

Florida

Department of Highway Safety and Motor Vehicles

Division of Motorist Services

PROCEDURE	SUBJECT:
RS-64 & TL-57	CRIMINAL RECORD CHECKS AND ACCESS AUTHORIZATION REQUESTS FOR TAX COLLECTOR EMPLOYEES AND OTHER USERS WITH DIRECT ACCESS TO FRVIS
DESCRIPTION AND USE:	
THIS PROCEDURE PROVIDES INFORMATION AND INSTRUCTIONS TO ASSIST TAX COLLECTOR EMPLOYEES, LICENSE PLATE AGENCY EMPLOYEES, AND THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES IN COMPLYING WITH REQUIREMENTS FOR CONDUCTING CRIMINAL RECORD CHECKS AND ACCESS AUTHORIZATION.	
<p>I. GENERAL INFORMATION:</p> <p>No person covered by this procedure is to use FRVIS to perform transactions for customers provided for in Chapters 207, 319, 320 and 328, Florida Statutes, until such time as a criminal background check has been completed. Further, such person must have a logon password and roles assigned to them by the department before performing transactions for customers provided for by Chapters 207, 319, 320 and 328, Florida Statutes.</p> <p>II. FRVIS ACCESS AUTHORIZATION REQUESTS:</p> <p>A. Each county tax collector must submit an accurately completed "FRVIS Access Authorization Request" form, which certifies that their employee, including any private license plate agency employee, having access to the FRVIS Computer Network, has met county criminal background investigation requirements. It must be signed (a stamped signature is acceptable) by the tax collector and include the employee's legal name, date of birth, drivers license number, Florida identification card number and FRVIS log on ID, if applicable.</p> <p>B. All "FRVIS Access Authorization Request" forms for new users, deleting users or when changing or deleting roles for users are to be mailed, faxed, or emailed to:</p> <p style="margin-left: 40px;">Division of Motorist Services Motorist Services Support 2900 Apalachee Parkway, MS# 69 Tallahassee, FL. 32399-0500</p> <p style="margin-left: 40px;">FAX# 850-617-3953 FRVIS-Logons@flhsmv.gov</p>	
Revision(s) to this Procedure: Changed "Biannually" to Annually in Section II. E on page 2.	
EFFECTIVE DATE	REVISION DATE
Immediately	01/13/2016

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C. Effective January 1, 2014, any FRVIS user who has not logged into the FRVIS system within the last 90 days will be deleted.

D. Beginning April 1, 2014, the department will review all FRVIS users for anyone who has not logged into the system within the last 90 days.

These individuals will be suspended first. If they fail to access the FRVIS system within the next 30 days, they will be deleted from the system.

E. **Annually**, the department will generate a report of all counties and agencies listing all current users and their roles. The tax collector or designee must review this list and determine if each user needs all their current roles.

III. MISCELLANEOUS:

A. If an employee resigns or is terminated due to fraudulent activity, a written explanation must be attached to the "FRVIS Access Authorization Request" form.

B. Visit the link below for a fillable "TC - FRVIS Access Authorization Request" form.

<http://safetynet/MotoristServices/Services/DMV/FRVIS%20Access%20form%20TC.pdf>

Any revision prior to the date on this form is obsolete.

C. If an employee changes their name, due to marriage, divorce, or court order, a written explanation must be attached to the "FRVIS Access Authorization Request" form when submitted. The individual's name will change in FRVIS however, their user identification information will not.