



WAGE HISTORY REPORT REQUEST

INFORMATION

To verify an applicant's annual income (the last four available quarters), even if \$0, the Consumer Assistance Program (CAP) will accept a Wage History Report (WHR) issued to the applicant by the Employment Development Department (EDD). To obtain a WHR from EDD, follow the instructions below.

INSTRUCTIONS

1. Complete the form below. Incomplete forms will not be processed.
2. Submit the completed form to EDD by mail or fax to:

MAIL: Employment Development Department
 Document Retrieval Unit, MIC 15A
 P.O. Box 826880
 Sacramento, CA 94280

PHONE: (916) 653-1672

FAX: (916) 449-1994

3. Within four weeks of receiving this form, EDD will mail a WHR to the applicant's mailing address. Upon receipt of the WHR from EDD, **write your CAP ID number at the top** and mail a copy to:

MAIL: Bureau of Automotive Repair/CAP
 10949 North Mather Boulevard
 Rancho Cordova, CA 95670

PHONE: (866) 272-9642

REQUESTER INFORMATION		
FULL NAME Last, First, Middle Initial		
OTHER NAME USED (IF APPLICABLE) Last, First, Middle Initial		
MAILING ADDRESS Number, Street, and Apt/Unit #		
CITY	STATE	ZIP CODE
PHONE NUMBER	SOCIAL SECURITY NUMBER	
SIGNATURE		DATE

NOTICE ON COLLECTION OF PERSONAL INFORMATION

Collection and Use of Personal Information

The Bureau of Automotive Repair of the Department of Consumer Affairs collects the personal information requested on this form as authorized by Health and Safety Code sections 44002 and 44094, and California Code of Regulations, title 16, sections 3394.4 and 3394.6. The Bureau of Automotive Repair uses this information principally to identify, evaluate, and verify applicant eligibility for Consumer Assistance Program participation.

Providing Personal Information is Voluntary

You do not have to provide the personal information requested. However, if you do not provide the requested personal information we may be unable to process your application.

Access to Your Personal Information

You may review the records maintained by the Bureau of Automotive Repair that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information

The Bureau of Automotive Repair makes every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act (PRA) request (Government Code section 6250 et seq.), as allowed by the Information Practices Act (Civil Code section 1798 et seq.);
- To another government agency as required by State or Federal law; or,
- In response to a court or administrative order, a subpoena, or a search warrant.

Contact Information

For questions about your Consumer Assistance Program application or records, you may contact the Bureau of Automotive Repair's Consumer Assistance Program at 10949 North Mather Boulevard, Rancho Cordova, CA 95670 or by phone at (866) 272-9642.

For questions about this notice or access to Bureau of Automotive Repair records, you may contact the Bureau of Automotive Repair PRA Unit at 10949 North Mather Boulevard, Rancho Cordova, CA 95670, by phone at (855) 735-0465, or by email at bar.pra@dca.ca.gov.

For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by email at dca@dca.ca.gov.

For questions about the Information Practices Act, you may contact the Office of the Attorney General, California Department of Justice - Attention: Public Inquiry Unit, PO Box 944255, Sacramento, CA 94244, or by phone at (800) 952-5225.