WASHINGTON STATE DEPARTMENT OF LICENSING

SR22/26 Insurance System Access Request

Please read before completing the attached form to request access to the **Insurance SR22/26 System**.

Only insurance companies may contract with DOL for access to this database. Insurance companies have authority to choose who they give access to for submitting SR22/26 policies on their behalf. DOL does not contract directly with insurance agents and brokers; they must get access through the insurance companies.

An executive with the authority to authorize the **Account Administrator** to contractually bind your agency for system access must sign the form. Once the access request is approved, the **Account Administrator** will be required to create a License eXpress account for business and sign a click-to-agree Interagency Data Sharing Agreement for Driver and Vehicle System (DRIVES) Access ("Agreement").

Once the account is set-up, the Account Administrator will be able to add Managers to manage user access to the system.

It is important that you read and understand the Agreement's terms and conditions. The Agreement is available at https://www.dol.wa.gov/external/sr-22-26.html and below are some key points. Please refer to the Agreement for complete requirements:

- You will manage access of your Authorized Users in DRIVES. Their roles and responsibilities will be:
  - **Administrator** has the designated authority from your organization to click to agree on the Agreement. They will be the person responsible for administering this Agreement, and for managing all Manager and User accounts on behalf of the Licensee. The Administrator has the capability to:
    - Perform authorized functions consistent with permissions granted by DOL;
    - Request codes to add Managers and Users;
    - Revoke Manager and User access; and
    - View and search activities performed by all Authorized Users.
  - **Managers** have the capability to:
    - Perform authorized functions consistent with permissions granted by DOL;
    - Request codes to add other Managers and Users;
    - Revoke Manager and User access; and
    - View and search activities performed by all Authorized Users.
  - **Users** have the capability to:
    - Perform authorized functions consistent with permissions granted by DOL; and
    - View and search their activities.
- Each authorized user must have an individual License eXpress account.
- Access must be revoked immediately when it is no longer required for job responsibilities.
- Insurance companies can use the data for performing their job functions.
- You must proactively ensure that information access through the SR22/26 Insurance System is only used as allowed by the Agreement, and notify DOL immediately of any misuse.
- You must conduct annual assessments for Data Security, Permissible Use and Internal Control requirements of this Agreement and annually attest to DOL that you meet these requirements.

SR22/26 Insurance System Access Request

Agencies use this form to request access to the Insurance SR22/26 system. A person with authority to commit its organization to contractual obligations must sign this form.

Email this completed application to: DataServices@dol.wa.gov

Agency name

NAIC number	WAOIC number	UBI

Office name and location

Physical address *(Street, Apartment or suite number, City, State, ZIP code)*

Office mailing address *(Address or PO Box, City State, ZIP code)*

Account administrator name (person authorized to agree to the click-through contract)	Title

Email	(Area code) Telephone number

Answer the following
Do you have the authority to delegate the account administrator named above to agree to the contract terms and conditions? .... ☐ Yes ☐ No

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

X _____

_____
Date and place signed

Signature (Type your name or sign here)

_____
Title

For office use only		
Application signed *(date)*	Approver signature	Action taken
		Approved _____ Denied_____