



Please be advised that when requesting records from Puerto Rico for insurance and employment purposes, the end-user is required to have a release form signed by the prospective applicant/employee. This release form must be fax to Softech at **1-305-647-6504**.

PUERTO RICO SPECIFIC INFORMATION:

1. Client Information

- Company Name
- Contact Name
- Softech Account Number
- Phone Number
- Fax Number

2. Intended Use *(select one)*

- Insurance, or
- Employment

3. Application/Subject Information

- Last Name, First Name, MI *(If driver has more than one last name please list all.)*
- Date of Birth
- Driver's License Number, or
- Social Security Number

4. Driver Authorization

- Driver Signature and Date *(Please have applicant/employee sign and date.)*

IMPORTANT:

The **Puerto Rico Release form:**

1. Must be completed and faxed to Softech at **1-305-647-6504** in order for the request to be filled.
2. **DO NOT SEND A FAX COVER SHEET**
3. Must be completed as directed and kept on file by the end-user/employer.