

**DATA SHARING CONTRACT
BETWEEN
STATE OF WASHINGTON
DEPARTMENT OF LICENSING
AND
CITY OF LACEY VIOLATIONS BUREAU**

This Contract is made and entered into by and between the Department of Licensing, hereinafter referred to as "DOL", and the

City of Lacey Violations Bureau
PO Box 3400
Lacey, WA 98503

Telephone: (360) 491-3211
FAX: (360) 438-2669
E-Mail: kbarker@ci.lacey.wa.us

Hereinafter referred to as the "Contractor"

PURPOSE

The purpose of this Contract is to set out the terms and conditions under which the Department will provide to the Contractor Internet access to DOL driver data. The use of the data shall be exclusively for court proceedings and to assist the individuals named in determining requirements to reinstate their Washington driving privilege, and shall not be divulged by the Contractor to any third party, except for lists of FTAs and/or reinstatement data and status which may be divulged to the individual named or his/her attorney. Said information shall be disseminated only to authorized entities and persons and used by them only for the purposes set out in this Contract and in accordance with federal and state law and Chapter 46.61.513 RCW - *Criminal history and driving record*.

In Consideration of the terms and conditions contained herein, the parties agree as follows:

SPECIAL TERMS & CONDITIONS

STATEMENT OF WORK

The Contractor shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to the performance of work set forth in the

- *Statement of Work, Attachment "A"*
- *Internet Query System (IHPS) Appropriate Use Decelartion, Attachment "D",*
- *Internet Query System (IHPS) User List, Attachment "E", and*
- *Internet Query System (IHPS) User List Modification, Attachment "F"*

which are attached hereto and incorporated by reference herein.

PERIOD OF PERFORMANCE

Regardless of the date of signature and subject to its other provisions, this Contract shall commence upon execution, and end on January 31, 2013, unless terminated sooner or extended upon mutual agreement between DOL and the Contractor. This Contract may be extended multiple times under written mutual consent of the parties.

PAYMENT

There are no costs associated with this contract.

RECORDS MAINTENANCE

Each party shall maintain books, records, documents and other evidence, which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Contract will be

retained for six (6) years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access to and the right to examine any of these materials during this period.

Records and other documents, in any medium furnished by one party to this Contract to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

RIGHTS OF INSPECTION

The Contractor shall provide right of access to DOL, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance of internal policies and procedures, and/or records relating to the safeguarding, use, and disclosure of Personal Information obtained or used as a result of this Contract. The Contractor shall make available information necessary for DOL to comply with the client's right to access, amend, and receive an accounting of disclosures of their Personal Information. The Contractor agrees to accommodate DOL's request for inspection, review, or audit on one (1) working day notice and to allow on-site audits during regular business hours.

SAFEGUARDING OF PERSONAL INFORMATION

Each party shall not use or disclose Personal Information in any manner that would constitute a violation of federal law, and applicable provisions of Washington State law. The Contractor agrees to comply with all federal and state laws and regulations, as currently enacted or revised, regarding data security and electronic data interchange of all Personal Information, including but not limited to Washington State Department of Information Services Board IT Portfolio Security Policy, Standards and Guidelines (<http://isb.wa.gov/policies/security.aspx>).

The Contractor shall protect Personal Information collected, used, or acquired in connection with this Contract, against unauthorized use, disclosure, modification or loss. The Contractor shall ensure their directors, officers; employees, subcontractors or agents use it solely for the purposes of accomplishing the services set forth in this Contract. The Contractor agrees not to release, divulge, publish, transfer, sell or otherwise make it known to unauthorized persons without the express written consent of DOL or as otherwise required by law. The Contractor agrees to implement physical, electronic, and managerial policies, procedures, and safeguards to prevent unauthorized access, use, or disclosure. The Contractor shall make the Personal Information available to amend as directed by DOL and incorporate any amendments into all the copies maintained by the Contractor. The Contractor shall certify its return or destruction upon expiration or termination of this Contract, shall retain no copies and by completing the *Certification of Data Disposition*, Attachment C. If the Contractor and DOL mutually determine that return or destruction is not feasible, neither party shall use the Personal Information in a manner other than those permitted or required by state and federal laws.

