

# Washington State Department of Transportation

## Commercial Vehicle Information Systems and Networks

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### WSDOT CVISN Portal and E-Screening System – Individual Access Request

Access to the WSDOT Commercial Vehicle Information Systems and Networks (CVISN) Portal and E-Screening System data may be granted to individuals requiring this information for Commercial Vehicle Enforcement purposes.

- Access requires a login and password
- To request access, fill out the form completely and initial/sign where indicated (all fields above/including the signatures are required)
- Submit the form to the Commercial Vehicle Services (CVS) office through one of the following methods:

Email: [CVSPublicDisclosure@wsdot.wa.gov](mailto:CVSPublicDisclosure@wsdot.wa.gov)

Mail: WSDOT Commercial Vehicle Services  
ATTN: CVISN Public Disclosure  
PO Box 47367  
7345 Linderson Way SW Room 1001  
Tumwater, WA 98501

Please allow seven (7) business days for the request to be reviewed. Approval for the CVISN Portal may include access to the Virtual Weigh-In-Motion (VWIM) sites, which will require a separate login and password. Once the request has been processed and approved, users will receive separate emails containing their username(s), password(s), and instructions.

Users must submit an updated form annually to maintain access. A reminder email and form will be sent approximately 30 days prior to the account's expiration date.

### Authorization

[Senate Bill 5432](#) (ESSB 5432) authorized Washington State agencies to share data. The bill only requires a Data Sharing Agreement if the data contains category 3 or 4 personal information, however the CVISN Portal and E-Screening System only contains category 1 and 2 data.

## WSDOT CVISN Portal and E-Screening Systems Access Request Form

Initial each section below. The omission of an initial at any section will result in the denial of your request.

- \_\_\_\_\_ The data viewed in the WSDOT CVISN Portal shall only be used for Commercial Vehicle enforcement purposes.
- \_\_\_\_\_ The WSDOT CVISN Portal only provides data up to one year.
- \_\_\_\_\_ Screening history that is older than one year may be obtained by submitting a written request to [CVSPublicDisclosure@wsdot.wa.gov](mailto:CVSPublicDisclosure@wsdot.wa.gov).
- \_\_\_\_\_ WSDOT User IDs are inactivated one year from the date of activation. A new application form must be submitted to regain access.
- \_\_\_\_\_ Should I no longer require access to the WSDOT CVISN Portal, I will contact CVS to deactivate my WSDOT User ID.
- \_\_\_\_\_ I will not share my WSDOT User ID and password. A WSDOT User ID is intended to be used only by the person that it is assigned to.
- \_\_\_\_\_ I understand that the misuse of the data obtained in the WSDOT CVISN Portal or E-Screening System is a gross misdemeanor and is personally punishable by a fine not to exceed \$10,000, or by imprisonment in a county jail not to exceed 1 year, or by both such fine and imprisonment for each violation ([RCW 46.12.640](#)).

### User Information

First Name \_\_\_\_\_ M.I. \_\_\_\_ Last Name \_\_\_\_\_

Agency/Organization \_\_\_\_ WSDOT \_\_\_\_ WSP \_\_\_\_ ODOT \_\_\_\_ FMCSA Other \_\_\_\_\_

Work Location \_\_\_\_\_ Position/Title \_\_\_\_\_

Email Address \_\_\_\_\_ Primary Phone \_\_\_\_\_

New User? \_\_\_\_ Yes \_\_\_\_ No Existing User ID: \_\_\_\_\_ CVSA Certified? \_\_\_\_ Yes \_\_\_\_ No

### Supervisor Information

First Name \_\_\_\_\_ M.I. \_\_\_\_ Last Name \_\_\_\_\_

Work Location \_\_\_\_\_ Position/Title \_\_\_\_\_

Email Address \_\_\_\_\_ Primary Phone \_\_\_\_\_

\_\_\_\_\_  
User/Requestor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

To be completed by CVS Office:

Items Initialed	Information/Signature Provided	Agency Verified	Access Status	
____ Yes ____ No	Requestor ____ Yes ____ No Supervisor ____ Yes ____ No	____ Yes ____ No	Approved ____ Denied ____ Pending ____	Reason/Notes _____
Administrative Approval Required ____ Yes ____ No		Date	Reviewed/Completed By	Date