



BPA Permit Renewal

To renew your BPA permit, please submit the following forms:

- **Application for Renewal** for each location (REG 5056)
- **Information Security and Disclosure Stmt** for each location (EXC 201X)
- \$144 Renewal Main Location Fee (Make check payable to DMV)
- \$134 Renewal Branch Fee (Make check payable to DMV)
- Copy of your valid **Occupational License** (All locations)
- Copy of your **Corporation/LLC/LP as Active Status**, through the California Secretary of State's website. (Printout is required only for companies that are Corporations, LLCs, or LPs.)
- List of your current BPA employees (Only if additional space is needed on REG 5056.)

The DMV cannot allow continued participation in the BPA Program without a valid permit. To prevent interruption to your service, please ensure the above items are submitted prior to your expiration date or your company may be required to reapply to the BPA program. A delay in renewal may subject your company to suspension from the program until the renewal process has been completed.

Please send the requested documents to:

ADR

Attn: BPA Compliance

11040 White Rock Rd, Ste. 200

Rancho Cordova, CA 95670

bpacompliance@sambasafety.com / (800) 888-3317 Option 4



BUSINESS PARTNER AUTOMATION RENEWAL APPLICATION

SITE ID
OL NUMBER

I. APPLICATION FOR BUSINESS PARTNER AUTOMATION RENEWAL First-Line Second-Line Service Provider
 DOING BUSINESS AS (DBA)

STREET ADDRESS	CITY	STATE	ZIP CODE
----------------	------	-------	----------

IRS FEDERAL TAX ID NUMBER: _____

II. SECURITY INFORMATION

I certify the security documents and/or floor plan originally submitted have not changed.

Yes No (If no, the changed security documents and/or floor plan are required.)

III. TYPE OF OWNERSHIP

Sole Owner Partnership Association Corporation Limited Liability Company (LLC)

IV. SOLE OWNER OR CORPORATE NAME

OWNER/OR CORPORATION AS FILED WITH THE SECRETARY OF STATE	CORPORATION NUMBER
STREET ADDRESS OF PRINCIPAL PLACE OF BUSINESS	CITY STATE ZIP CODE

V. CONTACT PERSON (Must be authorized designee of the firm.)

LAST NAME	FIRST	MIDDLE
STREET ADDRESS AND/OR MAILING ADDRESS IF DIFFERENT	CITY	STATE ZIP CODE
TELEPHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS

VI. AGENT FOR SERVICE OF PROCESS (Required if physical address is located out of state.)

NAME OF FIRM
DESIGNEE'S NAME (PLEASE PRINT) LAST FIRST MIDDLE
STREET ADDRESS CITY STATE ZIP CODE

VII. ESTIMATED VOLUME OF VEHICLE REGISTRATION TRANSACTIONS YOU WILL PROCESS ANNUALLY

Only required for first line business partners and service providers: _____

VIII. NAMES OF EMPLOYEES WHO WILL PROCESS THE TRANSACTIONS (Attach paper if additional space is needed.)

EMPLOYEE NAME	EMPLOYEE NAME
EMPLOYEE NAME	EMPLOYEE NAME
EMPLOYEE NAME	EMPLOYEE NAME
EMPLOYEE NAME	EMPLOYEE NAME
EMPLOYEE NAME	EMPLOYEE NAME

IX. ALL PHYSICAL LOCATION(S) WHERE DMV INVENTORY (LICENSE PLATES, STICKERS, PAPER) WILL BE MAINTAINED

STREET ADDRESS	CITY	STATE	ZIP CODE
----------------	------	-------	----------

X. CERTIFICATION (Blue ink)

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

PRINTED NAME OF AUTHORIZED AGENT	TITLE
FIRM NAME	TELEPHONE NUMBER
SIGNATURE OF AUTHORIZED AGENT	DATE

X

Return the completed application and fee to:

Department of Motor Vehicles
 Business Partner Automation Program
 PO Box 825393, MS C383
 Sacramento, CA 94232-3280



INFORMATION SECURITY AND DISCLOSURE STATEMENT FIRM

FIRM NAME

FIRM ADDRESS

TELEPHONE NUMBER

The California Department of Motor Vehicles (CADMV) collects confidential and personal information from the public to administer the various programs for which it has responsibility. This information is maintained according to provisions of various state and federal laws and regulations including the Information Practices Act, the Public Records Act, the California Vehicle Code, and the State Administrative Manual. The CADMV is committed to protect this information from unauthorized access, use, or disclosure. Policies pertaining to the DMV information are as follows:

I have read and I understand the following provisions of California Vehicle Code Section 1808.47:

“Any person who has access to confidential or restricted information from the department shall establish procedures to protect the confidentiality of those records.”

