

## Attachment A: Driver's Abstract Instructions

Benton County Mosquito Control District (BCMC) is a Special Assessment District, funded by assessments added to properties within the District boundaries. We function due to the monies provided by those residents and we strive to be diligent with those funds. Consequently, we are held to certain standards both internally and externally with regards of the use of District equipment including vehicles.

Our insurance provider requires that we perform our due diligence in reviewing the driving record of potential employees. This is why we require a driver's abstract to be provided before employment can begin. You may provide one with your application, or you may wait to see if you are offered a position, but **please note, a driver's abstract is required for employment and a driver's abstract that has any major infractions will most likely prevent the applicant from being hired.**

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### Notes

- We require, at a minimum, a 3-year noncommercial insurance record.
  - We will need offer employment to anyone not providing this information.
- Certain infractions like a speeding ticket will NOT disqualify you from employment.
  - We look at a number of factors and one's driving record is one of those factors.
- There is an associated cost with getting the Driver's Abstract.
  - As of February, 2018 in Washington State the 3-year noncommercial insurance record costs \$13.
  - You can keep your record if you want or in case you need it for other job applications; just send us a copy; we do not have to have the original.
  - If you license is not in Washington State, then you will need to contact the state licensing department of the state that issued your license.

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### Washington License Steps


1. Go to <http://www.dol.wa.gov/driverslicense/requestyourrecord.html>
2. Decide what record you need. You will need (at a minimum) the "3-year noncommercial insurance record".

Record type	Cost
<b>Complete record</b> Shows your complete driving record	\$13
<b>Employment record</b> To determine employment eligibility	\$13
<b>3-year noncommercial insurance record</b> For getting or renewing vehicle insurance	\$13
<b>3-year commercial insurance record</b> Creating and renewing commercial vehicle insurance policies	\$13

3. Purchase your record. You will need to choose between either creating a License eXpress account (if you want to get the driver's abstract online; you'll have a report within 24 hours), or you can mail in a request (takes 10-14 days).
  - a. The link on item #1 above will direct you to a page where you can make that decision.

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4. Follow the instructions. You'll need some items before you begin:



**PURCHASE A  
Driving record**

Because the driving record is in PDF format, you'll need Adobe Reader installed. You can download Adobe Reader for free at [Adobe.com](https://www.adobe.com).

**What you'll need**

- Washington State **driver license or ID card**.
- **Social Security number** - last 4 digits.
- **Visa, MasterCard, or American Express**.
- **Adobe Reader** to view and print your driving record.
- An **email address** and/or **printer**.

[Start](#)

**The driving record can be:**


- For mobile phone/tablets - Emailed only.
- For computers - Emailed or printed.


**How much will it cost?**  
**\$13** per record type. There are 7 types.

Once you've purchased a record, it's available for 24 hours.

**Is the fee refundable?**  
No.

**See also:**  
[Frequently asked question: Driving records](#)

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5. Complete the steps and make sure to have the record emailed to you and to print a copy if you can. The fee is NOT refundable and the record is only available for 24 hours so you will want to make sure you can secure a copy in at least one format.

### Frequently asked questions: Driving records

#### What is a driving record?

It's a history of violations, convictions, collisions, and Departmental actions incurred by a driver over a period of time. It may not include the license original issue date. A copy of the record is referred to as an Abstract of Driving Record (ADR).

#### What types of driving records are available?

Type of record	Who can get a copy	What the record includes
<b>3-year noncommercial insurance abstract*</b> Used to create and renew noncommercial motor vehicle insurance policies.	<ul style="list-style-type: none"><li>• The person named on the driving record</li><li>• Insurance companies and their agents</li></ul>	The past 3 years' noncommercial driving: <ul style="list-style-type: none"><li>• Convictions</li><li>• Violations</li><li>• Collisions</li><li>• Failures to appear (FTA)</li></ul>

\*These records don't show violations and collisions for law enforcement officers, firefighters, tow trucks or Washington State Patrol officers that occurred while on duty, driving official vehicles.

#### How long will it take to get a copy of a driving record?

- **Online:** You can print a copy immediately or email it to yourself.
- **By mail:** Please allow 10–14 days.

#### Can employers or insurance companies tell anyone what's on my driving record?

No. Driving records are confidential and are provided only to those authorized by law. Insurance companies, employers, transit authorities, volunteer organizations, and school districts who get a copy of your driving record may not reveal your information to a third party.