**Nottingham City Council National Register of Refusals and Revocations (NR3) Policy**

**Introduction**

The Local Government Association (LGA) has commissioned the ‘National Register of Refusals and Revocations’ (‘NR3’). The NR3 contains information relating to any refusal to grant, or revocation of a hackney carriage or private hire driver’s licence. It is therefore a mechanism for licensing authorities to share details of individuals who have had a hackney carriage or private hire vehicle driver’s licence revoked, or an application for one refused. The NR3 is hosted by the National Anti-Fraud Network (NAFN) and access to the register is available to NAFN members only.

Throughout this policy reference is made to a *‘taxi driver’s licence.’* This generic term covers a hackney carriage driver’s licence, a private hire driver’s licence and a combined/dual licence.

**The purpose of NR3**

The objective of the NR3 is enable properly informed decisions to be made by a Local Authority on whether an applicant for a hackney carriage or private hire licence is a fit and proper person to hold such a licence, in the knowledge that another authority has previously reached a negative view on the same applicant. Nottingham City Council (“The Council”) has signed up to use NR3 as a member of NAFN and will have regard to specific user guidance and training materials on using the register - published separately by the LGA and NAFN.

NR3 will allow the Council to record details of where a hackney carriage or PHV driver’s licence has been refused or revoked and allow it to check new applicants against the register. In this policy, the ‘first authority’ refers to a licensing authority which made a specific entry onto the NR3; the ‘second authority’ refers to a licensing authority which is able to search the register when an application is received for a new drivers licence, or to renew an existing drivers licence and is seeking more detailed information about the entry.

The first authority can then provide information to the second authority, enabling the second authority to take the earlier action into account and make an informed decision as to whether or not the licence should be granted or renewed.

**Scope of this Policy**

In order to comply with the Data Protection Act 2018 (the DPA), the UK General Data Protection Regulation (UK GDPR) and the Human Rights Act 1998, it is essential that the first authority which provides information about entries on the NR3 register, and the second authority that requests and receives such information, both have clear policies. The policies should detail how and when such information will be requested, provided, and how any information provided can then be used, and this policy aims to do that. This policy covers how the Council will use NR3 and how it will comply with data protection requirements as a data controller in relation to the Council’s processing of personal data in connection with NR3, including in relation to uploading information to NR3, consulting NR3, and disclosing or receiving information about individuals who appear on NR3.

The Council has also signed up to data sharing and data processing agreements with NAFN. These agreements also outline the necessary steps the Council has taken to take to ensure compliance with data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 (DPA).

**Procedures for using NR3**

1. **Adding details of a refusal or revocation to NR3**

Where an application for a licence is refused, or an existing licence is revoked, Nottingham City Council will record this decision on NR3. The information recorded on NR3 will be limited to an individual’s:

* Name
* Date of birth
* Address and contact details
* National insurance details
* Driving licence number
* Decision taken i.e. revocation or refusal
* Date of decision; and
* Date decision effective
1. **Checking the NR3 register as part of the application and renewal process** and **making a request for further information regarding an entry on NR3**

When an application is made to Nottingham City Council for the grant of a new, or renewal of a taxi driver’s licence, the Council will carry out a search on the NR3 register. Nottingham City Council will then retain a clear written record of every search that is made of the register. This will detail:

* The date of the search
* The name or names searched
* The reason for the search (new application or renewal)
* The results of the search; and
* The use made of the results of the search (this information will be entered to the register at a later date)

This record will not be combined with any other records (i.e. combined with a register of licences granted) and will be retained for the retention period of 25 years.

If the Council discovers any match (i.e. there is an entry in the register for the same name and identifying details) a request will be made to the authority that entered those details (the first authority) for further information about that entry by asking for more details of the revocation or refusal of a drivers’ licence by the first authority. That request will also include details of Nottingham City Council’s data protection policy in relation to the use of any data that is obtained as a result of this process. <https://www.nottinghamcity.gov.uk/privacy-statement>

This request will be made in writing in accordance with the form at Annex C of this policy. It will be posted or emailed to the contact address of the authority that entered those details (the first authority) which will be detailed in the register. If information is shared with the Council by the First Authority will then be used to help reach a decision on the application.

