Have an authorized agent or representative of the applicant sign and date the application. Unsigned or incomplete applications cannot be processed and will be returned to the applicant.
4. If also completing an Information Use Application, form US 531A/AR, with this application, only one \$25 application fee is required. Non-profit and charitable entities specified in Virginia Code §46.2-208, unless exempt from fees based on this code section, are subject to an application fee of one-half the normal fee or \$12.50.
5. Mail the completed application and the appropriate application fee to the address below.

User Services  
Virginia Department of Motor Vehicles  
Post Office Box 27412  
Richmond, Virginia 23269-0001

### SPECIAL APPLICATION NOTES AND PROVISIONS

- This application is subject to change based on changes in state or federal laws, rules, and regulations governing access and use of the requested information.
- By submitting this application, the applicant agrees to comply with all rules, laws, and regulations governing access to DMV records and the information they contain, including the Virginia Code §§ 18.2-152.1 through 18.2-152.14 and the federal Fair Credit Reporting Act, Public Law 91-508.
- Violation of the state laws concerning use of DMV information and files is punishable under state law as a Class 4 misdemeanor. Violations of federal Fair Credit Reporting Act, Public Law 91-508 and the provisions therein are punishable by a fine up to \$5,000 or two years imprisonment or both.
- When approved, users are subject to reasonable inspection and/or audit by DMV to ensure compliance with the terms and provisions stated in the Memorandum of Understanding and Agreement.
- Applications with false, misleading, or otherwise deceptive information will not be processed and may be grounds for criminal prosecution under state and federal law.



