

California Department of Motor Vehicles  
Memorandum of Understanding  
County of Monterey

This Memorandum of Understanding (MOU) between the Department of Motor Vehicles, State of California (DMV) and the County of Monterey (“County”), is to meant to facilitate direct online information access to approved government agencies (“Requesters”) via the County Information Technology Department’s network. The following terms and conditions will be followed by the identified parties of this MOU:

1. Any modification or amendment to this MOU must be in writing and signed by both parties.
2. This MOU is for a term of forty-eight (48) months from the date of DMV approval. If this MOU expires, the provisions herein remain in effect until a superseding MOU is executed.
3. DMV may, without notice, terminate services if its information is used for an unapproved purpose or failure to comply with any statute or regulation relating to information privacy or security.
4. DMV or County may terminate this MOU without cause by providing written notice of such intent. Notice must be on agency letterhead and be received not less than thirty (30) days prior to the date of termination. Notice is deemed received five (5) days from the date of mailing or electronic transmission. Notice from DMV will be directed to:

County of Monterey  
Information Technology Department  
1590 Moffett St.  
Salinas, CA 93905

Notice from County will be directed to:

Department of Motor Vehicles Digital  
Service Optimization Section  
P.O. Box 942890, Mail Station H-  
225 Sacramento, CA 94290-0890  
(916) 657-5582  
(916) 657-5907 (FAX)

5. County may be responsible for all damages and costs, including attorney fees, arising from its noncompliance with any terms herein. This provision is not intended to make County responsible for the acts or omissions of any Requester, and all rights, defense, and protections granted as a matter of law are reserved to County.
6. County and its officers, agents and employees shall act in an independent capacity and not as officers, agents, or employees of DMV.
7. County shall establish security procedures to protect the dissemination of confidentiality of DMV information in compliance with California Vehicle Code section 1808.47.
8. County shall ensure that employees having any access to DMV information complete an Information Security Statement (INF 1128). County shall maintain and make available to DMV upon request each INF 1128 for a period of two (2) years beyond the term of this MOU.
9. County shall report any unauthorized access or use of DMV information within one (1) day from date of discovery to DMV's Policy Division at 916-657-5583. In addition, County shall provide written documentation regarding the incident within three (3) business days to:

Department of Motor Vehicles  
Manager, Information Policy and Liaison Section  
P.O. Box 942890, Mail Station H-225  
Sacramento, CA 94290-0890  
(916) 657-5583  
(916) 657-5907 (FAX)

10. If County's system accesses or maintains DMV information and there is a breach of its security, County shall provide notice of the breach to affected California residents pursuant to California Civil Code Section 1798.29.

11. County shall maintain and make available a list of all Requesters using its network to access DMV information.

12. DMV is not responsible for costs and maintenance of communication lines used to access its information.

13. County shall log and securely store the agency and user identity, including indirect requesters, date, and time when the information is requested from DMV logs shall be maintained for two (2) years from the date of the transaction and shall be available to DMV for audit purposes.

14. County agrees to accommodate DMV's request for an inspection, review, or audit immediately upon request from DMV or DMV's representative and to allow on-site audits during regular business hours for purposes of determining compliance with the terms of this MOU.

15. County will comply with all DMV Information Security Agreement provisions, including implementing and maintaining the approved configuration security of its network connectivity for transmission of DMV data. Any proposed changes must be approved by DMV prior to implementation.

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