1. **Using any information obtained as a result of a request to another authority**

When the Council receives information as a result of a request that has been made to another authority, it will take that information into account when determining the application for the grant or renewal of a taxi drivers’ licence. This will be in accordance with the usual process for determining applications.

The Council will make and then retain a clear written record of the use that is made of the results of the search (this information will be added to the register detailed above). Information that is received may warrant significant weight being attached to it, but it will not be the sole basis for any decision that the Council will make in relation to the application

Licensing authorities are legally required to consider each licence application on its own merits and cannot refuse an application simply because an applicant may be recorded on NR3. The purpose of NR3 is to ensure that authorities have the full information necessary to help them reach a decision on whether an individual is fit and proper. If circumstances have materially changed since the decision that has been recorded on NR3, it may be appropriate for another authority to award a licence.

1. **Responding to a request made for further information regarding an entry on NR3**

When the Council receives a request for further information from another authority a clear written record will be made of the request having been received. This record will not be combined with any other records (i.e. combined with a register of licences granted) and will be retained for the retention period of 25 years.

The Council will then determine how to respond to the request. The Council will not simply provide information as an automatic response to every request.

The officer will record what action was taken and why. The Council will make and then retain a clear written record of every decision that is made as a result of a request from another authority. This will detail:

* the date the request was received.
* how the request was considered against data protection legislation and its conclusions.
* the name or names searched.
* whether any information was provided.
* if information was provided, why it was provided (and details of any further advice obtained before the decision was made).
* if information was not provided, why it was not provided (and details of any further advice obtained before the decision was made); and
* how and when the decision (and any information) was communicated to the requesting authority.
* This record will not be combined with any other records and will be retained for the retention period of 25 years

**Compliance with data protection legislation**

The Council will consider compliance with data protection legislation on each occasion. This will consider how the second authority will use the data, how it will store that data to prevent unauthorised disclosure, the retention period for that data, and the mechanism for erasure or destruction of the data at the end of that period. It is expected that if the second authority has adopted a policy similar to this, that should be a reasonably straightforward process. If the Council is not satisfied that the second authority’s data protection policy is satisfactory, no disclosure can be made. In such circumstances it is essential that discussion takes place as a matter of urgency between the officers of the Council and the 2nd authority and involves the Information Compliance team/Data Protection Officers as appropriate.

1. Consideration of request

If the Council is satisfied that the second authority’s data protection procedures are satisfactory, consideration will then be given as to what information will be disclosed. This will be determined by an officer who has been trained to discharge this function. Any disclosure must be considered and proportionate, taking into account the data subject’s rights and the position and responsibilities of a taxi driver, to ensure disclosure is not arbitrary. The Council will and must carefully consider what information, if any, to reveal to the requesting authority. The Council will not disclose information relating to every entry. Each application will be considered on its own merits. This is not intended to undermine the effects of the register: it is essential to ensure that disclosures are compatible with the Data Protection Act, the General Data Protection Regulations, and the Human Rights Act. In making its decision the authority must consider the nature and seriousness of the conduct which led to the revocation or refusal to renew, and the time that has elapsed since the decision was made.

1. Purpose and legal basis for processing

Any information that is received from the first authority or shared with a second authority in relation to an application will only be used in relation to that application, and the determination of it, and will not be used for any other purpose. Any such data that is received (referred to below as “relevant data”) will only be kept for along as is necessary in relation to the final determination of that application. This will include the period of time processing that application, making a decision, notifying the applicant of the outcome of that decision, and any appeal processes. The legal basis for processing this information is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or PHV licence. Any information about convictions will be shared in accordance with this policy under schedule 1, part 2, paragraph 6 of the DPA; that is, the processing is necessary for reasons of substantial public interest in connection with the exercise of a function conferred on the authority by an enactment or rule of law.

However, in every case, consideration will be given to the full circumstances of the decision, and there may be occasions where information is provided other than in accordance with this policy. The reasons for this will be recorded.