DOL reserves the rights to monitor, audit, or investigate the use of personal information collected, used or acquired by the other party through this Contract.

The Contractor shall notify DOL in writing within five (5) working days of becoming aware of any unauthorized access, use or disclosure. The Contractor agrees to indemnify and hold harmless DOL for any damages related to unauthorized use or disclosure by the other party their officers, directors, employees, subcontractors or agents.

Any breach of this clause may result in termination of the Contract.

DATA DISPOSITION

Each party shall certify the return or destruction of all data sets as described herein upon expiration or termination of this Contract (Reference: *Certification of Data Disposition*, Attachment C) and shall retain no copies. If the parties mutually determine that return or destruction is not feasible, neither party shall use

the Confidential Information in a manner other than those permitted or authorized by state and federal laws.

INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Contract shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

CONTRACT ALTERATIONS AND AMENDMENTS

This Contract may be amended by mutual Contract of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

MEMO OF UNDERSTANDING (MOU)

Any instructions that either Contract Manager determines to address more than day-to-day concerns, but do not modify the terms of this Contract, shall be documented by a written, numbered *Memo of Understanding*.

TERMINATION FOR CONVIENCE

DOL may terminate this Contract upon thirty (30) calendar days prior written notification to the Contractor. If this Contract is so terminated, the Contractor shall be liable only for performance rendered or costs incurred in accordance with the terms of this Contract rendered prior to the effective date of termination.

TERMINATION FOR CAUSE

If for any cause, the Contractor does not fulfill in a timely and proper manner its obligations under this Contract, or violates any of these terms and conditions, DOL will give the other party written notice of such failure or violation. The Contractor will be given the opportunity to correct the violation or failure within fifteen (15) working days. If the failure or violation is not corrected, this Contract may be terminated immediately by written notice from DOL to the Contractor.

DISPUTES

In the event that a dispute arises under this Contract, a dispute board shall determine it in the following manner: Each party to this Contract shall appoint a member to the dispute board. The members so appointed shall jointly appoint an additional member to the dispute board. The dispute board shall evaluate the facts, contract terms and applicable statutes and rules and make a determination of the dispute. The determination of the dispute board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

GOVERNANCE

This contract is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Contract shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Contract, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable state and federal statutes and rules;
2. Special Terms and Conditions;
3. *Statement of Work*, Attachment A,
4. *Data Classification Declaration*, Attachment B,
5. *Certification of Data Disposition*, Attachment C,
6. Any other provisions of the Contract, including materials incorporated by reference.

ASSIGNMENT

The work to be provided under this Contract, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

WAIVER

A failure by either party to exercise its rights under this Contract shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Contract unless stated to be such in a writing signed by an authorized representative of the party and

attached to the original Contract.

SEVERABILITY

If any provision of this Contract or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Contract which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Contract, and to this end the provisions of this Contract are declared to be severable.

CONTRACT MANAGEMENT

The contract manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Contract Manager for the Contractor is:	The Contract Manager for DOL is:
Kae Barker City of Lacey Violations Bureau PO Box 3400 Lacey, WA 98503 Phone (360) 491-3211 FAX: (360) 438-2669 E-Mail: kbarker@ci.lacey.wa.us	Mike Dennison Department of Licensing PO Box 9020 Olympia WA 98507-9020 Phone: (360) 902-3851 E-Mail: mdennison@dol.wa.gov

ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Contract.

City of Lacey Violations Bureau

State of Washington
Department of Licensing

KAE BARKER 12/23/09
 (Signature) (Date)

JULIE KITTLE for LH-10
 (Date)
 DOL Contracts Officer

KAE BARKER
 (Print Name)

APPROVED AS TO FORM ONLY

CUSTOMER SERV. SUPERVISOR
 (Title)
910819427
 (Federal Identification Number)

(SIGNATURE) ON FILE 2/12/2009
 (Date)
 Jerry Anderson, AAG
 Assistant Attorney General

Attachment A
STATEMENT OF WORK

DEFINITIONS

As used throughout this Contract, the following terms shall have the meanings set forth below:

