

CPS Use and Disclosure Contract Exhibit A Information Request Log (IRL)

User name: _____ User account number: _____

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

	User initials	Date	Time	Plate or complete VIN	Describe reason for inquiry and how you will use the information	Name and organization of who you will give the information	Court case or docket number and court name*	Are you providing this information to an attorney or private investigator?
	XX	00/00/00	00:00	ABC1234 or 123C456D125E123	State your reason for inquiry, be specific about why you looked up this information and how it will be used	John Doe Attorney	09-9-XXXXX-X King Co Superior	<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.

**CPS USE AND DISCLOSURE CONTRACT
EXHIBIT B
INFORMATION REQUEST LOG (IRL) Sample**

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 CPS, 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 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.

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

Your Contract and/or CPS 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 CPS 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.