1. Retention of information

Data is held on the NR3 register for a period of 25 years, in line with the national NR3 guidance set by NAFN as a result of the statutory duties on Local Authorities and prescribed under sections 51, 59 and 61 of the Local Government (Miscellaneous Provisions) Act 1976; sections 13, 16 and 17 of the Private Hire Vehicles (London) Act 1998; section 3 of the Private Hire Vehicles (London PHV Driver's Licences) Regulations 2003; sections 25 and 30 of the London Cab Order 1934; sections 9 and 19 of the Plymouth City Council Act 1975 and section 46 of the Town Police Clauses Act 1847.

In the event of an appeal in respect of the determination of an application being made to the Courts within the requisite period, the relevant data will be retained for 35 days following the final disposal of all appeal proceedings including an appeal by way of case stated (which will include potential appeals to the Court of Appeal and Supreme Court).The appeal period is 21 days from the date on which the written notification of the decision was received by the applicant/licensee. An appeal must be lodged within that time period, and no extension of that period is permissible (see Stockton-on-Tees Borough Council v Latif [2009] LLR 374). However, to ensure that the information is available if an appeal is lodged and there is a dispute over time periods, a period of 35 days is specified.

1. Rights of data subjects

Full information for licensees and applicants about how the Council use their information, including that contained on the NR3 can be found in the Taxi Licensing privacy notice at: [pn-048\_taxilicensing-final.pdf (nottinghamcity.gov.uk)](https://www.nottinghamcity.gov.uk/media/3332605/pn-048_taxilicensing-final.pdf). Notification of the NR3 to existing licensees will be given in general on the website of the Council and by correspondence substantially in the form shown at Annex A.

A licensee or applicant has various rights in relation to their data: the right to request access to the data; the right to rectification or erasure of the data; the right to restrict processing of the data, and the right to object to the processing of data for this purpose. Instructions on how to exercise these rights can be found at the ‘What Are Your Rights’ section of: [Nottingham City Council Privacy Notice - Nottingham City Council](https://www.nottinghamcity.gov.uk/privacy-statement). It is not intended that any NR3 data will be transferred out of the United Kingdom.

The Council will disclose information relating to a revocation or refusal to grant a driver’s licence in accordance with the timescales contained within the Council’s Data Protection policy. <https://www.nottinghamcity.gov.uk/privacy-statement> Where the reason for refusal to grant or revocation relates to a conviction which is within the timescales determined in the council’s current Enforcement, Convictions & Fitness Policy, the information will usually be disclosed. Where the reason for refusal to grant or revocation relates to a conviction which is outside the timescales determined in the Enforcement, Convictions & Fitness Policy, the information will not usually be disclosed.

1. Historic revocations and refusals

Historic details of revocations or refusals of a taxi driver’s licence will be added to the NR3. Notification of this will be given to former licence holders whose licence was revoked or applicants who were refused a licence. This will be done by notification on the website for the Council and in correspondence substantially in the form show at Annex B. Historic data will not go back beyond the retention period of 25 years.

Individuals whose details are added to NR3 will be notified of this at the point at which they are advised of the decision to refuse or revoke a licence.

Outside of these times, an individual can make a subject access request (SAR) for any of their personal data held on NR3. The ‘data controller’ in respect of this data is the Council, to whom a SAR should be submitted in the first instance. As the ‘data processor’, that is the organisation storing the data, the NAFN will fulfil this request. Similarly, the exercise of any other rights provided under data protection legislation should be made to the Council in the first instance.

Annex A

Notification to existing licensees of NR3

To all combined licence holders

Dear licensee

National Register of Taxi Licence Refusals and Revocations

I am writing to make you aware of a new initiative which Nottingham City Council is involved in to help strengthen hackney carriage/ Private Hire Vehicle (PHV) licensing for the benefit of both passengers and responsible hackney carriage and PHV drivers.

As you may be aware, the Local Government Association (LGA), the representative body for local councils, has commissioned a new National Register of Taxi Licence Refusals and Revocations (NR3). The register will be hosted by the National Anti-Fraud Network (NAFN). The intention of this is to prevent drivers who have had a hackney carriage or PHV licence revoked or an application for one refused, going to another authority to dishonestly secure a licence by failing to disclose their previous licensing history.