Pursuant to the above, I understand the following are my responsibilities:

1. To protect the confidentiality of any residence address information provided to me by and on behalf of CADMV.
2. As an authorized representative and/or corporate officer of the firm named above, I warrant that my firm and its employees will not disclose or alter any documents, diagrams, information, or information storage media made available to us by the CADMV. Any information copied (electronically, physically or otherwise) shall be for the sole purpose of adhering to the attached agreement. I warrant that only those employees who are required to use such materials will have access and authorization to them. Prior to receiving authorization as a CADMV information user, I will require each employee, whom I authorize to have access to CADMV data, to immediately and annually read and sign an “Information Security and Disclosure Statement Public/Private Partnerships (Employee),” EXEC 200X. One copy will be kept by the employee, the original kept by our management.
3. I warrant that my firm and its employees will access and use the information provided to me by the CADMV solely for the purpose specified in the attached Agreement. I warrant my firm and its employees will not access or use CADMV information for personal reasons. (An example of inappropriate access or misuse of CADMV information is memorizing or copying a residence address from a CADMV document or electronic record for any reason that is not related to job responsibilities.)
4. I warrant that my firm and its employees will not, in any way, distribute, sell, or alter the information provided by the CADMV.
5. I warrant my firm and its employees will not deliberately perform unauthorized additions, alterations, or deletions to existing data, or enter false or incomplete data on any CADMV document or computer data file.

6. Once the functions specified in the Agreement have been performed, I warrant that my firm and its employees as directed by the CADMV will physically destroy or electronically erase (degauss) the medium containing any CADMV information.
7. I warrant my firm and its employees shall provide secure storage and accountability for all CADMV information and copies of information.
8. I warrant that my firm and its employees shall take precautions to create a secure password. A secure password is one that cannot be associated with the firm, its employees or their interests. Passwords are not to be revealed to any person or firm, nor recorded on any document. If there is reason to believe anyone has determined the nature of a password, that password shall immediately be changed.
9. I warrant that my firm and its employees shall take reasonable precautions to protect terminals, equipment, and systems from unauthorized access. Reasonable precautions include, but are not limited to: not leaving unattended terminals logged on to a system accessing CADMV data; storing user instructions or manuals in a secure place; moving documents to be destroyed to a secure and confidential area pending destruction; not removing documents from the firm's premises; reporting any suspicious circumstances or unauthorized individuals observed in the work area.
10. I understand and acknowledge that it is a public offense to knowingly and without permission alter, damage, delete, destroy, copy, or otherwise use any CADMV data. Such action may result in civil or criminal prosecution, and is punishable by fine and imprisonment.

11. Federal Law states:

“Any person who knowingly obtains, discloses, or uses personal information from a motor vehicle record for a purpose not permitted under the Driver’s Privacy Protection Act (Title 18 of the United States Code, Section 2721 - 2725), shall be liable to the individual to whom the information pertains, who may bring a civil action in a United States district court. The court may award:

- *actual damages, but not less than liquidated damages in the amount of \$2,500;*
- *punitive damages upon proof of willful or reckless disregard of the law;*
- *reasonable attorney’s fees and other litigation costs reasonably incurred; and*
- *such other preliminary and equitable relief as the court determines to be appropriate.”*

I certify under penalty of perjury, under Federal rules and regulations and the laws of the State of California, that the above statements are true and correct. I have read and understand the security policies stated above and have received a copy of them.

Executed at: _____
CITY COUNTY STATE

SIGNATURE OF AUTHORIZED FIRM REPRESENTATIVE DATE

PRINTED NAME AND TITLE OF SIGNATORY

PRINTED NAME OF FIRM:
