

APPLICATION FOR THIRD-PARTY ISSUER OF IDENTITY DOCUMENTS

(601 KAR 12:130)

INSTRUCTIONS:

Mail fully completed application and all required documents to:

Kentucky Transportation Cabinet
Department of Vehicle Regulation
Division of Driver Licensing (DDL)
200 Mero Street, 2nd Floor
Frankfort, KY 40622

SECTION 1: THIRD-PARTY ISSUER INFORMATION

FULL NAME OF BUSINESS <i>(Print.)</i>		KENTUCKY BUSINESS LICENSE #	
PHYSICAL ADDRESS <i>(Print.)</i>	CITY	STATE	ZIP
MAILING ADDRESS <i>(if different than physical address)</i>	CITY	STATE	ZIP
FULL NAME OF PRIMARY CONTACT <i>(for ongoing activities such as audits, training, etc.)</i>		PRIMARY CONTACT TITLE	
PRIMARY CONTACT EMAIL ADDRESS		PRIMARY CONTACT PHONE # <i>(incl. area code & ext.)</i>	

SECTION 2: THIRD-PARTY ISSUER LOCATIONS *(Attach additional pages as necessary.)*

LOCATION 1

PHYSICAL ADDRESS <i>(Print.)</i>	CITY	STATE	ZIP
MAILING ADDRESS <i>(if different than physical address)</i>	CITY	STATE	ZIP

LOCATION 1 OPERATING HOURS

Monday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	<u>Holiday Schedule</u> <i>(Holiday schedule may be attached to application.)</i>
Tuesday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	
Wednesday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	
Thursday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	
Friday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	
Saturday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	
Sunday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	

APPLICATION FOR THIRD-PARTY ISSUER OF IDENTITY DOCUMENTS

(601 KAR 12:130)

SECTION 2: THIRD-PARTY ISSUER LOCATIONS *(continued)*

LOCATION 2

PHYSICAL ADDRESS <i>(Print.)</i>	CITY	STATE	ZIP
MAILING ADDRESS <i>(if different than physical address)</i>	CITY	STATE	ZIP

LOCATION 2 OPERATING HOURS

Monday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	<u>Holiday Schedule</u> <i>(Holiday schedule may be attached to application.)</i>
Tuesday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	
Wednesday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	
Thursday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	
Friday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	
Saturday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	
Sunday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	

LOCATION 3

PHYSICAL ADDRESS <i>(Print.)</i>	CITY	STATE	ZIP
MAILING ADDRESS <i>(if different than physical address)</i>	CITY	STATE	ZIP

LOCATION 3 OPERATING HOURS

Monday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	<u>Holiday Schedule</u> <i>(Holiday schedule may be attached to application.)</i>
Tuesday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	
Wednesday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	
Thursday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	
Friday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	
Saturday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	
Sunday	From: ____ ☐ a.m. ☐ p.m. to ____ ☐ a.m. ☐ p.m.	

APPLICATION FOR THIRD-PARTY ISSUER OF IDENTITY DOCUMENTS

(601 KAR 12:130)

SECTION 3: THIRD-PARTY ISSUER AGREEMENT

Third-party issuer agrees that:

- ☐ A bond is secured in the amount of \$ _____. (A minimum \$300,000 bond is required. Attach proof of bond.)
- ☐ Third-party issuer shall maintain cybersecurity liability insurance in an amount not less than \$500,000, including coverage for data breaches, cyber incidents, and unauthorized access to or disclosure of information. (Proof of insurance shall be provided to KYTC before approval or activation of issuing authority and shall remain in effect throughout the term of this agreement.)
- ☐ Third-party issuer shall enter into an annual lease agreement for any required KYTC equipment and shall be responsible for complying with all KYTC requirements governing the use, maintenance, and protection of KYTC-issued hardware and software while connected to or accessing KYTC networks.
- ☐ Third-party issuer shall abide by all KYTC policies and procedures and all applicable Kentucky statutes. (This includes but is not limited to KRS 186.400 to 186.640.)
- ☐ Third-party issuer shall ensure that only authorized KYTC-approved personnel with authorized credentials have access to KYTC systems and identity document issuing equipment at all locations. The third-party issuer shall maintain physical access logs for all equipment and facilities where issuing functions are performed at all locations and shall make those records available to KYTC upon request.
- ☐ All third-party issuer employees requiring access to KYTC systems shall complete a background check.
- ☐ Third-party issuer shall collect and remit to KYTC all KYTC fees collected and shall remediate any discrepancy within ten (10) business days.
- ☐ KYTC may perform an on-site visit prior to approving third-party issuer to conduct business on behalf of KYTC and may perform on-site inspections throughout duration of business agreement. (All locations shall be mobile units.)
- ☐ Third-party issuer shall submit its acceptable use policy (AUP) to KYTC for review prior to receiving approval letter.
Describe third-party issuer policy if AUP is violated. (Attach additional page describing third-party issuer policy if AUP is violated.)
- ☐ Third-party issuer shall defend, indemnify, and hold harmless KYTC, the Commonwealth of KY, and their officers, employees, and agents from and against any and all claims, demands, actions, liabilities, damages, losses, judgements, penalties, costs and expenses including reasonable attorney's fees, arising out of or resulting from the acts, omissions, negligence, recklessness, or willful misconduct of the third-party issuer, its employees, contractors, or in connection with the performance of this agreement.

Upon approval, _____ further agrees to the following:

Third-Party Issuer Name (Print.)

KYTC will provide access to its systems, currently known as KINDL, to qualified staff to perform the following DDL transactions:

- a. Class D, M, and DM License Renewals and Duplicates
- b. Kentucky ID Renewals and Duplicates
- c. Real ID Renewals and Duplicates
- d. Transactions a—c (above) will include change of address
- e. Fee Reinstatements

KYTC will process all transactions in the same manner as they are processed by KYTC Division of Driver Licensing (DDL). Prior to accessing KYTC system(s), third-party issuer employees will complete training and background checks as explained in 601 KAR 12:130. Third-party issuer approval is required to be renewed every three years.

Authorized Business Representative Name (Print.)

Authorized Business Representative Signature

Date

DDL Director or Designated Appointee Name (Print.)

DDL Director or Designated Appointee Signature

Date