Instances of drivers doing this in the past have undermined public confidence in the hackney carriage and PHV trade and licensing authorities. The purpose of the NR3 initiative is therefore to provide a mechanism for licensing authorities to share details of individuals who have had a hackney carriage or PHV licence revoked or an application for one refused. The development of NR3 has been welcomed by all sections of the taxi trade, safety groups and charities, the Department for Transport and by licensing authorities.

From 21 February 2022, this authority will begin using the NR3. This means that from that point:

* Applications for new hackney carriage/PHV licences and for renewals will be checked on the NR3.
* Where an existing licence is revoked or an application for renewal or a new licence is refused, this will be recorded on NR3.

This authority, and other licensing authorities, will also be adding historic information on refusals and revocations of licences to the register. Historic data will not go back beyond the retention period of 25 years. Any relevant data entered onto NR3 which relates to existing licence holders may be considered as part of future renewal processes.

The information recorded on NR3 will be limited to your:

* name
* date of birth
* address and contact details
* national insurance number
* driving licence number
* decision taken
* the date of the decision
* the date decision was effective

 Information will be retained on NR3 for 25 years.

Where an applicant’s details are flagged on NR3 during a search, this will be followed up separately between the authorities. Any such request in relation to your record will be responded to in accordance with the authority’s published policy.

 Licensing authorities will still be required to consider each application on its own merits, but the introduction of NR3 will help ensure that they are able to do so on the basis of all the information that is relevant to an application.

All data processing and sharing undertaken by this authority on the NR3, and with individual authorities in regard to entries on the NR3 will be undertaken in accordance with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR). The legal basis for processing this information is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or PHV licence. It is not intended that any NR3 data will be transferred out of the United Kingdom.

If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authority’s Data Protection Officer at  foi@nottinghamcity.gov.uk

You always have the right to make a complaint to the Information Commissioner’s Office.

Yours sincerely

Licensing authority

 **Frequently asked questions**

***Why has the register been set up?***

NR3 has been developed to improve public safety and confidence in hackney carriage and PHV licensing. There have been numerous high-profile cases where drivers who have been refused licences or had a licence revoked in one area have gone to another area and received a licence in that area by failing to disclose their previous history. This undermines public safety, if there are legitimate reasons why a licence was refused or revoked, and damages confidence in the hackney carriage / PHV licensing regime and trade. This is why the initiative has been widely supported by reputable drivers and firms, as it will provide a mechanism for ensuring information about refusals and revocations can be shared between all licensing authorities in a safe and secure way, removing this potential loophole.

***How will the register work – what information will be recorded?***

When an authority revokes a licence, or refuses an application for one, it will record this information on NR3. The information recorded will be limited to:

* name
* date of birth
* address and contact details
* national insurance number
* driving licence number
* decision taken
* date of decision
* date decision effective

Licensing authorities will then search the register when they are processing new applications or renewals. Where an authority finds a match for their applicant on NR3, it will contact the licensing authority that recorded the entry to seek more information, which, if shared, will then be used to help reach a decision on the application.

***Will I automatically be refused a licence if I am on the register?***

No. Licensing authorities are legally required to consider each licence application on its own merits and cannot refuse an application simply because an applicant may be recorded on NR3. The purpose of NR3 is to ensure that authorities have the full information necessary to help them reach a decision on whether an individual is fit and proper. If circumstances have materially changed since the decision that has been recorded on NR3, it may be appropriate for another authority to award a licence.

***What if my licence is suspended?***

Suspensions of licences will not be recorded on NR3. This is because suspension should be used as either a short-term punishment or to overcome a short-term situation (e.g. driving or medical issues). Where a driver is no longer considered to be a fit and proper person to hold a licence, the licence should be revoked.

***Can I find out if my details are on the NR3?***

Individuals whose details are added to NR3 will be notified of this at the point at which they are advised of the decision to refuse or revoke a licence.

Outside of these times, an individual can make a subject access request (SAR) for any of their personal data held on NR3. The ‘data controller’ in respect of this data is this licensing authority, to whom a SAR should be submitted in the first instance. As the ‘data processor’, that is the organisation storing the data, the National Anti-Fraud Network will fulfil this request. Similarly, the exercise of any other rights provided under data protection legislation should be made to this authority in the first instance.

***How long will details be held on NR3 for?***

Data will be retained on the register to help licensing authorities fulfil their statutory duty to be satisfied that a person is a fit and proper person to hold a taxi or PHV licence. These duties are set out under sections 51, 59 and 61 of the Local Government (Miscellaneous Provisions) Act 1976; sections 13, 16 and 17 of the Private Hire Vehicles (London) Act 1998; section 3 of the Private Hire Vehicles (London PHV Driver's Licences) Regulations 2003; sections 25 and 30 of the London Cab Order 1934; sections 9 and 19 of the Plymouth City Council Act 1975 and section 46 of the Town Police Clauses Act 1847. In accordance with this purpose, data will remain on NR3 for 25 years.

Annex B

Notification to former licence holders or applicants whose details will be entered onto NR3

Dear XXX

National Register of Refusals and Revocations

I am writing to make you aware of a new initiative which Nottingham City Council is involved in to help strengthen hackney carriage / Private Hire Vehicle (PHV) licensing for the benefit of both passengers and responsible hackney carriage and PHV drivers.

The Local Government Association (LGA), the representative body for local councils, has commissioned a new National Register of Refusals and Revocations (NR3). The register will be hosted by the National Anti-Fraud Network (NAFN). The intention of this is to prevent drivers who have had a hackney carriage or PHV licence revoked or an application for one refused, going to another authority to dishonestly secure a licence by failing to disclose their previous licensing history.

Instances of drivers doing this in the past have undermined public confidence in both the hackney carriage and PHV trade and licensing authorities. The purpose of the NR3 initiative is therefore to provide a mechanism for licensing authorities to share details of individuals who have had a taxi or PHV licence revoked or an application for one refused. The development of NR3 has been welcomed by all sections of the hackney carriage and PHV trade, safety groups and charities, the Department for Transport and by licensing authorities.

From 21 February 2022, this authority will begin using the NR3. This means that from that point:

* applications for new hackney carriage/PHV licences and for renewals will be checked on the NR3
* where an existing licence is revoked, or an application for renewal or a new licence is refused, this will be recorded on NR3.

This authority, and other licensing authorities, will also be adding historic information on refusals and revocations of licences to the register. Historic data will not go back beyond the retention period of 25 years. As part of this process, it is intended that the details of your previous licence revocation/refusal will be added to the register in 28 day’s time.

The information recorded on NR3 in respect of your case is limited to:

* name
* date of birth
* address and contact details
* national insurance number
* driving licence number
* decision taken
* date of decision
* date decision effective.

 Information will be retained on NR3 for 25 years.

Where an applicant’s details are flagged on NR3 during a search, this will be followed up separately between the authorities. Any such request in relation to your record will be responded to in accordance with the authority’s published policy.

Licensing authorities will still be required to consider each application on its own merits, but the introduction of NR3 will help ensure that they are able to do so on the basis of all the information that is relevant to an application.

All data processing and sharing undertaken by this authority on the NR3, and with individual authorities in regard to entries on the NR3 will be undertaken in accordance with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR). The legal basis for processing this information is that it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the licensing authority – that is, assessing whether an individual is a fit and proper person to hold a hackney carriage or PHV licence. It is not intended that any NR3 data will be transferred out of the United Kingdom.

You have various rights in relation to your data: the right to request access to your data; the right to rectification or erasure of your data; the right to restrict processing of your data, and the right to object to the processing of your data for this purpose. The authority will consider any such requests and respond within one month.

If you wish to raise any issue related to the data protection legislation, including by relying on any of the rights afforded to data subjects under the GDPR, you can do so to the authority’s Data Protection Officer at foi@nottinghamcity.gov.uk This includes submitting a subject access request.

You always have the right to make a complaint to the Information Commissioner’s Office.

Yours sincerely

Licensing authority

**Frequently asked questions**

***Why has the register been set up?***

NR3 has been developed to improve public safety and confidence in taxi and PHV licensing. There have been numerous high-profile cases where drivers who have been refused licences or had a licence revoked in one area have gone to another area and received a licence in another area by failing to disclose their previous history. This undermines public safety, if there are legitimate reasons why a licence was refused or revoked, and damages confidence in the hackney carriage / PHV licensing regime and trade. This is why the initiative has been widely supported by reputable drivers and firms, as it will provide a mechanism for ensuring information about refusals and revocations can be shared between all licensing authorities in a safe and secure way, removing this potential loophole.

