



November 27, 2019

## ATTACHMENT A

### CEO INSTRUCTIONS FOR ENROLLMENT INTO THE EMPLOYEE PULL NOTICE (EPN) PROGRAM

The following instructions are for activating and participating in the DMV EPN program.

#### **Establishing and Activating a DMV EPN account**

To activate a DMV EPN account, CEOs will fill out and submit a completed form INF – 1130 “**Government Requester Account Application**”.

#### **CEOs Enrolling Employees for DMV Pull**

Each CEO will utilize the name of the employee and Drivers License (DL) number obtained from the completed form INF-1101 to complete the form INF – 1103 “**Enrollment or Deletion of Drivers**”.

#### **INF form completion examples**

Please review prefilled and highlighted examples of forms INF 1103 and 1130. Please fill out only the lines that have an “x” or “numbers”.

#### **Mailing Instructions (INF-1103 and INF-1130)**

Forms INF-1103 and INF-1130 will need to be sent via USPS mail to the following address by December 31, 2019.

**Department of Motor Vehicles  
Account Processing MS-H221  
Attn: Jessica Everhart  
P.O. Box 944231  
Sacramento, CA 94244**

***Important: The forms will need to be stapled together with a cover letter or a note inside the envelope that reads: ATTN – JESSICA EVERHART. It is also imperative that “Account Processing MS-H221” is placed on the envelope in order to distinguish the packet from all other mail DMV receives daily.***

#### **Mailing Tips**

Due to the requirement of wet signatures needed on the forms, email submittal of forms INF 1103 and 1130, will not be accepted by the DMV. For questions on the INF forms, please contact F&E at 916-999-3000.