1. **"Contractor"** means that Contractor, firm, provider, organization, individual or other entity accessing drive record information under this Contract.
2. **"Contract Officer"** shall mean the Assistant Director for DOL Administrative Services or the designee authorized in writing to act on behalf of the DOL Assistant Director.
3. **"Contract Manager"** means the representative identified in the text of the Contract who is delegated the authority to administer the Contract.
4. **"Personal Information"** means information identifiable to any person, including, but not limited to, information that relates to a person's name, health, use or receipt of governmental services or other activities, addresses, social security numbers, driver license numbers, other identifying numbers or Protected Health Information, and other information that may be exempt from disclosure to the public or other unauthorized persons under either RCW 42.17.310 or other state and federal statutes.
5. **"RCW"** shall mean the Revised Code of Washington. All references in this document to RCW chapters or sections shall include any successors, amended, or replacement statutes.
6. **"USER"** shall mean the Contractor, the Contractor employee(s) or agent(s) or entity performing on behalf of the primary Contractor and who will access the IHPS data system.

Program Support

The program support liason for the Contractor shall be the primary contact for all communications regarding:

- Operation of IHPS;
- Registration process of the digital certificate and SecureAccess Washington;
- User acceptance testing for system updates;
- Process for modifying, adding, terminating employees from User List and/or general questions;
- Notifications of system maintenance

The Program Support for DOL is:

Department of Licensing IHPS Support
PO Box 9030
Olympia WA 98507-9030

For questions about computer or browser-related problems:

Please contact the desktop support staff within your agency.

For questions about registering with SecureAccess Washington:

Please contact the Department of Information Services (DIS) Service Desk:

- Email: ServiceDesk@dis.wa.gov
- Phone: (360) 753-2454 or 1-888-241-7597

For questions about the Digital Certificate:

Please contact IdenTrust Customer Support:

- Email: helpdesk@identrust.com
- Phone: 1-888-248-4447
- Fax: (801) 326-5438
- Hours: Monday–Friday, 6 a.m. to 5 p.m.

For questions about the Interagency Agreement, use of the IHPS

application, or if you cannot gain access to the application during normal business hours:

Please contact Department of Licensing IHPS Support:

- Email: doldldsihpssupport@dol.wa.gov
- Phone: (360) 902-0154
- Fax: (360) 570-7858
- Hours: Monday–Friday, 8 a.m. to 5 p.m.

USERS Shall:

1. Take all steps necessary to ensure the application is accessible and used only by the authorized personnel to accomplish their official job functions.
2. Notify DOL in writing of employees who are eligible for access to the IHPS system using the *IHPS User List* template incorporated herein by reference.
3. Be responsible to immediately notify DOL in writing of any changes to the access eligibility by using the *IHPS User List Modification* template incorporated herein by reference.
4. Ensure the USER and USER's employees and agents will maintain the confidentiality of driver records by:
 - a. Protecting their account numbers and passwords;
 - b. Regularly changing passwords, by instructing users to change their password every 90 days, as recommended for security enhancement and by using hard to guess passwords; particularly when there are changes in personnel;
 - c. Instituting penalties for misuse of data; and
 - d. Ensuring that employees are familiar with the provisions of this contract.
5. Have the ability and are responsible to cancel its SecureAccess account.
6. Require USER employees to apply for and receive either a digital certificate from IdenTrust or registration with SecureAccess Washington for each employee accessing the IHPS application.
7. USER is provided the following options for access to the DOL IHPS system, IdenTrust and SecureAccess Washington or may elect to use both options.
 - *IdenTrust (Fee Applies)*
The USER will pay IdenTrust for the digital certificates along with a certificate renewal fee every two years. As a licensed, regulated entity, IdenTrust must comply with Washington law RCW 19.34 and operate under the rules set forth in chapter 434-180 of the Washington Administrative Code.
 - *SecureAccess (No Fee)*
SecureAccess WA is a single sign-on application gateway created by Washington State's Department of Information Services and allows Internet access to multiple online government services with the use of a unique single self-generated User-ID and password.

DELIVERABLES & DATA RESPONSIBILITIES

The parties as indicated will share the data identified below:

1. Purposes of data sharing.

It is the purpose of this Contract to set out the terms and conditions under which DOL will provide the Contractor staff, access to certain information from DOL's driver license records. Access to driver license record information will only be made available to the Contractor's staff to accomplish their official job functions. The use of said driver record information shall be exclusively for court proceedings and to assist the individual named in determining requirements to reinstate their Washington driving privilege.

