



# Contracted Plate Search (CPS) Appropriate Use Declaration

All CPS users must sign an Appropriate Use Declaration. Administration will keep a signed copy of the declaration on file—**do not** return it to the Department of Licensing unless requested.

**CPS users will:**

- 1. Ensure the confidentiality and privacy of the information accessed.
- 2. Only use the information to accomplish official job duties and permitted uses in the CPS agreement.

**CPS users will not:**

- 1. Share the information with any unauthorized person.
- 2. Use the information for personal reasons or benefit.

The information obtained from CPS may only be used for lawful actions related to your organization’s functions, as directly related to the purposes set forth in the application for CPS access. All other use of the information is strictly prohibited. The prohibition also includes, without limitation, the use of the information for purposes of investigating, locating, or apprehending individuals for immigration related violations.

Misuse of CPS information is punishable by fine and/or imprisonment. RCW 46.12.640

Employee name	Supervisor name
Answer the following I have reviewed the Contract Plate Search Use and Disclosure Agreement for DRIVES Access with my supervisor and understand the expectations for using CPS. . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No	

*By typing or signing your name, you declare under penalty of perjury under the law of Washington that the foregoing is true and correct.*

\_\_\_\_\_  
Date and place (city or county) signed

**X**  
\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date and place (city or county) signed

**X**  
\_\_\_\_\_  
Supervisor signature

This form is available at <https://www.dol.wa.gov/about/contracted-plate-search.html>