

Date : April 30, 2001

To : Commercial Account Holders
All Holders of the Information Services' Policy Manual

From : Communication Programs Division
Information Services Branch

Subject: **Background/Pre-Employment Checks**

ISSUE:

What constitutes a background/pre-employment check?

BACKGROUND:

The department approves commercial end users for receiving information for conducting background/pre-employment checks. Obtaining a Motor Vehicle Record (MVR) as part of a background/pre-employment check is an approved business function. However, due to the potential for misunderstanding, the department finds it necessary to specify when a MVR can be obtained when doing a background/pre-employment check. This is necessary as some end users may be providing a MVR as the only component of their background/pre-employment check.

If an end user is only providing a MVR as their background/pre-employment check, they are functioning as a reseller/service provider and this is in violation of their contract. Commercial requesters are approved to access DMV information for background/pre-employment checks only if it is provided as part of a package.

POLICY/PROCEDURE:

If an end user is approved to request MVRs for a background/pre-employment check, and the MVR is part of their package, then the background/pre-employment check must consist of at least one additional source of information (e.g., criminal history, credit record, etc.). An end user can pass on the MVR to their customer as long as it is part of a background/pre-employment check package as defined above.

If providing a DMV printout only, the provider must apply for a reseller/service provider account, pay the appropriate fees, and ensure their customers have DMV issued requester codes. An account can consist of two codes in order to separate the background/pre-employment checks from the other business.

IMPACTED FORMS:

Not applicable.

STATUTORY AUTHORITY:

California Vehicle Code Section 1808.45.

RETENTION:

Retain until superceded.

QUESTIONS:

Direct all questions or concerns regarding this memo to the Information Services' Policy and Automation Section at 916.657.5583 or CALNET 8.437.5583.

APPROVAL:

PEGGY ST. GEORGE, Chief
Information Services Branch

Date

cc: Candy Wohlford, CPD Deputy Director