Said information shall be disseminated only to authorized entities and persons; and used by them only for the purposes set out in this Contract, in accordance with federal and state law.

2. Statutory authority granting access to or sharing of data.

The Contractor will comply with all statutory or administrative rules regulating the confidentiality of information obtained from DOL databases, including but not limited to RCW 46.52.120 and RCW 46.52.130, RCW 46.61.513 and the federal Driver Privacy Protection Act 18 USC 2721.

3. Brief but clear description of the data to be shared.

DOL will provide the Contractor staff, with on-line or Internet access to DOL driver databases. Contractor staff will update DOL's drive records with FTA adjudications.

Access will permit the Contractor staff to obtain information to be used exclusively for the purpose of determining requirements to reinstate the named individual's Washington driving privilege. This information is limited to:

- Failure to Appear Information (FTAs) (list);
- Reinstatement data and status;
- Middle initial search.

4. How will the data be shared?

The data shall be provided by the DOL based upon the option(s) chosen by Contractor at the time of application either Digital Certificate with IdenTrust and/or SecureAccess Washington or both.

5. Names of individuals or employees and their working titles who are authorized access to the shared data:

- Should be included on *attacheement "E"*.

6. Brief and clear description of the procedure or protocol for accessing the data:

Aside from preventative maintenance and database updates, the application will be available for record access Sunday through Saturday. The Contractor will guard against unauthorized access to DOL databases as follows:

- 6.1 Only Contractor's staff needs this information in the execution of their official duties will be granted access privileges to the DOL databases specified in this Contract.
- 6.2 Access to DOL databases will be secured using log-on ID's/User Group Codes.
- 6.3 The Contractor's equipment capable of accessing these databases will be located in areas that are not accessible to the general public.
- 6.4 IHPS requires a UserID and password. SecureAccess requires user authorization. SecureAccess allows authorized staff access from any location with UserID and password. The applications allow the user to read and print the data and to update DOL's drive records with FTA adjudications.

7. How will the data be destroyed by data recipient/returned to data provider?

When information is no longer needed, it will be destroyed in the manner as other confidential client data.

The Contractor will comply with all statutory or administrative rules including, but not limited to Washington State Department of Information Services Board IT Portfolio Security Policy, Standards and Guidelines (<http://isb.wa.gov/policies/security.aspx>).

8. Security Controls. Contractor shall protect the data from unauthorized physical and electronic access while it is in motion and at rest, as described below:

1. Electronic Access: Contractor shall ensure electronic access is authorized using individual accounts, hardened passwords and require changing of passwords at least every 90 days.
2. Encryption and Decryption: Contractor shall furnish encryption and decryption software compatible with DOL's software to ensure security and confidentiality.

3. Apply Security Patches: Contractor shall be diligent in the timely installation of security patches for all information technology assets, hosts and networks, that process DOL data.
4. IT Security Policies and Procedures: Contractor shall maintain and enforce information technology security policies and procedures consistent with this Contract, and provide an electronic copy to DOL upon request within three (3) business days. Contractor's information technology security policies and procedures shall include a computer incident response policy and procedure and annual security training to their employees.
5. Protection/Intrusion Devices: All Contractors' information technology assets that store/process DOL data shall be physically secured from unauthorized access. Contractor shall employ adequate devices such as Intrusion Protection (IPS) and Intrusion Detection (IDS) devices and system log monitoring to ensure unauthorized users cannot access Contractor information technology assets in a manner that allows DOL data to be compromised.
6. Periodic Vulnerability Scanning and Penetration Testing: Contractor shall periodically scan information technology hosts and networks that process DOL data for vulnerabilities to exploitation.
7. Self Audits: Internal and independent audits to review Contractor's data protection and access may be conducted at a time or times determined by DOL at the Contractor's expense and DOL being the client.

Attachment B
DATA CLASSIFICATION DECLARATION

DATA CLASSIFICATION DECLARATION

Data described in this Contract is assessed by DOL to be in the following data (confidentiality) classification:

PUBLIC

A data classification for data whose access is unrestricted. It applies to all data that is not classified as CONFIDENTIAL or RESTRICTED CONFIDENTIAL.

