

NASTF VSP Reinstatement Agreement

Please read and sign each policy. These are the same Terms and Conditions you agreed to when you applied to become a NASTF Vehicle Security Credential holder.

Proper Positive ID Procedure

Inform the Caller: At the time of initial request, ask the caller whether he or she has identification and authority for the service. Inform them of the requirements of this Positive Identification Policy.

Complete the Form: Upon arrival at the job site or when the customer comes in, the VSP shall complete an *Authorization for Automotive Key Generation and/or Immobilizer System / Anti-Theft Services* form (aka *Form D-1*, attached) that asks for the name, address, phone number, driver's license, vehicle make, model and year, vehicle license plate number, Vehicle Identification Number (VIN), odometer reading, color and disclaimer and signature. An invoice or work order that contains all identifying information, when stapled to a duly signed *Form D-1*, is acceptable for collection of this customer information.

Verify I.D.: Verify the customer's valid photo ID and compare to the information provided by the customer on the authorization form. The customer must present a valid state issued driver's license as proof of identity to qualify for use of Registry services.

Verify Authority: Ask the customer to present proof of entitlement, which shall include at least one of the following: a valid registration certificate, a valid insurance ID card, a valid insurance policy, vehicle title or a certificate of ownership for the vehicle. The name and address on the proof of entitlement document must match the information on the driver's license to qualify for use of Registry services. In the event that necessary documentation is locked within the vehicle, the vehicle may be entered to verify the authority of the requestor. If upon entry to the vehicle, you are unable to verify the authority of the requestor, the vehicle shall be shut and locked. Do not produce a replacement key, do not provide any key related information to the requestor and destroy all information acquired from the automaker during the transaction.

Ask for Signature: Require the customer to read and sign *Form D-1* (attached). The customer is attesting to:

- a. the information given by the customer being correct and truthful,
- b. the customer having the authority to obtain keys or immobilizer services for the vehicle and,
- c. the customer agreeing to indemnify and hold harmless the service provider and related parties against liability.

File the Form: Keep the completed *Form D-1* on file for two (2) years, or longer as required by law. These forms are subject to audit by the Registry Administrator.

Compliance with Applicable Laws: The VSP will take all other actions required by applicable laws. In the event of a conflict between the steps set forth herein and the applicable laws, the VSP should comply with applicable law and notify the Registry Administrator of the discrepancy.

Mobile VSPs: - A mobile VSP doing work for a body shop, garage, or dealership may accept a legible photocopy of the picture I.D. in order to match it to the registration/title documents. This cannot be a faxed copy. The shop owner or manager **must** verify the customer's I.D. in person and attest they have done so by signing the bottom of the *Form D-1*.

Sharing of Security Information and Use of Code Brokers

Security related service information acquired through use of "the Registry" shall not be sold, bought, traded, bartered or shared in any way with any individual, business, entity, or person(s) (this includes employees or relatives) other than the registered vehicle owner. Sharing of user names and passwords

between individuals is expressly prohibited. Breach of this policy will result in action against the VSP including potential removal from the Registry and permanent restriction from being issued any subsequent VSC number/account.

Please note: NASTF is not in any way affiliated with AutoCode or any other online key code provider. You cannot provide your VSC/LSID username/password to these unauthorized key code brokers. You may only use the auto manufacturer's website when specifically asked to provide it. Sharing your information with a code broker will result in suspension.

Please note: This agreement includes the storage of codes. Do not write the codes on the D1 forms or database this information by any means.

Suspension and Termination. I understand that my participation in the Registry is at the sole discretion of the NASTF and/or its designated administrator. I hereby agree that I, my company and/or my sub-accounts may be suspended or irrevocably excluded from the Registry (in which event this Agreement shall terminate) and denied access to automotive security related service information on automakers' websites for (a) felony or equivalent convictions, and/or (b) violation of the Terms & Conditions of Use, and/or (c) violation of any of the terms and conditions set forth in this Agreement.

I reaffirm to abide by all NASTF Registry Terms and Conditions,

Signed _____

Printed Name: _____

VSC/LSID _____ Date: _____