



A Public Service Agency

**EMPLOYER PULL NOTICE PROGRAM**

**AUTHORIZATION FOR  
RELEASE OF DRIVER RECORD INFORMATION**

I, \_\_\_\_\_, California Driver License Number, \_\_\_\_\_,  
hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving  
record, to my employer, \_\_\_\_\_  
COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at  
least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension,  
revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code  
(CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my  
driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE OF EMPLOYEE  
**X**

I, \_\_\_\_\_, of \_\_\_\_\_  
AUTHORIZED REPRESENTATIVE COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of  
this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am  
requesting driver record information on the above individual to verify the information as provided by said individual. This  
record is to be used by this employer in the normal course of business and as a legitimate business need to verify information  
relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any  
unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal  
Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five  
thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I  
understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to  
CVC Sections 1808.45 and 1808.46.

EXECUTED AT: CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE  
**X**

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program  
you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website  
at [www.dmv.ca.gov/otherservices](http://www.dmv.ca.gov/otherservices), or by calling 916-657-6346.

**THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND  
MADE AVAILABLE UPON REQUEST TO DMV STAFF.**

**DO NOT RETURN THIS FORM TO DMV.**



**County of Humboldt  
Human Resources/Risk Management  
825 5<sup>th</sup> Street Room 100  
Eureka CA 95501**

## **Employee Pull Notice Program**

### **Authorization For Release of Driver Record Information Form Instructions**

If your position requires you possess a California Drivers License and are required to drive within the scope of your job duties; you are required to read this instructional sheet and complete the DMV Employer Pull Notice Program form attached - "Authorization for Release of Driver Record Information".

"Employee" defined as new hires, existing hires, full-time hires, part-time hires, extra help hires and volunteers.

The purpose of this document is to allow your employer, The County of Humboldt, the ability to verify that affected employees have a valid driver's license.

By signing this form, you are authorizing the County of Humboldt to request your driving record and the California Department of Motor Vehicles (DMV) to disclose or otherwise make available your driving record to your employer - The County of Humboldt. This known as the Employer Pull Notice (EPN) Program. If you have a motor vehicle accident, drive while impaired or have your driving privilege revoked or suspended the County will receive notification of such convictions from DMV. This is to insure that all county employee's maintain a valid drivers license while performing their duties.

Once you've completed the form, please return to Human Resources - Risk Management Division for further processing. You may return the form via interoffice mail to the Courthouse - 825 5th Street, Room 100, by facsimile to 707.268.2546, or by email: [riskmanagement@co.humboldt.ca.us](mailto:riskmanagement@co.humboldt.ca.us), entitled "DMV - Confidential".

Should you have any questions regarding this program, please feel free to contact Human Resources - Risk Management Division via phone at 707.268.3669 or by email: [riskmanagement@co.humboldt.ca.us](mailto:riskmanagement@co.humboldt.ca.us).

As always, your drivers license information (name, address etc.) will be kept confidential and any motor vehicle violations will only be shared on a need to know basis (Department Head & Supervisor.)

**Human Resources**  
HR Ph 707.476.2349 Fax 707.445.7285  
[www.co.humboldt.ca.us/hr](http://www.co.humboldt.ca.us/hr)

**Job Hotline**  
707.445.2357  
[www.co.humboldt.ca.us/jobs](http://www.co.humboldt.ca.us/jobs)

**Risk Management**  
RM Ph 707-268-3669 Fax 707-268-2546  
[www.co.humboldt.ca.us/riskmanager](http://www.co.humboldt.ca.us/riskmanager)

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