CONFIDENTIAL

A data classification for data that, due to its sensitive or private nature, requires limited and authorized access. Its unauthorized access could adversely impact the Contractor legally, financially or damage its public integrity.

RESTRICTED CONFIDENTIAL

A data classification for the most sensitive data within the Contractor. It is confidential (as defined above); however, with a need for added protection. Its unauthorized access would seriously and adversely impact the organization, its customers, employees or business partners.

METHOD OF ACCESS/TRANSFER

The data shall be provided by the DOL to the Contractor in the following format(s):

- Secure file transfer (FTP/PGP, SFTP – Regular ADR Sales, ADR Monitoring)
- US or CMS mail (certified or registered with ID required)
- Secure on-line application (IHPS)
- Facsimile (exceptions only)
- Other FED EX – (with ID and return receipt required)

FREQUENCY OF DATA EXCHANGE

- One time: data shall be delivered by _____ (date)
- Repetitive
- As available

AUTHORIZED ACCESS TO DATA

Access to "Confidential" or "Restricted Confidential" information is limited to Contractor staff, who are specifically authorized and who have a business need-to-know. In accordance with the terms contained herein and prior to making the data available, the Contractor shall notify all Contractor staff with access to the data of the use, disclosure and disposition requirements.

USER will be responsible for ensuring that all employees obtaining access to the IHPS application have reviewed this contract and signed the *IHPS Appropriate Use Declaration* form incorporated herein by reference. This form will be kept on file at the USER's location.

Attachment C
CERTIFICATION OF DATA DISPOSITION

Date of Disposition: _____

Data disposition methods used upon expiration or termination of this Contract: (select all that apply).

- All copies of any data sets related to this Contract have been wiped from all data storage systems and media.
- All on-line access accounts related to this Contract have been deleted.
- All printed and hard copy materials and all non-wiped computer media containing any data related to this Contract have been destroyed.

By signing below, I hereby certify that the data disposition requirements as provided in DOL Contract No. K1525, have been fulfilled as indicated above.

City of Lacey Violations Bureau

(Signature) (Date)

(Print Name)

(Title)

Washington State
DEPARTMENT OF LICENSING

Attachment D
INTERNET QUERY SYSTEM (IHPS)
APPROPRIATE USE DECLARATION

IHPS USERS WILL:

- 1. Ensure the confidentiality and privacy of the information accessed.
- 2. Only use the information to accomplish official job duties.

IHPS USERS WILL NOT:

- 1. Share the information with any persons not identified in the Internet Query System User List.
- 2. Use the information for personal reasons or benefit.

Misuse of this information is a felony and is punishable by fine and/or imprisonment.

I reviewed the Data Sharing Agreement with my supervisor and understand the expectations for using IHPS.

Barrett Forberg
EMPLOYEE NAME (PRINTED)

LVBABRF 12-25-09
EMPLOYEE SERIAL/BADGE NUMBER DATE

X [Signature] 12-23-09
EMPLOYEE SIGNATURE DATE

KAE BARKER
SUPERVISOR NAME (PRINTED)

X KAE BARKER 12/23/09
SUPERVISOR SIGNATURE DATE

Signed copies of this declaration should be kept on file in your office – please do not return to DOL.

Washington State
DEPARTMENT OF LICENSING

Attachment D
INTERNET QUERY SYSTEM (IHPS)
APPROPRIATE USE DECLARATION

IHPS USERS WILL:

1. Ensure the confidentiality and privacy of the information accessed.
2. Only use the information to accomplish official job duties.

IHPS USERS WILL NOT:

1. Share the information with any persons not identified in the Internet Query System User List.
2. Use the information for personal reasons or benefit.

Misuse of this information is a felony and is punishable by fine and/or imprisonment.

I reviewed the Data Sharing Agreement with my supervisor and understand the expectations for using IHPS.

