

APPLICATION FORM FOR REQUESTING PLANS AND DRAWINGS FROM PROCUREMENT

This form is to be filled out by all individuals requesting plans and drawings from the Washington Suburban Sanitary Commission (WSSC) Procurement Group.

Please fill in all blanks on form unless otherwise noted. A valid driver's license will need to be submitted for WSSC to make a copy for its records

APPLICANT NAME			DRIVER'S LICENSE	
Family Name _____	Given Name _____	Middle Name _____	State _____	Number _____
			BUSINESS LICENSE	
			Number _____	
COMPANY APPLICANT REPRESENTS				

CONTACT INFORMATION					
HOME			COMPANY		
Address			Address		
City _____	State _____	Postal Code _____	City _____	State _____	Postal Code _____
Country _____			Country _____		
Telephone _____		Fax _____	Telephone _____		Ext _____ Fax _____
E-Mail _____			E-Mail _____		

DESCRIPTION OF INTENDED BUSINESS USE OF WSSC RECORDS / INFORMATION (Please be as specific as possible)

REFERENCE WHO CAN CONFIRM BUSINESS USE

(Should be applicant's immediate supervisor or company official who can confirm length of employment, applicant's position with firm, and related business purpose. If working for WSSC, applicant should also list authorized WSSC contact.) (At least 3 references must be provided)

1. Company Official Contact

Authorized WSSC Contact

Name

Name

Telephone

Ext

Fax

E-Mail

2. Company Official Contact

Authorized WSSC Contact

Name

Name

Telephone

Ext

Fax

E-Mail

3. Company Official Contact

Authorized WSSC Contact

Name

Name

Telephone

Ext

Fax

E-Mail

4. Company Official Contact

Authorized WSSC Contact

Name

Name

Telephone

Ext

Fax

E-Mail

5. Company Official Contact

Authorized WSSC Contact

Name

Name

Telephone

Ext

Fax

E-Mail

For Internal Use Only:

Vendor ID: _____

By signing this application, I certify that this application is complete and accurate to the best of my knowledge and that I have not made any attempt to conceal information. I understand that falsification could be cause for refusal. I also agree to the following terms:

- WSSC reserves the right to require occasional renewal of this application. If the application is not renewed when required, documents will not be released until application renewal is completed.
- My company and I will abide by the terms of non-disclosure listed below. Failure to do so may result in permanent revocation of my company's and my right to access WSSC records/information. In such case, WSSC also reserves the right to demand immediate delivery or return of all WSSC records/information, documents, and files. Non-disclosure agreement - As a condition to furnishing the applicant with WSSC engineering records/information or Internet access to such, the Applicant and the Applicant's Company agree to the following:
 - The records/information provided by WSSC shall not be used by the Applicant or the Applicant's Company other than for the purpose stated on the application form.
 - The records/information will be treated as belonging to WSSC, and shall not, without WSSC's prior written consent, be disclosed in any manner, in whole or in part, to anyone outside of the Applicant's Company or within the Applicant's Company except for purposes involving legitimate business needs for such records/information.

Signature

Date