

**IVIPS USE AND DISCLOSURE CONTRACT
ATTACHMENT C
INFORMATION REQUEST LOG (IRL)**

INSTRUCTIONS AND INFORMATION

Each User shall:

1. Maintain legible IRLs and complete all fields that apply.
2. Record all inquiries on IRL, including:
 - a. Inquiries done by IVIPS, email, fax, and phone, and;
 - b. Those that produce a record, no record found, no file, and wrong record.
3. Document the specific reason for each inquiry.
4. Retain IRLs for three (3) years from the date a record is retrieved and provide to DOL upon request.

Note: Attorneys, Private Investigators, Process Servers, and Bail Bonds must include a verifiable case or docket number and court name.

Can I create my own electronic IRL?

Yes. Contractor may use a legible IRL of their choosing provided the IRL contains all of the data fields in the sample and are formatted so that information about a single inquiry fits on the same page. Photocopies of this form are permitted and available online at <https://fortress.wa.gov/dol/ivipsprod/>.

What happens if I don't maintain a complete and legible IRL?

Your Contract and/or IVIPS access may be immediately terminated.

Here's a sample of a correctly completed IRL:

	User Initials	Date	Time	Plate or Complete VIN	Describe reason for inquiry and how the information will be used	Name of who you will give information to	Court case or docket number and court name*
	XX	00/00/00	0:00	ABC1234 or 123C456D125E123	State your reason for inquiry; be specific about why you looked up this information and how it will be used	Right Insurance Co, John Doe	09-9-XXXXX-X
1	AA	8/14/13	3:36	ABC123	Repossession of this vehicle for ABC Bank, Case #1234567		

 **Good:** This provides a specific description of the purpose for this IVIPS inquiry.

Here's a sample of an incorrectly completed IRL:

	User Initials	Date	Time	Plate or Complete VIN	Describe reason for inquiry and how the information will be used	Name of who you will give information to	Court case or docket number and court name*
	XX	00/00/00	0:00	ABC1234 or 123C456D125E123	State your reason for inquiry; be specific about why you looked up this information and how it will be used	Right Insurance Co, John Doe	09-9-XXXXX-X
1	AA	8/14/13	3:36	ABC123	Verify owner		

 **Unacceptable:** This is too vague. Describe why you need to verify the owner and how you will use the information.

INFORMATION REQUEST LOG (IRL)

USER NAME _____

USER SUB ACCOUNT NUMBER _____

Print legibly and complete all fields that apply. Each User must maintain their own log; account numbers, passwords, and logs cannot be shared.

	User Initials	Date	Time	Plate or Complete VIN	Describe reason for inquiry and how the information will be used	Name and Occupation of who you will give information to	Court case or docket number and court name*	Are you providing this information to an Attorney or Private Investigator?
	XX	00/00/00	0:00	ABC1234 or 123C456D125E123	State your reason for inquiry; be specific about why you looked up this information and how it will be use	John Doe , Attorney	09-9-XXXXX-X	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1								<input type="checkbox"/> Yes <input type="checkbox"/> No
2								<input type="checkbox"/> Yes <input type="checkbox"/> No
3								<input type="checkbox"/> Yes <input type="checkbox"/> No
4								<input type="checkbox"/> Yes <input type="checkbox"/> No
5								<input type="checkbox"/> Yes <input type="checkbox"/> No
6								<input type="checkbox"/> Yes <input type="checkbox"/> No
7								<input type="checkbox"/> Yes <input type="checkbox"/> No
8								<input type="checkbox"/> Yes <input type="checkbox"/> No
9								<input type="checkbox"/> Yes <input type="checkbox"/> No
10								<input type="checkbox"/> Yes <input type="checkbox"/> No
11								<input type="checkbox"/> Yes <input type="checkbox"/> No
12								<input type="checkbox"/> Yes <input type="checkbox"/> No

* Attorneys, Private Investigators, Process Servers, and Bail Bonds must include a verifiable case or docket number and court name.