Donna Rohrer
EMPLOYEE NAME (PRINTED)

LVBARR 12-28-09
EMPLOYEE SERIAL/BADGE NUMBER DATE

Donna Rohrer 12-28-09
EMPLOYEE SIGNATURE DATE

KAE BARKER
SUPERVISOR NAME (PRINTED)

x KAE BARKER 12/28/09
SUPERVISOR SIGNATURE DATE

Signed copies of this declaration should be kept on file in your office – please do not return to DOL.

Washington State
DEPARTMENT OF LICENSING

Attachment D
INTERNET QUERY SYSTEM (IHPS)
APPROPRIATE USE DECLARATION

IHPS USERS WILL:

1. Ensure the confidentiality and privacy of the information accessed.
2. Only use the information to accomplish official job duties.

IHPS USERS WILL NOT:

1. Share the information with any persons not identified in the Internet Query System User List.
2. Use the information for personal reasons or benefit.

Misuse of this information is a felony and is punishable by fine and/or imprisonment.

I reviewed the Data Sharing Agreement with my supervisor and understand the expectations for using IHPS.

Michele Mantle
EMPLOYEE NAME (PRINTED)

LVBAM17
EMPLOYEE SERIAL/BADGE NUMBER

12/23/09
DATE

Michele Mantle
EMPLOYEE SIGNATURE

12/23/09
DATE

KAE BARKER
SUPERVISOR NAME (PRINTED)

KAE BARKER
SUPERVISOR SIGNATURE

10/23/09
DATE

Signed copies of this declaration should be kept on file in your office – please do not return to DOL.

Washington State
DEPARTMENT OF LICENSING

Attachment E

INTERNET QUERY SYSTEM (IHPS) USER LIST

MAIL OR FAX TO
DATA MANAGEMENT AND PROJECTS
DEPARTMENT OF LICENSING
PO BOX 9030
OLYMPIA, WA 98507-9030
FAX: (360) 570-7858

The IHPS agreement has been reviewed, with the users listed below, and I approve their eligibility to use IHPS based on the criteria established by the Department. This information must be provided to the department.

CITY OF LACEY P.O. BOX 3400, LACEY, WA 98501-3400
AGENCY NAME LACEY VIOLATIONS BUREAU AGENCY ADDRESS

KAE BARKER 360-438-2690
SUPERVISOR NAME (PRINTED) SUPERVISOR PHONE NUMBER

x KAE BARKER 12-23-09
SUPERVISOR SIGNATURE DATE

IMPORTANT: Please print the employee name and check your choice of access:

- Digital Certificate (DC) or
- Secure Access (SA)

KAE BARKER DC SA DC SA
EMPLOYEE NAME EMPLOYEE NAME

BARRETT R. FORBERG DC SA DC SA
EMPLOYEE NAME EMPLOYEE NAME

Donna R. ROHRER DC SA DC SA
EMPLOYEE NAME EMPLOYEE NAME

MICHELE I MANTLE DC SA DC SA
EMPLOYEE NAME EMPLOYEE NAME

/ DC SA DC SA
EMPLOYEE NAME EMPLOYEE NAME

DC SA DC SA
EMPLOYEE NAME EMPLOYEE NAME

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EMPLOYEE NAME EMPLOYEE NAME

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EMPLOYEE NAME EMPLOYEE NAME

DC SA DC SA
EMPLOYEE NAME EMPLOYEE NAME

Washington State
DEPARTMENT OF LICENSING

Attachment F
INTERNET QUERY SYSTEM (IHPS)
USER LIST MODIFICATION

This template should be used to add, remove or update a user's access to the IHPS application. This information must be provided to the department.

DOL CONTRACT NUMBER _____

_____ AGENCY NAME

_____ AGENCY ADDRESS

ADD USER

NOTE: The new employee needs to apply for a Digital Certificate or SecureAccess.

Check the type of access:

- Digital Certificate (DC) or
- Secure Access (SA)

_____ PRINT NAME

REMOVE USER

Check the type of access the employee had; Digital Certificate (DC) or SecureAccess (SA).

- DC
- SA

_____ PRINT NAME

UPDATE USER

CURRENT INFORMATION

Check the type of access; Digital Certificate (DC) or SecureAccess (SA).

- DC
- SA

_____ PRINT NAME

UPDATED INFORMATION

Check the type of access; Digital Certificate (DC) or SecureAccess (SA).

- DC
- SA

_____ PRINT NAME