

Public Abstract Request System (PARS)

What is PARS?

- **PARS** is a secure online service that allows authorized accountholders to receive DMV record abstracts quickly and easily using the Web. Participants have instant access to driver and vehicle abstracts delivered via Portable Document Format (PDF) images. Typical account holders include insurance companies, attorneys, towing companies, contract businesses, and motor carriers.
- **Employer Notification program (optional):** Employer Notification is an optional program that provides employers with current information regarding the driving record of their employees who hold a Wisconsin driver license. Employer Notification is now available to employers of regular Class D drivers and commercial drivers (CDL). Employers may enroll any employee whose employment responsibilities include the operation of any motor vehicle. Wisconsin Statutes 343.245 authorizes this program.

Employer Notification enables participants to create and maintain their own roster of employed drivers. The program will identify any enrolled employee with recent activity on their driving record and allow the purchase of a current driver record abstract.

What are the charges for PARS?

- **Fees:** The requestor is charged \$5 for each abstract search that is initiated. The fee applies to the search and not to the result. For instance, if your search results in a response of "no customer match" you will be charged a \$5 search fee. There is no annual fee or monthly minimums for the web-based service. Adding and removing employees is also free of charge.
- **Billing:** Fees are automatically debited by electronic funds transfer using the Automated Clearing House (ACH) system. Once enrolled, authorized users will enter their bank account information into PARS setting up their ACH account. Please consult your financial institution before entering the routing and account numbers to ensure accuracy.
- **ACH:** The Automated Clearing House (ACH) system is a secure, private network that connects banks to one another by way of the Federal Reserve Board or other ACH operators. This network enables secure electronic payments to be processed.

What is required to enroll in PARS?

- **Federal Driver's Privacy Protection Act:** The Federal Driver's Privacy Protection Act requires that an MV2896 (DPPA) form accompany requests for DMV record information. The MV2896 Vehicle/Driver Record Information Request form requires you to identify your authorization, by law, to receive records with personal information. This form must be completed and returned.
- **Contract:** Once authorization to receive DMV records has been established applicants must sign a PARS data access contract. The contract will expire approximately three years from initial enrollment. A specific expiration date will be provided at the time of authorization. It is not required to continue with PARS for the entire three years; length of participation within the contract period is up to the participant.

Once the signed PARS contract is received, all official communication will be made through the DMV PARS Agreement Coordinator identified in the contract. DMV will email authorization instructions directly to the recipient's PARS Agreement Coordinator.

What will happen once we are enrolled?

After a signed PARS contract and MV2896 form have been received by DMV, instructions will be provided that detail the following steps for individual system access:

- **Password Management:** It will be necessary set up a password protected account to access to PARS. This process is completed through the State's Web Access Management System (WAMS). WAMS allows authorized individuals to access internet applications through the same portal for all state web applications. Each PARS user must have a unique Wisconsin Login Account that may not be shared with anyone else, even within the same company or agency.
- **Criminal background check requirements:** Users of PARS with direct access to DMV data are required, by state law, to have a criminal background check performed prior to being granted access. The criminal background check (CBC) is the responsibility of the requesting agency or business and must be conducted by the Wisconsin Dept. of Justice or an accredited background check provider if residing outside of the state of Wisconsin. DMV will not authorize access until the results of the CBC are received from the requestor for each employee applying for access. The background check must consist of a name/date of birth check. Instructions for obtaining and submitting CBC results will be provided after the application for access has been approved.
- **System Access Request form:** Each user requesting access to DMV records must also submit a Public Abstract Request System Access form (MV3758). The recipient's PARS Agreement Coordinator must approve each MV3758 form submitted to DMV. On this form, requestors will provide their WAMS User ID, CBC results, and requested permissions. At least one individual within the company must be designated with the ACH role. This role is responsible for the set up and updating bank account information. It also has the ability to run audit reports detailing PARS system activity within the organization.
- **DMV will contact the PARS Agreement Coordinator when system access has been granted.**

Who do I contact with questions?

PARS User Support
E-mail: pars@dot.wi.gov
Call: (608) 266-0928