***How will the register work – what information will be recorded?***

When an authority revokes a licence, or refuses an application for one, it will record this information on NR3. The information recorded will be limited to:

* name
* date of birth
* address and contact details
* national insurance number
* driving licence number
* decision taken
* date of decision
* date decision effective.

Licensing authorities will then search the register when they are processing new applications or renewals. Where an authority finds a match for their applicant on NR3, it will contact the licensing authority that recorded the entry to seek more information, which, if shared, will then be used to help reach a decision on the application.

***Will I automatically be refused a licence if I am on the register?***

No. Licensing authorities are legally required to consider each licence application on its own merits and cannot refuse an application simply because an applicant may be recorded on NR3. The purpose of NR3 is to ensure that authorities have the full information necessary to help them reach a decision on whether an individual is fit and proper. If circumstances have materially changed since the decision that has been recorded on NR3, it may be appropriate for another authority to award a licence.

***Can I find out if my details are on the NR3?***

Individuals whose details are added to NR3 will be notified of this at the point at which they are advised of the decision to refuse or revoke a licence.

Outside of these times, an individual can make a subject access request (SAR) for any of their personal data held on NR3. The ‘data controller’ in respect of this data is this licensing authority, to whom a SAR should be submitted in the first instance. As the ‘data processor’, that is the organization storing the data, the National Anti-Fraud Network will fulfil this request. Similarly, the exercise of any other rights provided under data protection legislation should be made to this authority in writing in the first instance.

***How long will details be held on NR3 for?***

Data will be retained on the register to help licensing authorities fulfil their statutory duty to be satisfied that a person is a fit and proper person to hold a taxi or PHV licence. These duties are set out under sections 51, 59 and 61 of the Local Government (Miscellaneous Provisions) Act 1976; sections 13, 16 and 17 of the Private Hire Vehicles (London) Act 1998; section 3 of the Private Hire Vehicles (London PHV Driver's Licences) Regulations 2003; sections 25 and 30 of the London Cab Order 1934; sections 9 and 19 of the Plymouth City Council Act 1975 and section 46 of the Town Police Clauses Act 1847. In accordance with this purpose, data will remain on NR3 for 25 years.

Annex C

**Information Disclosure Form**

This form is submitted following a search of the National Register of Refusals and Revocations (NR3).

This information is requested under schedule 1, part 2, paragraphs 11&12 of the Data Protection Act (DPA) 2018.

(For completion by requestor authority)



**Declaration by requesting authority**

The authority hereby confirms that this information is being sought in connection with the exercising of its statutory function to ensure that holders of taxi / PHV licences are fit and proper persons, and that the processing of this data is therefore necessary in the performance of a task carried out in the public interest.

The information provided below will only be processed, used and saved by the authority in connection with this particular application and in accordance with all relevant data and privacy requirements, as previously advised by the authority to applicants for and existing holders of taxi and PHV licences, and will be retained in accordance with the Authority’s retention policy relating to the provision of such information.

To enable the authority to conduct a data protection impact assessment, details of this authority’s policy in relation to the use of information obtained as a result of this request is attached to this document.

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| Declaration |
| Signed |                          |
| Print Name |   |
| Position |   |
| Date |   |

|  |
| --- |
| For completion by providing authority |
|  Further information to support the decision recorded on NR3 in respect of the above-named individual |
|   |

Declaration by the providing authority.

The authority hereby confirms that it has conducted a data protection impact assessment.

It also confirms that the information above is accurate and has been provided after thorough consideration by the authority as to the proportionality and lawfulness of making this disclosure. The information reflects the basis on which the decision recorded in the National Register of Refusals and Revocations was made. In the event that the authority becomes aware that this information is no longer accurate, we will advise the above-named authority accordingly.

The authority also confirms that, as part of the basis for securing, retaining or applying for a taxi/PHV licence, the above named individual has been made aware of to the fact that this information will be shared, in accordance with all relevant data and privacy requirements

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| --- |
| Authority |
| Signed |                        |
| Print Name |   |
| Position |   |
| Date |   |