# **Division of Motor Vehicles**



1-800-642-9066 dmv.wv.gov

## **Application for Clearinghouse Non-Resident Business Participation**

A) Non-Resident Business Information		
COMPANY NAME		FEDERAL TAX ID NUMBER (FEIN)
COMPANY ADDRESS (STREET / CITY / STATE / ZIP CODE)		,
B) Primary Contact Person		
FULL NAME (FIRST / MIDDLE / LAST)	JOB TITLE	
MAILING ADDRESS IF DIFFERENT FROM COMPANY ADDRESS (STREET	ET / CITY / STATE / ZIP CODE)	
TELEPHONE NUMBER (DIRECT LINE, NO CALL CENTERS)	EMAIL ADDRESS	
C) Secondary Contact Person  FULL NAME (FIRST / MIDDLE / LAST)	JOB TITLE	
TOLL NAME (FIRST) MIDDLE / EAST)	JOB TITLE	
MAILING ADDRESS IF DIFFERENT FROM COMPANY ADDRESS (STREI	ET / CITY / STATE / 7ID CODE)	
MAILING ADDRESS IF DIFFERENT FROM COMPANY ADDRESS STREET	ET/CITT/STATE/ZIPCODE)	
TELEPHONE NUMBER (DIRECT LINE, NO CALL CENTERS)	EMAIL ADDRESS	
TELEFTIONE NOMBER (DIRECT LINE, NO CALL CENTERS)	LIVIALE ADDITESS	
D) Transaction Information		
ESTIMATED VOLUME OF VEHICLE TITLE TRANSACTIONS TO BE PROC	CESSED ANNUALLY	
E) Certification		
I hereby certify and affirm under penalty of fines a	und/or imprisonment that all i	nformation presented in this form and all
documents attached thereto are true and correct.		morniation presented in this form and an
PRINTED NAME OF AUTHORIZED AGENT	JOB TITLE	TELEPHONE NUMBER
PRINTED NAME OF COMPANY		EMAIL
(V)		
SIGNATURE OF AUTHORIZED AGENT		DATE
SIGNATURE OF AUTHORIZED AGENT		DATE

#### **INSTRUCTIONS: Application for Clearinghouse Non-Resident Business Participation**

- Type or complete this application in BLUE OR BLACK INK ONLY.
- DO NOT SEND CASH. SEND CHECK OR MONEY ORDER payable to the Division of Motor Vehicles. Any check that is not honored for payment will result in a \$10.00 SERVICE CHARGE.
- Fee for a first-time applicant is \$400.00. Fee for renewal is \$200.00. Application fees are non-refundable.
- Make sure all required forms are included with this application:
  - If you are a first-time applicant, please include:
    - \$400.00 Application Fee
    - Proof of Valid US Business License From Your State of Residence
    - NIST Level 2 Letter of Attestation
    - Information Security Questionnaire Form
    - SOC II Type II Record of Compliance (ROC) Report
    - \$250,000 Bond (MV-100-CH)
  - If you are renewing, ensure that you meet the required qualifications and submit the appropriate documents:
    - \$200.00 Renewal Fee
    - Proof of Valid US Business License From Your State of Residence
    - Submit Annual Security PenTest Report
    - Submit Annual SOC II Type II Record of Compliance (ROC) Report
    - Maintain Less Than 10% Manual Reviews
    - Maintain Less Than 2% Data Error Rates
    - Provide Certificate of Completion Per eSignature (Upon a Request During an Audit Review)
    - Maintain Less Than .05% Fraud Rates
    - Maintain Less Than .05% Post-Title Correction Rates

### Checklist

Is the application completed, including signatures?
Did you enclose a check or money order payable to the Division of Motor Vehicles for the total fees and payment due?
Do you have all required documents listed in the instruction section?

#### MAIL ALL REQUIRED DOCUMENTS, FORMS, AND PAYMENT TO:

Division of Motor Vehicles Clearinghouse Department PO Box 17800 Charleston, WV 25317

OR

5707 MacCorkle Ave., SE Charleston, WV 25304

**Toll-Free Telephone (In-State Only)** 1-800-642-9066 Out-of-State (304) 558-3900